Colac Otway
SHIRE

ORDINARY COUNCIL MEETING

AGENDA

24 FEBRUARY 2016

at 4:00 PM

COPACC - Colac

Next Meeting: Wednesday 23 March 2016

COPACC Meeting Rooms, Colac

Our Vision

A sustainable community with a vibrant future.

Our Mission

Council will work with our community and partners to provide:
- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community

Our Values

Council will achieve its Vision and Mission by acting with:
- Respect
- Integrity
- Goodwill
- Honesty
- Trust

Our Strategic Direction

The four pillars of our Council Plan indicate our key strategic direction for 2013-2017.

An underlying principle in the development of the Council Plan was to more effectively integrate service delivery.

Pillar 1: Good Governance
Pillar 2: A Planned Future
Pillar 3: A Place to Live and Grow
Pillar 4: A Healthy Community and Environment

Our Councillors

Cr Frank Buchanan (Mayor), Cr Brian Crook, Cr Michael Delahunty, Cr Stephen Hart, Cr Lyn Russell, Cr Chris Smith, Cr Terry Woodcroft (Deputy Mayor).

Ordinary Meeting of Council

Welcome

Welcome to this Meeting of the Colac Otway Shire Council

Council Meetings are an important way to ensure that your democratically elected representatives are working for you in a fair and transparent way. They also allow the public to be involved in the decision making process of Council

About this meeting

There are a few things to know about tonight's meeting. The agenda itemizes all the different parts to the meeting. Some of the items are administrative and are required by law. In the agenda you will also find a list of all the items to be discussed this evening.

Each report is written by a Council officer outlining the purpose of the report, all relevant information and a recommendation. Council will consider the report and either accept the recommendation or make amendments to it. All decisions of Council are adopted if they receive a majority vote from the Councillors present at the meeting.

In accordance with Local Law 4, agenda items will be considered as follows:

- The item is introduced by the Mayor and Councillors are invited to ask questions of relevant officers
- A mover and a seconder of a motion is called for and if there is any Councillor who wishes to oppose the motion.
- The mover will then be invited to speak to the motion, followed by the seconder and then, if required, the Councillor who opposed the motion.
- Remaining Councillors will be given the opportunity to speak for or against the motion.
- If any Councillor speaks against the motion, the mover will be given the right of reply.
- There will be no further discussion of the item once the vote has been declared.

Public Question Time

Provision is made at the beginning of the meeting for general question time from members of the public. Matters relating to routine Council works should be taken up with Council's Customer Assist Staff.

Up to thirty minutes may be provided for Question Time. This is at the discretion of the Mayor.

Residents are encouraged to lodge questions in advance so that a more complete response can be given.

Questions can be submitted in writing up until 5.00pm on the Monday prior to each Council meeting. There is also provision for questions to be asked from the gallery. If you would like to ask a question during Question Time, it would be appreciated if you could please fill in the blue "Public Question Time – Council Meetings" form located in the meeting rooms and hand to the COPACC Duty Supervisor.

Questions relating to a topic on the agenda may be taken on notice and responded to after the meeting. Responses to questions taken on notice will be tabled at the following meeting and included in the minutes of that meeting.

Hearing of Submissions

Any person who has made a written submission on an item and requested that she or he be heard in support of that written submission pursuant to section 223 of the *Local Government Act 1989* will be entitled to address Council.

When the relevant item is listed for discussion, the Mayor/Chairperson will call your name and ask you to address the Council. The length of time available to each speaker is five minutes.

Recording of Meetings

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings. Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

COLAC-OTWAY SHIRE COUNCIL MEETING

24 FEBRUARY 2016

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COLAC OTWAY SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that the next ***ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL*** will be held in COPACC - Colac on 24 February 2016 at 4.00pm.

1.   OPENING PRAYER

Almighty God, we seek your
blessing and guidance in our
deliberations on behalf of the
people of the Colac Otway Shire.
Enable this Council's decisions to be
those that contribute to the true
welfare and betterment of our community.
                                              AMEN

2.   APOLOGIES

3.   DECLARATION OF INTEREST

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989, direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), ie:

   a) direct financial interest
   b) indirect interest by close association
   c) indirect interest that is an indirect financial interest
   d) indirect interest because of conflicting duties
   e) indirect interest because of receipt of an applicable gift
   f) indirect interest as a consequence of becoming an interested party
   g) indirect interest as a result of impact on residential amenity
   h) conflicting personal interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

4. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Colac Otway Shire acknowledges the traditional custodians and law makers of this land, their elders past and present and welcomes any descendants here today.

Colac Otway Shire encourages community input and participation in Council decisions. Council meetings provide an opportunity for the community to ask Council questions, either verbally at the meeting or in writing.

Please note that Council may not be able to answer some questions at the meeting. These will be answered later.

Council meetings enable Councillors to debate matters prior to decisions being made. I ask that we all behave in a courteous manner.

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

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5. QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. Once everyone has had an opportunity to ask their initial questions, and if time permits, the Mayor will invite further questions.

Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time),
2. Questions from the floor.

6. TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS

These responses will not be read out but will be included in the minutes of this meeting.

7. PETITIONS/JOINT LETTERS (if required)

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8.   CONFIRMATION OF MINUTES

As per Governance Local Law No 4, clause 34:

- **Ordinary Council Meeting held on the 27/01/16.**

__Recommendation__

That Council confirm the above minutes.

34.   Objection to Confirmation of Minutes

(1)   If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

   (a)   state the item or items with which he or she is dissatisfied; and

   (b)   propose a motion clearly outlining the alternative wording to amend the minutes.

(2)   Except where sub-clause (1) applies, no vote shall be recorded against a motion to adopt the minutes.

OM162402-1   FESTIVAL AND EVENTS SUPPORT SCHEME 2016-2017

AUTHOR:	Emma Clark	ENDORSED:	Brydon King
DEPARTMENT:	Development & Community Services	FILE REF:	F15/5436

Purpose
The purpose of this report is to seek Council endorsement for proposed funding of $75,000 to be made available to event organisers through the 2016-2017 Festival and Events Support Scheme (FESS).

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
The Festival and Event Support Scheme (FESS) was introduced in 2007 to provide an equitable funding allocation for events held within the shire via an agreed set of criteria.

Prior to the introduction of the FESS, only four events were supported by Council:
1.   Birregurra Weekend Festival
2.   Spirit of Christmas
3.   KANA
4.   Apollo Bay Music Festival.

In response to a number of new events being successfully implemented and funding requests from event organisers Council developed the FESS, a fair and transparent process for all events to be assessed for funding by Council.

Since the introduction of the FESS, Council has funded over 65 different events.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
The FESS has been operating for eight years and has been successful in developing and supporting existing and new events. However almost every year the FESS is oversubscribed, with the same events applying for and receiving funds. This results in limited scope for developing new events and there is no financial security for new and existing events to receive the same amount of funding each year. This can result in budgeting difficulties for the event organiser.

An internal review of the FESS Guidelines was conducted after the allocation of the 2014-2015 FESS and changes were made to the funding categories including providing funding

for 2 years for events in the Sponsorship Category and Seed Funding Category. The One Off Event category remained with allocation for one year.

Council at its meeting on the 25 February 2015 supported the arrangement of 2 year funding.

In the 2015-2016 round of FESS funding the following events received funding for 2016-2017 via resolution of Council on 24 June 2015:

Seed Funding

-	Apollo Bay Australia Day Community Picnic	$2,000
-	Eat Local Month	$2,000
-	Sustainable Living Day Gellibrand	$1,000
-	Youth Council Homelessness Awareness Sleepout	$4,000
		$9,000

Sponsorship

-	Amy's Gran Fondo	$1,000
-	Apollo Bay Seafood Festival	$5,000
-	Birregurra Easter Arts at the Homestead	$2,000
-	Birregurra Festival and Art Show	$5,000
-	Birregurra School Choir at Birregurra Festival	$1,500
-	Chase the Dog	$1,000
-	Colac City Bands Carols by Candlelight	$5,000
-	Colac Garden & Lifestyle Expo	$1,500
-	Colac Kana Festival	$5,000
-	Colac Orchid Annual Show	$500
-	Colac Otway Wood Design Exhibition	$2,500
-	Forrest Festival	$2,000
-	Forrest SoupFest	$4,000
-	Gellibrand Blues and Blueberry Festival	$4,000
-	Good Friday Family Fun Day & Market	$1,000
-	Great Ocean Road Marathon	$2,500
-	Hunt for the Golden Gumboot	$2,000
-	Odyssey Mountain Bike Event	$2,500
-	Run Forrest	$2,500
-	Warm Winter Words	$3,000
-	Warrion Flower Show	$1,000
		$54,500
	TOTAL	**$63,500**

The allocation of funding was based on funding for 2 years (2015-2016 and 2016-2017) per the Advisory Committee minutes of 3 June 2015 and Council resolution of 25 February 2015.

The above events will receive funding for 2016-2017 provided they have submitted all the required paperwork for their event, including an acquittal form, and subject to budget endorsement by Council.

Funding requests for One Off Events will need to be sought for 2016-2017 following the relevant processes in the FESS Guidelines.

Proposal

Council support for the revised FESS process on 25 February 2015 allows for Sponsorship and Seed funding to be allocated for 2 years. The Sponsorship and Seed funding allocated in June 2015 allowed for 25 events to receive sponsorship and seed funding in 2015/2016 and 2016/2017. The allocated sponsorship and seed funding totals $63,500 and allows $11,500 to be available for One Off and new event funding based on a proposed total of $75,000 as allocated in 2015/2016 and subject to budget approval.

It is recommended that the current FESS process should be commenced based on the above to allow for further funding allocations to be confirmed through Council by June 2016.

Financial and Other Resource Implications

The proposed funding allocation for the 2016-2017 FESS program is $75,000, however this is subject to budget deliberations.

This program contributes significantly to many events across the Shire. Without this funding a number of the community events will cease to operate. It is important to offer this scheme, as limited funding opportunities exist at a State or Federal level.

Risk Management & Compliance Issues

Specific risk management and compliance issues embedded within each event application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

Environmental and Climate Change Considerations

All events are assessed for their environmental and climate change considerations and external agencies are consulted where applicable.

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform and include:
- Applications will open on Monday 21 March 2016
- Direct database mail out to all event organisers and community groups
- Advertising in local media, all council publications and through the council Facebook page
- Community Information sessions will be held on Monday 11 April 2016 in Colac and Wednesday 13 April 2016 in Apollo Bay in conjunction with the Community Funding information sessions
- Council Officers will be available to meet with individual applicants as required to provide further assistance with applications

Implementation

The proposed timelines for the implementation of FESS are:
- FESS Applications open   Monday 21 March 2016
- Community Information Session – Colac   Monday 11 April 2016
- Community Information Session – Apollo Bay   Wednesday 13 April 2016
- FESS Applications close   Friday 29 April 2016
- Applications assessed by council officers   May/June 2016
- Council Assesment Meeting   June 2016

ORDINARY COUNCIL MEETING

OM162402-1

DEVELOPMENT & COMMUNITY
SERVICES
FESTIVAL AND EVENTS SUPPORT
SCHEME 2016-2017

- FESS Council Report endorsed at Council meeting   June 2016
- Civic Reception   July 2016

Conclusion

The annual FESS program is highly valued by the event organisers, evidenced by the number of applications received each year. The dedicated funding of festivals and events by Council has resulted in a broad range of community managed events that otherwise would not be staged within the Shire. Since 2007 the number of events funded by Council annually has increased from four (4) to over thirty five (35).

Attachments

1. Colac Otway Shire FESS Guidelines 2016-2017
2. Colac Otway Shire FESS Application Form 2016-17

Recommendation(s)

That Council:

1. *Confirms the second year allocation of Sponsorship and Seed Funding in accordance with the allocation in 2015/2016 which totals $63,500.*

2. *Commences implementation of Council's Festival and Events Support Scheme 2016-2017 for One Off and new event funding in accordance with:*
   a. *The guidelines and application forms including the proposed processes and timelines, and*
   b. *Based on proposed funding of $11,500 for these categories for a total of $75 000 combined with the allocated Sponsorship and Seed Funding.*

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FESTIVAL AND EVENT SUPPORT SCHEME GUIDELINES
2016 – 2017

1. WHAT IS THE FESTIVAL AND EVENTS SUPPORT SCEHEME (FESS)

The Colac Otway Shire (COS) recognises the importance of festival and events development in the municipality. The contribution of festivals and events to celebrating the region's diversity, cultural, economic and social development is highly valued. The Festival and Events Support Scheme (FESS) is council's funding program for events conducted within the Colac Otway Shire.

These guidelines outline FESS for individuals, groups and organisations seeking funding from Council for an event within the Shire. Funding is available for:
- Established and new events
- One off and repetitive events
- Not-for-profit
- Commercial events

There is one round of funding per year (opening 21 March 2016) for all event organisers conducting events in the 2016-2017 financial year.

This funding program provides seed funding to assist with the establishment of new event initiatives. The funding program also supports the development and growth of established events. An established event is defined as an event that has been conducted for more than 3 years.

These guidelines provide essential information for all applicants and outline the application process. They should be read in conjunction with Council's Event Policy.

The scope of the Colac Otway Shire, Festival and Events Support Scheme is broad and potential applicants are required to discuss their proposal with Council's Events Officer on 5232 9400 or inq@colacotway.vic.gov.au

2. AIMS AND OBJECTIVES

The aims and objectives of the Festivals and Events Support Scheme are to:
- Provide financial assistance to conduct established professional and quality festival or event activities within Colac Otway Shire.
- Improve the quality of life experiences for communities within the municipality by increasing access to quality festivals and events.
- Promote cultural diversity and greater awareness, appreciation and participation in activities within the Colac Otway Shire area.
- Promote a sense of pride and community identity.
- Stimulate visitation and tourism to the Colac Otway Shire area and increase economic and social development opportunities.
- Contribute to the recognition of the Colac Otway Shire area as a region to host festivals and events.
- Create an environment for innovation and creativity within the municipality.
- Assist established Festivals and Events (where appropriate) to enable the Festival or Event to become as self-sufficient as possible.

Festival and Events Support Scheme 2016 – 2017 Guidelines
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3.   **DEFINITION OF AN EVENT**
For the purposes of the Colac Otway Shire Festival and Support Scheme, the following definitions apply:

"event" means any planned activity open to the public held on Council owned or managed land where any structure (permanent or temporary), open area or road, (fenced or unfenced) will contain a number of persons greater than that normally found in that rea or location at one time.   This activity may affect the location surrounding the area prior to, during or after the activity, and includes:
- Sporting activities, whether conducted in an enclosed or unenclosed ground/venue (but does not include a regular, locally focussed and organised sporting competition at a venue built for that sport);
- One off or annual events such as religious meetings held in parks/sporting venues, rock concerts, promotional events and the like:
- Live performances and concerts; and
- Festivals.

"event organiser" means a commercial entity, community group or individual who undertakes the planning, control, management and/or implementation of an *event*.

4.   **ELIGIBILITY CRITERIA**
You are eligible to apply for FESS if:
- Your event is held in the COS and is specifically designed to benefit residents and businesses of COS.
- You are an incorporated, not for profit or commercial organisation.
- You are an unincorporated, not-for-profit group with an auspice arrangement* with an incorporated, not for profit group.
- Your event meets the criteria for funding.
- Funding preferences will be given to events not previously supported under this program, however notes that some events occur annually and rely on Council's funding support.
- Your event has a strong community focus.

You are not eligible to apply for FESS if:

- Your event that does not have a strong community base.
- Your event is conducted completely outside the boundaries of the Colac Otway Shire.
- Your event starts before 1 July 2016 or after 30 June 2017.
- Your event clashes with another major Colac Otway Shire Festival or Event.
- You are an individual without an auspice arrangement with a not-for-profit group.
- Organisations that have not completed an Acquittal Report for a previous COS Grant (FESS or Community Funding).
- Organisations that are accepting sponsorship from companies that Council deem are not suitable or align with the Council Plan 2013 – 2017.

The FESS supports new and established community events through the provision of financial assistance for costs associated with events. Examples of costs associated with events could include signage, promotional material, and professional project management and hire costs (eg. performers, PA equipment, staging, portable toilets etc).

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and exhibitions. (NB: Markets are not able to book Shire marquees). Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

Applications should assist in establishing new or providing support to existing events and activities for the citizens and/or the promotion of the Colac Otway Shire. Preference is to be given to projects and groups making a significant financial or "in kind" contribution to the event.

Applications are to be for financial assistance for costs related to the delivery of new or established events, not for general ongoing administration costs. Applicants must demonstrate how their event contributes to the social, cultural and economic growth of the Colac Otway Shire.

Funding under this scheme is restricted. Applicants with proposals for funding valued in excess of $5,000 are encouraged to discuss event/festival related proposals with the Colac Otway Shire Council's Events Officer with a view to exploring alternative funding sources. Preference will be given to events that are supported by plans detailing a vision for their event, that are organised co-operatively and where some profits will be distributed back into the community.

*Auspicing allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated. The auspice organisation is responsible for accepting the grant, receiving the grant and paying the grant to the grant recipient and ensuring, to the best of their ability, that the funds are used for the purpose the grant is intended.

The auspice will also sign the Grant/Sponsorship Agreement and will be responsible for the grant acquittal. Auspice organisations will need to provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.

5. **HOW TO APPLY**

Applications must be submitted on the attached application form. Any application that is considered incomplete or not in the required format may **not** be accepted.

Electronic versions of guidelines and application forms, including a writeable pdf version are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded. Email applications can be accepted only if a scanned signature is included on the final page. Email this application as an attachment to inq@colacotway.vic.gov.au with Festival and Events Support Scheme in the subject line. All applications must be received by the closing date.

GST

GST legislation will apply to the allocation of these funds. Organisations will be required to quote an Australian Business Number (ABN) or if an exemption applies to provide a written statement of entitlement to exemption (Supplier Statement). Supplier Statement forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded.

Where an applicant organisation is GST registered, grant allocations will be calculated and assessed on income and expenditure excluding GST. In addition, organisations registered for GST will be required to submit a Tax Invoice to Council upon approval of their grant, including an additional 10% added to the approved grant amount.

Festival and Events Support Scheme 2016 – 2017 Guidelines
Page 3

Lodgement

The closing date for applications is 4.00pm Friday 29 April 2016. All applications must be received by this time. Late applications will not be considered.

Hard copy applications should be sent to:

Festival and Events Support Scheme 2015-2016
Colac Otway Shire
PO Box 283
COLAC VIC 3250

Email applications should be sent to inq@colacotway.vic.gov.au with the completed application form attached.

All applicants will receive written advice acknowledging receipt of their application within 1 week of receipt.

IMPLEMENTATION FOR 2016-2017

Applications open	Monday 21 March 2016
Closing date for applications	Friday 29 April 2016
Evaluation of applications	May - June 2016
Notification of funding	July 2016

Reporting/Acquittal forms must be completed three months after your event.

6. SPONSORSHIP CATEGORIES

The level of assistance recommended will be determined by the current or potential value of the festival/event to generate positive economic impacts and enhance the social and cultural benefits within the community.

There are three levels of funding categories specific to the Colac Otway Shire Festival and Events Support Scheme in relation to the sponsorship of events. They are Sponsorship, Seed Funding and One-off events funding which are defined as follows:

a. Sponsorship (Up to $5,000 per event)
- This level of sponsorship is available to existing events that have demonstrated that the event is sustainable (both financially and socially) and have run for over three years.
- Events within this category will provide significant benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region and contribution to the local community.
- Events within this category must demonstrate a significant community focus.

b. Seed Funding(Up to $2,000 per event)
- This funding is designed to encourage the development of new events.
- Events will need to show that the proposed event will provide strong benefits to the Colac Otway Shire in terms of economic, social and cultural contribution to the local community.
- Events within this category will demonstrate a strong community focus.

c. One Off Events (Up to $1,000 per event)
- This funding is for one off events for celebrations of significant local historical milestones or other important one-off events.
- Events within this category will demonstrate a strong community focus.

7. THE SPONSORSHIP AGREEMENT

Festival and Events Support Scheme 2016 – 2017 Guidelines
Page 4

Successful applicants will be required to enter into an agreement with the Colac Otway Shire Council.

Larger festivals and events may wish to select one or more aspects of their program to be sponsored by the Colac Otway Shire. The Colac Otway Shire would then be recognised as a sponsor of that event component or alternatively as a general sponsor of the overall festival or event. Acknowledgment will be commensurate with the nature of the project and level of support provided.

At a minimum, the Sponsorship Agreement includes:

- Colac Otway Shire signage at all activities and events related to the project, (or as mutually agreed with the event organisers).
- Recognition of Colac Otway Shire sponsorship in all advertising, promotional and social media.
- All printed material including invitations, fliers, posters and programs must include the Colac Otway Shire logo.
- An opportunity must be provided for a Colac Otway Shire representative to speak at key events and activities (or as mutually agreed with the event organisers).
- Inclusion of sponsor message in the festival or event program and related publications at no charge as mutually agreed.
- Colac Otway Shire flags or banners may be required by Council to be erected in designated positions, (or as mutually agreed with the event organisers.)
- The organisers must provide the Colac Otway Shire Events Officer with regular information updates on the project, i.e. minutes of meetings or two detailed summaries of arrangements prior to the event.
- Sponsor invitations to be provided for Colac Otway Shire to the Mayor, Councillors and key representatives.
- Agreement of Event/Festival organiser to ensure that all waste created by the event is appropriately managed.
- Access to the Colac Otway Shire Waste Trailer (where applicable for the event).

8. **PUBLIC LIABILITY AND INSURANCE**

A Public Liability Insurance Policy for at least ten million dollars ($10 million) for the festival/event must be obtained by the organiser prior to the funds being released by Colac Otway Shire. Public Liability and Insurance to increase to a minimum of twenty million dollars ($20 million) for major events only.

All event organisers conducting events on Council owned or managed land are required to complete and sign the Colac Otway Shire's Form of Indemnity. This means that you agree to indemnify, and to keep indemnified, the Colac Otway Shire, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with the event organiser's performance.

The Events Officer will provide you with the Council's Indemnity form, to read, sign and return along with the Events Application forms.

9. **REPORTING/ACQUITTAL FORMS**

It is a condition of sponsorship that a written, detailed reporting/acquittal form be submitted within three months of the end of the event.

Evidence of all printed material is imperative. Printed material featuring the Council logo and clippings of media exposure should accompany the evaluation report. Colac Otway Shire will utilise promotional material for their own promotional purposes.

10. **ASSESSMENT**

Applications will be assessed to a Council Advisory Committee which will then provide recommendation for endorsment by Council. Your application will form part of Council's Budget process for the following financial year.

Assessment Criteria

Factors taken into account when assessing applications include:

Assessment Criteria	Weighting
Social opportunities Detail the community benefits provided by the project both short and long term	25%
Economic Development opportunities Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire	25%
Cultural opportunities Describe how the event contributes towards the development of community arts & culture, networks, programs and/or projects.	25%
Provision of **sufficient documentation** for the proposal including letters of support, quotes etc	10%
Marketing/promotional opportunity for the Colac Otway Shire	15%

The Festival and Events Support Scheme is a competitive funding program. Applicants should note that the submission of an application **does not** necessarily guarantee funding of the proposal.

11. **AVAILABLE FUNDING**

The level of assistance available through the Festivals and Events Support Scheme is limited by Council's budget.

No applicant can be guaranteed sponsorship nor can any applicant be guaranteed funding to the level requested. Please note that Council cannot totally fund any festival or event, nor does it fund retrospectively. Council's ongoing support should not be relied upon as each year applications will be assessed in conjunction with other applications and will be determined on funding available.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of festivals and events after considering the assessment criteria.

12.   **IMPLEMENTATION**

Upon notification of a successful application, the applicant organisation will negotiate the required services with the Events Officer. Events held on Council land will need to submit an Event Application and any relevant paperwork and plans, ie. traffic management plan, communications plan, etc.   This may include participation in Council's Event approval process and attendance at Council "E Team" meetings as part of the Event Approval process.   The Events Officer will notify you of the requirements.

Colac Otway
SHIRE

FESTIVAL & EVENT SUPPORT SCHEME APPLICATION FORM 2016-2017

EVENT DETAILS:

Event Name	
Event Date	
Total Amount Requested	$
If we had to reduce the grant amount, what is the minimum needed to successfully run your event?	
	$
Total Event Cost	$

Have you discussed your event with the Colac Otway Shire Events Officer? (tick which category is applicable).	YES		NO	

Sponsorship Category (tick which category you are applying for)	
Sponsorship	
Seed Funding	
One Off Events	

APPLICANT DETAILS:
Name of applicant organisation/group/club

Postal Address

Suburb	State	Postcode

Festival and Events Support Scheme 2016-2017 Application Form
1

Contact Details
(Please ensure the nominated contact person/s are aware of all project details)

Details	Primary Contact Person	Secondary Contact Person
Name		
Position		
Work phone		
Home phone		
Mobile		
Email		

LEGAL AND FINANCIAL DETAILS:

Incorporation Number

ABN Number

A Supplier Statement form must be completed if no ABN. Supplier Statement forms are available on Council's website www.colacotway.vic.gov.au

GST Registration (tick where appropriate)

Yes		Number		No	

If you are registered for GST you will be required to submit a tax invoice to COS upon approval of your grant, including an additional 10% added to the approved grant amount.

AUSPICE DETAILS:
If your organisation is being auspiced, please provide the details of the auspice organisation below. The auspice organisation will need to provide a letter of consent with this application stating they are willing to take financial and legal responsibility for the grant.

Auspicing body if not incorporated

Auspice body		
Address		
Contact Name		
Position		
BH phone		Mobile
Email		

Does your organisation currently receive funding support from Federal or State Government sources (tick where appropriate)

Yes		No	

Please provide details of any commercial source of income

Source	Amount $

Has your organisation received ANY funding support from the Colac Otway Shire in the past 3 years? (tick where appropriate)

Yes				No	

Please provide details of ALL funding support provided by the Colac Otway Shire in the *past* 3 years? (i.e. Community, Festival & Events Support Scheme or other)

Council Department	Project	Amount $	Year

Has funding for this project been sought from any other body for this project?

Yes		No	

If yes, please list

Source	Amount $

PAYMENT DETAILS:

Successful grants will be paid preferably by Electronic Funds Transfer (EFT) to a nominated bank account (or cheque by arrangement). If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

EVENT PROJECT DETAILS:

1. **Description of event -** Please a description of the event you are running. Please include as much detail as possible. This information may be used on Council's website and in any media.

2. **Estimated number of visitors to event** – Please indicate the estimated number of visitors this event is likely to attract and the estimated number of participants from the community.

Number of Visitors:	
Number of Participants:	

3. **Detail event component to be funded by Council** - (Please itemise the specific event component(s) that Council funding will be expended upon i.e. hire of stage, hire of performers, etc.

4. **Social opportunities** - Detail the community benefits provided by the project both short and long term.

Short term community benefits:

Long term community benefits:

5.   **Economic Development opportunities** - Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire.

6.   **Cultural opportunities -** Describe how the event contributes towards the development of community arts and culture development, networks, programs and/or projects.

7.   **Please provide details of community need for this proposal.** Please attach support letters and detail what discussions you have held with related groups in the area about this project.

8.   **Please list what marketing/promotional opportunities are available for the Colac Otway Shire at your event.** Please note that all successful applicants will be required to enter into a Sponsorship Agreement with the Colac Otway Shire. Details of the Sponsorship Agreement are in the FESS Guidelines.

BUDGET FORM

The budget should list the total income and expenditure and reflect all costs associated with the project.

Applicants are expected to make at least a matching contribution in cash and/or volunteer labour costed **$25 per hour**. Other in-kind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. Indicate in-kind on the expenditure column under the relevant headings as well as the income column. You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.

Please ensure that total income **EQUALS** total expenditure i.e. the project must break even.

EXPECTED INCOME	$ AMOUNT	EXPECTED EXPENDITURE	$ AMOUNT
Earned Income		**Project Costs**	
Participant's Fees	$	Fees	$
Ticket sales	$	Travel	$
Other (Describe)	$	Accommodation	$
Grants		**Materials/ Equipment**	**(itemise)**
Council Festival and Event Support Scheme	$		$
Other (Describe)	$		$
			$
Applicants contribution			
Cash	$	Other (Describe)	$
In-kind equipment (Describe)	$	Insurance	$
Volunteer labour @ $25 per hour. (Describe)	$	Volunteer labour @ $25 per hour. (Describe)	$
Other Income		**Administration Costs**	
Donations		Telephone, fax, photocopying etc.	$
Sponsorship		Marketing Costs e.g. publicity and advertising	$
Other (Describe)		Documentation Costs e.g. photographs, videos	$
		Contingency @ 3% of Sub Total	$
Total Income	$	**Final Total Expenditure**	$

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for festival and events funding each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

   (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

   (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

   (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

   (d) funds provided under this agreement must be spent by the Applicant on the activity of this agreement, unless otherwise agreed by the Council.

   (e) the Applicant must return any funds not spent on the activity to Council.

   (f) the Council is not responsible for any shortfall should the activity run over budget.

   (g) the Applicant is required to recognise the Council as a funding source of the activity. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

   (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

   (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Signature

CHECK LIST Please confirm that you have included the following with your submission:

X		Keep a copy of your application, including all attachments
		Completed application form
		Budget Table showing break even result
		Detailed Financial Statement or Treasurer's Report for the previous 2 years.
		Attached Quotes (For items to be funded by Council)
		Details of previous grants provided by council to your organisation in the past 3 years.
		Support Letters
		Supplier Statement (if applicable)

Privacy Notification

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9516.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed: ....

Name: ....

Date: ....../....../2016

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OM162402-2

INFRASTRUCTURE AND LEISURE
SERVICES
2016/17 COMMUNITY FUNDING
PROGRAM

OM162402-2   2016/17 COMMUNITY FUNDING PROGRAM

AUTHOR:	Nicole Frampton	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure Services	FILE REF:	F15/10157

Purpose
The purpose of this report is to seek Council endorsement for the proposed funding and implementation process to be made available to community clubs and organisations through the 2016/2017 Council Community Funding Program.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
Council has provided financial assistance to a broad range of community organisations and clubs through specific funding programs for many years. Over this time the program has typically provided funding assistance to improve community facilities, purchase essential equipment items, conduct community projects and to hire COPACC for community activities. Emerging trends in requests for financial assistance and changes in community needs have resulted in changes to the nature of requests for funding, however the criteria for the funding program has remained the same.

Due to the increasing growth and demand for events, there was a need to develop a transparent and fair program to support the allocation of funding for events within the Shire. This resulted in the Festival and Event Support Scheme which commenced in 2007/2008. Endorsement of the Festival and Event Support Scheme guidelines and implementation process is presented for consideration in a separate report to Council.

A total program review was undertaken prior to the 2012/13 financial year of the Council Community Funding Program resulting in the development of a new funding category entitled "Small Equipment and Training".

The program currently comprises of four categories:
- Recreation Facilities
- Community Projects
- Small Equipment and Training
- COPACC Hire Assistance Fund

In 2015/16 a total of $145,000 was made available to the community across the four categories.

Over the past year, the following trends have been identified within the specific program categories:

Community Projects
- Delivery of a diverse range of projects demonstrating community interest and support for increased participation, or new initiatives e.g. Apollo Bay Community website – major upgrade of the website; Birregurra Motor Enthusiasts Club – club members restoration of a 1927 bus; Colac and District Historical Society – development of historic map and digitisation of the sale poster; Wye to Wongarra Landcare – Wye community sustainable vegetation project.

Recreation Facilities
- Evidence of significant works to be undertaken on Council owned and other facilities e.g. Alvie Football Netball Club – new storage shed; Beeac Community Centre – new toilets and ceiling fans; Birregurra Bowling Club – purchase of a new commercial dishwasher; City United Cricket

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Club – purchase of a lawn turf roller and a roller for the pitch covers; Colac Table Tennis Association – purchase of two high quality competition table tennis tables; Cororooke Tennis Club – purchase of new umpire chairs; Warrion Recreation Reserve – painting of the pavilion.

COPACC

- Successful applicants continue to hold culturally important events at COPACC such as school productions and youth based events which each attract hundreds of people.
- Each of the funded events held at COPACC assist in supporting and nurturing creativity within our community and boost social connectedness. These events are largely supported by volunteers. Applicants report they remain reliant on this funding in order to hold these events. Applicant acquittals show these events contribute to the economy of the Colac Otway Shire.

Small Equipment and Training

- Following its successful introduction in 2012/13, this category has proved extremely popular, resulting in the purchase of small equipment and training for 31 projects for the 2015/16 Program, e.g. Apollo Bay Sailing Club – safety training and purchase of equipment; Birregurra Community Arts Group – purchase of two PA speakers, microphones and stands; Colac Braves Baseball Club – purchase of club honour boards; Colac Legacy Club – purchase of a computer and document shredder; Red Rock Regional Theatre and Gallery – purchase of roller blinds for the reception area; Western Eagles Football Club – purchase of new junior helmets.
- There continues to be an increase in the number of applications received in this category compared to previous years.

Over many years the Community Funding Program has proved to be an important and well received funding program providing much needed financial support to community groups. Many applicants report that they could not achieve project outcomes without Council support through the Community Funding Program.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
The Council Community Funding Program was reviewed internally in order to better respond to current community trends particularly within the sport, recreation and the arts sectors within the Shire. Minor changes have been made to assist with program administration, which are detailed below.

Review Process of the 2015/2016 Council Community Funding Program
Feedback from staff who participated in an in-house review of the program resulted in the following recommendations:

- Council owned and managed facilities will need to continue to meet all compliance requirements. Depending on the project, compliance requirements may be required to be completed for projects across all funding categories (with the exception of small equipment purchases).
- Improvements to the grant application process for 2015/2016 included the introduction of a writable PDF version of the funding application form. This simplified the process for those who

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chose to submit their applications electronically and will continue for the 2016/2017 funding program.

- The Guidelines for the Community Funding Program has been re-organised to flow better and to remove any duplicated information, thus making it clearer for applicants.
- Removal of the $10,000 total project cost limit for the Recreation Facilities and Community Projects categories. The guidelines and application forms for the Recreation Facility and Community Projects categories still state that a dollar for dollar contribution to a maximum Council allocation of $5,000 applies; and that projects with a total project cost between $10,000 and $15,000 will be considered on a case by case basis. The slight change in the wording reflects rising costs associated with project delivery and materials, but doesn't exclude an application because it is over the $10,000 total project cost limit if applying the matching contribution.
- The application forms for the Recreation Facilities and Community Projects categories remain the same. However for the 2016/2017 program, one application form for both categories has been developed with a tick box for the two separate categories at the top of the first page of the application form.
- COPACC Assistance category – clarification on what the funding can be used for with the inclusion of the following wording. "Applicants may apply for up to 50% of the cost of room hire at COPACC. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall include standard lighting".
- COPACC Assistance category – requests for funding has been capped to $4,000. This is due to the total allocation for the category being $10,000 and for the 2015/16 funding program, the category had $20,000 worth of requests for funding.
- Information sessions – Details of the Festival and Event Support Scheme will also be presented at Community Funding Program information sessions proposed for April. Target groups for funding programs are frequently the same and this will eliminate the need for two separate sessions.
- Continue with the funding program's advertisements and revision of advertisement content to broaden its appeal to a wider community audience.

The funding allocation will be considered as part of the 2016/2017 Budget process. Proposed funding allocations for 2016/2017 Council Community Funding Program remain the same as 2015/16:

	(15/16)	(16/17)
• Community Projects	$40,000	$40,000
• Recreation Facilities	$95,000	$95,000
• COPACC Assistance	$10,000	$10,000

For the 2016/2017 Community Funding Program it is proposed that the amounts available under the program remain the same as the 2015/2016 program. The small equipment and training funding category will be taken from the above allocations, excluding the COPACC Assistance category.

The proposed timelines for the Council Community Funding Program for 2016/2017 are as follows:

Task	Date
Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May – June 2016
Notification of funding at Civic Reception	July 2016
Project completion, evaluation forms returned	By May 2017

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The attached guidelines and application forms for the 2016/2017 Community Funding Program have been amended to reflect the above changes.

There are four options for Council's consideration:

1. Commence implementation of the Council Community Funding Program in accordance with:
    a. The revised guidelines and application forms including the proposed processes and timelines; and
    b. The current funding levels to remain the same.

2. Further review the 2016/2017 Council Community Funding Program and propose alternative program options to Council for further consideration.

3. Wait for outcomes of the 2016/2017 Council budget and commence funding programs in July 2016 in accordance with:
    a. The revised guidelines and application forms including the proposed processes and amended timelines; and
    b. The current funding levels to remain the same.

4. Not support/continue the program.

Proposal
It is recommended that Council supports Option 1: Commence implementation of Council's 2016/2017 Community Funding Program in accordance with:
- The revised guidelines and application forms including the proposed processes and timelines; and
- The current funding levels to remain the same.

Financial and Other Resource Implications
It is recommended that Council allocate $145,000 in the 2016/17 budget for the Council Community Grant Program, subject to Council's normal budgetary process.

The program contributes significantly to many community projects across the Shire. Specifically in 2015/2016, $45,340 was allocated through the Community Projects category to support 12 projects which resulted in $109,994 of estimated project value. The Small Equipment and Training category allocated funding of $24,670 resulting in the delivery of 31 projects worth $60,859 of estimated project value. An amount of $68,964 was allocated to Recreation Facilities and resulted in 24 project improvement works to the estimated value of $163,656. The COPACC Hire Assistance funding allocation of $10,676 resulted in 10 performances and exhibitions with an estimated total value of $183,113.

Risk Management & Compliance Issues
Specific risk management and compliance issues embedded within each project application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

There are increased risks associated with the implementation of Option 3. Waiting for outcomes of the 2016/2017 Council budget and commencing the program in July 2016 will reduce the amount of time community groups have to commence and complete their funded projects. It is anticipated this option could therefore result in project carry over into the next financial year. The later the program commences and funding allocated in the financial year, the less time organisations have to undertake their projects.

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The risk of Option 4 is that there would be detrimental to the broader community as it will prevent the delivery of numerous projects which would otherwise not be possible without funding assistance. It would also increase the burden placed on volunteer organisations throughout the Shire as a result of no funding.

Environmental and Climate Change Considerations
Specific environmental issues embedded within projects are assessed throughout the application assessment. Council's Environment Department is engaged in project assessment or implementation where environmental issues are identified.

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected for the 2016/2017 Council Community Funding Program would be inform. This will include significant communication from Council to the community via local media, electronic newsletters, social media and direct correspondence informing the community of the grants program and its associated timelines.

Information sessions will be held in Colac and Apollo Bay which will be communicated and advertised broadly. Council officers will meet with potential applicants to discuss projects and assist with applications where required.

Implementation
Implementation of the 2016/2017 program will commence March 2016 following Council consideration of this report. Applications are assessed by officers and presented to an Advisory Committee of Council for discussion. It is anticipated that Council will formally consider the allocation of the Community Funding Program at its June 2016 meeting.

It is proposed to advise all applicants in writing subject to Council's adoption of the recommendations for funding. A Civic Reception will be held at COPACC in July 2016 to present the grant cheques to successful applicants. The timelines are designed to enable the grant recipients to have maximum time to undertake their projects and meet project acquittal requirements.

Conclusion
Council's Community Funding Program allocation in 2015/2016 resulted in community projects, facility improvements, exhibitions and performances with a total estimated value in excess of $517,622.

Furthermore, strong community partnerships were formed and/or consolidated with arts and cultural groups, committees of management of recreation facilities, sporting clubs, schools and performing arts groups. The annual Community Funding Program is a much valued scheme which achieves significant results for local communities.

Attachments
1. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Community Projects
2. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Recreation Facilities
3. Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories
4. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Small Equipment & Training
5. Colac Otway Shire Community Funding Program 2016-17 - Application Form - Small Equipment & Training Category

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6. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - COPACC Hire Assistance

7. Colac Otway Shire Community Funding Program 2016-17 - Application Form - COPACC Assistance Category

Recommendation(s)

That Council:

1. ***Endorses the revised 2016/2017 Council Community Funding Program guidelines and application forms.***

2. ***Commences implementation of Council's Community Funding Program in accordance with:***

    a. ***The revised guidelines and application forms including the proposed processes and timelines, and***

    b. ***The proposed funding levels:***

        Recreation Facilities – $95,000 (inclusive of relevant Small Equipment & Training applications)
        Community Projects – $40,000 (inclusive of relevant Small Equipment & Training applications)
        COPACC Assistance – $10,000

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COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Community Projects Category

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
Community Projects Category
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: Community Projects Category 2016/17
Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

How Much Funding is Available?

- Funding is provided on a $ for $ basis up to a maximum grant amount of $5,000. (Matching contributions can be cash and/or in-kind). For example, based on an $8,000 total project cost, the maximum allocation from Council could be $4,000.

- Total project costs exceeding $10,000 up to a maximum of $15,000 may be considered on a case by case basis. Maximum Council grant amount of $5,000 still remains.

- Funding under this program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of $15,000 should contact Council's Recreation Unit.

- Preference will be given to organisation that have demonstrated a 'self-help' attitude through inclusion of in-kind resources, and/or a desire to contribute funding through cash and their own means. Documentation to support the organisation's contribution must be included.

- In-kind support as part of the applicants contribution, should be costed at $25 per hour when estimating voluntary labour costs.

- A copy of the applicants recent bank statement or audited financial statement must be submitted with the application.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- To be considered for receiving any further funds from Council, please ensure you have completed any outstanding projects and have returned the required Acquittal and Reporting Form prior to 1 May, 2016.

Who can I contact?

Council's Recreation Unit
Ph. 5232 9400
Email: nicole.frampton@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding $15,000 will be considered under the program.

The Community Projects category is the broadest of categories within this funding program. It will fund:

- Initiatives which align with Council priorities set out in the Council Plan and/or other Council strategic documents.

- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project.

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: Community Projects Category 2016/17

Funding Guidelines

Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **not** be considered.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Projects which have already received funding for the same year under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

- Schools are only eligible for funding assistance through the COPACC Venue Hire Assistance Category under this funding program.

How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A PDF writable version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with **2016/17 Community Funding Program** in the subject line. All applications must be received by the closing date.

When Can You Apply?

Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May - June 2016
Notification of funding	July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 11 April 2016, 7.00 pm - 8.30 pm COPACC Meeting Room 1, Cnr Rae and Gellibrand Streets, Colac.

- Wednesday 13 April 2016, 7.00 pm - 8:30 pm at Marrar Woorn, 6 Pengilley Ave Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects other than equipment purchases. **A Certificate of Currency must be submitted with your application.**

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May - July evaluation period to provide further details if required.

Funding Requirements for Successful Applications

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- Project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Please note the following: Colac Otway Shire must be acknowledged in any promotional material in relation to your project, such as media, photos, openings and signage. Council asks organisations to document this acknowledgement in the Reporting Form.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

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Compliance considerations

All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE NUMBER
• Permission from the landowner and manager, approving your project to proceed. • Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.	**COS Infrastructure** Other, for example: DELWP - Crown Land, Foreshore Committee, Trustees, etc	5232 9400
• Determine if the site is subject to the Aboriginal Heritage Regulations. • Planning Scheme Provisions, including requests for vegetation removal. • Planning Permit/s.	**COS Planning Department** Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged.	5232 9400 http://www.aav.nrms.net.au /aavQuestion1.aspx
• Building Permits. • Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards.	**Building Department**	5232 9443
• Occupational Health and Safety requirements	**Risk Management**	5232 9400
• Food Safety Standards, Food and Tobacco Legislation. • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit.	**Health**	5232 9429
• Waste Management requirements.	**Waste**	5232 9556
• Permission from utility providers / other agencies.	Examples: Barwon Water CCMA	1300 656 007 5232 9100
• Guidance on planting lists for revegetation works and environmental and noxious weeds. • Guidance on sustainability principles such as energy efficiency and water reuse and conservation.	**Environment Department**	5232 9400
• Potential for other funding.	**Economic Development** Consistency with Small Town Master plans. Grants availability.	5232 9444

Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Recreation Facilities Category

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
Recreation Facilities Category
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

How Much Funding is Available?

- Funding is provided on a $ for $ basis up to a maximum grant amount of $5,000. (Matching contributions can be cash and/or in-kind). For example, based on an $8,000 total project costs, the maximum allocation from Council could be $4,000.

- Total project costs exceeding $10,000 up to a maximum of $15,000 may be considered on a case by case basis. Maximum grant amount remains at $5,000.

- Funding under the program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of $15,000 should contact Council's Recreation Unit.

- Preference will be given to organisation that have demonstrated a 'self-help' attitude through inclusion of in-kind resources, and/or a desire to contribute funding through cash and their own means. Documentation to support the organisation's contribution must be included.

- In-kind support as part of the applicants contribution, should be costed at $25 per hour when estimating voluntary labour costs.

- A copy of the applicants recent bank statement or audited financial statement must be submitted with the application.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- To be considered for receiving any further funds from Council, please ensure you have completed any outstanding projects and have returned the required Acquittal and Reporting Form prior to 1 May, 2016.

Who can I contact?

Council's Recreation Unit
Ph. 5232 9400
Email: nicole.frampton@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding $15,000 will be considered under the program.

The Recreation Facilities category funds Recreation Reserve Committees of Management and organisations responsible for community facilities including Public Halls for the benefit of the citizens of the Colac Otway Shire. It will fund:

- High priority items of cyclical maintenance.
- Minor capital improvements.
- Club/organisation and/or reserve/facility planning projects such as master plans.
- Purchase of equipment items, which are facility enhancing and designed to remain as part of the facility (above a total project cost of $2,000) such as new furniture or appliances that would assist with the operation of the group/organisation.

- Initiatives which align with Council priorities set out in the Council Plan.

- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project.

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **not** be considered.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Projects which have already received funding for the same year under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

- Schools are only eligible for funding assistance through the COPACC Venue Hire Assistance Category under this funding program.

How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A PDF writable version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with **2016/17 Community Funding Program** in the subject line. All applications must be received by the closing date.

When Can You Apply?

Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May - June 2016
Notification of funding	July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 11 April 2016, 7.00 pm - 8.30 pm COPACC Meeting Room 1, Cnr Rae and Gellibrand Streets, Colac.

- Wednesday 13 April 2016, 7.00 pm - 8:30 pm at Marrar Woorn, 6 Pengilley Ave Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects other than equipment purchases. **A Certificate of Currency must be submitted with your application.**

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May - July evaluation period to provide further details if required.

Funding Requirements for Successful Applicants

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- Project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Please note the following: Colac Otway Shire must be acknowledged in any promotional material in relation to your project, such as media, photos, openings and signage. Council asks organisations to document this acknowledgement in the Reporting Form.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: Recreation Facilities Category 2016/17

Funding Guidelines

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Compliance considerations

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• Permission from the landowner and manager, approving your project to proceed. • Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.	**COS Infrastructure** Other, for example: DELWP - Crown Land, Foreshore Committee, Trustees, etc	5232 9400
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• Potential for other funding.	**Economic Development** Consistency with Small Town Master plans. Grants availability.	5232 9444

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COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17:
Community Projects Application Form ☐
Recreation Facilities Application Form ☐

Please tick appropriate category

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation *

Street address

Postcode:

Postal address (if different to above) *

Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number*   After hours number

Mobile number

Email contact *

Physical address of where project is to take place*

Landownership

Council ☐   Crown ☐   Other ☐

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

*** For clarification, please refer to information contained in Guidelines**

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number   After hours number

Mobile number

Email contact

* Mandatory fields

*Letter of consent from Auspicing body must be attached to this application.

Does your organization use a facility control by a Committee of Management?

Yes ☐   No ☐

If yes, do you have their approval for this project?

Please provide written approval

Council ☐   Other _____

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17: Community Projects/Recreation Facilities Application Form

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the Organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' Form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you Registered for the GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque by special arrangement. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If you bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

The project title is:

The project description (describe the project in 2 to 3 sentences) is:

The aim of the project is:

(a) Why is this project needed? (*Criteria 15%*)
(How is this project supported locally? What demand exists that has created the idea for this project? Do you have evidence to show why this approach will work?)

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17: Community Projects/Recreation Facilities Application Form

(b) How will the project be delivered? (*Criteria 15%*)
What planning has been undertaken to complete this project? Detail the stages involved in your project and how you propose to deliver it. (Will it involve knowledge and skills development? Will the project be an innovative and creative response to the issue? Will it be sustainable?)

(c) Who is involved? (*Criteria 20%*)
Who will manage the project? Who are the partners? Will there be voluntary or in-kind contributions? Does the project actively involve a range of stakeholders?

(d) What will it achieve? (*Criteria 50%*)
What are the anticipated benefits of the project to the community? Who will benefit from the project? (demographic and community groups). Expected number of people this will project will benefit. How will it benefit current and future generations?

2 Financial details.

Total project cost (*Please attach quotes*)
$
Funds requested from Council's Community Funding Program
$
Total of group/organisation contribution

| $ Cash |
| $ In-kind |

Are you willing to accept partial funding? (Please tick as appropriate)

Yes ☐   No ☐

If yes, indicate priorities for partial funding:

Please provide as part of your application: Attached detailed Financial statement or Treasurer's report for the past 2 years.

Yes ☐   No ☐

Will this project have any direct environmental or energy sustainability benefits such as water or energy saving?

Yes ☐   No ☐

If yes, indicate examples:

3 When will your project take place?
Anticipated project start date? _____

Anticipated project completion date? _____

4 Has your organisation received funding from Council in the past three years?

Yes ☐   No ☐

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

Council Department	Project	Amount $	Year

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. *(Please supply estimates/quotes)*

EXPENDITURE List all expenses that you expect to incur for your project.	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

In kind assistance:
Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. *($25 per hour is a suggested figure to use when estimating voluntary labour costs).*

Description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project	Amount $
Total Contribution	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Attachment 3 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories

Page 50

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN
COLAC OTWAY SHIRE COUNCIL of 2-6 Rae
Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

   (a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

   (b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

   (c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

   (d)   funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

   (e)   the Applicant must return any funds not spent on the activity to Council.

   (f)   the Council is not responsible for any shortfall should the activity run over budget.

   (g)   the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

   (h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

   (i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

Attachment 3 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories

Page 51

APPLICATION CHECK LIST Please confirm that you have included the following with your submission:

✓	
	Keep a copy of your application, including all attachments for your records
	Completed Application Form (Have you provided all the information requested)
	Completed Budget Table showing break-even result
	Attached Financial Statement or Treasurer's Report
	Attached Public Liability Insurance Certificate of Currency
	Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application
	Attached completed Risk Assessment template for the project
	Attached Support Letters (including auspicing body if applicable)

✓	NA	
		Attached written permission from the Colac Otway Shire Infrastructure Manager
		Attached written permission from the Land Owner and/or Manager, if other than COS
		Attached written advice regarding Planning Scheme provisions
		Attached written advice regarding Planning and/or Building Permits
		Attached determination regarding Aboriginal Heritage Regulations
		Attached evidence of compliance with Food Safety Standards Legislation
		Registration of Premises and/or Temporary Food Premises Permit
		Attached Waste Management Plan
		Supplier Statement
		EFT Form (if required)
		Confirmation and acceptance of conditions of Community Funding Program (signed)
		Other – photographs, resumes etc (please describe)
		………………………………………………………………………………

COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Small Equipment and Training
Total Project Cost up to $2,000

FORWARD COMPLETED APPLICATION TO:

COMMUNITY FUNDING PROGRAM 2016/17
Small Equipment and Training up to $2,000
Colac Otway Shire Council
PO BOX 283
COLAC 3250

EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that you have provided a Reporting Form if you have received any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment and Training: Total Project Cost up to $2,000
Funding Guidelines 2016/17

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

- **Grants are awarded for amounts up to $1,000 based on a dollar for dollar basis. Total project cost must not exceed $2,000.**

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost up to $2,000 will be considered.

- Equipment purchases which are facility enhancing (designed to remain as part of the facility) or which provide general benefit to groups through community projects.
- Training for the development of specialist skills for volunteer community members.

Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to

Council. Requests for retrospective funding will **NOT** be considered.

- Check that you have chosen the correct grant program for your project.

- Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

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- Schools are only eligible for funding assistance through the COPACC Hire Assistance Category as part of this funding program.

How Do You Apply?

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Public Liability Insurance is recommended for projects other than equipment purchases. A Certificate of Currency must be submitted with your application.

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment & Training: Total project costs up to $2,000
Application Form 2016/17

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications.

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation*

Street address

Postcode:

Postal address (if different to above)*

Postcode:

Phone number of Organisation *

Contact person's name*

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number *   After hours number

Mobile number

Email contact *

Physical address of where project it to take place

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

* For clarification, please refer to information contained in the Guidelines.

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number   After hours number

Mobile number

Email contact

*Mandatory fields

*Letter of consent from Auspicing body must be attached to this application.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment & Training: Total project costs up to $2,000
Application Form 2016/17

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the Organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' Form (available from the Australian Tax Office or the Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you registered for the GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque under special arrangements. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community (if you require more space, please attach extra pages as needed):

(a) The project title is:

(b) The project description is:

(c) The aim of the project is:

(d) The anticipated benefits to your organization and the to the community:

2 How much do wish to apply for?

$

3 When will your project take place?
(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).

4 Has your organisation received funding from Council in the past three years?

Yes ☐   No ☐

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Equipment purchase costs (include quotes)
- Training fees (include quotes)

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant.
(Please supply estimates/quotes)

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

EXPENDITURE List all expenses that you expect to incur for your project	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Attachment 5 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Small Equipment & Training Category

Page 57

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae Street Colac ("the Council") and the Applicant

BACKGROUND

A The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1. The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2. The Applicant confirms and agrees that:

   (a) it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

   (b) activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

   (c) if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

   (d) funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

   (e) the Applicant must return any funds not spent on the activity to Council.

   (f) the Council is not responsible for any shortfall should the activity run over budget.

   (g) the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

   (h) accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

   (i) it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3. The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4. The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5. Any variation of this agreement shall only be made in writing between the parties.

6. Projects that commence prior to this application being received by Council will be ineligible.

7. A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8. Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

CHECK LIST Please confirm that you have included the following with your submission:

✓	**Keep a copy of your application, including all attachments**
	Completed Application Form including all requested information.
	Completed Budget Table showing break-even result
	Attached Financial Statement or Treasurer's Report
	Attached Public Liability Insurance Certificate of Currency.
	Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application
	Attached Support Letters (including auspicing body if applicable)
	Supplier Statement
	Confirmation and acceptance of conditions of Community Funding Program (signed)
	EFT Form (if required)
	Other – photographs, resumes etc (please describe)
	....

COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
COPACC Hire Assistance

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
COPACC Assistance Fund
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact COPACC on 5232 9418 and staff will provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: COPACC Assistance 2016/17

Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The COPACC Assistance Fund operates to benefit citizens of Colac Otway Shire by providing financial assistance towards the hire of COPACC for the provision of performing arts and cultural activities during the 2016/17 financial year.

- Applicants may apply for up to 50% of the cost of room hire at COPACC. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall included standard lighting.

- Applicants must obtain a quote from COPACC outlining anticipated dates of hire and resources required – for example; rooms, audio-visual support, labour and technical staff. It is essential applicants obtain a quote at least 10 days prior to the application closing date.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups, schools and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with the guidelines. You will need to have returned a Reporting Form to ensure that you are eligible for future grants.

Who can I contact?

- Funding under this scheme is limited. There may be external sources of funding available from State or Federal Government departments and philanthropic organisations.

- Applicants with proposals valued in excess of $10,000 can contact:

  Colac Otway Performing Arts and Cultural Centre (COPACC)
  Ph. 5232 9418
  Email: copacc@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community.

The COPACC Assistance category will fund:

- Initiatives which align with Council priorities set out in the Council Plan

- Initiatives that demonstrate multiple benefits, which should include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

Please Note The Following

- Ticketing for all events at COPACC must be sold exclusively via the Colac Cinemas box office. Ticketing commission is $1.38 for every ticket sold plus 4% commission on EFTPOS transactions.

- Your project must not have commenced or been held prior to the grant application being submitted to Council.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- Examples of these programs are: the Festival and Events Support Scheme, Community Funding Program, Community/Recreation Projects small equipment/training (up to $2,000), Council's Community Funding Program Recreation Facilities, Council's Community Funding Program Community Projects.

- This funding program does not support fundraising activities or projects.

- Schools are only eligible for funding assistance with COPACC venue hire.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A writable PDF version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: COPACC Assistance 2016/17

Funding Guidelines

2016/17 Community Funding Program in the subject line. All applications must be received by the closing date.

When Can You Apply?

Applications open   Monday 21 March 2016
Applications close   Friday 29 April 2016
Submissions evaluated   May - June 2016
Notification of funding   July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. Information sessions will also include details about the Colac Otway Shire Festival and Events Support Scheme. These sessions will be held on:

- Monday 11 April 2016, 7.00 pm - 8.30 pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac.

- Wednesday 13 April 2016, 7.00 pm – 8.30 pm at Marrar Woorn, 6 Pengilley Ave, Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects and is not funded by the COPACC Assistance Grant.

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Allocation of Funds

Allocations will be based on up to a 50% subsidy i.e. a dollar for dollar basis of projects up to a total project cost of $8,000. For example, based on an $8,000 project cost, the maximum allocation from Council could be $4,000. Generally the maximum contribution made by Council will not exceed $4,000. Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-kind resources, and/or a desire to contribute financially. Documentation to support the organisation's 50% matching contribution must be included.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May-July 2016 evaluation process to provide further detail if required.

Funding Requirements for Successful Applications

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- The project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Organisations are required to acknowledge Council and COPACC's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement. Council and COPACC logos should appear in all materials promoting the event.

Compliance considerations

It is important that groups always consider the following checklist to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE
• Occupational Health and Safety requirements	Risk Management	5232 9400
• Food Safety Standards, Food and Tobacco Legislation • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit	Health	5232 9429
• Waste Management for COPACC	COPACC – Nick O'Connor	5232 9531
• Economic Development Potential for other funding	COS Business Development Officer	5232 9444

Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9418. Assessment criteria will be used to assess all funding applications

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation

Street address

Postcode:

Postal address

Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number   After hours number

Mobile number

Email contact

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

For clarification, please refer to the information contained in the Guidelines.

Name of auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of auspice organisation

Contact person's title in auspice organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number   After hours number

Mobile number

Email contact

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you registered for GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque under special arrangements. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year,** please complete the details below.

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

The project title is:

The project description is:

The aim of the project is:

Proposed Timelines For Event:
Please indicate the key actions required for your project

Key Actions	Completed Date

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: COPACC Assistance
Application Form 2016/17

(a) **Why is this event needed?** (*Criteria 35%*)
What local support have you gathered for this event? How is this event linked with the culture, or cultural aspirations of local people?
Does this event have any links with the district's cultural heritage or history? Has this event, or something similar, been held in the past? If so, please provide attendance figures. What motivated your group to plan this event? Do you have evidence to show why this approach will work?

(b) **How will the project be delivered?** (*Criteria 15%*)
Will it develop knowledge and skills development for your group? Will the project be an innovative and creative response to an identified need?

(c) **Who is involved?** (*Criteria 30%*)
How many people from your organisation will be involved? Have you partnered with other groups and organisations? Will there be voluntary or in-kind contributions? Please identify the target market for your event? What size audience do you hope to attract?

(d) **What will it achieve?** (*Criteria 20%*)
Demonstrate the extent to which the project will:
- Support an increase in participation in cultural events
- Increase the diversity of cultural events on offer in Colac Otway Shire?

2 **Financial details.**

Total project cost (*Please attach quotes*)
$

Funds requested from Council's Community Funding Program
$

Total of group/organisation contribution

$Cash
$ In-kind

Are you willing to accept partial funding? (Please tick as appropriate)

Yes ☐   No ☐

If yes, indicate priorities:

Please provide as part of your application: Attached detailed Financial statement or Treasurer's report for the past 2 years.

Yes ☐   No ☐

3 When will your project take place?
(Please note that requests for projects or purchases that have commenced or been made prior to this application form being received by Council are not eligible for funding).

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance

Application Form 2016/17

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4 Has your organisation received funding from Council in the
past three years?

Yes ☐   No ☐

Please provide details of ALL funding support provided by the
Colac Otway Shire in the past 3 years (including any current
applications to the Festival & Event Support Scheme.)

Council Department	Project	Amount $	Year

FUTURE PLANNING:
Please provide as part of your application

☐   Risk Management Plan for the project, using the
        template provided

☐   Strategic or Business Plan for your organisation
        Marketing Plan

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. *(Please supply estimates/quotes)*

EXPENDITURE List all expenses that you expect to incur for your project.	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

In kind assistance:
Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. *($25 per hour is a suggested figure to use when estimating voluntary labour costs).*

Description of in-kind assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project	Amount $
Total Contribution	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation which is managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN
COLAC OTWAY SHIRE COUNCIL of 2-6 Rae
Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

   (a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

   (b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

   (c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

   (d)   funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

   (e)   the Applicant must return any funds not spent on the activity to Council.

   (f)   the Council is not responsible for any shortfall should the activity run over budget.

   (g)   the Applicant is required to recognise the Council and COPACC as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council and COPACC logo on other material will result in the Applicant being ineligible to apply for further grants.

   (h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

   (i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

CHECK LIST Please confirm that you have included the following with your submission

X		Keep a copy of your application, including all attachments
		Completed Application Form
		Completed Budget Table showing break-even result
		Attached Financial Statement or Treasurer's Report
		Attached Quotations for fees, venue hire etc.
		Attached completed Risk Management template for the project
		Attached Support Letters (including auspicing body if applicable)
X	**NA**	
		Attached evidence of compliance with Food Safety Standards Legislation
		Registration of Premises and/or Temporary Food Premises Permit
		Supplier Statement
		Confirmation and acceptance of conditions of Community Funding Program – COPACC Assistance Category (signed)
		EFT Form (if required)
		Other – photographs, resumes etc (please describe)
		....

OM162402-3   CONTRACT 1548 - AIREYS STREET AND FOREST STREET STAGE 1 RECONSTRUCTION

AUTHOR:	Andrew Kavanagh	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure Services	FILE REF:	F15/12445

Purpose

Council approval is required to award Contract 1548 – Aireys Street & Forest Street Stage 1 Reconstruction for which tenders have been received.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.
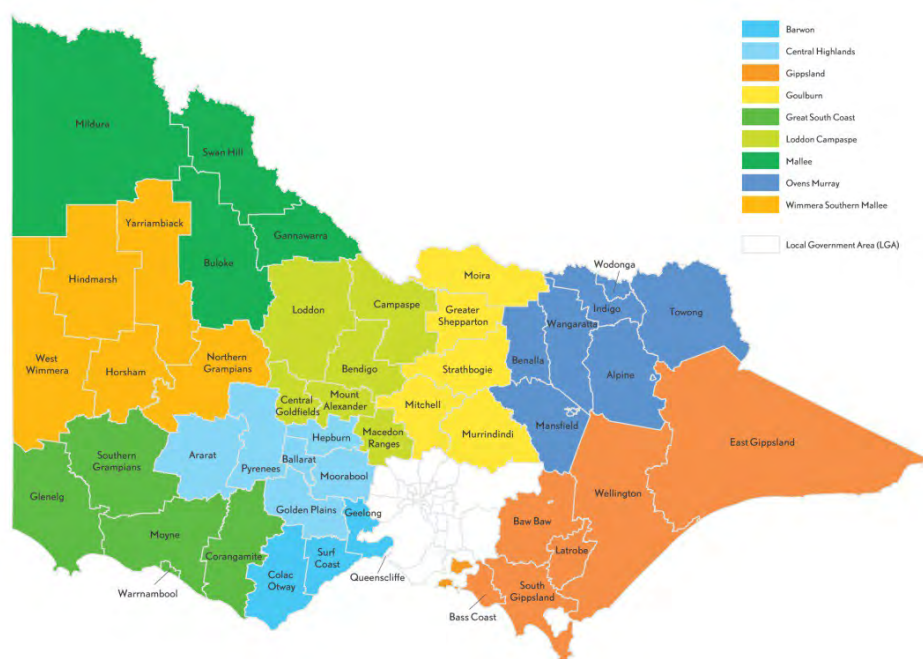
Background

Tenders closed on 28 January 2016 for the reconstruction of approximately 1,660 metres of Aireys Street and Forest Street, Elliminyt.

The works include a new seven metre wide reconstruction, plus associated sealing and asphalt works.

The contract is a lump sum contract with no provision for rise and fall and practical completion to be achieved by 30 June 2016.

A provisional item is included in the tender sum for day works.

Tenders were received from the following contractors (in alphabetical order):

Bitu-Mill (Civil) Pty Ltd

Lake & Land Pty Ltd

R Slater & Sons Pty Ltd

Streebson Pty Ltd t/as Ballarat Excavation & Transport

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy* and *Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

Criteria	Weighting
Tendered price	50
Capacity and resources	25
Experience and track record	25

ORDINARY COUNCIL MEETING

OM162402-3

INFRASTRUCTURE AND LEISURE
SERVICES
CONTRACT 1548 - AIREYS STREET AND
FOREST STREET STAGE 1
RECONSTRUCTION

The Tender Evaluation Panel consisted of the following members:

> Manager Asset & Property Services
> Design Engineer
> Contract Governance Coordinator

Tenderers must also satisfy Colac Otway Shire Council that they meet requirements for:

- Occupational health & safety
- Financial viability

The submission by **Lake & Land Pty Ltd** was assessed by the tender evaluation panel as the best tender. It scored highest on the selection criteria and is recommended for acceptance by Council.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
It is considered necessary to award the contract and proceed with the construction works for Aireys Street and Forest Street, to ensure increasing maintenance issues are managed. It is within the 2015/2016 budget and is in compliance with Council's commitment to construct the works.

Proposal
It is proposed to accept a tender and engage the recommended contractor to complete the reconstruction works this financial year.

The Tender Evaluation Panel selected Lake & Land Pty Ltd as the preferred tenderer as their submission was best value and scored highest on the selection criteria.

Financial and Other Resource Implications
The preferred tender is within Council's budget allocation for this project.

Risk Management & Compliance Issues
The preferred tenderer, Lake & Land Pty Ltd, has a good track record of management of risks and completion of contracts to specification and on time. Council should be confident that contracting with this contractor will manage exposure to occupational health and safety issues and any non-compliance issues with the contract.

Lake & Land Pty Ltd has provided details to confirm it has in place an effective, suitable occupational health and safety system. Its systems are certified to the Civil Contractors Federation (CCF). It is pre-qualified by Vicroads to level R1 for road construction and to level F1 for works up to $1 million.

Environmental and Climate Change Considerations
The Contractor is required under the contract to provide a suitable, approved environmental plan which will actively prevent incidents and occurrences.

ORDINARY COUNCIL MEETING

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INFRASTRUCTURE AND LEISURE
SERVICES
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FOREST STREET STAGE 1
RECONSTRUCTION

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform. The tender was advertised in the Colac Herald on 18 December 2015 and the Geelong Advertiser on 19 December 2015. The tender was also advertised on the Council's website and via Tenderlink.

Prior to commencement of works on site and street closure (local traffic excepted) a public notice is to be placed in the local newspaper to advise of pending operations. Also, prior to undertaking works affected residents will be notified directly with a letterbox drop and other appropriate methods.

Implementation

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. If successful, Lake & Land Pty Ltd proposes to commence works in March 2016 and will complete all works by practical completion on 30 June 2016 as specified in the tender documents.

Conclusion

A recommendation is made to award the contract to Lake & Land Pty Ltd to complete works in Aireys Street and Forest Street.

The tender by Lake & Land Pty Ltd is recommended by the Tender Evaluation Panel and offers the best value to Council.

Attachments

Nil

Recommendation(s)

That Council:

1. ***That Council awards Contract 1548 for Aireys Street and Forest Street Stage 1 Reconstruction to Lake & Land Pty Ltd at the lump sum tender price of $446,482.00 (excluding GST).***

2. ***That the Chief Executive Officer signs the contract documents following award of Contract 1548.***

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ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

OM162402-4 **VICTORIAN GOVERNMENT'S "REGIONAL STATEMENT" AND GREAT SOUTH COAST MEMBERSHIP**

AUTHOR:	Sue Wilkinson	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F11/3696

Purpose

To note the Victorian Government's "Regional Statement" and consider the Councils future membership on the Great South Coast Group following the reorientation of the State's administrative arrangements in south west Victoria.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background

Late last year, the Victorian Government released a "Regional Statement" which has two main features. Firstly it outlines commitments in economic and social development and confirms that the broader regional development programs will continue to apply across the State.

Secondly it outlines a reconfiguration of regional policy development and program implementation across the State.

Under the Bracks government the range of different government departments' administrative regions were synchronized in 2005 so that for instance a regional police commander would have the same administrative region and could therefore work on a coordinated approach to shared problems or issues as, for example, the corresponding regional director of the education department. This was a significant reform as over many decades various government departments had created many and conflicting administrative regions that hindered cross agency solution development.

Under this earlier reform, the state was divided up into eight administrative regions overseen by a Regional Managers Forum that included regional directors of agencies sharing new synchronised boundaries. Those Forums included Council CEO's and were chaired by a State Departmental Secretary. There were three metropolitan forums and five regional forums. Under this model regional Victoria was divided into very large regions. Colac Otway Shire was part of the Barwon South West region which ran from Geelong to the South Australian border.

During 2015, the State government conducted a review of these forums and regional development activities more generally. The recently released Regional Statement incorporates the outcomes of that review. The Statement outlines a modified approach to regional development where the five rural Regional Managers Forums will be replaced by nine Regional Partnerships as outlined in the map below:

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Victorian Regional Partnership Areas

As this map demonstrates, Colac Otway is now included within the Barwon partnership region which also includes Greater Geelong, Surf Coast and Queenscliff.

Under the new regional arrangements, the Regional Partnerships will commence from 1 July 2016 and the Regional Managers Forums will cease at that time. The Regional Partnerships will report directly to a Cabinet Ministerial subcommittee and will be responsible for overseeing the development and implementation of regional priority projects at the State level.

Council Plan / Other Strategies / Policy
Not applicable

Issues / Options
The Governments Regional Statement outlines the Government's regional and rural policies and includes a revised approach to working with regional and rural communities in a placed-based approach. To do this, the Regional Statement outlines a new regional governance model, that will be based upon the establishment of nine new non-metropolitan 'Regional Partnerships' – Barwon, Central Highlands, Gippsland, Goulburn, Great South Coast, Loddon Campaspe, Mallee, Ovens Murray and Wimmera Southern Mallee.

According to State Government, the key features of the new Regional Partnerships model include:

1. Working at a smaller scale than RMFs to better respond to place-based priorities;

2. Creating a new channel direct into the decision making processes of government – through the newly established Rural and Regional Sub-Committee of Cabinet;

3. Broadening representation for community and business groups

4. Driving whole of government policy coverage – to address complex cross-portfolio issues;

5. Enhanced community engagement

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In relation to the Barwon region, the Regional Statement notes;

"The Barwon region is home to Victoria's second largest city, Geelong, and includes unique landscapes such as the Great Ocean Road, the Otway forests, marine protected areas and rich inland agricultural districts.

Collaboration between the education and health sectors is demonstrated by Epworth HealthCare and Deakin University working in partnership to deliver Epworth Geelong: a state-of-the-art acute and rehabilitation private hospital for the region that will integrate healthcare with teaching and research. The region has a diverse economy, supported by interstate road and rail links Avalon Airport and the Port of Geelong. Geelong has a strong advanced manufacturing and processing sector with competitive strengths in biotechnology, ICT and carbon fibre.

Next steps in Barwon
With a population of over a quarter of a million people and growing, the Barwon region has identified priorities to address a number of environmental, demographic, social and economic challenges.

The Government will work with the region to meet these challenges and achieve its objectives, including:

- *Tackling disadvantage in Corio and Norlane, two of the most disadvantaged postcodes in Victoria;*

- *Refocusing the economy to accommodate growth through employment opportunities like the 150 new jobs at the Disability Care national headquarters and structural adjustment impacts in the region from closures such as the Point Henry smelter and the Ford manufacturing plant; and*

- *Supporting the important role advanced manufacturing will play in the local economy through cutting edge projects such as ManuFuture.*

Manufacturing has been and will continue to be a significant sector of the Barwon economy. The diversity of the manufacturing and processing sector is represented by food, automotive, textiles, metal production, petroleum, chemicals, timber and engineering.

The Greater Geelong area is growing at a rapid pace due to its economy being in a favourable transition stage. Leveraging off the presence of its higher education and research institutions, the area is increasing its capabilities in knowledge-intensive industries such as Bio Technology, ICT and Carbon Fibre.

Opportunities

- *Expansion of Avalon Airport as an international passenger and freight facility development of a north-south transit corridor linking Armstrong Creek with Torquay and Geelong*

- *Development of the Port of Geelong and the Geelong Marine Industry Precinct*

- *New investment in biotechnology*

- *Development of affordable residential land at Torquay, Armstrong Creek and Bannockburn*

- *Greater emphasis on primary care as the population ages.*

ORDINARY COUNCIL MEETING
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VICTORIAN GOVERNMENT'S "REGIONAL
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Challenges

- *Need for long-term transport and infrastructure planning to support growth and enhance livability*

- *Clarifying the role of Geelong as a regional hub*

- *Local planning to ensure small towns are linked to the benefits of growth*

- *Dealing with entrenched disadvantage.*

G21 - Geelong Regional Alliance Regional Growth Plan

The G21 Region Alliance comprises a variety of independent organisations including the four municipalities within the Barwon Region plus Golden Plains, businesses and community organisations. The G21 Regional Growth Plan is one of eight regional growth plans across Victoria. It provides a broad direction for regional land use and development as well as high level planning frameworks and the means to implement the strategic land use and infrastructure directions that are set out in the Regional Strategic Plans."

The reorientation of the State's administrative arrangements in south west Victoria and the inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region has prompted the opportunity for Council to review the current dual membership of both G21 and the Great South Coast group.

G21 Alliance Membership

Council has been a member of the G21 Regional Alliance since 2003. The advantage gained through this membership has been the advocacy for projects of significant importance and funding of programmes. Membership is considered to have significant value to Colac Otway Shire.

At the Council meeting in January 2016 Council resolved to extend its membership on G21.

Great South Coast Group Membership

The Great South Coast Group Inc. is a formal alliance of government, business and the community. The Great South Coast Group is comprised of the Shires of Glenelg, Southern Grampians, Moyne, Corangamite, Colac Otway and the City of Warrnambool. Charged with responsibility for delivering the Great South Coast Regional Strategic Plan, the group also aims to give voice to regional issues and concern.

The Group's primary functions are;

- Advocacy
- Strategic Planning
- Bringing together disparate groups and individuals to work on common goals
- Support to deliver projects that benefit the region

GSC membership is $30,000 per annum. As is the case with G21, each year Council has also supported a number of worthwhile strategic projects including the recently drafted Food and Fibre Strategy. The streetlight upgrade was also a successful initiative led by the GSC group of councils.

Proposal

In 2012 Council resolved to continue its relationship with the Great South Coast for a four year period.

Given the changes to State government policy and the reconfiguration of State government regional administration it is appropriate that Council considers whether to continue its ongoing membership in the Great South Coast Group.

Financial and Other Resource Implications
Ceasing Councils membership on the Great South Coast would realise an annual budget saving of $30,000 pa. It would also signal a change in strategy for Council.

The strong networks and relationships with the members are highly beneficial and if Council wishes to cease its GSC membership, it is highly desirable that the connections particularly with the Councils in the region be retained. Towards this, a CEO network will be pursued to ensure joint advocacy and strategy development opportunities are still realized on a needs be basis.

Risk Management & Compliance Issues
No significant risks.

Environmental and Climate Change Considerations
None

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

Conclusion
The State government has reconfigured its regional administration arrangements. The inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region has prompted the opportunity for Council to review the current dual membership of both G21 and the Great South Coast group.

Whilst the value of Councils participation in the Great South Coast is considerable, the reality of the financial pressures that Council is facing relating to funding cuts, cost shifting, declining government grants and the introduction of rate capping coupled with the changes to the state regional boundaries mean that it is appropriate to consider whether on balance, ongoing membership of this group is sustainable.

It is recommended that Council cease its membership of the Great South Coast Group effective from 1 July 2016.

Attachments
Nil

Recommendation(s)

That Council:

1. *Notes the new State government regional administrative arrangements in particular the inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region.*
2. *Resolves to cease its membership on the Great South Coast at the expiry of the current term (30 June 2016.*
3. *Advises the Chair of the Great South Coast Group*

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ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

OM162402-5   REVISED DELEGATIONS FOR S86 COMMITTEES OF MANAGEMENT

AUTHOR:	Mark Lyons	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	11/96474

Purpose

To consider providing Council's S86 Committees of Management with revised powers following a recent query regarding the ability of Committees to undertake fundraising activities.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background

Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as special committees for the purpose of managing the operation of the facilities on behalf of Council. The schedule to the delegation sets out their powers, functions and duties.

There are currently 24 committees appointed to manage Council facilities (detailed below), the instruments of delegation were last reviewed and endorsed by Council in 2013.

- Alvie Recreation Reserve
- Barongarook Hall and Tennis Reserve
- Barwon Downs Hall
- Beech Forest Hall
- Beech Forest Recreation Reserve
- Birregurra Public Hall
- Carlisle River Recreation Reserve
- Chapple Vale Public Hall
- Colac Municipal Aerodrome
- Cororooke Hall
- Cressy Hall
- Eurack Public Hall and Tennis Reserve
- Irrewillipe Hall and Reserve
- Kennett River Tennis Reserve
- Larpent Hall
- Lavers Hill Hall
- Lavers Hill Waterhole Reserve
- Pennyroyal Hall
- Pirron Yallock Recreation Reserve
- Stoneyford Hall
- Swan Marsh Hall and Tennis Reserve
- Warncoort Tennis Reserve
- Warrion Hall
- Yeo Recreation Reserve

This review has resulted from enquiries from committees wishing to conduct fundraising activities and specifically seeking confirmation that they would be covered from an insurance perspective.

Council's insurer, Jardine Lloyd Thompson, has advised that to ensure coverage under Council insurance policies it is recommended that special committee powers and duties, via their instrument of delegation, should clearly specify the duty of fundraising.

The current schedule to the delegation does not refer to fundraising activities. Unless fundraising is specified in their delegation and endorsed by Council the committee is not empowered to undertake this activity.

To provide the appropriate power an updated delegation and schedule for all S86 committees of management is necessary. This will ensure that the committee and Council are covered for activities undertaken to raise funds for the purpose of maintaining these facilities.

The revised delegation and schedule are attached with the required statement added to the schedule as point (f):

Promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
If an incident occurs Council would be required to accept all liabilities associated with the committee's actions unless fundraising activities endorsed.

Proposal
That a revised instrument of delegation and schedule be prepared for all of Council's S86 Committees of Management.

Financial and Other Resource Implications
Nil

Risk Management & Compliance Issues
Should a committee act outside their delegated duties/powers they will not be covered under Council's liability mutual insurance policy. Council would then need to accept all liabilities associated with the committee's actions where an incident has occurred.

Environmental and Climate Change Considerations
Nil

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform committees of the revised powers within the delegation's schedule.

Implementation
Revised instruments of delegation will be prepared and forwarded to each S86 committee of management advising of the additional clause within the schedule.

Conclusion

Proceeds from the S86 committees of management fundraising activities will be used to maintain Council facilities and it is in Council's best interest that the revised schedule to the delegation be amended and endorsed by Council.

Attachments

1. Revised Instrument of Delegation and Schedule

__Recommendation(s)__

That Council include an additional clause to the Instrument of Delegations Schedule for all S86 Committees to include the following;

(f) 'Promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset.'

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Colac Otway
S H I R E

INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE

(Name of Hall/Reserve)
Management Committee

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on (date of Council resolution) and known as the **(Name Hall/Reserve) Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on (date of Council resolution).

2. **The Delegation:**

   a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

   b) remains in force until Council revokes to vary or revoke it;

   c) is subject to any conditions and limitations set out in the Schedule; and

   d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4.)

.... Chief Executive Officer

SCHEDULE
SPECIAL COMMITTEE

(Name of Hall/Reserve)
Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the (name of hall/reserve). That Committee shall be known as the (name of hall/reserve) Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the (name of hall/reserve) on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:

    a) oversee the day to day operation of the facility;
    b) approve expenditure within the Budget set by the Committee;
    c) set hiring fees or charges for use of the facility;
    d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
    e) act within the powers functions and duties assigned to the Committee as determined by Council; and
    f) promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset or for any other purpose as decided by the Committee.

2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.

3. The Committee shall not enter into contracts or incur expenditure exceeding $6,000 or borrow money without approval of Council.

4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.

5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.

6. Council shall provide assistance to the Committee of:

    a) Administration and technical advice where appropriate; and
    b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.

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

OM162402-6   SECOND QUARTER FINANCIAL PERFORMANCE REPORT 2015-2016

AUTHOR:	Ashley Roberts	ENDORSED:	Mark Lyons
DEPARTMENT:	Corporate Services	FILE REF:	CLF11/42

Purpose
The purpose of this report is to provide information regarding the second quarter financial report.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
Council adopted the budget for 2015/16 including the Capital Works and Major Projects programmes at its Ordinary meeting held on 24 June 2015. In line with better practice financial management process Council recently undertook a detailed mid year review of operating and capital forecasts. All forecasts contained in this report have been updated to include the outcomes of this review and reallocations made as required.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
Attached to this report is the Second Quarter Financial Performance Report 2015-2016 which also includes the results of the detailed mid year review process undertaken by management.

The mid year review process had three primary aims:
1. To manage Council resources responsibly and strategically
2. To respond to identified trends and emerging issues
3. To maintain Council's strong financial position to ensure long-term sustainability
   (a)
The mid year review process involved all managers reviewing operational and capital budgets to identify and resolve any emerging issues and review the progress of priority projects. This was a similar process to that undertaken in early 2015 and has identified net cash savings equating to $ 122,000. This surplus is the result of various inputs including project savings, business improvement activities, resourcing not being available as anticipated, staff changes and other unforseen circumstances such as grant support not being made available.

Overall the report confirms that Council continues to deliver a balanced budget and remains financially sustainable.

Proposal
This report is for information only.

Financial and Other Resource Implications
Financial and resource matters affecting the budget performance of Council are detailed in the attached report.

Risk Management & Compliance Issues
This report meets the reporting and risk obligations of officers to Council.

Environmental and Climate Change Considerations
There are no direct environmental and climate change considerations arising from this report, however many items within the budget do have impact upon the environment and potential climate change implications. These items have been addressed at the time of setting and adopting the annual budget.

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

Implementation
The Council Plan and Budget are already implemented and operating.

Conclusion
This report has been compiled by the Financial Services Unit with the assistance of the Executive Management Team and all business units of Council. It reflects the performance to date against the budget and targets adopted by Council. The report outlines the outcome of the comprehensive mid year review process and confirms that there are no material issues that would adversely affect Council's overall financial position.

Attachments
1. Second Quarter & Half Year Performance Report to Council - January 2016

Recommendation

That Council receives and notes the forecast results and budget allocations contained in the second quarter financial performance report for 2015-2016.

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Colac Otway
SHIRE

Half Year
Financial Performance Report
2015-2016

January 2016

Contents

About the report

In accordance with the Local Government Act 1989, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

In line with our commitment to sound financial management, Council is provided with an analysis of financial and non-financial information each quarter. This information will include at a minimum a comparison of budgeted income and expenditure and actual income and expenditure.

In addition to the normal reporting arrangements this report also reflects the results of the mid year budget review process.

This report covers the period from 1 July 2015 to 31 January 2016 and reports on:
- Significant variations from the adopted budget;
- Council's cash balance and forecast;
- Council's investment performance;
- Council's financial statements;
- Income and expenditure for the services provided by Council.

Overview

The end of the second quarter provides an opportunity to investigate trends within the financial and operational environment and provides the opportunity to revise budget forecasts with greater certainty. The revised operating statement now indicates a forecast surplus of $2.45 million compared to an original budget forecast of $4.83 million. This revised forecast includes the mid year budget review result in addition to budget variances arising from carried forward projects which were incomplete at the end of the 2014/15 financial year and changes to the timing of Federal Assistance Grant funding. The latter adjustments were highlighted to Council in the first quarter report tabled at the October 2015 Council meeting.

Mid Year Review

During late January and early February 2016 a detailed mid year budget review was undertaken. The mid year review process had three primary aims:
1. To manage Council resources responsibly and strategically
2. To respond to identified trends and emerging issues
3. To maintain Council's strong financial position to ensure long-term sustainability

Factors directly influencing the mid year budget review outcome include:

- Identification of net cash operational savings through business improvement initiatives, savings in operational and employee costs. Examples include:
  - Employee Expenses $200,000
  - Printing & Stationery $37,000
  - Light fleet $65,000
  - General asset insurance $10,000
  - Electricity $60,000
  - National Stronger Regions $200,000

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- Identification of net cash savings from capital projects delivered under budget and also for projects which were budgeted but will not be finalised this financial year. Major items include:

- Forrest Caravan Park (savings)	$33,000
- Marriners Lookout Pathway (deferral)	$35,000
- DDA Compliance Rae Street (deferral)	$200,000
- Stormwater Strategy (savings)	$110,000
- Building renewal (deferral)	$90,000
- Website upgrade (savings)	$40,000

  It is important to note that there have been no changes to Councils budgeted capital transport infrastructure renewal program.

- Variations to projected income receipts including grants, fees and charges and investment interest resulting in a reduction of approximately $300,000.

- Changes to capital project delivery for Bluewater and Central Reserve.

- Emerging impacts including responding to the Wye River/Separation Creek Bushfire.

There were various reasons for the variances, including project savings, resources not being available as anticipated, efficient use of equipment and consumables, project delays, staff changes and other unforeseen occurrences.

Total savings identified have been partially offset by increases in some areas and overall projected reduced income.

The following is a summary of major contributing items:

Bushfire Recovery (National Disaster Recovery Funding)

The Wye River – Jamieson Track fire was ignited by a lightning strike on 19 December 2015. The fire had a significant breakaway on Christmas Day resulting in 116 houses being lost in Wye River and Separation Creek. The majority of the fire footprint was in uninhabited bush with approximately 2250 hectares burnt.

Council has been closely monitoring the financial impacts of the bushfire. Much if not all of these costs will be claimable for reimbursement under the Australian Government's Natural Disaster Relief and Recovery Arrangements (NDRRA) with Council required to contribute up to $35,000. Council is able to make application to the Victorian Department of Treasury and Finance for re-imbursement of this $35,000 contribution.

In relation to NDRRA assistance Council is eligible to seek cash flow assistance by applying for advance payment of expected (eligible) costs in addition to claiming expenses incurred during the response phase of the fire event such as evacuation centre costs. Based on this, other than timing differences relating to cash flows, there is not anticipated to be any effect on Council's financial position in relation to the direct costs of response and recovery.

The mid year review includes estimated budget impacts relating to bushfire recovery activities for the remainder of the 2015/16 financial year including income totalling $2,855,713 and expenses totalling $2,900,531. The projected net result to Council is an expense of $44,800 and this will be funded from operational savings.

In addition Council will be actively advocating for additional financial support from all levels of government to assist with recovery efforts to support the community that would not be directly eligible for assistance under NDRRA. Some of this assistance has already been announced

in terms of economic development initiatives. Council is also advocating to the State Government for direct financial assistance to supplement lost rate income for the 2015/16 financial year.

Rate Relief – Wye River/Separation Creek
In response to the significant hardship being experienced by property owners impacted by the Christmas Day bushfires Council recently resolved to provide assistance in relation to rate relief. The rate relief package has been estimated to result in $400,000 of foregone income and this will be funded from operational savings in employee benefits and the transfer of funds identified to support Council's National Stronger Regions Fund application which unfortunately was not successful.

Council continues to advocate to the State Government seeking financial support to offset the impact of lower rate income levels that will result from valuation changes to fire affected properties.

Bluewater
The redevelopment of the Bluewater Fitness Centre is one of the most significant infrastructure projects undertaken by Council. The centre is a focus for sport and leisure within the shire and aims to deliver quality recreational activities to the community.

Construction of the new Bluewater facility commenced in December 2013. The contracted construction has now been completed. The gym and dry program facilities opened to the community on 17 August 2015 and the aquatic facility opened to the community on 30 October 2015. The stadium component of the redevelopment, whilst completed, has not been opened due to issues relating to the stadium flooring. Council is working to find a solution to this issue as a priority. This process is confidential.

The project budget comprised of several separate elements including: design; construction; relocation of dry program services to and from the Colac Youth Club building; equipment and plant purchase for the facility; landscaping; and project management costs.

The Bluewater redevelopment has been largely funded by the state and federal governments with $10,228,801 of a $11,855,860 budget contributed from external sources. As has been reported to Council previously and as part of the 2015/16 budget, total project expenditure has as anticipated, exceeded budget.

It is forecast that the overall project spend will total $12,696,365. This amount excludes repairs to the pool which were not part of the project scope with the $ 200,000 cost separately funded and paid for from Council's renewal budget as planned.

Over the entire construction period, a concerted effort has been made to maintain the project within budget. The complexity of the build and the issues encountered during the construction phase of this project, including latent conditions, dry program roof, stadium sub-floor and pool leakage, has resulted in significant time delays and increased budget expenditure. In response to this, over the course of the two year construction period, every endeavour was made to reduce expenditure and to identify opportunities for cost savings.

The 2015/16 budget included a provision of $ 344,000 for known costs (at that time) payable beyond the total contract sum for associated delay costs from January 2014 to June 2015. These have no new effect on the 2015/16 budget.

A further $ 496,505 to fund unbudgeted costs outlined below has been allocated as part of the mid year review with total costs beyond the original project budget amounting to $ 840,505.

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Project Delays		
Delay cost claims	$212,554	Cost of the delays to complete construction due to unforeseen circumstances or required/requested changes.
Project management	$97,884	Costs incurred by Council to manage the project. Cost increased due to extended construction schedule.
Impacts of latent		
Latent conditions	$23,399	Issues identified throughout the project that were unknown prior to works commencing.
Revised design costs	$34,668	Required design changes initiated by Council.
Administration		
Contract Management	$58,000	Overall administration
Post project review	$30,000	Post project review as resolved by Council at its Meeting of 28 October 2015
Other		
Landscaping	$40,000	Site planning and preparation, retaining walls, plants etc.

The monies utilised to fund the additional project expenditure of $ 496,505 has been identified by analysing current and upcoming work plans and schedules using the following criteria:
- Projects that are not 'shovel ready' i.e. projects that would be deferred only due to not being ready for initiation and will not impact upon service levels
- Identified project savings
- Identified contract and administration savings
- Business process improvements

It is important to note that the primary impacts to the budget are attributable to the project schedule extending beyond the original plan as a result of time delays. This has caused contractual delay costs and additional project management costs being incurred by Council. Time delay costs represent approximately 70% of the total additional project costs and directly reflect costs incurred by the contractor for maintaining on-site infrastructure and labour.

The majority of the time delays were caused as a result of impacts on the construction program caused by latent conditions and the complexities of retrofitting a large and aging facility. Council is very focused on continuous improvement and learnings from the project and post project review will be proactively used in future project delivery.

While construction of the facility is complete, this does not represent the end of the project with the rectification of the stadium floor to be resolved.

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<u>**Central Reserve**</u>

In partnership with the key user groups, Council has worked diligently through the Central Reserve off-field facility design phase to ensure the project meets community needs as well as remaining within the allocated budget.

Significant consultation has been undertaken with the key user groups through the Central Reserve Redevelopment Project Reference Group to provide guidance on detailed design. The Project Reference Group has re-confirmed their priorities for development and implementation, these being in priority order:

1. New pavilion.
2. Netball change rooms/amenities.
3. Grandstand refurbishment.

Council appointed Centrum Architects to prepare detailed design and tender documentation for the three different components of the project. It is anticipated that the detailed design phase will be completed by March 2016 with construction tenders to be called in April 2016. It is expected that construction works will commence first quarter of 2016/17.

Total project budget for the off-field facility redevelopment (confirmed external funding streams to date) is $2.5M received from the Federal Government. Council continues to lobby the State Government for funding to complete the project to its full scope and will progress applications through relevant funding programs. As a result of timing, most of the Central Reserve Redevelopment budget will be transferred to the 2016/17 budget. The delay in construction is due primarily to the extension of the community engagement process and resulting concept design amendments due to lack of State Government funding and the need to reconsider the scope of the project (currently version 8).

Mid Year Review - Net Result

A net cash surplus of $122,000 has been identified and has been allocated as follows:

- Planning Department Systems Review $25,000
- Election Expenses Reserve $97,000

Planning Department Systems Review
The Planning Services review, supported by Council at the January 2016 Council meeting, has highlighted the high priority opportunity to improve IT systems within the planning department to help with better service provision. Improved IT systems will allow for more centralised tracking of workflow and allow for more efficient and comprehensive reporting on performance. By improving internal efficiencies it will assist in delivering reduced processing times for planning permits.

Election Expenses Reserve
The estimated cost for the October 2016 election is $185,700. This fee is set by the Victorian Electoral Commission and is the subject of a separate report to Council in February. The ability to fund part of that cost over multiple financial years will reduce the burden on ratepayers in the 2016/17 budget.

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Prior Quarter Budget Adjustments

In the first quarter of the 2015/16 financial year the following adjustments were made to budget forecasts:-

(a) The recognition of carry over project expenditure for projects in progress at the end of the 2014/15 financial year. This had the effect of reducing the value of the operating surplus in the current financial year although it is important to note that these carry over projects are funded from reserve transfers resulting in no net effect on Councils overall financial position. Carry over projects are funded from a cash backed reserve created by Council for this purpose at the end of the 2014/15 financial year. This effectively meant that Council ended the 2014/15 year with higher cash reserves than it anticipated due to reduced expenditure on projects.

(b) Timing differences relating to the recognition of income for Financial Assistance Grant (FAG) payments. It is anticipated that we will receive $2.99 million less in FAG payments during 2015/16 than was originally budgeted. This is due to the Federal Government electing to pre-pay 50% of Council's 2015-2016 FAG allocation on 30 June 2015. This required Council to receipt and recognise this payment in the 2014/15 financial accounts. It is important to note that Council has and will in fact receive the 2015/16 allocation in its entirety, however, the timing of these receipts mean that the payment is split over two years. Overall there is no net effect on Council's overall financial position.

The achievement of an operating surplus for the 2015/16 year continues to be a priority. It is important for Council and the community to understand that we continue to refine our forecasts and adjust our activities to ensure that Council is in the position to report an operating surplus for the 2015/16 financial year.

At the end of January 2016 Council had a cash balance of $9.04 million, which is very similar to the result at the same time last year ($9.33 million).

We are continuing to monitor the status of Council's financial position with the following aims in mind:

- Generating an operating surplus for the eighth consecutive year;
- Continuing to fund our asset renewal requirements;
- Delivering responsible projects designed to enhance our community; and
- Ensuring Council remains financially sustainable.

In light of this, we are undertaking several important projects over the coming months in the areas of:

- Continued development of improved monthly reporting to management and Council;
- Review of the Long Term Financial Plan with closer linkages to Council strategies;
- The formulation of the 2016/17 Annual Budget; and
- Review of Council's services and service levels.

In summary the forecast indicates that the Council remains in strong financial position, ensuring its long term sustainability.

Capital Budget

During the 2014/15 end of year process, Council identified a net $0.9 million value of capital works to be carried over from the 2014/15 financial year into the 2015/16 financial year. The mid year review identified a further net $0.7 million of capital expenditure to carry over into the next financial year (2016/17).

This brings Council's anticipated Capital Works program for the 2015/16 financial year to $16.18 million. The forecast budget reflects these carryover amounts.

Operating Statement

The information below provides an operating statement at 31 January 2016. The six (6) columns of data provide actual year to date results, the original budget as adopted by Council, the revised budget forecast as at 31 January 2016, the YTD (to January 2016) revised budget timings, and a variance comparison of YTD actuals compared to YTD revised budget in dollar and percentage terms. The revised budget includes the value of all adjustments made since the adoption of the budget for 2015/16 (including the mid year review).

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Comprehensive Income Statement
For Period Ended 31 January 2016

	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16	YTD Revised Budget 2015-16	YTD Variance	YTD % Variance
Operating revenue						
Rates and charges	27,279,800	27,987,310	27,587,310	27,237,310	42,490	0%
Statutory fees and charges	387,598	533,570	547,570	354,229	33,369	9%
User fees and charges	2,276,571	4,622,611	4,413,895	2,420,280	(143,709)	-6%
Operating grants - state	2,020,401	2,713,843	3,110,992	1,952,550	67,851	3%
Operating Grants - state (bushfire)	-	-	50,000	-	-	0%
Operating grants - federal	1,720,571	6,489,157	3,465,164	1,736,611	(16,040)	-1%
Operating grants - federal (bushfire)	-	-	2,805,713	-	-	0%
Capital grants - state	72,792	922,000	1,762,600	80,000	(7,208)	-9%
Capital grants - federal	1,293,918	4,971,000	5,071,000	1,335,500	(41,582)	-3%
Contributions	486,740	149,000	561,732	483,151	3,589	1%
Reimbursements	123,429	106,690	156,504	133,621	(10,192)	-8%
Finance revenue	201,757	463,000	399,000	215,331	(13,574)	-6%
Other revenue	71,870	74,000	93,740	72,876	(1,006)	-1%
Net gain / loss on disposal of assets	242,944	83,000	83,000	48,412	194,532	402%
Total operating revenue	36,178,391	49,115,181	50,108,220	36,069,871	108,520	0%
Operating expenses						
Employee benefits	10,042,931	18,168,000	17,567,044	10,096,469	(53,538)	-1%
Employee benefits (bushfire)	70,308	-	464,274	70,000	308	0%
Materials and services	3,086,872	5,831,374	5,831,374	3,214,165	(127,293)	-4%
Materials and services (bushfire)	36,974	-	100,000	40,000	(3,026)	-8%
Contracts	3,830,903	8,442,829	9,432,817	3,880,851	(49,948)	-1%
Contracts (bushfire)	265,037	-	2,336,257	265,037	-	0%
Depreciation and amortisation	5,446,916	9,337,571	9,337,571	5,446,903	13	0%
Finance expenses	176,355	345,843	345,843	175,327	1,028	1%
Bad and doubtful debts	(270)	2,000	2,000	1,169	(1,439)	-123%
Other expenses	740,156	1,163,000	1,245,313	781,608	(41,452)	-5%
Assets written off	-	1,000,000	1,000,000	-	-	0%
Total operating expenses	23,696,183	44,290,617	47,662,493	23,971,529	(275,346)	-1%
Operating Surplus / (Deficit)	12,482,208	4,824,564	2,445,727	12,098,342	383,866	3%
Other Comprehensive Income that will not be reclassified to surplus or deficit:						
	-	-	-	-	-	-
Comprehensive Result	12,482,208	4,824,564	2,445,727	12,098,342	383,866	3%

Notes:

Revenue

Rates and Charges – This includes a $0.40 million adjustment to income to reflect rate relief to bushfire affected ratepayers of Wye River and Separation Creek.

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Expenses

Employee Benefits – This includes identified net savings to employee salaries and wages of $0.44 million as part of the half year review. Some of this reduction has been offset by increases in contract expenses. It is estimated that salaries and wages attributable to bushfire recovery for the 2015/16 financial year will total $0.46 million and this will be eligible for re-imbursement under NDRRA support.

Contracts, Materials and Services – Bushfire recovery program expenses are expected to total $2.43 million during the 2015/16 financial year. These have been identified as operating in nature and are shown in the Comprehensive Income Statement. A the exact nature of works becomes more evident, it is possible some of these expenses may be reclassified as capital expenditure and removed from the Comprehensive Income Statement and shown in the Statement of Capital Works.

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Financial Position Statement

The information below provides details on the financial position or balance sheet as at 31 January 2016.

Balance Sheet
As At 31 January 2016

	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16
Assets			
Current Assets			
Cash & Cash Equivalents	9,042,790	7,843,000	12,071,929
Trade and Other Receivables	21,811,986	2,419,000	2,419,000
Inventories	136,695	182,000	182,000
Total Current Assets	**30,991,471**	**10,444,000**	**14,672,929**
Non Current Assets			
Other Non Current Assets	273,982	397,000	397,000
Property, Infrastructure, Plant & Equipment	290,391,142	289,961,000	289,062,071
Total Non Current Assets	**290,665,124**	**290,358,000**	**289,459,071**
Total Assets	**321,656,596**	**300,802,000**	**304,132,000**
Liabilities			
Current Liabilities			
Trade and Other Payables	4,165,525	1,491,000	1,491,000
Interest Bearing Loans and Borrowings	224,171	636,000	636,000
Trust Deposits	284,412	248,000	248,000
Provisions	4,549,341	4,858,000	4,858,000
Total Current Liabilities	**9,223,449**	**7,233,000**	**7,233,000**
Non Current Liabilities			
Interest Bearing Loans and Borrowings	4,773,445	4,137,000	4,137,000
Provisions	4,158,621	3,727,000	3,727,000
Total Non Current Liabilities	**8,932,066**	**7,864,000**	**7,864,000**
Total Liabilities	**18,155,515**	**15,097,000**	**15,097,000**
Net Assets	**303,501,080**	**285,705,000**	**289,035,000**
Equity			
Accumulated Surplus	143,216,821	130,582,000	133,204,556
Reserves	160,284,259	155,123,000	155,830,444
Total Equity	**303,501,080**	**285,705,000**	**289,035,000**

Capital Works Statement

The information below provides details on the capital works expenditure as at 31 January 2016.

Capital Works Statement
For Period Ended 31 January 2016

Capital Works Area	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16	YTD Revised Budget 2015-16	YTD Variance	YTD % Variance
Buildings	2,286,786	5,749,000	3,692,253	2,206,504	80,282	4%
Road and Traffic Network	2,613,418	5,600,000	5,957,336	2,709,263	(95,845)	-4%
Bridges and Culverts	413,692	672,000	909,636	430,607	(16,915)	-4%
Kerb and Channelling	-	75,000	75,000	-	-	0%
Footpaths	5,502	654,000	747,975	7,856	(2,354)	-30%
Drainage	109,585	150,000	150,000	107,314	2,271	0%
Other Structures	291,245	1,956,000	2,300,587	305,363	(14,118)	-5%
Plant, Equipment and Other	1,042,165	2,219,000	2,343,284	1,061,506	(19,341)	-2%
Total Capital Works	**6,762,392**	**17,075,000**	**16,176,071**	**6,828,413**	**(66,021)**	**-1%**
Represented by:						
Renewal	4,245,809	11,308,000	10,828,474	4,277,051	(31,242)	-1%
Upgrade	2,262,343	4,758,000	3,300,523	2,286,124	(23,781)	-1%
New	254,240	1,009,000	2,047,074	265,238	(10,998)	-4%
Total Capital Works	**6,762,392**	**17,075,000**	**16,176,071**	**6,828,413**	**(66,021)**	**-1%**

Capital Works Programme Update

The capital works original budget for the 2015/16 financial year was $17.08 million of which $11.31 million related to the renewal of Council's existing assets, with a further $5.77 million allocated for upgrading assets. As is common practice project commencement for many of the major infrastructure works will not occur until the second half of the financial year, where weather conditions are more conducive to works.

The statement shows variations across all areas. This is largely due to timing allocations of budgets, where for example works have commenced although invoicing has not been finalised.

After adjustments for Carryover projects and the mid year review, the anticipated capital spend has reduced to $16.18 million, of which $10.83 million relates to renewal with the remaining $5.34 million for upgrade and new assets. This maintains Councils positive asset renewal ratio, with renewal expenditure being 115.97% of depreciation.

Council is confident that overall capital expenditure will be in line with the revised budget anticipations.

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Carry Forward Projects

The value of carried forward items from 2014/15 is:

	Expenditure	Income	Net Result
Total	2,928,735	(1,553,624)	1,375,111

As part of the mid year review process there are $3.04 million of projects identified that will not be finalised in the 2015/16 financial year for various reasons, including changes to grant funding and availability of resourcing.
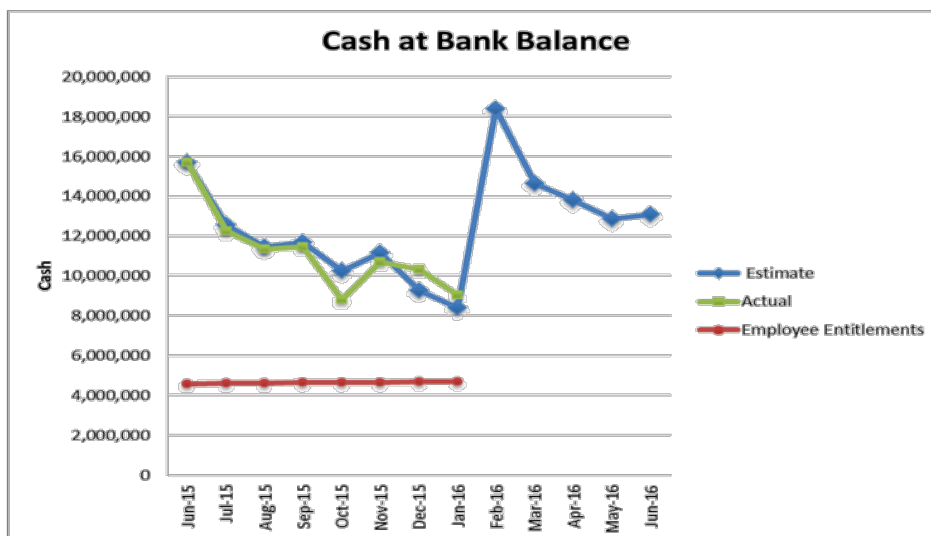
These funds will be placed into the Carry Forward Project Reserve to be completed in the 2016/17 financial year. The relevant projects are:

- Colac Central Reserve redevelopment $2.30 million
- Victorian Adaptation Sustainability Partnership (environmental projects) $0.45 million
- Colac Rae Street Office Disability Access Works $0.20 million
- Service Reviews (including Apollo Bay Harbour Masterplan) $0.09 million

Cash Balance

The charts below show projections of how Council's cash balance may perform over the course of the 2015/16 financial year. The first chart, Cash at Bank Balance, portrays:

- The Estimate – which is an estimation of what the cash balance may be at the end of each month based upon historical averages.
- The Actual – this is the actual balance at the end of each month of the year up to and including January 2016.
- Employee Entitlements – this is the value of employee entitlements owed to employees at that time. This is effectively for Council the cash balance at which point Council's operating funds are zero (0).

Month	Estimate	Actual	Employee Entitlements (Floor)
Jul-15	12,556,409	12,262,312	4,603,563
Aug-15	11,445,261	11,353,547	4,618,908
Sep-15	11,681,842	11,454,582	4,634,305
Oct-15	10,234,850	8,802,058	4,649,752
Nov-15	11,137,615	10,700,732	4,665,252
Dec-15	9,265,604	10,315,839	4,680,802
Jan-16	8,387,369	9,042,790	4,696,405

The following chart provides details on the cash balances at month end for the five (5) years prior to the 2015/16 financial year. The chart also includes the five (5) year average of those cash balances.

Cash Balances - 5 Year Average

Given the level of expected future demands on Council and the level of current reserves, Council must carefully assess its resource capability before any commitment is made to additional works or projects, regardless of the opportunity it may offer.

Investment Report

Deposit	Minimum Rate	Maximum Rate	Average
TOTAL PORTFOLIO			
Total	2.00%	3.65%	2.39%
GENERAL INVESTMENTS			
At-Call deposits	2.00%	2.00%	2.00%
Fixed term deposits	2.25%	3.65%	2.65%
PERFORMANCE BENCHMARK			
Reserve Bank of Australia Cash Rate	2.00%	2.00%	2.00%
90-Day Bank Bill Index	2.14%	2.17%	2.15%

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The portfolio has performed at the Reserve Bank of Australia (RBA) average cash rate (2.00%) and above the average 90-day bank bill index (2.15%) with a result of 2.65%. The balance of Council's Investment Portfolio at the end of the quarter was approximately $3.2 million in fixed term deposits and $5.8 million in at call deposits.

Below is a summary of the fixed term deposits held at 31 January 2016.

Bank	Investment Amount	% Total Investments
		0%
CBA	$ 1,204,000	38%
Bank West	$ 2,000,000	62%
Total	$ 3,204,000	100%

Underlying result

The underlying operating result is a measure of the capacity of a municipality to finance recurrent services, pay debt interest and meet the cost of asset use (depreciation). Continuing deficits indicate that the asset base is being eroded and that insufficient resources are being allocated to meeting current service demands.

The model utilised by Colac Otway Shire to calculate the underlying operating result is to deduct from the operating surplus/deficit shown in the Income Statement: capital grants, cash contributions (e.g. developer contributions) contributed non-cash assets; asset revaluations and other "once off" adjustments.

The underlying result for the Colac Otway Shire is displayed below.

Underlying Result

	Actual YTD	Budget YTD	Revised Budget	Original Budget
Operating Result (surplus)/deficit	($12,482,208)	($12,138,342)	($2,445,727)	($4,824,564)
less Capital Grants	$1,366,710	$1,415,500	$5,893,000	$5,893,000
less Capital Contributions	$0	$0	$0	$0
less Cash Contributions	$486,740	$483,151	$561,732	$149,000
less Net Gain(Loss) on Disposal of Assets	$242,944	$48,412	$83,000	$83,000
Underlying Result (surplus)/deficit	($10,385,814)	($10,191,279)	$4,092,005	$1,300,436

The revised underlying deficit has changed (increased) from the original budget. This is due to a combination of factors:
- A reduction in recurrent operating grants of $2.99 million resulting from the per-payment in June 2015 of 50% of the 2015/16 Financial Assistance Grant. It is important to note that Council has and will in fact receive the 2015/16 allocation in its entirety, however, the timing of this receipts mean that the payment is split over two years. Therefore there is no net effect on Council's total revenue over the two years.
- The improved operating forecast as a result of the mid year review.

Sundry Debtors

At the end of January 2016 Council has outstanding sundry debts of $1.21 million. Of these $0.83 million was current (not overdue), with $0.17 million being outstanding for 60 days (overdue but not at debt collection stage) and $0.21 million being outstanding for 90 Days+.

Of the $0.21 million outstanding for 90+days, $0.03 million relates to inward grant payments. Council does not consider these amounts to be doubtful, rather the timing of the invoice raised to the State Government was earlier than the acquittal finalisation and has led to a timing difference between the raising of the invoice and receipt of funds.

Council is pursuing all outstanding monies. This involves a mix of Council Officers directly contacting the outstanding debtor and the use of an external debt collection agency as appropriate. There are a number of debtors under active payment arrangements which Council is monitoring.

Rate Debtors

Rate collection as at 31 January 2016 is almost identical to the previous year, with 71.8% of the total rates raised ($27.72 million) being outstanding as at the end of December compared to 71.2% the previous year.

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% of Rates Collected

The due date for ratepayers opting to pay in full is 15 February 2016. For ratepayers opting to pay via instalments the third instalment is due by 28 February 2016. The take up of instalments so far in the 2015/16 year indicate that approximately 40% of ratepayers choose the pay in full option. This remains in line with the previous year.

As the financial year progresses there may be a slight change to historical receipt patterns as a result of offering assistance to ratepayers affected by the Wye-River Jamieson Track Fire. As part of the rate relief package affected ratepayers have been offered the option to delay payment until 30 June 2016. This change is not expected to be material and budget impacts have been taken into account as part of the mid year review.

Contracts Awarded and Tenders Advertised

October

Contracts Awarded			
Contract No.	**Description**	**Contractor**	**Value $** (excluding GST)
1536	Asphalt Works	Boral Resources	$113,463.69
1531	Supply of Crushed Rock	Panel of Suppliers	Schedule of Rates

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Tenders Advertised	
Description	**Closing Date**
Colac CBD Rain Gardens Construction	30/10/15
Concrete Works Program 2015/16	11/11/15
Design & Construct – Apollo Bay Transfer Station Resale Yard	20/11/15
Design & Construct – Watsons Access Bridge	20/11/15
McLeod Street Reconstruction	2/12/15

November

Contracts Awarded			
Contract No.	**Description**	**Contractor**	**Value $ (excluding GST)**
1537	Stabilisation for Road Maintenance and Construction Work	Panel of Contractors	Schedule of Rates
1538	Colac CBD Rain Gardens Construction	Ballarat Excavation & Transport	$97,864.38
1534	Bituminous Sealing Works	Inroads	$1,074,862.74
1543	Provision of Marketing and Print Services	Panel of Suppliers	Schedule of Rates

Tenders Advertised		
Tender No.	**Description**	**Closing Date**
1545	Busty Road Reconstruction	16/12/15
1544	Ferrier Drive Reconstruction – Stage 3	16/12/15
1546	Colac Stormwater Development Strategy	23/12/15
1547	Supply & Deliver Grader	18/12/15

December

Contracts Awarded			
Contract No.	**Description**	**Contractor**	**Value $ (excluding GST)**
1532	Provision of Banking and Bill Payment Services	Commonwealth Bank of Australia	Schedule of Rates
1542	Design & Construct – Watsons Access Bridge	Civil Bridge & Wharf	$301,451
1539	Concrete Works Program 2015/16	Colac Footpath Extension - CJ Walters Concreting	$127,663.50
		Colac Footpath Replacement – R Slater & Sons	$334,247
		Colac Kerb & Channel	$43,160.24

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| | | Replacement – to Ballarat Excavation & Transport | |
| | | Apollo Bay Footpath Extension and Footpath Replacement – to Accurate Bricks | $84,862 |

Tenders Advertised		
Tender No.	Description	Closing Date
1549	Aireys Street & Forest Street Stage 1 Reconstruction	20/1/16
1548	Condition Survey & Data Collection for Sealed Roads and Road-Related Infrastructure	28/1/16

January

Contracts Awarded			
Contract No.	Description	Contractor	Value $ (excluding GST)
1545	Busty Road Reconstruction	Deja Eight	$666,391.95
1541	McLeod Street Reconstruction	R Slater & Sons	$303.693.40
1540	Design & Construct – Apollo Bay Transfer Station Resale Shed	MKM Constructions	$136,292.00
1533	Consultancy Services, Climate Adaptation Plans	ARUP	$221,960

Trending Issues

Vision Super Defined Benefits Superannuation Vested Benefits Index

Council has a potential financial exposure to the Vision Super Defined Benefits superannuation plan.

Under the Australian Prudential Regulation Standards (SPS160) defined benefits funds must meet strict funding requirements. This funding requirement is measured by the Vested Benefits Index, which shows as a percentage the ratio of investments held by the fund compared to the estimated benefits payable by the fund at the same time.

The latest available quarterly Vested Benefits Index for the Vision Super Defined Benefits fund are listed in the table below:

Date	Vested Benefits Index
June 2014	103.4%
September 2014	102.6%
December 2014	103.1%
March 2015	108.5%
June 2015	105.8%
September 2015	104.0%
December 2015	104.4%

The fund's quarterly threshold limits are:

Quarter Ending	VBI Threshold
September	97.0%
December	97.0%
March	97.0%
June	100.0%

If the VBI falls below the nominated amount in any quarter then the Australian Prudential Regulation Authority may require that the fund make a funding call on its members. Any funding call made must return the fund to a VBI position of over the nominated figure within 3 years.

OM162402-7   REVIEW OF ELECTION COSTS

AUTHOR:	Jenny Wood	ENDORSED:	Mark Lyons
DEPARTMENT:	Corporate Services	FILE REF:	F15/9065

Purpose
The purpose of this report is to provide an overview of the costs for the 2016 Local Government elections and highlight the increase from 2012 and issues associated with the increase.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
The Local Government elections are to be held on 22 October 2016.

The *Local Government Amendment (Improved Governance) Act 2015* was recently passed by the Victorian Parliament establishing the Victorian Electoral Commission (VEC) as the statutory election service provider to the local government sector.

As part of the amendment there were several other changes that impact on the election program which has been reflected in the final service plan and, where possible, are incorporated in the cost estimate.

The compulsory voting enforcement program and information on the costing program for the election are also outlined in the final plan. The VEC are also the agency responsible for non-voter follow up and will invoice Council for costs in relation to this service.

Council Plan / Other Strategies / Policy
The *Local Government Act 1989* requires that a general election of Councillors must be held every four years on the fourth Saturday in October. The *Local Government Amendment (Improved Governance) Act 2015* establishes the VEC as the statutory election service provider.

Issues / Options
The costs for holding the Local Government general election must be met by Council. The previous process was through the tender process however the 2016 general election is legislated through the recent amendment as the VEC the sole provider.

Costs associated with holding the general elections in 2012 were $128,068.00.

On 11 December 2015 Council received the final election service plan and outline of costs for the 2016 general elections from the VEC with the costs summarised as:

Communications campaign	$12,292.19
Returning officers costs	$90,399.71
Scrutiny and Count of Ballot papers	$16,715.09
Printing of ballot material	$7,677.24
Mail processing	$1726.38
Postage	$33,305.24
List of non-voters	$276.05
Merging of voters lists	$675.60
Administrative costs	$5,674.67
Total:	**$168,742.17**
GST	$16,874.22
Grand total	***$185.616.39***

This estimate was prepared on the following assumptions:

Method of voting – Postal
Enrolment – 20,084 voters, including 4,504 voters on the CEO's list
Expected voter participation – 78.17%
Expected number of candidates - 14

In addition, the VEC will conduct the process of enforcement of compulsory voting summarised as:

Staff costs	$5,797.03
Mail processing	$323.73
Postage	$4,227.71
Printing, scanning & stationary	$413.22
Prosecution in the Magistrates Court	$3164.56
Total:	**$13,926.25**
GST	$1,392.63
Grand total:	**$15,318.88**

All revenue that is raised from the conduct of the enforcement of compulsory voting will be returned to Council. In 2012 the VEC collected $26,278.80 on behalf of the Colac Otway Shire Council.

A discussion has been held with the VEC regarding potential costs savings and it was established that if Council were to provide a venue for the returning officers accommodation (offices) there would be a potential saving of approximately $32,626.90 which would normally be the cost of renting office space in the Colac area.

Incorporating the cost changes the VEC notes that based on its costing activity so far postal elections have **increased in cost by 33.38% since the 2012 local government elections**. Based on the estimates prepared for each Council, the average cost per voter is $5.94 (excluding GST) for postal elections.

Proposal
VEC recognise that the local government sector is operating in a very costs sensitive environment however new legislation has not provided an alternative costing model. The cost increase associated with the upcoming election will be in the order of 33 %. When contrasted with the parameters set by rate capping, this increase is significant.

The estimate has been prepared using key parameters that were agreed with Colac Otway Shire Council for the preparation of the VEC's quote in 2012, including local advertising outlets, election office accommodation, candidacy, turnout and the CEO list enrolment, with updated State enrolment information.

Given the current fiscal environment it is recommended that Council advocate for the MAV to highlight the inconsistency and inequity of this approach by proposing a motion to State Council to be held on Friday 13 May 2016 that:

'The Municipal Association of Victoria lobby the State Government to review the electoral costs for the 2016 Local Government General Elections given the current economic climate that Councils face as they manage the one third increase in general election costs whilst implementing rate capping legislation'.

In addition consultation with the VEC has provided further information regarding the use of an accommodation space for the returning officer. If Council were to provide a space that was suitable for utilisation as office accommodation a reduction to those costs would apply.

It is also proposed, subject to approval by the VEC, that the space currently occupied by the Library Annex would be a suitable venue as the temporary election office accommodation and if so could save Council approximately $32,000.

Financial and Other Resource Implications
In summary the total estimated costs for the Colac Otway Shire General Election 2016 is $182,668.42 (excluding GST). This includes $168,742.17 (excluding GST) for preparing the municipal voters' roll and conducting the election and $13,926.26 (excluding GST) for compulsory voting enforcement.

Risk Management & Compliance Issues
The *Local Government Amendment (Improved Governance) Act 2015* provides for the VEC to be the statutory election service provider for the 2016 Local Government general elections.

Environmental and Climate Change Considerations
Nil

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform and include: Public notification and information

Implementation
The Local Government general election will be held on 22 October 2016. The timeline leading up to the election is outlined in the final election service plan (attached).

Conclusion
The 2015 legislative amendment to the *Local government Act* provides that VEC are the statutory provider for the 2016 Local Government general elections.

Costs to provide this service to the Colac Otway Shire Council have increased by 33.38% since the 2012 general elections. The total estimated costs for the Colac Otway Shire General Election 2016 are $182,668.42 (excluding GST).

Council have an opportunity to reduce the costs of the general election by proposing a motion at state council that the MAV lobby the state government to reduce the election costs and additionally if Council provide a suitable space for use by the VEC costs could reduce the   costs by approximately $32,000.

Attachments
1. VEC 2016 Election Service Plan
2. 2016 General Election Cost Estimates

Recommendation

That Council:

1.	***Propose a motion to State Council to be held on Friday 13 May 2016 that:***

	'The Municipal Association of Victoria lobby the State Government to review the electoral costs for the 2016 Local Government General Elections given the current economic climate that Councils face as they manage the one third increase in general election costs whilst implementing rate capping legislation'.

2.	***Support the use of the building space currently occupied by the Library Annex as temporary office accommodation for the Victorian Electoral Commission specifically for the conduct of the 2016 Local Government Elections.***

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LOCAL GOVERNMENT ELECTIONS 2016

ELECTION SERVICE PLAN

Victorian Electoral Commission

Foreword

Victoria's 2016 local government elections will be our State's largest single election program. Over 4.5 million enrolled voters and upwards of 2,000 candidates will participate in nearly 300 individual elections.

I am proud to present this election service plan detailing how the Victorian Electoral Commission (VEC) intends to deliver such a significant program of elections.

This service plan outlines the VEC's work at each stage of the election timeline and sets targets to assess the success of the program following its completion. It also details the areas where local councils will be contributing to the preparations for these elections and builds on the important partnership between the VEC and its local government clients.

The Victorian Parliament has recently amended the *Local Government Act 1989* to establish the VEC as the statutory election service provider to the local government sector. The legislation has also introduced new aspects to the election program and changed or removed requirements in other parts of the election. More so than ever, it is incumbent on the VEC to deliver these local government elections to the highest levels of integrity and in the interests of all Victorians.

I look forward to working alongside the local government sector as we deliver this election service plan.

Warwick Gately AM
Electoral Commissioner

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History of the plan

This document has been prepared in consultation with Victoria's local government sector. The Victorian Electoral Commission (VEC) released the draft election service plan in September 2015 and presented the plan at a series of consultation sessions held across the State during October.

The VEC appreciates the council officers who made themselves available to attend the session and contribute to planning for the 2016 local government elections.

For further information on the VEC's local government program and planning for the 2016 local government elections, contact:

Local Government Program Manager
Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Email   LGProgram@vec.vic.gov.au

Fax   (03) 9621 1204

This election service plan is also available on the VEC's website at vec.vic.gov.au in Microsoft Word and Adobe Acrobat formats.

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1. Background and purpose

VEC's role in conducting local government elections

The Victorian Electoral Commission (VEC) is the statutory election service provider to Victorian councils.[1] The VEC has been the sole provider of election services to Victorian local councils since 2004 and has a long history of working in partnership with the local government sector.

The VEC conducts extensive debriefing after each local government electoral event. Following the 2012 local government elections, the VEC submitted a comprehensive report to the Minister for Local Government in 2013. The report, which is available on the VEC's website, contained a number of recommendations and was referred to by the recent Local Government Electoral Review Panel and the current Government's review into Victoria's local government legal arrangements.

The VEC has a long-standing commitment to the local government sector to deliver high quality election services. Planning for the 2016 local government elections commenced in early 2015 and recent changes to the Act have provided additional assurances useful for preparing for the program. The VEC has prepared this service plan on the basis of conducting elections on behalf of all of Victoria's 79 local councils.

Principles

The VEC's local government election service program follows two major principles:

Local focus for election services

The VEC will appoint a Returning Officer for each local council's election who will manage the local conduct of each election. Accordingly, the management of candidates, enquiries from the public, and vote counting will take place locally within the municipality wherever possible.

Some contingency plans will be put in place to cover overflow enquiries from voters and where suitable counting venues cannot be secured within a municipality.

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[1] Following commencement of the electoral provisions of the *Local Government Amendment (Improved Governance) Act 2015* (in time for the 2016 local government elections).

Costs to be kept to a minimum

The VEC's election service plan aims to provide quality election services for minimum cost. The VEC's local government election program will meet all statutory requirements and ensure that customer service and accuracy are not compromised. Each aspect of the 2016 local government election program, but particularly any initiatives or procedures that are being introduced to the program for the first time, will be analysed in detail for their cost and benefits.

Although cost increases in some areas of the local government election program are unavoidable, the VEC will look for opportunities for efficiencies to help absorb cost increases.

Legal framework

The local government election program in Victoria is governed by the *Local Government Act 1989* (the Act) and other laws involved in local government election matters, including the *City of Greater Geelong Act 1993*, *City of Melbourne Act 2001* and, in relation to compulsory voting enforcement, *Infringements Act 2006*. The VEC is guided in technical and procedural matters by the Regulations established under these laws.

Importantly, the Act is the basis of all local government electoral events. The VEC has prepared a timeline for attendance and postal elections based on the legislation that will be in place at the time of the elections. These timelines are shown in Appendix 2. Note that the VEC's timelines do not include decisions that must be made by councils to prepare for an election, such as the need for councils to resolve to change their method of voting at least eight months prior to the election (i.e. from attendance to postal voting or from postal to attendance voting).

The recent passage of the *Local Government Amendment (Improved Governance) Act 2015* has clarified a number of aspects of local government elections. Once these changes come into effect, in time for the 2016 local government elections, the Act will include a statutory provider for the elections (the VEC) and make changes to several areas of the election program. The VEC has updated this service plan to reflect these new legislative arrangements.

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The VEC is also aware that the Local Government (Electoral) Regulations 2005 are scheduled to be replaced prior to the 2016 local government elections. This election service plan was prepared on the current regulatory arrangements and the VEC will adjust the program wherever necessary to accommodate any new regulations.

Purpose of this document

The purpose of this document is to involve councils early in the VEC's planning for the 2016 local government elections.

It should be noted that the election services outlined in this document apply for attendance and postal elections, as applicable. The election service plan does not include any variations that are specific to the City of Greater Geelong or City of Melbourne elections, which will be considered separately in discussions with those councils.

In preparing this plan, the VEC has considered the volumes and timelines associated with the conduct of 79 concurrent elections, as well as feedback from the 2012 local government elections, areas of potential risk, and initiatives that improve the efficiency and quality of the election services while minimising increases in overall cost.

The document outlines:

- the VEC's proposed timeline for election preparations, responding to tenders and negotiating electoral service agreements, and the election and post-election periods
- the opportunities that concurrent local government elections provide, balanced with some challenges that need to be addressed by the VEC as an election service provider to local councils
- a description of the election services that the VEC proposes to offer councils using either the attendance or postal method of voting
- new areas and key changes to the VEC's election services from the 2012 local government elections, with reasons why the change is suggested.

By publishing the election service plan early in the planning timeline, the VEC is able to establish the election services it proposes to offer councils through its service level negotiations in 2016. However, the VEC believes it is also necessary to communicate this information to the local government sector as early as possible to maximise cost efficiency and quality, and to minimise risk.

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2. Performance targets

In order to evaluate the overall success of the 2016 local government election program, the VEC has prepared a series of performance targets to report on after the completion of the program. These targets include aspirational and operational measures and will allow the VEC to more accurately focus its reporting.

Election preparation

The VEC will:

1. Establish all election service agreements with local councils by 27 May 2016.

2. Establish election offices, voting centres and early voting centres, where relevant, that are suitably located within the municipality, and publish accurate information on their accessibility level.

3. Conduct a public awareness campaign to inform all Victorians of their opportunity to vote with a focus on culturally and linguistically diverse (CALD) communities, people experiencing homelessness, people living with a disability, and the Indigenous community.

4. Establish a framework to appropriately evaluate and respond to complaints and enquiries, including timely referral of compliance matters to the relevant investigating authority.

Election conduct

The VEC will:

5. Achieve at least 99.95% accuracy in each municipal voters' roll, excluding processing errors outside of the VEC's control.

6. Ensure all communication products are produced in an accurate and timely manner, are compliant with the legislation, and are focused on enhancing electoral understanding and participation.

7. Provide information to assist prospective candidates and ensure systems provide efficient processing of nominations and candidate information.

8. Lodge all postal ballot material with Australia Post within the required timeframes.

9. Declare all elections before 5.00 pm on Friday 28 October 2016.

10. Maximise opportunities to increase voter participation in local government elections.

Election outcomes

The VEC will:

11. Establish robust election procedures so that no election can be overturned as a result of the VEC's processes.

12. Evaluate its performance at each level of the local government election program and ensure its reporting obligations are met.

13. Implement reconciliation and integrity checks to ensure correct recording of results during counting activities and during the packaging, movement and storage of election material.

14. Maintain accountability for the cost of local government elections and continue to identify opportunities to reduce the cost impost on councils.

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3. Proposed timeline

The lead-time for the management of 79 council elections is estimated to be 12–16 months. This is equivalent to the lead-time required for the management of a State election. As such, the VEC has established the following timeline to ensure that services can be produced in a timely fashion and resources can be appropriately and efficiently allocated.

The more detailed timelines that apply for the election periods for attendance and postal methods of voting are included in Appendix 2.

Date	Activity
2015	
October	Consultation sessions to present the proposed election program to the sector
Friday 6 November	The period for feedback on the draft election service plan ends
By Friday 18 December	Final election service plan is completed and dispatched to the sector Election cost estimates are prepared and dispatched to councils
2016	
January to end of March	Service level negotiations with councils, including finalising key parameters, preparing quotes and election service agreements
February to end of June	Contract manager briefings with council contacts, including inspection of council-provided election office and/or early voting accommodation (if applicable)
Monday 22 February	Final day for councils to resolve to change their method of voting
1 March to 30 April	Period for receiving preliminary voters' roll data from local councils
During April	Final period for finalising electoral service agreements
April to June	Period for councils to action the VEC's feedback on preliminary voters' roll data
Friday 22 April	Statutory deadline for the VEC to submit final reports for electoral representation and subdivision reviews with the Minister
Friday 29 April	All electoral service agreements between VEC and councils fixed
Beginning of July	Access to election office accommodation is required for connections
Monday 11 July	Date for the provision of primary council enrolment data (fixed by the Registrar)
During August	Delivery and installation of election offices
Friday 26 August	Entitlement date at 4.00 pm Final date for councils to resolve to allow counting of votes outside of the local government area
Wednesday 14 September	Election offices open to the public
Thursday 15 September	Certification of the voters' roll by the Registrar Opening of the nomination period
Tuesday 20 September	Close of nominations at 12 noon Ballot draws to determine the ballot paper orders
Wednesday 21 September	Opening of early voting and postal voting for attendance elections Opening of special circumstance voting for postal elections Period for lodging how-to-vote cards for registration by the Returning Officer opens for attendance elections Deadline for personal statements and photographs for postal elections at 12 noon
Friday 23 September	Deadline for indications of preferences for postal elections at 12 noon
Friday 7 October	Mail out of the *EasyVote* letter to voters in attendance elections
Friday 14 October	Deadline for lodging how-to-vote cards for registration by the Returning Officer for attendance elections at 12 noon
Thursday 20 October	Deadline for applying to receive a postal vote for attendance elections at 12 noon
Friday 21 October	Close of voting for postal elections at 6.00 pm Close of early voting for attendance elections at 6.00 pm
Saturday 22 October	Election day voting centres for attendance elections are open between 8.00 am and 6.00 pm; close of voting for attendance elections at 6.00 pm Extraction and counting activities commence for postal elections
23 October to 28 October	Counting and declarations
2017	
Early January	Non-voter follow up commences

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Critical elements to the proposed timeline

Contracting

Recent changes to the Act provide increased certainty to the number of council elections involved with the VEC's local government election program and remove the requirement for councils to tender for their election services. Nevertheless, the VEC will still establish electoral service agreements with each local council to ensure transparency with the costing arrangement and administer any contingency services that may be required.

The VEC will contact each council from the middle of January 2016 to finalise key parameters so that it can commence preparing quotes and service level agreements. The VEC must have all of these agreements in place by the end of April 2016 to ensure that it is in the best negotiating position with suppliers by having established parameters.

Compulsory voting enforcement, including the prosecution of non-voters, is now a mandatory requirement under the Act and will be costed separately under the service agreement. The timeline for compulsory voting enforcement will extend beyond the 2016-17 financial year as prosecutions progress through the court process.

Similar to the contract arrangements that were proposed in 2012, the VEC's service agreements will include three service levels — (1) the preparation of the municipal voters' roll, (2) conduct of the election, and (3) compulsory voting enforcement. This is in response to legal challenges in other Australian jurisdictions and advice that was received prior to the 2012 local government elections specifying that the conduct of the election and compulsory voting enforcement are discrete activities in the Act.

The VEC notes that some councils may still be undergoing electoral representation or subdivision reviews and may not have a finalised electoral structure by the end of April 2016. The VEC will provide election costs based on the current or recommended structure, depending on what stage the review is at. Alternative cost estimates can be prepared for each eventuality.

Voters' roll

The quality of each election is largely dependent on the quality of the voters' roll and the timelines that apply for roll preparation are very tight. The VEC is keen to work with councils as early as possible to maximise the quality of the voters' roll and reduce the opportunity for errors. This will require preliminary roll data to be available from 1 March 2016. Key dates relating to the receipt of roll data from councils and the preparation of the voters' roll are included in the timeline — see Appendix 3. Since the authority to collect individual dates of birth on notices of acquisition has been in place since 2005, the VEC expects that councils will have dates of birth included with at least 80% of the Chief Executive Officer's voter lists (CEO list) records.

A service to provide councils with dates of birth where council records can be matched with a state roll record is being offered again. To access this service, data should be provided to the VEC as soon as possible. Note that the VEC can manage entire database extracts, not just the CEO list.

Declaration timetable

At the 2012 local government elections, the VEC declared all elections by the Friday after election day (Friday 2 November 2012).

For postal elections conducted in 2012, the extraction of ballot papers did not commence until Saturday morning. This allowed all returned ballot packs to be processed and any possible duplicate returns to be identified following the close of voting. Several other factors were considered when deciding to schedule the extraction to commence on Saturday. For instance, the VEC noted concerns with occupational health and safety issues in relation to staff working very long hours over the entire election weekend. If election staff appeared to scrutineers to be rushed or fatigued after the close of voting, there may be an increased possibility of applications to the Municipal Electoral Tribunal (MET).

For the 2016 local government elections, the VEC proposes to have all elections declared by the Friday after election day (i.e. Friday 28 October).

More detail regarding the proposed conduct of counts is included in section 5 of this election service plan.

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4. Opportunities and challenges

Opportunities

The concurrent conduct of 79 council elections provides a number of opportunities, including the opportunity to promote the elections on a statewide basis through the advertising and communication campaign. This will include ensuring consistencies where possible across elections, to reduce possible confusion for voters. The VEC has included a statewide component in its proposed advertising and communication strategy.

Further opportunities include the ability to evaluate and consolidate statistics, as well as report on all elections during the one reporting year.

Challenges

In planning to conduct 79 local government elections, the VEC has considered a number of challenges: the estimated volumes, timelines, experience from previous elections, cost, quality, risk, and the community's and local government sector's expectations. A table showing the volumes involved in the conduct of the 78 concurrent local government elections in 2012 is included in Appendix 5. It is expected that the conduct of elections for 79 councils in 2016 will involve approximately 290 individual elections.

The VEC has attempted to balance these considerations in putting together this proposed election service package. In doing so, variations have been minimised where uniformity does not compromise quality, particularly if there are further benefits on a statewide basis. For example, providing consistency in the office hours for each election office will have the advantage of reducing possible confusion for voters, production cost and risk, and the uniform hours can be included in statewide advertising.

One challenge for the VEC at previous elections was the uncertainty surrounding the number of local councils that were going to engage the VEC for their elections. As stated previously, recent changes to the Act have resolved this in time for the 2016 local government elections, however, it is still important that the VEC finalises the key parameters involved with delivering each election to ensure it is in a strong negotiating position with suppliers. Delays in finalising these key parameters and the election service agreements more generally will complicate statewide logistical and technical

planning with freight and telecommunication providers.

A further challenge is the short timeline between the close of nominations and the dispatch of ballot packs for postal elections. In order to meet this timeline for approximately 290 individual elections, the VEC is looking at innovative ways to save as many hours as possible during this period. Section 5 of this election service plan provides more information on areas where the VEC is already developing more efficient systems and processes.

The timeline for the production of 79 voters' rolls is also extremely tight, and the strategy that the VEC is proposing in order to meet this target without compromising the quality of the roll is discussed later in this election service plan.

The following sections outline the VEC's service package. Initiatives in place for the 2016 local government elections are summarised in Appendix 1.

Any further changes to the program, including those prompted by any changes with new local government electoral regulations, will be communicated separately.

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5. Election service package

Contract management

A contract manager will be appointed to supervise the electoral service agreement for each council. The contract manager will liaise with the council's representative and provide regular reports on the progress of the elections. The contract manager will be responsible for ensuring that the elections are conducted in accordance with the legislation and within the terms of the electoral service agreement. The Contract Management Team is the local government sector's first point of contact for queries in relation to the VEC's election service. At the conclusion of the 2016 local government elections, the contract manager will prepare a report on the elections, including any recommendations for future elections.

The contract manager will work closely with the VEC Communication Team, who will manage the advertising and communications campaign for each local council election. The Communication Team will coordinate the development and placement of advertising, write and distribute media releases, and prepare election information for the VEC's website. Councils will receive copies of all voter information products prior to publication.

Voters' roll production

The VEC provides all councils with the Electoral Commissioner's voters list (EC list) for council election purposes. This is the list of state electors that are enrolled within that local government area and is designed to assist in the preparation of the CEO list. The EC list is merged with the CEO list to produce the voters' roll for each local council for certification by the Registrar.

The VEC has provided roll production services to local councils since 1995 and has developed sophisticated software tools and processing procedures for maximising the quality of the voters' roll. The process involves a preliminary file from each council for quality checking, a second CEO list at the date fixed by the Registrar, and a third certification CEO list at the entitlement date. The latter two data files are compared using the VEC's software, resulting in a small 'update' file, which can be processed quickly in the two week period allowed for production of the roll for certification. A range of election products is then extracted from the certified roll, including hard copy rolls, ballot mail-out files and voter card extracts.

Roll data quality

Producing a high quality voters' roll takes significant effort and resources from councils as well as the VEC. Much of this can be done before the election timeline, when legislative deadlines for final roll production restrict the time available for quality assurance. By participating in the preliminary process (March-June 2016) and by investigating and acting on the reports provided from this activity **before** the date for the primary enrolment extract, councils will be in a good position to ensure a high quality voters' roll.

VEC software tools can easily identify exact duplicates (i.e. identical name, date of birth and address) and the council record is removed in accordance with the Act.

However, it is considerably more difficult to identify possible and probable duplicates. The VEC has data processing tools that can flag such records for further investigation, which takes time, and ultimately, VEC and council effort. The VEC has historical enrolment data that can trace changes in a person's enrolment status and location over time, often making it possible to confirm duplicates or to establish that records belong to two different people. All possible duplicates not resolved by the VEC will be referred to council for a final decision, and this is best done in the preliminary phase when there is time to contact voters to clarify their details, including date of birth and any property holdings.

Other checks are done against statewide historical data to try to identify deceased people still appearing on the CEO list and any who have been removed from the Victorian register of electors following medical evidence of unsound mind. In addition, the VEC makes every effort to identify CEO list voters who have been approved to have their address not shown on the State roll (i.e. silent electors) to ensure that their address is not shown on CEO lists for any other voting entitlements they have in other local councils.

The VEC has software that can, in most cases, create a valid address suitable for mailing. Addresses needing further manual clarification are also identified for council checking and correction as necessary, as are possible ward coding errors in council data.

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Timeliness

To make optimum use of the VEC's quality auditing tools, time is the critical element. Negotiating data compatibility, ensuring data validity, identifying, confirming and removing duplicates all take time and effort from both VEC and council staff. The VEC aims for comprehensiveness and accuracy so exchanging data and quality checking data early improves the final product. See the key dates for roll production in Appendix 3.

Roll production

In order for the final roll to be produced within the legislative timeframe, councils are asked to:

- Ensure that **at least 80%** of CEO list records have **dates of birth**
- Nominate a council officer to resolve data issues promptly during each of the roll production processing periods–
  - preliminary (early March–early June)
  - primary council enrolment data (11 July–17 August)
  - certification (3–14 September)
- Supply a preliminary CEO list in an agreed format (see Appendix 6) as early as possible in the cycle and, at the latest, by 30 April 2016
- Action the reports generated by preliminary roll processing **before** the date fixed for requiring council enrolment data— **Monday 11 July.** This will involve investigating and deciding on duplicate records, removing deceased voters and correcting invalid data
- Supply the council's CEO list in the agreed format by 5.00 pm on Monday 11 July, extracting from the council database one record only across the whole municipality for each voter who is eligible for the CEO list
- Perform as much quality checking of the council enrolment data as possible before the entitlement date
- Supply a certification CEO list in a file in the **same format** as the primary enrolment data (this will be used to generate the update file), no later than 5.00 pm on Monday 29 August 2016.

In processing the primary enrolment data for each council, the VEC plans that no more than 10% of the CEO list records will need to be removed because they are duplicates or deceased. This will be the case if all the preliminary reports to each council have been actioned.

The VEC values its partnership with local councils to meet these deadlines and requirements, and will work tirelessly with each council to ensure a high quality voters' roll. Due to the short timeframe, however, there are additional costs to the VEC if a council cannot meet these targets. Additional risk is unnecessarily introduced when slippages occur or roll feedback from the VEC is not actioned. The level of training required for VEC officers to perform these tasks makes it impossible to employ additional staff at short notice. As a result, and in consultation with the contract manager, the VEC may seek to recover these costs through the electoral service agreement.

Council software

One further factor that local councils need to be aware of in planning for the 2016 local government elections is the timing of software system upgrades or changes of software provider. These need to be implemented and integrated by February 2016 to minimise risk to the roll production process.

Certified voters' roll

Recent changes to the Act require the Registrar to certify the voters' roll, rather than each council's Chief Executive Officer. The Registrar is also responsible for making the certified voters' roll available for inspection beginning on the day it is certified until 30 days after election day.

Provision of voters' rolls to candidates

On request, the VEC will provide each candidate with a copy of the voters' roll for the election in which the candidate has nominated. The roll is provided for election purposes only.

These rolls will be provided electronically and will be in a user friendly format to assist candidates with direct mail campaigning. Before providing the voters' roll to a candidate, they are required to sign a declaration stating that the information will only be used for campaign purposes. The voters' roll must be destroyed or returned to the Returning Officer following the election.

Advertising and communication campaign

The VEC will deliver a voter information campaign on a local and statewide basis. It has been developed to:

- meet statutory requirements
- increase voters' awareness of their rights and obligations

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- maximise voter turnout
- minimise the informal vote.

The VEC will also provide advertising services, media relations, election information and assistance on the VEC's website and will provide an overflow service to respond to calls that have been directed to election offices, when all lines in a particular office are busy. Information in languages other than English and a telephone interpreter service will also be part of the VEC's standard package, where applicable.

Statutory advertising (all councils)

Statutory advertisements will appear in the general news section of local newspapers nominated by each council, and will comprise the following:

- a 'notice of entitlement' advertisement: covering enrolment entitlements and the entitlement date
- a 'notice of election' advertisement: including how to nominate, details of candidate information session/s, an electorate map and, where applicable, a summary of any variations resulting from a representation review
- a 'voting details' advertisement: including information on how to vote, formality, and how to contact the election office to request replacement ballot material or a postal vote (for attendance elections)
- a 'declaration of results' advertisement.

Local press advertising for all councils will include a telephone enquiry number for the election office, a National Relay Service enquiry number (for people who are deaf, hearing impaired and/or speech impaired) and the VEC's website address. Telephone numbers for the multi-language interpreting service will be included in press advertising for metropolitan councils and, on request, for rural or regional councils or where a non-metropolitan council selects the option of a multi-language leaflet.

The notice of entitlement and notice of election advertisements will also include messaging around the registration requirement for voters who wish to have their ballot material provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Statewide advertising (all councils)

Having all local government elections conducted concurrently allows the VEC to maximise promotion opportunities. The statewide advertising campaign

will promote enrolment and voting, including a final reminder to vote. The cost of the campaign will be separated into metropolitan and regional coverage, and charged to all councils in their respective category on a per voter basis.

All statewide press advertising will include a telephone enquiry number. All press advertisements will also include a National Relay Service enquiry number for people who are deaf, hearing impaired and/or speech impaired, as well as the VEC's website address and telephone numbers for the multi-language interpreting service.

These advertisements will also include messaging around the registration requirement for voters who wish to have their ballot material provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Multi-language advertising campaign (metropolitan councils only)

The statewide advertising campaign will be extended for metropolitan councils to include ethnic press and radio in high need languages. It will comprise two advertisements focusing on enrolment and voting, to raise awareness among people from non-English speaking backgrounds and to encourage formal voting. For many culturally and linguistically diverse (CALD) communities, radio is the most effective means of communicating key electoral messages. This campaign will be costed across all metropolitan councils on a per voter basis.

Multi-language telephone interpreting service (all councils)

The telephone interpreting and multi-language information service will operate throughout the election period. Operated by the Victorian Interpreting & Translating Service (VITS), interpreting services are available in more than 100 languages. A minimum of 20 dedicated telephone numbers will be provided for the most widely spoken languages in Victoria (plus a general number capturing all other languages).

Enquiries specific to a particular council election will be costed back to that council. Incoming calls are directed to a VITS interpreter, who then links to the VEC in a three-way telephone conversation to relay information in the person's preferred language.

Mail-out to blind and vision-impaired voters

The VEC will liaise with Vision Australia (Vic) and Blind Citizens (Vic) to produce material to be sent to all Victorian voters on each of their databases. The

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communication will make these voters aware that elections are occurring, and provide basic information about the elections, contact details for further information, and a special hotline number for those who wish to register for Braille or large print ballot material.

Voter notice (*EasyVote* letter — all attendance elections)

The voter notice is personally addressed to each voter, with the intent that it will be kept by the recipient as a reminder to vote. The notice is a requirement of the legislation.

The notice provides ward-specific information regarding the time and venues that voters can cast their vote on election day or at an early voting centre. The notice also includes information regarding postal voting and an electorate map showing ward boundaries and the location of voting centres. Telephone numbers are provided for the telephone enquiry service, the National Relay Service for people who are deaf, hearing impaired and/or speech impaired, as well as the VEC's website address and telephone numbers for the multi-language interpreting service.

Uncontested election leaflet (subdivided councils only)

If a ward election is uncontested, a black and white leaflet will be mailed to affected voters, informing them that their election is uncontested and they are not required to vote for that election at the 2016 local government elections. The leaflet will provide the name of the candidate/s who have nominated and will, in due course, be declared elected. The leaflet will substantially reduce the potential for confusion among voters who are aware of the election but do not receive a ballot pack or *EasyVote* letter in the mail.

Where a subdivided council is entirely uncontested, an uncontested election leaflet will be replaced by a notice in the council's nominated local press.

VEC website

The VEC website will feature comprehensive information about local government elections generally, as well as specific information for each local council's election. Content will be updated at each phase of the election cycle including information about:

- enrolment
- inspecting and objecting to errors in the voters' roll
- nominating for election

- early and postal voting (attendance)
- redirection of ballot packs (postal)
- replacement ballot packs (postal)
- details of how and when to vote on election day (attendance)
- the close of voting
- election results.

Based on previous experience, the VEC will also provide an application whereby users can search for their local government area based on their address. Many callers to the telephone enquiry service in the past have called for this information alone.

Results information will be published on the VEC website and will include first preference results, preference distribution results (including a downloadable preference distribution report, if required), and the names of elected candidates.

Links to translated electoral information, including telephone numbers for the multi-language interpreting service are included on each page of the VEC website by default.

The VEC will direct voters to the website by including its address in all newspaper and radio advertisements and any printed material produced, as well as by providing content to each council to assist the council to link its website directly to that council's election page on the VEC's website.

Optional components

Reminder advertisement

A final reminder for voters to cast their votes can be included upon request. This advertisement will be listed in the council's nominated local press and it will:

- remind voters of the hours of voting on election day (attendance elections) or the close of voting for postal elections
- list voting centre locations (attendance) or where ballot material can be hand delivered
- list early voting centres (attendance) or provide instructions on how and where to apply for a replacement postal vote for postal elections
- advise who has to vote
- include contact details for further information.

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Multi-language leaflet for postal elections

A leaflet supplied in a minimum of 20 high need languages (plus English) that explains, step-by-step, how to vote formally can be provided. It also includes telephone interpreter numbers for each language (plus the one general number for any other languages). See Appendix 7 for a list of proposed languages.

This product will be included as standard for all metropolitan council elections being held by postal voting and is strongly recommended for regional councils with high numbers of voters from non-English speaking backgrounds. Metropolitan councils that are having attendance elections will have multi-language voting instructions printed in every voting screen so the leaflet is not required.

Election Office and staff

Returning Officer, Deputy Returning Officer and staff

The VEC maintains a pool of trained senior election officials to ensure that suitable election staff are available for appointment as Returning Officers and Deputy Returning Officers for 79 local council elections. Each Returning Officer may appoint up to three Deputy Returning Officers, as determined by the VEC, depending on the size and complexity of their particular elections. All Returning Officers and Deputy Returning Officers appointed by VEC will have satisfactorily completed at least seven days training and 30 hours of home study prior to their appointment.

The majority of the VEC's senior election officials will have previous local government election experience, State Parliamentary election experience, or both. Recruitment for new senior election officials looks for transferable skills, such as project and people management, which the VEC uses to complement its election training program. Further training, specifically in local government elections is compulsory for all senior election officials before they can be appointed to a Returning Officer or Deputy Returning Officer role. The training program includes a comprehensive focus on the practical aspects of local government elections and the procedures that must be followed.

The Returning Officer will be authorised to appoint an optimum number of staff to ensure the cost-effective and successful conduct of their election.

A team of election support officers will be appointed to support Returning Officers during the election period. The team are the first point of contact for

Returning Officers for assistance and advice on legislative, procedural, and technical matters. All election support officers are experienced electoral practitioners.

Election office

The location of election offices will be selected in consultation with each council. If a council does not have suitable space available for an election office within its own premises, the VEC will endeavour to source a site that is conveniently positioned for candidates and voters, and meets the VEC's accessibility and security standards.

Election offices will be clearly identified, with appropriate signage and security. The VEC will check all access points and, where necessary, arrange for new locks to be fitted.

The following table is provided as a guide of the floor space required when considering election office accommodation options. It is noted that more space is required for attendance elections, and the most suitable spaces for election offices have open floor plans without built in cubicles or multiple individual offices. All prospective election offices will be assessed by the VEC and must meet the strict standards for accessibility, security, and storage.

Number of Voters	Recommended Office Space[2]
Up to 50,000	200–300 sq. m
50,001–70,000	300–400 sq. m
70,000–130,000	> 400 sq. m

For the 2016 local government elections, the VEC will require access to election offices during the beginning of July for the establishment of telecommunication services. This is earlier than for previous elections but is necessary to ensure sufficient time to respond to connectivity issues (such as limited line capacity or telephone/data network infrastructure issues).

The VEC will arrange the delivery of furniture and materials to election offices during August 2016. Election office computer systems will be installed and commissioned shortly after the delivery and connections have occurred.

Due to continuing development of the VEC's election management system, the cost efficiencies that once existed for centralising back-office

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[2] Note this does not include secure storage space, which must be within or adjacent to the election office.

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processes in regional areas no longer occur. The hub-satellite election office configuration that was used for previous local government elections has, for the 2016 program, been replaced by a commitment to single-office service delivery.

The VEC will arrange the collection of materials and equipment from election offices between Monday 31 October and Friday 18 November. Smaller election offices may be decommissioned earlier and the VEC will prioritise decommissioning of election offices located within council accommodation.

Ballot paper security

An important focus of the VEC at the 2014 State election was the secure storage and transport of used and unused ballot papers. The VEC implemented a number of logistical and security procedures that included lockable storage areas for ballot papers, increased ballot paper accountability and reconciliation, and increased awareness of the safe and secure custody and transfer of ballot papers during the election timeline. The VEC will continue to develop these procedures which will apply for the 2016 local government elections.

The VEC will assess each proposed election office venue for its compliance with the security standards, and training for Returning Officers and Deputy Returning Officers will reinforce the VEC's stringent expectations. Where necessary, the VEC will install temporary secure storage for ballot papers, such as a secure 'site safe' or cage using steel fencing. Any physical modifications that are required to election offices to meet these requirements will be made in consultation with the council (for council provided election office accommodation) or the property manager/owner (for leased election office accommodation) and pursuant to any lease arrangements.

Furniture and equipment

The VEC will provide the Returning Officer with a network of computers, photocopier/multi-function device, letter openers, ballot-paper counting machines, cardboard furniture and other furniture and equipment. These items present a modern corporate image to the community and have proved cost-effective for use over a limited period.

Computerised election management system

The computerised election management system that is provided to the Returning Officer contains details of each individual election and the voters' rolls. Nominations, candidate statements (postal elections), how-to-vote cards (attendance elections)

early and postal votes and results are all entered by the Returning Officer directly into the computer application. This interfaces with systems at the VEC to produce the artwork for printing ballot papers, candidate statements and other products required for the election and to publish information directly onto the VEC's website.

Office hours

Election offices will be open to the public from Wednesday 14 September until Friday 21 October. Election office opening hours will be standardised across the State and will operate from 9.00 am to 5.00 pm weekdays, except for the last two days before election day when election offices will close at 8.00 pm on Thursday 20 October and 6.00 pm on Friday 21 October. Standardised election office hours assists with providing consistent messages to voters through the advertising and communication campaign.

Election offices for attendance elections will not be open to the public on election day—but the election office will post a sign showing the nearest voting centre(s) to the election office's location.

Telephone enquiry service

Returning Officers will provide a local telephone enquiry service to handle election enquiries during the election period. The service will operate during office hours. This will enable consistent statewide advertising messages. Telephone enquiry staff will be located in the election office and will be provided with access to look-up tools containing key details for the election.

The telephone service at the election office will be linked to the VEC's phone system. A dedicated team of operators at the VEC will answer any overflow calls from election offices when local telephone enquiry staff are fully occupied.

Candidates

Information session

Returning Officers will conduct at least one information session for candidates prior to the close of nominations. The information session will cover the election timeline, the procedures and rules relevant to candidates (with particular emphasis on the rules regarding election advertising that are often the subject of complaints). Returning Officers will ensure that prospective candidates are aware that the VEC is responsible for the conduct of the election and that election enquiries should be directed to the election office, not council staff.

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Returning Officers will be equipped with candidate kits for prospective candidates, which will contain a handbook and any forms relevant to candidature.

In consultation with the contract manager, councils can advise where additional candidate information sessions may be required, particularly in local government areas with multiple major towns.

Nominations

The Returning Officer will receive and record nominations from candidates, including the receipt of the $250 nomination fee.

Prospective candidates will be encouraged to complete their nomination form using the VEC's online candidate helper, which allows candidates to print a populated nomination form containing a unique identifier for easy lodgement with the Returning Officer. Nomination forms completed using the online candidate helper must still be lodged in person, but the nomination process will be more efficient for candidates when they visit the election office. The unique identifier printed on nomination forms prepared using the online candidate helper allows Returning Officers to retrieve the candidate's data and load it directly into the VEC's election management system.

In all cases, candidates will be required to quality assure their nomination information and Returning Officers will carefully run through the candidate declaration before the declaration is completed.

The list of candidates who have nominated for each local council election will be updated on the VEC's website regularly so that candidates' names and public contact details, where provided, will appear soon after a full quality assurance process has been completed for their nomination. The VEC anticipates updates to the lists of candidates on the VEC website to be made at approximately 10.00 am and 5.00 pm on each day during the nomination period, and the final list of candidates as soon as possible after the close of nominations.

Draw for ballot paper position

Returning Officers will hold a ballot draw to determine the order that candidates' names will appear on the ballot paper as soon as practicable after the close of nominations.

Ballot draws will be conducted electronically with the order of names on the ballot paper determined by a computerised random draw. Electronic draws have been used for State elections since 1999 and for local government elections since 2008.

The VEC's electronic application has been independently audited to ensure the result is random. Electronic ballot draws create significant efficiencies, reducing the time between the draws and dispatching ballot paper files to the printer, and reduces the risk and time involved with manual data entry of ballot draw results. The electronic draw also enables the publication of the final list of candidates, in ballot paper order, to be updated to the VEC's website by 5.00 pm after the close of nominations.

Candidate statements and indication of preferences (postal elections)

Returning Officers for postal elections will receive candidates' personal statements, photographs and indications of preferences. Prospective candidates will also be able to complete the forms to lodge their personal statements and indication of preferences using the VEC's online candidate helper. This will enable candidates to print their statement and/or indication of preferences ready for lodgement with the Returning Officer. Again, this will streamline the process for candidates at the election office and allow Returning Officers to load the statement directly into the VEC's election management system. Candidates, or their authorised representative, will be required to quality assure the information entered into the VEC's election management system.

The candidate handbook will provide clear information on the requirements for preparing and submitting statements, photographs and indications of preferences. Returning Officers will not assist candidates with the preparation of their statement content.

How-to-vote cards (attendance elections)

Returning Officers for attendance elections will process all how-to-vote cards submitted for registration. The VEC's head office Candidate Services Team will be available to Returning Officers to provide advice on how-to-vote card matters, as required.

Detailed information on the requirements for how-to-vote card registration will be contained in the candidate handbook.

Candidate enquiries

The Returning Officer will deal personally with all enquiries from candidates to ensure that authoritative and consistent information is being provided.

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Refund of Nomination Deposits

Candidates who receive 4% or more of the formal first preference vote, or who are elected, will have their nomination fee refunded as soon as practicable after the declaration of the election.

The VEC anticipates that cheques will be sent to eligible candidates during November. Cheques for deposits forfeited by candidates who are ineligible to have their nomination fee returned will be sent to local councils at the same time.

Ballot material

VEC employees will supervise all stages in the preparation, printing and assembly of ballot material.

Considerable time will be devoted to the recruitment and training of quality assurance staff to oversee the preparation of ballot material for attendance and postal elections.

Postal elections

As stated previously, the timeline for the preparation of ballot packs is critical. The VEC has developed a strategy to manage the preparation of an estimated 3.8 million plus ballot packs. Some of the time saving elements of this strategy have already been discussed in the previous section. Further strategies are discussed below. The VEC will establish a service level agreement with Australia Post for the provision of postal facilities and services for the 2016 local government elections. Discussion will be held with security printers and mailhouse to ensure that coordination between VEC, printer, mailhouse and Australia Post is as effective as possible. The VEC will also review the information contained in the ballot packs to ensure that it is as clear as possible to voters.

Ballot paper and candidate statements leaflet

The ballot papers will be printed with a background security screen using a different colour for each ward.

The ballot papers will be printed as a combined product with the candidates' statements to minimise the risk of any errors occurring when the products are mechanically inserted into ballot packs at the mailhouse. The ballot papers will have a perforation along the edge that joins the candidates' statements. The voter will detach the ballot paper before marking their vote.

A four colour printing process will be used for printing ballot papers. The use of the four colour

printing process increases productivity and allows printing to commence shortly after the print ready files have been provided to the printer.

Reply-paid and outer envelopes

The VEC will establish a unique reply paid number for each ward in the municipality and each unsubdivided council. The reply-paid envelope will feature coloured thumb prints (matching the colour of the ballot paper) in the left hand corner of the envelope. This facilitates pre-sorting of the envelopes to wards by Australia Post and maximises the accuracy of the sorting. The outer envelope is a window-faced envelope with a distinct marker to ensure voters easily recognise that the envelope contains official election material.

All outer envelope stock containing ballot material will show the Australia Post "PRIORITY" indicator for priority service delivery.

Ballot paper envelopes

The ballot paper envelopes have been specially designed for use at local government elections conducted by post and conform with the Local Government (Electoral) Regulations 2005.

The envelopes are designed so that their contents are not visible through the security lining and the declaration flap can be separated from the envelope by election officials before the ballot paper is extracted.

Multi-language leaflets

The multi-language leaflet (see page 11) will be included in the postal ballot pack as standard for all metropolitan councils using postal voting. The product is also encouraged for any other local councils using postal voting that have a high number of voters from non-English speaking backgrounds.

Addressing of ballot packs

The VEC contracted mailhouse will direct print the voters' addresses (mailing and entitlement address) and barcodes on the ballot-paper envelopes. The mailhouse will utilise intelligent inkjet printing to direct print to envelopes.

Assembly and delivery of ballot packs

The mailhouse contracted by the VEC will assemble ballot packs for all postal elections. The mailhouse will lodge the ballot packs with Australia Post over three days, with no more than 35% of any ward of a municipality or unsubdivided council lodged on any one day in accordance with the legislation. The mailhouse used by the VEC has allocated a secure

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area within their operations that will be used solely for the printing, insertion and dispatch of ballot material to ensure the highest standards in security are met.

Ballot packs for postal elections will be lodged with Australia Post under the priority delivery timetable. Australia Post has undertaken to deliver each day's lodgement of ballot packs to voters in accordance with their priority mail guidelines.

Redirection of ballot material

Voters are able to apply to have their ballot material redirected to an address other than their entitlement address. Voters have until the certification day for the voters' roll (also the day that nominations open) apply for their ballot material to be redirected. The VEC will arrange for ballot material to be delivered to any voter applying for redirection to the address specified in their request.

Replacement ballot material

Any voters who contact Returning Officers claiming to have lost or spoilt their ballot material, or who claim not to have received a ballot pack, will be issued with replacement ballot material. Returning Officers are able to monitor the issue and return of replacement ballot material through the VEC's election management system to ensure that no voter is able to have more than one ballot paper admitted to the count.

Return of ballot paper envelopes

Ballot paper envelopes will be returned to the election office through the allocated Australia Post facility, pre-sorted by the reply paid number corresponding to each ward or unsubdivided council.

Returning Officers will ensure daily reconciliation of mail received and supervise the scanning of ballot paper envelopes through the VEC's election management system to record their return.

Ballot paper envelopes will then be batched in 50s (for balancing at scrutiny), sealed in security boxes and stored in a secure location until after the close of voting.

Security of ballot material

Interfering with ballot material is a serious offence managed under sections 58 and 58A of the Act and those found guilty of committing such an offence are liable for a term of imprisonment not exceeding two years or a fine not exceeding 240 penalty units.

As discussed early in this election service plan, the VEC will implement a number of measures for the

security and storage of ballot material at election offices, voting centres and early voting centres (for attendance elections), and extraction and counting venues (if different). These measures are in addition to tightened accountability and reconciliation procedures governing the custody and transfer of ballot material.

Attendance elections

Ballot papers

Ballot papers for attendance elections will also be printed with a background security screen using a different colour for each ward.

Multi-language voting instructions

Voting instructions in 20 languages other than English will be pre-printed in voting compartments at voting centres. A list of the 20 languages is included in Appendix 7.

Early voting

Postal elections

Where special circumstances apply, Returning Officers will issue ballot papers to the voters concerned prior to the general mail-out of ballot packs. Voters in this category can apply to the Returning Officer by phone or in person during standard office hours.

Attendance elections

Postal voting

Any voters wishing to vote by post before election day may apply in writing to the Returning Officer. Applications will be available from the Returning Officer and on the VEC website. The Returning Officer will post to each applicant a ballot paper, voting instructions, a postal vote envelope and a reply-paid return addressed envelope.

Returning Officers for attendance elections will arrange for ballot material to be posted to all voters who are registered as general postal voters for State elections as soon as ballot material is available following the close of nominations.

Early voting (in person)

Returning Officers will provide early voting facilities at the election office from Wednesday 21 September to Friday 21 October. During this period, early voting will operate from 9.00 am to 5.00 pm, Monday to Friday, except for Thursday 20 October (9.00 am to 8.00 pm) and Friday 21 October (9.00 am to 6.00 pm). This aims to avoid confusion for

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voters by ensuring consistency across all offices (postal and attendance) during the voting period and on the last day of early voting.

In consultation with local councils, the VEC may provide early voting facilities at additional venues during the early voting period. The VEC proposes that the hours of operation be consistent across all venues, and that venues be identified by Monday 18 July to assist with the production of advertising and communication products. Councils should consider the increase in early voting numbers over recent elections when considering additional early voting arrangements.

The VEC will provide all furniture and equipment necessary for the operation of the early voting locations.

Voting centres (for attendance elections only)

Accessibility

The accessibility standards of voting centres are a high priority for attendance elections. The VEC will look for voting centres that provide maximum access for voters and will attempt to ensure at least one fully accessible voting centre is available in each ward. Where access limitations exist for voting centres, the VEC will provide an explanation of the limitations associated with each voting centre rated as having no wheelchair access (NWA) or assisted wheelchair access (AWA).

Similarly, councils using the attendance method of voting should ensure that every effort is made to maximise access to the nominated voting centres for voters living with a disability. The VEC will recover any costs associated with matters raised by voters or disability organisations because of access deficiencies to voting centres or additional early voting centres. These matters expressly include issues raised with the relevant Federal or State human rights bodies.

Selection of voting centres

The VEC will prepare a proposed list of voting centres for each local council using the attendance method of voting in early 2016.

In doing so, the VEC will consider voting centres that have been used at State, Federal and previous local government elections, and will ensure that voting centres are suitably located within each ward or local government area. Wherever possible, voting centres that are too close to ward boundaries will be avoided

Proposed voting centre locations for attendance elections will be identified as early as possible so that venue bookings can be made. Through the contract manager, the VEC will provide the list of recommended voting centres to each council for information, but Returning Officers will make the final decision regarding the appointment of voting centres. The VEC's head office team will work closely with Returning Officers as they formally appoint voting centres.

Voting centre locations should be finalised by the end of April 2016 to assist with resourcing and the preparation of communication products.

The VEC will cancel bookings for voting centres in wards that are uncontested after the close of nominations unless there are satisfactory reasons for the voting centre to remain. Voting centres that are located near the border with a contested ward or those that are conveniently located for the whole local government area may be kept.

Voting centre equipment

The VEC will arrange for the delivery of voting centre furniture (where required) and equipment to each voting centre during the week before election day. This will include the customised cardboard voting centre equipment (i.e. voting screens, directional signs, ballot boxes).

Operation of voting centres

Election day voting centres will operate between 8.00 am and 6.00 pm on Saturday 22 October 2016.

Returning Officers for attendance elections will appoint and train voting centre managers. Training and reference material will explain the strict legal requirement that apply to voting at attendance local government elections.

Regulations require that voting facilities for all voters in a local government area must be made available at any voting centre within the municipality regardless of the ward for which the voter is enrolled. This means that there is no longer a requirement to specifically appoint voting centres close to ward boundaries as 'joint voting centres'.

The VEC will provide an electronic roll mark off facility at all voting centres that will allow voters to be marked off a municipal-wide roll at any voting centre for the local council. Hard copy rolls would only be used in the event of a connection failure at a voting centre.

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Voting centre staff

Returning Officers for attendance elections will appoint the optimum staff for each voting centre to provide a smooth flow of voters on election day.

The Returning Officer will also appoint sufficient liaison officers to visit voting centres during the hours of voting and throughout the count on election day to support all voting centre managers. They will check procedures are being carried out correctly, provide advice where necessary and deliver any additional materials if shortages occur during the day.

Voter notice (*EasyVote* letter)

The *EasyVote* letter (see page 10) will be dispatched to voters enrolled for attendance elections by the VEC on behalf of the Returning Officer shortly after the close of nominations.

Counting methods

The counting methods that apply for local government elections include:

- **Preferential counts**
  Preferential counts are used for single vacancies at postal and attendance elections. All preferential counts, except for the City of Greater Geelong Mayoral and City of Melbourne leadership team elections, will be counted manually.
- **Proportional representation (PR) counts**
  Proportional representation is used to calculate the result in wards involving multiple vacancies or unsubdivided municipalities at postal and attendance elections. The VEC anticipates conducting all PR counts using its computer count application.

Computer counts

At the 2012 local government elections, the VEC established 65 sites for computerised counts for 68 local councils involving multiple vacancies and the City of Greater Geelong Mayoral and City of Melbourne leadership team elections.

The VEC's computer count application allows it to be more transportable and therefore establish computer count venues within all municipalities where the results will be determined by computer.

The VEC will, as far as possible, utilise TAFE colleges and schools for the conduct of computer counts to enable the VEC to utilise existing computer labs, though it should be noted that it is becoming difficult to source computer labs at educational institutions and alternative arrangements may need to be considered. Additionally, due to the timing of the local government elections in October, these facilities are less available during the school term. Where a computer counting venue is not available within a municipality, it may be necessary to conduct computer counts for more than one municipality at a centralised count centre. The VEC will consult with councils where this may be a possibility.

During a computer count, preferences on each ballot paper are entered into the VEC's computer count application by experienced data entry operators. Once all ballot papers have been entered, Returning Officers will apply a function within the application to calculate a result.

Manual counts

For elections involving single vacancies, Returning Officers will conduct a manual count at the election office or at a venue within the municipality to be provided by council or at cost to council. The area required for manual counting is approximately 40 square metres per 10,000 voters. This ratio also applies the space required for the extraction of ballot papers from ballot paper envelopes at postal elections.

Postal election timeline—close of voting to final result

POSTAL ELECTIONS—FRIDAY 21 OCTOBER (FROM 6.00 PM)

The Returning Officer will complete processing of all replacement votes received in the election office by the close of voting and generate a report to identify any envelopes where original ballot pack and replacement packs appear to have been returned for the same voter.

The relevant ballot paper envelopes are located and dealt with by Returning Officers in accordance with procedures specified in Regulations. No extraction can take place until these processes are complete.

A balance figure is established for each ward in preparation for the extraction of ballot papers.

Checking unenrolled declarations

Declarations made by unenrolled voters will be checked progressively during the voting period and completed on Friday 21 October. Returning Officers will require access to an authorised council officer

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to assist with determining the entitlement of unenrolled declarations.

POSTAL ELECTIONS—SATURDAY 22 OCTOBER

Teams of counting staff will remove the flaps containing the voter details from the ballot paper envelopes to be included in the count, open the ballot paper envelopes and extract the ballot papers in the presence of any scrutineers. The ballot papers are tallied to ensure that all ballot papers have been extracted from the envelopes.

Additional accommodation may be required for the opening, extraction and counting of ballot papers.

Manual counts

Where the count is to be conducted manually, ballot papers are then sorted to first preferences and informal, and counted to give first-preference results.

It is expected that the extraction and sort to first preferences for larger councils may extend into Sunday 23 October.

Computer counts

Where the count is to be conducted by computer, ballot papers are batched into 50s in preparation for data entry. Any informal ballot papers will be identified during data entry. It is expected that batching would be completed on Saturday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count venues. Some venues may have the space and facilities to conduct simultaneous counts across two or more rooms.

POSTAL ELECTIONS—SUNDAY 23 OCTOBER TO FRIDAY 28 OCTOBER

Manual counts (preferential)

Where no candidate receives an absolute majority of first preference results, a preference distribution will take place.

The Returning Officer will appoint sufficient experienced staff to form one or more counting teams to distribute preferences. The number of teams required will depend on the number of preference counts to be conducted. A trained

election official will be appointed as team leader for each counting team.

Manual distributions for preferential counts could extend to Monday 24 October for larger councils.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts for each ward, and then again if a preference distribution is required, at the end of the distribution.

Computer counts

The number of data entry operators required for each computer count venue will be determined after nominations close. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

Based on the current expected number of computer counts, the VEC expects that up to 40 hours of data entry will be required to complete all computer counts, with computer counts running simultaneously across all computer count venues.

Where required the VEC will run multiple shifts each day, for each team at each venue until all computer counts are complete for that venue. A fresh team, including team leaders, supervisors and data entry operators will operate each shift.

Data entry may commence for some computer counts on Saturday 22 October but it is anticipated that most larger counts will not commence data entry until Sunday 23 October at the earliest. It is expected that all computer counts will be completed by Friday 28 October, at the latest. Candidates and councils will be advised on the proposed counting timetable after the close of nominations.

Team leaders will establish an area within each computer count venue to allow their Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned to data entry.

Results will be calculated for each council at the completion of data entry for all wards in that council. Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular council.

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Attendance election timeline— close of voting to final result

ATTENDANCE ELECTIONS—SATURDAY 22 OCTOBER

Count of ballot papers at voting centres

Voting centre staff will commence the count of first preferences and informal votes following the close of voting. The results will be communicated immediately to the Returning Officer after counting is completed. Ballot papers will be sealed in security boxes at the voting centres and returned to the election office on election night.

Count of postal and early votes

Preliminary scrutiny of postal votes (signature checks) will take place in the election office and the count of postal and early votes will take place in the election office from 6.00 pm on election night.

ATTENDANCE ELECTIONS—SUNDAY 23 OCTOBER TO FRIDAY 28 OCTOBER

Checking unenrolled declarations

The VEC is proposing to commence this process for the 2016 local government elections at 8.00 am on Sunday 23 October.

Trained VEC staff will attend each attendance election office to check unenrolled declarations. VEC staff will have access to the State electoral register for this purpose.

Once checked against the enrolment register, the Returning Officer will deliver declarations for further checking against the CEO list to an authorised council officer. Returning Officers will need access to an authorised council officer from 8.30 am on Sunday 23 October for this purpose.

Count of absent and unenrolled votes

Absent votes from each voting centre will be reconciled and amalgamated by ward in the election office on Sunday morning, then counted. Unenrolled votes will also be counted after the checking of entitlement has been completed.

Manual Preference Distributions (preferential counts)

Where no candidate receives an absolute majority of first preference votes following the counting on election night, a preference distribution must be conducted.

Prior to commencing a preference count, all first preference ballot papers must be fully rechecked for formality, correct sorting and counting. Rechecks will take place on Sunday morning. Some preference distributions for smaller councils will commence on Sunday afternoon, but most will begin at 9.00 am on Monday morning and it is expected that all will be completed on that day.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts for each ward, then again if a preference distribution is required, at the end of the distribution.

Computer Counts (proportional representation)

For the 2016 computer counts for attendance elections the VEC will batch ballot papers by voting centre or parcel of votes to enable reconciliation throughout the count process. Ballot papers within each parcel of votes will be batched into 50s in preparation for data entry (a short batch may be required where the number of ballot papers for a particular parcel are not divisible by 50). Any obvious informal ballot papers are removed during this process, other informal ballot papers will be identified during data entry. It is expected that batching would be completed on Sunday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count venues. Some venues may have the space and facilities to conduct simultaneous counts across two or more rooms.

The number of data entry operators required for each computer count site will be determined after nominations close. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

Based on the current expected number of computer counts, the VEC expects that up to 40 hours of data entry will be required to complete all computer counts, with computer counts running simultaneously across all computer count venues.

Where required the VEC will run multiple shifts each day, for each team at each venue until all computer

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counts are complete for that venue. A fresh team, including team leaders, supervisors and data entry operators will operate each shift.

It is anticipated that data entry will not commence until Monday 24 October, at the earliest. It is expected that all computer counts will be completed by Friday 28 October, at the latest. Candidates and councils will be advised on the proposed counting timetable after the close of nominations.

Team leaders will establish an area within the computer count venue to allow their Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned for data entry to the same voting centre or parcel of votes.

Results will be calculated for each council at the completion of data entry for all wards in that council. Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular council.

Declaration of the result

It is expected that VEC Returning Officers will complete all declarations by Friday 28 October. This will be in line with the 2012 elections.

Following the completion of the VEC's electoral representation review program in April 2016, the VEC will be in a better position to provide councils with a broad estimate of their proposed counting plan. A more accurate estimate will be provided after the close of nominations when the dimensions of each count are known.

The VEC advises Returning Officers to allow a minimum of two hours between the completion of a manual count and the conduct of the declaration. For computerised PR counts, a minimum of two hours should be allowed between the completion of the count and the declaration for small counts, and a minimum of four hours for larger counts. This allows reasonable time for candidates to consider distribution reports and decide if they wish to request a recount. Returning Officers will advise candidates at the completion of the count if the proposed declaration time needs to be extended to allow for this requirement. Once the declaration takes place, the only avenue to request a recount is by application to the MET.

Management of complaints

Complaint management is an important component of conducting an election. Many complainants consider that proving a breach of the Act will lead to an election result being overturned by a Court process.

Complaints generally fall into two categories:

If the complaint relates to:

1. **the administration of the election —** The Electoral Commissioner will respond on behalf of the Returning Officer.
2. **a possible breach of the Act —** investigation and response to these complaints is the responsibility of the Local Government Investigations and Compliance Inspectorate. The VEC will refer the complaint directly to the Inspectorate for a response and copy the complainant of this action.

The VEC will provide specific information regarding the management of complaints in the candidate handbook. This will include the different responsibilities of the Returning Officer and the Local Government Investigations and Compliance Inspectorate.

A high proportion of the complaints received during local government elections allege the distribution of misleading or unauthorised electoral material. A number of these are often escalated by complainants to the MET. Previous decisions by the MET have been dismissed as the courts have been specifically concerned with material likely to mislead or deceive voters in relation to the casting of the vote. This is a very narrow definition in comparison to what many candidates generally consider to be misleading.

The VEC will include further information in its handbook for candidates, the pre-election series booklet and candidate information sessions, in an attempt to have candidates better understand what is considered to be misleading under the Act.

Based on previous experience, the VEC expects up to 400 complaints to be received for the 2016 elections. It would be expected that of 400 complaints, up to 250 will relate to alleged offences against the Act and in the main relate to authorisation of election material, and material that is considered to be misleading.

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Election report and storage of material

The VEC will provide council with a report on the conduct of the elections within three months of election day as required by legislation.

After the declaration of election(s), Returning Officers will package all ballot papers together with all other materials used at the election in sealed security boxes. The boxes will be clearly labelled to indicate contents, the ward and the date of the election.

The Returning Officer will deliver all sealed parcels containing the prescribed election material to the Chief Executive Officer for safe and secret storage. Where computer counts have been conducted, this will include a CD of the ballot paper data to be kept secure until such time as it may be required for the conduct of a countback. The VEC recommends that these CDs are stored in a safe or secure area within the governance, records or Chief Executive Officer's areas at council for safekeeping until required for the conduct of a countback.

Management of MET inquiries and VCAT reviews

Section 45 of the Act allows a candidate, or a party of 10 voters, to dispute the validity of a local council election through an application to the MET.

MET decisions are subject to review through the Victorian Civil and Administrative Tribunal (VCAT).

Following the 2012 local government elections, five applications were lodged with the MET and there were no applications for review by the VCAT.

The cost of the VEC's involvement in these inquiries was shared between the VEC and the particular council as a contingency cost under the electoral service agreement. Comprehensive reporting during the MET inquiry and in relation to the recovery of cost was provided to each council.

In developing its cost recovery model for MET inquiries, the VEC notes that not all cases impugn the VEC or the Returning Officer. Nevertheless, the VEC is named as a party to the application. Where the VEC is not directly impugned, the VEC may request or be invited by the MET to remain *amicus curiae* (a friend of the court). In all inquiries at the 2012 local government elections, however, the MET required the VEC to continue to be a party to the application, even when the VEC was not directly associated with the claims made by the applicant.

The VEC will continue to recover costs associated with responding to a MET inquiry on a shared basis with the council involved. The VEC will not recover the cost if it is found by the MET to be at fault, and may absorb a portion of the costs associated with responding to a MET inquiry where there is an opportunity for building electoral knowledge.

In circumstances where the VEC is involved in a MET hearing or VCAT review, the VEC will generally be represented by the Victorian Government Solicitor's Office (VGSO). The VEC may engage outside counsel through the VGSO, or in addition or instead of working with the VGSO.

Insurances

Local councils have previously required election service contractors to maintain professional indemnity insurance. This insurance was held by the VEC prior to the 2012 local government elections solely for the purpose of meeting contract requirements with the local government sector. At a cost of approximately $75,000 per annum, this cost was passed on to local councils through the VEC's cost recovery program. In consultation with the Municipal Association of Victoria, professional indemnity insurance was discontinued as a cost saving measure given the relatively low likelihood of claims against the policy and the maximum size of possible claims.

In the event that a re-election is required as a result of an error or action by the VEC or the Returning Officer, the VEC will meet the cost of a new election.

In relation to other insurances maintained for local government elections, the VEC will recover a proportion of the cost from local councils. The VEC has recently reviewed its insurance arrangements, resulting in significant premium reductions. These savings will be passed on to local councils.

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6. Compulsory voting enforcement

The *Local Government Amendment (Improved Governance) Act 2015* will require the VEC to carry out compulsory voting enforcement for all councils at the 2016 local government elections. The Act has also been amended to include prosecution of non-voters who do not satisfactorily respond during the enforcement process.

This process is not new to the VEC as compulsory voting requirements also apply at Victorian State elections. As a result, the VEC is equipped with the systems that allow it to manage non-voter follow through to, and including, prosecution. For most councils in Victoria, it is only compulsory for voters on the EC list for an election to vote at that election.

List of non-voters

Regulation 116 of the Local Government (Electoral) Regulations 2005 currently detail the requirements for the list of non-voters. Given new regulations will be in place for the 2016 local government elections, the VEC will prepare the list of non-voters in accordance with the new regulations. This includes the exclusion of any non-voters who are automatically exempt from compulsory voting.

Compulsory voting enforcement

The VEC is obliged to enforce the compulsory voting provisions of the Act at the 2016 local government elections. The VEC's enforcement program will involve three stages. During each stage of the process, the VEC will update each council and provide statistical information regarding the number of apparent failure to vote notices issued, apparent non-voters who have replied, paid the fine, been excused, not been excused or not replied to the notice, and the number of infringements referred to the Infringements Court by the VEC.

Enforcement process

The VEC will commence its compulsory voting enforcement program in early January 2017. The first step in the process is a requirement of the Act (or the *City of Melbourne Act 2001* for City of Melbourne elections) and the remaining steps are relevant to provisions of the *Infringements Act 2006*. The process is as follows:

Apparent Failure-to-vote Notice

The VEC will prepare and send an apparent failure to vote notice to all voters who appear to have failed to vote and are not automatically exempt. The VEC anticipates being in a position to dispatch these notices in early January 2017.

Infringement Notice

The VEC will prepare and send an infringement notice to any apparent non-voter whose excuse is not deemed sufficient or who failed to reply to the apparent failure to vote notice. A penalty applies to this notice and will be collected on behalf of council.

During the processing of responses it is a requirement of legislation that non-voters who provide a sufficient response for not voting may have the infringement against them withdrawn. A 'Withdrawal of Infringement' letter must be mailed to each non-voter in this category. This will be an additional cost to councils.

Penalty Reminder Notice

The VEC will prepare and send a Penalty Reminder Notice to those apparent non-voters who have not paid the penalty for failing to vote. A penalty plus prescribed costs applies to this notice and will be collected on behalf of council.

'Withdrawal of Infringement' letters must be mailed to each non-voter in this category. This will be an additional cost to councils.

Lodgement with the courts

At the end of the Infringement Notice and Penalty Reminder Notice periods, the VEC will commence proceedings against any non-voters who respond to the notice and requested for the matter to be heard in the Magistrates' Court.

The VEC will also collate any outstanding infringements following the notices into a final court file and lodge the file with the Infringements Court for prosecution within the legislated deadlines.

Prosecution of non-voters at the Infringements and Magistrates' Courts involve significant time and resources. Matters referred to the Courts may not

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Election Service Plan | 6. Compulsory voting enforcement

be resolved until well after the completion of the notice period, and can be expected to continue into subsequent financial years (i.e. beyond 2016-17).

Receipt of penalties

The VEC will receive and record all payments made in relation to compulsory voting enforcement on behalf of council. Council will be provided with the penalties received from voters at an agreed time.

At the completion of the process, the VEC will close the BPay and Post BillPay accounts so that further payments cannot be made by electronic means.

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7. Costs

The VEC is conscious of providing a cost-efficient election service to the local government sector and will work to minimise costs wherever possible.

Since 2012, inflationary pressures have increased some of the VEC's costs and this is taken into account as the VEC begins to prepare cost estimates for the 2016 local government elections. Significant unit price cost increases have occurred with:

- Communication and advertising costs, particularly in relation to major daily newspapers and the shift to magazine layout for some local publications
- Australia Post postage rates
- Rates of pay for senior election officials, election staff, which are linked to rates in the Victorian Public Service enterprise agreement
- Market rent for election office and early voting centre accommodation
- Paper for the production of ballot material
- Transport and logistics in relation to the movement and delivery of equipment and ballot material, particularly courier costs and freight
- Travel costs, particularly in relation to the cost of fuel (reflected in the per kilometre mileage allowance rate)

The VEC will continue to apply a marginal cost recovery model where all direct costs are recovered. These costs include personnel and associated on-costs, stationery and material, equipment, mail processes, advertising and communications, printing, rent and utilities, insurances, IT infrastructure, and licences are costed to the election. The VEC's cost recovery model includes only those head office/administrative costs associated with contractors that are specifically employed for the local government election program.

The VEC does not recover salaries for core staff working on local government elections and overheads, such as head office and VEC warehouse accommodation. Some marginal costs are also not recovered because the VEC would be incurring the cost regardless of local government elections (i.e. depreciation of VEC equipment and materials).

Contingency costs

There are a number of contingency costs that will also be included in the VEC's costing program on a fee-for-service arrangement. In some cases, it is not possible to estimate the cost and provision for contingency services which need to be factored into the electoral service agreement.

Examples of the contingency costs include responding to a MET inquiry (as discussed earlier in this election service plan) and the prosecution of non-voters through the Victorian court system, including the Infringements and Magistrates' Courts, where applicable. There are also a number of other unanticipated costs that may arise during the election timeline where a council requires a variation to the established parameters for the election (i.e. access to suitable election office, extraction, counting, voting centre and early voting accommodation, where applicable).

In all cases, the VEC's Contract Management Team will discuss contingency costs with the contact officers at councils affected.

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Appendix 1:
Summary of initiatives and key changes

The following table summarises initiatives and key changes to the election services offered by the VEC at previous elections.

1.	**Ballot paper security** At the 2014 Victorian State election, the VEC implemented a number of additional assurance measures under the principle of protecting and maintaining the sanctity of every ballot paper throughout its lifecycle. The VEC is committed to implementing these measures across its entire election program, including local government elections.
2.	**Single office service delivery** Significant development of the VEC's election management system since 2012 means that the management of local government elections can now be even more *local*. The economies of scale and efficiencies that were only possible through co-locating back-office processing at election offices for rural and regional councils no longer exist. As a result, the VEC has committed to rolling out single office service delivery for the 2016 local government elections.
3.	**Online enrolment for State electors** The VEC has developed an online enrolment facility to allow State electors to enrol to vote and update their enrolment details through the VEC website. The VEC has also continued its progressive implementation of the direct enrolment programs working with key partners, such as VicRoads and the Residential Tenancies Bond Authority (RTBA). The delivery of increased online services for electors has not only resulted in a more accurate and up to date electoral roll, but it's now more accessible and easier than ever for State electors to update their enrolment.
4.	**Improved security of transferring roll data between local councils and the VEC** The VEC has recently implemented a new online facility for the secure exchange of roll data between local councils and the VEC. All councils will be provided with a user account to the VEC's web-based data exchange server, which will enable the secure uploading and downloading of data and reports. The server complies with all relevant privacy and data protection legislation and guidelines, and will greatly reduce the risk of privacy breaches during the exchange of highly sensitive roll data. As a result of the new facility, the transfer of roll data between the VEC and our local government partners will also be more convenient and timely, particularly during the short periods to process roll information in the election timeline.
5.	**Centralised computer count venues** Local computer count venues are becoming an increasingly scarce resource for local government elections. The change in the election date from the end of November to the fourth week of October has meant that computer facilities at university campuses, TAFEs, and schools are still being used for teaching and examinations, and many schools are moving to more mobile technology. Where a local computer count venue is unavailable and no affordable alternatives can be identified, even after consulting with council officers, the VEC has prepared a comprehensive contingency plan to establish centralised computer count venues. Centralised venues will be able to process data entry for a number of local council elections without compromising the timeline for getting a result. Centralised computer count venues will also provide greater economies of scale through shared equipment, personnel and support costs.

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Appendix 2:
Local government election timelines

Attendance election timeline

Council primary enrolment data	JUL 11	MON	(Date to be fixed by Registrar)
Public Notice of Entitlement Date	AUG 3	WED	
Published during this period	AUG 9	TUE	
Entitlement Date	AUG 26	FRI	(57 days before Election Day) 4pm
Publication of Election Notice	AUG 29	MON	
Published during this period	SEP 3	SAT	
Opening of Election Office	SEP 14	WED	
Certification of Voters Roll Opening of Nominations	SEP 15	**THU**	
Nomination Day	SEP 20	**TUE**	Closes 12 noon Ballot draw to follow
Commence Postal and Early Voting First day for Registration of How-to-Vote cards	SEP 21	WED	
Mailout *EasyVote* letter	OCT 7	FRI	
Last day for Registration of How-to-Vote cards	OCT 14	FRI	Closes 12 Noon
Close of Postal Voting Application	OCT 20	THU	Closes 12 Noon
Close of Early Voting	OCT 21	FRI	
ELECTION DAY	OCT 22	**SAT**	Voting Closes 6 pm
	OCT 23	SUN	Counting

Results declared between Sunday 23 October and Friday 28 October.

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Postal election timeline

Event	Date	Day	Notes
Council primary enrolment data	JUL 11	MON	(Date to be fixed by Registrar)
Public Notice of Entitlement Date — Published during this period	AUG 3 / AUG 9	WED / TUE	
Entitlement Date	AUG 26	FRI	(57 days before Election Day) 4pm
Publication of Election Notice — Published during this period	AUG 29 / SEP 3	MON / SAT	
Opening of Election Office	SEP 14	WED	
Certification of Voters' Roll / Opening of Nominations	SEP 15	THU	
Nomination Day	SEP 20	TUE	Closes 12 noon / Ballot draw to follow
Lodgement of Candidates' Statements and photographs	SEP 21	WED	Candidate Statements and photos Close 12 noon
Indications of Preferences	SEP 23	FRI	Preferences Close 12 noon
Mail-out of Ballot Packs/ Uncontested Ward Leaflets	OCT 4 / OCT 5 / OCT 6	TUE / WED / THU	
CLOSE OF VOTING	OCT 21	FRI	Voting Closes 6 pm
Election Day	OCT 22	SAT	

Results declared between Sunday 23 October and Friday 28 October.

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Appendix 3:
Key dates for voters' roll production in 2016

Green shaded items are council actions.

Note that the VEC expects date of birth on at least 80% of council CEO list records.

Task	Key Dates
Any council software changes in place	1 February
Preliminary EC lists to councils (except councils with boundary changes)	late February
Preliminary CEO list to VEC (except councils with boundary changes)	1 March –30 April
Ward boundary changes implemented for councils with boundary changes. Followed by EC list to council and CEO list to VEC	22 April
Preliminary feedback for council action	April–June
Council uses feedback to correct database* (remove deceased and duplicate records, correct invalid data)	before 11 July
Council mails renewal forms to all applicants on 2012 roll (Section 23A(1) of the *Local Government Act 1989*)	before 11 July
Date for primary council enrolment data (CEO list) to VEC*	by 5pm, Monday 11 July
Date for the provision of council enrolment data	Friday 26 August (4pm)
Changes to the roll from the date for primary enrolment data (11 July) until entitlement date (26 August) must be applied before certification. These will be calculated by the VEC from two full roll extracts (primary enrolment and certification) provided by councils in identical format.	
Certification CEO list to VEC. CEO list as at 4pm Friday 26 August.	by 5pm Monday 29 August
Roll certification & nominations open	Thursday 15 September
Election date	Saturday 22 October
*It is expected that council CEO list data at the primary enrolment data point will be accurate to the extent that no more than 10% of council records will need to be removed during roll processing.	

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Appendix 4:
Victoria's municipalities and electoral structures

The estimate of voters for each council is based on anticipated voters as at January 2015.

The VEC has recently completed an electoral representation review of this municipality. If approved, the recommended number of councillors and electoral structure (shown) will take effect at the 2016 local government elections.

An electoral representation review of this municipality was underway or pending at the time of printing this plan. The electoral representation review program will be completed by 22 April 2016.

Municipality	Area (km²)	Estimate of voters	Number of Councillors	Electoral structure
Alpine	4,788	11,569	7	Unsubdivided
Ararat	4,211	9,103	7	Unsubdivided
Ballarat	739	76,304	9	3 x three-councillor wards
Banyule	63	94,043	7	7 x single-councillor wards
Bass Coast	865	42,595	9	3 x three-councillor wards
Baw Baw	4,031	37,107	9	3 x three-councillor wards
Bayside	37	73,333	7	1 x three-councillor ward 2 x two-councillor wards
Benalla	2,353	11,558	7	Unsubdivided
Boroondara	60	124,670	10	10 x single-councillor wards
Brimbank	123	130,919	11	3 x three-councillor wards 1 x two-councillor ward
Buloke	8,000	5,887	7	1 x three-councillor ward 2 x two-councillor wards
Campaspe	4,519	29,363	9	2 x three-councillor wards 3 x single-councillor wards
Cardinia	1,282	63,201	9	1 x four-councillor ward 1 x three-councillor ward 1 x two-councillor ward
Casey	409	183,392	11	5 x two-councillor wards 1 x single-councillor ward
Central Goldfields	1,533	11,114	7	1 x four-councillor ward 3 x single-councillor wards
Colac Otway	3,438	19,919	7	Unsubdivided

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Corangamite	4,408	13,267	7	1 x three-councillor ward 4 x single-councillor wards
Darebin	54	105,532	9	3 x three-councillor wards
East Gippsland	20,940	40,819	9	Unsubdivided
Frankston	130	101,894	9	3 x three-councillor wards
Gannawarra	3,735	8,996	7	1 x three-councillor ward 1 x two-councillor ward 2 x single-councillor wards
Glen Eira	39	100,887	9	3 x three-councillor wards
Glenelg	6,218	16,899	7	Unsubdivided
Golden Plains	2,703	17,231	7	Unsubdivided
Greater Bendigo	3,000	83,641	9	3 x three-councillor wards
Greater Dandenong	130	98,219	11	3 x three-councillor wards 1 x two-councillor ward
Greater Geelong	1,248	177,363	13	1 x Mayor directly elected by the voters at-large 12 x single-councillor wards
Greater Shepparton	2,422	44,309	9	Unsubdivided
Hepburn	1,473	15,131	7	2 x two-councillor wards 3 x single-councillor wards
Hindmarsh	7,524	5,003	6	3 x two-councillor wards
Hobsons Bay	64	65,547	7	1 x three-councillor ward 2 x two-councillor wards
Horsham	4,267	15,863	7	Unsubdivided
Hume	504	123,512	11	2 x four-councillor wards 1 x three-councillor ward
Indigo	2,040	13,032	7	Unsubdivided
Kingston	91	114,844	9	3 x three-councillor wards
Knox	114	115,518	9	9 x single-councillor wards
Latrobe	1,426	55,234	9	1 x four-councillor ward 2 x two-councillor wards 1 x single-councillor ward
Loddon	6,696	7,567	5	5 x single-councillor wards
Macedon Ranges	1,748	35,611	9	3 x three-councillor wards
Manningham	113	87,039	9	3 x three-councillor wards
Mansfield	3,844	10,363	5	1 x two-councillor ward 3 x single-councillor wards
Maribyrnong	31	57,610	7	1 x three-councillor ward 2 x two-councillor wards
Maroondah	61	82,917	9	3 x three-councillor wards
Melbourne	37	114,656	11	Lord Mayor and Deputy Lord Mayor directly elected as a leadership team by the voters at-large Unsubdivided
Melton	528	84,699	9	1 x four-councillor ward 1 x three-councillor ward 1 x two-councillor ward
Mildura	22,083	39,120	9	Unsubdivided
Mitchell	2,862	29,402	9	3 x three-councillor wards

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Moira	4,047	23,910	9	Unsubdivided
Monash	82	121,963	11	3 x three-councillor wards 1 x two-councillor ward
Moonee Valley	43	87,392	9	3 x three-councillor wards
Moorabool	2,111	25,005	7	1 x four-councillor ward 3 x single-councillor wards
Moreland	51	117,830	11	2 x four-councillor wards 1 x three-councillor ward
Mornington Peninsula	724	150,891	11	2 x three-councillor wards 1 x two-councillor ward 3 x single-councillor wards
Mount Alexander	1,530	16,044	7	1 x three-councillor ward 4 x single-councillor wards
Moyne	5,482	14,299	7	Unsubdivided
Murrindindi	3,879	14,091	7	7 x single-councillor wards
Nillumbik	432	47,068	7	7 x single-councillor wards
Northern Grampians	5,728	10,925	7	1 x three-councillor ward 1 x two-councillor ward 2 x single-councillor wards
Port Phillip	21	83,629	9	3 x three-councillor wards
Pyrenees	3,435	7,264	5	5 x single-councillor wards
Borough of Queenscliffe	9	4,237	5	Unsubdivided
South Gippsland	3,297	28,249	9	3 x three-councillor wards
Southern Grampians	6,655	13,213	7	Unsubdivided
Stonnington	26	84,207	9	3 x three-councillor wards
Strathbogie	3,303	9,628	7	2 x two-councillor wards 3 x single-councillor wards
Surf Coast	1,553	31,582	9	1 x four-councillor ward 2 x two-councillor wards 1 x single-councillor ward
Swan Hill	6,115	14,518	7	1 x four-councillor ward 3 x single-councillor wards
Towong	6,675	5,520	5	Unsubdivided
Wangaratta	3,645	22,122	7	1 x four-councillor ward 3 x single-councillor wards
Warrnambool	121	25,850	7	Unsubdivided
Wellington	10,817	42,533	9	3 x three-councillor wards
West Wimmera	9,108	3,917	5	Unsubdivided
Whitehorse	64	113,729	10	5 x two-councillor wards
Whittlesea	490	128,052	11	2 x four-councillor wards 1 x three-councillor ward
Wodonga	433	28,574	7	Unsubdivided
Wyndham	542	128,254	11	2 x four-councillor wards 1 x three-councillor ward
Yarra	19	71,291	9	3 x three-councillor wards
Yarra Ranges	2,466	112,200	9	3 x three-councillor wards
Yarriambiack	7,326	6,116	7	1 x three-councillor ward 2 x two-councillor wards

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Appendix 5:
Volumes in 2012

The following table provides the volumes of voters, votes and resources required or produced for the 2012 local government elections.

	Postal	City of Melbourne	Attendance	Total
Elections	68	2	8	78
Quotes requested	24	1	2	27
Tenders advertised	47	-	7	54
Total voters	3,250,033	108,514	739,460	4,098,007
Total EC voters	2,840,890	43,691	637,390	3,521,971
Total CEO voters	409,143	64,823	102,070	576,036
Number of elections	522	2	69	593
Number of vacancies	548	10	72	630
Uncontested elections	23	-	3	26
Candidates	1,733	49	271	2,053
Online completion of nom form	N/A	N/A	N/A	1,296
Online completion of candidate statement	1,096	N/A	N/A	1,096
Candidate statements	1,671	22		1,693
HTVCs registered (attendance only)	N/A	N/A	506	506
Voting centres (attendance only)	N/A	N/A	173	173
Early voting centres (attendance only)	N/A	N/A	22	22
Number of postal votes (attendance only)	N/A	N/A	28,996	28,996
Number of early votes (attendance only)	N/A	N/A	91,382	91,382
Ballot packs (standard)	3,195,763	108,496	N/A	3,304,259
Ballot packs (Braille)	35	N/A	N/A	35
Ballot packs (large print)	112	3	26	141
PR counts	130	1	16	147
Preferential counts (computer)	1	1	-	2
Preferential counts (manual)	91	-	33	124
Apparent failure to vote notices	N/A	N/A	N/A	505,582
Complaints	254	5	66	325
Stand-alone election offices	28	1	9	38
Hub election offices	16	-	-	16
Satellite election offices	24	-	-	24
Phone enquiries	102,878	3,360	2,6015	132,253
Recounts	4	-	2	6

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Appendix 6:
Format for the supply of CEO voters list

Data you send us must be clearly labelled and accompanied by a Council Data Information sheet, so that the VEC has the information needed to read and process council data. If your system produces these details automatically, there is no need to transcribe the information, just include the output with your data file. Please supply the record layout for the data if different to the standard format.

Please do not send unidentified files as the resultant delays could jeopardise Municipal Voters Roll production.

The format on the next page is a guide to the required data. The VEC can cope with different data formats and would rather do this than lose any data. Standard formats have been established for each software supplier, to which councils are expected to adhere.

- The most important principle in extracting the CEO list is that no information is lost in the export process. Provide the fields as you store them in preference to truncating or concatenating fields to fit the following format. The VEC would rather deal with a different format than with missing data.
- Please do NOT open an extracted file in Excel or Access before sending it to us; both are liable to corrupt data in quite complex ways which can be very difficult to detect. Make a copy of the file if you want to do any checking, but send us the untouched original file.
- No data should be truncated.
- A delimited file is preferred, using the pipe symbol | or TAB rather than comma (commas can appear in data fields). Records may also be fixed-length and fixed-format.
- Variations to this format may be negotiated, as long as all the necessary fields are provided in full.
- Separate ward files are not required; it is preferable that only one file is provided with the ward code on each record.
- A voter should not appear more than once in a municipality, however many properties they own.
- All data sent to the VEC should be uploaded to the new secure data server. This can be accessed via a web-based interface at dex.vec.vic.gov.au. All councils will be provided with an account to login to the server. This secure data server conforms to current security standards. The server is optimised for large data sets, and will eliminate delays caused by email security filters and reduce the risk of a privacy breach.

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FIELDS REQUIRED (mandatory fields are marked *, others may be blank)

Field	Comments
Municipality ID *	Mandatory 3 character text field *eg 522* allocated by the VEC.
Ward ID *	Mandatory 2 character text field *eg 03*.
Person ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
Surname *	eg van der Walt
Given Names *	eg Paul Andrew William
Gender	*M* or *F* or leave blank
Birth Date	Date format DD/MM/YYYY Councils should have DOB on 80% of records
Property ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
Capital Improved Value *	Numeric – whole $ value (no commas). DO NOT include comma separators. **0** if not rated. To allow decisions on duplicates.
Property Name	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property. Eg *Kadina Caravan Park, Bellbird Hospital, Killara, Westfield Retirement Village*
Address Number	Unit 4or Flat 18 or RMB 7654 etc
Street Number	237A
Street Name	*Oxford* or address string if separate fields are not available Unit 4/237A Oxford St
Street Type	Street
Place Name *	Mandatory – no parish names
Post Code	TEXT field, not numeric
Contact Address Line1	Used for mailing ballot papers and voter cards
Contact Address Line2	as well as for duplicate matching
Contact Address Line3	Where 3 addresses are stored, Residential Address is more useful
Contact Address Line4	in these fields than Contact Address
Contact Address Line5	
Nominated property *	Y/N Flag - indicates owner wants voting entitlement based on this property
Silent *	Y/N Flag - indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.
VICMAP identifier	Use *Property_PFI* from Land Victoria's Physical Data Model - Vicmap Property (Standard) or leave blank if not available
Voter Status Code *	Indicates legislative basis for this voting entitlement (single character – see below)
Change type *	**L** for CEO List.

A more detailed explanation of these fields appear on the following two pages.

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Municipality ID	The ID allocated by the Victorian Electoral Commission for this municipality.
Ward ID	The ID allocated to the ward in which this voter is entitled to vote. (The Municipality ID and Ward ID together comprise the 5 digit 'LGA Id', which uniquely identifies the ward within the state.)
Person ID	From Council system. To facilitate feedback to council, duplicate identification and efficient processing of "Update" files.
Surname Given Names	Surname and Given Names should be provided separately, so names can be appropriately presented for mailouts and on the scannable roll.
Gender	M or F or blank if unknown. Do not use U for unknown.
Birth Date	Date format DD/MM/YYYY Leave blank if not available. Council should have date of birth on at least 80% of their records.

The following address fields make up the ENTITLEMENT ADDRESS, the basis on which the voter is included on the Roll.

Property ID	From Council system. To facilitate feedback to council, duplicate identification and efficient processing of "Update" files.
Capital Improved Value	Numeric – whole $ value only. DO NOT include comma separators. **0** if not rated. Facilitates decisions on duplicates.
Property Name	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property.
Address Number Street Number Street Name Street Type	Unit 4 or Flat 18 or RMB 7654 etc *237* or address string, if separate fields are not available *Oxford* eg *Unit 4/237 Oxford St* or *RMB 1419 Western Highway Street* Include flat/lot/RMB details
Place Name	The name of the City/Suburb/Town/Locality. These should be gazetted place names, parish names are NOT acceptable.
Post Code	The Postcode of the Entitlement Address. Postcodes should always be treated as text.

The next set of address lines relate to the contact address. This must be different from the entitlement address or the record should be omitted as a resident owner (except applicants).

If you store the contact address as one free format field, please supply it in the same way regardless of size, do not split it into fields and do not truncate it.

This is the address used for mailing voter cards, information brochures and ballot papers. If your system stores Residential Address as well as Contact Address, extract the Residential Address for preference as this will give better matching in the duplicate identification process and is generally more satisfactory for mailing ballot papers. Real estate agent addresses are highly undesirable as ballot papers should not fall into the wrong hands.

Contact Address Line1	
Contact Address Line2	
Contact Address Line3	
Contact Address Line4	
Contact Address Line5	Postcodes should always be treated as text to prevent errors such as Northern Territory postcodes appearing as *827* instead of *0827*
Nominated Property	Y/N Flag - Y indicates that this multiple property owner wants their voting entitlement based on this property rather than others they own.
Silent	Y/N Flag indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.
VICMAP identifier	Use *Property_PFI* from Land Victoria's Physical Data Model - Vicmap Property (Standard) or leave blank if not available. This field will assist with Representation Reviews in the future.
Voter Status Code	This field should contain the code used by the municipality to indicate the

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	voter's category of entitlement, ie. Non-resident owner, company appointee etc. A list of the council codes used and their descriptions must be provided on the Council Data Information Sheet, otherwise we have to guess which of the following codes your voters belong to. Council codes will be standardised by conversion to one of the following to be displayed on the printed roll: **N** Non Resident Owner - automatic entitlement **A** Resident Owner (not on EC list) application **P** Occupier ratepayer application **O** Corporation (owner) application (does not expire) **T** Corporation (occupier) application
Change Type	**L** for CEO list.

The Council Data Information Sheet on the following page should be provided every time you send data to the Victorian Electoral Commission. Record counts and Voter Status Codes enable us to verify that we have correctly read the data. Ward numbers and names are needed to check the mapping we use.

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2016 Council Data Information Sheet

Please upload all data to dex.vec.vic.gov.au and email this form to CEOList@vec.vic.gov.au

Name of the municipality ....

Contact ....Phone No ....

E-mail address ....

Software Used
What software is used to run the database that this data was extracted from? Please supply the record layout for the data if different to the standard format.

....

Ward Names
We need to check that we are using the correct ward names for each ward identifier in your file.

Ward ID	Ward name

Voter Count

Number of voters in file	

Voter Status Code Information
This is the code you use to identify the different legislative categories of entitlement to be on your Roll

Standardised Voter Status Code	Your Council Voter Status Code (if different)
N Non Resident Owner - automatic entitlement	
A Resident Owner (not on EC list) application	
P Occupier ratepayer application	
O Corporation (owner) application	
T Corporation (occupier) application	

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Appendix 7:
Community languages

The VEC currently provides translated information and operates dedicated interpreter telephone lines in the community languages listed below (plus one for "all other languages"). This is to ensure that the VEC meets the community language requirements of councils that select the multi-language voting instructions leaflet for inclusion in the ballot pack, or for use at attendance voting centres.

Language	Telephone	Language description
Amharic	9209 0190	- African language
Arabic	9209 0100	
Bosnian	9209 0191	
Chinese	9209 0101	- Cantonese
Chinese	9209 0106	- Mandarin
Croatian	9209 0102	
Dari	9209 0193	- African language
Dinka	9209 0119	- African language
Greek	9209 0103	
Italian	9209 0104	
Khmer	9209 0192	
Korean	9209 0194	
Macedonian	9209 0105	
Persian	9209 0195	
Russian	9209 0196	
Serbian	9209 0107	
Somali	9209 0108	- African language
Spanish	9209 0109	
Turkish	9209 0110	
Vietnamese	9209 0111	
All other non-English languages	9209 0112	

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Appendix 8:
Communication plan

Communication and education services and products provided to council.

Advertising and Publicity

Statutory advertising campaign

- Development of advertisements for all election phases — notice of entitlement, notice of election, voting details and declaration of results
- Placement and monitoring of all advertisements created

Statewide advertising campaign

- Development of statewide advertising campaign covering print, radio and social media
- Placement and monitoring of statewide advertising campaign in English and multi-language media

Optional

- Voting Reminder advertisement — creation and placement

Publicity

- Media releases developed to accompany each phase of the advertising campaign
- Handling all media enquiries regarding election activities
- Proofing of council's election-related information for newsletters, websites (created by council)

Public Enquiries

- Handling all public enquiries
- Provision of an overflow call centre
- Provision of translated election material and interpreter service
- Responding to all email enquiries
- Website information

Accessibility

- Availability of Braille/large print ballot papers
- Mailout to Vision Australia/Blind Citizens Australia database re availability of above
- Provision of National Relay Service for hearing impaired electors
- Free BrowseAloud software to read webpages via the VEC website

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Education

- School and community group education sessions (face-to-face)
- Enrolment sessions in homelessness agencies and prisons – only for attendance elections
- Distribution of community sector election information kits – to be confirmed
- Email blasts to community sector groups – particularly for disability
- Special voting services within homelessness agencies

Products

- *EasyVote* letter
- Uncontested leaflet
- Multi-language voting instruction leaflet (for metro councils — postal, optional)
- Reference information and election office contact details for council staff
- Easy English Guide to Council Elections publication - no cost to council

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Appendix 9:
Community education

Community engagement and education program
Education and information sessions
Face-to-face education or information sessions with all target audiences. Participants will be encouraged to enrol and vote. The focus of education sessions will be the importance of voting in the local council elections, the election method (e.g. postal or attendance) with an emphasis on how to vote correctly.
Enrolment outreach
Special enrolment sessions will be conducted in homelessness agencies and with Indigenous community.
Information kit
Community Sector Information Kit to be distributed to community based organisations. The kit will contain information about resources and services available to the communities.
Passport to Democracy resources
As part of the *Passport to Democracy* program, resources will be produced that aim to increase students understanding of the local government, in particular how students can take action on local community issues. Election specific activities such as special information sessions and special voting services in homelessness agencies, an email newsletter for the community sector and briefing sessions will be offered to state-wide networks relating to target audiences.

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VEC

Victorian Electoral Commission

Level 11, 530 Collins Street Melbourne Victoria 3000
Ph: 03 8620 1100 | Fax: 03 9629 8632
vec.vic.gov.au

2015

D15/90582

Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne Vic 3000
T (03) 8620 1100 F (03) 9629 8632
vec.vic.gov.au

COLAC OTWAY
SHIRE

1 5 DEC 2015

RECEIVED
DESTROY

D15/22519

11 December 2015

Sue Wilkinson
Chief Executive Officer
Colac Otway Shire Council
PO Box 283
Colac VIC 3250

Dear Ms Wilkinson

I am pleased to provide the Victorian Electoral Commission's (**VEC's**) final service plan for the 2016 local government elections along with a cost estimate for the Colac Otway Shire Council General Election 2016.

As you will be aware, the *Local Government Amendment (Improved Governance) Act 2015* (**LG Amendment**) was recently passed by the Victorian Parliament. The LG Amendment establishes the VEC as the statutory election service provider to the local government sector and makes several other changes that impact on the election program. These changes have been reflected in the final service plan and, where possible, are incorporated in the cost estimate.

Final election service plan

The final election service plan has been prepared after a series of consultation sessions held across the State during October. These sessions were invaluable for the VEC's planning of the 2016 local government election program and I appreciate the sector's willingness to participate. I hope that council officers found the sessions just as valuable and that the VEC has been able to assist with clarifying aspects of the program or the draft service plan.

In addition to updates from the passage of the LG Amendment, the final plan also incorporates a number of performance targets that the VEC will use to assess its successful delivery of the 2016 local government election program. Importantly, the timelines have been updated and I refer you to the planning calendar on page four, the election timelines for attendance and postal elections in appendix two, and the roll production timeline in appendix three. The final plan also clarifies election office accommodation requirements and introduces the strict security and storage standards that will be used to assess the suitability of prospective election office accommodation.

Victorian Electoral Commission **VEC**

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You will also note that the final plan sets Monday 11 July 2016 as the date for councils to provide primary enrolment data. This date was introduced by the LG Amendment as a consequence of removing the exhibition roll process. Instead, under the new legislation, the registrar for the voters' roll will be required to set the date when primary enrolment data is due from councils. Previously the date for exhibition roll data was Thursday 14 July 2016, so the VEC has kept this in mind when considering the new date.

The compulsory voting enforcement program and information on the costing program for the election have also been updated in the final plan. Chapter six reflects the new legislation, with the VEC as the agency responsible for non-voter follow up, and chapter seven provides further information on how the VEC will invoice various contingency costs, including prosecuting failure to vote offences and responding to inquiries by the Municipal Electoral Tribunal.

I invite you to review the election service plan, which is also available on the VEC's website (vec.vic.gov.au). If you have any questions in relation to the final plan, the VEC's local government team will be happy to assist.

Cost estimate

To assist with budgeting, the VEC has prepared a cost estimate for the Colac Otway Shire Council General Election 2016. The estimate is in two parts:

1. An estimate for the preparation of the municipal voters' roll and conduct of the election, which will be invoiced during the 2016-17 financial year.
2. An estimate for compulsory voting enforcement, which will be invoiced during the 2016-17 and 2017-18 financial years, with the possibility that some contingency costs (i.e. prosecution of non-voters) will continue into the out-years.

In summary, the estimated cost for the Colac Otway Shire Council General Election 2016 is $182,668.42 (excluding GST). This includes $168,742.17 (excluding GST) for preparing the municipal voters' roll and conducting the election and $13,926.25 (excluding GST) for compulsory voting enforcement.

Your estimate has been prepared using key parameters that were agreed with Colac Otway Shire Council for the preparation of the VEC's quote in 2012, including local advertising outlets, election office accommodation, candidacy, turnout, and CEO list enrolment, with updated State enrolment information. I refer you to the qualifications document attached to the estimate that will assist you with the costing assumptions that have been made.

During consultation on the draft service plan, I identified a number of areas where costs have significantly increased since the 2012 local government elections. One of the areas identified was Australia Post, which advised the VEC of a further price increase for the cost of postage that will come into effect in the New Year. As a result, postage rates alone have increased from 47¢ per item in 2012 to 97¢ per item from 1 January 2016 (for the equivalent targeted delivery). I note that the VEC's costing has shown that the Australia Post price increases have impacted on the average cost of attendance elections only slightly less than for postal elections.

I recognise that the local government sector is operating in a very cost sensitive environment. While the new legislation has not provided an alternative costing model and the VEC has

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prepared its estimates on the basis of continuing its marginal cost recovery approach, I have also reviewed a number of the administrative costs previously recovered from the local government sector. In May 2015, for example, I ceased the roll maintenance charge that the VEC had introduced in the 1990s to recover the marginal cost of manual processing involved with maintaining local government areas in the Victorian register of electors. The fee was applied annually for each council, adjusted each year for inflation, and tiered according to the number of voters in each council. I considered that the charge was now superseded by improvements in the VEC's systems, which now largely automate the previously manual process of assigning and quality assuring local government data on the State electoral roll.

In relation to election costs more specifically, I have also sought more opportunities for the VEC to absorb or reduce costs for activities that benefit the VEC's non-local government operations. As a result, I have identified more than $2M of head office activities that may be focused on delivering the 2016 local government election program but will not be recovered from councils. My approach for these sorts of costs has been two-fold—(1) the VEC has been made the statutory election service provider by the LG Amendment and some of these activities are therefore part of its core function, and (2) certain aspects of the preparatory program lead to benefits enjoyed by other VEC activities, such as the ongoing training and development of the VEC's pool of senior election officials.

Incorporating the cost changes, the VEC notes that—based on its costing activity so far—attendance and postal elections have increased in cost by 35.24% and 33.38%, respectively, since the 2012 local government elections, with an overall increase of 33.75% since 2012. Based on the estimates prepared for each council, the average cost per voter is $7.15 (excluding GST) for attendance elections and $5.94 (excluding GST) for postal elections.

Next steps

Any queries in relation to this letter, the election service plan, or the cost estimate prepared for the Colac Otway Shire Council General Election 2016 can be directed to the VEC's local government team by emailing LGProgram@vec.vic.gov.au or calling the VEC's local government program manager, Keegan Bartlett on (03) 8620 1145.

Yours sincerely

Warwick Gately AM
Electoral Commissioner

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Colac Otway Shire Council

Estimate for the provision of election services

1. COMMUNICATIONS CAMPAIGN

Statewide Component	1,809.62	
Council specific - Statutory advertisements	7,287.30	
Reminder advertisement	1,985.24	
Multi-language ballot pack leaflet and TIS	1,135.38	
Vision Australia Mailout	74.65	
Uncontested ward leaflet - if required $1.1157 per voter		12,292.19

2. RETURNING OFFICER'S COSTS

Accommodation	32,626.90	
Computer Equipment	12,650.50	
Forms, Manuals, etc.	435.70	
Voters' Rolls	128.73	
Furniture, Equipment, Stationery & Gen postage	1,552.72	
Telephones	3,036.00	
Couriers	6,359.00	
Motor Vehicle	904.40	
Newspapers (Local)	50.00	
Additional candidate information session(s)	0.00	
Returning Officer	16,311.91	
Deputy Returning Officer	11,374.41	
Clerical Officers	4,969.44	90,399.71

3. SCRUTINY AND COUNT OF BALLOT-PAPERS

Extract ballot papers	3,697.65	
Sort to first preferences (manual counts only)	N/A	
Distribution of preferences	13,017.44	16,715.09

4. PRINTING OF BALLOT MATERIAL

Envelopes	2,349.06	
Candidates' Statements/Ballot Papers	5,328.18	7,677.24

5. MAIL PROCESSING

	1,726.38

6. POSTAGE

Dispatch	19,446.34	
Return	12,811.20	
Replacement and Unenrolled Votes	80.80	
Mail establishment fees	966.90	33,305.24

7. LIST OF NON-VOTERS

	276.05

8. MERGING OF VOTERS' LISTS

	675.60

9. ADMINISTRATIVE COSTS

Client relationship and office support	3,694.04	
Communications Officer	435.18	
Help Desk	270.73	
Telephone Overflow	542.17	
Personnel Helpline	228.57	
Print and Mailhouse Supervision	146.54	
Candidate Services	200.02	
VEC website multi-language information	103.45	
Misc Postage, Stationery and Travel expenses	53.97	5,674.67

Total	$168,742.17
GST	$ 16,874.22
GRAND TOTAL	$185,616.39

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Qualifications to the cost estimate for Colac Otway Shire Council

Election cost summary

This estimate includes:
- election costs $185,616.39 including GST
- compulsory voting enforcement costs $15,318.88 including GST

Basis of estimate

This estimate has been prepared on the following assumptions:

Method of voting	Postal
Enrolment	20,084 voters, including 4,504 voters on the CEO's List
Expected voter participation	78.17%
Electoral structure	Unsubdivided
Total number of vacancies to be filled at this election	7
Average number of candidates	2.00 per vacancy
Type of count	computer count
Election office accommodation costs	The estimate has been prepared based on the VEC leasing election office accommodation. If the Council is able to provide suitable election office accommodation, a reduction will apply.
Election office hours	The estimate has been prepared based on the office hours described in the VEC's local government election service plan.

Notes

1. The estimate is based on the services described in the VEC's local government election service plan. The VEC will determine final parameters for the preparation of the formal election quotation in consultation with the Council.

2. The estimate is based on election-specific advertising in the following newspaper(s):
   - *Colac Herald, Geelong Advertiser*
   Newspapers selected for election-specific advertising will be determined in consultation with the Council.

3. The estimate does not include some contingency costs that may apply to an election. Examples of contingency costs are listed in the VEC's local government election service plan and include costs involved with responding to Municipal Electoral Tribunal inquiries, recounts, works required on election office accommodation to meet security standards, and the per call cost of enquiries directed through the VEC's multi-language telephone interpreting service.

4. The estimate is based on unit costs as at November 2015, or anticipated costs for the program. Note that unit costs, assumptions, and parameters are subject to change. The VEC's quotation will be subject to a list of prescribed variations that will allow the cost to varied based on actual candidacy, enrolment, and turnout. These variations will be applied for invoicing.

D15/90582

Colac Otway Shire Council

Estimate for the enforcement of compulsory voting

COMPULSORY VOTING ENFORCEMENT

Staff costs	$	5,797.03	
Mail processing	$	323.73	
Postage	$	4,227.71	
Printing, scanning and stationery	$	413.22	
Prosecution in the Magistrates' Court	$	3,164.56	$ 13,926.25
	Total		$ 13,926.25
	GST		$ 1,392.63
	GRAND TOTAL		$ 15,318.88

Revenue from compulsory voting enforcement

At the last general election, the Victorian Electoral Commission collected $26,278.80 on behalf of Colac Otway Shire Council. These funds were returned to the Council.

Qualifications

The cost for the enforcement of compulsory voting is based on the following notices being issued:

Apparent failure to-vote notices	1,673
Infringement notices	1,184
Penalty reminder notices	788

Costs will increase or decrease by $3.261 per notice for any variation in the number of notices.

There is no immediate cost for lodging a court file with the Infringements Court. However, costs will also apply where the VEC is required to attend the Magistrates' Court resulting from matters referred from the Infringements Court.

The estimated cost of prosecuting non-voters in the Magistrates' Court assumes 1 prosecution(s). This is the number of enforcement matters that are referred to the Magistrates' Court and estimated from the VEC's experience during non-voter follow up at State elections. The cost includes representation by the Victorian Government Solicitor's Office and lodgement of court documents. The VEC will monitor expenses as matters progress through the Magistrates' Court and will invoice Council on a fee-for-service arrangement.

OM162402-8   ASSEMBLY OF COUNCILLORS

AUTHOR:	Alison Richardson	ENDORSED:	Jenny Wood
DEPARTMENT:	Corporate Services	FILE REF:	F15/5960

Introduction
The *Local Government Act 1989* (the Act) requires that records of meetings, which constitute an Assembly of Councillors, be tabled at the next practicable meeting of Council and incorporated in the minutes of the Council meeting.

Definition
An "assembly of Councillors" is a defined term under section 3(1) of the *Local Government Act 1989*.

It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which either of the following is:

- A meeting of an advisory committee where at least one Councillor is present or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types, the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

Advisory Committees
Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:
- *the Council or*
- *a special committee or*
- *a member of Council staff who has been delegated a power, duty or function of the Council under section 98.*

Councillor briefings
One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a "Councillor Briefing" or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision.

As part of decision making processes at Colac Otway, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Assembly of Councillor briefings are conducted.

Assemblies are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open council meeting or where decision-making related debate is governed by strict meeting procedures.

While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

What records are to be kept
Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:
- the names of all Councillors and members of Council staff attending;
- the matters considered;
- conflict of interest disclosures made by a Councillor (if any are made); and
- whether a Councillor who has disclosed a conflict of interest leaves the assembly.

It is a requirement that the record of an assembly is to be reported to the next practicable ordinary meeting of Council and be incorporated in the minutes of that Council meeting.

Assemblies of Councillors

An assembly of Councillors scheduled for Wednesday 3 February 2016 was not held.

The following Assemblies of Councillors have been held:

- Colac Friends of the Botanic Gardens Advisory Committee   10 December 2015
- Councillor Briefing   10 February 2016
- Councillor Briefing   17 February 2016

Attachments
1. Colac Friends of the Botanic Gardens Advisory Committee 20151210
2. Councillor Briefing 20160210
3. Councillor Briefing 20160217

Recommendation(s)

That Council notes the Assembly of Councillors reports for:

> *Colac Friends of the Botanic Gardens Advisory Committee   10 December 2015*
> *Councillor briefing   10 February 2016*
> *Councillor briefing   17 February 2016*

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Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

Assembly Details:

Date: 10/12/2015

Time: 7.30 pm

Assembly Location: Colac Botanic Cafe

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Cr Woodcroft   /........................./........................./.........................

.........................../........................./........................./.........................

Officer/s: Laurence Towers/........................./........................./.........................

.........................../........................./........................./.........................

Matter/s Discussed: Minutes of Previous Meeting, Business Arising, Correspondence Out and In, Treasurers Report, Gardeners Report, Potting Report, COS Report, Lake Colac, General Business, Raffle

....

(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: ..../........................./........................./.........................

.........................../........................./........................./.........................

Officer/s: ..../........................./........................./.........................

.........................../........................./........................./.........................

Left meeting at: ....

Completed by: Kristy Cochrane

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Assembly of Councillors Briefing

Wednesday 10 February 2016
COPACC
2:00PM

Colac Otway SHIRE

ATTENDEES:

Cr Frank Buchanan (**left meeting at 5:00pm**), Cr Terry Woodcroft, Cr Lyn Russell (**left meeting at 3:45pm**), Cr Stephen Hart, Cr Brian Crook

Sue Wilkinson (CEO) (**left meeting at 3:45pm**)
Mark Lyons (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Sandra Wade (General Manager, Bushfire Recovery)
Tony White (Manager, Economic Development & Events)
Ian Seuren (Manager, Arts & Leisure)
Nicole Frampton (Recreation & Events Coordinator)
Emma Clark (Events Officer)
Emma Diffen (Recovery Coordinator)
Lesley Humphries (Director, LMH Consulting Group)

Apologies: Nil

Absent: Cr. Smith, Cr. Delahunty

Start-Finish Times	Agenda Topics		Attendees
	Declaration of Interest:		
	Councillor	**Item**	
	Cr. Russell	Festival & Events Support Scheme	
	Cr. Buchanan	Festival & Events Support Scheme	
2:05-2:50	Bushfire recovery update		Sandra Wade Emma Diffen
2:50:3:05	Regional Statement & Great South Coast		Tony White
3:05-3:15	Outline of 2050 plan and economic development strategy		Brydon King
3:15-3:55	General business		
3:55-4:50	Lake Colac masterplan		Brydon King Stewart Anderson Lesley Humphries
4:50-5:00	Community funding program		Ingrid Bishop Ian Seuren Nicole Frampton
5:00-5:15	Festival & events support scheme		Brydon King Emma Clark
5:15-5:32	General business		

Assembly of Councillors Briefing

Wednesday 17 February 2016
COPACC
2:01PM

ATTENDEES:

Cr Terry Woodcroft, Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook

Sue Wilkinson (CEO)
Mark Lyons (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Greg Fletcher (Manager, Community Services)
Adam Lehmann (Manager, Assets & Property Services)
Ashley Roberts (Manager, Financial Services)

Apologies: **Cr Frank Buchanan, Cr Delahunty**

Absent: Cr Smith

Start-Finish Times	Agenda Topics		Attendees
2:01pm	Declaration of Interest:		
	Councillor	**Item**	
	Cr. Woodcroft	Early Years Plan	
2:06-3:07	Early years plan		Greg Fletcher
3:20-3:38	Lavers Hill waterhole		Adam Lehmann
3:38-3:43	Break		
3:43-4:30	Half year budget review		Ashley Roberts
4:30-5:25	General Business		

OM162402-9   STRACHAN STREET BIRREGURRA (CR MICHAEL DELAHUNTY)

TAKE NOTICE that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 February 2016:

That Council:

1. *Requests the CEO to include the construction and sealing of Strachan Street Birregurra, between Main Street and Barry Street, in the works programme for 2016/17.*

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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IN COMMITTEE

<u>*Recommendation*</u>

That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move "In-Committee" in order to deal with:

SUBJECT	REASON	SECTION OF ACT
Minutes of In-Committee Council Meeting held on 27 January 2016	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d)
Contract 1548 - Aireys Street and Forest Street Stage 1 Reconstruction	this matter deals with contractual matters	Section 89 (2) (d)

ORDINARY COUNCIL MEETING

AGENDA

24 FEBRUARY 2016

at 4:00 PM

COPACC - Colac

Next Meeting: Wednesday 23 March 2016

COPACC Meeting Rooms, Colac

Our Vision

A sustainable community with a vibrant future.

Our Mission

Council will work with our community and partners to provide:

- Innovative leadership, good governance and financial accountability
- Value for money, accessible and appropriately targeted services
- A strong advocacy and engagement approach to achieve a truly liveable community

Our Values

Council will achieve its Vision and Mission by acting with:

- Respect
- Integrity
- Goodwill
- Honesty
- Trust

Our Strategic Direction

The four pillars of our Council Plan indicate our key strategic direction for 2013-2017.

An underlying principle in the development of the Council Plan was to more effectively integrate service delivery.

Pillar 1: Good Governance
Pillar 2: A Planned Future
Pillar 3: A Place to Live and Grow
Pillar 4: A Healthy Community and Environment

Our Councillors

Cr Frank Buchanan (Mayor), Cr Brian Crook, Cr Michael Delahunty, Cr Stephen Hart, Cr Lyn Russell, Cr Chris Smith, Cr Terry Woodcroft (Deputy Mayor).

Ordinary Meeting of Council

Welcome

Welcome to this Meeting of the Colac Otway Shire Council

Council Meetings are an important way to ensure that your democratically elected representatives are working for you in a fair and transparent way. They also allow the public to be involved in the decision making process of Council

About this meeting

There are a few things to know about tonight's meeting. The agenda itemizes all the different parts to the meeting. Some of the items are administrative and are required by law. In the agenda you will also find a list of all the items to be discussed this evening.

Each report is written by a Council officer outlining the purpose of the report, all relevant information and a recommendation. Council will consider the report and either accept the recommendation or make amendments to it. All decisions of Council are adopted if they receive a majority vote from the Councillors present at the meeting.

In accordance with Local Law 4, agenda items will be considered as follows:
- The item is introduced by the Mayor and Councillors are invited to ask questions of relevant officers
- A mover and a seconder of a motion is called for and if there is any Councillor who wishes to oppose the motion.
- The mover will then be invited to speak to the motion, followed by the seconder and then, if required, the Councillor who opposed the motion.
- Remaining Councillors will be given the opportunity to speak for or against the motion.
- If any Councillor speaks against the motion, the mover will be given the right of reply.
- There will be no further discussion of the item once the vote has been declared.

Public Question Time

Provision is made at the beginning of the meeting for general question time from members of the public. Matters relating to routine Council works should be taken up with Council's Customer Assist Staff.
Up to thirty minutes may be provided for Question Time. This is at the discretion of the Mayor.

Residents are encouraged to lodge questions in advance so that a more complete response can be given.

Questions can be submitted in writing up until 5.00pm on the Monday prior to each Council meeting. There is also provision for questions to be asked from the gallery. If you would like to ask a question during Question Time, it would be appreciated if you could please fill in the blue "Public Question Time – Council Meetings" form located in the meeting rooms and hand to the COPACC Duty Supervisor.

Questions relating to a topic on the agenda may be taken on notice and responded to after the meeting. Responses to questions taken on notice will be tabled at the following meeting and included in the minutes of that meeting.

Hearing of Submissions

Any person who has made a written submission on an item and requested that she or he be heard in support of that written submission pursuant to section 223 of the *Local Government Act 1989* will be entitled to address Council.

When the relevant item is listed for discussion, the Mayor/Chairperson will call your name and ask you to address the Council. The length of time available to each speaker is five minutes.

Recording of Meetings

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings. Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.
Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

COLAC-OTWAY SHIRE COUNCIL MEETING

24 FEBRUARY 2016

TABLE OF CONTENTS

COLAC OTWAY SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL

NOTICE is hereby given that the next **ORDINARY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** will be held in COPACC - Colac on 24 February 2016 at 4.00pm.

1. OPENING PRAYER

*Almighty God, we seek your
blessing and guidance in our
deliberations on behalf of the
people of the Colac Otway Shire.
Enable this Council's decisions to be
those that contribute to the true
welfare and betterment of our community.*
AMEN

2. APOLOGIES

3. DECLARATION OF INTEREST

Pursuant to Sections 77, 78 and 79 of the Local Government Act 1989, direct and indirect conflict of interest must be declared prior to debate on specific items within the agenda; or in writing to the Chief Executive Officer before the meeting. Declaration of indirect interests must also include the classification of the interest (in circumstances where a Councillor has made a Declaration in writing, the classification of the interest must still be declared at the meeting), ie:

a) direct financial interest
b) indirect interest by close association
c) indirect interest that is an indirect financial interest
d) indirect interest because of conflicting duties
e) indirect interest because of receipt of an applicable gift
f) indirect interest as a consequence of becoming an interested party
g) indirect interest as a result of impact on residential amenity
h) conflicting personal interest.

A Councillor who has declared a conflict of interest, must leave the meeting and remain outside the room while the matter is being considered, or any vote is taken.

Councillors are also encouraged to declare circumstances where there may be a perceived conflict of interest.

4. WELCOME & ACKNOWLEDGEMENT OF COUNTRY

Colac Otway Shire acknowledges the traditional custodians and law makers of this land, their elders past and present and welcomes any descendants here today.

Colac Otway Shire encourages community input and participation in Council decisions. Council meetings provide an opportunity for the community to ask Council questions, either verbally at the meeting or in writing.

Please note that Council may not be able to answer some questions at the meeting. These will be answered later.

Council meetings enable Councillors to debate matters prior to decisions being made. I ask that we all behave in a courteous manner.

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

5. QUESTION TIME

A maximum of 30 minutes is allowed for question time. To ensure that each member of the gallery has the opportunity to ask questions, it may be necessary to allow a maximum of two questions from each person in the first instance. Once everyone has had an opportunity to ask their initial questions, and if time permits, the Mayor will invite further questions.

Please remember, you must ask a question. If you do not ask a question you will be asked to sit down and the next person will be invited to ask a question. Question time is not a forum for public debate or statements.

1. Questions received in writing prior to the meeting (subject to attendance and time),
2. Questions from the floor.

6. TABLING OF RESPONSES TO QUESTIONS TAKEN ON NOTICE AT PREVIOUS MEETINGS

These responses will not be read out but will be included in the minutes of this meeting.

7. PETITIONS/JOINT LETTERS (if required)

8. CONFIRMATION OF MINUTES

As per Governance Local Law No 4, clause 34:

- **Ordinary Council Meeting held on the 27/01/16.**

Recommendation

That Council confirm the above minutes.

34. Objection to Confirmation of Minutes

(1) If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

(a) state the item or items with which he or she is dissatisfied; and

(b) propose a motion clearly outlining the alternative wording to amend the minutes.

(2) Except where sub-clause (1) applies, no vote shall be recorded against a motion to adopt the minutes.

OM162402-1   FESTIVAL AND EVENTS SUPPORT SCHEME 2016-2017

AUTHOR:	Emma Clark	ENDORSED:	Brydon King
DEPARTMENT:	Development & Community Services	FILE REF:	F15/5436

Purpose
The purpose of this report is to seek Council endorsement for proposed funding of $75,000 to be made available to event organisers through the 2016-2017 Festival and Events Support Scheme (FESS).

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
The Festival and Event Support Scheme (FESS) was introduced in 2007 to provide an equitable funding allocation for events held within the shire via an agreed set of criteria.

Prior to the introduction of the FESS, only four events were supported by Council:
1.   Birregurra Weekend Festival
2.   Spirit of Christmas
3.   KANA
4.   Apollo Bay Music Festival.

In response to a number of new events being successfully implemented and funding requests from event organisers Council developed the FESS, a fair and transparent process for all events to be assessed for funding by Council.

Since the introduction of the FESS, Council has funded over 65 different events.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
The FESS has been operating for eight years and has been successful in developing and supporting existing and new events. However almost every year the FESS is oversubscribed, with the same events applying for and receiving funds. This results in limited scope for developing new events and there is no financial security for new and existing events to receive the same amount of funding each year. This can result in budgeting difficulties for the event organiser.

An internal review of the FESS Guidelines was conducted after the allocation of the 2014-2015 FESS and changes were made to the funding categories including providing funding

for 2 years for events in the Sponsorship Category and Seed Funding Category. The One Off Event category remained with allocation for one year.

Council at its meeting on the 25 February 2015 supported the arrangement of 2 year funding.

In the 2015-2016 round of FESS funding the following events received funding for 2016-2017 via resolution of Council on 24 June 2015:

Seed Funding
- Apollo Bay Australia Day Community Picnic	$2,000
- Eat Local Month	$2,000
- Sustainable Living Day Gellibrand	$1,000
- Youth Council Homelessness Awareness Sleepout	$4,000
	$9,000

Sponsorship
- Amy's Gran Fondo	$1,000
- Apollo Bay Seafood Festival	$5,000
- Birregurra Easter Arts at the Homestead	$2,000
- Birregurra Festival and Art Show	$5,000
- Birregurra School Choir at Birregurra Festival	$1,500
- Chase the Dog	$1,000
- Colac City Bands Carols by Candlelight	$5,000
- Colac Garden & Lifestyle Expo	$1,500
- Colac Kana Festival	$5,000
- Colac Orchid Annual Show	$500
- Colac Otway Wood Design Exhibition	$2,500
- Forrest Festival	$2,000
- Forrest SoupFest	$4,000
- Gellibrand Blues and Blueberry Festival	$4,000
- Good Friday Family Fun Day & Market	$1,000
- Great Ocean Road Marathon	$2,500
- Hunt for the Golden Gumboot	$2,000
- Odyssey Mountain Bike Event	$2,500
- Run Forrest	$2,500
- Warm Winter Words	$3,000
- Warrion Flower Show	$1,000
	$54,500
TOTAL	**$63,500**

The allocation of funding was based on funding for 2 years (2015-2016 and 2016-2017) per the Advisory Committee minutes of 3 June 2015 and Council resolution of 25 February 2015.

The above events will receive funding for 2016-2017 provided they have submitted all the required paperwork for their event, including an acquittal form, and subject to budget endorsement by Council.

Funding requests for One Off Events will need to be sought for 2016-2017 following the relevant processes in the FESS Guidelines.

ORDINARY COUNCIL MEETING

OM162402-1

DEVELOPMENT & COMMUNITY
SERVICES
FESTIVAL AND EVENTS SUPPORT
SCHEME 2016-2017

Proposal

Council support for the revised FESS process on 25 February 2015 allows for Sponsorship and Seed funding to be allocated for 2 years. The Sponsorship and Seed funding allocated in June 2015 allowed for 25 events to receive sponsorship and seed funding in 2015/2016 and 2016/2017. The allocated sponsorship and seed funding totals $63,500 and allows $11,500 to be available for One Off and new event funding based on a proposed total of $75,000 as allocated in 2015/2016 and subject to budget approval.

It is recommended that the current FESS process should be commenced based on the above to allow for further funding allocations to be confirmed through Council by June 2016.

Financial and Other Resource Implications

The proposed funding allocation for the 2016-2017 FESS program is $75,000, however this is subject to budget deliberations.

This program contributes significantly to many events across the Shire. Without this funding a number of the community events will cease to operate. It is important to offer this scheme, as limited funding opportunities exist at a State or Federal level.

Risk Management & Compliance Issues

Specific risk management and compliance issues embedded within each event application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

Environmental and Climate Change Considerations

All events are assessed for their environmental and climate change considerations and external agencies are consulted where applicable.

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform and include:
- Applications will open on Monday 21 March 2016
- Direct database mail out to all event organisers and community groups
- Advertising in local media, all council publications and through the council Facebook page
- Community Information sessions will be held on Monday 11 April 2016 in Colac and Wednesday 13 April 2016 in Apollo Bay in conjunction with the Community Funding information sessions
- Council Officers will be available to meet with individual applicants as required to provide further assistance with applications

Implementation

The proposed timelines for the implementation of FESS are:
- FESS Applications open   Monday 21 March 2016
- Community Information Session – Colac   Monday 11 April 2016
- Community Information Session – Apollo Bay   Wednesday 13 April 2016
- FESS Applications close   Friday 29 April 2016
- Applications assessed by council officers   May/June 2016
- Council Assesment Meeting   June 2016

- FESS Council Report endorsed at Council meeting   June 2016
- Civic Reception   July 2016

Conclusion

The annual FESS program is highly valued by the event organisers, evidenced by the number of applications received each year. The dedicated funding of festivals and events by Council has resulted in a broad range of community managed events that otherwise would not be staged within the Shire. Since 2007 the number of events funded by Council annually has increased from four (4) to over thirty five (35).

Attachments

1. Colac Otway Shire FESS Guidelines 2016-2017
2. Colac Otway Shire FESS Application Form 2016-17

Recommendation(s)

That Council:

1. Confirms the second year allocation of Sponsorship and Seed Funding in accordance with the allocation in 2015/2016 which totals $63,500.

2. Commences implementation of Council's Festival and Events Support Scheme 2016-2017 for One Off and new event funding in accordance with:
   a. The guidelines and application forms including the proposed processes and timelines, and
   b. Based on proposed funding of $11,500 for these categories for a total of $75 000 combined with the allocated Sponsorship and Seed Funding.

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FESTIVAL AND EVENT SUPPORT SCHEME GUIDELINES
2016 – 2017

1. WHAT IS THE FESTIVAL AND EVENTS SUPPORT SCEHEME (FESS)

The Colac Otway Shire (COS) recognises the importance of festival and events development in the municipality. The contribution of festivals and events to celebrating the region's diversity, cultural, economic and social development is highly valued. The Festival and Events Support Scheme (FESS) is council's funding program for events conducted within the Colac Otway Shire.

These guidelines outline FESS for individuals, groups and organisations seeking funding from Council for an event within the Shire. Funding is available for:
- Established and new events
- One off and repetitive events
- Not-for-profit
- Commercial events

There is one round of funding per year (opening 21 March 2016) for all event organisers conducting events in the 2016-2017 financial year.

This funding program provides seed funding to assist with the establishment of new event initiatives. The funding program also supports the development and growth of established events. An established event is defined as an event that has been conducted for more than 3 years.

These guidelines provide essential information for all applicants and outline the application process. They should be read in conjunction with Council's Event Policy.

The scope of the Colac Otway Shire, Festival and Events Support Scheme is broad and potential applicants are required to discuss their proposal with Council's Events Officer on 5232 9400 or inq@colacotway.vic.gov.au

2. AIMS AND OBJECTIVES

The aims and objectives of the Festivals and Events Support Scheme are to:
- Provide financial assistance to conduct established professional and quality festival or event activities within Colac Otway Shire.
- Improve the quality of life experiences for communities within the municipality by increasing access to quality festivals and events.
- Promote cultural diversity and greater awareness, appreciation and participation in activities within the Colac Otway Shire area.
- Promote a sense of pride and community identity.
- Stimulate visitation and tourism to the Colac Otway Shire area and increase economic and social development opportunities.
- Contribute to the recognition of the Colac Otway Shire area as a region to host festivals and events.
- Create an environment for innovation and creativity within the municipality.
- Assist established Festivals and Events (where appropriate) to enable the Festival or Event to become as self-sufficient as possible.

Festival and Events Support Scheme 2016 – 2017 Guidelines
Page 1

3. **DEFINITION OF AN EVENT**

For the purposes of the Colac Otway Shire Festival and Support Scheme, the following definitions apply:

"event" means any planned activity open to the public held on Council owned or managed land where any structure (permanent or temporary), open area or road, (fenced or unfenced) will contain a number of persons greater than that normally found in that rea or location at one time. This activity may affect the location surrounding the area prior to, during or after the activity, and includes:

- Sporting activities, whether conducted in an enclosed or unenclosed ground/venue (but does not include a regular, locally focussed and organised sporting competition at a venue built for that sport);
- One off or annual events such as religious meetings held in parks/sporting venues, rock concerts, promotional events and the like:
- Live performances and concerts; and
- Festivals.

"event organiser" means a commercial entity, community group or individual who undertakes the planning, control, management and/or implementation of an *event*.

4. **ELIGIBILITY CRITERIA**

You are eligible to apply for FESS if:

- Your event is held in the COS and is specifically designed to benefit residents and businesses of COS.
- You are an incorporated, not for profit or commercial organisation.
- You are an unincorporated, not-for-profit group with an auspice arrangement* with an incorporated, not for profit group.
- Your event meets the criteria for funding.
- Funding preferences will be given to events not previously supported under this program, however notes that some events occur annually and rely on Council's funding support.
- Your event has a strong community focus.

You are not eligible to apply for FESS if:

- Your event that does not have a strong community base.
- Your event is conducted completely outside the boundaries of the Colac Otway Shire.
- Your event starts before 1 July 2016 or after 30 June 2017.
- Your event clashes with another major Colac Otway Shire Festival or Event.
- You are an individual without an auspice arrangement with a not-for-profit group.
- Organisations that have not completed an Acquittal Report for a previous COS Grant (FESS or Community Funding).
- Organisations that are accepting sponsorship from companies that Council deem are not suitable or align with the Council Plan 2013 – 2017.

The FESS supports new and established community events through the provision of financial assistance for costs associated with events. Examples of costs associated with events could include signage, promotional material, and professional project management and hire costs (eg. performers, PA equipment, staging, portable toilets etc).

Events can include but are not restricted to cultural, historical, artistic (music, theatre, visual) sporting, culinary, environmental or could include markets, festivals and exhibitions. (NB: Markets are not able to book Shire marquees). Events should enhance the region's profile, develop community co-operation and cohesion, build local skills or in other ways have a positive impact on the local community.

Applications should assist in establishing new or providing support to existing events and activities for the citizens and/or the promotion of the Colac Otway Shire. Preference is to be given to projects and groups making a significant financial or "in kind" contribution to the event.

Applications are to be for financial assistance for costs related to the delivery of new or established events, not for general ongoing administration costs. Applicants must demonstrate how their event contributes to the social, cultural and economic growth of the Colac Otway Shire.

Funding under this scheme is restricted. Applicants with proposals for funding valued in excess of $5,000 are encouraged to discuss event/festival related proposals with the Colac Otway Shire Council's Events Officer with a view to exploring alternative funding sources. Preference will be given to events that are supported by plans detailing a vision for their event, that are organised co-operatively and where some profits will be distributed back into the community.

*Auspicing allows not-for-profit, incorporated organisations to accept grant funding on behalf of individuals or groups who are not incorporated. The auspice organisation is responsible for accepting the grant, receiving the grant and paying the grant to the grant recipient and ensuring, to the best of their ability, that the funds are used for the purpose the grant is intended.

The auspice will also sign the Grant/Sponsorship Agreement and will be responsible for the grant acquittal. Auspice organisations will need to provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant.

5.   **HOW TO APPLY**

Applications must be submitted on the attached application form. Any application that is considered incomplete or not in the required format may **not** be accepted.

Electronic versions of guidelines and application forms, including a writeable pdf version are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded. Email applications can be accepted only if a scanned signature is included on the final page. Email this application as an attachment to inq@colacotway.vic.gov.au with Festival and Events Support Scheme in the subject line. All applications must be received by the closing date.

GST

GST legislation will apply to the allocation of these funds. Organisations will be required to quote an Australian Business Number (ABN) or if an exemption applies to provide a written statement of entitlement to exemption (Supplier Statement). Supplier Statement forms are available on Council's web site: www.colacotway.vic.gov.au and can be downloaded.

Where an applicant organisation is GST registered, grant allocations will be calculated and assessed on income and expenditure excluding GST. In addition, organisations registered for GST will be required to submit a Tax Invoice to Council upon approval of their grant, including an additional 10% added to the approved grant amount.

<u>Lodgement</u>

The closing date for applications is 4.00pm Friday 29 April 2016. All applications must be received by this time. Late applications will not be considered.

Hard copy applications should be sent to:

Festival and Events Support Scheme 2015-2016
Colac Otway Shire
PO Box 283
COLAC VIC 3250

Email applications should be sent to inq@colacotway.vic.gov.au with the completed application form attached.

All applicants will receive written advice acknowledging receipt of their application within 1 week of receipt.

IMPLEMENTATION FOR 2016-2017
Applications open	Monday 21 March 2016
Closing date for applications	Friday 29 April 2016
Evaluation of applications	May - June 2016
Notification of funding	July 2016

Reporting/Acquittal forms must be completed three months after your event.

6. **SPONSORSHIP CATEGORIES**
The level of assistance recommended will be determined by the current or potential value of the festival/event to generate positive economic impacts and enhance the social and cultural benefits within the community.

There are three levels of funding categories specific to the Colac Otway Shire Festival and Events Support Scheme in relation to the sponsorship of events. They are Sponsorship, Seed Funding and One-off events funding which are defined as follows:

a. **Sponsorship (Up to $5,000 per event)**
  - This level of sponsorship is available to existing events that have demonstrated that the event is sustainable (both financially and socially) and have run for over three years.
  - Events within this category will provide significant benefits to the Colac Otway Shire in terms of economic, social and cultural growth to the region and contribution to the local community.
  - Events within this category must demonstrate a significant community focus.

b. **Seed Funding(Up to $2,000 per event)**
  - This funding is designed to encourage the development of new events.
  - Events will need to show that the proposed event will provide strong benefits to the Colac Otway Shire in terms of economic, social and cultural contribution to the local community.
  - Events within this category will demonstrate a strong community focus.

c. **One Off Events (Up to $1,000 per event)**
  - This funding is for one off events for celebrations of significant local historical milestones or other important one-off events.
  - Events within this category will demonstrate a strong community focus.

7. **THE SPONSORSHIP AGREEMENT**

Festival and Events Support Scheme 2016 – 2017 Guidelines
Page 4

Successful applicants will be required to enter into an agreement with the Colac Otway Shire Council.

Larger festivals and events may wish to select one or more aspects of their program to be sponsored by the Colac Otway Shire. The Colac Otway Shire would then be recognised as a sponsor of that event component or alternatively as a general sponsor of the overall festival or event. Acknowledgment will be commensurate with the nature of the project and level of support provided.

At a minimum, the Sponsorship Agreement includes:

- Colac Otway Shire signage at all activities and events related to the project, (or as mutually agreed with the event organisers).
- Recognition of Colac Otway Shire sponsorship in all advertising, promotional and social media.
- All printed material including invitations, fliers, posters and programs must include the Colac Otway Shire logo.
- An opportunity must be provided for a Colac Otway Shire representative to speak at key events and activities (or as mutually agreed with the event organisers).
- Inclusion of sponsor message in the festival or event program and related publications at no charge as mutually agreed.
- Colac Otway Shire flags or banners may be required by Council to be erected in designated positions, (or as mutually agreed with the event organisers.)
- The organisers must provide the Colac Otway Shire Events Officer with regular information updates on the project, i.e. minutes of meetings or two detailed summaries of arrangements prior to the event.
- Sponsor invitations to be provided for Colac Otway Shire to the Mayor, Councillors and key representatives.
- Agreement of Event/Festival organiser to ensure that all waste created by the event is appropriately managed.
- Access to the Colac Otway Shire Waste Trailer (where applicable for the event).

8. PUBLIC LIABILITY AND INSURANCE

A Public Liability Insurance Policy for at least ten million dollars ($10 million) for the festival/event must be obtained by the organiser prior to the funds being released by Colac Otway Shire. Public Liability and Insurance to increase to a minimum of twenty million dollars ($20 million) for major events only.

All event organisers conducting events on Council owned or managed land are required to complete and sign the Colac Otway Shire's Form of Indemnity. This means that you agree to indemnify, and to keep indemnified, the Colac Otway Shire, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever, which may be brought or made or claimed against them, or any of them, in connection with the event organiser's performance.

The Events Officer will provide you with the Council's Indemnity form, to read, sign and return along with the Events Application forms.

9. **REPORTING/ACQUITTAL FORMS**

It is a condition of sponsorship that a written, detailed reporting/acquittal form be submitted within three months of the end of the event.

Evidence of all printed material is imperative. Printed material featuring the Council logo and clippings of media exposure should accompany the evaluation report. Colac Otway Shire will utilise promotional material for their own promotional purposes.

10. **ASSESSMENT**

Applications will be assessed to a Council Advisory Committee which will then provide recommendation for endorsment by Council. Your application will form part of Council's Budget process for the following financial year.

Assessment Criteria

Factors taken into account when assessing applications include:

Assessment Criteria	Weighting
Social opportunities Detail the community benefits provided by the project both short and long term	25%
Economic Development opportunities Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire	25%
Cultural opportunities Describe how the event contributes towards the development of community arts & culture, networks, programs and/or projects.	25%
Provision of **sufficient documentation** for the proposal including letters of support, quotes etc	10%
Marketing/promotional opportunity for the Colac Otway Shire	15%

The Festival and Events Support Scheme is a competitive funding program. Applicants should note that the submission of an application **does not** necessarily guarantee funding of the proposal.

11. **AVAILABLE FUNDING**

The level of assistance available through the Festivals and Events Support Scheme is limited by Council's budget.

No applicant can be guaranteed sponsorship nor can any applicant be guaranteed funding to the level requested. Please note that Council cannot totally fund any festival or event, nor does it fund retrospectively. Council's ongoing support should not be relied upon as each year applications will be assessed in conjunction with other applications and will be determined on funding available.

An unsuccessful application does not necessarily mean that the project or activity is unworthy of support. An application could be rejected because of limited resources or the need to balance support given to a wide range of festivals and events after considering the assessment criteria.

12. **IMPLEMENTATION**

Upon notification of a successful application, the applicant organisation will negotiate the required services with the Events Officer. Events held on Council land will need to submit an Event Application and any relevant paperwork and plans, ie. traffic management plan, communications plan, etc. This may include participation in Council's Event approval process and attendance at Council "E Team" meetings as part of the Event Approval process. The Events Officer will notify you of the requirements.

FESTIVAL & EVENT SUPPORT SCHEME APPLICATION FORM 2016-2017

EVENT DETAILS:

Event Name	
Event Date	
Total Amount Requested	$
If we had to reduce the grant amount, what is the minimum needed to successfully run your event?	
	$
Total Event Cost	$

Have you discussed your event with the **Colac Otway Shire Events Officer?** (tick which category is applicable).	**YES**		**NO**	

Sponsorship Category (tick which category you are applying for)	
Sponsorship	
Seed Funding	
One Off Events	

APPLICANT DETAILS:
Name of applicant organisation/group/club

Postal Address

Suburb	State	Postcode

Festival and Events Support Scheme 2016-2017 Application Form
1

Contact Details
(Please ensure the nominated contact person/s are aware of all project details)

Details	Primary Contact Person	Secondary Contact Person
Name		
Position		
Work phone		
Home phone		
Mobile		
Email		

LEGAL AND FINANCIAL DETAILS:

Incorporation Number

ABN Number

A Supplier Statement form must be completed if no ABN. Supplier Statement forms are available on Council's website www.colacotway.vic.gov.au

GST Registration (tick where appropriate)

Yes		Number		No	

If you are registered for GST you will be required to submit a tax invoice to COS upon approval of your grant, including an additional 10% added to the approved grant amount.

AUSPICE DETAILS:
If your organisation is being auspiced, please provide the details of the auspice organisation below. The auspice organisation will need to provide a letter of consent with this application stating they are willing to take financial and legal responsibility for the grant.

Auspicing body if not incorporated

Auspice body		
Address		
Contact Name		
Position		
BH phone		Mobile
Email		

Does your organisation currently receive funding support from Federal or State Government sources (tick where appropriate)

Yes		No	

Please provide details of any commercial source of income

Source	Amount $

Has your organisation received ANY funding support from the Colac Otway Shire in the past 3 years? (tick where appropriate)

Yes			No	

Please provide details of ALL funding support provided by the Colac Otway Shire in the *past* 3 years? (i.e. Community, Festival & Events Support Scheme or other)

Council Department	Project	Amount $	Year

Has funding for this project been sought from any other body for this project?

Yes		No	

If yes, please list

Source	Amount $

PAYMENT DETAILS:

Successful grants will be paid preferably by Electronic Funds Transfer (EFT) to a nominated bank account (or cheque by arrangement). If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

EVENT PROJECT DETAILS:

1. **Description of event -** Please a description of the event you are running. Please include as much detail as possible. This information may be used on Council's website and in any media.

2. **Estimated number of visitors to event** – Please indicate the estimated number of visitors this event is likely to attract and the estimated number of participants from the community.

Number of Visitors:	
Number of Participants:	

3. **Detail event component to be funded by Council** - (Please itemise the specific event component(s) that Council funding will be expended upon i.e. hire of stage, hire of performers, etc.

4. **Social opportunities** - Detail the community benefits provided by the project both short and long term.

Short term community benefits:

Long term community benefits:

5. **Economic Development opportunities** - Describe how the event stimulates visitation/tourism and increases economic development opportunities for residents of the Colac Otway Shire.

6. **Cultural opportunities -** Describe how the event contributes towards the development of community arts and culture development, networks, programs and/or projects.

7. **Please provide details of community need for this proposal.** Please attach support letters and detail what discussions you have held with related groups in the area about this project.

8. **Please list what marketing/promotional opportunities are available for the Colac Otway Shire at your event.** Please note that all successful applicants will be required to enter into a Sponsorship Agreement with the Colac Otway Shire. Details of the Sponsorship Agreement are in the FESS Guidelines.

BUDGET FORM

The budget should list the total income and expenditure and reflect all costs associated with the project.

Applicants are expected to make at least a matching contribution in cash and/or volunteer labour costed **$25 per hour**. Other in-kind contribution such as donated goods or materials may also be included, as well as use of plant and equipment. Indicate in-kind on the expenditure column under the relevant headings as well as the income column. You may also have grants, financial support and sponsorship from other sources. This should be indicated in the budget.

Please ensure that total income **EQUALS** total expenditure i.e. the project must break even.

EXPECTED INCOME	$ AMOUNT	EXPECTED EXPENDITURE	$ AMOUNT
Earned Income		**Project Costs**	
Participant's Fees	$	Fees	$
Ticket sales	$	Travel	$
Other (Describe)	$	Accommodation	$
Grants		**Materials/ Equipment**	**(itemise)**
Council Festival and Event Support Scheme	$		$
Other (Describe)	$		$
			$
Applicants contribution			
Cash	$	Other (Describe)	$
In-kind equipment (Describe)	$	Insurance	$
Volunteer labour @ $25 per hour. (Describe)	$	Volunteer labour @ $25 per hour. (Describe)	$
Other Income		**Administration Costs**	
Donations		Telephone, fax, photocopying etc.	$
Sponsorship		Marketing Costs e.g. publicity and advertising	$
Other (Describe)		Documentation Costs e.g. photographs, videos	$
		Contingency @ 3% of Sub Total	$
Total Income	$	**Final Total Expenditure**	$

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for festival and events funding each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

(a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

(b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

(c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

(d)   funds provided under this agreement must be spent by the Applicant on the activity of this agreement, unless otherwise agreed by the Council.

(e)   the Applicant must return any funds not spent on the activity to Council.

(f)   the Council is not responsible for any shortfall should the activity run over budget.

(g)   the Applicant is required to recognise the Council as a funding source of the activity. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in

the Applicant being ineligible to apply for further grants.

(h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

(i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Signature

CHECK LIST Please confirm that you have included the following with your submission:

X	Keep a copy of your application, including all attachments
	Completed application form
	Budget Table showing break even result
	Detailed Financial Statement or Treasurer's Report for the previous 2 years.
	Attached Quotes (For items to be funded by Council)
	Details of previous grants provided by council to your organisation in the past 3 years.
	Support Letters
	Supplier Statement (if applicable)

Privacy Notification

Council is collecting the personal information on this form for the purposes of assessing your application and to maintain statistical information. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to 5232 9516.

I/we acknowledge the above and confirm the above information is correct and approve the use of this data on the Colac Otway Shire applicants' data base.

Signed: ....

Name: ....

Date: ....../....../2016

ORDINARY COUNCIL MEETING

OM162402-2

INFRASTRUCTURE AND LEISURE
SERVICES
2016/17 COMMUNITY FUNDING
PROGRAM

OM162402-2   2016/17 COMMUNITY FUNDING PROGRAM

AUTHOR:	Nicole Frampton	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure Services	FILE REF:	F15/10157

Purpose

The purpose of this report is to seek Council endorsement for the proposed funding and implementation process to be made available to community clubs and organisations through the 2016/2017 Council Community Funding Program.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background

Council has provided financial assistance to a broad range of community organisations and clubs through specific funding programs for many years. Over this time the program has typically provided funding assistance to improve community facilities, purchase essential equipment items, conduct community projects and to hire COPACC for community activities. Emerging trends in requests for financial assistance and changes in community needs have resulted in changes to the nature of requests for funding, however the criteria for the funding program has remained the same.

Due to the increasing growth and demand for events, there was a need to develop a transparent and fair program to support the allocation of funding for events within the Shire. This resulted in the Festival and Event Support Scheme which commenced in 2007/2008. Endorsement of the Festival and Event Support Scheme guidelines and implementation process is presented for consideration in a separate report to Council.

A total program review was undertaken prior to the 2012/13 financial year of the Council Community Funding Program resulting in the development of a new funding category entitled "Small Equipment and Training".

The program currently comprises of four categories:
- Recreation Facilities
- Community Projects
- Small Equipment and Training
- COPACC Hire Assistance Fund

In 2015/16 a total of $145,000 was made available to the community across the four categories.

Over the past year, the following trends have been identified within the specific program categories:

Community Projects
- Delivery of a diverse range of projects demonstrating community interest and support for increased participation, or new initiatives e.g. Apollo Bay Community website – major upgrade of the website; Birregurra Motor Enthusiasts Club – club members restoration of a 1927 bus; Colac and District Historical Society – development of historic map and digitisation of the sale poster; Wye to Wongarra Landcare – Wye community sustainable vegetation project.

Recreation Facilities
- Evidence of significant works to be undertaken on Council owned and other facilities e.g. Alvie Football Netball Club – new storage shed; Beeac Community Centre – new toilets and ceiling fans; Birregurra Bowling Club – purchase of a new commercial dishwasher; City United Cricket

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Club – purchase of a lawn turf roller and a roller for the pitch covers; Colac Table Tennis Association – purchase of two high quality competition table tennis tables; Cororooke Tennis Club – purchase of new umpire chairs; Warrion Recreation Reserve – painting of the pavilion.

COPACC
- Successful applicants continue to hold culturally important events at COPACC such as school productions and youth based events which each attract hundreds of people.
- Each of the funded events held at COPACC assist in supporting and nurturing creativity within our community and boost social connectedness. These events are largely supported by volunteers. Applicants report they remain reliant on this funding in order to hold these events. Applicant acquittals show these events contribute to the economy of the Colac Otway Shire.

Small Equipment and Training
- Following its successful introduction in 2012/13, this category has proved extremely popular, resulting in the purchase of small equipment and training for 31 projects for the 2015/16 Program, e.g. Apollo Bay Sailing Club – safety training and purchase of equipment; Birregurra Community Arts Group – purchase of two PA speakers, microphones and stands; Colac Braves Baseball Club – purchase of club honour boards; Colac Legacy Club – purchase of a computer and document shredder; Red Rock Regional Theatre and Gallery – purchase of roller blinds for the reception area; Western Eagles Football Club – purchase of new junior helmets.
- There continues to be an increase in the number of applications received in this category compared to previous years.

Over many years the Community Funding Program has proved to be an important and well received funding program providing much needed financial support to community groups. Many applicants report that they could not achieve project outcomes without Council support through the Community Funding Program.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
The Council Community Funding Program was reviewed internally in order to better respond to current community trends particularly within the sport, recreation and the arts sectors within the Shire. Minor changes have been made to assist with program administration, which are detailed below.

Review Process of the 2015/2016 Council Community Funding Program
Feedback from staff who participated in an in-house review of the program resulted in the following recommendations:
- Council owned and managed facilities will need to continue to meet all compliance requirements. Depending on the project, compliance requirements may be required to be completed for projects across all funding categories (with the exception of small equipment purchases).
- Improvements to the grant application process for 2015/2016 included the introduction of a writable PDF version of the funding application form. This simplified the process for those who

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chose to submit their applications electronically and will continue for the 2016/2017 funding program.

- The Guidelines for the Community Funding Program has been re-organised to flow better and to remove any duplicated information, thus making it clearer for applicants.
- Removal of the $10,000 total project cost limit for the Recreation Facilities and Community Projects categories. The guidelines and application forms for the Recreation Facility and Community Projects categories still state that a dollar for dollar contribution to a maximum Council allocation of $5,000 applies; and that projects with a total project cost between $10,000 and $15,000 will be considered on a case by case basis. The slight change in the wording reflects rising costs associated with project delivery and materials, but doesn't exclude an application because it is over the $10,000 total project cost limit if applying the matching contribution.
- The application forms for the Recreation Facilities and Community Projects categories remain the same. However for the 2016/2017 program, one application form for both categories has been developed with a tick box for the two separate categories at the top of the first page of the application form.
- COPACC Assistance category – clarification on what the funding can be used for with the inclusion of the following wording. "Applicants may apply for up to 50% of the cost of room hire at COPACC. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall include standard lighting".
- COPACC Assistance category – requests for funding has been capped to $4,000. This is due to the total allocation for the category being $10,000 and for the 2015/16 funding program, the category had $20,000 worth of requests for funding.
- Information sessions – Details of the Festival and Event Support Scheme will also be presented at Community Funding Program information sessions proposed for April. Target groups for funding programs are frequently the same and this will eliminate the need for two separate sessions.
- Continue with the funding program's advertisements and revision of advertisement content to broaden its appeal to a wider community audience.

The funding allocation will be considered as part of the 2016/2017 Budget process. Proposed funding allocations for 2016/2017 Council Community Funding Program remain the same as 2015/16:

	(15/16)	(16/17)
• Community Projects	$40,000	$40,000
• Recreation Facilities	$95,000	$95,000
• COPACC Assistance	$10,000	$10,000

For the 2016/2017 Community Funding Program it is proposed that the amounts available under the program remain the same as the 2015/2016 program. The small equipment and training funding category will be taken from the above allocations, excluding the COPACC Assistance category.

The proposed timelines for the Council Community Funding Program for 2016/2017 are as follows:

Task	Date
Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May – June 2016
Notification of funding at Civic Reception	July 2016
Project completion, evaluation forms returned	By May 2017

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The attached guidelines and application forms for the 2016/2017 Community Funding Program have been amended to reflect the above changes.

There are four options for Council's consideration:

1. Commence implementation of the Council Community Funding Program in accordance with:
    a. The revised guidelines and application forms including the proposed processes and timelines; and
    b. The current funding levels to remain the same.

2. Further review the 2016/2017 Council Community Funding Program and propose alternative program options to Council for further consideration.

3. Wait for outcomes of the 2016/2017 Council budget and commence funding programs in July 2016 in accordance with:
    a. The revised guidelines and application forms including the proposed processes and amended timelines; and
    b. The current funding levels to remain the same.

4. Not support/continue the program.

Proposal

It is recommended that Council supports Option 1: Commence implementation of Council's 2016/2017 Community Funding Program in accordance with:

- The revised guidelines and application forms including the proposed processes and timelines; and
- The current funding levels to remain the same.

Financial and Other Resource Implications

It is recommended that Council allocate $145,000 in the 2016/17 budget for the Council Community Grant Program, subject to Council's normal budgetary process.

The program contributes significantly to many community projects across the Shire. Specifically in 2015/2016, $45,340 was allocated through the Community Projects category to support 12 projects which resulted in $109,994 of estimated project value. The Small Equipment and Training category allocated funding of $24,670 resulting in the delivery of 31 projects worth $60,859 of estimated project value. An amount of $68,964 was allocated to Recreation Facilities and resulted in 24 project improvement works to the estimated value of $163,656. The COPACC Hire Assistance funding allocation of $10,676 resulted in 10 performances and exhibitions with an estimated total value of $183,113.

Risk Management & Compliance Issues

Specific risk management and compliance issues embedded within each project application are assessed on their individual merit. The proposed guidelines and application forms ensure potential risk and compliance issues are identified.

There are increased risks associated with the implementation of Option 3. Waiting for outcomes of the 2016/2017 Council budget and commencing the program in July 2016 will reduce the amount of time community groups have to commence and complete their funded projects. It is anticipated this option could therefore result in project carry over into the next financial year. The later the program commences and funding allocated in the financial year, the less time organisations have to undertake their projects.

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The risk of Option 4 is that there would be detrimental to the broader community as it will prevent the delivery of numerous projects which would otherwise not be possible without funding assistance. It would also increase the burden placed on volunteer organisations throughout the Shire as a result of no funding.

Environmental and Climate Change Considerations
Specific environmental issues embedded within projects are assessed throughout the application assessment. Council's Environment Department is engaged in project assessment or implementation where environmental issues are identified.

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected for the 2016/2017 Council Community Funding Program would be inform. This will include significant communication from Council to the community via local media, electronic newsletters, social media and direct correspondence informing the community of the grants program and its associated timelines.

Information sessions will be held in Colac and Apollo Bay which will be communicated and advertised broadly. Council officers will meet with potential applicants to discuss projects and assist with applications where required.

Implementation
Implementation of the 2016/2017 program will commence March 2016 following Council consideration of this report. Applications are assessed by officers and presented to an Advisory Committee of Council for discussion. It is anticipated that Council will formally consider the allocation of the Community Funding Program at its June 2016 meeting.

It is proposed to advise all applicants in writing subject to Council's adoption of the recommendations for funding. A Civic Reception will be held at COPACC in July 2016 to present the grant cheques to successful applicants. The timelines are designed to enable the grant recipients to have maximum time to undertake their projects and meet project acquittal requirements.

Conclusion
Council's Community Funding Program allocation in 2015/2016 resulted in community projects, facility improvements, exhibitions and performances with a total estimated value in excess of $517,622.

Furthermore, strong community partnerships were formed and/or consolidated with arts and cultural groups, committees of management of recreation facilities, sporting clubs, schools and performing arts groups. The annual Community Funding Program is a much valued scheme which achieves significant results for local communities.

Attachments
1. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Community Projects
2. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Recreation Facilities
3. Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories
4. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - Small Equipment & Training
5. Colac Otway Shire Community Funding Program 2016-17 - Application Form - Small Equipment & Training Category

ORDINARY COUNCIL MEETING

OM162402-2

INFRASTRUCTURE AND LEISURE
SERVICES
2016/17 COMMUNITY FUNDING
PROGRAM

6. Colac Otway Shire Community Funding Program 2016-17 - Guidelines - COPACC Hire Assistance
7. Colac Otway Shire Community Funding Program 2016-17 - Application Form - COPACC Assistance Category

Recommendation(s)

That Council:

1. ***Endorses the revised 2016/2017 Council Community Funding Program guidelines and application forms.***

2. ***Commences implementation of Council's Community Funding Program in accordance with:***

   a. ***The revised guidelines and application forms including the proposed processes and timelines, and***

   b. ***The proposed funding levels:***

   Recreation Facilities – $95,000 (inclusive of relevant Small Equipment & Training applications)
   Community Projects – $40,000 (inclusive of relevant Small Equipment & Training applications)
   COPACC Assistance – $10,000

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COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Community Projects Category

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
Community Projects Category
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

How Much Funding is Available?

- Funding is provided on a $ for $ basis up to a maximum grant amount of $5,000. (Matching contributions can be cash and/or in-kind). For example, based on an $8,000 total project cost, the maximum allocation from Council could be $4,000.

- Total project costs exceeding $10,000 up to a maximum of $15,000 may be considered on a case by case basis. Maximum Council grant amount of $5,000 still remains.

- Funding under this program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of $15,000 should contact Council's Recreation Unit.

- Preference will be given to organisation that have demonstrated a 'self-help' attitude through inclusion of in-kind resources, and/or a desire to contribute funding through cash and their own means. Documentation to support the organisation's contribution must be included.

- In-kind support as part of the applicants contribution, should be costed at $25 per hour when estimating voluntary labour costs.

- A copy of the applicants recent bank statement or audited financial statement must be submitted with the application.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- To be considered for receiving any further funds from Council, please ensure you have completed any outstanding projects and have returned the required Acquittal and Reporting Form prior to 1 May, 2016.

Who can I contact?

Council's Recreation Unit
Ph. 5232 9400
Email: nicole.frampton@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding $15,000 will be considered under the program.

The Community Projects category is the broadest of categories within this funding program. It will fund:

- Initiatives which align with Council priorities set out in the Council Plan and/or other Council strategic documents.

- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project.

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **not** be considered.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Projects which have already received funding for the same year under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

- Schools are only eligible for funding assistance through the COPACC Venue Hire Assistance Category under this funding program.

How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A PDF writable version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with **2016/17 Community Funding Program** in the subject line. All applications must be received by the closing date.

When Can You Apply?

Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May - June 2016
Notification of funding	July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 11 April 2016, 7.00 pm - 8.30 pm COPACC Meeting Room 1, Cnr Rae and Gellibrand Streets, Colac.

- Wednesday 13 April 2016, 7.00 pm - 8:30 pm at Marrar Woorn, 6 Pengilley Ave Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects other than equipment purchases. **A Certificate of Currency must be submitted with your application.**

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May - July evaluation period to provide further details if required.

Funding Requirements for Successful Applications

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- Project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Please note the following: Colac Otway Shire must be acknowledged in any promotional material in relation to your project, such as media, photos, openings and signage. Council asks organisations to document this acknowledgement in the Reporting Form.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

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Compliance considerations

All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE NUMBER
• Permission from the landowner and manager, approving your project to proceed. • Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.	**COS Infrastructure** Other, for example: DELWP - Crown Land, Foreshore Committee, Trustees, etc	5232 9400
• Determine if the site is subject to the Aboriginal Heritage Regulations. • Planning Scheme Provisions, including requests for vegetation removal. • Planning Permit/s.	**COS Planning Department** Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged.	5232 9400 http://www.aav.nrms.net.au /aavQuestion1.aspx
• Building Permits. • Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards.	**Building Department**	5232 9443
• Occupational Health and Safety requirements	**Risk Management**	5232 9400
• Food Safety Standards, Food and Tobacco Legislation. • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit.	**Health**	5232 9429
• Waste Management requirements.	**Waste**	5232 9556
• Permission from utility providers / other agencies.	Examples: Barwon Water CCMA	1300 656 007 5232 9100
• Guidance on planting lists for revegetation works and environmental and noxious weeds. • Guidance on sustainability principles such as energy efficiency and water reuse and conservation.	**Environment Department**	5232 9400
• Potential for other funding.	**Economic Development** Consistency with Small Town Master plans. Grants availability.	5232 9444

Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Community Projects Category 2016/17
Funding Guidelines

COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Recreation Facilities Category

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
Recreation Facilities Category
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

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☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

How Much Funding is Available?

- Funding is provided on a $ for $ basis up to a maximum grant amount of $5,000. (Matching contributions can be cash and/or in-kind). For example, based on an $8,000 total project costs, the maximum allocation from Council could be $4,000.

- Total project costs exceeding $10,000 up to a maximum of $15,000 may be considered on a case by case basis. Maximum grant amount remains at $5,000.

- Funding under the program is limited. There may be external sources of funding available from State or Federal Government which may form project partners or offer greater levels of funding. Applicants with proposals valued in excess of $15,000 should contact Council's Recreation Unit.

- Preference will be given to organisation that have demonstrated a 'self-help' attitude through inclusion of in-kind resources, and/or a desire to contribute funding through cash and their own means. Documentation to support the organisation's contribution must be included.

- In-kind support as part of the applicants contribution, should be costed at $25 per hour when estimating voluntary labour costs.

- A copy of the applicants recent bank statement or audited financial statement must be submitted with the application.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- To be considered for receiving any further funds from Council, please ensure you have completed any outstanding projects and have returned the required Acquittal and Reporting Form prior to 1 May, 2016.

Who can I contact?

Council's Recreation Unit
Ph. 5232 9400
Email: nicole.frampton@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations should provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community with a total project cost not exceeding $15,000 will be considered under the program.

The Recreation Facilities category funds Recreation Reserve Committees of Management and organisations responsible for community facilities including Public Halls for the benefit of the citizens of the Colac Otway Shire. It will fund:

- High priority items of cyclical maintenance.
- Minor capital improvements.
- Club/organisation and/or reserve/facility planning projects such as master plans.
- Purchase of equipment items, which are facility enhancing and designed to remain as part of the facility (above a total project cost of $2,000) such as new furniture or appliances that would assist with the operation of the group/organisation.

- Initiatives which align with Council priorities set out in the Council Plan.

- Initiatives that demonstrate multiple benefits, which may include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project.

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: Recreation Facilities Category 2016/17
Funding Guidelines

Please Note The Following

- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **not** be considered.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Projects which have already received funding for the same year under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

- Schools are only eligible for funding assistance through the COPACC Venue Hire Assistance Category under this funding program.

How Do You Apply?

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Public Liability Insurance

Public Liability Insurance is required for all projects other than equipment purchases. **A Certificate of Currency must be submitted with your application.**

Privacy Information

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Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May - July evaluation period to provide further details if required.

Funding Requirements for Successful Applicants

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- Project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Please note the following: Colac Otway Shire must be acknowledged in any promotional material in relation to your project, such as media, photos, openings and signage. Council asks organisations to document this acknowledgement in the Reporting Form.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

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Compliance considerations

All clubs and community organisations are reminded that any community project that involves construction, extensions, renovations, refurbishments and/or upgrading of venues and facilities requires compliance consideration. It is important that groups always consider the following checklist prior to commencing, to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE NUMBER
• Permission from the landowner and manager, approving your project to proceed. • Consent for works which may occur on a road or roadside area. Council is required to give consent for local roads. VicRoads are responsible for issuing consent for works on arterial roads.	**COS Infrastructure** <u>Other, for example:</u> DELWP - Crown Land, Foreshore Committee, Trustees, etc	5232 9400
• Determine if the site is subject to the Aboriginal Heritage Regulations. • Planning Scheme Provisions, including requests for vegetation removal. • Planning Permit/s.	**COS Planning Department** Community Groups are required to provide written evidence that the land manager (Crown/Council land) has given consent when a planning application is lodged.	5232 9400 http://www.aav.nrms.net.au /aavQuestion1.aspx
• Building Permits. • Factor in time and fees to process, plus costs for professional plans/designs to relevant Australian Standards.	**Building Department**	5232 9443
• Occupational Health and Safety requirements	**Risk Management**	5232 9400
• Food Safety Standards, Food and Tobacco Legislation. • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit.	**Health**	5232 9429
• Waste Management requirements.	**Waste**	5232 9556
• Permission from utility providers / other agencies.	<u>Examples:</u> Barwon Water CCMA	1300 656 007 5232 9100
• Guidance on planting lists for revegetation works and environmental and noxious weeds. • Guidance on sustainability principles such as energy efficiency and water reuse and conservation.	**Environment Department**	5232 9400
• Potential for other funding.	**Economic Development** Consistency with Small Town Master plans. Grants availability.	5232 9444

Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Recreation Facilities Category 2016/17
Funding Guidelines

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17:
Community Projects Application Form ☐
Recreation Facilities Application Form ☐

Please tick appropriate category

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation *

Street address

Postcode:

Postal address (if different to above) *

Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number*	After hours number

Mobile number

Email contact *

Physical address of where project is to take place*

Landownership

Council ☐   Crown ☐   Other ☐

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

* For clarification, please refer to information contained in Guidelines

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number	After hours number

Mobile number

Email contact

* Mandatory fields

*Letter of consent from Auspicing body must be attached to this application.

Does your organization use a facility control by a Committee of Management?

Yes ☐   No ☐

If yes, do you have their approval for this project?

Please provide written approval

Council ☐   Other _____

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17:
Community Projects/Recreation Facilities Application Form

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the Organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' Form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you Registered for the GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque by special arrangement. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If you bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

The project title is:

The project description (describe the project in 2 to 3 sentences) is:

The aim of the project is:

(a) Why is this project needed? (*Criteria 15%*)
(How is this project supported locally? What demand exists that has created the idea for this project? Do you have evidence to show why this approach will work?)

Attachment 3 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories

Page 48

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17:
Community Projects/Recreation Facilities Application Form

(b) How will the project be delivered? (*Criteria 15%*)
What planning has been undertaken to complete this project? Detail the stages involved in your project and how you propose to deliver it. (Will it involve knowledge and skills development? Will the project be an innovative and creative response to the issue? Will it be sustainable?)

(c) Who is involved? (*Criteria 20%*)
Who will manage the project? Who are the partners? Will there be voluntary or in-kind contributions? Does the project actively involve a range of stakeholders?

(d) What will it achieve? (*Criteria 50%*)
What are the anticipated benefits of the project to the community? Who will benefit from the project? (demographic and community groups). Expected number of people this will project will benefit. How will it benefit current and future generations?

2 Financial details.

Total project cost (*Please attach quotes*)

$

Funds requested from Council's Community Funding Program

$

Total of group/organisation contribution

$ Cash
$ In-kind

Are you willing to accept partial funding? (Please tick as appropriate)

Yes ☐   No ☐

If yes, indicate priorities for partial funding:

Please provide as part of your application: Attached detailed Financial statement or Treasurer's report for the past 2 years.

Yes ☐   No ☐

Will this project have any direct environmental or energy sustainability benefits such as water or energy saving?

Yes ☐   No ☐

If yes, indicate examples:

3 When will your project take place?
Anticipated project start date? _____

Anticipated project completion date? _____

4 Has your organisation received funding from Council in the past three years?

Yes ☐   No ☐

Please provide details of ALL funding support provided by the Colac Otway Shire in the past 3 years (including any current applications to the Festival & Event Support Scheme.)

Council Department	Project	Amount $	Year

Attachment 3 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories

Page 49

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. *(Please supply estimates/quotes)*

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

EXPENDITURE List all expenses that you expect to incur for your project.	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

In kind assistance:
Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. *($25 per hour is a suggested figure to use when estimating voluntary labour costs).*

Description of in kind Assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project	Amount $
Total Contribution	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Attachment 3 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Community and Recreation Categories

Page 50

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

(a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

(b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

(c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

(d)   funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

(e)   the Applicant must return any funds not spent on the activity to Council.

(f)   the Council is not responsible for any shortfall should the activity run over budget.

(g)   the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

(h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

(i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

APPLICATION CHECK LIST Please confirm that you have included the following with your submission:

✓		
✓		**Keep a copy of your application, including all attachments for your records**
		Completed Application Form (Have you provided all the information requested)
		Completed Budget Table showing break-even result
		Attached Financial Statement or Treasurer's Report
		Attached Public Liability Insurance Certificate of Currency
		Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application
		Attached completed Risk Assessment template for the project
		Attached Support Letters (including auspicing body if applicable)

✓	NA	
		Attached written permission from the Colac Otway Shire Infrastructure Manager
		Attached written permission from the Land Owner and/or Manager, if other than COS
		Attached written advice regarding Planning Scheme provisions
		Attached written advice regarding Planning and/or Building Permits
		Attached determination regarding Aboriginal Heritage Regulations
		Attached evidence of compliance with Food Safety Standards Legislation
		Registration of Premises and/or Temporary Food Premises Permit
		Attached Waste Management Plan
		Supplier Statement
		EFT Form (if required)
		Confirmation and acceptance of conditions of Community Funding Program (signed)
		Other – photographs, resumes etc (please describe)
		....

COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
Small Equipment and Training
Total Project Cost up to $2,000

FORWARD COMPLETED APPLICATION TO:

COMMUNITY FUNDING PROGRAM 2016/17
Small Equipment and Training up to $2,000
Colac Otway Shire Council
PO BOX 283
COLAC 3250

EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE
THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that you have provided a Reporting Form if you have received any previous
    Colac Otway Shire funding?

Need Any Help or Advice?

Please contact Council's Recreation Unit on 5232 9400 who can provide you with assistance and further information about your
application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment and Training: Total Project Cost up to $2,000
Funding Guidelines 2016/17

What Is The Community Funding Program?
- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The program aims to provide an opportunity for a wide range of groups to obtain a share of the grant funds for a varied range of projects.

- **Grants are awarded for amounts up to $1,000 based on a dollar for dollar basis. Total project cost must not exceed $2,000.**

Who Can Apply?
- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with which the funds were provided and as required.

- You will need to have returned a Reporting Form to Council to show that this has occurred to ensure that you are considered eligible to receive any further funds.

Role of Auspice
- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an Auspice or require any further clarification.

What Projects Are Considered For Funding?
Projects that demonstrate broad benefit to the Colac Otway community with a total project cost up to $2,000 will be considered.

- Equipment purchases which are facility enhancing (designed to remain as part of the facility) or which provide general benefit to groups through community projects.
- Training for the development of specialist skills for volunteer community members.

Please Note The Following
- Ensure that the activity that you are applying for is not associated with the normal operational or day-to-day running of your organisation (including staff salaries) and/or could commit Council funds on an ongoing basis.

- Ensure that your project has not commenced or has been held prior to the grant application being submitted to Council. Requests for retrospective funding will **NOT** be considered.

- Check that you have chosen the correct grant program for your project.

- Council offers a variety of funding programs aimed at assisting the community with specific activities.

- This funding program does not support fundraising activities or projects.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

- Projects which have already received funding under the Colac Otway Shire Small Town Improvement Program will not be considered for funding.

- Schools are only eligible for funding assistance through the COPACC Hire Assistance Category as part of this funding program.

How Do You Apply?
Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A PDF writable version of the application form is available. Email applications as an attachment to inq@colacotway.vic.gov.au with **2016/17 Community Funding Program** in the subject line. All applications must be received by the closing date.

When Can You Apply?
Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May - June 2016
Notification of funding	July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Project completion and reporting form to be returned to Council by May 2017.

Information Sessions
Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. These sessions will be held on:

- Monday 11 April 2016, 7.00pm - 8.30pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac

- Wednesday 13 April 2016, 7.00pm - 8:30pm at Marrar Woorn, 6 Pengilley Ave Apollo Bay.

Public Liability Insurance
Public Liability Insurance is recommended for projects other than equipment purchases. A Certificate of Currency must be submitted with your application.

Privacy Information
The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment & Training: Total project costs up to $2,000
Application Form 2016/17

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9400. Assessment criteria will be used to assess all funding applications.

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation*

Street address

Postcode:

Postal address (if different to above)*

Postcode:

Phone number of Organisation *

Contact person's name*

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number *   After hours number

Mobile number

Email contact *

Physical address of where project it to take place

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

* For clarification, please refer to information contained in the Guidelines.

Name of Auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of Auspice Organisation

Contact person's title in Auspice Organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number   After hours number

Mobile number

Email contact

*Mandatory fields

*Letter of consent from Auspicing body must be attached to this application.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
Small Equipment & Training: Total project costs up to $2,000
Application Form 2016/17

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the Organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' Form (available from the Australian Tax Office or the Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier Form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you registered for the GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque under special arrangements. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year, please complete the details below.**

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community (if you require more space, please attach extra pages as needed):

(a) The project title is:

(b) The project description is:

(c) The aim of the project is:

(d) The anticipated benefits to your organization and the to the community:

2 How much do wish to apply for?

$

3 When will your project take place?
(Please note that requests for projects or purchases that have commenced or been made prior this application form being received by Council are not eligible for funding).

4 Has your organisation received funding from Council in the past three years?

Yes ☐   No ☐

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Equipment purchase costs (include quotes)
- Training fees (include quotes)

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. *(Please supply estimates/quotes)*

EXPENDITURE List all expenses that you expect to incur for your project.	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation that are managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Attachment 5 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Small Equipment & Training Category

Page 57

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN
COLAC OTWAY SHIRE COUNCIL of 2-6 Rae
Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

(a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

(b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

(c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

(d)   funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

(e)   the Applicant must return any funds not spent on the activity to Council.

(f)   the Council is not responsible for any shortfall should the activity run over budget.

(g)   the Applicant is required to recognise the Council as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council logo on other material will result in the Applicant being ineligible to apply for further grants.

(h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

(i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

Attachment 5 - Colac Otway Shire Community Funding Program 2016-17 - Application Form -
Small Equipment & Training Category

Page 58

CHECK LIST Please confirm that you have included the following with your submission:

✓	**Keep a copy of your application, including all attachments**
	Completed Application Form including all requested information.
	Completed Budget Table showing break-even result
	Attached Financial Statement or Treasurer's Report
	Attached Public Liability Insurance Certificate of Currency.
	Attached Quotations for works, fees, venue hire etc. Applicants are encouraged to obtain more than one quote as part of their application
	Attached Support Letters (including auspicing body if applicable)
	Supplier Statement
	Confirmation and acceptance of conditions of Community Funding Program (signed)
	EFT Form (if required)
	Other – photographs, resumes etc (please describe)
	....

Attachment 5 - Colac Otway Shire Community Funding Program 2016-17 - Application Form - Small Equipment & Training Category

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Attachment 5 - Colac Otway Shire Community Funding Program 2016-17 - Application Form -
Small Equipment & Training Category

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COLAC OTWAY SHIRE – Funding Guidelines
COMMUNITY FUNDING PROGRAM 2016/17
COPACC Hire Assistance

FORWARD COMPLETED APPLICATION FORM TO:

COMMUNITY FUNDING PROGRAM 2016/17
COPACC Assistance Fund
Colac Otway Shire Council
PO BOX 283
COLAC 3250
EMAIL: inq@colacotway.vic.gov.au

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORM, THEN COMPLETE THE FOLLOWING CHECKLIST:

Have you:

☐ Read the Community Funding Program Guidelines?

☐ Completed all questions in the Application Form?

☐ Provided a copy of the most recent bank/audited financial statements?

☐ Provided a copy of Public Liability Insurance Policy – Certificate of Currency

☐ Provided Statement by Supplier (if you do not have an ABN)?

☐ Attached any relevant quotes supporting budget expenditure?

☐ Ensured that a Reporting Form has been submitted to Council for any previous Colac Otway Shire funding?

Need Any Help or Advice?

Please contact COPACC on 5232 9418 and staff will provide you with assistance and further information about your application and this program.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: COPACC Assistance 2016/17
Funding Guidelines

What Is The Community Funding Program?

- The Community Funding Program is offered to assist not-for-profit community organisations in providing opportunities that benefit the wider Colac Otway Shire community and help in achieving goals and outcomes consistent with Council's objectives.

- The COPACC Assistance Fund operates to benefit citizens of Colac Otway Shire by providing financial assistance towards the hire of COPACC for the provision of performing arts and cultural activities during the 2016/17 financial year.

- Applicants may apply for up to 50% of the cost of room hire at COPACC. The grant does not apply to costs related to: cleaning, box office fees, security, catering, piano tunes and labour charges. Room hires for the Auditorium and Civic Hall included standard lighting.

- Applicants must obtain a quote from COPACC outlining anticipated dates of hire and resources required – for example; rooms, audio-visual support, labour and technical staff. It is essential applicants obtain a quote at least 10 days prior to the application closing date.

Who Can Apply?

- Incorporated (or those deemed by Council to hold a similar legal status) not-for-profit community groups, schools and organisations operating within the Colac Otway Shire are eligible to apply under this program.

- If you have received funds from Council previously, please ensure that you have spent the funds in accordance with the guidelines. You will need to have returned a Reporting Form to ensure that you are eligible for future grants.

Who can I contact?

- Funding under this scheme is limited. There may be external sources of funding available from State or Federal Government departments and philanthropic organisations.

- Applicants with proposals valued in excess of $10,000 can contact:

    Colac Otway Performing Arts and Cultural Centre (COPACC)
    Ph. 5232 9418
    Email: copacc@colacotway.vic.gov.au

Role of Auspice

- If your group is not incorporated or a similar legal entity, you may wish to appoint an incorporated body to auspice (manage) your application on your behalf.

- The auspice's role includes managing the funds on behalf of the group that is not incorporated and is responsible to manage those funds.

- Auspice organisations must provide a letter of consent to the group stating that it is willing to take financial and legal responsibility for the grant. **This letter must be provided with the application.**

- Contact Council Officers if you are unsure if you need to appoint an auspice or require any further clarification.

What Projects Are Considered For Funding?

Projects that demonstrate broad benefit to the Colac Otway community.

The COPACC Assistance category will fund:

- Initiatives which align with Council priorities set out in the Council Plan

- Initiatives that demonstrate multiple benefits, which should include cultural, environmental, heritage, health and wellbeing, social support and community participation outcomes.

- Initiatives which demonstrate community inclusiveness and do not discriminate against people on the basis of any characteristic covered by the Victorian Equal Opportunity Act 2010.

- Applications which clearly demonstrate the capacity of the applicant to deliver the project

- Applications which demonstrate an in-kind, cash or voluntary contribution by the applicant.

Please Note The Following

- Ticketing for all events at COPACC must be sold exclusively via the Colac Cinemas box office. Ticketing commission is $1.38 for every ticket sold plus 4% commission on EFTPOS transactions.

- Your project must not have commenced or been held prior to the grant application being submitted to Council.

- Check that you have chosen the correct grant program for your project. Council offers a variety of funding programs aimed at assisting the community with specific activities.

- Examples of these programs are: the Festival and Events Support Scheme, Community Funding Program, Community/Recreation Projects small equipment/training (up to $2,000), Council's Community Funding Program Recreation Facilities, Council's Community Funding Program Community Projects.

- This funding program does not support fundraising activities or projects.

- Schools are only eligible for funding assistance with COPACC venue hire.

- Applicants are required to provide details of **ALL** previous grants provided by Council in the past 3 years.

How Do You Apply?

Electronic versions of guidelines and application forms are available on Council's web site: www.colacotway.vic.gov.au (look for the Community Funding Program icon on the front page or go to Sport & Recreation section) to download. A writable PDF version of the application form is available. Email this application as an attachment to inq@colacotway.vic.gov.au with

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM: COPACC Assistance 2016/17
Funding Guidelines

2016/17 Community Funding Program in the subject line. All applications must be received by the closing date.

When Can You Apply?

Applications open	Monday 21 March 2016
Applications close	Friday 29 April 2016
Submissions evaluated	May - June 2016
Notification of funding	July 2016

The closing date for applications is 4:00pm Friday 29 April 2016.

Information Sessions

Two Information Sessions will be held to discuss the Grants Program, proposed projects and answer any specific questions. Information sessions will also include details about the Colac Otway Shire Festival and Events Support Scheme. These sessions will be held on:

- Monday 11 April 2016, 7.00 pm - 8.30 pm at COPACC Meeting Room, Cnr Rae and Gellibrand Streets, Colac.

- Wednesday 13 April 2016, 7.00 pm – 8.30 pm at Marrar Woorn, 6 Pengilley Ave, Apollo Bay.

Public Liability Insurance

Public Liability Insurance is required for all projects and is not funded by the COPACC Assistance Grant.

Privacy Information

The personal information on the Community Funding Application Form is collected by Council for the primary purpose of processing your grant application.

Risk Management

Risk Management analysis of your proposed project is part of the assessment criteria. A template is included for completion and must be submitted with the funding application.

Allocation of Funds

Allocations will be based on up to a 50% subsidy i.e. a dollar for dollar basis of projects up to a total project cost of $8,000. For example, based on an $8,000 project cost, the maximum allocation from Council could be $4,000. Generally the maximum contribution made by Council will not exceed $4,000. Preference will be given to organisations that have demonstrated a "self-help" attitude through inclusion of in-kind resources, and/or a desire to contribute financially. Documentation to support the organisation's 50% matching contribution must be included.

Evaluation of Projects

It is essential the contact person/s nominated in the application form have a full understanding of the project, and are available during the May-July 2016 evaluation process to provide further detail if required.

Funding Requirements for Successful Applications

- **Organisations successful in receiving a grant will be expected to complete a brief Reporting Form within a month of the completion of the project.**

- The project completion and reporting form must be returned to Council by Monday 15 May 2017. The form will be available on allocation of funds and will require detail on the success of the project and how Council's funds were expended in relation to the project. Inclusion of visual evidence such as photographs and press clippings assists Council in assessing the success of the project and should be included.

- Organisations are required to acknowledge Council and COPACC's contribution to the completed project in a manner deemed appropriate by Council, such as signage, verbal or written acknowledgement etc. and to document this acknowledgement. Council and COPACC logos should appear in all materials promoting the event.

Compliance considerations

It is important that groups always consider the following checklist to ensure all relevant requirements are met, including but not limited to:

COMPLIANCE ISSUE	COUNCIL DEPARTMENT	CONTACT PHONE
• Occupational Health and Safety requirements	Risk Management	5232 9400
• Food Safety Standards, Food and Tobacco Legislation • Approval of food premises design. • Registration of Premises and/or Temporary Food Premises Permit	Health	5232 9429
• Waste Management for COPACC	COPACC – Nick O'Connor	5232 9531
• Economic Development Potential for other funding	COS Business Development Officer	5232 9444

Future Planning

Council supports the development of community groups to become self-sustaining through Strategic Planning, Action Plans, Business Plans and Master Plans that identify opportunities for growth and development. Evidence of planning must be provided as part of this application. Please note that Council provides support and resources to assist community organisations to undertake such planning.

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

Eligible groups are required to meet the grant guidelines and complete an application during the advertised funding round which is available via the Council's website or contact 5232 9418. Assessment criteria will be used to assess all funding applications

CONTACT DETAILS OF ORGANISATION UNDERTAKING THE PROJECT:

Name of Group or Organisation

Street address

Postcode:

Postal address

Postcode:

Phone number of Organisation

Contact person's name

Contact person's title in Organisation

Contact person's phone numbers:

Business hours number

After hours number

Mobile number

Email contact

CONTACT DETAILS OF *AUSPICE ORGANISATION IF APPLICABLE:

For clarification, please refer to the information contained in the Guidelines.

Name of auspice Organisation

Phone number of Organisation

Address (please include postal address for correspondence)

Postcode:

Contact person of auspice organisation

Contact person's title in auspice organisation

Contact person of Auspice Organisation's phone numbers:

Business hours number

After hours number

Mobile number

Email contact

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

LEGAL AND TAXATION REQUIREMENTS:

Please complete the following details:

Incorporation Number of Organisation

If you do not have an incorporation number, please state the nature of your organisation (Only groups that are incorporated or similar legal entities can receive funds).

ABN (Australian Business Number) of the organisation

If you do not have an ABN – Have you included a 'Statement by a Supplier' Form with this application?

Yes ☐   No ☐

If you do not have an ABN you will need to obtain a 'Statement by a Supplier' form (available from the Australian Tax Office or Colac Otway Shire Council) and submit it with your application. Failure to provide either an ABN or a Statement by a Supplier form will result in Council being obliged to take 46.5% of any allocations made to grant applicants and send it to the Australian Tax Office (ATO).

Are you registered for GST?

Yes ☐   No ☐

If you are registered for the GST and you are allocated funds, Council will pay an additional 10% to accommodate the GST. In this case, a tax invoice will be required by Council prior to payment.

Successful grants will be paid by Electronic Funds Transfer (EFT) to a nominated bank account or by cheque under special arrangements. If you have not supplied your EFT details, please request an EFT Form and one will be emailed to you. **If your bank account details have changed in the past year,** please complete the details below.

Account Name

BSB No

Account Number

Bank/Financial Institution

Please ensure that you have checked the list on the guidelines section (Page 1) to ensure that your project falls within the types of projects that Council will consider funding – All applications are checked against this criteria.

1 Please provide a brief description of your Project including the Project Title, its aim and its anticipated benefits to the Colac Otway Shire Community: (if you require more space, please attach extra pages as needed)

The project title is:

The project description is:

The aim of the project is:

Proposed Timelines For Event:
Please indicate the key actions required for your project

Key Actions	Completed Date

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

(a) **Why is this event needed?** (*Criteria 35%*)
What local support have you gathered for this event?
How is this event linked with the culture, or cultural
aspirations of local people?
Does this event have any links with the district's cultural
heritage or history? Has this event, or something similar,
been held in the past? If so, please provide attendance
figures. What motivated your group to plan this event?
Do you have evidence to show why this approach will
work?

(b) **How will the project be delivered?** (*Criteria 15%*)
Will it develop knowledge and skills development for
your group? Will the project be an innovative and
creative response to an identified need?

(c) **Who is involved?** (*Criteria 30%*)
How many people from your organisation will be
involved? Have you partnered with other groups and
organisations? Will there be voluntary or in-kind
contributions? Please identify the target market for your
event? What size audience do you hope to attract?

(d) **What will it achieve?** (*Criteria 20%*)
Demonstrate the extent to which the project will:
- Support an increase in participation in cultural events
- Increase the diversity of cultural events on offer in Colac
  Otway Shire?

2 **Financial details.**
Total project cost (*Please attach quotes*)
$

Funds requested from Council's Community Funding
Program
$

Total of group/organisation contribution

$Cash
$ In-kind

Are you willing to accept partial funding?
(Please tick as appropriate)

Yes ☐   No ☐

If yes, indicate priorities:

Please provide as part of your application: Attached detailed
Financial statement or Treasurer's report for the past 2 years.

Yes ☐   No ☐

3 When will your project take place?
(*Please note that requests for projects or purchases that have
commenced or been made prior to this application form being
received by Council are not eligible for funding*).

COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM:
COPACC Assistance
Application Form 2016/17

4   Has your organisation received funding from Council in the
     past three years?

     Yes ☐   No ☐

Please provide details of ALL funding support provided by the
Colac Otway Shire in the past 3 years (including any current
applications to the Festival & Event Support Scheme.)

Council Department	Project	Amount $	Year

FUTURE PLANNING:
Please provide as part of your application

☐   Risk Management Plan for the project, using the
        template provided

☐   Strategic or Business Plan for your organisation
        Marketing Plan

BUDGET DETAILS OF PROJECT:

Please detail the cost of your project by completing the budget section below. When estimating your expenses, take into consideration the materials for activities that will be used throughout the Community project such as:

- Purchase costs (including quotes where applicable).
- Advertising, printing and stationery costs.

Please note that INCOME plus IN-KIND (if applicable) MUST EQUAL EXPENDITURE

Income:
Please list **ALL** sources of income (the grant sum sought, plus any fees, sponsorship, advertising, donations etc that come from any other sources for the project.

INCOME List all sources of income you expect will fund your project	
Grant amount you wish to apply for is:	$
	$
	$
	$
	$
TOTAL INCOME	$

Expenditure:
Please estimate and list **ALL** project costs and tick which components are likely to use funds received from this grant. *(Please supply estimates/quotes)*

EXPENDITURE List all expenses that you expect to incur for your project.	
(Please indicate which components of the expenditure you wish to use the grant funds to cover by placing an (X) next to the dollar amount).	
	$
	$
	$
	$
TOTAL EXPENDITURE	$

In kind assistance:
Please describe how the group intends to contribute to the project through voluntary services or in-kind services. Please estimate a value for these contributions. *(\$25 per hour is a suggested figure to use when estimating voluntary labour costs).*

Description of in-kind assistance/contribution eg: how much volunteer time has been spent on this project or list goods or services provided at no cost to the project	Amount $
Total Contribution	$

OPTIONAL: In support of your application – attach extra pages/documents if you wish.

APPLICATION FORM AUTHORISATION
This section requires completion and signature by a committee or authorised staff member of the organisation which is managing the funds for this project (or the auspice if applicable).

Name

Position/Title

Signature

Date

DECLARATION
I affirm, on behalf of the applicant organisation, that any funds provided by the Colac Otway Shire will be expended in accordance with the terms and conditions outlined in the Funding Agreement. I affirm that all details supplied in this application and attachments are true and correct to the best of my knowledge. The application form has been submitted with the full knowledge and agreement of the applicant organisation. I/We acknowledge that the Guidelines and Funding Agreement have been read and fully understood.

PRIVACY NOTIFICATION
The Colac Otway Shire Council collects personal information to provide a variety of services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

Please read and sign this Agreement.

THIS AGREEMENT IS MADE BETWEEN COLAC OTWAY SHIRE COUNCIL of 2-6 Rae

Street Colac ("the Council") and the Applicant

BACKGROUND

A   The Council makes available funds for community programs each year for the benefit of residents of and for activities that take place in the Colac Otway Shire.

B   The Council has criteria which must be met by the Applicant before funding is provided as set out in this agreement.

C   The Council has agreed to fund the Applicant on the terms and conditions set out in the agreement.

AGREEMENT

1.   The Council may provide to the Applicant funds for the Applicant's activity. **Signing this Agreement does not commit Council to provide any funds unless the Applicant's submission is successful.**

2.   The Applicant confirms and agrees that:

   (a)   it is a not for profit incorporated association or a natural person authorised by the incorporated association to enter into this agreement.

   (b)   activities arising from the grant allocation must take place within the Colac Otway Shire and/or benefit Colac Otway Shire residents and workers.

   (c)   if funds are granted by Council they must be spent on the approved activity. Any significant change to the activity must be approved by the Council.

   (d)   funds provided under this agreement must be spent by the Applicant within 12 months of the date of this agreement, unless otherwise agreed by the Council.

   (e)   the Applicant must return any funds not spent on the activity to Council.

   (f)   the Council is not responsible for any shortfall should the activity run over budget.

   (g)   the Applicant is required to recognise the Council and COPACC as a funding source of the project. Contact must be made with the appropriate Council officer to obtain the relevant logo and to ensure that the Council sights and approves proofs of all materials prior to production. Unauthorised use of the Council and COPACC logo on other material will result in the Applicant being ineligible to apply for further grants.

   (h)   accurate financial records of the recipient organisation be maintained and made available to the staff of Council in the event of any further audit by Council into the use of the Grant. Council officers may request meetings with the Applicant to check on progress during the period of the activity.

   (i)   it will complete a reporting form for the grant. If the reporting form is incomplete the Applicant will be ineligible for further grants. A statement of the expenditure of the funds will be required within the reporting process.

3.   The Council, its servants, agents and employees shall not be responsible at any time for any liability incurred or entered into by the Applicant as a result of or arising out of the Applicant's responsibilities under this agreement.

4.   The Applicant shall release and indemnify the Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the Applicant, or the Applicant's agents in consequence of this agreement except where the claim, demand, liability, costs or action are caused by the Council or its servants or agents.

5.   Any variation of this agreement shall only be made in writing between the parties.

6.   Projects that commence prior to this application being received by Council will be ineligible.

7.   A "Tax Invoice" is required to be submitted prior to payment of the grant (only if the applicant is registered for GST).

8.   Note that Council will publicly report grants awarded.

Please ensure that you provide your signature. For electronic returns, this page will need to be hard copy or scanned.

Signature

CHECK LIST Please confirm that you have included the following with your submission

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X	

Keep a copy of your application, including all attachments
Completed Application Form
Completed Budget Table showing break-even result
Attached Financial Statement or Treasurer's Report
Attached Quotations for fees, venue hire etc.
Attached completed Risk Management template for the project
Attached Support Letters (including auspicing body if applicable)

X	NA

Attached evidence of compliance with Food Safety Standards Legislation
Registration of Premises and/or Temporary Food Premises Permit
Supplier Statement
Confirmation and acceptance of conditions of Community Funding Program – COPACC Assistance Category (signed)
EFT Form (if required)
Other – photographs, resumes etc (please describe)
....

ORDINARY COUNCIL MEETING

OM162402-3

INFRASTRUCTURE AND LEISURE
SERVICES
CONTRACT 1548 - AIREYS STREET AND
FOREST STREET STAGE 1
RECONSTRUCTION

**OM162402-3   CONTRACT 1548 - AIREYS STREET AND FOREST STREET STAGE 1
RECONSTRUCTION**

AUTHOR:	Andrew Kavanagh	ENDORSED:	Ingrid Bishop
DEPARTMENT:	Infrastructure & Leisure Services	FILE REF:	F15/12445

Purpose
Council approval is required to award Contract 1548 – Aireys Street & Forest Street Stage 1 Reconstruction for which tenders have been received.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
Tenders closed on 28 January 2016 for the reconstruction of approximately 1,660 metres of Aireys Street and Forest Street, Elliminyt.

The works include a new seven metre wide reconstruction, plus associated sealing and asphalt works.

The contract is a lump sum contract with no provision for rise and fall and practical completion to be achieved by 30 June 2016.

A provisional item is included in the tender sum for day works.

Tenders were received from the following contractors (in alphabetical order):

Bitu-Mill (Civil) Pty Ltd

Lake & Land Pty Ltd

R Slater & Sons Pty Ltd

Streebson Pty Ltd t/as Ballarat Excavation & Transport

Tenders were evaluated and a recommendation made in accordance with Council's *Procurement Policy* and *Tenders/Quotations and Purchasing Procedure*.

All tenders were evaluated and scored using the following selection criteria:

Criteria	Weighting
Tendered price	50
Capacity and resources	25
Experience and track record	25

ORDINARY COUNCIL MEETING

OM162402-3

INFRASTRUCTURE AND LEISURE
SERVICES
CONTRACT 1548 - AIREYS STREET AND
FOREST STREET STAGE 1
RECONSTRUCTION

The Tender Evaluation Panel consisted of the following members:

> Manager Asset & Property Services
> Design Engineer
> Contract Governance Coordinator

Tenderers must also satisfy Colac Otway Shire Council that they meet requirements for:

- Occupational health & safety
- Financial viability

The submission by **Lake & Land Pty Ltd** was assessed by the tender evaluation panel as the best tender. It scored highest on the selection criteria and is recommended for acceptance by Council.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
It is considered necessary to award the contract and proceed with the construction works for Aireys Street and Forest Street, to ensure increasing maintenance issues are managed. It is within the 2015/2016 budget and is in compliance with Council's commitment to construct the works.

Proposal
It is proposed to accept a tender and engage the recommended contractor to complete the reconstruction works this financial year.

The Tender Evaluation Panel selected Lake & Land Pty Ltd as the preferred tenderer as their submission was best value and scored highest on the selection criteria.

Financial and Other Resource Implications
The preferred tender is within Council's budget allocation for this project.

Risk Management & Compliance Issues
The preferred tenderer, Lake & Land Pty Ltd, has a good track record of management of risks and completion of contracts to specification and on time. Council should be confident that contracting with this contractor will manage exposure to occupational health and safety issues and any non-compliance issues with the contract.

Lake & Land Pty Ltd has provided details to confirm it has in place an effective, suitable occupational health and safety system. Its systems are certified to the Civil Contractors Federation (CCF). It is pre-qualified by Vicroads to level R1 for road construction and to level F1 for works up to $1 million.

Environmental and Climate Change Considerations
The Contractor is required under the contract to provide a suitable, approved environmental plan which will actively prevent incidents and occurrences.

ORDINARY COUNCIL MEETING

OM162402-3

INFRASTRUCTURE AND LEISURE
SERVICES
CONTRACT 1548 - AIREYS STREET AND
FOREST STREET STAGE 1
RECONSTRUCTION

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform. The tender was advertised in the Colac Herald on 18 December 2015 and the Geelong Advertiser on 19 December 2015. The tender was also advertised on the Council's website and via Tenderlink.

Prior to commencement of works on site and street closure (local traffic excepted) a public notice is to be placed in the local newspaper to advise of pending operations. Also, prior to undertaking works affected residents will be notified directly with a letterbox drop and other appropriate methods.

Implementation

Upon Council's approval, the Contract will be awarded and works will be programmed to commence. If successful, Lake & Land Pty Ltd proposes to commence works in March 2016 and will complete all works by practical completion on 30 June 2016 as specified in the tender documents.

Conclusion

A recommendation is made to award the contract to Lake & Land Pty Ltd to complete works in Aireys Street and Forest Street.

The tender by Lake & Land Pty Ltd is recommended by the Tender Evaluation Panel and offers the best value to Council.

Attachments

Nil

Recommendation(s)

That Council:

1. ***That Council awards Contract 1548 for Aireys Street and Forest Street Stage 1 Reconstruction to Lake & Land Pty Ltd at the lump sum tender price of $446,482.00 (excluding GST).***

2. ***That the Chief Executive Officer signs the contract documents following award of Contract 1548.***

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ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

OM162402-4   VICTORIAN GOVERNMENT'S "REGIONAL STATEMENT" AND GREAT SOUTH COAST MEMBERSHIP

AUTHOR:	Sue Wilkinson	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Executive	FILE REF:	F11/3696

Purpose

To note the Victorian Government's "Regional Statement" and consider the Councils future membership on the Great South Coast Group following the reorientation of the State's administrative arrangements in south west Victoria.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.
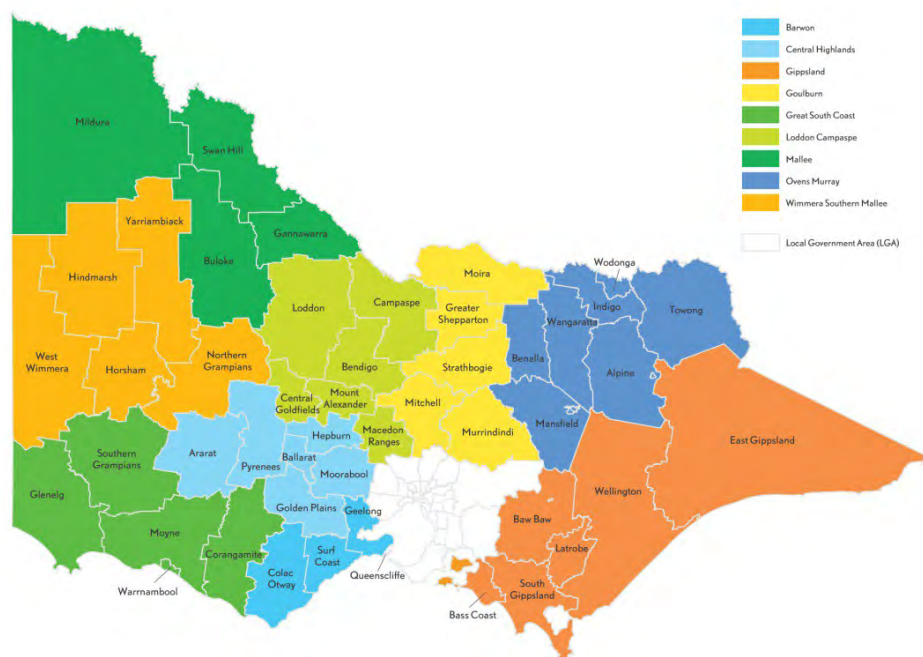
Background

Late last year, the Victorian Government released a "Regional Statement" which has two main features. Firstly it outlines commitments in economic and social development and confirms that the broader regional development programs will continue to apply across the State.

Secondly it outlines a reconfiguration of regional policy development and program implementation across the State.

Under the Bracks government the range of different government departments' administrative regions were synchronized in 2005 so that for instance a regional police commander would have the same administrative region and could therefore work on a coordinated approach to shared problems or issues as, for example, the corresponding regional director of the education department. This was a significant reform as over many decades various government departments had created many and conflicting administrative regions that hindered cross agency solution development.

Under this earlier reform, the state was divided up into eight administrative regions overseen by a Regional Managers Forum that included regional directors of agencies sharing new synchronised boundaries. Those Forums included Council CEO's and were chaired by a State Departmental Secretary. There were three metropolitan forums and five regional forums. Under this model regional Victoria was divided into very large regions. Colac Otway Shire was part of the Barwon South West region which ran from Geelong to the South Australian border.

During 2015, the State government conducted a review of these forums and regional development activities more generally. The recently released Regional Statement incorporates the outcomes of that review. The Statement outlines a modified approach to regional development where the five rural Regional Managers Forums will be replaced by nine Regional Partnerships as outlined in the map below:

ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

Victorian Regional Partnership Areas

As this map demonstrates, Colac Otway is now included within the Barwon partnership region which also includes Greater Geelong, Surf Coast and Queenscliff.

Under the new regional arrangements, the Regional Partnerships will commence from 1 July 2016 and the Regional Managers Forums will cease at that time. The Regional Partnerships will report directly to a Cabinet Ministerial subcommittee and will be responsible for overseeing the development and implementation of regional priority projects at the State level.

Council Plan / Other Strategies / Policy
Not applicable

Issues / Options
The Governments Regional Statement outlines the Government's regional and rural policies and includes a revised approach to working with regional and rural communities in a placed-based approach. To do this, the Regional Statement outlines a new regional governance model, that will be based upon the establishment of nine new non-metropolitan 'Regional Partnerships' – Barwon, Central Highlands, Gippsland, Goulburn, Great South Coast, Loddon Campaspe, Mallee, Ovens Murray and Wimmera Southern Mallee.

According to State Government, the key features of the new Regional Partnerships model include:

1. Working at a smaller scale than RMFs to better respond to place-based priorities;

2. Creating a new channel direct into the decision making processes of government – through the newly established Rural and Regional Sub-Committee of Cabinet;

3. Broadening representation for community and business groups

4. Driving whole of government policy coverage – to address complex cross-portfolio issues;

5. Enhanced community engagement

ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

In relation to the Barwon region, the Regional Statement notes;

"The Barwon region is home to Victoria's second largest city, Geelong, and includes unique landscapes such as the Great Ocean Road, the Otway forests, marine protected areas and rich inland agricultural districts.

Collaboration between the education and health sectors is demonstrated by Epworth HealthCare and Deakin University working in partnership to deliver Epworth Geelong: a state-of-the-art acute and rehabilitation private hospital for the region that will integrate healthcare with teaching and research. The region has a diverse economy, supported by interstate road and rail links Avalon Airport and the Port of Geelong. Geelong has a strong advanced manufacturing and processing sector with competitive strengths in biotechnology, ICT and carbon fibre.

Next steps in Barwon
With a population of over a quarter of a million people and growing, the Barwon region has identified priorities to address a number of environmental, demographic, social and economic challenges.

The Government will work with the region to meet these challenges and achieve its objectives, including:

- *Tackling disadvantage in Corio and Norlane, two of the most disadvantaged postcodes in Victoria;*

- *Refocusing the economy to accommodate growth through employment opportunities like the 150 new jobs at the Disability Care national headquarters and structural adjustment impacts in the region from closures such as the Point Henry smelter and the Ford manufacturing plant; and*

- *Supporting the important role advanced manufacturing will play in the local economy through cutting edge projects such as ManuFuture.*

Manufacturing has been and will continue to be a significant sector of the Barwon economy. The diversity of the manufacturing and processing sector is represented by food, automotive, textiles, metal production, petroleum, chemicals, timber and engineering.

The Greater Geelong area is growing at a rapid pace due to its economy being in a favourable transition stage. Leveraging off the presence of its higher education and research institutions, the area is increasing its capabilities in knowledge-intensive industries such as Bio Technology, ICT and Carbon Fibre.

Opportunities

- *Expansion of Avalon Airport as an international passenger and freight facility development of a north-south transit corridor linking Armstrong Creek with Torquay and Geelong*

- *Development of the Port of Geelong and the Geelong Marine Industry Precinct*

- *New investment in biotechnology*

- *Development of affordable residential land at Torquay, Armstrong Creek and Bannockburn*

- *Greater emphasis on primary care as the population ages.*

ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

Challenges

- *Need for long-term transport and infrastructure planning to support growth and enhance livability*

- *Clarifying the role of Geelong as a regional hub*

- *Local planning to ensure small towns are linked to the benefits of growth*

- *Dealing with entrenched disadvantage.*

G21 - Geelong Regional Alliance Regional Growth Plan

The G21 Region Alliance comprises a variety of independent organisations including the four municipalities within the Barwon Region plus Golden Plains, businesses and community organisations. The G21 Regional Growth Plan is one of eight regional growth plans across Victoria. It provides a broad direction for regional land use and development as well as high level planning frameworks and the means to implement the strategic land use and infrastructure directions that are set out in the Regional Strategic Plans."

The reorientation of the State's administrative arrangements in south west Victoria and the inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region has prompted the opportunity for Council to review the current dual membership of both G21 and the Great South Coast group.

G21 Alliance Membership

Council has been a member of the G21 Regional Alliance since 2003. The advantage gained through this membership has been the advocacy for projects of significant importance and funding of programmes. Membership is considered to have significant value to Colac Otway Shire.

At the Council meeting in January 2016 Council resolved to extend its membership on G21.

Great South Coast Group Membership

The Great South Coast Group Inc. is a formal alliance of government, business and the community. The Great South Coast Group is comprised of the Shires of Glenelg, Southern Grampians, Moyne, Corangamite, Colac Otway and the City of Warrnambool. Charged with responsibility for delivering the Great South Coast Regional Strategic Plan, the group also aims to give voice to regional issues and concern.

The Group's primary functions are;

- Advocacy
- Strategic Planning
- Bringing together disparate groups and individuals to work on common goals
- Support to deliver projects that benefit the region

GSC membership is $30,000 per annum. As is the case with G21, each year Council has also supported a number of worthwhile strategic projects including the recently drafted Food and Fibre Strategy. The streetlight upgrade was also a successful initiative led by the GSC group of councils.

Proposal

In 2012 Council resolved to continue its relationship with the Great South Coast for a four year period.

ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
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MEMBERSHIP

Given the changes to State government policy and the reconfiguration of State government regional administration it is appropriate that Council considers whether to continue its ongoing membership in the Great South Coast Group.

Financial and Other Resource Implications

Ceasing Councils membership on the Great South Coast would realise an annual budget saving of $30,000 pa. It would also signal a change in strategy for Council.

The strong networks and relationships with the members are highly beneficial and if Council wishes to cease its GSC membership, it is highly desirable that the connections particularly with the Councils in the region be retained. Towards this, a CEO network will be pursued to ensure joint advocacy and strategy development opportunities are still realized on a needs be basis.

Risk Management & Compliance Issues

No significant risks.

Environmental and Climate Change Considerations

None

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

Conclusion

The State government has reconfigured its regional administration arrangements. The inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region has prompted the opportunity for Council to review the current dual membership of both G21 and the Great South Coast group.

Whilst the value of Councils participation in the Great South Coast is considerable, the reality of the financial pressures that Council is facing relating to funding cuts, cost shifting, declining government grants and the introduction of rate capping coupled with the changes to the state regional boundaries mean that it is appropriate to consider whether on balance, ongoing membership of this group is sustainable.

It is recommended that Council cease its membership of the Great South Coast Group effective from 1 July 2016.

Attachments

Nil

Recommendation(s)

That Council:

1. *Notes the new State government regional administrative arrangements in particular the inclusion of Colac Otway Shire in the Barwon region rather than the Great South Coast region.*
2. *Resolves to cease its membership on the Great South Coast at the expiry of the current term (30 June 2016.*
3. *Advises the Chair of the Great South Coast Group*

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ORDINARY COUNCIL MEETING
OM162402-4

CHIEF EXECUTIVE OFFICER
VICTORIAN GOVERNMENT'S "REGIONAL
STATEMENT" AND GREAT SOUTH COAST
MEMBERSHIP

OM162402-5   REVISED DELEGATIONS FOR S86 COMMITTEES OF MANAGEMENT

AUTHOR:	Mark Lyons	ENDORSED:	Sue Wilkinson
DEPARTMENT:	Corporate Services	FILE REF:	11/96474

Purpose
To consider providing Council's S86 Committees of Management with revised powers following a recent query regarding the ability of Committees to undertake fundraising activities.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
Council appoints Committees of Management under section 86 of the *Local Government Act 1989* as special committees for the purpose of managing the operation of the facilities on behalf of Council. The schedule to the delegation sets out their powers, functions and duties.

There are currently 24 committees appointed to manage Council facilities (detailed below), the instruments of delegation were last reviewed and endorsed by Council in 2013.

- Alvie Recreation Reserve
- Barongarook Hall and Tennis Reserve
- Barwon Downs Hall
- Beech Forest Hall
- Beech Forest Recreation Reserve
- Birregurra Public Hall
- Carlisle River Recreation Reserve
- Chapple Vale Public Hall
- Colac Municipal Aerodrome
- Cororooke Hall
- Cressy Hall
- Eurack Public Hall and Tennis Reserve
- Irrewillipe Hall and Reserve
- Kennett River Tennis Reserve
- Larpent Hall
- Lavers Hill Hall
- Lavers Hill Waterhole Reserve
- Pennyroyal Hall
- Pirron Yallock Recreation Reserve
- Stoneyford Hall
- Swan Marsh Hall and Tennis Reserve
- Warncoort Tennis Reserve
- Warrion Hall
- Yeo Recreation Reserve

This review has resulted from enquiries from committees wishing to conduct fundraising activities and specifically seeking confirmation that they would be covered from an insurance perspective.

Council's insurer, Jardine Lloyd Thompson, has advised that to ensure coverage under Council insurance policies it is recommended that special committee powers and duties, via their instrument of delegation, should clearly specify the duty of fundraising.

The current schedule to the delegation does not refer to fundraising activities. Unless fundraising is specified in their delegation and endorsed by Council the committee is not empowered to undertake this activity.

To provide the appropriate power an updated delegation and schedule for all S86 committees of management is necessary. This will ensure that the committee and Council are covered for activities undertaken to raise funds for the purpose of maintaining these facilities.

The revised delegation and schedule are attached with the required statement added to the schedule as point (f):

> *Promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset.*

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
If an incident occurs Council would be required to accept all liabilities associated with the committee's actions unless fundraising activities endorsed.

Proposal
That a revised instrument of delegation and schedule be prepared for all of Council's S86 Committees of Management.

Financial and Other Resource Implications
Nil

Risk Management & Compliance Issues
Should a committee act outside their delegated duties/powers they will not be covered under Council's liability mutual insurance policy. Council would then need to accept all liabilities associated with the committee's actions where an incident has occurred.

Environmental and Climate Change Considerations
Nil

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be to inform committees of the revised powers within the delegation's schedule.

Implementation
Revised instruments of delegation will be prepared and forwarded to each S86 committee of management advising of the additional clause within the schedule.

Conclusion

Proceeds from the S86 committees of management fundraising activities will be used to maintain Council facilities and it is in Council's best interest that the revised schedule to the delegation be amended and endorsed by Council.

Attachments

1. Revised Instrument of Delegation and Schedule

__Recommendation(s)__

That Council include an additional clause to the Instrument of Delegations Schedule for all S86 Committees to include the following;

> *(f) 'Promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset.'*

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INSTRUMENT OF DELEGATION
SPECIAL COMMITTEE

(Name of Hall/Reserve)
Management Committee

Colac-Otway Shire Council ("Council") delegates to the Special Committee established by resolution of Council passed on (date of Council resolution) and known as the **(Name Hall/Reserve) Management Committee** the powers and functions set out in the Schedule, and declares that:

1. **This Instrument of Delegation** is authorised by a resolution of Council, passed on (date of Council resolution).

2. **The Delegation:**

   a) comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;

   b) remains in force until Council revokes to vary or revoke it;

   c) is subject to any conditions and limitations set out in the Schedule; and

   d) must be exercised in accordance with any guidelines or policies which Council from time to time adopts.

3. All members of the committee will have voting rights on the committee.

THE COMMON SEAL of the)
COLAC-OTWAY SHIRE COUNCIL)
was hereunto affixed in accordance)
with its Local Law No. 4)

.... Chief Executive Officer

SCHEDULE
SPECIAL COMMITTEE

(Name of Hall/Reserve)
Management Committee

Colac Otway Shire Council has by resolution appointed a Special Committee to manage the (name of hall/reserve). That Committee shall be known as the (name of hall/reserve) Management Committee, herein after referred to as the Committee. The powers, functions and duties of the Committee are set out in this schedule.

1. The role of the Committee shall generally be to manage the operation of the (name of hall/reserve) on behalf of Council in the best interests of the residents of the Colac Otway Shire Council. Therefore the Committee is required to:

    a) oversee the day to day operation of the facility;
    b) approve expenditure within the Budget set by the Committee;
    c) set hiring fees or charges for use of the facility;
    d) power to employ such person or contractors as it sees fit for the maintenance and upkeep of the facility;
    e) act within the powers functions and duties assigned to the Committee as determined by Council; and
    f) promote use of the facility and support its development as a community asset which includes fundraising activities where all monies raised must be used by the Committee on the facility/asset or for any other purpose as decided by the Committee.

2. The Committee shall keep books of accounts and such records will form part of the accounts of Council and therefore be subject to audit to the Municipal Auditor. The Committee shall prepare an annual financial statement as part of the audit process.

3. The Committee shall not enter into contracts or incur expenditure exceeding $6,000 or borrow money without approval of Council.

4. The Committee shall not delegate to any person or persons any of the powers delegated to them by Council.

5. The Committee shall submit any policy developed regarding use of the Reserve to Council for approval.

6. Council shall provide assistance to the Committee of:

    a) Administration and technical advice where appropriate; and
    b) Allocation of annual funding for undertaking high priority items of cyclical maintenance and minor capital improvements to the Reserve through grant programs.

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

OM162402-6   SECOND QUARTER FINANCIAL PERFORMANCE REPORT 2015-2016

AUTHOR:	Ashley Roberts	ENDORSED:	Mark Lyons
DEPARTMENT:	Corporate Services	FILE REF:	CLF11/42

Purpose
The purpose of this report is to provide information regarding the second quarter financial report.

Declaration of Interests
No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background
Council adopted the budget for 2015/16 including the Capital Works and Major Projects programmes at its Ordinary meeting held on 24 June 2015. In line with better practice financial management process Council recently undertook a detailed mid year review of operating and capital forecasts. All forecasts contained in this report have been updated to include the outcomes of this review and reallocations made as required.

Council Plan / Other Strategies / Policy
Good Governance
Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:
Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options
Attached to this report is the Second Quarter Financial Performance Report 2015-2016 which also includes the results of the detailed mid year review process undertaken by management.

The mid year review process had three primary aims:
1. To manage Council resources responsibly and strategically
2. To respond to identified trends and emerging issues
3. To maintain Council's strong financial position to ensure long-term sustainability
   (a)
The mid year review process involved all managers reviewing operational and capital budgets to identify and resolve any emerging issues and review the progress of priority projects. This was a similar process to that undertaken in early 2015 and has identified net cash savings equating to $ 122,000. This surplus is the result of various inputs including project savings, business improvement activities, resourcing not being available as anticipated, staff changes and other unforseen circumstances such as grant support not being made available.

Overall the report confirms that Council continues to deliver a balanced budget and remains financially sustainable.

Proposal
This report is for information only.

Financial and Other Resource Implications
Financial and resource matters affecting the budget performance of Council are detailed in the attached report.

Risk Management & Compliance Issues
This report meets the reporting and risk obligations of officers to Council.

Environmental and Climate Change Considerations
There are no direct environmental and climate change considerations arising from this report, however many items within the budget do have impact upon the environment and potential climate change implications. These items have been addressed at the time of setting and adopting the annual budget.

Community Engagement

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

Implementation
The Council Plan and Budget are already implemented and operating.

Conclusion
This report has been compiled by the Financial Services Unit with the assistance of the Executive Management Team and all business units of Council. It reflects the performance to date against the budget and targets adopted by Council. The report outlines the outcome of the comprehensive mid year review process and confirms that there are no material issues that would adversely affect Council's overall financial position.

Attachments
1.   Second Quarter & Half Year Performance Report to Council - January 2016

__Recommendation__

That Council receives and notes the forecast results and budget allocations contained in the second quarter financial performance report for 2015-2016.

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Colac Otway
SHIRE

Half Year
Financial Performance Report
2015-2016

January 2016

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About the report

In accordance with the Local Government Act 1989, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.

In line with our commitment to sound financial management, Council is provided with an analysis of financial and non-financial information each quarter. This information will include at a minimum a comparison of budgeted income and expenditure and actual income and expenditure.

In addition to the normal reporting arrangements this report also reflects the results of the mid year budget review process.

This report covers the period from 1 July 2015 to 31 January 2016 and reports on:
- Significant variations from the adopted budget;
- Council's cash balance and forecast;
- Council's investment performance;
- Council's financial statements;
- Income and expenditure for the services provided by Council.

Overview

The end of the second quarter provides an opportunity to investigate trends within the financial and operational environment and provides the opportunity to revise budget forecasts with greater certainty. The revised operating statement now indicates a forecast surplus of $2.45 million compared to an original budget forecast of $4.83 million. This revised forecast includes the mid year budget review result in addition to budget variances arising from carried forward projects which were incomplete at the end of the 2014/15 financial year and changes to the timing of Federal Assistance Grant funding. The latter adjustments were highlighted to Council in the first quarter report tabled at the October 2015 Council meeting.

Mid Year Review

During late January and early February 2016 a detailed mid year budget review was undertaken. The mid year review process had three primary aims:
1. To manage Council resources responsibly and strategically
2. To respond to identified trends and emerging issues
3. To maintain Council's strong financial position to ensure long-term sustainability

Factors directly influencing the mid year budget review outcome include:

- Identification of net cash operational savings through business improvement initiatives, savings in operational and employee costs. Examples include:
  - Employee Expenses $200,000
  - Printing & Stationery $37,000
  - Light fleet $65,000
  - General asset insurance $10,000
  - Electricity $60,000
  - National Stronger Regions $200,000

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- Identification of net cash savings from capital projects delivered under budget and also for projects which were budgeted but will not be finalised this financial year. Major items include:

- Forrest Caravan Park (savings)	$33,000
- Marriners Lookout Pathway (deferral)	$35,000
- DDA Compliance Rae Street (deferral)	$200,000
- Stormwater Strategy (savings)	$110,000
- Building renewal (deferral)	$90,000
- Website upgrade (savings)	$40,000

It is important to note that there have been no changes to Councils budgeted capital transport infrastructure renewal program.

- Variations to projected income receipts including grants, fees and charges and investment interest resulting in a reduction of approximately $300,000.

- Changes to capital project delivery for Bluewater and Central Reserve.

- Emerging impacts including responding to the Wye River/Separation Creek Bushfire.

There were various reasons for the variances, including project savings, resources not being available as anticipated, efficient use of equipment and consumables, project delays, staff changes and other unforeseen occurrences.

Total savings identified have been partially offset by increases in some areas and overall projected reduced income.

The following is a summary of major contributing items:

Bushfire Recovery (National Disaster Recovery Funding)

The Wye River – Jamieson Track fire was ignited by a lightning strike on 19 December 2015. The fire had a significant breakaway on Christmas Day resulting in 116 houses being lost in Wye River and Separation Creek. The majority of the fire footprint was in uninhabited bush with approximately 2250 hectares burnt.

Council has been closely monitoring the financial impacts of the bushfire. Much if not all of these costs will be claimable for reimbursement under the Australian Government's Natural Disaster Relief and Recovery Arrangements (NDRRA) with Council required to contribute up to $35,000. Council is able to make application to the Victorian Department of Treasury and Finance for re-imbursement of this $35,000 contribution.

In relation to NDRRA assistance Council is eligible to seek cash flow assistance by applying for advance payment of expected (eligible) costs in addition to claiming expenses incurred during the response phase of the fire event such as evacuation centre costs. Based on this, other than timing differences relating to cash flows, there is not anticipated to be any effect on Council's financial position in relation to the direct costs of response and recovery.

The mid year review includes estimated budget impacts relating to bushfire recovery activities for the remainder of the 2015/16 financial year including income totalling $2,855,713 and expenses totalling $2,900,531. The projected net result to Council is an expense of $44,800 and this will be funded from operational savings.

In addition Council will be actively advocating for additional financial support from all levels of government to assist with recovery efforts to support the community that would not be directly eligible for assistance under NDRRA. Some of this assistance has already been announced

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in terms of economic development initiatives. Council is also advocating to the State Government for direct financial assistance to supplement lost rate income for the 2015/16 financial year.

Rate Relief – Wye River/Separation Creek

In response to the significant hardship being experienced by property owners impacted by the Christmas Day bushfires Council recently resolved to provide assistance in relation to rate relief. The rate relief package has been estimated to result in $400,000 of foregone income and this will be funded from operational savings in employee benefits and the transfer of funds identified to support Council's National Stronger Regions Fund application which unfortunately was not successful.

Council continues to advocate to the State Government seeking financial support to offset the impact of lower rate income levels that will result from valuation changes to fire affected properties.

Bluewater

The redevelopment of the Bluewater Fitness Centre is one of the most significant infrastructure projects undertaken by Council. The centre is a focus for sport and leisure within the shire and aims to deliver quality recreational activities to the community.

Construction of the new Bluewater facility commenced in December 2013. The contracted construction has now been completed. The gym and dry program facilities opened to the community on 17 August 2015 and the aquatic facility opened to the community on 30 October 2015. The stadium component of the redevelopment, whilst completed, has not been opened due to issues relating to the stadium flooring. Council is working to find a solution to this issue as a priority. This process is confidential.

The project budget comprised of several separate elements including: design; construction; relocation of dry program services to and from the Colac Youth Club building; equipment and plant purchase for the facility; landscaping; and project management costs.

The Bluewater redevelopment has been largely funded by the state and federal governments with $10,228,801 of a $11,855,860 budget contributed from external sources. As has been reported to Council previously and as part of the 2015/16 budget, total project expenditure has as anticipated, exceeded budget.

It is forecast that the overall project spend will total $12,696,365. This amount excludes repairs to the pool which were not part of the project scope with the $ 200,000 cost separately funded and paid for from Council's renewal budget as planned.

Over the entire construction period, a concerted effort has been made to maintain the project within budget. The complexity of the build and the issues encountered during the construction phase of this project, including latent conditions, dry program roof, stadium sub-floor and pool leakage, has resulted in significant time delays and increased budget expenditure. In response to this, over the course of the two year construction period, every endeavour was made to reduce expenditure and to identify opportunities for cost savings.

The 2015/16 budget included a provision of $ 344,000 for known costs (at that time) payable beyond the total contract sum for associated delay costs from January 2014 to June 2015. These have no new effect on the 2015/16 budget.

A further $ 496,505 to fund unbudgeted costs outlined below has been allocated as part of the mid year review with total costs beyond the original project budget amounting to $ 840,505.

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Project Delays		
Delay cost claims	$212,554	Cost of the delays to complete construction due to unforeseen circumstances or required/requested changes.
Project management	$97,884	Costs incurred by Council to manage the project. Cost increased due to extended construction schedule.
Impacts of latent		
Latent conditions	$23,399	Issues identified throughout the project that were unknown prior to works commencing.
Revised design costs	$34,668	Required design changes initiated by Council.
Administration		
Contract Management	$58,000	Overall administration
Post project review	$30,000	Post project review as resolved by Council at its Meeting of 28 October 2015
Other		
Landscaping	$40,000	Site planning and preparation, retaining walls, plants etc.

The monies utilised to fund the additional project expenditure of $ 496,505 has been identified by analysing current and upcoming work plans and schedules using the following criteria:

- Projects that are not 'shovel ready' i.e. projects that would be deferred only due to not being ready for initiation and will not impact upon service levels
- Identified project savings
- Identified contract and administration savings
- Business process improvements

It is important to note that the primary impacts to the budget are attributable to the project schedule extending beyond the original plan as a result of time delays. This has caused contractual delay costs and additional project management costs being incurred by Council. Time delay costs represent approximately 70% of the total additional project costs and directly reflect costs incurred by the contractor for maintaining on-site infrastructure and labour.

The majority of the time delays were caused as a result of impacts on the construction program caused by latent conditions and the complexities of retrofitting a large and aging facility. Council is very focused on continuous improvement and learnings from the project and post project review will be proactively used in future project delivery.

While construction of the facility is complete, this does not represent the end of the project with the rectification of the stadium floor to be resolved.

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Central Reserve

In partnership with the key user groups, Council has worked diligently through the Central Reserve off-field facility design phase to ensure the project meets community needs as well as remaining within the allocated budget.

Significant consultation has been undertaken with the key user groups through the Central Reserve Redevelopment Project Reference Group to provide guidance on detailed design. The Project Reference Group has re-confirmed their priorities for development and implementation, these being in priority order:

1. New pavilion.
2. Netball change rooms/amenities.
3. Grandstand refurbishment.

Council appointed Centrum Architects to prepare detailed design and tender documentation for the three different components of the project. It is anticipated that the detailed design phase will be completed by March 2016 with construction tenders to be called in April 2016. It is expected that construction works will commence first quarter of 2016/17.

Total project budget for the off-field facility redevelopment (confirmed external funding streams to date) is $2.5M received from the Federal Government. Council continues to lobby the State Government for funding to complete the project to its full scope and will progress applications through relevant funding programs. As a result of timing, most of the Central Reserve Redevelopment budget will be transferred to the 2016/17 budget. The delay in construction is due primarily to the extension of the community engagement process and resulting concept design amendments due to lack of State Government funding and the need to reconsider the scope of the project (currently version 8).

Mid Year Review - Net Result

A net cash surplus of $122,000 has been identified and has been allocated as follows:

- Planning Department Systems Review $25,000
- Election Expenses Reserve $97,000

Planning Department Systems Review
The Planning Services review, supported by Council at the January 2016 Council meeting, has highlighted the high priority opportunity to improve IT systems within the planning department to help with better service provision. Improved IT systems will allow for more centralised tracking of workflow and allow for more efficient and comprehensive reporting on performance. By improving internal efficiencies it will assist in delivering reduced processing times for planning permits.

Election Expenses Reserve
The estimated cost for the October 2016 election is $185,700. This fee is set by the Victorian Electoral Commission and is the subject of a separate report to Council in February. The ability to fund part of that cost over multiple financial years will reduce the burden on ratepayers in the 2016/17 budget.

Prior Quarter Budget Adjustments

In the first quarter of the 2015/16 financial year the following adjustments were made to budget forecasts:-

(a) The recognition of carry over project expenditure for projects in progress at the end of the 2014/15 financial year. This had the effect of reducing the value of the operating surplus in the current financial year although it is important to note that these carry over projects are funded from reserve transfers resulting in no net effect on Councils overall financial position. Carry over projects are funded from a cash backed reserve created by Council for this purpose at the end of the 2014/15 financial year. This effectively meant that Council ended the 2014/15 year with higher cash reserves than it anticipated due to reduced expenditure on projects.

(b) Timing differences relating to the recognition of income for Financial Assistance Grant (FAG) payments. It is anticipated that we will receive $2.99 million less in FAG payments during 2015/16 than was originally budgeted. This is due to the Federal Government electing to pre-pay 50% of Council's 2015-2016 FAG allocation on 30 June 2015. This required Council to receipt and recognise this payment in the 2014/15 financial accounts. It is important to note that Council has and will in fact receive the 2015/16 allocation in its entirety, however, the timing of these receipts mean that the payment is split over two years. Overall there is no net effect on Council's overall financial position.

The achievement of an operating surplus for the 2015/16 year continues to be a priority. It is important for Council and the community to understand that we continue to refine our forecasts and adjust our activities to ensure that Council is in the position to report an operating surplus for the 2015/16 financial year.

At the end of January 2016 Council had a cash balance of $9.04 million, which is very similar to the result at the same time last year ($9.33 million).

We are continuing to monitor the status of Council's financial position with the following aims in mind:

- Generating an operating surplus for the eighth consecutive year;
- Continuing to fund our asset renewal requirements;
- Delivering responsible projects designed to enhance our community; and
- Ensuring Council remains financially sustainable.

In light of this, we are undertaking several important projects over the coming months in the areas of:

- Continued development of improved monthly reporting to management and Council;
- Review of the Long Term Financial Plan with closer linkages to Council strategies;
- The formulation of the 2016/17 Annual Budget; and
- Review of Council's services and service levels.

In summary the forecast indicates that the Council remains in strong financial position, ensuring its long term sustainability.

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Capital Budget

During the 2014/15 end of year process, Council identified a net $0.9 million value of capital works to be carried over from the 2014/15 financial year into the 2015/16 financial year. The mid year review identified a further net $0.7 million of capital expenditure to carry over into the next financial year (2016/17).

This brings Council's anticipated Capital Works program for the 2015/16 financial year to $16.18 million. The forecast budget reflects these carryover amounts.

Operating Statement

The information below provides an operating statement at 31 January 2016. The six (6) columns of data provide actual year to date results, the original budget as adopted by Council, the revised budget forecast as at 31 January 2016, the YTD (to January 2016) revised budget timings, and a variance comparison of YTD actuals compared to YTD revised budget in dollar and percentage terms. The revised budget includes the value of all adjustments made since the adoption of the budget for 2015/16 (including the mid year review).

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Comprehensive Income Statement
For Period Ended 31 January 2016

	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16	YTD Revised Budget 2015-16	YTD Variance	YTD % Variance
Operating revenue						
Rates and charges	27,279,800	27,987,310	27,587,310	27,237,310	42,490	0%
Statutory fees and charges	387,598	533,570	547,570	354,229	33,369	9%
User fees and charges	2,276,571	4,622,611	4,413,895	2,420,280	(143,709)	-6%
Operating grants - state	2,020,401	2,713,843	3,110,992	1,952,550	67,851	3%
Operating Grants - state (bushfire)	-	-	50,000	-	-	0%
Operating grants - federal	1,720,571	6,489,157	3,465,164	1,736,611	(16,040)	-1%
Operating grants - federal (bushfire)	-	-	2,805,713	-	-	0%
Capital grants - state	72,792	922,000	1,762,600	80,000	(7,208)	-9%
Capital grants - federal	1,293,918	4,971,000	5,071,000	1,335,500	(41,582)	-3%
Contributions	486,740	149,000	561,732	483,151	3,589	1%
Reimbursements	123,429	106,690	156,504	133,621	(10,192)	-8%
Finance revenue	201,757	463,000	399,000	215,331	(13,574)	-6%
Other revenue	71,870	74,000	93,740	72,876	(1,006)	-1%
Net gain / loss on disposal of assets	242,944	83,000	83,000	48,412	194,532	402%
Total operating revenue	36,178,391	49,115,181	50,108,220	36,069,871	108,520	0%
Operating expenses						
Employee benefits	10,042,931	18,168,000	17,567,044	10,096,469	(53,538)	-1%
Employee benefits (bushfire)	70,308	-	464,274	70,000	308	0%
Materials and services	3,086,872	5,831,374	5,831,374	3,214,165	(127,293)	-4%
Materials and services (bushfire)	36,974	-	100,000	40,000	(3,026)	-8%
Contracts	3,830,903	8,442,829	9,432,817	3,880,851	(49,948)	-1%
Contracts (bushfire)	265,037	-	2,336,257	265,037	-	0%
Depreciation and amortisation	5,446,916	9,337,571	9,337,571	5,446,903	13	0%
Finance expenses	176,355	345,843	345,843	175,327	1,028	1%
Bad and doubtful debts	(270)	2,000	2,000	1,169	(1,439)	-123%
Other expenses	740,156	1,163,000	1,245,313	781,608	(41,452)	-5%
Assets written off	-	1,000,000	1,000,000	-	-	0%
Total operating expenses	23,696,183	44,290,617	47,662,493	23,971,529	(275,346)	-1%
Operating Surplus / (Deficit)	12,482,208	4,824,564	2,445,727	12,098,342	383,866	3%
Other Comprehensive Income that will not be reclassified to surplus or deficit:						
	-	-	-	-	-	-
Comprehensive Result	12,482,208	4,824,564	2,445,727	12,098,342	383,866	3%

Notes:

Revenue

Rates and Charges – This includes a $0.40 million adjustment to income to reflect rate relief to bushfire affected ratepayers of Wye River and Separation Creek.

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Expenses

Employee Benefits – This includes identified net savings to employee salaries and wages of $0.44 million as part of the half year review. Some of this reduction has been offset by increases in contract expenses. It is estimated that salaries and wages attributable to bushfire recovery for the 2015/16 financial year will total $0.46 million and this will be eligible for re-imbursement under NDRRA support.

Contracts, Materials and Services – Bushfire recovery program expenses are expected to total $2.43 million during the 2015/16 financial year. These have been identified as operating in nature and are shown in the Comprehensive Income Statement. A the exact nature of works becomes more evident, it is possible some of these expenses may be reclassified as capital expenditure and removed from the Comprehensive Income Statement and shown in the Statement of Capital Works.

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Financial Position Statement

The information below provides details on the financial position or balance sheet as at 31 January 2016.

Balance Sheet
As At 31 January 2016

	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16
Assets			
Current Assets			
Cash & Cash Equivalents	9,042,790	7,843,000	12,071,929
Trade and Other Receivables	21,811,986	2,419,000	2,419,000
Inventories	136,695	182,000	182,000
Total Current Assets	**30,991,471**	**10,444,000**	**14,672,929**
Non Current Assets			
Other Non Current Assets	273,982	397,000	397,000
Property, Infrastructure, Plant & Equipment	290,391,142	289,961,000	289,062,071
Total Non Current Assets	**290,665,124**	**290,358,000**	**289,459,071**
Total Assets	**321,656,596**	**300,802,000**	**304,132,000**
Liabilities			
Current Liabilities			
Trade and Other Payables	4,165,525	1,491,000	1,491,000
Interest Bearing Loans and Borrowings	224,171	636,000	636,000
Trust Deposits	284,412	248,000	248,000
Provisions	4,549,341	4,858,000	4,858,000
Total Current Liabilities	**9,223,449**	**7,233,000**	**7,233,000**
Non Current Liabilities			
Interest Bearing Loans and Borrowings	4,773,445	4,137,000	4,137,000
Provisions	4,158,621	3,727,000	3,727,000
Total Non Current Liabilities	**8,932,066**	**7,864,000**	**7,864,000**
Total Liabilities	**18,155,515**	**15,097,000**	**15,097,000**
Net Assets	**303,501,080**	**285,705,000**	**289,035,000**
Equity			
Accumulated Surplus	143,216,821	130,582,000	133,204,556
Reserves	160,284,259	155,123,000	155,830,444
Total Equity	**303,501,080**	**285,705,000**	**289,035,000**

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Capital Works Statement

The information below provides details on the capital works expenditure as at 31 January 2016.

Capital Works Statement
For Period Ended 31 January 2016

Capital Works Area	YTD Actual 2015-16	Original Budget 2015-16	Revised Budget 2015-16	YTD Revised Budget 2015-16	YTD Variance	YTD % Variance
Buildings	2,286,786	5,749,000	3,692,253	2,206,504	80,282	4%
Road and Traffic Network	2,613,418	5,600,000	5,957,336	2,709,263	(95,845)	-4%
Bridges and Culverts	413,692	672,000	909,636	430,607	(16,915)	-4%
Kerb and Channelling	-	75,000	75,000	-	-	0%
Footpaths	5,502	654,000	747,975	7,856	(2,354)	-30%
Drainage	109,585	150,000	150,000	107,314	2,271	0%
Other Structures	291,245	1,956,000	2,300,587	305,363	(14,118)	-5%
Plant, Equipment and Other	1,042,165	2,219,000	2,343,284	1,061,506	(19,341)	-2%
Total Capital Works	**6,762,392**	**17,075,000**	**16,176,071**	**6,828,413**	**(66,021)**	**-1%**
Represented by:						
Renewal	4,245,809	11,308,000	10,828,474	4,277,051	(31,242)	-1%
Upgrade	2,262,343	4,758,000	3,300,523	2,286,124	(23,781)	-1%
New	254,240	1,009,000	2,047,074	265,238	(10,998)	-4%
Total Capital Works	**6,762,392**	**17,075,000**	**16,176,071**	**6,828,413**	**(66,021)**	**-1%**

Capital Works Programme Update

The capital works original budget for the 2015/16 financial year was $17.08 million of which $11.31 million related to the renewal of Council's existing assets, with a further $5.77 million allocated for upgrading assets. As is common practice project commencement for many of the major infrastructure works will not occur until the second half of the financial year, where weather conditions are more conducive to works.

The statement shows variations across all areas. This is largely due to timing allocations of budgets, where for example works have commenced although invoicing has not been finalised.

After adjustments for Carryover projects and the mid year review, the anticipated capital spend has reduced to $16.18 million, of which $10.83 million relates to renewal with the remaining $5.34 million for upgrade and new assets. This maintains Councils positive asset renewal ratio, with renewal expenditure being 115.97% of depreciation.

Council is confident that overall capital expenditure will be in line with the revised budget anticipations.

Carry Forward Projects

The value of carried forward items from 2014/15 is:

	Expenditure	Income	Net Result
Total	2,928,735	(1,553,624)	1,375,111

As part of the mid year review process there are $3.04 million of projects identified that will not be finalised in the 2015/16 financial year for various reasons, including changes to grant funding and availability of resourcing.

These funds will be placed into the Carry Forward Project Reserve to be completed in the 2016/17 financial year. The relevant projects are:

- Colac Central Reserve redevelopment $2.30 million
- Victorian Adaptation Sustainability Partnership (environmental projects) $0.45 million
- Colac Rae Street Office Disability Access Works $0.20 million
- Service Reviews (including Apollo Bay Harbour Masterplan) $0.09 million

Cash Balance

The charts below show projections of how Council's cash balance may perform over the course of the 2015/16 financial year. The first chart, Cash at Bank Balance, portrays:

- The Estimate – which is an estimation of what the cash balance may be at the end of each month based upon historical averages.
- The Actual – this is the actual balance at the end of each month of the year up to and including January 2016.
- Employee Entitlements – this is the value of employee entitlements owed to employees at that time. This is effectively for Council the cash balance at which point Council's operating funds are zero (0).

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Month	Estimate	Actual	Employee Entitlements (Floor)
Jul-15	12,556,409	12,262,312	4,603,563
Aug-15	11,445,261	11,353,547	4,618,908
Sep-15	11,681,842	11,454,582	4,634,305
Oct-15	10,234,850	8,802,058	4,649,752
Nov-15	11,137,615	10,700,732	4,665,252
Dec-15	9,265,604	10,315,839	4,680,802
Jan-16	8,387,369	9,042,790	4,696,405

The following chart provides details on the cash balances at month end for the five (5) years prior to the 2015/16 financial year. The chart also includes the five (5) year average of those cash balances.

Given the level of expected future demands on Council and the level of current reserves, Council must carefully assess its resource capability before any commitment is made to additional works or projects, regardless of the opportunity it may offer.

Investment Report			
Deposit	**Minimum Rate**	**Maximum Rate**	**Average**
TOTAL PORTFOLIO			
Total	2.00%	3.65%	2.39%
GENERAL INVESTMENTS			
At-Call deposits	2.00%	2.00%	2.00%
Fixed term deposits	2.25%	3.65%	2.65%
PERFORMANCE BENCHMARK			
Reserve Bank of Australia Cash Rate	2.00%	2.00%	2.00%
90-Day Bank Bill Index	2.14%	2.17%	2.15%

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The portfolio has performed at the Reserve Bank of Australia (RBA) average cash rate (2.00%) and above the average 90-day bank bill index (2.15%) with a result of 2.65%. The balance of Council's Investment Portfolio at the end of the quarter was approximately $3.2 million in fixed term deposits and $5.8 million in at call deposits.

Below is a summary of the fixed term deposits held at 31 January 2016.

Bank	Investment Amount	% Total Investments
		0%
CBA	$ 1,204,000	38%
Bank West	$ 2,000,000	62%
Total	$ 3,204,000	100%

Underlying result

The underlying operating result is a measure of the capacity of a municipality to finance recurrent services, pay debt interest and meet the cost of asset use (depreciation). Continuing deficits indicate that the asset base is being eroded and that insufficient resources are being allocated to meeting current service demands.

The model utilised by Colac Otway Shire to calculate the underlying operating result is to deduct from the operating surplus/deficit shown in the Income Statement: capital grants, cash contributions (e.g. developer contributions) contributed non-cash assets; asset revaluations and other "once off" adjustments.

The underlying result for the Colac Otway Shire is displayed below.

Underlying Result

	Actual YTD	Budget YTD	Revised Budget	Original Budget
Operating Result (surplus)/deficit	($12,482,208)	($12,138,342)	($2,445,727)	($4,824,564)
less Capital Grants	$1,366,710	$1,415,500	$5,893,000	$5,893,000
less Capital Contributions	$0	$0	$0	$0
less Cash Contributions	$486,740	$483,151	$561,732	$149,000
less Net Gain(Loss) on Disposal of Assets	$242,944	$48,412	$83,000	$83,000
Underlying Result (surplus)/deficit	($10,385,814)	($10,191,279)	$4,092,005	$1,300,436

The revised underlying deficit has changed (increased) from the original budget. This is due to a combination of factors:
- A reduction in recurrent operating grants of $2.99 million resulting from the per-payment in June 2015 of 50% of the 2015/16 Financial Assistance Grant. It is important to note that Council has and will in fact receive the 2015/16 allocation in its entirety, however, the timing of this receipts mean that the payment is split over two years. Therefore there is no net effect on Council's total revenue over the two years.
- The improved operating forecast as a result of the mid year review.

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Sundry Debtors

At the end of January 2016 Council has outstanding sundry debts of $1.21 million. Of these $0.83 million was current (not overdue), with $0.17 million being outstanding for 60 days (overdue but not at debt collection stage) and $0.21 million being outstanding for 90 Days+.

Of the $0.21 million outstanding for 90+days, $0.03 million relates to inward grant payments. Council does not consider these amounts to be doubtful, rather the timing of the invoice raised to the State Government was earlier than the acquittal finalisation and has led to a timing difference between the raising of the invoice and receipt of funds.

Council is pursuing all outstanding monies. This involves a mix of Council Officers directly contacting the outstanding debtor and the use of an external debt collection agency as appropriate. There are a number of debtors under active payment arrangements which Council is monitoring.

Rate Debtors

Rate collection as at 31 January 2016 is almost identical to the previous year, with 71.8% of the total rates raised ($27.72 million) being outstanding as at the end of December compared to 71.2% the previous year.

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% of Rates Collected

The due date for ratepayers opting to pay in full is 15 February 2016. For ratepayers opting to pay via instalments the third instalment is due by 28 February 2016. The take up of instalments so far in the 2015/16 year indicate that approximately 40% of ratepayers choose the pay in full option. This remains in line with the previous year.

As the financial year progresses there may be a slight change to historical receipt patterns as a result of offering assistance to ratepayers affected by the Wye-River Jamieson Track Fire. As part of the rate relief package affected ratepayers have been offered the option to delay payment until 30 June 2016. This change is not expected to be material and budget impacts have been taken into account as part of the mid year review.

Contracts Awarded and Tenders Advertised

October

Contracts Awarded			
Contract No.	Description	Contractor	Value $ (excluding GST)
1536	Asphalt Works	Boral Resources	$113,463.69
1531	Supply of Crushed Rock	Panel of Suppliers	Schedule of Rates

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Tenders Advertised	
Description	**Closing Date**
Colac CBD Rain Gardens Construction	30/10/15
Concrete Works Program 2015/16	11/11/15
Design & Construct – Apollo Bay Transfer Station Resale Yard	20/11/15
Design & Construct – Watsons Access Bridge	20/11/15
McLeod Street Reconstruction	2/12/15

November

Contracts Awarded			
Contract No.	**Description**	**Contractor**	**Value $** (excluding GST)
1537	Stabilisation for Road Maintenance and Construction Work	Panel of Contractors	Schedule of Rates
1538	Colac CBD Rain Gardens Construction	Ballarat Excavation & Transport	$97,864.38
1534	Bituminous Sealing Works	Inroads	$1,074,862.74
1543	Provision of Marketing and Print Services	Panel of Suppliers	Schedule of Rates

Tenders Advertised		
Tender No.	**Description**	**Closing Date**
1545	Busty Road Reconstruction	16/12/15
1544	Ferrier Drive Reconstruction – Stage 3	16/12/15
1546	Colac Stormwater Development Strategy	23/12/15
1547	Supply & Deliver Grader	18/12/15

December

Contracts Awarded			
Contract No.	**Description**	**Contractor**	**Value $** (excluding GST)
1532	Provision of Banking and Bill Payment Services	Commonwealth Bank of Australia	Schedule of Rates
1542	Design & Construct – Watsons Access Bridge	Civil Bridge & Wharf	$301,451
1539	Concrete Works Program 2015/16	Colac Footpath Extension - CJ Walters Concreting	$127,663.50
		Colac Footpath Replacement – R Slater & Sons	$334,247
		Colac Kerb & Channel	$43,160.24

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| | | Replacement – to Ballarat Excavation & Transport | |
| | | Apollo Bay Footpath Extension and Footpath Replacement – to Accurate Bricks | $84,862 |

Tenders Advertised

Tender No.	Description	Closing Date
1549	Aireys Street & Forest Street Stage 1 Reconstruction	20/1/16
1548	Condition Survey & Data Collection for Sealed Roads and Road-Related Infrastructure	28/1/16

January

Contracts Awarded

Contract No.	Description	Contractor	Value $ (excluding GST)
1545	Busty Road Reconstruction	Deja Eight	$666,391.95
1541	McLeod Street Reconstruction	R Slater & Sons	$303.693.40
1540	Design & Construct – Apollo Bay Transfer Station Resale Shed	MKM Constructions	$136,292.00
1533	Consultancy Services, Climate Adaptation Plans	ARUP	$221,960

Trending Issues

Vision Super Defined Benefits Superannuation Vested Benefits Index

Council has a potential financial exposure to the Vision Super Defined Benefits superannuation plan.

Under the Australian Prudential Regulation Standards (SPS160) defined benefits funds must meet strict funding requirements. This funding requirement is measured by the Vested Benefits Index, which shows as a percentage the ratio of investments held by the fund compared to the estimated benefits payable by the fund at the same time.

The latest available quarterly Vested Benefits Index for the Vision Super Defined Benefits fund are listed in the table below:

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Date	Vested Benefits Index
June 2014	103.4%
September 2014	102.6%
December 2014	103.1%
March 2015	108.5%
June 2015	105.8%
September 2015	104.0%
December 2015	104.4%

The fund's quarterly threshold limits are:

Quarter Ending	VBI Threshold
September	97.0%
December	97.0%
March	97.0%
June	100.0%

If the VBI falls below the nominated amount in any quarter then the Australian Prudential Regulation Authority may require that the fund make a funding call on its members. Any funding call made must return the fund to a VBI position of over the nominated figure within 3 years.

OM162402-7   REVIEW OF ELECTION COSTS

AUTHOR:	Jenny Wood	ENDORSED:	Mark Lyons
DEPARTMENT:	Corporate Services	FILE REF:	F15/9065

Purpose

The purpose of this report is to provide an overview of the costs for the 2016 Local Government elections and highlight the increase from 2012 and issues associated with the increase.

Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

Background

The Local Government elections are to be held on 22 October 2016.

The *Local Government Amendment (Improved Governance) Act 2015* was recently passed by the Victorian Parliament establishing the Victorian Electoral Commission (VEC) as the statutory election service provider to the local government sector.

As part of the amendment there were several other changes that impact on the election program which has been reflected in the final service plan and, where possible, are incorporated in the cost estimate.

The compulsory voting enforcement program and information on the costing program for the election are also outlined in the final plan. The VEC are also the agency responsible for non-voter follow up and will invoice Council for costs in relation to this service.

Council Plan / Other Strategies / Policy

The *Local Government Act 1989* requires that a general election of Councillors must be held every four years on the fourth Saturday in October. The *Local Government Amendment (Improved Governance) Act 2015* establishes the VEC as the statutory election service provider.

Issues / Options

The costs for holding the Local Government general election must be met by Council. The previous process was through the tender process however the 2016 general election is legislated through the recent amendment as the VEC the sole provider.

Costs associated with holding the general elections in 2012 were $128,068.00.

On 11 December 2015 Council received the final election service plan and outline of costs for the 2016 general elections from the VEC with the costs summarised as:

Communications campaign	$12,292.19
Returning officers costs	$90,399.71
Scrutiny and Count of Ballot papers	$16,715.09
Printing of ballot material	$7,677.24
Mail processing	$1726.38
Postage	$33,305.24
List of non-voters	$276.05
Merging of voters lists	$675.60
Administrative costs	$5,674.67
Total:	**$168,742.17**
GST	$16,874.22
Grand total	***$185.616.39***

This estimate was prepared on the following assumptions:

Method of voting – Postal
Enrolment – 20,084 voters, including 4,504 voters on the CEO's list
Expected voter participation – 78.17%
Expected number of candidates - 14

In addition, the VEC will conduct the process of enforcement of compulsory voting summarised as:

Staff costs	$5,797.03
Mail processing	$323.73
Postage	$4,227.71
Printing, scanning & stationary	$413.22
Prosecution in the Magistrates Court	$3164.56
Total:	**$13,926.25**
GST	$1,392.63
Grand total:	**$15,318.88**

All revenue that is raised from the conduct of the enforcement of compulsory voting will be returned to Council. In 2012 the VEC collected $26,278.80 on behalf of the Colac Otway Shire Council.

A discussion has been held with the VEC regarding potential costs savings and it was established that if Council were to provide a venue for the returning officers accommodation (offices) there would be a potential saving of approximately $32,626.90 which would normally be the cost of renting office space in the Colac area.

Incorporating the cost changes the VEC notes that based on its costing activity so far postal elections have **increased in cost by 33.38% since the 2012 local government elections**. Based on the estimates prepared for each Council, the average cost per voter is $5.94 (excluding GST) for postal elections.

Proposal
VEC recognise that the local government sector is operating in a very costs sensitive environment however new legislation has not provided an alternative costing model. The cost increase associated with the upcoming election will be in the order of 33 %. When contrasted with the parameters set by rate capping, this increase is significant.

The estimate has been prepared using key parameters that were agreed with Colac Otway Shire Council for the preparation of the VEC's quote in 2012, including local advertising outlets, election office accommodation, candidacy, turnout and the CEO list enrolment, with updated State enrolment information.

Given the current fiscal environment it is recommended that Council advocate for the MAV to highlight the inconsistency and inequity of this approach by proposing a motion to State Council to be held on Friday 13 May 2016 that:

'The Municipal Association of Victoria lobby the State Government to review the electoral costs for the 2016 Local Government General Elections given the current economic climate that Councils face as they manage the one third increase in general election costs whilst implementing rate capping legislation'.

In addition consultation with the VEC has provided further information regarding the use of an accommodation space for the returning officer. If Council were to provide a space that was suitable for utilisation as office accommodation a reduction to those costs would apply.

It is also proposed, subject to approval by the VEC, that the space currently occupied by the Library Annex would be a suitable venue as the temporary election office accommodation and if so could save Council approximately $32,000.

Financial and Other Resource Implications
In summary the total estimated costs for the Colac Otway Shire General Election 2016 is $182,668.42 (excluding GST). This includes $168,742.17 (excluding GST) for preparing the municipal voters' roll and conducting the election and $13,926.26 (excluding GST) for compulsory voting enforcement.

Risk Management & Compliance Issues
The *Local Government Amendment (Improved Governance) Act 2015* provides for the VEC to be the statutory election service provider for the 2016 Local Government general elections.

Environmental and Climate Change Considerations
Nil

Community Engagement
The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of July 2013, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform and include: Public notification and information

Implementation
The Local Government general election will be held on 22 October 2016. The timeline leading up to the election is outlined in the final election service plan (attached).

Conclusion
The 2015 legislative amendment to the *Local government Act* provides that VEC are the statutory provider for the 2016 Local Government general elections.

Costs to provide this service to the Colac Otway Shire Council have increased by 33.38% since the 2012 general elections. The total estimated costs for the Colac Otway Shire General Election 2016 are $182,668.42 (excluding GST).

Council have an opportunity to reduce the costs of the general election by proposing a motion at state council that the MAV lobby the state government to reduce the election costs and additionally if Council provide a suitable space for use by the VEC costs could reduce the   costs by approximately $32,000.

Attachments
1. VEC 2016 Election Service Plan
2. 2016 General Election Cost Estimates

Recommendation

That Council:

1.   *Propose a motion to State Council to be held on Friday 13 May 2016 that:*

                  'The Municipal Association of Victoria lobby the State Government to review the electoral costs for the 2016 Local Government General Elections given the current economic climate that Councils face as they manage the one third increase in general election costs whilst implementing rate capping legislation'.

2.   *Support the use of the building space currently occupied by the Library Annex as temporary office accommodation for the Victorian Electoral Commission specifically for the conduct of the 2016 Local Government Elections.*

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LOCAL GOVERNMENT ELECTIONS 2016

ELECTION SERVICE PLAN

Victorian Electoral Commission

Foreword

Victoria's 2016 local government elections will be our State's largest single election program. Over 4.5 million enrolled voters and upwards of 2,000 candidates will participate in nearly 300 individual elections.

I am proud to present this election service plan detailing how the Victorian Electoral Commission (VEC) intends to deliver such a significant program of elections.

This service plan outlines the VEC's work at each stage of the election timeline and sets targets to assess the success of the program following its completion. It also details the areas where local councils will be contributing to the preparations for these elections and builds on the important partnership between the VEC and its local government clients.

The Victorian Parliament has recently amended the *Local Government Act 1989* to establish the VEC as the statutory election service provider to the local government sector. The legislation has also introduced new aspects to the election program and changed or removed requirements in other parts of the election. More so than ever, it is incumbent on the VEC to deliver these local government elections to the highest levels of integrity and in the interests of all Victorians.

I look forward to working alongside the local government sector as we deliver this election service plan.

Warwick Gately AM
Electoral Commissioner

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History of the plan

This document has been prepared in consultation with Victoria's local government sector. The Victorian Electoral Commission (VEC) released the draft election service plan in September 2015 and presented the plan at a series of consultation sessions held across the State during October.

The VEC appreciates the council officers who made themselves available to attend the session and contribute to planning for the 2016 local government elections.

For further information on the VEC's local government program and planning for the 2016 local government elections, contact:

Local Government Program Manager
Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Email LGProgram@vec.vic.gov.au

Fax (03) 9621 1204

This election service plan is also available on the VEC's website at vec.vic.gov.au in Microsoft Word and Adobe Acrobat formats.

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Contents

1. Background and purpose

VEC's role in conducting local government elections

The Victorian Electoral Commission (VEC) is the statutory election service provider to Victorian councils.[1] The VEC has been the sole provider of election services to Victorian councils since 2004 and has a long history of working in partnership with the local government sector.

The VEC conducts extensive debriefing after each local government electoral event. Following the 2012 local government elections, the VEC submitted a comprehensive report to the Minister for Local Government in 2013. The report, which is available on the VEC's website, contained a number of recommendations and was referred to by the recent Local Government Electoral Review Panel and the current Government's review into Victoria's local government legal arrangements.

The VEC has a long-standing commitment to the local government sector to deliver high quality election services. Planning for the 2016 local government elections commenced in early 2015 and recent changes to the Act have provided additional assurances useful for preparing for the program. The VEC has prepared this service plan on the basis of conducting elections on behalf of all of Victoria's 79 local councils.

Principles

The VEC's local government election service program follows two major principles:

Local focus for election services

The VEC will appoint a Returning Officer for each local council's election who will manage the local conduct of each election. Accordingly, the management of candidates, enquiries from the public, and vote counting will take place locally within the municipality wherever possible.

Some contingency plans will be put in place to cover overflow enquiries from voters and where suitable counting venues cannot be secured within a municipality.

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[1] Following commencement of the electoral provisions of the *Local Government Amendment (Improved Governance) Act 2015* (in time for the 2016 local government elections).

Costs to be kept to a minimum

The VEC's election service plan aims to provide quality election services for minimum cost. The VEC's local government election program will meet all statutory requirements and ensure that customer service and accuracy are not compromised. Each aspect of the 2016 local government election program, but particularly any initiatives or procedures that are being introduced to the program for the first time, will be analysed in detail for their cost and benefits.

Although cost increases in some areas of the local government election program are unavoidable, the VEC will look for opportunities for efficiencies to help absorb cost increases.

Legal framework

The local government election program in Victoria is governed by the *Local Government Act 1989* (the Act) and other laws involved in local government election matters, including the *City of Greater Geelong Act 1993*, *City of Melbourne Act 2001* and, in relation to compulsory voting enforcement, *Infringements Act 2006*. The VEC is guided in technical and procedural matters by the Regulations established under these laws.

Importantly, the Act is the basis of all local government electoral events. The VEC has prepared a timeline for attendance and postal elections based on the legislation that will be in place at the time of the elections. These timelines are shown in Appendix 2. Note that the VEC's timelines do not include decisions that must be made by councils to prepare for an election, such as the need for councils to resolve to change their method of voting at least eight months prior to the election (i.e. from attendance to postal voting or from postal to attendance voting).

The recent passage of the *Local Government Amendment (Improved Governance) Act 2015* has clarified a number of aspects of local government elections. Once these changes come into effect, in time for the 2016 local government elections, the Act will include a statutory provider for the elections (the VEC) and make changes to several areas of the election program. The VEC has updated this service plan to reflect these new legislative arrangements.

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The VEC is also aware that the Local Government (Electoral) Regulations 2005 are scheduled to be replaced prior to the 2016 local government elections. This election service plan was prepared on the current regulatory arrangements and the VEC will adjust the program wherever necessary to accommodate any new regulations.

Purpose of this document

The purpose of this document is to involve councils early in the VEC's planning for the 2016 local government elections.

It should be noted that the election services outlined in this document apply for attendance and postal elections, as applicable. The election service plan does not include any variations that are specific to the City of Greater Geelong or City of Melbourne elections, which will be considered separately in discussions with those councils.

In preparing this plan, the VEC has considered the volumes and timelines associated with the conduct of 79 concurrent elections, as well as feedback from the 2012 local government elections, areas of potential risk, and initiatives that improve the efficiency and quality of the election services while minimising increases in overall cost.

The document outlines:

- the VEC's proposed timeline for election preparations, responding to tenders and negotiating electoral service agreements, and the election and post-election periods
- the opportunities that concurrent local government elections provide, balanced with some challenges that need to be addressed by the VEC as an election service provider to local councils
- a description of the election services that the VEC proposes to offer councils using either the attendance or postal method of voting
- new areas and key changes to the VEC's election services from the 2012 local government elections, with reasons why the change is suggested.

By publishing the election service plan early in the planning timeline, the VEC is able to establish the election services it proposes to offer councils through its service level negotiations in 2016. However, the VEC believes it is also necessary to communicate this information to the local government sector as early as possible to maximise cost efficiency and quality, and to minimise risk.

2. Performance targets

In order to evaluate the overall success of the 2016 local government election program, the VEC has prepared a series of performance targets to report on after the completion of the program. These targets include aspirational and operational measures and will allow the VEC to more accurately focus its reporting.

Election preparation

The VEC will:

1. Establish all election service agreements with local councils by 27 May 2016.

2. Establish election offices, voting centres and early voting centres, where relevant, that are suitably located within the municipality, and publish accurate information on their accessibility level.

3. Conduct a public awareness campaign to inform all Victorians of their opportunity to vote with a focus on culturally and linguistically diverse (CALD) communities, people experiencing homelessness, people living with a disability, and the Indigenous community.

4. Establish a framework to appropriately evaluate and respond to complaints and enquiries, including timely referral of compliance matters to the relevant investigating authority.

Election conduct

The VEC will:

5. Achieve at least 99.95% accuracy in each municipal voters' roll, excluding processing errors outside of the VEC's control.

6. Ensure all communication products are produced in an accurate and timely manner, are compliant with the legislation, and are focused on enhancing electoral understanding and participation.

7. Provide information to assist prospective candidates and ensure systems provide efficient processing of nominations and candidate information.

8. Lodge all postal ballot material with Australia Post within the required timeframes.

9. Declare all elections before 5.00 pm on Friday 28 October 2016.

10. Maximise opportunities to increase voter participation in local government elections.

Election outcomes

The VEC will:

11. Establish robust election procedures so that no election can be overturned as a result of the VEC's processes.

12. Evaluate its performance at each level of the local government election program and ensure its reporting obligations are met.

13. Implement reconciliation and integrity checks to ensure correct recording of results during counting activities and during the packaging, movement and storage of election material.

14. Maintain accountability for the cost of local government elections and continue to identify opportunities to reduce the cost impost on councils.

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3. Proposed timeline

The lead-time for the management of 79 council elections is estimated to be 12–16 months. This is equivalent to the lead-time required for the management of a State election. As such, the VEC has established the following timeline to ensure that services can be produced in a timely fashion and resources can be appropriately and efficiently allocated.

The more detailed timelines that apply for the election periods for attendance and postal methods of voting are included in Appendix 2.

Date	Activity
2015	
October	Consultation sessions to present the proposed election program to the sector
Friday 6 November	The period for feedback on the draft election service plan ends
By Friday 18 December	Final election service plan is completed and dispatched to the sector Election cost estimates are prepared and dispatched to councils
2016	
January to end of March	Service level negotiations with councils, including finalising key parameters, preparing quotes and election service agreements
February to end of June	Contract manager briefings with council contacts, including inspection of council-provided election office and/or early voting accommodation (if applicable)
Monday 22 February	Final day for councils to resolve to change their method of voting
1 March to 30 April	Period for receiving preliminary voters' roll data from local councils
During April	Final period for finalising electoral service agreements
April to June	Period for councils to action the VEC's feedback on preliminary voters' roll data
Friday 22 April	Statutory deadline for the VEC to submit final reports for electoral representation and subdivision reviews with the Minister
Friday 29 April	All electoral service agreements between VEC and councils fixed
Beginning of July	Access to election office accommodation is required for connections
Monday 11 July	Date for the provision of primary council enrolment data (fixed by the Registrar)
During August	Delivery and installation of election offices
Friday 26 August	Entitlement date at 4.00 pm Final date for councils to resolve to allow counting of votes outside of the local government area
Wednesday 14 September	Election offices open to the public
Thursday 15 September	Certification of the voters' roll by the Registrar Opening of the nomination period
Tuesday 20 September	Close of nominations at 12 noon Ballot draws to determine the ballot paper orders
Wednesday 21 September	Opening of early voting and postal voting for attendance elections Opening of special circumstance voting for postal elections Period for lodging how-to-vote cards for registration by the Returning Officer opens for attendance elections Deadline for personal statements and photographs for postal elections at 12 noon
Friday 23 September	Deadline for indications of preferences for postal elections at 12 noon
Friday 7 October	Mail out of the *EasyVote* letter to voters in attendance elections
Friday 14 October	Deadline for lodging how-to-vote cards for registration by the Returning Officer for attendance elections at 12 noon
Thursday 20 October	Deadline for applying to receive a postal vote for attendance elections at 12 noon
Friday 21 October	Close of voting for postal elections at 6.00 pm Close of early voting for attendance elections at 6.00 pm
Saturday 22 October	Election day voting centres for attendance elections are open between 8.00 am and 6.00 pm; close of voting for attendance elections at 6.00 pm Extraction and counting activities commence for postal elections
23 October to 28 October	Counting and declarations
2017	
Early January	Non-voter follow up commences

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Critical elements to the proposed timeline

Contracting

Recent changes to the Act provide increased certainty to the number of council elections involved with the VEC's local government election program and remove the requirement for councils to tender for their election services. Nevertheless, the VEC will still establish electoral service agreements with each local council to ensure transparency with the costing arrangement and administer any contingency services that may be required.

The VEC will contact each council from the middle of January 2016 to finalise key parameters so that it can commence preparing quotes and service level agreements. The VEC must have all of these agreements in place by the end of April 2016 to ensure that it is in the best negotiating position with suppliers by having established parameters.

Compulsory voting enforcement, including the prosecution of non-voters, is now a mandatory requirement under the Act and will be costed separately under the service agreement. The timeline for compulsory voting enforcement will extend beyond the 2016-17 financial year as prosecutions progress through the court process.

Similar to the contract arrangements that were proposed in 2012, the VEC's service agreements will include three service levels — (1) the preparation of the municipal voters' roll, (2) conduct of the election, and (3) compulsory voting enforcement. This is in response to legal challenges in other Australian jurisdictions and advice that was received prior to the 2012 local government elections specifying that the conduct of the election and compulsory voting enforcement are discrete activities in the Act.

The VEC notes that some councils may still be undergoing electoral representation or subdivision reviews and may not have a finalised electoral structure by the end of April 2016. The VEC will provide election costs based on the current or recommended structure, depending on what stage the review is at. Alternative cost estimates can be prepared for each eventuality.

Voters' roll

The quality of each election is largely dependent on the quality of the voters' roll and the timelines that apply for roll preparation are very tight. The VEC is keen to work with councils as early as possible to maximise the quality of the voters' roll and reduce

the opportunity for errors. This will require preliminary roll data to be available from 1 March 2016. Key dates relating to the receipt of roll data from councils and the preparation of the voters' roll are included in the timeline — see Appendix 3. Since the authority to collect individual dates of birth on notices of acquisition has been in place since 2005, the VEC expects that councils will have dates of birth included with at least 80% of the Chief Executive Officer's voter lists (CEO list) records.

A service to provide councils with dates of birth where council records can be matched with a state roll record is being offered again. To access this service, data should be provided to the VEC as soon as possible. Note that the VEC can manage entire database extracts, not just the CEO list.

Declaration timetable

At the 2012 local government elections, the VEC declared all elections by the Friday after election day (Friday 2 November 2012).

For postal elections conducted in 2012, the extraction of ballot papers did not commence until Saturday morning. This allowed all returned ballot packs to be processed and any possible duplicate returns to be identified following the close of voting. Several other factors were considered when deciding to schedule the extraction to commence on Saturday. For instance, the VEC noted concerns with occupational health and safety issues in relation to staff working very long hours over the entire election weekend. If election staff appeared to scrutineers to be rushed or fatigued after the close of voting, there may be an increased possibility of applications to the Municipal Electoral Tribunal (MET).

For the 2016 local government elections, the VEC proposes to have all elections declared by the Friday after election day (i.e. Friday 28 October).

More detail regarding the proposed conduct of counts is included in section 5 of this election service plan.

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4. Opportunities and challenges

Opportunities

The concurrent conduct of 79 council elections provides a number of opportunities, including the opportunity to promote the elections on a statewide basis through the advertising and communication campaign. This will include ensuring consistencies where possible across elections, to reduce possible confusion for voters. The VEC has included a statewide component in its proposed advertising and communication strategy.

Further opportunities include the ability to evaluate and consolidate statistics, as well as report on all elections during the one reporting year.

Challenges

In planning to conduct 79 local government elections, the VEC has considered a number of challenges: the estimated volumes, timelines, experience from previous elections, cost, quality, risk, and the community's and local government sector's expectations. A table showing the volumes involved in the conduct of the 78 concurrent local government elections in 2012 is included in Appendix 5. It is expected that the conduct of elections for 79 councils in 2016 will involve approximately 290 individual elections.

The VEC has attempted to balance these considerations in putting together this proposed election service package. In doing so, variations have been minimised where uniformity does not compromise quality, particularly if there are further benefits on a statewide basis. For example, providing consistency in the office hours for each election office will have the advantage of reducing possible confusion for voters, production cost and risk, and the uniform hours can be included in statewide advertising.

One challenge for the VEC at previous elections was the uncertainty surrounding the number of local councils that were going to engage the VEC for their elections. As stated previously, recent changes to the Act have resolved this in time for the 2016 local government elections, however, it is still important that the VEC finalises the key parameters involved with delivering each election to ensure it is in a strong negotiating position with suppliers. Delays in finalising these key parameters and the election service agreements more generally will complicate statewide logistical and technical

planning with freight and telecommunication providers.

A further challenge is the short timeline between the close of nominations and the dispatch of ballot packs for postal elections. In order to meet this timeline for approximately 290 individual elections, the VEC is looking at innovative ways to save as many hours as possible during this period. Section 5 of this election service plan provides more information on areas where the VEC is already developing more efficient systems and processes.

The timeline for the production of 79 voters' rolls is also extremely tight, and the strategy that the VEC is proposing in order to meet this target without compromising the quality of the roll is discussed later in this election service plan.

The following sections outline the VEC's service package. Initiatives in place for the 2016 local government elections are summarised in Appendix 1.

Any further changes to the program, including those prompted by any changes with new local government electoral regulations, will be communicated separately.

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5. Election service package

Contract management

A contract manager will be appointed to supervise the electoral service agreement for each council. The contract manager will liaise with the council's representative and provide regular reports on the progress of the elections. The contract manager will be responsible for ensuring that the elections are conducted in accordance with the legislation and within the terms of the electoral service agreement. The Contract Management Team is the local government sector's first point of contact for queries in relation to the VEC's election service. At the conclusion of the 2016 local government elections, the contract manager will prepare a report on the elections, including any recommendations for future elections.

The contract manager will work closely with the VEC Communication Team, who will manage the advertising and communications campaign for each local council election. The Communication Team will coordinate the development and placement of advertising, write and distribute media releases, and prepare election information for the VEC's website. Councils will receive copies of all voter information products prior to publication.

Voters' roll production

The VEC provides all councils with the Electoral Commissioner's voters list (EC list) for council election purposes. This is the list of state electors that are enrolled within that local government area and is designed to assist in the preparation of the CEO list. The EC list is merged with the CEO list to produce the voters' roll for each local council for certification by the Registrar.

The VEC has provided roll production services to local councils since 1995 and has developed sophisticated software tools and processing procedures for maximising the quality of the voters' roll. The process involves a preliminary file from each council for quality checking, a second CEO list at the date fixed by the Registrar, and a third certification CEO list at the entitlement date. The latter two data files are compared using the VEC's software, resulting in a small 'update' file, which can be processed quickly in the two week period allowed for production of the roll for certification. A range of election products is then extracted from the certified roll, including hard copy rolls, ballot mail-out files and voter card extracts.

Roll data quality

Producing a high quality voters' roll takes significant effort and resources from councils as well as the VEC. Much of this can be done before the election timeline, when legislative deadlines for final roll production restrict the time available for quality assurance. By participating in the preliminary process (March-June 2016) and by investigating and acting on the reports provided from this activity **before** the date for the primary enrolment extract, councils will be in a good position to ensure a high quality voters' roll.

VEC software tools can easily identify exact duplicates (i.e. identical name, date of birth and address) and the council record is removed in accordance with the Act.

However, it is considerably more difficult to identify possible and probable duplicates. The VEC has data processing tools that can flag such records for further investigation, which takes time, and ultimately, VEC and council effort. The VEC has historical enrolment data that can trace changes in a person's enrolment status and location over time, often making it possible to confirm duplicates or to establish that records belong to two different people. All possible duplicates not resolved by the VEC will be referred to council for a final decision, and this is best done in the preliminary phase when there is time to contact voters to clarify their details, including date of birth and any property holdings.

Other checks are done against statewide historical data to try to identify deceased people still appearing on the CEO list and any who have been removed from the Victorian register of electors following medical evidence of unsound mind. In addition, the VEC makes every effort to identify CEO list voters who have been approved to have their address not shown on the State roll (i.e. silent electors) to ensure that their address is not shown on CEO lists for any other voting entitlements they have in other local councils.

The VEC has software that can, in most cases, create a valid address suitable for mailing. Addresses needing further manual clarification are also identified for council checking and correction as necessary, as are possible ward coding errors in council data.

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Timeliness

To make optimum use of the VEC's quality auditing tools, time is the critical element. Negotiating data compatibility, ensuring data validity, identifying, confirming and removing duplicates all take time and effort from both VEC and council staff. The VEC aims for comprehensiveness and accuracy so exchanging data and quality checking data early improves the final product. See the key dates for roll production in Appendix 3.

Roll production

In order for the final roll to be produced within the legislative timeframe, councils are asked to:

- Ensure that **at least 80%** of CEO list records have **dates of birth**
- Nominate a council officer to resolve data issues promptly during each of the roll production processing periods–
  - preliminary (early March–early June)
  - primary council enrolment data (11 July–17 August)
  - certification (3–14 September)
- Supply a preliminary CEO list in an agreed format (see Appendix 6) as early as possible in the cycle and, at the latest, by 30 April 2016
- Action the reports generated by preliminary roll processing **before** the date fixed for requiring council enrolment data— **Monday 11 July.** This will involve investigating and deciding on duplicate records, removing deceased voters and correcting invalid data
- Supply the council's CEO list in the agreed format by 5.00 pm on Monday 11 July, extracting from the council database one record only across the whole municipality for each voter who is eligible for the CEO list
- Perform as much quality checking of the council enrolment data as possible before the entitlement date
- Supply a certification CEO list in a file in the **same format** as the primary enrolment data (this will be used to generate the update file), no later than 5.00 pm on Monday 29 August 2016.

In processing the primary enrolment data for each council, the VEC plans that no more than 10% of the CEO list records will need to be removed because they are duplicates or deceased. This will be the case if all the preliminary reports to each council have been actioned.

The VEC values its partnership with local councils to meet these deadlines and requirements, and will work tirelessly with each council to ensure a high quality voters' roll. Due to the short timeframe, however, there are additional costs to the VEC if a council cannot meet these targets. Additional risk is unnecessarily introduced when slippages occur or roll feedback from the VEC is not actioned. The level of training required for VEC officers to perform these tasks makes it impossible to employ additional staff at short notice. As a result, and in consultation with the contract manager, the VEC may seek to recover these costs through the electoral service agreement.

Council software

One further factor that local councils need to be aware of in planning for the 2016 local government elections is the timing of software system upgrades or changes of software provider. These need to be implemented and integrated by February 2016 to minimise risk to the roll production process.

Certified voters' roll

Recent changes to the Act require the Registrar to certify the voters' roll, rather than each council's Chief Executive Officer. The Registrar is also responsible for making the certified voters' roll available for inspection beginning on the day it is certified until 30 days after election day.

Provision of voters' rolls to candidates

On request, the VEC will provide each candidate with a copy of the voters' roll for the election in which the candidate has nominated. The roll is provided for election purposes only.

These rolls will be provided electronically and will be in a user friendly format to assist candidates with direct mail campaigning. Before providing the voters' roll to a candidate, they are required to sign a declaration stating that the information will only be used for campaign purposes. The voters' roll must be destroyed or returned to the Returning Officer following the election.

Advertising and communication campaign

The VEC will deliver a voter information campaign on a local and statewide basis. It has been developed to:

- meet statutory requirements
- increase voters' awareness of their rights and obligations

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- maximise voter turnout
- minimise the informal vote.

The VEC will also provide advertising services, media relations, election information and assistance on the VEC's website and will provide an overflow service to respond to calls that have been directed to election offices, when all lines in a particular office are busy. Information in languages other than English and a telephone interpreter service will also be part of the VEC's standard package, where applicable.

Statutory advertising (all councils)

Statutory advertisements will appear in the general news section of local newspapers nominated by each council, and will comprise the following:

- a 'notice of entitlement' advertisement: covering enrolment entitlements and the entitlement date
- a 'notice of election' advertisement: including how to nominate, details of candidate information session/s, an electorate map and, where applicable, a summary of any variations resulting from a representation review
- a 'voting details' advertisement: including information on how to vote, formality, and how to contact the election office to request replacement ballot material or a postal vote (for attendance elections)
- a 'declaration of results' advertisement.

Local press advertising for all councils will include a telephone enquiry number for the election office, a National Relay Service enquiry number (for people who are deaf, hearing impaired and/or speech impaired) and the VEC's website address. Telephone numbers for the multi-language interpreting service will be included in press advertising for metropolitan councils and, on request, for rural or regional councils or where a non-metropolitan council selects the option of a multi-language leaflet.

The notice of entitlement and notice of election advertisements will also include messaging around the registration requirement for voters who wish to have their ballot material provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Statewide advertising (all councils)

Having all local government elections conducted concurrently allows the VEC to maximise promotion opportunities. The statewide advertising campaign

will promote enrolment and voting, including a final reminder to vote. The cost of the campaign will be separated into metropolitan and regional coverage, and charged to all councils in their respective category on a per voter basis.

All statewide press advertising will include a telephone enquiry number. All press advertisements will also include a National Relay Service enquiry number for people who are deaf, hearing impaired and/or speech impaired, as well as the VEC's website address and telephone numbers for the multi-language interpreting service.

These advertisements will also include messaging around the registration requirement for voters who wish to have their ballot material provided in Braille or large print format in line with the *Charter of Human Rights and Responsibilities Act 2006*.

Multi-language advertising campaign (metropolitan councils only)

The statewide advertising campaign will be extended for metropolitan councils to include ethnic press and radio in high need languages. It will comprise two advertisements focusing on enrolment and voting, to raise awareness among people from non-English speaking backgrounds and to encourage formal voting. For many culturally and linguistically diverse (CALD) communities, radio is the most effective means of communicating key electoral messages. This campaign will be costed across all metropolitan councils on a per voter basis.

Multi-language telephone interpreting service (all councils)

The telephone interpreting and multi-language information service will operate throughout the election period. Operated by the Victorian Interpreting & Translating Service (VITS), interpreting services are available in more than 100 languages. A minimum of 20 dedicated telephone numbers will be provided for the most widely spoken languages in Victoria (plus a general number capturing all other languages).

Enquiries specific to a particular council election will be costed back to that council. Incoming calls are directed to a VITS interpreter, who then links to the VEC in a three-way telephone conversation to relay information in the person's preferred language.

Mail-out to blind and vision-impaired voters

The VEC will liaise with Vision Australia (Vic) and Blind Citizens (Vic) to produce material to be sent to all Victorian voters on each of their databases. The

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communication will make these voters aware that elections are occurring, and provide basic information about the elections, contact details for further information, and a special hotline number for those who wish to register for Braille or large print ballot material.

Voter notice (*EasyVote* letter — all attendance elections)

The voter notice is personally addressed to each voter, with the intent that it will be kept by the recipient as a reminder to vote. The notice is a requirement of the legislation.

The notice provides ward-specific information regarding the time and venues that voters can cast their vote on election day or at an early voting centre. The notice also includes information regarding postal voting and an electorate map showing ward boundaries and the location of voting centres. Telephone numbers are provided for the telephone enquiry service, the National Relay Service for people who are deaf, hearing impaired and/or speech impaired, as well as the VEC's website address and telephone numbers for the multi-language interpreting service.

Uncontested election leaflet (subdivided councils only)

If a ward election is uncontested, a black and white leaflet will be mailed to affected voters, informing them that their election is uncontested and they are not required to vote for that election at the 2016 local government elections. The leaflet will provide the name of the candidate/s who have nominated and will, in due course, be declared elected. The leaflet will substantially reduce the potential for confusion among voters who are aware of the election but do not receive a ballot pack or *EasyVote* letter in the mail.

Where a subdivided council is entirely uncontested, an uncontested election leaflet will be replaced by a notice in the council's nominated local press.

VEC website

The VEC website will feature comprehensive information about local government elections generally, as well as specific information for each local council's election. Content will be updated at each phase of the election cycle including information about:

- enrolment
- inspecting and objecting to errors in the voters' roll
- nominating for election

- early and postal voting (attendance)
- redirection of ballot packs (postal)
- replacement ballot packs (postal)
- details of how and when to vote on election day (attendance)
- the close of voting
- election results.

Based on previous experience, the VEC will also provide an application whereby users can search for their local government area based on their address. Many callers to the telephone enquiry service in the past have called for this information alone.

Results information will be published on the VEC website and will include first preference results, preference distribution results (including a downloadable preference distribution report, if required), and the names of elected candidates.

Links to translated electoral information, including telephone numbers for the multi-language interpreting service are included on each page of the VEC website by default.

The VEC will direct voters to the website by including its address in all newspaper and radio advertisements and any printed material produced, as well as by providing content to each council to assist the council to link its website directly to that council's election page on the VEC's website.

Optional components

Reminder advertisement

A final reminder for voters to cast their votes can be included upon request. This advertisement will be listed in the council's nominated local press and it will:

- remind voters of the hours of voting on election day (attendance elections) or the close of voting for postal elections
- list voting centre locations (attendance) or where ballot material can be hand delivered
- list early voting centres (attendance) or provide instructions on how and where to apply for a replacement postal vote for postal elections
- advise who has to vote
- include contact details for further information.

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Multi-language leaflet for postal elections

A leaflet supplied in a minimum of 20 high need languages (plus English) that explains, step-by-step, how to vote formally can be provided. It also includes telephone interpreter numbers for each language (plus the one general number for any other languages). See Appendix 7 for a list of proposed languages.

This product will be included as standard for all metropolitan council elections being held by postal voting and is strongly recommended for regional councils with high numbers of voters from non-English speaking backgrounds. Metropolitan councils that are having attendance elections will have multi-language voting instructions printed in every voting screen so the leaflet is not required.

Election Office and staff

Returning Officer, Deputy Returning Officer and staff

The VEC maintains a pool of trained senior election officials to ensure that suitable election staff are available for appointment as Returning Officers and Deputy Returning Officers for 79 local council elections. Each Returning Officer may appoint up to three Deputy Returning Officers, as determined by the VEC, depending on the size and complexity of their particular elections. All Returning Officers and Deputy Returning Officers appointed by VEC will have satisfactorily completed at least seven days training and 30 hours of home study prior to their appointment.

The majority of the VEC's senior election officials will have previous local government election experience, State Parliamentary election experience, or both. Recruitment for new senior election officials looks for transferable skills, such as project and people management, which the VEC uses to complement its election training program. Further training, specifically in local government elections is compulsory for all senior election officials before they can be appointed to a Returning Officer or Deputy Returning Officer role. The training program includes a comprehensive focus on the practical aspects of local government elections and the procedures that must be followed.

The Returning Officer will be authorised to appoint an optimum number of staff to ensure the cost-effective and successful conduct of their election.

A team of election support officers will be appointed to support Returning Officers during the election period. The team are the first point of contact for

Returning Officers for assistance and advice on legislative, procedural, and technical matters. All election support officers are experienced electoral practitioners.

Election office

The location of election offices will be selected in consultation with each council. If a council does not have suitable space available for an election office within its own premises, the VEC will endeavour to source a site that is conveniently positioned for candidates and voters, and meets the VEC's accessibility and security standards.

Election offices will be clearly identified, with appropriate signage and security. The VEC will check all access points and, where necessary, arrange for new locks to be fitted.

The following table is provided as a guide of the floor space required when considering election office accommodation options. It is noted that more space is required for attendance elections, and the most suitable spaces for election offices have open floor plans without built in cubicles or multiple individual offices. All prospective election offices will be assessed by the VEC and must meet the strict standards for accessibility, security, and storage.

Number of Voters	Recommended Office Space[2]
Up to 50,000	200–300 sq. m
50,001–70,000	300–400 sq. m
70,000–130,000	> 400 sq. m

For the 2016 local government elections, the VEC will require access to election offices during the beginning of July for the establishment of telecommunication services. This is earlier than for previous elections but is necessary to ensure sufficient time to respond to connectivity issues (such as limited line capacity or telephone/data network infrastructure issues).

The VEC will arrange the delivery of furniture and materials to election offices during August 2016. Election office computer systems will be installed and commissioned shortly after the delivery and connections have occurred.

Due to continuing development of the VEC's election management system, the cost efficiencies that once existed for centralising back-office

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[2] Note this does not include secure storage space, which must be within or adjacent to the election office.

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processes in regional areas no longer occur. The hub-satellite election office configuration that was used for previous local government elections has, for the 2016 program, been replaced by a commitment to single-office service delivery.

The VEC will arrange the collection of materials and equipment from election offices between Monday 31 October and Friday 18 November. Smaller election offices may be decommissioned earlier and the VEC will prioritise decommissioning of election offices located within council accommodation.

Ballot paper security

An important focus of the VEC at the 2014 State election was the secure storage and transport of used and unused ballot papers. The VEC implemented a number of logistical and security procedures that included lockable storage areas for ballot papers, increased ballot paper accountability and reconciliation, and increased awareness of the safe and secure custody and transfer of ballot papers during the election timeline. The VEC will continue to develop these procedures which will apply for the 2016 local government elections.

The VEC will assess each proposed election office venue for its compliance with the security standards, and training for Returning Officers and Deputy Returning Officers will reinforce the VEC's stringent expectations. Where necessary, the VEC will install temporary secure storage for ballot papers, such as a secure 'site safe' or cage using steel fencing. Any physical modifications that are required to election offices to meet these requirements will be made in consultation with the council (for council provided election office accommodation) or the property manager/owner (for leased election office accommodation) and pursuant to any lease arrangements.

Furniture and equipment

The VEC will provide the Returning Officer with a network of computers, photocopier/multi-function device, letter openers, ballot-paper counting machines, cardboard furniture and other furniture and equipment. These items present a modern corporate image to the community and have proved cost-effective for use over a limited period.

Computerised election management system

The computerised election management system that is provided to the Returning Officer contains details of each individual election and the voters' rolls. Nominations, candidate statements (postal elections), how-to-vote cards (attendance elections)

early and postal votes and results are all entered by the Returning Officer directly into the computer application. This interfaces with systems at the VEC to produce the artwork for printing ballot papers, candidate statements and other products required for the election and to publish information directly onto the VEC's website.

Office hours

Election offices will be open to the public from Wednesday 14 September until Friday 21 October. Election office opening hours will be standardised across the State and will operate from 9.00 am to 5.00 pm weekdays, except for the last two days before election day when election offices will close at 8.00 pm on Thursday 20 October and 6.00 pm on Friday 21 October. Standardised election office hours assists with providing consistent messages to voters through the advertising and communication campaign.

Election offices for attendance elections will not be open to the public on election day—but the election office will post a sign showing the nearest voting centre(s) to the election office's location.

Telephone enquiry service

Returning Officers will provide a local telephone enquiry service to handle election enquiries during the election period. The service will operate during office hours. This will enable consistent statewide advertising messages. Telephone enquiry staff will be located in the election office and will be provided with access to look-up tools containing key details for the election.

The telephone service at the election office will be linked to the VEC's phone system. A dedicated team of operators at the VEC will answer any overflow calls from election offices when local telephone enquiry staff are fully occupied.

Candidates

Information session

Returning Officers will conduct at least one information session for candidates prior to the close of nominations. The information session will cover the election timeline, the procedures and rules relevant to candidates (with particular emphasis on the rules regarding election advertising that are often the subject of complaints). Returning Officers will ensure that prospective candidates are aware that the VEC is responsible for the conduct of the election and that election enquiries should be directed to the election office, not council staff.

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Returning Officers will be equipped with candidate kits for prospective candidates, which will contain a handbook and any forms relevant to candidature.

In consultation with the contract manager, councils can advise where additional candidate information sessions may be required, particularly in local government areas with multiple major towns.

Nominations

The Returning Officer will receive and record nominations from candidates, including the receipt of the $250 nomination fee.

Prospective candidates will be encouraged to complete their nomination form using the VEC's online candidate helper, which allows candidates to print a populated nomination form containing a unique identifier for easy lodgement with the Returning Officer. Nomination forms completed using the online candidate helper must still be lodged in person, but the nomination process will be more efficient for candidates when they visit the election office. The unique identifier printed on nomination forms prepared using the online candidate helper allows Returning Officers to retrieve the candidate's data and load it directly into the VEC's election management system.

In all cases, candidates will be required to quality assure their nomination information and Returning Officers will carefully run through the candidate declaration before the declaration is completed.

The list of candidates who have nominated for each local council election will be updated on the VEC's website regularly so that candidates' names and public contact details, where provided, will appear soon after a full quality assurance process has been completed for their nomination. The VEC anticipates updates to the lists of candidates on the VEC website to be made at approximately 10.00 am and 5.00 pm on each day during the nomination period, and the final list of candidates as soon as possible after the close of nominations.

Draw for ballot paper position

Returning Officers will hold a ballot draw to determine the order that candidates' names will appear on the ballot paper as soon as practicable after the close of nominations.

Ballot draws will be conducted electronically with the order of names on the ballot paper determined by a computerised random draw. Electronic draws have been used for State elections since 1999 and for local government elections since 2008.

The VEC's electronic application has been independently audited to ensure the result is random. Electronic ballot draws create significant efficiencies, reducing the time between the draws and dispatching ballot paper files to the printer, and reduces the risk and time involved with manual data entry of ballot draw results. The electronic draw also enables the publication of the final list of candidates, in ballot paper order, to be updated to the VEC's website by 5.00 pm after the close of nominations.

Candidate statements and indication of preferences (postal elections)

Returning Officers for postal elections will receive candidates' personal statements, photographs and indications of preferences. Prospective candidates will also be able to complete the forms to lodge their personal statements and indication of preferences using the VEC's online candidate helper. This will enable candidates to print their statement and/or indication of preferences ready for lodgement with the Returning Officer. Again, this will streamline the process for candidates at the election office and allow Returning Officers to load the statement directly into the VEC's election management system. Candidates, or their authorised representative, will be required to quality assure the information entered into the VEC's election management system.

The candidate handbook will provide clear information on the requirements for preparing and submitting statements, photographs and indications of preferences. Returning Officers will not assist candidates with the preparation of their statement content.

How-to-vote cards (attendance elections)

Returning Officers for attendance elections will process all how-to-vote cards submitted for registration. The VEC's head office Candidate Services Team will be available to Returning Officers to provide advice on how-to-vote card matters, as required.

Detailed information on the requirements for how-to-vote card registration will be contained in the candidate handbook.

Candidate enquiries

The Returning Officer will deal personally with all enquiries from candidates to ensure that authoritative and consistent information is being provided.

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Refund of Nomination Deposits

Candidates who receive 4% or more of the formal first preference vote, or who are elected, will have their nomination fee refunded as soon as practicable after the declaration of the election.

The VEC anticipates that cheques will be sent to eligible candidates during November. Cheques for deposits forfeited by candidates who are ineligible to have their nomination fee returned will be sent to local councils at the same time.

Ballot material

VEC employees will supervise all stages in the preparation, printing and assembly of ballot material.

Considerable time will be devoted to the recruitment and training of quality assurance staff to oversee the preparation of ballot material for attendance and postal elections.

Postal elections

As stated previously, the timeline for the preparation of ballot packs is critical. The VEC has developed a strategy to manage the preparation of an estimated 3.8 million plus ballot packs. Some of the time saving elements of this strategy have already been discussed in the previous section. Further strategies are discussed below. The VEC will establish a service level agreement with Australia Post for the provision of postal facilities and services for the 2016 local government elections. Discussion will be held with security printers and mailhouse to ensure that coordination between VEC, printer, mailhouse and Australia Post is as effective as possible. The VEC will also review the information contained in the ballot packs to ensure that it is as clear as possible to voters.

Ballot paper and candidate statements leaflet

The ballot papers will be printed with a background security screen using a different colour for each ward.

The ballot papers will be printed as a combined product with the candidates' statements to minimise the risk of any errors occurring when the products are mechanically inserted into ballot packs at the mailhouse. The ballot papers will have a perforation along the edge that joins the candidates' statements. The voter will detach the ballot paper before marking their vote.

A four colour printing process will be used for printing ballot papers. The use of the four colour

printing process increases productivity and allows printing to commence shortly after the print ready files have been provided to the printer.

Reply-paid and outer envelopes

The VEC will establish a unique reply paid number for each ward in the municipality and each unsubdivided council. The reply-paid envelope will feature coloured thumb prints (matching the colour of the ballot paper) in the left hand corner of the envelope. This facilitates pre-sorting of the envelopes to wards by Australia Post and maximises the accuracy of the sorting. The outer envelope is a window-faced envelope with a distinct marker to ensure voters easily recognise that the envelope contains official election material.

All outer envelope stock containing ballot material will show the Australia Post "PRIORITY" indicator for priority service delivery.

Ballot paper envelopes

The ballot paper envelopes have been specially designed for use at local government elections conducted by post and conform with the Local Government (Electoral) Regulations 2005.

The envelopes are designed so that their contents are not visible through the security lining and the declaration flap can be separated from the envelope by election officials before the ballot paper is extracted.

Multi-language leaflets

The multi-language leaflet (see page 11) will be included in the postal ballot pack as standard for all metropolitan councils using postal voting. The product is also encouraged for any other local councils using postal voting that have a high number of voters from non-English speaking backgrounds.

Addressing of ballot packs

The VEC contracted mailhouse will direct print the voters' addresses (mailing and entitlement address) and barcodes on the ballot-paper envelopes. The mailhouse will utilise intelligent inkjet printing to direct print to envelopes.

Assembly and delivery of ballot packs

The mailhouse contracted by the VEC will assemble ballot packs for all postal elections. The mailhouse will lodge the ballot packs with Australia Post over three days, with no more than 35% of any ward of a municipality or unsubdivided council lodged on any one day in accordance with the legislation. The mailhouse used by the VEC has allocated a secure

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area within their operations that will be used solely for the printing, insertion and dispatch of ballot material to ensure the highest standards in security are met.

Ballot packs for postal elections will be lodged with Australia Post under the priority delivery timetable. Australia Post has undertaken to deliver each day's lodgement of ballot packs to voters in accordance with their priority mail guidelines.

Redirection of ballot material

Voters are able to apply to have their ballot material redirected to an address other than their entitlement address. Voters have until the certification day for the voters' roll (also the day that nominations open) apply for their ballot material to be redirected. The VEC will arrange for ballot material to be delivered to any voter applying for redirection to the address specified in their request.

Replacement ballot material

Any voters who contact Returning Officers claiming to have lost or spoilt their ballot material, or who claim not to have received a ballot pack, will be issued with replacement ballot material. Returning Officers are able to monitor the issue and return of replacement ballot material through the VEC's election management system to ensure that no voter is able to have more than one ballot paper admitted to the count.

Return of ballot paper envelopes

Ballot paper envelopes will be returned to the election office through the allocated Australia Post facility, pre-sorted by the reply paid number corresponding to each ward or unsubdivided council.

Returning Officers will ensure daily reconciliation of mail received and supervise the scanning of ballot paper envelopes through the VEC's election management system to record their return.

Ballot paper envelopes will then be batched in 50s (for balancing at scrutiny), sealed in security boxes and stored in a secure location until after the close of voting.

Security of ballot material

Interfering with ballot material is a serious offence managed under sections 58 and 58A of the Act and those found guilty of committing such an offence are liable for a term of imprisonment not exceeding two years or a fine not exceeding 240 penalty units.

As discussed early in this election service plan, the VEC will implement a number of measures for the

security and storage of ballot material at election offices, voting centres and early voting centres (for attendance elections), and extraction and counting venues (if different). These measures are in addition to tightened accountability and reconciliation procedures governing the custody and transfer of ballot material.

Attendance elections

Ballot papers

Ballot papers for attendance elections will also be printed with a background security screen using a different colour for each ward.

Multi-language voting instructions

Voting instructions in 20 languages other than English will be pre-printed in voting compartments at voting centres. A list of the 20 languages is included in Appendix 7.

Early voting

Postal elections

Where special circumstances apply, Returning Officers will issue ballot papers to the voters concerned prior to the general mail-out of ballot packs. Voters in this category can apply to the Returning Officer by phone or in person during standard office hours.

Attendance elections

Postal voting

Any voters wishing to vote by post before election day may apply in writing to the Returning Officer. Applications will be available from the Returning Officer and on the VEC website. The Returning Officer will post to each applicant a ballot paper, voting instructions, a postal vote envelope and a reply-paid return addressed envelope.

Returning Officers for attendance elections will arrange for ballot material to be posted to all voters who are registered as general postal voters for State elections as soon as ballot material is available following the close of nominations.

Early voting (in person)

Returning Officers will provide early voting facilities at the election office from Wednesday 21 September to Friday 21 October. During this period, early voting will operate from 9.00 am to 5.00 pm, Monday to Friday, except for Thursday 20 October (9.00 am to 8.00 pm) and Friday 21 October (9.00 am to 6.00 pm). This aims to avoid confusion for

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voters by ensuring consistency across all offices (postal and attendance) during the voting period and on the last day of early voting.

In consultation with local councils, the VEC may provide early voting facilities at additional venues during the early voting period. The VEC proposes that the hours of operation be consistent across all venues, and that venues be identified by Monday 18 July to assist with the production of advertising and communication products. Councils should consider the increase in early voting numbers over recent elections when considering additional early voting arrangements.

The VEC will provide all furniture and equipment necessary for the operation of the early voting locations.

Voting centres (for attendance elections only)

Accessibility

The accessibility standards of voting centres are a high priority for attendance elections. The VEC will look for voting centres that provide maximum access for voters and will attempt to ensure at least one fully accessible voting centre is available in each ward. Where access limitations exist for voting centres, the VEC will provide an explanation of the limitations associated with each voting centre rated as having no wheelchair access (NWA) or assisted wheelchair access (AWA).

Similarly, councils using the attendance method of voting should ensure that every effort is made to maximise access to the nominated voting centres for voters living with a disability. The VEC will recover any costs associated with matters raised by voters or disability organisations because of access deficiencies to voting centres or additional early voting centres. These matters expressly include issues raised with the relevant Federal or State human rights bodies.

Selection of voting centres

The VEC will prepare a proposed list of voting centres for each local council using the attendance method of voting in early 2016.

In doing so, the VEC will consider voting centres that have been used at State, Federal and previous local government elections, and will ensure that voting centres are suitably located within each ward or local government area. Wherever possible, voting centres that are too close to ward boundaries will be avoided

Proposed voting centre locations for attendance elections will be identified as early as possible so that venue bookings can be made. Through the contract manager, the VEC will provide the list of recommended voting centres to each council for information, but Returning Officers will make the final decision regarding the appointment of voting centres. The VEC's head office team will work closely with Returning Officers as they formally appoint voting centres.

Voting centre locations should be finalised by the end of April 2016 to assist with resourcing and the preparation of communication products.

The VEC will cancel bookings for voting centres in wards that are uncontested after the close of nominations unless there are satisfactory reasons for the voting centre to remain. Voting centres that are located near the border with a contested ward or those that are conveniently located for the whole local government area may be kept.

Voting centre equipment

The VEC will arrange for the delivery of voting centre furniture (where required) and equipment to each voting centre during the week before election day. This will include the customised cardboard voting centre equipment (i.e. voting screens, directional signs, ballot boxes).

Operation of voting centres

Election day voting centres will operate between 8.00 am and 6.00 pm on Saturday 22 October 2016.

Returning Officers for attendance elections will appoint and train voting centre managers. Training and reference material will explain the strict legal requirement that apply to voting at attendance local government elections.

Regulations require that voting facilities for all voters in a local government area must be made available at any voting centre within the municipality regardless of the ward for which the voter is enrolled. This means that there is no longer a requirement to specifically appoint voting centres close to ward boundaries as 'joint voting centres'.

The VEC will provide an electronic roll mark off facility at all voting centres that will allow voters to be marked off a municipal-wide roll at any voting centre for the local council. Hard copy rolls would only be used in the event of a connection failure at a voting centre.

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Voting centre staff

Returning Officers for attendance elections will appoint the optimum staff for each voting centre to provide a smooth flow of voters on election day.

The Returning Officer will also appoint sufficient liaison officers to visit voting centres during the hours of voting and throughout the count on election day to support all voting centre managers. They will check procedures are being carried out correctly, provide advice where necessary and deliver any additional materials if shortages occur during the day.

Voter notice (*EasyVote* letter)

The *EasyVote* letter (see page 10) will be dispatched to voters enrolled for attendance elections by the VEC on behalf of the Returning Officer shortly after the close of nominations.

Counting methods

The counting methods that apply for local government elections include:

- **Preferential counts**
  Preferential counts are used for single vacancies at postal and attendance elections. All preferential counts, except for the City of Greater Geelong Mayoral and City of Melbourne leadership team elections, will be counted manually.
- **Proportional representation (PR) counts**
  Proportional representation is used to calculate the result in wards involving multiple vacancies or unsubdivided municipalities at postal and attendance elections. The VEC anticipates conducting all PR counts using its computer count application.

Computer counts

At the 2012 local government elections, the VEC established 65 sites for computerised counts for 68 local councils involving multiple vacancies and the City of Greater Geelong Mayoral and City of Melbourne leadership team elections.

The VEC's computer count application allows it to be more transportable and therefore establish computer count venues within all municipalities where the results will be determined by computer.

The VEC will, as far as possible, utilise TAFE colleges and schools for the conduct of computer counts to enable the VEC to utilise existing

computer labs, though it should be noted that it is becoming difficult to source computer labs at educational institutions and alternative arrangements may need to be considered. Additionally, due to the timing of the local government elections in October, these facilities are less available during the school term. Where a computer counting venue is not available within a municipality, it may be necessary to conduct computer counts for more than one municipality at a centralised count centre. The VEC will consult with councils where this may be a possibility.

During a computer count, preferences on each ballot paper are entered into the VEC's computer count application by experienced data entry operators. Once all ballot papers have been entered, Returning Officers will apply a function within the application to calculate a result.

Manual counts

For elections involving single vacancies, Returning Officers will conduct a manual count at the election office or at a venue within the municipality to be provided by council or at cost to council. The area required for manual counting is approximately 40 square metres per 10,000 voters. This ratio also applies the space required for the extraction of ballot papers from ballot paper envelopes at postal elections.

Postal election timeline—close of voting to final result

POSTAL ELECTIONS—FRIDAY 21 OCTOBER (FROM 6.00 PM)

The Returning Officer will complete processing of all replacement votes received in the election office by the close of voting and generate a report to identify any envelopes where original ballot pack and replacement packs appear to have been returned for the same voter.

The relevant ballot paper envelopes are located and dealt with by Returning Officers in accordance with procedures specified in Regulations. No extraction can take place until these processes are complete.

A balance figure is established for each ward in preparation for the extraction of ballot papers.

Checking unenrolled declarations

Declarations made by unenrolled voters will be checked progressively during the voting period and completed on Friday 21 October. Returning Officers will require access to an authorised council officer

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to assist with determining the entitlement of unenrolled declarations.

POSTAL ELECTIONS—SATURDAY 22 OCTOBER

Teams of counting staff will remove the flaps containing the voter details from the ballot paper envelopes to be included in the count, open the ballot paper envelopes and extract the ballot papers in the presence of any scrutineers. The ballot papers are tallied to ensure that all ballot papers have been extracted from the envelopes.

Additional accommodation may be required for the opening, extraction and counting of ballot papers.

Manual counts

Where the count is to be conducted manually, ballot papers are then sorted to first preferences and informal, and counted to give first-preference results.

It is expected that the extraction and sort to first preferences for larger councils may extend into Sunday 23 October.

Computer counts

Where the count is to be conducted by computer, ballot papers are batched into 50s in preparation for data entry. Any informal ballot papers will be identified during data entry. It is expected that batching would be completed on Saturday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count venues. Some venues may have the space and facilities to conduct simultaneous counts across two or more rooms.

POSTAL ELECTIONS—SUNDAY 23 OCTOBER TO FRIDAY 28 OCTOBER

Manual counts (preferential)

Where no candidate receives an absolute majority of first preference results, a preference distribution will take place.

The Returning Officer will appoint sufficient experienced staff to form one or more counting teams to distribute preferences. The number of teams required will depend on the number of preference counts to be conducted. A trained election official will be appointed as team leader for each counting team.

Manual distributions for preferential counts could extend to Monday 24 October for larger councils.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts for each ward, and then again if a preference distribution is required, at the end of the distribution.

Computer counts

The number of data entry operators required for each computer count venue will be determined after nominations close. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

Based on the current expected number of computer counts, the VEC expects that up to 40 hours of data entry will be required to complete all computer counts, with computer counts running simultaneously across all computer count venues.

Where required the VEC will run multiple shifts each day, for each team at each venue until all computer counts are complete for that venue. A fresh team, including team leaders, supervisors and data entry operators will operate each shift.

Data entry may commence for some computer counts on Saturday 22 October but it is anticipated that most larger counts will not commence data entry until Sunday 23 October at the earliest. It is expected that all computer counts will be completed by Friday 28 October, at the latest. Candidates and councils will be advised on the proposed counting timetable after the close of nominations.

Team leaders will establish an area within each computer count venue to allow their Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned to data entry.

Results will be calculated for each council at the completion of data entry for all wards in that council. Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular council.

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Attendance election timeline—close of voting to final result

ATTENDANCE ELECTIONS—SATURDAY 22 OCTOBER

Count of ballot papers at voting centres

Voting centre staff will commence the count of first preferences and informal votes following the close of voting. The results will be communicated immediately to the Returning Officer after counting is completed. Ballot papers will be sealed in security boxes at the voting centres and returned to the election office on election night.

Count of postal and early votes

Preliminary scrutiny of postal votes (signature checks) will take place in the election office and the count of postal and early votes will take place in the election office from 6.00 pm on election night.

ATTENDANCE ELECTIONS—SUNDAY 23 OCTOBER TO FRIDAY 28 OCTOBER

Checking unenrolled declarations

The VEC is proposing to commence this process for the 2016 local government elections at 8.00 am on Sunday 23 October.

Trained VEC staff will attend each attendance election office to check unenrolled declarations. VEC staff will have access to the State electoral register for this purpose.

Once checked against the enrolment register, the Returning Officer will deliver declarations for further checking against the CEO list to an authorised council officer. Returning Officers will need access to an authorised council officer from 8.30 am on Sunday 23 October for this purpose.

Count of absent and unenrolled votes

Absent votes from each voting centre will be reconciled and amalgamated by ward in the election office on Sunday morning, then counted. Unenrolled votes will also be counted after the checking of entitlement has been completed.

Manual Preference Distributions (preferential counts)

Where no candidate receives an absolute majority of first preference votes following the counting on election night, a preference distribution must be conducted.

Prior to commencing a preference count, all first preference ballot papers must be fully rechecked for formality, correct sorting and counting. Rechecks will take place on Sunday morning. Some preference distributions for smaller councils will commence on Sunday afternoon, but most will begin at 9.00 am on Monday morning and it is expected that all will be completed on that day.

Results for manual preferential counts will be displayed on the VEC's website at the completion of first preference counts for each ward, then again if a preference distribution is required, at the end of the distribution.

Computer Counts (proportional representation)

For the 2016 computer counts for attendance elections the VEC will batch ballot papers by voting centre or parcel of votes to enable reconciliation throughout the count process. Ballot papers within each parcel of votes will be batched into 50s in preparation for data entry (a short batch may be required where the number of ballot papers for a particular parcel are not divisible by 50). Any obvious informal ballot papers are removed during this process, other informal ballot papers will be identified during data entry. It is expected that batching would be completed on Sunday afternoon. Ballot paper batches will then be sealed and secured for transport to the computer count venue.

The VEC will establish the computer infrastructure required for the conduct of the computer counts at each of the identified computer count venues. Some venues may have the space and facilities to conduct simultaneous counts across two or more rooms.

The number of data entry operators required for each computer count site will be determined after nominations close. Data entry operators will be supervised by trained computer count team leaders and a number of trained computer count supervisors for each count team at each venue.

The timetable for data entry of ballot papers for each election will be determined after the close of nominations when the number of candidates and uncontested elections is known.

Based on the current expected number of computer counts, the VEC expects that up to 40 hours of data entry will be required to complete all computer counts, with computer counts running simultaneously across all computer count venues.

Where required the VEC will run multiple shifts each day, for each team at each venue until all computer

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counts are complete for that venue. A fresh team, including team leaders, supervisors and data entry operators will operate each shift.

It is anticipated that data entry will not commence until Monday 24 October, at the earliest. It is expected that all computer counts will be completed by Friday 28 October, at the latest. Candidates and councils will be advised on the proposed counting timetable after the close of nominations.

Team leaders will establish an area within the computer count venue to allow their Returning Officer to recheck all informal ballot papers. Ballot papers initially deemed to be informal that are later confirmed as formal will be returned for data entry to the same voting centre or parcel of votes.

Results will be calculated for each council at the completion of data entry for all wards in that council. Distribution reports that detail the count will be distributed as soon as possible after the completion of each result calculation. Results will be displayed on the VEC website as soon as possible after the completion of all counts for a particular council.

Declaration of the result

It is expected that VEC Returning Officers will complete all declarations by Friday 28 October. This will be in line with the 2012 elections.

Following the completion of the VEC's electoral representation review program in April 2016, the VEC will be in a better position to provide councils with a broad estimate of their proposed counting plan. A more accurate estimate will be provided after the close of nominations when the dimensions of each count are known.

The VEC advises Returning Officers to allow a minimum of two hours between the completion of a manual count and the conduct of the declaration. For computerised PR counts, a minimum of two hours should be allowed between the completion of the count and the declaration for small counts, and a minimum of four hours for larger counts. This allows reasonable time for candidates to consider distribution reports and decide if they wish to request a recount. Returning Officers will advise candidates at the completion of the count if the proposed declaration time needs to be extended to allow for this requirement. Once the declaration takes place, the only avenue to request a recount is by application to the MET.

Management of complaints

Complaint management is an important component of conducting an election. Many complainants consider that proving a breach of the Act will lead to an election result being overturned by a Court process.

Complaints generally fall into two categories:

If the complaint relates to:

1. **the administration of the election —** The Electoral Commissioner will respond on behalf of the Returning Officer.
2. **a possible breach of the Act —** investigation and response to these complaints is the responsibility of the Local Government Investigations and Compliance Inspectorate. The VEC will refer the complaint directly to the Inspectorate for a response and copy the complainant of this action.

The VEC will provide specific information regarding the management of complaints in the candidate handbook. This will include the different responsibilities of the Returning Officer and the Local Government Investigations and Compliance Inspectorate.

A high proportion of the complaints received during local government elections allege the distribution of misleading or unauthorised electoral material. A number of these are often escalated by complainants to the MET. Previous decisions by the MET have been dismissed as the courts have been specifically concerned with material likely to mislead or deceive voters in relation to the casting of the vote. This is a very narrow definition in comparison to what many candidates generally consider to be misleading.

The VEC will include further information in its handbook for candidates, the pre-election series booklet and candidate information sessions, in an attempt to have candidates better understand what is considered to be misleading under the Act.

Based on previous experience, the VEC expects up to 400 complaints to be received for the 2016 elections. It would be expected that of 400 complaints, up to 250 will relate to alleged offences against the Act and in the main relate to authorisation of election material, and material that is considered to be misleading.

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Election report and storage of material

The VEC will provide council with a report on the conduct of the elections within three months of election day as required by legislation.

After the declaration of election(s), Returning Officers will package all ballot papers together with all other materials used at the election in sealed security boxes. The boxes will be clearly labelled to indicate contents, the ward and the date of the election.

The Returning Officer will deliver all sealed parcels containing the prescribed election material to the Chief Executive Officer for safe and secret storage. Where computer counts have been conducted, this will include a CD of the ballot paper data to be kept secure until such time as it may be required for the conduct of a countback. The VEC recommends that these CDs are stored in a safe or secure area within the governance, records or Chief Executive Officer's areas at council for safekeeping until required for the conduct of a countback.

Management of MET inquiries and VCAT reviews

Section 45 of the Act allows a candidate, or a party of 10 voters, to dispute the validity of a local council election through an application to the MET.

MET decisions are subject to review through the Victorian Civil and Administrative Tribunal (VCAT).

Following the 2012 local government elections, five applications were lodged with the MET and there were no applications for review by the VCAT.

The cost of the VEC's involvement in these inquiries was shared between the VEC and the particular council as a contingency cost under the electoral service agreement. Comprehensive reporting during the MET inquiry and in relation to the recovery of cost was provided to each council.

In developing its cost recovery model for MET inquiries, the VEC notes that not all cases impugn the VEC or the Returning Officer. Nevertheless, the VEC is named as a party to the application. Where the VEC is not directly impugned, the VEC may request or be invited by the MET to remain *amicus curiae* (a friend of the court). In all inquiries at the 2012 local government elections, however, the MET required the VEC to continue to be a party to the application, even when the VEC was not directly associated with the claims made by the applicant.

The VEC will continue to recover costs associated with responding to a MET inquiry on a shared basis with the council involved. The VEC will not recover the cost if it is found by the MET to be at fault, and may absorb a portion of the costs associated with responding to a MET inquiry where there is an opportunity for building electoral knowledge.

In circumstances where the VEC is involved in a MET hearing or VCAT review, the VEC will generally be represented by the Victorian Government Solicitor's Office (VGSO). The VEC may engage outside counsel through the VGSO, or in addition or instead of working with the VGSO.

Insurances

Local councils have previously required election service contractors to maintain professional indemnity insurance. This insurance was held by the VEC prior to the 2012 local government elections solely for the purpose of meeting contract requirements with the local government sector. At a cost of approximately $75,000 per annum, this cost was passed on to local councils through the VEC's cost recovery program. In consultation with the Municipal Association of Victoria, professional indemnity insurance was discontinued as a cost saving measure given the relatively low likelihood of claims against the policy and the maximum size of possible claims.

In the event that a re-election is required as a result of an error or action by the VEC or the Returning Officer, the VEC will meet the cost of a new election.

In relation to other insurances maintained for local government elections, the VEC will recover a proportion of the cost from local councils. The VEC has recently reviewed its insurance arrangements, resulting in significant premium reductions. These savings will be passed on to local councils.

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6. Compulsory voting enforcement

The *Local Government Amendment (Improved Governance) Act 2015* will require the VEC to carry out compulsory voting enforcement for all councils at the 2016 local government elections. The Act has also been amended to include prosecution of non-voters who do not satisfactorily respond during the enforcement process.

This process is not new to the VEC as compulsory voting requirements also apply at Victorian State elections. As a result, the VEC is equipped with the systems that allow it to manage non-voter follow through to, and including, prosecution. For most councils in Victoria, it is only compulsory for voters on the EC list for an election to vote at that election.

List of non-voters

Regulation 116 of the Local Government (Electoral) Regulations 2005 currently detail the requirements for the list of non-voters. Given new regulations will be in place for the 2016 local government elections, the VEC will prepare the list of non-voters in accordance with the new regulations. This includes the exclusion of any non-voters who are automatically exempt from compulsory voting.

Compulsory voting enforcement

The VEC is obliged to enforce the compulsory voting provisions of the Act at the 2016 local government elections. The VEC's enforcement program will involve three stages. During each stage of the process, the VEC will update each council and provide statistical information regarding the number of apparent failure to vote notices issued, apparent non-voters who have replied, paid the fine, been excused, not been excused or not replied to the notice, and the number of infringements referred to the Infringements Court by the VEC.

Enforcement process

The VEC will commence its compulsory voting enforcement program in early January 2017. The first step in the process is a requirement of the Act (or the *City of Melbourne Act 2001* for City of Melbourne elections) and the remaining steps are relevant to provisions of the *Infringements Act 2006*. The process is as follows:

Apparent Failure-to-vote Notice

The VEC will prepare and send an apparent failure to vote notice to all voters who appear to have failed to vote and are not automatically exempt. The VEC anticipates being in a position to dispatch these notices in early January 2017.

Infringement Notice

The VEC will prepare and send an infringement notice to any apparent non-voter whose excuse is not deemed sufficient or who failed to reply to the apparent failure to vote notice. A penalty applies to this notice and will be collected on behalf of council.

During the processing of responses it is a requirement of legislation that non-voters who provide a sufficient response for not voting may have the infringement against them withdrawn. A 'Withdrawal of Infringement' letter must be mailed to each non-voter in this category. This will be an additional cost to councils.

Penalty Reminder Notice

The VEC will prepare and send a Penalty Reminder Notice to those apparent non-voters who have not paid the penalty for failing to vote. A penalty plus prescribed costs applies to this notice and will be collected on behalf of council.

'Withdrawal of Infringement' letters must be mailed to each non-voter in this category. This will be an additional cost to councils.

Lodgement with the courts

At the end of the Infringement Notice and Penalty Reminder Notice periods, the VEC will commence proceedings against any non-voters who respond to the notice and requested for the matter to be heard in the Magistrates' Court.

The VEC will also collate any outstanding infringements following the notices into a final court file and lodge the file with the Infringements Court for prosecution within the legislated deadlines.

Prosecution of non-voters at the Infringements and Magistrates' Courts involve significant time and resources. Matters referred to the Courts may not

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be resolved until well after the completion of the notice period, and can be expected to continue into subsequent financial years (i.e. beyond 2016-17).

Receipt of penalties

The VEC will receive and record all payments made in relation to compulsory voting enforcement on behalf of council. Council will be provided with the penalties received from voters at an agreed time.

At the completion of the process, the VEC will close the BPay and Post BillPay accounts so that further payments cannot be made by electronic means.

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7. Costs

The VEC is conscious of providing a cost-efficient election service to the local government sector and will work to minimise costs wherever possible.

Since 2012, inflationary pressures have increased some of the VEC's costs and this is taken into account as the VEC begins to prepare cost estimates for the 2016 local government elections. Significant unit price cost increases have occurred with:

- Communication and advertising costs, particularly in relation to major daily newspapers and the shift to magazine layout for some local publications
- Australia Post postage rates
- Rates of pay for senior election officials, election staff, which are linked to rates in the Victorian Public Service enterprise agreement
- Market rent for election office and early voting centre accommodation
- Paper for the production of ballot material
- Transport and logistics in relation to the movement and delivery of equipment and ballot material, particularly courier costs and freight
- Travel costs, particularly in relation to the cost of fuel (reflected in the per kilometre mileage allowance rate)

The VEC will continue to apply a marginal cost recovery model where all direct costs are recovered. These costs include personnel and associated on-costs, stationery and material, equipment, mail processes, advertising and communications, printing, rent and utilities, insurances, IT infrastructure, and licences are costed to the election. The VEC's cost recovery model includes only those head office/administrative costs associated with contractors that are specifically employed for the local government election program.

The VEC does not recover salaries for core staff working on local government elections and overheads, such as head office and VEC warehouse accommodation. Some marginal costs are also not recovered because the VEC would be incurring the cost regardless of local government elections (i.e. depreciation of VEC equipment and materials).

Contingency costs

There are a number of contingency costs that will also be included in the VEC's costing program on a fee-for-service arrangement. In some cases, it is not possible to estimate the cost and provision for contingency services which need to be factored into the electoral service agreement.

Examples of the contingency costs include responding to a MET inquiry (as discussed earlier in this election service plan) and the prosecution of non-voters through the Victorian court system, including the Infringements and Magistrates' Courts, where applicable. There are also a number of other unanticipated costs that may arise during the election timeline where a council requires a variation to the established parameters for the election (i.e. access to suitable election office, extraction, counting, voting centre and early voting accommodation, where applicable).

In all cases, the VEC's Contract Management Team will discuss contingency costs with the contact officers at councils affected.

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Appendix 1:
Summary of initiatives and key changes

The following table summarises initiatives and key changes to the election services offered by the VEC at previous elections.

1.	**Ballot paper security** At the 2014 Victorian State election, the VEC implemented a number of additional assurance measures under the principle of protecting and maintaining the sanctity of every ballot paper throughout its lifecycle. The VEC is committed to implementing these measures across its entire election program, including local government elections.
2.	**Single office service delivery** Significant development of the VEC's election management system since 2012 means that the management of local government elections can now be even more *local*. The economies of scale and efficiencies that were only possible through co-locating back-office processing at election offices for rural and regional councils no longer exist. As a result, the VEC has committed to rolling out single office service delivery for the 2016 local government elections.
3.	**Online enrolment for State electors** The VEC has developed an online enrolment facility to allow State electors to enrol to vote and update their enrolment details through the VEC website. The VEC has also continued its progressive implementation of the direct enrolment programs working with key partners, such as VicRoads and the Residential Tenancies Bond Authority (RTBA). The delivery of increased online services for electors has not only resulted in a more accurate and up to date electoral roll, but it's now more accessible and easier than ever for State electors to update their enrolment.
4.	**Improved security of transferring roll data between local councils and the VEC** The VEC has recently implemented a new online facility for the secure exchange of roll data between local councils and the VEC. All councils will be provided with a user account to the VEC's web-based data exchange server, which will enable the secure uploading and downloading of data and reports. The server complies with all relevant privacy and data protection legislation and guidelines, and will greatly reduce the risk of privacy breaches during the exchange of highly sensitive roll data. As a result of the new facility, the transfer of roll data between the VEC and our local government partners will also be more convenient and timely, particularly during the short periods to process roll information in the election timeline.
5.	**Centralised computer count venues** Local computer count venues are becoming an increasingly scarce resource for local government elections. The change in the election date from the end of November to the fourth week of October has meant that computer facilities at university campuses, TAFEs, and schools are still being used for teaching and examinations, and many schools are moving to more mobile technology. Where a local computer count venue is unavailable and no affordable alternatives can be identified, even after consulting with council officers, the VEC has prepared a comprehensive contingency plan to establish centralised computer count venues. Centralised venues will be able to process data entry for a number of local council elections without compromising the timeline for getting a result. Centralised computer count venues will also provide greater economies of scale through shared equipment, personnel and support costs.

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Appendix 2:
Local government election timelines

Attendance election timeline

Council primary enrolment data	JUL 11	MON	(Date to be fixed by Registrar)
Public Notice of Entitlement Date Published during this period	AUG 3 AUG 9	WED TUE	
Entitlement Date	AUG 26	FRI	(57 days before Election Day) 4pm
Publication of Election Notice Published during this period	AUG 29 SEP 3	MON SAT	
Opening of Election Office	SEP 14	WED	
Certification of Voters Roll Opening of Nominations	SEP 15	THU	
Nomination Day	SEP 20	TUE	Closes 12 noon Ballot draw to follow
Commence Postal and Early Voting First day for Registration of How-to-Vote cards	SEP 21	WED	
Mailout *EasyVote* letter	OCT 7	FRI	
Last day for Registration of How-to-Vote cards	OCT 14	FRI	Closes 12 Noon
Close of Postal Voting Application	OCT 20	THU	Closes 12 Noon
Close of Early Voting	OCT 21	FRI	
ELECTION DAY	OCT 22	SAT	Voting Closes 6 pm
	OCT 23	SUN	Counting

Results declared between Sunday 23 October and Friday 28 October.

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Postal election timeline

Council primary enrolment data	JUL 11	MON	(Date to be fixed by Registrar)
Public Notice of Entitlement Date	AUG 3	WED	
Published during this period	AUG 9	TUE	
Entitlement Date	AUG 26	FRI	(57 days before Election Day) 4pm
Publication of Election Notice	AUG 29	MON	
Published during this period	SEP 3	SAT	
Opening of Election Office	SEP 14	WED	
Certification of Voters' Roll Opening of Nominations	SEP 15	THU	
Nomination Day	SEP 20	TUE	Closes 12 noon Ballot draw to follow
Lodgement of Candidates' Statements and photographs	SEP 21	WED	Candidate Statements and photos Close 12 noon
Indications of Preferences	SEP 23	FRI	Preferences Close 12 noon
Mail-out of Ballot Packs/ Uncontested Ward Leaflets	OCT 4	TUE	
	OCT 5	WED	
	OCT 6	THU	
CLOSE OF VOTING	OCT 21	FRI	Voting Closes 6 pm
Election Day	OCT 22	SAT	

Results declared between Sunday 23 October and Friday 28 October.

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Appendix 3:
Key dates for voters' roll production in 2016

Green shaded items are council actions.

Note that the VEC expects date of birth on at least 80% of council CEO list records.

Task	Key Dates
Any council software changes in place	1 February
Preliminary EC lists to councils (except councils with boundary changes)	late February
Preliminary CEO list to VEC (except councils with boundary changes)	1 March –30 April
Ward boundary changes implemented for councils with boundary changes. Followed by EC list to council and CEO list to VEC	22 April
Preliminary feedback for council action	April–June
Council uses feedback to correct database* (remove deceased and duplicate records, correct invalid data)	before 11 July
Council mails renewal forms to all applicants on 2012 roll (Section 23A(1) of the *Local Government Act 1989*)	before 11 July
Date for primary council enrolment data (CEO list) to VEC*	by 5pm, Monday 11 July
Date for the provision of council enrolment data	Friday 26 August (4pm)
Changes to the roll from the date for primary enrolment data (11 July) until entitlement date (26 August) must be applied before certification. These will be calculated by the VEC from two full roll extracts (primary enrolment and certification) provided by councils in identical format.	
Certification CEO list to VEC. CEO list as at 4pm Friday 26 August.	by 5pm Monday 29 August
Roll certification & nominations open	Thursday 15 September
Election date	Saturday 22 October
*It is expected that council CEO list data at the primary enrolment data point will be accurate to the extent that no more than 10% of council records will need to be removed during roll processing.	

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Appendix 4:
Victoria's municipalities and electoral structures

The estimate of voters for each council is based on anticipated voters as at January 2015.

The VEC has recently completed an electoral representation review of this municipality. If approved, the recommended number of councillors and electoral structure (shown) will take effect at the 2016 local government elections.

An electoral representation review of this municipality was underway or pending at the time of printing this plan. The electoral representation review program will be completed by 22 April 2016.

Municipality	Area (km²)	Estimate of voters	Number of Councillors	Electoral structure
Alpine	4,788	11,569	7	Unsubdivided
Ararat	4,211	9,103	7	Unsubdivided
Ballarat	739	76,304	9	3 x three-councillor wards
Banyule	63	94,043	7	7 x single-councillor wards
Bass Coast	865	42,595	9	3 x three-councillor wards
Baw Baw	4,031	37,107	9	3 x three-councillor wards
Bayside	37	73,333	7	1 x three-councillor ward 2 x two-councillor wards
Benalla	2,353	11,558	7	Unsubdivided
Boroondara	60	124,670	10	10 x single-councillor wards
Brimbank	123	130,919	11	3 x three-councillor wards 1 x two-councillor ward
Buloke	8,000	5,887	7	1 x three-councillor ward 2 x two-councillor wards
Campaspe	4,519	29,363	9	2 x three-councillor wards 3 x single-councillor wards
Cardinia	1,282	63,201	9	1 x four-councillor ward 1 x three-councillor ward 1 x two-councillor ward
Casey	409	183,392	11	5 x two-councillor wards 1 x single-councillor ward
Central Goldfields	1,533	11,114	7	1 x four-councillor ward 3 x single-councillor wards
Colac Otway	3,438	19,919	7	Unsubdivided

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Corangamite	4,408	13,267	7	1 x three-councillor ward 4 x single-councillor wards
Darebin	54	105,532	9	3 x three-councillor wards
East Gippsland	20,940	40,819	9	Unsubdivided
Frankston	130	101,894	9	3 x three-councillor wards
Gannawarra	3,735	8,996	7	1 x three-councillor ward 1 x two-councillor ward 2 x single-councillor wards
Glen Eira	39	100,887	9	3 x three-councillor wards
Glenelg	6,218	16,899	7	Unsubdivided
Golden Plains	2,703	17,231	7	Unsubdivided
Greater Bendigo	3,000	83,641	9	3 x three-councillor wards
Greater Dandenong	130	98,219	11	3 x three-councillor wards 1 x two-councillor ward
Greater Geelong	1,248	177,363	13	1 x Mayor directly elected by the voters at-large 12 x single-councillor wards
Greater Shepparton	2,422	44,309	9	Unsubdivided
Hepburn	1,473	15,131	7	2 x two-councillor wards 3 x single-councillor wards
Hindmarsh	7,524	5,003	6	3 x two-councillor wards
Hobsons Bay	64	65,547	7	1 x three-councillor ward 2 x two-councillor wards
Horsham	4,267	15,863	7	Unsubdivided
Hume	504	123,512	11	2 x four-councillor wards 1 x three-councillor ward
Indigo	2,040	13,032	7	Unsubdivided
Kingston	91	114,844	9	3 x three-councillor wards
Knox	114	115,518	9	9 x single-councillor wards
Latrobe	1,426	55,234	9	1 x four-councillor ward 2 x two-councillor wards 1 x single-councillor ward
Loddon	6,696	7,567	5	5 x single-councillor wards
Macedon Ranges	1,748	35,611	9	3 x three-councillor wards
Manningham	113	87,039	9	3 x three-councillor wards
Mansfield	3,844	10,363	5	1 x two-councillor ward 3 x single-councillor wards
Maribyrnong	31	57,610	7	1 x three-councillor ward 2 x two-councillor wards
Maroondah	61	82,917	9	3 x three-councillor wards
Melbourne	37	114,656	11	Lord Mayor and Deputy Lord Mayor directly elected as a leadership team by the voters at-large Unsubdivided
Melton	528	84,699	9	1 x four-councillor ward 1 x three-councillor ward 1 x two-councillor ward
Mildura	22,083	39,120	9	Unsubdivided
Mitchell	2,862	29,402	9	3 x three-councillor wards

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Moira	4,047	23,910	9	Unsubdivided
Monash	82	121,963	11	3 x three-councillor wards 1 x two-councillor ward
Moonee Valley	43	87,392	9	3 x three-councillor wards
Moorabool	2,111	25,005	7	1 x four-councillor ward 3 x single-councillor wards
Moreland	51	117,830	11	2 x four-councillor wards 1 x three-councillor ward
Mornington Peninsula	724	150,891	11	2 x three-councillor wards 1 x two-councillor ward 3 x single-councillor wards
Mount Alexander	1,530	16,044	7	1 x three-councillor ward 4 x single-councillor wards
Moyne	5,482	14,299	7	Unsubdivided
Murrindindi	3,879	14,091	7	7 x single-councillor wards
Nillumbik	432	47,068	7	7 x single-councillor wards
Northern Grampians	5,728	10,925	7	1 x three-councillor ward 1 x two-councillor ward 2 x single-councillor wards
Port Phillip	21	83,629	9	3 x three-councillor wards
Pyrenees	3,435	7,264	5	5 x single-councillor wards
Borough of Queenscliffe	9	4,237	5	Unsubdivided
South Gippsland	3,297	28,249	9	3 x three-councillor wards
Southern Grampians	6,655	13,213	7	Unsubdivided
Stonnington	26	84,207	9	3 x three-councillor wards
Strathbogie	3,303	9,628	7	2 x two-councillor wards 3 x single-councillor wards
Surf Coast	1,553	31,582	9	1 x four-councillor ward 2 x two-councillor wards 1 x single-councillor ward
Swan Hill	6,115	14,518	7	1 x four-councillor ward 3 x single-councillor wards
Towong	6,675	5,520	5	Unsubdivided
Wangaratta	3,645	22,122	7	1 x four-councillor ward 3 x single-councillor wards
Warrnambool	121	25,850	7	Unsubdivided
Wellington	10,817	42,533	9	3 x three-councillor wards
West Wimmera	9,108	3,917	5	Unsubdivided
Whitehorse	64	113,729	10	5 x two-councillor wards
Whittlesea	490	128,052	11	2 x four-councillor wards 1 x three-councillor ward
Wodonga	433	28,574	7	Unsubdivided
Wyndham	542	128,254	11	2 x four-councillor wards 1 x three-councillor ward
Yarra	19	71,291	9	3 x three-councillor wards
Yarra Ranges	2,466	112,200	9	3 x three-councillor wards
Yarriambiack	7,326	6,116	7	1 x three-councillor ward 2 x two-councillor wards

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Appendix 5:
Volumes in 2012

The following table provides the volumes of voters, votes and resources required or produced for the 2012 local government elections.

	Postal	City of Melbourne	Attendance	Total
Elections	68	2	8	78
Quotes requested	24	1	2	27
Tenders advertised	47	-	7	54
Total voters	3,250,033	108,514	739,460	4,098,007
Total EC voters	2,840,890	43,691	637,390	3,521,971
Total CEO voters	409,143	64,823	102,070	576,036
Number of elections	522	2	69	593
Number of vacancies	548	10	72	630
Uncontested elections	23	-	3	26
Candidates	1,733	49	271	2,053
Online completion of nom form	N/A	N/A	N/A	1,296
Online completion of candidate statement	1,096	N/A	N/A	1,096
Candidate statements	1,671	22		1,693
HTVCs registered (attendance only)	N/A	N/A	506	506
Voting centres (attendance only)	N/A	N/A	173	173
Early voting centres (attendance only)	N/A	N/A	22	22
Number of postal votes (attendance only)	N/A	N/A	28,996	28,996
Number of early votes (attendance only)	N/A	N/A	91,382	91,382
Ballot packs (standard)	3,195,763	108,496	N/A	3,304,259
Ballot packs (Braille)	35	N/A	N/A	35
Ballot packs (large print)	112	3	26	141
PR counts	130	1	16	147
Preferential counts (computer)	1	1	-	2
Preferential counts (manual)	91	-	33	124
Apparent failure to vote notices	N/A	N/A	N/A	505,582
Complaints	254	5	66	325
Stand-alone election offices	28	1	9	38
Hub election offices	16	-	-	16
Satellite election offices	24	-	-	24
Phone enquiries	102,878	3,360	2,6015	132,253
Recounts	4	-	2	6

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Appendix 6:
Format for the supply of CEO voters list

Data you send us must be clearly labelled and accompanied by a Council Data Information sheet, so that the VEC has the information needed to read and process council data. If your system produces these details automatically, there is no need to transcribe the information, just include the output with your data file. Please supply the record layout for the data if different to the standard format.

Please do not send unidentified files as the resultant delays could jeopardise Municipal Voters Roll production.

The format on the next page is a guide to the required data. The VEC can cope with different data formats and would rather do this than lose any data. Standard formats have been established for each software supplier, to which councils are expected to adhere.

- The most important principle in extracting the CEO list is that no information is lost in the export process. Provide the fields as you store them in preference to truncating or concatenating fields to fit the following format. The VEC would rather deal with a different format than with missing data.
- Please do NOT open an extracted file in Excel or Access before sending it to us; both are liable to corrupt data in quite complex ways which can be very difficult to detect. Make a copy of the file if you want to do any checking, but send us the untouched original file.
- No data should be truncated.
- A delimited file is preferred, using the pipe symbol | or TAB rather than comma (commas can appear in data fields). Records may also be fixed-length and fixed-format.
- Variations to this format may be negotiated, as long as all the necessary fields are provided in full.
- Separate ward files are not required; it is preferable that only one file is provided with the ward code on each record.
- A voter should not appear more than once in a municipality, however many properties they own.
- All data sent to the VEC should be uploaded to the new secure data server. This can be accessed via a web-based interface at dex.vec.vic.gov.au. All councils will be provided with an account to login to the server. This secure data server conforms to current security standards. The server is optimised for large data sets, and will eliminate delays caused by email security filters and reduce the risk of a privacy breach.

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FIELDS REQUIRED (mandatory fields are marked *, others may be blank)

Field	Comments
Municipality ID *	Mandatory 3 character text field *eg 522* allocated by the VEC.
Ward ID *	Mandatory 2 character text field *eg 03.*
Person ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
Surname *	eg van der Walt
Given Names *	eg Paul Andrew William
Gender	*M* or *F* or leave blank
Birth Date	Date format DD/MM/YYYY Councils should have DOB on 80% of records
Property ID *	From Council system. To facilitate feedback to council and allow efficient processing of "Update Files"
Capital Improved Value *	Numeric – whole $ value (no commas). DO NOT include comma separators. **0** if not rated. To allow decisions on duplicates.
Property Name	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property. Eg *Kadina Caravan Park, Bellbird Hospital, Killara, Westfield Retirement Village*
Address Number	Unit 4or Flat 18 or RMB 7654 etc
Street Number	237A
Street Name	*Oxford* or address string if separate fields are not available Unit 4/237A Oxford St
Street Type	Street
Place Name *	Mandatory – no parish names
Post Code	TEXT field, not numeric
Contact Address Line1	Used for mailing ballot papers and voter cards
Contact Address Line2	as well as for duplicate matching
Contact Address Line3	Where 3 addresses are stored, Residential Address is more useful
Contact Address Line4	in these fields than Contact Address
Contact Address Line5	
Nominated property *	Y/N Flag - indicates owner wants voting entitlement based on this property
Silent *	Y/N Flag - indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.
VICMAP identifier	Use *Property_PFI* from Land Victoria's Physical Data Model - Vicmap Property (Standard) or leave blank if not available
Voter Status Code *	Indicates legislative basis for this voting entitlement (single character – see below)
Change type *	**L** for CEO List.

A more detailed explanation of these fields appear on the following two pages.

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Municipality ID	The ID allocated by the Victorian Electoral Commission for this municipality.
Ward ID	The ID allocated to the ward in which this voter is entitled to vote. (The Municipality ID and Ward ID together comprise the 5 digit 'LGA Id', which uniquely identifies the ward within the state.)
Person ID	From Council system. To facilitate feedback to council, duplicate identification and efficient processing of "Update" files.
Surname Given Names	Surname and Given Names should be provided separately, so names can be appropriately presented for mailouts and on the scannable roll.
Gender	M or F or blank if unknown. Do not use U for unknown.
Birth Date	Date format DD/MM/YYYY Leave blank if not available. Council should have date of birth on at least 80% of their records.

The following address fields make up the ENTITLEMENT ADDRESS, the basis on which the voter is included on the Roll.

Property ID	From Council system. To facilitate feedback to council, duplicate identification and efficient processing of "Update" files.
Capital Improved Value	Numeric – whole $ value only. DO NOT include comma separators. **0** if not rated. Facilitates decisions on duplicates.
Property Name	Where a property requires more than the street address to identify it, for example a caravan park, hospital name or a country property.
Address Number Street Number Street Name Street Type	Unit 4 or Flat 18 or RMB 7654 etc *237* or address string, if separate fields are not available *Oxford* eg *Unit 4/237 Oxford St* or *RMB 1419 Western Highway Street* Include flat/lot/RMB details
Place Name	The name of the City/Suburb/Town/Locality. These should be gazetted place names, parish names are NOT acceptable.
Post Code	The Postcode of the Entitlement Address. Postcodes should always be treated as text.

The next set of address lines relate to the contact address. This must be different from the entitlement address or the record should be omitted as a resident owner (except applicants).

If you store the contact address as one free format field, please supply it in the same way regardless of size, do not split it into fields and do not truncate it.

This is the address used for mailing voter cards, information brochures and ballot papers. If your system stores Residential Address as well as Contact Address, extract the Residential Address for preference as this will give better matching in the duplicate identification process and is generally more satisfactory for mailing ballot papers. Real estate agent addresses are highly undesirable as ballot papers should not fall into the wrong hands.

Contact Address Line1	
Contact Address Line2	
Contact Address Line3	
Contact Address Line4	
Contact Address Line5	Postcodes should always be treated as text to prevent errors such as Northern Territory postcodes appearing as *827* instead of *0827*
Nominated Property	Y/N Flag - Y indicates that this multiple property owner wants their voting entitlement based on this property rather than others they own.
Silent	Y/N Flag indicates council has accepted request for address not to be shown on roll. Addresses must still be provided for matching purposes.
VICMAP identifier	Use *Property_PFI* from Land Victoria's Physical Data Model - Vicmap Property (Standard) or leave blank if not available. This field will assist with Representation Reviews in the future.
Voter Status Code	This field should contain the code used by the municipality to indicate the

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	voter's category of entitlement, ie. Non-resident owner, company appointee etc. A list of the council codes used and their descriptions must be provided on the Council Data Information Sheet, otherwise we have to guess which of the following codes your voters belong to. Council codes will be standardised by conversion to one of the following to be displayed on the printed roll: **N** Non Resident Owner - automatic entitlement **A** Resident Owner (not on EC list) application **P** Occupier ratepayer application **O** Corporation (owner) application (does not expire) **T** Corporation (occupier) application
Change Type	**L** for CEO list.

The Council Data Information Sheet on the following page should be provided every time you send data to the Victorian Electoral Commission. Record counts and Voter Status Codes enable us to verify that we have correctly read the data. Ward numbers and names are needed to check the mapping we use.

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2016 Council Data Information Sheet

Please upload all data to dex.vec.vic.gov.au and email this form to CEOList@vec.vic.gov.au

Name of the municipality ....

Contact ....Phone No ....

E-mail address ....

Software Used

What software is used to run the database that this data was extracted from? Please supply the record layout for the data if different to the standard format.

....

Ward Names

We need to check that we are using the correct ward names for each ward identifier in your file.

Ward ID	Ward name

Voter Count

Number of voters in file	

Voter Status Code Information

This is the code you use to identify the different legislative categories of entitlement to be on your Roll

Standardised Voter Status Code	Your Council Voter Status Code (if different)
N Non Resident Owner - automatic entitlement	
A Resident Owner (not on EC list) application	
P Occupier ratepayer application	
O Corporation (owner) application	
T Corporation (occupier) application	

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Appendix 7:
Community languages

The VEC currently provides translated information and operates dedicated interpreter telephone lines in the community languages listed below (plus one for "all other languages"). This is to ensure that the VEC meets the community language requirements of councils that select the multi-language voting instructions leaflet for inclusion in the ballot pack, or for use at attendance voting centres.

Language	Telephone	Language description
Amharic	9209 0190	- African language
Arabic	9209 0100	
Bosnian	9209 0191	
Chinese	9209 0101	- Cantonese
Chinese	9209 0106	- Mandarin
Croatian	9209 0102	
Dari	9209 0193	- African language
Dinka	9209 0119	- African language
Greek	9209 0103	
Italian	9209 0104	
Khmer	9209 0192	
Korean	9209 0194	
Macedonian	9209 0105	
Persian	9209 0195	
Russian	9209 0196	
Serbian	9209 0107	
Somali	9209 0108	- African language
Spanish	9209 0109	
Turkish	9209 0110	
Vietnamese	9209 0111	
All other non-English languages	9209 0112	

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Appendix 8:
Communication plan

Communication and education services and products provided to council.

Advertising and Publicity

Statutory advertising campaign

- Development of advertisements for all election phases — notice of entitlement, notice of election, voting details and declaration of results
- Placement and monitoring of all advertisements created

Statewide advertising campaign

- Development of statewide advertising campaign covering print, radio and social media
- Placement and monitoring of statewide advertising campaign in English and multi-language media

Optional

- Voting Reminder advertisement — creation and placement

Publicity

- Media releases developed to accompany each phase of the advertising campaign
- Handling all media enquiries regarding election activities
- Proofing of council's election-related information for newsletters, websites (created by council)

Public Enquiries

- Handling all public enquiries
- Provision of an overflow call centre
- Provision of translated election material and interpreter service
- Responding to all email enquiries
- Website information

Accessibility

- Availability of Braille/large print ballot papers
- Mailout to Vision Australia/Blind Citizens Australia database re availability of above
- Provision of National Relay Service for hearing impaired electors
- Free BrowseAloud software to read webpages via the VEC website

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Education

- School and community group education sessions (face-to-face)
- Enrolment sessions in homelessness agencies and prisons – only for attendance elections
- Distribution of community sector election information kits – to be confirmed
- Email blasts to community sector groups – particularly for disability
- Special voting services within homelessness agencies

Products

- *EasyVote* letter
- Uncontested leaflet
- Multi-language voting instruction leaflet (for metro councils — postal, optional)
- Reference information and election office contact details for council staff
- Easy English Guide to Council Elections publication - no cost to council

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Appendix 9:
Community education

Community engagement and education program
Education and information sessions
Face-to-face education or information sessions with all target audiences. Participants will be encouraged to enrol and vote. The focus of education sessions will be the importance of voting in the local council elections, the election method (e.g. postal or attendance) with an emphasis on how to vote correctly.
Enrolment outreach
Special enrolment sessions will be conducted in homelessness agencies and with Indigenous community.
Information kit
Community Sector Information Kit to be distributed to community based organisations. The kit will contain information about resources and services available to the communities.
Passport to Democracy resources
As part of the *Passport to Democracy* program, resources will be produced that aim to increase students understanding of the local government, in particular how students can take action on local community issues. Election specific activities such as special information sessions and special voting services in homelessness agencies, an email newsletter for the community sector and briefing sessions will be offered to state-wide networks relating to target audiences.

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Victorian Electoral Commission

Level 11, 530 Collins Street Melbourne Victoria 3000
Ph: 03 8620 1100 | Fax: 03 9629 8632
vec.vic.gov.au

2015

D15/90582

Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne Vic 3000
T (03) 8620 1100 F (03) 9629 8632
vec.vic.gov.au

COLAC OTWAY
SHIRE
1 5 DEC 2015
RECEIVED
DESTROY

D15/22519

11 December 2015

Sue Wilkinson
Chief Executive Officer
Colac Otway Shire Council
PO Box 283
Colac VIC 3250

Dear Ms Wilkinson

I am pleased to provide the Victorian Electoral Commission's (**VEC's**) final service plan for the 2016 local government elections along with a cost estimate for the Colac Otway Shire Council General Election 2016.

As you will be aware, the *Local Government Amendment (Improved Governance) Act 2015* (**LG Amendment**) was recently passed by the Victorian Parliament. The LG Amendment establishes the VEC as the statutory election service provider to the local government sector and makes several other changes that impact on the election program. These changes have been reflected in the final service plan and, where possible, are incorporated in the cost estimate.

Final election service plan

The final election service plan has been prepared after a series of consultation sessions held across the State during October. These sessions were invaluable for the VEC's planning of the 2016 local government election program and I appreciate the sector's willingness to participate. I hope that council officers found the sessions just as valuable and that the VEC has been able to assist with clarifying aspects of the program or the draft service plan.

In addition to updates from the passage of the LG Amendment, the final plan also incorporates a number of performance targets that the VEC will use to assess its successful delivery of the 2016 local government election program. Importantly, the timelines have been updated and I refer you to the planning calendar on page four, the election timelines for attendance and postal elections in appendix two, and the roll production timeline in appendix three. The final plan also clarifies election office accommodation requirements and introduces the strict security and storage standards that will be used to assess the suitability of prospective election office accommodation.

Victorian Electoral Commission *VEC*

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You will also note that the final plan sets Monday 11 July 2016 as the date for councils to provide primary enrolment data. This date was introduced by the LG Amendment as a consequence of removing the exhibition roll process. Instead, under the new legislation, the registrar for the voters' roll will be required to set the date when primary enrolment data is due from councils. Previously the date for exhibition roll data was Thursday 14 July 2016, so the VEC has kept this in mind when considering the new date.

The compulsory voting enforcement program and information on the costing program for the election have also been updated in the final plan. Chapter six reflects the new legislation, with the VEC as the agency responsible for non-voter follow up, and chapter seven provides further information on how the VEC will invoice various contingency costs, including prosecuting failure to vote offences and responding to inquiries by the Municipal Electoral Tribunal.

I invite you to review the election service plan, which is also available on the VEC's website (vec.vic.gov.au). If you have any questions in relation to the final plan, the VEC's local government team will be happy to assist.

Cost estimate

To assist with budgeting, the VEC has prepared a cost estimate for the Colac Otway Shire Council General Election 2016. The estimate is in two parts:

1. An estimate for the preparation of the municipal voters' roll and conduct of the election, which will be invoiced during the 2016-17 financial year.
2. An estimate for compulsory voting enforcement, which will be invoiced during the 2016-17 and 2017-18 financial years, with the possibility that some contingency costs (i.e. prosecution of non-voters) will continue into the out-years.

In summary, the estimated cost for the Colac Otway Shire Council General Election 2016 is $182,668.42 (excluding GST). This includes $168,742.17 (excluding GST) for preparing the municipal voters' roll and conducting the election and $13,926.25 (excluding GST) for compulsory voting enforcement.

Your estimate has been prepared using key parameters that were agreed with Colac Otway Shire Council for the preparation of the VEC's quote in 2012, including local advertising outlets, election office accommodation, candidacy, turnout, and CEO list enrolment, with updated State enrolment information. I refer you to the qualifications document attached to the estimate that will assist you with the costing assumptions that have been made.

During consultation on the draft service plan, I identified a number of areas where costs have significantly increased since the 2012 local government elections. One of the areas identified was Australia Post, which advised the VEC of a further price increase for the cost of postage that will come into effect in the New Year. As a result, postage rates alone have increased from 47¢ per item in 2012 to 97¢ per item from 1 January 2016 (for the equivalent targeted delivery). I note that the VEC's costing has shown that the Australia Post price increases have impacted on the average cost of attendance elections only slightly less than for postal elections.

I recognise that the local government sector is operating in a very cost sensitive environment. While the new legislation has not provided an alternative costing model and the VEC has

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prepared its estimates on the basis of continuing its marginal cost recovery approach, I have also reviewed a number of the administrative costs previously recovered from the local government sector. In May 2015, for example, I ceased the roll maintenance charge that the VEC had introduced in the 1990s to recover the marginal cost of manual processing involved with maintaining local government areas in the Victorian register of electors. The fee was applied annually for each council, adjusted each year for inflation, and tiered according to the number of voters in each council. I considered that the charge was now superseded by improvements in the VEC's systems, which now largely automate the previously manual process of assigning and quality assuring local government data on the State electoral roll.

In relation to election costs more specifically, I have also sought more opportunities for the VEC to absorb or reduce costs for activities that benefit the VEC's non-local government operations. As a result, I have identified more than $2M of head office activities that may be focused on delivering the 2016 local government election program but will not be recovered from councils. My approach for these sorts of costs has been two-fold—(1) the VEC has been made the statutory election service provider by the LG Amendment and some of these activities are therefore part of its core function, and (2) certain aspects of the preparatory program lead to benefits enjoyed by other VEC activities, such as the ongoing training and development of the VEC's pool of senior election officials.

Incorporating the cost changes, the VEC notes that—based on its costing activity so far— attendance and postal elections have increased in cost by 35.24% and 33.38%, respectively, since the 2012 local government elections, with an overall increase of 33.75% since 2012. Based on the estimates prepared for each council, the average cost per voter is $7.15 (excluding GST) for attendance elections and $5.94 (excluding GST) for postal elections.

Next steps

Any queries in relation to this letter, the election service plan, or the cost estimate prepared for the Colac Otway Shire Council General Election 2016 can be directed to the VEC's local government team by emailing LGProgram@vec.vic.gov.au or calling the VEC's local government program manager, Keegan Bartlett on (03) 8620 1145.

Yours sincerely

Warwick Gately AM
Electoral Commissioner

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Colac Otway Shire Council

Estimate for the provision of election services

1.	**COMMUNICATIONS CAMPAIGN**	
	Statewide Component	1,809.62
	Council specific - Statutory advertisements	7,287.30
	Reminder advertisement	1,985.24
	Multi-language ballot pack leaflet and TIS	1,135.38
	Vision Australia Mailout	74.65
	Uncontested ward leaflet - if required $1.1157 per voter	12,292.19
2.	**RETURNING OFFICER'S COSTS**	
	Accommodation	32,626.90
	Computer Equipment	12,650.50
	Forms, Manuals, etc.	435.70
	Voters' Rolls	128.73
	Furniture, Equipment, Stationery & Gen postage	1,552.72
	Telephones	3,036.00
	Couriers	6,359.00
	Motor Vehicle	904.40
	Newspapers (Local)	50.00
	Additional candidate information session(s)	0.00
	Returning Officer	16,311.91
	Deputy Returning Officer	11,374.41
	Clerical Officers	4,969.44	90,399.71
3.	**SCRUTINY AND COUNT OF BALLOT-PAPERS**	
	Extract ballot papers	3,697.65
	Sort to first preferences (manual counts only)	N/A
	Distribution of preferences	13,017.44	16,715.09
4.	**PRINTING OF BALLOT MATERIAL**	
	Envelopes	2,349.06
	Candidates' Statements/Ballot Papers	5,328.18	7,677.24
5.	**MAIL PROCESSING**	1,726.38
6.	**POSTAGE**	
	Dispatch	19,446.34
	Return	12,811.20
	Replacement and Unenrolled Votes	80.80
	Mail establishment fees	966.90	33,305.24
7.	**LIST OF NON-VOTERS**	276.05
8.	**MERGING OF VOTERS' LISTS**	675.60
9.	**ADMINISTRATIVE COSTS**	
	Client relationship and office support	3,694.04
	Communications Officer	435.18
	Help Desk	270.73
	Telephone Overflow	542.17
	Personnel Helpline	228.57
	Print and Mailhouse Supervision	146.54
	Candidate Services	200.02
	VEC website multi-language information	103.45
	Misc Postage, Stationery and Travel expenses	53.97	5,674.67

Total $168,742.17

GST $ 16,874.22

GRAND TOTAL $185,616.39

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Qualifications to the cost estimate for Colac Otway Shire Council

Election cost summary

This estimate includes:
- election costs $185,616.39 including GST
- compulsory voting enforcement costs $15,318.88 including GST

Basis of estimate

This estimate has been prepared on the following assumptions:

Method of voting	Postal
Enrolment	20,084 voters, including 4,504 voters on the CEO's List
Expected voter participation	78.17%
Electoral structure	Unsubdivided
Total number of vacancies to be filled at this election	7
Average number of candidates	2.00 per vacancy
Type of count	computer count
Election office accommodation costs	The estimate has been prepared based on the VEC leasing election office accommodation. If the Council is able to provide suitable election office accommodation, a reduction will apply.
Election office hours	The estimate has been prepared based on the office hours described in the VEC's local government election service plan.

Notes

1. The estimate is based on the services described in the VEC's local government election service plan. The VEC will determine final parameters for the preparation of the formal election quotation in consultation with the Council.

2. The estimate is based on election-specific advertising in the following newspaper(s):
   - *Colac Herald, Geelong Advertiser*
   Newspapers selected for election-specific advertising will be determined in consultation with the Council.

3. The estimate does not include some contingency costs that may apply to an election. Examples of contingency costs are listed in the VEC's local government election service plan and include costs involved with responding to Municipal Electoral Tribunal inquiries, recounts, works required on election office accommodation to meet security standards, and the per call cost of enquiries directed through the VEC's multi-language telephone interpreting service.

4. The estimate is based on unit costs as at November 2015, or anticipated costs for the program. Note that unit costs, assumptions, and parameters are subject to change. The VEC's quotation will be subject to a list of prescribed variations that will allow the cost to varied based on actual candidacy, enrolment, and turnout. These variations will be applied for invoicing.

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Colac Otway Shire Council

Estimate for the enforcement of compulsory voting

COMPULSORY VOTING ENFORCEMENT

Staff costs	$ 5,797.03	
Mail processing	$ 323.73	
Postage	$ 4,227.71	
Printing, scanning and stationery	$ 413.22	
Prosecution in the Magistrates' Court	$ 3,164.56	$ 13,926.25
	Total	$ 13,926.25
	GST	$ 1,392.63
	GRAND TOTAL	**$ 15,318.88**

Revenue from compulsory voting enforcement

At the last general election, the Victorian Electoral Commission collected $26,278.80 on behalf of Colac Otway Shire Council. These funds were returned to the Council.

Qualifications

The cost for the enforcement of compulsory voting is based on the following notices being issued:

Apparent failure to-vote notices	1,673
Infringement notices	1,184
Penalty reminder notices	788

Costs will increase or decrease by $3.261 per notice for any variation in the number of notices.

There is no immediate cost for lodging a court file with the Infringements Court. However, costs will also apply where the VEC is required to attend the Magistrates' Court resulting from matters referred from the Infringements Court.

The estimated cost of prosecuting non-voters in the Magistrates' Court assumes 1 prosecution(s). This is the number of enforcement matters that are referred to the Magistrates' Court and estimated from the VEC's experience during non-voter follow up at State elections. The cost includes representation by the Victorian Government Solicitor's Office and lodgement of court documents. The VEC will monitor expenses as matters progress through the Magistrates' Court and will invoice Council on a fee-for-service arrangement.

OM162402-8   ASSEMBLY OF COUNCILLORS

AUTHOR:	Alison Richardson	ENDORSED:	Jenny Wood
DEPARTMENT:	Corporate Services	FILE REF:	F15/5960

Introduction

The *Local Government Act 1989* (the Act) requires that records of meetings, which constitute an Assembly of Councillors, be tabled at the next practicable meeting of Council and incorporated in the minutes of the Council meeting.

Definition

An "assembly of Councillors" is a defined term under section 3(1) of the *Local Government Act 1989*.

It is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the exercise of a delegated authority and which either of the following is:

- A meeting of an advisory committee where at least one Councillor is present or
- A planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

If a meeting fits either of these types, the procedures applying to an assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting.

Advisory Committees

Section 3(1) of the Act defines an advisory committee to be any committee established by the Council, other than a special committee, that provides advice to:

- *the Council or*
- *a special committee or*
- *a member of Council staff who has been delegated a power, duty or function of the Council under section 98.*

Councillor briefings

One type of meeting that is clearly an assembly of Councillors is the type of regular meeting, commonly referred to as a "Councillor Briefing" or similar name where Councillors and staff meet to discuss issues that are likely to come before Council for decision.

As part of decision making processes at Colac Otway, it is essential that Councillors are briefed on a range of issues which come before Council for consideration. As a means of providing this information, Assembly of Councillor briefings are conducted.

Assemblies are also attended by Council Officers, and sometimes other specific advisors, to provide Councillors with a detailed knowledge and understanding of issues under consideration to a level of detail that would inhibit timely decision-making, that would not be possible in an open council meeting or where decision-making related debate is governed by strict meeting procedures.

While these meetings have no authority to make Council decisions, they are generally assemblies of Councillors and subject to conflict of interest disclosures.

What records are to be kept

Section 80A of the Act requires that a record must be kept of an Assembly of Councillors which lists:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- conflict of interest disclosures made by a Councillor (if any are made); and
- whether a Councillor who has disclosed a conflict of interest leaves the assembly.

It is a requirement that the record of an assembly is to be reported to the next practicable ordinary meeting of Council and be incorporated in the minutes of that Council meeting.

Assemblies of Councillors

An assembly of Councillors scheduled for Wednesday 3 February 2016 was not held.

The following Assemblies of Councillors have been held:

- Colac Friends of the Botanic Gardens Advisory Committee   10 December 2015
- Councillor Briefing   10 February 2016
- Councillor Briefing   17 February 2016

Attachments
1. Colac Friends of the Botanic Gardens Advisory Committee 20151210
2. Councillor Briefing 20160210
3. Councillor Briefing 20160217

**Recommendation(s)**

**That Council notes the Assembly of Councillors reports for:**

**Colac Friends of the Botanic Gardens Advisory Committee**   _**10 December 2015**_
**Councillor briefing**   _**10 February 2016**_
**Councillor briefing**   _**17 February 2016**_

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Colac Otway
SHIRE

Assembly of Councillors Record

This Form MUST be completed by the attending Council Officer and returned IMMEDIATELY to Document Management Co-ordinator for filing. A copy of the completed form must be provided to the Executive Officer to the CEO, Mayor & Councillors for reporting at the next Ordinary Council Meeting.

Assembly Details:

Date: 10/12/2015

Time: 7.30 pm

Assembly Location: Colac Botanic Cafe

(some e.g's. COPACC, Colac Otway Shire Offices, 2 - 6 Rae Street, Colac, Shire Offices – Nelson Street, Apollo Bay

In Attendance:

Councillors: Cr Woodcroft   /........................./........................./........................

                ..../........................./........................./........................

Officer/s: Laurence Towers/........................./........................./........................

                ..../........................./........................./........................

Matter/s Discussed: Minutes of Previous Meeting, Business Arising, Correspondence Out and In, Treasurers Report, Gardeners Report, Potting Report, COS Report, Lake Colac, General Business, Raffle

....
(some e.g's. Discussion s with property owners and/or residents, Planning Permit Application No. xxxx re proposed development at No. xx Pascoe Street, Apollo Bay, Council Plan steering committee with Councillors and officers.)

Conflict of Interest Disclosures: (refer page 5)

Councillors: ..../........................./........................./........................

                 ..../........................./........................./........................

Officer/s: ..../........................./........................./........................

                 ..../........................./........................./........................

Left meeting at: ....

Completed by: Kristy Cochrane

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Assembly of Councillors Briefing

Wednesday 10 February 2016
COPACC
2:00PM

Colac Otway
S H I R E

ATTENDEES:

Cr Frank Buchanan (**left meeting at 5:00pm**), Cr Terry Woodcroft, Cr Lyn Russell (**left meeting at 3:45pm**), Cr Stephen Hart, Cr Brian Crook

Sue Wilkinson (CEO) (**left meeting at 3:45pm**)
Mark Lyons (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Sandra Wade (General Manager, Bushfire Recovery)
Tony White (Manager, Economic Development & Events)
Ian Seuren (Manager, Arts & Leisure)
Nicole Frampton (Recreation & Events Coordinator)
Emma Clark (Events Officer)
Emma Diffen (Recovery Coordinator)
Lesley Humphries (Director, LMH Consulting Group)

Apologies: Nil

Absent: Cr. Smith, Cr. Delahunty

Start-Finish Times	Agenda Topics		Attendees
	Declaration of Interest:		
	Councillor	**Item**	
	Cr. Russell	Festival & Events Support Scheme	
	Cr. Buchanan	Festival & Events Support Scheme	
2:05-2:50	Bushfire recovery update		Sandra Wade Emma Diffen
2:50:3:05	Regional Statement & Great South Coast		Tony White
3:05-3:15	Outline of 2050 plan and economic development strategy		Brydon King
3:15-3:55	General business		
3:55-4:50	Lake Colac masterplan		Brydon King Stewart Anderson Lesley Humphries
4:50-5:00	Community funding program		Ingrid Bishop Ian Seuren Nicole Frampton
5:00-5:15	Festival & events support scheme		Brydon King Emma Clark
5:15-5:32	General business		

Assembly of Councillors Briefing

Wednesday 17 February 2016
COPACC
2:01PM

ATTENDEES:

Cr Terry Woodcroft, Cr Lyn Russell, Cr Stephen Hart, Cr Brian Crook

Sue Wilkinson (CEO)
Mark Lyons (GM, Corporate Services)
Brydon King (GM, Development & Community Services)
Ingrid Bishop (GM, Infrastructure & Leisure Services)
Greg Fletcher (Manager, Community Services)
Adam Lehmann (Manager, Assets & Property Services)
Ashley Roberts (Manager, Financial Services)

Apologies: **Cr Frank Buchanan, Cr Delahunty**

Absent: Cr Smith

Start-Finish Times	Agenda Topics		Attendees
2:01pm	Declaration of Interest:		
	Councillor	**Item**	
	Cr. Woodcroft	Early Years Plan	
2:06-3:07	Early years plan		Greg Fletcher
3:20-3:38	Lavers Hill waterhole		Adam Lehmann
3:38-3:43	Break		
3:43-4:30	Half year budget review		Ashley Roberts
4:30-5:25	General Business		

OM162402-9   STRACHAN STREET BIRREGURRA (CR MICHAEL DELAHUNTY)

<u>TAKE NOTICE</u> that it is my intention to move at the Ordinary Council Meeting of the Colac Otway Shire to be held on 24 February 2016:

That Council:

1. *Requests the CEO to include the construction and sealing of Strachan Street Birregurra, between Main Street and Barry Street, in the works programme for 2016/17.*

Attachments
Nil

Recommendation

That Council considers the contents of this Notice of Motion.

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 IN COMMITTEE

<u>*Recommendation*</u>

That pursuant to the provisions of Section 89(2) of the Local Government Act, the meeting be closed to the public and Council move "In-Committee" in order to deal with:

SUBJECT	REASON	SECTION OF ACT
Minutes of In-Committee Council Meeting held on 27 January 2016	this matter deals with contractual matters; AND this matter may prejudice the Council or any person.	Section 89 (2) (d)
Contract 1548 - Aireys Street and Forest Street Stage 1 Reconstruction	this matter deals with contractual matters	Section 89 (2) (d)