

Ordinary Council Meeting

Agenda

2:00 pm Tuesday 29 August 2023

Council Chambers, Mortlake Council Offices
1 Jamieson Avenue, Mortlake Vic

2040 Vision Statement

The People of Moyne embrace the region's extraordinary cultural and ecological country.

Our fertile volcanic plains and pristine coast are the pride of Victoria's southwest.

From coast to country, our connected and vibrant communities are active stewards, working meaningfully towards protection and advancement of environment, history, social and economic vitality for present and future generations.

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Summary of Officer Report Items

2.1 Monthly Financial Performance Report July 2023 p 24

Overview: The purpose of the report is to inform the Council of the financial performance and position of the Council. It provides a snapshot of some key financial indicators and monitors performance against year-to-date actuals.

2.2 Audit & Risk Committee - Unconfirmed Minutes 12 July 2023 p 37

Overview: Unconfirmed Minutes of the Audit & Risk Committee meeting held on 12 July 2023.

2.3 Fraud and Corruption Control System and Policy p 50

Overview: The Fraud and Corruption Framework establishes the System and Policy for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Moyne Shire.

2.4 Festival and Event Funding 2023-24 p 91

Overview: This report provides a review of applications received for the 2023/24 Festival and Event Funding, and recommends the proposed funding be awarded.

2.5 Heavy and Light Fleet Policy p 115

Overview:
This report outlines the newly created Heavy Fleet Policy, updated Light Fleet Policy and Light Fleet Management Procedures and seeks Councils to adopt the new Heavy Fleet Policy 2023 and updated Light Fleet Policy 2023, in addition to noting the updated Light Fleet Management Procedures.

2.6 Surplus Goods and Materials Policy p 182

Overview:
This report introduces a Surplus Goods and Materials Policy (the Policy) which is intended to establish criteria, transparency and process on the disposal of leftover, surplus or redundant assets, items / materials which have little or no monetary value.

1 Procedural

1.1 Acknowledgement of Country

The Mayor will read the following:

We begin by acknowledging the Traditional Custodians of the land on which we meet today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

1.2 Prayer

The Deputy Mayor will read the following:

Almighty God, we humbly beseech your blessing on the Council, direct and prosper its deliberations for the welfare of the people of the Moyne Shire. Amen.

1.3 Live streaming of Council Meetings

The Mayor will read the following:

Please note that today's meeting is being live streamed and can be viewed by the general public via Council's Facebook page, and later uploaded to Council's website. By participating in and addressing those present at the meeting, you consent to any information you disclose (including any personal information or sensitive information) being recorded and uploaded to the website.

1.4 Apologies

The formal notification from Councillors unable to attend the meeting.

A Motion is required to accept Apologies.

1.5 Declarations of Conflict Interest

Reference: Local Government Act 2020 – Sections 130 (1)(a) and 130(2) Disclosure of Conflict of Interest in respect of a matter to be considered at a Council Meeting

A relevant person who has a conflict of interest in respect of a matter must:

- a) disclose the conflict of interest in the manner required by the Council's Governance Rules [Refer to Governance Rules– Division 2 Councillor conflict of interest disclosures]
and
- b) exclude themselves from the decision-making process in relation to that matter, including any discussion or vote on the matter at any Council meeting or delegated committee, and any action in relation to the matter.

Members of Staff

If a member of Council staff has a conflict of interest in a matter which they are providing advice to Council:

- a) if the advice is included in a report, the report must disclose the conflict of interest
- b) if the officer is speaking in the council meeting, the officer must disclose the conflict of interest before speaking on the matter.

1.6 Confirmation of Minutes from previous meetings

Recommendation

That the Minutes of the Council Meeting held on Tuesday 25 July 2023 be accepted and confirmed as correct.

Attachments

- | |
|--|
| <ol style="list-style-type: none">1. 2023-07-25 Unconfirmed OCM Minutes [1.6.1.1 - 12 pages]2. CONFIDENTIAL - 2023-07-25 Unconfirmed Confidential OCM Minutes [1.6.1.2 - 3 pages] |
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Ordinary Council Meeting

Unconfirmed Minutes

Held on Tuesday 25 July 2023

Council Chambers, Mortlake Council Offices
1 Jamieson Avenue, Mortlake Vic



Unconfirmed Minutes of the Ordinary Meeting
of Moyne Shire Council held on Tuesday 25 July 2023, at Council Chambers,
Mortlake Council Offices, 1 Jamieson Avenue, Mortlake Vic
commencing at 2:00 pm.

Present

Councillors - in person Karen Foster (Mayor), Jim Doukas, Jordan Lockett,
James Purcell and Ian Smith

Councillors - Virtual attendance Damian Gleeson

Officers Brett Davis, Chief Executive Officer
Peter Brown, Acting Director Community & Corporate Services
Edith Farrell, Director Infrastructure and Environment
Ed Small, Director Community & Corporate Services
Liz Regent, Manager Moyne Futures
Craig Ralston, Manager Finance & ICT
Michelle Grainger, Manager Energy Projects

1 Procedural

1.1 Acknowledgement of Country

The Mayor read the following statement:

We begin by acknowledging the Traditional Custodians of the land on which we meet today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

1.2 Prayer

Cr Doukas read the Prayer:

Almighty God, we humbly beseech your blessing on the Council, direct and prosper its deliberations for the welfare of the people of the Moyne Shire. Amen.



1.3 Live streaming of Council Meetings

The Mayor read the following statement:

Please note that today's meeting is being recorded and can be viewed by the general public via Council's Facebook page, and later uploaded to Council's website. By participating in and addressing those present at the meeting, you consent to any information you disclose (including any personal information or sensitive information) being recorded and uploaded to the website.

1.4 Apologies

Cr Daniel Meade
Jodie McNamara, Director of Economy and Place

Apologies were accepted by Cr Karen Foster

1.5 Declarations of Conflict Interest

Declaration made at this meeting:

CEO Brett Davis declared an interest in Item 2.2 Chief Executive Officer Employment and Remuneration Advisory Committee

1.6 Confirmation of Minutes from previous meetings

Resolution ID: OCM 2023-78

**Cr Jordan Lockett moved, Cr Ian Smith seconded
That the Minutes of the Council Meeting held on Tuesday 27 June 2023 be accepted
and confirmed as correct.**

CARRIED UNANIMOUSLY 6 / 0



1.7 Public Participation

Resolution ID: OCM 2023-79

Cr Jordan Lockett moved, Cr James Purcell seconded

That the order of business be suspended in order to hear Public Participants

1. Ben Druitt referring to Item 3.2 on the Agenda – Councillor Notice of Motion
2. Michael Hearn referring to Item 2.5 on the Agenda – Planning Scheme Amendment C75-Rivers Run, Port Fairy
3. Joseph Conheady – Making a request for Council to consider an amendment to the planning scheme ensuring protection of valuable agricultural land.

Cr James Purcell moved, Cr Ian Smith seconded that Standing Orders be resumed and that items 2.5 and 3.2 be heard first.

CARRIED UNANIMOUSLY 6 / 0



2 Officers Reports

2.5 Planning Scheme Amendment C75-Rivers Run Port Fairy

Overview: This report considers submissions received during exhibition of Planning Scheme Amendment C75moyn - Rivers Run Estate and recommends that all the submissions be referred to a Planning Panel.

Resolution ID: OCM 2023-80

Cr Jordan Lockett moved, Cr Jim Doukas seconded that Council:

- 1. Having considered all submissions received prior to the date of this report in respect of Planning Scheme Amendment C75moyn under Section 22 of the Planning and Environment Act 1987.**
- 2. Refer all submissions received prior to the date of this report to a Planning Panel in accordance with section 23 (1) (b) of the Planning and Environment Act 1987.**
- 3. Request the Minister for Planning to appoint an Independent Panel under Part 8 of the Planning and Environment Act 1987 to consider all submissions received prior to the date of this report.**
- 4. Submits to the Panel its response to the submissions generally as outlined in this report and the attachment.**

CARRIED UNANIMOUSLY 6 / 0

3.2 Councillor Notice of Motion

Overview: A Councillor may lodge a notice of motion on any matter the Councillor wants to be considered.

Cr Lockett Notice of Motion Opposing the use of Seismic Testing in the Otway Basin

Resolution ID: OCM 2023-81

Cr Jordan Lockett moved, Cr Jim Doukas seconded

That Moyn Shire Council

- 1. Opposes the use of seismic testing in the continuing exploration of the Otway Basin.**
- 2. Writes to the Prime Minister and the Minister for Industry, Science and Technology and relevant local Federal and State Parliamentarians requesting that no further permits to conduct seismic testing are issued by NOPSEMA for**



the area known as the Otway Basin in order to protect marine breeding and spawning areas, particularly those of the southern rock lobster.

3. Requests that if such exploration permits continue to be issued, then a provision for reasonable compensation to affected commercial fishing businesses caused by such testing and exploration be included in those issued permits.
4. Establishes a temporary advisory committee to amend the current Moyne Shire Environment Strategy and/or shape the development of a new strategy to address risks to local coastlines associated with offshore oil, gas and offshore windfarm exploration. The advisory committee to comprise two councillors, and two members of the public selected by EOI and be supported by the Director Economy and Place.
5. Communicates Council's position to the Victorian Government, the local Registered Aboriginal Parties and neighbouring Councils.
6. Uses the period of public submission to voice a strong community opposition to the current proposal by CGG to conduct seismic testing along the Otway Basin.

CARRIED 5 / 1

For	Against
Cr Karen Foster	
Cr Damian Gleeson	
Cr Jordan Lockett	Cr Jim Doukas
Cr James Purcell	
Cr Ian Smith	

2.1 Monthly Financial Performance Report June 2023

Overview: The purpose of this report is to inform the Council of the financial performance and position of the Council. It provides a snapshot of some of the key financial indicators and monitors performance against year-to-date (YTD) actuals. Explanations of significant variations are provided.

Resolution ID: OCM 2023-82

Cr Jordan Lockett moved, Cr Ian Smith seconded

1. That Council receive the Monthly Financial Performance Report June 2023.
2. That Council approves the variations as listed under Section 7 Budget Variations for the current month.

CARRIED 5 / 1



For	Against
Cr Jim Doukas	
Cr Karen Foster	
Cr Damian Gleeson	Cr James Purcell
Cr Jordan Lockett	
Cr Ian Smith	

2.2 Chief Executive Officer Employment and Remuneration Advisory Committee

Overview: To exercise Council's functions and powers and to perform Council's duties in relation to the performance review of the Chief Executive Officer.

CEO Brett Davis left the meeting at 3:36pm.

Resolution ID: OCM 2023-83

Cr Jim Doukas moved, Cr James Purcell seconded

That Council endorse the Chief Executive Officer (CEO) Employment and Remuneration Advisory Committee confidential minutes and the motions contained within.

CARRIED UNANIMOUSLY 6 / 0

CEO Brett Davis returned to the meeting at 3:40pm

2.3 MAV State Council (13 October 2023) - Motions

Overview: The next MAV State Council Meeting will be held on Friday 13 October 2023 and all motions must be submitted to MAV by midnight on Monday 14 August 2023. Submitted motions must be the subject of a council resolution.

Resolution ID: OCM 2023-84

Cr Jim Doukas moved, Cr James Purcell seconded

That Council submit the following motions for consideration at the MAV State Council Meeting :-

- 1. Establishment of Renewable Energy Development Guidelines including provisions that infrastructure to support renewable energy transmission be**



developed using existing easements, be located where practicable underground and require co-location of connecting lines to reduce the impact on agriculture, the visual landscape, recognise risks of bushfire and protect amenity.

2. Reinstate a state funded program to ensure local government is adequately supported to continue the ongoing maintenance and additional replacement and renewal of the local road network.
3. Represent rural Councils in any review of the Planning System by state government, including but not limited to streamlining the amendment and planning permit processes.

CARRIED UNANIMOUSLY 6 / 0

2.4 Rates Collection and Hardship Policy

Overview: The purpose of this policy is to provide a framework for the efficient and effective administration and collection of outstanding rates and charges (including Fire Services Property Levy) whilst treating all ratepayers respectfully, fairly and consistently, and to fulfil statutory requirements in relation to the collection of rates and charges.

Resolution ID: OCM 2023-85

**Cr Ian Smith moved, Cr James Purcell seconded
Officer Recommendation**

That Council adopt the Draft Rates Collection & Hardship Policy.

CARRIED UNANIMOUSLY 6 / 0

Item 2.5 Planning Scheme Amendment C75moyn - Rivers Run Port Fairy was considered earlier in the meeting



2.6 Hexham Wind Farm - Environment Effects Statement - Scoping Requirements

Overview: The Minister for Planning has determined that an Environment Effects Statement is required for the Hexham Wind Farm. A key step in this process is outlining the Scoping Requirements and calling for public comment on them. This report outlines the Scoping Requirements and provides a draft submission for Council consideration.

Resolution ID: OCM 2023-86

Cr Jim Doukas moved, Cr Ian Smith seconded

That Council provide a written submission to the Minister for Planning on the Scoping Requirements for the Hexham Wind Farm Environment Effects Statement generally in accordance with the draft submission attached to this report.

CARRIED UNANIMOUSLY 6 / 0

2.7 2023 Southcombe Use and Development Plan

Overview: The 2023 Southcombe Use and Development Plan has been developed to guide the future strategic planning and governance of key projects within the Southcombe Park Precinct by key user groups and the Southcombe Community Asset Committee (the Committee).

Resolution ID: OCM 2023-87

Cr Jordan Lockett moved, Cr James Purcell seconded

That Council notes the 2023 Southcombe Use and Development Plan that will guide Southcombe Precinct user groups for key Precinct projects.

CARRIED UNANIMOUSLY 6 / 0

2.8 Koroit Township Renewal Growing Regions Funding Application

Overview: The Koroit Township Renewal Project is Council's leading priority project and is proposed to be submitted for funding support through the Federal Government's Growing Region Program through an initial Expression of Interest due by the 1 August 2023. In order to complete primary footpath works in Commercial Road, and road, footpath and drainage works in High Street, a funding application for a total of \$4 million with a \$2 million Council contribution from FY24-25 budget is proposed.



Resolution ID: OCM 2023-88

Cr Jim Doukas moved, Cr Jordan Lockett seconded that:

- 1. Council supports a contribution of \$2 million from the FY24-25 budget as the required \$ for \$ contribution under the Federal Government's Growing Regions Program for the proposed \$4 million of streetscape and associated works for Commercial Road and High Street Koroit.**
- 2. Council authorises officers to make a submission under the required Expression of Interest process to the Growing Regions Program due 1 August 2023.**
- 3. Council commences footpath and streetscape works in FY23-24 for the northern side of Commercial Road between IGA and Woolsthorpe Road as approved in the FY23-24 budget of \$1 million.**
- 4. Council authorises officers to submit a full application to the Growing Regions Program in late 2023 should the Expression of Interest submission be successful.**

CARRIED UNANIMOUSLY 6 / 0

3 Councillors' Items

3.1 Mayor and Councillor Activities

Overview: The report provides information to Council in regard to the Councillors' attendance at briefings, forum and other meetings, between 17 June 2023 and 14 July 2023.

Mayor Activities

Council noted the report item Mayor Activities.

Mayor noted that she did not attend the Victoria Park Koroit Committee Meeting on 21 June 2023

Councillor Activities

Council noted the report item Councillor Activities.

Item 3.2 Councillor Notice of Motion was considered earlier in the meeting.



3.3 General Matters

Overview: General Matters gives Councillors the opportunity to report on positive and good news items from around the Shire.

Cr Gleeson made some clarification regarding the 27 June Ordinary Council Meeting, subject to some letters in the paper to which he had not had the right of reply:

1. Advised he does not own and operate a business in Koroit, however does own an investment property there.
2. Advised he has no conflict of interest in relation to a liquor licence.
3. Advised he is in favour of any development in Koroit or anywhere else in the Shire as long as it is appropriately zoned.

Cr Lockett - Congratulated the Cultural & Community Development and Communications Team on the phenomenal NAIDOC Week program.

Cr Foster - Made mention of Australian Women's Cricketer, Georgia Wareham who hails from Mortlake who is doing the country very proud and is making headlines around the world. Recently had a career best bowling performance taking 3 for 44. Georgia also previously received the Mayor Achievement Award and was the 2018 Young Citizen of the Year.

3.4 Urgent Business

Overview: A Councillor may raise an urgent matter for consideration at a Council Meeting if the Councillors considers that the matter is extremely urgent and it was not possible for the matter to have been included in the agenda notice for the meeting.

No urgent business recorded for this meeting.



4 CEO Meeting Schedule

Overview: This report provides information to Council regarding the CEO's meeting schedules between 21 June and 20 July 2023

Council noted the report item CEO Meeting Schedule from 21 June to 20 July 2023.

CEO advised he was not able to attend the Ideas Place Pitch Night on 20 July 2023.

5 CEO Activities Report

Council noted the report item CEO Activities Report - July 2023.

6 Confidential Items

Overview: Under section 3 of the Act, the council may consider report items in closed business if they contain certain information which is defined to be confidential information because premature or improper release may cause harm to the Council or to a person or persons.

Confidential Information remains confidential unless it can lawfully be released and the Council has determined that it should be publicly available.

Cr James Purcell moved, Cr Jordan Lockett seconded that the meeting be closed in order to consider the following confidential items:

6.1 Emergency Relief Centre Solar Options

6.2 Mortlake Pool Operations Contractor Variation Request

CARRIED UNANIMOUSLY 6 / 0

Cr Jordan Lockett moved, Cr James Purcell seconded that the closed meeting be reopened

CARRIED UNANIMOUSLY 6 / 0

7 Close Meeting

The Council Meeting Tuesday 25 July 2023 was declared closed at 4:54 pm.

1.7 Public Participation

Refer to Governance Rules - Division 5 Public Participation

Members of the public attending the monthly Council Ordinary Meeting may address the meeting in respect of either:

- a) any item listed in the business paper; or
- b) any other matter relevant to the activities and projects of the Council.

The public participation segment for each Council meeting will be held after the confirmation of Minutes of previous meeting(s) and be considered in the order they were received.

Unless an extension is granted by a ruling of the Mayor, a member of the public asking a question or making a statement must not speak for more than 5 minutes.

If a question cannot be answered at the meeting, the Chief Executive

Officer must provide a written response to the question as soon as is practicable to the person asking the question and Councillors.

Any person wishing to address the Council must submit details in writing of the nature of the issue / question they wish to raise by 12 noon on the Monday prior to the meeting day.

Public Participation attendees for this meeting:

None registered at time of printing.

2 Officers Reports

2.1 Monthly Financial Performance Report – July 2023

Directorate: Corporate & Governance Services

Report Author: Manager Finance & Property

Overview: The purpose of the report is to inform the Council of the financial performance and position of the Council. It provides a snapshot of some key financial indicators and monitors performance against year-to-date actuals.

Officer Recommendation

- 1. That Council receive the Monthly Financial Performance Report July 2023.**
- 2. That Council approves the variations as listed under Section 5 Budget Variations for the current month.**

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The Officers involved in reviewing this report, having made enquiries with the relevant members of staff, report that there are no conflicts of interest to be disclosed.

Attachments

- | |
|--|
| 1. Monthly Financial Performance Report July 2023 [2.1.1 - 12 pages] |
|--|

2.2 Audit & Risk Committee - Unconfirmed Minutes 12 July 2023

Directorate: Corporate & Governance Services

Report Author: Manager Finance & Property

Overview: Unconfirmed Minutes of the Audit & Risk Committee meeting held on 12 July 2023.

Officer Recommendation

That Council receive the unconfirmed minutes of the Audit & Risk Committee meeting held on 12 July 2023.

Attachments

- | |
|---|
| 1. 2023 07 12 Unconfirmed Audit and Risk Meeting Minutes [2.2.1 - 12 pages] |
|---|



Audit and Risk Committee

Minutes

Held on Wednesday 12 July 2023



Unconfirmed Minutes of the Audit and Risk Committee
of Moyne Shire Council held on Wednesday 12 July 2023, at Old Chambers,
Port Fairy Council Offices, Princes St, Port Fairy
commencing at 9:30 am.

Present

Members in attendance

Mr John Duffield (Chairperson)
Mr Michael Gunn
Ms Bonnie Holmes
Cr Karen Foster

Attending

Cr Jim Doukas
Mr Brett Davis, Chief Executive Officer
Mr Peter Brown, Acting Director Community & Corporate Services
Mr Craig Ralston, Manager Finance & ICT
Mr Joshua Kapolice, Pitcher Partners – Internal Auditor
Mr Graham Noriskin, Pitcher Partners – Internal Auditor
Ms Cassandra Gravenall, Crowe – Auditor General Representative
Executive Support Officer

Apologies

Cr Damian Gleeson



1 Procedural

1.1 Acknowledgement of Country

The Chair read the following statement:

We begin by acknowledging the Traditional Custodians of the land on which we meet today and pay our respects to their Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

1.2 Apologies

Apologies were accepted from Cr Damian Gleeson

1.3 Declarations of Conflict Interest

Declarations made at this meeting

Mr John Duffield declared an interest in Joint Venture - Genetic Australia Holdings P/L

1.4 Confirmation of Minutes from previous meetings

Mr. Michael Gunn moved and Ms. Bonnie Holmes seconded that the Minutes of the Audit and Risk Committee Meeting held on 15 March 2023 be accepted and confirmed as correct.

CARRIED UNANIMOUSLY 4 / 0

1.5 Correspondence Inwards

Nil

1.6 Summary of Outstanding Actions

Was noted that resources are being set in place to bring down the number of outstanding actions, currently sitting at 18.

The Committee noted the Summary of Outstanding Actions

Item 6 was moved to the start of the meeting.

6 Internal Audit

6.1 Portable and Attractive Assets Internal Audit



Overview: To present the Portable and Attractive Assets Internal Audit conducted by Pitcher Partners.

Mr Kapolice introduced the report.

The committee noted that a number of portable and attractive assets registers were not able to be located. The committee requested that the value of these items be reported back to the audit committee.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Provide a report on value of items not identified against the asset register to Audit Committee.	Pitcher Partners	TBA

The Committee noted the report item Portable and Attractive Assets Internal Audit

6.2 Recommendations Follow Up Internal Audit

Overview: To present the Recommendations Follow-Up Internal Audit conducted by Pitcher Partners.

The Committee observed that procedures require improvement in order to ensure organisational awareness of, and accountability for, internal Audit recommendations and agreed actions.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Request confirmation of formal acceptance of recommendations and agreed actions by managers.	Manager Finance	September 2023

The Committee noted the report item Recommendations Follow Up Internal Audit

6.3 Internal Audit Recommendations Monitor

Overview: To inform the Audit & Risk Committee of the status of Internal Audit Recommendations from previous internal audit reviews.

Mayor noted that Audit recommendations had not been before Councillors recently. It was suggested that a Councillor discussion on Audit Recommendations and their progress could be beneficial.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Councillors to discuss progress of Audit recommendations with the view to making better progress on outstanding items.	Cr Karen Foster	TBC

The Committee noted the report item Internal Audit Recommendations Monitor



Mr Graham Noriskin left the meeting at 10.05am

The meeting resumed the order of the circulated agenda of the Committee.

2 Financial and Performance Reporting

2.1 Asset Accounting Update

Overview: Provide the Audit Committee an update on the year end accounting for infrastructure plant and equipment regarding fair value assessment and financial impact to the financial report.

The Committee noted the report item Asset Accounting Update.

2.2 Change to Accounting Policy

Overview: To provide the Audit and Risk Management Committee an annual update of significant changes to Accounting Policies and Accounting Standards for the 2022-23 reporting year.

The Chair queried the accounting treatment for internal quarry sales - the current practice includes an internal process which credits sales at market value and debits the road construction expense as opposed to only capitalizing the cost of production. If not done at cost of production cost of the asset has been inflated.

Mr Brown advised it is there is a requirement for Local Government to follow National Competition Principles.

Ms. Gravenall noted with the value of asset base and level of materiality the difference between the cost structures would not result in a material adjustment at year end.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Auditors to work further with management on accounting for internal quarry sales	Crowe and Manager Finance	September 2023

2.3 LGPRF 2022-2023 Reporting Changes

Overview: This report provides information on Local Government Performance Reporting Framework (LGPRF) implications for 2022-2023.

The Committee noted the report item LGPRF 2022-2023 Reporting Changes.



2.4 VAGO Interim Management Letter FYE 30 June 2023

Overview: To present the audit findings from the VAGO Interim Audit 2023.

The VAGO agent representative Cassandra Gravenall of Crowe Audit presented the report.

Focus areas noted by Ms. Gravenall:

- Superannuation monthly uploads to be verified by independent staff member
- Checklist for new starters - data verification.
- Excessive annual leave - look to working on this and closing it out. (the Committee noted that staff shortages have impacted capacity for staff to take leave.)

The Committee noted the report item VAGO Interim Management Letter FYE 30 June 2023

Ms Cassandra Gravenall left the meeting at 10.28am

2.5 Employee Leave Liability Preliminary Estimate FYE 30 June 2023

Overview: Provide employee entitlements leave liability preliminary estimate for the year ending 30 June 2023.

Discussion was held on the timing and release of Pulse survey results, and the Committee expressed interest in having this data presented at a future meeting.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Update on August Pulse survey results to be provided at September Audit and Risk meeting	CEO	September 2023

The Committee noted the report item Employee Leave Liability Preliminary Estimate FYE 30 June 2023

2.6 Financial Performance Report

Overview: To provide a copy of the current monthly Financial Performance Report to the Audit & Risk Committee.

The Committee noted the report item Monthly Financial Performance Report - May 2023



3 Internal Control Environment

3.1 Rates Collection and Hardship Policy

Overview: The purpose of this policy is to provide a framework for the efficient and effective administration and collection of outstanding rates and charges (including Fire Services Property Levy) whilst treating all ratepayers respectfully, fairly and consistently, and to fulfil statutory requirements in relation to the collection of rates and charges.

Mr Michael Gunn moved, Ms. Bonnie Holmes seconded that the Committee endorse the report item Rates Collection and Hardship Policy and recommend the policies to Council for adoption.

CARRIED UNANIMOUSLY 5 / 0

3.2 Council and Operational Policy List

Overview: Provide the Council and Operational Policy list to Audit Committee.

Mr Brown introduced the report noting the importance of having up to date policies. Request made from Committee to have more frequent updates on Council and Operational Policy List to keep track of progress.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Ensure the Council and Operational Policy List is added to work program as a quarterly item for review.	Manager Finance	September 2023

The Committee noted the report item Council and Operational Policy List.



4 Risk Management

4.1 Emerging Issues Register

Overview: Provide the Committee a register of emerging issues.

The Committee noted recent activity in Aged Care Reform and Early Years Reform.

Request made for regular status updates.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Aged Care Reform and Early Years Reform remain on the register and update is to be provided in line with target date on register.	Director Corporate & Governance	December 2023

The Committee noted the report item Emerging Issues Register

4.2 Risk & OHS: December 2022 - February 2023

Overview: This report presents activity across the range of Risk and Occupational Health & Safety areas of Council for the period of March to June 2023.

The Committee noted the report item Risk & OHS: December 2022 - February 2023.

4.3 Strategic Risk Register

Overview: To provide the Audit & Risk Committee an update on the Strategic Risk Register.

The Committee stressed the importance of keeping this record up to date.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Provide an up-to-date Strategic Risk Register document and a completed risk framework at next meeting.	Pitcher Partners Director of Corporate and Governance.	September 2023

The Committee noted the report item Strategic Risk Register.



4.4 Business Continuity Plan Test Exercise 2023 Report

Overview: The Moyn Shire Council Business Continuity Plan (BCP) is tested annually and forms the training for the BCP Recovery Team.

Committee noted the report item Business Continuity Plan Test Exercise 2023 Report.

5 Fraud Prevention Systems and Controls

5.1 Fraud and Corruption System and Policy (Draft)

Overview: To obtain Audit and Risk Committee (Committee) input into the scheduled review of the Fraud and Corruption Framework (System and Policy), as attached.

The Committee queried whether staff awareness training on Fraud Policy is included in the induction process. The Committee considered that effective adoption of policy is dependent upon training of existing and new staff for awareness.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Staff awareness and training program to be implemented once policy is adopted - arrange for staff awareness training and inclusion in induction processes	Director of Corporate and Governance.	September 2023

Michael Gunn moved, Bonnie Holmes seconded that the Committee endorse the report item Fraud and Corruption System and Policy (Draft) and recommend the policies to Council for adoption

CARRIED UNANIMOUSLY 5 / 0

5.2 Fraud Incident

Overview: Provide the Audit Committee a report on an actual or suspected instance of fraud.

Query raised on whether cash is still required in Council offices. The Committee noted that in this instance procedures had not been followed, and also noted that the matter had been reported to Victoria Police.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Review all cash floats in the organisation and provide an update at next meeting	Manager Finance	September 2023

The Committee noted the report item Fraud Incident



Item 6 was addressed at the start of the meeting

7 External Audit

There were no matters raised except as addressed at Item 2.4

8 Compliance Management

8.1 Gifts, Benefits, Hospitality Register

Overview: Gifts, Benefits and Hospitality Policy requires that a report is prepared annually for Executive Team and Audit Risk Committee.

The Committee queried whether the consecutive gifting of Port Fairy Folk Festival tickets to Executive and Councillors could be construed as inappropriate. The CEO noted the Council's long historical connection to the Festival and advised that this matter would be further considered by the Leadership Team.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Gifted Port Fairy Folk Festival tickets - Look to be able to defend acceptance	ELT	September 2023

The Committee noted the report item Gifts, Benefits, Hospitality Register.

8.2 Legislative Compliance

Overview: To provide an updated Legislative Compliance Register to the Audit & Risk Committee as a standing agenda item.

The importance of legislative compliance was reinforced by Committee Members and the Committee requested action be taken to ensure all is in order.

<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Prioritise Legislative Compliance as one of the first items to be addressed in Internal Audit	Auditors	TBC

The Committee noted the report item Legislative Compliance.

9 General

9.1 Annual Work Plan

Overview: Annual Work Plan, per attachment



<u>Action</u>	<u>Responsible</u>	<u>Due Date</u>
Vision super report being added to workplan from last minutes	Manager Finance	September 2023
Confirm amendments to workplan from previous minutes and include for next meeting. Highlight changes in red.	Manager Finance	September 2023
Chair to present the biannual report to Council in June and December. Organise a time and date fitting in with the Workshop Schedule. Disseminate the biannual report to this committee every six months	Mr. John Duffield Manager Finance	December 2023

The Committee noted the report item Annual Work Plan.

The Committee extended thanks to Pitcher Partners for their services over many years.

Mr Joshua Kapolice left the meeting at 11.40am

10. Other Matters as proposed by Chair

Nil

11. Confidential Items

Overview: Under section 3 of the Act, the Council may consider report items in closed business if they contain certain information which is defined to be confidential information because premature or improper release may cause harm to the Council or to a person or persons.

Confidential Information remains confidential unless it can lawfully be released and the Council has determined that it should be publicly available.



11.1 Provision of Internal Audit Services

Confidential Report

Reason for confidentiality - Local Government Act 2020, Section 3 - Council Business Information - Information that would prejudice the Council's position in commercial negotiations if prematurely released

Bonnie Holmes moved, Michael Gunn seconded the motion that the Chair John Duffield be nominated to participate on the selection committee

CARRIED UNANIMOUSLY 4 / 0

12 Close Meeting

The Audit and Risk Committee - 12 July 2023 was declared closed at 11:54 am.

2.3 Fraud and Corruption Control System and Policy

Directorate: Corporate & Governance Services

Report Author: Manager People & Culture

Overview: The Fraud and Corruption Framework establishes the System and Policy for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Moynes Shire.

Officer Recommendation

That Council approve and adopt the Fraud Prevention and Control Framework and Policy as attached to this report.

Background

The Fraud and Corruption Framework consists of a documented System and Policy (both attached).

The Framework has been reviewed by management with the assistance of an external specialist.

The Audit and Risk Committee has reviewed and endorsed the framework in accordance with its Charter obligations.

Strategic Link

Council Plan 2021-2025

Discussion

The Fraud and Corruption Framework establishes the System and Policy for the prevention, identification, management and prosecution of acts or potential acts of fraud that could be encountered by Moynes Shire.

Principal Officers (which include council Chief Executive Officers) continue to be obligated to notify IBAC (Independent Broad-based Anti-corruption Commission) when there are reasonable grounds to suspect corruption is occurring or has occurred. There is no legislative obligation for relevant Principal Officers to search out corrupt conduct, only report it when suspected. Corrupt conduct is defined in Section 4 of the Independent Broad-based Anti-corruption Commission Act 2011.

To be considered corrupt conduct, the conduct must also constitute an indictable offence against any Act, or the common law offence of attempt to pervert the course of justice, bribery of a public official, perverting the course of justice and misconduct in public office.

There must be reasonable grounds to suspect the corrupt conduct is occurring or has occurred before notifying IBAC. This means assessing whether there is a real possibility that corrupt conduct is, or may be, involved.

Consultation

The Fraud Prevention and Control System has been reviewed with the assistance of an external specialist. Where applicable, internal review outcomes and sector findings or recommendations (such as IBAC and Victorian Auditor General's Office reviews) have been incorporated to ensure best practice is adhered to. Audit and Risk Committee has recommended the Fraud Framework and Policy to Council for adoption.

Financial Implications

There are no financial and resource implications because of this report.

Risk

Risk identified: Financial Impact
Image, Reputation and Public Support

Conclusion

The Fraud Prevention and Control Framework has been reviewed and updated to reduce the risk of fraud and corrupt conduct by establishing a suite of control measures. It outlines the approach to prevention, detection and reporting of fraud and corrupt behaviour.

The Officers involved in reviewing this report, having made enquiries with the relevant members of staff, report that there are no conflicts of interest to be disclosed.

Attachments

- | |
|---|
| <ol style="list-style-type: none">1. Fraud and Corruption Control System Aug 2023 [2.3.1 - 23 pages]2. Fraud and Corruption Control Policy Aug 2023 [2.3.2 - 13 pages]3. Fraud and Corruption Reporting Procedure [2.3.3 - 3 pages] |
|---|



Fraud and Corruption Control System

POLICY AND FRAMEWORK		Policy No:	
		Approval Date:	August 2023
		Approved By:	Council
		Review Date:	August 2025
		Version No:	002
Responsible Officer:	Manager of Governance		
External References:	Local Government Act 2020 Local Government (Governance and Integrity) Regulations 2020 Local Government (Planning and Reporting) Regulations 2020 Australian Standards AS 8001-2021 Fraud and Corruption Control Public Interest Disclosure Act 2012 Victorian Auditor – General's Office (VAGO) Fraud and Corruption Control – Local Government 2019		
Authorising Officer:	Chief Executive Officer		

INTRODUCTION

The community expects, and the law requires, that local government acts with integrity, accountability, impartiality, fairness, equity and consistency, and in the public interest.

Moyne Shire Council has zero tolerance for fraud and corruption.

It is committed to ensuring robust governance and ethical conduct of all employees by preventing, detecting and responding to all reports of fraud and corruption in a manner that is timely and appropriate.

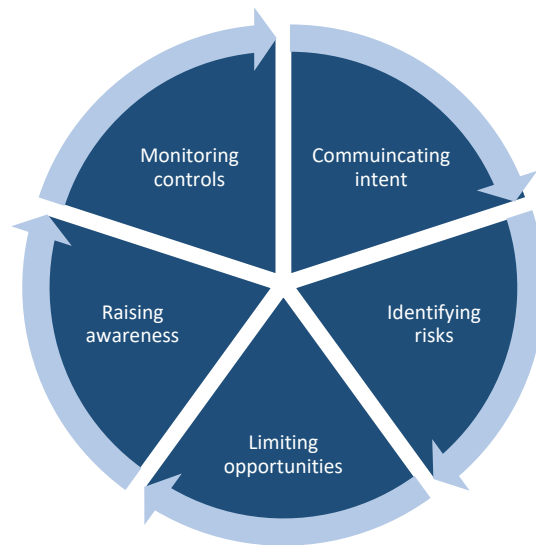


Figure 1: Key components of the Fraud and Corruption Control System

An effective approach to addressing fraud and corruption is multi-faceted, with elements that are integrated across an organisation (see Figure 1, above). It is closely aligned with Council's Risk Management Policy and Framework, which require a fit for purpose approach that meets Council's specific needs and operating context.

This document should be read in conjunction with the Council's Fraud and Corruption Control Policy, Risk Management Policy, and other key materials referred to including key legislation. The Fraud and Corruption System aims to:

- support our people to understand their obligations to act in a manner that is legal, ethical and in the interests of the community
- support Council to implement practices and processes to prevent, detect and respond to fraud and corruption
- align with the vision, purpose and values outlined in the Council Plan, and
- support Council to meet its obligations under the *Local Government Act 2020*.

The Control System is aligned to the Australian Standard for Fraud and Corruption Control (AS8001, 2021). It has been endorsed by the Senior Management Team and the Audit and Risk Committee.

Operating context and alignment¹

Moyne Shire Council services more than 17,350 residents and employs approximately 240 staff. Located in the south-west of Victoria, it spans an area almost 5,500 square kms, stretching from the Shipwreck Coast in the south to the pastoral areas in the north. The area is characterised by agricultural production, manufacturing, and tourism, and provides a rich history of Aboriginal culture. Total revenue for 2021-22 was approximately \$53.2 million, approximately 70% of which was generated by a range of rates, licences, fees and charges.

Council's four-year plan articulates the vision, mission and goals for the current term. In turn, this plan supports the delivery of the goals set out in documents that set out longer-term horizons. The goals set out in these documents are anchored by Council's four pillars – Place, Environment, People and Economy – that support 'Sustainable growth across one Moyne'.

The Fraud and Corruption Control System is aligned to these goals and supports Council to deliver the expected outcomes in a manner that is efficient, effective, and in the best interests of the local community.

What are fraud and corruption?

What is fraud?

Fraud relates to obtaining financial or other benefits by deception. The Australian Standard for Fraud and Corruption Control (AS8001, 2021) defines fraud as:

'Dishonest activity causing actual or potential financial loss to any person or organisation including theft of moneys or other property by persons internal and/or external and/or where deception is used at the time, immediately before or immediately following the activity.'

The definition of 'property' includes intellectual property and other intangibles such as information. Examples of include:

- use of a Council fuel card to refuel a private vehicle
- submitting timesheets for time not worked
- misrepresentation of formal qualifications to obtain employment
- submitting claims for reimbursement that are inflated, and
- removal of Council assets (such as tools or technology).

By definition, fraud generally involves staff or others who hold a Council role. However, this document also contemplates any misrepresentation by external parties that results in a real or potential financial loss to the Council, such as the submission of invoices requesting payment to a business that is not a legitimate supplier.

What is corruption?

Corruption relates to the misuse of public office for personal gain. It is defined as:

‘Dishonest activity in which a person associated with an organisation...acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation.’

Examples of corruption include:

- accepting money, gifts or other benefits in exchange for preferential treatment in a Council process (such as a procurement or recruitment)
- preferential and unwarranted treatment of family or friends in recruitment or procurement processes (where the applicant is not the most qualified)
- misuse of information that impacts on the fairness, equity or transparency of Council business and activities, and
- conflicts of interest that undermine a staff member’s Council role (such as the use of equipment for secondary employment purposes).

‘Corrupt conduct’ is further defined under section 4 of the *Independent Broad-based Anti-corruption Commission Act 2011*. Additionally, ‘improper conduct’ is defined under the *Public Interest Disclosure Act 2012*. This includes ‘corrupt conduct’ (as described above), ‘criminal offences’ (such as sexual assault) and ‘serious professional misconduct’ (such as working while intoxicated or assault of a colleague).

Local government case studies

In recent years, fraud and corruption have impacted several local governments around Australia. In Victoria, Casey Council was dissolved in early 2020 after the Independent Broad-based Anti-Corruption Commission (IBAC) determined that a property developer had made payments to Councillors in exchange for favourable planning decisions.² Other notable examples of corruption investigated in recent years include:

- failure of a senior staff member to disclose or manage a conflict of interest with a consultant known to the staff member (Wodonga City Council, VIC)³
- deliberate payment of false and/or inflated invoices and misuse of a corporate credit card issued by a Chief Financial Officer (CFO), incurring losses of more than \$500,000 (City of Botany Bay Council, NSW)⁴
- acceptance of cash, gifts, hospitality and personal benefits by a staff member in exchange for local planning approvals (Willoughby Council, NSW)⁵
- criminal conviction and jailing of a Mayor on charges of sexual assault, corruption, fraud, extortion and perjury (Ipswich City Council, QLD)⁶ and

- private meetings between senior staff and local developers (Gold Coast City Council, QLD).⁷

Each of these matters has been publicly detailed by oversight agencies and the media. While the impact of such matters is difficult to qualify, trust in Council is affected.

Development and review

The Fraud and Corruption Control System should be reviewed at least every two years.⁸

However, Council should also consider reviewing the System following a significant fraud or corruption incident, or in response to significant change. Change may be driven by internal matters (such as staffing, technology or operations) and/or by the external environment.

The following factors were considered in the preparation of the current Control System and should also part of any subsequent review process:

- changes in Council's appetite for specific types of risk
- the findings of internal risk assessments on fraud or corruption
- trends in the nature of fraud and corruption affecting local government, and
- local and international advice regarding control strategies.

Provision of adequate resources

Council and the Executive Management Team will ensure that the control of fraud and corruption is adequately resourced. Critically, key staff must be appropriately senior, appropriately skilled, have the required access and time to discharge their responsibilities.

FRAUD AND CORRUPTION CONTROL SYSTEM

Document purpose

The Fraud and Corruption Control System aims to reduce the risk of fraud and corrupt conduct by establishing a suite of control measures, and a program for their regular review and assessment. It outlines the Council's approach to prevention, detection and reporting.

The Control System also sets out investigation protocols to verify allegations of fraud and corruption; the legislative protections provided to staff who wish to make disclosures about fraud or corrupt conduct; and the disciplinary actions that may follow from engaging in such conduct.

Three lines of assurance approach



Figure 2: Overview of 'three lines of assurance model'

At a high level, Council has adopted a 'three lines of assurance' approach to protection, where each 'line' is progressively narrower and more focused (see Figure 2, above). This widely used concept helps to ensure compliance with a range of obligations and to reduce a range of risks.

The Fraud and Corruption Control System - along with the supporting Policy - sets out the detail of the roles and responsibilities for each line of assurance and function to prevent, detect and respond to fraud and corruption.

Control types and assurance program

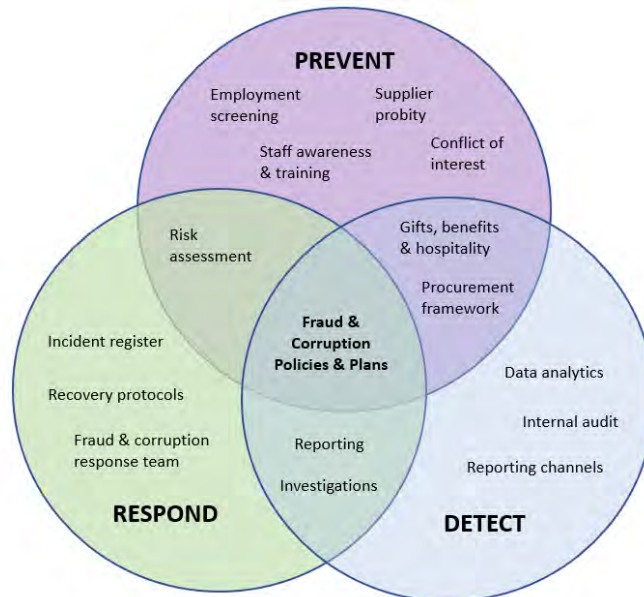


Figure 3: Broad strategies to prevent, detect and respond to fraud and corruption

Figure 3 (above) provides a summary of the three broad strategies used to control fraud and corruption.⁹ These are:

- *Prevent* future incidents by implementing a range of proactive controls
- *Detect* incidents that may have occurred, via independent review and analysis, and
- *Respond* to incidents that are confirmed, in line with legislation and policy.

Where effective, investing in the prevention of fraud and corruption can negate the consequences of misconduct. These consequences are often significant and can directly impact individual staff, the Council as a whole and/or external stakeholders such as Government, suppliers and members of the community. As a secondary effect, investing in the prevention of fraud and corruption is the most cost-effective options that makes best use of limited resources.

Control activities that help to detect and respond to fraud and corruption are broadly governed by legislative obligations. Internal audit reporting and advice provided by the Audit and Risk Committee are critical to the identification and prioritisation of further investment in controls.

Related policies and procedures

Relevant to all staff	Relevant to specific roles
<ul style="list-style-type: none"> • Fraud and Corruption Control Policy • Staff / Councillor Code of Conduct • Disciplinary Policy • Risk Management Policy • Conflict of Interest Policy • Public Interest Disclosure Policy • Gifts, Benefits & Hospitality Policy 	<ul style="list-style-type: none"> • Financial Management Policy • Procurement Policy • Financial Delegations (inc. spend limits) • Cash Handling & Receipting Policy • Petty Cash Policy • Staff Reimbursement Policy • Budget Variation Policy • Purchase Cards Policy • Councillor Expenses Policy • Recruitment Policy • Personal Interests Return • Light Fleet Management Policy

Table 1: Overview of policies and procedures relevant to fraud and corruption control

Table 1 (above) sets out the Council policies, procedures and other documents that relate to the control of frauds and corruption. The Fraud and Corruption Control System should be read in conjunction with these materials.

Related legislation and controls

The following legislated Acts are the primary reference points for fraud and corruption for local government in Victoria:

- [Local Government Act 2020](#)
- [Independent Broad-based Anti-corruption Commission Act 2011](#)
- [Public Interest Disclosures Act 2012](#)
- [Audit Act 1994](#)
- [Privacy and Data Protection Act 2014](#)
- [Charter of Human Rights and Responsibilities 2006](#)

The implementation of the *Local Government Act 2020* reflects a clear shift away from rules-based legislation and the implementation of a principles-based approach. While this offers greater flexibility for each Council to tailor approaches relevant to their specific circumstances, it also generally requires greater reflection and investment to establish controls for fraud and corruption.

In addition to the above legislation, the control of fraud and corruption is further guided by the Australian Standards for:

- Fraud and Corruption Control (AS 8001: 2021), and
- Risk Management (ISO 31000: 2018).

Organisational accountability



Figure 4: Overview of key Council functions that support fraud & corruption control

Figure 4 (above) provides a high-level overview of the key Council functions and forums that are relevant to the prevention, detection and reporting of fraud and corruption. Council is supported in these efforts by the Audit and Risk Committee, which provides independent advice to the CEO, to ensure Council's approach meets legislative requirements and better practice standards.

Council's Fraud and Corruption Control Policy sets out the roles and responsibilities involved in preventing, detecting and reporting fraud and corruption in an effective manner.

FRAUD AND CORRUPTION RISK PROFILE

This portion of the Fraud and Corruption Control System sets out the forms of fraud and corruption that are most relevant to Moyne Shire Council. This structured consideration takes into account insights provided by key oversight bodies, changes associated with the COVID-19 pandemic, and Council's specific operating context.

Perceived risk in local government (Victoria)

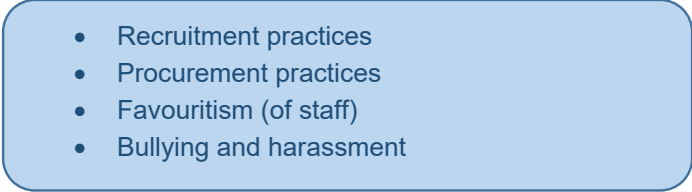
- 
- Recruitment practices
 - Procurement practices
 - Favouritism (of staff)
 - Bullying and harassment

Figure 5: Top corruption risks for local government

In 2022, IBAC surveyed local government employees about their perceptions of corruption. Figure 5 (above) shows the top areas of vulnerability. 'Breach of professional boundaries' refers to bullying and harassment in the workplace. While staff perceptions may not be entirely accurate, perspectives such as this help to inform training, including forms of fraud and corruption that may be less visible or familiar to staff.

IBAC highlighted the unauthorised access and/or misuse of information as a specific concern for local government in 2020. Cyber security is also a specific point of change in the 2021 update of the fraud and corruption control standard (AS8001). This requires Council to establish a clear view of ICT and cyber responsibilities, including an awareness of the relationship with fraud and corruption.

Impacts of the COVID-19 pandemic

The effects of the COVID-19 pandemic were arguably most significant in Victoria, which experienced the longest and most restrictive lockdowns in Australia. The impacts were observed across a wide range of economic and health indices, impacting on individuals and communities.

The key effects of the COVID-19 pandemic¹⁰ that relate to fraud and corruption are:

- Government lockdowns requiring staff to work remotely for extended periods
- Rate reductions and capped rate increases implemented by Councils
- Supply chain impacts (e.g. increased cost of construction materials), and
- Increased disbursement of grants to support those impacted by COVID-19.

The remote working arrangements that were required by lockdowns in 2020 and 2021 have generated some longer-term changes. Examples include increased migration to

regional and rural areas, increased expectations to work from home, increased staff turnover and relatively low unemployment in 2022.

Economic, migration and supply chain impacts of the pandemic have also resulted in a general reduction in competition for local government contracts, with many Councils struggling to complete capital works projects as planned.

Fraud and corruption risk profile: Moyne

Fraud & corruption risks	Examples
Procurement risks	<ul style="list-style-type: none"> Exploitation of procurement process by a staff member to benefit themselves, their associates &/or externals (such as suppliers) (eg. for financial gain or preferential employment) Exploitation and minimal oversight of procurement .
Supplier risks	<ul style="list-style-type: none"> Suppliers engaged by Moyne are fraudulent or corrupt, which impacts on Council's ability to deliver value the best outcomes for the local community and/or reputation
Financial transactions¹¹	<ul style="list-style-type: none"> Financial fraud impacting on Council (including theft of cash, misuse of payment cards, or misdirection of funds)
Management of grant funding	<ul style="list-style-type: none"> Biased treatment of grant applications or failure to apply proper governance to the use of grant funding
Conflicts of interest	<ul style="list-style-type: none"> Failure to proactively capture or manage COI from Council staff (beyond recruitment or procurement processes) Inability to identify broader COI patterns and issues via regular examination of a central register for staff
Gifts, benefits & hospitality	<ul style="list-style-type: none"> Real, perceived or potential conflict of interest arising from the acceptance of gifts, benefits and/or hospitality by elected Councillors or Council staff
Employment & staffing	<ul style="list-style-type: none"> Potential for applicants to present fraudulent identification, qualifications, referee checks or other credentials Potential for preferred applicants to have pre-existing conflicts of interest and/or history of misconduct Inability to require Councillors to obtain a WWCC Working from home related risks
ICT related risk	<ul style="list-style-type: none"> Unauthorised access to information Deliberate destruction of corporate records.
Misuse of information	<ul style="list-style-type: none"> Facilitation of fraud &/or corruption facilitated by the misuse of Council information (e.g. to influence tender processes) Inability to detect the deliberate or accidental loss of information from Council systems Failure of staff to recognise &/or report the misuse of Council information due to limited training & awareness Financial loss, system shutdown &/or reputational impact due to the actions of external parties

Misuse of assets & resources	<ul style="list-style-type: none"> • Misuse of Council assets and/or resources by staff (including personal use of equipment) • Theft of Council assets and/or resources (by staff and/or externals)
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Table 2: Key functions relating to fraud and corruption risk

IBAC's review of local government integrity frameworks (2019) recommends the risk assessment of seven broad functions to underpin the development of a Fraud and Corruption Control System. Table 2 (above) sets out the specific risks for Moyne that were identified through this process, which included the consideration of current and planned controls.

The above risks have been added to the Fraud and Corruption Risk & Incident Register, to support ongoing monitoring and control.

FRAUD AND CORRUPTION PREVENTION

Awareness and culture

Council recognises that a strong and ethical organisational culture – assisted by clear reporting channels and the appropriate protection of those who make reports of fraud and corruption – provides critical protection for Council. These protections extend to Council staff, elected Councillors, key stakeholders and the community.

To promote awareness and compliance, Council will regularly communicate its zero-tolerance stance on fraud and corruption to internal and external stakeholders. This aims to ensure that Council staff, elected Councillors, suppliers and the local community are equipped to recognise, and report concerns appropriately.

Changes to policy and/or procedure will be communicated to all parties in a timely manner.

Formal training

Council will support all staff and Councillors to understand the meaning and potential impacts of fraud and corruption, including their obligations to report such matters.

Formal training tailored to the needs of Moyne Council – including relevant Victorian legislation and examples of misconduct in local government – will be provided.

This training will be supported by more detailed advice in relation to:

- Public Interest Disclosures
- Conflict of Interest
- Freedom of Information, and
- Information privacy.

New staff must complete this training as part of their induction and a copy of the Staff Code of Conduct and the Fraud and Corruption Control Policy will be included in new employee documentation pack. Managers must ensure that the assessment components are passed before probation ends.

Ongoing staff must undertake fraud and corruption refresher training every two years.

The Electronic Data Records Management System (EDRMS) will provide a link to Council's process for reporting, in addition to the Fraud and Corruption Reporting Form.

Statutory obligations and behavioural expectations of elected Councillors in relation to fraud and corruption form part of the induction training provided by Council.

Employee screening

People and Culture will screen all new employees in line with organisational policy. These checks will be undertaken with consent and include:

- verification of identity and rights to work
- two professional referee checks
- pre-employment medical assessment
- verification of formal qualifications and credentials
- criminal history check (required for all staff), and
- Working With Children Check (WWCC) (where applicable).

The above checks should also be applied where existing Council staff are promoted to a new or different role via a competitive process that is advertised externally.

Additional checks, such as past misconduct and bankruptcy checks, will be undertaken in consideration of the specific duties of the role. Roles that are senior, hold financial delegations and/or have significant authority or influence over decisions will be subject to more extensive checking.

Job rotation and excess annual leave

Service units that are higher-risk for fraud and corruption will consider job rotation for positions, where appropriate. Examples include Procurement, Planning, Local Laws, Finance and ICT.

'Segregation of duties' – which ensures that the staff responsible for approving or reviewing decisions made on behalf of Council are independent of the staff making those decisions - is also critical to proper practice.

Excess annual leave is monitored on a quarterly basis by People and Culture report to minimise fraud and corruption risks and ensure staff wellbeing.

Supplier and Customer Vetting

Prior to engaging new suppliers a new vendor / supplier form (available from Finance) must be completed, including:

- Search of the Australian Business Number (ABN) via www.abr.gov.au
- Verification of bank details by obtaining a copy of a statement or deposit slip
- Accounts Payable Officer will ring new vendors a/ suppliers to confirm the change of account details, and

All new suppliers and respondents to tenders and quotations should be verified to validate the bona fides.

Independent review

Internal audit

Internal audit plays a key role in providing an independent review of fraud and corruption controls.

The Internal Audit Plan is reviewed and approved annually by the Audit and Risk Committee, in consultation with Executive Management Team and the Internal Auditor. The preparation of each Plan will consider the fraud and corruption risks relevant to Council.

Internal Audit operates under the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors in Australia.

External audit

As per the *Audit Act 1994* and the *Local Government Act 2020*, the Victorian Auditor General's Office (VAGO) is the external auditor of local government.

In this capacity, VAGO considers the risk of material misstatement in Council's financial statements, due to fraud when performing their audit (via appointed agent). Council will facilitate such reviews by making its records and documents available to VAGO in a timely manner.

The Audit and Risk Management Committee take an active role in considering VAGO's Closing Report and Management Letter. VAGO ultimately issue their findings in an Independent Auditor's Report, published each year in the Annual Report.

Other independent review

Moyne Shire Council may also engage other independent experts, such as forensic accountants or qualified investigators to undertake reviews, as required.

FRAUD AND CORRUPTION DETECTION

Red flags for fraud and corruption

- *Unwillingness to share duties and/or take recreational leave*
- *Failure to keep adequate records, provide receipts etc.*
- *Chronic shortage of funds and/or financial pressures.*
- *Unusually close relationships with suppliers or customers*
- *Spending that is significantly and/or suddenly beyond financial means*
- *Aggression or defensiveness when challenged / controlling of colleagues*
- *Poorly reconciled cash expenses or other financial records*
- *Staff under apparent personal or workplace stress*
- *Excessive use of petty cash or credit cards to purchase items*
- *Frequent mistakes, particularly if related to financial payments*
- *Conflicts of interest (e.g. business interests or secondary employment)*
- *Suppliers who insist on dealing with a specific staff member*
- *Changed appearance (e.g. dishevelled clothing) or behaviour (e.g. excessive drinking, high-stakes gambling)*
- *Accessing information that is not related to a person's role*

Figure 6: Examples of 'red flags' for fraud and corruption

The presence of observable 'red flag' behaviours may indicate an issue of some type, including fraud or corruption. Figure 6 provides examples that may be relevant to Council staff.

However, the observation of one of more red flags *is insufficient to conclude* that a person is involved in misconduct. The red flag behaviours listed in Figure 6 can also potentially indicate other issues, such as health problems or personal stress. Reporting concerns through the appropriate channels will ensure the proper enquiries are made and the right actions are taken (including activating support mechanisms for staff, as needed).

Stakeholder meetings and engagement that do not follow probity protocols is an important red flag. Where Council staff are involved in decision-making that impacts a stakeholder – such as a supplier or developer – any engagement should be formal and documented for transparency.

Detection program

Council's detection program includes regular spot checks of financial transactions, documentation and other practices to identify potential examples of fraud and/or corruption, but also system vulnerabilities that require further strengthening.

Relevant Council functions include:

- Payroll
- Cyber security
- Portable asset management
- IT systems
- Credit cards
- Cash management
- Staff Reimbursement and Procurement, and
- Contract management.

Audit and Risk Committee

Under its Charter, Council's Audit and Risk Committee has a specific responsibility to help prevent, detect and respond to fraud and corruption.

It comprises three members who are independent of the EMT and have expertise in financial management, risk management and governance. One of the independent members will act as the Committee Chair. The Committee also includes two elected Councillors.

The construction and responsibilities of Council's Audit and Risk Committee are described in section 53 and 54 of the *Local Government Act 2020*. Further clarification is provided by the Committee's Charter, which includes a specific provision in relation to the oversight and monitoring of fraud and corruption controls.

External Audit

The Victorian Auditor-General's Office (VAGO) conducts audits and provides recommendations to local government bodies to improve governance. Their role is to promote accountability and transparency to provide assurance to parliament and the Victorian community into the use of public funds.

Reporting allegations of fraud and corruption

Staff obligation to report

Council staff who become aware of – or suspect – fraud or corruption must report this to the Fraud and Corruption Control Officer. Reports must be submitted via the OD 002/01 Fraud and Corruption Reporting form (attached to the Fraud and Corruption Control Policy).

Staff reporting allegations of fraud and corruption are not required to have evidence of the allegation prior to reporting. Staff must not initiate any type of investigation.

However, staff must act in good faith by reporting such allegations, and provide information to the best of their ability. An employee who knowingly makes a false allegation will face disciplinary action that may include dismissal from employment.

Maintenance of registers

The Fraud and Corruption Control Officer will maintain two registers for fraud and corruption. These relate to:

- fraud and corruption risks that are relevant to Council, and
- a register of allegations of fraud and corruption.

The register of fraud and corruption allegations will include losses with an unknown cause, such as possible theft. Access to the register of fraud and corruption allegations will be appropriately restricted and will set out:

- the date, time and source of the report
- how the incident came to attention
- nature of the incident (inc. persons involved, supporting evidence)
- financial value of the loss (if any), and
- actions taken (inc. referral and reporting).

Chief Executive Officer (CEO) obligations

The Fraud and Corruption Control Officer must report all allegations of Fraud and corruption to the CEO, as Council's Responsible Officer. The CEO will ensure that all allegations of fraud and/or corruption:

- are investigated in a manner that is timely, fair and independent, and
- are referred to an external body where appropriate (e.g. Victoria Police, the Independent Broad-based Anti-corruption Commission (IBAC), the Local Government Inspectorate, or another authority), and
- result in disciplinary action against staff found to have committed fraud and/or corruption, and efforts are made to recover any losses, and
- reported to Council at the earliest practical time.

If the allegation of fraud or corruption relates to the CEO, the matter will be reported to the Director of Community and Corporate Services.

Refer to Appendix A for a summary of the internal reporting channels and handling process for fraud and corruption matters.

Public Interest Disclosures

Where a disclosure is assessed as being in accordance with the *Public Interest Disclosure Act 2012*, Council must protect individuals making an allegation and the confidentiality of any information provided. This protection relates to reprisals (or 'detrimental actions').

Reprisals include (but are not limited to) bullying, harassment, exclusion or intimidation that *is done in reprisal for making an allegation of fraud or corruption* in good faith through the proper channels.

The protections extend to individuals who co-operate with a formal investigation, give evidence, or participate in a proceeding or hearing in relation to the allegation.

Moyne Shire Council has implemented a Public Interest Disclosure Policy and Procedure document, which describes how disclosures are managed and how individuals are protected from reprisal.

Council's Public Interest Disclosure Officer is Manager Organisational Development. This staff member will assess disclosures of improper conduct – which includes, but is not limited to, corrupt conduct – received by the Council and notifying IBAC as appropriate.

RESPONDING TO FRAUD AND CORRUPTION

Investigation of allegations

Within 72 hours of being advised, the Fraud and Corruption Control Officer will assess an allegation of misconduct to determine whether:

1. it relates to the conduct of a Council employee
2. it meets the definition of 'improper conduct' under the *Public Disclosures Act 2012*, and
3. the person making the disclosure has reasonable grounds to make the allegation.

The Fraud and Corruption Control Officer will determine the most appropriate course of action, in consultation with any relevant parties, such as the CEO.

Where an investigation is required, it will be undertaken in accordance with the Disciplinary Procedures and relevant professional standards. The investigator(s) will be appropriately qualified and may be internal or external to Council. The investigator will also be independent of the business unit in which the alleged conduct occurred.

The investigation of fraud, corruption or other misconduct serves to:

1. determine whether an offence or breach has occurred
2. identify the person(s) responsible for the offence or breach
3. quantify the extent and financial consequences of the misconduct
4. identify any internal control failures, and
5. identify opportunities to strengthen and/or expand internal controls.

Any investigation of fraud or corrupt conduct instigated by Council will also:

- maintain the confidentiality of all parties and any related information (except as required to progress the investigation)
- notify the CEO and Chair of the Audit and Risk Committee in a timely manner, and
- report on the outcomes in a timely and appropriate manner to any relevant parties (potentially in a redacted form).

Investigation into an alleged breach of the Councillor Code of Conduct must follow the internal arbitration process of the *Local Government Act 2020* and the prescribed processes set out in the *Local Government (Governance and Integrity) Regulations 2020*. Matters involving Councillors must also be reported direct to IBAC.

Council will ensure investigations are conducted in accordance with the principles in AS 8001-2008 and the principles of natural justice.

See Appendix A for an overview of the procedures associated with the management of fraud, corruption and other misconduct.

Internal reporting and escalation

Once an allegation has been received, a timely incident report to the EMT and the Audit and Risk Committee. The report must outline:

- a brief overview of the allegation or matter, including the (i) value of identified losses and potential for recovery and (ii) current (or potential) impacts on Council
- the status of any investigations or disciplinary action(s)
- whether internal controls are adequate to protect against future incidents, and
- any other information that is required to prevent, detect and respond to fraud and corruption that may impact Council.

The findings of audit spot checks will be reported quarterly to the EMT via the Quarterly Risk Report.

Any reporting of fraud or corruption matters to internal governance forums must protect the privacy of individuals involved and the allegations made. Staff responsible for providing such reports will ensure that access is restricted to staff that 'need to know'.

Reporting to IBAC

Any person – including Council staff, elected Councillors and members of the community – may make a report about improper conduct (including corruption) direct to the IBAC. Reports can be made online (www.ibac.vic.gov.au), via email (info@ibac.vic.gov.au) or by phone (1300 735 135).

Note that neither the Council nor its Executive have the authority to assess or investigate allegations of corrupt and improper conduct by elected Councillors. Such matters *must be reported directly to IBAC*.

Reporting to other external bodies

Moyne Shire Council Fraud and Corruption Policy provides direction on reporting fraud and corruption matters to external bodies. In addition to IBAC (see above), allegations may be referred to:

- Local Government Inspectorate
- Victorian Ombudsman, and/or
- Victoria Police.

The oversight agencies in Victoria have implemented a 'no wrong door' policy. Where an allegation of misconduct is reported to an agency that does not have the authority to address it, the receiving agency will forward the allegation to the correct oversight agency. This policy aims to ensure that all allegations of fraud and corruption in the public sector are addressed appropriately.

Disciplinary procedures

Council's Disciplinary Policy sets out how staff may be disciplined for fraud, corruption, and other forms of misconduct, including the related and supporting processes.

Disciplinary actions for Council staff may include dismissal, suspension, demotion (and reduction in salary) or an appropriate warning, depending on the severity of the matter.

The *Local Government Act 2020* details the applicable penalty units for a breaches, such Conflicts of Interest and Personal Interest Returns. The arbitration process for elected Councillors is set out in the *Local Government (Governance and Integrity) Regulations*.

The appropriate civil prosecution will be instituted to recover any losses of public money or property and the Police will determine whether criminal charges will be laid.

False or vindictive allegations may result in disciplinary action.

Review of internal controls

Where fraud or corruption are detected – or where such enquiries highlight process vulnerabilities – the Fraud and Corruption Control Officer will review the adequacy of internal controls.

Recommendations for change will be reported to the Audit and Risk Committee for review and implantation as soon as practicable.

Loss recovery and insurance coverage

Council and its insurers will seek full recovery of any financial losses that are incurred through fraud and/or corruption. However, recovery will only be pursued where the benefits are likely to exceed the cost of recovery action.

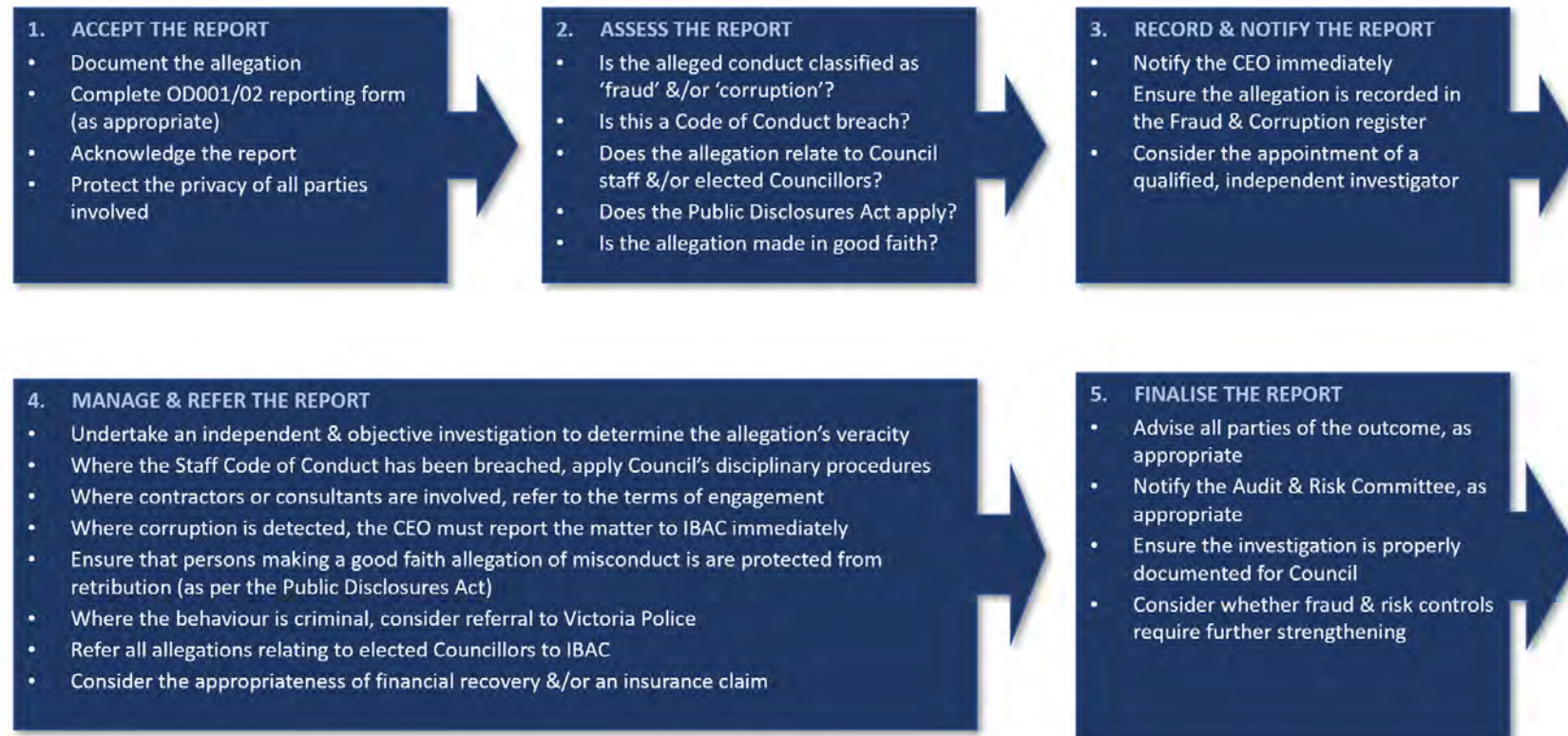
Council has a Fidelity Guarantee policy that insures against the risk of financial loss arising from staff misconduct. This is maintained as part of the Council's overall insurance program. Annual reviews include consideration of the level of cover, inclusions/exclusions and deductibles.

Media enquiries

If an external media outlet seeks comment from Council on allegations of fraud or misconduct – including investigations or disciplinary actions in relation to such allegations – these must be referred to the CEO.

APPENDIX A:

OVERVIEW OF FRAUD AND CORRUPTION MANAGEMENT PROCEDURES



Endnotes

¹ [Moyne Shire Council Annual Report 2021-22](#). Published on 27 September 2022.

² IBAC (2020). [Overview of Operation Sandon](#).

³ IBAC (2020). [Investigation summary: Operation Eden](#).

⁴ IBAC (2017). [Investigation into the Conduct of the Former City of Botany Bay Council Chief Financial Officer and Others](#).

⁵ IBAC (2011). [Willoughby City Council: Alleged Corrupt Conduct of Council employee \(Operation Churchill\)](#).

⁶ ABC News (2020). [Former Ipswich mayor Paul Pisasale pleads guilty to sexual assault, official corruption](#).

⁷ Crime and Corruption Commission (2020). [Operation Yabber: An investigation into allegations relating to the Gold Coast City Council](#).

⁸ As recommended by the Australian Standard for Fraud and Corruption (8001: 2021).

⁹ Victorian Auditor General's Office (2018). [Fraud and Corruption Control](#). Accessed on 20 December 2021. These three types of activity also set out in the Australian Standard for Fraud and Corruption (8001:2018).

¹⁰ See for example, [Migration Between Cities and Regions: A Quick Guide to COVID-19 impacts](#) (2020), published by the Australian Government Centre for Population or [The Local State of Victoria 2021: Shifting Citizen Expectations](#) (2021), published by PWC.

¹¹ Originally identified as 'cash handling', this category was expanded to include several related matters.



Fraud and Corruption Control Policy

Operational Policy & Procedure	Policy No:	OD 002
	Endorsed by ARMC	<i>July 2023</i>
	Adopted by Council:	<i>August 2023</i>
	Review Date:	<i>August 2026</i>
	Version No:	006
Policy/Procedure Owner:	Chief Executive Officer	
Related Policies:	Code of Conduct Disciplinary Policy Cash Handling Claiming of Expenses Light Fleet Policy Mobile Phone Use Policy Budget Variation Policy Procurement Policy Risk Management Policy Recruitment Policy Public Interest Disclosure Procedures	
External References:	Australian Standard for Fraud and Corruption Control (AS8001, 2021) Local Government Act 2020 Financial Management Act 1994 Independent Broad-based Anti-corruption Commission Act 2011 Public Interest Disclosures Act 2012	

1. PURPOSE

Moyn Shire Council ('Council') is committed to acting in the best interest of the community and to upholding the principles of honesty, integrity and transparency as key components of good governance.

This policy provides the framework for Council's approach to prevent, detect and respond to fraud and corruption.

2. INTRODUCTION

Council is committed to protecting its people, property, resources and reputation from the damaging effects of fraud and corruption. Such damage may also significantly impact on the local community that Council serves.

The purpose of the Fraud and Corruption Control Policy is to:

- Identify areas of risk in relation to fraud and corruption within Council
- Protect the reputation, revenue, expenditure, people and property of the organisation
- Implement prevention and detection controls to minimise losses, and reporting and response controls to recover losses where applicable
- Maintain an ethical organisational environment which encourages all Councillors and staff to actively protect public money and property
- Monitor and review fraud risk areas and controls on an ongoing basis
- Prosecute offenders following appropriate investigation.

3. SCOPE

This policy applies to all Councillors, employees and volunteers of the Council. It reflects the principles outlined in the Councillor Code of Conduct and Staff Code of Conduct.

4. DEFINITIONS

Fraud relates to obtaining financial or other benefits by deception. The Australian Standard for Fraud and Corruption Control (AS8001, 2021) defines fraud as:

'Dishonest activity causing actual or potential financial loss to any person or organisation including theft of moneys or other property by persons internal and/or external and/or where deception is used at the time, immediately before or immediately following the activity.'

The definition of 'property' includes intellectual property and other intangibles such as information that belongs and/or relates to Council.

Fraud also includes the deliberate falsification, concealment, destruction or use of falsified documents used for business, and the improper use of information or position for personal financial benefit.

Fraud may include (but is not limited to):

1. Theft of money or assets
2. Obtaining property, financial advantage, or other benefit by deception
3. Providing false or misleading information to a statutory authority (or failing to provide information where there is an obligation to do so)
4. Causing a loss or liability by deception
5. Creating, using or possessing forged or falsified documents
6. Unlawful (including unauthorised) use of Council resources and assets, including misuse of information technology, plant and machinery, light fleet vehicles, or other property or services
7. Failing to declare a Conflict of Interest or receipt of gifts or benefits leading to personal advantage
8. Disclosing sensitive or confidential information to obtain a benefit
9. Any actions of a similar nature to those listed above.

Corruption relates to the misuse of public office for personal gain. It is defined as:

'Dishonest activity in which a person associated with an organisation...acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation.'

Corrupt conduct is also defined under section 4 of the *Independent Broad-based Anti-corruption Commission Act 2011*.

Corrupt behaviour includes (but is not limited to) the acceptance or offer of bribes, gifts or benefits; nepotism, favouritism, or other abuses of decision-making authority; and misrepresentation or misuse of Council information. The benefits associated with corruption may apply to the decision-maker and/or to other parties (e.g. family members, friends or associates of the decision-maker).

Conflict of Interest is any situation where business, financial, family, political or personal interests could interfere with the judgement of persons in carrying out their duties for Council. Regardless of whether a conflict is perceived, potential and/or real, it may impact on Council.

Control is the collective term for activities that relate to the (i) *prevention* of fraud and corruption matters before they occur (e.g. via awareness), (ii) *detection* of matters that have already occurred in a timely manner (e.g. via auditing), and (iii) responding to matters appropriately (e.g. via formal investigation).

Gift refers to any gift, service or advantage which could be perceived to influence decision-making. An example would be tickets to sporting, music or other events.

Fraud and Corruption Control Officer (F&CCO) means the Council officer responsible for receiving reports of suspected fraud or corruption and developing, maintaining and implementing the Fraud and Corruption Control System. Under this policy, Council's F&CCO is Manager People and Culture.

5. POLICY

Council will not tolerate any act or behaviour that is illegal, will materially damage Council and or is likely to bring its reputation into disrepute.

Council's F&CCO will implement a structured Fraud and Corruption Control System. This document will ensure that there are procedures, guidelines, programs and subsidiary policies (if necessary) in place that protect Council's assets and resources, integrity, security and consequently its reputation within the community from fraudulent acts.

All administrative and management practices will support the Fraud and Corruption Control System through the fostering of an ethical culture, transparency and accountability. Councillors and employees must always maintain a high degree of integrity and ethical behaviour.

Ethical behaviour in all Council dealings fosters an environment that supports the prevention, detection and reporting of any fraudulent or corrupt acts that may involve or impact on Council.

Actual or suspected fraud and/or corruption must be reported immediately to the F&CCO, who must then report the matter to the Chief Executive Officer (CEO). The CEO will investigate all such matters in a timely manner, report such matters to Council and involve police or other authorities where necessary.

The CEO must report all suspected corrupt conduct (defined above) to the Independent Anti-Corruption Commission in the first instance (section 57A of the *Independent Broad-based Anti-corruption Commission Act 2011*).

Where an allegation of fraud or corruption relates to either or both the F&CCO or CEO, it must be reported to the Director Corporate and Governance Services (DC&GS). Where this is the case the DC&GS is then delegated CEO and F&CCO responsibilities for the purpose of this policy.

The F&CCO must report all fraud and corruption matters, including the results of investigations, to the Audit and Risk Committee (unless prohibited under legislation).

Council will prosecute those acting illegally and take legal action to recover losses where appropriate.

Any person may also make a report of corruption to the Independent Broad-based Anti-corruption Commission (IBAC) under the *Public Interest Disclosures Act 2012* or in accordance with Council's Public Interest Disclosure Policy.

Council's Human Resource policies and procedures will ensure that all staff are kept informed of this policy. A copy of this policy will be made available to all staff and on Council's website.

6. ROLES AND RESPONSIBILITIES

Council

Council is responsible for ensuring the good governance and ethical behaviour in the provision of services to the community and in relation to its own actions, decisions and management of resources.

Council will also ensure that the Executive Leadership Team (ELT) has the appropriate resources in place to detect, prevent and respond to fraud and corruption.

Audit and Risk Committee

The Audit and Risk Committee will assist management to achieve sound managerial review and control over all Council activities through the internal and external audit functions. This includes ensuring that audit recommendations are implemented in a timely manner.

The Committee will also assist the F&CCO to prepare, maintain and implement the Fraud and Corruption Control System, monitor its effectiveness and review the document at least every two years.

The Audit and Risk Committee must also monitor the effectiveness of the Fraud and Corruption Control System through biennial review.

Chief Executive Officer (CEO)

The CEO will ensure Council procedures support the reporting of suspected acts of fraud and/or corruption; investigate allegations of fraud and corruption in a timely manner; and report to Council and take legal redress (such as criminal prosecution) as necessary.

The CEO is also responsible for reporting all suspected corrupt conduct to the Independent Broad-based Anti-corruption Commission (IBAC).

Executive Leadership Team (ELT)

The ELT is responsible for ensuring that Council's controls provide adequate assurance of the prevention and detection of fraud and corruption by:

- responding to concerns and issues in a timely manner
- monitoring compliance with Council policies and procedures
- promoting awareness of responsibilities by providing adequate training, supervision and documented procedures to all relevant parties
- integrating fraud and corruption controls with other Council controls (such as the risk management framework and internal audit function)
- setting an example and addressing behavioural or cultural matters that may undermine good governance and ethical conduct, and
- reviewing policies and procedures as circumstances and advice change.

Employees (incl. contractors, consultants and volunteers)

- Must act with propriety in all Council activities,
- Must not use their position with Council to gain personal advantage or to confer advantage, or disadvantage, on any other person,
- Take appropriate responsibility to safeguard Council assets against theft, misuse or improper use, and
- Report any suspicion of fraudulent or corrupt activity in a timely manner.

Matters can be reported to Council using the Fraud and Corruption Reporting Form (OD 002/01, attached).

Fraud and Corruption Control Officer

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Moyne Shire Council

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In consultation with the Audit and Risk Committee, the F&CCO is responsible for preparing and implementing a Fraud and Corruption Control System.

The F&CCO will also maintain Council's Fraud and Corruption Register and undertake a fraud and corruption risk assessment in accordance with the Fraud and Corruption Control System.

Public Interest Disclosures Officer

The *Public Interest Disclosures Act 2012* protects persons who report improper conduct by public officers against reprisals.

The Public Interest Disclosures Officer ('PID Officer') is responsible for ensuring persons who report genuine suspicions of fraud and/or corruption are protected from unjust recrimination or retribution. The role and responsibilities are further set out in Council's Public Interest Disclosures Policy and Procedures.

Information Security Management System (ISMS) professional

In accordance with AS8001:2021, Council will appoint an Information Security Management System (ISMS) professional to recognise the role of technology in enabling fraud and corruption.

Council will ensure this individual has a sound understanding of organisational fraud and corruption exposures, including cybercrime, and any relevant controls.

7. PROCEDURAL CONTROLS

The controls to prevent, detect, monitor, report and respond to fraud and corruption are set out in Council's Fraud and Corruption Control System. This includes Council's approach to spot checks of financial transactions, risk assessments of business functions and planned auditing activity.

Key findings must be escalated internally and reported to the Fraud and Corruption Control Officer, as appropriate.

The Fraud and Corruption Control System also sets out quarterly reporting to the Senior Management Team and Audit and Risk Committee oversight of fraud and corruption controls.

8. REPORTING AND INVESTIGATION

The CEO (or delegate), will respond to, investigate and assess allegations of fraud and corruption that relates to Council. Investigations will adhere to the following principles:

- thoroughly reviewing reported incident to establish the facts
- ensuring the investigation is independent of management (as appropriate)
- acting quickly to preserve evidence and avoiding any compromise of a future criminal investigation
- presenting a case to police if evidence is sufficient
- taking remedial action (e.g. pursue legal action to recover losses), and

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Moyne Shire Council

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- maintaining confidentiality and disclosing information only to those who need to know in order not to prejudice any disciplinary or any criminal action.

At the conclusion of any investigation into a report of fraud or corruption, systems and procedures will be reviewed to identify deficiencies with internal controls.

A flowchart depicting the designated reporting channels and fraud and corruption incident handling process within Council is attached to this policy. All staff are provided with Fraud and Corruption training and MagiQ quick link access to reporting forms.

9. FRAUD AND CORRUPTION CONTROL SYSTEM

Council's Fraud and Corruption Control System will consider the findings of the Fraud and Corruption Risk Assessment including:

- Identified fraud and/or corruption risks
- Controls and measures to mitigate identified risks
- Officers responsible for implementing risk mitigation measures

At a minimum, the Fraud and Corruption Control System will also consider:

- 'Red flag' indicators to assist in fraud detection
- Procedures for ongoing monitoring and reporting
- Employee awareness and training, and
- Fraud investigation protocols.

10. TRAINING

The provision of fraud and corruption training supports Council employees, volunteers and Councillors to carry out their responsibilities under this Policy.

All Council employees, volunteers and Councillors must complete fraud and corruption training:

- at induction (within three months of engagement) and
- at least every two years thereafter.

People and Culture, in consultation with the Fraud and Corruption Control Officer, are responsible for delivering and monitoring training.

11. PROCUREMENT AND CONTRACT MANAGEMENT

Council recognises procurement and contract management as being particularly vulnerable to fraud and corrupt conduct.

Councillors and Council staff involved in procurement and/or contract management must declare any Conflict of Interest that relates. This includes conflicts that are real, perceived and/or potential in nature.

12. MISCELLANEOUS

Disciplinary action

All employees, volunteers and Councillors are subject to the disciplinary actions set out in the:

- Staff or Councillor Code of Conduct
- *Local Government Act 2020*, and/or
- *Local Government (Governance and Integrity) Regulations*.

Employees found to have committed fraud or corruption may be dismissed from employment and may be subject to legal action for redress.

Pre-employment checks

Prior to employment, Council will undertake the following checks:

- verify employees references and qualifications
- police checks (for all employees),
- require a Working with Children Check (where applicable).

Fraud and Corruption Register

Council will maintain a fraud and corruption risk register as part of its border approach to strategic and operational risk management..

Review Date and Policy Impacts

This Policy will be reviewed in March 2025 (or earlier if necessary).

It is considered that this Policy does not impact negatively on:

- any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*, or
- community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

13. ATTACHMENTS

OD 002/01 Fraud and Corruption Reporting Form

OD 002/02 Acceptance of Responsibilities

Fraud and Corruption Reporting Procedure

Fraud and Corruption Control System– Diagrammatic representation

Version	Details of change
OD002 Version 2	Formal reviewed Policy with Management Team.

OD002 Version 3	Legislative changes from Whistleblower Act to Protected Disclosure Act.
OD002 Version 4	Definition of Major Fraud and reporting of Major Fraud by the CEO to Council (NB – removed in V6.0).
OD002 Version 5	Definitions broadened to include corruption and amended to reference <i>Protected Disclosures Act 2012</i> mandatory reporting requirements
OD002 Version 6	Significant redraft to align with AS8001: 2021. Updated definitions, roles and forms, among other elements.



OD 002/01:
Fraud and Corruption Reporting Form

Reporting Officer Name: _____

Reporting Officer Role: _____

Reporting Individual Name: _____

Reporting Individual Role: _____

Details of alleged fraud or corruption: _____

Details of supporting evidence: _____

Signature of Reporting Officer: _____

Date signed: _____

Signature of Reporting Individual: _____

By signing this document, I am confirming that the information provided in this report is true and correct to the best of my knowledge.

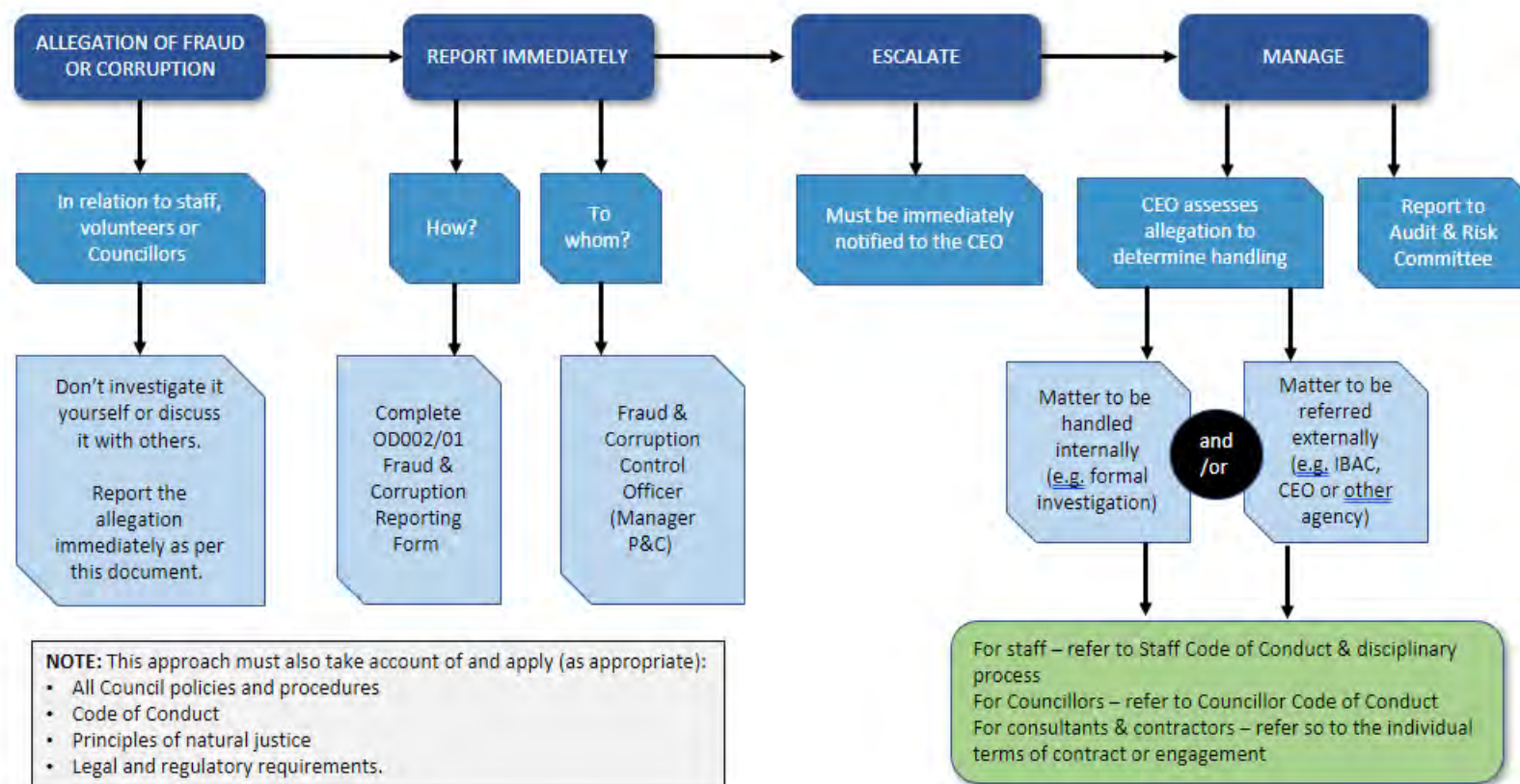
Date signed: _____

Date received by CEO: _____

Investigation Action or Referral: _____



FRAUD AND CORRUPTION REPORTING PROCEDURE





MOYNE SHIRE COUNCIL FRAUD AND CORRUPTION CONTROL SYSTEM

1. Introduction

- Operational context & alignment
- What are fraud & corruption?
- Local government case studies
- Development & review
- Provision of adequate resources

2. Fraud & Corruption Control System

- Document purpose
- Three lines of assurance
- Control types & assurance program
- Related policies & procedures
- Related legislation & controls
- Organisational accountability

3. Fraud & Corruption Risk Profile

- Perceived risk in local government
- Impacts of the COVID19 pandemic
- Fraud & corruption profile: Moyne

4. Prevention

- Awareness & culture
- Formal training
- Employee screening
- Job rotation & annual leave
- Supplier & customer vetting
- Independent review

5. Detection

- Red flags for fraud & corruption
- Detection program
- Audit & Risk Committee
- External audit
- Reporting allegations
- Public Interest Disclosures

6. Responding

- Investigation of allegations
- Internal reporting & escalation
- Reporting to external bodies
- Disciplinary procedures
- Review of internal controls
- Loss recovery & insurance coverage
- Media enquiries



OD 002/02

**Acceptance of Responsibilities
Fraud and Corruption Control Policy**

I have read and understood the attached copy of Council's Fraud and Corruption Control Policy.

I agree to abide by the responsibilities set out in the Policy and acknowledge that failure to do so may result in formal investigation, application of penalties set out in the Code of Conduct and/or criminal prosecution.

Name: _____

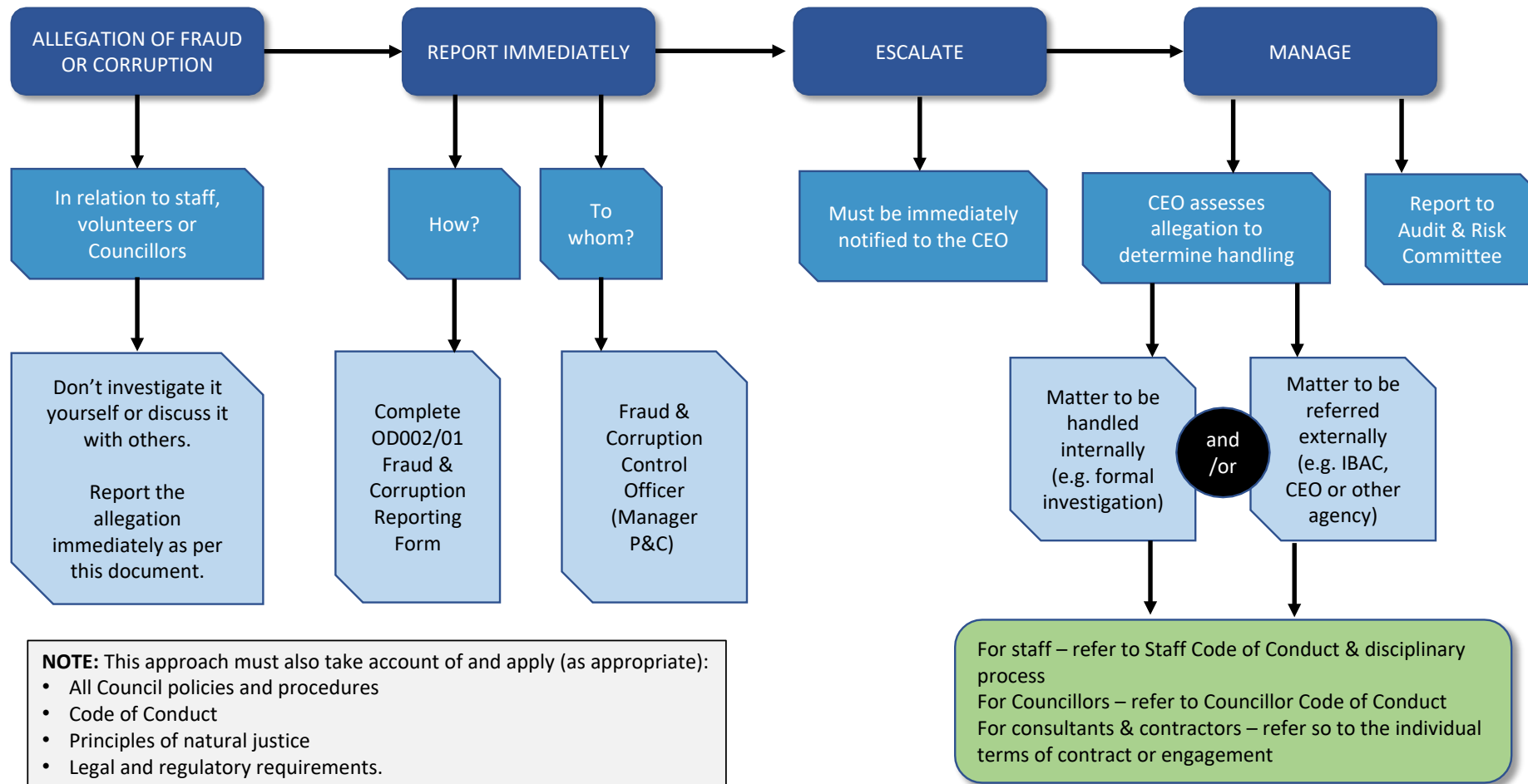
Department: _____

Signature: _____

Date: _____



FRAUD AND CORRUPTION REPORTING PROCEDURE





Moyne Shire Council Fraud Control Plan – Diagrammatic representation

Introduction

- Commitment to fraud control
- Definition of fraud
- Examples of fraud
- Objectives of fraud control
- Responsibilities

Prevention

- Integrity framework
- Procedural controls
- Fraud control program
- Fraud awareness training
- Fraud risk assessment
- Internal control

Detection

- Fraud detection programs
- Incident reporting
- Whistleblower protection
- Internal/External audit

Response

- Investigation procedures
- Reviewing systems & procedures
- Recovery and other remedies
- Provision of information to external agencies
- Communications/Media management

Appendices

Fraud Control Policy
Fraud Reporting form
Acceptance of Responsibilities – sign off
Fraud Reporting Procedure flowchart



MOYNE SHIRE COUNCIL FRAUD AND CORRUPTION CONTROL SYSTEM

1. Introduction

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- Job rotation & annual leave
- Supplier & customer vetting
- Independent review

5. Detection

- Red flags for fraud & corruption
- Detection program
- Audit & Risk Committee
- External audit
- Reporting allegations
- Public Interest Disclosures

6. Responding

- Investigation of allegations
- Internal reporting & escalation
- Reporting to external bodies
- Disciplinary procedures
- Review of internal controls
- Loss recovery & insurance coverage
- Media enquiries

2.4 Festival and Event Funding 2023-24

Directorate: Environment, Economy & Place

Report Author: Economic Development & Tourism Coordinator

Overview: This report provides a review of applications received for the 2023/24 Festival and Event Funding, and recommends the proposed funding be awarded.

Officer Recommendation

That Council endorse funding for the Festival and Event Funding program for 2023/24 as outlined in the report.

Background

Moyne Shire Council's Community Grants Program aims to build stronger communities that benefit residents, local business, and visitors.

As part of this grants program, \$110,000 for Festival and Event funding was approved in the 2023/2024 Council budget. This program provides funding of up to \$10,000 per event to assist groups and organisations to plan and deliver festivals, events, and/or activities.

The provision of this Program is in recognition of the valuable contribution that community organisations and local business make to social, cultural, economic, and environmental wellbeing through local festivals and events.

Funding is eligible for programs held within the geographical boundaries of Moyne Shire, or those that benefit a considerable number of Moyne residents.

Strategic Link

Council Plan 2021-2025

3.3 - PEOPLE - Inclusion, Diversity and Respect

Residents feel safe, welcomed, included and valued in their communities

Support opportunity to participate in community life through promotion of the role and diversity of interests of local community groups and volunteers

4.1 - ECONOMY - Business Attraction, Innovation and Entrepreneurship

Support cross-sector ideas and initiatives to create an environment where investment and innovation are welcomed and fostered

Discussion

Applications for the program opened Saturday 1 April 2023 and closed Monday 8 May

2023. Following a communication and engagement program 28 applications were received, collectively requesting \$208,750.

During the widely promoted program, Council officers provided direct support to applicants to scope, refine and document their project.

Following the application period closing, a review panel of four Council officers assessed the 28 applications against the eligibility criteria specified in the guidelines below and attached.

- Alignment to funding guidelines and criteria
- Community economic, social, participation and/or cultural benefits
- Contribute to the suitability and resilience of Communities
- Risk and implications for Council from either the application and/or the project
- Demonstrate a need for funding

Attachment 1 provides a summary of applications received and the recommended amount to be funded. Careful consideration was given to the criteria due to the funding being oversubscribed.

The Program Guidelines advised that there would be one round of funding and a second round may follow should all the funding not be allocated. As the funding will be consumed in the first round there will not be a second round of funding in the 2023/24 program.

As stated above the total requested amount was \$208,750. Furthermore, applicants indicated a total cash contribution of \$392,284, bringing the total projects value to \$591,034. This represents a funding ratio of Council to other funders of 1:5.6 i.e., for every Council dollar provides, a further \$5.60 in total value is realised.

Including other contributions such as tickets sales, sponsorships etc, the combined expenditure from all 24 recommended applicants totals \$829,763. This is a direct investment into community organisations and the Moyne Shire economy.

Funding to applicants will be conditional upon securing any other external grants / sponsorship and Event Permits on public land and Planning Permits for events on private land.

One application has been withdrawn after the assessment period, which reduced the total requested amount by \$10,000 to \$198,750, and the funded amount by \$5,680 to \$104,320.

Consequently, there is a remaining balance of \$5,680. The officer recommendation is that the remaining funds be available for further event support as the need arises over the remainder of the financial year.

Consultation

The Program was widely promoted through local media (including Warrnambool Standard, Hamilton Spectator and Mortlake Dispatch), on Council's social media channels and information provided on Council's website.

To support applicants, Council Officers were made available over the phone or for face-to-face meetings to answer questions about the application process, assist in developing project ideas and support groups to improve the quality of applications.

Financial Implications

The recommended funding of \$104,320 is within the budget allocation adopted by Council at the August 2023 OCM.

Risk

Risk identified: Image, Reputation and Public Support

Risks regarding the implementation of the program have been controlled through the requirement of all applicants to provide budgets, financial statements, evidence of other contributing funding, insurance documents and appropriate acquittal of any previous grants.

A scored assessment process of applications, utilising promoted eligibility criteria, mitigates risk through a clear, fair, consistent, and transparent process.

Conclusion

The Festival and Event Funding Program is an important way that Council provides financial support to strengthen our community, increases participation and strengthen economic growth across our Shire.

Economic Development and Tourism Coordinator, Events Officer and Cultural & Community Development, Support Officer all declared a conflict of interest on one submission each which they did not score.

Attachments

- | |
|---|
| <ol style="list-style-type: none">1. Assessment Spreadsheet Festival and Event Fund [2.4.1 - 4 pages]2. Festival and Event Funding Guidelines 2023-2024 [2.4.2 - 17 pages] |
|---|

#	Event	Organisation	Event Description	Assessment Status	Total Event Cost	Funding received in 2022/2023	Funding Requested	Funding Recommended	Conflict of Interest Declared	Number of Assessors	Weighted Score	Officer Comments
1	Community House Winter School Holiday Program (June/July 2024)	Port Fairy Community Group Inc	Date - June July 2024 Attendance - 50 Event Detail - Annual not-for-profit event that gives children an opportunity to upskill, be creative and engage with their peers. The event supports local tutors who facilitate workshops and brings families into the heart of Port Fairy.	Approved	\$4,280.00	NA	\$1,500.00	\$480.00	Nil Declared	4	30.94	Recommend to fund work shop materials and marketing such as printed media and advertising as per budget provided
2	Federation Mortlake Picnic 2024	Federation of Veteran Vintage & Classic Vehicle Clubs Inc.	Date - 23 March 2024 Attendance - 400 Event Detail - Picnic for local Historic Vehicle Clubs in its 20th year at Mortlake.	Approved	\$5,250.00	NA	\$3,000.00	\$3,000.00	Nil Declared	4	32.38	Recommend to fund catering (BBQ), entertainment (live band) and marketing (design and print flyers and media) as provided in budget
3	Glenmore Pony Express	Warrnambool Motorcycle Club	Date - 9 March 2024 Attendance - 1500 Event Detail - Glenmore Pony express brings together both the motorbike community and general public from within the shire and beyond its boundary's. It's supporting the progression of juniors though to seniors in an all-inclusive event.	Approved	\$49,165.00	NA	\$10,000.00	\$1,600.00	Nil Declared	4	28.44	Recommend to fund event setup materials (traffic management, generators) and cleaning expenses. Income exceeded their expenditure in budget provided
4	Koroit & Port Fairy Cup Day (KPFCD)	Warrnambool Racing Club	Date - 7 January 2024 Attendance - 1800 Event Detail - This event celebrates the history of racing throughout the Moyne Shire, culminating in the running of both the Koroit Community Cup and Port Fairy Community Cup on the same race day.	Approved	\$69,726.00	\$6,000.00	\$6,000.00	\$3,000.00	1 Officer Declared an Interest	3	29.30	Recommend to fund transportation (buses) for Moyne Shire residents to access event as per budget provided
5	Koroit Irish Festival	Koroit Irish Festival	Date - 26-28 April 2024 Attendance - 4000 Event Detail - It is a three-day event that celebrates our Irish heritage and our town in general. It is essential for town pride and as a financial boost for community groups and businesses. It also serves as a major promotion tool for the town.	Approved	\$100,000.00	\$10,000.00	\$10,000.00	\$8,000.00	Nil Declared	4	35.75	Recommend to fund kids activities and merchandise as per budget provided
6	Koroit Truck Show	Koroit Agricultural Society	Date - 28 January 2024 Attendance - 5000 Event Detail - The Koroit Truck Show is one of the biggest events in Australia. To provide further experiences for those attending, the Wood Chopping was implemented this year, being paid for by the committee.	Approved	\$377,850.00	NA		\$5,000.00	Nil Declared	4	30.00	Recommend to fund marketing (design and printing) and insurance costs as per budget provided
7	Lake School of Celtic Music Song and Dance	Moyne Celtic Traditions Association (The Lake School)	Date - 2-7 January 2024 Attendance - 500 Event Detail - The Lake School programs over 100 classes, workshops, concerts, relating to Celtic culture. The event is unique in Australia, and is crucial part of the narrative of The Moyne Shire being a mecca for Irish music in Australia.	Approved	\$57,500.00	\$6,300.00	\$6,300.00	\$4,900.00	Nil Declared	4	27.56	Recommend to fund marketing costs (design and print of booklet, media and art supplies) as per budget provided
8	Mortlake Christmas carols	Mortlake Lions Club	Date - 15 December 2023 Attendance - 300 Event Detail - Family friendly event that brings the community together, hosting a range of fun activities.	Approved	\$3,750.00	\$3,000.00	\$4,500.00	\$3,750.00	Nil Declared	4	32.06	Recommend to fund entertainment (music, sound system, rides) as per budget provided

#	Event	Organisation	Event Description	Assessment Status	Total Event Cost	Funding received in 2022/2023	Funding Requested	Funding Recommended	Conflict of Interest Declared	Number of Assessors	Weighted Score	Officer Comments
9	Mortlake Cup	Mortlake Racing Club Inc.	Date - 4 November 2023 Attendance - 2500 Event Detail - The Mortlake Racing Club is the only club and racecourse located within the Moyné Shire. The annual Mortlake Cup event is the largest event held in the town of Mortlake.	Approved	\$51,500.00	\$8,000.00	\$10,000.00	\$8,000.00	Nil Declared	4	30.88	Recommend to fund extensive marketing campaign (radio, newspaper and social media)- COVID in 2021 and unavoidable cancellation 2022
10	Mortlake Gift 2023 (Inaugural)	Mortlake Recreation Reserve Committee Of Management	Date - 15 October 2023 Attendance - 1000 Event Detail - An official meeting in the Victorian Athletic League season. Ten races over distances ranging from 70 meters to 1600 meters, catering for men, women and children of all ages and abilities. Will attract runners from all over VIC and SA.	Approved	\$12,850.00	NA	\$10,000.00	\$5,360.00	Nil Declared	4	26.81	New event in Mortlake, Recommend to contribute to event running costs (markers, lane ropes, race caller, PA system). The funding objectives are not for sponsorship/naming rights of an event for which they requested in their application.
11	Moynéyana Festival	Moynéyana Festival INC	Date - January 2024 Attendance - 5000+ Event Detail - The Moynéyana Festival focuses on providing free daily entertainment and activities to the summer tourists that stay in Port Fairy, NYE parade and entertainment	Approved	\$43,500.00	\$10,000.00	\$10,000.00	\$8,000.00	Nil Declared	4	30.88	Recommend to fund New Years Eve band, summer magazine advertising and contribution to kids activities as per budget provided
12	Passing the Ball - Paying it forward one kick at a time.	Port Fairy Football Netball Club	Date - 25 November 2023 Attendance - 500 Event Detail - An annual event with 2 performances on the same day in November, featuring local performers and storytellers, focusing on the viability and need of the PFFNC and the local contribution required for future generations to be able to participate and thrive	Approved	\$8,350.00	NA	\$8,350.00	\$3,600.00	1 Officer Declared an Interest	3	27.00	New event. Recommend to fund Reardon Théâtre hire cost and artist fees as per budget provided
13	Picnic in the Paddock	St Patrick's Primary School Korolit	Date - 29 October 2023 Attendance - 2,500 Event Detail - Community event that runs from 10:00am to 3:00pm and is jam-packed with fun activities for all ages.	Approved	\$13,334.00	\$1,100.00	\$5,000.00	\$2,000.00	Nil Declared	4	39.50	Recommend to fund marketing costs (signage, calendars, social media) as per budget provided
14	Port Fairy Agricultural Show	Port Fairy Agricultural Pastoral & Horticultural Society Inc	Date - 4 November 2023 Attendance - 1500 Event Detail - The Port Fairy Agricultural Show allows people in the district to showcase their skills, allowing them the chance to proceed to regional and State levels.	Approved	\$41,900.00	NA	\$10,000.00	\$4,600.00	Nil Declared	4	30.69	Recommend to fund Printing (booklet) and stationary as per budget provided
15	Port Fairy Jazz Festival	Port Fairy Jazz Festival	Date - 9-11 February 2024 Attendance - 1400 Event Detail - Consists of approximately 100 bands playing a variety of music in approximately 10 venues in Port Fairy.	Approved	\$55,910.00	\$7,700.00	\$10,000.00	\$7,000.00	Nil Declared	4	28.44	Recommend to fund venue hire (Reardon Theatre) and insurance costs as per budget provided
16	Port Fairy Literary Weekend	Port Fairy Literary Weekend Inc.	Date - 8 August 2023 Attendance - 1500 Event Detail - A weekend long literary festival, bringing 25 authors to town for a variety of interesting and engaging discussions. It provides an opportunity for our regional audience to engage in literary events and meet authors	Approved	\$73,146.00	\$10,000.00	\$10,000.00	\$5,000.00	Nil Declared	4	28.44	Recommend to fund Gala Event as detailed in budget provided

#	Event	Organisation	Event Description	Assessment Status	Total Event Cost	Funding received in 2022/2023	Funding Requested	Funding Recommended	Conflict of Interest Declared	Number of Assessors	Weighted Score	Officer Comments
17	Port Fairy Marathon and Community Running Festival	Port Fairy Consolidated School	Date - 18 February 2024 Attendance - 5500 Event Detail - Popular running event, establishing strong relationships and support for community groups while promoting health, wellbeing, participation, professionalism and enjoyment along with economic and visitor benefits.	Approved	\$46,530.00	\$9,940.00	\$9,500.00	\$6,500.00	Nil Declared	4	33.31	Recommend to fund professional race timer and bib provision, as per quotes provided
18	Port Fairy Messiah	Port Fairy Anglican Church	Date - 28 December 2023 Attendance - 130 Event Detail - The staging of Handel's Messiah in St John's provides high quality entertainment for locals and visitors as well as professional mentoring and performance opportunity for local singers and instrumentalists.	Approved	\$8,550.00	\$1,500.00	\$3,000.00	\$1,500.00	Nil Declared	4	31.69	Recommend to support event running costs (maintenance of organ plus organist) as per budget provided
19	Port Fairy Spring Music Festival	Port Fairy Spring Music Festival	Date - 13-15 October 2023 Attendance - 2000 Event Detail - As part of its role as a leading regional Australian festival it champions music education and community music-making in South West Victoria featuring School concerts, Community Gala Concerts and Masterclasses	Approved	\$64,587.00	NA	\$10,000.00	\$5,950.00	Nil Declared	4	28.44	Recommend to fund equipment hire and marketing as per budget provided
20	Port Fairy Women's Weekend 2023	Port Fairy Community Group Inc	Date - 26-27 August 2023 Attendance - 60 Event Detail - This is an annual not-for-profit event that gives women the opportunity to upskill, share learning and make new connections through a series of diverse and engaging workshops. The event supports women in business and contributes to the local economy.	Approved	\$13,035.00	NA	\$1,500.00	\$650.00	Nil Declared	4	29.81	Recommend to fund venue hire and marketing costs as per budget provided
21	St Brigid's Concerts in the Church	Friends of St Brigid's	Date - 30 November 2024 Attendance - 360 Event Detail - Concerts will be performed in the Church and will include local amateur singers and musicians with more renown artist.	Approved	\$10,000.00	NA	\$10,000.00	\$2,930.00	Nil Declared	4	25.94	Recommend to fund the running of one concert as per budget provided
22	Summer movie festival January 2024 Port Fairy Film Society	Port Fairy Film Society	Date - January 2023 Attendance - 1500 Event Detail - Annual Summer Movie festival whereby Port Fairy Film Society screen up to 12 movies throughout January attracting an audience in excess of 1500 visitors and locals.	Approved	\$6,000.00	NA	\$6,000.00	\$4,500.00	1 Officer Declared an Interest	3	29.30	Recommend to fund the movie hire as per budget provided
23	Warrnambool and District Easter Arts Festival	Warrnambool and District Easter Arts Festival. INC	Date - March and April 2024 Attendance - 5000 Event Detail - A community Easter Arts Festival, with painting, visual arts, theatre, drama, music, bands, symphony, choirs, dance, photography, literature, film, quilting, embroidery. Uniting the community's talents, allowing amateurs interaction with professionals.	Approved	\$14,000.00	\$4,000.00	\$10,000.00	\$1,000.00	Nil Declared	4	27.56	Recommend to fund Men's Breakfast in Naringal as per budget provided

#	Event	Organisation	Event Description	Assessment Status	Total Event Cost	Funding received in 2022/2023	Funding Requested	Funding Recommended	Conflict of Interest Declared	Number of Assessors	Weighted Score	Officer Comments
24	Winter Weekends 2024	Port Fairy Winter Weekends	Date - June/July 2024 Attendance - 12000 Event Detail - Winter Weekends is the largest winter festival in western Victoria with around 100 vibrant events held over 3 weekends. The event purpose is to drive cultural, economic and community growth during what is traditionally our off-season.	Approved	\$55,234.00	NA	\$10,000.00	\$8,000.00	Nil Declared	4	38.19	Recommend to fund project worker fees and marketing advertising, printing and photography as per budget provided
25	Movie Night screening Embrace Kids	The Warrnambool Breastfeeding Centre	Date - 1 November 2023 Attendance - 200 Event Detail - 'Embrace Kids' explores the relationship children have with their bodies covering topics including social media, disability, gender identity, representation and diversity which is paramount in today's society	Not Approved	\$1,041.00	NA	\$1,000.00	\$0.00	Nil Declared	4	0.00	Not Recommended - Ineligible based on guidelines - more suited to funding by another level of government or agency.
26	The Crystal Lee Foundation Travelling High Tea	The Crystal Lee Foundation	Date - 21 October 2023 Attendance - 100 Event Detail - High Tea on the Moyne River. Music by Future Folk Finalist. Professionally facilitated panel discussion to raise awareness of the challenges of regional young people when faced with a cancer diagnosis and support available locally.	Not Approved	\$3,410.00	NA	\$3,100.00	\$0.00	Nil Declared	4	0.00	Not Recommended - Ineligible based on guidelines - charitable organisation
27	Muslim Arts and Culture Installation	Salam Fest	Date - 18 November 2023 Attendance - 1500 Event Detail - Salam Fest responds to the rising Islamophobia by celebrating our arts and culture with the wider community in an open, welcoming and inclusive public space.	Not Approved	\$13,000.00	NA	\$10,000.00	\$0.00	Nil Declared	4	0.00	Not Recommended - Ineligible based on guidelines - late application and more suited to funding by another level of government or agency.
28	Music in the Vines	Music in the Vines	Date - 3 February 2024 Attendance - 1500 Event Detail - Music in the Vines is small not-for-profit music festival held annually in Macarthur, southwest Victoria.	Withdrawn	\$97,294.00	NA	\$0.00	\$0.00	Nil Declared	4	28.44	Withdrawn Application - Event not taking place in 2024 Requested \$10,000 Recommendation \$5680
TOTAL:							\$198,750.00	\$104,320.00				

KEY	PREVIOUSLY FUNDED
	NEW TO FUND
	INELIGIBLE
	WITHDRAWN

Moyne Shire Council

COMMUNITY

Grants

2023-2024 Program Guidelines

Festival and Event Funding Program

Applications open: 10:00am Saturday 1 April 2023

Applications close: 10:00am Monday 8 May 2023



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Purpose of the Community Grants Program

Through the Moyne Shire Council's Community Grants Program, Council aims to build stronger communities and deliver benefits to residents and visitors. The Program assists to facilitate a self-help culture among community groups and encourage groups to work in partnership with Council to promote long-term outcomes that benefit the wider community.

Applicants should demonstrate in their application the economic, visitor, social and environmental benefits of their project to the applicant, the community and Moyne Shire Council. Particular reference should be made to local supply of goods and services in your application in support of our local businesses and providers.

Applications must be for festivals, events, programs or activities that will assist in the ongoing development or creation of sustainable programs and communities, and meet the needs of residents and visitors.

Applications must clearly outline aims and objectives together with a full description of the service, event or project. Applicants must also consider and describe how their project/event encourages and supports the principles of access and equity.

Council may request additional information about individual applications.

Community Grants program - Festival and Event Annual Funding Program

Supplementary funding of up to \$10,000 is available per event to assist in planning and or delivery of a range of community festivals and events held within the Shire. The Program recognises the valuable contribution that community organisations and local business make to the social, cultural, economic and environmental wellbeing of Moyne.

Funding is available for projects and events planned 1 August 2023 and 31 July 2024

Key information

Application dates

Festival and Events Annual Funding Program

Applications open: 10:00am Saturday 1 April 2023

Applications close: 10:00am Monday 8 May 2023

Online applications

All applications are to be made online via the electronic application form which is available at <https://www.moyne.vic.gov.au/Our-Community/Community-Grants>. If you require assistance completing the application, please contact one of the relevant Program Officers listed below.

Program Officers

For all telephone enquiries regarding the fund please ring 1300 65 65 64.

Elise Ploenges - Corporate Business and Events Officer

eploenges@moyne.vic.gov.au

Program timelines

The following provides key dates for the program. These timelines may be subject to change. Groups are encouraged to continue to check the grants page on the Council website for any changes / updates to key dates.

Festival and Events Annual Funding Program

Activity	Key dates
Fund opens	10:00am Saturday 1 April
Fund closes	10:00am Monday 8 May
Assessment period	Monday 8 to Monday 15 May
Council Meeting – funding decision	July/August
Funding agreement	August
Release of funds as per the Funding Agreement	August onwards
Post Event Reporting	By 31 July 2024 unless otherwise agreed

Information sessions

In order to support applicants, a Council officer will be available to discuss your event and application before submitting an application.

Drop-in information sessions will be conducted, times will be advertised at a later date on Moyne Shire social media and website.

Program application requirements

In order to be considered for funding, the following apply:

- Applications must be made via the online electronic application form. If an applicant has difficulty accessing the form, please contact one of the Program Officers who will be able to arrange online access.
- All applicants must discuss their festival/event with a Program Officer listed on page 4.
- Be an incorporated organisation or community group, or be auspiced by an incorporated association.
- Be located within the Moyne Shire municipal boundary or if an external group, clearly demonstrate predominant benefit to Moyne communities and Council.
- Fully complete the online electronic application form and provide all required supporting evidence and documentation when submitting an application - you will need to complete an application checklist at the end of the form before applications can be submitted.

- Enter into a funding agreement with Council and fully acquit funds for the purpose of the grant using Council's acquittal form within three months of project / event completion, or by 31 July 2024, unless otherwise formally agreed with Council.
- In the spirit of fairness and transparency, late applications will not be considered.

Feedback

Feedback on the Community Grants Program and the application process is always welcome. Please address your comments to one of the Contact Officers listed in this document.

Festival and Event Fund specific guidelines

Eligibility

- Funding is eligible for festivals and events held within the geographical boundaries of the Moyne Shire, or those that can demonstrate benefit to a significant number of Moyne Shire residents.
- Organising Committee's must retain and / or reinvest any money raised from holding the event within the Moyne Shire community.
- Applications should seek to support disadvantaged and or vulnerable community members to access the event where relevant, including recognising and honouring companion card holders.
- Applications must seek to ensure all activities are undertaken in a socially, environmentally and economically responsible manner.
- Funding is to support the development of new events and to develop the programs of existing events. Applicants are encouraged to continue to seek alternative income sources to ensure the event's financial sustainability, reducing the reliance on Council funding to subsidise it. (i.e. reduce any ongoing annual request on a sliding scale over a set period).

Ineligible applications

The following applicants or festival / events are not eligible for funding under the following criteria.

- ***If you have not discussed your festival / event with a Program Officer, your festival/event will not be considered for funding.***
- Seeking retrospective funding for activities, programs and projects that have already started or are completed.
- Previous Council funding has not been fully or appropriately acquitted or there are outstanding debts, financial or other disputes with Moyne Shire

Council. However, please discuss existing projects that are under a grant arrangement with Council if this currently funded project may not be delivered by the agreed time.

- The requested funding would otherwise be covered by insurance, or for programs and events that are more suited to funding by another level of government or agency.
- Commercial "for-profit" activities or projects, sponsorships for events, fundraising events, trophies, prize money and equipment for events or schools.
- The festival / event promotes religious, discriminatory or party political views for the purpose of advocacy or membership growth.
- Have received funds for the current festival / event, from other Moyne Shire Council contributions.
- Your project or event is not going to be delivered between the funding program timelines as set out on page 3.
- Applications for funding in retrospect will not be considered.
- If your festival or event is primarily a fundraiser that will distribute event profits to external organisations.

Other program conditions

- Once the initial grant has been approved, no additional Council funding will be provided to meet cost escalations, or over-runs of the event or project.
- Moyne Shire Council is to be acknowledged by the successful applicants on occasions, as per the Acknowledgement Guidelines detailed on page 11.
- Applicants must provide financial statements identifying their capacity to meet their agreed contribution; with the exception of a group exempted by Council.
- Supply of quotes for the delivery of services, products or equipment as part of the application process are required.

Contact a Program Officer

It is a condition of the Community Grants Program that you must discuss your festival/event application with a Program Officer prior to making a submission.

The Program Officer will be able to provide guidance on the below;

- Confirm your funding eligibility for the program before you start your application
 - Provide advice and guidance about your application, including what is and what isn't required in your application
 - They can also advise you about aspects of your project such as planning, management and implementation:
 - Do you need a planning or building permit?*
 - Do you need land or asset owner permission?
 - What about quotes for works and services?
 - How will funds be paid and distributed if you are successful?
 - Who will be responsible for the asset or works once installed?
 - Are you covered for insurance?
- * Permits can add time to your project delivery schedule and also put your application under time pressure if you need to wait for owner / permit approvals. Permit fees may also be incurred, which will need to be included in your project budget and implementation timeframe.
- Program Officers may also be aware of other funding programs that you could apply for if your project does not meet the criteria or you need to provide additional funding to support your project.
 - Building relationships with the Program Officers will ensure they have an understanding of your project before they receive your application. Key application documents.

Key application documents

Required documentation is also listed in the application checklist and includes the following:

Mandatory documents

- Completed income and expenditure spreadsheets using templates provided.
- Supplier quotes for services, products and other project costs.
- Your most recent financial statements such as treasurers reports or bank statements.
- Certificate of Currency for Public and Products Liability Insurance. In most circumstances, Council requires applicants to hold current Public and Products Liability Insurance (unless you are covered under Moyne Shire Council's policy) to protect against legal liability for third party injury, death and/or Damage to Property caused by an occurrence in connection with the applicant's activity. If your group does not wish to purchase public and products liability insurance, you may apply through an auspice organisation.

Other documents where applicable

- Evidence of land / asset owner permission.
- Confirmation of any other funding sources being provided for the project or that have been applied for but not yet confirmed.
- Completed Statement by Supplier form if you are not providing an ABN.
- Supporting documentation such as letters of support, project/ event map, design plans and any other relevant documentation.
- Permits and approvals if confirmed or references to applications if underway. If permits and approvals are not confirmed or under application, confirmation that permits or approvals are required.
- You can purchase public and products liability insurance from any insurance provider deemed appropriate for the activity in connection with the funding or by contacting Local Community Insurance Services (<https://www.localcommunityinsurance.com.au/> , call 1300 853 800 or email insurance@lcis.com.au).

Certificate of Incorporation (if applicable)

All community groups and organisations (non-commercial entities) who are applying for funding must be:

- An incorporated association - Incorporation provides a community group status as a legal entity; or
- Hold another legal entity status such as a DELWP Committee of Management; or
- Be auspiced by an incorporated body - If your group is not incorporated and does not wish to become incorporated, you may apply through an auspice organisation who must be an incorporated association.

If you are not incorporated and would like to become incorporated, you may contact the Office of Consumer Affairs Victoria on 1300 558 181 or visit www.consumer.vic.gov.au.

An auspiced application

If your group is not incorporated or does not hold current public and products liability insurance, you may still apply through an auspice organisation.

An auspice organisation is one that is incorporated and holds current public and products liability insurance and agrees to take responsibility for your grant. The organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project. The auspicing organisation is also responsible for acquitting the grant funds.

A letter confirming the auspice arrangement, on the auspice organisation's letterhead, must be attached with your funding application.

You can find out more about auspicing from Justice Connect at <https://www.nfplaw.org.au/auspicing>

Please note:

Council recognises that the current Covid-19 situation may impact on capacity to source information, documents etc. It is therefore important that you maintain contact with a Program Officer so that we can assist and review.

Acknowledgement guidelines

Applicants will be required to acknowledge Moyne Shire Council's funding support provided through the Community Grants Program.

An approved logo should be included on appropriate materials including but not limited to project collateral, media releases and signage.

The Grantee must liaise with Moyne Shire Council to coordinate any announcements related to the project:

1. Any press releases or announcements regarding the project should recognise Moyne Shire Council's contribution, support, and the nature of funding, e.g. the Community Grants Program.
2. Any promotional material or other information such as newsletters published for the project should acknowledge Moyne Shire Council's contribution and support and the nature of funding, e.g. the Community Grants Program.
3. Recognise Moyne Shire Council at any event or activity recognising the building, upgrade or celebration of the project and provide invitations to Moyne Shire Councillors.
4. The Grantee is required to acknowledge the funding support provided by Moyne Shire Council using the following terminology: 'Project Supporter'.

Agreements, payment procedure and acquittals

Agreements

Successful applicants will be sent the following:

- Confirmation letter and Funding Agreement
- Financial details form
- Festival / event acquittal report template.

The Funding Agreement will detail how fund payments will be made and other funding conditions based on project / event milestones and other payment needs.

Payment procedure

Successful applicants are required to forward an invoice to Council with bank account details as per the conditions in the Funding Agreement. A breakdown of project budgets and contributions will be provided by Council to applicants to ensure that budgets are correct and agreed.

Acquittal

A final acquittal report is required that includes financial reporting demonstrating that the project has been completed and how it met the assessment criteria. The acquittal report is to be provided within three months of the event date or by 30 June 2023 for other funding unless agreed with Council. Failure to provide satisfactory acquittal reporting will result in the applicant being ineligible for future funding or potential repayment of Council funds already provided for the project / event.

Note: For ease of submission, you can simply complete a Post Event Report, through accessing <https://www.moyne.vic.gov.au/Our-Services/Events/Funding>

Successful applicants will note that further post event report information will be provided in their funding agreement.

Evaluation Criteria

Criteria	Weighting
Does the application meet all of the funding guidelines and submission requirements including pre-submission discussion, permits, quotes and other documentation?	25
Does the application demonstrate benefits for the wider community such as economic, social, participation or cultural benefits?	30
Does the budget including cash contributions and in-kind meet funding guidelines are co-contributions confirmed through financial statements?	20
Are there any ongoing implications for Council from the funding / project such project implementation, ongoing maintenance costs, asset ownership / management, risk and insurance, reputational issues etc. for Council?	15
Does the applicant have the capacity to successfully deliver the project?	10
Total Score:	100

Funding reporting

The Grantee will promptly advise Council of any changes to the project, funding structures, timelines or other factors that may affect the project and / or grant under the terms and conditions of the Community Grant Program and the Funding Agreement between Council and the applicant.

This includes additional funding that may be applied for and / or secured for the project after the Funding Agreement has been signed.

Applicants must also clearly indicate in their application and budget whether the amount being requested will enable the project to be fully funded and if not, where other funds may be sourced from.

Other things to consider

- Contact officers will provide guidance as to whether you may need additional permits, you must complete the relevant sections of the application form regarding contact with fund officers and permit questions.
- Council reserves the right to publicise any aspect of the activity associated with its Funding program. Recipients must assist Council with publicity as required and adhere to the accompanying Moyne Shire Acknowledgment Guidelines.
- Successful applicants may be required to provide an evaluation report to Council on the outcome of the project/activity when completed.
- Applicants are to provide an Australian Business Number (ABN) unless proof is supplied they are exempt whereby, a "Statement by a Supplier" form should be completed and forwarded with the application.
- Receipts and acquittal must be submitted to Council within three (3) months of project completion and no later than 31 July 2023 unless otherwise agreed. Council may consider a formal time variation to a project but no further funding will be made available to cover escalation or cost over-runs.
- Groups or organisations receiving funding in immediately preceding rounds of Community Assistance will receive a lower priority than those who have received no such funding.
- Projects identified in community plans or organisational strategic plans will be given priority for funding over other projects.
- An applicant meeting the key selection criteria is not guaranteed funding.

Key selection criteria

Applications are assessed on the following:

Need for the funds:

- Is there a clearly identified need for this event/ festival and does the application fulfil this need?
- Has the applicant demonstrated engagement with and support from the local community? Are the outcomes of the project clearly identified and do they contribute to the social, cultural, economic and environmental wellbeing of our community?
- Does the application increase the range of, and access to recreational, social, cultural and environmental festivals, events or activities?

- How many local people are likely to benefit from the project?
- What will be the level of contribution to the local economy and level of impact on the local tourism industry?
- Will the project promote opportunities for people to participate in community, particularly those who face physical, social, economic and other barriers to participate in local festivals and events?

Ability to deliver

- Is the budget clear and realistic?
- Have alternate sources of income been considered/ articulated (i.e. entry fees, corporate sponsors, other grant sources)?
- Is there a demonstrated capacity to deliver the activity as described in the application?
- Have relevant permits and special planning conditions been considered and or addressed?
- Applicants need to be aware that the amount allocated may not match the requested amount.

Required documentation

Festival and Event Funding applications cannot be accepted without the following documentation.

- Organisation's Financial statements (i.e. profit and loss report, balance sheet)
- Event Budget (clearly identify profit/ loss, identification of funding sources, ticket costs - with estimated sales)
- Actual Event Budget from previous year (if applicable)
- Event Business Plan or Strategic Plan
- Public Liability Insurance Certificate of Currency

Note: An electronic copy of the Event Budget Template is available upon request

2.5 Heavy and Light Fleet Policy

Directorate: Assets & Community

Report Author: Manager Assets and Infrastructure

Overview:

This report outlines the newly created Heavy Fleet Policy, updated Light Fleet Policy and Light Fleet Management Procedures and seeks Councils to adopt the new Heavy Fleet Policy 2023 and updated Light Fleet Policy 2023, in addition to noting the updated Light Fleet Management Procedures.

Officer Recommendation

That Council

1. Adopt the Heavy Fleet 2023 and Light Fleet Policies 2023.

2. Note the updated Light Fleet Management Procedures

Background

Council has a diverse range of heavy and light fleet vehicles, plant and equipment required to perform the business functions of Council, maintain assets and provide the many Council services.

Managing this fleet effectively is a critical aspect of the operational needs of Council which requires considerable capital investment and human resources investment to ensure the fleet is well maintained, safe, fit for purpose, meets legislative requirements and is financially and environmentally sustainable.

As part of the overall fleet management program, at Councils request, a fleet management audit was undertaken in March 2022 by Internal Auditors Pitcher Partners – refer attachment 7.2.4 2022 REP Fleet Management Final.

The audit revealed that the fleet was generally well managed and administered, although there were recommendations made to improve some aspects of the overall fleet management, from a policy and corporate perspective.

In addressing the audit findings, the Light Fleet Policy and Light Fleet Management Procedures have been reviewed and updated - refer attachments 7.2.1 and 7.2.2 and a newly created policy developed Heavy Fleet Policy 2023 – refer attachment 7.2.3.

In addition to addressing the audit findings, the policies and have been updated and the Heavy Fleet Policy developed to ensure they meet Council's strategic vision and operational needs, keep pace with the economic climate, and environmental and

legislative requirements of operating and managing Councils heavy and light vehicle fleet, plant and equipment.

These policies broadly ensure our fleet management and practices are up to date in the current economic climate, keep pace with advancements in technology, provides value for money to Council and continuity of services to maintain Moyne Shire assets and meet Council's environmental protection objectives.

Electric vehicles will be added to the Light Fleet range, as part of the Council's 'pool car' component of fleet. It is intended that Council continues to explore new technologies in light fleet vehicles in order to transition away from vehicles using fossil fuels over time.

Strategic Link

Council Plan 2021-2025

1.3 - PLACE - Active and Connected Communities

Support transport, mobility and connections across the Shire through local roads, footpaths, tracks and trails

2.1 - ENVIRONMENT - Leadership and Policy

Commit to the strategies and responses in Moyne Shire Climate Emergency Declaration

Discussion

Council owns a large fleet that consists of both heavy and light fleet. The fleet is available to staff in delivering key services to the community. It is necessary to manage and maintain this fleet responsibly to ensure business continuity, reliability, safety and optimal return of fleet at end of useful life, while reducing the environmental impacts.

The heavy and light fleet policies provide a necessary framework to guide staff in managing these assets and have been reviewed to meet industry best practice.

The audit findings and recommendations covered the following 4 areas:

1. Light fleet data management, monitoring and analysis.
2. Oversight of light fleet servicing.
3. Disposal justification and approval.
4. Licence expiries.

1. Light fleet data management, monitoring and analysis.

Council has a 10-year heavy fleet replacement program which is informed by a pre-start checklist compiled by operators, "Plant Assessor" software, and timesheets which track heavy fleet vehicle utilisation. The heavy fleet replacement program is then prepared in

line with the annual budget. Officers are developing a Heavy Fleet disposal / replacement justification business case process as a next step to the development of this policy.

Council has a light fleet replacement program informed by fuel card purchase odometer readings. Light fleet vehicles acquired and disposed of in accordance with current policies, however there is no dedicated light fleet management software system.

In line with the audit recommendations, it would be beneficial to investigate and potentially introduce a Light Fleet software management system. A software management system would be warranted based on Council's capital investment in light fleet.

Officers propose to investigate and potentially introduce a software system that monitors vehicle usage, generates reminders to custodial vehicle drivers and the Plant Supervisor of servicing, tyre replacements, etc. and vehicle inspections for cleanliness and compliance with policies and procedures, licence expiry, and optimization of vehicle disposal. The Light Fleet Policy has been updated to incorporate this option.

Officers are currently investigating collaborative procurement opportunities with partnering Local Government Authorities (LGA) in our region and the option of another LGA housing our fleet data to save software costs. Officers will bring further information to Council on suitable fleet management options once determined.

2. Oversight of light fleet servicing.

There is oversight of light fleet servicing by the Plant Supervisor which has been strengthened and with responsibilities more clearly defined in the updated policy and procedures. A dedicated software system as described above would enhance this oversight and create efficiencies by streamlining existing labour intensive manual systems and improved reporting capability.

3. Disposal justification and approval.

The Policies and Procedures have been updated to include increased justification, authorisation, and review and defined reporting requirements to the Executive Leadership Team.

4. Licence expiries.

The updated policies and procedures have been strengthened in this area, including clearly defined responsibilities.

Consultation

Internal departments across council have been consulted to ensure that these policies are relevant and can be applied.

Financial Implications

The Heavy Fleet policy is supported by a 10-year Heavy fleet replacement plan that guides Councils Long Term Financial Plan for fleet management. The plan will be reviewed annually and provided to Council each year for budget adoption. Well managed fleet will ensure a good return on investment over the life of the equipment. A justification for disposal / replacement of Heavy fleet will support the 10-year replacement plan.

The cost of fleet management is covered in the annual budget. There is no current budget allocation for a dedicated light fleet software management system, should the Council determine to ultimately support the introduction of such a system.

Risk

Risk identified: Service Delivery Impact on Customers and Community
Image, Reputation and Public Support

Well managed fleet provides for business continuity, staff safety and good return on investment.

The risks associated with fleet management are reputational and financial. The fleet management policies and procedures discussed and attached to this report are intended to minimise these risks.

Conclusion

The light and heavy fleet policies will provide a framework for staff to guide decision making in line with industry standard and best practice. The policies are in place for 3 years and will require changes within that period if there is major industry change or the policies reach sunset date. The heavy plant replacement program will be reviewed annually and provided to council for adoption as part of the annual budget.

The policies and procedures in this report are intended to reflect our Council's values and principles and the importance Council places on having a financially and environmentally sustainable fleet of vehicles to deliver varied services to the community.

Council makes a significant investment in human and financial resources to ensure the fleet is safe, effective and meets Moyne Shire Councils environmental objectives.

The Officers involved in reviewing this report, having made enquiries with the relevant members of staff, report that there are no conflicts of interest to be disclosed.

A Gender Impact Assessment was undertaken to ensure Moyne Shire Council services and programs are inclusive and gender equitable.

Attachments

- | | |
|----|---|
| 1. | Final draft Light Fleet Policy 2023 [2.5.1 - 7 pages] |
| 2. | Final draft Light Fleet Procedures 2023 [2.5.2 - 32 pages] |
| 3. | Final draft Heavy Fleet Plant Policy 2023 [2.5.3 - 5 pages] |
| 4. | 2022 - MSC - REP - Fleet Management (Final) [2.5.4 - 18 pages] |



Light Fleet Policy 2023

Light Fleet Policy 2023		Policy No:	XXX
		Approval Date:	
		Approved By:	
		Review Date:	
		Version No:	XXX
Responsible Officer:	Director Assets and Community		
External References:	<ul style="list-style-type: none"> • Local Government Act 2020 • Road Management Act 2004 • OH&S Act 2004 • Worksafe Codes of practice and guidelines • State Government Pricing Contract • Occupational Health & Safety Act 2004 • Road Safety Act 1986 • Road Safety (Road Rules) Regulations 2017 • Road Transport (Dangerous Goods) Act 1985 		
Related Policies:	<ul style="list-style-type: none"> • Heavy Fleet Policy • Light Fleet Procedures • Procurement Policy • Occupational Health & Safety Policy • HR-020 Disciplinary Policy • HR-017 Drug-Alcohol Policy • Code of Conduct • Environmental Sustainability Strategy • Council Plan 2021 -2025 • Climate Emergency 2019 • Asset Sales and Proceeds Disbursement Policy • Road Management Plan 2020 		
Authorising Officer:	Chief Executive Officer		

1. PURPOSE AND INTENT OF POLICY

This document establishes the basis on which the Moyne Shire Council's light fleet vehicles are to be managed to ensure that Council's strategic requirements, and the various environmental, legal, safety and financial obligations are met. This policy should be read in

conjunction with the Light Fleet Procedures.

2. SCOPE

This policy applies to all employees, contractors, councillors and volunteers who drive Council owned light fleet vehicles.

3. DEFINITIONS

Term	Definition
Council	Moyne Shire Council
ELT	Executive Leadership Team (Chief Executive and Directors)
GPS	Global Positioning System
EV	Electric vehicles
Light fleet	All passenger, light commercial vehicles, bicycles, and e-bikes
Nominal vehicle custodian	A member of staff nominated by their manager to oversee the day-to-day use of selected pool vehicle/s in consultation with the Plant Supervisor
Pool vehicle	A passenger, light commercial vehicle, bicycle or e-bike that has not been allocated to a custodial driver and is garaged on Council premises
Vehicle Custodian/ Custodial Driver	Refers to an employee who has authorisation for personal use of a council vehicle/commuter use and/or has been allocated responsibility for a specific council vehicle
Vehicle category	Refers to the employee's entitlement to the use of a MSC vehicle as it applies to designated positions. There are four categories of use: Full Private Use (FPU), Restricted Private Use (RPU), Commuter Use (CU) & Tool of Trade (TTU)
Vehicle type	Refers to the make, model and size of vehicle. Light fleet vehicles may include sedans, wagons, utilities and others according to job requirements

4. POLICY PRINCIPLES

- Council's service requirements require travel within Moyne Shire Council, the region and beyond, therefore "fit for purpose", cost-effective and safe modes of transport are an essential tool for the carrying out of Council functions.
- Council will maintain an adequate and diverse range of light fleet vehicles suitable to conduct the various functions of the organisation including as part of remuneration packaging to attract and retain high caliber staff.
- The purchase (or lease) of vehicles will provide the optimum financial outcome for Council by achieving the best possible resale price and minimum operational and maintenance costs over the whole life of the vehicle in accordance with Council's Procurement Policy and Asset Sales and Disbursement Policy.
- Council vehicles are highly visible in the community and as such must always be operated and maintained to reflect the corporate image and organisational values of Council.
- The vehicle fleet shall be procured and managed to minimise the overall environmental impacts in line with Council's environmental objectives, Procurement Policy, and the Declared Climate Emergency 2019.
- Council will commence the introduction of electric vehicles, initially as part of its light fleet plan and explore new technologies in light fleet vehicles to transition away from vehicles using fossil fuels.
- The light fleet replacement program will be developed by the Manager Assets and Infrastructure to be approved by Council as part of the annual budget process.
- The light fleet replacement program will be reviewed at least annually to review vehicle replacement timings, vehicle selection criteria, available technological and environmental improvements, safety and product advancements to ensure vehicles meet Council and community expectations. This includes analysis of the light fleet regarding lease versus buy options and review of holding times for light fleet, with consideration of increasing holding times from 3 years or 120 kilometers (based on warranty periods of purchased vehicles) to 5 years or 120 kilometers.
- Council will seek to determine and utilise fleet management software systems that capture, monitor and generate reports on, including but not limited to distances travelled, utilisation rates, fuel usage, service history and servicing reminders, tyre replacement for each light fleet vehicle.
- Regular fleet management performance and monitoring updates will be reported to ELT including budget trends, innovations and initiatives will be used to review of the light fleet replacement program, vehicle replacement timings and annual budget.
- Light fleet vehicles will be inspected annually to ensure vehicles are safe, serviced, well maintained and clean for safety, compliance and to minimise depreciation.
- Council may install GPS devices or dash cameras in light fleet vehicles for security, safety and for operational efficiencies and vehicle usage data collection.

This will be in consultation with custodial drivers in accordance with relevant legislation.

- The Plant Supervisor is responsible for the acquisition and disposal of light fleet vehicles in accordance with Council's Procurement Policy which is to be overseen by the Manager Assets and Infrastructure and Director of Assets and Community.

5. GOVERNANCE

Policy

The Assets and Infrastructure Manager is responsible for monitoring the currency and effectiveness of the Light Fleet Policy and updating it when required.

Enquiries regarding the implementation of this policy should be initially directed to the Organisational Development Unit.

Enquiries regarding management of the fleet should be directed to the Manager Assets and Infrastructure.

Review

The Assets and Infrastructure Manager will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

Compliance Responsibility

Chief Executive Officer

- The Chief Executive Officer shall ultimately determine Council's light fleet composition (number and type of vehicles) in accordance with the principles detailed in this policy.
- Provide adequate human and financial resources to ensure the effectiveness and sustainability of Council's fleet management systems.
- Approval of all custodial use in accordance with conditions of employment, this policy and related procedures.

Executive Leadership Team (Chief Executive and directors)

- The Chief Executive & directors are responsible for ensuring managers, supervisors, employees, contractors and volunteers under their supervision comply with actions detailed in this policy (and related procedures).
- Demonstrate Moyne Shire Council values through being positive role models for this policy.

Managers and Supervisors

- Managers/Supervisors are responsible for ensuring employees under their direct supervision comply with the actions detailed in this policy (and related procedures).

- Confer with the Organisational Development Unit about any changes or proposed changes regarding staff terms and conditions of vehicle usage including loss of licence / licence expiry of staff under their direct supervision.
- Demonstrate Moyne Shire Council values through being positive role models for this policy.
- Take potential disciplinary action (in consultation with the Organisational Development Department) as appropriate in the event that an employee drives a fleet vehicle in breach of this policy and related procedures.
- Ensure records are kept of all non-custodial staff use of the vehicles in case of future fines arriving by mail for which Council will take no financial responsibility for.
- Assign nominal vehicle custodians for pool vehicles in consultation with Organisational Development and the Plant Supervisor.

All Employees (and approved drivers of Council vehicles)

- Demonstrate Moyne Shire Council values through being a positive role model for fellow employees, contractors and volunteers by ensuring compliance with this policy (and related procedure).
- Exercise all due care and attention, comply with all traffic and road safety laws and requirements, drive in a safe and courteous manner and project a favorable public image.
- Not use any vehicle for unauthorised purposes.
- Leave pool vehicles clean and tidy, with at least ½ a tank of fuel or electric charge and report any defects to the Plant Supervisor.
- The use of illicit drugs/alcohol in the workplace is a major Occupational Health and Safety risk factor. All staff must abide by HR-017 Drug-Alcohol policy.
- Not overload or carry any load for which the vehicle was not designed or suitable.
- Notify Risk Coordinator and Plant Supervisor, complete an incident report and a Motor Vehicle Accident Report in the event of a collision and/or damage occurring to or in respect of the vehicle.
- Be responsible for all traffic or parking fines incurred by them.
- Immediately notify the Human Resources Unit and immediate supervisor of any change in their licence that may affect their ability to undertake their allocated tasks.

Vehicle Custodians

- Use their designated vehicle only in accordance with this policy, related procedures and agreed conditions that it has been allocated.
- Notify Fleet Supervisor immediately of any vehicle defects and equipment deficiencies.
- Ensure the vehicle's scheduled services are carried out and that it is kept in a clean condition.
- Ensure vehicles are properly secured at place of residence.
- Make vehicles available for use throughout the working day for other staff.
- Ensure vehicles tyres are kept in a road worthy condition and are purchased through Moyne Shire Councils preferred suppliers and approved by the Plant Supervisor prior to purchase.

Manager Assets and Infrastructure / Plant Supervisor

- Consult with Branch Managers to facilitate identification of operational fleet requirements.
- Manage replacement programming and purchasing of Council's light fleet assets.
- Consult with relevant effected employee/representatives (as applicable) on health and safety requirements when purchasing or modifying vehicles.
- Co-ordinate the changeover of vehicles and equipment.
- Monitor fleet performance and recommend variations to replacement programming.
- Manage Council's fuel card arrangements to ensure fuel is accessible to users as appropriate.
- Co-ordinate the renewal of registration for all road registered vehicles.
- Manage and process traffic infringements incurred by Council fleet.
- Produce fleet reports as required that include issues relating to this policy.
- Co-ordinate the scheduled maintenance activities.
- Assist in ensuring the safe and reliable condition of vehicles with minimum downtime.
- Monitor light vehicle usage and make changes to vehicle allocation to minimise the overall costs to Council as required.
- Ensure there are nominal vehicle custodians for pool vehicles.

Organisational Development Unit

- Ensure new staff are aware of the Fleet Policy and procedure and that staff sign the appropriate Conditions of Use agreement.
- Ensure approvals and records of custodial use are maintained on personnel files.
- Facilitate the insurance of Council fleet vehicles.
- Manage motor vehicle motor collision reports and insurance claims.
- Provide information and reports on fleet collisions and safety.
- Assist in the review of the policy, information and document relating to fleet management including advice/training and support to managers, supervisors and employees in the ongoing implementation of this policy.

6. CHARTER OF HUMAN RIGHTS AND GENDER EQUALITY ACT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007) or Gender Equality Act 2020.

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

7. QUALITY RECORDS

8. POLICY VERSIONS

Version Number	Details of change

DRAFT



Light Fleet Management Procedures

Operational Procedure	Policy No:	XXX
	Adopted by ELT:	
	Review Date:	
	Version No:	004
Policy/Procedure Owner:	Director Assets and Community	
Related Policies:	<ul style="list-style-type: none"> • Light Fleet Policy • Heavy Fleet Policy • Light Fleet Procedures • Procurement Policy • Occupational Health & Safety Policy • HR-020 Disciplinary Policy • HR-017 Drug-Alcohol Policy • Code of Conduct • Environmental Sustainability Strategy • Council Plan 2021 - 2025 • Climate Emergency 2019 • Asset Sales and Proceeds Disbursement Policy • Road Management Plan 2020 	
External References:	<ul style="list-style-type: none"> • Local Government Act 2020 • Road Management Act 2004 • OH&S Act 2004 • Worksafe Codes of practice and guidelines • State Government Pricing Contract • Occupational Health & Safety Act 2004 • Road Safety Act 1986 • Road Safety (Road Rules) Regulations 2017 • Road Transport (Dangerous Goods) Act 1985 	

1. PURPOSE

This document is an operational procedure which contains a detailed guide to the management of Moyne Shire Council's light fleet vehicles. It should be read in conjunction with Council's Light Fleet Policy 2023 which provides Council's strategic direction on light fleet management.

2. SCOPE

This policy applies to all employees, contractors, councilors and volunteers who drive Council owned light fleet vehicles.

3. DEFINITIONS

Term	Definition
Cost	Refers to the notional attributed "value" given to any particular vehicle. NB This is not necessarily representative of the real vehicle cost. Notional value will be attributed according to category.
Dashcam	Dashboard mounted camera
ELT	Executive Leadership Team
EV's	Electric vehicles
FBT	Fringe Benefits Tax
GPS	Global Positioning System
Hands free kit	Refers to an earpiece or loudspeaker with microphone that when connected to the phone allows the mobile phone user to not have to hold the phone in their hand
Hybrid vehicles	Combined petrol / diesel and electric powered vehicles
Mobile phone	Refers to a handheld device that allows the making or receiving of phone calls, text messages, picture messaging, internet services, MP3 player etc
MSC	Moyne Shire Council
Vehicle Category	Refers to the employee's entitlement to the use of a MSC vehicle as it applies to designated positions. There are four categories of use: Full Private Use (FPU), Restricted Private Use (RPU), Commuter Use (CU) & Tool of Trade (TOTU)

Vehicle Custodian/ Custodial Driver	Refers to an employee who has authorisation for personal use of a council vehicle/commuter use and/or has been allocated responsibility for a specific council vehicle
Vehicle Type	Refers to the make, model and size of vehicle. Fleet vehicles may include sedans, wagons, utilities and others according to job requirements

3. PROCEDURE

1. FLEET MANAGEMENT

The Manager Assets and Infrastructure, with the assistance of the Plant Supervisor undertake the purchases, manages and maintains MSC's fleet of light vehicles, within a fixed plant budget. The plant budget is set to a level to effectively manage the purchasing, routine operating maintenance, running costs and disposal of vehicles within the requirements of the plant replacement program.

1.1 Vehicle Purchasing & Replacement Program

MSC is committed to the acquisition of environmentally friendly vehicles and consideration of alternate transport options.

In line with this commitment, MSC's overall fleet management objective is to maintain a fleet of vehicles consistent with policy targets, taking into account alternate fuels, inclusion of electric vehicles and alternative transport options including E-bikes, safety and green fleet best practice and standards.

The Director of Assets and Community has oversight over the purchase and disposal process of all light fleet. Vehicle purchase value limits and types are detailed under Clause 1.3.5 of this policy.

Replacement of existing vehicles is funded within the plant budget.

The light fleet replacement program will be reviewed at least annually to review vehicle replacement timings, vehicle selection criteria, available technological and environmental improvements, safety and product advancements to ensure vehicles meet Council and community expectations. This includes analysis of the light fleet regarding lease versus buy options and review of holding times for light fleet, with consideration of increasing holding times from 3 years or 120 kilometers (based on warranty periods of purchased vehicles) to 5 years or 120 kilometers.

However, the Manager Assets and Infrastructure in consultation with the operational branch/unit shall determine the most cost-effective replacement vehicle based on the age and kms travelled, taking into account financial considerations such as depreciation, replacement value and FBT, as well as operating factors such as maintenance, fuel costs and current market conditions.

For vehicles with high annual kilometre use, the Manager Assets and Infrastructure, in consultation with the Director of Assets and Community may make changes to the replacement threshold, either by extending / reducing the changeover period or rotating the vehicle with a similar vehicle of low annual kilometre use so as to reduce overall costs to MSC.

Preference will be given to replacing larger sized vehicles with smaller sized / more environmentally efficient vehicles, including hybrids and electric vehicles, pending installation of required recharging infrastructure.

The disposal of vehicles shall be consistent with the provisions of the Local Government Act and MSC asset disposal practices. The Victorian Government Purchasing guidelines shall also be considered. The method of disposal chosen by the Manager Assets and Infrastructure shall aim to achieve the highest possible return to MSC after accounting for market conditions and fair-trade practices.

Vehicle Custodians are to present vehicles for disposal in a condition that shall assist in gaining the best economic return for MSC.

1.2 Fleet Additions

All additions to the size of fleet and / or allocations of vehicle to positions / employees must be approved in advance by the Executive Leadership Team.

The approval process shall comprise of the following:

Prior to any proposed additions to the fleet, or re-allocation of a vehicle or granting of private use entitlements to an existing or new employee, the Unit Manager / Director shall submit a business case report to the Manager Organisational Development (for review and recommendation to the Executive Leadership Team).

The business case report shall, as a minimum cover:

- Reasons to support / reject the addition/allocation
- The type of vehicle required
- Budget implications
- Issues / implications relevant to MSC's overall fleet management objectives
- Issues / implications relevant to the staff's employment terms and conditions.

Where additions to the fleet have been approved then the branch / unit must fund the acquisition of an additional vehicle through either the operating budget or new works and services funding. Ongoing maintenance and eventual replacement of the vehicle will then be managed through the fleet replacement program.

1.3 Vehicle Selection

Selection of vehicle types is an essential part of a cost-effective fleet management. Vehicles must not only meet the operating needs of the MSC. Decisions must reflect a consistent and reliable approach to economic, social, safety and environmental factors.

To achieve this MSC shall procure vehicles that:

- are available on the Australian (and local) market and incorporate efficient design, increased passenger safety and advanced environmental credentials
- comply with or exceed the minimum standards set by MSC (refer clauses 1.3.2, 1.3.3, 1.3.4 & 1.3.5)
- result in the vehicle mix optimising the return on investment at resale

In determining the most appropriate vehicle types for purchase, the Executive Leadership Team will consider all suitable requests, noting the following:

- Automatic vehicles are preferred for fleet / pool purposes; however, a manual vehicle will be considered where it is more appropriate for the work function (tool of trade vehicles)
- Vehicles that have a soft top or convertible hood arrangement will not be supported
- Six-cylinder engines and smaller are preferred.

1.3.1 Preferred Passenger Vehicle Types

The list of preferred vehicles shall be based on their cost effectiveness, fuel efficiency and operational requirements and to encourage the selection of more environmentally efficient vehicles. Consideration will be given for personal circumstances where the employee has a private use entitlement in accordance with their employment contract (refer Clause 2.1 – Categories of Use).

The preferred passenger (Appendix A) vehicle listing shall be reviewed annually, with a preference for the purchase of small vehicles and vehicles with low CO2 emissions.

1.3.2 Vehicle Specifications/Features

To ensure that MSC's costs are minimised the following factors shall be taken into account:

- Acquisitions shall comply with Victorian Government current guidelines
- Safety features, environmental impacts, and financial implications will be the primary considerations
- Good resale/trade-in value
- Low maintenance costs
- All MSC vehicles shall be supplied with the following minimum level of equipment:
 - Air conditioning
 - Power steering

- Automatic transmission (NB: a manual vehicle may be considered where a manual gear transmission would be more appropriate for the work function e.g. tool of trade vehicles)
- Mud flaps (not applicable if a sports skirt has been fitted as a standard feature)
- Hands free kits and Bluetooth (not applicable where the vehicle is fitted with 2-way radio communications)

In addition, a 1600kg tow bar, weather shield and carpet mats can be fitted if required and provided under the purchasing value limit. Council will also consider the installation of reversing cameras on vehicles where it is feasible to do so.

No other accessories may be fitted without the Director Assets and Community approval. Custodial drivers (with personal use entitlements) may request (at their personal expense) additional accessories e.g. roof racks, curtain airbags on the understanding that at resale there will be no entitlement for the custodial driver to reclaim or be reimbursed for the cost of the accessory.

All passenger vehicles shall meet the minimum safety and environmental requirements (Clause 1.3.3. & 1.3.4).

1.3.3 Safety Requirements

As a minimum, new vehicles purchased by Council shall be required to have an Australian New Car Assessment Program (ANCAP) rating of:

- 4 star for all sedans, wagons and utilities (sedan based)
- 3 star for all other commercial vehicles.

1.3.4 Environmental Standards

MSC is committed to the acquisition of environmentally friendly vehicles and where possible preference is given to vehicles which have a CO2 emission of less than 200 g/km. Hybrid and electric vehicles will be integrated into the fleet overtime (pending installation of required recharging infrastructure for EV's).

1.3.5 Vehicle Acquisition and Disposal Approval Process

When a vehicle is purchased or disposed of, a purchase order is raised via Council's accounting software system. The purchase order for each purchase or disposal transaction must detail the vehicle make, model and specification details, and the vehicle value. The purchase order must demonstrate that the purchase or disposal transaction is justified and is in accordance with Council's Procurement Policy and Asset Sales and Disbursement Policy, including quotations demonstrating that best value has been obtained. The

purchase order must be approved by the relevant manager or director and will be issued by the Plant supervisor to the supplier.

1.3.6 Vehicle Value Limits/Type

The selection of vehicles shall be generally based on the following value limits / type. An annual rise and fall adjustment will be applied by ELT as part of the review of the light fleet composition and annual plant budget. This is to ensure that the light fleet operational and business requirements of MSC keeps pace with market conditions, availability of vehicles, and inflation.

The purchase value limit shall also be reviewed annually by the Executive Leadership Team.

Position	Vehicle Purchase Value Limit (including Fleet Discounts, stamp duty and delivery/onroad costs; excluding GST.)	Type (Refer Appendix A: Preferred Vehicle Listing)
CEO, Mayor (Full Private Use)	\$67,000	Executive vehicle or vehicle preference based on the needs of the individual and approved by Council
Directors (Full Private Use)	\$57,000	Executive vehicle or vehicle preference based on the needs of the individual and approved by Chief Executive
3 rd Level Managers (Full Private Use)	Up to \$50,000	Vehicle preference based on the needs of the individual and approved by the Director
All other employees (includes Restricted Private Use)	Up to \$36,000	4-cylinder standard model vehicles (or 6-cylinder standard model vehicles based on the business need of the position and approved by the Manager Assets and Infrastructure
Commuter Use	\$ will be based on operational needs/budgeted allowance.	Vehicle preference based on the needs of the individual and approved by the Manager Assets and Infrastructure
Utilities	4X2 \$38,000	Vehicles based on the business need of the position and approved by the Manager Assets and Infrastructure
Utilities Van for Cleaning Crew Rangers Vehicle	4X4 \$44,000	Vehicles based on the business need of the position and approved by the Manager Assets and Infrastructure

- All vehicle purchases are to achieve best value for Council and not exceed the purchase value limit without approval by ELT. Purchases will generally be for the base model only unless optional extras are included within the purchase value limit.
- Council supports the purchase of environmentally friendly vehicles. An additional \$2000 is allowed on top of the vehicle purchasing value limit for hybrid and an additional 10% of vehicle cost will be allowed for electric vehicles (subject to the installation of recharging infrastructure).

- EV's will be considered on a case-by-case basis and be subject to approval of a business case approved by ELT, other than those EV's intended to be purchased as part of the pool vehicle range.

1.4 Vehicle Management

1.4.1 Maintenance and Service Schedules

All vehicles are to be serviced and maintained in accordance with the vehicle manufacturers' specification and recommended services schedules.

All repairs, maintenance and replacements are to be arranged by the vehicle custodian of the vehicle and the Plant Supervisor must be advised.

The vehicle custodian is responsible for ensuring that the vehicle is made available for service in accordance with the manufacturer's recommended service schedules.

Vehicle faults which occur between services, must be reported immediately by the vehicle custodian to the Plant Supervisor to have repairs arranged.

Normal routine and unscheduled maintenance are funded through the plant hire charge for each vehicle and arranged through the Plant Supervisor.

Maintenance required that is because of damage to the vehicle and where this is under the insurance claimable excess, is to be paid for under the appropriate fleet budget.

The vehicle custodial is responsible for daily inspections of the vehicle to ensure that it is maintained in a clean and safe condition.

The Plant Supervisor is required to routinely inspect all vehicles at least annually to ensure servicing, cleanliness, and safety standards are met and report any breaches of the conditions of use to the vehicle custodian. Repeated breaches of the conditions of use will be reported to the relevant director.

Pool cars are to be checked by each individual driver when it is to be driven, with a nominated officer from each office to follow up on cleanliness, servicing frequency and tyre changes and report issues on these matters to the Plant Supervisor.

1.4.2 Mechanical & Body Repairs

Arrangements for any quotations, assessments and repairs shall be co-ordinated through the Plant Supervisor.

1.4.3 Council Logo and Image

MSC vehicles in the commuter use, utilities / tools of trade range will be required to display the MSC Logo. Where a logo is attached to a vehicle under no circumstances is it to be removed unless authorised by the Manager Assets and Infrastructure.

All other vehicle sign writing must be consistent with MSC corporate standards and approved by the Manager Assets and Infrastructure and arranged through that department. The cost of sign writing shall be charged against the relevant Branch/Unit's budget.

MSC vehicles are highly visible within the community, therefore it is expected that good driving habits, vehicle cleanliness and courtesy to other drivers on the road be a matter of course for all drivers of MSC vehicles.

1.4.4 E-Tags

All Council passenger vehicles will be fitted with an E-Tag or linked to the account held by Moyne Shire Council.

Any staff members who are travelling to Melbourne (or other capital cities) with the intention of using Toll links, other than Citylink, will require a pass to be purchased to travel on these toll roads. Please advise the Works Administration Officer if you require a pass or have travelled on these roads without a pass. If you have purchased a pass yourself, you must provide a receipt to finance for reimbursement.

1.4.5 First Aid Kits

First Aid kits are allocated to all MSC passenger vehicles and must be left in the vehicle at all times for use as required. If a staff member removes / uses any contents of the kit, they should contact the Risk Unit to have the contents replenished as the Emergency Procedures, Communication and First Aid Management Policy (OHS 018).

1.4.6 Log Books

Logbooks are generally not required to be maintained by the custodial drivers. However, the custodial drivers should, so far as reasonably practicable, ensure other users of their vehicle, record their use in MSC's Vehicle usage Record, PS-02 Appendix B.

Drivers of council vehicles will, from time to time, be required to complete a logbook for the purposes of FBT calculations and in order to determine the level of business/personal use. Requirements for logbooks completion shall be managed by the Finance Department.

Logbook Entries include;

- the dates on which the journey began and ended
- the odometer readings at the start and end of each journey
- the kilometres travelled
- the purpose of the journey.

When recording the purpose of the journey, an entry stating 'business' or 'miscellaneous business' will not be enough. Your entry should sufficiently

describe the purpose of the journey so that it can be classified as a business journey.

1.4.7 Parking Fees

All drivers of council vehicles are responsible for parking fees and any fines issued. Where ticketing machines are used (and tickets issued) petty cash reimbursements can be claimed for work related parking expenses if ticketing receipts, or evidence of paid parking is submitted to the Finance Department.

1.4.8 FBT

MSC is required to pay Fringe Benefit Tax (FBT) to the Australian Tax Office on those elements of usage of Council vehicles that are of a private nature.

Examples of records that need to be kept for substantiation are invoices, receipts, travel diaries, logbooks, odometer records and employee declarations.

Declarations will be signed and dated on the 31 March each year with ending kilometres and stating how many days available for private use.

1.5 Use of Private Vehicles for Council Business

Employees' private motor vehicles must not be used for business travel where a MSC vehicle is available for use or public transport options are available. Arrangements need to be put in place to secure a Council vehicle well in advance.

If no Council vehicle is available, then staff or volunteers may be required to use their own vehicles to carry out official MSC duties.

Any such use of private vehicles must be pre- approved by the relevant Manager in writing in advance of the travel being undertaken. The employee can only claim for travel in excess of their normal travel to work distance.

Drivers are responsible for ensuring that any vehicle used is roadworthy and insured prior to being used.

Staff or volunteers will be reimbursed for the use of their own vehicles and must complete PS-02 Appendix C after receiving authorisation from their manager.

Employees who use their own vehicles for business purposes must be able to provide proof of their comprehensive motor vehicle insurance.

The Council will contribute up to \$1000 towards the excess required for any one accident whilst an employee is driving their own vehicle for Council business. It is the employee's responsibility to notify their own vehicle insurance company of this activity. Council's insurance policy does not cover minor body damage that may take place in car parks for example.

2. FUEL

Fuel cards shall be issued to all non-depot-based vehicles. Fuel can be sourced from the most appropriate service station depending on the card issued for that particular vehicle.

Fuel is also available at the Koroit, Macarthur and Mortlake depots. Depot based vehicles shall fill up at the depots as appropriate and shall only be issued a fuel card on an as needed basis. Non-based depot vehicles can also fill up at these depot locations.

Custodial drivers are to ensure fuel cards are kept in the vehicle console at all times.

2.1 Fuel Purchasing

At the time of any fuel purchase, the driver must quote the vehicle odometer reading and enter the card pin number. For advice on the pin number contact the custodial driver.

The fuel card can only be used for purchase of fuel and can only be used for the allocated vehicle (i.e. each fuel card lists the registration number and make of the allotted vehicle).

If a fuel card is not available, the driver may purchase fuel using cash or a personal credit card and submit a claim for reimbursement to the finance department.

2.2 Fuel Card Issuance/Cancellation

Fuel cards are only issued with an approved car purchase. No cards are issued to individual staff.

Appendix G – Acceptance of Vehicle Fuel Card is required to be signed and returned to the Works Administration Officer to acknowledge receipt of a fuel card issued to a vehicle.

Fuel cards are cancelled when a car is sold.

All fuel cards are issued or cancelled by the administration officer in the works department.

2.3 Fuel Usage

All fuel consumption data is recorded for each vehicle in a register which records litres and odometer readings. This information is received by the administration officer in the Works Department and any issues identified elevated to the plant supervisor or Manager Assets and Infrastructure.

3. VEHICLE ALLOCATIONS

3.1 Categories of Use

Vehicles are allocated to custodial drivers on the basis of operational requirements with some vehicles authorised for personal (private) use by the employee in accordance with their contract of employment. There are four categories of use:

- Category 1: Full Private Use
- Category 2: Restricted Private Use
- Category 3: Commuter Use
- Category 4: Tools of Trade Use

Records on Vehicle Allocations shall be maintained as per the following:

The Manager Assets and Infrastructure shall maintain records on:

- Custodial Driver
- Vehicle make and type
- Registration details
- Date purchased
- Approximate date due for replacement
- Vehicles garaged at Council worksites.

The Manager Organisational Development shall maintain records on:

- Custodial Driver's use entitlement
- Type of personal use permitted as per Contract of Employment
- Notional value set for personal use as detailed in their contract of employment.
- Employee Contributions for the cost of the use of the Motor Vehicle.

The relevant Director shall contact the Organisation Development Unit (Human Resources) ensuring appropriate written authorisations are completed prior to re-allocation of a vehicle from one employee to another.

3.1.1 Full Private Use (FPU)

The full private use category applies where a vehicle has been provided as part of an officer's total remuneration package (TRP) with a notional value set to cover the employee's contribution for the cost of use of the vehicle outside work hours for non-work-related functions.

Eligibility

- Full Private Use Vehicles are subject to written Chief Executive approval and principally only offered as part of a total remuneration package to the Chief Executive, Directors and Managers (on contract).
- Must be specified in the written conditions of employment/employment contract for the individual employee.

Conditions of Use

- Use of the vehicle for business purposes.

- Use of the vehicle between the normal place of work and the employee's principal place of residence.
- All private travel (including whilst on leave*) throughout Australia.
- Use of the vehicle by immediate family members is permitted. NB: Family members who are Learner drivers are required to be in control of the supervision of vehicle under the custodial employee.
- The vehicle must be made available for use by other MSC staff during working hours.
- The vehicle is to be used in accordance with the Light Fleet Policy, this procedure and National Law.
- Use may be limited and / or subject to leave conditions, for example, if long service leave is granted at half pay over 6 months, the vehicle may only be available to the officer for 3 months (i.e. the value of the paid leave).

Vehicle Type

- See table 1.3.5 (Vehicle types are subject to variation. Refer 1.3.1).
- A vehicle suitable for job and personal requirements will be provided.
- All staff may opt to be allocated a medium & or smaller sized vehicle if preferred.

Costs

- MSC will pay for all costs associated with the ownership and maintenance of the vehicle except for legal penalties / infringements (these shall be the responsibility of the driver of the vehicle at the time of the infringement).
- All fuel costs (including interstate travel) will be incurred by MSC.
- Custodial drivers entitled to Full Private Use will be required to contribute a notional value (refer Appendix D for calculation) from their total remuneration package.

3.1.2 Restricted Private Use (RPU)

Restricted private use category applies where a vehicle has been provided as part of an officer's total remuneration package (TRP) with a notional value set to cover the employee's contribution for the cost of use of the vehicle outside work hours for non-work-related functions (90% of the calculation in Appendix D or 80% where a particular vehicle is specified).

Eligibility

- Restricted Private use is subject to written Chief Executive approval and principally only offered to co-ordinator or supervisor level employees as part of a total remuneration package. Other exceptions may apply at the

discretion of the Chief Executive, however generally an offer to an employee for restricted private use will not be considered unless their level of responsibility and salary classification is equivalent to or greater than Band 6 criteria of the MSC Enterprise Agreement.

- Must be specified in the written conditions of employment (employment contract and / or annualized salary agreement) for the individual employee.

Conditions of Use

- Use of the vehicle for business purposes.
- Use of the vehicle between the normal place of work and the employee's principal place of residence.
- All private travel (including whilst on leave*) within the state of Victoria. NB: All interstate travel is subject to the CEO's approval and all fuel costs for any private travel interstate will be at the employee's cost.
- Use of the vehicle by immediate family members is permitted. NB: Family members who are Learner drivers are required to be in control of the vehicle under the supervision of the custodial employee.
- The vehicle must be made available for use by MSC staff during working hours.
- The vehicle is to be used in accordance with the Light Fleet Policy, this procedure and National Law.
- Restricted private use allows full use of the vehicle for private use except whilst the employee is on recreation leave or long service leave for a period spanning longer than 21 consecutive days or other paid/unpaid leave

Vehicle Type

- See table 1.3.5 (Vehicle types are subject to variation. Refer 1.3.1).
- A vehicle suitable for job and personal requirements will be provided.
- All staff may opt to be allocated a medium or smaller sized vehicle if preferred.

Costs

- MSC will pay for all costs associated with the ownership and maintenance of the vehicle except for legal penalties / infringements (these shall be the responsibility of the driver of the vehicle at the time of the infringement).
- Custodial drivers entitled to Restricted Private Use will be required to contribute 90% of the notional value (refer Appendix D) from their total

remuneration package or 80% in the instances where a particular type of vehicle is required for organisational purposes (e.g. ute).

3.1.3 Commuter Use (CU)

Eligibility

- Available to staff whose job functions and responsibilities require them to be available outside of normal working hours.

Use

- Use of the vehicle for business.
- The vehicle must be made available for use by MSC staff during working hours.
- Commuter use by the custodial driver between their normal place of work and the employee's principal place of residence (with reasonable deviations on route). NB: Any officer found to be using a MSC vehicle for unauthorised private use may have the benefit withdrawn and/or shall be subject to disciplinary action.
- The vehicle must be returned and garaged at the workplace for periods of leave or absences exceeding two days. The only exception will be for "on call" staff with prior approval of their director.
- Allocation of a vehicle for commuter use does not infer an entitlement as part of a total remuneration package unless specified in an employment contract / annualized salary agreement etc.
- Commuter use allocation may be subject to change (including cancellation of the entitlement). The employee will be provided with at least 4 weeks' notice of cancellation of entitlement.

Vehicle Type

- A vehicle suitable for job requirements will be provided.

Costs

- Travel between normal place of work and an employee's principal place of residence is deemed to be of a private nature and subject to FBT.

3.1.4 Tool of Trade Use (TOTU)

Eligibility

- These vehicles are allocated to designated positions – not individual staff.

Use

- Generally garaged at the workplace.
- Not available for private / commuter use however staff whose job functions and responsibilities require them to be available outside of

normal working hours (i.e. on call/attendances at conferences/meetings) may take these vehicles home (on a limited/short term basis) subject to approval of the relevant Manager.

Vehicle Type

- A vehicle suitable for job requirements will be provided.

Costs

- Vehicles in this category are not subject to FBT provided they meet the Tax Office FBT Exempt Motor Vehicle Criteria.

3.2 Temporary Re-allocations

Where a custodial driver resigns or forgoes vehicle entitlement usage for a temporary period, then the vehicle is only to be re-allocated for personal / private use to another employee where there is written approval for higher duties (in the 'Acting' role during the pending replacement / vacancy period).

In absence of a higher duties arrangement (as above) then the vehicle should be garaged at MSC's depot (and/or as per below) and made available for business use by other employees.

The relevant Director may grant on a temporary basis (max. 4 weeks) use of a vehicle under their Directorate / Branch's control to an employee for the purposes of securing the vehicle off site after hours. Approval must be noted on the employee's personnel file.

A logbook must be maintained for the period that the vehicle has been reallocated for FBT purposes.

4. GENERAL RULES COVERING VEHICLE USE

4.1 General Conditions of Use – All Drivers of MSC Vehicles

All staff shall have access to MSC vehicles for operational work use during normal business hours (Monday to Friday 8.30am to 5pm).

MSC vehicles may only be driven in accordance with the following general rules:

- Drivers must have an appropriate and current Driver's license
- For staff approved for commuter use of a council vehicle, when the vehicle is not being used for MSC business it shall only be driven to and from work and employee's residence and is not to be driven by other persons (exceptions shall be for emergency purposes in accordance with this procedure).
- Where an employee is not approved for commuter use but may be required to undertake a rostered work function requiring access to a vehicle after hours, commuter use may be approved by their manager for the set rostered period only.

- MSC vehicles may be driven by volunteers, contractors and other agency staff with approval from the relevant Director in accordance with MSC insurance requirements and this procedure.
- Where practicable, vehicles garaged at an employee's residence should be accommodated and secured "off the street".
- Where private use has been granted, a spouse / partner or child of the custodial driver shall be permitted to drive the allocated vehicle, subject to all conditions contained in this policy.

4.2 Vehicle Availability, Pool and Other Usage

All MSC passenger vehicles (with the exception of the Mayor's vehicle) act as 'pool cars' during MSC business hours. Custodial drivers must ensure vehicles are available for use by other MSC staff during operating business hours to undertake MSC business.

When absent from the workplace employees with commuter use arrangements may be expected (subject to operational arrangements) to deliver the vehicle to their normal workplace for use by other MSC staff.

If a staff member requires the use of a MSC vehicle outside of MSC operating hours, the staff member should contact the custodial driver to negotiate vehicle use. Negotiations may include assisting the custodial driver with transportation to / from the workplace in the absence of their MSC vehicle. Wherever possible, staff members should approach custodial drivers within their own Directorate / Branch before approaching other custodial drivers.

In the course of normal MSC operations, all MSC vehicles should (where possible) only be driven by licensed MSC staff. Where the assigned driver has private use, the driver's immediate family members may also drive the vehicle (outside MSC operating hours). In an emergency situation, other licensed drivers are permitted to drive the vehicle to facilitate relocation or repair.

MSC vehicles are not to be used for any supplementary / secondary income purposes outside normal office hours or for gain during normal work hours.

MSC Councillors may book pool vehicles by contacting the Executive Assistant to Mayor and Councillors.

4.3 Induction & Training

All new staff are required to participate in the MSC's Corporate Induction Program arranged by the Organisation Development Unit.

As a part of the induction program, all new staff shall:

- have the policy and procedures for vehicle fleet operations explained
- receive directions on the location/access to a copy of Light Fleet Policy and Procedures

- sign and return "I&E-02 Appendix F – Acceptance of Terms & Conditions of the Vehicle Use Policy" to confirm their understanding and commitment to abide by the MSC's Vehicle Fleet policy and procedures.

Prior to an employee driving a MSC vehicle, supervisors must ensure that employees hold a current driver's license.

In the event that an employee is repeatedly involved in vehicle accidents, practical driver training will be compulsory in order to further develop safety skills on the road.

4.4 Drivers License Requirements

Any persons using a MSC vehicle must hold a relevant and current driver's license and comply with all conditions of the license (e.g. displaying probation/learners' plates, wearing glasses).

A photocopy of each staff member's driver's license shall be forwarded to the Organisational Development Unit (Human Resources) on commencement of employment.

Staff participating in MSC's Annual Staff Performance Review Program shall be required to present their license for annual verification / recording by their supervisor.

Suspension/Loss of Driver's License

Employees shall immediately advise their Manager and the Organisational Development Department (Human Resources) in the event of a suspension or loss of licence. Failure to do so may result in disciplinary action.

Depending on the position held by an employee, a suspension / loss of a driver's license could impact on the employee's ability to carry out their job and may result in termination of employment.

Consideration will be given to the circumstances in which the loss of licence occurred and the requirement of the position to hold a current drivers licence. The Manager Organisational Development shall submit a report to the CEO addressing the following criteria:

- License suspension/loss circumstances
- Requirements of the position held by the employee and whether driving is an essential duty requirement of the position
- Impact on the organisation
- Relevant employment history
- Recommendation.

An employee convicted of drink-driving or an offence leading to license suspension or loss in association with an accident involving a Council vehicle, will

be required to pay the cost of associated repairs in the event that Council's insurer rejects the claim on the grounds of such conviction, suspension or loss.

After an employee's license suspension has ended and the employee's license has been returned, the employee must contact Organisational Development to ensure license validity records are updated.

4.5 Vehicle Care & Cleanliness

All custodial drivers are responsible for maintaining a clean and tidy vehicle (both, interior and exterior) at all times. This includes ensuring that the vehicle is free of unnecessary items and luggage, dirt, odour and animal hair.

All drivers of MSC vehicles are responsible for ensuring the return of the vehicle in the same condition as when it was taken out. Drink and food containers are to be removed from the vehicle, and the vehicle should not be returned excessively dirty. Vehicles should be returned to the pool with at least a half a tank of fuel.

When MSC vehicles are traded, custodial drivers are responsible for the relocating of items such as first aid kits, maps and personal items to the new MSC vehicle. The Plant Supervisor will be responsible for coordinating the relocation of phone kits, radios and E-tags.

Failure to maintain a vehicle in a reasonable condition may lead to disciplinary action and withdrawal of benefits attached to use/allocation of the vehicle.

Electric Pool Vehicles must be placed on charge by the driver on return to the pool.

4.6 Smoking

Smoking is strictly prohibited in all MSC vehicles at all times.

4.7 Vehicle Security

All drivers must ensure that any MSC vehicle in their care is parked in a secure place "off the street" overnight wherever practicable.

All vehicles must be locked when unattended and valuables such as laptops, mobile phones and cash should never be left in the vehicle whilst it is unattended. If valuables cannot be removed from a vehicle they should always be kept out of sight and the vehicle adequately secured.

MSC's Motor Vehicle Insurance policy has limited reimbursement available for the loss of personal items.

4.8 Vehicle Maintenance, Servicing & Repairs – Driver's Responsibilities

All drivers are responsible for ensuring that the:

- Vehicle is operated in accordance with the vehicle manufacturers and safety requirements
- Vehicle is roadworthy and operating satisfactorily
- Any vehicle damage or defects are reported to the Plant Supervisor and Risk Management Coordinator

All custodial drivers are responsible for ensuring that the:

- The Vehicle Manual supplied by the Vehicle Manufacturer is maintained and located in the glove box of the vehicle
- The vehicle receives all scheduled maintenance servicing. Bookings for all servicing must be made by contacting the Plant Supervisor who will give instructions to organise the work
- The vehicle receives appropriate routine maintenance inspections of engine oil, water, tyre pressure, battery, brakes, etc

4.9 Breakdown Arrangements

The vehicle manufacturer's roadside service program (e.g. Ford/Holden/Toyota Assist etc.) is available in all MSC passenger vehicles where appropriate and / or other makes where available. Where manufacturer's roadside service is not available, custodial drivers must contact the Plant Supervisor who will arrange roadside assistance through the appropriate dealership.

Custodial drivers should ensure that details of the appropriate roadside service are maintained in the glove box of all vehicles.

Drivers should, where practicable, remain with the vehicle until assistance arrives. If the problem cannot be fixed, then the driver can authorise for the vehicle to be towed to the nearest registered dealership.

4.10 Replacement Vehicles

If an allocated vehicle must undergo repairs or servicing, the Plant Supervisor shall arrange to temporarily reallocate a designated pool vehicle (if available). Alternatively, the allocated driver may be able to hire a replacement vehicle for the period of repairs. Vehicle hire must be approved by the staff member's Director / Unit Manager.

The cost of a replacement vehicle will be at MSC's cost. The standard of replacement vehicle may vary and if a replacement vehicle is not available, any payroll deductions would be halted whilst a vehicle is unavailable.

4.11 Retrofitting Equipment

Equipment retrofitting or modification (including child restraint devices, tow bars etc.) must be approved by the Director. If the equipment is fitted to meet the personal needs of the assigned custodial driver, the costs of such alterations must be covered by that staff member.

4.12 Probationary and Learner Drivers

MSC does permit probationary and learner drivers to drive MSC passenger vehicles.

Drivers must ensure they display relevant driver plates and abide by all relevant restrictions.

4.13 Fines/Infringements

Drivers are responsible for all fines / infringements relating to the use of any MSC vehicle.

Under no circumstances will MSC be liable to pay any fine or cost incurred by a driver of a MSC vehicle who infringes against Road Traffic Regulations or Local Laws of any municipality with respect to parking restrictions, or any other regulation in relation to the use of vehicles. Onus for payment of any fines or penalties rests with the offending driver.

No persons are permitted to drive or operate a MSC Vehicle whilst under the influence of any illegal substances or alcohol or hallucinatory medication, beyond the prescribed legal limits. Employees shall be subject to disciplinary action in such circumstances.

If a driver is convicted of drink-driving or an offence leading to license suspension or loss in association with an accident involving a Council vehicle, they will be required to pay the cost of associated repairs in the event that Council's insurers disclaim responsibilities on the grounds of such conviction, suspension or loss.

4.14 Insurance Coverage & Personal Belongings

All MSC vehicles are insured under a comprehensive vehicle insurance policy which covers vehicles, drivers and authorised passengers and damage to third parties. MSC's insurance has only limited coverage for damage or loss of personal belongings/valuables from the vehicle.

Certain circumstances and actions may result in the policy being declared null and void. These circumstances may include, but are not limited to:

- A driver who is not in possession of a current driver license
- A driver who is convicted of driving under the influence of alcohol
- A driver breaking any road traffic law or regulation
- A driver who is not authorised to drive the relevant vehicle
- A driver who is driving an unroadworthy vehicle.

In such cases, the driver may become personally liable for repairs, damages and/or other costs.

In addition to the basic excess of \$1000 an additional \$500 will apply to the custodian of the full private use and restricted private use in the event that non authorised persons e.g. family members, under the age of 25 years incur damage.

4.15 Reporting Vehicle Accidents & Vehicle Damage

In the event of an accident whilst driving a MSC vehicle, the following procedures should be followed at all times:

- Stop immediately - personal safety is to be the first priority
- Call emergency services if required (Emergency Telephone 000)
- Take all precautions necessary to safeguard the driver, casualties, and bystanders against any further injury
- Assist any injured persons/people and call police if any person is injured.

Lastly, in the case of any accidents, the driver should note down all accident details (including other driver/s name, address/es, telephone contact/s, vehicle/s registration number/s, vehicle/s make/s and model/s, and insurance detail/s of any other party involved).

The driver should also attempt to obtain names and addresses of any witnesses and details of personal injuries to any party.

All details of an accident and/or damage to a vehicle must be reported to the MSC's Risk Officer and the Plant Supervisor as soon as possible. The driver will also be required to complete an incident report form and condition report. These forms are available from the Risk Officer.

Drivers should organise or have emergency services organise, towing / salvage services from the accident site to the nearest insurer-recommended repairer (which possible). Any "Authority to Tow" form provided by a towing company is to be completed and a copy forwarded to MSC's Risk Officer.

Instructional information is contained within each vehicle related to breakdown and accident response.

4.16 Safe Driving at MSC

A work vehicle is a Workplace as deemed by the Victorian Occupational Health and Safety Act 2004 vehicles driven for the purposes of employment whether a "Tool of the Trade", "Leased", supplied as a component of "Salary Packaging", or where a car allowance is paid, or the employee is using his or her private vehicle for work journeys, the vehicle may be deemed a "Workplace" and all health and safety requirements apply.

MSC recognises and accepts its obligations under Occupational Health and Safety legislation to provide a safe place of work. Accordingly, Council's Fleet Policy acknowledges that this obligation extends to vehicles when employees drive directly or indirectly in the course of their work.

Council vehicles will be fully maintained on a scheduled basis.

New vehicles will be supplied in accordance with these procedures, which take into account of the appropriate occupant protection and safety features.

Vehicles will be audited on a random basis to identify defects/ tyre wear and panel damage.

5. POLICY / PROCEDURE BREACHES

Any driving offences resulting in police or legal action will result in a review of the eligibility and fitness of the employee or nominated driver to drive the Council vehicle. Any fines or costs resulting from such action, including parking and speeding fines, will be at the employee's personal expense.

In addition, failure to observe the conditions of the Light Fleet Policy and / or Procedure will be handled in accordance with the relevant Award.

6. GRIEVANCE/DISPUTE RESOLUTION

If an employee is aggrieved by the application of this Policy / Procedure, they should follow the Dispute Resolution process outlined in the Moyne Shire Council Enterprise Agreement.

7. ATTACHMENTS

Appendix A: I&E-02 Preferred passenger vehicle listings as at March 2022

Appendix B: I&E-02 Vehicle Usage Record

Appendix C: I&E-02 Use of own Vehicle for Council Business Claim Form

Appendix D: I&E-02 Formula for determining Personal use contributions

Appendix E: I&E-02 Acceptance of Terms and Conditions

Appendix F: I&E-02 Vehicle Personal Contribution Agreement Form

Appendix G: I&E-02 Acceptance of Vehicle Fuel Card

Version Number	Details of change
IE-02 version 3	Changes to Appendix A Preferred passenger vehicle listings. Changes to 1.3.5 Vehicle Value Listings

APPENDIX A: PREFERRED PASSENGER VEHICLE LISTING AS AT MARCH 2022

MAKE	MODEL	COMMENTS	FUEL ECONOMY COMBINED	FUEL TYPE	ANCAP RATING	CO ₂ EMISSION (g/km)
4 & 6 cylinder standard vehicles typically available for pool cars						
TOYOTA	CAMRY	MEDIUM 4 Cyl	7.9	PETROL	5 STAR	183
TOYOTA	RAV4	MEDIUM 4Cyl	7.7	PETROL	5 STAR	179
TOYOTA	RAV4 HYBRID & AWD	MEDIUM 4Cyl	4.8	PETROL / ELECTR IC	5 STAR	107 131
MITSUBISHI	ASX	MEDIUM 4 Cyl	7.8	PETROL	5 STAR	96
MITSUBISHI	OUTLANDER	MEDIUM 4 Cyl	7.2	PETROL	5 STAR	162
4 & 6 cylinder vehicles typically available to positions - Department Manager and above						
MITSUBISHI	PAJERO 5S 2WD	MEDIUM 4Cyl		PETROL	5 STAR	
TOYOTA	RAV4	MEDIUM 4Cyl	7.7	PETROL	5 STAR	179
TOYOTA	KLUGER GX 2WD	LARGE 6Cyl	9.1	PETROL	5 STAR	216 #
MITSUBISHI	PAJERO 7S AWD	MEDIUM	9.1	DIESEL	5 STAR	240
RENAULT	KOLEOS	MEDIUM	5.6	PETROL	5 STAR	147
FORD	EVEREST	LARGE 4Cyl	8.4	DIESEL	5 STAR	158#
ISUZU	MU-X	LARGE 4Cyl	8.0	DIESEL	5 STAR	211 #
SUBARU	OUTBACK	MEDIUM 4Cyl	7.3	PETROL	5 STAR	167
SUBARU	FORESTER	MEDIUM 4Cyl	7.2	PETROL	5 STAR	168

KIA	SPORTAGE 2WD and AWD	MEDIUM 4Cyl	7.9	PETROL	5 STAR	182
			6.4	DIESEL	5 STAR	168
NISSAN	PATHFINDER	4Cyl				
NISSAN	XTRAIL	MEDIUM 4Cyl	6.1	PETROL	5 STAR	183
Additional luxury vehicles options for CEO & Mayor*						
FORD	RANGER WILDTRAK	4 CYL 2.0L	7.4	DIESEL	5 STAR	195
KIA	SORENTO	4 CYL 2.2L	7.2	DIESEL	5 STAR	190
KIA	SORENTO	4 CYL 3.5L	10	PETROL	5 STAR	235#
TOYOTA	PRADO GXL	LARGE 4CYL	8	DIESEL TURBO	5 STAR	211 #
TOYOTA	KLUGER HYBRID AWD	LARGE		HYBRID	5STAR	128
TOYOTA	KLUGER GX 4WD	6CY 3.5L LARGE	8.8	PETROL	5 STAR	205
MITSUBISHI	PAJERO SPORT EXCEED	4WD 7S 2.4	8	DIESEL	5 STAR	212

Note:

1. Other vehicles will be considered, subject to the approval of the Executive Management Team
2. Vehicles with a # in the CO₂ Emission column, have greater than the 200 g/km recommended



APPENDIX B:

I&E-02

VEHICLE USAGE RECORD

Vehicle Description.....

Registration No.

Employee Responsible for Vehicle

Date	Driver (other than Assigned Officer)	Departure Time	Estimated Return Time	Actual Return Time	Destination	Drivers Signature


APPENDIX C: I&E-02 USE OF OWN VEHICLE FOR COUNCIL BUSINESS CLAIM FORM

Name: _____ Model of Car & No. of Cylinders: _____

Date	Details of Travel (Origin & Destination)	Times		Purpose at Destination (be specific)	Km	Full Explanation as to why Council Pool Car was not used (Include what steps were taken to obtain a pool car, who was asked and the reasons for the cars requested not being available. If insufficient information is provided, the claim will not be eligible for payment)
		Depart	Return			
	From: To:					
	From: To:					

Employee Signed: _____ Date: _____

Supervisor Signed: _____ Date: _____

Charge Code: _____

Office Use Only

 a) Travelkm
 @Rate = \$.....
 b) Miscellaneous (specify)
 \$..... Amount Payable

Note: If travel involves attending at another work site before travel to normal workplace or home, then normal 'travel-to-work' or 'travel-to-home' distance must be deducted from claim. Please note, all travel expense claims must have a budget allocation.

APPENDIX D: I&E-02 FORMULA FOR DETERMINING PERSONAL USE CONTRIBUTIONS

ANNUAL COSTING OF MOTOR VEHICLE BENEFIT 2019/2020							
Vehicle registration no:	XYZ-123	PO4720				Employee:	Employee
Type of car	Toyota Camry						
Engine type	Medium (Camry 4, Mondeo, Sonata, Liberty, Mazda)						
	Total price including options at Gov't contract price (excludes Goods and Services Tax)						\$25,023.00
Goods and Services Tax:	at the rate of	10.00%					\$2,502.30
							\$27,525.30
						Private Usage	\$
Annual Interest Expense ⁽ⁱ⁾		\$25,023	x	4.000%	x	43.00%	430.40
Depreciation ⁽ⁱⁱ⁾		\$20,018	x	33.3%	x	43.00%	2,869.30
Running Costs ⁽ⁱⁱⁱ⁾ for		35,000	klm's at	15.23	cents per klm	43.00%	2,292.12
Comprehensive Insurance at			\$390.81	per annum		43.00%	168.05
Registration & CTP at			\$716.00	per annum		43.00%	307.88
Taxable value of vehicle		\$5,505.06		using the statutory fraction of ^(iv)		0.20	
FBT ^(v) gross-up rate		1.8868		FBT rate	47.000%	100% FBT =	4,881.87
			value of benefit				10,949.61

NOTES:



APPENDIX E

I&E-02

Acceptance of Terms & Conditions of the Light Fleet Policy and Light Fleet Management Procedures

I have read and understood the Council's Light Fleet Policy/Management Procedures.

I agree to abide by the terms and conditions of use set out in the Policy and Management Procedures and acknowledge that if I breach the terms and conditions of use set out in the Policy/Procedures, Council may take disciplinary action in accordance with HR 020 Disciplinary Policy.

NAME:

DEPARTMENT:

SIGNATURE:

DATE:



APPENDIX F:

I&E-02

Vehicle Personal Contribution Agreement Form

To provide evidence that individual employees are in agreement with Council's Light Fleet Policy/Management Procedures and are in agreement to pay the specified contribution rate for a higher level of use of a Council Vehicle.

1. **Employee Name:**

2. **Conditions of Use:**

All conditions detailed in the Light Fleet Policy/Management Procedures shall apply

3. **Weekly Contribution Rate**

Total Weekly Contribution to be deducted from take home pay: \$

This rate of contribution shall be valid for a period of 12 months from the date of commencement of this agreement; and

The rate of contribution for subsequent 12 month period/s shall be subject to the review and discretion of the Chief Executive Officer.

4. **Period of Currency**

From the:	To the:
-----------	---------

This Agreement may be terminated by the Council giving six (6) months notice to the employee or the Employee giving two (2) months to the Council.

The Council may immediately terminate this Agreement where the Employee:

- (i) Consistently breaches any direction of the Council (duly authorised officer) or any obligation of the Employee under this Agreement.
- (ii) Uses the vehicle in a manner otherwise than as permitted in the Light Fleet Policy and Light Fleet Management Procedures.

5. **Declaration**

I hereby agree to the conditions of vehicle usage in accordance with this Agreement and the Council's *Light Fleet Policy/Light Fleet Management Procedures* and authorise the above amount as a post-tax deduction from my weekly remuneration.

Signature: _____ Date: _____



APPENDIX G

IE-02

Acceptance of Vehicle Fuel Card

I have read and understood the Council's Light Fleet Policy/Management Procedures regarding fuel card use.

I agree to abide by the Policy and Management Procedures regarding fuel card use and acknowledge that I am in receipt of a fuel card issued to the vehicle registration number

NAME:

SIGNATURE:

DATE:



Heavy Fleet Policy 2023

Heavy Fleet Policy 2023	Policy No:	XXX
	Approval Date:	
	Approved By:	
	Review Date:	
	Version No:	001
Responsible Officer:	Director Assets and Community	
External References:	Local Government Act 2020 OH&S Act 2004 Worksafe Codes of practice and guidelines State Government Pricing Contract MAV Vendor Procurement	
Related Policies:	Light Fleet Policy Light Fleet Management Procedures Procurement Policy Occupational Health & Safety Policy HR-020 Disciplinary Policy HR-017 Drug-Alcohol Policy Code of Conduct Environmental Sustainability Strategy Council Plan 2021 - 2025 Climate Emergency 2019 Asset Sales and Proceeds Disbursement Policy Asset Management Plans Road Management Plan 2020	
Authorising Officer:	Chief Executive Officer	

1. PURPOSE

The purpose of this policy is to provide a framework in relation to the acquisition, disposal, management, and safe use of Council's heavy fleet vehicles, plant and equipment assets owned, leased or managed by Council.

2. SCOPE

This policy applies to all council staff, contractors, volunteers, and Councillors involved in the management or operation of Council's heavy fleet.

3. DEFINITIONS

Term	Definition
Heavy Fleet	Moyne Shire Council's heavy fleet vehicles, plant and equipment
MSC	Moyne Shire Council
ELT	Executive Leadership Team (Chief Executive Officer and Directors)
OH&S	Occupational Health and Safety

4. POLICY OBJECTIVES

To ensure that the composition and operation of Council's heavy fleet is:

- Environmentally sensitive
- Fit-for-purpose
- Compliant with all regulatory obligations
- Safe, and
- Financially sustainable.

5. POLICY PRICIPLES

Council is committed to ensuring that its heavy fleet is acquired, divested, managed and operated in accordance with the following principles:

- There is sufficient, appropriate, and fit for purpose heavy fleet available to deliver Council's wide range of services.
- The heavy fleet composition will be reviewed every six months to ensure all equipment is safe, compliant, efficient and fit for purpose, and where necessary updated as part of the fleet replacement program.
- Council will show leadership and innovation in its heavy fleet management to reduce environmental impacts and risks by embracing new technologies, robotic equipment, electric vehicles, and systems.
- Council will acquire heavy fleet that provide both economic and environmental benefits and will not allow purchasing costs alone to override the environmental, and cost saving / efficiency benefits of a piece of equipment in accordance with Councils Procurement Policy.
- Council will acquire and utilise heavy fleet items to create efficiencies and cost

savings wherever possible.

- Heavy fleet items are not authorised for any private use by employees. All fleet vehicles and equipment are for business use only.
- Council will take advantage of commercial opportunities to hire heavy fleet items to external organisations or share its heavy fleet with other councils through commercial agreements where appropriate and in cases of emergency.
- Heavy fleet vehicles will be sign painted with MSC's approved logo.
- Heavy fleet vehicles are highly visible in the community and must at all times be driven safely, courteously and operated in accordance with road laws and MSC's organisational values and policies.
- Council will ensure a safety-first culture is maintained for both the operator and the community and to protect the condition of the asset by:
 - Ensuring the condition and operation of all vehicles and equipment is such that all legislative, regulatory and OH&S obligations are met strictly in accordance with the manufacturer's specifications and guidelines
 - Ensuring a risk assessment is undertaken of all required machinery and its operation and tasks prior to the commencement of works
 - Ensuring all users have an appropriate level of licencing, induction, training and competency
 - Maintaining assets in optimal condition through regular servicing, cleaning and proactive maintenance, in accordance with manufacturers specifications and guidelines
 - Installing GPS devices in heavy fleet vehicles and equipment for safety, security, and for operational efficiencies and vehicle usage data collection in accordance with privacy legislation and in consultation with operators
 - Requiring operators to complete a prestart checklist and report heavy fleet machinery defects to minimise failure, risk and maintenance costs.
- Council will exercise prudent financial fleet management through the:
 - Selection and retention of appropriate assets which provide value for money and in consideration of whole of life costs inclusive of disposal return
 - Management of heavy fleet in accordance with Councils adopted heavy fleet replacement program as part of the annual budget process. A justification for disposal / replacement of heavy fleet will be developed to support the 10-year replacement plan
 - The Plant Supervisor is responsible for the acquisition and disposal of heavy fleet items in accordance with Council's Procurement Policy and Asset Sales

and Disbursement Policy, which is to be overseen by the Manager Assets and Infrastructure and Director of Assets and Community

- Regular reporting of the plant and fleet utilisation to Council's executive management team (ELT) to inform the heavy fleet replacement program
- Utilisation of accepted accountancy cost recovery principles in the charge rates applied to fund the replacement of heavy fleet vehicles
- Use of efficient and effective procurement practices that demonstrate value for money
- Acquisition of heavy fleet items will be via an open tender process or via the State Government Pricing Contract
- Disposal of heavy fleet assets will be at market value of the item, via a transparent, open, public process in accordance with Councils Asset Sales and Disbursement Policy and Procurement Policy.

6. GOVERNANCE

Owner

The Assets and Infrastructure Manager is responsible for monitoring the currency and viability of the Heavy Fleet Policy and updating it when required or significant industry change is needed. Director Assets and Community has overarching responsibility for the management of the Heavy Fleet program.

Enquiries regarding the implementation of this policy should be initially directed to the Organisational Development Unit.

Enquiries regarding management of the heavy fleet should be directed to the Manager Assets and Infrastructure.

Review

The Assets and Infrastructure Manager will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

7. QUALITY RECORDS

Record	Retention/Disposal Responsibility	Location
Heavy Fleet Policy 2023	Director Assets and Community	Manager Assets and Infrastructure

8. POLICY VERSIONS

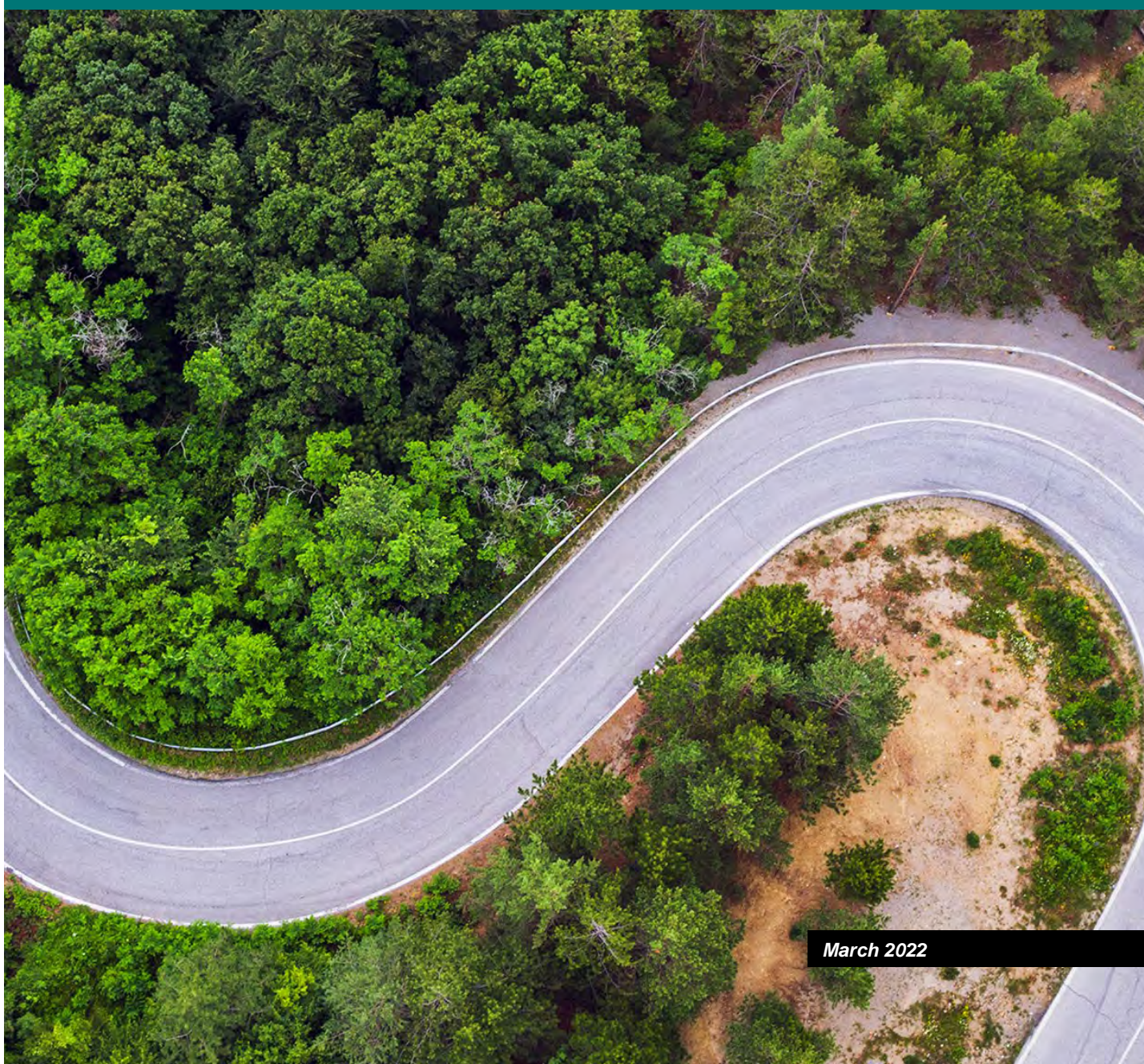
Version Number	Details of change

DRAFT



Moyne Shire Council

Fleet Management Internal Audit Report



Executive Summary

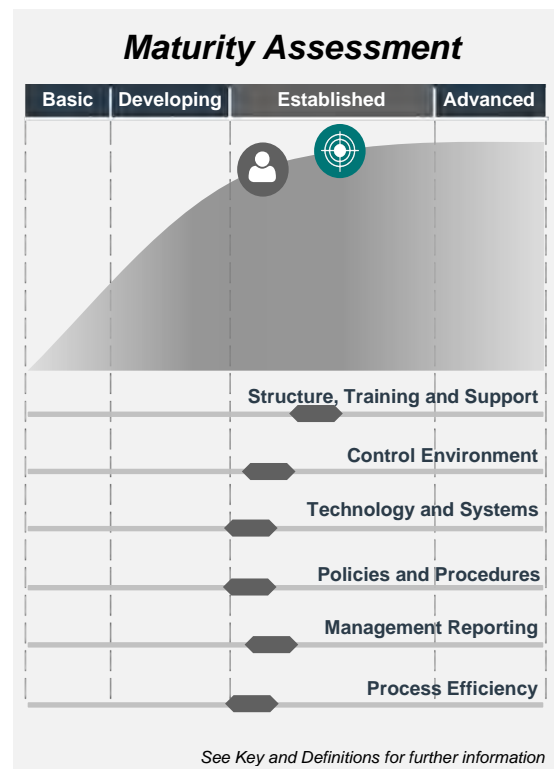
We have assessed your Fleet Management processes and key controls. From a maturity perspective, we have rated the process as 'Established' with many of the key elements in place. Based on your risk framework, the residual risk associated with the process has been assessed as 'Moderate'.

Our Internal Audit assessed Moyne Shire Council's (MSC) fleet management processes relating to light fleet (i.e. passenger vehicles) and heavy fleet (i.e. large plant and equipment). This included the overarching framework, long-term planning, processes for acquisition and disposal, management of light fleet and licensing, as well as monitoring and reporting.

We found many of the expected controls common across both light fleet and heavy fleet to be in place and operating effectively. This includes asset replacement programs (spanning 5-years for light fleet and 10 years for heavy fleet) to guide renewal and replacement decisions, processes for the approval of vehicle acquisitions within procurement delegations, expenditure tracking (including fuel and maintenance costs) and monitoring of vehicle registration and insurance coverage.



Nevertheless, we identified several opportunities where greater oversight could be applied to help ensure fleet is managed in an appropriate and economical manner. Specifically, our recommendations are as follows:

Key recommendations	Priority
Improve the capture and management of light fleet data and strengthen processes for monitoring and analysis of fleet performance and alignment with organisational policies, procedures, and goals.	Medium
Establish methods to monitor adherence with light fleet service requirements.	Medium
Establish process to capture justification and approval for vehicle disposals.	Medium
Establish structured follow-up and escalation processes for expired license records, to help ensure vehicles operators are appropriately licensed.	Low
Define and document the rules, principles and processes to be followed when managing heavy plant vehicles.	Low



Risk Assessment

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Moderate	High	Extreme	Extreme	Extreme
	Likely	Moderate	Moderate	High	High	Extreme
	Possible	Low	Moderate	High	High	High
	Unlikely	Low	Low	Moderate	Moderate	Moderate
	Rare	Low	Low	Low	Moderate	Moderate

 Estimated risk prior /  after implementation of recommendations

R1 Inefficient or ineffective management of fleet vehicle assets

The risk could potentially eventuate if MSC's fleet is not managed in an efficient and/or effective manner, resulting in a fleet that does not meet the needs of the organisation, or vehicles that are used inappropriately. The eventuation of this risk could have financial, operational and reputational impacts for the organisation.

Due to the number of light and heavy fleet vehicles maintained (125) and scale of investment (~\$15Mil), we suggest eventuation of this risk could feasibly give rise to **'Moderate'** financial and reputational consequences for MSC based on your risk framework (i.e. \$50k - \$200k and "Negative local media coverage, community concerned about Council performance").

While we identified several opportunities where the management of fleet can be improved, many of the expected controls are in place which help decrease the likelihood of the risk occurring. This includes documented replacement programs to guide renewal and replacement decisions, approval of fleet acquisitions, expenditure tracking and oversight of vehicle registration and insurance coverage. As such, we suggest the likelihood of this risk occurring is **'Unlikely'** according to your risk framework (i.e. "The event may occur at some time, say once every 5 years").

As such we have rated this risk as being **'Moderate'**.

We have provided our subjective assessment of the overall risk associated with this business process using your risk management framework definitions (see Appendix 1). This analysis is not intended to address each individual recommendation raised or indicate the change in strategic risk level. Individual recommendations are rated according to priority later in this report. We have also indicated the potential movement in the overall risk if all the risk related recommendations in this report were to be implemented.

Context

77 Number of heavy fleet vehicles valued at (\$14.1m) as at 1 st December 2021 ¹	48 Number of light fleet vehicles valued at (\$970k) as at 1 st December 2021 ²	17 Total fleet additions in 20/21FY	25 Total fleet disposals in 20/21FY
---	--	---	---

Background

MSC's fleet consists of passenger and light commercial vehicles, trucks and other heavy plant vehicles that are used by staff in performing their roles across the organisation. The operational management of the fleet function is undertaken by the Works and Engineering team, including vehicle acquisition, fuel card acquittal and vehicle disposal. There are also a number of additional support functions in place, including:

- People and Culture (management of license data and agreed vehicle usage arrangements);
- Risk (insurance); and
- Finance (Fine allocation and vehicle expenditure tracking).

Light Fleet

The light fleet management process is governed by the Light Fleet Policy and Procedure, which outlines the principles and conditions that apply to the allocation and usage of Council light fleet vehicles. These documents were last updated in late 2021.

The Light Fleet Procedure outlines a number of vehicle usage arrangements with varying levels of private use:

- **Private Use**, which allows private use by employees outside of work hours, including during weekdays, weekends and period of paid leave;
- **Home Garaging**, where staff members are allowed to use a council vehicle for work purposes and to travel to and from work; and
- **Tools of Trade Use**, which are vehicles garaged in Council Depots or Offices, allocated to teams (e.g. Toilet Crew) or as a pool vehicle (Koroit Depot).

In addition, the Light Fleet Policy outlines a number of targets for the Light Fleet composition, including safety and environmental ratings.

A 5-year Light Fleet Plan is maintained and updated regularly to capture vehicles due for replacement.

Heavy Fleet

Heavy plant vehicles (including tractors, trucks, graders and rollers) are held in a number of depots, including Koroit, Macarthur, Naringal and Port Fairy. For multi-day jobs, vehicles are kept on-site overnight, and keys returned to the appropriate depot.

For each day that these vehicles are utilised, the vehicle driver conducts a "Pre-start" checklist using PlantAssessor. At the end of the day, the vehicle driver submits a timesheet including the hours they have used the vehicle. Using timesheet information, the Works and Engineering team are able to track vehicle usage and identify instances of under-utilisation.

The Works and Engineering team have developed and maintains a 10-year Plant replacement program for heavy plant vehicles, which, alongside vehicle usage data, informs decisions around vehicle disposals, replacements and additions.

¹ Based on *Major Plant 10 Yr program 2020 2021*

² Based on *Light Fleet 5 Year Program*

Scope and Results

Presented below is the agreed scope of work and the results of an assessment of the key controls and activities, that contribute to satisfying the Key Control Objectives with reference to better practice, relevant aspects of standards and our experience with these at other clients.

Key Control Objective	Assessment	Refer to Rec.
Fleet Management Framework		
Fleet size and mix aligns with strategic and operational goals.	●	1
Environmental impacts are considered in fleet vehicle acquisition, disposal and management.	●	1
Policies, procedures and guidelines have been developed to guide fleet management.	■	5
Roles and responsibilities have been defined in relation to fleet management.	■	5
Staff are knowledgeable about processes designed to manage the fleet.	✓	-
Appropriate systems support the fleet management framework.	●	1,2,4
Acquisition and Disposal		
There are defined triggers to acquire and dispose of fleet vehicles.	✓	-
Acquisitions and disposals are approved appropriately and according to delegation.	■	3
Operational Management		
Maintenance of fleet vehicles is tracked and actioned as needed.	■	2
Fleet vehicles are covered by insurance as per council policy.	✓	-
Drivers have undergone appropriate registration and approval prior to acquiring responsibility over the vehicle.	✓	-
Fuel usage is tracked against the relevant fleet vehicle.	●	1
Monitoring, Reporting and Efficiency		
Fleet data (including vehicle utilisation and costs associated with usage) are monitored and analysed for exceptions.	■	1
Key fleet information is reported to relevant stakeholders.	●	1
Key Description		
✓	Key control mechanisms appropriately designed and operating.	
●	Most elements of the control design are appropriate with minor opportunities to improve the design and/or operation. (Opportunity for Improvement)	
■	Some elements of the control design are appropriate, with opportunities to improve the design and/or operation. (Finding)	
✗	The control is not appropriately designed or operating with considerable opportunity for improvement.	

Findings and Recommendations

1

Light Fleet Data Management, Monitoring and Analysis

Priority

Medium

Effort

Medium

Oversight

Finding

There are weakness in data capture and accessibility relating to light fleet. In turn, limited monitoring and analysis is undertaken, to help determine whether the fleet size and mix aligns to business needs and is being managed in an appropriate and economical manner.

Further context:

- It is difficult to obtain information relating to the arrangements for use of each vehicle (i.e. full private use, limited private use, home garaged and tools of trade) to enable the fleet team and/or staff managers to monitor appropriate use. While this information is contained within individual staff contracts, it is not collated or centrally accessible.
- While a process exists to record odometer readings on a 2-monthly basis, there are gaps in the data captured. This reduces the ability of the fleet team to identify vehicles that are due for replacement based on distance travelled (i.e. 120k km's).
- Where odometer information is available:
 - There is no structured process to analyse fleet utilisation levels (e.g. where vehicles may be under-utilised or travelling larger distances than expected which could indicate inappropriate usage).
 - It is not compared against fuel usage to identify and investigate possible anomalies (e.g. possible misuse of fuel cards). While a process to undertake this analysis was established following an internal audit in August 2019, it has not been undertaken since February 2021.
 - It is not used to help identify whether vehicles are being serviced in accordance with manufacturer specifications, regarding distance travelled (**refer to finding 3 for additional information**).

Recommendations

Improve the capture and management of light fleet data and strengthen processes to for monitoring and analysis of fleet performance and alignment with organisational policies, procedures, and goals.

Data Management

In the shorter term, this may include improving the capture, accessibility and usage of data through existing systems and spreadsheets.

In the longer term, you may consider the costs and benefits of utilising dedicated fleet management software to help capture and manage vehicle data, such as km's travelled, service history, agreed usage conditions and other ownership information.

Monitoring and Reporting

Define and document Key Performance Indicators (KPIs) and measures to assess fleet performance.

Reporting of fleet performance against these key indicators should be undertaken on a regular (i.e. quarterly) basis to assist with identifying opportunities to better manage fleet costs, realise savings, improve practices and assess level of alignment to organisational needs.

We have provided example KPIs on the following page.

Agreed Management Actions	Responsibility	Date for completion
Arrangements for individual vehicle entitlements will be centralised under the People and Culture team as part of employment conditions.	People and Culture	December 2022
Bi-monthly odometer readings – any gaps will be followed up if staff do not provide the information when requested. If they continue to not respond, it will be escalated to relevant manager. All example KPI information is generally available when required. For example, accidents and insurance information is available through the Risk Team. This is reported through the OHS committee and the executive team and additionally when requested.	Admin fleet	October 2022
Council will investigate the use of GPS in selected heavy and light vehicles which will also address some of these other suggestions. This will depend upon a range of factors, including union issues and costs.	Supervisor Fleet	June 2023

Example KPIs

KPI	Description
Vehicle usage	Average kilometers travelled per vehicle and percentage of business travel.
Fleet size	Ratio of staff to vehicles.
Retention rates	Average number of months and kilometers travelled before replacement.
Servicing and maintenance	Cost of scheduled servicing and additional maintenance requirements. Including the cost of the vehicle unavailability for the day of service.
Fuel	Fuel costs, type of fuel and fuel usage.
Accident management	Number of accidents per year, total cost of accident repairs and any training provided to staff.
Insurance	Cost of insurance and changes in policy coverage.
Policy compliance	Purchase considerations, such as CO ² emissions and safety requirements to be considered during acquisition or instances of non-compliance with Vehicle Policy, for example, inappropriate vehicle usage.

2

Oversight of Light Fleet Servicing (passenger vehicles)

Priority

Medium

Effort

Medium

Oversight

Finding

There is no central oversight to help ensure light fleet are being serviced in line with manufacturer specifications. This may pose risks regarding vehicle, reliability, potential warranty claims and re-sale value if vehicles are not serviced appropriately.

For context, while records are able to be obtained from the vehicle log-books, dealerships and records of service expenditure are held in TechnologyOne, information regarding service history is not centrally maintained or readily accessible.

Note: For heavy fleet, maintenance is predominately undertaken in-house, with servicing records (including Maintenance Sheets and invoices) maintained within the PlantAssessor "Service History" module.

Recommendations

Establish methods for the fleet team to monitor adherence with light fleet service requirements.

For example, this could include capture of additional information within the existing light fleet register, including required service intervals and odometer readings to indicate service requirements (based on time and km's travelled). This information could be used by the Fleet Team to provide periodic reminders to vehicle custodians regarding service requirements.

Subsequently, servicing invoice data from TechnologyOne could be used to confirm whether services have occurred as required.

Agreed Management Actions	Responsibility	Date for completion
Investigate and implement a system to capture adherence with the light fleet service requirements.	Admin fleet	October 2022

3

Disposal Justification and Approval

Priority

Low

Effort

Low

Control
Design**Finding**

There is limited documented justification and approval for vehicle disposals, including the reason for disposal and disposal method selected (e.g. trade in vs auction).

For context,

- While the asset replacement programs have been developed for both light and heavy fleet, which indicate the expected replacement times, these do not include information regarding replacement decisions made.
- The Deed of Delegation requires Director approval for all asset disposals. However, through discussions, it appears that oversight and verbal approval over vehicle disposals is commonly provided by the Manager Works and Engineering.

A checklist has been developed to help ensure key tasks are undertaken upon disposal of light fleet (e.g. cancelation of fuel cards, registration and e-tag), however this does not capture the reasoning or justification for disposal.

Recommendations

Establish process to capture justification and approval for vehicle disposals. This could include completion of a simple asset disposal approval form, which may also be utilised for other assets outside of vehicle disposals.

Refer to the following page where we have provided an example form.

You may also re-consider whether Director approval is necessary for all vehicle disposals or whether the deed of delegation could be updated to assign this responsibility to the Manager Works and Engineering, given their existing responsibilities and involvement in fleet management and disposal decisions.

Note: The Light Fleet Policy already assigns responsibility for decisions regarding light fleet disposal methods to the Manager Works & Engineering).

Additional Context

- We recognise that the existing light and heavy fleet replacement programs helps inform and justify disposal decisions.

MSC's light fleet policy requires that the disposal method 'shall aim to achieve the highest possible return to MSC after accounting for market conditions and fair-trade practices.

Agreed Management Actions	Responsibility	Date for completion
Update the deed of delegation so that the Manager Works & Engineering can give approval for the disposal of Council assets.	Governance Coordinator	June 2023
The asset disposal form presented is not required as part of the fleet process. Instead, information will be captured through two new columns in the Light Fleet Register which will cover the reason for disposal and the method of disposal associated with each light fleet disposed.		
Further to this, justification for disposal of light fleet is shown in the light fleet procedures that indicate vehicles will be changed over at 3 years or 120,000 km.	Manager Works & Engineering	June 2023
Justification for the disposal of heavy plant is currently via the 10 year program. However, this will be more clearly addressed with the development of the heavy plant policy and procedures.		

Disposal Details

Plant No:		Reg/Serial No:		KM/Hours	
Description:		Date disposed:		Disposal reason:	
Payment:		Cost of Disposal:		Net Proceeds:	
Disposed to:					
Signed:					
	Coordinator Fleet Services		Director Infrastructure and Environment		
Date:	/ /		/ /		

Note: Tasks outlined in the existing Vehicle Disposal Checklist could be incorporated into the suggested disposal form.

4

Licenses Expiries**Priority****Low****Effort****Low****Control
Design****Finding**

While license expiries are monitored, there is a lack of follow-up and escalation to help ensure all vehicle operators maintain up to date licenses.

Specifically, records maintained by the People and Culture team within the HR management system (CiAnywhere), indicate that 27 out of 334 council staff have expired licenses. Of the 27 staff, 8 have been assigned council vehicles (6 heavy fleet and 2 passenger vehicles). Other staff may utilise Council pool vehicles.

We note that a number of controls currently exist, including:

- A report is run on quarterly basis to identify expired licenses and reminder emails are sent to respective staff members; and
- Managers must verify license validity through the annual performance appraisal process. However, there is limited follow-up or escalation to determine whether expired licenses identified throughout the year have been renewed.

Recommendations

Establish structured processes to follow-up and escalate instances where records show licenses have expired, to help ensure vehicles operators are appropriately licensed. This may be best managed centrally.

Agreed Management Actions	Responsibility	Date for completion
This is currently managed through the performance appraisal process. All licenses are to be visually checked at the time of the appraisal. This is still considered to be the most appropriate process, however not all supervisors/coordinators are ensuring that this is actually being checked.		
Quarterly licence expiry report distributed to managers to escalate with individual staff members.	People & Culture	Ongoing
All supervisors/coordinators to be reminded of their obligation to check licenses during performance appraisals. Email to be sent to all staff.	Manager Works & Engineering	December 2022

5

Heavy Plant Policy and Procedure

Priority

Low

Effort

Low

Policies

Finding

While there is a Light Fleet Policy and Procedure, there is no Policy and Procedure to capture organisational knowledge and guide staff in the management of Heavy Fleet throughout its lifecycle (i.e. acquisition, maintenance and disposal).

Recommendations

Define and document the rules, principles and processes to be followed when managing heavy plant vehicles. You may consider expanding the Light Fleet Policy and Procedure to include Heavy Plant or establishing a separate Policy and Procedure.

You may also consider developing checklists to support key tasks required upon asset acquisition and disposal, similar to those currently used for light fleet (e.g. assigning plant numbers, updating the heavy vehicle register provision of information to the Finance team).

Agreed Management Actions	Responsibility	Date for completion
Develop a heavy plant policy and procedure.	Manager Works & Engineering	June 2023

Internal Audit Delivery

Internal Audit Team



Graham
Noriskin
*Executive
Director*



Joshua
Kapolice
*Senior
Manager*



Kimberly
Lawson
Analyst

Key Stakeholders

MSC Audit and Risk Committee

MSC Executive Management Team

Leah Johnston

Manager Works and Engineering

Interviewees

We engaged with the following staff members in relation to the design of control mechanisms:

Leah Johnston

Manager Works and Engineering

Craig Ralston

Manager, Finance & IT

Craig Cole

Work Supervisor, Plant

Sue Ryan

Administration Officer, Works and Engineering

Timing

Planning and Scoping	August 2021	Provision of Draft Report week beginning	24 March 2022
Fieldwork week beginning	29 November 2021	Report Finalised week beginning	30 May 2022
Provision of discussion paper	21 February 2022	Audit & Risk Committee Presentation	16 June 2022
Closing Meeting	28 February 2022		

General Limitations applicable to this report and our work

Our work to which this report refers and the report itself is subject to the following limitations and explanation of the scope and coverage of our work.

Internal Audit is an outsourced function of your organisation. Accordingly, any output produced by Internal Audit is only intended for the management team, the Audit Committee and the Board. As such this report should not be distributed to any external party or used for any other purpose without our written permission.

This work was undertaken in order to provide an assessment of the processes and controls employed in the organisation in relation to the scope defined in this report.

The way the Internal Audit is conducted is such that it is intended to provide an appropriate level of coverage, within the time and budget allotted by yourselves, as to the design and performance of the relevant key processes and controls.

As our work considers processes and controls at a point in time, it is not possible to reliably ascertain if such controls will continue to function in the same manner into the future. In addition, any testing we perform is undertaken to determine if actual operational processes and controls are being undertaken in accordance with your defined processes, procedures and controls and does not conclude on the performance of such controls in the past.

Any business process and control environment is reliant on the design, interaction and execution of a multitude of intricate controls, procedures and systems. While our work considers as many of these elements as is practical within the allotted time and budget, it is very likely that, given the complexity of the relevant processes, our work will not have identified all existing or potential exposures and should not be relied on to have done so.

While there is the possibility that our work will identify current or previous fraudulent activity or may identify circumstances that may enable fraud to occur in the future, the complex and hidden nature of fraud and the combination of circumstances that can lead to fraud, is such that we are unlikely to detect where this has occurred and thus our work should not be relied upon to have done so.

Within this report, we have provided our subjective assessment in relation to a number of aspects including the maturity of your business processes and controls; the potential risk exposure your processes present to the organisation as calibrated against your risk framework definitions; and the level of potential effort and benefit attributable to each recommendation identified by us. In this regard, these are subjective views we have expressed in our report should be treated as a general guide and recognised as such. It is very likely that yourselves or other reasonable persons, may reach an alternative view and thus it is incumbent on management, the Audit Committee and Board to apply its own judgement and its own assessment and to form its own view in the regard.

Unless otherwise defined in the scope of work, any assessment or testing we perform with regard to the effectiveness of processes and controls or any other existing or potential exposure, either historically, currently or into the future does not provide any level of comfort or audit assurance as defined by relevant auditing standards and should not be relied on to have done so.

Keys and Definitions

Process Maturity

Level	Explanation
Basic	Processes are disorganised and inefficient. Success is likely to depend on individual efforts and is not considered to be easily repeated as processes are not sufficiently defined, documented or controlled.
Developing	The necessary processes have to some extent been implemented and possibly reasonably defined and documented, however it lacks the necessary robustness, repeatability and level of control and is possibly dependent on individual knowledge and efforts.
Established	The organisation has developed processes which are appropriately defined and documented, with a level of standardisation and integration. This level of maturity most likely offers an appropriate balance between process control and cost benefit, with possibly some opportunity for control and process management improvement to still add value.
Advanced	The processes are considerably more mature and robust, well documented with greater levels of integration and automation. While the benefit of achieving or targeting an Advanced process level for many organisations may not outweigh the costs or risks, this level of maturity may be required in circumstances where the risks associated with the processes are significant.

Priority

Subjective assessment of the Risk or Improvement level that each recommendation is expected to have on the relevant process once implemented.

Priority	Explanation
High	Implementation of this recommendation is expected to have a considerable benefit on the process, either contributing to a reduction in risk or improvement in efficiency/effectiveness.
Medium	Implementation of this recommendation is expected to have a noticeable benefit on the process, either contributing to a reduction in risk or improvement in efficiency/effectiveness.
Low	Implementation of this recommendation is expected to have a small impact on the process and should be considered from a cost benefit perspective.

Effort

Subjective assessment of the level of effort required to implement recommendations.

Effort	Explanation
High	Requires significant resources and/or time. This can often include large scale process restructure, developing a process from a low base or a major system implementation. High effort initiatives would generally require the development of a formal business case and implementation plan. Apart from the investment of time and resources, the recommendations are expected to require a high level of commitment from the organisation as it is likely result in large scale changes.
Medium	Require a reasonable amount of resources and/or time. These can include the reconfiguration of systems, implementation of an additional control layer, and ongoing process steps. Prior to implementation, the effort required should be assessed together with the risk reduction or efficiency gains attainable.
Low	Recommendations can often be undertaken with a limited amount of resources. These can be considered as quick wins and may include minor policy updates, development of templates, and minor adjustment of work practices

Cause

The following process pillar and cause classifications are used by Internal Audit to link causes to findings.

Cause	Explanation
People & Change	Structure, People and Change: <ul style="list-style-type: none"> - Training (quality, completion, existence) - Business Change Management (structural/functional change, new business activity) - People Resources (roles and responsibilities, process knowledge) - Structure (functions and reporting lines) - Organisational culture
Control Design	Control (design and adherence) <ul style="list-style-type: none"> - Control Design and Existence (adequacy, segregation of duties, authorisations/approvals etc) - Control and policy adherence
Policies	Policies and Procedures <ul style="list-style-type: none"> - Completeness and existence - Currency - Communication and awareness
Oversight	Oversight and Reporting <ul style="list-style-type: none"> - Performance and exception reporting - Monitoring, reviewing and actioning activities
Technology	Technology, Systems and Data <ul style="list-style-type: none"> - Infrastructure (availability, resilience, currency) - Applications ('fit for purpose', functionality, system integration) - Security

Appendix 1- MSC Risk Framework

The following consequence tables and likelihood definitions are represented as per your risk framework. We have used this to rate risks throughout this report

Description	Likelihood of Occurrence
Rare	Event may occur only in exceptional circumstances
Unlikely	The event may occur at some time, say once every 5 years
Possible/ Moderate	The event will probably occur at least once in the next 2 years
Likely	The event will probably occur at least once, if not many times during the year ahead.
Almost Certain	The event is already occurring or is very likely to occur within the coming year.

CONSEQUENCE OF IMPACT	Impact					
	Financial Impact	Impacts on Public health and safety	Service Delivery Impact on Customers and Community	Environmental and Legal Compliance	Environmental damage	Image, Reputation and Public Support
Insignificant	< \$10,000	No health or safety impact. Injury managed with 1 st Aid	< 20 Customer-hours. Very localised-little disruptive effect.	No breaches.	Small, reversible environmental harm, permitted by terms of a resource consent.	No media attention or damage to reputation.
Minor	\$10,000 to \$50,000	Minor health or safety impact on small number of people. Injury dealt with by Dr. No Hospitalisation	20 – 500 Customer hours. Inconvenience to small group of residents.	Minor breaches affecting very small part of the system or service.	Localised non persisting contamination which dissipates/disperses. Death of flora /fauna where propagules are available locally for regeneration	Minimal media attention, but minor damage to image to a small group of people. May be some local coverage-not front page.
Moderate	\$50,000 – 200,000	Serious health or safety impact on small number (injuries require hospitalisation) or minor impact on large number of people.	500 to 20,000 Customer-hours. Some disruption to a wider group.	One-off major breach, affecting a small part of the network or service	Serious damage or loss to a locally important habitat or ecosystem. Loss of a population of a locally uncommon species.	Negative local media coverage, community concerned about Council performance.
Major	\$200,000 – 1,000,000	Extensive injuries or significant health or safety impacts, single fatality.	20,000 to 500,000 Customer-hours. Significant effect on large group. Political involvement.	Several major breaches affecting a significant part of the network or service.	Damage or loss of regionally or nationally important habitat. Local loss of a species. Habitat reduced below 20% of former (1840) extent. Establishment of significant new pest.	Negative national media coverage, major decrease in community support. Loss of key staff.
Catastrophic	>\$1,000,000	Widespread health or safety impacts, multiple fatalities.	More than 500,000 Customer hours. Significant effect to community at large. Community alienation.	Widespread and major breaches of standards, failure to meet legislative requirements over most of system area / network.	Loss of a nationally significant habitat or ecosystem.	Negative international media coverage, loss of community support. External enquiry. Appointment of Commissioner.



Making business *personal*



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2.6 Surplus Goods and Materials Policy

Directorate: Assets & Community

Report Author: Director Assets & Community

Overview:

This report introduces a Surplus Goods and Materials Policy (the Policy) which is intended to establish criteria, transparency and process on the disposal of leftover, surplus or redundant assets, items / materials which have little or no monetary value.

Recommendation

That Council endorse the Surplus Goods and Materials Policy proceed to undertaking community consultation prior to formal adoption of the policy.

Background

From time-to-time the Council is asked to donate or gift goods or materials. These can range from redundant assets such as office equipment, furnishings, spare parts, roadmaking and building materials, mulch, topsoil and so on.

There is an existing Asset Sales and Proceeds Policy that deals with the sale of Council assets. This Policy does not address the process issues surrounding donations / disposal of Council assets or materials.

This policy is intended to strengthen the probity, safety and liability considerations in the disposal of such assets.

Strategic Link

Council Plan 2021-2025

2.5 - ENVIRONMENT - Waste Management

Continue to reduce the quantities of waste going to landfill and identify options to maintain and increase levels of waste recycling.

Council Plan - *Facilitate good governance, community consultation and collaborative advocacy in line with the Community Engagement Policy 2021.*

Discussion

There have been instances where some councils in Victoria have been audited by VAGO (Victorian Auditor General's Office), and the Independent Broad-based Anti - Corruption Commission (IBAC) for the potential misuse of council property and materials.

The use of Council assets, equipment and materials are open to scrutiny and may be audited. The intent of this Policy is to safeguard the organisation and individuals and to ensure the disposal or donation of Council goods and materials are authorised, transparent and meets the values and probity expected of a government organisation.

The Policy also seeks to provide a process whereby Council may donate redundant or surplus goods and materials to charities, community groups, or individuals for community benefit, reuse, and to reduce waste, based on the same level of transparency, values and probity.

Decisions on the recipients of donated goods and materials will be based on need, community benefit and will be at the CEO's discretion.

The Policy will rely on the judgment of individual officers in assessing assets in relation to if there is "little or no monetary value", however puts a transparent system in place which can be assessed and audited if required.

Consultation

The Policy will be advertised for a period of 4 weeks seeking community feedback, with comments received informing the Policy before being presented to Council for final consideration and adoption.

Financial Implications

There are no anticipated financial implications associated with the Policy. The Policy is intended to be a cost-effective manner to deal with the disposal of redundant / surplus materials of little / no monetary value and generally already included within the budget allocations of the relevant directorates.

Risk

Risk identified: Environmental Damage
Image, Reputation and Public Support

Risks are considered to be reputational and financial. The intent of the Policy is to take a risk-based approach to reduce these risks relevant to the circumstances.

Conclusion

The Policy is intended to address an area and circumstances not currently covered in Council's suite of policies and is anticipated to provide a positive outcome for the community.

The Officers involved in reviewing this report, having made enquiries with the relevant members of staff, report that there are no conflicts of interest to be disclosed.

A Gender Impact Assessment was not undertaken. The policy, program or service was deemed to not have a direct and significant impact on the public.

Attachments

- | |
|---|
| <ol style="list-style-type: none">1. Surplus goods and materials policy (1) [2.6.1 - 3 pages]2. Donated goods or materials template [2.6.2 - 1 page] |
|---|



Surplus Goods and Materials Policy

Surplus Goods and Materials Policy	Policy No:	XXX
	Approval Date:	
	Approved By:	
	Review Date:	
	Version No:	001
Responsible Officer:	Director Assets and Community	
External References:	<ul style="list-style-type: none"> • Australian Standard for Fraud and Corruption Control AS 8001:2021 • Local Government Act 2020 • IBAC Act 2011 • Road Management Act 2004 	
Related Policies:	<ul style="list-style-type: none"> • Asset Management Policy 2022 • Asset Plan 2022 • Asset Sales and Proceeds Disbursement Policy • Commercial Asset Management Plan 2022 • Construction and Sealing of Unsealed Roads • Environmental Sustainability Strategy • Fleet Management Policies and Procedures • Procurement Policy • Road infrastructure Asset Management Plan 2022 • Road Management Plan 	
Authorising Officer:	Chief Executive Officer	

1. PURPOSE

This policy outlines Council's position and procedures required to appropriately dispose of / or donate surplus goods and materials.

2. SCOPE

This policy applies to Councillors, Council staff, contractors, and volunteers, and applies to goods or materials that are surplus to requirement and have little or no monetary value. Examples include, but are not limited to, left over building or roadmaking materials, obsolete parts or equipment, and redundant assets, items or materials.

Assets for disposal having a monetary value are covered by Council's Asset Sales and Proceeds Disbursement Policy.

3. POLICY OBJECTIVES

- To ensure that there is a defined process in place for the disposal of surplus goods and materials
- Encourage the reuse of goods and materials to minimise waste
- Provide a benefit' to the community where possible
- Protect individuals from fraud and corruption
- Ensure there is transparency and records are kept
- Provide a cost-effective approach

4. POLICY DETAIL

The gifting of leftover or surplus goods and materials will be managed in accordance with the following considerations;

Donation

- Donations of surplus or redundant assets may only be made with the authorisation of the CEO and only after exploring all avenues for recouping a 'fair value' for Council or any alternative use within Council.
- It is determined to be cost effective to donate goods and materials and Council is not financially disadvantaged or "out of pocket" by doing so.
- Council may provide community groups the opportunity to submit an expression of interest (EOI) for assets that have reached their useful life at Council.
- Requests for donations of surplus goods or materials must be made in writing.
- Donations to a community group or not-for-profit organisation will be favoured in priority to other individuals or organisations under the terms of the EOI process.
- Decisions on the recipients of donated goods and materials will be based on need, community benefit and will be at Councils discretion.
- Items to be donated are to be collected by the recipients. Council will only deliver goods or materials when Council is not financially disadvantaged or not going to incur additional delivery costs.

- Goods or materials donated must be safe. Council does not accept liability for donated goods or materials.
- Recipients of donated goods or materials must agree in writing that no warranty or liability is accepted, given or implied by Council in respect of the suitability and condition of the donated items.
- A record must be kept of the donation including names, dates, recipients, items donated and collection arrangements.
- The template attached to this policy is to be completed by the recipient of the donation goods or materials and returned to Council.

Disposal

- Prior to disposal, surplus goods or materials must be assessed for safety, alternative uses and monetary value.
- Goods may be deposited or disposed of at authorised recycling facilities, E-waste collection facilities or at a licenced landfill if they are of little or no value, have no alternative use, or are unsafe or hazardous.
- A record is kept of the items disposed of and disposal facility.
- Employees are not permitted to access or purchase for personal / private use surplus goods and materials identified for scrap or salvaging.

5. QUALITY RECORDS

6. POLICY VERSIONS

Version Number	Details of change

To:
Moyne Shire Council
Princes Street PORT FAIRY VIC 3284

To whom it may concern,

Re: Donated items or materials.

I/we hereby consent to the acceptance of the following (insert below items or materials):

from Moyne Shire Council located at my/our following property address (insert below):

Moyne Shire Council donates the above items/materials subject to the following conditions:

1. The items/materials are donated free of any charges.
2. Council accepts no liability or issues any warranty for the condition of the goods/materials and accepts no third party liability from any accidents, future claims for damages or compensation arising from the use of the goods/materials hereby accepted.
3. If the goods/materials are soils, surplus road making materials, mulch, or similar loose material Moyne Shire Council accepts no liability for any contamination, weed seeds or hazardous materials that may be present.
4. If the goods/materials are to be delivered by Moyne Shire Council or its contractors I/we:
 - a) accept responsibility for clearly designating where the material will be deposited at or within the boundaries of the property;
 - b) will designate the access route from the property entrance to the location where the material will be deposited, which Council or their contractor will follow;
 - c) will ensure the gateway and access route designated for the delivery of the material is safe and suitable for access by Council/contractors delivery vehicle;
 - d) will direct how the material is to be deposited, as Council or their contractor will deposit the material in accordance with those instructions;
 - e) will ensure the area or location where the material is to be delivered is to be free of livestock on the day of delivery;
 - f) accept that Council and their contractors are not liable for repairs to any private assets (including underground assets) damaged when undertaking delivery of material.

Yours sincerely

(NAME)

(DATE)

(SIGNATURE)

3 Councillors' Items

3.1 Mayor and Councillor Activities

Overview: The report provides information to Council in regard to the Councillors' attendance at briefings, forum and other meetings, between 15 July 2023 and 18 August 2023.

Mayor Activities

Date	Location	Meeting / Event
11 July	By electronic means	Minister Horne's Local Government Mayoral Advisory Panel
12 July	Port Fairy	Audit and Risk Committee meeting
12 July	Port Fairy	Meeting with Senator Raf Ciccone
13 July	Echuca	Regional Councils Victoria Forum
20 July	By electronic means	Youth Parliament presentation
21 July	Melbourne	Municipal Association of Victoria (MAV) Councillor Professional Development
25 July	Mortlake	Council Meeting
26 July	Koroit	Koroit District Progress Association meeting
30 July	Port Fairy	Spring Music Festival program preview and launch
1 August	Port Fairy	Councillor Workshop
1 August	Port Fairy	Joint meeting with Glenelg Shire Councillors and Executive
2 August	Port Fairy	Meeting with Geoff Gwillim, Hay Property Group
3 August	Warrnambool	Australian National Arts Museum book launch
15 August	By electronic means	Councillor Workshop
<i>NOTE - The Mayor took leave between 5th and 21st August 2023.</i>		

Councillor Activities

Date	Location	Meeting / Event
18 July	By electronic means	Councillor Workshop
20 July	Melbourne	Timber Towns Victoria Meeting
25 July	Mortlake	Ordinary Council Meeting
26 July	Koroit	Koroit and District Progress Association
1 August	Port Fairy	Councillor Workshop
1 August	Port Fairy	Joint meeting with Glenelg Shire Councillors and Executive
8 August	Mortlake	Mortlake Community Development Committee (MCDC) Meeting
9 August	Peterborough	Peterborough Residents Group Meeting
15 August	By electronic means	Councillor Workshop

3.2 Councillor Notice of Motion

Overview: A Councillor may lodge a notice of motion on any matter the Councillor wants to be considered.

No Councillor Notice of Motion has been received for this meeting Agenda.

3.3 General Matters

Overview: General Matters gives Councillors the opportunity to report on positive and good news items from around the Shire.

3.4 Urgent Business

Overview: A Councillor may raise an urgent matter for consideration at a Council Meeting if the Councillors considers that the matter is extremely urgent and it was not possible for the matter to have been included in the agenda notice for the meeting.

4 CEO Meeting Schedule

{

Overview: This report provides information to Council in regard to the CEO's meeting schedules between 21 July and 20 August 2023

Meeting Schedule

Date	Location	Meeting / Event
25 July	Mortlake	Ordinary Council Meeting
26-28 July	Cairns	Local Government Chief Officers Group (LGCOG) Meeting
1 August	Virtual meeting	MAV CEO Only IBAC Sandon Report Discussion
1 August	Port Fairy	Councillor Workshop
1 August	Port Fairy	Joint meeting and Dinner with Glenelg SHire Councillors & Executive
2 August	Virtual meeting	Joint State/Local Government Monthly CEO Forum
2 August	Virtual meeting	Great South Coast Food & Fibre - Regional Value - Add, Investment and Sustainability (RVIS) Meeting
3 August	Port Fairy	Meeting with Moyne Health CEO Katharina Redford
3 August	Virtual meeting	MAV Good Governance Seminar – Integrity agencies update
4 August	Warrnambool	Australian National Arts Museum (ANVAM) Warrnambool launch
7 August	Virtual meeting	Vicgrid/Moyne Briefing on Phase 2 Engagement Transmission planning - DEECA
8-10 August	Nagambie	Regional Australia Institute "Regions Leading Their Own Development" Executive Education Program
11 August	Virtual meeting	MAV CEO Update on Sector Planning Reform
15 August	Virtual meeting	Councillor Workshop
16 August	Virtual meeting	MAV Planning Reform Advisory Group

5 CEO Activities Report

5.1 CEO Activities Report

Overview: CEO Activities Report – August 2023

Attachments

- | |
|---|
| 1. CEO Activities Report - August 2023 [5.1.1 - 28 pages] |
|---|



CEO Activities Report August 2023

Published 29 August 2023

For public distribution

Message from the CEO

This month I attended the Regional Australia Institute Executive Education Program which brought together 22 Regional Development leaders from across the country. Some of Australia's foremost experts and practitioners in region-led development and a cohort of leading regional CEOs and senior executives worked to collectively grow their understanding and practice of regional systems stewardship and development.

The session held across three days engaged, challenged and reflected on advancing rural and regional communities with an A list set of speakers.

My immediate reflections and key takeaways from the program were:

- Rural / regional communities have solutions to problems and can partner with government.
- Empowered regional communities can problem solve for their own futures.
- Delivering circular economy outcomes is an opportunity for regional Australia.
- Don't wait for government alone, identify, organise, collaborate and be prepared with solutions.
- Regions can lead their own development.

A personal highlight was meeting Gerry Ryan OAM discussing all things Jayco, cycling and of course building better regional infrastructure, including modular housing solutions. I then toured a recent development in Nagambie demonstrating how this can occur.

I recently attended the Local Government Chief Officers Group Conference which brought together executive officers from across Australia and New Zealand to discuss the sector's opportunities and challenges and to learn from each other.

This month I have met with Council's Early Years Education and Care team and with staff from our Library service. These were great opportunities to hear directly from the teams about the opportunities they see and the challenges they are facing in their respective sectors.

I thank the respective managers for the invitation to meet with their teams and look forward to meeting with other teams across the organisation into the future.

The "One Moyne" organisational realignment has now been embedded, with changes to reporting lines for some service units and the establishment of a new, dedicated Governance unit with recruitment for a manager well underway.

The primary purpose of this is to create an organisation that is better equipped to deliver on our council's commitments and the community's expectations. I thank all staff for their patience while we have worked through these changes.

Regards,

Brett Davis, CEO



Communications Update

July 15 to August 17, 2023

Media Releases Issued

1. Analysis recommends sites for new playground and skatepark
2. Seeking further Expressions of Interest for a new depot
3. Does your business need a facelift?
4. Moyne and Warrnambool Youth Awards – nominations open
5. Get set-up for life (FUSE Southwest Programs)
6. Council request planning panel for C75
7. Council to oppose seismic testing
8. Green light for stage one of Koroit Township Renewal
9. Crazy good ideas from young people
10. Planning Panel appointed to hear C75
11. Youth Showcase
12. Community Assistance Fund Open for applications.

Media responses

1. Warrnambool Standard – Local Laws processes
2. Warrnambool Standard - Planning Permit applications
3. FitzMedia Productions – Crawleys Bridge works
4. Warrnambool Standard – Winter visitor numbers
5. Australian Financial Review – Willatook Wind Farm Ministerial Statement
6. ABC Radio – Willatook Wind Farm Ministerial Statement
7. The Age – Register of meetings with developers
8. Warrnambool Standard – Spendmapp Data for 2022
9. FitzMedia Productions- interview request re Seismic Testing
10. Warrnambool Standard – Peterborough planning permit tribunal hearing
11. Warrnambool Standard – Commonwealth Games funding opportunities
12. FitzMedia Productions – Commonwealth Games funding opportunities
13. Win Television – Housing/Regional Council's Victoria Conference
14. ABC – Housing/Regional Council's Victoria
15. ABC Melbourne Conversation Hour – Key worker cabins

Media Monitoring

There were 153 mentions across print, radio and television for the period, an increase of 37.8 per cent compared to the previous period. Topics included Willatook Wind Farm, Rail Trail Resurfacing, Housing and key worker cabins, opposition to seismic testing, amendment C75, Marine and Coastal Council Sea Level Rise report, Hexham Wind Farm EES submission, Koroit Township renewal and roads advocacy.

Website

Top Searches
Careers/Jobs (13 Searches)
Tenders (13 Searches)
Budget (6 searches)
Map (6 searches)
Waste (5 searches)
C75 (4 searches)
Events (4 searches)
Works (5 searches)

Most Viewed Pages
Jobs Listing (1,055 views)
Kerbside Collections Dates (816 views)
Back to Work (801 views)
FUSE Southwest (288 views)
2023 Youth Awards (275 Views)
Your Council (267 views)
Waste and Recycling (221 views)
Advertised planning applications (214 views)



Social Media

Platform	Fans/Followers	Page Visits	Reach
Facebook	6296 (+59)	7,044	91,358 (+42.6%)
Instagram	1594 (+17)	220	2835 (+4%)

Top Facebook posts

Post	Reach	Reactions	Shares
Home Grown Café Spotlight	36,467	375	7
July OCM livestream/recording	7,508	70	1
New prime mover	7,461	54	1
Join Our Team (July 21)	2,815	10	5
Depot EOI	2,659	7	4

Top Instagram Posts

Post	Reach	Reactions	Shares
Meeting in a minute	1686	38	10
Home Grown café Spotlight	697	65	7
Offshore wind consult	669	14	12
Business Façade Program video	531	16	0
Griffiths Street Footpath works	520	18	1

Key Communications Activities:

- Provided media support to Mayor and Executive
- Arranged advocacy meetings around Commonwealth Games
- Prepared and sent letters in relation to Councillor Notice of Motion
- Developed two editions of Council's internal staff newsletter
- Developed monthly edition of Council's Community e-newsletter
- Coordinated live stream and recording of July Council meeting
- Began planning for new online engagement platform
- Arranged training for staff to facilitate more forms to move to an online format

ASSETS & COMMUNITY

Cultural & Community Development

Disability Access and Inclusion Planning

Four focus groups met across various times on Wednesday 26 July and Thursday 27 July. These groups involved participation from both internal council personnel and external organisations, carers, and community members.

Get Skilled Access were happy with the result and gained some wonderful feedback on the Moyne Shire as a community and as an organisation. They have collated the results and are now drafting some actions for Cultural and Community Development team to determine if their level of proposed actions is aimed at the right level and are achievable. Some of these actions may also need feedback and input prior to being presented to council by the Diversity Inclusion Group (DIG) committee and specific directors. Next team meeting with the consultant and Manager Cultural and Community Development will be 22nd August @ 4pm.

The next presentation to the working DIG group will be in late August. It will do the following:

- use the data collated through the desktop review and discovery phase to report key finding and highlight insights into current practice.
- key themes
- identified short-, medium- and long-term goals. Potentially schedule the actions in 'Stages'.
- overview of the plan structure, components, and suggested tone

This draft is planned to be presented to Council and Councillors in September/October.

Community Care

Community Care Statistics for July 2023

Service	July 2022	July 2023	Financial Year to date 22/23	Financial Year to date 23/24
Home care hours	838	750	838	750
Personal care hours	471	330	471	330
Respite hours	164	151	164	151
Home maintenance hours	139	284	139	284
* Kilometres travelled	10,960	12,652	10,960	12,652
Travel time in hours	53	70	53	70
Meals delivered	669	817	669	817



CORPORATE & GOVERNANCE

Customer Experience

Customer Touchpoint Summary – July

Touchpoint	2023	2022	Variance
Customer Service Centre Counter enquiry	618	751	-133
Customer Service Call Centre enquiry	1865	1647	218
Calls direct to officer extensions	1038	1390	-352
Social media enquiry	56	N/A	N/A
Request For Service	N/A	381	
Registered Correspondence – Email and mail	N/A	2024	
After hours phone	49	50	-1
TOTAL ENQUIRY	3624		



ENVIRONMENT, ECONOMY & PLACE

Strategic Planning

Koroit Structure Plan

Following adoption of the Koroit Structure Plan, Council resolved to submit a planning scheme amendment to DTP for Authorisation to embed the provisions of the structure plan into the Moyne Planning Scheme. Council received funding from the Victoria Planning Authority to assist with the preparation of the planning scheme amendment. Amendment documents have been finalised.

A consultant is working on the preparation of a draft Development Plan to guide the development of the growth area. Consultation with landowners has been undertaken and follow up discussions will be held once a draft Development Plan has been prepared. The Planning Scheme Amendment and Development Plan will unlock a significant area of land in Koroit for residential development.

Moyne Planning Scheme Planning Policy Framework Translation

The Planning Policy Framework (PPF) Translation was undertaken by the Department of Environment, Land, Water and Planning (DELWP) – now Department of Transport and Planning (DTP). Notice of approval of Planning Scheme Amendment C74moyn, which implemented the PPF Translation, was published in the General Government Gazette on Thursday, 27 July 2023. The translation brings the Moyne Planning Scheme into alignment with Victorian best practice planning schemes.

Port Fairy Coastal and Structure Plan C69

At the March 2023 Ordinary Council Meeting, Council resolved to adopt the recommendations of Planning Panel and submit the amendment to the Minister for approval. The matter is now with the Minister awaiting a decision.

Rural Housing and Settlement Strategy C70

At the February 2023 Ordinary Council Meeting, Council resolved adopt the recommendations of Planning Panel and submit the amendment to the Minister for approval. The matter is now with the Minister awaiting a decision. Further investigation of proposed Rural Living areas to the west of Koroit is underway.

Planning Scheme Amendment C75 Rivers Run Estate

Amendment C75moyn implements the Rivers Run Estate, a 75-lot residential development at 169A and 183 Princes Highway, Port Fairy (adjacent to Sun Pharma and the Rail Trail). Eighty-nine submissions were received in response to the exhibition of the Amendment. At the July 2023 Ordinary Council Meeting, Council resolved to refer the submissions to a Planning Panel. The Planning Panel will hold a Hearing, consider all submissions, and provide recommendations to Council about the progression of the Amendment.



Statutory Planning

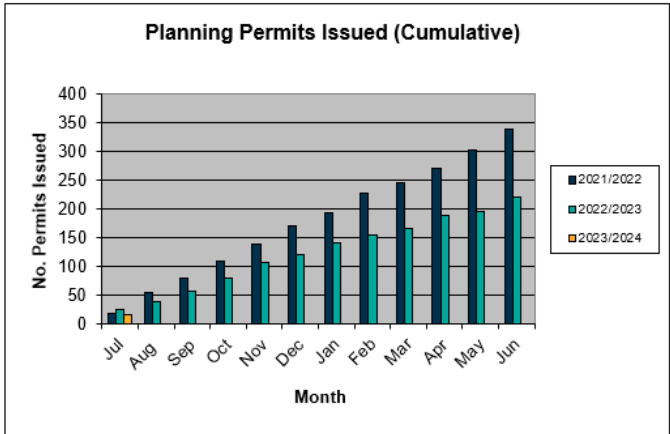
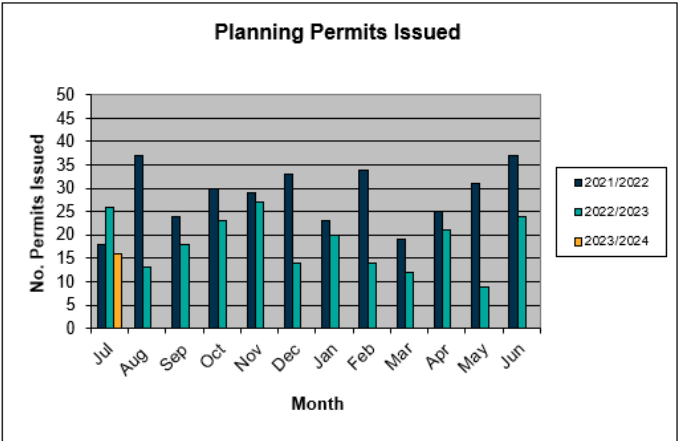
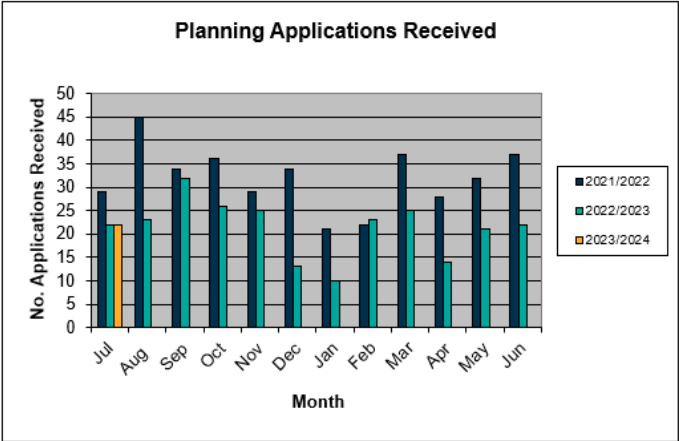
Planning Permits – July 2023

The following is a summary listing of the Planning Permits issued:

PLANNING APPROVALS – JULY 2023								
Development	No of Applications Received				Permits Issued from Applications			
	May 2023	Jun 2023	Jul 2023	Fiscal Year 2023 / 2024	May 2023	Jun 2023	Jul 2023	Fiscal Year 2023 / 2024
Residential Dwellings	5	3	10	10	2	2	4	4
Additions to existing dwellings	4	4	2	2	0	2	6	6
Dual Occupancy / Unit Development	0	0	0	0	0	0	0	0
Outbuildings	5	6	3	3	1	5	4	4
Commercial / Retail	0	2	1	1	2	2	0	0
Industrial	3	0	0	0	0	3	0	0
Public Utilities	0	1	0	0	1	2	0	0
Subdivisions	1	4	4	4	3	3	0	0
Agricultural	2	1	1	1	0	4	1	1
Miscellaneous	1	1	1	1	0	1	1	1
TOTAL	21	22	22	22	9	24	16	16



This table shows applications by land use definition to show trends as to what types of applications are being lodged and issued.



Percentage of Application Finalised within the Statutory timeframe				
Month / Year	New Applications received	Applications Completed	% Decision within Statutory timeframe	Current applications for Permit / Amended Permit
Jul-22	22	31	67%	96
Aug-22	23	13	100%	104
Sep-22	32	18	93%	121
Oct-22	26	25	74%	117
Nov-22	25	29	67%	111
Dec-22	13	15	77%	108
Jan-23	10	22	21%	92
Feb-23	23	18	73%	104
Mar-23	25	15	22%	109
Apr-23	14	21	45%	111
May-23	22	10	38%	108
Jun-23	22	24	44%	108
Jul-23	24	33	73%	102



Environmental Health

Septic Permits to Install / Alter Issue

The following Permits have been issued to either install or alter an On-site Wastewater Management System (OWMS) / Septic system during the month of July 2023:

	2020	2021	2022	2023
January	7	6	3	6
February	10	12	10	8
March	8	12	16	6
April	8	7	8	4
May	5	9	4	8
June	9	11	7	13
July	3	8	11	7
August	9	3	8	
September	9	8	8	
October	7	4	8	
November	7	9	7	
December	7	8	12	
TOTAL	89	98	102	52

Certificates of Registration

The following Certificates of Registration (i.e. Food, Prescribed Accommodation and Health Premises) have been issued during the month of July 2023:

	2020	2021	2022	2023
January	39	36	91	114
February	29	6	25	25
March	6	4	13	33
April	12	4	25	15
May	3	4	13	7
June	1	17	7	7
July	3	4	19	5
August	2	9	10	
September	6	6	3	
October	4	3	2	
November	59	0	24	
December	73	44	21	
TOTAL	237	137	253	206

MOYNE
SHIRE

Building

Building Permits – June 2023

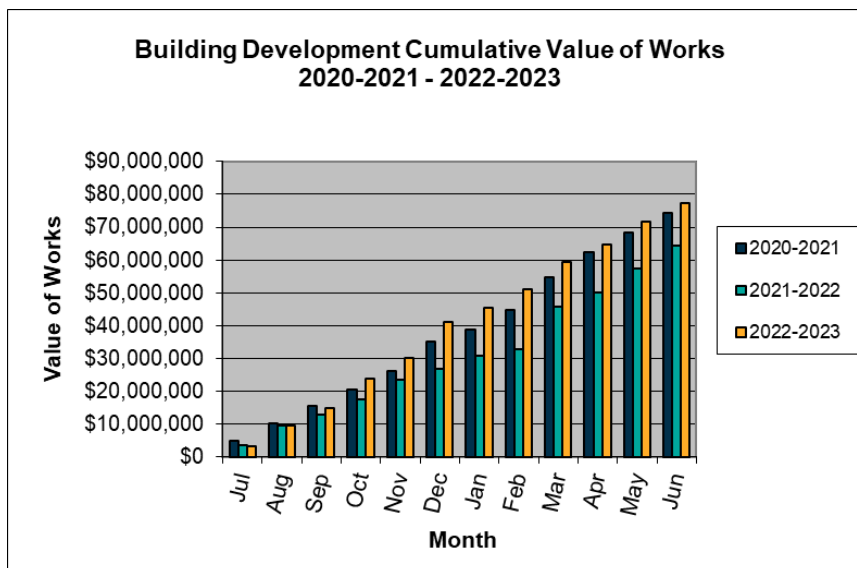
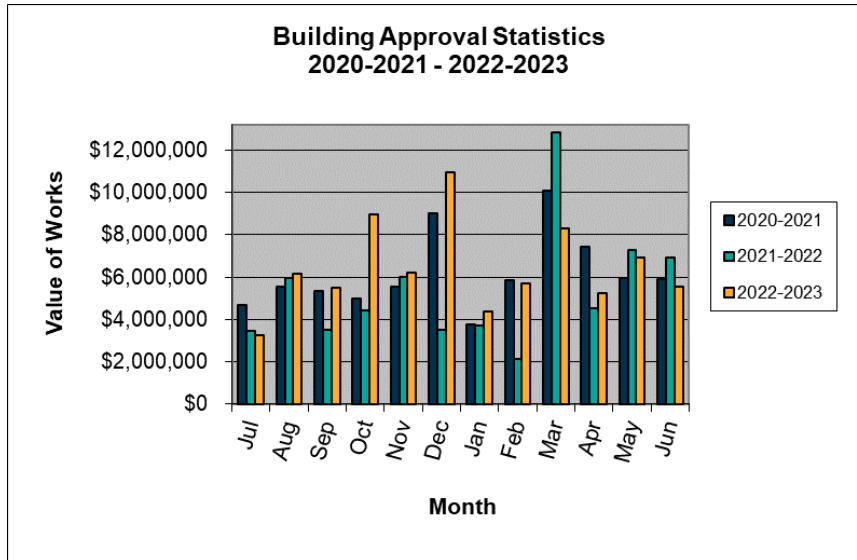
The following summary listing of the building permits issued by Council's Building Surveyor and by Private Building Surveyors during June 2023.

BUILDING PERMIT SUMMARY – JUNE 2023			
DEVELOPMENT	No.	Value \$	Value %
Residential New	9	\$ 3,391,722	61%
Residential Additions	4	\$ 1,159,747	21%
Commercial/Industrial	1	\$ 230,000	4%
Outbuildings	15	\$ 750,770	13.5%
Demolitions	1	\$ 1,350	0.5%
Miscellaneous	0	\$ 0	0%
Private Building Surveyor	30	\$ 5,533,589	100%
Council Issued Permits	0	\$ 0	0%
TOTAL	30	\$ 5,533,589	



Building Permits – June 2023

The following is graphical representation of accumulated monthly total building development costs.



Energy Projects

Attachment

Energy Projects update for August 2023





ECONOMIC DEVELOPMENT & PLANNING

Energy Projects

Projects under construction in 2023

ISSUE	WHO	ACTION	UPCOMING
Hawkesdale WF – GPG, 23 turbines, Tip Height 180 metres, 104 megawatts			
Construction	GPG	Under construction - 20 foundations poured, 80% of access tracks are completed, preparation is underway for the arrival of turbine components.	Weekly construction updates are available via the project website.
Planning Permit Extension	Dept of Transport and Planning	Permit extended to 31 December 2024 for completion of construction.	
CEC	Council		Next meeting – 4 September 2023
Woolsthorpe WF – Enerfin – 20 turbines, Tip Height 168 metres, 68 megawatts			
CEC	Council	Awaiting Panel outcome prior to setting a date for next meeting.	TBC
Amended Planning Permit	DELWP	Planning Permit amendment application – increase in height to 230 metres but reduce number of turbines from 20 to 13. Panel Hearing was held early February, additional work being done to circulate to parties on photomontages.	



Projects under construction in 2023...continued

Mortlake South WF – Acciona – 35 turbines, Tip Height 185 metres, 150 megawatts			
Commissioning	Acciona	All turbines are operational, so considered commissioned, in handover mode between construction and operation.	
CEC	Council		Next Meeting – 20 September 2023
Tapps Road Bridge	Acciona	Advised a Level 2 bridge inspection is imminent and this will be submitted to Council for consideration as part of the Traffic Management Plan requirements.	
Ryan Corner WF – GPG – 56 turbines – Tip Height 180 metres, 224 megawatts			
CEC	Council	Now meeting in a 6-week cycle	Next meeting – 11 September 2023
Construction	GPG	47 turbines poured, turbine components being delivered, and erection of lower tower sections has commenced.	Weekly construction updates are available via the project website.
Transmission Line	GPG	Almost all poles are erected and 40% of line is strung.	



Operational Projects – Current Issues

ISSUE	WHO	ACTION	UPCOMING
Salt Creek – Tilt – 15 Turbines, Tip Height 150 metres, 54 megawatts			
Grey Headed Flying Fox	Tilt Renewables	Grey headed flying fox (GHFF) mitigation report has been submitted.	Monitoring on GHFF occurring.
CEC	Council	The CEC is seeking to be dissolved by Council. At the last meeting, members reflected on the achievements of the CEC over the development and operational phases of the wind farm.	Request to dissolve - September Council meeting.
Dundonnell – Tilt – 88 turbines, Tip Height 180 metres, 336 megawatts			
BAM plan monitoring	Council/DELWP	Year 1 annual report submitted.	Report to Council after consulting with DELWP.
Planning Permit Amendment application	Tilt Renewables	Lodged with Minister for Planning to provide a further 12 months to get Section 173 agreements signed relating to decommissioning requirements.	Amended planning permit issued by Minister giving a 12-month extension.
Planning Permit Amendment application	Tilt Renewables	Amendment sought to Conditions 6 & 7 to reflect Native Vegetation removal along transmission line	Under consideration.
CEC	Council		Next meeting – 2 October 2023
Macarthur – AGL – 140 turbines, tip height 140 metres, 420 megawatts			
Noise Testing	Council	Council resolution - request for \$50,000 funding to do noise testing sent to Minister for Planning.	Minister declined to provide Council with funding and directed us to EPA as the primary regulator of wind farm noise under the Environment Protection Act regulations.



Proposed Projects – Current Issues

ISSUE	WHO	ACTION	UPCOMING
Willatook – Wind Prospect - 82 turbines, Tip Height 250 metres			
EES & Planning Permit	Council	Panel report and Minister's assessment received.	
CEC	Council		Next meeting date – 30 August 2023
Mt Fyans – Woolnorth – 80 to 85 turbines, Tip Height 200 metres			
Planning Permit	Minister for Planning	Panel completed.	
CEC	Council	Meetings on hold until Minister's decision.	Next meeting TBC
Hexham - Wind Prospect – 125 turbines, Proposed Tip Height of 250 metres			
EES	Minister for Planning	EES scoping requirements released for public comment – closing date is 28 July 2023.	
CEC	Council		Next meeting – 1 September 2023
Darlington – GPG – up to 75 turbines			
Feasibility Stage	GPG		
EES	GPG	Minister for Planning determined an EES is required for project.	Council to be invited to sit on Technical Reference Group.
Bushy Creek Wind Farm			
Transmission Line	Minister	Wind farm proposed in Southern Grampians Shire but transmission line to connect to Salt Creek Wind Farm.	Project on hold whilst analysing transmission requirements.
Feasibility Stage	Tilt Renewables	Cultural Heritage Management plan being prepared.	
Swansons Lane Wind Farm – 3 turbines in Moyne, 3 in Corangamite			
Planning Permit application	Minister	Application with DTP, further info request stage.	
CEC	Council/Corangamite	Cultural Heritage Management plan being prepared.	
		Should both Councils set up a joint CEC.	



Other Energy Projects

ISSUE	WHO	ACTION	UPCOMING
Mortlake Gas Fired Power Station			
Battery Energy Storage System (BESS)	Origin Energy	An application to amend the <i>MPS Development Plan 2020</i> and <i>Construction Environmental Development Plan 2020</i> has been lodged with the Minister for Planning.	
Stavely Minerals – Exploration Licences			
Exploration Licences	Resource Base Ltd	Gave notice of exploration licence for areas near Darlington, Woorndoo & Derrinallum.	
CO2CRC- carbon sequestration plant			
	CO2CRC	Planning Permit issued for 2 bores, 1 observational bore and 1 industrial bore for the Otway Shallow Fault project to monitor Co2 injection.	Community Reference Group meeting to be held October 2023.
Mortlake Turn-In Project			
VicGrid	AusNet	AusNet will deliver this transmission augmentation project for the Mortlake Terminal Station. A permit was issued by the Minister for Planning on 3 August 2023.	
Wave Energy Research Project			
<i>Controlling Coastlines while Generating Power</i> Research Project	Swinburne University, UNSW, Flinders University, Port of Geraldton	Council has partnered with Swinburne University for a research project using Port Fairy's East Beach and the Port of Geraldton as case studies, to explore the use of wave energy converters to absorb and reflect wave energy that damages vulnerable coastlines.	The project team will visit Port Fairy in September for a field trip and Project Management Group meeting.

Resource Recovery and Waste Management

Waste Education School Packs

Waste Education School Packs are currently being distributed to fourteen schools across the Shire. The packs have been received with much enthusiasm and the waste management team is expecting several presentation requests to follow.

The VCAL coordinator at Hawkesdale P12 requested a presentation with her students last week - the perfect opportunity to unpack the kits with the students, discuss circular economy, recycling and Moyne's waste management best practices.

The students were thrilled to discover the many resources in the pack and how the information could be used to assist them with their major Year 12 assessment project *Hawkesdale Bin Chickens*!

Three VCAL students, and a very passionate coordinator - are working on their project which aims to reinvigorate the school's recycling program through education, better practice and school and community involvement.

Council will revisit the school in the coming weeks to support the students in the progress of their project presentation.



Service Requests

New Bins		Bin Repairs		Missed Bins	
Average	July	Average	July	Average	July
13	14	28	18	6	3

Kerbside Waste Collection (tonnes)

Landfill		Recycling		Compost		Glass	
June	July	June	July	June	July	June	July
181.54	179.80	64.68	57.59	159.90	176.24	41.58	35.00

Killarney Landfill - Inert Volumes (m3)

February	March	April	May	June	July
140.56	206.1	93.01	150.43	152.76	204.1

Includes accounts. All data is latest available.

Waste Facility Monthly Volumes

Site	June Landfill	July Landfill	June Recycle	July Recycle	June Greenwaste	July Greenwaste
Caramut	2.22	6.05	0	10.35	0	0
Hawkesdale	7.2	4.4	0	11.25	1.5	0
Killarney	24.54	227.15	8.08	52.58	337.34	208.59
Macarthur	3	13.36	1.88	15.65	1.5	4.3
Mortlake	12.22	33.86	2.62	23.34	19.59	17.75
Peterborough	4.72	27.98	1.74	11.75	4.75	8.5
Woolsthorpe	2.04	91.48	5.1	11.47	-	-
Woorndoo	0	.6	0	3.18	-	-
TOTALS	55.94t	399.99t	19.42t	139.57t	364.68m³	239.14m³



Events

For detail on events, contact the Port Fairy and Region Visitor Information Centre or visit www.portfairyaustralia.com.au/events/.

Community House Womens Weekend: 25-26 August

The Port Fairy Women's Weekend is a 2-day program focused on wellbeing and creativity, with the primary purpose to provide an opportunity for women to take time out to focus on themselves. The program for 2023 has an incredible line up of presenters and workshops for you to choose from.

The program schedule can be viewed here [Port Fairy Women's Weekend 2023- Program](#)



Economic Development

Food and Fibre Great South Coast – Sustainable Energy Forum

A well-attended event was held last month by Food and Fibre Great South Coast showcasing the opportunities, challenges and success stories of local energy projects, including hydrogen and water saving initiatives. Over 100 people were in attendance from the local Food and Fibre industry, Government and energy providers and distributors. Moyne Shire Council's economic development team and environment team supported the event with in-kind support including event administration and video creation at the event. Carbon neutral gifts for the speakers were provided from the Visitor Information Centre.

Ideas Place

Round One of the Ideas Place is complete. After a ten-week Ignite Program and a seven-week Bootcamp, eight outstanding participants pitched their business ideas to judges. Sherri Symons from Ellerslie won first place, earning \$10,000 for her venture, Aussie Wool Pellets. Kim Cragg took third place, securing a \$3,000 cheque for her venture, Innerbloom Gardening Therapy. Round Two applications currently open with the EOI period being extended until Tuesday 30 August. For more information head to www.theideasplace.com.au.

Business Façade Improvement

Applications for round four of the popular Business Façade Improvement opened at 8.00am on Monday 24 July and will close at 8.00pm on Friday 22 September. Interested businesses can book a planning information meeting with the Planning Department now. For more information please visit: [Business Facade Improvement Program \(moyne.vic.gov.au\)](https://www.moyne.vic.gov.au/business-facade-improvement-program)

Make It Work Program

The Economic Development Team, in collaboration with Commerce Moyne, has successfully revamped the database of individuals seeking employment into a user-friendly format. The database of travellers willing to work and locals coming out of retirement has been steadily growing thanks to targeted social media campaign. The full campaign report will be available in September.

The new database format can now be accessed through a secure page on the Commerce Moyne website. Feedback from businesses using the service has been positive, with businesses like Hearn's Port Fairy Accommodation providing feedback:

"Just wanted to reach out to thank everyone involved in the Make it Work Program for all their efforts in establishing this wonderful program. We have found it very beneficial and have offered employment opportunities to quite a few travellers arriving in the coming months as well as one lady that was already here who has come on board for the remainder of her stay."

Visitor Services

The Visitor Information Centre (VIC) recorded year on year increases across their key metrics.

2021/22 V 2022/23	YOY Increase
Visitor Numbers	57%
Retail Sales	55%
Bike Hire* Includes E-bikes which were introduced in 2022/23 and were hired 147 times across the year.	63%



Port of Port Fairy

The Port Fairy Boat ramp was earmarked by Better Boating Victoria as an area which could have some potential for some improvements.

Better Boating Victoria along with MSC held an onsite meeting with the design consulting firm (engaged by BBV) along with key stakeholders and user groups.

The idea was for the design team to familiarise themselves with the area but also receive information and ideas on what does work and what doesn't work from the people who use it the most.

A very positive meeting took place with plenty of great feedback and suggestions given to the design team.

We look forward to viewing the design concepts and taking them to the broader community for consultation in the near future.



6 Confidential Items

Overview: Under section 3 of the Act, the council may consider report items in closed business if they contain certain information which is defined to be confidential information because premature or improper release may cause harm to the Council or to a person or persons.

Confidential Information remains confidential unless it can lawfully be released and the Council has determined that it should be publicly available.

The following is a list of confidential Items.

Item 6.2 - Banking Services

7 Close Meeting

