

# Southern Grampians Shire Council

## Council Policies Listing



Adopted by Council 9 April 2014

Version: June 2014



## Council Policies

### *Introduction*

This document lists current Council Policies.

Council policies are defined as those that are in general externally focused and often more strategic than procedural. Amendments to these policies require a resolution of Council.

The policies are listed in accordance with the service grouping to which they predominantly relate.

The service groupings are directly related to Council delivered services.

The grouping of policies into these categories is intended to provide a logical and consistent means of identifying and locating policies related to specific circumstances. The same groupings are used in the preparation of the budget, providing a consistent corporate approach in the application of service information.

A full listing of service groupings and the Council delivered services within those groupings is listed overleaf.

A complete index of Council policies follows the service grouping list.

## Service Groupings



Governance	Corporate Services	Community Development	Community Services	Leisure Services	Cultural	Regulatory / Compliance
Executive & Councillor Support	Asset Management & Property Services	Rural Access	Aged & Disability Services	Leisure Services Planning & Support	Cinema	Building Services
Governance Administration	Customer Services	Positive Ageing	Children's Services	Aquatic Facilities	Civic & Community Art	Health Services
Communications	Financial Services	Youth	Maternal & Child Health	Hamilton Indoor Leisure & Aquatic Centre	Library	Local Laws Operations
	Information Management	Community Planning		Structured Recreation	Performing Arts Centre	
	Procurement	Community Support		Unstructured Recreation	Art Gallery	
	Risk Management					
	Organisational Development & Continuous Improvement					
	Human Resource Management					
Emergency Management	Planning & Environment	Economic Development & Tourism	Infrastructure	Waste	Works Management	Business Enterprises
Fire Prevention	Statutory Planning	Economic Development	Infrastructure Management	Landfill	Works management	Airport
Flood Mitigation	Strategic Planning	Tourism	Bridges & Culverts	Transfer Stations	Depot Operations & Maintenance	Livestock Exchange
Emergency Services	Environment & Sustainability	Events Support	Street Beautification	Waste & Recycling Collection	Plant Operations & Maintenance	Quarry
	Natural Asset Management	Visitor Services	Urban Roadsides & Furniture		VicRoads Contract Management	Land Development
		Business Development	Sealed Roads		Private Works	
			Unsealed Roads			
			Street Lighting			
			Footpaths			
			Stormwater/Drainage			
			Traffic Control Management			
			Rural Roads, Verges & Drainage			
			Street Cleaning			

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## Related Plans/Strategies/Reports – Council Policies

- *Governance*
  - [Southern Grampians Shire Council Plan 2013 - 2017](#)
  - [Annual Report 2012-2013](#)
  - [Councillor Code of Conduct 2013](#)
- *Corporate Services*
  - [Strategic Resource Plan 2013/2014 - 2016/2017](#)
  - [Budget 2013-2014](#)
  - [Procurement Policy](#)
- *Regulatory/Compliance*
  - [Domestic Animal Management Plan](#)
- *Emergency Management*
  - [Municipal Emergency Management Plan](#)
  - [Municipal Council Neighbourhood Safer Places Plan](#)
- *Community Development*
  - [Southern Grampians Shire Tourism Strategic Plan 2010 - 2015](#)
- *Planning & Environment*
  - [Southern Grampians Shire Sustainability Strategy 2010-2020](#)
  - [Hamilton Structure Plan - Adopted Final Report](#)
  - [Hamilton Structure Plan - Adopted Urban Design Framework](#)
  - [Hamilton Structure Plan - Adopted City Centre Design Guidelines](#)
  - [Hamilton Structure Plan - Adopted Masterplan Report](#)
- *Economic Development & Tourism*
  - [Southern Grampians Shire Tourism Strategic Plan 2010 - 2015](#)
  - [Southern Grampians Shire Economic Development Strategy 2011-2021](#)
  - [Southern Grampians Shire Retail Development Strategy 2011-2021](#)
- *Infrastructure*
  - [Road Management Plan](#)
- *Business Enterprises*
  - [Hamilton Airport Master Plan](#)
  - [Hamilton Regional Livestock Exchange Master Plan](#)

# Council Policies Governance



## COUNCIL POLICY

<b>GOVERNANCE – PUBLIC NOTICES</b>		<b>Adopted by Council:</b>	6/10/94
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to nominate a newspaper for the purpose of publication of public notices.

### 2. POLICY STATEMENT

The “Hamilton Spectator”, being a newspaper generally circulating throughout the municipal district, is nominated for the purpose of publication of public notices in accordance with the Local Government Act 1989, and any other Act or regulation.

**END**



## COUNCIL POLICY



<b>GOVERNANCE – DEPUTATIONS TO COUNCIL</b>		<b>Adopted by Council:</b>	12/06/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 23/11/05, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide a process for deputations to be made and received by the Council.

### 2. POLICY STATEMENT

- 2.1 Deputations may be received by the Council as part of Ordinary Meetings held on the second Wednesday in every month commencing at 5.30 p.m.
- 2.2 Deputations to the Council may only be made where a person or an organisation wishing to be received by Council has made a prior written request to the Chief Executive Officer in accordance with Clause 90 of the Meeting Procedures Local Law.
- 2.3 Organisations may be represented at the deputation to Council by not more than four representatives. The names of the representatives to attend must be advised in writing to the Chief Executive Officer not less than two (2) days prior to the meeting. One of the representatives to attend must be nominated as the principal spokesperson for the deputation.
- 2.4 Deputations wishing to make a written submission to the Council must provide fifteen (15) copies of the submission to the Chief Executive Officer prior to the deputation being received. One copy will be made available to the local media representative, if requested.
- 2.5 The Mayor and Chief Executive Officer are jointly authorised to invite individuals and/or organisations to make a submission to the Public Deputations section of the Ordinary Council Meeting on any subject of local concern or affecting the welfare of the Southern Grampians Shire community.

END

## COUNCIL POLICY

<b>GOVERNANCE – COUNCIL MEETING AGENDA</b>		<b>Adopted by Council:</b>	10/12/97
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide for the distribution of Council meeting agenda.

### 2. POLICY STATEMENT

#### 2.1 Distribution to Councillors

To facilitate the opportunity for detailed examination and consideration of reports, the Council meeting agenda will be distributed to Councillors not less than two (2) clear days before every Ordinary meeting. Under normal circumstances, agenda will be provided to Councillors no later than 4.00p.m. on the Friday prior to each Ordinary meeting enabling delivery to the Councillors' nominated residential or business address on the following Monday.

Agendas for Special meetings will be distributed to Councillors within a reasonable time before any such meeting.

#### 2.2 Public Exhibition

Agendas for all Ordinary and Special meetings of Council will be made available for public inspection by 9.00 a.m. on the Monday prior to each meeting at the following locations:

- Business Centre, 111 Brown Street, Hamilton
- Hamilton Branch Library , 105 Brown Street, Hamilton
- Council's Website

#### 2.3 Access By The Media

Agendas for all Ordinary and Special meetings of Council will be available for collection by the media by 9.00 a.m. on the Monday prior to each meeting.

#### 2.4 Agenda and Minutes Subscription Service

Interested members of the public may subscribe to receive agenda and minutes for all Ordinary and Special Meetings of Council for collection or by postal delivery by payment of the prescribed fee.

## 2.5 Progress Associations

A copy of the minutes from all ordinary and special meetings of the Council shall be provided free of charge to all Progress Associations within the Shire.

Requests for the provision of a free copy of the Agenda by Progress Associations and/or Post Offices should be made to the Chief Executive Officer's Executive Assistant and will be responded to on an individual basis.

**END**

## COUNCIL POLICY

<b>GOVERNANCE - RECORDING OF COUNCIL MEETINGS</b>		<b>Adopted by Council:</b>	08/05/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 12/03/14, 09/04/14

### 1. PURPOSE

The purpose of this policy is to regulate the recording of proceedings at Council meetings.

### 2. POLICY STATEMENT

- 2.1 The recording of proceedings at all Ordinary and Special Meetings of Council by media representatives shall be permitted, subject to the recordings being retained by the media organisation for a period of not less than three years.
- 2.2 Council will make audio recordings of Council meetings which will be retained within its Electronic Records Management system, and make available copies of the recordings upon request.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – CIVIC FUNCTIONS INVITATION LIST</b>		<b>Adopted by Council:</b>	12/06/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to recognise the contribution made to local government by former Councillors, including those of the former municipalities which now comprise the Southern Grampians Shire.

### 2. POLICY STATEMENT

- 2.1 All persons who have served as Councillors of Southern Grampians Shire or of the former Hamilton, Dundas, Heywood, Mount Rouse and Wannon Councils for a period of 10 years or more, who are still resident within the Southern Grampians Shire or who served a term as Mayor or Shire President, are to be included on an invitation list for significant civic functions conducted by the Council.
- 2.2 A significant civic function is one in which dignitaries of other levels of Government or major public institutions are attending a function organised by Council to recognise an occasion or event of significance to the local community.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – ACKNOWLEDGMENT OF COMMUNITY CONTRIBUTION</b>		<b>Adopted by Council:</b>	10/06/98
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, Amended 12/07/00, 09/04/14

### 1. PURPOSE

- 1.1 The aim of the Policy is to ensure that a consistent approach is taken by Council when recognising contributions to the community by Committees of Management and individuals serving on committees.
- 1.2 The Policy aims to recognise contribution in two forms i.e.
- (a) to recognise length of service on a committee as a major determinant of contribution
  - (b) to acknowledge and reward achievement made by individuals or committees of management.

### 2. POLICY STATEMENT

- 2.1 The policy applies to all committees of management operating within the Shire whose primary aim is to provide a service to the people of Southern Grampians.

The Committees covered by this policy will include (but not necessarily be limited to) sporting, recreational, community and cultural groups.

- 2.2 Nominations from Progress Associations, Councillors or Council officers will be presented to a Briefing Session prior to formal approval by Council at an appropriately timed Ordinary Meeting.

Examples of achievements would be significant fundraising and/or project completion, co-ordination of an event/festival, major initiative etc.

Contributions will be acknowledged in terms of service or achievement as follows:

#### 2.2.1 Recognition of Service:

- (i) ten years of continuous service - an appropriate letter from the Mayor.  
To be presented at the Annual General Meeting of the Committee.
- (ii) twenty years of continuous service - a suitably framed certificate under the Council seal.

To be presented at the Annual General Meeting of the Committee.

- (iii) thirty years of continuous service - a plaque or certificate.  
To be presented at the Annual General Meeting of the Committee or at a Council Meeting.

#### 2.2.2 Recognition of Achievement

A certificate or other appropriate recognition will be presented at an appropriate public event such as the Australia Day function, Powercor Business Achievement Awards etc. to the individual or committee representative by either the Mayor or nominated Councillor.

#### 2.2.3 Recognition of Community Contribution:

A certificate will be presented at an appropriate meeting or public occasion.

### **PROCEDURES FOR THE ACKNOWLEDGMENT OF COMMUNITY CONTRIBUTION POLICY**

The following procedures are necessary to ensure that the objectives of the Policy are met:

- A nomination in accordance with the Policy must be in writing and provide the following information:
  - name of nominated individual or committee
  - name of person or Progress Association presenting nomination
  - details regarding length of service or achievement
  - reason why Council should acknowledge the community contribution
  - any additional information useful in assessing the request
- The request advising of a nomination is to be detailed in a report to the Briefing Session of Council.
- The Briefing Session will resolve on the suitability of the nomination and determine at which Ordinary meeting the matter will be formally dealt with. In many cases, the Briefing Session resolution will need to be actioned as it may not be appropriate for the matter to be resolved by Council at the Ordinary meeting prior to a formal presentation.
- The nature of the presentation, whether by:
  - formal presentation by the Mayor or Councillor at a special event convened by an external organisation;
  - invitation to Council will be determined at the Briefing Session in order that arrangements can be made.

**END**

## COUNCIL POLICY

<b>GOVERNANCE - USE OF COUNCIL SEAL</b>		<b>Adopted by Council:</b>	12/06/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The purpose of this policy is to authorise the Council seal to be applied to the contract documentation arising from contracts entered into by Chief Executive Officer under delegated authority.

### 2. POLICY STATEMENT

Authority is granted for the Council seal to be applied to contract documentation arising from contracts entered into by Chief Executive Officer acting under on the understanding that Council's dedicated sealing clause and associated witnessing requirement is maintained.

**END**



## COUNCIL POLICY

<b>GOVERNANCE - COUNCILLOR EXPENSE ENTITLEMENTS</b>		<b>Adopted by Council:</b>	12/08/98
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 09/04/14

### 1. PURPOSE

The purpose of this policy is to establish the entitlements for a Councillor to have necessary out of pocket expenses incurred while performing duties as a Councillor either reimbursed or paid by Council.

The Local Government Act 1989 (Section 75) provides for the reimbursement of reasonable bonafide out of pocket expenses" incurred while performing duties of a Councillor.

The basic test that will be applied to determine whether or not an expense is lawfully incurred is whether the expenditure is consequent on the exercise of duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, ministerial guidelines or Council policies.

Where this criteria is satisfied and a Councillor has incurred an out of pocket expense, they may be reimbursed by Council.

### 2. POLICY STATEMENT

#### 2.1 Mayoral Car:

A motor vehicle of a standard equivalent to that provided for use by the Chief Executive Officer is provided for official use only by the Mayor.

This vehicle is available for use on Council business by Councillors and officers when not required by the Mayor.

#### 2.2 Travelling Expenses:

- Upon the completion and forwarding of a Travelling Claim Form, travelling expenses will be paid to Councillors for out of pocket expenses related to:
  - Ordinary and Special Council meetings, Briefing Sessions of the Council and Committee meetings of the Council;
  - Official Council functions;

- Meetings arising as a result of a Councillor being appointed by the Council to an external body; and
- other meetings, events or occasions as agreed by the Mayor or Chief Executive Officer from time to time, or by resolution of the Council.
- When Councillors are travelling interstate the mode of transport is to be the most cost effective form of transport.
- Claims are to be submitted at a frequency convenient to the Councillor, but not less than once per year on or before the last scheduled Ordinary Council Meeting in June each year.
- Rates for reimbursement of motor vehicle expenses shall be determined by the Chief Executive Officer.

### 2.3 Stationery:

The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements.

The stationery may include, but not necessarily be limited to, paper, business cards, writing implements, diaries, writing pad/books, envelopes and the like.

### 2.4 Apparel:

The Council shall, upon request, lend Councillors protective clothing required to assist in carrying out the duties of office. This clothing is to be returned promptly upon the completion of the activity/duty for which the articles were required.

This clothing shall be limited to wet weather pants and pullover, gumboots, winter jacket and/or hat, as may be held in store to meet the organisation's requirements, unless otherwise resolved by Council for a specific item/s.

### 2.5 Conferences and Seminars:

Councillors authorised by the Council to attend conferences and seminars shall have all reasonable expenses for travelling, transport, accommodation, registration fees and meals and other out of pocket expenses relating to the conference/seminar reimbursed or paid on their behalf.

Councillors wishing to make their own arrangements for transport or accommodation shall have reasonable expenses reimbursed, as determined by the Chief Executive Officer.

### 2.6 Reimbursement of Child Care Expenses:

Councillors incurring bona fide child care expenses paid to:

1. a recognised child care provider; or
2. a person who does not:
  - a) have a familial or like relationship with the Councillor; or

- b) reside either permanently or temporarily with the Councillor; or
- c) have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse moneys paid to the care provider, will be reimbursed such child care expenses when the child care is necessary in order to allow the Councillor to attend:
  - Ordinary and Special Council meetings, Briefing Sessions of the Council and Committee meetings of the Council;
  - official Council functions;
  - meetings arising as a result of a Councillor being appointed by the Council to an external body.

## 2.7 Communication Expenses:

Where Councillors have been provided with all or some of the following equipment:

- mobile phone;
- telephone;
- fax/copy machine, tablet, computer

The Council will pay all connection fees, rental charges and all Council business call charges. The direct costs of any private use of these facilities should be reimbursed to Council.

## 2.8 Other Expenditure:

Any expenditure not specified above as expenditure for which a Councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the Councillor, except where the Mayor and Chief Executive Officer agree otherwise.

## 2.9 General Provisions

The following general provisions apply to this policy wherever appropriate to determine the amount of out of pocket expenses that will be reimbursed to Councillors:

- that travel must be undertaken as quickly as possible and by the shortest route possible;
- that any time occupied in other than authorised council business is not to be included in the calculation of any expenses to be paid;
- where travel is by air the standard form of travel will be economy class;
- claims will only be paid on the basis of the actual form of transport used and in the form of reasonable allowances towards or reimbursement of necessary out of pocket expenses.

## 2.10 Receipts

Wherever possible, Councillors are to provide receipts for any expenses incurred. The expenses will, unless authorised by the Chief Executive Officer or Mayor be paid in arrears.

## 2.11 Reporting

The Chief Executive Officer shall present a report to the Council by the end of September, the amount claimed and paid with respect to travel claims, and the amounts claimed and paid for every form of allowances paid under Section 75 of the Local Government Act 1989. This information will be published in the Annual Report.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – QUESTION TIME AT ORDINARY COUNCIL MEETINGS</b>		<b>Adopted by Council:</b>	14/4/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	23/11/05, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide for members of the public to ask questions of Councillors, senior staff members or Council as a whole to clarify any matters that may be under consideration or are previously adopted Council policy or decision.

### 2. POLICY STATEMENT

#### 2.1 Meeting Time:

Councils Ordinary Meeting to be held on the second Wednesday in every month will provide an opportunity for public questions to be asked at 5.30 p.m.

#### 2.2 General Provisions:

2.2.1 Question time is not an opportunity to make public statements or to provide gratuitous advice.

2.2.2 Questions must not pre-empt debate on any matter listed on the agenda of the Ordinary Meeting at which the question is asked.

2.2.3 Questions must not refer to matters designated as confidential under the Local Government Act 1989.

#### 2.3 Procedure for Questioning:

2.3.1 Questions must be submitted on the specified form and submitted to the Chief Executive Officer prior to the Ordinary Meeting at which the question is to be asked

2.3.2 A maximum of two questions may be asked by any person at the meeting.

2.3.3 Questions must be clear and unambiguous and not contain argument on the subject.

- 2.3.4 Questions must not be derogatory, defamatory or embarrassing to any Councillor, member of staff, ratepayer or member of the public, nor relate to a matter beyond the power of Council.
- 2.3.5 The Mayor will have the right to accept or reject any question.
- 2.3.6 The Mayor will state the name of the person asking each question.
- 2.3.7 A Councillor or officer may decline to answer a question, or seek to have the question put on notice, or provide a detailed written response within ten days. If a question has been submitted as required in Section 2.3.1 at least seven days prior to the meeting it is expected that an answer will be provided at the meeting.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – COMMUNITY NEWSLETTER</b>		<b>Adopted by Council:</b>	09/08/95
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	10/02/99, 09/04/14

### 1. PURPOSE

In recognition of the distinct benefit derived by local communities from the production of local community newsletters throughout the municipality, the Southern Grampians Shire Council will provide financial support for the production of community newsletters as detailed in this policy.

### 2. POLICY STATEMENT

Community newsletters circulating within the Southern Grampians Shire will be encouraged by Council to become self supporting by levying appropriate subscriptions and encouraging appropriate levels of advertising.

Financial Assistance:

An annual grant will be made available by the Southern Grampians Shire Council in February of each year upon application. The level of assistance to be provided by Council is as follows:

Average Yearly Distribution	Annual Council Grant \$
Less than 4,000 newsletters (approximately 50 per fortnight)	250
4,000 - 8,000 newsletters (approximately 150-300 per fortnight)	325
Greater than 8,000 newsletters (approximately 300 per fortnight)	400

Council will only provide financial support to one community newsletter circulating within each community. In cases where more than one community newsletter circulates within the community, the Council's decision as to the newsletter to be recognised for the receipt of an annual supporting grant shall be final.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – CONFIDENTIAL INFORMATION</b>		<b>Adopted by Council:</b>	08/09/10
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The purpose of the policy is to balance the needs of Councillors, Officers and Members of special committees to inform and consult with the community, with the interest of the Council in preventing disclosure of confidential information.

Section 77 of the Local Government Act 1989 makes it an offence for a person who is or has been a Councillor or a member of a Council Committee to release confidential information.

### 2. OBJECTIVES

The policy will:

- clarify what information can be designated as confidential;
- clarify who can designate information confidential;
- assist with confidential information being easily identified;
- clarify the procedure for discarding confidential information; and
- detail any issues for releasing confidential information.

### 3. SCOPE

For the purposes of the policy "information" includes letters, reports, documents, facsimiles, attachments, tapes, electronic media and all other forms of information.

### 4. POLICY STATEMENT

The Chief Executive Officer, Councillor or a Member of a special committee of Southern Grampians Shire Council may deem information confidential if it relates to:-

- a) personnel matters
- b) the personal hardship of any resident or ratepayer
- c) industrial matters
- d) contractual matters
- e) proposed developments
- f) legal advice



- g) matters affecting the security of Council property
- h) any other matter which the Council or special committee considers would prejudice the Council or any person

A Councillor, Officer or a member of a special committee of Southern Grampians Shire Council must not release information that the person knows or should reasonably know is confidential information.

Information is confidential if:-

- i. the information was provided to a Councillor, Officer or Member of a special committee in relation to a matter considered by the Council or committee at a meeting closed to members of the public and the Council or committee has not passed a resolution.
- ii. the information has been designated as confidential information by a resolution of the Council or a special committee or has not passed a resolution that the information is not confidential.

The Chief Executive Officer may designate information as confidential. This information will remain confidential for a period of 50 days after the designation is made. The information can only remain confidential by resolution of Council after the 50 day period.

The Council can designate information as confidential by resolution at Ordinary or Special Meetings. The Council must resolve to close a meeting to members of the public to deal with the matter (in camera) and record the reason in the minutes of the meeting. Any information required to be dealt with in camera may be circulated as part of agenda papers and marked confidential.

If a Councillor, Officer or member of a special committee needs to dispose of confidential information it must be placed in the secure recycle bin in the Records Department located at the Southern Grampians Shire Council's Brown Street Office.

## **5. ADDITIONAL DOCUMENTS**

The relevant sections of the Local Government Act 1989 (Section 77 and 89).

The Southern Grampians Shire Council Information Privacy Policy may restrict the collection and distribution of personal information.

## **6. REFERENCE DOCUMENTS**

- Local Government Act 1989;
- Information Privacy Policy and Guidelines;
- Southern Grampians Shire Council's Human Resources Manual;
- Southern Grampians Shire's Councillor Code of Conduct; or
- Southern Grampians Shire's Interim Staff Code of Conduct

## **7. REVIEW PROCESS**

This policy will be reviewed by Council three years from its adoption subject to any legislative changes necessitating review at an earlier time.

The policy can also be amended by resolution at any time.

## **8. ACCOUNTABILITY PROCESS**

If a Council Officer is found to have discussed or provided a copy of confidential information to an unauthorised person or body, it will be considered a serious breach and subject to disciplinary action detailed in Council's Human Resources Manual.

If a Councillor is found to have discussed or provided a copy of confidential information to an unauthorised person or body they will be reported to the Minister for Local Government for being in breach of Section 77 of the Local Government Act 1989. The Council may also resolve to deal with the matter through the Councillor Code of Conduct or make application to a Councillor Conduct Panel in respect of a Councillor's Conduct.

**END**

## COUNCIL POLICY

<b>GOVERNANCE – SOCIAL MEDIA</b>		<b>Adopted by Council:</b>	12/10/11
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	CEO	<b>(insert date of each review)</b>	July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

Southern Grampians Shire Council recognises that social media provides new opportunities for dynamic and interactive two-way communications which can complement existing communication and further improve information, access and delivery of key services.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Councillors, council staff, volunteers, agents and contractors for the purpose of conducting Council business.

### 2. POLICY STATEMENT

This policy applies to all Councillors, employees, contractors, agents and volunteers of Southern Grampians Shire Council who purport to use social media on behalf of Southern Grampians Shire Council. This policy will also apply to agencies and individuals who provide services to Southern Grampians Shire Council, and will be included in all relevant external supplier contracts.

The policy outlines requirements for compliance with confidentiality, governance, legal, privacy and regulatory parameters when using social media to conduct council business. It aims to:

- Inform appropriate use of social media tools for Southern Grampians Shire Council
- Promote effective and productive community engagement through social media
- Minimise miscommunication or mischievous communications
- Help Southern Grampians Shire Council manage the inherent challenges of speed and immediacy

The policy applies to those digital spaces where people may comment, contribute, create, forward, post, upload and share content, including:

- Blogs
- Bulletin boards
- Citizen journalism and news sites
- Forums and discussion boards
- Instant messaging facilities

- Microblogging sites (e.g. Twitter)
- Online encyclopedias (e.g. Wikipedia)
- Podcasts
- Social networking sites (e.g. Facebook, MySpace, Bebo, Friendster, LinkedIn)
- Video and photo sharing sites (e.g. Flickr, YouTube)
- Video podcasts
- Wikis
- Any other websites that allow individuals to use simple publishing tools or new technologies emerging from the digital environment.

As it is not possible to expressly refer to or list the specific sites or kinds of social media outlets, the absence of a reference to a particular site or kind of social media activity does not limit the application of this policy.

This policy is not intended to cover personal use of social media where:

- the author publishes information in their personal capacity and not on behalf of, or in association with Southern Grampians Shire Council; and
- no reference is made to Southern Grampians Shire Council, its Councillors, staff, policies and services, suppliers or other stakeholders or council related issues.
- Personal use of social media by staff during work hours is prohibited.

This policy should be read in conjunction with other relevant policies and procedures of Southern Grampians Shire Council.

### **3. LEGISLATIVE AND POLICY FRAMEWORK**

Councillors and staff of Southern Grampians Shire Council are expected to demonstrate standards of conduct and behaviour that are consistent with relevant legislation, regulations and policies. A list of relevant legislation which may be used as a guide is included in Annexure A. Council policies and guideline provisions which must be adhered to in relation to the use of social media include the following:

- Southern Grampians Shire Council acceptable use policies for email, internet, digital equipment, electronic communications
- Southern Grampians Shire Council Code of Conduct
- Southern Grampians Shire Council employment contracts
- Southern Grampians Shire Council Human Resource Policies
- Southern Grampians Shire Council Information and Communications Technology Policy
- Southern Grampians Shire Council Public Relations Policy
- Southern Grampians Shire Council Privacy and Personal Information Policy
- Southern Grampians Shire Council Community Engagement Policy
- Southern Grampians Shire Council Sponsorship Policy

### **4. SOCIAL MEDIA POLICY**

When establishing social media, Councillors, employees, contractors, agents and volunteers are expected to:

- Seek prior authorisation from the Communications Coordinator
- Adhere to Southern Grampians Shire Council codes of conduct, policies and procedures
- Behave with caution, courtesy, honesty and respect
- Comply with relevant laws and regulations

- Reinforce the integrity, reputation and values of Southern Grampians Shire Council.

The following content is not permitted under any circumstances:

- Abusive, profane or sexual language
- Content not relating to the subject matter of that blog, board, forum or site
- Content which is false or misleading
- Confidential information about Council or third parties
- Copyright or Trade mark protected materials
- Discriminatory material in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation
- Illegal material or materials designed to encourage law breaking
- Materials that could compromise council, employee or system safety
- Materials which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks)
- Material that would offend contemporary standards of taste and decency
- Material which would bring the council into disrepute
- Personal details or references to councillors, council staff or third parties, which may breach privacy laws
- Spam, meaning the distribution of unsolicited bulk electronic messages
- Statements which may be considered to be bullying or harassment

Depending upon the nature of the issue and potential risk, it may also be appropriate to consider seeking legal advice.

A Social Media Procedural Manual has been prepared, which provides further information on authorisation, expertise, disclosure, accuracy, identity, opinion, privacy, intellectual property, defamation, transparency, political bias, respect, discrimination, language use, media, modification and moderation and access.

## **5. ROLES AND RESPOSIBILITIES**

The Social Media Procedural Manual lists the roles and responsibilities for all Councillors, staff, and contractors of Southern Grampians Shire Council. These set out the expectations in accordance with industry best practice and relevant legislative requirements.

## **6. ENFORCEMENT**

All content published or communicated by or on behalf of Southern Grampians Shire Council using social media must be recorded (including the author's name, date, time and media site location) and kept on record.

Southern Grampians Shire Council actively monitors social media for relevant contributions that impact on the municipality, its operations and reputation. Southern Grampians Shire Council will be able to find – and act upon – contributions made by Councillors and staff if deemed necessary.

This policy will be published and promoted to Councillors and staff of Southern Grampians Shire Council. Breaching this policy may result in disciplinary action, performance management and review. Serious breaches may result in suspension or termination of employment or association.

Southern Grampians Shire Council reserves the right to remove, where possible, content that violates this policy or any associated policies.

## **1. ANNEXURE A**

Relevant legislation includes:

- Copyright Act 1968 (Cth)
- Crimes Act 1958 (Vic)
- Defamation Act 2005 (Vic)
- Fair Trading Act 1999 (Vic)
- Fair Work Act 2009 (Cth)
- Freedom of Information Act 1982 (Vic)
- Local Government Act 1989 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Australian Human Rights Commission Act 1986 (Cth)
- Information Privacy Act 2000 (Vic)
- Spam Act 2003 (Cth)
- Privacy Act 1988 (Cth)
- Public Records Act 1973 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Wrongs Act 1958 (Vic)

**END**

**Council Policies**  
**Corporate Services**



## COUNCIL POLICY

<b>CORPORATE SERVICES – RATING STRATEGY</b>		<b>Adopted by Council:</b>	12/06/96
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	28/04/99, 13/06/01, 12/06/02, 09/06/04, 10/05/06, 14/05/08, 12/05/10, 09/05/12, 22/05/13, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide an equitable basis for levying rates and charges.

### 2. POLICY STATEMENT

#### 2.1 Period of Application

This policy provides a basis for the levying of rates and charges from 1 July 2013.

#### 2.2 Rates and Charges to be Levied

- 2.2.1 A Municipal Charge will be levied on all ratable land to cover some of the administrative costs of Council.
- 2.2.2 Differential General Rates will be levied on the capital improved valuation of all ratable land to reflect the different standard, range and access to municipal services available to the residents and ratepayers of the Shire.
- 2.2.3 Annual Service Charges will be levied on all rateable land within the Balmoral, Byaduk, Byaduk North, Coleraine, Dunkeld, Glenthompson, Hamilton and Peshurst urban areas to provide for the collection and disposal of refuse.

Commercial and industrial properties in the Shire will not be provided with this service and will be exempt from this charge, except when the service is requested and payment of the charge is made.

- 2.2.4 A Special Rate will be levied on the capital improved valuation of all rateable land in the Yatchaw Drainage Area for the purpose of defraying the cost of drainage in that area. Annual Service Charges will be levied on rateable land within the areas defined as refuse collection areas in north and east Hamilton and Tarrington to provide for the collection and disposal of refuse, if the ratepayers for individual properties elect to receive the service.
- 2.2.5 Organic Waste Service Charges will be levied on rateable land within the Hamilton urban area, of the ratepayers for individual properties elect to receive the service.

## 2.3 Basis of Differential General Rates

2.3.1 It is considered that the levying of differential rates will contribute to the equitable and efficient carrying out of Council's functions.

2.3.2 The purpose of levying differential general rates is to recognise the following inherent characteristics and historical circumstances:

- the different standard of municipal services provided to the residents and ratepayers in different areas of the Shire,
- the different range of municipal services available to the residents and ratepayers in different areas of the Shire,
- differences in the accessibility to municipal services for the residents and ratepayers in different areas of the Shire,

## 2.4 Differential General Rates to be Levied

2.4.1 Differential General Rate No.1 - will be levied on the capital improved valuation of all rateable land in the parishes of North Hamilton and South Hamilton, excluding farm land (as defined in the Valuation of Land Act 1960) comprising all or part of a single farm enterprise with an area of 40 hectares or more.

2.4.2 Differential General Rate No.2 - will be levied on the capital improved valuation of all rateable farm land (as defined in the Valuation of Land Act 1960) in the parishes of North Hamilton and South Hamilton comprising all or part of a single farm enterprise with an area of 40 hectares or more.

2.4.3 Differential General Rate No.3 - will be levied on the capital improved valuation of all other rateable land in the Shire.

2.4.4 Differential Rates Nos.2 and 3 will be fixed at the same rate.

2.4.5 Differential Rates No.2 and 3 will be fixed at 80% of Differential Rate No.1.

2.4.6 The municipal charge shall be adjusted annually to reflect any variation in the total amount of revenue required to be raised from rates and charges.

## 2.5 Policy Review

This policy shall be reviewed prior to the 2015/16 rating year.

**END**

## COUNCIL POLICY

<b>CORPORATE SERVICES – HISTORICAL SOCIETIES &amp; MUSEUMS</b>		<b>Adopted by Council:</b>	08/04/98
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 10/11/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide an equitable and consistent basis for the provision of support for historical societies and museums within the Shire.

### 2. POLICY STATEMENT

- 2.1 This policy shall apply to the historical societies and museums listed on the attached schedule.
- 2.2 Council shall be responsible for the cyclic and routine maintenance, including insurance and utilities in respect of the building known as Hamilton Mechanics' Institute located at 43 Gray Street, Hamilton.
- 2.2.1 The aggregate rental charged in respect of the several occupancies at the Hamilton Mechanics' Institute shall be sufficient to cover the cost of maintaining this property, including depreciation, and excluding cyclic maintenance.
- 2.3 Council shall be responsible for insurance of the building known as the Sir Reginald Ansett Museum located at Ballarat Road, Hamilton, maintenance of the grounds, and maintenance and insurance of the Fokker Aircraft on permanent loan from Ansett Transport Industries.
- 2.3.1 Maintenance of the Sir Reginald Ansett Museum building, including all electricity, telephone, water and any other utility charges, and public liability and contents insurance shall be the responsibility of the committee.
- 2.4 Maintenance of all other properties listed on the schedule shall be the responsibility of the respective occupiers.
- 2.5 All historical societies and museums shall be eligible to apply for funding through the Community Initiative Grants Scheme, subject to meeting the criteria of that program.

- 2.6 All historical societies and museums located on Crown land or Council owned land shall be exempt from municipal rates and charges (excluding service and special rates and charges) in accordance with Council's policy for the rating of cultural and recreational lands.

## SCHEDULE

### Property Ownership Occupancy

#### Hamilton Mechanics' Institute, 43 Gray Street, Hamilton

- Southern Grampians Shire Council is owner of land and building
- Council is responsible for cyclic and routine maintenance of the building, including insurance and all utilities
  1. Hamilton History Centre Inc.
  2. Aboriginal Keeping Place
  3. National Trust of Victoria (Hamilton Branch)
  4. Billiards Association

#### Sir Reginald Ansett Transport Museum, Ballarat Road, Hamilton

- Southern Grampians Shire Council is owner of land and building
- Ansett Museum is responsible for maintenance of the building, contents and PL insurance, and all utilities
- Council insures the building and maintains the grounds
- Council maintains and insures Fokker Aircraft on permanent loan from ATI as from 6/2/91. Sir Reginald Ansett Transport Museum Inc. leases the building from Council for an indefinite term commencing 1 September 1992

#### Hamilton Pastoral Museum, 151 Ballarat Road & Lots A & B Hiller Lane, Hamilton

- Southern Grampians Shire Council is owner of land at 151 Ballarat Road and Lot A Hiller Lane and owner of former Church building at 151 Ballarat Road
- Hamilton Pastoral Museum Inc. is owner of land being Lot B Hiller Lane and all other buildings and fences, etc
- Hamilton Pastoral Museum Inc. has 15 year lease commencing 1 January, 1998.
- HPM is responsible for the maintenance of all buildings, fences, etc

#### Former Court House, 35 Glendinning Street, Balmoral

- Crown land
- Balmoral and District Historical Society leases from Department of Natural Resources & Environment.
- Committee is responsible for maintenance of land and buildings.

#### Former Court House, 78 Whyte Street, Coleraine

- Crown land
- Coleraine Historical Society leases from Department of Natural Resources & Environment
- Committee is responsible for maintenance of land and buildings

Dunkeld Historical Museum, Corner. Wills and Templeton Streets, Dunkeld

- Dunkeld and District Historical Museum Inc. Committee is responsible for maintenance of land and buildings.

Former Railway Station, Glenthompson

- Public Transport Corporation Former station building and goods shed leased by Council on behalf of Glenthompson Historical Society for 15 years commencing 1 January, 1995
- Council pays annual lease for both sites
- Committee is responsible for maintenance of land and buildings

Former Court House, Martin Street, Peshurst

- Crown land
- Mount Rouse and District Historical Society leases from Department of Natural Resources & Environment
- Committee is responsible for maintenance of and buildings

**END**

## COUNCIL POLICY

<b>CORPORATE SERVICES – INTEREST TO BE CHARGED</b>		<b>Adopted by Council:</b>	12/6/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide for the payment of interest on any amounts of rates and charges, and any other debts due to the Council not paid by the dates specified.

### 2. POLICY STATEMENT

- 2.1 Interest at the maximum rate prescribed from time to time by the Governor in Council in accordance with Section 172 of the Local Government Act 1989 shall be charged on any rates and charges not paid by the dates fixed pursuant to Section 167 (2) of the said Act.
- 2.2 Interest at the maximum rate prescribed from time to time by the Governor in Council in accordance with Section 172 of the Local Government Act 1989 shall be charged on any other moneys due to the Council and which have been unpaid for a period of not less than twelve (12) months.
- 2.3 Interest charged on rates and other moneys due to the Council may be waived in accordance with Sections 171 and 171A of the Local Government Act 1989 at the discretion of the Chief Executive Officer (or his nominee) where payment of such interest would cause the ratepayer or debtor to suffer financial hardship.
- 2.4 For the purposes of this policy “charges” includes service charges and municipal charges only. A separate policy provides for the deferral of special rates and special charges declared for the purpose of financing private street, kerb and channel, footpath, car park and other works, and for the deferral or waiver of interest charged on such special rates and special charges.

**END**

## COUNCIL POLICY

<b>CORPORATE SERVICES – DIVIDING FENCES</b>		<b>Adopted by Council:</b>	13/05/98
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 09/04/14

### 1. PURPOSE

- 1.1 The Fences Act 1968 provides for the construction of dividing fences separating the lands of different occupiers.
- 1.2 Occupiers of adjoining lands are liable to contribute to the construction of a dividing fence sufficient for the purposes of both occupiers in such proportions as are agreed upon or, in the absence of agreement, are determined by a Magistrates' Court.
- 1.3 The purpose of this policy is to define the obligations of Council to contribute toward the cost of fencing land adjoining Council owned and/or managed land.
- 1.4 Council is obliged to contribute to the construction of a dividing fence adjoining the following classes of Council owned and/or managed land:
- Land for which Council has freehold title;
  - Reserved Crown land occupied under lease or licence by the Council;
  - Reserves for public open spaces created by private subdivision prior to 1989 and for which
    - the title has been transferred to the Council;
  - Reserves for public open spaces created by private subdivision prior to 1989 and for which
    - the title remains in the name of the subdivider but are maintained by the Council.
  - Reserves for public open spaces created by private subdivision and vested in the Council in accordance with the Subdivisions Act 1988.
- 1.5 No Council contribution shall be made to the construction of fences adjoining the following classes of land:
- Reserved Crown land for which Council has been appointed committee of management.
  - Government roads.
  - Government drainage easements.
  - Private streets created prior to 1989 which have been constructed and declared public highways.
  - Roads created by private subdivision and vested in the Council in accordance with the Subdivision Act 1988.

- Drainage easements and right of ways created by private subdivision.

## **2. POLICY STATEMENT**

- 2.1 The relevant functional managers are responsible for approving and funding the cost of dividing fences in respect of Council owned and/or managed land used for operational purposes, e.g. works depots, senior citizens centres, swimming pools, municipal offices, etc.
- 2.2 The Director Shire Services is responsible for approving and funding the cost of dividing fences in respect of Council owned and/or managed land not used for operational purposes.
- 2.3 Private land owners and/or occupiers requesting Council to contribute to the construction of dividing fences are required to submit at least two written quotations for the work, the most advantageous of which is to be accepted in writing by the responsible manager prior to the commencement of work.
- 2.4 The standard fence for residential and commercial land is posts at 3 metre spacings, hardwood/metal rails, clad with timber palings or corrugated iron/colour bond, 1.5 metres in height.
- 2.5 The standard fence for industrial land is 50mm galvanised tube posts at 3 metre spacings, with galvanised chain wire 1.8 metres in height and three horizontal support cables.
- 2.6 The standard fence for farm land is posts at 7 metre spacings with two droppers per panel and seven plain wires or seven line ringlock.
- 2.7 Any failure to obtain agreement with the adjoining owner and/or occupier regarding the standard of fence to be constructed and/or the apportionment of cost shall in the first instance be reported to the Chief Executive Officer (or nominee) who shall endeavour to resolve the situation to the mutual advantage of both parties.

**END**



## COUNCIL POLICY

<b>CORPORATE SERVICES – CAPITAL REINVESTMENT &amp; BORROWING STRATEGY</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide a strategy for funding the acquisition of new municipal assets and the replacement and/or redevelopment of existing municipal assets.

### 2. POLICY STATEMENT

- 2.1 It will be an objective of Council to allocate sufficient capital funding in annual budgets to provide for the timely replacement and/or redevelopment of existing municipal assets.
- 2.2 New borrowings will be utilised only for the purpose of funding major new capital projects and only where insufficient funds are available through the annual budgetary process.

**END**

## COUNCIL POLICY

<b>CORPORATE SERVICES – LOANS TO COMMUNITY GROUPS</b>		<b>Adopted by Council:</b>	11/12/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99 June 2013, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide an equitable and consistent basis for the provision of loans and/or bridging finance to community groups.

### 2. POLICY STATEMENT

- 2.1 Loans may be provided to community groups within the Shire to assist in the provision of new facilities, the extension or modification of existing facilities, the purchase of plant and equipment, or major maintenance considered by Council to be of a capital nature.
- 2.2 Eligibility for assistance under this policy will be limited to community groups providing facilities on Crown land, Council owned land or land vested in trustees for public purposes.
- 2.3 All applications shall be submitted in writing to the Chief Executive Officer who shall recommend approval or non-approval to the Council.
- The Chief Executive Officer shall be authorised to request the provision of such further details as are considered necessary to enable a thorough assessment to be made of each application prior to recommendation to the Council.
- 2.4 Application shall be made prior to the commencement of any project. Projects already commenced will not be eligible for assistance under this policy.
- 2.5 All applications shall be supported by either:
- (i) a detailed business plan which clearly demonstrates the financial viability of the project once completed to repay the loan within the agreed period, or
  - (ii) a detailed plan of the fund raising arrangements to repay the loan within the agreed period.
- 2.6 Any contribution to be made by the community group (less the amount of any loan from the Council) shall be cash in hand prior to the commencement of the project and such amount shall be fully expended prior to the payment of any loan by the Council.

- 2.7 All loans shall be documented by a formal agreement between the duly authorised officers of the community group and the Council.
- 2.8 All loans shall bear interest at the Indicative borrowing rates (TCV yield curve) as published on the State Government of Victoria, Department of Treasury & Finance Website at the date immediately prior to the signing of the agreement plus an additional one per cent per annum and shall be repayable over a fixed term by equal quarterly instalments of interest and principal.
- 2.9 The maximum period for the repayment of any loan shall be ten years.
- 2.10 All loans in excess of \$10,000 shall require personal guarantees to be given by one or more representatives of the community group to the full value of such loan or advance.
- 2.11 Loans provided by Council shall not exceed two-thirds of the community contribution toward any project.

For Example:

	<b>Project No. 1</b>	<b>Project No. 2</b>	<b>Project No. 3</b>
Government Grant	\$50,000	Nil	Nil
Council Contribution	\$20,000	\$6,000	Nil
Community Contribution	\$30,000	\$6,000	\$15,000
Total Project Cost	\$100,000	\$12,000	\$15,000
Maximum Loan	\$20,000	\$4,000	\$10,000
Minimum amount of local contribution to be available in cash prior to commencement	\$10,000	\$2,000	\$5,000

- 2.12 The maximum amount to be loaned to any community group or for any project shall be \$50,000.
- 2.13 The total amount of loans advanced to community groups shall not at any time exceed \$250,000.
- 2.14 Loans will not be made available to match funding made available through Council's Recreational Capital Works Policy.

**END**

## COUNCIL POLICY

<b>CORPORATE SERVICES – INCORPORATION STATUS</b>		<b>Approved by CEO/EMT</b>	14/7/99
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	9/7/08, 09/04/14

### 1. PURPOSE

- 1.1 The purpose of this policy is to ensure that all community groups and organisations in receipt of Council financial assistance are incorporated.
- 1.2 The policy rationale involves objectives associated with legal protection, public accountability and commitment to the group's aims.

### 2. POLICY STATEMENT

- 2.1 This policy applies to Community Initiative Grants, Progress Association Organisational Grants and Australia Day assistance and Newsletter Grants and any other Council financial assistance.
- 2.2 This policy does not apply to Section 86 Committees of Council or Department of Sustainability & Environment Committees of Management.
- 2.3 In instances where a group is affiliated with a parent/umbrella body, incorporation is regarded as a requirement of the local group unless it can be proved otherwise.

**END**

<b>CORPORATE SERVICES – PROCUREMENT POLICY</b>		<b>Adopted by Council:</b>	October 2013
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>		<b>(insert date of each review)</b>	09/04/14

*For complete document – refer to link on [page 6](#)*

## **EXCERPT FROM PROCUREMENT POLICY**

### **POLICY STATEMENT**

Southern Grampians Shire Council is committed to providing Continuous Improvement in the services it provides to the local community. An important element in achieving this is the responsible procurement of goods, services or works.

When evaluating goods, services or works Council intends to purchase or undertake, Council will choose the supplier that provides the “Best Overall Value” to Council.

Other factors that will be considered include compliance with Council policies, related materials and legislative requirements. It is recognised that some of these factors may be difficult to measure and may compete with each other in importance.

Council is committed to being ethical and transparent in the procurement decisions and will continually strive to identify and implement objective approaches to making procurement decisions.

Procurement processes will be continually reviewed and improved towards “best practice”. Future reviews of Council’s Procurement Policy will incorporate these improved processes.

**Council Policies  
Regulatory/Compliance**

## COUNCIL POLICY

<b>REGULATORY/COMPLIANCE – HEAD LICE (PEDICULOSIS)</b>		<b>Adopted by Council:</b>	08/10/97
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 09/04/14

### 1. PURPOSE

- 1.1 The purpose of this policy is to outline Council's role and responsibilities in relation to dealing with head lice infestation or pediculosis.
- 1.2 The State Government in January 1992 ceased the provision of head lice subsidies to Councils and the provision of free head lice lotion.
- 1.3 "The responsibility for ensuring that a child with head lice obtains suitable treatment rests entirely with the child's parents or guardian. Advice on suitable treatment can be obtained from pharmacists, medical practitioners or the Municipal or State Health Departments" as stated in a letter to the MAV by the Hon. Marie Tehan, Minister for Health dated 2 August, 1995.

### 2. POLICY STATEMENT

- 2.1 Council will provide education on head lice prevention and treatment to schools, teachers, students and parents when necessary.
- 2.2 Head lice treatment products will be provided at cost to the general public from the Brown Street Business Centre.
- 2.3 Council will provide at a lesser fee head lice treatment products to health card holders to enable parents to treat their children.
- 2.4 Council will assist relevant bodies with head lice screening in the event of an epidemic.
- 2.5 Requests for assistance with head lice screening may be referred to an independent registered nurse who will provide this service at a charge.

**END**

## COUNCIL POLICY

<b>REGULATORY/COMPLIANCE – LIQUOR CONTROL REFERRALS</b>		<b>Adopted by Council:</b>	12/06/96
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide the Chief Executive Officer (or his nominee) with delegated authority to comment on routine referrals made to Council in accordance with Section 33 of the Liquor Control Reform Act 1998.

### 2. POLICY STATEMENT

- 2.1 Section 33 of the Liquor Control Reform Act 1998 requires the Director of the Liquor Licensing Commission to refer to the relevant municipal council for comment an application for a license for the variation of a license, or for the relocation of a license.. However, the referral of an application for a limited license to Council is at the discretion of the Director of Liquor Licensing.
- 2.2 The Chief Executive Officer (or his nominee) is delegated with authority to respond on behalf of the Council in respect of the following referrals:
- applications for the transfer of an existing license or permit subject to there being no change in the hours of operation;
  - applications for limited licenses for “occasional” local functions; or
  - applications for limited licenses to permit a temporary extension of trading hours at existing licensed premises on specified dates, associated with local events and/or special occasions.
- 2.3 The Chief Executive Officer (or his nominee) shall make such inquiries as are considered appropriate with relevant Council staff, local police and throughout the local community prior to making any comment.
- 2.4 Any applications involving an applicant or licensed premises in respect of which formal complaints are known to have been made to Liquor Licensing Victoria, Victoria Police or the Council, or any breach of license conditions is known to have occurred during the five years immediately preceding the date of application, shall be reported to the Council for determination.

**END**



**Council Policies**  
**Emergency Management**

## COUNCIL POLICY

<b>EMERGENCY MANAGEMENT - CHARITY FUND</b>		<b>Policy No.</b>	051
		<b>Adopted by Council:</b>	13/05/98
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 09/04/14

### 1. PUPOSE

This policy provides for the establishment of a Charity Fund which shall receive an allocation of \$3,000 every year or such greater amount as the Council may from time to time determine.

### 2. POLICY STATEMENT

- 2.1 The Charity Fund shall be available for distribution by and at the sole discretion of the Mayor who may authorise payments not exceeding \$250 to any individual or \$500 to any family resident within the Shire suffering from the affects of fire, flood or other disaster resulting in serious personal injury or illness, loss of accommodation and/or personal effects or suffering extreme financial hardship and who are considered deserving of assistance from the Council.
- 2.2 The Mayor may authorise payments from the Charity Fund not exceeding \$500 in any single instance to appeals for the provision of relief to the victims of any declared national disaster within Australia and which is considered deserving of support from the Council.
- 2.3 All payments from the Charity Fund shall be reported to the Briefing Session of Council next following.
- 2.4 The Mayor shall be authorised to offer the services of the Council as trustee for any public appeal conducted in response to a disaster occurring within the Shire and to utilise the facilities of the Council (including the licensed post office agencies) for the collection of donations, and to distribute the funds collected in accordance with the directions of a committee publicly elected for the purpose or in the absence of any such committee, by the Council.

**END**

## **Council Policies**

### **Community Development**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT - COMMUNITY ORGANISATION AND SUPPORT</b>		<b>Adopted by Council:</b>	14/06/95
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 11/05/11, July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The objective of this policy is to strengthen locally based, community benefiting organisations by encouraging a culture for organisations that is built on autonomy and self-sufficiency, and by reducing the dependency of organisations on local government and other forms of government for support in day to day operations.

### 2. POLICY STATEMENT

To assist with the administrative support of community organisations, Council will make available an annual operational grant of \$300.00 on application to community organisations that meet the advertised guidelines and the following criteria:

- The primary objective of the community organisation is the promotion of broad community interests;
- The community organisation does not operate to generate a monetary profit for its members;
- Membership of the community organisation is available to all members of the community;
- The operations of the community organisation are primarily confined to the area encompassed by the Southern Grampians municipality;
- The community organisation has a membership of ten or more members;
- The community organisation is not affiliated with a regional, state, national or international body;
- The community organisation has an annual financial plan; and
- The community organisation is not a recipient of other forms of government financial support for operations.

Special Conditions of Grant:

1. The grant funds must only be utilised for administrative support purposes.

2. To be considered, groups shall submit an application form through Council's bi-annual community grant process. Applications will be assessed and decided by the Community Grants Assessment Team.
3. To be eligible for support in subsequent years, recipients of the grant must provide satisfactory evidence that the money provided has been utilised to support the day-to-day administrative costs of the organisation.

**END**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT – DIVERSITY AND INCLUSION</b>		<b>Adopted by Council:</b>	09/02/11
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The purpose of the policy is to record Council’s commitment to the principles of diversity and inclusion.

This policy identifies that the Southern Grampians Shire Council is committed to ensuring that the community is accessible for and inclusive of all members of the community and visitors

Council considers an accessible and inclusive community as one in which people with disabilities, their families and carers, and people from diverse backgrounds and cultures can access and are welcomed to participate in all Local Government functions, facilities and services in the same manner and with the same rights and responsibilities as other members of the community.

Council recognises that all members of the community are valued and make a variety of contributions to local, social, economic and cultural life. Council also believes that a community that recognises diversity and supports the participation and inclusion of all its members makes for a richer community.

*The Southern Grampians Shire Council Diversity and Inclusion Policy will:*

- Provide the fundamental principles and strategies to ensure that the Southern Grampians Shire is a diverse and inclusive community.

*The following principles will underpin the SGSC Diversity and Inclusion Policy:*

- Participation – the act of taking part or sharing in something
- Acceptance – the act or process of accepting
- Equity - fairness: actions, treatment of others, or a general condition characterised by justice, fairness, and impartiality
- Social Justice - the values of fairness, equality, respect for diversity, access to social protection and the application of human rights in all spheres of life, including in the workplace.<sup>1</sup>

<sup>1</sup> [www.un.org](http://www.un.org): ‘Lack of Social Justice Anywhere Is Affront to Us All.’

- Inclusive communities are strengthened by the diversity of their population and the contribution they make

## **2. POLICY STATEMENT**

Local government has an important role to play in leading the community to be inclusive of all residents in all spheres of life. The Diversity and Inclusion Policy is to be implemented across all Council Divisions and Departments and its work with the community and business sector can impact on a whole of community response to inclusiveness.

## **3. GENERAL GUIDELINES**

The Southern Grampians Shire Council is committed to providing equal and inclusive services, facilities, works, programs and employment practices thereby ensuring that within reason:

- Council's planning and service delivery takes into account the needs of all people in the community.
- All people have access to quality services and opportunities without discrimination.
- All residents feel supported and welcome to fully participate in Council services, programs and planning.
- All people within the shire can enjoy a secure and quality lifestyle, cultural and economic opportunities, and a sense of community.
- People of all backgrounds and abilities have the opportunity to achieve their potential and participate fully in the community.

## **4. RELEVANT COUNCIL PROGRAMS AND PLANS**

The Southern Grampians Diversity and Inclusion Policy is supported by the following Council Committees, Programs and Plans:

- Community Inclusion Advisory Committee/Plan
- Rural Access Program
- Inclusive Leisure Initiative
- Health and Wellbeing Plan
- Hamilton Structure Plan
- Council affiliation with Companion Card and Carer Card
- And other related programs and documents

## **5. RELATED LEGISLATION**

This Diversity and Inclusion Policy is based on current and previous relevant Commonwealth and State Government Legislation which includes:

- The Disability Act 2006 (VIC)
- The Victorian Charter of Human Rights and Responsibilities 2006 (VIC)
- Access and Inclusion Policy (Version 1.2) Page 4 of 4
- The Racial and Religious Tolerance Act 2001 (VIC)

- The Racial Hatred Act 1995 (CTH)
- The Human Rights (Sexual Conduct) Act 1994 (CTH)
- The Disability Discrimination Act 1992 (CTH)
- The Privacy Act 1988 (CTH)
- The Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (CTH)
- The Affirmative Action (Equal Opportunity Commission) Act 1986 (CTH)
- The Human Rights and Equal Opportunity Commission Act 1986 (CTH)
- The Sex Discrimination Act 1984 (CTH)
- A Fairer Victoria 2005
- Social Inclusion Agenda 2009 – (CTH)

**END**



## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT – CULTURAL PROTOCOLS AND PRACTICES</b>		<b>Adopted by Council:</b>	12/10/11
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The purpose of the policy is to record Council's commitment to the Aboriginal Community within the Southern Grampians Shire. It recognises that the Shire of Southern Grampians encompasses the traditional lands of the Gunditjmarra, Tjap Wurrung and Bunganditj people and the rich and diverse contribution that Aboriginal people have made and continue to make toward the identity, wellbeing and prosperity of the Shire. It also recognises that there are people from other Aboriginal and Torres Strait Islander communities living in the Shire.

This policy identifies that the Southern Grampians Shire Council acknowledges and respects the Aboriginal cultural heritage of the Southern Grampians Shire and is committed to working together with the local communities to achieve a culturally inclusive community.

*The Southern Grampians Shire Council Cultural Protocols and Practices Policy will:*

- Assist Council in observing the appropriate protocols in recognising the Traditional Custodians of the Land of the Southern Grampians Shire.

*The following actions will underpin the SGSC Indigenous Policy:*

- Flying of the Australian Aboriginal flag and
- Acknowledgement or Welcome to Country ceremonies.

### 2. POLICY STATEMENT

Local government understands the honoured place of Aboriginal and Torres Strait Islander Australians within our nation's history, and promotes understanding, respect and reconciliation. This policy applies to events and meetings which constitute public functions of the Council and will apply to all Council Divisions and Departments.

### 3. DEFINITIONS

- **Traditional Custodians** today are descendants of the original inhabitants who have ongoing spiritual and cultural ties to the land and waterways where their ancestors lived.

- **Welcome to Country** is where a Traditional Custodian welcomes people to their country at the beginning of a meeting, event or ceremony. An appropriate person such as a recognised Elder within the local area needs to conduct this ceremony.
- **Acknowledgement of Country** is where other people recognise and show respect for the country on which an event is taking place.
- The **Australian Aboriginal Flag** is a flag that represents Indigenous Australians. The symbolic meaning of the flag colours is:
  - Black: Represents the Aboriginal people of Australia
  - Red: Represents the red earth, the red ochre and a spiritual relation to the land
  - Yellow: Represents the Sun, the giver of life and protector



#### 4. GENERAL GUIDELINES

Southern Grampians Shire Council is committed to promoting and achieving cultural inclusiveness and recognises the unique position of Aboriginal and Torres Strait Islander people in Australian culture and local history. It is the responsibility of the chair of a meeting or event organiser to ensure that the appropriate Aboriginal acknowledgement is undertaken at that function. The acknowledgements are outlined below:

##### **Acknowledgement of Country:**

An Acknowledgement of Country will be given at Council meetings and official openings and events. The first speaker at the function (following the welcome or in the absence of a welcome) will give the Acknowledgment of Country. As outlined below:

*“Our meeting/conference/workshop is being held on the traditional lands of the Gunditjmara, Tjap Wurrung and Bunganditj people.*

*I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today.”*

##### **Welcome to Country:**

A welcoming ceremony will be arranged for major public forums and functions. A representative of the Traditional Custodians will be invited to perform the Welcome to Country ceremony, which may vary from speeches of welcome to traditional dance and smoking ceremonies.

##### **Flying of the Aboriginal Flag:**

As part of the process of unity, Southern Grampians Shire Council will fly the Aboriginal flag at Council’s main office, 111 Brown Street, Hamilton on a daily basis with the Aboriginal Community to conduct a flag raising ceremony as a part of NAIDOC Week.

The order in which flags should be flown is (from the left)

1. Australian flag
2. State Flag
3. Australian Aboriginal flag

In the case of a death in the Aboriginal Community, the Aboriginal flag will be lowered to half-mast on the day of the funeral, as advised by Winda-Mara, Gunditj Mirring Traditional

Owners Aboriginal Corporation, Barengi Gadjin Land Council Aboriginal Corporation or Martang Pty Ltd.

**There are certain Indigenous protocols that must be observed:**

- The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed to by the relevant family;
- Sensitivity to knowledge that is gender specific (commonly referred to as 'Women's Business' or 'Men's Business');
- Appropriate acknowledgement of guest artists that are either from or supported by the local Aboriginal community.
- In some situations, members of the Aboriginal or Torres Strait Islander community will advise staff if they are not permitted to discuss the protocol or ceremony because of age, gender and status.

**5. RELEVANT COUNCIL PROGRAMS AND PLANS**

The Cultural Protocols and Practices Policy is supported by the following Council Committees, Programs and Plans:

- SGSC 2013-2017 Council Plan
- SGSC Diversity and Inclusion Policy

**6. RELATED DOCUMENTS**

This Indigenous Policy is based on current and previous relevant and related documents which include:

- The Victorian Charter of Human Rights and Responsibilities 2006 (VIC)
- [Victorian Indigenous Affairs Framework \(VIAF\)](#)
- Aboriginal Affairs (Arrangements with the States) Act 1973
- Aboriginal and Torres Strait Islander Act 2005
- Aboriginal and Torres Strait Islander Commission Amendment Act 2005
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984
- Aboriginal Heritage Act 2006
- Aboriginal Lands Act 1991
- United Nations Declaration on the Rights of Indigenous Peoples, **adopted by General Assembly Resolution 61/295 on 13 September 2007**
- Native Title Determinations VID 6004 of 1998, VID 655 of 2006

**END**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT – COMMUNITY ENGAGEMENT</b>		<b>Adopted by Council:</b>	09/06/10
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	DSF	<b>(insert date of each review)</b>	July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

Southern Grampians Shire Council is committed to strong and effective community engagement activities in order to improve its decision-making processes for planning, service delivery and major projects. This policy aims to broadly define SGSC's approach to engaging with its community. It has application across the full range of policy, program and service issues and is integral to Council's integrated planning framework.

### 2. PRINCIPLES

Council acknowledges and understands its community's desire to participate in decisions that affect them and will:

- provide a means for engaging with them in those decisions that affect their lives,
- seek the community's input on future plans, strategies and projects to improve understanding, efficiency, responsiveness and decision-making, and
- base community engagement activities on trust, inclusion, respect, flexibility and mutual understanding.

As a broad principle Council recognises the role of Township Progress Associations in engaging the communities with Council.

### 3. SCOPE

'This policy will apply to all *community engagement* activities of SGSC that involve the public in problem solving or decision making and use public input to make decisions.

The Southern Grampians Shire Council '*community*' refers to all individuals or groups associated with the Southern Grampians Shire Local Government Area (LGA), including, but not limited to, residents, ratepayers, businesses, shopkeepers and business associations, community groups and organisations, emergency services, schools and educational institutions and churches.

This policy applies to Councillors, Council employees and to consultants engaged by Council.

#### **4. POLICY STATEMENT**

Southern Grampians Shire Council is committed to fulfilling its obligations under the Local Government Charter and recognises its obligations under the *Local Government Act 1989* as they pertain to participation, consultation and engagement.

It will implement robust and comprehensive community engagement practices to facilitate a dialogue that builds relationships and informs and improves decision-making.

It will continually improve its capacity and performance in community engagement through ongoing training, resource development, and review and evaluation.

Council will also work with communities to identify the most appropriate and effective engagement methods in order to continually improve relationships and understanding between all parties.

#### **5. APPLICATION**

Council will apply community engagement methodologies appropriate to the circumstances and desired outcomes of any specific engagement.

Where the activities are significant and community engagement necessary, Council will formulate a Community Engagement Plan for that activity, identifying the specific engagement methodologies to be employed and assigning responsibilities for the various tasks. The methodologies used will be based on the International Association of Public Participation's Spectrum of Community Participation shown in the Council Community Engagement Guidelines.

Engagement activities will start as early as possible to allow time for community involvement and comment with reasonable deadlines set for participants to respond and for the completion of tasks. Adequate time will be allowed for participants to contribute with sufficient flexibility to consider unexpected issues that arise.

When the activities are related to operational processes, Council will ensure that appropriate internal communications support collaborative and integrated decisions.

#### **6. RESOURCING**

*Southern Grampians Shire Council officers will ensure that all significant consultation exercises are carefully and transparently costed.*

Southern Grampians Shire Council will support continuous improvement of its engagement practices by:

- Training staff involved in community engagement with the principles of good consultation, implementation of sound consultation and evaluation of the consultation.
- Reviewing and improving the tools used to undertake effective engagement, track public opinion and monitor and evaluate the Community Engagement processes implemented.

## **7. REVIEW**

This policy will be reviewed after six months and 12 months in the first instance and annually thereafter.

## **8. ASSOCIATED POLICIES/DOCUMENTS (attached on intranet)**

- Brisbane Declaration on Community Engagement adopted at the first International Conference on Engaging Communities, held in Brisbane, Australia, August 2005.
- International Association of Public Participation's Spectrum of Community Participation
- Southern Grampians Community Engagement Guidelines
- Strategic Planning Process Deployment Flowchart

The Community Engagement guidelines are available from Council's intranet website for all Council staff to use when planning community engagement projects. It includes practical resources, templates, examples and checklists to assist Council officers when implementing their community engagement projects.

**END**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT - YOUTH</b>		<b>Adopted by Council:</b>	11/03/98
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 11/05/11, July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The Southern Grampians Shire Council recognises that young people are vital to the social and economic future of the local community. Council recognises and wishes to harness the social, cultural and economic diversity of its community and as such has an important role to play in supporting and planning of Youth Services in the Southern Grampians.

The purpose of this policy is to outline Council's role in relation to the needs of the young people of the Southern Grampians Shire.

*The Southern Grampians Shire Council Youth Policy will:*

- Formalise and clarify Council's commitment to young people in the Shire
- Recognise the value of consulting with young people on the future of the Shire
- Support the needs of young people within the Shire

### 2. POLICY STATEMENT

Council's vision 'to be Australia's Most Liveable Provincial Community' is underpinned by goals and strategies that recognise the role that Council has in supporting young people and their contribution to the community:

The specific components of Council's role are as follows:

- To identify, research and monitor the needs of young people in the Southern Grampians Shire, in consultation with young people and relevant organisations.
- To undertake a leadership role in the Shire in planning and developing services for young people.
- To undertake a leadership role in facilitating and encouraging local organisations providing services for young people to work together in a co-ordinated and strategic fashion.

- To advocate to government departments, other organisations and the community in relation to the needs of young people living in the Shire.
  - To directly provide a range of services and facilities for young people in the Shire in accordance with Council priorities and budgetary capabilities.
  - To plan and manage the Shire's resources allocated to working in the youth area effectively and efficiently.
  - To ensure the availability of accessible and up to date information about services and resources available to young people.
  - To assist in the promotion of a positive image of young people in the Shire.
  - To assist and encourage young people in the Shire to participate in the activities of the community and in decision making affecting their lives.

### **3. GENERAL GUIDELINES**

The actions which will be undertaken by Council to meet the requirements of this policy will include:

- Provision of support to agencies, (where possible), to promote a strong youth focused approach.
- Provision of support for the development of forums for young people.
- Provision of support and information to local and regional youth focused committees.
- Provision of information regarding the youth services within the Shire when requested.
- Provision of grant funding to support youth groups and organisations within the Shire to positively engage young residents of the Shire.

### **4. RELEVANT COUNCIL PROGRAMS AND PLANS**

The Southern Grampians Youth Policy is supported by the following Council Committees, Programs and Plans:

- Municipal Public Health and Wellbeing Plan
- SGSC Youth Grant

### **5. RELATED DOCUMENTS**

This Youth Policy is based on current and previous relevant and related documents which include:

- The Victorian Charter of Human Rights and Responsibilities 2006 (VIC)

**END**



## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT - GREATER GRANTS</b>		<b>Adopted by Council:</b>	11/06/2014
		<b>Approval by EMT:</b>	14/05/2014
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	DSF	<b>(insert date of each review)</b>	20/01/2014

### 1. PURPOSE

- 1.1 This policy is to outline the process by which all Greater Grants submissions will be considered by Council.

### 2. STATEMENT

- 2.1 Conditions of Greater Grants:

The conditions of the Greater Grants are as follows:

- 2.1.1 Assistance shall be considered to organisations, groups, committees and individuals that directly benefit the Southern Grampians Shire.
- 2.1.2 All applications will be assessed using pre-determined evaluation criteria taking into consideration key strategic objectives within the Council Plan, Strategies or Community Plans.
- 2.1.3 The Greater Grants will remain open throughout the year and will be assessed at regular meetings of the Council's Community Planning Focus Group (CPFPG).
- 2.1.4 The maximum amount that could be allocated per applicant per financial year is \$15,000.
- 2.1.5 The amount allocated to the grant categories will be determined annually as part of Council's budget process.
- 2.1.6 Grant applications for amounts greater than \$2,500 will be taken to Council for a resolution through 3 rounds annually.
- 2.1.7 Applications for \$2,500 or greater, must demonstrate cash or in-kind contributions and must provide evidence of cash held, or must be able to demonstrate their financial capacity. Any applicable Annual Operational Subsidies provided by Council are not to be used as the applicant's cash contribution toward the project.

- 2.1.8 No funds will be allocated for works, projects or events that have already been undertaken.
- 2.1.9 In any financial year applicants can make one or more submissions.
- 2.1.10 The grant amount approved by Council cannot be increased post-funding approval. In the case of a funding shortfall, funding will not be made available by way of a Council loan.
- 2.1.11 Grant recipients will be required to publically acknowledge Council's contribution as detailed in the funding agreement.
- 2.1.12 The individual grant policies and guidelines, as identified in Section 3, shall have overriding application when applying this policy.

### **3. Categories/Contribution**

82% of the funding total is pre-allocated across the 6 grant categories. The remaining 18% remaining is allocated based on demand.

The Greater Grant Scheme Categories/Contributions are as follows:

- 3.1 *Community Infrastructure Grants* which assist groups or individuals to enhance, improve, or renew physical assets. A percentage of no less than 34% of the total funding will be allocated to this category.
- 3.2 *Arts and Culture Development Grants* which assist groups or individuals realise creative projects. A percentage of no less than 6% of the total funding will be allocated to this category.
- 3.3 *Community Strengthening Grants* which assist groups or individuals to enhance, improve or renew social assets. A percentage of no less than 6% of the total funding will be allocated to this category.
- 3.4 *Tourism & Events Grants* which assist groups or individuals to develop, enhance, or promote a new or growing tourism product or event. A percentage of no less than 24% of the total funding will be allocated to this category.
- 3.5 *Environmental Sustainability Grants* which assist groups or individuals to protect or improve the natural environment. A percentage of no less than 6% of the total funding will be allocated to this category.
- 3.6 *Heritage Grants* which assist groups or individuals to maintain, document or restore items of historical significance. A percentage of no less than 6% of the total funding will be allocated to this category.

**END**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT – DONATION FUND</b>		<b>Policy No.</b>	078
		<b>Adopted by Council:</b>	14/04/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>		<b>(insert date of each review)</b>	09/06/99, 09/04/14

### 1. PURPOSE

- 1.1 The purpose of this policy is to establish a set of criteria for assessing requests for financial assistance.
- 1.2 This policy recognises the intention of all other council funding schemes including Council's Community Initiative Grant Scheme, the Recreational Capital Works Grant Scheme and the Charity Fund.
- 1.3 Where external funding sources exist, funding will not be considered under this policy.
- 1.4 The purpose of this policy is not to waive any Council fees or charges but to consider requests for assistance which may encompass the cost associated with payment of a fee or charge

### 2. POLICY STATEMENT

- 2.1 Assistance will be considered for projects, activities or for special reasons which have a discrete timeline and which are not ongoing in terms of Council's commitment.
- 2.2 The project, activity or event must seek to benefit the broader community and not have a detrimental impact on the aspirations of sections of the community or individuals.
- 2.3 The project, activity or event must not conflict with the policy directions of Council. Appropriate advice and consultation with relevant groups or organisations must be undertaken.
- 2.4 Assistance from the Donation Fund shall not be considered for individual or personal needs unless where personal hardship in the payment of Council charges is experienced.

- 2.5 Assistance from the Donations Fund will not be considered for the support of fundraising activities nor for capital assistance for projects not deemed to be the Council's responsibility within the Shire and beyond.
- 2.6 Applications for assistance must be made in writing documenting the nature of the request, the reasons why assistance is required and evidence of the financial circumstances (ie. financial statement for group or other evidence for individual in accordance with 2.4).
- 2.7 All requests for assistance which are not outside the parameters of this policy will be presented to Council for its determination.
- 2.8 Council will determine an annual budgetary allocation for the Donation Fund. The total of all requests approved by Council shall not exceed this allocation.

**END**

**Council Policies**

**Community Services**

## COUNCIL POLICY

<b>COMMUNITY DEVELOPMENT – SUPPORT TO PRE-SCHOOLS</b>		<b>Adopted by Council:</b>	12/08/98
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/02/99, July 2012 (Format revision only), 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's responsibility regarding financial assistance to Pre-Schools throughout the Shire.

### 2. POLICY STATEMENT

- 2.1 Council will fund the cost of major maintenance and structural works on Council owned buildings as follows:
- Cavendish Hall (Pre-School Room attached to Hall)
  - Coleraine Pre-School
  - Dunkeld Pre-School
  - Glenthompson Pre-School
  - Penshurst Pre-School
- 2.2 Council will fund the cost of standard boundary fencing where Council owns the land but does not own the building. This relates to the Church Hill Pre-School.
- 2.3 Pre-School committees accept responsibility for minor maintenance and repair work.
- 2.4 Applications received for playground developments where Council owns the building will be considered within the budgetary parameters. These developments must relate specifically to adaptations for special needs children or for high risk safety purposes.

**END**

**Council Policies**  
**Leisure Services**

## COUNCIL POLICY

<b>LEISURE SERVICES – MANAGEMENT OF RECREATION RESERVES</b>		<b>Adopted by Council:</b>	10/02/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	07/05/13
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	09/04/08, 07/05/13, 09/04/14

### 1. PURPOSE

- 1.1 The purpose of the policy is to develop guidelines for the provision of financial assistance to recreation reserves committees across the Shire.
- 1.2 The three principles which inform the policy are:
- similarity in purpose and function (through a categorisation system);
  - consistency and equity (through financial formula);
  - retention and acknowledgment of community contribution.

### 2. POLICY STATEMENT

- 2.1 The categorisation system recognises similarity in purpose and function of recreation reserves to ensure consistency and relativity in Council's approach to financial assistance and user contributions.

The specific factors which have been taken in account are:

- catchment of users;
- scale of events and activities;
- capacity to raise funds;
- demonstrated need for reserve and the level of operation in Shire;
- quality of facility and level of maintenance.

- 2.2 The two categories are:

a) *Regional Significance*

The five reserves of "Regional Significance" are as follows:

- Pedrina Park
- Melville Oval
- Silvester Oval
- Mitchell Park
- Hamilton Showgrounds

The financial arrangements for "Regional Significance" category are:



(i) Pedrina Park:

Regular users of Pedrina Park will contribute a monetary component of 15% of the facility's previous financial year actual operational cost.

(ii) Melville Oval:

Regular users of Melville Oval will contribute a monetary component of 25% of the facility's previous financial year actual operational cost.

(iii) Silvester Oval Sports Management Committee:

Council will provide up to \$33,500 per annum for maintenance. Users will contribute a monetary amount equivalent to a minimum 10% of the facility's previous financial year actual operational cost.

(iv) Mitchell Park:

Regular users of Mitchell Park will contribute a monetary component of 10% of the facility's previous financial year actual operational cost.

(v) Hamilton Showgrounds:

Regular users of the Hamilton Showgrounds will contribute a monetary component of 25% of the facility's previous financial year actual operational cost.

*b) Local Significance:*

Three levels are identified within the "Local Significance" category. Committees can apply for assistance up to a maximum amount according to category. They include:

(i) Maximum \$9145

Balmoral Recreation Reserve  
Hamilton Recreation Reserve  
Kennedy Oval

(ii) Maximum \$5546

Branxholme Recreation Reserve  
Glenthompson Recreation Reserve  
Dunkeld Recreation Reserve  
Penshurst Recreation Reserve  
Cavendish Recreation Reserve  
Tarrington Recreation Reserve  
Byaduk Recreation Reserve

(iii) Maximum \$1770

Pigeon Ponds Recreation Reserve  
Woodhouse/Nareeb Reserve

- 2.3 The monetary contribution payable to Council by Recreation Reserves with designated Regional Significance status will be calculated as a percentage of the Council's previous financial year actual operational cost for the reserve "Operational" is defined as those components which are ongoing or recurrent. Depreciation will not be included in the

operational budget for this purpose. The cost of operational utilities and the contribution payable by user groups will be detail specifically within each user group agreement.

- 2.4 The Committees are encouraged to advise Council on the apportionment of the Council fee between the participating user groups. The responsible officer will ensure that a fair and equitable methodology has been adopted.
- 2.5 The maximum operating grant payable for the three levels identified within the Local Significance category and the Coleraine Sports Ground Committee will increase annually by 5%, or alternate rate to be determined by Council.
- 2.6 The Silvester Oval Sports Management Committee and all Reserve Committees managing reserves of Local Significance and which receive an operating grant from Council shall be required to submit annual financial statements.

**END**

## COUNCIL POLICY

<b>LEISURE SERVICES – PUBLIC HALLS</b>		<b>Adopted by Council:</b>	10/02/99,
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>		<b>(insert date of each review)</b>	12/05/04, 12/09/12, 09/04/14

### 1. PURPOSE

- 1.1 The purpose of the policy is to identify Council's resourcing commitment to public halls across the Shire.
- 1.2 The policy identifies three categories of support to Halls and focuses on the recognition of one "primary" hall in each township in the Shire.

### 2. POLICY STATEMENT

2.1 The three categories of support are:

- Designated Township hall.
- Halls owned by Council.
- Other public halls in the Shire.

2.2 Category 1

Council will provide financial support for one hall in each of the townships.

The support will be in terms of:

- building and contents insurance coverage (or insurance cost reimbursement).
- public liability insurance for Council owned facilities.
- the opportunity to apply to Council for operational and capital works assistance in each budget year.

The public halls involved are:

- Balmoral Mechanics Institute
- Dunkeld Hall
- Branxholme Public Hall
- Coleraine Mechanics Institute

- Cavendish Soldiers Memorial Hall
- Penshurst Hall
- Glenthompson Hall
- Patterson Park Hall
- Byaduk Hall

### 2.3 Category 2

Council will insure for public liability, building and contents insurance the following Council owned or managed facilities. Council will require reimbursement of 50% of these costs from Hall Committees. Each will be managed by a Section 86 Committee with an Instrument of Delegation.

- Carapook Hall
- Konongwootong Hall
- Nareen Mechanics Institute

### 2.4 Category 3

Council will arrange for building and contents insurance and will require reimbursement of these costs from the Hall committees. The Committees will be either Committees with incorporated status or committees instituted by the Department Sustainability & Environment and will arrange for their own public liability insurance.

- Woodhouse/Nareeb Hall
- Melville Forest Hall
- Buckley Swamp Hall
- North Byaduk Hall
- Mooralla Community Centre
- Gringegalgona Hall
- Pigeon Ponds Memorial Hall
- Tarrenlea Hall
- Mirrinatwa Hall
- Morgiana Hall
- Vasey Hall
- Konongwootong Hall
- Muntham Hall
- Yulecart Hall
- Victoria Valley Hall

2.5 Halls in category 2 and 3 are not eligible for operational assistance from Council.

2.6 All hall committees are eligible to apply for Capital Works funding each year.

**END**

## COUNCIL POLICY

<b>LEISURE SERVICES – OPERATIONS OF OUTDOOR POOLS (SOUTHERN GRAMPIANS COMMUNITY POOLS)</b>		<b>Adopted by Council:</b>	12/11/03
		<b>Approval by EMT:</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	SER	<b>(insert date of each review)</b>	10/11/04, 02/07/06, 14/11/07, 09/01/08, 11/02/09, 12/10/11, July 2012 (Format revision only), 26/11/12, 09/04/14

### 1. PURPOSE

- 1.1 This policy aims to outline the framework for the operations of Southern Grampians Community Pools.

### 2. POLICY STATEMENT

#### 2.1 *Management*

Council is responsible for the management of six Council outdoor pools.

#### 2.2 *Insurance*

- 2.2.1 Council is the Department of Sustainability and Environment designated committee of management for the Hamilton, Peshurst, Coleraine, Balmoral and Dunkeld pools which are located on Crown land. The Glenthompson Pool is located on Council-owned land.

- 2.2.2 Public liability/professional indemnity insurance cover is consistent with the land ownership.

#### 2.3 *Service Levels*

- 2.3.1 The pools are divided into two zones, Hamilton and rural. These zones are based on population demographic, features and needs which in turn are reflected as differences in service levels. The zones are as follows:

- a. Hamilton
- b. Balmoral, Coleraine, Dunkeld, Glenthompson, Peshurst

- 2.3.2 The pools are further categorised as heated – with a functional pool heating system - and unheated.
- Heated Swimming Pools: Balmoral, Coleraine, Dunkeld, Hamilton
  - Unheated Swimming Pools: Glenthompson, Penshurst
- 2.3.3 Heated pools will be closed (subject to approval of the Manager Hamilton Indoor Leisure and Aquatic Centre) when the air temperature forecast by the Bureau of Meteorology at mid-afternoon for the next day is less than 21°C.
- 2.3.4 Unheated pools will be closed (subject to approval of the Manager Hamilton Indoor Leisure and Aquatic Centre) when the air temperature forecast at mid-afternoon for the next day by the Bureau of Meteorology is less than 23°C.
- 2.3.5 Outdoor Pool season members will be able to access the Hamilton Indoor Leisure and Aquatic Centre on the occasions that the pool is closed.
- 2.3.6 Early morning swimming will continue regardless of cold weather. Pools may be closed for safety reasons during extreme weather conditions, such as thunderstorms and high winds.
- 2.3.7 All pools may remain open (subject to the approval of the Manager Hamilton Indoor Leisure and Aquatic Centre or Duty Supervisor in charge) when the air temperature is 26°C or more at 6.45pm or later and when there is reasonable patronage in the water (greater than 5 patrons).
- 2.3.8 Hamilton Outdoor Swimming Pool will open to the public at 10.00am when the air temperature forecast at mid-afternoon for the next day by the Bureau of Meteorology is 35°C or more.
- 2.3.9 The service levels will be described in terms of length of season, total hours of operation and programming requirements. (Schedule 1 describes these service levels in detail.)
- 2.3.10 A fees and charges structure shall reflect the service levels in accordance with the zones.
- 2.4 *Local Input*  
A Central Pools Advisory Committee shall provide input to the Leisure Services Unit on strategic and operational issues.
- 2.5 *Section 86 Committees*
- 2.5.1 Revenue raised by Section 86 committees from admission charges shall be expended on pool related purposes in accordance with the relevant Deed of Delegation.
- 2.5.2 An annual plan of anticipated expenditure will be developed to the satisfaction of the Manager Hamilton Indoor Leisure and Aquatic Centre. This shall involve essential and basic maintenance items proposed to be completed by the Section 86 Committee.
- 2.5.3 Contributions to items identified in Council's Capital Works Program will be encouraged, especially where the committee has the financial capacity to do so.

2.6 *Programming*

- 2.6.1 Unsupervised early morning swimming is permitted by Council for the Glenthompson Pool and by the Department of Sustainability and Environment for pools located on Crown land if undertaken in strict accordance with the “Guidelines” as updated from time to time.
- 2.6.2 Usage of the pools by schools and approved training squads for up to two weeks beyond the defined pool season is permitted if:
- a) responsible Council staff are available (not necessarily on site)
  - b) adequate supervision is provided by applicant body
  - c) insurance cover is provided which meets Council’s insurance requirements
  - d) sufficient chemicals are available. No further ordering will be undertaken after February.
- 2.6.3 Where possible, aquatic programs will be developed and implemented.

## 2.7 *Maintenance and Capital Works*

An annual maintenance and capital works program will be developed with input provided from the Central Pools Advisory Committee.

## SCHEDULE 1: SERVICE LEVELS DETAILS

### *Season Length:*

- (i) Hamilton:  
First weekend in November - last weekend in March
- (ii) Coleraine, Dunkeld, Glenthompson, Penshurst:  
First weekend in December – Labour Day public holiday in March
- (ii) Balmoral:  
First weekend in December – last week end in March

### *Hours of Service:*

#### All Pools (except Balmoral):

<i>Schools Operating</i>		
Monday - Friday	3.15pm -	6.45pm
Weekends/public holidays/school holidays	12.00noon -	7.00pm

#### Balmoral:

<i>Schools Operating</i>		
Monday - Friday	3.15pm -	6.45pm
Weekends/public holidays/school holidays	1.00pm -	7.00pm

### *Programming Arrangements:*

Supervised early morning swimming from 6.00am - 9.00am (Monday, Wednesday, Friday) at the Hamilton Outdoor Swimming Pool from the first full weekend in November until the last weekend in March.

Supervised early morning swimming at Coleraine Pool for three hours per week, subject to approval of times by Manager Hamilton Indoor Leisure and Aquatic Centre.

Unsupervised early morning swimming for six hours per week available at all pools except Hamilton subject to approval of times by Manager Hamilton Indoor Leisure and Aquatic Centre and minimum of three swimmers on each occasion.

Swimming carnivals can be booked by schools at all pools as per schedule of adopted fees and charges outside the stated times and in accordance with 2.6.2 of this policy

**END**



**Council Policies**  
**Cultural**

## COUNCIL POLICY

<b>CULTURAL – ART GALLERY ACQUISITION</b>		<b>Approved by CEO/EMT</b>	12/06/96
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	09/04/14

### 1. PURPOSE

The purpose of this policy is to provide a framework for the acquisition of all art works be it via bequest, gift, purchase or tax incentive donations to the Hamilton Art Gallery collection. This applies to all existing and future acquisitions.

### 2. POLICY STATEMENT

#### 2.1 *General Principles*

The General Principles for the acquisition of art works shall be;

- a) collecting is always to be carried out in pursuit of maximising public interest.
- b) all reasonable precautions will be taken to avoid acquiring works which are offered as gains through illicit trade.
- c) the gallery must be able to obtain clear and valid title to all works it accepts into the collection, with the exception of long term loans.
- d) the gallery will not seek to accept works which bear inappropriate or unacceptable restrictions on their use, but will honour such restrictions if it does accept such work.
- e) to honour the U.N.E.S.C.O. Cultural Convention of 1970 on means of prohibiting and preventing of 'Illicit Import, Export and Transfer of Ownership of Cultural Property'.
- f) all items are to have an acquisition report written and copies are to be given to the Trustees when the item is partially or fully paid for with Trust Funds.

#### 2.2 *Specific Collection Areas*

1. Primary emphasis should be on obtaining works of art by Australian artists.
  - a) Paintings and drawings, without limiting the generality of the foregoing, should be by contemporary artists. An emphasis should remain on contemporary works on paper as this is perceived as the major collecting area.

- b) Prints should be by artists who have contributed to mainstream trends in Australian art as well as by contemporary artists. This is to fulfil the didactic requirements of the Gallery's function in the absence of ability to acquire paintings by the same artists.
  - c) Decorative arts should be in the mediums of silver, ceramics and glass by contemporary artists. A particular emphasis on silver is appropriate given the strength of the collection and given that as no other Regional Gallery is presently collecting in this area.
2. Secondary emphasis should be on obtaining works by European artists.
- a) Paintings and drawings should be a low priority but continue to be the subject of occasional appeals.
  - b) Prints should be by artists relating to Sandby and Hogarth but with a view to widening the scope of the collection of eighteenth century prints. Prints enable the Gallery to illustrate the development of art history with the emphasis to be on seminal figures in European art up to the mid-twentieth century.
  - c) Decorative arts should be by artists whose work complements purchases from contemporary Australian artists or relates and updates a major area of the Shaw Collection - Continental ceramics, silver, and glass, and English ceramics, silver and glass.
3. The development of the following areas should be encouraged by gift:
- 1. Oriental art, including Chinese, Japanese, Indian and South-East Asian art.
  - 2. Costumes and textiles.
  - 3. Historical Australian ceramics, metalwork and glass.
  - 4. Furniture.
  - 5. Sculpture.
  - 6. Historical or contemporary ethnological material.
  - 7. Photography.

The sole parameter for adding items by gift should be their quality even if they stand alone within the collection as a whole.

**END**

## COUNCIL POLICY

<b>CULTURAL – ART GALLERY DE-ACCESSION</b>		<b>Approved by CEO/EMT</b>	12/6/96
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/2/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide a framework of the de-accession of items from the Hamilton Art Gallery collection.

### 2. POLICY STATEMENT

#### 2.1 De-Accession Policy

2.1.1 Any object held by the Gallery and/or listed in Gallery records may be de-accessioned if it:-

- a) does not comply with the collecting areas specified in the Gallery's Acquisition Policy;
- b) is not deemed to be complementary to existing holdings;
- c) is of no significant historical or archival value;
- d) is damaged beyond repair;
- e) is stolen or otherwise missing beyond hope of recovery. Before de-accession occurs in such cases, all reasonable efforts to effect recovery shall have been undertaken, e.g. police informed, searches made, recovery advertisement placed, etc. where applicable.

2.1.2 Provided That De-Accessioning:-

- a) takes place only after due and proper consideration;
- b) will not be seen to adversely affect the Gallery's ability to attract future donations of art works or financial assistance towards the purchase of art works;
- c) is not undertaken as a means of augmenting Gallery operating costs.

## 2.2 Procedure

### 2.2.1 Any recommendation for de-accessioning shall:-

- a) be initiated by the Director;
- b) take the form of a written report to the Art Gallery Advisory Committee, containing:
  - (i) full catalogue details of the object;
  - (ii) all available information on the history and provenance of the object.
  - (iii) reasons for the object's proposed de-accessioning.
- c) include the necessity for permission to be obtained from the donor, of the object or the sponsor of the object's purchase, as applicable.
- d) be subject to approval by the Southern Grampians Shire Council.

## 2.3 Documentation

After an object is de-accessioned:-

- a) a record of de-accessioning shall be made against the object in the Gallery's Accession Register;
- b) all other documents (catalogue card, catalogue work sheet, correspondence, research material, etc.), shall be compiled and placed in a separate "De-Accessioned" file, housed with registration records;
- c) copies of all documents shall be made, and shall accompany the object on disposal.

## 2.4 Disposal

### 2.4.1 After an object is de-accessioned it shall be disposed of:-

- a) by the Council;
- b) by being offered to the donor or donor's family, or to the sponsor of its purchase;
- c) by being offered to the donor or donor's family, or to the sponsor either for purchase or as a gift;
- d) by being offered by gift, exchange or private treaty sale to other public museums, art institutions or organisations within the region, State and Commonwealth.

### 2.4.2 Provided that:-

- a) the method of disposal shall first be approved by the Art Gallery Advisory Committee and the Southern Grampians Shire Council, and shall be in accordance with the provisions of the Local Government Act.
- b) any funds received from the sale of a de-accessioned object shall be used for the purpose of acquiring works of art for the Gallery collection;

- c) in the case of a donated object, any funds received from sale shall be used to purchase a work(s) to be credited to the donor of the de-accessioned object;
- d) no member of the Gallery staff, the Art Gallery Advisory Committee or the Southern Grampians Shire Council shall be eligible to purchase or otherwise obtain a de-accessioned object.

**END**

## COUNCIL POLICY

<b>CULTURAL – PUBLIC ARTS POLICY</b>		<b>Approved by CEO/EMT</b>	
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	09/04/14

### 1. BACKGROUND

In May 2012 Council resolved to appoint a Public Art Installation Reference Group to

- Develop and monitor urban design policy issues and guide the consideration of the appropriateness and location of public art installation opportunities
- Review and recommend policies and guidelines for art installations
- Review and provide advice on Plans, artist evaluation and concept designs for specific projects
- Ensure engagement processes provide community opportunities to participate in the development of public art proposals and the decisions around them.

Matters for consideration of the Reference Group are to be:

- Policy and strategies that encourage investment in public art in streetscapes
- Proposals for public art installations from community groups and the broader community
- Opportunities for obtaining investment into public art installation
- Opportunities for public participation in creative installations/works in the public realm

### 2. PURPOSE

The purpose of this policy is to outline the means by which the Southern Grampians Shire Council will –

- Stimulate interest in the creation of public arts within the city and townships of the Southern Grampians
- Lead to the creation of a strong feeling of identity, public ownership and pride in public spaces
- Contribute to the wellbeing and empowerment of our communities through their participation in helping shape our communities.
- Create landmarks within the urban environment that will become natural gathering places
- Provide a focus for local pride, history and storytelling
- Reflect and express the diversity of the Southern Grampians region
- Increase the understanding and enjoyment of contemporary art by the community.
- Establish artists and artisans as recognised assets of the region.
- Contribute to the destination branding of Hamilton and shire communities.

- Enhance cultural tourism opportunities

### 3. POLICY STATEMENT

To achieve the aims outlined in the purpose of this policy, The Southern Grampians Shire Council will –

- Encourage public art that is a reflection of the peoples of Western Victoria and our rural and urban environments
- Embrace our Aboriginal and European cultures and histories, our topography, geology, flora and fauna
- Reflect our distinct rural and urban environments
- Encourage creativity and innovation
- Nurture local and regional skills and talents in the areas of originality and uniqueness
- Where appropriate, support the acquisition of Australian and international artworks that reflect a wider world view to the Shire community

#### 2.1 Public Arts Programs

The Shire of Southern Grampians will stimulate the public arts development by:

- The establishment of a public art fund
- Temporary placement of art in public places
- Encourage local and regional artists to submit works for public display.
- Encourage community groups and business to support and sponsor public art projects
- Nurture “artists/artisans” in residence programs
- Encourage acceptance of selected and appropriate gifts of art

##### a. Sponsorship Donations and Bequests

The Shire of Southern Grampians may be offered donations and gifts of existing arts works, sculptures, memorials, and other objects or be offered funds or sponsorship to have new works of public art produced.

Given the potential for an enormous range in terms of quality and relevance of such items to the Shire and the ongoing requirement for the Shire to maintain and take responsibility for these items the Shire will not automatically accept a gift or donation of public art

Prior to the acceptance of any public art work:

- A suitable location must be confirmed and agreed
- All costs will be identified and a funding process determined prior to acceptance:
  - The donor may be required to make advanced cash contribution towards the maintenance of the art works for a stipulated period
- For sponsorship, donations, gifts or bequests to be considered they must:
  - Meet the guidelines of the Public Art Policy and other Council policies as appropriate
  - Be approved by the “Public Arts Installation Reference Group” and the Shire of Southern Grampians Council.

#### 2.2 Removal, Relocation and De accessions

The conditions under which artworks commissioned or approved by the Southern Grampians Shire can be removed, relocated or de-accessioned are as follows:



### 2.2.1 Relocation

Will occur when -

- the art work is no longer considered appropriate to a particular site or the environment that a site specific work has been designed for has changed significantly
- An art work's cultural significance to a place has changed
- Environmental concerns or vandalism have the potential to reduce the lifespan of the art work , alter the art work in such a way that it no longer reflects the artist's intent and/or the work's integrity cannot be maintained.

### 2.2.2 Removal from a public space will occur:

- In the event that the work is deemed to be beyond repair or less value than the cost of repair
- In the event that the work is no longer considered relevant and appropriate in a cultural or social context
- If an artwork is to be removed, where the art has been donated, the donor should be given first option to resume possession of the work. Where the art has been purchased, the artist should be given the first option to purchase the work. Where the sale of the art work is undertaken by the Shire, any proceeds should be allocated to the development, care, maintenance or promotion of other works within the Shire of Southern Grampians

### 2.2.3 De-accessioning

Artworks that do not fall within the guidelines or parameters of the collection will be de-accessioned from the collection. De-accessioning will mean removal from Council's collection list, asset register and either removal, disposal or destruction of the work.

## ATTACHMENT 1

### **DEFINITIONS**

#### **Public Art**

A permanent or temporary art object, installation or activity in the public realm not including collecting institutions.

In general, public art is sited on public land or on or in public buildings, and has been, loaned to, or purchased by, a public authority. Public art is that which results from the involvement of a person recognised to have artistic talents or skills.

Examples of Public Art may include but are not limited to sculpture, painting, work of artisans, landscaping, and landscape features, parts of buildings, sound and light works, performances, historical and cultural interpretations, multi media, and other art forms.

Public Art can include a wide range of art forms such as:

- Permanent 2D or 3D visual artworks such as sculptures and murals
- Street furniture and functional building elements
- New media works such as installations
- Temporary works such as installations
- Ephemeral art works such as environmental art works

Public Art celebrates who we are and is an important way to bring our public spaces to life, adding to their vibrancy, accessibility, and their role in educating and telling stories. Public art should add value in aesthetic, cultural, and economic terms, to places and communities.

#### **Artist**

An artist is a person who is able to demonstrate at least one of the following criteria:

- Has training, or is in the process of training within their field [not necessarily in academic institutions] and is involved in the creation of art as a recreation or professional pursuit.
- Has demonstrated recognition through exhibitions, commissions, awards and prizes and is considered an artist by his or her peers as demonstrated through representations in public collections and coverage in the media.
- Continues to develop, refine, and evolve, their skills and talents by engaging with contemporary social issues, contemporary arts movements or processes.
- Craftspeople and artisans who operate within the above parameters are also defined as artists
- An artist can be in the visual, literary, and performing arts fields and include visual artists ,designers ,craftspeople, writers, poets, performers , composers, and musicians in art making

## **Public Space**

- A space, place, or any physical [or conceptual] open or enclosed area, to which the public have access or can view, regardless of the legal ownership of the property, excluding collecting institutions. Such spaces may include parks, streets, squares, promenades, and also art works incorporated within building facades.

## **CATEGORIES OF PUBLIC ART**

### **Permanent Public Art**

Public art works which has an enduring life span. Permanent public art works are generally considered to be made from materials and construction methods that guarantee a lifespan of at least 10 years in external conditions.

### **Temporary Public Art**

Public art works that have a limited life span, which for the purposes of this document is no longer than 12months in total.

## **ATTACHMENT 2**

### **Public Art Installation Reference Group Terms of Reference Adopted by Council 9 May 2012**

#### **Goal**

To support the urban character of Southern Grampians townships by promoting the installation of artworks and other “creative” structures in the public realm.

#### **Purpose**

- Develop and monitor urban design policy issues and guide the consideration of the appropriateness and location of public art installation opportunities
- Review and recommend policies and guidelines for art installations
- Review and provide advice on Plans, artist evaluation and concept designs for specific projects
- Develop procedures and processes for effective community engagement around proposals initiated or considered by the Reference Group
- Provide an effective forum that supports creative input into the urban design characteristics of the Shire’s townships.

#### **Matters for consideration**

- Policy and strategies that encourage investment in public art in streetscapes
- Proposals for public art installations from community groups and the broader community
- Opportunities for obtaining investment into public art installation
- Opportunities for public participation in creative installations/works in the public realm

#### **Governance**

- Secretariat support will be provided by the Shire Futures Directorate
- Chair to be determined by Council annually on determining the Reference Group’s membership
- Minutes, agenda and working papers will be distributed more than one week before the meeting.
- Papers provided at least 2 days prior to distribution in order to collate agenda.
- Meetings will be held at least once every three months and more often when specific issues need to be dealt with more quickly.
- Membership will be determined annually by Council

#### **Membership**

- One Councillor
- Director Shire Futures (or nominee)

- Director, Art Gallery
- Manager, Planning and Environment
- Director, Shire Infrastructure or nominee
- Six competency-based community members including representatives from the youth, indigenous and arts sectors
- University Landscape Architect professional

### **Extent of authority**

- Draft and recommend policies and procedures for creative installations
- Consider and make recommendations about the appropriateness of proposals received
- Identify and recommend public art opportunities
- This Reference Group will forward recommendations to Council's Integrated Planning and Design Team which will consult with the Infrastructure Directorate, Vic Roads and other relevant regulatory bodies before formalising its recommendation to Council.

### **Confidentiality**

All deliberations of the Committee in regard to proposals considered and advice it provides to Council will remain confidential and all community members will be required to agree to sign a confidentiality agreement before acceptance is ratified.

### **Conflict of Interest**

All members of the Reference group will agree to declare a conflict of interest when involved in developing proposals to the Reference Group and exclude themselves from deliberating on these proposals.

**END**

**Council Policies  
Planning & Environment**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN ROADSIDE CONSERVATION</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 12/11/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to conservation on roadsides within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 The Roadside Management Plan assigns Very High, High, Medium and Low Conservation Values to roadsides across the Shire.
- 2.2 Very High, High and Medium Conservation Value roadsides are valued as habitats and for their remnant plant communities.
- 2.3 Council shall maintain a register of Very High, High, Medium and Low Conservation Value roadsides. The register shall be referred to when planning any roadside works programs.
- 2.4 The Plan specifically addresses issues such as regeneration, vegetation communities, wetlands, wildlife habitats, roadside marking of Special Environmental Areas and Plants and Animal Pests.
- 2.5 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN UTILITY SERVICES</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to the provision of utility services within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 The Code of Practice for Electricity Safety (Electric Line Clearance) Regulations 2010 which outlines the minimum removal of vegetation to maintain clearance zones around powerlines should be strictly adhered to.
- 2.2 A Council Planning Permit is required when vegetation is to be removed during installation of new services unless an exemption has been obtained.
- 2.3 Services should be confined to Low Conservation Value roadsides wherever possible.
- 2.4 In the event that it is proposed to remove vegetation, the Utility Service Provider(s) will consult with affected landholders and local interest groups.
- 2.5 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**



## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN TIMBER REMOVAL AND SEED COLLECTION</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 12/01/11, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to timber removal and seed collection within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 The collection of firewood from all Shire managed roadsides is prohibited.
- 2.2 Residual timber generated on Shire road reserves as a result of necessary clearing, tree pruning or asset protection may only be removed with the consent of the Shire.
- 2.3 Seed collection and harvesting is prohibited on all Shire managed roadsides without a permit issued by the Department of Environment and Primary Industries (DEPI).
- 2.4 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN REMOVAL OF SAND AND GRAVEL FROM ROADSIDES</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to the removal of sand and gravel from roadsides within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 Material will not be extracted from road reserves without first obtaining the necessary approvals.
- 2.2 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN ROAD CONSTRUCTION</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 09/07/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to road construction within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 A Council Planning Permit is required to remove native vegetation for road construction works.
- 2.2 Consultation with Department of Environment and Primary Industries and the community will be undertaken prior to the preparation of detailed designs when it is likely that native vegetation will be affected.
- 2.3 Road design shall ensure the minimum vegetation loss within appropriate road design standards.
- 2.4 Where a new road is to be constructed or re-aligned, preference shall be given to placing the carriageway to one side of the road reserve after due consideration to the vegetation.
- 2.5 Vegetation removed during roadworks shall be the minimum required.
- 2.6 Following roadwork completion, the disturbed areas shall be revegetated as soon as possible.
- 2.7 The Roadside Management Plan outlines the management of disposal of spoil, debris from roadworks, salvage of native ground flora, trees or shrubs greater than 75mm in diameter.
- 2.8 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN - ROADSIDE GRAZING</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 23/11/05, 09/04/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to roadside grazing within the framework of the Roadside Management Plan and the Community Local Law No.4.

### 2. POLICY STATEMENT

- 2.1 This Policy applies to roadside grazing and does not apply to moving livestock between farming properties or droving livestock.
- 2.2 Grazing on roadsides is prohibited unless a permit is granted by Council under the Community Local Law No.4 and only if the applicant can demonstrate that:
  - a) grazing is to be undertaken as a fire prevention measure;
  - b) grazing for fire prevention is necessary; and
  - c) that other fire prevention measures, such as burning of roadside vegetation is not suitable or feasible.
- 2.3 Grazing livestock for fire prevention works on roadsides must be undertaken in accordance with the Municipal Fire Prevention Plan.
- 2.4 Grazing livestock must be undertaken in accordance with any conditions on a permit, including limitations on the hours that grazing can be done, signage required for safety purposes and adequate supervision.
- 2.5 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

*In this policy:*

“Grazing” - means holding livestock for a period of time or restraining them in one area to allow them to feed on vegetation on a roadside or on a reserve, as distinct from droving or moving livestock.

“Moving livestock” - means the individual or regular movement of livestock from one property to another where the properties concerned are occupied by the one farming enterprise and the movement cannot be achieved by using internal gates or laneways. Moving livestock is recognised as being part of the day to day operation of a farming business. However, moving livestock within the meaning of this Policy is not considered to occur where travel is not achieved by the most direct route between the properties and the livestock are travelling at a rate where they are obviously grazing.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN FIRE PREVENTION</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 23/11/05, 09/04/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to fire prevention on roadsides within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 All fire prevention works on roadsides must be undertaken in accordance with the Municipal Fire Prevention Plan.
- 2.2 The Municipal Fire Prevention Plan will recognise and consider the implications of the Roadside Management Plan's designated conservation values assigned to roadsides and wildlife corridors when determining strategic firebreaks.
- 2.3 Ploughing of firebreaks on road reserves is prohibited except where approval has previously been provided in accordance with the Municipal Fire Prevention Plan.
- 2.4 Grazing on roadsides is prohibited unless a permit has been obtained from the Council and a person has been able to demonstrate that the fire prevention works satisfy the requirements of the Roadside Grazing Policy.
- 2.5 The use of herbicides for fire prevention will only be permitted in accordance with the Municipal Fire Prevention Plan.
- 2.6 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN MOVEMENT OF LIVESTOCK</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 23/11/05, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline Council's approach to the movement of livestock within the framework of the Roadside Management Plan.

### 2. POLICY STATEMENT

- 2.1 Council's Community Local Law provides for the control of livestock travelling along Council managed roads within the Shire.
- 2.2 Every Livestock Driving permit must specify the route to be followed and the duration of the permit. When an authorised officer is assessing an application for a permit and determining the route to be taken, consideration must be given to the environmental impact on roadsides.
- 2.3 The authorised officer may, where practicality requires it or where hardship may be caused to the applicant or the livestock, vary any route specified by the Council.
- 2.4 Roads specified in the municipal district as preferred routes for the driving of livestock are identified in Appendix 1 to this Policy.
- 2.5 Roads and areas for which livestock driving permits will not be granted are identified in Appendix 2 to this Policy.
- 2.6 Permits to drive livestock along roads identified as containing areas of Very High or High Conservation Value will only be granted where there is no reasonable suitable alternative and must be subject to direct supervision by an authorised officer of the Council.
- 2.7 The Council Roadside Management Advisory Committee's role is to make recommendations to Council regarding the implementation, monitoring and review of the Roadside Management Plan.

## SOUTHERN GRAMPIANS SHIRE COUNCIL

### ROADSIDE MANAGEMENT PLAN - MOVEMENT OF LIVESTOCK

#### APPENDIX 1

##### PREFERRED ROUTES FOR THE DRIVING OF LIVESTOCK

###### BALMORAL BY-PASS

Under direction of an authorised officer.

###### BRANXHOLME BY-PASS

- Clarke Street (between Charles Street and Best Street)
- Best Street (between Clarke Street and Elms Street)
- Elms Street (between Best Street and Rail Reserve)
- Rail Reserve (between Elms Street and Lynch Street)
- Lynch Street (between Rail Reserve and McNichol Street)
- McNichol Street (between Lynch Street and McPhersons Road)
- McPhersons Road (between McNichol Street and Creek Street)
- Creek Street (between McPhersons Road and Byaduk Road)
- Byaduk Road (between Creek Street and Toms Road)
- Toms Road (between Byaduk Road and Clark Street)

###### BYADUK BY-PASS

Under direction of an authorised officer.

###### CAVENDISH BY-PASS

- (a) Before the granting of any permits to pass through the Township of Cavendish using the Barker Street, Riley Street Bridge (Henty Highway). Agreement of Victoria Police and the Roads Corporation must be obtained.
- (b) Alternate by-pass routes as directed by the authorised officer.

###### COLERAINE BY-PASS

- Cameron Street (between Glenelg Highway and Trangmar Street)
- Trangmar Street (between Cameron Street and Laidlaw Street)
- Laidlaw Street (between Trangmar Street and Lesser Street)
- Lesser Street (between Laidlaw Street and Robertson Street)
- Robertson Street (between Lesser Street and Racecourse Road)
- Racecourse Road (between Robertson Street and Gordon Street)
- Gordon Street (between Racecourse Road and Cavendish Coleraine Road)



## DUNKELD BY-PASS

- Skene Street (between Fairburn Street and Ritchie Street)
- Ritchie Street (between Skene Street and Wills Street)
- Wills Street (between Ritchie Street and Armitage Street)
- Armitage Street (between Wills Street and Henty Street)
- Henty Street (between Armitage Street and Wannan Road)
- Wannan Road and Old Ararat Road (between Henty Street and Taylor Street)
- Taylor Street (between Old Ararat Road and Fairburn Street)
- Fairburn Street (between Taylor Street and Skene Street)

## GLENTHOMPSON BY-PASS

- Hanson Street (between Memorial Road and Station Street)
- Station Street (between Hanson Street and McLennan Street)
- Mitchell Street (between Memorial Road and Maroona-Glenthompson Road)
- Maroona-Glenthompson Road (between Mitchell Street and Donald Forbes Street)
- Donald Forbes Street (between Maroona-Glenthompson Road and Memorial Road)

## HAMILTON BY-PASS

- Bullocks Road (between Beveridge Road and Coleraine Road)
- Coleraine Road (between Bullocks Road and Fairburns Road)
- Fairburns Road (between Coleraine Road and Digby Road)
- Digby Road (between Fairburns Road and West Boundary Road)
- West Boundary Road (between Digby Road and Dale Street)
- Dale Street (between West Boundary Road and Elijah Street)
- Elijah Street (between Dale Street and Henderson Street)
- Henderson Street (between Elijah Street and Beath Street)
- Beath Street (between Henderson Street and South Boundary Road)
- South Boundary Road (between Beath Street and Mt Napier Road)
- Mt Napier Road (between South Boundary Road and Pierrepoint Road)
- Pierrepoint Road (between Mt Napier Road and Thompsons Road)
- Thompsons Road (between Pierrepoint Road and Ballarat Road)
- Caldow Road (between Ballarat Road and Dennerts Road)
- Dennerts Road (between Caldow Road and Robsons Road)
- Robsons Road (between Dennerts Road and Mill Road)
- Doling Road (between Mill Road and Beveridges Road)
- Beveridges Road (between Doling Road and Bullocks Road)

## PENSHURST BY-PASS

- Ritchie Street (between Speke Street and Boundary Lane)
- Boundary Lane (between Ritchie Street and Racecourse Road Junction)
- From Racecourse Road along Underwood's Lane in a westerly direction to the Hamilton Highway. On the Hamilton Highway turning in a southerly direction and travelling approximately 100 metres and turning in a westerly direction on an unnamed lane to Kennedy Street.
- Kennedy Street (between unnamed lane and Chesswas Street)

- Chesswas Street (between Kennedy Street and Hutton Street)
- Hutton Street (between Chesswas Street and Cox Street)
- Cox Street (between Hutton Street and Speke Street)

#### TARRINGTON BY-PASS

- Pierrepont Road (between Yatchaws Road and Thompsons Road)
- Yatchaws Road (between Pierrepont Road and W. Schultzs Road)
- W. Schultzs Road (between Yatchaws Road and Thompsons Road)
- Thompsons Road (between Pierrepont Road and W. Schultzs Road)

#### WANNON BY-PASS

Under direction of an authorised officer.

SOUTHERN GRAMPIANS SHIRE COUNCIL

ROADSIDE MANAGEMENT PLAN – MOVEMENT OF LIVESTOCK

APPENDIX 2

ROADS AND AREAS FOR WHICH PERMITS WILL NOT BE GRANTED

Permits for the driving of livestock will not be granted for the following roads and areas except where the Council has determined that circumstances require the use of those streets and roads:

- i. any section of road which is at the time of driving the livestock under construction or reconstruction;
- ii. any footpath;
- iii. BALMORAL

all streets and roads within the boundaries listed in Appendix 1;

(4) BRANXHOLME

all streets and roads within the boundaries listed in Appendix 1;

(5) BYADUK

Port Fairy Road;

(6) CAVENDISH

before the granting of any permits to pass through the Township of Cavendish using the Barker Street / Riley Street Bridge (Henty Highway), agreement of Victoria Police and the Roads Corporation must be obtained;

alternative by-pass routes as directed by the authorised officer;

(7) COLERAINE

all streets and roads within the boundaries listed in Appendix 1;

(8) DUNKELD

all streets and roads within the boundaries listed in Appendix 1;

(9) GLENTHOMPSON

all streets and roads within the boundaries listed in Appendix 1;

(10) HAMILTON

all streets and roads within the boundaries listed in Appendix 1;

(11) PENSHURST

all streets and roads within the boundaries listed in Appendix 1;

(12) TARRINGTON

all streets and roads within the boundaries listed in Appendix 1;

(13) WANNON

under direction of an authorised officer.

However, this allows the use of those specified perimeter streets and roads which form the described external boundaries listed in Appendix 1.

In exceptional circumstances, the above described roads or streets may need to be accessed with the full authority of the Chief Executive Officer.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN ROADSIDE VEGETATION</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 12/05/04, 12/11/08, 09/04/14

### 1. PURPOSE

The purpose of this policy is to provide for revegetation on road reserves which are degraded and/or require enhancement.

### 2. POLICY STATEMENT

- 2.1 Any roadside plantings shall complement existing environmental vegetation controls.
- 2.2 Care should be taken to ensure that species selection, siting and planting configurations are appropriate and will not:
- i. significantly add to summer fuel loads;
  - ii. interfere with utility services;
  - iii. affect road maintenance;
  - iv. reduce road safety
  - v. conflict with other fire prevention measures;
  - vi. cause degradation of native grasslands and native ground flora.
- 2.3 The Roadside Advisory Committee will be requested to advise Council on collection, storage and sowing of seed or propagation materials of native grassland species.
- 2.4 Persons or organisations wishing to plant indigenous vegetation on roadsides are required to make written application.
- 2.5 The Director, Shire Futures or delegate of is authorised to issue permits for roadside vegetation planting in accordance with this policy.

**END**

## COUNCIL POLICY

<b>PLANNING AND ENVIRONMENT – ROADSIDE MANAGEMENT PLAN CLEARANCE OF FENCE LINES</b>		<b>Adopted by Council:</b>	13/01/99
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/02/99, 12/12/01, 08/05/02, 09/04/14, 09/04/14

### 1. PURPOSE

The aim of this policy is to provide for the clearing of vegetation along fence lines on the road reserve.

### 2. POLICY STATEMENT

- 2.1 Landowners who wish to clear vegetation along fence lines are required to make written application to the Council.
- 2.2 The clearing along road reserve is limited to the minimum required area, not exceeding 1m from the boundary subject to:
- a) an on-site inspection by an authorised Council officer.
  - b) all material resulting from such clearing shall be disposed of by the landowner on their property.
- 2.3 The Director Shire Futures or a delegate of is authorised to issue permits for the clearance of fence lines in accordance with this policy.
- 2.4 Fallen Timber – Where fallen timber is remnant native vegetation, Council accepts no responsibility to remove the vegetation or repair fence lines.
- 2.5 Council should inform any applicant of the interest of the Department of Sustainability and Environment in the vegetation removed. The clearance may still require an FFG permit if the clearance involves the ‘taking’ of protected flora under the FFG Act.

**END**

## **Council Policies**

### **Economic Development & Tourism**

## COUNCIL POLICY

<b>ECONOMIC DEVELOPMENT AND TOURISMS – MANAGEMENT OF EVENT SIGNS</b>		<b>Adopted by Council:</b>	12/08/98
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	10/08/12
<b>Responsible Officer/Directorate</b>		<b>(insert date of each review)</b>	10/02/99, 10/08/12, 09/04/14

### 1. PURPOSE

The purpose of this policy is to prescribe the arrangements for the management of event signs and banners at main entrances to Hamilton and other towns within the Shire.

### 2. POLICY STATEMENT

#### 2.1 Management:

The management of entrance signs and banners will be contracted to a party external to the Council. Management involves the following:

- 2.1.1 Responsibility for production of signs and banners.
- 2.1.2 Responsibility for storing all signs and banners.
- 2.1.3 Responsibility for the production and erection of signs and banners to the relevant Hamilton sites at least 48 hours prior to the event.
- 2.1.4 Production of signs and banners for towns other than Hamilton at least 5 days prior to the event.
- 2.1.5 Responsibility for removal and disposal of signs and banners within 48 hours of the completion of events.
- 2.1.6 Performance standards.

#### 2.2 Administration:

##### 2.2.1 Sign and banner designs must adhere to the following guidelines:

- advertising of tobacco products, alcohol or drugs will not be permitted;
- company logos are not to be used;
- advertising on signs and banners is to be restricted to the promotion of significant community events or conferences;



- print on signs and banners shall not be offensive, derogatory or defamatory in any way, and shall at all times be politically neutral.
- 2.2.2 Sign and banner proposals must be submitted, in writing, to Council's Manager Tourism Development at least 3 weeks prior to the event, with the appropriate fee.
  - 2.2.3 The event details must be included in the submission, including the event name in no more than 25 letters and proposed display locations.
  - 2.2.4 Signs and banners will only be provided for events considered by Council's Manager Tourism Development to be of significant benefit to the community.
  - 2.2.5 Economic Development and Tourism Unit staff will order signs and banners with the appointed supplier.
  - 2.2.6 Council's Signs contractor will erect the sign at the nominated Hamilton locations, at least 48 hours prior to the event and remove them within 48 hours after the events completion.
  - 2.2.7 For signs and banners at other towns, the event organiser will be responsible for erection and then removal of the sign within 48 hours after the completion of the event.
  - 2.2.8 A portion of the cost of producing event signs and banners will be charged to the applicant by a fee determined by the Council and set annually.
  - 2.2.9 Every endeavour shall be made to ensure that the sharing of available sign space is effectively carried out to achieve an equitable spread of advertising.

**END**

## COUNCIL POLICY

<b>ECONOMIC DEVELOPMENT AND TOURIMS - MAJOR EVENTS AND CONFERENCES ASSISTANCE POLICY</b>		<b>Adopted by Council:</b>	13/09/00
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	10/08/2012
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/07/02, 12/03/03, 12/05/04, 10/10/07, 14/07/10, 10/08/12, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline a process for Council to determine the allocation of funds to attract, develop, promote and sponsor major new events and conferences; and assist community organisations with promotion of events and conferences, that have the potential to generate significant additional visitors and economic and promotional benefits for Southern Grampians Shire.

### 2. POLICY STATEMENT

- 2.1 In each budget year, Council may allocate an amount to assist in attracting, developing and promoting conferences or events.
- 2.2 Funds may be provided to community organisations from this allocation to assist with promotion of an event or conference.
- 2.3 Preference will be given to assisting events which are unique, attract audiences from outside the Shire, generate media exposure and have the potential to be self-funding, held regularly and expand.
- 2.4 Grants may be available for one off events (e.g. conferences, competitions) which have demonstrated economic and promotional benefits.
- 2.5 Funds will only be made available to incorporated organisations.
- 2.6 Funding will only be made to organisations with Public Liability insurance- minimum \$10 million.
- 2.7 Annual Events that meet the requirements listed in 2.3 may be considered for ongoing funding if they have successfully been granted funding from Major Events and Conference Assistance Policy after three years.
- 2.8 Special events with a regional significance may apply for additional funding.

### **3. POLICY CRITERIA**

- 3.1 Events and conferences must generate increased visitation and length of stay, drive economic prosperity, increase the region's profile and promote the Shire's brand attributes.
- 3.2 There must be a demonstrated need for additional financial assistance to facilitate advertising and promotion to a larger target market outside Southern Grampians Shire.

### **4. POLICY EXCLUSION**

- 4.1 Funds will only be made available to fund raising events where all policy criteria have been met.
- 4.2 Requests for retrospective funding will not be met.
- 4.3 Acquisition of equipment will not be funded, unless it is deemed essential for the event to be successfully advertised or promoted.
- 4.4 Salaries and operating expenses will not be met.
- 4.5 Events receiving or eligible to receive Council funding from other programs will not be eligible for assistance.
- 4.6 Council may arrange for in-kind assistance to be provided in lieu of funding.

### **5. POLICY APPLICATION AND PAYMENT PROCEDURE**

- 5.1 Dates for applications:
  - Round one: Applications close 1 February (for events taking place between 1 July and 31 December)
  - Round two: Applications close 31 July (for events taking place between 1 January and 30 June)
- 5.2 Applications for funding must be made on the prescribed form. Applicants will be advised in writing of the outcome of their application.
- 5.3 Council will only pay the allocated amounts. No responsibility will be taken for applicant's advertising and promotion running over budget.
- 5.4 Outcomes will be monitored by Council and applicants will be required to submit a report(s) at the prescribed time(s), or within 60 days of the completion of the event.

**END**

## COUNCIL POLICY

<b>ECONOMIC DEVELOPMENT AND TOURIMS – MINOR EVENTS AND CONFERENCES ASSISTANCE POLICY</b>		<b>Adopted by Council:</b>	13/09/00
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	10/08/12
<b>Responsible Officer/Directorate</b>	FUT	<b>(insert date of each review)</b>	10/07/02, 12/03/03, 12/05/04, 10/10/07, 14/07/10, 10/08/12, 09/04/14

### 1. PURPOSE

The purpose of this policy is to outline a process for Council to determine the allocation of funds to attract, develop and promote minor community events; and support community clubs/organisations with promotion of events and conferences, that have the potential to generate significant community and promotional benefit but may not directly bring economic benefit into the Southern Grampians Shire through an increase in visitor numbers.

Further, council recognises the importance of community events and the connection they make to the development of social capital in the community.

### 2. POLICY STATEMENT

- 2.1 In each budget year, Council may allocate an amount to assist in attracting, developing and promoting minor events.
- 2.2 Funds may be provided to community organisations from this allocation to assist with promotion or development of an event.
- 2.3 Criteria should include the demonstration of the event's capacity to generate community benefits; level of innovation and likelihood of the event becoming part of the annual events calendar. Event organisers must also demonstrate that they have the capacity for sound management, financial responsibility, effective promotion and publicity, and the ability to complete the project.
- 2.4 Grants may be available for one off events (e.g. conferences, competitions) which have demonstrated community and promotional benefits.
- 2.5 Funds will only be made available to incorporated organisations.
- 2.6 Event funding can be used for:
  - Promotion and advertising of the event

- Improved product development.

### **3. POLICY CRITERIA**

- 3.1 The organisers must demonstrate that the event is self-supporting and that they have the capacity for sound management, financial responsibility, effective promotion and publicity and the ability to complete the project.
- 3.2 The event must demonstrate the potential for community and promotional benefits.
- 3.3 Applicants must be based within the Southern Grampians Shire municipal boundaries and able to demonstrate direct benefits to the residents of the Shire.

### **4. POLICY EXCLUSION**

- 4.1 Funds will only be made available to fund raising events where all policy criteria have been met.
- 4.2 Requests for retrospective funding will not be met.
- 4.3 Salary expenses will not be met.
- 4.4 Events receiving or eligible to receive Council funding from other programs will not be eligible for assistance.
- 4.5 Council may arrange for in-kind assistance to be provided in lieu of funding.
- 4.6 Funds will not be made available to subsidise normal operation of the organisation applying.

### **5. POLICY APPLICATION AND PAYMENT PROCEDURE**

- 5.1 Due dates for applications:
  - Round 1 - Events held during April - June (Close February 1)
  - Round 2 - Events held during July - September (Close May 1)
  - Round 3 - Events held during October - December (Close August 1)
  - Round 4 - Events held during January - March (Close November 1)
- 5.2 Applications for funding must be made on the prescribed form. Applicants will be advised in writing of the outcome of their application.
- 5.3 Council will only pay the allocated amounts. No responsibility will be taken for applicant's running over budget.
- 5.4 Outcomes will be monitored by Council and applicants will be required to submit a brief report within 60 days of the completion of the event.

**END**

## **Council Policies**

### **Infrastructure**

## COUNCIL POLICY

<b>INFRASTRUCTURE – DRAINAGE HEADWORKS</b>		<b>Adopted by Council:</b>	11/08/04
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	INF	<b>(insert date of each review)</b>	09/04/14

### 1. PURPOSE

- 1.1 The purpose of this policy is to provide a framework for imposing a charge on subdivision developers to meet the cost to develop, upgrade and/or renew drainage infrastructure downstream of any subdivision development.
- 1.2 The policy recognises that development that results in an increase in the amount of impermeable surface area will create an increased flow demand on the stormwater system downstream of the development.
- 1.3 The policy aims to impose the charge by means of a condition on the planning permit issued for the subdivision. The Southern Grampians Planning Scheme has the objective to control subdivisions and requires that all subdivisions throughout the Shire be subject to a planning permit.
- 1.4 This policy only applies to urban subdivisions.

### 2. POLICY STATEMENT

- 2.1 Developers who wish to subdivide land into two or more lots must make an application for a planning permit as required by the Southern Grampians Planning Scheme.
- 2.2 Before issuing the planning permit the relevant officer shall assess the application for the purpose of impact on the downstream drainage system and on other private and public assets with respect to the control of storm water.
- 2.3 Where it is foreseeable that an impact may occur, a headworks charge shall be imposed. The relevant officer shall calculate the value of the headworks charge using the agreed formula
- 2.4 The agreed formula shall be based on a base cost (\$/ha) multiplied by a reducing factor (RF) multiplied by the number of total hectares of the subdivision.

Headworks charge = \$/ha x RF x Total Ha.

- 2.5 The Reducing Factor shall be determined from the agreed graph which is attached and forms part of this policy.
- 2.6 Where development exists on the land to be subdivided at the time of the application, (such as a dwelling which is to be excised by the subdivision), the relevant officer shall assess whether any additional foreseeable impact may occur which is created by that lot, and if not, the charge for the lot containing the development shall be waived, and the charge be applied to the remaining lots.
- 2.7 Where a charge has been applied to land as a result of this policy, and a subsequent subdivision is undertaken, the calculation of the charge to apply to the latter subdivision shall be reduced by the amount of the charge applied to the same land (i.e. only those lots to be re-subdivided) in the earlier subdivision.
- No reduction in the charge shall be made where the earlier subdivision occurred greater than 10 years prior to the latter subdivision.
- 2.8 The base cost (\$/Ha) shall be set by Council and reviewed annually in conjunction with Council's other fees and charges.
- 2.9 The worked examples below shall be used to show the application of the headworks charge.

Example 1

20 Lot subdivision proposed comprising:-  
Total area of subdivision - 2.8ha.

Average Lot size =  $(2.8\text{ha} \times 10,000 \text{ m}^2/\text{ha}) / 20 \text{ Lot}$   
= 1,400 m<sup>2</sup> / Lot (or 0.14 ha / Lot)

Reducing Factor (RF) = 0.9 (calculated from graph)

Base Cost = \$4,500/ha (or otherwise as determined by Council)

Total headworks charge = Base Cost x RF x Total Area (ha)  
= \$4,500/ha x 0.9 x 2.8ha  
= \$11,340

Average charge per lot = \$11,340/20  
= \$567/lot

	<i>Example 2</i>	<i>Example 3</i>	<i>Example 4</i>	<i>Example 5</i>	<i>Example 6</i>
Total Area (Ha)	0.5	4	2	2	2
Number of lots	10	4	5	10	20
Av. Lot size (Ha)	0.05	1.0	0.4	0.2	0.1
Reducing Factor (RF)	1.0	0.3	0.6	0.77	1.0
Base cost (\$/ha)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Total Headworks charge	\$ 2,250	\$ 5,400	\$ 5,400	\$ 9,000	\$ 6,930
Average charge per lot	\$ 225	\$ 1,350	\$ 1,080	\$ 693	\$ 450

**END**



## **Council Policies**

### **Waste**

## COUNCIL POLICY

<b>WASTE – HAMILTON AND OUTER TOWNS GARBAGE COLLECTIONS AND RECYCABLES COLLECTIONS – COLLECTION RECEPTACLES</b>		<b>Adopted by Council:</b>	16/06/01
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	INF	<b>(insert date of each review)</b>	09/07/03, 11/06/08, 09/04/14

### 1. PURPOSE

The purpose of the policy is to provide for the effective provision of collection receptacles to be used for the garbage and recyclables collection service for Hamilton.

### 2. POLICY STATEMENT

- 2.1 The policy applies to all tenements identified to receive the specified collection service within the Hamilton Urban area.
- 2.2 The service provides for the weekly collection of garbage recyclables.
- 2.3 Council requires the use of approved collection receptacles being 120 litre mobile garbage bins (MGB's) to the following standard:
  - a) 120 litre dark green coloured base and lid (or standard red lid), steel axled MGB for garbage;
  - b) 120 litre maroon coloured base and lid (or standard yellow lid), steel axled MGB for recyclables.
- 2.4 No waste (garbage or recyclables) will be collected unless it is placed out for collection in such an approved receptacle.
 

Tenements will be levied a service charge which will provide for the weekly collection of garbage and fortnightly collection of recyclables. The initial cost to Council of purchasing one dark green and one maroon approved MGB will be charged to each tenement liable in respect of the service.
- 2.5 Once an approved collection receptacle is provided by Council to an owner of a tenement, that owner assumes liability for the care, maintenance and replacement of the collection receptacle.

If an approved collection receptacle is:

- a) lost or stolen;
- b) destroyed or damaged -

it must be replaced by the owner of the tenement at that owner's expense.

**END**

## COUNCIL POLICY

<b>WASTE – OUTER TOWNSHIPS GARBAGE COLLECTION AND RECYCLABLES COLLECTIONS – COLLECTION RECEPTABLES</b>		<b>Adopted by Council:</b>	12/06/02
		<b>Approval by EMT:</b>	Insert Date
		<b>Review Date:</b>	
<b>Responsible Officer/Directorate</b>	INF	<b>(insert date of each review)</b>	09/07/03, 11/06/08, 13/04/11, 09/04/14

### 1. PURPOSE

The purpose of the policy is to provide for the effective provision of collection receptacles to be used for the garbage collection service for the outer townships collection receptacles to be used for the recyclables collection service for the outer townships.

### 2. POLICY STATEMENT

- 2.1 The policy applies to all tenements identified to receive the specified collection service within the outer townships areas being the townships of Balmoral, Byaduk, Byaduk North, Coleraine, Dunkeld, Glenthompson and Penshurst.
- 2.2 The service provides for the weekly collection of garbage and fortnightly collection of recyclables.
- 2.3 Council requires the use of approved collection receptacles being mobile garbage bins (MGB's) to the following standard:
  - a) 120 litre dark green coloured base and lid (or standard red lid), steel axled MGB for garbage;
  - b) 240 litre burgundy coloured base and yellow lid, steel axled MGB for recyclables.
- 2.4 No waste (garbage or recyclables) will be collected unless it is placed out for collection in such an approved receptacle.

Tenements will be levied a service charge which will provide for the weekly collection of garbage and fortnightly collection of recyclables. The initial cost to Council of purchasing one dark green and one burgundy approved MGB will be charged to each tenement liable in respect of the service.

- 2.5 Once an approved collection receptacle is provided by Council to an owner of a tenement, that owner assumes liability for the care, maintenance and replacement of the collection receptacle.

If an approved collection receptacle is:

- a) lost or stolen;
- b) destroyed or damaged

it must be replaced by the owner of the tenement at that owner's expense.

**END**

**Council Policies**

**Works Management**

**NIL**

**Council Policies**

**Business Enterprises**

**NIL**