

Policy and Services Committee

to be held at the Civic Centre, Civic Drive, Greensborough
on Tuesday 9 August 2016 commencing at 7pm.

Agenda

Stuart Burdack
Chief Executive Officer

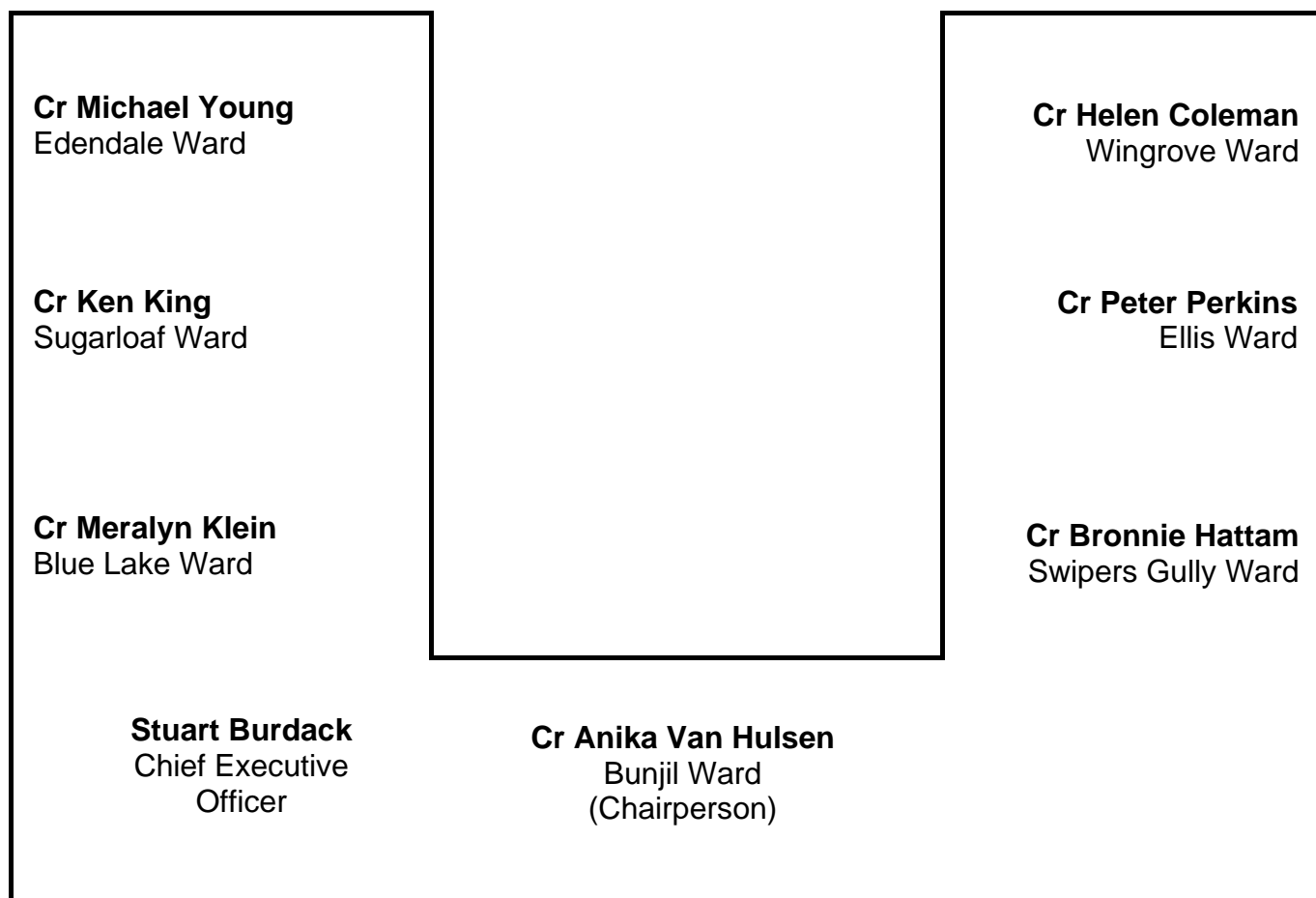
Wednesday 3 August 2016

Distribution:

Civic Drive, Greensborough
PO Box 476, Greensborough 3088
Telephone 9433 3111
Facsimile 9433 3777
Website www.nillumbik.vic.gov.au
Email nillumbik@nillumbik.vic.gov.au

Wominje ka

Policy and Services Committee seating plan



Visitors in the gallery at Committee meetings are:

- Welcome to copies of the various reports which will be considered by this Committee at the meeting. These are on the table in the foyer.
- Welcome to tea, coffee and water. These are on the table in the foyer near the Council Chamber entry.
- Requested to observe Council deliberations quietly in order for Council meetings to run smoothly.
- Advised that an audio recording of this meeting will be made for the purpose of verifying the accuracy of the minutes.

Contents

1. Welcome and apologies	1
2. Disclosure of conflicts of interest	1
3. Confirmation of minutes	1
4. Policy and Services reports	2
PS.028/16 Age-Friendly Victoria Declaration	2
PS.029/16 Finance Policies (Cash Handling and Receipting Policy, Financial Hardship Policy, Councillor Resources and Expenses Policy)	6
5. Supplementary and urgent business	9
6. Confidential reports	9

Nillumbik Shire Council

Agenda of the Policy and Services Committee Meeting to be held Tuesday 9 August 2016 commencing at 7pm.

1. Welcome and apologies

Welcome by the Chair

Members of the public are advised the meeting will be recorded for the purposes of verifying the accuracy of the minutes.

Apologies

Motion

That the apologies be accepted.

2. Disclosure of conflicts of interest

Committee members should note that any disclosure of conflict of interest must be disclosed immediately before the item in which they have an interest.

3. Confirmation of minutes

Confirmation of minutes of the Policy and Services Committee Meeting held on Tuesday 12 July 2016.

Motion

That the minutes of the Policy and Services Committee Meeting held on Tuesday 12 July 2016 be confirmed.

4. Policy and Services reports

PS.028/16 Age-Friendly Victoria Declaration

File: 60/20/010

Distribution: Public

Manager: Pauline Gordon, General Manager Community and Leisure

Author: Corrienne Nichols, Acting Manager Community Services and Social Development

Rebecca Burton, Team Leader Home and Community Care Services

Summary

On 14 April 2016 the Municipal Association of Victoria (MAV) together with the State Government of Victoria jointly signed the Age-Friendly Victoria Declaration. By signing the declaration both organisations demonstrate a commitment to work together to create an Age-Friendly Victoria (Attachment 1).

Based on current population forecasts, Nillumbik's population aged 55 years and over will consist of almost 29 per cent of the total population by 2031.

The significant ageing of Nillumbik's population over the coming decades presents an opportunity for the municipality to build the Age-Friendly capacity of the local community.

In addition to implementing the Positive Ageing Strategy 2013-2018, Council could further demonstrate its commitment to Age-Friendly communities by signing the Age-Friendly Declaration Statement of Support and Partner Endorsement (Attachment 2).

Recommendations

That the Committee (acting under delegation from Council):

1. Acknowledges the opportunity to commit to Age-Friendly local communities.
2. Approves the signing of Age-Friendly Victoria Declaration Statement of Support and Partner Endorsement.

Attachments

1. Age-Friendly Victoria Declaration
2. Age-Friendly Declaration Statement of Support and Partner Endorsement

Background

1. The purpose of this report is to inform Councillors of the signing by the MAV and State Government of the new Age-Friendly Victoria Declaration on 14 April 2016. In signing this declaration, both organisations demonstrate their commitment to work together to create an age-friendly Victoria, and to provide leadership for better state and local planning for more age-friendly communities.

4. Policy and Services reports**PS.028/16 Age-Friendly Victoria Declaration**

2. According to the 2011 Census, Nillumbik has approximately 19,958 (23.2 per cent of the total population) aged 55 and over, and approximately 10,414 (17.2 per cent of the total population) aged 45-54 who will become older adults over the next decade. The projected number of Nillumbik residents aged 55 and over will be 28.2 per cent of the total population by 2021, and almost 29 per cent by the year 2031. In short, Nillumbik will experience a significant ageing of its population over the coming decades.
3. The Declaration commits to building the age-friendly capacity of local communities by:
 - Promoting an age-friendly Victoria
 - Supporting state and local planning processes
 - Providing local councils with leading advice, expertise, and other supports
 - Empowering seniors' involvement in local age-friendly initiatives
 - Encouraging seniors to get involved in areas they see as important
 - Addressing the eight domains as listed in the World Health Organisation's Age-friendly Cities: A Guide (2007)
 - Valuing stakeholder engagement and working together
4. The World Health Organisation (WHO) developed the influential Age-Friendly Cities framework and guide in 2007, which informed Council's Positive Ageing Strategy 2013-2018 and the direction and implementation of age-friendly communities across Victoria, Australia, and the world.
5. Signing the Age-Friendly Declaration provides the municipality with a symbolic gesture which celebrates older people and inclusion of all residents regardless of their age.
6. Council adopted the Positive Ageing Strategy 2013-2018 on 12 November 2013, with the aim to improve the health and wellbeing of older adults living in Nillumbik. Covering the five objectives of Health and Wellbeing, Housing and Accommodation, Information, Social Connectedness, and Transportation, the Strategy and corresponding Action Plan took a holistic approach to improving the lives of Nillumbik's older adult population.

Policy context

7. This report directly supports the achievement of Council Plan 2013-2017 strategy:
 - We will plan and deliver accessible community services that enhance health and wellbeing across all life stages.

Budget implications

8. Signing the Declaration does not require any addition funds from Council. Any initiatives arising from signing the declaration will be implemented within existing budgets, particularly from the Council allocated \$20,000 per annum under budget new initiatives for the implementation of the Positive Ageing Strategy 2013-2018.

4. Policy and Services reports

PS.028/16 Age-Friendly Victoria Declaration

Consultation/communication

9. Following the endorsement and signing of the Declaration, Nillumbik Shire Council we be included on the MAV website as a signatory, as well as the virtual wall of commitments coordinated by the State Government through the Seniors Online website.
10. Council will also promote and inform the community of Council's commitment via a number of communication methods including social media, a media release, and Council's quarterly Ageing Well in Nillumbik newsletter.

Issues/options

11. By signing the Declaration's Statement of Support, Council will demonstrate our support of the vision and commitment to creating a more age-friendly community. As a signatory, Council will also be working with other organisations across the state to achieving age-friendly communities across Victoria.
12. In signing the Declarations' Statement of Support Council makes a public statement of our commitment to age-friendliness, and can celebrate our commitment via local press, as well as Council publications, websites, and social media. We will also have the option of promoting our commitment on the State Government's Seniors Online virtual wall of commitments and MAV websites.

Process for signing the Declaration

13. The process for signing the Age-Friendly Victoria Declaration is non-committal and straightforward.
14. It involves Council signing the Victorian Government and MAV's Age-Friendly Victoria Statement of Support and Partner Endorsement Declaration, which is a commitment for better state and local planning for the creation of age-friendly communities.
15. Signing the Declaration is a public commitment by Council that it will endeavour to work together with State and other local government areas to create age-friendly communities across Victoria.
16. It is a public statement of commitment to age-friendliness by Council to the residents and visitors to the Shire of Nillumbik.
17. The Age-Friendly Victoria Declaration does not confer any formal obligations, statutory responsibilities, or financial commitments.
18. In signing the declaration Council:
 - Fully endorses and supports the vision of the Age-Friendly Victoria Declaration for better state and local government planning
 - Recognises the integral role of older people in achieving an age-friendly Victoria and commits to the ongoing involvement of older people
 - Endorses the importance of partnerships between government, the community and the business sectors in working together
 - Agrees to work in partnership with the Victorian Government and/or the Municipal Association of Victoria to achieve an age-friendly Victoria

4. Policy and Services reports

PS.028/16 Age-Friendly Victoria Declaration

Conclusion

19. The signing of the Age-Friendly Victoria Statement of Support and Partner Endorsement Declaration is a way of demonstrating broad support for the principles it contains, and any actions or activities undertaken as a result of signing are completely voluntary.

4. Policy and Services reports

PS.029/16 Finance Policies (Cash Handling and Receipting Policy, Financial Hardship Policy, Councillor Resources and Expenses Policy)

Distribution: Public

Manager: Andrew Port, General Manager Corporate Services

Author: Vince Lombardi, Manager Finance

Melika Sukunda, Financial Accountant

Summary

This report presents three finance policies which were recently considered by the Audit Committee and which will require formal adoption by Council.

Council has a Cash Handling and Receipting Policy which specifies the actions and responsibilities of officers that are involved in handling, safeguarding and reporting of cash on behalf of Council.

Council's Financial Hardship Policy provides guidelines to assist in the assessment of applications received for the deferment of rates and charges, due to financial hardship.

Council has a Councillor Resources and Expenses Policy. This policy defines the entitlements of Councillors regarding reimbursement of costs incurred, and the equipment and resources to be made available to assist Councillors in performing their duties.

The policies have been periodically reviewed and updated, The latest review has been conducted and updated drafts of the policies were presented to the Audit Committee in May 2016.

Recommendation

That the Committee (acting under delegation from Council):

- 1. Adopts the Cash Handling and Receipting Policy (Attachment 1)**
- 2. Adopts the Financial Hardship Policy (Attachment 2)**
- 3. Adopts the Councillor Resources and Expenses Policy (Attachment 3)**

Attachments

1. Cash Handling and Receipting Policy
2. Financial Hardship Policy
3. Councillor Resources and Expenses Policy

Background

1. Cash Handling and Receipting Policy
 - Council's Cash Handling and Receipting Policy specifies the actions and responsibilities of officers that are involved in handling, safeguarding and reporting of cash on behalf of Council.

4. Policy and Services reports

PS.029/16 Finance Policies (Cash Handling and Receipting Policy, Financial Hardship Policy, Councillor Resources and Expenses Policy)

2. Financial Hardship Policy

- Council's Finance Hardship Policy provides guidelines to assist in the assessment of applications received for the deferment of rates and charges, due to financial hardship.

3. Councillor Resources and Expenses Policy

- The Councillor Resources and Expenses Policy defines the entitlements of Councillors regarding reimbursement of costs incurred, and the equipment and resources to be made available to assist Councillors in performing their duties.

Policy context

4. This report directly supports the achievement of Council Plan 2013-2017 strategy:

- We will undertake long-term financial planning to ensure our budget decisions are responsible and sustainable.

Budget implications

5. Oversight of cash handling procedures is critical to Council in the mitigation of risks associated with cash handling.

6. The financial hardship of rate payers affects the collection of Council's main income source, being property rates. This policy provides delegated staff with guidance as to what constitutes financial hardship and when debt deferral and/or the waiving of interest charges can be granted.

7. The costs associated with Councillor resources and expense reimbursement are included in the operating budget.

Consultation/communication

8. The Cash Handling and Receipting Policy, Financial Hardship Policy and Councillor Resources and Expenses Policy were presented to the Audit Committee in May 2016.

Issues/options

9. Cash Handling and Receipting Policy

- The Cash Handling and Receipting Policy addresses the following aspects:
 - a) Separation of duties
 - b) Accounting for and receipting cash received
 - c) Refunds, voids and cash discrepancies
 - d) Distribution of petty cash
 - e) Depositing of cash
 - f) Safeguarding cash
 - g) Reporting requirements

4. Policy and Services reports

PS.029/16 Finance Policies (Cash Handling and Receipting Policy, Financial Hardship Policy, Councillor Resources and Expenses Policy)

- The purpose of the policy is to provide guidance as to the responsibilities of officers and the procedures to be undertaken in the handling and receipting of Council's cash assets.

10. Financial Hardship Policy

- The Financial Hardship Policy addresses the following aspects:
 - a) The definition of financial hardship
 - b) Deferment of rates payments, penalty interest
 - c) Applications for and assessment of financial hardship
 - d) Financial Counselling requirements
 - e) Withdrawal of deferment
- The policy sets out the guiding principles of how applications for financial hardship are to be made, the requirements to be met and how to assess each application individually.

11. Councillor Resources and Expenses Policy

- Council has an existing Councillor Resources and Expenses Policy, as required by the *Local Government Act 1989*.
- The Councillor Resources and Expenses Policy defines the following:
 - a) Expenses eligible for reimbursement and reimbursement procedures
 - b) Resources and equipment to be provided
 - c) Computers, communications equipment and telecommunications connections to be provided
 - d) Acceptable use guidelines

Conclusion

12. The Cash Handling and Receipting Policy, Financial Hardship Policy and Councillor Resources and Expenses Policy are presented to Council for formal approval.

- 5. **Supplementary and urgent business**
- 6. **Confidential reports**

The meeting may be closed to members of the public to consider confidential matters.

Motion

That Council closes the meeting to the public pursuant to section 89(2) of the *Local Government Act 1989* to consider the following items, which are confidential for the reasons indicated:

Report No.	Title	Reason for confidentiality
PS.030/16	Update on Amendment C101 - ESO Review and Section 39 Appeal	f) Legal advice