STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 18 June 2019 2019 at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Chair:

Councillors:	Malcolm Little	*(Hughes Creek Ward)*
	John Mason	*(Seven Creeks Ward)*
	Kate Stothers	*(Honeysuckle Creek Ward)*
	Alistair Thomson	*(Mount Wombat Ward)*
	Graeme (Mick) Williams	*(Seven Creeks Ward)*

Officers:	Phil Howard - Acting Chief Executive Officer / Director, Innovation and Performance *(DIP)*
	David Roff - Group Manager, Corporate and Community *(GMCC)*
	Jeff Saker - Group Manager, Community Assets *(GMCA)*

Due to the Mayor and Chief Executive Officer being apologies for this meeting, and in accordance with Council's Meeting Procedures Local Law No.1, the Acting Chief Executive Officer will act as Temporary Chair until the position of Acting Chair is filled.

The Temporary Chair will call for nominations for Acting Chair for the meeting.

BUSINESS

1. Welcome

2. Acknowledgement of Traditional Land Owners
    'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present'

3. Apologies

Amanda McClaren (Mayor)	*(Lake Nagambie Ward)*
Debra Bower	*(Lake Nagambie Ward)*
Steve Crawcour - Chief Executive Officer *(CEO)*	

4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 21 May 2019 and Special Meetings of Council held on Tuesday 14 May 2019 and Tuesday 11 June 2019

5.   Disclosure of Interests

6.   Petitions

7.   Reports of Mayor and Councillors and Delegates

8.   Public Question Time

Public Question Time will be conducted as per Strathbogie Shire Council's Meeting Procedure Local Law No. 1, Clause 32. A copy of the required form for completion and lodgment, and associated Procedural Guidelines, are attached for information.

As the questions are a permanent public record and to meet the requirements of the Privacy Act, only the initials of the person asking the question will be used together with a Council reference number.

Response/s to Public Questions Taken on Notice at Ordinary Council meeting held on Tuesday 21 May 2019

Council Ref: TM: 09 / 2019

2.   Bridges R2R on Page 77
      What standard do they meet?   What water flow do they provide? Are the bridges for tomorrow's use?   Who designed the bridges?

Response provided by GMCA
Bridge replacements are usually Design and Construct contracts and specify the following:

- Design loads and widths in accordance with Appendix 2 of Council's Road Management Plan (link below), where possible (https://www.strathbogie.vic.gov.au/images/Assets/RoadManagementPlan2017Final.pdf)
- Waterway area is to be not less than existing, with underside of beams not less than existing;
- Single lane or two lane bridge widths are determined by considering current traffic demand, future use of road and budget.

In addition, bridge upgrades to increase load rating usually involve deck strengthening so that width is increased where possible and railing is upgraded.

8.   Public Question Time (cont.)

Council Ref: KH: 10 / 2019
Council Plan Strategy, Action 4.3.2: Review in conjunction with the community, to identify options for Cowslip Street, Violet Town.
The comments refer to community consultation. To my knowledge, no public consultation has occurred.   1. Will public consultation occur; and 2. Who is Council expecting a formal response from, given that VTAG appear to have no knowledge.

Response provided by GMCA
Council officers have previously commenced preliminary discussions with representatives from Violet Town Action Group (VTAG) on 7 December 2019 to discuss a number of issues including identifying options for Cowslip Street.

Leading on from this initial briefing, a joint meeting between VTAG, VicPol, Regional Roads Victoria and Council was held on the 22 May 2019 discussing the following issues to which community feedback will be sourced once relevant data has been obtained and concept designs developed:

- *Cowslip Street – request for raised pedestrian crossing*
- *Cowslip Street & High Street intersection*
- *Extension of 50km speed to cover Bush Nursing Centre outstanding*

According to Officers, VTAG has been involved in initial discussions regarding Cowslip Street. Further community consultation will occur once plans are available which will be circulated for discussion.

I will ensure you and members of VTAG are contacted once the plans are available and consulted regarding the scheduling of our next meeting.

8.   Public Question Time (cont.)

Council Ref: SS: 11 / 2019

1.   Other than infrastructure grants, what funding is obtained by Council through all funding opportunities?
2.   Can a summary of grants applied for (successful or otherwise) and amount(s) granted be supplied?

Response provided by GMCC
Further to those questions, I attach two documents :
1.   Summary of Grant funding as presented in the 2018/19 Annual Budget
2.   Detail of Grants in various categories over the past 2-3 years

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual 2017/18 $'000	Budget 2018/19 $'000	Change $'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	7,375	3,705	(3,670)	-48.76%
State funded grants	3,885	2,323	(1,562)	-40.21%
Total grants received	11,260	6,028	(5,232)	-48.47%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Victorian Grants Commission	5,261	2,715	(2,546)	-48.39%
Senior Citizens	20	20	0	0.00%
Commonwealth Roads of Access	39	40	1	2.68%
Recurrent - State Government				
Maternal and child health	127	130	3	2.38%
Youth	55	145	90	163.64%
School crossing supervisors	27	27	0	0.00%
Community safety	7	5	(2)	-28.57%
Municipal Emergency Resource Program	60	62	2	3.33%
Pest and Plants Program	53	55	2	3.77%
Median Strip Subsidy	7	7	0	0.00%
Total recurrent grants	5,656	3,206	- 2,450	-43.32%
Non-recurrent - State Government				
Recycling	-	13	13	
Building Energy Audit	-	25	25	
Recreation	-	10	10	
Total non-recurrent grants	0	48	48	
Total operating grants	5,656	3,255	- 2,401	-42.46%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	2,054	930	(1,124)	-54.73%
Total recurrent grants	2,054	930	- 1,124	-54.73%
Non-recurrent - State Government				
Roads	2,989	50		
Bridges	340	140	(200)	-58.82%
Drains	0	557	557	
Buildings	320	646	326	101.88%
Recreation	0	400	400	
Local Govt Energy Saver Projects	0	50	50	
Total non-recurrent grants	3,649	1,843	- 1,706	-48.07%
Total capital grants	5,604	2,773	- 2,831	-50.52%
Total Grants	11,260	6,028	- 5,232	-48.47%

The decrease in operating grant revenue is primarily attributable to the 50% prepayment in 2017/18 of 2018/19 Victorian Grants Commission funding.

The decrease in capital grant revenue is primarily attributable to the resumption of normal Roads To Recovery funding in 2018/19 and the receipt of flood recovery funding of $2 million in 2017/18.

8. Public Question Time (cont.)

QUESTION 2		
GRANT REVENUE		
PROJECT	**AMOUNT**	
Ongoing funding		
Financial Assistance Grant	3,212,007	
FAG Local Roads	2,203,840	
Roads To Recovery	920,877	
Commonwealth Roads of Access	41,823	
Median Strip Maintenance	7,000	
Maternal and Child Health	72,200	
Maternal and Child Health Enhanced	92,700	
School Crossing supervision	24,164	p
Municipal Emergency Resourcing	60,000	
Vulnerable Persons Register	17,700	
Roadside Pests and Weeds	53,364	p
	6,705,675	
Successful applications		
Avenel Longwood Road Bridge	140,000	
Avenel Hall	300,000	
Nagambie Mens Shed	60,000	
Nagambie Locksley Road	500,000	
Euroa Netball Court	100,000	
Tobacco Compliance Education	15,654	
Senior Citizens Festival	2,600	
Freeza Youth Program	73,500	
Avenel Pre School	376,000	
Care Factor	2,000	
Violet Town Mens Shed	52,100	
Euroa Friendlies Oval	100,000	
Nagambie Recreation Reserve Pavilion	100,000	
Fixing Country Roads - Mullers Road	813,300	
Fixing Country Roads - Longwood Ruffy	1,000,000	
Fixing Country Roads - Upton	367,000	
Loddings Lane deep water boat ramp	294,795	
Kirkland Avenue Pedestrian Refuge	15,000	
Scobie Street Traffic Management	14,850	
Recycling temporary funding	27,600	
E Waste facility construction	103,834	
Free From Violence Program	77,700	
Nagambie Bowling Green	143,000	
Nagambie Boardwalk	350,000	
Friendlies Footbridge	200,000	
Euroa Castle Creek Levy	120,000	
Roads - Coombs,Zanelli,Moormbool	500,000	
Building Energy Audits	23,908	
Carbon Crunching	32,480	
Energy Implementation	25,000	
Supported Play Group	59,400	
Engage Youth Program	110,000	
Southern Aurora Event	50,000	
Southern Aurora infrastructure	100,000	
	6,249,721	
Under assessment		
L2P program	33,000	
Nagambie Recreation Reserve Irrigation	50,000	
Nagambie Netball Court	100,000	
Nagambie Growth Strategy	80,000	
	263,000	
Unsuccessful		
Nagambie Industrial Area drainage	370,000	
Violet Town Drainage	67,000	
This Girl Can - Local Marketing	11,500	
Fitness stations Euroa	60,000	
We Know Your Name But Not Your Story	80,000	
Friendlies Oval Stage 2	74,018	
Alexandersons Road	675,000	
	1,337,518	
Natural Disaster funding		
Natural Disaster Funding - Flood	5,295,000	
Natural Disaster Funding - Storm	63,034	
	5,358,034	

Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 21 May 2019 were documented in the Minutes of the meeting.

9. Reports of Council Officers
    9.1 Climate Change
    9.2 Infrastructure
    9.3 Private Enterprise
    9.4 Public Institutions
    9.5 Housing and Recreation
    9.6 Tourism
    9.7 Organisation

10. Notices of Motion

11. Urgent Business

12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2)(d) of the Local Government Act 1989

13. Confirmation of 'Closed Portion' Decision/s

Steve Crawcour
CHIEF EXECUTIVE OFFICER

14 June 2019

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting, as per Local Law No. 1 - Meeting Procedure (2014) or as updated from time to time through Council Resolution

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 16 July 2019, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Council Ref. .... / 2019

Public Question Time Form
Ordinary Council Meeting

Strathbogie Shire Council has allocated a time for the public to ask questions in the business of an Ordinary Meeting of the Council.

How to ask a question:

Questions submitted to Council must be:

(a)   in writing, state the name, address and telephone number of the person submitting the question and generally be on this form, approved by Council; and

(b)   submitted to Council in person or electronically.

The Chair <u>may</u> refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read. Please refer to the back of this form for procedural guidelines.

Question/s: (please print clearly with a maximum of 25 words)

1...

....

....

....

....

2...

....

....

....

. ...

Name: ....

Address: ....

Telephone Number: ....

Signature: (signature not required if submitted by email) ....

Date of Ordinary Council Meeting: ....

Privacy Declaration: Personal information is collected on this form to allow Council to undertake follow-up / response and to confirm identity for future reference where necessary. The questioner's name only, together with a question reference number, will be included in Council's Minutes. Council Minutes are a public document which will be published on Council's Website and are available for public scrutiny at any time. Other personal details included on this form will not be included in the Minutes and will be kept for Council reference only, unless disclosure is required for law enforcement purposes or under any other statutory requirement.

Public Question Time - Procedural Guidelines

Question Time

(1)   There must be a public question time at every Ordinary meeting to enable members of the public to submit questions to Council.

(2)   Sub-clause (1) does not apply during any period when a meeting is closed to members of the public in accordance with section 89(2) of the Local Government Act 1989 (the Act).

(3)   Public question time will not exceed in duration any time limit imposed by the Chairperson, in the Chairperson's discretion in order to ensure that Council has sufficient time in which to transact Council business.

(4)   Questions submitted to Council must be:

   a)   in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and

   b)   submitted to Council in person or electronically.

(5)   No person may submit more than 2 questions at any 1 meeting.

(6)   If a person has submitted 2 questions to a meeting, the second question:

   a)   may, at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or

   b)   may not be asked if the time allotted for public question has expired.

(7)   The Chair, a Councillor or a member of Council staff nominated by the Chair may read to those present at the meeting a question which has been submitted in accordance with this clause.

(8)   Notwithstanding sub-clause (6), the Chair may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.

(9)   A question may be disallowed by the Chair if the Chair determines that it:

   a)   relates to a matter outside the duties, functions and powers of Council;

   b)   is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

   c)   deals with a subject matter already answered;

   d)   is aimed at embarrassing a Councillor or a member of Council staff;

   e)   relates to personnel matters;

   f)   relates to the personal hardship of any resident or ratepayer;

   g)   relates to industrial matters;

   h)   relates to contractual matters that are commercial in confidence;

   i)   relates to proposed developments;

   j)   relates to legal advice;

   k)   relates to matters affecting the security of Council property; or

   l)   relates to any other matter which Council considers would prejudice Council or any person.

(10)   Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.

(11)   All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.

(12)   Like questions may be grouped together and a single answer provided.

(13)   The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.

(14)   A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent within 14 days to the person who asked the question.

(15)   A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

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12.	**CLOSURE OF MEETING TO THE PUBLIC**		185
	To consider matters in accordance with Section 89(2) of the Local Government Act 1989 – (d) Contractual Matters		
	Contractual Matters		
	C.P. 1	Recyclables Acceptance and Sorting Contract (Confidential Legal Matter) - Contract 14/15-21	
13.	**CONFIRMATION OF 'CLOSED PORTION' DECISION/S**		

9.   REPORTS

9.6   TOURISM

9.6.1   Nagambie Waterways Advisory Committee
- Draft Minutes of the Meeting held on 8 April 2019

Author & Department
Visitor Economy & Events Coordinator/Corporate & Community Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary
Attached are the draft meeting minutes of the Nagambie Waterways Advisory Committee held on 8 April 2019, Council's endorsement.

RECOMMENDATION

That Council endorse the draft Minutes of the Nagambie Waterways Advisory Committee meeting held on 8 April 2019.

Background
The Strathbogie Shire Council has resolved to appoint a Special Committee to advise policy and direction for the Nagambie Waterway, to ensure that the activities on the Nagambie Waterways meet the objectives and the vision of Council.

In 2015 the Council approved a new Terms of Reference for the committee and a new committee was appointed, to provide strategic direction for the waterways to the Council.

Alternative options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

Risk Management
The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic links - policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies and key strategic documents.

9.6.1   Nagambie Waterways Advisory Committee
         - Draft Minutes of the Meeting held on 8 April 2019 (cont.)

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and competition and consumer Act requirements have been considered and applied in development of the report and recommendation.

Financial/Budgetary implications
The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental/Amenity implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal/Statutory implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council

Consultation
The author of this report consulted with all the user groups of the waterways, relevant agencies, and the community at the recent meeting – see attached copy of minutes.

Attachments
- Draft Minutes of the Nagambie Waterways Advisory Committee held on 8 April 2019
- Action List

NAGAMBIE WATERWAYS ADVISORY COMMITTEE
GENERAL MEETING
To be held on
Monday 8th April 2019 at 5.00 pm

MEETING MINUTES

Attended:

Cr. Amanda McClaren	Mayor Strathbogie Shire Council (Chair)
Steve Crawcour	CEO Strathbogie Shire Council
David Roff	Group Manager SSC
Libby Webster	Strathbogie Shire Council (Secretary)
Scott Wikman	GMW
Wally Cubbin	Nagambie Angling Club
John Beresford	Commercial Developers
Robert Kean	Riparians
Henry Moss	Nagambie Rowing Club
Craig Stewart	Commercial Boating Operator
Lee Rowlands	Commercial Boating Operator
Alister Purbrick	Go Nagambie
Inspector Peter Koger	Victoria Police – Mitchell Division
Andrew Peters	Elloura Developments

Guests:

Bianca Atley	Water Quality Coordinator	GMW
Dr Jared Panther	Senior Water Quality Manager	GMW
Rod Lockwood	Director	Go Fish Nagambie

Apologies:

Sgt Tony Watson	Nagambie Police
Cr. Debra Bower	Councillor Strathbogie Shire Council

1. **Conflicts of Interest** - none declared

2. **Review minutes of previous Meeting** 25/2/19

It was agreed to hold over the review of the minutes until the June meeting.
Action List- see attached

3. **Blue Green Algae Update**

Bianca and Jared from GMW outlined the process thus far:-

- A warning issued on 25 March issued, for 2 locations - Turner Island backwater and east / west backwaters near Kirwans Bridge.
- This is the first time a warning has been issued anywhere in Lake Nagambie region.

- This is a unique situation because it is standard practice that a warning would be issued for the whole waterway system, because wind and flow can spread the blue green algae, but because the area is contained within the backwaters, GMW believed they could operate the weir so the algae remained in the backwaters.
- Due to the fact the area in question is downstream of township with a river running through it, the warning has only been issued for the two backwaters.
- It is recognised to issue a warning on the entire system would greatly affect tourism in the area.
- GMW have asked Weir Keeper to hold the Weir at a steady rate so doesn't draw the waters back into the channels.
- Regular sampling is being undertaken and so far the results show that the plan is working and the Algae is not spreading.
- Algae have more than one type of toxins – toxins on the outside where swimming in affected waters can cause irritation and there are toxins inside the cell – if you swallow these you may get ill and experience numbness in your limbs.
- Advice for fishing is people is that people are still able to catch fish but should be advised to carry fresh water to wash their hands after handling fish caught in this area. If the fishermen are cleaning their catch, they should isolate the gills and gut and rinse well with fresh cold water.
- Hot water releases toxins, so is not advisable to use.
- Natural conditions, such as cooler weather, may eventually rid the area of the algae.
- Rainfall brings nutrients and makes algae grow so doesn't help the situation necessarily.
- GMW sample in the Goulburn Weir/Lake Nagambie all year around.
- It is advised to avoid contact with the water such as swimming in the affected areas.
- There is no requirement to wash boats after they have travelled through this area
- Bianca help Justin Lane develop a factsheet for the upcoming event.
- Generally there is a sample taken on a Monday and the results are available by the Wednesday.
- Advice should be sought from the Department of Health on how to treat symptoms and GMW website has a downloadable fact sheet.

4. **GoFish Update**

Rod reported that:-
- There has been good engagement with locals, with offers of access to boat ramps and bank for fishing.
- They expect to reach the limit of 1,000 boats registered.
- 1,500 registered fisherman, so far, with 192 registrations in the previous week.
- The weather is predicted to be consistent.
- Good support from commercial side – 65 exhibitors – large retailers such as Anaconda, Quintrex, Lawrence Navigation, Shimano, plus fishing tackle suppliers and boat retailers.

- Boat retailers see the benefits of this location, as they can offer a test drive of new boats on the Lake.
- Looking to earn a good reputation this year and expect growth in future.
- The Nagambie residents are reporting a large increase in visiting fisher people prior to the event.
- IFish have done a number of TV shows on Nagambie, the Goulburn River and the event..
- The Nagambie Farmers market is to be held at the Regatta Centre on the Sunday.
- There is an extensive education program on offer on the Friday run by the VFA, with over 450 kids attending to learn how to fish.
- There are 74 bookings at Mitchelton currently for camping.
- Rod is confident that they have overcome any parking, boat ramp issues.
- Registrations will be taken up until the day.
- The fishing app has been tested at four different tournaments. There will be Marshalls on the water to assist people with app.
- Data collected at the event will be valuable.
- An emergency services meeting is scheduled every morning of the competition.
- Volunteers from the local area have not been as good as hoped, so assistance from other groups, such as scouts, high schools and cycling groups have been sort.

5. General Business

David Roff reported that he has had a meeting at MAV re the Andrews Government State Election promise to abolish boat ramp fees. There were concerns voiced at the meeting regarding implementation. It was stated that the plan was for fishing licences and boat registration fees to fund to improvement to boating facilitates. This funding would not be available until 1 July 2020. In the interim it was planned to reimburse for maintenance. It is unclear what is included in these costs. The Shire funds compliance costs of $80K with no recompense for these expenses. Negotiations are ongoing.

John Beresford reported that a group of Go Nagambie and Shire representatives had a meeting with Damian Drum regarding the possibility of funding for a connectivity link/board walk from the township to the Regatta Centre, as well as a safe pedestrian access boardwalk in front of the businesses (Jacobsons Outlook to Bryde Street) both of which would benefit traders and tourists . So far there has been no Federal budget commitment.

John proposed a motion that this committee supports '*the construction of a walkway around the lake frontage and for Council to source appropriate funding for the project*.' This was seconded by Craig Stewart. All agreed, except Wally Cubbin who abstained. Wally Cubbin enquired how community consultation about this project, would take place in particular with the affected landowners. Steve Crawcour replied that the land that is proposed to be utilised for this walkway is GMW land that is leased by the Council. There is a small inlet, where a bridge over the inlet is proposed. Community consultation will commence when the funding is secured.

Steve Crawcour reported that the Tourism Infrastructure Business Case has been redrawn up into five separate business cases instead of one document with the five major projects together. This means that Shire has five strategic plans that are shovel ready projects with a cost/economic benefit ratio of 4.6 – 9.1.

Welcome Andrew Peters as the representative from Elloura as a Commercial Developer.

Scott Wikman reported that GMW is still planning to draw the waters of Lake Nagambie and Goulburn River down, but it will be dependent on the blue green algae situation. Meeting Closed 6 pm

CONFIRMED MEETING SCHEDULE FOR 2019:
    Monday 17 June
    Monday 12 August
    Monday 14 October
    Monday 9 December

NAGAMBIE WATERWAYS ADVISORY COMMITTEE MEETING
April 8th 2019 meeting

Action 2	LW to invite Member for Northern Victoria/Euroa to December meeting.

Libby to follow up

Actions from December 10 Meeting

Action 1	Jeff Saker to inspect River Street waters edge and Rope Swing in the Bowl

Jeff has inspected the River Street Reserve and the cost of capping the waters edge is approximately $75K. Jeff to submit as part of the Capital Works budget for Council consideration.

Jeff is looking at options to install appropriate signage warning of the danger.

Actions from the February 25 2019 meeting

Action 1	That the Strathbogie Shire Council consider allocation in the 19/20 budget, to appointing a appropriate consultant to undertake a review and community consultation of the speed zoning on Nagambie lakes and the Goulburn River. As per the Committees recommendation.

 An allocation for this project will be made in the 2019 – 20 budget for Council consideration. The budget will be out for community comment, all members of the committee are welcome to make submissions to the budget process.

Action 2	Rod Lockwood from GoFish to be invited to the April 8th Meeting

Attended the April 8th Meeting

9.6.2 Tourism Arts and Culture Advisory Group
- Draft Minutes of the Meeting held on Thursday 18 April, 2019

Author & Department
Manager Arts, Culture and Economy / Corporate and Community

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary
Attached are the draft minutes of the Tourism, Arts and Culture Advisory Group for the meeting held on Thursday 18 April, 2019.

RECOMMENDATION

That Council endorse the draft minutes of the Tourism, Arts and Culture Advisory Group meeting held on Thursday 18 April, 2019, and acknowledge the following Motions put forward by the Group:

- *Motion from members of TACAG in support of an additional $20,000 to be allocated for Arts & Culture in the 2019/2020 budget*
- *Motion from members of TACAG supporting Council's direction - resolution date from Special Council Meeting on 26/03/19 - in relation to urban planning and accessibility and recommendations to Australian Rail Track Corporation (ARTC)*

Background
The objectives of the Strathbogie Shire Council Tourism, Arts and Culture Advisory Group are:
- To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit.
- Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.

The role of the Committee is to carry out the following functions:
- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.

9.6.2   <u>Tourism Arts and Culture Advisory Group</u>
<u>- Draft Minutes of the Meeting held on Thursday 18 April, 2019 (cont.)</u>

- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.

The Tourism, Arts and Culture Advisory Group Charter was adopted by Council on 15th of August, 2017.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   No feasible alternatives have been identified

Risk Management
The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
The author of this report acknowledges that the motion in support of an allocation of $20,000 for Arts and Culture in 2019-2020 will have budgetary implications.

Requested funding of $20,000 is to enable Council to support the Goals of the (yet to be adopted) Arts and Culture Strategy, which at present stand as:
1. A connected and vibrant community
2. A culturally capable community
3. A diverse community that recognises, expresses and celebrates its creativity and heritage.

The money is not allocated to a specific project, but to provide assistance for groups that may have an idea, concept, project that they require support with that will assist in achieving the actions and therefore the goals of the Arts and Culture Strategy.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

9.6.2   Tourism Arts and Culture Advisory Group
        - Draft Minutes of the Meeting held on Thursday 18 April, 2019 (cont.)

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

- Draft minutes of the Tourism, Arts and Culture Advisory Committee of Thursday 18 April, 2019

TOURISM, ARTS AND CULTURE ADVISORY GROUP

MEETING MINUTES

Thursday 18th April, 2019
Avenel, The Harvest Home
2:00pm – 3:00pm

Anticipated Attendees

Cr Amanda McClaren	Councillor (CHAIR)	Kathi Clark-Orsanic	Community Representative
Claire Taylor	Strathbogie Shire	Tess Noonan Egan	Community Representative
Debra Ellis	Strathbogie Shire	Sissy Hoskin	Go Nagambie
Kristen MacKenzie	Community Representative	Janelle Toomey	Community Representative
Rosa Purbrick	Community Representative		

Apologies

Leanne Hulm	Goulburn River Valley Tourism	Dan Capobianco	Community Representative
Cr Debra Bower	Councillor		

ITEM	ACTION ITEMS
1. WELCOME MEMBERS AND ACKNOWLEDGMENT OF COUNTRY Amanda McClaren (interim CHAIR) welcomed and paid recognition of traditional custodians of the land.	CHAIR
2. ACCEPTANCE OF PREVIOUS MINUTES Acceptance of minutes from last meeting 22/03/18 **Moved:**　　**Janelle Toomey** **Seconded:**　　**Kristen MacKenzie**	All
3. MATTERS ARISING FROM PREVIOUS MINUTES 　　3.1 Update on Urban Planning projects: 　　　　3.1.1　Nagambie Water Tower 　　　　Claire has spoken with Simon Walsh at GV Water, still no definitive answer regarding the heritage issue and the possibility of painting a mural on the tower. 　　　　Amanda has spoken with City of Wodonga which has a similar water tower with the same issue - instead they have used lighting to feature their tower which can be changed according to various themes. Potential lighting option sent to Simon for consideration. 　　　　Amanda suggested that it would be good to take the committee to have a tour of Wodonga and the upgrade of the railway precinct and activation of the space.　Discussed if the committee would be interested in this as an option – general consensus was yes. 　　　　Sissy has previously done some investigation of lighting and augmented reality costings. Indicated that simply lighting would be quite cost effective and minimal maintenance. - around $25,000. Fixed lighting on the tower proposal would need to be developed and presented to Simon at GV Water to be tabled for an approval process.	

Could be an avenue for revenue for advertising but not a lot of resource to manage this. There is also a tower lit in Mooroopna which is an existing GV Water tower. No formal guidance or specifications on the heritage requirements	
Actions: *Janelle to investigate the costing for lighting the water tower. Sissy to provide information she has previously obtained. Amanda to provide contacts from Wodonga regarding their project*	**Janelle Sissy Amanda**
All members to consider the draft budget and make any submissions to this in relation to funds allocated for the 2019/2020 FY for Arts & Culture	**All**

Motion: Motion from members of TACAG for an additional $20,000 to be allocated for Arts & Culture in the 2019/2020 budget.
    Moved: **Kathi Clark-Orsanic**
 	
    Seconded: **Janelle Toomey**	

3.1.2 Showcase Victoria/Creative Victoria Claire advised that the information or the 2019 Showcase has come out, however the Arts and Culture Strategy remains the priority at the present time. So this is possibly a future consideration for 2020 and can be included as an action item for the strategy.	
3.1.3 Longwood Units Kristen advised that a submission was put in as an individual for a proposal focused on an artist in residence and workshop facilities, meeting space which addressed a number of needs in the community around arts and culture. Kristen addressed the selection criteria and did some research in relation to meeting these selection criteria of the Longwood region and what creative arts could be delivered within the space, along with information on significant places of interest. Members commended Kristen on the effort she has made in this undertaking.	
4. STRATEGY/PLAN DEVELOPMENT	
4.1 Update on Framework Updates on the Arts and Culture strategy by Claire and Deb E. Phone meeting with CDN to review the draft document, highlighted that it was much improved, but a few further changes to be made and then the graphic design and imagery to be undertaken.	
Action: *Claire and Deb E to complete further works on the Strategy. Plan to send out to all members prior to next meeting for discussion at May meeting.*	**Claire Deb E**
4.2 Launch Party Need to determine when it would be adopted by Council before launch party date can be set. Discussion about local film maker Scott Lewis and debut screening of his film to coincide with the Strategy launch.	
Action: *Sissy to speak to film maker about the possibility of him coming to the next meeting in May as a guest speaker*	**Sissy**

5. GRVT	
5.1 Discussion around 'What's next?' City of Greater Shepparton (Council) recently withdrew support from GRVT which resulted in a chain of events with the other member councils withdrawing also. Claire circulated the email from GRVT with the official media release information. All acknowledged that there has been a significant amount of work undertaken by GRVT. The entity is likely to be wound up prior to the end of June 2019, funding is through to 30 June. Liquidator is appointed and determines what happens with the intellectual property of this organisation. Review of regional tourism bodies is being undertaken by Tourism VIC which might have impact on this space moving forward. Janelle advised that the issue of where Strathbogie fits and the existing boards not recognising Strathbogie is still an ongoing struggle. Suggestion from members to send a letter of thanks to Leanne thanking for recognition of her work to date as a part of GRVT.	
Actions: Motion from members seeking Councils endorsement for letter to be written to the Minister in relation to regional tourism bodies and where Strathbogie fits within the landscape of this. May include reference to be a test case.	**To be determined**
Deb B as Chair of TACAG to write 'Thank You' letter to Leanne	**Deb B**
6. GRANT OPPORTUNITIES	
6.1 Discussion around opportunities Claire advised about the number of grants that are out there and come up. Recommended members sign up and register with Goulburn Valley Funding Finder to receive automatic updates relation to their fields of interest, and also encourage their networks to do the same. https://goulburnvalley.grantguru.com.au/ Amanda acknowledged that Claire has been 100% successful in grants for which she has applied for to date, with some still awaiting decision.	
Action: Members to further investigate Goulburn Valley Funding Finder	**All**
7. SUSTAINABLE STRATHBOGIE 2030	
7.1 Discussion around DRAFT strategy Kathi advised that this document is now available to the public for feedback or submissions and recommended that people read the document and participate in the survey. An important document to engage with.	
Action: All members encouraged to participate and complete the survey https://oursay.org/strathbogie/sustainable-strathbogie	**All**
8. COMMITTEE MEMBERS	
8.1 Committee Membership/Meetings Discussion around members who have missed meetings, and the terms of the current charter. Amanda advised that Leanne has a new position in Shepparton. Chair to write to Leanne asking if she would like to remain as a member of the TACAG.	

Claire outlined that the Charter is coming up to its two year review in August and suggested that it would be good timing to coincide the review with the implementation of the finalised Arts & Culture Strategy.	
Actions: Deb B as Chair to write letter to Dan and Leanne regarding their membership status.	Deb B
8.2 Calendar and venue dates for 2019 Discussion around the timings of meetings within the group. Some people are finding it hard to attend a meeting in the middle of the day, others prefer it. Claire suggested alternating each month between a morning meeting and an afternoon meeting, and suggested that the next meeting could be held as a morning meeting.	
Action: Doodle Poll to be resent will be sent to confirm date and time of May meeting	Claire

9. OTHER BUSINESS
 	
    <u>Amanda</u>: discussed Strathbogie Shire winning the bid to host the Rural Councils of Victoria's next conference in May 2020 in Nagambie. 37 Councils will be hosted with an anticipated attendance of 300 people – a great achievement!
 	
    <u>Kathi</u>: raised if the committee wanted to have input to the issue regarding the design proposed for the overpass for Euroa.
 	
    Action: motion supporting Councils direction from the TACAG - resolution date from Special Council Meeting on 26/03/19 - in relation to urban planning and accessibility and recommendations to Australian Rail Track Corporation (ARTC)
            Moved: **Kathi Clark-Orsanic**
 	
            Seconded: *Janelle Toomey*
 	
    <u>Janelle</u>: Artists Engagement for Water Tower - Gus and Minna Leunig are keen to undertake a mural collectively. John Mason indicated that there were grants available at Council. Clarified that these were for amounts up to $5000 and they are closing on 26th April
 	
    Gus keen to look at artistic endeavours along the rail precinct at the local towns. And Janelle looking at providing information on the land owners etc to provide back to Gus.
 	
    Went to the RONE exhibition and had a 45min one on one meeting with the artists. Derelict buildings as an opportunity for this to occur in our Shire or in our neighbouring shires. Tabilk cottages might be an option.
 	
    Action: members to email any ideas to Janelle by <u>Friday 3 May</u>
 	
    Moveable feast on Sat 27th - Janelle and Matt Fowles guest speakers and will be promoting Strathbogie Shire
 	
    Action: Janelle to send information to be promoted via Councils social media pages.
 	
    <u>Tess</u>: advised the numbers were up for the Twilight Hawkers Market in Euroa in February, feedback was very positive. Food vendors are difficult
	All members
	
	Janelle

to use in this location. Strathbogie Inc. events are no waste/rubbish free. Only 6 pieces of rubbish at the end of the evening. Children and families well represented - looking at including more children's activities next time. **Sissy**: Go Fish- going well. Is going to be one big event. A bit of a shame that it has been so dry. Claire also advised that the Shire have commissioned for an Economic profile to be undertaken on this event to obtain data for future events and use as leverage for funding requests.	
9. MEETING CLOSED @ 3:33pm	
10. NEXT MEETING/S: @ Fowles, Avenel. Date and time TBC	

9.7 ORGANISATION

9.7.1 Risk Policy and Enterprise Risk Management Framework

Author & Department
Corporate Risk Officer / Innovation and Performance Department

Disclosure of Conflicts of Interest in relation to advice provided in this report
Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989 (LG Act).

Summary
After review by officers and Council's auditors of the current risk management systems and framework; attached are the new draft Risk Management Policy and draft Risk Management Framework for consideration by Council.

A core component of the Risk Management Framework is to adequately address the Strategic/Corporate and Operational risks of Council. The framework and policy will allow input from Council, Executive and staff to update the Strategic Risk Register and the Operational Risk Register. The risks will be recorded, assessed, ranked, controlled (eliminated or mitigated) and monitored. The Audit Committee will analyse the risk reporting and the systems in place, and a report will be provided to Council at least twice a year. Furthermore Executive, Management and all officers of Council have the responsibility to participate actively in the risk management framework and strategies.

Council's ERMF is designed on the following principles:
- Fit for purpose
- Adds value in each step or activity
- Is efficient to operate and maintain
- Avoids administrative burden
- Promotes integration of risk throughout Council
- Helps the Executive and management to discharge their duties and responsibilities.

In summary, the corporation as a whole must (as per the draft framework):

Mandate and commitment
There is a strong and sustained commitment by management to ensure the ongoing effectiveness of risk management within the Council. This commitment should support the development of a positive risk culture in the organisation.

Design of framework for managing risk
There needs to be a systematic approach in designing a risk management framework that is relevant, effective, efficient and adequate, incorporating matters such as appropriate risk management strategies, a risk management plan, effective governance, communication and reporting arrangements, resource requirements and risk management accountabilities.

9.7.1   Risk Policy and Enterprise Risk Management Framework (cont.)

Implementing risk management
The risk management process is applied through a risk management plan at all relevant levels and functions of the department or Council as part of its practices and processes. Investment in resources and capabilities should enable its risk management activities to be applied effectively and efficiently.

Monitoring and review of framework
Councils should continually ensure that risk management is effective and supports organisational performance. Under the mandatory requirements the risk management framework should be reviewed annually and enhanced as required.

Continual improvement of the framework
Based on the results of monitoring, reviews, any independent assurance of risk management controls and practices, decisions can be made on how the risk management framework and Policy can be improved.

It is recommended that Council adopt the new policy and framework.

RECOMMENDATION

That Council adopts the draft Risk Management Policy and draft Enterprise Risk Management Framework, as attached.

Background
Council officers commenced a review of its risk management framework to ensure we were compliant with statutory obligations and have a system consistent with contemporary and best practice. The need was also identified as part of the internal audit program and external audit checks.

The importance of identifying and managing risk is reinforced in Victoria by legislative requirements whereby Councils are required to have a risk management policy and a risk management framework, which ultimately supports Council in its decisions. The Australian/New Zealand Risk Management Standard - AS/NZS ISO 31000 2009, (the Standard), establishes the approach to risk that is followed in both the public and private sector in Australia.

Council's Risk Management Policy contains a statement about Council's position and approach to risk management. This Risk Management Framework is based on the principles in the Standard and identifies the arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

Alternative Options
Officers providing advice in relation to this report have considered that this is the most appropriate option available to Council, as it meets the requirements of the Local Government Act 1989 and relevant Australian Standards.

9.7.1   Risk Policy and Enterprise Risk Management Framework (cont.)

Risk Management
The recommendation will mitigate any significant operational/strategic risk to Council.

Strategic Links – policy implications and relevance to Council Plan
The report is consistent with other Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
There are no financial implications associated with the recommendation.

Economic Implications
The recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
The author of this report considers that the Risk Policy and Risk Framework will provide a safer Community.

Victorian Charter of Human Rights and Responsibilities Act 2006
The recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The recommendation ensures Council is compliant with relevant legislation and its legal responsibilities in relation to risk management.

Consultation
The author of this report considers that the matter under consideration is an internal corporate matter that does not require community consultation.

Attachments
- Draft Risk Management Policy
- Draft Enterprise Risk Management Framework

ENTERPRISE RISK MANAGEMENT POLICY

Date Adopted: XX
Version: DRAFT

PURPOSE

Through integration with the approved Enterprise Risk Management Framework, the purpose of this policy is to:

1. Establish the principles upon which our organisational risks are managed in accordance with the risk management standard, ISO 31000:2018 Risk management – Guidelines.

2. Guide the integration of risk management into our governance structure, culture and business processes.

3. Implement an approach to risk management that is fit for purpose at all levels throughout Council.

4. Integrate risk based decision-making throughout Council for the benefit of the organisation, our community and our stakeholders.

5. Develop a culture of risk awareness, accountability and shared attitudes that promotes a willingness and capability to manage risk at all levels across the organisation.

SCOPE

This policy applies to all areas of Council operations and includes all Councillors, staff, contractors and volunteers undertaking any function for or on behalf of Council.

APPROACH TO RISK MANAGEMENT

This policy is a core component of Council's corporate governance structure, corporate policy framework and Enterprise Risk Management Framework. Through this policy and associated documents, Council's approach to risk management will:

1. Support the Council, executive and management to confidently make informed decisions based on organisational policy, values and appetite;

2. Assist Council to achieve organisational objectives through the timely and systematic management of risks and exploitation of strategic opportunities;

3. Consistently manage the effects of uncertainty through the application of robust risk management practices;

4. Promote compliance with relevant obligations; and

5. Create and protect value by targeting effort and resources to the areas of highest priority.

ACCOUNTABILITIES & RESPONSIBILITIES

The roles and responsibilities for risk management at Council are specified in this policy, committee charters and individual position descriptions.

PERSONNEL	ACCOUNTABILITIES AND RESPONSIBILITIES
COUNCIL COMMITTEE	• The overall responsible body. • Accountable for risk management at Council.
AUDIT COMMITTEE	• Independent review and oversight of Council's governance, risk management and control activities. • Oversight of the internal audit function.
INTERNAL AUDIT	• Risk assurance to the Council Committee and CEO through execution of the annual internal audit plan.
CHIEF EXECUTIVE OFFICER	• Council's officer accountable for risk. • Setting the tone, culture and expectations for risk management and governance activities. • Ensuring adequacy of resources for risk management activities. • Setting appropriate delegations of Risk Management Functions
EXECUTIVE MANAGEMENT TEAM	• Accountable for ownership and management of risks in their respective areas • Accountable for staff performance in this area
CORPORATE RISK OFFICER	• Leading the risk management function. • Developing a risk management framework that is fit for purpose. • Risk reporting to the CEO and Audit Committee. Supporting the organisation to manage its risks through: • provision of risk management advice and guidance to staff; • maintenance of the risk management framework.
MANAGERS	• Managing risks and monitoring control effectiveness in accordance with Council's approved enterprise risk management framework.
ALL STAFF AND CONTRACTORS	• Applying sound risk management practices in accordance with Council policies and frameworks.

ASSOCIATED DOCUMENTS

This policy is the foundation document in the enterprise risk management framework and should be read in conjunction with the following:

• Enterprise Risk Management Framework

• Enterprise Risk Management Procedures

• Enterprise risk management tools, systems and reports

• Audit Committee Charter

POLICY ADMINISTRATION

BUSINESS EXECUTIVE:	Chief Executive Officer
RESPONSIBLE OFFICER:	Corporate Risk Officer
APPROVAL:	Council [*date and meeting ref*]
POLICY REVIEW DATE:	2 years from date of approval
FILE NUMBER:	
RELEVANT LEGISLATION/STANDARD/ETC:	Australian/international risk standard - ISO 31000:2018, *Risk management – Guidelines*

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
2		Policy re-write, August 2018 (previous version September 2013)

ENTERPRISE RISK MANAGEMENT FRAMEWORK

Date Adopted:

Version: Final

Review date:

Contents

Overview

The *Strathbogie Shire Council Plan 2017-21* (the Council Plan) outlines the five-year strategies that will help Council to achieve its goals and building flourishing communities in the Shire.

The Enterprise Risk Management Framework (ERMF) is a key component of Council's governance arrangements and is the structure upon which the risks, opportunities and other information that may impact upon the achievement of Council's goals and strategies to be identified and managed. Through the ERMF, risk management practices can be applied consistently right across Council which enables Council to confidently make decisions that are timely, informed and cognisant of the factors that may impact upon the success of the Plan.

The ERMF is based upon the International Risk Management Standard (adopted here in Australia) ISO 31000:2018, (the Standard) which outlines the approach to risk management that is followed in both the public and private sectors in Australia. The ERMF outlines the arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout Council.

This framework applies to all operational areas of Council, including Councillors, Council staff, contractors and volunteers undertaking any function for or on behalf of Council.

Objectives for Council's management of risk

The key purpose for the management of Council's risks is to help Council achieve goals and objectives which are outlined in the Council Plan and the operational plans for each business unit.

Council's approach to risk management is designed to:

- Support the Councillors, Executive and management to confidently make informed decisions based on organisational policy, values and appetite
- Assist Council to achieve organisational objectives through the systematic and timely identification and management of risks and exploitation of strategic opportunities
- Consistently manage the effects of uncertainty through the application of robust risk management practices
- Promote compliance with relevant obligations
- Create and protect value by targeting effort and resources to the areas of highest priority.

Application of the ERMF will assist Council to:

- Achieve its goals and the Council Plan
- Protect the safety of people, assets, finances and Council reputation
- Take risks in accordance with approved policies and organisational values
- Adopt risk treatment activities that are fit for purpose, cost effective and are designed to reduce risk to an acceptable level
- Embed a culture that promotes awareness and accountability for risk so it becomes a normal way that business is done at Council.

Principles and components of the framework

Council's ERMF is designed on the following principles:

- Fit for purpose
- Adds value in each step or activity
- Is efficient to operate and maintain
- Avoids administrative burden
- Promotes integration of risk throughout Council
- Helps the Executive and management to discharge their duties and responsibilities.

The ERMF is the totality of all documents, processes, systems and personnel that operate the framework for the purposes of risk management at Council. The ERMF comprises:

Outlined in separate documents

- ERM Policy
- Risk Procedures
- Audit Committee Charter
- Risk Program of Work

Outlined in this document

- ERM Framework
- Risk governance structure
- Three lines of defence
- Risk categories
- Risk appetite and tolerance statement
- Risk rating matrix
- Risk profile
- Risk register system
- Risk culture and reporting

Risk management procedures

Council's *Risk Management Procedures* document provides detail on the application of the tools outlined in this ERMF document. The procedures are based on the risk management standard, ISO 31000:2018.

Figure 1: Risk process. Source: ISO31000:2018

Risk management governance structure

Council's risk governance structure is a component of the overall organisational structure. It represents the accountability and responsibility for risk, reporting lines for risk information and risk escalation path.

It starts with the Councillors and cascades through management and all levels of staff. Oversight for risk is achieved through the Audit Committee and management and executive committees, with independent assurance from the internal audit function.

Figure 2: Council risk management governance structure
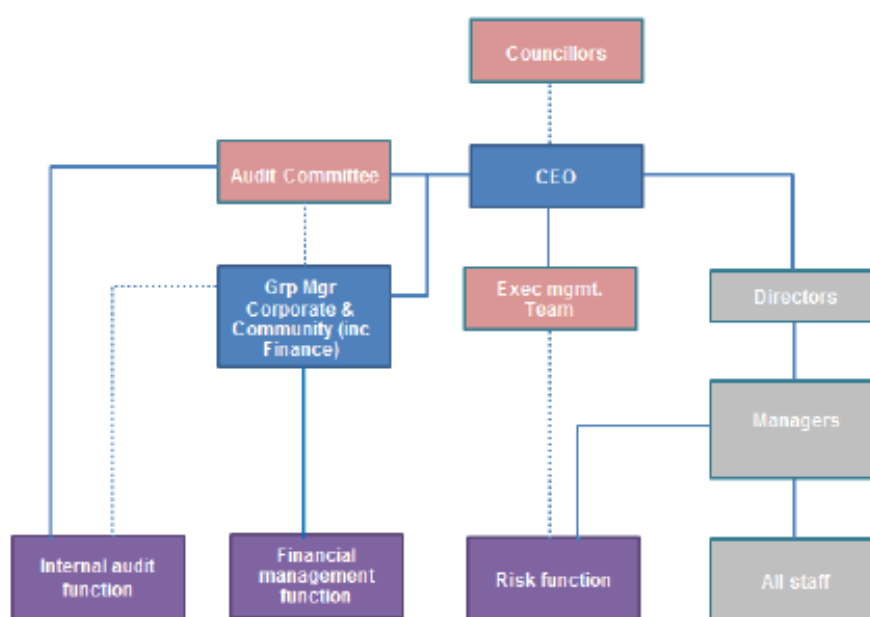
Risk management function

Council's risk management function is comprised of a Corporate Risk Officer who reports to an executive manager. As outlined in the above governance structure and the Corporate Risk Officer's position description, the Corporate Risk Officer:

- Is responsible for assisting senior management to develop, implement and maintain the risk management framework;
- Has an appropriate level of operational independence as a second line of defence function;
- Has the right capability and capacity that is fit for Council's purposes; and
- Has the necessary access to business units, management and staff to conduct their risk management activities and has appropriate reporting lines through to the Audit Committee.

The Corporate Risk Officer role has no operational business line responsibilities and is fully independent. Key responsibilities are facilitating regular risk profiling, enterprise risk reporting, maintenance of the ERMF and risk register, working with Council divisions to assist and advise on the application of the ERMF.

Roles, responsibilities and accountabilities

The roles and responsibilities for risk management at Council are specified in this policy, committee charters and individual position descriptions.

Table 1- Roles, responsibilities and accountabilities for risk management

Role	Responsibilities and Accountabilities
Councillors	• Oversight of risk management at Council. • Oversight of the Audit Committee.
Chief Executive Officer	• Overall accountability for risk. • Setting the tone, culture and expectations for risk management and governance activities. • Ensuring resources for risk management activities are adequate for Council purposes. • Setting appropriate delegations for the risk management function.
Audit Committee	• Independent review and oversight of Council's governance, risk management and control activities. • Oversight of the internal audit function.
Internal Audit	• Risk assurance to the Audit Committee and CEO through execution of the internal audit plan.
Executive Management Team (EMT)	• Accountable for ownership and management of risks in their respective areas of responsibility. • Role modelling the tone, culture and expectations for risk management and governance activities. • Oversight of risk management across Council.
Managers	• Responsible for management of risks in their respective divisions/business units, in accordance with the ERMF. • Responsible for the risk management performance of staff in their respective divisions/business units.
Corporate Risk Officer	• Leading the risk management function. • Developing, implementing and maintaining a risk management framework that is fit for purpose. • Risk reporting to the CEO and Audit Committee. • Supporting the organisation to manage its risks through the provision of risk management advice and guidance to staff.
All staff and contractors	• Applying sound risk management practices in accordance with Council policies and frameworks.

Three lines of defence – risk assurance

Council operates a 'three lines of defence' (3LOD) model to actively manage, monitor and oversee risk. This model comprises:

First Line of Defence - Operational management, including divisional staff and management.

The first line of defence own the risks attributable to their area of responsibility and are accountable for the appropriate management of risk and the effectiveness of risk controls. It is imperative that management understand and accept their accountability for owning and managing their risks. This accountability cannot be divulged to another function, such as the Risk team.

For example, management in the Finance team are accountable for all risks pertaining to financial management and are the financial risk owners. Divisional management are also responsible for financial risk in their respective divisions and teams and for applying the organisation's financial risk management policies, frameworks and tools. This is the first line of defence's responsibility. Assurance over the effectiveness of financial controls may be obtained through a *risk and control self-assessment* conducted by divisional management.

Second Line of Defence - Enterprise risk, compliance, legal counsel, IT security.

The second line functions work with management to help design appropriate risk controls, monitor risk treatments and report to senior management. This activity may be conducted at a business unit or divisional level, (e.g. assisting the unit to assess and monitor project risks) or at an organisational level (e.g. assessing and reporting the risks and opportunities in development and implementation of the Council Plan).

In the financial risk example, the role of the second line of defence Risk team is to assist management to apply the ERMF to identify and manage financial risks. This may be through risk profiling workshops, advising on the design of financial risk controls and reporting on financial risks to the executive or other governance committee.

Third line of defence – Internal Audit (IA)

The IA function is independent of management and hold no operational responsibilities. IA's primary role is to provide objective and independent assurance to the Council Committee, the Audit Committee and senior management over the effectiveness of internal controls, risk management and governance activities.

Assurance activity is guided by the internal audit plan. It is an efficient use of resources to integrate risk management into the IA plan. That is, the IA plan takes into consideration Council's risk profile and targets assurance activities towards higher rated risks and/or matters of high priority to management. The internal audit plan avoids duplication where possible and takes into consideration the assurance activities performed by independent parties such as external audit, VAGO, external consultants, or a *risk and control self-assessment* performed by divisional management.

In the financial risk example, it is prudent for IA to regularly review an organisation's financial risk controls to assess for appropriate control design and operating effectiveness. The frequency of this review will depend on the current level of financial risk the organisation is managing, the need for independent assurance and the value expected to be obtained from this review.

Table 2- Components of the Three Lines of Defence model at Council

First Line of Defence	Second Line of Defence	Third Line of Defence
All management in the Strathbogie Shire Council Directorates • Innovation and Performance • Community Assets • Corporate and Community	• Enterprise Risk • Compliance • OH&S • IT security •	• Internal audit (outsourced providers of internal audit activities) Note that internal audit are separate to external audit whose role is to review the integrity of Council's financial records.

Integration of risk into Council activities

Figure 3: Risk framework. Source: ISO31000:2018

1-Leadership and Commitment

Accountability for risk is promoted through the Councillors, CEO, Audit Committee and Executive Management Team and endorsed through the Risk Policy and the ERMF. Further, the risk appetite statement demonstrates Council's commitment and philosophy for risk management.

Council's leaders are measured on their commitment to risk management through their position descriptions. Staff are measured through their application of, and adherence to, the ERMF.

2- Integration

In an integrated risk management framework, risk management activities and practices are incorporated into the everyday business as usual activities. These practices work in conjunction with Council's policies, values and culture. The intention is not to "bolt on" risk considerations to existing processes, but to blend in risk considerations in a way that risk is part of the business as usual (BAU) processes, and is a value add activity. Table 3 outlines the areas where risk management practices are incorporated into Council processes.

Table 3- Integration of risk management – see further detail in Risk Procedures

Key council activity	Example of where or how risk management is integrated
Strategic planning	Risks to achievement of the Council Plan
Project development and oversight (both corporate centre and community initiatives)	Business case development Status monitoring and oversight Milestone reporting
Internal audit plan	IA plan is targeted towards higher rated risks and/or matters of high priority to management.
Procurement	Value for money considerations Supplier due diligence Contract management
Information security	Information privacy Protection of data and information systems from cyber threats
Data management	Model risk Data validity assessments
Financial management	Financial risk management framework Financial delegations based on seniority and job description
Executive and Audit Committee oversight	Regular reporting of risk profile and related activities All papers include assessment against Council's risk appetite statements.
Recruitment and human resources	Candidate background checks and due diligence Performance management Position descriptions
Compliance	Monitoring of activities against compliance obligations
Business planning	Financial, capability and delivery risks in change activities
Operational processes	Design of process steps
Occupational Health & Safety (hazard management)	Threats to staff and visitor health and safety across Council activities
Business continuity	Development and testing of plans designed to continue operations in the event of business interruptions
Emergency management	Development and testing of EM procedures
Policy development	Risk considerations in every policy developed and reviewed
Risk profiling	Frequent identification and assessment of risks across council activities

3- Design

This ERMF considers, amongst others, Council's role in the community, its obligations, objectives and business processes, to create an ERMF that is tailored to suit Council's needs and operating environment (it is fit for purpose). As demonstrated in this document, the ERMF has assigned roles accountabilities and resources for risk management and the channels for risk consultation are described in the separate *Risk Procedures*.

4- Implementation

The Risk Strategy and related timeline outlines the key risk management activities intended to ensure there is an appropriate design, maintenance and application of the framework that is efficient, value add and fit for purpose.

5- Evaluation

Risk management performance is assessed through feedback on the design, execution and outcomes of risk profiling and reporting activities, implementation of risk tools into the BAU and HR performance management (where appropriate).

6- Improvement

The ERMF and associated components are reviewed on a periodic basis to ensure they remain current, reflect better practices and are fit for purpose.

The Audit Committee provides endorsement of the ERMF components outlined in this document.

Categories of risk

There is value in analysing trends in risks - it helps management to understand the root cause of weaknesses in Council procedures and controls and helps to direct risk mitigation effort towards the most significant matters.

The categories of risk are a basis for aggregating, analysing and reporting risk trends. Most risks on Council's profile will have a correlation to one or more of the categories below, which align to the risk rating table (see Table 5.)

Figure 4: Council's Categories of risk

Risk appetite

Risk appetite represents how much risk Council is willing to take on to achieve our strategies and goals. The risk appetite statement (RAS) is a shared understanding of what is acceptable and unacceptable risk taking at Council. This statement helps to avoid personal perceptions and biases that can adversely influence risk based decisions.

The following draft risk appetite and tolerance statements are scheduled for further development in 2019 and approval by the Audit Committee.

Risk appetite statement

The Strathbogie Shire Council is committed to building a flourishing community through effective partnerships, engagement, equitable and efficient delivery of services. We aim to create an organisation and a community that is resilient to risk and is prompt to recover in the event of adversity.

To achieve our goals we are prepared to take on measured risk and will do so with informed decision-making practices. We will address uncertainty through open and frank discussions to identify and manage risk and avoid personal perceptions and biases from hindering our objectivity. We accept that we won't always achieve our goals as planned, but we apply sound risk management processes to the best of our ability to reduce the likelihood and impact of risks becoming loss events.

We will embed risk thinking into our everyday activities to help us to consider what could go wrong, and what must go right, before committing to an action that impacts the better interests of our organisation and our community.

Risk tolerance statement

Council's risk tolerances are set against each of the strategic objectives and represent Council's attitude towards risk. This comprises:

- The risk posture that reflects Council's appetite for risk (risk averse, risk neutral or risk taker); and
- A series of statements that define what is acceptable and what is not acceptable in pursuit of our strategic objectives.

Table 4: Risk tolerance statement – (image only) - see detail in Appendix B

Risk category	What is acceptable activity to achieve our strategy? (our appetite for risk)	What is NOT acceptable activity to achieve our strategy? (outside of our risk tolerance)
Project delivery	• Project delays up to 4 weeks • New projects up to $25k can be approved under delegation by line management; $100k EMT; $150k CEO • Quarterly reporting for projects valued >$50k to senior management • Monthly reporting for projects valued >$200k to steering committee and EMT	• Late delivery >3 months • Projects approved outside of delegation • Business cases without project plan, project benefits measurement or benefits statement • Projects valued >$50k without robust risk management plan • Projects valued >$100k without EMT sponsor and without reporting line to steering committee
Assets, security and infrastructure (including built environment)	• Asset damage/impact that is planned and approved	• Asset damage that is severe or long term • Buildings without approved fire-retarding materials and sprinkler systems • Buildings without mobility impairment and security facilities • Changes to the built environment that negatively impact the natural environment • Threats to our heritage buildings
Business continuity, interruption (incl. IT)	• Discreet interruption of 0-4 hrs in one day to business unit/s undergoing change activities	• >4hrs interruption to business unit undergoing change activities or any other Council business unit • Negative downstream impact on other business units, councils or community groups
Community and government reputation	• Media coverage of the project work in progress • Community concern is voiced locally, key relationships not impaired	• Details of the project financials being advised to the media • Highly publicised community concern, adverse media coverage and key relationships strained

Risk appetite is a key consideration in all papers to the EMT, the Audit Committee and the project steering committee. Every paper includes a statement how the matter being addressed, or the decision being requested, has been assessed for risk against Council's approved risk appetite statement, where possible.

Risk rating matrix

The risk rating matrix is a tool designed to help analyse risks and prioritise them for treatment and reporting. It reflects the materiality of a risk in accordance with pre-defined consequence and likelihood criteria that are aligned to key categories of Council risk.

The matrix is pitched at a Council-wide level to maintain a consistent perspective of risk management across all staff and divisions. A risk can be aligned on a *best fit* basis to any of Council's *Categories of risk* and does not need to be consistent with all impact statements.

Table 5: Risk rating matrix (image only) - see detail in Appendix C

CONSEQUENCE	RISK CATEGORY	IMPACT	LIKELIHOOD	RARE (May occur once a decade)	UNLIKELY (May occur in five to ten years)	POSSIBLE (May occur within five years)	LIKELY (May occur within months)	ALMOST CERTAIN (May occur within weeks)
CATASTROPHIC	Reputation & stakeholder relationships / Financial / Health & safety, HR / Compliance / Environment & business interruption	(see Appendix C)		High	High	Extreme	Extreme	Extreme
MAJOR	Reputation & stakeholder relationships / Financial / Health & safety, HR / Compliance / Environment & business interruption	(see Appendix C)		Medium	High	High	Extreme	Extreme
MODERATE	Reputation & stakeholder relationships / Financial / Health & safety, HR / Compliance / Environment & business interruption	(see Appendix C)		Medium	Medium	Medium	High	High
MINOR	Reputation & stakeholder relationships / Financial / Health & safety, HR / Compliance / Environment & business interruption	(see Appendix C)		Low	Medium	Medium	Medium	High
INSIGNIFICANT	Reputation & stakeholder relationships / Financial / Health & safety, HR / Compliance / Environment & business interruption	(see Appendix C)		Low	Low	Low	Medium	Medium

Risk escalation criteria

Risk escalation criteria is the standard upon which risks must be notified in accordance with the materiality of the risk, as ranked in accordance with the risk rating table. It gives the people deemed accountable for the risk every opportunity to address the risk in a timely manner and reduce the likelihood of the risk becoming an event.

Table 6 - Risk escalation criteria

	Risk tolerance and escalation	Risk treatment and monitoring
Extreme	Risk is far outside of tolerance levels. Escalate immediately to executive management.	Requires immediate treatment to commence within 1 week, with ongoing executive oversight.
High	Risk is outside of tolerance levels. Escalate promptly to senior management.	Requires prompt treatment to commence within 2 weeks, with ongoing senior management oversight.
Medium	Risk is on the tolerance boundary. Escalate to management.	Treatment plan to commence within 4 weeks with regular oversight from senior management.
Low	Risk is within tolerance boundaries but outside of the preferred operating range.	Treatment options and oversight plan to be developed with management.

The risk profile

Council's risk profile considers (i) the *internal context* i.e. matters emanating from within council activities, and (ii) the *external context,* which are matters influencing Council activities such as state government policies.

The risk team coordinates strategic and operational risk profiling activities on a periodic basis in accordance with documented procedures. Risk assessments pertaining to strategic planning, business planning and project management are conducted on an as-needs basis.

Council's risk profile is comprised of:

| Strategic risks | Strategic risks are based on council objectives, mission and Council's Strategic Plan. |

| Operational risks | Operational risks may be incurred in everyday business activities. For example financial, business continuity, information privacy, procurement. |

| Whole of Council risks | Whole of council risks are incurred across most or all divisions and business units in Council. This includes human resources, IT, information security. |

| Emerging risks | Emerging risks are not currently on the risk register but could become risks and hence require periodic monitoring and review. |

Risk register

Council's risk profile is currently recorded in the Elumina system that is operated and maintained by the Corporate Risk Officer. Elumina is used to record risks, record and monitor treatment activities, assign responsibility for treatments, monitor treatments, record control effectiveness assessments and generate risk reporting. Key fields in the risk register are:

- **Risk** – What could happen and how serious could it be?

- **Causes** – Why/how could the risk event happen?

- **Controls in place** - What is in place to mitigate/manage the risk?

- **Control effectiveness rating** – When was the control last reviewed and how effective was it at managing the risk?

- **Current risk rating** – Given the effectiveness of risk controls, how significant is the risk now?

- **Treatment** - What more needs to be done to manage the risk? Depending on the materiality of the current risk exposure, there are several risk treatment options available:

Table 7 - Risk treatment options

Decision	Indicators
Remove/avoid the risk	Removing the risk by not proceeding with the policy, program or activity or choose an alternate means of action.
Retain/accept the risk	Council has made an informed decision not to treat the risk, because: a) The cost of controlling outweighs the benefits from controlling the risk, or b) There are no effective controls available to reduce or eliminate the risk. Where any risk ranked low or above are accepted, justification of acceptance is required and a record included in the risk register system.
Treat the risk	Decide to apply controls or other mitigating activities designed to reduce the likelihood and/or consequences of the risk event occurring.
Transfer/share the risk	Share the responsibility with another party such as an insurer/contractor who shares the loss if the risk event were to occur.
Increase the risk	Consciously taking on risk to pursue an opportunity and achieve desired outcomes of a strategy, project or initiative.

Refer to the *Risk Management Procedures* for further detail on the risk profile review process.

Control effectiveness:

The key purpose of a control is to ensure that processes, procedures, decision or risk mitigation activities operate as expected. For example, an automated control is designed to prevent unauthorised system access every time someone attempts to logon. Failure to enter approved login details into an approved computer will prevent the user from accessing the system.

Controls can be designed to:

- **Eliminate the risk** by stopping the risky activity
- **Substitute** the risky activity with a *less* risky or alternative activity
- **Isolate** processes (or people) from the risk
- **Engineer the risk** at its source by redesigning the process
- **Administer the risk** through policies and procedures
- Provide protection through **personal protective equipment** (for safety purposes only)

Control categories

Controls can be **categorised** as follows:

a) Preventative controls - controls that prevent the risk event from occurring. For example, a computer's financial software controls prevent financial payments being processed through a computer system until appropriate system password access controls prevent unauthorised access to a function or system;

b) Detective controls - controls designed to identify risk events once they have occurred. For example, a reconciliation that is designed to identify differences between systems or account balances.

Preventative controls are generally more appropriate for high impact loss events whereas detective controls are generally more effective for low impact/high volume risks.

Controls are effective when:

1. The control design appropriately addresses the risk (in this case the risk of unauthorised access), and
2. The control works as expected, every time (in this case the computer system automatically applies password access requests prior to granting system access).

However, not all controls are automated and may not always be fully effective. This is particularly relevant where a specific human action is required, and by nature this is subject to the reliance of the human operating that control fully and in accordance with the control design, every time. For example, this may be a manual reconciliation of accounts or checks that equipment is tied down or stored away securely prior to transportation.

An assessment of control effectiveness across a division or category of risk can identify targeted control weaknesses or underlying cultural issues. For example, a series of control review status not updated/reported on or requiring improvement for a long period may indicate a risk awareness or risk accountability issue in the first line. This is a trigger for further risk mitigation activity.

Accountability for control effectiveness sits with the first line of defence. Responsibility to undertake this may be undertaken by management or delegated to the second or third line functions.

Control operating effectiveness is categorised as follows:

Table 8- Control effectiveness ratings

Effective:	Controls are appropriately designed to mitigate the risk to an acceptable level. Controls address the root causes and management has strong evidence that controls are working reliably as expected.
Adequate:	Controls are designed appropriately to mitigate risk to an acceptable level. The control is monitored on an ad hoc basis and evidence indicates the control should be working as expected.
Improvement Required:	While controls are largely addressing root causes of the risk, evidence indicates the controls are not fully implemented or are not operating reliably and hence risk is not being reduced to an acceptable level. Additional work is required to improve control implementation and reliability.
Poor:	Reviews on control effectiveness are limited or are not performed. Where available, evidence indicates that risk mitigation strategies are not working as expected due to poor control design and/or limited operating effectiveness.

Risk culture

Council's risk culture does not sit separately or alongside the organisational culture. It is a component of the organisational culture that illustrates how risk awareness, accountability and attitudes are applied at Council. Risk culture takes the inherent values and beliefs of individuals and translates this through the ERMF into risk behaviours that reflect Council's attitude for risk.

Embedding risk behaviour into process mechanisms leads to a sustainable risk culture. It enables us to confidently perform daily operations and make informed decisions knowing that the risks impacting our work have been rigorously assessed and appropriately mitigated.

However, with changes in strategic direction, organisational priorities, funding availability and inevitable turnover of staff, risk values and capability can often be eroded. To mitigate this risk, Council's approach is to embed risk culture into the mechanisms of our operating environment to help ensure risk behaviours are repeated, sustained and positively impact our organisation and community (see Figure 5 below).

A staff survey assesses how well risk management is understood and applied at Council. Risk culture at Council is also evident through our:

- Charters and terms of reference
- Meeting minutes
- Induction and training programs
- Position descriptions

- Performance reviews
- Risk profiling agendas and participation
- Audit programs
- Risk recording and reporting

Figure 5: Components of Council's risk culture

Audit Committee and tone from the top

Council's Audit Committee maintains oversight of the risks impacting our everyday activities. The Committee receives reporting on the effectiveness of the risk management framework which includes risk culture. The committee sets the tone for risk management and implements this through the CEO, the Executive, our policies and frameworks.

Training and awareness

Dedicated risk management training is scheduled for delivery to management and Staff in early 2019. Further training is conducted on an as-needs basis, such as following a change to procedures or reporting requirements. The regular risk-profiling forums are an appropriate medium for training staff and sharing risk information. However, training alone is not sufficient to ensure risk culture and capability is integrated into the BAU.

Risk training for new staff during the induction process is scheduled for development in 2019. This will include raising awareness of our framework, the processes for incorporating risk into our everyday thinking and activities, the open and transparent way in which we consider risk and communicate it with colleagues, and the way we embrace risk as a core capability of our business.

Integration and accountability for risk in our processes

Risk is considered in the development of policies such as procurement, privacy, conflict of interest, through procedures such as accounts payable and receivable, and through mechanisms such as financial delegations. Our position descriptions include accountability for risk. This helps to embed awareness and responsibility for managing risk and shapes our organisational risk behaviours.

Through the application of organisational-wide operational procedures and controls, risk management practices and behaviours are applied consistently and the need to rely on individual judgement is minimised.

Detail outlining how Council integrates risk management is provided in the above section *Integration of risk into Council activities*.

Risk engagement and sustained behaviours

Council's risk team is responsible for the design and operation of our risk management framework and are trusted risk advisors to Management. The risk team is central to helping embed risk into daily activities and to promoting staff engagement in ongoing risk discussions. The risk team role model risk behaviours and risk language, and encourage openness and transparency in risk discussions, escalation and reporting. This approach helps to promote and sustain a common and shared understanding of risk throughout Council.

Reporting

The freedom to record, report and openly discuss risks without fear of blame or reprisal is a key measure of our attitudes towards risk at Council. This attitude is reflected in our risk appetite statement.

We have scheduled opportunities to discuss risk matters in an open and transparent environment, and independent reporting lines to raise risk concerns in confidence where required:

- Our risk profiling sessions are forums for raising risk concerns and staff have the option to discuss risk in confidence as needed with the risk team.
- The Corporate Risk Officer has a "dotted" reporting line to the Audit Committee on risk matters and has the opportunity to raise risk concerns *in camera*.

Reporting requirements:

Under the Local Government (Planning and Reporting) Regulations 2014, Council is required to generate *"six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies"*.

Risk reports are designed to help management address uncertainty and aid decision-making. By understanding what could go wrong and what must go right, management can determine a course of action to effectively manage risk.

Risk reporting is performed according to the needs of the recipients, but the content is a reflection of Council's risk culture. Our reports are generally exception based and can include any of the following:

Further detail on risk reporting and application of the ERMF is provided in the Risk Procedures.

Appendix A: Reconciliation - Principles of the risk management framework

This ERMF is founded upon the International Risk Management Standard – ISO 31000: 2018 (the Standard). The nine principles from the Standard are the characteristics of effective risk management and is the basis upon which risk is managed at Council.

Figure 6: Risk Principles. Source ISO31000:2018

The below table reconciles the nine principles in the standard ISO 31000:2018 against Council's application of the principle:

Table 8 - Risk principles reconciliation

	Principle	Council's application
1.	Creates value and protects assets	The objectives of risk management at Council are outlined in this document, section: *Objectives for Council's management of risk*.
2.	Is integrated into Council's daily activities	Per the key processes listed in this document, section: *Integration of risk into Council activities*.
3.	Is structured and comprehensive	This framework outlines the structure for managing risk across the key Council processes.
4.	Is customised to Council's internal and external context	Risk management activities reflect Council's operating environment, reporting lines, governance structure, key stakeholders and cultural environment and is cognisant of risk management capacity and capability.
5.	Is inclusive of a range of perspectives from key stakeholders	Periodic strategic and operational risk profiling, risk reporting and oversight activities capture a range of risk perspectives from a range of staff.
6.	Is dynamic and is responsive to organisational change	Risk integration and profiling activities are dynamic and scheduled to align with key activities in Council's business cycle (e.g. profiling scheduled to assist in development of the Council strategy and annual business plan).

7.	Is based on best available information	Risk information is based on the contemporary views of key stakeholders, research and advice and is applied to ERM processes such as risk identification and profiling activities and maintenance of the ERMF.
8.	Takes human and cultural factors into consideration	Risk culture is a subset of Council culture. This framework is a consensus view of how risk is managed at Council.
9.	Facilitates continual improvement through learning and experience	The risk strategy outlines Council's approach to ongoing risk improvement activities.

Appendix B- Risk appetite and tolerance statements

The Strathbogie Shire Council is committed to building a flourishing community through effective partnerships, engagement, equitable and efficient delivery of services. We aim to create an organisation and a community that is resilient to risk and is prompt to recover in the event of adversity.

To achieve our goals we are prepared to take on measured risk and will do so with informed decision-making practices. We will address uncertainty through open and frank discussions to identify and manage risk and avoid personal perceptions and biases from hindering our objectivity. We accept that we won't always achieve our goals as planned, but we apply sound risk management processes to the best of our ability to reduce the likelihood and impact of risks becoming loss events.

We will embed risk thinking into our everyday activities to help us to consider what could go wrong, and what must go right, before committing to an action that impacts the better interests of our organisation and our community.

Risk category	What is acceptable activity to achieve our strategy? (our appetite for risk)	What is NOT acceptable activity to achieve our strategy? (outside of our risk tolerance)
Project delivery	• Project delays up to 4 weeks • New projects up to $25k can be approved under delegation by line management; $100k EMT; $150k CEO • Quarterly reporting for projects valued >$50k to senior management • Monthly reporting for protects valued >$200k to steering committee and EMT	• Late delivery >3 months • Projects approved outside of delegation • Business cases without project plan, project benefits measurement or benefits statement • Projects valued >$50k without robust risk management plan • Projects valued >$100k without EMT sponsor and without reporting line to steering committee
Assets, security and infrastructure (including built environment)	• Asset damage/impact that is planned and approved	• Asset damage that is severe or long term • Buildings without approved fire-retarding materials and sprinkler systems • Buildings without mobility impairment and security facilities • Changes to the built environment that negatively impact the natural environment • Threats to our heritage buildings

Business continuity, interruption (incl. IT)	• Discreet interruption of 0-4 hrs in one day to business unit/s undergoing change activities	• >4hrs interruption to business unit undergoing change activities or any other Council business unit • Negative downstream impact on other business units, councils or community groups
Community and government reputation	• Media coverage of the project work in progress • Community concern is voiced locally, key relationships not impaired	• Details of the project financials being advised to the media • Highly publicised community concern, adverse media coverage and key relationships strained
Environment (natural)	• Impacts resulting from Council activities are short term, localised and contained • Accidental spills are quickly rectified and environment restored to natural state • Climate change is inevitable. While we cannot prevent it, we can manage the effects of it. • We need to invest heavily in activities that reduce the impact of environmental impairment	• Widespread spills or long term impairment emanating from Council activities and construction • Physical construction without environmental impact assessment • Fire and natural disaster protection measures that are insufficient to prevent or limit the spread of fire/disaster. • Weaknesses in our waste management services that compromise health and safety • Planting non-native local flora

Financial implications	• Annual budget variances in Council annual operating budget and individual project budgets up to 5% (up to 7% is tolerated) • Inflation and price increases are outside of our control • Our capacity to obtain funding is limited by rate capping and Government grants/funding	• Annual budget variances in Council annual operating budget and individual project budgets >7% • Investment in offshore assets • Fraud, reckless spending or incurring costs that are not within the community's best interests • Breach of financial delegations • Purchases made without adherence to the procurement policy and controls • Activity outside of general and administrative expense budget/s
Compliance	• Minor breach of in-house policy by individual staff members	• Breach of regulatory requirement at Council level
Health and Wellbeing HR	• Injury or illness requiring minor medical treatment , limited sick leave • Employing external contractors and SME's to deliver the projects valued <$50k • Annual unplanned staff turnover of 7% (up to 10% is tolerated) • Investment in non-medical health and wellbeing activities is a challenging area requiring significant investment and marketing	• Injury or illness requiring emergency response, hospitalisation • Project HR budget exceeding >10% variance due to contractor hiring costs • Annual unplanned staff turnover of >10%
Safety for staff, visitors and the community	• Meeting community stakeholders on council premises in nominated meeting rooms/areas	• Council visitors not signed in • Visitors not met at reception by staff member • <2 staff members meeting/visits in client's home • Behaviours or activities in Council or the community that threaten health, safety and wellbeing

Strathbogie shire

Appendix C - Risk Rating Matrix

CONSEQUENCE	RISK CATEGORY	IMPACT	LIKELIHOOD	RARE May occur once a decade	UNLIKELY May occur in five to ten years	POSSIBLE May occur within five years	LIKELY May occur within months	ALMOST CERTAIN May occur within weeks
CATASTROPHIC	Reputation & stakeholder relationships	Community, State Government and media outrage, key relationships broken down		High	High	Extreme	Extreme	Extreme
	Financial	Financial impact >$5mil						
	Health & safety, HR	Fatality						
	Compliance	Regulatory investigation, legal action, fines and penalties imposed						
	Environment & business interruption	Uncontrolled spread of toxic pollutants. Building destroyed and BCP invoked. System downtime expected for >2 weeks and DR invoked						
MAJOR	Reputation & stakeholder relationships	Widespread community concern, adverse media coverage, key relationships severely damaged		Medium	High	High	Extreme	Extreme
	Financial	Financial impact $1mil - $5mil						
	Health & safety, HR	Injury or illness requires emergency response, hospitalisation						
	Compliance	Reportable breaches and regulatory investigation at Council level						
	Environment & business interruption	Spread of toxic pollutants is widespread. Building severely damaged and BCP invoked. Systems downtime is widespread and DR invoked						
MODERATE	Reputation & stakeholder relationships	Well publicised community concern, limited media coverage and some key relationships strained		Medium	Medium	Medium	High	High
	Financial	Financial impact $250k - $1mil						
	Health & safety, HR	Injury or illness requires prompt first aid, medical treatment and sick leave						
	Compliance	Breach of regulatory requirement at Council level						
	Environment & business interruption	Spread of pollutants is broad but controlled. Building damage and systems interruption is localised and BCP/DR is not invoked						
MINOR	Reputation & stakeholder relationships	Community concern is voiced locally, key relationships not impaired		Low	Medium	Medium	Medium	High
	Financial	Financial impact $50 - $250k						
	Health & safety, HR	Injury or illness requires minor medical treatment, limited sick leave						
	Compliance	In-house policy breaches by individual staff members						
	Environment & business interruption	Spread of pollutants is localised and contained. Asset or building damage and systems interruption is limited and BCP/DR is not invoked						
INSIGNIFICANT	Reputation & stakeholder relationships	Negligible community concern and impact to public image		Low	Low	Low	Medium	Medium
	Financial	Financial impact <$50k						
	Health & safety, HR	Insignificant injury, no first aid or sick leave						
	Compliance	Minor breach of in-house policy by individual staff members						
	Environment & business interruption	Spread of pollutants is minimal or tightly contained. Asset damage and system interruption is negligible						

9.7.2 **Access and Disability Advisory Committee**
– Draft Minutes of the Meeting held on Friday 3 May 2019

Author & Department
Community Development Officer / Corporate and Community Department

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary
Attached are the draft minutes of the Access and Disability Advisory Committee meeting held on Friday 3 May 2019.

RECOMMENDATION

That Council endorse the draft Minutes of the Access and Disability Advisory Committee meeting held on Friday 3 May 2019.

Background
The aim of the Strathbogie Shire Council Access and Disability Advisory Committee is to:
- liaise with community members who live with a disability;
- provide advice and recommendations regarding access and equity to Strathbogie Shire Council; and
- support and raise community awareness of the rights of persons with a disability.

The Access and Disability Advisory Committee Terms of Reference were adopted by Council on 21 August 2018.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   No feasible alternatives have been identified.

Risk Management
The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.2   Access and Disability Advisory Committee
         – Draft Minutes of the Meeting held on Friday 3 May 2019 (cont.)

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
The Access and Disability Advisory Committee Meetings provide an opportunity for advice and recommendations regarding access and equity to be presented to Strathbogie Shire Council.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation
▪ Members of the ADAC will listen to issues raised by community members and report back to the ADAC
▪ Community concerns will be a standing agenda item at each ADAC meeting and members given the opportunity to discuss any issues that have been raised with them
▪ Any issues that then need to be taken to the Executive Management Team or Council will follow the "Communicating with Council" guidelines specified in the Terms of Reference.
▪ ADAC members will advise community members that the ADAC member cannot act individually or provide an immediate response without consulting the group as any decisions rests with Council

Attachments
• Draft minutes of the Access and Disability Advisory Committee meeting held on Friday 3 May 2019.

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ACCESS AND DISABILITY ADVISORY COMMITTEE

MEETING MINUTES

03 May 2019
Strathbogie General Store
10am-12noon

Attendees

Cr Malcolm Little	*Councillor (Chair)*	Georgina Bett	*Strathbogie Shire Council*
Grace Kenworthy	*Community Representative*	Cameron Fraser	*Strathbogie Shire Council*
Vicki Bell	*Community Representative*	Ashley Lythgo	*Intereach*
James Carter	*Community Representative*	Simon Humphrey	*Intereach*
Erica Bostock	*Community Representative*	Lauren Dainton	*Access and Support Officer*

Apologies

Cr Graeme Williams	*Councillor*	Uwe Paffrath	*Strathbogie Shire Council*
Cr Deb Bower	*Councillor*	Daniel Maloney	*Strathbogie Shire Council*
Amanda Watkins	*Council Representative*		

1.   WELCOME MEMBERS

Cr Little welcomed members of the committee and thanked everyone for their attendance.

2.   APOLOGIES

Received from Cr Williams, Cr Bower, Amanda Watkins, Uwe Paffrath and Daniel Maloney.

3.   CONFIRMATION OF PREVIOUS MINUTES

James Carter moved that the minutes of the previous meeting held on 15 March 2019 be confirmed.

Grace Kenworthy seconded the motion.

4.   ACTIONS FROM PREVIOUS MEETING (March 2019)

Actions	Person Responsible	Status
Disability parking for Nagambie and Euroa Visitor Centres	Daniel Maloney/Uwe Paffrath	Carried over
Distribute amended strategic plans for Euroa Township	Uwe Paffrath	Carried over
Plans for Nagambie Toilet Block and Euroa RSL Verandah extensions to be circulated to ADAC once preliminary design plans have been produced.	Uwe Paffrath	Carried over
Prepare and distribute to the ADAC committee a draft agenda for the meeting with Council's representative to discuss Good Access = Good	James Carter	James to update ADAC

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ACCESS AND DISABILITY ADVISORY COMMITTEE

MEETING MINUTES

Business		
Distribute revised Euroa Visitor Centre plans	Uwe Paffrath	Distributed
Look for Council's procedures or policy regarding placement of accessibility signs on public and commercial buildings	Georgina Bett	None found.
Distribute plans drafted approximately 10 years ago of Euroa Township Strategy – Uwe will be bringing documentation	Uwe Paffrath	Carried over Uwe Paffrath to take plans found in relation to Euroa Township 2010 and Bicycle and Walking Path Strategy – Dec 2019 to June meeting.
Draft a letter to Shepparton ADAC suggestion possible collaboration with Strathbogie ADAC and Strathbogie ADAC for discussion by committee.	James Carter	Not proceeding
Review the railway crossings within the Shire in September 2019.	Uwe Paffrath	Discussion ongoing/James asked to be part of Shire staff discussions

5.   **ASSETS UPDATE**

Euroa Visitor Centre

As Uwe did not attend ADAC meeting – further discussion of the floor level will take place at June ADAC meeting.

ACTION: Send digital copy of Euroa VIC plans to James Carter.

6.   **PLANNING UPDATE**

Euroa Township Strategy Plan

Plan nearly ready to be distributed to public for comment.

ACTION: Planning Department to distributed to public when available.

Violet Town Strategic Plan

Plans to be reviewed by consultants before being submitted to Council. Violet Town Action Group were consulted about the plans.

Whroo Vale Estate – Open Space

Dan Maloney working on plan. When ready it will be made available to the community for discussion.

ACTION: Circulate draft plan to Whroo Vale Estate community when available.

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ACCESS AND DISABILITY ADVISORY COMMITTEE

MEETING MINUTES

Nagambie – High Street Footpaths

Erica Bostock noted that the holes in the footpaths along the High Street Nagambie were should be repaired.

Erica also asked if there was a footpath strategy in place.

ACTION: Erica to lodge service request with Customer Service in Nagambie that holes be mended.

ACTION: Cam to lodge service request with Customer Service in Euroa that holes be mended. Lodged by Cam on 3.5.19

7.   RURAL ACCESS OFFICER UPDATE

Georgina advised that the position would not be filled.

8.   GUEST SPEAKER

Georgina asked Ashley Lythgo if she would agree to be guest speaker at a future ADAC meeting to discuss her role in the community.

ACTION: Georgina to contact Ashley to discuss suitable time.

9.   CORRESPONDENCE AND COMMUNITY CONCERNS

Access to Disability Toilet outside Council Chambers

Vicki Bell mentioned it was not clear to the user of the disability toilet outside Council Chambers that the door would not automatically lock when occupied.

ACTION: Georgina to arrange a meeting with Vicky to discuss issue.

Good Access = Good Business

The committee suggested that the brochure "Good Access = Good Business" be included in all information provided to any potential private or public businesses operating within the Shire.

James Carter asked if Council had a policy in relation to the implementation of the Good Access = Good Business Strategy and if not, should representation be made to Council to adopt one.

ACTION: Georgina to find Good Access = Good Business brochure and to provide to Planning Department.

ACTION: Meeting to be arranged between Planning & Investment team and Building team to discuss incorporation of Good Access = Good business Strategy.

ACTION: Georgina to distribute to ADAC Inclusive Communities plan (equivalent of Disability Action Plan).

ACTION: Erica Bostock will approach local businesses to provide benefits of Good Access = Good Business Strategy

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ACCESS AND DISABILITY ADVISORY COMMITTEE

MEETING MINUTES

ACTION: Georgina to search online for provider of Accessibility signs.

Brick footpath outside Avenel Post Office

Grace mentioned the unevenness of the brick footpath outside the Avenel Post Office and that it was inaccessible for those using a wheelchair.

ACTION: Cr Little will follow up request for surface to be repaired

10.   GENERAL BUSINESS

RAILWAY CROSSINGS

Avenel: Sign confusing and poorly placed. Discussions are ongoing with VicRoads, ARTC, VicTrack and VLine. Grace and Cr Little will discuss issue with Avenel Action Group. Simon Humphrey queried if it would be worth engaging local radio station to highlight problem.

Mangalore and Longwood Railway Station Platforms: Discussion in relation to reinstating these two railway stations to improve commuter access to Melbourne. Consultation continues with relevant authorities in relation to establishing bus stops in these two communities.

Nagambie: Discussion regarding need to upgrade Railway Station Platform. James suggested taking submission to PTV for this. Discussion with Assets to establish if there is a railway review underway or proposed by Council before moving forward with any draft submission.

ACTION: Georgina to speak with Assets in relation to any previous reviews or
                planning in relation to Railway platforms and ascertain who is responsible
                for these works; Council or V/Line??

The NDIS & Sport – How Does it Work?

Ashley Lythgo circulated hard copies of a flyer in relation to this event scheduled for Tuesday, May 14 from 6.30pm-8.30pm in Shepparton.

ACTION: Georgina to distribute to Community Groups

Meeting closed at 11.00am

Next Meeting: Violet Town, Venue to be confirmed – 14 June at 10am-12noon

Actions	Person Responsible
Send digital copy of Euroa VIC plans to James Carter.	Georgina Bett
Distribute Euroa and Violet Town Township Strategy Plans when available	Planning/ Dan Moloney
Circulate draft Whroo Vale Estate Open Space Plan when settled	Dan Moloney
Lodge request for service re holes in footpath along High Street Nagambie	Erica Bostock (Nagambie VIC) Cameron Fraser (Euroa)

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ACCESS AND DISABILITY ADVISORY COMMITTEE

MEETING MINUTES

Contact Ashley Lythgo re Guest Speaker Date	Georgina Bett
Vicky Bell and Georgina Bett to meet to discuss access to disability toilet outside Council Chambers	Georgina Bett
Distribute Good Access – Good Business document	Georgina Bett
Distribute Council's Inclusive Communities plan (equivalent of Disability Action Plan).	Georgina Bett
Approach local businesses to provide benefits when adopting good access = good business strategy	Erica Bostock
Locate online provider of Accessibility signs	Georgina Bett
Lodge service request regarding unevenness of brick footpath outside Avenel Post Office	Cr Little
Ask Assets if Council has any previous reviews or is planning any reviews to be undertaken in relation to Railway platforms and ascertain who is responsible for these works; Council or V/Line?? Locate Roy Hetherington's report of all crossings	Georgina Bett
Prepare dot point document regarding railway crossing issues to be considered by ADAC..	James Carter
Distribute The NDIS & Sport – How Does it Work? Brochure	Georgina Bett

Access and Disability Advisory Committee (ADAC)				
Meeting Schedule 2019				
DATE	**TIME**	**LOCATION**	**CHAIR**	**GUEST**
Friday, 1 Feb	11am-1pm	Nagambie Mitchelton Winery	James Carter	
Friday, 15 March	10am-12pm	Euroa Shire Offices	Erica Bostock	
Friday, 3 May	10am-12pm	Strathbogie Strathbogie General Store	Cr M. Little	
Friday, 14 June	10am-12pm	Violet Town Venue TBC	Lauren Dainton	Ashley Lythgo Program Manage Community Development Goulburn & Murrumbidgee Intereach Shepparton
Friday, 26 July	10am-12pm	Avenel Venue TBC	Grace Kenworthy	Tentative Megan Hill Disability Services Manager Goulburn Options
Friday, 6 September	10am-12pm	Euroa Venue TBC	Amanda Watkins	
Friday, 18 October	10am-12pm	Venue TBC	James Carter	
Friday, 29 November	10am-12pm	Longwood Venue TBC	Vicki Bell	
Tuesday 3 December		International Day of People with Disability		

9.7.3 2019-20 Community Grant Program
- Overview and Recommendations

Author & Department
Community Development Officer / Community Wellbeing Department

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary
Total of 21 applications, requesting $79,453.00 were received for the 2019-20 Community Grant Program.

Total budget allocation for community Grants program for 2019-20 is $85,500, meaning there remains approximately $6,000 for Small Projects Grants.

RECOMMENDATION
That Council award funding to applicants as specified in the "Recommended Amount to Fund" column in the 2019-20 Community Grant Program – Summary of Applications.

Background
The 2019-20 Community Grant Program has been successful again with a total of 21 applications received.

Applications were received for the following categories:

- 6 Arts and Culture - $25,747
- 1 Environment and Sustainability = $3,797
- 14 Facilities and Infrastructure = $58,669

We hosted 6 "By Appointment" Drop–in Information Sessions which were attended by 8 people and 4 Information Sessions which were attended by a total of 21 people.

By appointment Drop In-Session		
27/03/2019	Euroa	2
9/04/2019	Euroa	1
16/04/2019	Euroa	1
17/04/2019	Violet Town	3
18/04/2019	Euroa	1
24/04/2019	Nagambie	0
	Total	**8**

9.7.3   2019-20 Community Grant Program
        - Overview and Recommendations (cont.)

Information Session		
	Violet	
4/04/2019	Town	7
4/04/2019	Euroa	9
8/04/2019	Avenel	0
11/04/2019	Nagambie	5
	Total	**21**

Assessments of the Grant applications were conducted by the following:

- Arts and Culture = Manager Arts, Culture and Economy and Visitor Economy & Events Co-ordinator

- Environment and Sustainability = Team Leader Climate Change & Environment and Community Engagement and Planning Officer

- Facilities and Infrastructure = Manager Infrastructure and Community Facilities Planning Officer.

Attached are the 2019-2020 Arts & Culture, Environment & Sustainability and Facilities & Infrastructure Community Grant Application Summary and Recommendation spreadsheets.

In summary the table represents the following:
- 20 Applicants are recommended to be funded to the value of $79,453.
- 1 Applicant to be referred to sponsorship $3,500 ((Nightmare on Cowslip Act IV) as it is classified as an event which now sits under the Sponsorship Program.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   No feasible alternatives have been identified.

Risk Management
The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

Goal 1 To enhance community health and wellbeing
   (4) Support and drive community, arts and cultural events
        Key Strategy Continue support for Community Grants program.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

9.7.3   2019-20 Community Grant Program
        - Overview and Recommendations (cont.)

Financial / Budgetary Implications
The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
Decisions regarding grant allocations will have direct impact on the community groups who have applied for funds under Council's Community Grant Program.

All successful applicants will be provided with further support and training on completing their terms and conditions and acquittals. Applicants not awarded the full amount requested in their application will be provided with the reasoning behind Council's decision.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation
Six "By Appointment" Drop-In sessions and four Information sessions were conducted to assist people with the online application process.

Feedback from the applicants was requested again this year about their experience of the online application process. More than 80% indicated that the process was between Very Easy and Neutral (please refer to chart below).

9.7.3   2019-20 Community Grant Program
         - Overview and Recommendations (cont.)

Results of questionnaire re online process
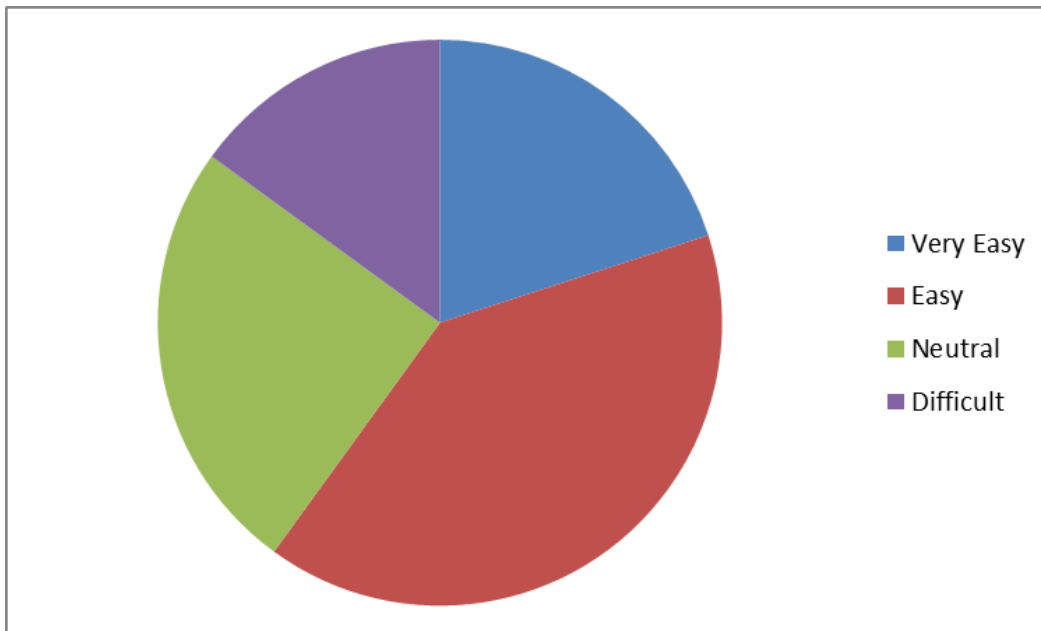
No score	Very Easy	Easy	Neutral	Difficult	Very Difficult	Total Responses
1	4	8	5	3	0	20

Attachments
- 2019-20 Community Grant Program Summary

2019-20 COMMUNITY GRANT PROGRAM SUMMARY

App ID	Applicant Organisation	Project Title	Brief Project Description	Received Funding Previous Year(s)	Proceed without full funding? Y/N	Total Score	Amount Requested	Recommended Amount	Accum Total	Recommended Funding Conditions
F&I2019/01	Violet Town & District Early Childhood Centre	Violet Town Kindergarten Facilities upgrade	To improve the facilities of Violet Town Kindergarten by improving hygiene practices, facilities and processes as well as improving the processes to be more efficient and sustainable in practice. Improving the administration and office area to cater for modern standards and safe workplace	No	Yes. Select priority projects to match funding.	40.5	$5,000.00	$5,000.00	$5,000.00	That the Violet Town and District Early Childhood Centre/VT Kindergarten Committee get approval from Council for the upgrade works to be done.
F&I2019/13	Violet Town Gallery Museum Inc.	Split Systems for Art Gallery	Purchase and installation of 3 split systems for heating and cooling the 3 art gallery rooms, 1 x 9.5kw ,1 x 5kw . 1 x 3.5kw.	Yes	Yes. Will fund raise or take out loan.	37.5	$5,000.00	$5,000.00	$10,000.00	The owner of the Museum is responsible for ensuring that all relevant permits, licences, certificates and warrantees are obtained. Note: The building is privately owned and leased to the VT Gallery Museum Inc initially for 4 years ending 30.6.22 with 2 further lease terms (each for 3 years) that the Landlord must renew provided breaches have not been committed.
AC2019/03	Strathbogie Ranges Conservation Management Network	Bioluminescence	This art/science project provides children aged 10-14 years the opportunity to work with acclaimed projection artist, Yandell Walton. Children will learn how to animate original artwork using apps on their iPads. The evening projections in and around Euroa will launch the Strathbogie Ranges Conservation Management Network 2020 Festival of Fungi.	No	No	37	$5,000.00	$5,000.00	$15,000.00	Need clarification of Public Liability Insurance - they have only attached and invoice Traffic Management may need to be considered dependent on location of event
AC2019/06	Bogarts	Strathbogie Arts Festival	Bogarts group would like to hold an arts festival showcasing local artists. Comprising of an art exhibition and a music night at the Strathbogie Memorial Hall. Running over two consecutive weekends in November. The art exhibition would also include natural art works displayed on the Bridge to Bridge walk.	No	Yes. Will reduce expenditure on advertising	37	$4,517.00	$4,517.00	$19,517.00	up to date Public Liability Insurance to the value of $20 million minimum Need to clarify what permission may be required for the outdoor artwork installation
F&I2019/11	Euroa Golf Club	Kitchen Improvements	Making improvements to the Euroa Golf Club kitchen in order to make it more food safe, increase and improve storage facilities and improve fittings for the general Occupational Health & Safety of its users.	No	No.	36	$5,000.00	$5,000.00	$24,517.00	None
F&I2019/16	Strathbogie Memorial Hall	Strathbogie Memorial Hall P.A. Upgrade	Expansion and enhancement of the hall's public addressing equipment.	No	Yes, but with lesser quality equipment	36	$3,000.00	$3,000.00	$27,517.00	Approval from Council's Operations team before work begins. Committee to supply to Council a copy of the electrical certificate for the required works.

App ID	Applicant Organisation	Project Title	Brief Project Description	Received Funding Previous Year(s)	Proceed without full funding? Y/N	Total Score	Amount Requested	Recommended Amount	Accum Total	Recommended Funding Conditions
F&I2019/21	Strathbogie Tableland Landcare	Strathbogie Memorial Hall public potable water point	Installation of a hybrid ultraviolet water filtration system to provide an external public potable water point at Strathbogie Memorial Hall	No	Yes. Attempt to seek alternative funding.	34.5	$2,580.00	$2,580.00	$30,097.00	Approval from Council required before work is to be done, as it is a Council asset. The committee of management is responsible for forwarding copies of all electrical/plumbing certificates and product warrantee to Council.
E&S2019/03	Avenel Primary School	Greenhouse sustainability project	Create a place for the children to come together with the community to share their love of gardening, food production and knowledge for the environment & sustainable living. Purchase and erect a community greenhouse to allow propagation of food & plants throughout all seasons of the year.	No	No	34.5	$3,797.00	$3,797.00	$33,894.00	None
F&I2019/15	Strathbogie Historical Group	Preserving, promoting and engaging with our local history and culture	Purchase an archival quality flatbed scanner and external hard-drive to scan historical photographs, slides and documentation held in private ownership. Images and detail collated are to also be used in ongoing projects, including publishing the history of local schools and signage and information for sites of historical and indigenous significance.	No	Yes	33.5	$1,628.00	$1,628.00	$35,522.00	Insurance is required from the group, as well as an explanation, in writing, exactly where the group will operate out of, as that will factor into the insurance as well
AC2019/04	Euroa Swimming Club	Euroa Pool Arts Project	We would like to showcase Euroa Clay Products glazed bricks to make an art feature on the large, tired brick wall at the Euroa Pool.	No	No.	32	$5,000.00	$5,000.00	$40,522.00	Will require Council approval and all appropriate permits
F&I2019/18	Violet Town Bowls Club Inc	Green refurbishment	Replacing old plastic plinths which surround the greens.	Yes	No. OH&S issue	32	$2,691.00	$2,691.00	$43,213.00	Need to apply for a building permit prior to works commencing
F&I2019/17	Euroa Croquet Club	Boundary Replacement	To use the grant $$ to replace existing wooden boundary with a low concrete retaining wall on the side of the croquet courts adjacent to the Euroa Bowling Greens. The existing timber boundary has rotted over time and become a safety hazard for both croquet and bowls players.	No	No. OH&S issue	32	$5,000.00	$5,000.00	$48,213.00	A letter/email from the club to Council to inform them of works. Need to apply for a building permit prior to works commencing
F&I2019/04	Nagambie Mechanics Institute Inc:	Main Hall Painting	Repair and repaint all main hall walls and front of stage area	No	Yes. Funds will be taken from their working capital.	31	$5,000.00	$5,000.00	$53,213.00	None
AC2019/07	Euroa Environment Group Inc	Aboriginal Heritage Trail	A project to develop a proposal for an Aboriginal Heritage Walk along the bank of the Seven Creeks in Euroa .It will celebrate the long Indigenous history of the area with Aboriginal designed sculptures and Narrative Boards. Beginning at Traveller's Rest and ending at the Shelter Tree.	No	Yes. Will request donations from public.	30	$4,730.00	$2,350.00	$55,563.00	Group will need to discuss with Council if placement and design of walking trail is appropriate for the suggested area.

App ID	Applicant Organisation	Project Title	Brief Project Description	Received Funding Previous Year(s)	Proceed without full funding? Y/N	Total Score	Amount Requested	Recommended Amount	Accum Total	Recommended Funding Conditions
AC2019/08	Ruffy Artfest incorporated	Ruffy Artfest Incorporated	Ruffy Artfest Inc has been held every second year since 2004. It consists of a weekend art show and up to four local open gardens. The aim of the Artfest is to showcase local artists, encourage visitors to the area) and if possible raise funds to assist local community groups.	Yes	Yes. No explanation provided	30	$3,000.00	$1,120.00	$56,683.00	Will require up to date Public Liability Certificate
F&I2019/09	Longwood Community Centre Management Committee	Lights Up!	Updating all internal lighting at the Longwood Community Centre	Yes	No. Will consult with committee re next steps.	30	$4,476.00	$4,476.00	$61,159.00	LCC would need to seek permission from Council for the lighting upgrade to be done, being on DELWP land but Council's building.
F&I2019/06	Euroa Little Theatre Inc	Internal Window Blinds for The School House	Have blinds attached to all windows in The School House, Clifton Street, to provide daytime blackout facility and reduce impact of Clifton St and School security lighting for night time events.	No	No.	28.5	$5,000.00	$5,000.00	$66,159.00	Proof of qualification and/or experience of those working on project to be provided to Council before project begins.
F&I2019/12	Avenel Bowling Club Incorporated	Renew ditchbanks around bowling green	Project is to replace forty year old ditchbanks around the bowling green	Yes	No.	28	$4,294.00	$4,294.00	$70,453.00	
F&I2019/05	Euroa Lions Club Inc.	Lions Park Fencing	Remove current 1960's style fence and replace with new modern bollard fencing.	No	No.	25.5	$5,000.00	$5,000.00	$75,453.00	Provide letter from Council approving the project on Council land. Prior to any works commencing to liaise with Council's Building Department to determine if a building permit is required.
F&I2019/03	Kelvin View Public Hall and Recreation Reserve Committee	Kelvin View Hall Upgrade	Restoration and repair of external weatherboards of the Kelvin View Hall building in strict compliance with the style/colour and keeping of the period of the building.	No	Yes. Repairs will be undertaken to match funding	24	$5,000.00	$4,000.00	$79,453.00	
AC2019/09	Events on Cowslip	Nightmare on Cowslip Act IV	Community event for Violet Town and surrounding areas focusing on families and in particular children. Community groups participate to make it a low cost fun evening.	No	N/A	14	$3,500.00	$0.00	$79,453.00	This application should be referred to Sponsorship Program as it is an event.
					Total		$88,213.00		$79,453.00	

9.7.4 **2018-19 Community Planning Program**
- Violet Town Action Group (VTAG) and Euroa Community Action Group
(ECAG) Community Plans

Author & Department
Community Development Officer / Community Wellbeing Department

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary
1. Review of VTAG 2019-2023 Community Action Plan
2. Consider VTAG's request for extension of time to submit 2018/2019 Community Planning Program funding application
3. Consider the extension of time request from VTAG to spend 2018-2019 Community Planning Program funding allocation.
4. Consider the extension of time request from ECAG to spend 2018-2019 Community Planning Program funding allocation.
5. Council consider setting an application deadline for community planning program funding in each financial year.

RECOMMENDATION

1. **That Council endorse the Violet Town Action Group's 2019-2023 Community Action Plan.**

2. **That Council grant the extension of time to submit their 2018/2019 Community Planning Program funding application requested by the Violet Town Action Group.**

3. **That Council grant the extension of time to spend 2018-2019 Community Planning Program funding allocation requested by the Violet Town Action Group.**

4. **That Council grant the extension of time to spend 2018-2019 Community Planning Program funding allocation requested by the Euroa Community Action Group.**

5. **That applications for Community Planning Program funding to be submitted by no later than 30 September in each financial year and this point be added to the Community Planning Guidelines.**

9.7.4 <u>2018-19 Community Planning Program
- Violet Town Action Group (VTAG) and Euroa Community Action Group (ECAG)
Community Plans (cont.)</u>

Background

1. VTAG 2019-2023 Community Action Plan

> 17.4.19 – Draft Violet Town Action Group Community Plan submitted to
> Council.

The draft Community Action Plan has been developed through consultation
with the Violet Town community at a community meeting on 27 October 2018,
from contributions from community members during the Violet Town 40th
Anniversary market, from suggestions placed in a box in the local
supermarket and proposed amendments on the draft versions distributed
throughout the area.

The draft plan is now in a format to be considered by Council for adoption.

2. 2018/2019 Community Planning Program Funding - VTAG

The 2018/19 Community Planning Program Funding application has not been
submitted.

Cr Stothers requested and received an overview of where VTAG were at in
relation to the grant acquittals and Action Plan from Team Leader, Community
Engagement and Planning. Cr Stothers then met with VTAG on 3 April. A
VTAG representative then met with the Community Development Officer on 8
April to acquit 2017/2018 Community Planning Program Funding.

30.4.19 – Manager, Community Wellbeing discussed VTAG's Community
Plan and the 2018/19 Community Planning Program Funding with a VTAG
representative. Given the extenuating circumstances over the last 12-18
months, it was acknowledged that any project(s) nominated in the 2018/19
Community Planning Funding application would not be completed by 30 June
2019 and that a request for an extension of time for completion would be
submitted for consideration by Council.

20.5.19 – Meeting between VTAG representative and Community
Development Officer to discuss 2018/19 Community Planning Program
Funding online application. The installation of solar powered lights along
Honeysuckle creek track is the project to be funded by the 2018/19
Community Planning Funding allocation. The Community Development
Officer requested the application be submitted by 31 May 2019.

3. ECAG Community Planning Program Funding

The ECAG has had difficulty in attracting new members to the committee and
filling the necessary administrative roles within it. Whilst the new Committee
has taken some time to understand the role of the Group, they now have a
better understanding of their role and lodged ECAG's 2018/20 Community
Planning Program funding application on 28 February 2019.

9.7.4   2018-19 Community Planning Program
        - Violet Town Action Group (VTAG) and Euroa Community Action Group (ECAG)
        Community Plans (cont.)

ECAG wrote to Council requesting an extension of time to complete the nominated projects in the application for the following reasons:

(a)   Exercise equipment - $4,787. The 2019/20 draft budget has an allocation of $40,000 to be put towards exercise equipment to be installed in the Seven Creeks Parkland near Memorial Oval. ECAG would like to add $4,787 of their Community Planning Program funding to the $40,000 so that the proposed seven exercise equipment stations can be installed. If the $40,000 is not included in the 2019/20 Council budget, then ECAG propose to install one piece of exercise equipment at the cost of $4,787.

(b)   Tourism – Heritage Columns $4,800. ECAG have confirmed by email that the funds allocated for the Heritage Columns will be spent by June 2019.

4.   Application deadline date – Community Planning Program funding

Whilst considering the extension requests received from Euroa Community Action Group and Violet Town Action Group, Council wishes to note that this is not standard procedure. It is due to the good communication from each group that Council is willing to consider their requests.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   No feasible alternatives have been identified.

Risk Management
The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation."

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Council Plan Goal 1: To enhance community health and wellbeing
                (4): Support and drive community, arts and cultural events
                    Key Strategy: Continue to support local community
                        planning processes across the Shire

Liveability Plan Priority 1: Stronger Together
        Strategic Objective: Establish strong partnerships and increase
        collaboration.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

9.7.4   2018-19 Community Planning Program
        - Violet Town Action Group (VTAG) and Euroa Community Action Group (ECAG)
        Community Plans (cont.)

Financial / Budgetary Implications
The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The environmental and amenity implications of the report and recommendation, including impacts on Council's environmental footprint where relevant.

Community Implications
1. The 2019-2023 VTAG Community Action Plan will provide a reference document for the community to use as they improve their surroundings over the next four years.
2.   By approving VTAG's request to carry over their 2018/29 funding to 2019/20 the nominated project(s) will be completed which will benefit the community.
3. ECAG's request for an extension of time to complete the exercise equipment project will enable the committee to improve public areas with exercise equipment and enhance the tourism experience in Euroa. The exercise station(s) will encourage the community to be Active and Healthy.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation
All the Action Groups have been invited to attend an Information session scheduled on 11 June 2019.
This information session will cover a refresher on the Community Planning Guidelines, the value of a well formulated Action Plan, reinforce the application process for Community Planning Funding and the acquittal process.
Action Groups will be advised that it is not standard procedure to grant extensions of time to either apply for funding or to complete projects and that it cannot be relied upon.

Attachments
- Violet Town Action Group's draft 2019-2023 Community Action Plan
- Violet Town Action Group's request for an extension of time letter
- Euroa Community Action Group's request for an extension of time letter
- Euroa Community Action Group's confirmation of completion of Heritage Columns email

Violet Town Action Group

Community Action Plan 2019 – 2023

Violet Town Action Group (VTAG) – Statement of purpose

The underlying purpose of the Violet Town Action Group is to promote and facilitate community engagement in matters that affect our community. In carrying out this purpose, VTAG endeavours to:

- speak for or represent the community as required, and at the request of the community;
- promote a community environment that is inclusive;
- promote a community environment that is considerate of the well-being of its members;
- provide financial management and support for active community groups that are under the auspices of the VTAG;
- support other active community groups or organisations as relevant; and
- undertake publicity and marketing of the community and community events as necessary.

"provide financial management and support for active community groups that are under the auspices of the VTAG;"

VTAG therefore takes the responsibility for developing this action plan. It is recognised and supported by the Shire of Strathbogie, State and Federal governments and is the key link between the initiatives outlined in these pages and further funding from philanthropic and/or government funding.

Preamble

The Violet Town Community Action Plan for 2019 – 2023 is the fourth Community Plan developed by the 3669 community – the people of Violet Town and the surrounding districts. It is a compilation and synthesis of the ideas and suggestions raised in a community meeting on October 27th 2018, plus contributions from a stall at the Violet Town 40th anniversary market, a suggestion box in the local supermarket and comments and proposals on the draft version distributed throughout the area.

The purpose of the Action Plan

The Community Action Plan (CAP) sets the direction that the Violet Town and district community wants to move in over the next four years. Improvements and proposals suggested are many and varied and range from mental health advances to developments in public transport. It is a living document that can (and probably will) be added to in its lifespan.

The CAP also acts as a reference point when applying for grants and assistance from outside bodies such as the Strathbogie Shire and the State Government. In spite of the success of the Violet Town Market, it is impossible to fund the hundreds of suggestions and requests that the Violet Town Action Group receive each year, so outside support is essential. There must be substantial

Billboard asking for contributions to the CAP

community input for these applications to succeed and the greater the strength of the support, the more likely the applications are to succeed. This fourth Action Plan is proof that the 3669 community is vitally concerned and interested in the prosperity and growth of Violet Town.

The CAP gives the opportunities for individuals and groups to pursue their interests and plans. It also allows individuals with specific expertise to make contributions for the good of the community.

Process for developing this plan

Community input was the key to developing this plan. Advertisements and articles were placed in the Village Voice and website prior to the meeting. Posters were displayed around Violet Town and all households in the 3669 postcode were mail-dropped. (Appendix 1). Steph Ryan State MLA for Euroa and Cathy McGowan Federal MHR for Indi were invited but both apologised for their inability to attend. Shire Councillor for Violet Town, Kate Stothers, attended both as a representative of the Shire and as a private citizen. Thirty-one people took this opportunity to present their ideas and suggestions, which was less than at the previous years' attendance and noted by several people present. The meeting coincided with a local wedding and the Euroa show, neither of which were anticipated and affected overall numbers. However, there were many apologies, some of who wanted the opportunity to add to the plan. This was catered for as outlined below.

At the meeting, tables had been set out with relevant material on them such as a matrix tabulation of current ideas that were under consideration and space for people to write their ideas for the future. People sat at tables according to preference and at 2.15pm proceedings started. After an acknowledgement of the traditional and prior ownership of the Violet Town area by VTAG Chairperson, Jo Bell, committee member Iain Atkin gave a rundown of the previous plan's priorities,

(Appendix 2), what had been achieved and why certain ideas were not followed up. This was followed by a more detailed explanation of actions taken in the period 2014 – 2018. (Appendix 3) He then asked each table to contribute new ideas, timelines and who they thought could be responsible for pursuing the projects.

New Hexiplex climbing frame installed in children's playground

After further discussion, afternoon tea was taken and informal conversations ensued. Tables then reconvened and were asked to explain what they considered their most important projects, including reasons, timelines and who they thought should follow them up. Some animated discussion resulted and a wide variety of priorities debated.

The meeting finished at 5.00 with Iain Atkin thanking all those who took part and outlining the procedure from then on. This was to include further community consultation at a stall at the following market and a table at the local supermarket. The first draft plan was published at the start of December calling for comments over the summer period. The final plan was published ready for VTAG and other action by mid-April 2019 although sub-committees were already formed and starting their planning by March 1st 2019. Shire representatives were invited to attend sub-committee or VTAG meetings to facilitate the ideas and the whole community made aware of the plan via the VTAG website and the Violet Town Community web page.

Violet Town Community Action Plan –

Key themes and actions for the period 2019-2023

1. Emergency and community safety strategies. This includes

"Traffic speed must be reduced at bus pick up points"

The Cowslip Street/High Street roundabout to be actively pursued – it's an accident waiting to happen. If no roundabout, put in a mirror!
The new speed limit in Cowslip Street must be enforced particularly for trucks
A pedestrian crossing/central reservation to be built between the police station and the corner store
More concrete footpaths to be built
Honeysuckle Creek opposite Caravan Park reduce fire risk
Develop a microgrid back up power system
Develop an emergency communication plan as an alternative for when the NBN is down
Develop a Displan Area
Flood – ensure that the local voice is represented in Shire flood mitigation plans and works
Support making VT Safe with publications, initiatives and promotion of Fire plans
Water immediate notification of Hazardous chemicals in our Strathbogie water Catchment drains and creeks
Black Spot Signs or High Risk of Accident Zone Sign at the Maher's Road entry to the Freeway.

2. Developing the Shadforth Reserve – This includes

Lobby the Shire to re-establish Shadforth Reserve committee of management
Move the market to Shadforth Reserve
Fencing Shadforth Reserve to allow stock to graze and reduce fuel load
Develop an action plan for community forest in Shadforth Reserve

"Develop Shadforth Reserve for broad community use"

Develop push, play and awareness at Shadforth reserve
Develop bush-kinder at Shadforth Reserve

| Develop free bikes program – use and leave at Shadforth Reserve |
| Use the golf club building – find group |
| Develop free camping and caravan sites and a dump point |

3. Sports, recreation and all-round well-being – This includes

"Redevelop and move the Skate park"

| Build multi–age exercise stations around HREP track |
| Splash pool/water park |
| Build a BMX track |
| Put new globes/lights on the synthetic courts |
| Keep improving Brian Hayes pavilion |
| Retain kids in town to support footy and netball clubs |
| Build a children's playground using recycled material |
| Develop facilitated exercise classes |

"Wheelchair access to Honeysuckle Creek walking track"

4. Arts, culture and festivals – This includes

| Keep applying for Arts grants |
| Paint a mural on Café wall |
| Develop an arts Trail |
| Develop an artist's Register |
| Develop a Culture and Creative Hub |
| Develop a creative Houses project |
| Support local arts by holding a large arts/music/cultural/ Sustainable living organic festival. |
| Build a sculpture at the wetlands to highlight the northern entrance to Violet Town |
| Put lights on the Leunig signs at entrance to town |
| Build arts monuments around the Honeysuckle Creek Park |
| Develop social enterprises such as the museum and gallery shop |
| Develop a chalk art mural on the GMCU wall |
| Support community art show in the community hall |
| Hold history telling event around a fire in pizza area |
| Put in bigger signs in entrances for town – get Leunig to design them |
| Partner the Lions club to turn Cowslip Street park into a Leunig Park |

5. Reconciliation, multi-culturalism and social cohesion – This includes

Invite migrant communities and/or individuals to events such as Nightmare on Cowslip Street, HREP plantings. Include WWOOFers and back packer input
Support First Nations Voice: Let's Hear It!
"Fly the Torres Strait Islander flag"
Establish a food truck park with diverse culture foods
Hold Bush Tucker education – work with Euroa arboretum
Support the building of a transition village – tiny house community for temporary housing for those in need
Hold a Diwali Indian festival
Hold joint welcome to country by Yorta Yorta and Taungurung at all Violet Town celebrations
Include a First Nations display at museum
Place signs on the creek walk to identify Sheoak connection to First nation people
Support recognition of indigenous people in the Constitution
Grow a bush tucker garden in partnership with local indigenous people
Engage speakers on indigenous issues to help ignorance - Include local people of aboriginal heritage in this

6. Sustainable living, food and the environment – This includes

Improve the cardboard recycling at the market.
Pursue renewable energy initiatives including a microgrid solar scheme
Promote social enterprise food initiatives
Community power station for cheaper power
Promote education about water saving
Develop a local co-op/food swap group
Develop a village food growing scheme
Publish a community cookbook
Develop a Repair Café including education in conjunction with the men's shed
"Support the community garden – enlarge it, add a bush tucker garden and plant indigenous plants"
Develop integrated weed management plan to stop the use of glyphosate
Support sustainable living, aquaponics, mushroom growing
Waste facility capping
Formal links to Strathbogie Inc
Develop Energy focus group to promote innovative ideas

Promote organic options for fruit fly control

7. Infrastructure and local services – This includes

Install solar powered lights along Honeysuckle Creek track
Build exhibition spaces in Cowslip Street
Build better gardens in Cowslip Street.
Work with the History Group to install signs for surrounding areas
Investigate public transport options for a bus to Benalla
Make sure the VT Bush Nursing Hospital community bus is better advertised
Promote the wood fired oven for use by different groups
Build a covered bus shelter at railway station
Update VT website and keep VTAG transparent with docs available online
Create ability to access community portal on line (website)
Work for a much better train service – long delays late for appointments
Establish better recycling management systems
Seal Mary's Lane, Lilac Street
Free/low cost camping, caravan sites

"Upgrade Lions Park toilets – water fountain, hand dryers"

More residential land blocks to be made available
Promote schemes to ensure affordable elderly accommodation in town
Build group garden support for VT Stationeers to help them progress projects
Promote a buy local scheme eg VTBNC to use local pharmacist not a Benalla one
Clean up Lily Street/train line
Consider a sewer upgrade
Build wheelchair friendly ramps in footpaths
Establish a bakery in town which could be part of a general upgrading of streetscape
Get the owners to reopen the old pub
Main street lighting (down centre medium strip)
Better signs around town
Signs to public toilets outside community house, near Post Office
Improve street name signage

"Seal the unsealed roads around town"

No internet connection therefore disconnected

8. Planning and development – This includes

Have a budget for show bags for new people in town
The Violet Town Website MUST be made exciting and updatable.
Purchase a rickshaw type tribike to implement a Cycling Without Age chapter in Violet Town and share usage with the market to add an extra tourism dimension on market days. (VTBNC project)
Improve the market – powered sites to be looked at seriously
Develop co-ops as a way to get business into town. Bakery? Post Office?
Attract more business to town
Encourage social enterprise initiatives and local business
More accommodation to improve tourism
Get empty shops open
VTAG needs to have a policy of buying local first and have an ongoing campaign to encourage the whole community to do that
Develop local business opportunities
Find ways to get VTBNC to engage more with VT community and businesses
Find ways to engage better with school staff/community to ensure healthy school in future
Find ways of enhancing wetlands use by community eg bandstand, gardens, artworks
Buy the land that the community garden is on
Evergreen trees in median strip
Permanent shelter in market site to attract people to stay and have lunch
Cost of market sites prohibitive. Make it, bake it grow it
Encourage new businesses to make VT a destination not a pass-through town
Establish Loan committee

9. Theme nine – marketing and communication – This includes

Establish tourism group to promote town
Encourage shared resources, branding etc
Encourage tourism focus
Instate a sub-committee of VTAG for marketing
Publish new VT phone book
Host mass garage sale in VT for fundraiser
VTAG to appoint communications person to drive communication
Pay for a new LED display sign (VNS)
New VT Community logo/town branding

Improve Village Voice – more contemporary, better articles
VTAG to communicate much more Shire info
Establish a Chamber of Commerce Violet Town
Need to involve more of our community. How do we get people out of their homes?
Create chamber of commerce or a Sub-committee of VTAG for marketing
New VT Community logo/town branding
Violet Town Website - MUST be made exciting and updatable.
Get tourist organisers involved

Theme ten – Other – This includes

Volunteer planning and succession planning
Make sure every club is on the VT website.
Community Coffin Club
Community event applications to shire to be easier to apply for
Living History Theme
Improve amenities and business of caravan park
Community should buy, improve and run caravan park as a social enterprise
Look for opportunities for communities to fund initiatives – less reliance on government funding
Examine developing World War II fuel depot as area of historical interest

Reviewing the Community Plan

The Violet Town Action Group has the responsibility of initiating, supporting and facilitating the Action Plan but the whole 3669 community is responsible for its development and implementation. It is acknowledged, that over time, there may be unforeseen circumstances or new initiatives that need including in the plan, or proposed changes that need updating. Being able to update this document will help keep it live and current. Where changes or additions are proposed, individuals or groups should approach VTAG with their proposal. VTAG will publicise the proposals calling for any other changes or additions to this document and if necessary, host a community meeting. This allows the whole of the community to have an opportunity to review and update the document. VTAG will call for reports on a monthly basis from any sub-committees or individuals who have undertaken to pursue any areas of the plan and will keep the community notified of progress.

The Community Action Plan was prepared for the Violet Town Action Group by Iain Atkin between October 2018 – April 2019. It contains ALL the suggestions that were proposed both at the community meeting in October and subsequent consultations. The ideas will be prioritised by sub-committees and VTAG and not all will be implemented in the next four years. The success of the plan will be influenced by how much the community is willing to drive ideas and how realistic the ideas are. VTAG will facilitate and contribute to proposals and will help develop relations between Community, Shire, State and Federal governments in order to implement them and when the fifth CAP is developed in 2023, it will be interesting to see how many suggestions have become realities.

Special thanks to all those people who have made suggestions, innovations and corrections to the plan. It is truly a community document and shows the wide interest in the future of the district.

Appendix 1 – Advertisement poster and mail box flyer

Violet Town Action Group

Invites all interested people, community groups, businesses, clubs and associations to put their thinking CAPS on and . . .

take part in the four-yearly Community Action Planning workshop on

Saturday 27th October 2.00 at the Community Hall.

Speakers from Local, State and Federal levels of government will be there but the outcomes are what YOU decide, so If you want to have a say on the future direction of our community, where to spend money and what projects you would like to see pursued, come along and make your voice heard.

Drinks and light snacks served during the afternoon

For more information phone Iain Atkin 0407922406 or Jo Bell 0427505335

Appendix Two – VTAG, group or private individual projects completed or in hand 2014 - 2018

Cupboard door emergency contact leaflet, Emergency app, New watering system for footy oval in next year's Shire budget, New trees along creek in recreation reserve, Synthetic grass at pool, Master plan of Shadforth Reserve created, Storage area for user groups in Recreation reserve, Footballs for the next two years, New/improved tennis courts/netball facilities – Doug Gibbs shed, Bus to Benalla pool for hydro therapy,

Speed reduced in Cowslip Street

Museum rebuild

Children's playground developed, Arts-focussed annual event, Enhance the appearance of places and venues in town, RSL mural, History plaques around town, History Calendars, Honeysuckle track plantings, Artefact collection and display in new museum, Increased planting around town, memorial trees, Honeysuckle Creek, Southern Aurora, Guide to Honeysuckle creek, Violet Town

market bags, Buy swap and sell days, Increased maintenance of library courtyard and garden, Major development of VicTrack land, New toilets in Recreation Reserve, New Men's shed, Footpaths slowly being improved, Drought resistant garden, Welcome to Violet Town Brochure, Shire developing tracks and trails policy with VTAG input, Town map displayed, Free WiFi in library, No dogs at market, Signs on freeway for market day, WW 1 centenary commemorations

Guide brochure Birds of the Honeysuckle Creek

Promotional video loop in Cafe

Update on the Violet Town Community Action Plan

The Strathbogie Shire has a strategic plan for Violet Town. Created in 2010 it has a rather generic statement as a vision for the town. A new vision statement has been suggested that better reflects the specific ideas clearly outlined at the CAP meeting and would be the basis of all planning over the next four years. The new draft vision statement is

"To establish Violet Town as a growing sustainable vibrant town with an enviable lifestyle and availability of services. It will be a great place to visit and be an attractive place to live for younger families. It will develop a strong community spirit based upon the arts, leadership and community values."

This is only a draft so if anyone has any thoughts on it, get in touch with Iain Atkin on 0407922406 or email atkinsix@bigpond.com

The Community Action Plan has been circulated widely over the past few months and is now moving into the implementation stage. VTAG has grouped the many ideas into the following areas and are calling on people to take some responsibility for getting them up and running. If you haven't seen it, or have forgotten the ideas, the full plan is on the Violet Town Action Group website, in the Post Office, the Corner Store and at the library or I can send you a copy via email. The groupings are

Emergency and community safety strategies

Developing the Shadforth Reserve

Sports, recreation and all-round well-being

Arts, culture and festivals

Reconciliation, multi-culturalism and social cohesion

Sustainable living, food and the environment

Infrastructure and local services

Planning and development

Marketing and communication

Other

Council are keen to meet and assist anyone who wants to put their hands up and organise projects within these groupings. VTAG will bring the Shire representatives to Violet Town to explain their roles and how they can help, so let VTAG know of your interest. Don't forget, your ideas won't become a reality unless we have people to drive them. VTAG is there to take responsibility for some of the plan and to help, facilitate and coordinate community members and groups. However, it won't be able to do it all and needs your help. Thank you to those who already have expressed an interest and I look forward to getting some of these ideas up and running.

Violet Town's next four years are in your hands

On 16 May 2019, at 7:16 pm, Iain Atkin ⸌ ˙ _____ wrote:

To the Strathbogie Shire Council,

On behalf of the Violet Town Action Group I am asking for an extension of time to complete the 2018-2019 community planning programme project(s) nominated in our 2018-2019 Community planning programme to be submitted in the week commencing 20th May 2019.

The reason I am applying for this extension is because this method of allocating funds has only come to light at VTAG in the past month. Apparently, it was sent to one of our past secretaries, Isobella Lindsey some months ago, certainly before the deadline of November 30th, but she resigned as secretary in September 2018 and has moved to Melbourne. She is no longer a member of VTAG and it appears the information was never passed on. Her successor, Tina Brown resigned from VTAG after two months and in that time made no mention of the new acquittal system. The current secretary, Anne Quaine, also had no notice of it.

Because of this Georgina Bett phoned me as a VTAG contact person and we eventually established that VTAG had never applied for their 2018-2019 $7210 grant. In the past it had just been deposited in VTAG's accounts and the members of VTAG that had worked under this system before assumed the same method would apply. Due to the change in secretaries, no-one knew anything about the new system and consequently VTAG missed the deadline.

The project will be finished by June 30st 2020.

I am meeting with the Community Development Officer on Monday 20th May 2019 to complete the VTAG 2018-19 Community Planning Programme application.

VTAG apologises for the mistake and would ask Council to consider funding them in light of the issues outlined above.

Iain Atkin – Committee member

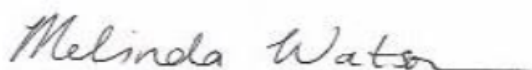16th April 2019

Dear Strathbogie Shire Council,

The Euroa Community Action group have applied for their 2017-18 funds to pay for 2 Heritage columns in Binney street and contributing to exercise stations in the Seven Creeks parkland near the memorial oval. Both of these key actions have been highlighted at our community breakfast and through community groups, by members of the Euroa community.

The application for these funds has been approved but it states in the terms and conditions that this money needs to be spent by June 30, 2019. Unfortunately, we won't be able to do this, because we are waiting for the budget to come out, to see if additional funding has been allocated for the exercise stations. The Heritage columns money should be able to be spent, but we may not have worked through all the necessary requirements for installation. We are wondering if we can have an extension on spending this money, to ensure it is spent thoughtfully.

We apologise for being so late in applying for these funds. The Euroa Community Action group has been at risk of not having enough members, or willing people to take on the roles necessary. Some new people have come on board, but it has taken the group a while to 'find their feet'. We feel like we have a better understanding and are more organised than before. We are already starting to allocate the 2018-19 funds and we are seeking assistance from community groups to help us cross off some more key actions from our action plan.

The Euroa Community Action group have contributed to building the half-court basketball court and hope to contribute to other worthwhile initiatives.

Thanks for your consideration,

Melinda Watson

Melinda Watson
Euroa Community Action Group

From:	Melinda Watson
Sent:	Wednesday, 8 May 2019 1:54 PM
To:	Georgina Bett
Subject:	Doc 564727 Re: Extension letter
Categories:	Red Category

Hi Georgina.
Kristen is coordinating the heritage columns and will have it done by the end of June 2019.
Thanks
Melinda

On Mon, 6 May 2019, 14:10 Georgina Bett, ◁ wrote:

Good afternoon Melinda

Thank you for your letter requesting an extension of time to spend the 2018/19 Community Planning Program Grant.

Before this can be submitted to Council, could you please give us a timeframe on when you anticipate the 2018/19 funds will be spent. Whist it is understood that the contribution to the exercise equipment is linked to the additional funding from council, we will need to know the timeframe for the money being spent on the Heritage Columns project. If you are unable to provide the timeframe for this project, you may wish to consider choosing another project(s).

Would it be possible for you to forward this information by COB on Wednesday, as I will need to take it to a meeting as soon as possible.

Regards

Georgina Bett
Community Development Officer
Strathbogie Shire Council
P: 03 5795 0073 | M: 0427 998 750 | F: 03 5795 3550 | Toll Free: 1800 065 993

Hi Georgina,

Attached is a letter to ask from extension for our ECAG funding. Are you able to forward it on to the relevant person at Strathbogie Shire?

Thanks

Melinda Watson

9.7.5 Shadforth Reserve Committee of Management

Author & Department

Community Engagement and Planning Officer / Corporate Wellbeing Department

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989

Summary

The Violet Town community has determined that there is enough community support to establish a Committee of Management for Shadforth Reserve and will contribute to the development of a Facility Plan and a Master Plan once established.

The community identified the following Key Principles for the use of Shadforth Reserve:

1. To allow for passive recreational use of the area – walking, bike and horse riding, fishing, kids play spaces etc
2. To preserve and manage for the environmental values of the Reserve, including large trees, woodland patches, dams/lakes etc
3. To actively manage the agroforestry plantation for multi-use purposes, including production
4. To support the Men's Shed and related activities
5. To provide low-key recreational opportunities that could attract visitors to Violet Town
6. To provide a shared-community meeting place for groups (Golf Club Rooms)
7. To preserve the historical value of the golf club and course
8. To understand, protect and promote the Aboriginal cultural significance of the area
9. To maintain the amenity of the area for Shiffner Street residents (night functions, noise etc)
10. To manage for the potential fire risk adjacent to town, including access to water

Groups identified by the community to be represented on the Committee of Management (Note: a maximum of 9 people on the Committee):

- VAMP (Arts) representative
- Men's Shed representative
- Angling Club representative
- Violet Town CFA representative
- Shiffner St representative
- Environmental expert
- Community Forest expert
- Community/General Interest x 2

9.7.5   Shadforth Reserve Committee of Management (cont.)

RECOMMENDATION

That Council:

1.   Endorse the establishment of an Incorporated Committee of Management for Shadforth Reserve.

2.   Begin negotiations with the established Committee of Management, and DELWP, to develop a Licence Agreement to direct responsibilities for management of Shadforth Reserve.

Background
Community meetings, hosted by Councillor Kate Stothers were held on the 25 March and 1 April 2019.

Further Community meetings were held on 13 May and 29 May with Council representatives in attendance.

The community has been briefed on the following:
- the differences between a Section 86 Special Committee and an incorporated committee
- the importance on establishing a strong committee with good governance structure
- no decision can be made about actions or developments until a Committee of Management is formed.

It was determined by the community that it would be best to form an Incorporated Committee. The suggestion of being a sub committee of VTAG was put forward. A representative will be attending the next VTAG meeting to discuss this option.

A further meeting is scheduled for 17 July to explore development of rules of the committee.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.

The following alternatives have been identified for the consideration of Council:
1. That Council continues to manage Shadforth Reserve as it has since the dissolution of the Special Committee – given that the community has shown such enthusiasm to take over management of the reserve this option is no longer the best approach.

9.7.5 Shadforth Reserve Committee of Management (cont.)

Risk Management

A Committee of Management would be authorised to use the reserve consistent with its "Public Recreation and Showgrounds" purpose, and to establish and enforce appropriate conditions of use relating to, Risk management and liability, Occupational Health and Safety, and Financial Management.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

Financial and budgetary implications will be discussed during agreement negotiations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community at this stage

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community

Community Implications

The opportunities presented by the formation of a Committee of Management have the potential to advance Violet Town's liveability, amenity and growth. Initiatives will be taken up by the Community for the development of Shadforth Reserve for the benefit of the community.

Victorian Charter of Human Rights and Responsibilities Act 2006

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

There has been extensive consultation with the community to date as specified in the background section of this report.

Attachments

Nil.

9.7.6 Communications and Engagement Policy and draft Community Engagement Strategy

Author & Department

Communications Coordinator, Community Relations / Innovation and Performance

Disclosure of Conflicts of Interest in relation to advice provided in this report

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

A Communications and Engagement Policy and Community Engagement Strategy have been developed as directed in the Council Plan 2017-2021. This is part of Council's commitment to communicate and engage effectively with our community and key stakeholders and to align with pending changes to the Local Government Act.

RECOMMENDATION

That Council:

1.   Adopt the Communications and Engagement Policy.

2.   Endorse the draft Community Engagement Strategy to be made available for community feedback from 9am Wednesday 19 June 2019.

3.   Receive community feedback until 5pm, Wednesday 17 July 2019.

4.   Adopt the Community Engagement Strategy at the Ordinary Meeting on 20 August 2019 after consideration of community feedback.

5.   Adopt the Community Engagement Strategy as tabled, if no community feedback is received.

Background

As outlined in the Council Plan 2017-2021, it is a priority of Strathbogie Shire Council to communicate and engage effectively with our community and key stakeholders and, as such, one of Council's key actions in the Council Plan is to create a Communications and Engagement Strategy in line with pending changes to the Local Government Act.

The draft Local Government Bill signals significant changes in the expectations for community engagement practices for councils, including the need for policy, strategy and practices aligned with the International Association for Public Participation (IAP2) Public Participation Spectrum and the following values:

9.7.6   Communications and Engagement Policy and draft Community Engagement Strategy (cont.)

- Community engagement process must have clearly defined objectives and scope
- Participants must be provided with information to inform their participation
- Participants must be representatives of the persons or groups affected
- Participants are entitled to support to enable meaningful and informed engagement
- Participants must be advised of how the results of the engagement influenced council's decision making

With support from community engagement experts, OurSay, a variety of workshops and discussions were conducted with key staff and Councillors at Strathbogie Shire Council. As a result of these discussions and workshops, it was recognised that a consistent and deliberate approach to communications and engagement across the organisation, through the direction of a policy and strategy and the use of tools and templates, is required for Council to meet the expectations set in the draft bill and Council Plan.

Communications Coordinator and Community Engagement and Planning Officer have developed a Communications and Engagement Policy and draft Community Engagement Strategy to guide the organisation towards achieving greater consistency and effectiveness in the way it communicates and engages with the community and key stakeholders.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

Risk Management
The author of this report considers that failure to communicate and engage effectively with the local community will lead to disengagement and threaten to damage Council's relationship with its communities, highlighting the importance of these documents and practices.

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan. The policy and strategy directly link and support Council's commitment to Engagement and Communication set in the Council Plan and specifically actions a key strategy in the Council Plan to review Communications and Engagement Strategy in line with pending changes to the Local Government Act.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

9.7.6 Communications and Engagement Policy and draft Community Engagement Strategy (cont.)

Financial / Budgetary Implications
The first year of strategy implementation will be contained within the current budget allocation and costs will be monitored closely to inform future budget development for consideration in the 2020-21 Budget.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
The policy and draft strategy have significant implications for our communities. The vision in the draft strategy is to provide more meaningful engagement opportunities to ensure our communities feel more connected and engaged with Council and its decision making.

The draft strategy aims to promote shared understanding, give the community a greater understanding of Council projects and services and increase the ability for our community to have a greater impact on Council's decision making.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006; in fact it will increase community participation and social initiatives.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council; however pending changes to the Local Government Act will direct Council's community engagement policy, strategy and practices.

Consultation
This matter will require communications and community engagement. There has been extensive internal engagement with key staff and Councillors which has strongly informed the policy and strategy development throughout the planning phase.

A community engagement plan is attached for the draft strategy which will commit to the consultation phase on IAP2's Public Participation Spectrum, which will provide our community the opportunity to provide feedback on the draft strategy to be considered in the final review of the strategy prior to its adoption.

Attachments
1. Communications and Engagement Policy
2. Draft Community Engagement Strategy
3. Engagement Plan for draft Community Engagement Strategy

Communications and Engagement Policy

COUNCIL POLICY	
Document ID:	
Effective Date:	
Last Review:	
Current Review:	
Adopted by Council:	
Next Review Date:	Annually
Responsible Officer/s:	Director Innovation and Performance

1. PURPOSE

1.1. The Communications and Engagement Policy provides guidance for Strathbogie Shire Council (Council) on internal and external communications and engagement. This includes the way Council communicates and engages with stakeholders and involves them in dealing with the challenges and opportunities that matter most. It is the process of working collaboratively with members of our community to make well informed decisions about major developments and strategic directions for the Strathbogie Shire.

1.2. The purpose of this Policy is to:
    1.2.1. Demonstrate Council's commitment to continually improve the way it communicates and engages with people internally and in our communities;
    1.2.2. Demonstrate Council's commitment to good governance; and
    1.2.3. Provide direction to the Council's staff and elected members.

2. SCOPE

This policy applies to all areas of Council and provides a framework for Councillors, Council Officers and consultants and agencies acting on behalf of Council.

OBJECTIVES

2.1. The implementation of continuous quality Communications and Engagement strategies will lead to:

2.1.1. Increased opportunities for Council to collaborate with its stakeholders;

2.1.2. Increased capacity and participation by all sections of the community in engagement activities;

2.1.3. Improved knowledge about the role of Council and the democratic decision-making process;

2.1.4. Improved decision making by Council that better reflects the best interests of all sections of our community; and

2.1.5. Improved community confidence in Council and the decisions that it makes

2.1.6. Increased awareness about Council services and functions through an increase in the provision of consistent, timely and reliable information to the community and key stakeholders

3. POLICY STATEMENT

3.1. Communications and engagement are essential foundations of a strong community and promote mutual understanding, active citizenry, participation and a healthy democracy. Council recognises effective integrated communications and engagement supports decision making and enhances planning, service delivery and capital works.

3.2. Implementation of communications and engagement strategies enables a closer relationship between Council and our community through an active exchange of information and ideas, promoting shared understanding, innovation and decisions which better represent the interests of the broader community. Council will involve community in a variety of interest and issue-based engagements; including changes to service delivery, policy and strategy development; infrastructure and capital works projects; and legislative requirements.

5 PRINCIPLES

5.1. The Principles[1] that underpin Council's approach to Communications and Engagement are:

- **Clear Remit** – a community engagement process must have a clearly defined objective and scope;
- **Informed** - participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- **Representative** - participants in community engagement must be representative of the persons and groups affected by the matter the subject of the community engagement;
- **Supportive and Inclusive** - participants in community engagement are entitled to support to enable meaningful and informed engagement;
- **Transparent and Accountable** - participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making

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[1] Local Government Bill Exposure Draft 2018.
https://www.yourcouncilyourcommunity.vic.gov.au/31547/documents/68132

5.2 The International Association Public Participation (IAP2) [Public Participation Spectrum](#) describes different levels of public participation that may be appropriate in a community engagement program. Differing levels of participation are legitimate depending on the goals, timeframes, resources and level of community interest. When approaching a community engagement activity, Council staff will consider what level of community involvement is required for each project.

5.3 The procedural implementations are documented in specific Strategies, Guidelines and/or Implementation Plans, maintained by the Innovation and Performance Directorate. These documents are reviewed in collaboration with internal and external stakeholders, as required.

5.4 While community engagement is not mandated in all cases, in some matters Council is bound by legislation to engage with the community. In these cases, Council will adhere to the legislative requirement as a minimum standard.

5.5 Major decisions will continue to be subject to debate and a vote at Council Meetings.

6   DEFINITIONS

Terms not defined in this document will be included in program specific guidelines.

COMMUNICATIONS
A process of reaching mutual understanding, in which participants not only exchange information, news, ideas and feelings, but also create a shared meaning.

COMMUNITY
A real or online group of people united by at least one common characteristic such as geography, shared interests, experiences, values or attitudes.

ENGAGEMENT
The many ways in which a council connects with community, and the community connects with a council to exchange views, ideas and information in the development and implementation of strategy, policies, programs and services.

PUBLIC PARTICIPATION
The involvement of those affected by a decision in the decision-making process.

STAKEHOLDER
A person, group or organisation that may be affected by, have a specific interest in, or influence over, a council decision or issue under consideration.

7   RELATED LEGISLATION AND DOCUMENTS

Local Government Act 1989
Strathbogie Shire Council Plan
Strathbogie Shire Council Liveability Plan (Municipal Public Health and Wellbeing Plan)
Community Engagement Strategy 2019
Media Policy and Protocols (under review)
Social Media Policy (under review)
Customer Service Charter (under review)

8   FEEDBACK

Council staff and community may provide feedback about this document by emailing info@strathbogie.vic.gov.au.

COMMUNITY ENGAGEMENT PLAN

Project Name:	Draft Community Engagement Strategy		
Lead Department:	Communications	Officer Completing Plan:	Communications Coordinator
Indicate who is reviewing this Plan	☐ EMT	☐ AOC	☑ Council Report 18/06/19

<table>
<tr><td rowspan="4">DEFINE</td><td colspan="3">Clearly define the decision required and the scope of the community engagement</td></tr>
<tr><td colspan="3">Is the purpose to:
Obtain feedback on a proposed change or activity</td></tr>
<tr><td colspan="3">What is the matter to be decided?
A final strategy for Council endorsement which will guide Council's community engagement practices</td></tr>
<tr><td colspan="3">What is the scope of the Community Engagement to be undertaken?
Consultation with the community to obtain feedback on the draft Community Engagement Strategy</td></tr>
<tr><td rowspan="4">IDENTIFY</td><td colspan="3">Who is affected and how they should be included (Internal and External stakeholders)</td></tr>
<tr><td>Stakeholder Group</td><td>How will they be included?</td><td>Engagement Level (IAP2)</td></tr>
<tr><td>Strathbogie Shire community</td><td>OurSay forum, opportunity to provide direct feedback and social media commentary</td><td>Consult</td></tr>
<tr><td>Local Community Groups</td><td>OurSay forum, opportunity to provide direct feedback and social media commentary</td><td>Consult</td></tr>
<tr><td rowspan="6">UNDERSTAND</td><td>Strathbogie Shire Council staff</td><td>Internal email and opportunity to provide direct feedback</td><td>Inform/consult</td></tr>
<tr><td colspan="3">What resources, skills and time required for effective Community Engagement</td></tr>
<tr><td>Budget</td><td colspan="2">No budget required for Engagement campaign other than costs associated with Communications Coordinator's time</td></tr>
<tr><td>Skills/Staff:</td><td colspan="2">Communications Coordinator</td></tr>
<tr><td>Time:</td><td colspan="2">Approximately 32 hours to develop supporting communications, evaluate feedback, present back to Council and provide follow-up communications</td></tr>
<tr><td>Communications:</td><td colspan="2">Media Release, website content, social media, Our Say forum</td></tr>
</table>

Strathbogie Shire Council
Community Engagement Plan Template DRAFT
From: VAGO (2015) Community Engagement in Government Decision-making: Better practice guide www.audit.vic.gov.au

Tuesday, 17 April 2018

What Community Engagement techniques will you be using, include IAP2 Spectrum				
INFORM	**CONSULT**			
Media release Website content	Social Media Our Say forum			

DOCUMENT

What actions/activities will you do?

- Create an OurSay forum for community to access the draft strategy, provide feedback and have discussion about the direction, priorities and actions in the strategy
- Distribute a media release to local media outlets and produce website content providing information about the strategy and encouraging feedback
- Run a social media campaign encouraging community feedback and discussion
- Consider feedback obtained in the engagement process and present feedback to Council
- Finalise and endorse a final Community Engagement Strategy in light of community feedback
- Run a small follow-up social media campaign to close the loop with the community and explain the next steps in implementing the strategy

IMPLEMENT

Undertake the planned Community Engagement activities and monitor its progress

Activity	When and Where	Who's responsible
OurSay forum	9am Wed 19 June- 5pm Wed 17 July, online forum	Communications Coordinator
Social media campaign	Between 19 June and 17 July, online	Communications Coordinator
Website content	Wednesday 19 June	Communications Coordinator
Media release	Friday 21 June, online and print publications	Communications Coordinator
Follow up social media post summarising feedback and final strategy endorsed	Week ending 23/8, online	Communications Coordinator

How will you keep the community up to date on developments and report on the outcomes?
Through local media publications, website and social media content

EVALUATE

Analyse the success of the community engagement and apply continuous improvement

How will you show that the community engagement actions achieved the intended results?
- By reviewing and evaluating level of distribution of media release and social media reach
- Evaluate the number of people who participated in the community engagement and the conversion rate for those who visited the forum compared to those who participated in the forum

What questions will you ask to evaluate the process?
- Did the message about the purpose of the strategy and the community engagement process get out into the community?
- Did the community feel compelled to provide feedback?

Strathbogie Shire Council
Community Engagement Plan Template DRAFT
From: VAGO (2015) Community Engagement in Government Decision-making: Better practice guide www.audit.vic.gov.au

Tuesday, 17 April 2018

[DRAFT]

COMMUNITY ENGAGEMENT Strategy

Strathbogie shire

A Message from our Mayor

The Community Engagement Strategy (2019-2022) outlines Strathbogie Shire Council's commitment to providing meaningful engagement opportunities for our community to ensure they feel informed, connected and engaged with Council's operations and decision-making.

Council exists to serve its community. We are here to manage and develop our natural and built environment, enhance community health and wellbeing and support and drive economic development in our shire.

As the level of government closest to the community, Council also has an important role to play in advocating for, and responding to, the needs of our community. This means understanding the people we represent and making decisions in the interest of our municipality now and into the future.

Our commitment to engagement, as outlined in our Council Plan 2017-2021, is to be a more inclusive Council, by engaging and communicating in an open and transparent manner with our local community and key stakeholders.

This strategy works to establish a consistent approach to community engagement across the organisation by utilising a range of tools, templates and measures.

Amanda McClaren | Mayor
Strathbogie Shire Council

Strathbogie Shire Council acknowledges the Traditional Custodians of the land on which we live, learn and work and humbly pay our respects to their Elders, past, present and emerging.

Our Community Engagement Strategy

The development of the Community Engagement Strategy provides a consistent approach to engagement across all aspects of Council.

By implementing the strategy, Council aims to better involve the community in matters that affect them and ensure their views are considered as part of Council's decision-making process.

This strategy provides a framework to steer Council's engagement activities, which will result in the more effective coordination of communications and engagement across the organisation.

The Community Engagement Strategy addresses the following:

Why is Community Engagement important?

When will we engage the community?

Who will we engage?

How will we engage?

Our Community Engagement Priorities

Terms not defined in this document will be included in program specific guidelines.

Communications
A process of reaching mutual understanding, in which participants not only exchange information, news, ideas and feelings but also create and shared meaning.

Community
A real or online group of people united by at least one common characteristic such as geography, shared interests, experiences, values or attitudes.

Engagement
The many ways in which a council connects with community, and the community connects with a council to exchange views, ideas and information in the development and implementation of strategy, policies, programs and services.

Public Participation
The involvement of those affected by a decision in the decision-making process.

Stakeholder
A person, group or organisation who may be affected by, have a specific interest in, or influence over, a council decision or issue under consideration.

Why is Community Engagement important?

Effective community engagement with meaningful public participation is an essential foundation of a strong community and promotes active citizenry and a healthy democracy. Community engagement enables a closer relationship between Council and the community through an active exchange of information and ideas; promoting shared understanding, innovation and decisions that better represent the interests of the community.

Council recognises the value the community brings to understanding problems and risks to develop solutions that are more likely to be effective. In addition to the real life experience that community stakeholders can contribute to decision-making, the credibility of a decision is enhanced when it is the product of an open and deliberative process. Conversely, inadequate community engagement can alienate sections of the community, undermine trust and is more likely to result in poorly informed decisions.

Council sees that engagement with the community is important as it results in the following:

- Increased opportunities for Council to collaborate with its stakeholders;
- Increased capacity and participation by all sections of the community in engagement activities;
- Improved knowledge about the role of Council and the democratic decision-making process;
- Improved decision making by Council that reflects the best interest of all sections of our community;
- Improved community confidence in Council and the decisions that it makes; and
- Increased awareness about Council services and functions through an increase in the provision of consistent, timely and reliable information to the community and key stakeholders

When will we engage the community?

Strathbogie Shire Council recognises there is enormous value in engaging with its community in a timely and mutually constructive manner. Effective engagement allows Council to identify and understand the motivations, passions, pressure points, needs and aspirations of its communities.

Some of the key activities for which public consultation is required are strategic and financial management plans, changing the basis of rating, policy and strategy development, major projects, and facility development, changes in Council services, and community land classification and management.

As the level of government closest to the community, it is the role of elected representatives and appointed staff to strike a balance between community sentiment, which is captured through the utilisation of communication and engagement functions, with detailed evidence compiled and put forward by staff as part of its business operations and strategic decision-making.

Council will identify the most appropriate engagement methods in order to uphold our values and improve outcomes:

- On projects or issues of community interest
- When an outcome has the potential to have a considerable impact on the community or a stakeholder group
- When there is an opportunity to involve the community in decisions relating to the nature, scope, design or delivery of a project or initiative
- When an outcome involves a change in services or infrastructure provided by Council
- When Council has a statutory, legislative or regulatory requirement to do so

How will we engage?

It is essential that Council seek to hear from and reach key stakeholders in the initiation phase of a project to achieve effective engagement. As a project or issue progresses, Council will remain active in engaging the community.

Our Engagement practices include:

- Planning our engagements to be timely, open and easily understood
- Making sure communications and engagement activities are inclusive, accessible and seek a diverse range of perspectives
- Being upfront about how much opportunity there is to influence a decision
- Defining the community's role in any community engagement process using the IAP2 Public Participation Spectrum
- Providing information to support meaningful community participation
- Using a variety of communications and engagement techniques that meet the needs and interests of the community
- Letting the community know how their input has influenced our decision
- Learning from each experience to review and improve our practice

Community Engagement: A Staff Guide has been developed to assist staff to plan and implement Community Engagement actions.

Who will we engage with?

To achieve effective engagement, it is import to ensure identifiable avenues are in place to connect with and engage a broad cross section of the community. Consideration will be given to providing equal opportunity for engagement with those who are hard to reach, such as marginalised groups including minority groups, the disadvantaged and geographically isolated pockets of the community.

In some cases, targeted engagement is required to reach a particular segment of the community that may be directly impacted by a project, initiative or decision of Council.

Targeted engagement can also be an effective way to garner particular skills, experience and expertise that exist out in the community. Targeted engagement can include activities such as focus groups and workshops.

Undertaking a stakeholder analysis using the Engagement Plan will help staff identify and classify stakeholders that are important to a project.

IAP2 Spectrum

IAP2's Public Participation Spectrum describes different levels of public participation that may be appropriate in a community engagement program. Differing levels of participation are legitimate depending on the goals, timeframes, resources and levels of community interest in the decision to be made.

Strathbogie Shire Council makes a commitment to working within the spectrum of public participation defined by the International Association for Public Participation (IAP2), which identifies the five levels of engagement below. The public participation spectrum stretches from providing information, through to empowering the public to make the final decision.

Figure 1: IAP2's Public Participation Spectrum [1]

INCREASING IMPACT ON THE DECISION

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLES	• Newsletters • Websites • Open Houses • Media release • Paid advertisement	• Public Comment • Focus Groups • Surveys • Public Meetings • Social media	• Workshops • Deliberative Polling • Online forum	• Stakeholder advisory committees • Consensus-building • Participatory decision-making	• Stakeholder juries • Ballots • Delegated decisions
DESCRIPTION	**Consultation** The first two levels – Inform & Consult – typically occur when a decision has already been made, and government wants to either communicate that decision to the public, or seek opinions on the decision.		**Engagement** The third and fourth levels – Involve & Collaborate – have two way information flows, and include sharing information within and across stakeholder communities during the decision making process. When undertaking Engagement, decision makers commit to using stakeholder feedback to inform the decision and shape the outcome. Activity that occurs at the Collaboration level is also sometimes referred to as partnering.		**Empowerment** The fifth level – Empower – is where decisions are made jointly between government and the community. This is typically when the decision-making authority has been delegated to another group.

[1] © IAP2 International Federation 2014. All Rights Reserved. Reference: VAGO 2015

Community Engagement **Tools**

Depending on the circumstances, Council may consider the following methods to communicate and engage:

EMAIL	WEBSITE UPDATES	WEBSITE FORM	SOCIAL MEDIA	SUGGESTION BOX	ONLINE FORUM OR SURVEY
MEDIA RELEASE	POSTER/ BANNER/SIGN	LETTER	PAPER BASED SURVEY	DISCUSSION FORUM AT COUNCIL MEETING	FOCUS/WORKING GROUP/ADVISORY COMMITTEE
MEETING ONE-ON-ONE	PHONE ONE-ON-ONE	PUBLIC EXHIBITION	DOOR KNOCK	PUBLIC MEETING	DISPLAY/ STALL
NEWSLETTER/ FLYER/LEAFLET /PAMPHLET	PAID ADVERTISEMENT	PHONE POLL			

Our Community
Engagement **Priorities**

The success of the Community Engagement Strategy is determined by the organisation's ability to deliver on the three priorities of engagement:

Priority 1: We will establish a whole of organisation alignment with communications and engagement practices
Priority 2: We will provide meaningful engagement opportunities for our community
Priority 3: We will ensure our community feel connected and engaged with Council decision-making

These priorities are further outlined in the following sections.

Priority 1
We will establish a whole of organisation alignment with communications and engagement practices.

Objective:
To create the internal capacity to ensure communications and engagement is culturally embedded as an inherent part of everyone's role

Key Functions:
- Build the capacity of council staff to ensure engagement is culturally and structurally embedded in day-to-day operations
- Leverage internal communications to support and drive a culture committed to effective communications and engagement

Key Initiatives:
- Establish a cross-departmental Communications and Engagement Working Group that oversees the implementation of the Community Engagement Strategy

- Develop clearly defined Communications and Engagement tools and practices that are embedded in our organisational culture and applied consistently across departments and projects
- Train staff to use communications and engagement tools and techniques.
- Evaluate the effectiveness and use of tools to manage public input and collect insights
- CEO and Executive champion the principles of engagement and demonstrate the expected behaviours and attitudes

Key success measures:
- Staff are trained in community engagement techniques and embrace it as part of their role;
- Integration of community engagement into progress and performance of staff;
- Each project implements an Engagement Plan informed by guidelines and templates.

Priority 2

We will provide meaningful engagement opportunities for our community

Objective:

To deliver planned and consistent engagement with our community in an open, transparent and inclusive way

Key Functions:

- To interact with the community and stakeholders using a broad range of communications and engagement tools and techniques, which maximise reach and diversity of those engaged.
- To provide participants with the information they need to participate in a meaningful way;

Key Initiatives:

- Plan, review and evaluate projects using an Engagement Plan Framework
- Reference the use of IAP2 spectrum in all engagement practices and application of all five levels of IAP2 Public Participation Spectrum

- Evaluate performance of engagement methods in attracting relevant breadth and depth of community and stakeholder participation
- Monitor and review quantitative and qualitative inputs such as number of attendees, social media statistics and online activity
- Review communications and engagement methods annually to ensure they are delivering meaningful outcomes for council, community and stakeholders

Key success measures:

- Increased opportunities for Council to collaborate with its stakeholders
- Increased capacity and participation by all sections of the community in engagement activities
- Increased level of support and endorsement for community engagement
- Improved results in the consultation and engagement, informing the community and community decisions sections of the annual Community Satisfaction Survey

Priority 3

We will ensure our community feel connected and engaged with Council decision making

Objective:

To ensure that the contributions of the community are considered in the decision making process

Key Functions:

- To provide those who are affected by a decision with the opportunity to be involved in the decision-making process
- To report on the outcomes of engagement and communicate to community how their input affected the decision making process

Key Initiatives:

- Deliver ongoing analysis and reporting on the effectiveness of the communication and engagement methods

- Develop an approach to measurement and reporting participant engagement
- Develop an approach to best report back outcomes of engagement to community and stakeholders and "close the loop"
- Collect and collate satisfaction rating and comment after public engagement sessions
- Review satisfaction results each quarter to identify improvements

Key success measures:

- Improved knowledge about the role of Council and the democratic decision-making process
- Improved decision making by Council that reflects the best interest of all sections of our community
- Improved community confidence in Council and the decisions that it makes

Evaluating **Success**

Effective evaluation of communications and engagement plans and practices across the organisation is critical to Council's successful application of the objectives set out in this strategy.

Establishing key success measures and evaluating communications and engagement efforts will be crucial to ensuring accountability of staff and the cultural adoption of the whole of organisation alignment.

Whole of organisation responsibility

Communications and Engagement are a whole-of-organisation responsibility and should be a key consideration at the initiation phase of every project, program and initiative.
Communications and engagement efforts across projects and departments will be reviewed and the performance of engagement plans and evaluations will be monitored and improved with recommendations for future efforts.

Key success measures

Key success measures have been identified under each priority.
Other indicators will be monitored and reviewed including quantitative and qualitative inputs such as number of attendees at workshops, meetings and events, social media statistics, and online activity associated with Council's website and the OurSay online engagement platform. Council will also monitor general media activity, direct customer contact with council staff, and annual community satisfaction survey outcomes.

Communications and Engagement Working Group

Quarterly Working Group Meetings will be scheduled to monitor and evaluate level of progress towards the objectives.

The working group will be responsible for the management, implementation and evaluation of the Community Engagement Strategy. This Working Group will comprise of a cross-departmental group of staff, including, but not limited to:

1. Director of Innovation and Performance, who is responsible for overseeing the Communications and Engagement Policy and review of communications and engagement evaluations
2. Communications Coordinator, who is responsible for overseeing the overall delivery of the strategy
3. Group Manager Community Assets is responsible for advising the group about major projects which require communications and engagement

The findings and outcomes of the quarterly meetings will inform future practice and will be communicated across the organisation.

Annual review

An annual review of the Community Engagement Strategy and progress of the associated objectives will be undertaken by the Communications Department and necessary alterations and revisions will be made for endorsement.

Strathbogie *shire*

Freecall
1800 065 993

Email **info@strathbogie.vic.gov.au**
www.strathbogie.vic.gov.au

9.7.7 <u>Euroa Caravan Park</u>
<u>- Proposed Tree Removal</u>

Author and Department
Group Manager Community Assets / Community Assets Directorate

Summary
Since the initial briefing to Council, discussions during and post drafting of the Euroa Caravan Park Master Plan have been held with the Euroa Caravan Park Manager to consider options to reduce the number of trees to be removed while maintaining the ability of the Caravan Park to attract users.

As a result of these discussions, the number of trees to be removed has been reassessed and it is now proposed that only one tree be removed and the remaining 14 trees are canopy pruned to address safety concerns. It is also proposed that in addition to the tree removal and pruning works, landscaping works are undertaken to discourage the public from camping or sitting beneath the remaining trees.

In order for this to occur, a number of other works are required including canopy pruning works, landscaping works and a redesign and implementation of a new site layout which necessitates the realignment and replacement of the existing power heads and water supply points.

One additional tree within the park is also to be removed for safety reasons.

RECOMMENDATION

That Council:

1. **Endorse the proposal to reduce the number of trees proposed for removal from 15 to two and the associated works required to allow for the reduction of trees to be removed;**

2. **Endorse the proposed Communications Plan for implementation; and**

3. **In accordance with the *Planning and Environment Act 1987*, direct Council's Planning Department to give notice of the planning application for the proposed tree removal at the Euroa Caravan Park.**

Background
This proposal has been presented to Council on previous occasions.

During reconsideration of this project, discussions were held with the Caravan Park Manager during the preparation of the Euroa Caravan Park Master Plan to discuss options to reduce the number of trees to be removed while minimising the impact on the caravan parks ability to attract users while maintaining a positive user experience.

9.7.7   Euroa Caravan Park
        - Proposed Tree Removal (cont.)

During these discussions, it was suggested that the current site layout could be redesigned which would only require the removal of one tree. In order for this to occur, other works including canopy pruning of an additional 14 trees, some additional landscaping works to restrict public access under these trees and a redesign and implementation of a new site layout which necessitates the realignment and replacement of the existing power heads, upgrading of the power board and relocation of the existing water supply points.

The Euroa Caravan Park Master Plan (adopted by Council on 18 December 2018) was amended to reflect the opportunity that the number of trees to be removed in this designated area may be reduced from 15. A copy of the amended and approved plan is attached as *Attachment A*.

The costings associated with this project are estimated at $86,100 and are summarised as follows:

- Removal of two trees and canopy prune others as required: $17,800
- Supply and install mulch to the tree area to restrict public camping access: $12,650
- Relocate 15 powerheads and upgrade power board: $45,450
- Relocate and upgrade water supply (in conjunction with powerheads): $10,200
- Additional planting and tree offsets - $10,000.

A planning permit is required in order to undertake the works.

On 27 June 2017, Council resolved to allocate $65,000 in the 2017/2018 budget towards *Euroa Caravan Park – tree replacement north side*.

On 26 June 2018, Council resolved to carry forward the allocation from the 2017/2018 budget and allocate additional funds of $65,000 in the 2018/2019 budget to Euroa Caravan Park tree removal which provided an overall total budget allocation of $130,000.

The updated proposal represents a saving of approximately $34,000 from the previous proposal.

These works which have been agreed to by the Caravan Park Manager do not result in any additional sites for the park, in fact they will result in a loss of unpowered sites. However, these works ensure that 15 mature eucalypts are saved, the amenity of the park is maintained and safety concerns are either mitigated or reduced.

If the revised proposal is not endorsed, Council will need to consider the removal of the 15 trees as per the original proposal. The cost of the original proposal was $130,000.

9.7.7   Euroa Caravan Park
        - Proposed Tree Removal (cont.)

As previously presented and requested at previous Council Briefings, a draft communication plan has been developed and is attached for Council consideration.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   The feasible alternatives have been identified and reported to Council.

Risk Management
Stakeholder engagement: One of the key risks associated with the planned works is inadequate communication and engagement with relevant stakeholders including residents and interested community groups.

The revised proposal has been discussed with Council's Corporate Risk Officer who has provided the following information and advice regarding Council's obligation to consider public safety and liability exposure:

In accordance with Council's MAV Insurance, Liability Mutual Insurance (LMI) Policy (the policy) Condition No. 7 Reasonable Care states:

The Insured shall as far as reasonably practicable:

a) exercise reasonable care that only competent employees are employed and take reasonable measures to maintain all premises, fittings and plant in safe and sound condition
b) take all reasonable precautions to:
(i) prevent Personal Injury and Damage to Property
(ii) prevent the manufacture, sale or supply of defective products
(iii) comply and ensure that its employees, servants and agents comply with all statutory obligations, by-laws or regulations imposed by any public authority for the safety of persons or property.

It is generally understood that the commercial purpose of the insurance contract is, amongst other things, to indemnify the insured against liability for their negligence.
Therefore the purpose of this *"Reasonable Care"* policy condition is not to simply exclude cover under the policy in this respect.

The LMI Policy Condition 7 requires every insured to take reasonable precautions to avoid loss in relation to personal injury and damage to property. It is important that the Member does all it can to ensure safety and not let something go on the strength that a Member has an insurance policy in place.

If the conduct of Insured amounts to recklessness, Condition 7 may be invoked, meaning a personal injury and or damage to property claim is not covered under your LMI policy.

The proposed removal of trees and associated works demonstrates that Council has taken Reasonable Care, while working through this matter.

9.7.7   Euroa Caravan Park
        - Proposed Tree Removal (cont.)

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
On 27 June 2017, Council resolved to allocate $65,000 in the 2017/2018 budget towards *Euroa Caravan Park – tree replacement north side*.

On 26 June 2018, Council resolved to carry forward the allocation from the 2017/2018 budget and allocate additional funds of $65,000 in the 2018/2019 budget to Euroa Caravan Park tree removal which provided an overall total budget allocation of $130,000.

The updated proposal represents an estimated saving of $34,000 from the previous proposal.

If the revised proposal is not endorsed, Council will need to consider the removal of the 15 trees as per the original proposal. The cost of the original proposal was $130,000.

Economic Implications
Whilst the work cannot be staged over multiple years, the replanting works and other planned capital improvements will offset any material impact and support the operators to compete and continue to attract target markets.

The completion of the proposed works will ensure that the Euroa Caravan Park remains a viable option for future users which will increase usage which will increase the annual contribution to Council while providing indirect benefits to businesses across the Shire.

Environmental / Amenity Implications
The potential removal of trees will be subject to a Statutory Planning Process which will include extensive community consultation. A revegetation plan will be developed to revegetate areas where trees are removed.

Community Implications
The reduction in the number of trees to be removed is of great community benefit.

Council has and will continue to work closely with the Caravan Park Manager, Arborists and the Euroa Arboretum to undertake a replanting program associated with both these and planned future landscape planting.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

9.7.7   Euroa Caravan Park
        - Proposed Tree Removal (cont.)

Legal / Statutory Implications
Any proposed tree removal will be subject to a Statutory Planning Process.

Consultation
Identified key stakeholders including Euroa Arboretum and a representative of Friends of the Seven Creek Community Group have previously been consulted in the planned tree removal.

This matter will be subject to Council's planning permit processes and will require further community consultation including public advertisement.

The *Draft Tree Removals at Euroa Caravan Park, Communications & Engagement Plan, June – December 2019* outlines the consultation process to be implemented and is attached to this report.

Attachments
- Euroa Caravan Park Landscape Master Plan, December 2018
- Draft Tree removals at Euroa Caravan Park, Communications & Engagement Plan, June – December 2019

02.

EUROA CARAVAN PARK
PRECEDENT IMAGES

PRECEDENT IMAGES

Left to right from the top:

- New planting patterning's.
- Garden beds to incorporate local rocks and gravel.
- Concrete and grassed camping sites for tents and caravans.
- Conversation circles with fire pits and log seating.
- Communal spaces for large groups and clubs. Includes Shade/Shelter and cooking facilities.
- A pocket playspace by the pool area for young children.
- Large nature playground in the north of the caravan park.
- Shade/shelter/decking near the new pool
- A painted mural on the large brick restroom wall. Image reference The Botanical Mural Project by Pastel.
- New shelter besides pool with BBQ facilities and meeting/ conference room

NOTES

- Owners would like the annual holiday vans at sites 4, 3 and 8 to have new cabins and annexes.
- A new footpath will be created on the Foy St/Euroa/ Strathbogie Road side of the caravan park, coinciding with the new northern park road configuration.
- Samara Timber have advised they can shaped and clean up logs either here or elsewhere along seven creeks. These could be used as seating elements and nature playground elements in the caravan park.
- The paint colour for the fencing and furniture in the park is dulux deep ocean blue.

EUROA CARAVAN PARK
EUROA - VICTORIA

01.

EUROA CARAVAN PARK
LANDSCAPE MASTERPLAN

Trees in this area are to be assessed for potential removal or avoidance/minimisation to ensure public safety. A replanting / landscape plan will be prepared to re-vegetate following tree removal. A statutory planning process is required for any proposed tree removal
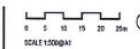
LEGEND

- Site boundary
- Screening Fencing (timber)
- 31 Euroa Caravan Park Cabin and caravan site numbers
- Playspaces
- Existing native trees
- Existing deciduous trees
- (X) Trees to be assessed
- Dump Point
- Buildings/sites/vans for removal
- Annual vans
- New cabins
- Existing cabins
- Seven Creeks
- Existing water tank
- Existing pool
- Relocated shelter
- Proposed shelters
- Proposed shed
- Proposed decking
- New lawn campsites
- New plantings
- Existing clothes lines
- Gravel
- Proposed boom gates
- Proposed road
- New native trees
- New deciduous trees
- Solar lighting

Note: Numbered items are not listed in priority order

1 Install new Caravan Park entry signage.

2 New road configuration and dual access.

3 Remove existing residential shed and construct new shed/ workshop.

4 Install boom gates as per Engineers drawings on entries and exits.

5 Pour new concrete slabs for sites 33, 34, 36 and 37.

6 Refurbish existing restrooms.

7 Opportunity for a painted wall mural on the restroom/ laundry wall to break up brickwork and provide some interest.

8 Meeting/conference room adjacent to new shelter.

9 Existing clothes lines to be retained.

10 Investigate screen planting or the installation of appropriate fencing along the Kirkland Avenue boundary.

11 Proposed playground equipment area.

12 New shelter beside pool with BBQ facilities will need to provide clear sightlines to the pool and playspace.

13 Pedestrian access only.

14 Landscape camp site 73 as part of the park beautification works.

15 Reinstate the gate to control the entry point at Kirkland Ave.

16 New timber screen to conceal storage yard and bins.

17 New cabins along creek x 5.

18 Gravel road.

19 Solar lighting along roadway.

20 Relocated shelter from site 51/52 include seating area for fire pit and grill.

21 New Nature Playground with sand pit.

22 New shelter with conversation circles, fire pits and log seating.

23 Camp sites 20 - 32 along Templeton Street are non-powered.

EUROA CARAVAN PARK
EUROA - VICTORIA

DRG NO.	REV	DATE	DES/DOC	AUTH	CH
305523 LNP180	D	26/09/2018	LG/ PB	LG	BD

Euroa Caravan Park

Strathbogie shire

spiire

SCALE 1:500@A1

**Tree removals at Euroa Caravan Park
Communication & Engagement Plan**

Project Manager	Manager Operations – John Canny
Project start date	June 2019
Project end date	December 2019
Project overview Provide brief description which explains the project in layman terms to the average man on the street	Council is required to remove two (2) trees at the Euroa Caravan Park which have been deemed hazardous and unhealthy in a recent independent arborists' report. A planning permit is required in order to undertake the works. In addition to the removal of the trees the scope of works includes site remediation, additional canopy pruning to approximately 14 trees, replacement of the power supply heads and water supply points, landscaping and replanting works. An indicative planting design has been prepared by the Euroa Arboretum (also representative of the Friends of the Seven Creeks Community Group) in consultation with Council representatives and the Caravan Park Operators. Works are subject to planning permit approval and will be undertaken and completed by December 2019.
Key project milestones and communication activity.	**Scope of works preparation: May 2019 – June 2019** • Council – update on proposal to significantly reduce the number of trees to be removed and subsequent works required to achieve this reduction. • Caravan Park Operators - Onsite meeting regarding scope of works and timing to mitigate economic loss and to mitigate disruption to operations. • Euroa Arboretum – re-establish contact as the scope of proposed works (number of trees to be removed) has been significantly reduced and the planting list may require amendment. • Residents (No engagement until scope of works, budget and timeline confirmed) • Friends of Seven Creeks – will need to re-establish contact as the scope of proposed works (number of trees to be removed) has been significantly reduced. • Department of Environment, Land, Water and Planning - Information pack presented for approval to submit planning permit and feedback as referral authority for planning permit. **Planning permit: June 2019 – October 2019** • Council – provide regular updates on progress and any issues. • Caravan Park Operators - Provide regular updates on progress through the planning permit process.

1

	• Euroa Arboretum – invite to attend site for next stage planting design development outside of planning permit application. Attend site for finalisation of planting design, sourcing plants and planting timeframe. • Adjacent residents - Letter-drop providing an overview of the revised proposal and invite them to attend an on-site meeting to discuss the proposal. • Community - media release upon submission of the planning application and associated public advertisements. • Friends of Seven Creeks – invite to attend on-site meeting to discuss reduced scope of tree removal works. Provide written and verbal response as required to support planning application. • Department of Environment, Land Water and Planning – Advise of reduced scope of works and subject to planning permit approval provide verbal and written update on the timing of works. • Notify Euroa Parkrun Committee of planned removals. • Brief Council's Customer Service and Visitor Information Centre volunteers of planned works and provide a map displaying location and timing of planned removals and other works required; • Brief Sustainable Development Reference Group about the reduced scope of works and timing of planned removals. **Tree removal and associated works (November 2019 – December 2019)** • Continue to keep Councillors and relevant staff informed about nature and timing of works; • Informative signage at the Caravan Park explaining works and timing; • Caravan Park Operators - Provide regular updates to mitigate any adverse impact on operations and operator participation in the replanting program as agreed. • Euroa Arboretum - Attend site for finalisation of planting design, sourcing plants and planting. • Residents - Letter drop providing an 'updated' overview of the planned works including additional replanting not included in the planning permit application. Where practicable may include on-site meetings. • Friends of the Seven Creeks – maintain contact and provide regular verbal updates of progress. • Community - Social / Media release advising works are about to commence. • Informative signage at the Caravan Park explaining nature and timing of works.
Are there any questions or concerns that may arise in relation to this project?	**Why are the trees being removed?** To eliminate risk to public safety and property.

2

	Why has the number of trees to be removed decreased from 14 as previously advised to two?	
	During the preparation of the Euroa Caravan Park Master Plan, discussions were held with the Caravan Park Manager to discuss options to reduce the number of trees to be removed while minimising the impact on the caravan parks ability to attract users while maintaining a positive user experience.	
	During these discussions, it was suggested that the current site layout could be redesigned which would only require the removal of one tree. In order for this to occur, other works including canopy pruning of an additional 14 trees, some additional landscaping works to restrict public access under these trees and a redesign and implementation of a new site layout which necessitates the realignment and replacement of the existing power heads, upgrading of the power board and relocation of the existing water supply points.	
	The other tree identified for removal is located adjacent to an existing internal access path for safety reasons.	
	Is there going to be any replanting to offset these removals?	
	Yes, replanting works will be undertaken as a part of these works including local native plant species recommended by the Euroa Arboretum.	
	Where is the wood from the trees going?	
	The wood will be assessed for its suitability to be reused once felled at another site along the Seven creeks reserve in consultation with the Friends of the Seven Creek and the Caravan Park operators.	
	Why does Council get to remove trees but we can't?	
	Council is required to undergo the same processes in order to remove trees including obtaining planning permits.	
Key messaging List three key messages the project seeks to communicate (Key messaging may include: findings/milestones, benefits, local impact, important figures, statistics etc.)	**Risk to public safety** - The trees have been specifically identified and recommended for removal by a qualified independent Arborist due to poor health evident by the extensive epicormics growth and the risk to public safety due to proximity to camping sites particularly. A review of the layout of the Caravan park and associated works has enabled Council to re-scope the proposal to reduce the number of trees proposed to be removed from 15 to one. Another tree is also to be removed at another location in the park due to safety concerns. **Landscape amenity** – Council values the amenity of the landscape along the Seven Creeks Reserve including within the Caravan Park. The re-scoping of the project has enabled the amenity of this area to be protected. Council in order to address any potential loss of amenity will be undertaking a replanting program as a part of the tree removal works.	
What is the benefit in communicating key messages to members/ broader stakeholders?	The communication plan will ensure that we keep the community informed about both the scope and timeline for the planned works and that it will provide answers to any concerns in regards to particularly the amenity of the landscape and risks to public safety.	

3

APPROVALS

Prepared by:	Jeff Saker, Group Manager Community Assets and Clare Allen, Communications Coordinator
Endorsed by:	Steve Crawcour, Chief Executive Officer

9.7.8 Proposed Naming of Unnamed Road Recreation Reserve, Strathbogie

Author and Department
Road Naming Officer / Community Assets Directorate

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989."

Summary
Council has received a request to consider naming a currently unnamed Council reserve in Strathbogie. The unnamed Reserve is a subdivisional reserve created as a buffer between housing and Spring Creek which abuts the Magiltan Drive Estate.

A name has been suggested, in consultation with the Strathbogie Tableland Action Group, Strathbogie Landcare, the Taungurung Clan and Victorian Aboriginal Corporation for Languages. The proposed is "Nganganu", meaning "look everywhere/looking wide". (See attached emails).

As the owner and manager of the reserve, Council will need to consider and approve the name before proceeding with an application to Office of Geographic Names to adopt the name.

The broader Strathbogie community need to be consulted and given the opportunity to provide feedback on the suggested name for the reserve which will feed into Council's final decision. Office of Geographic Names has advised that Council can decide whether consultation could be either formal or informal.

RECOMMENDATION

That Council resolve to:

1.   **Commence Community consultation to obtain feedback on the naming proposal through an OurSay online forum and Listening Post to enable maximum opportunity for engagement.**

2.   **Consider Community feedback at a future meeting, at a date to be determined.**

3.   **Decide on the naming proposal and advise Taungurung Land and Waters Council, Strathbogie Tableland Action Group and Strathbogie Landcare Group.**

9.7.8   Proposed Naming of Unnamed Road Recreation Reserve, Strathbogie (cont.)

Background

In 2014 Council received a proposal by a Strathbogie resident to build a rotunda at an unnamed Council owned reserve near the Spring Creek Bridge on the North-West approach to Strathbogie Township.

The suggestion was raised again early in 2017 and the resident was encouraged to submit a budget submission for the proposal. The submission was successful and $15,000 was allocated in the 2017/18 budget to prepare and construct the sub-floor and procure a picnic shelter at the site (see attached locality plan), with construction being carried out with the assistance of the community. An additional $2,500 has recently been allocated to allow for the procurement of some furniture.

A steering committee was formed in a September 2017, with construction of the shelter progressing.

Strathbogie Landcare has been working on extending the creek bank rehabilitation and trail along from the bridge over Spring Creek through the Crown reserve abutting the shelter. They have previously expressed their full support for the shelter.

On 23rd October Council 2018 received an enquiry from the Secretary of Strathbogie Landcare as to the naming of the reserve.

The enquiry detailed information about consultation between the Taungurung Land and Waters Council, Strathbogie Tableland Action Group, Strathbogie Landcare and Victorian Aboriginal Corporation for Languages, to name the unnamed reserve "Nganganu" (Reserve), meaning "look everywhere/looking wide".

Further correspondence detailing research by Victorian Aboriginal Corporation for Languages Education Officer/Linguist, Aunty Lee Healy, and a letter of support from Chief Executive Officer of Taungurung Land and Waters Council was received.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. The following alternatives have been identified for the consideration of Council:

• A section 223 consultation process could be considered, however the opportunity for strong local Community engagement suggests a less formal and multifaceted engagement process would be more informative.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

9.7.8   Proposed Naming of Unnamed Road Recreation Reserve, Strathbogie (cont.)

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
The Strathbogie community has already been proactive in proposing the naming of the reserve, through the Strathbogie Tableland Action Group and Strathbogie Landcare activities.

Council can support these groups by proceeding with Community consultation to further their naming request.

Council's indigenous community would be supported as naming roads, features and localities using Aboriginal language provides an excellent opportunity for reconciliation. In addition, 2019 is the United Nations International Year of Indigenous Languages.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation
Office of Geographic Names has advised that The *Naming rules for places in Victoria 2016,* requires that as a naming authority, Council must consult with the Traditional Owner group, prior to any public consultation as to the aboriginal name proposed.

This consultation has been undertaken and a Letter of Support has been obtained from the Chief Executive Office of Taungurung Land and Waters Council (See attached letter).

9.7.8   Proposed Naming of Unnamed Road Recreation Reserve, Strathbogie (cont.)

Office of Geographic Names has further indicated that either a formal (section 223) public submissions process or an informal (e.g., OurSay, Listening Post) community consultation process could be undertaken to provide Council with feedback on the naming proposal.

It is suggested that a multifaceted approach would provide more feedback through the following actions: -
- Public Advertisement (minimum requirement)
- OurSay online forum inviting feedback
- Listening Post – with participation of representatives of Council, Strathbogie Tableland Action Group, Strathbogie Landcare and Taungurung Land and Waters Council.

Attachments
- Locality Map of Unamed Recreation Reserve
- Email from Strathbogie Landcare Group initiating proposal
- Letter from Registrar Geographic Names to Mayor Re: Support For The United Nations International Year Of Indigenous Languages
- Advice from Office of Geographic Names
- Email from Strathbogie Landcare and VACL Education Officer/Linguist
- Letter of Support from Chief Executive Officer Taungurung Land and Waters Council

Locality Map of Unamed Recreation Reserve, Strathbogie

Location of Picnic Shelter → ●

Strathbogie shire	Shire Of Strathbogie	**Disclaimer Note** This map is a representation of the information currently held by Strathbogie Shire Council. While every effort has been made to ensure the accuracy of the data, Council disclaims all liability for any loss, cost, damage or injury, howsoever arising or connected with the use of this data. Any feedback on omissions or errors would be appreciated. Contains Council Information © Strathbogie Shire Council Contains Vicmap Information © Department of Environment, Land, Water & Planning	Location of Unamed Recreation Reserve - Strathbogie	21/05/2019
	Prepared By: Wendy Lunghusen			1:4706

Email from Strathbogie Landcare Group

From:	Sean Mathews
Sent:	Friday, 26 October 2018 4:41 PM
To:	Wendy Lunghusen
Subject:	Naming places: naming the Council Reserve at Spring Creek Bridge, Strathbogie

Thanks Wendy,

The proposal is to adopt the name "Nganganu Reserve" for the unnamed Council Reserve at Spring Creek Bridge, Euroa - Strathbogie Rd, Strathbogie.

This proposal has come about as a result of local community initiatives.

1. With community attention drawn to the Reserve as a consequence of the plan to construct a picnic shelter it was realised the Reserve did not have a name. As the local community reference group, Strathbogie Tableland Action Group (STAG) determined to first investigate the possibility of a local indigenous name for the area that already exists. On behalf of STAG, I met Taungurung Clans Aboriginal Corporation Cultural Heritage Officer Michelle Monk. As a formal Taungurung representative, Michelle was very supportive of the proposal. She advised me the official position of the Taungurung Clans Aboriginal Corporation is to encourage indigenous naming of places in their country. Michelle put me in touch with Aunty Lee Healy, author of the Taungurung Language Dictionary. Aunty Lee was also enthusiastic and under took to research Taungurung words associated with the Strathbogie region.

2. Strathbogie Landcare is in the fourth year of a rehabilitation and trail marking plan for the riparian zone extending from the existing Landcare managed Bridge to Bridge Reserve. This currently terminates at the Spring Creek Bridge. This zone begins after and runs alongside the unnamed Reserve. Strathbogie Landcare supports the STAG initiative to name the Reserve in a manner reflective of the traditional owners historical use and nomenclature for the region.

3. The name that Michelle Monk and Aunty Lee have asked STAG and Landcare to discuss with Strathbogie Shire Council is one with an historical association with the Strathbogie area. It is "nganganu" meaning "look everywhere" or "looking wide". Both STAG and Landcare support this recommendation as appropriate for its indigenous historical association with the Strathbogie locale and its meaning being relevant to the purpose of a site connected to a rehabilitated riparian zone and bush trail - to "look everywhere".

Strathbogie Shire Council has been supportive of the shelter construction at the Reserve, along with concurrent contractor erosion correction and plans to improve the picnic facilities. Strathbogie Shire has also supported Strathbogie Landcare in its works toward rehabilitation and trail marking the upstream riparian zone. A meeting with Shire planners and Carol Hammond has taken place for mapping and preparation. Strathbogie Shire have committed to remove the damaged and dangerous fencing along the Council Reserve. Economic Development and Environment Manager Stephen Cooper has been consulted and walked the site. STAG and Strathbogie Landcare hope Strathbogie Shire Council will also support this naming proposal in an application to DEWLP for Naming Places.

Regards,
Sean Mathews
Co Editor Tableland Talk
Secretary Strathbogie Landcare
Strathbogie Tableland Action Group Committee
Co author https://strathbogierangesnatureview.wordpress.com

**Letter from Registrar Geographic Names to Mayor Re:
SUPPORT FOR THE UNITED NATIONS INTERNATIONAL YEAR OF
INDIGENOUS LANGUAGES**

Department of Environment,
Land, Water and Planning

Office of Surveyor-General Victoria

Level 11, 2 Lonsdale Street
Melbourne, Victoria 3000
Telephone: 03 9194 0282
DX 250639
www.delwp.vic.gov.au

SHIRE OF STRATHBOGIE	
Doc Id:	Chq:
2 4 APR 2019	
Refer to:	
Library:	DB/

Mayor Amanda McClaren
Strathbogie Shire Council
PO Box 177
EUROA 3666

Dear Cr McClaren,

SUPPORT FOR THE UNITED NATIONS INTERNATIONAL YEAR OF INDIGENOUS LANGUAGES

I wanted to take this opportunity to advise you that 2019 is the United Nations International Year of Indigenous Languages (UNIYIL). To help continue the preservation of Aboriginal languages across Victoria, Geographic Names Victoria (GNV) part of the Department of Environment, Land, Water and Planning (DEWLP) is undertaking several initiatives to celebrate the year. These include:

- Naming of DELWP meeting rooms using Aboriginal language from Traditional Owner Groups throughout Victoria.
- Continue to deliver Aboriginal place names workshops across Victoria to promote the importance of language.
- Delivering a series of documentaries highlighting the importance of language and Aboriginal place names.
- Catalogue and review derogatory place names throughout Victoria.
- Promoting and celebrating Aboriginal language during National Reconciliation Week and NAIDOC Week.
- Engaging with Traditional Owner groups to store Aboriginal place names in the Register of Geographic Names – VICNAMES.
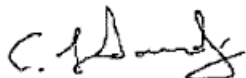
We believe these initiatives will support preservation of Victoria's rich Aboriginal history with Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to country. Each language is deeply rooted to the land and offers an opportunity to connect a name to a place.

Over the past four years, Victorian municipal councils have named numerous roads and geographic features with Aboriginal language names, which include Dirrawarra Bridge, Wangaratta; Gurri Wanyarra Wellbeing Centre, Bendigo; Aboriginal Gardens, Benalla; Karingga Park, Ballarat; Kirrip Park, South Melbourne; and Bunjil's Nest, Geelong. Victoria is already leading by example and the UNIYIL offers the opportunity for municipal councils to elevate this practice even further.

In 2018 GNV delivered five Aboriginal place names workshops across the State, and more are planned for 2019. GNV will be following up with those councils that did attend workshops in 2018 to discover what progress has been achieved in using Aboriginal language to name roads, features and localities in your municipality.

Should you require further information please contact Murrie Kemp, Project Officer, Geographic Names Victoria, DELWP, on 9194 0512 or email murrie.kemp@delwp.vic.gov.au

Yours sincerely

Craig L. Sandy
Registrar of Geographic Names

17/04/2019

Advice from Office of Geographic Names

Dear Wendy

Thank you for contacting Geographic Names Victoria.

The *Naming rules for places in Victoria 2016,* requires that the as a naming authority (Council's role), it must consult with the Traditional Owner group, prior to any public consultation as to the aboriginal name proposed, which we understand is a name suggested by the traditional owner group.

Our suggestion is for Council, if possible is to obtain the traditional owner group's proposal in writing, as to the name before it commences public consultation.

The minimum requirement for community consultation is to advertise in the local newspaper.   Any other ways that Council choose to consult with the community on the name is at the discretion of Council/the naming authority.

I hope the above response provides a way forward for Council.
Regards

Margaret
Geographic Names Audit Officer

Geographic Names Victoria
Land Use Victoria | Department of Environment, Land, Water and Planning

Email from Strathbogie Landcare and VACL Education Officer/Linguist

From: Sean Mathews []
Sent: Saturday, 20 April 2019 3:31 PM
To: Wendy Lunghusen
Subject: Taungurung naming of unnamed Council Reserve at Spring Creek bridge, Strathbogie

Hi Wendy,
Attached is the Taungurung Land and Waters Council letter of support from CEO Matthew Burns for the local indigenous language naming of the unnamed Strathbogie Shire Council Reserve and new walking trail at Spring Creek bridge. We all think this is the right word for the right place and that this is the right time.

The word chosen by Taungurung linguist Aunty Lee Healy is "Nganganu". The following is Aunty Lee's explanation:

"Hi Michelle and Sean,

Sorry about the delay the research took longer than expected. I came across historical records that represented the meaning 'look everywhere' especially in the strathbogie area and i would suggest using Taungurung word '**nganganu**' meaning '**looking wide**'. Let me know if you want to keep this word or you decide to change it".

"Pronunciation of letters are 'a' = but sound/ 'u' = put sound/ 'ng' = si**ng**sound, it is very hard to pronounce because English doesn't have a word starting with 'ng' 'n' = sound same as English".

Niaagii

Aunty Lee Healy
VACL Education Officer/Linguist
Dhagung Wurrung Elder (Daung Wurrung)

I hope you found the opportunity to talk with Taungurung Cultural Officer Michelle Monk earlier this month helpful toward progressing the naming. My correspondence and ongoing discussions with Taungurung representatives as Strathbogie Landcare Secretary have certainly been very positive and supportive.

Please let me know if there is anything else we can do to facilitate the process.
Thank you for your assistance to date.

Regards,
Sean
Sean Mathews
Editor, Tableland Talk
Secretary, Strathbogie Landcare
www.diaryofaretiree.org
https://strathbogierangesnatureview.wordpress.com

Letter from CEO – Taungurung Land and Waters Council

Mr Sean Matthews

18th April 2019

Strathbogie Landcare

Re: Traditional Naming of Spring Creek

Dear Sean,

This is to confirm the Taungurung Land and Waters Council strongly supports the intention to name the unnamed Strathbogie Shire Council Reserve at Spring Creek bridge, Strathbogie and the new Spring Creek walking track with the traditional language of the land. We believe naming places in language is healing for Country through Taungurung language being spoken with regularity again as it has for thousands upon thousands of years.

The naming will celebrate both Taungurung People and Country.

We are looking forward to participate in any committee to be created for the development of the project, and provide our input into the design and contents of the walking trail/signage.

Furthermore, we are very happy to contribute with historical and Traditional knowledge about the area, and strongly support the idea to integrate the information about Taungurung People and Country with the already existing assets along the walking track and surrounding it.

We are further available to endorse any funding applications that you might be useful to make this exciting project in place.

Yours sincerely,

Matthew Burns

Chief Executive Officer

Taungurung Land & Waters Council

37 High St. Broadford, VIC 3658   PO BOX 505 Broadford, VIC 3658   +61 3 5784 1433   enquiries@taungurung.com.au

9.7.9 Draft Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-2024

Author and Department
Group Manager Community Assets / Community Assets

Disclosure of Conflicts of Interest in relation to advice provided in this report
The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

This briefing provides an update on the results of the Community consultation process regarding the public exhibition of the Draft Waste and Resource Recovery Strategy 2019 – 202 and recommends that Council note the submission and considers the draft strategy for adoption.

RECOMMENDATION

That Council:

1. **Note the submission received as a result of the public exhibition period of the draft *Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-2024* and the *Draft Activity Plan 2019/2020*.**

2. **In consideration of the submission, Officers review *Council's "Kerbside Waste Collection Services Policy"* ensuring that Council's kerbside service collection is equitable and accessible for all ratepayers in the Shire.**

3. **Subject to resource availability, complete the review of the current *Kerbside Waste Collection Services Policy* within the first quarter of the 2019/2020 financial year with a report being presented to a future Council meeting for Council consideration.**

4. **Adopts the draft *Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-2024* and the *Draft Activity Plan 2019/2020* for implementation.**

Background
On 18 December 2019, Council resolved to place the draft Strathbogie Shire Waste and Resource Recovery Strategy 2019 – 2024 for community consultation to occur in February 2019.

The strategy has been designed using a format used by other Councils within the Goulburn Valley Region in an endeavour to provide consistency across the region. It has been developed in line with relevant federal, state and local government legislation, strategies and policies.

9.7.9   Draft Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-
2024 (cont.)

The strategy encompasses eleven main waste and resource recovery themes:

1.   Landfills
2.   Kerbside Services
3.   Infrastructure
4.   Education and Engagement
5.   Resource Recovery
6.   Partners
7.   Community
8.   Litter
9.   Illegal Dumping
10. Events
11. Advocacy

Each of these themes has been attributed actions / opportunities over the five year term of the strategy. An annual Activity Plan will be developed and presented to Council each year to nominate the activities required to fulfil the actions / opportunities under each theme. The Draft Activity Plan for the 2019/2020 financial year was presented with the draft report for Council to endorse for public exhibition and feedback.

In light of the fact that there were synergies between the stakeholders involved with this strategy and Council's *"Strathbogie Sustainable 2030",* it was agreed that a Community / Stakeholder Engagement Plan be developed and actioned collaboratively for the two strategies. This plan was presented to Council for review in conjunction with the draft "*Strathbogie Sustainable 2030*" document in February.

Due to some delays, the draft was placed on Public Exhibition during the period up to 3 May 2019.

As a result of this process, one submission was received from the Strathbogie Tablelands Action Group (STAG) requesting the following in relation to Action 2 Kerbside Services and sub action 2a and 2b:

> *Request for Council to bring forward kerbside collection services for the Strathbogie Tableland from 2020/2021*

The submitters did not wish to be heard at the Hearing of Submissions held on Tuesday 14 May 2019.

The draft *"Waste and Resource Recovery Strategy 2019-2024 – Year 1 (2019/2020) Action Plan"* – Action 2 has the following description:

> *Investigation into potential extensions to Councils collection routes.*

- Sub action 2a reads:
  Investigate potential for extending kerbside collections in the Strathbogie, Graytown and Ruffy areas.

9.7.9   Draft Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-
2024 (cont.)

- Sub action 2b reads:
  *Monitor and review the uptake of additional kerbside services in the
  Strathbogie area and, when sufficient coverage is determined, retire the
  Strathbogie Recycling Collection Point.*

As these current points adequately address the submission, it is proposed that no
amendment is made to either the draft strategy or Year 1 Action Plan 2019/2020.

However, Action 5, sub action 5a of the *Year 1 (2019/2020) Action Plan* is:

   *Review Council's "Kerbside Waste Collection Services Policy" with a view
   to amending / adopting a new policy in September 2019*

In consideration of the submission, it is proposed that the review of the current
Kerbside Waste Collection Services Policy ensures that Council's kerbside
service collection is equitable and accessible for all ratepayers in the Shire

Subject to resource availability, every effort will be made to complete this action
within the first quarter of the 2019/2020 financial year with a report being
presented to a future Council meeting for Council consideration.

Alternative Options
The author and other officers providing advice in relation to this report have
considered potential alternative courses of action.   No feasible alternatives have
been identified.

Risk Management
The author of this report considers that there are no significant Risk Management
factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council
Policies, key strategic documents and the Council Plan.

**Best Value / National Competition Policy (NCP) / Competition and Consumer
Act 2010 (CCA) implications**
The author of this report considers that the report is consistent with Best Value,
National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
The author of this report considers there are no further capital or recurrent budget
considerations relating to this particular item. Any budgetary requirements
resulting from activities initiated from the strategy will be presented to Council in
conjunction with the strategy's annual Activity Plans.

Economic Implications
The author of this report considers that the recommendation has no significant
economic implications for Council or the broader community.

9.7.9   Draft Strathbogie Shire Council Waste and Resource Recovery Strategy 2019-2024 (cont.)

Environmental / Amenity Implications
The author of this report considers the provision of waste and resource recovery services and infrastructure to meet the needs of our community and to protect and maintain these in a financially, socially and environmentally responsible manner has significant environmental and amenity implications.

Community Implications
This draft strategy was subject to a S223 process to involve and engage the community to be able to meet our objectives and maintain an efficient and effective essential service.

The opportunity was provided and one submission received.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Legal / Statutory Implications
The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation
This matter has included Council consideration and consultation with community and other relevant stakeholders.

Attachments
- Draft Waste and Resource Recovery Strategy 2019 - 2024
- Waste and Resource Recovery Strategy 2019-2024 – Year 1 (2019/2020) Action Plan

Strathbogie Shire Council

Waste & Resource Recovery Strategy

2019 – 2024

Strathbogie shire

Contents

Vision

Strathbogie Shire Council provides efficient and cost effective waste management and resource recovery services and infrastructure that prioritise and facilitate waste minimisation, resource reuse and recovery over disposal.

Preamble

The Strathbogie Shire Council Waste and Resource Recovery Strategy (WRRS) has been developed as part of Council's commitment to sustainably manage our natural and built environment.

The key aim of the WRRS is to guide the development and improvement of current waste and resource recovery practices to ensure sustainable outcomes for the collection, disposal and recovery of resources from waste generated within the Strathbogie Shire community over the next five years (2019 – 2024).

The objectives of the Waste and Resource Recovery Strategy are to:

- Reduce the quantity of waste sent to landfill;
- Improve the quality of recyclable materials sent for reprocessing.
- Increase the amount of waste recovered for recycling or reuse.
- Reduce litter and dumped rubbish and improve waste and recycling infrastructure in public places.
- Provide waste and resource recovery services and infrastructure to meet the needs of our community and to protect and maintain these in a financially, socially and environmentally responsible manner.
- Promote waste minimisation initiatives within our community.
- Participate in and facilitate regional, state and national partnerships.

In developing this strategy, consideration has been given to the key challenges for waste and resource recovery services across Strathbogie Shire. These challenges include:

- Maintaining equitable waste services when servicing a Shire with an ageing demographic and a small population base spread across a large area.
- Improving Resource Recovery Centre infrastructure to meet best practice standards.
- Future financial and environmental liabilities relating to the rehabilitation of historic landfill sites given Council's constrained resources.

Conversely there are also a number of opportunities that exist for Council in delivering waste and resource recovery services. These opportunities include a renewed state level focus on waste and resource recovery as a priority environmental issue and an increased level of program support and funding.

Objectives and actions contained within this strategy underpin, contribute and inform the future operations of Council's waste and resource recovery services. The actions have been prioritised for delivery over the life of the Waste and Resource Recovery Strategy from 2019 to 2024, and will be presented annually to Council in the form of an Annual Waste and Resource Recovery Activity Plan for consideration for funding in future budgets.

Strategic Direction
& Supporting Documents

This strategy has been developed in line with relevant federal, state and local government legislation, strategies and policies.

These legislation, strategies and policies generally align with the waste management hierarchy as shown opposite.

Key documents include:

- Less Waste More Resources (2009)
- Statewide Waste and Resource Recovery Infrastructure Plan – April 2018 (SWRRIP)
- Goulburn Valley Waste and Resource Recovery Implementation Plan – 2017 (GVWRRIP)
- Victorian Waste Education Strategy (2016-21)
- Victorian Organics Resource Recovery Strategy – 2015
- Goulburn Valley Waste and Resource Recovery Group – Regional Resource Recovery Centre Strategy – 2017
- Goulburn Valley Regional Waste and Resource Recovery Education Strategy (to be developed 2019)
- Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy (to be developed 2019)
- Environment Protection Act – 1970
- Local Government Act – 1989
- Council Plan 2017-21 (Council Plan key strategy "Provide efficient and effective waste management programs")
- Council's "Kerbside Waste Collection Services Policy"
- Council's "Sustainable 2030" (currently being drafted)

Most Preferable

AVOID
REDUCE
REUSE
RECYCLE
RECOVER
TREAT
DISPOSE

Least Preferable
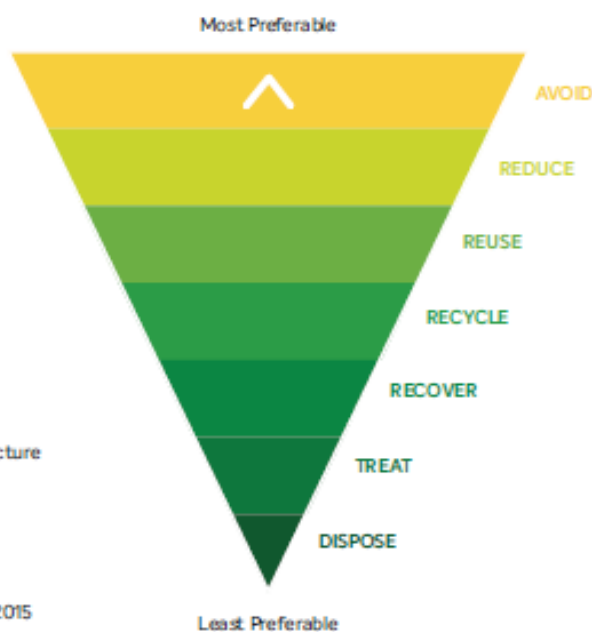
The state directions and regional objectives can be summarised as:

- Maximising the diversion of recoverable materials from landfills
- Supporting increased resource recovery
- Achieving quantities for reprocessing
- Managing waste and material streams
- Maximising economic outcomes, providing cost effective service delivery and reducing community, environment and public health impacts

Strategic framework for waste and resource recovery

Commonwealth and Victorian Government legislation, policies and strategies provide the framework for Council's waste and resource recovery activities. The following figure illustrates how the legislation, policies and strategic plans are considered and integrated with the Waste and Resource Recovery Strategy.

Commonwealth Context
National Waste Policy 2009 National Product Stewardship Act

Victorian Context
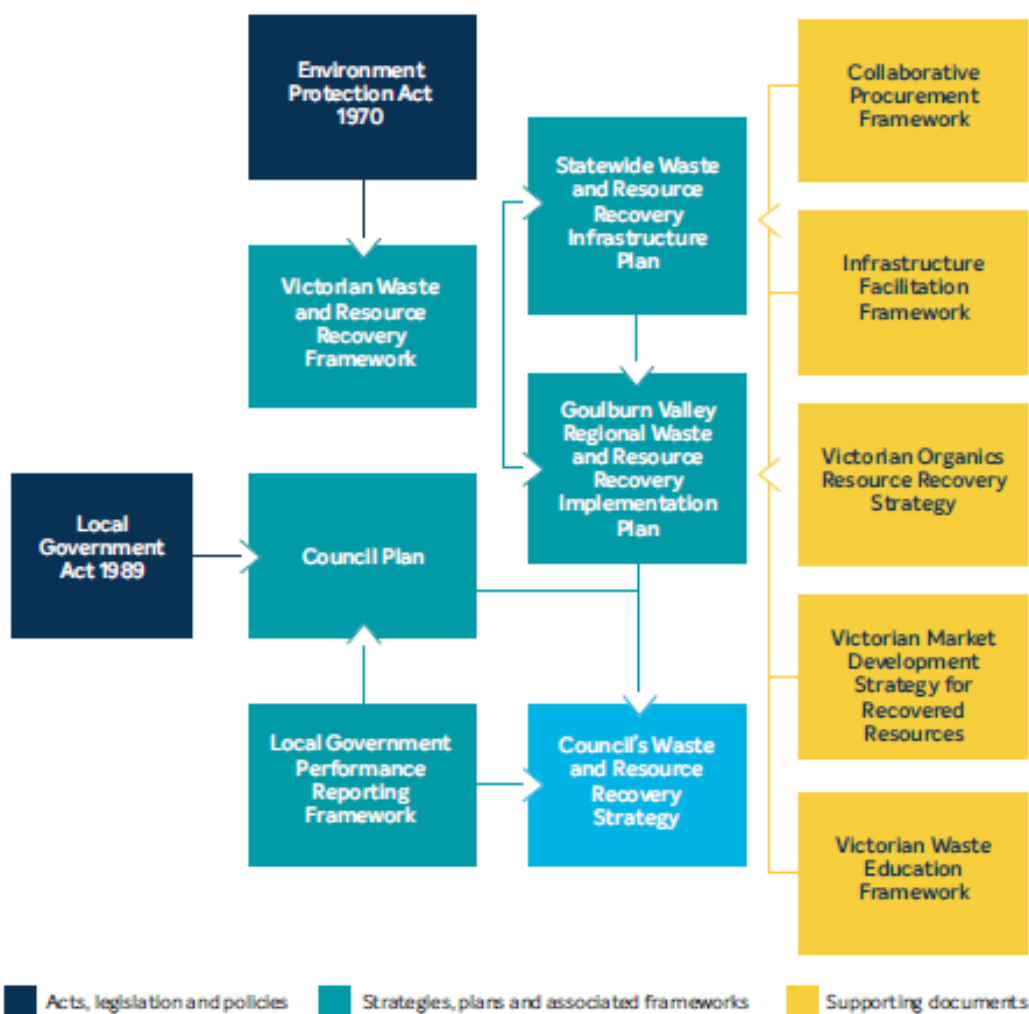
Current Status

Whilst a dedicated Waste and Resource Recovery Strategy has not been in place over recent times, Council has delivered the following significant activities that have reduced waste to landfill, recovered materials and ensured infrastructure and services meet best practice. These actions have also ensured that council is aligned with the state and regional directions and objectives captured above.

Initiatives implemented over the past five years include:

- The introduction of a weekly Food Organics and Garden Organics (FOGO) kerbside collection service in July 2015, incorporating the transition to a fortnightly landfill waste kerbside collection service.

- The introduction of additional kerbside services — 80 litre landfill waste bin and 360 litre recycle bin.

- Minor upgrade projects implemented at the Euroa, Nagambie, and Avenel Transfer Stations / Resource Recovery Centres.

- The appointment of a shared Waste and Resource Recovery Education Officer servicing the three Southern Goulburn Valley Region councils.

- The development of a Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.

- Audits of kerbside organics and landfill waste bins.

This has lead to the following achievements:

- Waste to landfill from kerbside services reduced by 47% or 888 tonnes.

- The recovery of recyclables from kerbside services increased by 17% or 155 tonnes.

- Recovery of food and garden organics through the kerbside service has increased by 20% or 212 tonnes since introduction in 2015/16.

- Additional materials recovered from Transfer Station / Resource Recovery Centres.

- Landfill Waste bin audits conducted in 2010 and again in 2015 demonstrate the average bin weight has reduced from 11.3kgs per week in 2010 to 5.0kgs in 2015, a 56% reduction.

Average Strathbogie Landfill Waste Bin (2018)

GARDEN ORGANICS

FOOD ORGANICS

RECYCLING

LANDFILL WASTE

2%
20%
29%
49%

Over the past five years, the number of kerbside landfill waste collection services has grown by 384 (10%), whilst the number of kerbside recycling collection services has grown by 465 (13%).

Since the introduction of the kerbside FOGO collection service in July 2015, the number of collection services has grown by 277 (7%).

Number of kerbside collection services

Landfill Waste   Recycling   FOGO
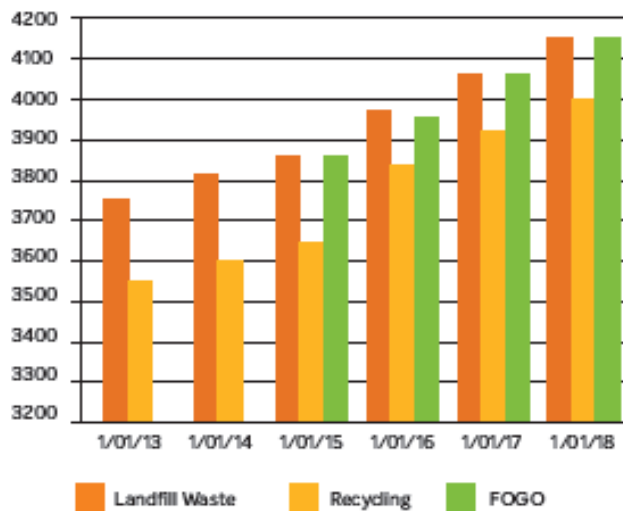
Population

10,455

2341 (23%)
Under 25 Years

5931 (58%)
25 –69 Years

1986 (19%)
Over 69 Years

Population Growth

8.2%

(2011–2016)

Households

14,813

19% COUPLES WITH CHILDREN

31% COUPLES WITHOUT CHILDREN

30% LONE PERSONS

Household Growth

11.3%

(2011–2016)

2016 ABS Census Data

www.strathbogie.vic.gov.au

7

Guiding Principles

Council has developed principles to guide how waste and resource recovery services will be implemented and managed, they are:

1. Resource recovery is prioritised where it is economically viable and where it improves community, environment and public health outcomes.

2. The delivery of kerbside collection services will align with council's "Kerbside Waste Collection Services Policy".

3. Council is committed to waste and resource recovery education through the appointment of a Waste and Resource Recovery Education Officer and the development of the Southern Goulburn Valley Waste and Resource Recovery Education Strategy, in partnership with Mitchell Shire and Murrindindi Shire Councils.

4. Successful waste minimisation and diversion can only truly be maximised through effective partnerships. Council will partner where mutually beneficial outcomes can be achieved.

5. Council will advocate on behalf of the community on waste and resource recovery issues.

6. Council seeks to be a leader in waste management and resource recovery through current best practice approaches and infrastructure.

7. Social and environmental compliance are key drivers for action and change. Council commits to being compliant at all times.

8. Council will prioritise the uptake of services, programs and behaviours that align with the waste hierarchy through incentives where appropriate rather than through enforcement approaches.

9. Council will maximise its ability to access grants and meet infrastructure and program needs through an annual allocation of capital works funds to be determined through the budget process.

10. The collection of data to support decision making is valued and prioritised. Decisions are made based on facts and data.

11. Where approaches fall outside these principles staff will seek direction from council in all cases.

Objectives

The objectives below are to be delivered across multiple themes addressed in the proceeding pages of this strategy. Implementation of the future directions/opportunities identified within the themes will help achieve these objectives. They are:

1. Provide an efficient and cost effective service.

2. Minimise waste to landfill.

3. Influence behaviour through the Southern Goulburn Valley Waste and Resource Recovery Education Strategy

4. Advocate on waste and resource recovery issues that impact the community.

Kerbside Services

Status

LANDFILL WASTE BIN
4127
fortnightly collections
997
tonnes per year

80L — 285
120L — 3507
240L — 335

RECYCLE BIN
4002
fortnightly collections
1030
tonnes per year

120L — 338
240L — 3175
360L — 489

ORGANICS BIN
4127
fortnightly collections
1270
tonnes per year

120L — 3723
240L — 404

*figures are for the calendar year 2017

Future direction/opportunities

Continual monitoring and investigation into potential extensions to Councils collection routes will be conducted in conjunction with community and collection contractors. Kerbside audits conducted by council demonstrate that food organics (23%) and recyclable materials (29%) are still evident in the landfill waste stream. Council will continue to seek increased diversion of materials from landfill by:

- Promoting the benefits of the existing organics and recyclables collection services
- Evaluating soft plastic recycling services that complement current services and are cost effective.
- Reducing contamination in all three bins.

Council will also need to monitor the status of its current, short term Recyclables Acceptance and Sorting Contract, with a view to renegotiating / retendering this contract before its expiry on June 30, 2020.

Landfills

Status

Council's only EPA licensed landfill (Violet Town Landfill) complies with legislative requirements applied by the EPA via the issuing of a Post Closure Pollution Abatement Notice (PC PAN)

Under two projects initiated by GVWRRG, all of Council's unlicensed landfills (Euroa, Avenel and Nagambie,) have recently been assessed to establish the risk they pose to the environment as well as risks associated with planning controls on and around the sites.

Future direction/opportunities

Council is legislated and has an environmental responsibility to protect human health and the environment from the impacts of landfills. Council will continue to manage, monitor and report the condition of each landfill to meet legislative requirements where they exist.

Under the current PC PAN, Council is also committed to commencing and completing construction of the capping over the Violet Town Landfill within the term of this strategy.

RRC Infrastructure

Status

Strathbogie Shire Council operates eight fit for purpose waste transfer stations / resource recovery centres located strategically across the shire at Avenel, Euroa, Graytown, Longwood, Nagambie, Ruffy, Strathbogie and Violet Town. A significant number of materials are recovered through these facilities annually.

Future direction/opportunities

A project implemented by the Goulburn Valley Waste and Resource Recovery Group identified a number of opportunities that could enhance the customer experience and improve safety, efficiency and environmental outcomes. In striving to meet these opportunities council will:

- continually monitor the operational efficiency of all sites.
- ensure all key sites work towards meeting current best practice.
- continue to increase the diversion of materials from landfill.
- Investigate participation in collaborative procurement opportunities through GVWRRG.
- establish ways in which data can be better captured an analysed.

Agricultural chemical drums
4700

E-waste
30 tonnes

Garden organics
715 tonnes

Mattresses / soft furnishings
580

Motor oil
5800 litres

Steel
300 tonnes

Tyres
1600

Education and Engagement

Status

With limited resources at both Council and regional level, the development of long term, effective waste and resource recovery education initiatives has been lacking.

Future direction/opportunities

Effective education is a powerful tool for achieving long term behaviour change. It provides opportunities to shift attitudes and increase understanding, ultimately leading to a change in the levels of awareness and behaviour. The importance of bringing the community along with council cannot be underestimated. Education is a vital element in achieving this. Therefore, Council commits to:

- supporting the engagement and continuation of a shared Waste and Resource Recovery Education Officer position with Mitchell Shire and Murrindindi Shire Councils.
- implementing the actions incorporated in the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.

Resource Recovery

Status

Council currently diverts all materials that are economically and environmentally appropriate to do so. These include food and garden organics, comingled recyclables, paper and cardboard, steel, whitegoods, gas bottles, fluorescent lights, automotive batteries, mattresses and soft furnishings, e-waste, motor oil, tyres, mobile phones, some timber, agricultural chemical drums and silage wrap

Future direction/opportunities

The importance of recovering materials from the waste stream is well documented and all levels of government have a focus in this area. Opportunities to improve resource recovery will continually be presented to council. The following are currently foreseeable:

E-waste

Is currently the fastest growing waste stream in Australia. A ban on these items going to landfill is being implemented by the Victorian State Government from July 1 2019

Soft Plastics

A large component of the waste stream that is currently not being effectively captured for recovery and reuse.

Timber

A resource that can be reused. Contributes to greenhouse gas emissions in landfill.

Furniture

Not all furniture is currently recovered. Bulky product with reusable components.

Detox

Providing timely and convenient options for the disposal of household chemicals.

Agricultural/farm waste

A significant agricultural industry exists that uses products that can be recycled and recovered.

Partners

Status

The Strathbogie Shire Council partners where mutually beneficial outcomes can be achieved. The Goulburn Valley Waste and Resource Recovery Group (including its five other member councils) is a key partner that council currently works closely with to achieve these outcomes. Other groups include Environment Protection Authority, Sustainability Victoria and Department of Environment, Land, Water and Planning.

Another important partner that council must continue to work closely with to assist us to achieve our objectives are our waste and resource recovery contractors. Council will work closely with contractors to improve services, reduce costs, reduce waste to landfill and recover materials.

Future direction/opportunities

With limited resources, Council understands the importance of partnering to assist in achieving economic, social and environmental outcomes. Therefore we will:

- Continue to partner where mutually beneficial outcomes can be achieved.
- Investigate further opportunities to form mutually beneficial partnerships.

Community

Status

An involved and engaged community is crucial for council in being able to meet its objectives and maintain an efficient and effective essential service and protect the environment. Placing emphasis on resources for education engages the community and secures buy in.

Council engages with the community through the actions developed within the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.

Future direction/opportunities

Council understands the importance of engaging with the community to ensure economic, social and environmental outcomes can be achieved. As such, Council has committed to developing and implementing a Community / Stakeholder Engagement Plan to assist with the establishment and delivery of this strategy. Council will also continue to:

- Engage with the community through the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.
- Work with the community to deliver appropriate high quality waste and resource recovery services.

Litter

Status

Council uses a combination of education, infrastructure and enforcement as outlined in the Victorian Litter Strategy to influence behaviour change associated with litter.

Approximately 80% of Council's Street litter infrastructure has been upgraded to current best practice standard.

The Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy will incorporate specific litter education components.

Enforcement occurs through Council's Local Laws Unit under the Environment Protection Act 1970 and Local Law number 8 2015.

Future direction/opportunities

Although council is addressing litter as outlined in the Victorian Litter Strategy, data regarding the extent of the issue in Strathbogie is limited.

Education, infrastructure and enforcement is considered the best approach to the problem. Council will therefore:

- Seek to gain a greater understanding of the problem through the improved collection of data.
- Continue to address the issue through a combination of education, infrastructure and enforcement.

Illegal Dumping

Status

Reports of illegal dumping are acted upon and cleaned up where they exist on council owned land.

Where possible investigations to establish who dumped the rubbish are undertaken and enforcement actions instigated.

Future direction/opportunities

Council does not have accurate data regarding illegal dumping within the municipality. Council will therefore:

- Seek to gain a greater understanding of the problem through the collection of data.
- Continue to address the issue of illegal dumping within the municipality through education, infrastructure and enforcement activities.

Events

Status

- A contracted price for special event bin supply and emptying has been established through the current Landfill Waste, Recyclables and Organics Collection Contract.
- An Event Plan for event organisers has been developed and incorporates requirements for the management of waste and resource recovery.
- Provision of waste and resource recovery services via the Landfill Waste, Recyclables and Organics Collection Contract for events is managed by Council's Waste Engineer.
- Events are required to comply with the Waste Wise Event Guide to be eligible for services from Council.

Future direction/opportunities

There are significant opportunities for council to improve the management of unwanted materials at events, to assist council will:

- Develop an Event Waste and Resource Recovery Guide that outlines important waste avoidance and resource recovery specific requirements for events based on the measures event organisers are prepared to implement.
- Encourage event organisers to implement higher standards of waste avoidance and resource recovery at events through objectives and actions developed within the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.

Advocacy

Status

Council advocates on behalf of the community on waste and resource recovery issues.

Advocacy on waste and resource recovery issues will be incorporated into the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.

Future direction/opportunities

The waste and resource recovery industry is undergoing rapid change. Governments are regularly developing and implementing policies and legislation to guide the industry and improve environmental outcomes. This change is impacting the community. To assist the community,

GVWRRG will be developing an advocacy plan to cover its six member councils to ensure we are able to effectively participate in and are included / engaged in waste and resource recovery issues important to us.

Evaluation

1. Reduce the average amount of landfill waste generated per household (kg/hh/wk).
   - 2010 bin audit average 11.3kgs
   - 2015 bin audit average 5.0kgs

2. Increase the diversion of materials collected through kerbside systems (current diversion rate 69.75%, increase by 2% per year).

3. Increase the diversion rate through resource recovery centres.

4. Reduce contamination in kerbside recycling and organics.
   - Audits performed every year.

5. Evaluate the delivery of actions in the annual activity plan.

Acronyms

EPA	Environment Protection Authority
WRRS	Waste and Resource Recovery Strategy
GVWRRG	Goulburn Valley Waste and Resource Recovery Group

Strathbogie
shire

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Waste and Resource Recovery Strategy 2019-2024 – Year 1 (2019/2020) Action Plan

Action	WRRS Theme	Description	Sub Action	Detail	Responsible Officer	Support
1	Landfills	Landfills managed, monitored and reported on to meet legislative requirements where they exist.	1a	Violet Town Landfill - Quarterly environmental monitoring and submission of Annual Performance Statement.	Waste Engineer	Consultant / Environmental Auditor
			1b	Completion of Stage 1 of capping project for Violet Town Landfill	Waste Engineer	Successful Tenderer
			1c	Euroa, Avenel and Nagambie – Review and assessment of environmental and planning control recommendations from GVWRRG reports.	Waste Engineer	Group Manager Community Assets
2	Kerbside Services	Investigation into potential extensions to Councils collection routes.	2a	Investigate potential for extending kerbside collections in the Strathbogie, Graytown and Ruffy areas.	Waste Engineer	Cleanaway / residents in these areas
			2b	Monitor and review the uptake of additional kerbside services in the Strathbogie area and, when sufficient coverage is determined, retire the Strathbogie Recycling Collection Point.	Waste Engineer	
3	Kerbside Services	Promote the benefits of the existing organics and recyclables collection services	3a	Initiate actions from the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator / Recycling and Organics Processing Contractors

4	Kerbside Services	Reduce contamination	4a	Initiate actions from the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator / Collection Contractor
5	Kerbside Services	"Kerbside Waste Collection Services Policy"	5a	Review Council's "Kerbside Waste Collection Services Policy" with a view to amending / adopting a new policy in September 2019.	Waste Engineer	Group Manager, Community Assets
6	RRC Infrastructure	Sites meet current best practice	6a	Review and report on recommendations arising from the GVWRRG's Resource Recovery Centre Strategy	Waste Engineer	Group Manager Community Assets
			6b	Assess all Resource Recovery Centres for compliance against EPA's Waste Management Policy (Combustible Recyclable and Waste Materials) and the Management and Storage of Combustible Recyclable and Waste Materials Guideline	Waste Engineer / GVWRRG (potential regional project)	
7	Education and Engagement	Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy	7a	Adopt the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator
			7b	Initiate Year 1 actions	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator

8	Resource Recovery	Increase diversion of materials from landfill	8a	Identify and evaluate opportunities to recover new materials	Waste Engineer	
			8b	Promote the ban on e-waste to landfill and the available options for recovery and ensure this is included in the Goulburn Valley Regional Waste and Resource Recovery Education Strategy	Waste & Resource Recovery Education Officer	Waste Engineer / GVWRRG / Communications Coordinator
9	Partners	Identify and maintain partnerships	9a	Evaluate new collaborative procurement opportunities that arise through GVWRRG where mutually beneficial outcomes can be demonstrated	Waste Engineer	
			9b	Evaluate the benefits of retaining the current partnership with Mitchell Shire and Murrindindi Shire Councils to procure a new Recyclables Acceptance and Sorting Contract agreement.	Waste Engineer	
10	Community	Community Engagement	10a	Adopt and implement actions from the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy.	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator
11	Litter	Gain a greater understanding of the litter problem	11a	Identify and implement options to collect data related to litter dumping within Strathbogie Shire; Once data is collected, enter into discussions with other Stakeholders and Land Management authorities to discuss trends and potential solutions.	Waste Engineer	Waste & Resource Recovery Education Officer
			11b	Implement actions from the Southern Goulburn Valley Regional Waste and Resource Recovery Education Strategy to reduce litter	Waste & Resource Recovery Education Officer	Waste Engineer / Communications Coordinator

12	Illegal Dumping	Gain a greater understanding of the illegal dumping problem	12a	Identify and implement options to collect data related to illegal dumping within Strathbogie Shire; Once data is collected, enter into discussions with other Stakeholders and Land Management authorities to discuss trends and potential solutions.	Waste Engineer	Waste & Resource Recovery Education Officer
			12b	Investigate the potential for increased enforcement action for illegal dumping	Waste Engineer	Local Laws
13	Events	Improve Council's internal events process	13a	Develop a waste and resource recovery guide for events	Waste Engineer	Events Team
			13b	Event organisers encouraged to implement higher standards for waste avoidance and recovery	Waste & Resource Recovery Education Officer	Waste Engineer / Events Team
14	Advocacy	Advocate where appropriate	14a	Provide input into GVWRRG's Regional Advocacy Plan	Waste Engineer	
15	Evaluation	Strategy action outcomes evaluated	15a	Ensure evaluation of strategy actions is conducted and reported to Council	Waste Engineer	Group Manager Community Assets

9.7.10 Council Policy
- Boundary, Town Entry and District Signage Policy

Author and Department
Group Manager Community Assets / Community Assets Directorate

Summary
One of the key strategies to achieve the Council Goal within the Council Plan of *To support and drive economic development* is to develop a policy on Boundary, Town Entry and District signage.

This report outlines the *Draft Boundary, Town Entry and District Signage Policy* and presents it to Council for consideration.

RECOMMENDATION

That Council:

1. **Adopt the Draft Boundary, Town Entry and District Signage Policy; and**

2. **Considers budget allocations for the implementation of the Policy in future Council budgets.**

Background
To support tourism and business development within the Municipality, Council has requested that a Policy on roadside town entry and boundary signage be developed for approval by Council.

Council officers from the three directorates of Community Assets, Corporate & Community and Innovation & Performance developed the policy to provide guidance for Corporate Town Entry Signage, to persons wishing to apply for the installation of independent community roadside signage and to Council staff responsible for the assessment and approval process for roadside signage.

The installation of signage on Council roadsides is controlled by Council to ensure:
- Suitability of design and installation of signage
- Consistency of type and use of signage
- Safety of road users
- Preservation of roadside amenity

Applications for the installation of independent signage considered to be of wider community interest, such as township entrance signage, shall be assessed on their merits upon application.

Other types of roadside signs (e.g. signage for community groups and services), to obtain approval, will require to apply for a planning permit and/or roadside trading from Council.

9.7.10 Council Policy
- Boundary, Town Entry and District Signage Policy (cont.)

The draft Policy has recently been updated and reformatted to better describe the characteristics of the hierarchies for the towns and districts, with signage categories and their respective requirements, use of tables for easy identification and expanded definitions.

This Policy is a tool developed by Council Officers to specify appropriate and consistent signage guidelines and provides a clear process for the assessment of signage requests.

Alternative Options
The author and other officers providing advice in relation to this report have considered potential alternative courses of action.   No feasible alternatives have been identified.

Risk Management
The lack of a policy will mean that Council will have no control or input over the design, size or location of the signs.

Strategic Links – policy implications and relevance to Council Plan
The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP) / Competition and Consumer Act 2010 (CCA) implications
The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications
In accordance with this draft policy, an indicative prioritised multi-year program will be developed for the installation of Council signage and will be presented to Council for consideration for inclusion in future Council budgets.

Economic Implications
The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications
The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications
There are no Community implications other than those described elsewhere in this report.

Victorian Charter of Human Rights and Responsibilities Act 2006
The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

9.7.10 <u>Council Policy</u>
<u>- Boundary, Town Entry and District Signage Policy (cont.)</u>

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

There is no community consultation required at this time.

In accordance with the draft Policy, future applications from Community Groups for the installation of signage will be discussed and presented to Council for consideration at that time.

Attachments

- Draft Boundary, Town Entry and District Signage Policy, June 2019
- Examples of Indicative Boundary, Town Entry and District Signage

BOUNDARY, TOWN ENTRY AND DISTRICT SIGNAGE POLICY

COUNCIL POLICY	
Effective Date:	
Last Review:	
Current Review:	May 2019
Adopted by Council:	
Next Review Date:	2022
Responsible Officer/s:	Manager Infrastructure

1 PURPOSE

To provide a consistent identity for the whole Municipality.

The urban and rural areas of the Municipality have unique characters which are an integral part of the Strathbogie community's identity. Gateway signs should aim to complement the high visual quality of the urban streetscapes and rural landscapes.

The proliferation of signs and poorly designed and located signs can significantly detract from the visual amenity and character of an area. Sign clutter can also reduce the effectiveness and visibility of individual signs.

Inappropriately located and designed signs can also have adverse effects on road safety by obscuring or reducing the clarity of traffic control signs or signals, by being confused with such signs or by distracting motorists in areas where driver attention to road conditions may be critical.

2 SCOPE

This Policy is designed to assist members of Council staff and the community in the appropriate design outcomes for the approaches into the Municipality, townships and districts.

The boundary, township and district entry sign replacements will provide a more consistent and contemporary welcome to the Strathbogie Shire and provide clearer and more recognisable identification of the municipality and towns for the benefit of existing and arriving residents and visitors. An indicative prioritised multi-year program will be developed subject to annual budget allocation.

For freeway and arterial roads, as outlined in the Roads Management Act 2004, VicRoads is the decision making authority for all sign applications. For all other roads, Council is the responsible authority.

3   OBJECTIVES

- To ensure signs are compatible with the amenity and streetscape/landscape character of the area or site on which they are to be displayed.
- To ensure signage design is consistent and in line with Council's branding and style guidelines.
- To ensure that signs complement rather than dominate streetscapes.
- To ensure that signs are well designed and well maintained to contribute to the appearance of landscapes/streetscapes.
- To avoid the creation of visual disorder and sign clutter.
- To ensure that signs provide appropriate, consistent and effective identification of the municipal boundary, townships and/or districts.
- To encourage the use of sign themes and to ensure that message boards are compatible with theme/pattern that has been developed for an area.
- To ensure that road safety is not adversely affected.

4   POLICY STATEMENT

Council Signage is one of those points of difference that set Strathbogie apart from other places.

The boundary, township and district approaches play an important role in the visitor experience within Strathbogie Shire. They provide the 'first impression' of Strathbogie, its townships and districts as a place and a community and encourage visitors to stop and explore. Given tourism is a major contributor to the local economy; it is important that the approaches are attractive, consistent and reflect the local character and charm of the municipality.

Importantly, the approaches should provide a strong sense of pride and attachment for the local community of Strathbogie.

5   PROCEDURE

5.1. General:

- All freeway and arterial road boundary signs are to include acknowledgement of the traditional land owners – with consultation to ensure appropriateness.
- The size and height of signs should be compatible with the hierarchy of the boundary, township and district approach sites on which they are displayed.
- The construction and design of signs should be of a high quality and there should be an ability for signs to be maintained at a high standard of presentation.
- The design of signs should be in line with Strathbogie Shire style guide and in consultation with Communications Marketing Department
- Message boards promoting events will be encouraged to be sited within appropriate locations of the Township gateway signs. The signs should be

of a temporary nature and accord with Council's specifications in relation to size, content, layout and installation.

- Signs should not detract from or impede the visibility of road traffic/direction signs, especially in areas requiring high driver concentration.

5.2. Council Signage:

For the purposes of this policy, Council has adopted the following hierarchies for the towns and districts, and signage categories that relate to the experience of approaching and travelling through the municipality of Strathbogie.

- Hierarchy: -
  1) Primary Township
  2) Secondary Township
  3) District

Table 1 – Township/District Hierarchy

Town / District Name	Hierarchy	Town / District Name	Hierarchy
ARCADIA	District	MITCHELLSTOWN	District
AVENEL	Primary Township	MOGLONEMBY	District
BAILIESTON	District	MOLKA	District
BALMATTUM	District	MONEA NORTH	District
BOHO	District	MONEA SOUTH	District
BORODOMANIN	District	MOORMBOOL WEST	District
BRANJEE	District	NAGAMBIE	Primary Township
CREIGHTONS CREEK	District	NOORILIM	District
DARGALONG	District	NORTHWOOD	District
EARLSTON	District	PRANJIP	District
EUROA	Primary Township	RIGGS CREEK	District
GOORAM	District	RUFFY	Secondary Township
GOULBURN WEIR	District	SHADFORTH	District
GOWANGARDIE	District	SHEAN'S CREEK	District
GRAYTOWN	Secondary Township	STRATHBOGIE	Secondary Township
KARRAMOMUS	District	TABILK	District
KELVIN VIEW	District	TAMLEUGH	District

KIRWANS BRIDGE	Secondary Township	TARCOMBE	District
KITHBROOK	District	UPOTIPOTPON	District
KOONDA	District	UPTON HILL	District
LOCKSLEY	District	VIOLET TOWN	Primary Township
LONGWOOD	Secondary Township	WAHRING	District
LONGWOOD EAST	District	WARRENBAYNE	District
MANGALORE	District	WHROO	District
MARRAWEENY	District	WIRRATE	District
MEIPOLL	District	WONDOOMAROOK	District

- Category: -
  - Boundary signs
  - Gateway signs

Table 2 – Boundary Sign Category

Road	Classification	Surface	Road Class	Road	Classification	Surface	Road Class
Goulburn Valley Freeway	Freeway	Sealed	VicRoads	Harris Road	Local Road	Sealed	Collector
Hume Freeway	Freeway	Sealed	VicRoads	Hughes Creek Road	Local Road	Unsealed	Collector
Dookie-Violet Town Road	Arterial Road	Sealed	VicRoads	Jukes Road	Local Road	Unsealed	Collector
Euroa-Mansfield Road	Arterial Road	Sealed	VicRoads	Killeens Hill Road	Local Road	Unsealed	Collector
Euroa-Shepparton Road	Arterial Road	Sealed	VicRoads	Lamonts Road	Local Road	Unsealed	Collector
Heathcote-Nagambie Road	Arterial Road	Sealed	VicRoads	Merton-Strathbogie Road	Local Road	Sealed	Link
Murchison-Violet Town Road	Arterial Road	Sealed	VicRoads	Nagambie-Rushworth Road	Local Road	Unsealed	Link
Wahring-Murchison East Road	Arterial Road	Sealed	VicRoads	Northwood Road	Local Road	Sealed	Collector
Arcadia-Two Chain Road	Local Road	Sealed	Link	Pagets Road	Local Road	Unsealed	Link
Bells Road	Local Road	Unsealed	Collector	Pine Lodge Road	Local Road	Sealed	Link
Bonnie Boon Road	Local Road	Unsealed	Collector	Reedy Lake Road	Local Road	Unsealed	Link
Buffalo Swamp Road	Local Road	Unsealed	Collector	Robinson Road	Local Road	Unsealed	Link
Burkes Road	Local Road	Unsealed	Collector	Ruffy-Terip Road	Local Road	Sealed	Link

Cemetery Road	Local Road	Sealed	Collector	Seymour-Avenel Road	Local Road	Sealed	Link
Cherry Tree Track	Local Road	Unsealed	Collector	Shepparton-Violet Town Road	Local Road	Sealed	Link
Creightons Creek Road	Local Road	Sealed	Link	Sloans Road	Local Road	Unsealed	Collector
Daldys Road	Local Road	Unsealed	Collector	South Costerfield-Graytown Road	Local Road	Unsealed	Collector
Dargalong Road	Local Road	Sealed	Link	Splitters Creek Road	Local Road	Unsealed	Collector
Feltrim Road	Local Road	Sealed	Link	Verges Lane	Local Road	Unsealed	Collector
Gellibrand Tonks Road	Local Road	Unsealed	Collector	Violet Town Boundary Road	Local Road	Unsealed	Collector
Gorys Road	Local Road	Unsealed	Collector	Wallis Road	Local Road	Unsealed	Collector
Goulburn Weir-Murchison Road	Local Road	Sealed	Collector	Walls Road	Local Road	Unsealed	Collector
Grant St	Local Road	Sealed	Collector	Warrenbayne West Road	Local Road	Sealed	Collector

5.2.1. Freeway Boundary Signage Requirements

The Hume and Goulburn Valley Freeway bypasses provides an opportunity to turn the bypass drive into "a Regional experience" and make travellers feel positive about Strathbogie and feel welcome. The locations of these signs should be determined so that drivers have time to think about detouring via any of the Townships, before reaching the required exit. The opportunity also exists to 'badge' the bridges over the bypasses with a matching colour scheme.

These structures need to be substantial in scale because of the travelling speeds of traffic. It is proposed that the sign should be elevated so as to improve visibility and will include a poster style image. These concepts are planned so the traveller can connect with positive images and statements of the town and region.

The size and contents of the signs will be subject to VicRoads approval.

5.2.2. Arterial Road Boundary Signage Requirements

The design of Arterial Road signs shall be as follows: -
i) Size:
   a) have a surface area no greater than 12.0m²; with
   b) the Arterial Road sign must be composed of no more than:
      – "Welcome to Strathbogie Shire with Logo; and
      – inclusion of the design element of the regional character.
ii) The sign must have the appearance of a single panel with a consistent visual theme, style and colour scheme in accordance with Council's style guidelines and branding.
iii) Where a town sign is visible to a person leaving the Shire, the rear of the sign carries a message thanking people for visiting.

5.2.3. Sealed Local Road Boundary Signage Requirements
The design of Sealed Local Road signs shall be as follows: -
i)   Size:
     a) have a surface area no greater than 3.5m²; with
     b) the Sealed Local Road sign must be composed of no more than:
         – "Welcome to Strathbogie Shire with Logo; and
         – inclusion of the design element of the regional character.
ii) The sign must have the appearance of a single panel with a consistent visual theme, style and colour scheme in accordance with Council's style guidelines and branding.
iii) Where a town sign is visible to a person leaving the Shire, the rear of the sign carries a message thanking people for visiting.

5.2.4. Unsealed Local Road Boundary Signage Requirements
The design of Unsealed Local Road signs shall be as follows: -
i)   Size:
     a) have a surface area no greater than 1.0m²; with
     b) lettering from 150mm to 300mm in height.
     c) the Unsealed Local Road sign must be composed of no more than:
         – "Welcome to Strathbogie Shire with Logo; and
         – inclusion of the design element of the regional character.
ii) The sign must have the appearance of a single panel with a consistent visual theme, style and colour scheme in accordance with Council's style guidelines and branding.
iii) Where a town sign is visible to a person leaving the Shire, the rear of the sign carries a message thanking people for visiting.

Table 3 – Gateway Sign Category

Town	Road	Hierarchy	Classification	Surface	Class
Avenel	Hume Freeway	Primary Township	Freeway	Sealed	VicRoads
	Avenel-Nagambie Road	Primary Township	Arterial Road	Sealed	VicRoads
	Jones Street	Primary Township	Arterial Road	Sealed	VicRoads
	Aerodrome Road	Primary Township	Local Road	Sealed	Link Road
	Avenel-Longwood Road	Primary Township	Local Road	Sealed	Link Road
	Seymour-Avenel Road	Primary Township	Local Road	Sealed	Link Road
Euroa	Hume Freeway	Primary Township	Freeway	Sealed	VicRoads
	Clifton Street	Primary Township	Arterial Road	Sealed	VicRoads
	Euroa-Mansfield Road	Primary Township	Arterial Road	Sealed	VicRoads
	Euroa-Shepparton Road	Primary Township	Arterial Road	Sealed	VicRoads
	Tarcombe Street	Primary Township	Arterial Road	Sealed	VicRoads
	Euroa-Strathbogie Road	Primary Township	Local Road	Sealed	Link Road

Graytown	Heathcote-Nagambie Road	Secondary Township	Arterial Road	Sealed	VicRoads
	Mt Camel-Graytown Road	Secondary Township	Local Road	Unsealed	Collector Road
Kirwans Bridge	Goulburn Weir-Murchison Road	Secondary Township	Local Road	Sealed	Collector Road
	Kirwans Bridge Road	Secondary Township	Local Road	Sealed	Link Road
Longwood	Avenel-Longwood Road	Secondary Township	Local Road	Sealed	Link Road
	Depot Road	Secondary Township	Local Road	Sealed	Link Road
	Withers Street	Secondary Township	Local Road	Sealed	Link Road
Nagambie	Goulburn Valley Freeway	Primary Township	Freeway	Sealed	VicRoads
	Grimwade Road	Primary Township	Arterial Road	Sealed	VicRoads
	Heathcote-Nagambie Road	Primary Township	Arterial Road	Sealed	VicRoads
	Odwyer Road	Primary Township	Arterial Road	Sealed	VicRoads
Ruffy	Longwood-Ruffy Road	Secondary Township	Local Road	Sealed	Link Road
	Ruffy-Terip Road	Secondary Township	Local Road	Sealed	Link Road
Strathbogie	Euroa-Strathbogie Road	Secondary Township	Local Road	Sealed	Link Road
	Merton-Strathbogie Road	Secondary Township	Local Road	Sealed	Link Road
	Spring Creek Road	Secondary Township	Local Road	Sealed	Collector Road
Violet Town	Hume Freeway	Primary Township	Freeway	Sealed	VicRoads
	Dookie-Violet Town Road	Primary Township	Arterial Road	Sealed	VicRoads
	Murchison-Violet Town Road	Primary Township	Arterial Road	Sealed	VicRoads
	Urmston Street	Primary Township	Arterial Road	Sealed	VicRoads

Upon receiving an application, District Signage shall be assessed on a case by case basis.

5.2.5. Primary Township Signage Requirements

The design of Primary Town signs will align with Council's tourism marketing through: -
i) the use of the positioning statement e.g. "inclusive, thriving and sustainable community";
ii) 'Strathbogie Shire' with Logo; and
iii) inclusion of the design element of the local character.

Other design elements shall include: -
i) The Primary town sign shall have a surface area no greater than 6.5m².
ii) The Primary town sign must be composed of no more than:
  a) "Welcome to [insert the name of the town]"; and
  b) the town slogan (optional).

iii) The design includes provision for the addition of temporary event additions such that, when installed, the additional signs appear as part of the town sign.

5.2.6. Secondary Township Signage Requirements

The design of Secondary town signs shall be as follows: -
i) Size:
  a) have a surface area no greater than 3.5m²; with
  b) lettering from 150mm to 300mm in height.
  c) The Secondary town sign must be composed of no more than:
    – "Welcome to [insert the name of the town]"; and
    – the town slogan (optional).

ii) The sign must have the appearance of a single panel with a consistent visual theme, style and colour scheme.
iii) Sign design is encouraged to align with Council's tourism marketing through the use of all or some of:
  a) the use of the positioning statement e.g. "treasured location off the beaten path";
  b) 'Strathbogie Shire' with Logo; and
  c) inclusion of the design element of the local character.

iv) Where a town sign is visible to a person leaving the town, the rear of the sign carries a message thanking people for visiting.
v) The design includes provision for the addition of temporary event additions such that, when installed, the additional signs appear as part of the town sign.

5.2.7. District Signage Requirements

The design of District town signs shall be as follows: -
i) Size:
  a) have a surface area no greater than 1.0m²; with
  b) lettering from 150mm to 300mm in height.

ii) The sign must have the appearance of a single panel with a consistent visual theme, style and colour scheme.

iii) Sign design is encouraged to align with Council's tourism marketing through the use of all or some of:
   a) the use of the positioning statement e.g. "enhancing the quality of life";
   b) 'Strathbogie Shire' with Logo; and
   c) inclusion of the design element of the local character.
   d) "Welcome to [insert the name of the town]";

5.3. Community Township Signs:

All community township signage within the Strathbogie Shire must not replace Council's corporate Town Entry Signage and must consider the following general requirements and be approved by Council. These signs shall not be funded nor maintained by Council: -

5.3.1. Design and Amenity:

1. Evidence must be provided to Council demonstrating community consultation and support for the proposed sign as Council may resolve to place the proposal on public exhibition, as part of the S223 submission process.
2. The applicant must determine and obtain (where required) all necessary permits and approval, including VicRoads if applicable, prior to erecting any primary or secondary township signage.
3. All signs must be placed at an agreed location on the township side of Council's Town Entry Signage;
4. A sign shall be designed and located such that it is sympathetic and harmonious with the character of the surrounding environment;
5. The design, number or variety of signs within an area shall not be injurious to the amenity or natural beauty of the locality;
6. All signs shall compliment the character of any precinct;
7. All signs shall be simple and provide for instant recognition;
8. A sign shall not contain any discriminatory or offensive material;
9. All signs shall have sign writing, design work, lettering and colouring carried out in a professional and competent manner;
10. Materials of construction and placement should bear consideration of long term maintenance and repairs;

5.3.2. Safety:

1. The sign must be designed such that it maintains structural integrity in its own right;
2. A sign shall not be erected or maintained in any position which obstructs vehicle sight lines or is detrimental to traffic safety;
3. A sign shall not be located such that it obscures or is likely to be confused with traffic signals or signs;
4. A sign shall not be located in any position which obstructs pedestrian movement flows or is detrimental to pedestrian safety;
5. Any sign which is illuminated shall be constructed entirely of non-flammable material, maintained in accordance with the requirements of the appropriate electricity supply authority and shall not cause annoyance to the public or interfere with traffic signals;

5.3.3. Decision guidelines:

Before deciding on an application Council will consider, as appropriate:
-
- The extent to which the application meets the objectives and directions of this policy;
- The type of land use and its need for identification;
- Number and scale of existing signs for the business/site; and
- The need for the applicant to provide a site analysis, demonstrating a response to the objectives of this policy. This may include the proposed integration of building design, landscaping and advertising sign proposals.

6   DEFINITIONS

- **Boundary Signs**
These signs are located at the designated entry points to the Shire. The principle gateways that have greater use would also be served by larger more dominate structures designed as iconic features in addition to the signage. The siting of these structures would be considered in light of maximum visibility, safe distance from roadways in compliance with the governing road authority's requirements and the strategic positioning as to the views beyond the sign, acting as that gateway trigger.

- **Township Signs**
These signs are erected at an entrance point/way into a town that informs the travelling public of the imminent arrival to the town and the main character or important feature of the town.

  As a general principle, town signs will be permitted on land fronting primary access roads leading to towns to promote that town within the following guidelines:
  1. The sign is a permissible type or land use, or exempt land use on the land on which it is proposed;
  2. The sign does not inhibit sightlines necessary for the safe passage of vehicles or pedestrians; and
  3. The sign does not inhibit significant views.

  Where an eligible town is located on a terminating road, the town sign may be located near the intersection between the nearest through road and the primary access road.

- **District Signs**
These signs are erected at the approaches to a district that informs the travelling public of the imminent arrival into a district.

- **Primary Township**
In order to be eligible for a Primary Township sign, need to demonstrate or meet four or more of the following criteria.
  1. Population of greater than 1,000
  2. Change of Speed Zone
  3. Existing "township" sign board, which may or may not have Council logo.
  4. Recognition within VicRoads Country Street Directory

5. Operating school
6. Commercial business; such as Post Office, General Store, Shop or Hotel
7. Any facility which demonstrates on site traffic for three (3) or more days per week.
8. Three (3) or more occupied houses within 100 metres of each other.
9. CFA facility
10. Public Hall or community facilities.

However, at its discretion and where there is a very strong community involvement, Council may agree to erect signage without meeting satisfying above requirements.

Where the criteria for signage have been met, Council will undertake to supply and install a sign on each of the main road approaches to the area.

- **Secondary Township**
  In order to be eligible for a Secondary Township sign, need to demonstrate or meet four or more of the following criteria.
  1. Population of greater than 50
  2. Change of Speed Zone
  3. Existing "township" sign board, which may or may not have Council logo.
  4. Recognition within VicRoads Country Street Directory
  5. Operating school
  6. Commercial business; such as Post Office, General Store, Shop or Hotel
  7. Any facility which demonstrates on site traffic for three (3) or more days per week.
  8. Three (3) or more occupied houses within 100 metres of each other.
  9. CFA facility
  10. Public Hall or community facilities.

However at its discretion and where there is a very strong community involvement, Council may agree to erect signage without satisfying the above requirements.

Where the criteria for signage have been met, Council will undertake to supply and install a sign on each of the main road approaches to the area.

- **District**
  In order to be eligible for a District sign, need to demonstrate or meet three or more of the following criteria.
  1. Existing "district" sign board, which may or may not have Council logo.
  2. Recognition within VicRoads Country Street Directory
  3. Commercial business; such as Post Office, General Store, Shop or Hotel
  4. Any facility which demonstrates on site traffic for three (3) or more days per week.
  5. Three (3) or more occupied houses within 100 metres of each other.
  6. CFA facility
  7. Public Hall or community facilities.

However, at its discretion and where there is a very strong community involvement, Council may agree to erect signage without meeting satisfying above requirements.

Where the criteria for signage has been met, Council will undertake to supply and install two signs on the approaches to the area on the road with the highest road classification.

- **Freeway**
  Are the primary road links with divided carriageways and four traffic lanes connecting Melbourne and other capital cities and major provincial centres.

- **Arterial Road**
  Are the primary road links with a single carriageway and two traffic lanes providing links for major regions, highly significant tourism regions and primary transport networks.

- **Local Road Sealed**
  Sealed roads are properly formed and constructed pavements with road surfaces made with materials such as bitumen or concrete. The road shoulder may or may not be sealed.

- **Local Road Unsealed**
  Unsealed Roads are formed gravelled, formed or unformed roads that do not have a sealed wearing course, such as a sprayed bitumen seal, to protect the road pavement.

- **Road Authority**

Road Type	Responsible Road Authority
Freeway (except privately operated)	VicRoads
Arterial (urban)	VicRoads (through traffic) Council (service roads, pathways, roadside)
Arterial (non-urban)	VicRoads Council (service roads, pathways)
Municipal (Local Road)	Council
Non-arterial State	DELWP, Parks Victoria

7 RELATED LEGISLATION AND DOCUMENTS

- Local Government Act 1989, Schedule 10 – Power of Council over Road, Clause 5 – Power to name roads, erect signs and require premises to be numbered.
- Road Management Act 2004
- Strathbogie Shire Council's Community Local Law No. 6, 2010, Clause 7 – Behaviour on Council land.
- Strathbogie Planning Scheme.
- Strathbogie Shire Style Guide
- Examples of Indicative Boundary, Town Entry and District Signage

8 FEEDBACK

Council staff and community may provide feedback about this document by emailing info@strathbogie.vic.gov.au .

Examples of Indicative Boundary, Town Entry & District Signage

Freeway Boundary Sign Example	Arterial Road Boundary Sign Example	Sealed Local Road Boundary Sign Example	Unsealed Local Road Boundary Sign Example	Primary Township Sign Example	Secondary Township Sign Example	District or Locality Sign Example
9.0 m2	9.0 m2	3.5 m2	1.0 m2	6.5 m2	3.3 m2	1.0 m2
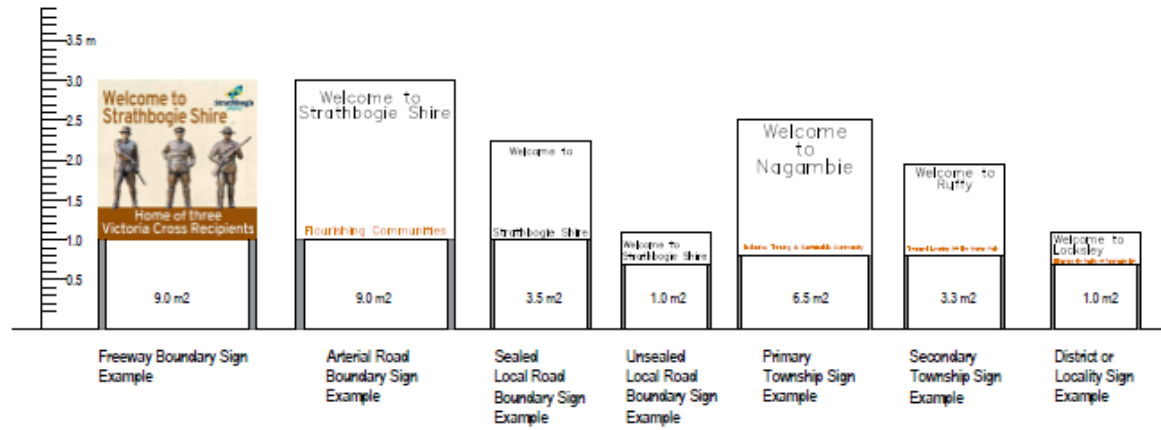
9.7.11 <u>Business Management System</u>

The June 2019 Business Management System Report includes reports as follows:-

- Building Department – May 2019 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - May 2019
- Customer Enquiry Analysis Report – Report for May 2019
- Waste Management Reporting ~ Year to Date - May 2019 *(This report is held over and will be included in the July Business Management System report)*
- Actioning of Council Reports Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 May 2019
- Review of Council Policies and Adoption of new Policies – May / June 2019
- Record of Assemblies of Councillors
- Record of Minutes of Meetings of Special Committees of Council received in the past month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

RECOMMENDATION

That the report be noted.

BUILDING ACTIVITY

MAY 2019

Twenty-nine (29) permits, with a works value of $5,636,668, were lodged with Council in May. More than 53% of the total works value is for industrial works, with a significant portion of the total (37.25%) attributed to the proposed construction of stallion barns in Mangalore.
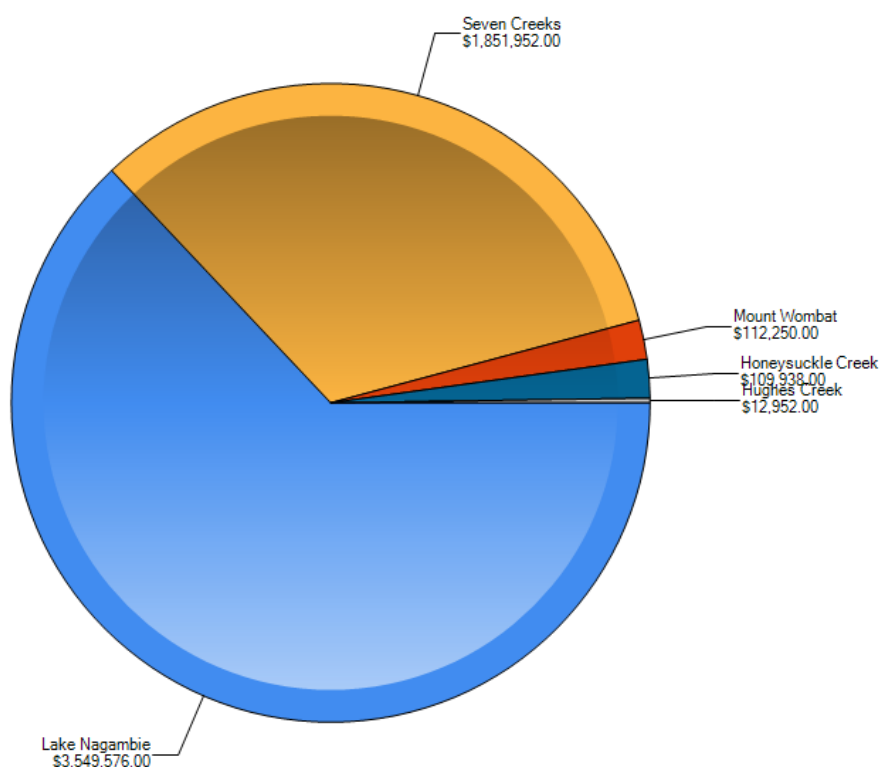
Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20182712/0	21/06/2018	Construction of	Garage	Violet Town	$13,748.00
20190032/0	16/05/2019	Construction of	Store & Workshop, Club Rooms, Carport	Violet Town	$74,350.00
20190726/0	29/05/2019	Construction of	Carport	Violet Town	$15,840.00
20194264/0	8/05/2019	Restump of	Dwelling	Violet Town	$6,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20190934/0	15/05/2019	Construction of	Shed	Avenel	$12,952.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20190246/0	7/05/2019	Alteration to, Change of use, Completion of	Office, Dwelling	Nagambie	$175,000.00
20190581/0	6/05/2019	Construction of	Dwelling & Garage	Nagambie	$300,204.00
20190616/0	13/05/2019	Construction of	Verandah	Nagambie	$11,990.00
20190961/0	22/05/2019	Construction of	Shed	Nagambie	$23,153.00
20193009/0	20/03/2019	Construction of	Barn	Mangalore	$2,100,000.00
20193029/0	30/04/2019	Construction of	Swimming Pool	Mitchellstown	$63,800.00
20193051/0	1/05/2019	Construction of	Shed	Goulburn Weir	$15,000.00
20193052/0	30/04/2019	Construction of	Dwelling	Wahring	$291,738.00
20193077/0	30/05/2019	Extension to	Office	Goulburn Weir	$251,830.00
20194285/0	15/05/2019	Alterations & Additions to	Dwelling	Kirwans Bridge	$276,926.00
20194301/0	22/05/2019	Construction of	Swimming Pool	Nagambie	$39,935.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20190882/0	28/05/2019	Installation of	Spa & Safety Barrier	Strathbogie	$10,000.00
20193033/0	8/04/2019	Construction of	Garage	Creightons Creek	$14,500.00
20193047/0	6/05/2019	Construction of	Dwelling	Strathbogie	$74,000.00
20194290/0	17/05/2019	Construction of	Retaining Wall	Gooram	$13,750.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
2019/001629/0	30/04/2019	Construction of	Dwelling & Garage	Euroa	$230,521.00
20190030/0	2/05/2019	Construction of	Shed	Euroa	$66,000.00
20190049/0	30/04/2019	Construction of	Dwelling & Garage	Euroa	$377,938.00
20190057/0	16/05/2019	Construction of	Dwelling & Garage	Euroa	$209,799.00
20190083/0	16/05/2019	Demolition of	Shed	Euroa	$2,695.00
20190447/0	24/05/2019	Alterations & Additions to	Shed	Euroa	$650,000.00
20190689/0	22/05/2019	Construction of	Dwelling & Garage	Euroa	$230,429.00
20190702/0	24/05/2019	Construction of	Shed	Euroa	$75,270.00
20190835/0	21/05/2019	Construction of	Verandah	Euroa	$9,300.00

PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)
MAY 2019

Planning Applications Determined
May 2019

Hughes Creek	**$390,000.00**
Avenel	$350,000.00
Avenel	$40,000.00
Lake Nagambie	**$553,153.00**
Kirwans Bridge	$250,000.00
Kirwans Bridge	$130,000.00
Nagambie	$150,000.00
Nagambie	$23,153.00
Mount Wombat	**$882,000.00**
Creightons Creek	$300,000.00
Euroa	$200,000.00
Gooram	$380,000.00
Strathbogie	$2,000.00
Seven Creeks	**$113,630.00**
Miepoll	$113,630.00
Total Value	**$1,938,783.00**
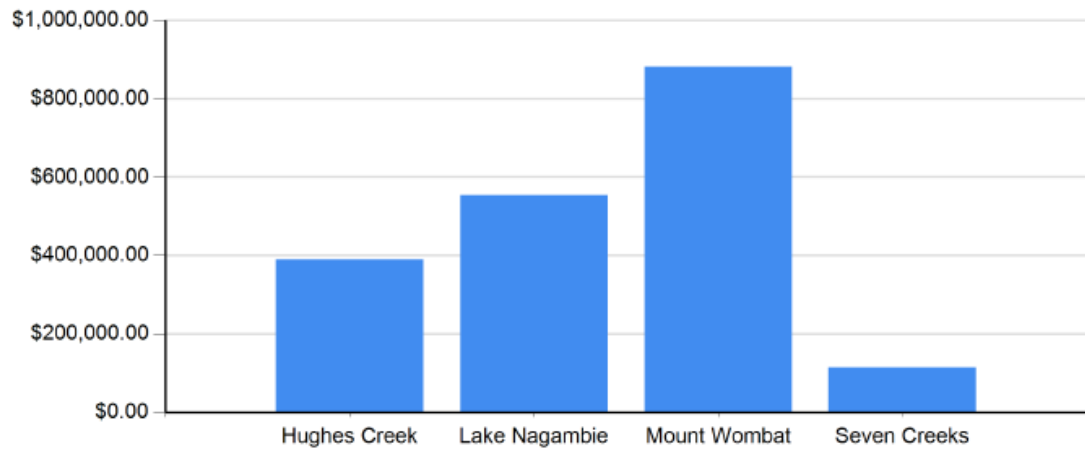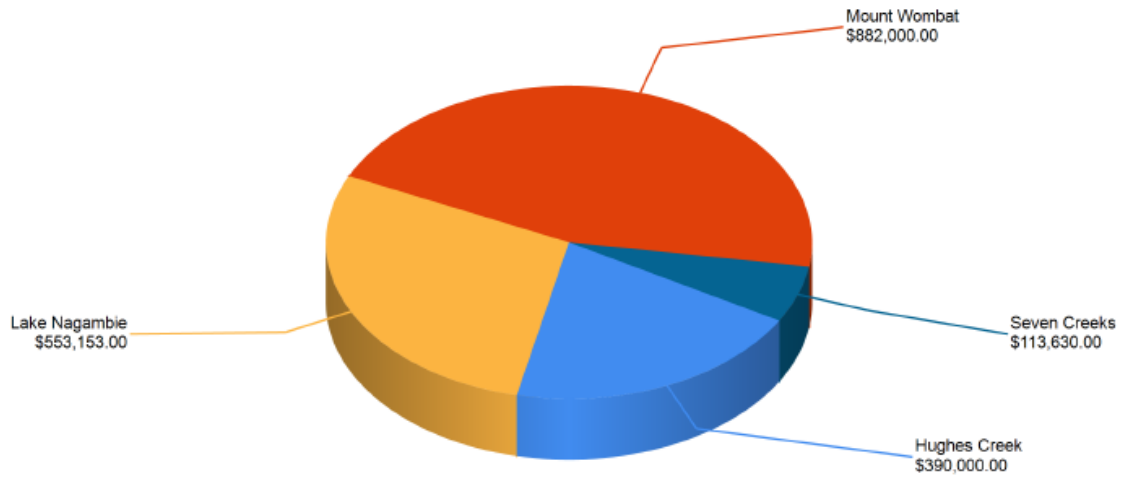
CUSTOMER ENQUIRY ANALYSIS REPORT
- REPORT FOR MAY 2019

Request Throughput Analysis
Strathbogie shire
01/05/2019 to 31/05/2019

	✓	🟡	❌
C/N Complete / New	> 80%	50-80%	< 50%
O/R Overdue / Remaining	< 33%	34-70%	> 70%

Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C/N	Within Time	Over Time	O/R	Pending Resources	Service Area Usage
Community Services	9	28	31	6	✓	4	2	✓	0	
Corporate Services	13	51	41	23	✓	8	15	🟡	0	
Council Property	50	30	47	33	✓	4	29	❌	0	
Customer Services	53	55	66	42	✓	2	40	❌	0	
Economic Growth	10	182	183	9	✓	2	7	❌	0	
Emergency Management	12	19	27	4	✓	2	2	🟡	0	
Other Assets	13	40	29	24	🟡	5	19	❌	0	
Public Space Assets	92	57	64	80	✓	17	63	❌	5	
Road Assets	151	102	127	126	✓	18	108	❌	0	
Statutory Services	51	166	180	37	✓	14	23	🟡	0	
Waste Management	20	7	17	10	✓	0	10	❌	0	

Request Ageing

Legend: 8+ Weeks Over | 4 to 8 Weeks Over | 1 to 4 Weeks Over | 0 to 1 Weeks Over | Within Time

Service Usage

Community Services
- Access and Inclusion
- Children and Family Services
- Committees and Boards
- Community Activities
- Community Development
- Community Funding

Corporate Services
- Communications
- Council
- Council Grants
- Data Custodian
- Finance
- Human Resources
- Procurement
- Risk Management

Council Property
- Cinema
- Council Property
- Libraries
- Pest Control
- Saleyards
- Swimming Pools

Customer Services
- Customer Service
- Feedback
- VicRoads agency

Economic Growth
- Environmental Protection
- Planning
- Tourism

Emergency Management
- Emergency Call Out
- Emergency Management
- Fire Hazard

Other Assets
- Cultural & Heritage
- Drainage
- Engineering
- Fleet Management
- Underground Assets

Public Space Assets
- Open Spaces
- Park/Reserve
- Playground
- Public Lighting
- Tree

Road Assets
- Bridges
- Footpaths
- Naturestrip
- Roads
- Signs
- Traffic Lights

Statutory Services
- Animals - Domestic
- Animals - Other
- Building Services
- Environmental Health
- Infringement Review
- Local Laws
- Waterways

Waste Management
- Waste Management

Definitions

Service Area	Grouping of services by area of responsibility		Service	Activities that provide value to the customer
Existing	Requests open prior to reporting period		Remaining	Requests incomplete at end of reporting period
New	Requests made during reporting period		Completed	Requests completed during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period		Over Time	Remaining Requests where defined deadline is before the end of the reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.			

Complete New — An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.
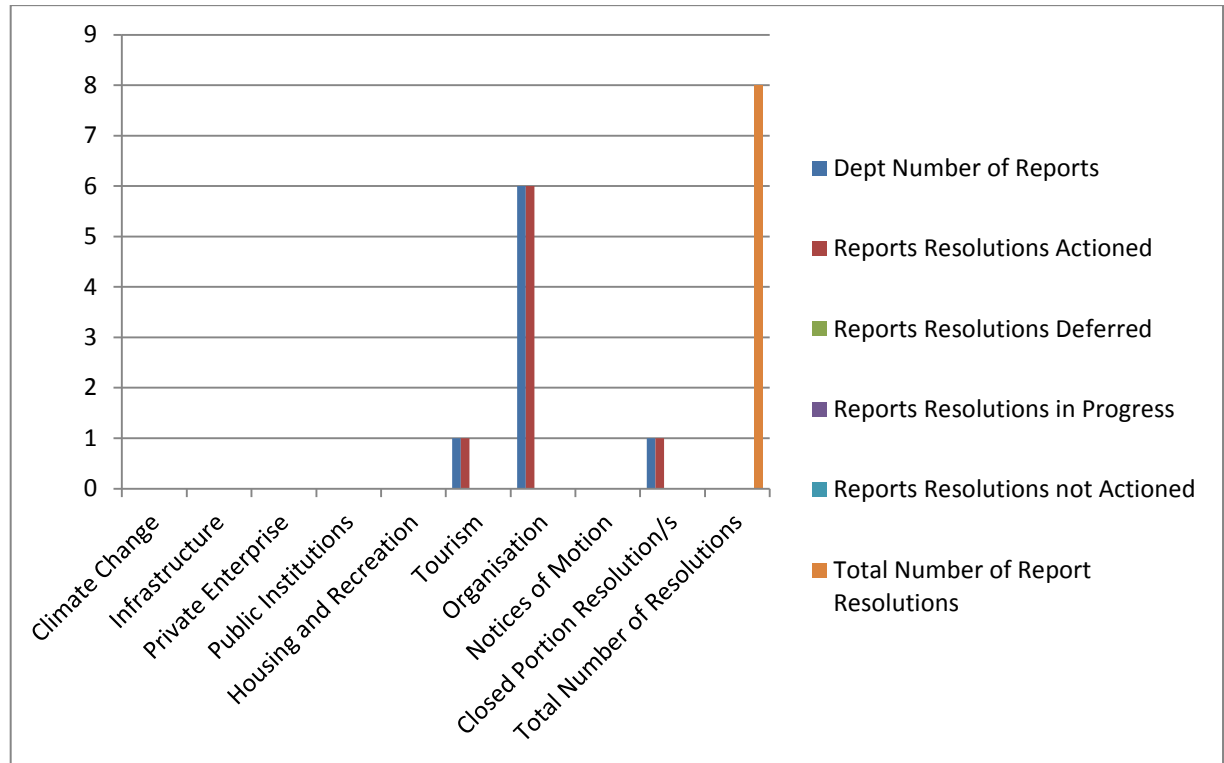
C/N Complete / New	✅	🟡	❌
	> 80%	50-80%	< 50%

Overdue Remaining — An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

O/R Overdue / Remaining	✅	🟡	❌
	< 33%	34-70%	> 70%
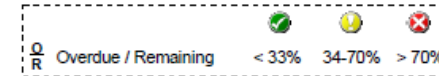
ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – 21 MAY 2019

Chart categories (x-axis): Climate Change, Infrastructure, Private Enterprise, Public Institutions, Housing and Recreation, Tourism, Organisation, Notices of Motion, Closed Portion Resolution/s, Total Number of Resolutions

Legend:
- Dept Number of Reports
- Reports Resolutions Actioned
- Reports Resolutions Deferred
- Reports Resolutions in Progress
- Reports Resolutions not Actioned
- Total Number of Report Resolutions

OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO 31 MAY 2019

This Report is to advise the Executive Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No.	Description
18/12/18	9.7.5	School Crossing Supervisor Review
18/12/18	9.7.11	Proposed Violet Town Recreation Reserve Toilet Block
16/04/19	9.7.5	Sustainable Development Reference Group - Draft Minutes of the Meeting held on Thursday 14 March 2019
16/04/19	9.7.9	Strathbogie Community Pools Strategy 2019-2029

REVIEW OF EXISTING COUNCIL POLICIES AND ADOPTION OF NEW POLICIES

Review of Policy / New Policy	Policy Name	Period of Review	Outcome
Review of Policy	Purchasing Corporate Card Policy	June 2019	Refer to Item 9.7.6
New Policy	Boundary, Town Entry and District Signage Policy		Refer to Item 9.7.10

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 8 May to 4 June 2019

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 14 May 2019

Time: 12.30 p.m. - 6.30 p.m.

Attendees:
Councillors
Amanda McClaren
Malcolm Little
John Mason
Kate Stothers *(attended meetings at 1.30 p.m.)*
Alistair Thomson *(attended meetings at 1.30 p.m.)*
Graeme (Mick) Williams

Officer/s
Phil Howard (Acting Chief Executive Officer / Director, Innovation and Performance)
Jeff Saker (Group Manager, Community Assets)

Apologies
Councillor Debra Bower
Steve Crawcour (Chief Executive Officer)
David Roff (Group Manager Corporate and Community)

1.   Councillors Discussions
Declarations of Interest
2.   Risk Policy and Enterprise Risk Management Framework Workshop
3.   Review of Draft May Ordinary Council Meeting Agenda
4.   Review of Special Council Meeting Agenda
5.   Item/s for Discussion
    5.1   Mayor and CEO Meetings Attendances
    5.2   Councillors Meetings Attendances
    5.3   Department of Environment, Land, Water and Planning - request for support for United Nations Internal Year of Indigenous Languages
    5.4   Moira Shire Council - request for support for Murray Darling Basin Association State and Federal Funding Proposal
    5.5   MAV State Council Motions
    5.6   Nagambie Recreation Reserve
    5.7   Violet Town Men's Shed
6.   Annual Line Marking Program
7.   Identification of Mobile Black Spot Program Priority Sites

8.   Special Council Meeting
   • Draft Sustainable Strathbogie 2030
       -      Receiving / Hearing of Submissions
   • Draft Waste and Resource Recovery Strategy
       -      Receiving / Hearing of Submissions
   • Australian Rail Track Corporation Inland Rail Project for Euroa

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Officer/s leave the meeting?

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 21 May 2019

Time: 1.15 p.m. - 6.50 p.m.

Attendees:
Councillors
Kate Stothers (Acting Chair)
Debra Bower
Malcolm Little
John Mason
Alistair Thomson
Graeme (Mick) Williams

Officer/s
Steve Crawcour (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager Corporate and Community)
Jeff Saker (Group Manager, Community Assets)

Community Development and Promotion - Item 2
Community Development Officer - Items 3 and 4
Manager-Tourism, Arts and Economy and Visitor Economy and Events Co-Ordinator - Item 6

Apologies
Councillor Amanda McClaren

As the Mayor was an apology, Councillors elected Councillor Stothers as Acting Chair for all meetings for the day

1.   Councillors Discussions
Declarations of Interest
2.   All Ages Tour 2019
3.   Community Planning Program Violet Town Action Group and Euroa Community Action Group
4.   Community Grants Applications Review
5.   Council Agenda Review
6.   Good Food and Wine Show
7.   Item/s for Discussion
    7.1   Mayor and CEO Meetings Attendances
    7.2   Councillors Meetings Attendances
    7.3   Shadforth Reserve, Violet Town - Committee of Management
8.   Councillors / CEO Discussions
9.   Informal Meeting with Community Members / Cuppa and Chat
10.   Ordinary Council Meeting

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Officer/s leave the meeting?

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 28 May 2019

Time: 12.45 p.m. - 4.30 p.m.

Attendees:
Councillors
Malcolm Little (Acting Chair)
Debra Bower
John Mason
Kate Stothers
Alistair Thomson
Graeme (Mick) Williams

Officer/s
Steve Crawcour (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager Corporate and Community)
Jeff Saker (Group Manager, Community Assets)
Planning Officers - Items 3 & 8
Communications Co-Ordinator and Community Engagement and Planning Officer - Item 4

Apologies
Councillor Amanda McClaren

As the Mayor was an apology, Councillors elected Councillor Little as Acting Chair for all meetings for the day

1. ~~Councillors Discussions~~
Declarations of Interest
2. Rail Projects Victoria (RPV) - briefing on upgrade to Shepparton rail line which include works at Nagambie station
3. Planning Agenda Review / Planning Matters
4. Communications and Engagement Policy and Community Engagement Strategy
5. Item/s for Discussion
    5.1   Mayor and CEO Meetings Attendances
    5.2   Councillors Meetings Attendances
    5.3   Prioritisation of Mobile Black Spot Sites
    5.4   Council representative for Waterways Committee meeting Monday 17 June 2019 at 5.00 p.m. at Nagambie Lakes Regatta Centre due to absence of Mayor and Councillor Bower
    5.5   Review of continuation of informal meeting with community members prior to Ordinary Council meetings
    5.6   First Aid Room at Nagambie Recreation Reserve
    5.7   Recyclables Acceptance and Sorting Contract

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Officer/s leave the meeting?

RECORD OF MEETINGS OF SPECIAL COMMITTEES OF COUNCIL

Record of Minutes of Meetings received in the May / June 2019 Period

Name of Special Committee	Date of Meeting
Violet Town Community Complex (unofficial as quorum of members not in attendance)	13/05/19

10.   NOTICES OF MOTION

11.   URGENT BUSINESS

12.   CLOSURE OF MEETING TO THE PUBLIC

……………… p.m.

CRS …………………………… –

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-
-   Ground(s) under section 89(2):
    89(2)(g)   Contractual Matters

                C.P. 1 Recyclables Acceptance and Sorting Contract
                (Confidential Legal Matter)
                - Contract 14/15-21

…………….. p.m.

CRS ……………………….. -

That Council open the meeting to members of the public and resume normal business.

13.   CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Closed Portion Decision/s -

RECOMMENDATION

CRS ……………………….. -

That the decision/s of Council's 'Closed Portion' considerations be confirmed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT……........ P.M.