



## **STRATHBOGIE SHIRE COUNCIL**

Notice is hereby given that the Ordinary Meeting of the Strathbogie Shire Council will be held on Tuesday 20 August 2019 at the Euroa Community Conference Centre, commencing at 6.00 p.m.

<b>Chair:</b>	Amanda McClaren (Mayor)	(Lake Nagambie Ward)
<b>Councillors:</b>	Debra Bower	(Lake Nagambie Ward)
	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)
<b>Officers:</b>	Phil Howard	Acting Chief Executive Officer (ACEO)
	David Roff	Group Manager, Corporate and Community (GMCC)
	Jeff Saker	Group Manager, Community Assets (GMCA)
	Emma Kubeil	Acting Group Manager, Innovation and Performance (AGMIP)

### **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
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 16 July 2019 and Special Meetings of Council held on Tuesday 23 July 2019 and Tuesday 13 August 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 16 July 2019*

### **Council Ref: SS: 14 / 2019**

1. Did anyone from Strathbogie Shire attend the Victorian Tourism Conference, held at Cape Schank on 30 to 31 July 2018?
2. If so, can the expenses incurred at the conference be placed on public record?

#### Response provided by GMCC

*A staff member with a tourism and economic development role at Strathbogie Shire Council attended the Victorian Tourism Industry Council two day conference for which the conference registration fee and accommodation were in line with policy guidelines.*

*The staff member's attendance at the conference was approved by the Executive Management Team in accordance with policy. Costs were within the relevant budget provisions and this was part of agreed professional development for the officer.*

*Local Government conferences benefit staff to learn new and different skill sets, network, connect to industry associations and listen to keynote speakers to remain informed on regulations, direction and innovations in their sector.*

*Regarding the expense being place on public record, within the annual budget there is an amount allocated to staff training. This is a public document available on our website.*

8. Public Question Time (cont.)

**Council Ref: TM: 15 / 2019**

1. Fencing between the Service Road and Hume Freeway from Avenel to Baddaginnie.  
What standard on either side. Who is responsible to carry out maintenance and meet standards.

*Response provided by GMCA*

*Responsibility for the fence, both maintenance and standards, between the service road and the Hume Freeway is Rural Roads Victoria (RRV).  
Please call RRV on 133 778 to discuss road maintenance.*

2. Shire of Strathbogie purchasing of goods and all small items of equipment.  
Example, 2 rider mowers.  
Is there a list of purchasing and disposing. Are the Council aware of the movement.

*Response provided by GMCA*

*Council has a 10 year Plant Replacement Program which is reviewed annually to ensure it meets Council's operational requirements. This program is then used to inform Council's budget considerations.*

*Council is briefed on this program and in accordance with the Local Government Act 1989 and Strathbogie Shire Council's Procurement Policy, the purchasing of plant items of a value in excess of \$100,000 are publically tendered with a confidential report being presented to Council to approve the purchase. Purchasing of items of plant and equipment which have a value less than \$100,000 are also subject to Council's Procurement Policy, programming, budget allocation and is completed under delegation.*

8. Public Question Time (cont.)

**Council Ref: HG: 16 / 2019**

1. Can you please provide regular updates regarding the implementation of VAGO's recommendations to the stakeholders (e.g. ratepayers).
2. As a result of VAGO's audit, have any other employees left the employment of Strathbogie Shire.

*Response provided by ACEO*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused. Council has a comprehensive VAGO Action Plan available on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)) and we will be completely transparent about the progress of its implementation. There will be regular updates for staff and the community, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls which will be made publicly available to the community.*

*It is important that the community we serve has ample opportunity to scrutinise our progress and find out how the implementation of the action plan is going. We will inform our community on future opportunities to meet with us and discuss our progress.*

*In relation to your question regarding staff departures, we have not had any staff departures that have been attributed to the outcomes of the VAGO Audit report at present. We are focused on improving our systems and the culture of our staff to adhere to them.*

*Thank you again for your questions and I welcome your ongoing feedback as we implement the Action Plan to address the VAGO Audit.*

8. Public Question Time (cont.)

**Council Ref: CW: 18 / 2019**

1. What about the credit cards, meals, etc.? Have these been repaid and people concerned been reprimanded or dismissed?
2. The training course was reimbursed for \$4,000. Was that person aware only entitled to a partial allowance? Who approved this?

Response provided by ACEO

*In regards to inappropriate expenditure on credit cards and purchasing of meals identified in the Victorian Auditor General's Office (VAGO) Audit report, there is a process underway to determine what course of action can be taken against past and current employees. This ranges from counselling of staff to further investigation and follow-up in accordance with relevant policy.*

*To date, no money has been paid back from incidents that referred to staff in the report. All staff have been educated on adherence to policy and policy changes that have come about as a result of the VAGO Audit report.*

*We are considering recovering major amounts where the effort warrants it, however chasing some of the smaller amounts may not be a good use of time and effort.*

*We are focused on improving our systems and the culture of our staff to adhere to them.*

*In relation to the training course, the person involved in this reimbursement made a legitimate request to Executive Management for approval for Council to pay 100 percent of their course fees due to the course having some direct links with the employee's senior role at Council.*

*This was approved by the CEO at the time in accordance with policy and as such, no disciplinary action will be taken against the employee. Council will be reviewing this policy and ensuring stringent justification is required when an application for reimbursement of course fees is made.*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused. We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made publicly available to the community.*

*It is important that the community we serve has ample opportunity to scrutinise our progress and find out how the implementation of the action plan is going and we welcome your ongoing feedback on our progress.*

8. Public Question Time (cont.)

**Council Ref: JC: 19 / 2019**

1. VAGO Report - so far Councillors for the most part have been transparent - re: their beaches. This transparency appears to lack at operations level. Considering most beaches found where operational, what consequences have occurred? Are staff also paying back monies used? i.e. shots/drinks, school fees (½), etc.
2. Are there any staff still employed by the Shire mentioned in the VAGO report?

**Response provided by ACEO**

*There is a process underway to determine what course of action can be taken against past and current employees. This ranges from counselling staff to referral to further investigation and follow-up in accordance with relevant policy.*

*To date, no money has been paid back from incidents that referred to staff in the report. Staff have been educated on adherence to policy and policy changes that have come about as a result of the Victorian Auditor General's Office (VAGO) Audit report and more education will be taking place as we progress our action plan.*

*We are considering recovering major amounts where the effort warrants it. Chasing some of the smaller amounts may not be a good use of Council's time and effort.*

*We are not going to release information about staff referred to in the report. Apart from the fact that it's against the law to do so, these people are mostly from of our community and publicly shaming them does not help anyone, nor will it assist with improving our culture. As an employer, we have a responsibility for staff wellbeing. The number of requests for our employee assistance program has risen significantly during this time.*

*As you can imagine, being part of a workplace that has been identified as breaching policies and failing to meet the expectations of our community is causing some staff stress.*

*We are focused on building up our systems and culture to support all staff so they can provide the best service to the community. They are great team and we need to ensure they adhere to the policies.*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused. We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made publicly available to the community.*

8. Public Question Time (cont.)

**Council Ref: BC: 20 / 2019**

1. I've heard of some people using their Shire cars for travelling interstate on holidays and often personal travel. Is this correct?
2. Madam Mayor, what were the circumstances of yours and the CEO's parking fines and why did you think it was OK to have them covered by the Shire?

Response provided by ACEO

*In relation to your first question, yes, some staff do have this option and they pay a contribution from their salary to do so. This is a practice we will be reviewing to ensure it meets best-practice policies and community expectations in relation to rates of staff contributions.*

*In relation to your second question, as outlined in the Victorian Auditor General's Office (VAGO) Audit report, two parking fines were incurred by the Mayor and CEO which was paid on a Council credit card, with a total value of \$310.*

*In relation to the Mayor's infringement; the CEO advised that he would take the matter up with the relevant municipality due to the sign being obscured by trees. Once the Mayor was aware that the fines were not withdrawn by the municipality, the Mayor immediately reimbursed Council for the full value.*

*In relation to the CEO's fine; after becoming aware the payment of infringements was contrary to Council's policy, the CEO immediately reimbursed Council for the full value.*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused.*

*Council is also disappointed by the breadth of improper actions highlighted in the VAGO report and the organisation's failure to meet the expectations of our community. Our primary goal now is to implement an action plan that will improve our governance and practices and the culture of the organisation to adhere to them.*

*We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogje.vic.gov.au](http://www.strathbogje.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made publicly available to the community.*

8. Public Question Time (cont.)

**Council Ref: GD: 21 / 2019**

1. What does the internal Audit Committee do? Why didn't they discover what was happening?
2. Have Shire employees been addressed - re: other claims not referred to in VAGO? e.g. petrol allowances, meals, etc.

Response provided by ACEO

*A regular external audit is conducted by the Auditor General's Agent, which in our case is the Victorian Auditor General's Office (VAGO). VAGO primarily audits the integrity of our financials and the Annual Financial Statements which generally involves 2-3 visits over the course of a year, ranging from 1- 2 days through to a week at the final stage. A representative of VAGO has been attending our Council Audit Committee Meetings since 2015.*

*Council also contracts an internal audit provider who works to a 3 year plan set by the Audit Committee. This involves several specific projects each year. Generally these projects take 1-3 days of onsite work followed by preparation of a report for consideration by the Audit Committee. There is also a review of Past Issues each quarter, a test of Purchasing Cards and attendance at Audit Committee meetings.*

*When considering the budget for the recent VAGO Audit Report cost \$675,000, it is clear VAGO were very thorough and it is unfair to lay the blame at the feet of the internal auditors or Council's audit committee when they had a limited scope and have lacked resources to conduct such a comprehensive audit. For example, Council's budget for internal auditing in 2017-18 was \$34,000 and for external auditing was \$40,000. I will be discussing with Council the prospect of strengthening the audit committee in the near future and will keep our community informed about this should we make any changes in that area.*

*Since the VAGO Audit report was released, we have conducted training with our staff and Councillors to ensure everyone is clear on all our policies as they relate to expenditure, including meals and petrol allowances. This is a key part of our VAGO Action Plan which will be publicly available on our website shortly. In relation to compliance with these policies, as I mentioned above, we believe it is important to strengthen our auditing processes for greater confirmation. I hope this answers your questions, but if not, and there are specific claims you are referring to, please let me know.*

*In relation to community expectations, we understand the disappointment the Victorian Auditor General's Office (VAGO) Audit report has caused. We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

8. Public Question Time (cont.)

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made publicly available to the community.*

*It is important that the community we serve has ample opportunity to scrutinise our progress and find out how the implementation of the action plan is going and we welcome your ongoing feedback on our progress.*

**Council Ref: MG: 22 / 2019**

1. How many staff does the assets management team have?
2. In the VAGO report, many assets have been sold at reduced value. As a ratepayer, have any of the managers of the assets team been sacked?

**Response provided by GMCA**

*I hope I have interpreted your question correctly and when you refer to assets, you are talking about the cars that were sold to staff. The Victorian Auditor General's Office (VAGO) Audit report identified cars being sold at a reduced value. It is the responsibility of the Chief Executive Officer to ensure relevant policies are adhered to. The practice of Council selling cars to staff has now stopped.*

*In relation to the Assets Management Team, it is part of Council's Community Assets Directorate and has two dedicated staff members, neither of whom have responsibility with the sale of cars.*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused. We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made available to the community.*

8. Public Question Time (cont.)

**Council Ref: BD: 23 / 2019**

1. Is Council paying 2 CEO salaries for the time being because Mr Crawcour is paid until the date of his planned retirement and Mr Howard has a salary increase because of his increased responsibilities.
2. Is Council continuing to pay for “away from home” rental accommodation and how long will that continue?

Response provided by ACEO

*Council is not paying the departed CEO's salary. However, a confidential exit package was agreed as part of his contract requirements. The Acting CEO will receive an additional allowance of \$20,000 per annum pro rata for his period as Acting CEO, due to the higher duties and responsibility associated with the role.*

*In relation your second question, as outlined in the Victorian Auditor General's Office (VAGO) Audit report, Council did reimburse \$21,700 for a senior executive's rent as part of a salary package arrangement, but this practice ceased in 2017.*

*In relation to community expectations, we understand the disappointment the VAGO Audit report has caused. We are committed to open and transparent engagement as we implement the action plan to address the findings in the VAGO Audit report. We have a comprehensive VAGO Action Plan which is now on our website (you can find this by clicking the VAGO Action Plan button on our homepage [www.strathbogje.vic.gov.au](http://www.strathbogje.vic.gov.au)) and we will be completely transparent about the progress of its implementation.*

*There will be regular updates for community and staff, both face-to-face and online. In addition to this, we will be requesting a further meeting with VAGO in the next 12 months to review the actions undertaken by Council and the effectiveness of our fraud and corruption controls, which will be made available to the community.*

*It is important that the community we serve has ample opportunity to scrutinise our progress and find out how the implementation of the action plan in response to the Victorian Auditor General's Office Audit report is going and we welcome your ongoing feedback on our progress.*

8. Public Question Time (cont.)

**Council Ref: MM: 24 / 2019**

In relation to Shadforth Reserve at Violet Town: who is overseeing this reserve - VTAG of Violet Town or the Shire of Strathbogie?

When I tried to protect the reserve at a planning meeting in 2015, as my objection was granted, and when I left the building I was assaulted by a person who was very cross it was granted and still to date no letter from Council of inquiry or how are you after this assault.

Police reports made and camera footage at Council somehow was lost or gone. Is the camera outside working now?

Responses provided by GMCA and GMCC

*Currently, Strathbogie Shire Council maintains control and management of Shadforth Reserve on behalf of DELWP. However as reported at the July Council meeting a group of potential user groups and neighbouring residents have been meeting to form a sub-committee of VTAG, with the overall aim of being appointed as the Committee of Management for Shadforth Reserve.*

*In regards to your question regarding the CCTV camera at the Euroa Office, I advise that the camera is operational, but due to limitations, it only provides surveillance of the internal foyer area adjacent to the cinema, Conference room and public toilets.*

*This is the reason why police were unable to access any suitable footage of the reported incident.*

*Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 16 July 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) of the Local Government Act 1989
13. Confirmation of 'Closed Portion' Decision/s

Phil Howard  
**ACTING CHIEF EXECUTIVE OFFICER**

16 August 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 17 September 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 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. Please refer to the back of this form for procedural guidelines.

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

1.....  
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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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## **9. REPORTS**

### **9.1 CLIMATE CHANGE**

#### **9.1.1 Sustainable Strathbogie 2030 Strategy - Consultation Amendments to Final Strategy**

##### **Author**

Team Leader Climate Change and Environment / 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**

In April and May 2019 Council sought input from the Strathbogie shire community and regional statutory authorities and State Agencies on the draft *Sustainable Strathbogie 2030 Strategy*. Submissions were presented to and heard by Council on Tuesday 14th May 2019. The amended draft *Sustainable Strathbogie 2030 Strategy* is now complete following due consideration of all submissions to Council and is presented for consideration.

##### **RECOMMENDATION**

- 1. That Council endorse and adopt the amended draft *Sustainable Strathbogie 2030 Strategy* and *Action Plan* as attached to this report; and**
- 2. That Council receive a Sustainable Strathbogie 2030 Annual Report outlining how the Council is meeting the Target priorities nominated in the Strategy, and that officers prepare a draft budget bid for Council consideration on an annual basis, consistent with the priorities of the Action Plan. This will ensure that the allocation is appropriate and properly considered by Council.**

##### **Background**

*The Draft Sustainable Strathbogie 2030 Strategy* has the following six areas of focus:

- A climate resilient shire
- A low carbon shire
- A water sensitive shire
- A zero waste shire
- An ecologically rich shire
- An active and connected shire

9.1.1 Sustainable Strathbogie 2030 Strategy  
- Consultation Amendments to Final Strategy (cont.)

The draft *Sustainable Strathbogie 2030* strategy was presented to Council at its Ordinary Council meeting held on 19 March 2019 and was formally endorsed for presentation to the community in order to receive feedback.

During the community feedback period, a series of online, in person and survey consultation was undertaken with community and stakeholders in April and May throughout Strathbogie Shire and the region.

Submissions closed on Friday 3 May 2019. As a result of the community consultation, 18 submissions were received with four (4) submitters presenting their submissions to Council on 14 May 2019. These submissions related to the urban forest, climate change, declaring a climate emergency, and waste.

Details of all submissions have previously been provided and presented to Councillors for their information.

The feedback from the consultation has been integrated into the revised draft *Sustainable Strathbogie 2030 Strategy* with additions/changes made to Actions 1.08, 3.11, 3.14, 4.03, 4.04, 5.12 (and its Strategy Direction) and 6.08.

In addition, a new section "*Increasing the Canopies in our Townships*" has been added to *Section 10: An Ecologically Rich Shire*.

The amendments are highlighted in red in the tabled *Draft Sustainable Strathbogie 2030 Strategy*

About the Strategy:

The *Draft Sustainable Strathbogie 2030* is a major strategy designed to bridge a period of considerable resource and climate transition being experienced by residents, flora and fauna. Local government has been serving the citizens of Victoria since 1842 – nine years before the colony of Victoria was even designated. We take our role as public servants and community leaders seriously, and we have a lot to give in times of drought, floods, and energy transitions.

In this strategy, we detail ambitious targets in two key areas – in Council's own operations, and secondly for the community across the wider Strathbogie Shire.

To ensure we remain on-track, the *Draft Sustainable Strathbogie 2030 Strategy* (SS2030) has interim targets set for 2022 and beyond to 2030.

Within Council's own operations, we aim to lead by example. We will continue to incorporate environmental sustainability into our buildings, infrastructure, public places and fleet. We will pilot new technologies and sustainable procurement practices and transparently report our environmental performance.

We have also set ambitious environmental targets for the Strathbogie Shire area, inspired by Victorian, national and international goals and agreements, and the passion of our own local community.

### 9.1.1 Sustainable Strathbogie 2030 Strategy - Consultation Amendments to Final Strategy (cont.)

Our influential role as a local government helps us research and shape our local area's environmental potential and performance, but our control is limited.

To achieve our Shire targets, we will continue to engage in and urge robust and progressive partnerships between all levels of government, the private sector, and the community.

The *Draft Sustainable Strathbogie 2030* is a strategic blueprint with critical actions Council will be taking, and those that the community can participate in with Council to transform, lead, and succeed in this changing environment.

Although the *Draft Sustainable Strathbogie 2030 Strategy* primarily addresses local community issues and concerns it also draws from the following state and international policies:

- *Strathbogie Shire Council Plan 2017 – 2021*;
- *Protecting Victoria's Environment: Biodiversity 2037 (Victorian State Government)*;
- *Goulburn Broken Catchment Biodiversity Strategy 2016-2021 (GBCMA)*;
- *Victoria's Renewable Energy Roadmap 2015 (Victorian State Government)*;
- *Victoria's Climate Change Adaptation Plan 2017 – 2020 (Victorian State Government)*; and
- *United Nations Sustainable Development Goals 2015 – 2030*.

#### **Alternative options**

All options have been considered and recommended to Council.

#### **Risk Management**

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

#### **Strategic links - policy implications and relevance to Council Plan**

The author of this report considers that *Draft Sustainable Strathbogie 2030 Strategy* is the key strategic planning document for Council for these reports.

#### **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 recommendations.

#### **Financial/Budgetary implications**

The author of this report considers there will be ongoing recurrent budget changes and that officers prepare a draft budget bid for Council consideration on an annual basis, consistent with the priorities of the Action Plan. This will ensure that the allocation is appropriate and properly considered by Council.

9.1.1 Sustainable Strathbogie 2030 Strategy  
- Consultation Amendments to Final Strategy (cont.)

**Economic implications**

The author considers that the recommendations will lead to positive economic outcomes for Council and the broader community.

**Environmental/Amenity implications**

The author considers that the recommendations will lead to positive environmental and amenity outcomes for Council and the broader community.

**Community implications**

The author considers that the recommendations are responsive to community submissions from the *Draft Sustainable Strathbogie 2030 Strategy*.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author considers that the recommendations do 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 recommendations have no legal or statutory implications which require the consideration of Council.

**Consultation**

Broad community consultation was undertaken on the *Draft Sustainable Strathbogie 2030 Strategy* to which this report relates.

**Attachments**

- Action Plan for 2019-20
- Register of Sustainable Strathbogie 2030 Reportable Targets

**Tabled Document/s**

- Draft Sustainable Strathbogie 2030 Strategy

**SUSTAINABLE STRATHBOGRIE 2030: YEAR 1 ACTIONS 2019/20**



Action #	Title	Timeframe	Status
1.08	Climate Emergency Declaration	Aug 2019	Off track
2.05	Council / community emissions evaluations and reporting – Carbon Crunching Councils & Trellis	Start August 2019	Complete
2.06	Corporate Greenhouse Program – Zero Net Emissions by 2025	Annual	Off track
6.15	Consider SDG thinking in the MSS Review	2019/20	
6.16	Incorporate SDG thinking into Council Strategies and Frameworks	2019/20	
6.14	Council ‘Responsible Investment Charter’ to act, invest, and procure in ways that benefit an economically, socially and environmentally balanced Shire and wider world.	2019/20	
2.10	Eco driver training for Council staff	2019/20	
2.14	Lighting the Regions Project Second Generation	2018-22	Off track
2.16	Low emission Council Fleet Purchasing Policy requiring 80 per cent minimum of passenger vehicles to emit less than 5 tonnes CO2-e per 20,000 KM per annum, & for suitable EV charging infrastructure to be located at Council buildings.	2019/20	
2.17	Finalise ‘Greening Strathbogrie Shire’s Buildings and Spaces’ Policy	2019/20	Off track
2.18	Enter into the Local Government Renewable PPA	July 2019	Complete
3.02	Alternative Water Programs – Greening Euroa	2019-22	Off track
3.04	Water Partnerships, education, - Greening Euroa	2019-20	Off track
3.06	Water audits x3 at Council	2019-20	
3.08	Stormwater infrastructure database dev	2019/20	
3.13/4.02	Capital Works water re-use and planning for construction and demolition waste opportunities integrated into whole of project scope for Council.	2019-20	
4.01	Waste Strategy	2019	Complete
4.03/4	Zero Waste Events & Wash Against Waste Trailer	2019/20	
4.06	Ag Waste study	2019/20	
4.09	Audit Council waste streams	2019/20	
5.01	Roadside Management Plan Review	2019/20	Off track
5.12	10 year climate planting plan for street trees	2019/20	
5.10	Deliver a shire urban forest strategy	2019/20	
6.08	Engage with Traditional Owners to implement TO Living Gardens, signage throughout the shire.	2019/20	

Sustainable Strathbogie 2030 Reportable Targets to 2022

Principle	Target 2022	Related Actions
A Climate Resilient Shire	Strathbogie Shire residents assessed and evaluated in 2022 as 30% more adapted to emergencies, stress, new ideas, future planning, and new income options from a 2011 baseline.	1.02
		1.03
		1.04
		1.08
A Climate Resilient Shire	Strathbogie Shire Council assessed and evaluated in 2022 as 30% more adapted to emergencies, stress, new ideas, future planning, and new income options from a 2011 baseline.	1.05
		1.06
		1.07
A Low Carbon Shire	20 per cent emission reduction from 2017 levels across the Shire of Strathbogie by 2022.	2.05
		2.08
		2.11
		2.14
A Low Carbon Shire	Zero net emissions in Council's corporate emissions from 2017 levels by 2025.	2.06
		2.10
		2.13
		2.16
		2.17
		2.18
A Low Carbon Shire	25 per cent shire-wide energy derived from renewables by 2022.	2.12
A Water Sensitive Shire	15 per cent reduction from 2016 levels in annual nutrient & gross pollutant loads discharged to waterways via stormwater by 2022.	3.01
		3.03
		3.08
		3.09
A Water Sensitive Shire	Five per cent of Strathbogie households have installed a water harvest, recycling, reuse or efficiency item in their home or business by 2022.	3.02
		3.04
A Water Sensitive Shire	Reduce Council's potable water consumption to 1.2 per cent of the shire's per capita water consumption	3.06
		3.11
		3.13
A Zero Waste Shire	50 per cent annual resource recovery of waste from Shire of Strathbogie managed properties by 2022.	4.01
		4.02
		4.09
A Zero Waste Shire	25 per cent reduction of waste to landfill from Strathbogie's Agricultural sector by 2022.	4.06
A Zero Waste Shire	20 per cent reduction in waste contamination of our waterways by 2022.	4.03
		4.04
An Ecologically Rich Shire	10 per cent increase in Low rated roadsides rated as Medium 2018 - 2022.	5.01
		5.03
		5.11
An Ecologically Rich Shire	10 per cent increase in new eco-business 2018 - 2022.	5.09
		5.10
An Ecologically Rich Shire	20 per cent reduction of biosecurity threats to ecological and agricultural communities 2012 to 2022.	5.07
An Ecologically Rich Shire	20-60% increase in 2030 township canopy cover potential by 2022.	5.12
An Active and Connected Shire	1000 locals and visitors indicate they have completed a walk in Strathbogie Shire by 2022.	6.03
		6.04
		6.05
		6.07
		6.09
		6.12
An Active and Connected Shire	Decrease of 10 per cent in community transport emissions from 2016 baseline by 2022.	6.13
An Active and Connected Shire	Strathbogie Shire Council recognised as leading excellence in rural sustainable development.	6.14
		6.15
		6.16
		6.17
An Active and Connected Shire	Visible representation of our local indigenous history and culture in 50 per cent of our municipal townships by 2022.	6.02
		6.08

<b>9.6</b>	<b>Tourism Reports Index</b>	
9.6.1	Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on 17 June 2019	8
9.6.2	New Nagambie Visitor Information Centre – Go Nagambie Management Proposal	14

## **9.6 TOURISM**

### **9.6.1 Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on 17 June 2019**

#### **Author & Department**

Visitor Economy & Events Coordinator / 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 meeting minutes of the Nagambie Waterways Advisory Committee held on 17 June 2019, Council's endorsement.

#### **RECOMMENDATION**

**That Council endorse the draft Minutes of the Nagambie Waterways Advisory Committee meeting held on 17 June 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 17 June 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 17 June 2019
- Action List

## **NAGAMBIE WATERWAYS ADVISORY COMMITTEE**

**held at the Nagambie Lakes Regatta Centre**

**On Monday 17<sup>th</sup> June 2019 at 5.00 pm**

### **Minutes of Meeting**

#### **ATTENDED:**

Cr Alistair Thomson	Councillor Strathbogie Shire Council (Chair)
David Roff	Group Manager SSC
Libby Webster	Strathbogie Shire Council (Secretary)
Wally Cubbin	Nagambie Angling Club
John Beresford	Commercial Developers
Robert Kean	Nagambie Riparians
The Hon. Patrick McNamara	Nagambie Rowing Club
Lee Rowlands	Commercial Boating Operator
Inspector Peter Koger	Victoria Police – Mitchell Division

#### **Apologies:**

Cr. Amanda McClaren	Mayor Strathbogie Shire Council (Chair)
Cr. Debra Bower	Councillor Strathbogie Shire Council
Steve Crawcour	CEO Strathbogie Shire Council
Andrew Peters	Elloura Developments
Craig Stewart	Commercial Boating Operator
Alister Purbrick	Go Nagambie
Sgt Gary Hopper	Nagambie Police

#### 1. Welcome

Cr Thomson welcomed the committee. Cr Thomson introduced himself as the Chair nominated by the Councillors for this meeting, as Cr McClaren and Cr. Bower were unavailable.

*We acknowledge the Traditional Owners of the land on which we are meeting. We pay our respects to their Elders, past and present.*

#### 2. Conflicts of Interest – Nil

#### 3. Review minutes of previous Meeting

The minutes of the meeting held on the 25/2/19 were tabled. Robert Kean moved the minutes from previous meeting be accepted as tabled and seconded by John Beresford, all in favour – carried.

The Minutes of the meeting held on the 8/4/19 were tabled. Robert Kean moved the minutes from previous meeting be accepted as tabled and seconded by John Beresford, all in favour – carried.

○ Matters arising / Action List

Libby reported that she had invited The Hon. Jaclyn Symes to the meeting, as per the Action Item, but she was unable to attend. Her office asked that they be kept informed of dates and if there is an opportunity for her to attend.

4. GMW Update – Held over as Chris Braden was unable to attend.

5. Nagambie Waterways Speed Limit & Zoning Review

David Roff reported that there has been an allocation in the 19 / 20 Shire Budget of \$30K for a consultant to undertake a comprehensive review and community consultation of the speed limits and zoning on Lake Nagambie and the Goulburn River. Further to this, Maritime Safety will contribute 50% (\$15K) towards the review. The 19/20 Budget is due to be adopted 25<sup>th</sup> June 2019.

Libby will develop a brief, which will be tabled at the next meeting for consideration.

6. General Business

GoFish Report

- John Beresford reported that the inaugural GoFish event was a resounding success,
- There have been a number of learnings taken from the event,
- GTR and the State Government have made a two year commitment to stage the event; hence it will be proceeding on 3 – 5 April 2020, which is the week prior to Easter. Hopefully the earlier date will mean warmer temperatures on land and in the water – hence (hopefully) more fish catches,
- Boat launching was smoother than expected, with the Buckley Park boat ramp proving to be the busiest,
- The Expo at the Regatta Centre was excellent with good attendance at night. Could have had more kids activities. More lighting and grass would be an improvement,
- Wally commented that good fisherman, caught good fish. Wally surprised so many fish caught, as it is so cool. Water. There was a range of good quality fish caught,
- Wally questioned if there were too many boats? He commented that he didn't believe the App not successful, which could have been caused by lack of phone service from phone carriers

- Libby commented that the stakeholder and emergency services consultation process with GTR worked well, they were extremely helpful and responsive to suggestions. Insp Koger said GTR were approachable, honest and good to deal with,
- Local business opportunity was good, great economic development in the town,
- Excellent support from Emergency Services. MSV, Water Police and Fisheries all worked well together. The water police issued a few tickets, mainly for not wearing life jackets and speed.
- Insp Koger was keen to continue VicPol support for the event, as he believed it was a good community event that is good for the Shire in general. Locals were engaged and great exposure for the region, he didn't expect that it would be a user pays event,

### **River Street Boardwalk**

Alistair reported that as a Federal election promise from the National Party, Bridget McKenzie has committed \$350,000 in funding for the boardwalk for the extension of the boardwalk from Jacobsons outlook to River Street, Council will contribute \$250,000 over two years and private contributions of \$100,000 to be sort from relevant stakeholder businesses.

### **Boat Ramp Fees**

David reported that he has been working with the new State Govt Department - Better Boating, to work out a reasonable reimbursement to the Shire for abolishing the Boat ramp fees. This should cover loss of income and the cost of maintenance.

5.34 Meeting closed

### **CONFIRMED MEETING SCHEDULE FOR 2019:**

Monday 12 August  
Monday 14 October  
Monday 9 December

**NAGAMBIE WATERWAYS ADVISORY COMMITTEE MEETING**

**June 17 2019 meeting**

**Action List**

<b>Action 1</b>	LW to invite Member for Northern Victoria/Euroa to December meeting. Libby to follow up
<b>Action 2</b>	Rod Lockwood from GoFish to be invited to the a August 12 <sup>th</sup> Meeting
<b>Action 3</b>	Libby to develop a consultants brief for the Speed and zoning review of the waterways

### **9.6.2 New Nagambie Visitor Information Centre – Go Nagambie Management Proposal**

#### **Author & Department**

Manager Arts, Culture and Economy / 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**

Consideration of a proposal by Go Nagambie to enter into an agreement to manage the tourism operations at the new Visitor Information Centre in Nagambie.

#### **RECOMMENDATION**

- 1. That Council commit to review Visitor Information Centres over the next 12 months.**
- 2. That Council acknowledge input from Go Nagambie and continue to work co-operatively with that group.**

#### **Background**

Councillors have been briefed previously at an Assembly of Council on a proposal from Go Nagambie to assume the responsibility of the day to day management of the Visitor Information Centre in Nagambie, which is co-located with the Strathbogie Shire Customer Service Reception Desk at 293 High Street, Nagambie.

There is currently a Regional Tourism Review being undertaken by the Victorian State Government, which is due to be completed by the end of 2019. With the dissolution of Goulburn River Valley Tourism (GRVT) at the end of the 2018/2019 financial year, the outcomes of this review will have significant bearing on Tourism and the placement of Strathbogie Shire within the Victorian Tourism sector.

Officers are currently undertaking further research into the operations of other Visitor Information Centres to review what other operating structures exist.

#### **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 at this stage.

9.6.2 New Nagambie Visitor Information Centre  
– Go Nagambie Management Proposal (cont.)

**Risk Management**

To ensure adequate review of all possible options available, it is the opinion of this officer that any decisions regarding this proposal be delayed for a 12 month period, to allow for data to be collected in relation to the operations of the new premises as well as consideration undertaken into the outcome of the Regional Tourism Review and research being conducted as outlined.

**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 has identified that there will need to be budget considerations in the future should alternative options for operating the Visitor Information Centre in Nagambie be identified.

**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**

Should an alternative option be a consideration in the future, all parties will need to ensure that the community are still able to access appropriate Strathbogie Shire Customer Service facilities now that the Visitor Information Services and Strathbogie Shire Council Customer Service facilities are located in closer proximity – which is in alignment with recommended Best Practice

**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**

Nil.

<b>9.7</b>	<b>Organisation Reports Index</b>	
9.7.1	Euroa Saleyards Committee Charter - Consideration of Draft Charter	17
9.7.2	Strathbogie Shire Council Audit Committee - Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on Friday 31 May 2019 and Thursday 4 July 2019	26
9.7.3	Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review	57
9.7.4	Council Policies - Council Facilities and Reserves Policy and Committees of Management of Council Facilities and Reserves Policy	88
9.7.5	Memorandum of Understanding with Associated Public Schools (APS) for the Heads of the River Rowing Regatta 2020 – 2024	99
9.7.6	Good Food and Wine Show - Strathbogie Shire Council Participation in the 2020 Event	101
9.7.7	2019 Australian National Show and Shine - Sponsorship Request from Euroa Show and Shine Inc. Committee	113
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9.7.9	Sustainable Development Reference Group - Draft Minutes of the Meeting held on Thursday 11 July 2019	138
9.7.10	Strathbogie Shire Draft Community Pools Annual Marketing and Events Plan, 2019/2020	143
9.7.11	Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019	152
9.7.12	Council Policy Review - Procurement Policy	161
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## **9.7 ORGANISATION**

### **9.7.1 Euroa Saleyards Committee Charter - Consideration of Draft Charter**

#### **Author and Department**

Group Manager Community Assets / 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 previously endorsed the *Euroa Saleyards Committee Charter* on 17 September 2013.

This report presents a reviewed draft *Euroa Saleyards Committee Charter* for Council consideration.

#### **RECOMMENDATION**

**That Council endorses the draft *Euroa Saleyards Committee Charter, July 2019* as attached to this report.**

#### **Background**

Council adopted the previous *Euroa Saleyards Committee Charter* on 17 September 2013.

A review has been conducted of that policy with the following changes being made and recommended to Council for consideration:

- Reformatting to the current Council “Committee Charter” template;
- Inclusion of “Objectives Of The Committee”;
- Change of Council Position Titles to reflect the current organisational structure;
- Increasing the membership of the Management Group representatives from the Operations Group from two (2) to four (4) to reflect current status;
- Addition that “*Membership will be based on a mixture of skills and experience in relation to the management and operations of a saleyard*”;
- In accordance with the current template and practice of other Committees, amending the term of appointments of public members from four (4) years to two (2) years and inclusion that they be eligible for re-appointment to the Committee for a further term of two (2) years;
- Inclusion that the Committee is empowered to declare a Committee members position vacant if he/she fails to attend three (3) consecutive meetings without leave by resolution duly passed;

9.7.1 Euroa Saleyards Committee Charter  
- Consideration of Draft Charter (cont.)

- a member can resign his/her position at any time;
- Inclusion that the Chairperson for the Management Group Committee will be the Strathbogie Shire Chief Executive Officer (or Delegate) and the Chairperson of the Operations Group Committee will be the Strathbogie Shire's Operations Manager;
- Amending the meeting frequency of the Management Group Committee from the second Monday of the month to the second Wednesday of the month to reflect current practice; and
- Addition of a Pecuniary Interest and Code of Conduct clause.

**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. The revised Charter clearly outlines the Governance structure for both Committee's and the roles of each member.

**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 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 community or social implications for Council or the broader community other than those described elsewhere in this report.

9.7.1 Euroa Saleyards Committee Charter  
- Consideration of Draft Charter (cont.)

**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, other than those identified.

**Consultation**

The current Euroa Saleyards Management Group Committee and Operations Group Committee have both been consulted during the drafting of this document. The author of this report considers that the matter under consideration did not warrant a community consultation process.

**Attachments**

- Draft Euroa Saleyards Committee Charter



## **Euroa Saleyards Committee Charter**

**Endorsed by Council:**

## **STRATHBOGIE SHIRE COUNCIL**

### **CHARTER OF THE EUROA SALEYARDS COMMITTEE**

#### **1. CONSTITUTION**

- 1.1 The Strathbogie Shire Council ("Council") has resolved to appoint a Euroa Saleyards Committee ("Committee"), comprising a "Management Group" and an "Operations Group" of saleyards users.
- 1.2 Both groups shall act in an advisory capacity within Council's management structure.

#### **2. OBJECTIVES OF THE COMMITTEE**

The objectives of the Committee is to provide oversight and guidance within Council's structure to ensure the saleyards are operated, maintained and developed in accordance with legislation and guidelines in the best interest of the community, stakeholders and users of the facility.

These legislation and guidelines includes but is not limited to Animal Welfare and OH&S.

#### **3. TERMS OF REFERENCE**

The role of the "Management Group" is to:

- Routinely meet as a group with the Chief Executive Officer (or Delegate), Group Manager Community Assets and Manager Operations to provide input and advice into management of the facility;
- To carry out research, investigations, surveys or enquiries into the use and operation of the facility in support of the advice given;
- To maintain a high level of co-operation between Council, the groups and the community and to protect the image of Council; and
- To respond to requests of Council for advice in relation to the Saleyards (including user agreements).

The role of the "Operations Group" is to:

- Meet monthly as a group with the Saleyards and Operations Manager to raise, discuss and assist to resolve any issues relating to the day to day operations of the saleyards; and
- To bring to the attention of representatives of the "Management Group" suggestions in relation to operational improvements, Capital improvements, Grant funding opportunities, user fees and development of the site.

#### **4. COMMITTEE MEMBERSHIP**

- 4.1 Council has resolved that the Committee groups shall consist of the following representatives:

##### Management Group

- Four (4) representatives selected from members of the Operations Group
- Chief Executive Officer (or Delegate)
- Group Manager Community Assets
- Manager Operations

##### Operations Group

- A representative from each local stock agency
  - A producer representative
  - A community representative
  - A transport representative
  - The Saleyards Manager (or representative)
  - Manager Operations, Strathbogie Shire Council
- 4.2 Membership will be based on a mixture of skills and experience in relation to the management and operations of a Saleyard; and
- 4.3 Council or the Committee may second people with technical expertise as required for a temporary period.

#### **5. TERM OF APPOINTMENT**

- 5.1 Council has set no time limit on the duration of the Committee. It shall remain in existence until such time as the Council resolves that it be discontinued.
- 5.2 Public members hold their appointment in their own right whilst members nominated by a particular group will represent that group.
- 5.2 Public members of the Committee appointed for a period of two (2) years shall be eligible for re-appointment to the Committee for a further term of two (2) years each.
- 5.4 A member of the Committee may resign his/her position at any time.
- 5.5 The Committee is empowered to declare a Committee member's position vacant if he/she fails to attend three (3) consecutive meetings without leave by resolution duly passed.
- 5.6 Council shall appoint another person to fill any vacancy caused by the resignation of any member of the Committee.
- 5.7 Any person appointed to fill a vacancy on the Committee shall hold office for the unexpired portion of the previous member's term of office.

## **6. NOMINATION OF MEMBERSHIP**

- 6.1 Council shall invite nominees by expression of interest by giving notice in a local newspaper not less than one (1) month prior to the date of the termination of the term of office of the representatives.
- 6.2 Council has the right to veto any nomination if the nominee is deemed to be unsuitable for the purpose of the Committee.

## **7. CHAIRPERSON**

- 7.1 The Chairperson of the Committees will be as follows:
- Management Group Committee - Chief Executive Officer (or Delegate)
  - Operations Group Committee – Operations Manager
- 7.2 The Chairperson of the Committee will preside at all meetings at which he/she is present. In their absence the Chairperson, will nominate a representative to preside as Chairperson at the meeting.
- 7.3 The role of the Chairperson shall be:
- (a) To chair all meetings of the Committee;
  - (b) To act as the liaison person between the Committee, Operations and Management Groups and Council;
  - (c) To arrange for an annual report of the Committee groups to be prepared for presentation to Council; and
  - (d) To cast an additional deciding vote in the event of a tied vote.

## **8. SECRETARY**

The Committee is to be serviced with the administrative and technical support provided by Council.

- 8.1 The Operations Manager shall appoint a Council Officer to act as Secretary to the Committee.
- 8.2 The Secretary shall prepare the agenda and minutes for each meeting of the Committee and shall distribute, or arrange to be distributed, copies of the agenda and minutes to members of the Committee and Council.

## **9. REPORTING**

- 9.1 The Management Group Committee shall submit its minutes to Council for inclusion in the next available Council Meeting Agenda.

## **10. DELEGATIONS**

- 10.1 This Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure until resolved explicitly by Council.

## **11. FINANCES**

- 11.1 This Committee has no delegated authority to expend monies.

**12. INSURANCES**

- 12.1 Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy of committee members, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

**13. MEETINGS OF THE COMMITTEE**

- 13.1 All meetings of the Committee shall be conducted in accordance with Council's Local Law No. 1.

- 13.2 The Committee groups shall meet as follows:

Management Group

- on the second Wednesday of every third month commencing July 2019. Additional meetings may be convened at the discretion of the Chairperson or at the written request of two (2) members

Operations Group

- on the Wednesday morning following each sale

**14. QUORUM**

- 14.1 A quorum is formed when a simple majority of members of the Committee is present at a meeting.

**15. REVIEW**

- 15.1 Council shall carry out regular reviews of the Committee's Charter.
- 15.2 Council may carry out a special review of the Committee's Charter at the request of the Committee.
- 15.3 Council shall consult with the Committee prior to the making of amendments or alterations to the Committee's Charter.

**16. PECUNIARY INTERESTS**

- 16.1 Members of this Committee are not obliged to submit returns of pecuniary interest as there is no delegated power to the Committee.

**17. CODE OF CONDUCT**

- 17.1 Council Officers on this Committee are to abide by the *Staff Code of Conduct CEO Directive, April 2019*
- 17.3 Community Representatives are to abide by the *Staff Code of Conduct CEO Directive and Voluntary Workers Policy, April 2019*.

This **Strathbogie Shire Euroa Saleyards Committee Charter** is made on behalf of Strathbogie Shire Council by its Acting Chief Executive Officer under the authority of the Instrument of Delegation.

**SIGNED by Phil Howard**  
*Acting Chief Executive Officer of the Strathbogie Shire Council*

.....

Dated: .....

**9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held  
on Friday 31 May 2019 and Thursday 4 July 2019**

**Author / Department**

Group Manager, Corporate and Community / 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 confirmed Minutes of a Special Audit Committee meeting held on Friday 31 May 2019.

Also attached are draft unconfirmed Minutes of the following Audit Committee meetings:

- Scheduled Meeting held on Friday 14 June 2019
- Special Meeting held on Thursday 4 July 2019 – VAGO Fraud and Corruption Audit.

Amongst items considered by the Committee at these meetings were:

- Budget 2019/20
- Purchasing Card Policy
- Contract Management and Outsourced Services
- Occupational Health and Safety
- Risk Management update
- Victorian Auditor-General's Office (VAGO) Fraud and Corruption Audit

**RECOMMENDATION**

- 1. That the Minutes of the Special Audit Committee Meeting held on Friday 31 May 2019 be received.**
- 2. That the draft Minutes of Audit Committee meetings held on Friday 14 June 2019 and Thursday 4 July 2019 be received.**
- 3. That Recommendations from the Audit Committee be endorsed.**

**Background**

The Strathbogie Shire Council Audit Committee is a Committee appointed by Council and pursuant to Section 139 of the Local Government Act 1989.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

**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 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 will address some items which are of interest to 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.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**Consultation**

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

**Attachments**

- Minutes of the Special Strathbogie Shire Council Audit Committee meeting held on Friday 31 May 2019
- Draft Minutes of the Strathbogie Shire Council Audit Committee meeting held on Friday 14 June 2019.
- Draft Minutes of the Special Strathbogie Shire Council Audit Committee meeting held on Thursday 4 July 2019.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

31 May 2019



**STRATHBOGIE SHIRE COUNCIL**

Minutes of a Special Meeting of the Strathbogie Shire Council Audit Committee held on Friday 31 May 2019 in Meeting Room 2 commencing at 9.30 a.m.

<b>Committee Members:</b>	Ms Claire Taranto (Chair)	-	Community Representative
	Mr Robert Gardner	-	Community Representative
	Mr Alister Purbrick	-	Community Representative
	Cr Graeme Williams	-	Council Representative
<b>Officers:</b>	Mr Steve Crawcour	-	Chief Executive Officer
	Mr Phil Howard	-	Director, Innovation and Performance / Deputy CEO
	Mr Jeff Saker	-	Group Manager Community Assets
	Mr David Roff	-	Group Manager, Corporate and Community
	Mr Chaminda Ranwala	-	Manager Finance

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, and the more recent custodians of the land'*

3. Apologies  
Nil.
4. Disclosure of Interests  
Nil.
5. Business
6. Items raised by Committee Members
7. Next Meeting

10

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
 Special Audit Committee Meeting

31 May 2019

5.	<b>Business</b>		Attachments	Report Page No.
5.1		Review of Council Plan (2017/21 Review) and Budget and Strategic Resource Plan 2019/20	 DRAFT 2019 Review_2017-2021  DRAFT_Strategic Resource Plan 2019  DRAFT_Budget_2019-20.pdf  2019-2020_Budget Submissions.pdf	1
5.2		Review of Credit Card Policy	 credit card policy March 19.pdf	5
6.	<b>Items Raised by Committee Members</b>			5
7.	<b>Next Meeting - Friday 14 June 2019</b>			5

*AK*

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5. BUSINESS

5.1 Review of Council Plan 2017/21 (2019 Review), Budget and Strategic Resource Plan 2019/20

The Council Plan 2017/21 (2019 Review), Budget and Strategic Resource Plan for 2019/20 were presented to Council at a Meeting held 16 April 2019 with the following dates relevant to finalisation of the Documents:

- 21 May - close of submissions
- 27 May - Special Audit Committee to review document
- 11 June - Council to hear any submissions
- 25 June - Council to adopt Budget

Copies of all three documents have been provided to Committee members.

Council Plan

At the close of submissions none had been received in relation to the Council Plan

Budget and Strategic Resource Plan

In accordance with the requirements of Section 127 of the Local Government Act 1989 (the Act), the budget was prepared for the financial year ending 30 June 2020.

In preparing the 2019/20 Draft Budget, the Council has considered many factors in an effort to continue to balance community expectations and benefits with financial responsibilities. The draft budget that works hard to maintain existing service levels and deliver strong investment in capital works across the municipality. The Council will continue to provide significant funding for renewal works on our ageing and outdated infrastructure, based on the requirements of the Road Management Plan and taking into account financial constraints.

The Council is proposing a 2.25% per cent increase in the average rate for 2019/20. This increase is below the State Government cap of 2.5% under the 'Fair Go Rates' legislation and is the second year that Council has delivered an increase less than the cap. This level allows for maintenance of existing service levels, fund a number of significant new initiatives and continue to allocate sufficient funds for the continuing strategic renewal of Council's infrastructure.

Waste charges will increase by 4.1 % with Council incurring additional costs due to challenges in relation to disposal of recycling materials.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

Page 2

31 May 2019

5.1 Review of Council Plan 2017/21 (2019 Review), Budget and Strategic Resource Plan  
2019/20 (cont.)

The 2019/20 Draft Budget provides for a \$8.295 million capital works program with the following highlights:

ACTIVITY	EXPENDITURE (m)
Roads - including resealing, re sheeting and rehabilitation	3.897
Bridges	.450
Pedestrian Bridges	.250
Aquatic Facilities	.382
Drainage	.516
Footpaths	.247
Plant and Machinery	.580
Buildings	.532
Information Technology	.255
Parks and Open Spaces	1.186
<b>TOTAL</b>	<b>8.295</b>

Funding of \$1 million is also provided to commence rehabilitation of the Violet Town Landfill.

This does not include works carried over from 2018/19 which are currently being identified.

In addition to the four year period covered by this Budget the Long Term Financial Plan has been extended to cover a ten year period which allows for a total expenditure over that period of \$88.1 m including:

Renewal and upgrade of aquatic facilities	9.05 m
Rehabilitation of the Violet Town Land fill	4.00 m*
Roads	46.67 m
Buildings, Recreation, Open Spaces	8.55 m
Road Bridges and Culverts	4.70 m
Pedestrian Bridges	.60 m
Footpaths	2.40 m
Drainage	3.25 m
Plant and equipment renewal	5.46 m
Information Technology	3.43 m

\* Treated as a progressive reduction in the landfill provision and cash, similar effect to capital spend, so not shown in Capital Works Statement.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Review of Council Plan 2017/21 (2019 Review), Budget and Strategic Resource Plan  
2019/20 (cont.)

The 2019/20 Budget provides for expenditure of \$27.79 million on services including:

ACTIVITY	EXPENDITURE (m)
Libraries	.267
Maternal and Child Health	.212
Emergency Management	.141
Waste Management	2.574
Swimming Pools and Beaches	.363
Arts, Culture, Economy, Events	.632
Planning	.883
Parks and Reserves Maintenance	1.769
Roads and Bridges Maintenance	5.170
Saleyards	.216
Youth Services	.300
Sustainability	.338
Animal Management	.260

A summary of outputs from the Long Term Financial Plan are shown below :

VAGO ratios	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Netresult	33.1%	5.4%	5.0%	5.0%	6.0%	6.4%	8.7%	4.0%	4.2%	4.2%
Liquidity	1.55	1.41	1.18	1.22	1.21	1.43	1.56	1.94	2.05	1.97
Internal financing	54.2%	82.9%	84.1%	100.1%	95.4%	93.7%	155.0%	127.5%	104.4%	92.0%
Indebtedness	24.0%	19.5%	14.3%	9.7%	5.0%	4.9%	4.5%	4.1%	3.8%	3.4%
Capital replacement ratio	3.80	1.83	1.64	1.95	1.50	1.57	1.62	1.13	1.30	1.57
Renewed gap ratio	2.77	1.41	1.41	1.17	1.30	1.38	1.40	0.98	1.18	1.35

Comprehensive Income Statement Summary	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Notes and Charges	19,093	19,858	20,402	23,014	21,845	22,284	22,869	23,622	24,361	25,002
Grants - Operating	3,838	6,015	6,165	6,281	6,573	6,770	6,973	7,182	7,398	7,648
Grants - Capital	7,365	7,173	3,238	2,045	2,497	2,945	3,091	1,499	1,266	1,266
Total Revenue from Operating Activities	31,748	29,218	30,805	31,151	32,994	33,841	34,929	34,262	36,025	36,070
Employee Costs	(9,735)	(10,468)	(10,700)	(11,070)	(11,389)	(11,713)	(12,043)	(12,391)	(12,744)	(13,107)
Materials & Consumables	(12,451)	(11,429)	(11,646)	(11,950)	(12,359)	(12,725)	(13,107)	(13,500)	(13,905)	(14,323)
Depreciation	(5,301)	(5,584)	(5,850)	(6,020)	(6,038)	(6,138)	(6,274)	(6,399)	(6,481)	(6,611)
Total Operating Expenses	(27,817)	(27,814)	(28,776)	(29,310)	(29,910)	(30,915)	(31,778)	(32,617)	(33,491)	(34,420)
Operating Surplus/(Deficit) after Adjustments	4,278	1,821	1,795	1,783	2,219	3,866	3,094	1,999	1,517	1,628

Balance Sheet Summary	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Cash and Cash Equivalents	7,355	6,122	4,693	5,170	5,032	5,192	6,006	6,397	6,170	6,795
Unvested cash	6,855	5,854	4,415	4,702	4,994	4,724	5,560	7,829	6,702	6,317
Closing Infrastructure Assets	297,308	298,455	297,670	295,561	295,596	295,000	295,204	294,895	294,797	295,106
Total interest bearing loans and borrowings	368	243	194	146	97	49	(9)	(9)	(9)	(9)
Accumulated Surplus/Reserves	69,155	90,788	92,521	94,284	96,593	99,379	102,464	104,002	105,580	107,203

Cash Flow Summary	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Net Cashflow from Operating Activities	-	7,267	6,070	8,098	6,653	8,457	10,091	9,170	9,224	9,593
Net Cashflow from Investing Activities	-	(6,052)	(6,261)	(7,703)	(8,742)	(9,288)	(9,799)	(9,899)	(9,451)	(9,879)
Net Cashflow from Financing Activities	-	(148)	(69)	(49)	(49)	(49)	(49)	-	-	-

Capital Works	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Total Capital Works	18,304	8,205	6,719	7,303	8,241	8,744	8,209	6,549	6,603	6,421
Renewed Investment	11,500	5,051	5,929	5,759	6,845	6,334	6,946	5,821	6,748	6,721
Upgrade Investment	3,097	1,948	2,254	1,168	990	2,073	1,852	332	884	2,891
Expansion Investment	725	-	-	-	-	-	-	-	-	-
New Investment	2,982	415	498	365	412	437	463	327	402	480

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

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31 May 2019

5.1 Review of Council Plan 2017/21 (2019 Review), Budget and Strategic Resource  
Plan 2019/20 (cont.)

Events since Budget preparation and advertising have been:

Submissions

At the close of submissions 19 were received and a summary of those is attached. Council will be hearing submitters on 11 June prior to making a decision on such submissions

Other alterations required

A number of changes will be required as a result of the following:

- Impact of any budget submissions
- Review of 2018/19 outcome – almost complete
- Advice of improved result from Victoria Grants Commission - \$134,000 in 2019/20 , which is recurrent revenue
- Increased Motor vehicle insurance - \$16,000 – additional cost
- Advice of projects funded from State Government Fixing Country Roads program - \$3,370,000 worth of projects with State and Private funding of \$2,280,000 requiring Council contribution of \$1,090,000.
- Advice of federal funding of \$350,000 for Nagambie Boardwalk requiring Council contribution of \$250,000 over two financial years
- Other minor amendments

These projects will be funded by review of timing of priorities and improvements to the bottom line but maintain minimum liquidity in the order of 1.1:1, noting that within Current Liabilities are significant provisions for leave entitlements, which is considered conservative

**Recommendation:**

**That the Audit Committee note and endorse the Budget and Council Plan, noting the need for some amendments in line with the above comments.**

18/19 **ROBERT GARDNER/ALISTER PURBRICK** : *That the Recommendation be adopted.*

**CARRIED**

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

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31 May 2019

5.2 Review of Credit Card Policy

A review of Council's Purchasing Corporate Card Policy has been conducted and the Committee is requested to endorse the revised document (**attached**).

**Recommendation:**

**That the Audit Committee endorse the revised Purchasing Corporate Card Policy.**

19/19 **ALISTER PURBRICK/ROBERT GARDNER** : *That the Recommendation be adopted, subject to agreed amendments to the Policy being made.*

**CARRIED**

6. ITEMS RAISED BY COMMITTEE MEMBERS

7. NEXT MEETING

Friday 14 June 2019

**THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.27 A.M.**

Confirmed as being a true and accurate record of the Meeting

.....  
*b. Garante*  
Chair

.....  
14/6/19  
Date

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Audit Committee Meeting

14 June 2019



**STRATHBOGIE SHIRE COUNCIL**

**Minutes of a meeting of the Strathbogie Shire Council Audit Committee held on Friday  
14 June 2019 in Meeting Room 2 at the Strathbogie Shire Council Offices,  
commencing at 9.30 a.m.**

<b>Committee Members:</b>	Ms Claire Taranto (Chair) - Community Representative
	Mr Robert Gardner - Community Representative
	Mr Alister Purbrick - Community Representative
	Cr Graeme Williams - Council Representative
<b>Officers:</b>	Mr David Roff - Group Manager, Corporate and Community
	Mr Chaminda Ranwala - Manager, Finance
	Mr Chris Dube - Manager, Executive HR Business Partner
<b>Internal Auditors:</b>	Mr Brad Ead - AFS & Associates
<b>External Auditors:</b>	Jonathan Kyvelidis - Sector Director, Local Government Victorian Auditor-General's Office
	Sanchu Chummar - Senior Manager, Financial Audit Victorian Auditor-General's Office

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, and the more recent custodians of the land'*

3. Apologies

Mr Steve Crawcour	- Chief Executive Officer
Mr Phil Howard	- Director, Innovation and Performance / Deputy CEO
Mr Jeff Saker	- Group Manager Community Assets

4. Disclosure of Interests

Nil.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Audit Committee Meeting

14 June 2019

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5. Confirmation of Minutes

Confirmation of the Minutes of the Audit Committee meeting held on 15 March 2019  
Confirmation of Minutes of Special Audit Committee meeting held on 31 May 2019

*20/19 GRAEME WILLIAMS/ROBERT GARDNER : That the Minutes of the Audit Committee meeting held on 15 March 2019 and Special Audit Committee meeting held on 31 May 2019 be confirmed*

**CARRIED**

6. Business

7. Items raised by Committee Members

8. Next Meeting

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
 Audit Committee Meeting

14 June 2019

6.	Business	Attachments	Report Page No.
	6.1 Internal Audit Reports: <ul style="list-style-type: none"> <li>• Contract Management and Outsourced Services</li> <li>• Occupational Health and Safety</li> <li>• Purchasing Cards</li> <li>• Past Issues</li> </ul>	 2019-01 Contract Management and Out  2019-03 Occupational Health  2019-04 Purchasing Cards FINAL.pdf  1352453_1-2019-05 Past Issues Review F	1
	6.2 Interim Management Letter	 2018-19 Interim Management Letter	1
	6.3 Key Strategic Indicators <ul style="list-style-type: none"> <li>• Human Resources data</li> </ul>	 HR 01.03.19 to 09.05.19.pdf	1
	6.4 Risk Management Update		2
	6.5 Shared Services Update		2
	6.6 Investigations / Chief Executive Officer Reports		2
7.	Items Raised by Committee Members		3
8.	Next Meeting - Friday 13 September 2019		3

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council

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14 June 2019

6. BUSINESS

6.1 Internal Audit Reports

Three reports are presented for review:

- Contract Management and Outsourced Services
- Occupational Health and Safety
- Purchasing Cards

The Review of Past Issues has been updated and the report will be circulated prior to the meeting together with a document with all outstanding issues which have been adjusted following receipt of the latest review.

**RECOMMENDATION**

**That the Committee note the report on the Internal Audit program**

*21/19 GRAEME WILLIAMS/ALISTER PURBRICK : That the Recommendation be adopted.*

**CARRIED**

6.2 Interim Management Letter

The Interim Management Letter for 2018/19 is provided for review. A representative from VAGO will attend the meeting

**RECOMMENDATION**

**That the Committee note the recommendations and progress with the Interim Management Letter.**

*22/19 ROBERT GARDNER/GRAEME WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council

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14 June 2019

6.3 Key Strategic Indicators

Provided for Audit Committee members' information are Human Resources Reports to 9 May 2019.

**RECOMMENDATION**

**That these items be noted.**

23/19 *ALISTER PURBRICK/GRAEME WILLIAMS* : *That the Recommendation be adopted.*

**CARRIED**

6.4 Risk Management Update

The status of the Risk Management program is as follows:

- Risk Policy & Enterprise Risk Management Framework pending Council Approval Tuesday 18<sup>th</sup> June, 2019

Next Steps will then be Strategic Risk Profiling & operational Profiling encompassing:

Facilitate strategic risk workshop

- Review existing Council Plan, objectives, strategic risk register; and
- Facilitate 1x3 hour strategic risk workshop with the EMT to develop strategic risks with corresponding controls.

Facilitate operational risk workshops

- Review existing operational risk register;
- Facilitate 3x3 hour operational risk workshops with functional managers to develop operational risks with corresponding controls.

**RECOMMENDATION**

**That the update be noted.**

24/19 *ROBERT GARDNER/GRAEME WILLIAMS* : *That the Recommendation be adopted.*

**CARRIED**

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council

Page 3

14 June 2019

6.5 Shared Services Update

An update will be provided on the Shared Services project.

**RECOMMENDATION**

**That the verbal report be noted.**

*Note: This matter was deferred.*

6.6 Investigations / Chief Executive Officer Reports

A verbal briefing on any investigations currently being undertaken by Council will be provided.

**RECOMMENDATION**

**That the verbal report be noted.**

*Note: This matter was deferred.*

7. ITEMS RAISED BY COMMITTEE MEMBERS

Nil.

8. NEXT MEETING

Friday 13 September 2019

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.00 A.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

4 July 2019



**STRATHBOGIE SHIRE COUNCIL**

**Minutes of a Special meeting of the Strathbogie Shire Council Audit Committee held on Thursday 4 July 2019 in Meeting Room 1 at the Strathbogie Shire Council Offices, commencing at 2.00 p.m.**

<b>Committee Members:</b>	Ms Claire Taranto (Chair) - Community Representative Mr Alister Purbrick - Community Representative Cr Graeme Williams - Council Representative
<b>Officers:</b>	Mr Phil Howard - Acting Chief Executive Officer Mr Jeff Saker - Group Manager Community Assets Mr David Roff - Group Manager, Corporate and Community
<b>Internal Auditors:</b>	Ms Kate Scarce* - AFS & Associates
<b>External Auditors:</b>	Jonathan Kyvelidis* - Sector Director, Local Government Victorian Auditor-General's Office
<b>Special Guests:</b>	Amanda McClaren - Mayor, Strathbogie Shire Council Trang Ho and Kelly Ng* - Victorian Auditor-General's Office

\* participated via conference call

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  
Mr Robert Gardner - Community Representative  
Mr Brad Ead - AFS & Associates

4. Disclosure of Interests

Nil.

5. Business
6. Items raised by Committee Members
7. Next Meeting

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

Strathbogie Shire Council  
Special Audit Committee Meeting

4 July 2019

<b>5.</b>	<b>Business</b>	<b>Report Page No.</b>
	5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud and Corruption Audit	1
<b>6.</b>	<b>Items raised by Committee Members</b>	<b>7</b>
<b>7.</b>	<b>Next Meeting</b>	<b>7</b>

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5. **BUSINESS**

5.1 **Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO**  
**Fraud and Corruption Audit**

**Author / Department**

Group Manager, Corporate and Community / 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**

The Victorian Auditor-General's Office (VAGO) recently released an audit report on Fraud and Corruption Control in Local Government. Strathbogie Shire Council was randomly selected with three other Councils (Shepparton, Wyndham and Wellington) to participate in the audit. The findings were released on 19 June 2019 on VAGO's website and were made available to the public and media. The full report can be found on <https://www.audit.vic.gov.au/report/fraud-and-corruption-control-local-government>

The report highlighted a number of transactions for Strathbogie that were not aligned with policy or formal guidelines. Even though VAGO found no fraud or corruption, they did document in detail failings in process and management of expenditure and authorisation.

At a Special Council Meeting held on 25 June 2019 Council suspended standing orders to hear from concerned ratepayers and the general public. The comments made on the night reinforced the negative feelings of the community in relation to a number of the findings contained in the audit report.

Council scheduled a Special Council Meeting on Tuesday 2 July 2019 to consider an Action Plan that could be put in place to address issues raised by VAGO in order to address concerns contained in the report and demonstrate to the community that the organisation is committed to change and to repairing the reputational damage.

The action plan, if resolved, will be carefully monitored and appropriately and regularly reported to the Audit Committee and Council. This action plan will be consistent and complimentary with the agreed action plan contained within the VAGO audit report. This report will also be properly overseen by Council.

The full Council action plan is contained in the recommendation below (extracted from report presented to the Special Meeting of Strathbogie Shire Council held on Tuesday 2 July 2019) and the VAGO action plan that is contained in their report is attached to this report (Attachment 1).

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud  
and Corruption Audit (cont.)

*RECOMMENDATION*

*That Council:*

1. *confirms it has accepted the resignation of the current Chief Executive Officer (CEO), Steve Crawcour, effective on 27 June 2019.*
2. *appoints Phil Howard as Acting CEO until the appointment of the permanent CEO (envisaged to happen later this year) or for no more than a 12 month period as per Section 94 (4A) of the Local Government Act 1989.*
3. *confirm that the remuneration for the Acting CEO will be as per his current terms and conditions with an additional allowance equivalent to \$20,000 per annum for the period of Acting as the CEO.*
4. *endorse the following further process improvements (above those recommended by VAGO and agreed by the CEO):*
  - a. *That the CEO expenses be approved by the Group Manager Corporate & Community.*
  - b. *That the Mayor expenses to be approved by the CEO.*
  - c. *That Councillors expenses to be approved by the CEO.*
  - d. *That the Councillors, CEO and Mayor expenses to be authorised by the Audit Committee and details of the expenses and result of Audit Committee review to be attached to Audit Committee Minutes for noting by Councillors, subject to review of the Audit Committee Charter and consultation with the Audit Committee.*
  - e. *That all purchase of gifts for suppliers is prohibited immediately.*
  - f. *That all staff and Councillors be advised that it is prohibited to seek reimbursement for the purchase of alcohol under any circumstances (as per the updated CEO Directive).*
  - g. *That Council direct the Acting-CEO to review the financial contribution towards the private use of Council motor vehicles with the view to adopting a consistent policy.*
  - h. *notes the Councillor (in response to the parking fine) has recompensed Council and agrees to only submit expenses that are consistent with the Councillors' Expense Entitlement Policy.*

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud  
and Corruption Audit (cont.)

- i. That the Councillor (in relation to the telephone expenses) repays the total amount claimed, as per the VAGO report, which is \$3,474.23 less payment received of \$328, equalling \$3,146.23. In addition that the Councillor agrees only to submit expenses that are consistent with the Councillors' Expense Entitlement Policy.*
- 5. after the Special Meeting of the Audit Committee (date to be confirmed), meet with Council's Audit Committee to discuss these changes, any further recommendations they may have and review the current Charter.*
- 6. direct the Acting-CEO to review the Corporate Purchasing Card Policy with the aim of minimising the number of Corporate Cards in the organisation, including identifying essential requirements and best practice.*
- 7. ensures that disclosure of all Councillor expenses and Mayoral expenses for 2016/17 and 2017/18 to be disclosed as well as category classification required by legislation. Historical and future Councillor expenses will be posted on the website as per the VAGO recommendation 11.*
- 8. prohibits immediately the selling of council property to staff or Councillors.*
- 9. endorse VAGO recommendations and action plan contained in the Fraud and Corruption Control in Local Government report (as attached).*
- 10. request a further meeting with VAGO in 12 months to review the actions undertaken by Council and the effectiveness of them.*
- 11. insists on high integrity in its operations and elected Council, and meeting all probity expectations that the community have. It is hoped that these actions are a step forward to achieving this.*

*Please Note: The Amended Recommendation from the Special Council Meeting held on Tuesday 2 July 2019 was presented to, and discussed at, the Audit Committee meeting, and is included as Attachment 2 to this report.*

The recommendations foreshadow a Special Meeting of the Audit Committee (the subject of this Agenda) to be followed by a meeting between Council and the Audit Committee

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud  
and Corruption Audit (cont.)

**RECOMMENDATION**

**That the Audit Committee Review the Recommendations and Action Plan from the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government, and Council's Action Plan from the Special Council meeting held on Tuesday 2 July 2019.**

**GRAEME WILLIAMS/ALISTER PURBRICK -**

**Amendment:**

1. **That the Audit Committee Review the Recommendations and Action Plan from the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government, and Council's Action Plan from the Special Council meeting held on Tuesday 2 July 2019.**
2. **That the Audit Committee creates a comprehensive and complete action plan, with assistance from AFS & Associates, based on discussions with VAGO representatives around the report on Fraud and Corruption Control – Local Government, the action plan contained within the report and Council's resolution from the Special Council Meeting held Tuesday 2 July 2019\*.**
3. **That a letter be sent to the Auditor-General, after the Audit Committee has completed and Council has considered the action plan, to update the Auditor General on the agreed and approved action plan.**

25/19 **ON BEING PUT, THE AMENDMENT BECAME THE MOTION**

26/19 **ON BEING PUT, THE MOTION WAS CARRIED**

*\*Please Note: The Amended Recommendation from the Special Council Meeting held on Tuesday 2 July 2019 was presented to, and discussed at, the Audit Committee meeting, and is included as Attachment 2 to this report.*

**Background**

The Strathbogie Shire Council Audit Committee is a Committee appointed by Council and pursuant to Section 139 of the Local Government Act 1989.

The primary objective of the Audit Committee is to assist Council in the effective conduct of its responsibilities for financial reporting, management of risk, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud and Corruption Audit (cont.)

**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

**Risk Management**

The author of this report considers that the addressing of issues raised in the VAGO report will assist in minimizing financial and reputational risk

**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 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 and subsequent actions will assist in addressing concerns that have been expressed by members 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 attempt to address any 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.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

5.1 Strathbogie Shire Council Audit Committee Special Meeting to consider VAGO Fraud  
and Corruption Audit (cont.)

**Attachments**

- Attachment 1: Action Plan specific to VAGO recommendations (as contained in the full report)
- Attachment 2: Amended Recommendation from Special Meeting of Strathbogie Shire Council held on Tuesday 2 July 2019

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**6. Items raised by Committee Members**

Kate Scarce (AFS & Associates)

*General:*

AFS to review the relevant expense policies with suggested improvements, prior to being brought back to the Audit Committee for discussion at the September meeting. Council should include a communication plan once policies are updated. The policies under review include:

- o The Reimbursement of Councillors Policy;
- o The Purchase Card Policy and the need to add a "reimbursement of management and staff section";
- o The Discretionary Spend Policy;
- o The Fleet Management Policy; and
- o The Petty Cash Spend Policy.

Council should work to include a review of Best Practice documents.

The Committee Members will consider whether to recommend to Strathbogie Shire Council that the Audit Committee should be increased from 3 to 4 independent Committee Members and continue with 1 Councillor representative at the September meeting.

*Discussion on internal audit program:*

- Check annual Credit Card audit (and budget).
- Review format of the expense claim form.
- AFS have software to enable data analytics to be incorporated into the Audit program.
- Add VAGO agreed actions to audit status report.
- Fleet management – work with GMCA on policy, disposal, FBT, contributions etc. This to be made a higher priority than "Project Management Audit" in Internal Audit Program.

Need to assess if current internal audit budget is adequate – reordering of priorities initially and quote required. Or whether a separate budget to address the findings of the VAGO report is more appropriate.

**7. Next Meeting**

- Thursday 12<sup>th</sup> September 2019.

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.07 P.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**Notes from the Meeting that become an appendix to the Minutes (for discussion with full Council in September 2019):**

***VAGO Summary of the report on Fraud and Corruption Control – Local Government (Trang Ho)***

**Key takeaways:**

- No Fraud & Corruption found but improvements are needed at all Councils involved in the audit.

Three (3) key areas of improvement are:

- Credit card authorisation, including the suggestion to use data analytics for audits.
- “Double Dipping” on expenses when issued with Council equipment, e.g. telephone.
- Compliance with reporting legislation, e.g. Councillor expenses in the Annual Report.

In addition, VAGO will keep track of Audit actions agreed to and it was suggested to send the Auditor-General a letter outlining overall proposed actions (see recommendation in minutes to do a comprehensive action plan).

***VAGO representatives and Audit Committee comments in relation to Council's 2 July 2019 resolution:***

- Item 4 (a): CEO expenses approved by GMCC:  
CEO has financial delegations from the LGA that can't be further delegated. Therefore it has to be an officer of Council. Councillors (such as Mayor) should not be involved in operational matters.
- Item 4 (d): CEO & Mayoral expenses authorised by Audit Committee.  
Discussions were around random audits conducted by AFS, including “data mining”-testing of credit card transactions is currently part of annual program.

Audit Committee to receive summary of Councillor and staff expense reimbursements or high level report on quantity, value and major categories.

- Item 4 (e): Purchase of gifts for suppliers is broad to include meals and hospitality.
- Item 4 (f): Alcohol prohibited.  
Discussion on this policy needs to be broadened and clear around discretionary spend.

Recent update to directive to be reviewed.

- Item 4 (g): Motor vehicle contributions.  
AFS to work with GMCA; see under discussions around audit program above. VAGO suggest looking at the Victorian Public Sector guidelines – possible use of approved vehicle list which has standard of vehicle based on position.
- Item 7: Disclosure of Councillor Expenses.  
Recommended that extra narrative is required in Annual Report to explain the many Council activities/business conducted by Councillors on behalf of the community to ensure a balance of cost versus Councillor effort is reflected.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

- Item 8: Prohibition on selling of Council Property.  
Policy needs to be clear, i.e. neither "gifting" or selling are appropriate. If at "arm's length", VAGO and Audit Committee happy with that – i.e Council not a party to the transaction.
- Item 13 – Rental reimbursement of \$21,700.  
Confirmed with VAGO that this issue is being investigated by AFS.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**ATTACHMENT 1:**

*RESPONSE provided by the CEO, Strathbogie—continued*

OFFICIAL: Sensitive

**Council statement:** Strathbogie is appreciative of its inclusion in this thorough audit process undertaken by VAGO. Council's policies and procedures relating to fraud and corruption control have been (or will be) updated as detailed in the table appearing below.

Notwithstanding that only 4 councils were randomly selected to participate in the audit process, all Victorian councils will benefit from reviewing their policies and procedures by reference to VAGO's recommendations and conclusions contained in this audit report.

no.	VAGO recommendation	action	completion date
1	Require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions. Council must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefitted from the expense.	Agreed. Review current policy, guidelines and templates against best practice in Local Government with help and evidence from Council audit committee and internal auditors. Audit Committee to formally endorse and then Council adopt.	30 November 2019
2	Review and update fuel card policy guidance to clearly outline fraud and corruption controls, and require staff to confirm that they understand the terms of use and consequences for misuse.	Agreed. Review current policy, guidelines and templates against best practice in Local Government. Implement new CEO directive and audit requirement and ensure staff are adequately trained and confirm their understanding.	31 December 2019
3	Review credit card policies and improve controls to ensure only allocated cardholders use their cards and there is appropriate segregation of duties over expenditure approval.	Agreed. New policy and controls drafted for Audit Committee discussion and endorsement on 31 May 2019. Then to Council for adoption in July 2019.	31 July 2019
4	Ensure the council's Chief Financial Officer or equivalent approves CEO expenditure and reports all expenditure by, or on behalf of, the CEO to the Audit and Risk Committee and/or the council for periodic review.	Agreed. Policies to be amended to have a Director/Group Manager approve the CEO's expenses, and audit committee to review quarterly. Note: - The Chief Financial Officer is a third level staff member who is employed by the CEO. To mitigate any risk for the organisation it is felt more appropriate that the Director / Group Manager signs off on the CEO's expenditure and then report it to the Audit Committee.	31 August 2019
5	Document and develop formalised reporting over credit and fuel card use and incorporate, where appropriate, data analytics to identify anomalies.	Agreed. Implement controls and reporting as recommended. CEO directive to be developed with help from Internal auditors.	31 December 2019
6	Improve fuel card controls by: <ul style="list-style-type: none"> <li>• assigning each fuel card to a specific vehicle or equipment</li> <li>• maintaining accurate motor vehicle and fuel card listings</li> <li>• updating cardholder names with fuel suppliers when the council reassigns a vehicle and fuel card to another employee</li> <li>• collecting fuel transactions data as accurately as possible, including odometer readings</li> <li>• having regular, routine processes to monitor fuel card use</li> <li>• conducting data analytics over fuel card transactions</li> <li>• conducting periodic internal audits on fuel cards.</li> </ul>	Agreed. As above plus we are in the process of reviewing fleet management processes to allocate responsibility and improve accountability.	31 December 2019

OFFICIAL: Sensitive

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**RESPONSE provided by the CEO, Strathbogie—continued**

OFFICIAL: Sensitive

7	Review, and as necessary revise, council policies on the purchase and reimbursement of meals and alcohol considering community perceptions, and require, for transaction approval, clear evidence of the community benefit from this expenditure and appropriate supporting documentation	Agreed. New discretionary guidelines implemented and educated to staff in February 2019. Also refer recommendation 3 in relation to Credit Cards.	Partially done and by 30 June 2019
8	Ensure that annual reports accurately capture expenses relating to senior management remuneration packages including vehicle contribution amounts	Agreed.	To be completed by 30 June 2019
9	Ensure all council staff and councillors receive fraud and corruption awareness training at least every two years	Agreed. Human Resources department to manage and advise for all staff.	Done
10	Develop or maintain fraud and corruption incident registers to accurately record suspected incidents of fraud and corruption, their handling, and all relevant supporting documentation	Agreed and completed in May 2019.	Done
11	Publish councillor expenses for the 2017-18 year on their websites immediately and ensure their 2018-19 annual reports comply with local government (Planning and Reporting) Regulations 2014	Agreed.	To be completed by 30 June 2019
12	Cease all sales and the provision of vehicles to council staff as part of exit packages.	Agreed. HR and senior management have been advised that this practice is now prohibited.	Done

OFFICIAL: Sensitive

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

**ATTACHMENT 2:**

**CRS MASON/WILLIAMS -**

**Amendment:**

**RECOMMENDATION**

**That Council:**

1. confirms it has accepted the resignation of the current Chief Executive Officer (CEO), Steve Crawcour, effective on 27 June 2019.
2. appoints Phil Howard as Acting CEO until the appointment of the permanent CEO (envisaged to happen later this year) or for no more than a 12 month period as per Section 94 (4A) of the *Local Government Act 1989*.
3. confirm that the remuneration for the Acting CEO will be as per his current terms and conditions with an additional allowance equivalent to \$20,000 per annum for the period of Acting as the CEO.
4. endorse the following further process improvements (above those recommended by VAGO and agreed by the CEO):
  - a. That the CEO expenses be approved by the Group Manager Corporate & Community.
  - b. That the Mayor expenses to be approved by the CEO.
  - c. That Councillors expenses to be approved by the CEO.
  - d. That the Councillors, CEO and Mayor expenses to be authorised by the Audit Committee and details of the expenses and result of Audit Committee review to be attached to Audit Committee Minutes for noting by Councillors, subject to review of the Audit Committee Charter and consultation with the Audit Committee.
  - e. That all purchase of gifts for suppliers is prohibited immediately.
  - f. That all staff and Councillors be advised that it is prohibited to seek reimbursement for the purchase of alcohol under any circumstances (as per the updated CEO Directive).
  - g. That Council direct the Acting-CEO to review the financial contribution towards the private use of Council motor vehicles with the view to adopting a consistent policy.

9.7.2 Strathbogie Shire Council Audit Committee  
- Minutes of Meeting held on Friday 14 June 2019 and Special Meetings held on  
Friday 31 May 2019 and Thursday 4 July 2019 (cont.)

RECOMMENDATION (cont.)

- h. notes that the Councillor (in response to the parking fine) has recompensed Council, as per the VAGO report, and agrees to only submit expenses that are consistent with the Councillors Expense Entitlement Policy.
    - i. notes that the Councillor (in relation to the telephone expenses) has recompensed Council, as per the VAGO report, and agrees to only submit expenses that are consistent with the Councillors Expense Entitlement Policy.
5. after the Special Meeting of the Audit Committee on Thursday 4 July 2019, meet with Council's Audit Committee to discuss these changes, any further recommendations they may have and review the current Charter.
6. direct the Acting-CEO to review the Corporate Purchasing Card Policy with the aim of minimising the number of Corporate Cards in the organisation, including identifying essential requirements and best practice.
7. ensures that disclosure of all Councillor expenses and Mayoral expenses for 2016/17 and 2017/18 to be disclosed as well as category classification required by legislation. Historical and future Councillor expenses will be posted on the website as per the VAGO recommendation 11.
8. prohibits immediately the selling of council property to staff or Councillors.
9. endorse VAGO recommendations and action plan contained in the Fraud and Corruption Control in Local Government report (as attached).
10. request a further meeting with VAGO in 12 months to review the actions undertaken by Council and the effectiveness of them.
11. insists on high integrity in its operations and elected Council, and meeting all probity expectations that the community have. It is hoped that these actions are a step forward to achieving this.
12. that all Councillors agree to submit expenses that are only consistent with the Councillors Expense Entitlement Policy.
13. that the \$21,700 of the former executive's rent reimbursement is referred to the internal Auditor for investigation.

36/19

*ON BEING PUT, THE AMENDMENT BECAME THE MOTION*

37/19

*ON BEING PUT, THE MOTION WAS CARRIED*

### **9.7.3 Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review**

#### **Author & Department**

Community Engagement and Planning / 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**

Council owns and/or controls a number of community facilities for which it delegates management to local Committees of Management. This delegation of management is either via Section 86 of the *Local Government Act 1989* ("S86 CoMs") or Licence Agreements with incorporated bodies ("LA CoMs").

There are currently 15 S86 CoMs and 13 LA CoMs.

The existing arrangements provide for effective community involvement in the management and direction of community facilities. However, these arrangements also place undue administrative burdens on committees and Council, and expose the Council to governance failures and risk. In particular, the S86 committees, which are legally an arm of Council, currently need to be bound by Council record keeping, privacy, freedom of information, audit and financial requirements. This is a substantial burden for a small community hall or similar facility.

It is proposed that Council negotiate with Committees to update the governance arrangements, replacing current S86 and LA structures with a revised Licence Agreement. The revised agreement must have a clearer statement of responsibilities, duties and governance requirements, as well as simple, straightforward reporting requirements.

The proposed Licence Agreement has been developed to ensure that the committees and community members are not overburdened with the rules that bind Council, but instead balance the needs of public accountability with the practical requirements of a small volunteer organisation, often with limited financial means. It is a critical aspect of community involvement that committees hold annual meetings, and that it is straightforward for community members to become involved in committees.

There is inconsistency between committees regarding the payment of utilities, with utilities being paid by Council in some circumstances and Committees in others. It is proposed that Council utilise, where possible, Council's existing utility contracts to minimise utility charges and to share those savings with Committees of Management.

A significant risk and burden is public liability insurance and other insurance charges. Council is not able to purchase and resell insurance to Committees of Management. However, Council's public liability policies do extend to committees undertaking committee of management duties on behalf of Council.

9.7.3 Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review (cont.)

Council has spent considerable time in the past negotiating affordable insurance arrangements for event organisers, and work must be undertaken to ensure that committees, regardless of structure, make use of these cost-effective arrangements. Investigation has shown that some committees are not making use of these options, and are operating in a high risk environment.

It is critical that these changes be taken in full consultation with the relevant committees and community members, recognising the important role they play in managing these community facilities.

**RECOMMENDATION**

**That Council -**

- 1. Acknowledges the important role that Committees of Management fulfil in making community facilities available to the community.**
- 2. Adopts as guiding principles:**
  - a. that there must be a fair distribution of resources across Committees of Management, and between Council and Committees of Management.**
  - b. that any changes to governance requirements for Committees of Management aim to improve compliance and reduce administrative burdens compared with existing obligations.**
  - c. that any changes to agreements with Committees of Management adequately protect Committees of Management, Committee of Management members and Strathbogie Shire Council with respect to Public Liability Risks.**
- 3. Begins a process to move existing Section 86 Committees of Management from delegated authority via Section 86 to a licence agreement, which will involve consultation and the input of Ward Councillors.**
- 4. Begins a process to replace existing Licence Agreements for Facility Management with new licence agreements.**
- 5. Requires all Committees of Management to have annual general meetings, and an open election process for committee members and office bearers.**

**Background**

Council delegates management of a number of community facilities to local Committees of Management ("CoM"). These facilities are typically community halls, reserves and sporting facilities. Delegation of management is either via

Section 86 of the *Local Government Act 1989* (“S86 CoMs”) or Licence Agreements with incorporated bodies (“LA CoMs”).  
9.7.3 Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review (cont.)

An audit of Committees of Management for community facilities was undertaken in 2017. This identified a number of issues with Committee of Management (CoM) delegations and agreements – primarily around compliance with obligations and lack of clarity of obligations.

A subsequent assessment of the facilities agreements has been undertaken and, in conjunction with the audit results, changes have been identified to address these concerns, and to assist the committees in their activities:

- Section 86 delegations be replaced with a Licence Agreement, where there is a need for an ongoing Committee of Management.
- A new Licence Agreement be put in place for all S86 and LA CoMs.
- Licence agreements need to more clearly detail the areas of responsibility between Council and the effective Committees of Management, including the scope and area of the facility covered by the agreement.
- CoMs need to better understand their governance responsibilities, and status with respect to Council.
- Manuals providing guidance for CoMs need updating and simplification.

A number of sporting clubs and other bodies have had tenancy agreements in place with the s86 committees and the Council. Most of these need renewal and are no longer current. The proposed licence agreement enables the licensee to enter into updated tenancy agreements for incorporated community groups.

Note – there may be other facilities on Council-owned or managed land that have separate agreements and licences/leases not under this structure, and are outside the scope of this report.

Current arrangements have highlighted additional concerns:

- Some committees are on a financial knife-edge and cannot absorb additional costs.
- Some committees are resource-constrained and do not have the ability to manage the current administrative requirements of Council.
- There is an imbalance and inconsistency concerning the payment of utilities by Council or the CoMs.
- Some committees are not fully aware of the limitations of the current Council insurance cover, and may be carrying on activities that are not suitably insured.
- Some committees are not clear about their status as a delegated arm of Council.

It was considered whether all agreements should be with incorporated bodies, reducing risk to individual committee members and to Council. However, this was thought to force extra work on some committees for insufficient return, and it is proposed that this be left to the individual committees to make this decision.

### 9.7.3 Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review (cont.)

Simplified reporting to Council also needs to be implemented – a general form, similar to that used by the Department of Environment, Land, Water and Planning for their Committees of Management, should be supplied to committees on an annual basis, to be returned to Council after their Annual General Meeting.

#### **Alternative Options**

Three alternative options were investigated:

1. Leave existing arrangements in place, with minor revisions to agreements and manuals
2. Rewrite agreements but leave current Section 86 and Licence Agreement splits in place
3. Leave Section 86 committees in place for multi-user facilities, and replace Section 86 delegations with licence agreements for single-user facilities.

The existing agreements are not being complied with. To enforce compliance, Council would need to provide additional staffing to manage the committees. As a consequence, Option 1 was dismissed. It was considered that new licence agreements and arrangements allow a structure that simplifies and assists compliance without additional resourcing.

The existing split provides additional administrative burdens with no effective difference in management. Option 2 was dismissed, as it was considered that new licence agreements and arrangements allows appropriate governance with reduced administrative overhead and better flexibility.

Option 3 leaves some administrative complexity and overhead in place. It was considered that a suitable licence agreement can embody the sub-licensing and tenancy agreements, and hence Option 3 was dismissed.

#### **Risk Management**

Guidance from the Council insurers advise that regardless of the form of agreement, Council public liability insurance extends to all committees undertaking Committee of Management duties only, but not other activities. This means that CoMs are not covered for running an event. Note that this also applies under existing arrangements.

Committees would be encouraged to incorporate under Consumer Affairs legislation. The Committee then becomes a 'legal person' (ie a legal entity that stays the same even if its members change). One of the main benefits of incorporating a group, so that it has a separate legal identity from its individual members, is that the group then has 'limited liability'. This reduces the risk to individual committee members, and provides a clear entity to carry risk associated with management of the facility.

### 9.7.3 Committees of Management for Strathbogrie Shire Council Owned or Controlled Community Facilities - Review (cont.)

The Committee can then do the following things in its own name:

- Accept gifts or bequests
- Buy and sell property
- Invest and borrow money
- Open a bank account
- Sue and be sued
- Take out public liability insurance with greater ease.

Members and office bearers are protected against personal liability for the organisation's debts. However, if the Committee chooses to remain unincorporated, then members of the committee can be personally liable for contracts they enter into and decisions they make. Unincorporation also increases the risk of Council being a jointly liable for actions of the committee.

#### **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 licence agreements would have a nominal annual fee associated with them. It is proposed that this be \$1 pa for all committees.

Provision of community grants for small committees to purchase utilities and insurance will have a negative impact (est. \$5000 total).

This extra expense can be offset by reduction in utility costs through consolidation with Council's existing utility contracts, and sharing of these cost savings between the Council and relevant committees. Further, it is expected that some council utility expenditure will be reduced by requiring some Committees of Management to pay a fairer share of utility costs.

#### **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 changes should improve community involvement with and access to community facilities. Community members actively involved in the management of facilities will see a reduced administration burden.

9.7.3 Committees of Management for Strathbogie Shire Council Owned or Controlled Community Facilities - Review (cont.)

**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**

Council is required under the Local Government Act 1989 to review all Section 86 Agreements within 12 months of the election. The proposals before Council are the outcomes of this review.

Moving to Licence Agreements for current Section 86 committees of management for community facilities removes obligations under the Local Government Act 1989 regarding Section 86 Committees. As a number of facilities are already managed by licence agreements, this is a justifiable governance model.

**Consultation**

Committees of Management provided information during the Health Check (Audit) in 2017. No formal community consultation has been undertaken since that time. It is considered that adoption of these recommendations enables consultation with the relevant committees to commence.

**Attachments**

- Licence Agreement Use and Management Council Facilities (DRAFT)
- COM Annual Return Template (DRAFT)

# Licence Agreement for the Use and Management of [Insert Facility Name]

## 1 Parties

Strathbogie Shire Council of 109A Binney Street, Euroa ("Council") and [Insert Committee or Body Name] ("Committee") agree that in consideration of the Licence Amount to be paid and of the covenants terms and conditions herein and on the part of the Committee to be performed and observed, Council licenses to the Committee the reserve, area or facility described in Item 8 of Schedule 1 ("Licensed Facility") upon the following terms and conditions.

## 2 Incorporation

- 2.1 The Committee covenants that it is an incorporated body pursuant to the Association Incorporation Act 1981 and that its representatives are legally able to sign this agreement.
- 2.2 The Committee undertake, manage and must conduct its business in strict compliance with its Statement of Purposes and the Rules of its Association.
- 2.3 The Committee covenants that it represents the members of its incorporated body.
- 2.4 The Committee may make such rules as it deems expedient for the safety, conduct and well being of people using the facility, and may ensure compliance by whatever lawful means the Committee considers fit. A copy of such rules shall be approved by Council.

## 3 Term

The Term of this agreement is as set down in Item 3 of Schedule 1.

## 4 Licence Amount

- 4.1 The Licence Amount for the premises is as set down in Item 5 of Schedule 1.
- 4.2 The Committee must pay to the Council within 7 days of demand:
  - 4.2.1 Council's reasonable costs in giving any consent or approval under this Agreement; and
  - 4.2.2 Council's costs (including charges on a solicitor-own client basis) incurred as a result of a breach of this Agreement by the Committee

## 5 Council Objectives

Council's objectives are:

- 5.1 To support the operation of a **[Insert Description of Facility Purpose]** by providing access to the Licensed Facility to the Committee, and enabling the Committee to manage, operate and maintain the Licensed Premises; and
- 5.2 To ensure the sustainability and longevity of the Council assets comprising the Licensed Facility through guiding and participating in the ongoing capital works necessary for the development and maintenance of the facility; and
- 5.3 To ensuring the community has a functional facility to serve community needs.

## 6 Committee Objectives

The Committee's objectives are:

- 6.1 Under the management powers conferred upon the Committee by the Council, to effectively manage and maintain the Facility as a **[Insert Description of Facility Purpose]**;
- 6.2 To undertake activities designed to protect, promote, utilise and develop the Facility for the use and enjoyment of its members, participants, individuals, hirers and community groups;
- 6.3 To ensure fairness in the use of the Facility by individuals and community groups;
- 6.4 To have an inclusive membership policy through its Rules of its Association, enabling members of the community to join and participate in the specific activities identified in its Statement of Purposes;
- 6.5 To keep the Facility clean and presentable for those who use it;
- 6.6 To work toward improving the Facility and its usefulness to the community;
- 6.7 To keep the Council informed on the operations, improvements and advancements of the Facility by forwarding copies of minutes of ordinary and extraordinary meetings and the Annual Report;
- 6.8 To maintain appropriate user charges;
- 6.9 To maintain furniture, fixtures and fittings within the Facility in accordance with the Terms of Arrangement with the Council as set out below;

## 7 Access to and Use of Facilities

7.1 Access to the Licensed Facility and use of the Licensed Facility is granted to the Committee conditional upon the ongoing active use as an effective **[Insert Description of Facility Purpose]**;

7.1.1 The Council does not warrant that the Licensed Facility is suitable for any of the purposes or uses of the Committee.

7.2 The Committee must not and must not let anyone else

7.2.1 Use the Licensed Facility for illegal purposes, or carry on any obnoxious or offensive activity on the Licensed Facility;

7.2.2 Do anything which might cause nuisance, damage or disturbance to a tenant, occupier or owner of any adjacent or nearby property;

7.2.3 Interfere with any of the services or equipment in the Licensed Facility or in any property of which the Licensed Facility forms part except in an emergency;

7.2.4 Keep or use chemicals or inflammable fluids or other hazards on the Licensed Facility without the Council's prior written consent which can be given or withheld at the absolute discretion of Council or be given subject to conditions without Council's prior written approval and full disclosure of the following information:

- What is stored on site and in what quantities
- How it is stored on site and whether or not it is locked in cages
- Proof that this storage complies with the Victorian Building Code as amended.
- A copy of the risk assessment conducted by the Committee
- A report of the overview of that risk assessment as conducted by Council or another risk assessment conducted by Council and Council must be forthwith advised of any changes;

7.2.5 Do anything which might affect any insurance policy relating to the facilities by causing:

- a) it to be void or voidable,
- b) any claim on it being rejected, or
- c) a premium to be increased;

7.2.6 Do anything which might prejudicially affect the essential safety measures or the occupational health and safety or disability discrimination status of the facilities or the building;

7.2.7 Place any sign on the exterior of the facilities without Council's written consent. Consent is entirely at the Council's discretion;

7.2.8 Commence the development or make addition to the facilities without Council's written consent. Consent is entirely at Council's discretion;

- 7.2.9 Install any fixtures or fittings, except those necessary for the permitted use, without Council's written consent;

7.3 The Committee must:

- 7.3.1 Operate and manage the Licensed Facility generally in accordance with the terms of this Agreement, and for the purpose identified in Clause 7.1, unless prior consent of Council is obtained for an alternative use;
- 7.3.2 Use the Licensed Facility strictly in accordance with any development consent conditions that apply to the facility;
- 7.3.3 Obtain Council or development consent prior to any construction or alteration to onsite facilities;
- 7.3.4 Undertake any development strictly in accordance with development consents issued;
- 7.3.5 Except for fair wear and tear, keep any improvements on the land in the same condition as at the commencement date;
- 7.3.6 Comply with all notices and orders affecting the facilities which are issued during the term;
- 7.3.7 Keep the facilities properly cleaned and free from rubbish, keep waste in proper containers and have it removed regularly;
- 7.3.8 Promptly give written notice to the Council of
  - a) Damage to the facilities or of any defect in the structure or any of the services to the facilities,
  - b) Receipt of a notice or order affecting the facilities,
  - c) Any hazards threatening or affecting the facilities,
  - d) Any hazards arising from the facilities for which Council might be liable;
- 7.3.9 On vacating the facilities, remove all signs and make good any damage caused by removal;
- 7.3.10 Take reasonable precautions to secure the facilities and their contents from theft and keep all doors and windows locked when the facilities are not in use;
- 7.3.11 Maintain all licences and permits, including food premises registration if required, for the Committee's use of the Licensed Facility and obtain the Council's prior written consent before varying any licence or permit or applying for any new licence or permit;

## 8 External Hire and Public Access

- 8.1 The Committee is authorised to hire the Licensed Facilities to external groups and members of the public for one-off functions or activities, subject to conforming to Strathbogie Shire Council event permit requirements and policies.

- 8.2 The Committee can charge fees as the Committee sees fit for external hire, and can limit hire according to such conditions as the Committee sees fit.
- 8.3 The Committee must use a hire form based on the Council's Hire Form Template as documented in Schedule 3.
- 8.4 The Committee remains responsible for the Licensed Facility when it is hired to external groups and members of the public.
- 8.5 The Committee is authorised to restrict public access to locked and fenced areas and buildings of the Licensed Facility, and to charge an entry fee if appropriate.

## **9 Natural Disasters and Emergency Access**

The Council reserves the right to assume control of the Licensed Facility to provide emergency services in the case of natural disasters affecting the community.

## **10 Council Responsibilities**

- 10.1 Council shall be responsible for the functions and activities defined as Council responsibilities in Schedule 2 in relation to the Licensed Facility subject to Council's overall budgetary capability and risk management requirements.
- 10.2 In August of each year, develop an annual schedule of maintenance items and requests for capital improvements and alterations to be considered for budget or grant funding the following financial year.

## **11 Committee Responsibilities**

- 11.1 The Committee agrees to provide to Council in August of each year an annual schedule of maintenance items and requests for capital improvements and alterations to be considered for budget or grant funding the following financial year.
- 11.2 The Committee will follow and abide by the processes and requirements of the "Committee of Management Resource Manual for Incorporated Committees" in relation to the Licensed Facility.
- 11.3 Except as provided in Clause 11.1 the Committee shall:
  - 11.3.1 Undertake the activities, works and maintenance defined as Committee responsibilities in Schedule 2 ;
  - 11.3.2 Undertake all day to day maintenance;
  - 11.3.3 Ensure the cleaning of all areas;
  - 11.3.4 Not permit any rubbish to accumulate in or about the property;

- 11.3.5 Ensure at all times that buildings on the Licensed Facility are secure;
  - 11.3.6 Keep and maintain a register of person who hold keys for the Licensed Facility;
  - 11.3.7 Advise Council without haste of any loss of keys which could affect the security of the Licensed Facility;
  - 11.3.8 Ensure Council has a key to the Licensed Facility;
  - 11.3.9 Undertake or enforce any special conditions as specified in Item 7 of Schedule 1.
- 11.4 The Committee shall operate such bank accounts and books of accounts as the Committee determines necessary. Bank accounts must be operated with not less than two signatories, and in accordance with its articles of association. The Committee may receive all monies and meet routine expenditure in connection with the matters listed in this agreement and operation of the various Licensed Facility functions.
- 11.5 Notwithstanding Clause 11.4 (above), the Committee may not expend without written approval of the Council, expenditure on the Licensed Facility in excess of the amount specified in Item **Error! Reference source not found.** of Schedule 1 in any one year.

## **12 Assignment and Sub-licensing**

- 12.1 The Committee must not deal with its interest in the Licensed Facility including assigning this Licence to a new licensee.
- 12.2 The Committee must not sub-license part or all of the Licensed Facility to a new licensee without express written agreement from Council, except as agreed in Clause 8.

## **13 Committee's Failure to Repair and Maintain**

If the Committee does not carry out any repairs, maintenance or other works required under this Licence within 14 days of receiving written notice from Council, the Council may enter the Licensed Facility to carry out such repairs, maintenance and works at any reasonable time after giving the Committee reasonable notice. The cost of all such repairs, maintenance and works must be paid by the Committee to the Council on demand.

## **14 Public Liability Insurance**

14.1 The Committee shall take out and keep current during the period of the contract a Public Liability Insurance Policy in a form approved by the Council, in the name of the Committee in relation to the activities of the Committee insuring the Committee for a minimum of \$20 million (or more), or to the satisfaction of Council, against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it arising out of, or in relation to, the said contract. The Policy shall extend to cover the Council as Principal in respect to claims for personal injury or property damage arising out of the negligence of the committee. The Committee shall provide copy of the current Public Liability Policy as required to demonstrate a continuing period of insurance cover.

14.2 The Public Liability Policy will be arranged and paid by Council, unless the Committee elects to provide their own insurance coverage to the satisfaction of Council.

## **15 Release and Indemnity**

15.1 The Committee uses and occupies the Licensed Facility at its own risk and releases the Council from all claims resulting from any damage, loss, death or injury in connection with the Licensed Facility except to the extent that the Council is negligent.

15.2 The Council indemnifies and will keep indemnified the Committee and its officers, agents, employees and contractors from and against all Claims which the Committee may suffer or incur or for which the Committee may be or become liable arising from:

15.2.1 A failure of the Council to maintain any part of the Licensed Facility under its maintenance plans and programs; or

15.2.2 Any other negligent act or omission of the Council.

15.3 The Committee agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Committee's performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Committee.

## **16 Compliance**

The Committee must comply at the Committee's cost with the provisions of all statutes, regulations, local laws and by-laws relating to the Licensed Facility and all lawful orders or directions made under them.

## **17 Property**

- 17.1 The Committee acknowledges that all buildings and structures on the Licensed Facility and all new structural works and any additions or modifications to the existing or new buildings and structures carried out on the Licensed Facility are and remain the property of the Council.
- 17.2 The Council acknowledges that all the Committee's property, materials, furniture, fittings, appliances and funds held by the Committee shall be and remain the property of the Committee during the period of this Agreement, and when it has been removed by the Committee from the Licensed Facility.

## **18 Return of Property**

- 18.1 On the expiry or prior termination of this Agreement the Committee must return the Licensed Facility to the Council all in good order and condition and otherwise in accordance with the Committee obligations.
- 18.2 At the end of this Agreement, the Committee must
- 18.2.1 Vacate the Licensed Facility and give them back to Council in a condition consistent with the Committee having complied with its obligation under this Agreement.
  - 18.2.2 Remove the Committee's chattels, and if required by Council, remove all of the Committee's fixtures and make good any damage caused by their removal; and
  - 18.2.3 Give to Council all keys and other security devices (if any) for the purposes of obtaining access to the Licensed Facility.
- 18.3 Anything left in the Licensed Facility after the end of this Agreement will become the property of Council and may be removed by Council at the Committee's cost and at the Committee's Risk.

## **19 Option to Renew**

- 19.1 If the Committee wishes to renew this Agreement for the further term or terms in Item 4 of Schedule 1 and Council may renew this Agreement for that further term or those further terms if;
- 19.1.1 There is no unremedied breach of this Agreement by the Committee of which Council has given the Committee written notice.
  - 19.1.2 The Committee has not persistently committed breaches of this Agreement of which Council has given written notice during the term, and
  - 19.1.3 The Committee has requested the renewal in writing not more than 6 months nor less than 3 months before the end of the Agreement. The latest date for

exercising the option is stated in Item 4 of Schedule 1, unless otherwise approved by Council.

19.2 The renewed Agreement:

- 19.2.1 Starts on the date after this Agreement ends,
- 19.2.2 Has a starting rent determined by Council;
- 19.2.3 Must contain the same terms as this Agreement but with no option for renewal after the last option for a further term stated in Item 4 of Schedule 1 has been exercised.

**20 Breach or Default**

- 20.1 In the event of a breach, non-observance or default of any of the covenants, terms and conditions herein by the Committee or if the Committee becomes insolvent or liquidates its assets by arrangement or executes any Deed of Arrangement, Council or its agents or any person authorised by Council on its behalf may (but is not obliged and without prejudice to any of the powers herein contained or to any other remedy).
  - 20.1.1 Enter onto the Licensed Facility and premises at any time (notwithstanding the waiver or non-exercise of any previous default or right of re-entry to restrain and to re-enter upon the premises or any part thereof).
  - 20.1.2 And to do all such acts and things as Council may consider proper or desirable to remedy or to attempt to remedy and such breach or default or part thereof or to determine this Agreement.
- 20.2 if the Committee fails to remedy or rectify any such breach non observance or default within 48 hours of notice having been given by Council to the Committee, Council may thereupon terminate this Agreement and the term hereby granted but without releasing the Committee from liability in respect to the breach of any non-observance or default of any of the covenants on the Committee's part.
- 20.3 If the Committee breaches Clause 6.1 or Clause 7.1 Council may immediately terminate this Agreement and may remove at the Committee's expense any structures erected on the Licensed Facility.

**21 Termination**

- 21.1 In the event of a breach or default by the Committee pursuant to Clause 12 and/or in the event of a breach or default by the Committee of any of the covenants, terms and conditions herein which in the opinion of Council impacts on or affects its responsibilities as set out in Clause 11 hereof;

- 21.2 The Agreement may be terminated by Council by providing 7 days written notice to the Committee if the Committee fails to remedy a breach of any of the terms and conditions of this Agreement within 48 hours of receiving written notice from Council specifying the breach.
- 21.3 The Committee's occupancy may be terminated by Council without giving notice if this Agreement is lawfully rescinded or terminated (other than by completion).
- 21.4 The Committee undertakes to vacate the Licensed Facility within 7 days of being given prior written notice by Council to do so in accordance with this clause.
- 21.5 In the event of a breach or default the Committee which Council deems to be a minor breach or default:
- 21.5.1 The Agreement may be terminated by Council by providing 14 days written notice to the Committee if the Committee fails to remedy a breach of any of the terms and conditions of this Agreement within 14 days of receiving written notice from Council specifying the breach.
  - 21.5.2 The Committee's occupancy may be terminated by Council without giving notice if this Agreement is lawfully rescinded or terminated (other than by completion).
  - 21.5.3 The Committee undertakes to vacate the Licensed Facility within 14 days of being given prior written notice by Council to do so in accordance with this clause.
- 21.6 The Council may terminate this agreement with 12 months notice to the Committee and the Committee may terminate this agreement with one months notice to Council.

## **22 Dispute Resolution**

- 22.1 If any dispute arises under or in connection with this Agreement (Dispute) which Dispute is not able to be resolved by the parties within 14 days, the nominated senior executive officer (or equivalent) of each of the Council and the Committee will promptly meet and discuss in good faith the matter in dispute and/or the relevant issue with a view to resolving such Dispute.
- 22.2 If any dispute is unable to be resolved in accordance with Clause 22.1 within 14 days, the parties agree to endeavour in good faith to settle the Dispute by mediation as set out in this Clause before having recourse to arbitration or litigation.
- 22.2.1 In any event the parties must attempt to resolve any dispute by the mediation procedure, except disputes about:
    - (a) Unpaid rent and interest charged on it;
    - (b) Review of rent;
    - (c) A dispute to be resolved in another way prescribed by any other provision of this Agreement.

- 22.2.2 The mediation procedure is:
- (a) A party may start mediation by serving a mediation notice on the other party.
  - (b) The notice must state that a dispute has arisen and identify what the dispute is.
  - (c) The parties must jointly request appointment of a mediator, if the parties fail to agree on the appointment within 7 days of service of the mediation notice, either party may apply to the President of the Law Institute of Victoria or the nominee of the President to appoint a mediator.
  - (d) Once the mediator has accepted the appointment the parties must comply with the mediator's instructions.
  - (e) If the dispute is not resolved within 30 days of the appointment of the mediator, or any other period agreed by the parties in writing, the mediation ceases.
- 22.2.3 The mediator may fix the charges for the mediation which must be paid equally by the parties.
- 22.2.4 If the dispute is settled, all parties must sign the terms of agreement and these terms are binding on the parties.
- 22.2.5 The mediation is confidential and:
- (a) Statements made by the mediator or the parties, and
  - (b) Discussions between the participants to the mediation, before after or during the mediation
- cannot be used in any legal proceedings.
- 22.2.6 It must be a term of the engagement of the mediator that the parties release the mediator from any court proceedings relating to this Agreement or the mediation.
- 22.2.7 The mediator is not bound by the rules of natural justice and may discuss the dispute with a party in the absence of any other party.
- 22.2.8 If the dispute must be referred to the Victorian Civil and Administrative Tribunal, the parties agree that each may be represented by a legal practitioner or legal practitioners of its choice.
- 22.3 If the parties fail to settle any Dispute in accordance with Clause 22.1 or Clause 22.2 the parties may agree to submit the Dispute for resolution to final and binding arbitration under the Rules of Arbitration of the Institute of Arbitrators and Mediators Australia by one or more arbitrators appointed in accordance with those rules.
- 22.4 If the parties do not agree to refer the Dispute to arbitration in accordance with Clause 22.3 either party may submit the Dispute for resolution to the exclusive jurisdiction of the Courts or Tribunal of Victoria, Australia.

- 22.5 The parties to a Dispute will continue to perform their respective obligations under this Agreement pending the resolution of a Dispute under this clause.

### **23 Audit**

The books of account of the Committee shall be balanced to each financial year according to the rules applying to Incorporated Bodies as set by Consumer Affairs Victoria. If a Committee is a Tier 2 or 3 Committee (total revenue greater than \$250,000) under the Associations Incorporation Act 2012, the books shall also be audited by a suitably qualified person according to the rules applying to Incorporated Bodies.

### **24 Pecuniary Interest**

- 24.1 All members of the Committee who are not Councillors shall be exempted from the Register of Interest provisions of the Local Government Act 1989, pursuant to S81(2A) of the Act.
- 24.2 The members of the Committee shall observe the Pecuniary Interest requirements of Sections 78 and 79 the Local Government Act set out in Schedule 3 with regard to disclosure of interest in a matter of business before a meeting.

### **25 Fairness**

- 25.1 The Committee shall ensure that the functions, meetings and special events conducted under the auspices of the Committee are open to all members of the community, and that the Licensed Facility shall be available on reasonable and equitable terms. The Committee is empowered to adjudge questions of equity.
- 25.2 The Committee may at its discretion refuse users who may be considered inappropriate or offensive.
- 25.3 If the case of a dispute that cannot be resolved by the Committee, the Council shall be requested to consider the matter and Council's decision shall be accepted as final.

### **26 Limitation of Powers**

- 26.1 Amendments to the Licence -  
No amendment may be made to this Licence except by the Council. Amendments may be proposed to the Council by the Committee.
- 26.2 Other Limitations  
The Committee has no power to:-
- delegate its functions

- declare a rate or charge (except the fixing and collection of user charges, admittance fees to functions, registration fees for seminars, and the levy of membership fees etc)
- borrow money from the Council other than advances.
- enter into contracts for the operation, activities, extension or maintenance of the Licensed Facility (other than for administrative functions and engagement of short term special purposes entertainers, facilitators and guest speakers in support of the Committee's Statement of Purpose and the Facility Purpose authorised in this Licence)
- exceed expenditure limits on the Licensed Facility as specified in schedule 1.

## **27 Notices**

Any notice consent or demand or other communication to be served or given to the Committee by Council under this Delegation shall be deemed to have been duly served or given if it is in writing signed by the Council and delivered or sent by pre-paid post to the Committee's address set out in Item 1 of Schedule 1 or to the latest address stated by the Committee in any written communication with the Council.

## **28 Entire Understanding**

This Licence contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by this Agreement and have no effect.

## **29 Waiver**

If the Council accepts the Licence Fee or any other monies under this Agreement (before or after the end of this Licence) or does not exercise or delays exercising any of the Council's rights under this Agreement, it will not be a waiver of the breach of this Agreement by the Committee or of the Council's rights under this Licence.

### **30 Severence**

In this Agreement:

- 30.1 If a provision in this Agreement is held to be illegal, invalid, void, voidable or unenforceable, that provision must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable; and
- 30.2 If it is not possible to read down a provision as required in this clause, that provision is severable without affecting the validity or enforceability of the remaining part of that provision or the other provisions in this Agreement.

## Schedule No. 1

<b>Item</b>	
1. Committee Details	
a. Committee Name	<i>[name of incorporated body]</i>
b. Committee Address	<i>[postal address of incorporated body]</i>
2. Council Details	
a. Council Name	<b>Strathbogie Shire Council</b>
b. Council Address	<b>109A Binney St, Euroa, Vic 3666</b>
c. Council Postal Address	<b>PO Box 177, Euroa VIC 3666</b>
3. Agreement Term	<i>[Agreement length, starting date and ending date]</i>
4. Renewal Option	
a. Renewal Term	<i>[Option length, starting date and ending date]</i>
b. Option Exercise Date	<i>[First and Last date for taking up option]</i>
5. Lease/Licence Amount/Rental	<i>[Annual Payment]</i>
6. Level of Public Liability Insurance	<i>[As determined by Council]</i>
7. Any special Conditions	<i>[Insert special conditions as appropriate]</i>
8. Licensed Facility Details	<i>[Description of components making up facility – e.g. Building and Grounds]</i>
a. Facility Address	<i>[Street address of Facility]</i>
b. Parcel Details	<i>[Legal description of land parcels containing facility]</i>
c. Standard Parcel Identifiers	<i>[SPIs of land parcels containing facility]</i>
d. Land Ownership/Tenure	<i>[Ownership of land - Council/Crown (Council as CoM)]</i>
e. Reserve/Facility Purposes	<i>[Description of facility purpose or reserve purpose]</i>
f. Map/Diagram of Facility and area of responsibility	

## Schedule 2: Maintenance Responsibilities for *[Insert Facility Name]*

### Please note:

- This Schedule 2 is to be read in conjunction with your Committee's Licence Agreement.
- Committees of Management are no longer required to submit Facility Condition Reports.
- Any requests for service should come through Customer Service on 1800 065 993 or [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)
- Please obtain permission from relevant personnel at Council for any significant or capital work the Committee of Management may wish to undertake. Contact Customer Service to be referred to appropriate Officer.
- All maintenance and repairs are to be carried out by qualified tradespeople or professionals.

Item Description	Responsibility of the Committee	Responsibility of the Council
<b>Site Conditions</b>		
<b>Carparks</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works Program
<b>Fences</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Internal Roads</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works Program
<b>Light Towers/Flag Poles</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works Program
<b>Signage</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Drainage</b>	Responsible to maintain and repair To ensure natural lay of the land is not altered as to affect drainage without prior consent of Council	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works Program

<b>Building elements</b>		
<b>Building alterations</b>	Document the specific needs of the building relating to any alterations Make request to Council for permission for Committee to make alternations If approved, pay costs of all works related to requested alteration	Assess all requests submitted If request for alterations approved ensure satisfactory completion Renewal or replacement as prioritised by Council's Capital Works Program
<b>Vandalism</b>	Report to issues Council Malicious or accidental damage by users of others to be rectified	Responsible to maintain and repair Extensive damage will be covered by Council's insurance policy
<b>Structural Stability</b>	Report to issues Council	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Roof</b>	Report to issues Council	Undertake routine inspection Responsible to maintain and repair Renewal or replacement as prioritised by Council's Capital Works
<b>Eaves</b>	Report to issues Council	Undertake routine inspection Responsible to maintain and repair Renewal or replacement as prioritised by Council's Capital Works
<b>Guttering</b>	Report to issues Council	Undertake routine inspection Responsible to maintain and repair Renewal or replacement as prioritised by Council's Capital Works
<b>Drainage</b>	Keep drains clear of foreign objects and clear when blocked and carry out general maintenance	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works

<b>Walls External / Internal Ceilings</b>	Regular cleaning and maintenance Repair if damaged / misused	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Painting</b>	Responsible to maintain and repair painting as damaged through misuse	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Windows / Glass</b>	To keep clean and repair breakage	No responsibility
<b>Curtains / Blinds</b>	Regular cleaning, repair and replacement	No responsibility
<b>Doors External / Internal</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Benches, cupboards and associated fixtures and fittings</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Keys/Locks</b>	Keep accurate register of keys issued by Committee	Purchase, install and maintain all locks Keep accurate register of keys issued by Council
<b>Floor Surfaces and Coverings</b>	Regular cleaning Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Plumbing (including septic) and fixtures</b>	Responsible to maintain and repair (TBA)	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Lighting Internal / External Floodlights</b>	Replace and repair light globes/fittings Responsible to maintain and repair	Renewal or replacement as prioritised by Council's Capital Works
<b>Electrical Switch board / Wiring</b>	Report to issues Council	Undertake routine inspection Responsible to maintain and repair Renewal or replacement as prioritised by Council's

<b>Capital Works</b>		
<b>Electrical Fittings including light switches / power points; Hot water system; Air conditioning / ceiling fans; Electrical Heating; Electrical Stoves, Ovens, and Potable Water Boilers</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Gas Fittings including Heating; Gas Stoves, Ovens, and Potable Water Boilers</b>	Responsible to maintain and repair	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Health and Amenities</b>		
<b>Kitchen</b>	Ensure regular cleaning and maintenance is carried out	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Toilet</b>	Ensure regular cleaning and maintenance is carried out	Undertake routine inspection Renewal or replacement as prioritised by Council's Capital Works
<b>Food Handling Areas and equipment</b>	Comply with relevant Health Acts and maintain such equipment under the <a href="#">Public Health and Wellbeing Act 2008</a>	Undertake routine inspection Environmental Health Officer to routinely inspect
<b>Ventilation (kitchen exhaust)</b>	Check the grease arresting filters are secure & free of damage and ensure there is no excessive build-up of fat in the collection trays or ducts surrounding the canopy after each use	Undertake routine inspection of hood and exhaust duct for excessive grease build up
<b>Emergency Services Measures</b>		
<b>Evacuation Plan</b>	Ensure unobstructed access Report to issues Council	Ensure accurate Evacuation Plan is in place and publicised
<b>Paths of Travel</b>	Ensure that internal and external paths are clear	Regular inspection

<b>Exit Signs / Lights</b>	No responsibility	Regular inspection and maintenance Renewal and replacement as required
<b>First Aid</b>	Ensure unobstructed access Ensure appropriate first aid facilities are available	No responsibility
<b>Test and Tag</b>	Regular inspection and testing	No responsibility
<b>Smoke detectors / Alarms</b>	Regular testing and cleaning	Regular inspection, maintenance and replacement due to age
<b>Fire Extinguishers / Hose Reel / Hydrants</b>	Ensure unobstructed access To immediately advise Council when discharged Replacement due to misuse or theft	Regular inspection, maintenance and replacement due to age
<b>Services –</b>		
<b>Communications</b>	Payment of all charges Refer issues to provider	No responsibility
<b>Electricity Supply</b>	Payment of all charges Refer issues to provider	No responsibility
<b>Gas Supply</b>	Payment of all charges Refer issues to provider	No responsibility
<b>Water Supply (including sewerage)</b>	Payment of usage charges	Payment of relevant Water Authority Rates
<b>Other</b>		
<b>Grassed area</b>	To ensure the area is clean and tidy Mowing and Maintenance as required	Annual slashing for fire prevention, if required
<b>Tree management</b>	Responsible for rectification of defects Maintenance or removal as required Seek approval for new plantings	Give approval for new plantings

# Committee of Management Annual Return

For the financial year ended [insert year]

Please complete and return by [insert date] to:

Strathbogie Shire Council  
109A Binney St or High St Nagambie  
PO Box 177  
Euroa, 3666  
or Email: [info@strathbogie.gov.vic.au](mailto:info@strathbogie.gov.vic.au)

## 1. Committee of Management

Name:

I.D:

---

## 2. Statement of income and expenditure

Please only include income and expenditure for the Committee, not Tenants of the Reserve.

Income	[Insert Financial Year] (\$)
a) Fees (eg hall hire, entrance fees, membership fees)	
b) Fundraising (eg garage sales, raffles, fundraising events)	
c) Gifts / Donations	
d) Grants	
e) Leases / Licences / Informal Agreements	
f) Proceeds from disposal of Asset (eg sale of lawn mower)	
g) Interest received	
h) GST / Tax refunds (if applicable)	
i) Other (please specify)	
<b>Income Total (add a to i)</b>	

Expenditure	[Insert Financial Year] (\$)
j) Utilities (eg electricity, gas, water, council rates, phone, internet)	
k) Fundraising costs	
l) Administration expenses (eg stationery, postage, contract admin staff)	
m) Building maintenance (eg repairs, up keep, contract cleaners)	
n) Asset purchases and additions (eg tools, lawn mower, capital improvements)	
o) Land maintenance (eg tree removal, fencing, contract gardeners)	
p) Insurance costs (include premiums and any excess payments)	
q) Salaries & Wages (payments to staff & related costs - <u>not</u> payments to contractors)	
r) Banking costs (eg fees and charges)	
s) GST / Tax Payments (if applicable)	
t) Other (please specify)	
<b>Expenditure Total (add j to t)</b>	

COM:

Committee of Management Annual Return for the year ending [Insert Financial Year]

### 3. Breakdown of cash balance and other investments

Please only provide balances for the Committee, not Tenants of the Reserve.

	Opening balance 1 July [00]	Closing balance 30 June [00]
a) Petty cash on hand		
	Account name	Institution
b) Bank account 1		
c) Bank account 2		
d) Term deposits		
e) Receipts not yet banked (Cash and Cheques)		
f) Less un-presented cheques		
g) Total cash assets (a + b + c + d + e) – (f)		

### 4. Review key Committee contact details

(please provide a current email address for the Committee if you have not already done so).

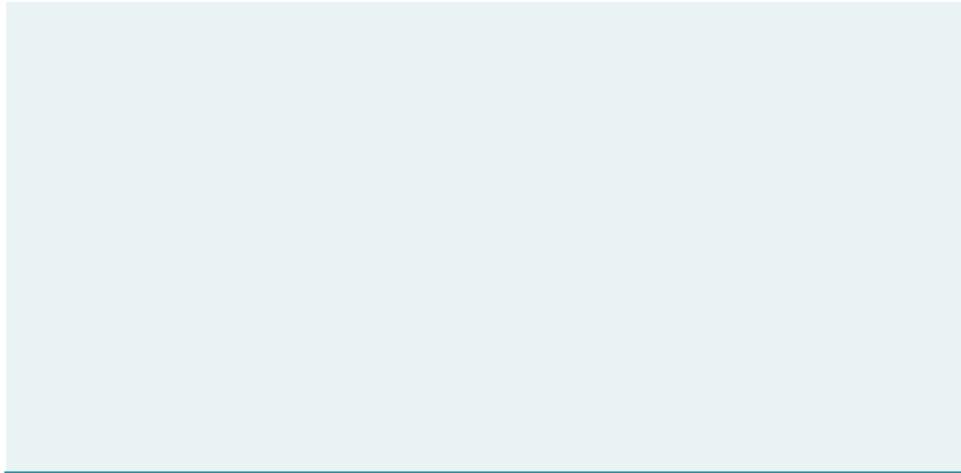
Name	
Title (eg Chair, Secretary, Member)	
Postal address	
Committee email address	
Telephone number	
Mobile number	

COM:

Committee of Management Annual Return for the year ending [Insert Financial Year]

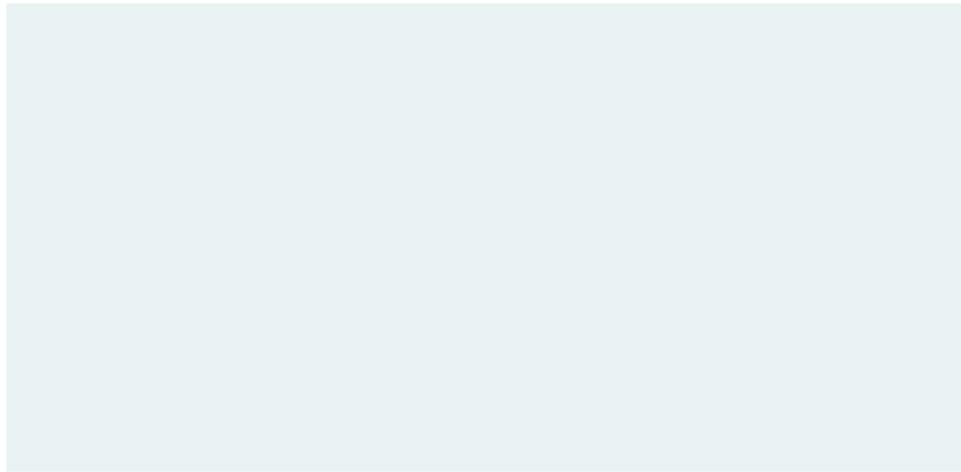
## 5. Chairperson's Report

Include a summary of the success and challenges that your Committee has experienced this year



## 6. Additional comments

Include issues you would like to bring to the Council's attention



COM:

Committee of Management Annual Return for the year ending [Insert Financial Year]

## 7. Attestation of Committee's responsible officer

The Committee's Responsible Officer must be a Committee Member (eg Chairperson, Secretary or Treasurer).

I certify that the financial information supplied can be substantiated from supporting records and that any attached information is accurate.

Name

Title

Telephone number

Signature

Date of signing

When completed please return by [Insert date] to:

COM Returns  
Strathbogje Shire Council  
109A Binney St  
EURAO VIC 3666

or Email: [info@strathbogje.vic.gov.au](mailto:info@strathbogje.vic.gov.au)

COM:

Committee of Management Annual Return for the year ending [Insert Financial Year]

#### **9.7.4 Council Facilities and Reserves Policy and Committees of Management of Council Facilities and Reserves Policy**

##### **Author & Department**

Community Engagement and Planning / 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**

Following a review of the Council Reserves and Facilities Policy and the Hire of Public Halls Policy, new Policies have been developed to direct the use of Council Facilities and Committees of Management.

##### **RECOMMENDATION**

###### **That Council:**

- 1. Adopts the Council Facilities and Reserves Policy, and acknowledges that this policy now supersedes the Hire of Public Halls Policy (adopted 17/09/2013).**
- 2. Adopts the Committees of Management of Council Facilities and Reserves Policy, and acknowledges that this policy now supersedes the Council Reserves and Facilities Policy (adopted 22/10/2013).**
- 3. Endorse the Hiring Guidelines and Conditions of Use (2019).**

##### **Background**

The Hire of Public Halls Policy was last reviewed in September 2013.

The Council Reserves and Facilities Policy were last reviewed in October 2013.

These policies have now been reviewed and revised to more accurately reflect the purpose and objective of the Policies. In addition, guidelines which support the hire process have been developed.

The following documents have been developed:

1. Council Facilities and Reserves Policy (replacing Hire of Public Halls Policy)
2. Hiring Guidelines and Conditions of Use (2019) to support Council Facilities and Reserves Policy
3. Committees of Management of Council Facilities and Reserves Policy (replacing Council Reserves and Facilities Policy)

#### 9.7.4 Council Facilities and Reserves Policy and Committees of Management of Council Facilities and Reserves Policy (cont.)

These documents have been presented to and reviewed by the following staff:

- Manager Infrastructure
- Manager Operations
- Manager Community Wellbeing
- Visitor Economy & Events Co-ordinator
- Community Facilities Planning Officer
- Corporate Risk Officer

#### **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.

It directly links to the Council Plan 2017 – 2021 as follows:

- Goal 5: To be a high performing Shire
  - Key Strategy – Implement models of service delivery that result in increased efficiencies and better community outcomes

#### **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**

This document more clearly and easily defines Council's policies surrounding the process and procedures when managing and using Council owned or controlled facilities and reserves.

9.7.4 Council Facilities and Reserves Policy and Committees of Management of Council Facilities and Reserves Policy (cont.)

**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**

- Council Facilities and Reserves Policy
- Committees of Management of Council Facilities and Reserves Policy

**Tabled Document/s**

- Hiring Guidelines and Conditions of Use 2019

## COUNCIL FACILITIES AND RESERVES POLICY



COUNCIL POLICY	
Effective Date:	20/08/2019
Last Review:	New Policy
Current Review:	Replacing Hire of Public Halls Policy 17/09/2013
Adopted by Council:	
Next Review Date:	20/08/2020
Responsible Officer/s:	Manager Infrastructure

### **1 PURPOSE**

- 1.1 The purpose of this policy is to establish Council's position, rules and conditions for the hire and use of Council owned and controlled facilities.

### **2 SCOPE**

- 2.1 This policy applies to facilities and reserves directly managed and operated by Council as well as those managed by Council appointed Committees of Management.
- 2.2 This policy defines approved activities and conditions of use that applies for the use of Council owned and controlled facilities and reserves, including:
- Conference and meeting rooms
  - Public halls
  - Recreation Reserves
- 2.3 All Committees of Management should operate under the auspices of the Committees of Management of Council Facilities and Reserves Policy.

### **3 OBJECTIVES**

- 3.1 The objectives of the Council Facilities and Reserves Policy are:

- a) To promote optimal usage of facilities and reserves by the community in harmony with and consistent with the reasonable expectations of the local community.
- b) To ensure that user groups will have open, non-discriminatory and equitable access.
- c) To ensure that sound risk management practices are observed.
- d) To ensure maintenance standards are consistent across the municipality, and that community assets are maintained to the highest possible standards within the constraints of Council and community resources.

#### **4 POLICY STATEMENT**

- 4.1 This policy provides a basis for the management, promotion and development in the use of Council-owned and controlled facilities and reserves for the benefit of the community.
- 4.2 Council is committed to working in partnership with the community to encourage, develop, support and sustain a wide range of local quality recreational, cultural, social and community facilities and reserves.
- 4.3 Council acknowledges the importance of the Council/Community partnership ethic underpinning the arrangement and emphasises its commitment to supporting valuable service provided to local communities by the facilities and reserves.

#### **5 PRINCIPLES**

- 5.1 *These principles allows the management of facilities and reserves in a manner which best responds to the needs and initiatives of local communities and provides risk protection to both Council and Committees of Management.*
- 5.2 Council will progressively develop and maintain a database of facilities and reserves and associated recreational and cultural organisations for the purpose of improving communication and providing information for funding submissions, Council facilities planning and other purposes as appropriate.
- 5.3 *The following documents guide the procedures relating to the use of a facility and/or reserve:*
  - a) Council Facilities and Reserves: Hiring Guidelines and Conditions of Use 2019
  - b) Committees of Management Resource Manual
  - c) Specific User Application forms
- 5.4 An application to hire a room, hall or reserve or part thereof must be made by completing the appropriate application form. Application forms and a full

list of all rooms, halls or reserves available for use can be found on Council's website.

- 5.5 Terms and Conditions of use are included on the application form and must be agreed to prior to the term of use.
- 5.6 Hire charges shall be payable in accordance with the schedule of fees determined by Council or Committee of Management.
- 5.7 Users shall, at all times during the Agreement Term, be the holder of a current Public Liability Policy of Insurance to cover legal liability to third parties for personal injury or property damage.
- 5.8 Smoking is not permitted within any Council buildings.
- 5.9 Right to Respect - No user shall cause any explicit materials or promote inappropriate behaviour when using a facility. The right to respect includes the promotion of gender equality and prevention of violence against women and children.
- 5.10 In the event of any dispute or difference arising as to the interpretation of this policy or any conditions of hire of any hall or room, the matter may be referred to the Council disputes resolution committee for resolution and the decision of the committee shall be final and conclusive.

## **6 DEFINITIONS**

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

**Committee of Management:** A committee of volunteers appointed by Council to look after Council owned or managed facilities

**Facility/Reserve:** real property accommodating community infrastructure, such as public halls, recreation facilities and the like, which have broad community use and are used for multi-purpose cultural, community and/or recreational purposes.

## **7 RELATED LEGISLATION AND DOCUMENTS**

### **Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010:**

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

[Local Government Act 1989](#)

[Strathbogie Shire Council Plan](#)

[Strathbogie Shire Council Liveability Plan](#) (Municipal Public Health and Wellbeing Plan)

Committees of Management of Council Facilities and Reserve Policy

Committees of Management Resource Manual

Council Facilities and Reserves: Hiring Guidelines and Conditions of Use

## **8 FEEDBACK**

8.1 Council staff and community may provide feedback about this document by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) .

## COMMITTEES OF MANAGEMENT OF COUNCIL FACILITIES AND RESERVES POLICY



COUNCIL POLICY	
Effective Date:	20/08/2019
Last Review:	New Policy
Current Review:	Replacing Council Reserves and Facilities Policy 22/10/2013
Adopted by Council:	
Next Review Date:	20/08/2020
Responsible Officer/s:	Manager Infrastructure

### **1 PURPOSE**

- 1.1 The purpose of this policy is to establish Council's position, rules and conditions for the management of Council owned and controlled facilities.
- 1.2 To clarify the roles between Council and the Committees of Management, to provide the policy basis for the type of Committee and agreement, effectively manage Reserves and Facilities on behalf of Council.

### **2 SCOPE**

- 2.1 This policy applies to Council appointed Committees of Management.
- 2.2 All Committees of Management should refer to the Council Reserve and Facilities Policy for Council's position, rules and conditions for the hire and use of Council owned and managed facilities.
- 2.3 Committees of Management structures should ensure that:
  - a) They operate in partnership with Council.
  - b) They have provision for dealing with non-compliance disputes or changed circumstances with users.
  - c) Day-to-day operation is handled by delegated or agreement-based Committees of Management.

### **3 OBJECTIVES**

- 3.1 The objectives of the Committee of Management Policy are:

- a) To promote optimal usage of reserves and facilities by the community in harmony with and consistent with the reasonable expectations of the local community.
- b) To ensure that user groups will have open, non-discriminatory and equitable access.
- c) To ensure that sound risk management practices are observed.
- d) To ensure maintenance standards are consistent across the municipality, and that community assets are maintained to the highest possible standards within the constraints of Council and community resources.

#### **4 POLICY STATEMENT**

- 4.1 This policy provides a basis for the management, promotion, development and use of council-owned and controlled facilities and reserves for the benefit of the community.
- 4.2 Strathbogie Shire Council is committed to working in partnership with the community to encourage, develop, support and sustain a wide range of local quality recreational, cultural, social and community reserves and facilities.
- 4.3 Council acknowledges the importance of the Council/Community partnership ethic underpinning the arrangement and emphasises its commitment to supporting valuable service provided to local communities by the Reserves and Facilities.

#### **5 PRINCIPLES**

- 5.1 *These principles allow the management of reserves and facilities in a manner which best responds to the needs and initiatives of local communities; and provides risk protection to both Council and Committees of Management.*
- 5.2 *The procedural implementations are documented in the following documents that are maintained in collaboration with all internal stakeholders:*
  - a) Committees of Management Resource Manual
  - b) Council Facilities and Reserves: Hiring Guidelines and Conditions of Use 2019
- 5.3 *Reserves and Facilities should be managed to:*
  - a) Promote optimal usage of facilities by the community.
  - b) Ensure that the use of the facility will be in harmony with & consistent with the reasonable expectations of the local community.
  - c) Ensure that facility user groups will have open, non-discriminatory membership.
  - d) Ensure that all users contribute to the maintenance and development of the reserve/facility for the long term benefit of the community.
  - e) Ensure that all facility users will be dealt with equitably.

- f) Support the promotion and development of youth activities.
- g) Ensure that sound risk management practices are observed.
- h) Ensure maintenance standards are consistent across the municipality, and that community assets are maintained to the highest possible standards within the constraints of Council and Community resources.

- 5.4 Council will provide support and assistance to Committees of Management in matters regarding maintenance, grants, facility development, tenure/leases and resolution of disputes as required.
- 5.5 Council will provide guidance to Committees of Management to ensure they have adequate information to continue their operation and commitment to the community.
- 5.6 The Community Facilities Planning Officer will maintain effective communication links between Council and the various user groups operating on reserves and facilities within the Shire.
- 5.7 The Community Facilities Planning Officer will be responsible for the administration of allocations of all facilities and fees, providing support and advice for user groups/committees, establishing education programs, facilitating all consultative processes and administering the conditions under which user groups operate.
- 5.8 Council will not provide administrative support such as presence at meetings.
- 5.9 Council will undertake regular Committee of Management Network Forums to provide information to user groups and clubs, to advise user groups and clubs of relevant changes to Council Policy and to provide information on issues of importance.
- 5.10 Council will require and assist Committees of Management to become incorporated bodies and manage their operations effectively, by providing guidelines to clarify their roles, functions and relationship with Council and their respective community.

## **6 DEFINITIONS**

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

**Committee of Management:** A committee of volunteers appointed by Council to look after Council owned or managed facilities

**Facility/Reserve:** real property accommodating community infrastructure, such as public halls, recreation facilities and the like, which have broad community use and are used for multi-purpose cultural, community and/or recreational purposes.

## **7 RELATED LEGISLATION AND DOCUMENTS**

### **Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010:**

Council acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

[Local Government Act 1989](#)

[Strathbogie Shire Council Plan](#)

[Strathbogie Shire Council Liveability Plan](#) (Municipal Public Health and Wellbeing Plan)

Council Facilities and Reserves Policy

Committees of Management Resource Manual

Council Facilities and Reserves: Hiring Guidelines and Conditions of Use 2019

## **8 FEEDBACK**

8.1 Council staff and community may provide feedback about this document by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au) .

**9.7.5 Memorandum of Understanding with Associated Public Schools (APS) for the Heads of the River Rowing Regattas 2020 – 2024**

**Author & Department**

Visitor Economy & Events Coordinator / 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**

The APS and the Strathbogie Shire Council are looking to enter into a Memorandum of Understanding to host the Heads of the Rowing Regattas at Nagambie for the next five years being 2020 – 2024. APS have agreed to these terms and to pay the \$15,000 upon signing of the agreement as hire and event management fees for the period.

**RECOMMENDATION**

- 1. That Council enter into a Memorandum of Understanding with the Associated Public Schools to host the Heads of the River Rowing Regatta 2020 – 2024 at a discounted hire fee rate.**
- 2. That the Acting Chief Executive Officer be authorized to sign the Memorandum of Understanding between Strathbogie Shire Council and APS Sport on behalf of Council.**

**Background**

Nagambie has hosted the Heads of the River rowing regatta for the last 20 years. The regatta brings over 15,000 students, families, school staff and coaches to the Regatta Centre in Nagambie for an action packed day of rowing competition. The MOU would establish and understanding of what each parties obligations are and give certainty for the future of the event in Nagambie.

**Alternative Options**

To remain under the current arrangement on a year by year basis.

**Risk Management**

Significant Risk Management Factors - This event brings huge economic development to Nagambie and the Shire. Not only on the weekend of the event, but the rowing training camps that come to train on the rowing course for the event. This agreement significantly reduces the risk of the event moving to a different venue for at least a 5 year period.

9.7.5 Memorandum of Understanding with Associated Public Schools (APS) for the Heads of the River Rowing Regattas 2020 – 2024 (cont.)

**Strategic Links – policy implications and relevance to Council Plan**

There is no strategic link to the recently developed Council Plan within Council's goals specific to events. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"*, with a key strategic goal of *"Contribute to building healthy and vibrant communities and to support tourism and business development"*

**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 MOU offers the APS the opportunity to pay \$3,000 per annum for the next five years, upfront (\$15,000) on the signing of this agreement. This is a discount of \$750 pa, where the previous agreed hire and management fee has been \$3,750 per annum. The APS has agreed to these discounted payment terms in return for agreeing to keep the event in Nagambie for the next 5 years. All other costs are covered by the gate takings from the event.

**Economic Implications**

The risk of losing the event to another venue would bring a huge loss to the economy of the town and the Shire.

**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 Regatta offers the community a great opportunity to fundraise and earn income from patrons outside the local community. The CFA, Nagambie Tennis Club, local primary schools, etc all have this opportunity and raise thousands of dollars on the day.

**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 require a community consultation process due to the nature of the request.

**Attachments**

Nil.

**9.7.6 Good Food and Wine Show  
- Strathbogie Shire Council Participation in the 2020 Event**

**Author & Department**

Visitor Economy & Events Coordinator / 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**

Strathbogie Shire Council has had a stand at the Melbourne Good Food and Wine Show (GFWS) for the past four years. In the first two years, Council was there as a stand-alone stand and the last two years have been in partnership with Goulburn River Valley Tourism – which included Mitchell, Murrindindi and Shepparton Shire Councils, Tahbilk Wines, Mitchelton Wines and, in 2019 - Fowles Wines. At the conclusion of the 2019 event, the then CEO signed an agreement with the GFWS for a stand in the 2020 Show, which is due to be confirmed on the 12 August 2019.

Mitchelton Wines and Fowles Wines have agreed to partner again (their sales were up on previous years at the Show), as have Mitchell and Murrindindi Shire Councils.

This partnership would also support and promote the recently formed tourism alliance with Murrindindi and Mitchell Shire Councils.

**RECOMMENDATION**

**That Council support the attendance on a stand at the Melbourne Good Food and Wine Show 2020.**

**Background**

Participation in the Good Food and Wine Show has proven to be a very successful venture. The show attracts around 30,000 people over three days, with the audience being mostly 25 to 45 years old. The feedback regarding attendance has been positive, particularly as the stand was a 'destination' stand in the show providing something different for the audience.

We handed out 2,000 show bags to interested people and every show bag came with a conversation and genuine engagement. The stand was also one of the few to be handing out show bags – giving a point of difference. All in all it was a very worthwhile experience. It was also great to be able to support some of our Shire's major tourism businesses –Mitchelton, Tahbilk and Fowles Wines

9.7.6 Good Food and Wine Show  
- Strathbogie Shire Council Participation in the 2020 Event (cont.)

**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**

There is no strategic link to the recently developed Council Plan within Council's goals specific to events. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"*, with a key strategic goal of *"Contribute to building healthy and vibrant communities and to support tourism and business development"*

**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 cost for Strathbogie Shire to participate in the GFWS stand has previously been \$2,500, this fee is yet to be set for the 2020 show. The other cost is for accommodation for staff/Councillors who attend the event.

**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 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.

9.7.6 Good Food and Wine Show  
- Strathbogie Shire Council Participation in the 2020 Event (cont.)

**Consultation**

The author of this report considers that the matter under consideration did not require a community consultation process due to the nature of the request.

**Attachments**

- Good Food and Wine Show Post Show Report



# GOOD FOOD & WINE SHOW

2019 POST SHOW REPORT  
MELBOURNE & SYDNEY

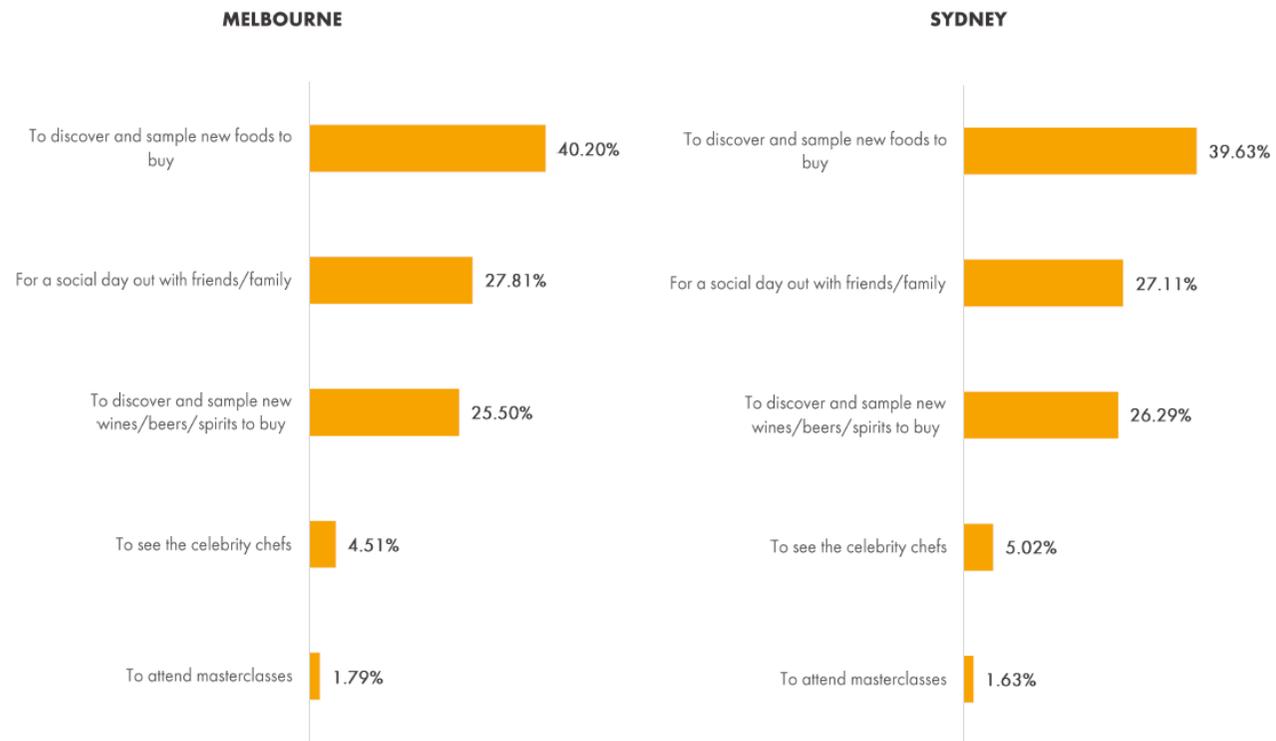




## VISITOR NUMBERS

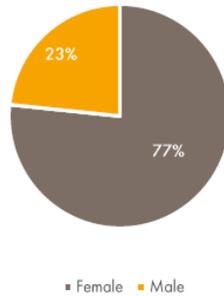
<b>DAY</b>	<b>2019 MELBOURNE</b>	<b>2019 SYDNEY</b>
<b>FRIDAY</b>	6542	7785
<b>SATURDAY</b>	12187	13097
<b>SUNDAY</b>	10292	11253
<b>TOTAL</b>	<b>29,022</b>	<b>32,135</b>

## REASONS TO ATTEND

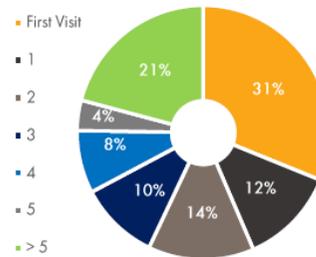


## VISITOR DEMOGRAPHICS MELBOURNE

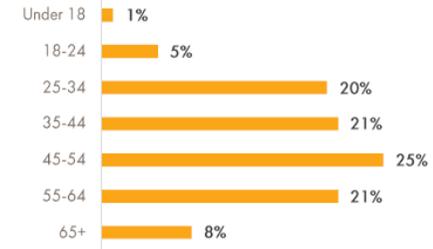
TICKET PURCHASER GENDER



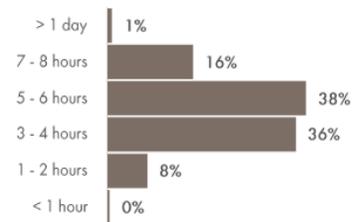
PREVIOUS VISITS



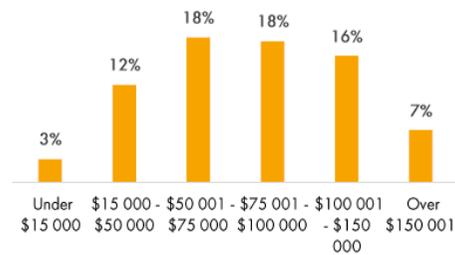
AGE



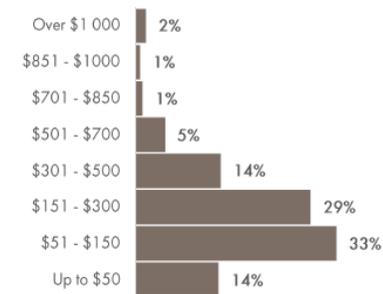
DWELL TIME



PERSONAL INCOME

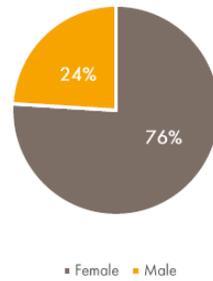


SPEND

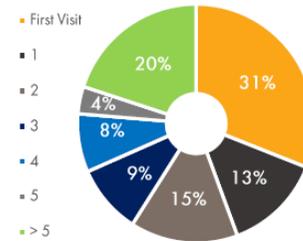


## VISITOR DEMOGRAPHICS SYDNEY

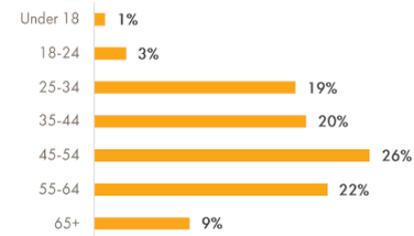
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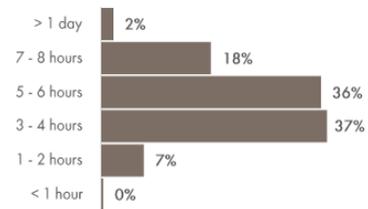
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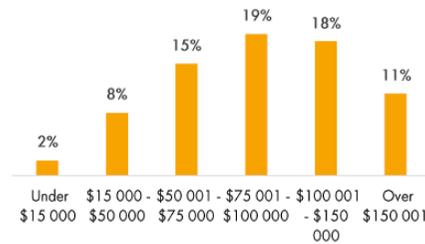
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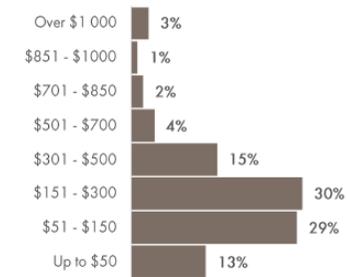
DWELL TIME



PERSONAL INCOME

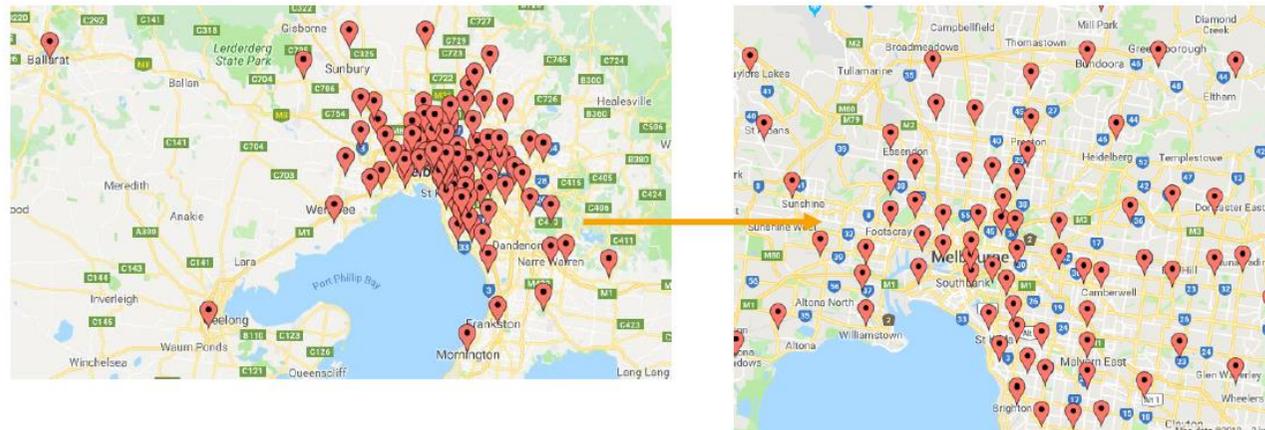


SPEND



## WHERE DO OUR VISITORS COME FROM?

### MELBOURNE

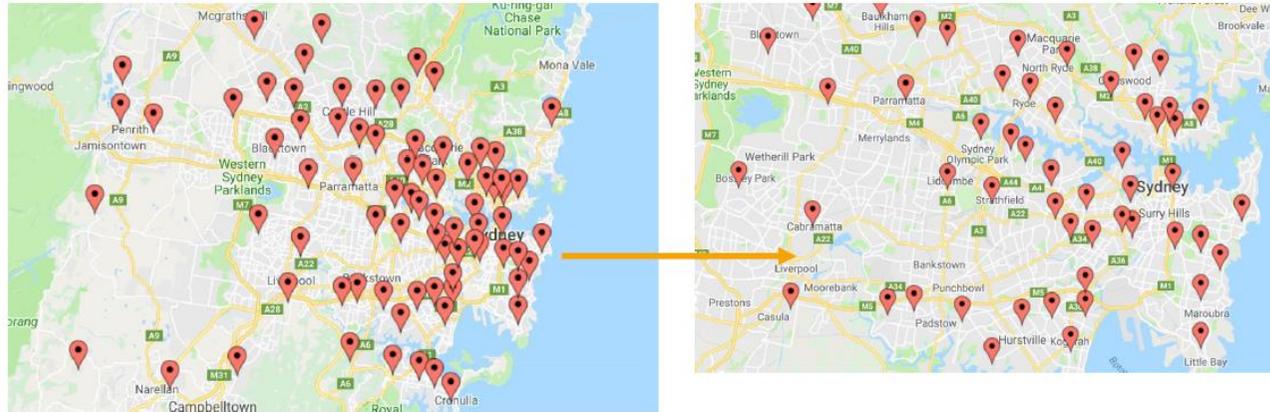


### TOP 15 AREAS OF MELBOURNE THAT ATTEND THE SHOW

1. 3000 MELBOURNE	2. 3121 RICHMOND	3. 3006 SOUTHBANK	4. 3030 WERRIBEE	5. 3141 SOUTH YARRA
6. 3182 ST KILDA	7. 3207 PORT MELBOURNE	8. 3806 BERWICK	9. 3181 PRAHRAN / WINDSOR	10. 3032 MARIBYRNONG
11. 3977 CRANBOURNE	12. 3204 BENTLEIGH	13. 3029 HOPPERS CROSSING	14. 3150 GLEN WAVERLY	15. 3008 DOCKLANDS

## WHERE DO OUR VISITORS COME FROM?

### SYDNEY



### TOP 25 POSTCODES OF SYDNEY THAT ATTEND THE SHOW

1. 2000 SYDNEY	2. 2065 ST LEONARDS	3. 2153 BAULKHAM HILLS	4. 2010 SURRY HILLS	5. 2155 ROUSE HILL
6. 2170 CASULA	7. 2009 PYRMONT	8. 2112 RYDE	9. 2017 WATERLOO	10. 2066 LANE COVE
11. 2154 CASTLE HILL	12. 2031 RANDWICK	13. 2046 FIVE DOCK	14. 2232 SUTHERLAND	15. 2145 GREYSTANES
16. 2234 MENAI	17. 2137 CONCORD	18. 2560 CAMBELLTOWN	19. 2060 NORTH SYDNEY	20. 2099 DEE WHY
21. 2040 LILYFIELD	22. 2127 NEWINGTON	23. 2204 MARRICKVILLE	24. 2067 CHATSWOOD	25. 2026 BONDI

## VISITOR POSTCODES 2018

### MELBOURNE



3000	3121	3006	3030
3182	3141	3150	3207
3181	3977	3029	3072
3195	3070	3205	3037
3204	3216	3008	3073

### SYDNEY



2000	2065	2010	2009
2155	2046	2170	2137
2153	2066	2154	2113
2031	2112	2234	2145
2017	2060	2232	2040

**9.7.7 2019 Australian National Show and Shine  
- Sponsorship Request from Euroa Show and Shine Inc. Committee**

**Author & Department**

Visitor Economy & Events Coordinator / 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**

The Euroa Show and Shine Inc Committee have submitted a request for \$5,000 for sponsorship of the 2019 event. The total budget for sponsorship is \$30,000.

The Shire has often sponsored this event, granting \$2,000 each year in sponsorship for the past 3 years.

This is a not for profit event, all gate takings go to community or charity work. In the last twelve months they have donated \$10,000 to community groups.

They scored 20/25 in the Smarty Grants sponsorship application assessment.

The decision for Council is whether to sponsor the 2019 Australian National Show and Shine event and to what level.

Options Council may wish to consider include -

- *Cash sponsorship*
- *Cash sponsorship of a lesser amount than the \$5,000 requested*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

**RECOMMENDATION**

**For Council decision.**

**Background**

The Australian National Show and Shine is an annual event run by Euroa Show and Shine Inc Committee who are a not for profit Incorporated Association. The event has been running for 17 years in total and has grown to become one of Australia's most popular car events with a large number of cars, motorbikes, trucks, tractors and stalls on display and generally around 8,000 visitors.

9.7.7 2019 Australian National Show and Shine  
- Sponsorship Request from Euroa Show and Shine Inc. Committee (cont.)

The aim of the committee, apart from running a premium award winning car and motorbike show, is to encourage tourism and visitation to Euroa and the Shire of Strathbogie. Broad community participation and volunteerism is encouraged as well as focusing on accessibility (physical) for people from groups that experience ongoing exclusion.

Their aim is to be able to have a reserve of funds that would enable the committee to run two consecutive events should they be washed out or prevented from running at the last moment. In this scenario, they would be liable for expenses they have contracted for and have no income. They also note that corporate funding is becoming increasingly difficult to obtain as illustrated by losing the major sponsor this year and this trend appears to be ongoing.

**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.

- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

**Risk Management**

The decision is for Council, and the risk management factors to consider would be reputational in respect of support or decline. Due to the size of the event, the Officer, in conjunction with the Corporate Risk Officer, have requested that the committee prepare an Event Management Plan including comprehensive risk management, emergency management plan and TMP as a requirement for event approval. A risk management plan has been submitted.

**Strategic Links – policy implications and relevance to Council Plan**

There is no strategic link to the recently developed Council Plan within Council's goals specific to events. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"*, with a key strategic goal of *"Contribute to building healthy and vibrant communities and to support tourism and business development"*

**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 Australian National Show and Shine Committee have requested \$5,000 sponsorship for the 2019 event. The total budget for sponsorship is \$30,000.

9.7.7 2019 Australian National Show and Shine  
- Sponsorship Request from Euroa Show and Shine Inc. Committee (cont.)

**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 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 require a community consultation process due to the nature of the request.

**Attachments**

Nil.

### **9.7.8 Community Engagement Strategy 2019- 2022**

#### **Author & Department**

Senior Communications Officer / Organisational Performance 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 Community Engagement Strategy has been developed as directed in the Council Plan 2017-2021. The strategy has been reviewed and finalised following consideration of community feedback through a community engagement process.

The strategy will assist in furthering Council's commitment to communicate and engage effectively with our community and stakeholders and to align with pending changes to the Local Government Act.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Acknowledge and receive community feedback in relation to the Community Engagement Strategy as outlined in the Community Feedback Report.**
- 2. Endorse the recommendations for Integration of Feedback into Community Engagement Strategy as outlined in the Community Feedback Report.**
- 3. Adopt the attached Community Engagement Strategy 2019-2022.**

#### **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.

### 9.7.8 Community Engagement Strategy 2019- 2022 (cont.)

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:

- 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.

A Communications and Engagement Policy and draft Community Engagement Strategy were subsequently created. The policy was endorsed at the Ordinary Council Meeting on Tuesday 18 June and the draft strategy was released for community engagement for a four week period.

The community engagement process involved an online forum on Council's OurSay platform [www.oursay.org/strathbogie](http://www.oursay.org/strathbogie), posing the question *What makes engagement meaningful and effective to you?* It included a copy of the draft strategy and a call to action for the community to tell Council how they'd like us to engage and what makes a meaningful and effective engagement experience. There was also the opportunity to obtain a copy of the draft strategy at Council Offices and write in or email Council feedback.

The draft strategy and opportunity for feedback was promoted through distribution of a media release on Wednesday 19<sup>th</sup> June to local media and was subsequently published by the Nagambie Community Voice and Seymour Telegraph. A website article was also published and a social media campaign was conducted throughout the period, with posts posing questions and encouraging the community to tell Council what meaningful and effective engagement looks like to them.

### 9.7.8 Community Engagement Strategy 2019- 2022 (cont.)

Council received seven responses from our community through the online forum and via email. We received some amendments to wording and grammar in the document, as well as a number of other key items raised by our community, including:

- ✓ More opportunities for wider reaching face-to-face interaction with Council, such as public meetings, town hall meetings or “listening dates”
- ✓ More two-way communications and social media engagement and less closed meetings and one-way communication
- ✓ Timely responses and feedback when engaging with the community
- ✓ Community engagement to be more closely linked with customer service and Customer Relationship Management
- ✓ Including a community member on Council’s Community Engagement Working Group

Senior Communications Officer has reviewed all community feedback, made some changes to the document to accommodate some of the feedback and provided comments in response to each submission in the attached Community Feedback Report. It should be noted much of the feedback provided by our community related to implementation of the strategy and will be considered in the implementation phase.

#### **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 Communications and Engagement outlined 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.

#### **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.

### 9.7.8 Community Engagement Strategy 2019- 2022 (cont.)

#### **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 Community Engagement Strategy has significant implications for our community. The vision in the strategy is to provide more meaningful engagement opportunities to ensure our communities feel more connected and engaged with Council and its decision making.

The 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**

A community engagement process has been undertaken for the strategy and took place from Wednesday 19 June to Wednesday 17 July 2019. This involved an online forum where our community was invited to read the strategy and engage on the discussion forum, in writing or via email to Council.

#### **Attachments**

- Community Engagement Strategy 2019- 2022
- Community Feedback Report

# COMMUNITY ENGAGEMENT

## Strategy

2019 - 2022



**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 our 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 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. We 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 our 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 with our 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 share 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 Council to have a closer relationship with its community through an active exchange of information and ideas; promoting shared understanding, innovation and decisions that best represent the interests of our broader community.

We recognise the value our 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 our community is important as it results in the following:

- Increased opportunities to collaborate with our community and stakeholders;
- Increased capacity and participation by all sections of our community in engagement activities;
- Improved knowledge about the role of Council and the democratic decision-making process;
- Improved decision making by Council that aims to best reflect the interests 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 our community and stakeholders

## When will we engage with our community?

We recognise there is enormous value in engaging with our 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?

## Who will we engage with?

To achieve effective engagement, it is important to ensure identifiable avenues are in place to connect with and engage a broad cross section of our 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 our community.

In some cases, targeted engagement is required to reach a particular segment of our 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 in our 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.

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

# 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 our community to make the final decision.

Figure 1: IAP2's Public Participation Spectrum<sup>1</sup>

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	<ul style="list-style-type: none"> <li>Newsletters</li> <li>Websites</li> <li>Open Houses</li> <li>Media release</li> <li>Paid advertisement</li> </ul>	<ul style="list-style-type: none"> <li>Public Comment</li> <li>Focus Groups</li> <li>Surveys</li> <li>Public Meetings</li> <li>Social media</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Deliberative Polling</li> <li>Online forum</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder advisory committees</li> <li>Consensus-building</li> <li>Participatory decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder juries</li> <li>Ballots</li> <li>Delegated decisions</li> </ul>
DESCRIPTION	<b>Consultation</b> 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.		<b>Engagement</b> 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.		<b>Empowerment</b> 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.

<sup>1</sup>© IAP2 International Federation 2014. All Rights Reserved. Reference: WAGO 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 Councillors and Council staff to ensure engagement is culturally and structurally embedded across the organisation
- 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

- Provide professional development opportunities to Councillors and staff to ensure effective use of 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:

- Councillors and 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 our 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, community feedback, Councillor feedback and online activity
- Review communications and engagement methods annually to ensure they are delivering meaningful outcomes for council, community and stakeholders, including looking at providing more opportunities for face-to-face community engagement across the shire

### Key success measures:

- Increased opportunities for Council to collaborate with our community and stakeholders
- Increased capacity and participation by all sections of our 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 our 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 best represent the interests of our broader 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. Executive Human Resources Business Partner, who is responsible for overseeing the Communications and Engagement Policy and review of communications and engagement evaluations
2. Senior Communications Officer, 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*

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## Community Feedback Report- Community Engagement Strategy

### Community feedback

Public Meetings at a time that allows a majority of the community to attend.

7.00pm for example

More interaction on Facebook, including forwarding your own posts onto the local communities pages.

Utilising the Print Media more.

Black/white newsletters.

Cover all ages.

Engage with the tech savvy in an appropriate manner, but don't neglect the aged in our community who are beyond learning computing skills.

Of course it is important that Council provide information on the final decision and how it reached that output.

It is also important to keep the community informed of the development of a project and the decisions that are being taken.

There is little point in seeking feedback/engagement if there is no opportunity to provide supporting information to follow up on the initial submission, to challenge or seek clarification on the direction that decisionmakers are heading. Timely feedback and engagement.

### Response from Council Officer on forum or via email

Thanks for contributing *insert name* ! You're the first cab off the rank!

Great point you raise regarding public meetings. We did try roving Council Meetings in 2017 and 2018 where we travelled to each of our towns for our Council Meetings to make it more accessible to all of our communities.

Unfortunately this didn't get the attendance to justify its continuation. Getting an idea about what time would suit the majority could be something we could look into as another way of making it more accessible.

Forwarding our information onto local community pages is something we have discussed in the past, so we can revisit this discussion while reviewing this strategy.

We are currently producing a quarterly bulletin which is mailed out to every household in the shire. This is our current way of reaching those in our community who don't use computers or smartphones. Have you seen the MyStrathbogie Bulletin? Are you finding this useful? Do you think we should be doing more regular mail outs?

We aim to utilise print media through regular media releases which are distributed to local media outlets in the region for use in their publications, as well as advertising. Did you have any further suggestions on how else we could utilise print media more?

Our strategy for engaging with our community involves utilising print media, bulletins, website and social media to reach a broad cross section of our community. We welcome any feedback on other avenues we can use to broaden our reach.

Thanks for getting involved in the conversation *insert name* ; all fantastic points!

Thanks *insert name* , great response.

We definitely see our community appreciates being informed throughout the process of a project from start to finish and this strategy will support us to strive to do this more often and more effectively.

Totally agree regarding the engagement needing to be meaningful and the importance of 'closing the loop' with the community. We've also highlighted this point in our strategy. Thanks very much for getting involved in the conversation!

### Integration of Feedback into Community Engagement Strategy

Accessibility of public meeting times, interaction on Facebook and utilisation of media channels relates to the implementation of the strategy and will be considered during this phase.

A social media policy is also currently under development, which will address social media interaction and regularity of posting etc.

Providing information and timely feedback to "close the loop" are covered in the key functions under Priority 2 and 3 in the strategy. This feedback also relates to the implementation phase of the strategy and will be considered during this phase.

### Community feedback

Meaningful engagement for me means open and transparent decision making in the shire, less closed meetings and media releases and more opportunities created for councillors and council staff to talk to the community about the process of local government - ie how to create a meaningful community plan, have specific, measurable and realistic targets which get reported on every 3 months.

It is about communicating a long term vision, ie 10 years and short term vision, ie 12 months and how this vision will actually become tangible to the community. It means asking for local people for their perspective before implementing policy.

I feel a community engagement strategy should reach a wide and diverse population base across a number of geographic areas. This would mean a combination of "listening dates" for face to face interaction and an increased social media reach that backs this up. It means using community engagement as an opportunity for bringing the community together for social reasons - lunches dinners breakfasts which allow people to be relaxed and open spirited when discussing the direction and decision making of the shire, allowing opportunities for positive conflict in a safe space.

Clear concise and accurate communication rather than spin would be appreciated.

An example is the recent attempt to spin the VAGO report by suggesting there were 'highlights'.

*Insert name.*

Accessibility eg: "town hall meetings" throughout the municipality with CILRs and relevant informed staff.

Information provided to the community so that informed discussions can occur.

Honest, effective and timely responses to questions asked.

thank you

### Response from Council Officer on forum or via email

Hi *insert name*, thanks for getting involved in the conversation!

Great point about involving the community in the planning, before the implementation of a policy or project. This strategy aims to get our organisation to consistently consider community engagement at the beginning of a project and what level on the IAP2 Spectrum we will commit to engaging.

This is a great point regarding "listening dates" and providing greater opportunities for face to face community engagement. We always find our community responds well to the opportunity to have a chat with Council in a more relaxed environment.

Great points you've raised here; Council will be reviewing all comments on this forum in our final review before we put a final strategy forward.

Thanks for getting involved in the conversation *insert name!*

This type of feedback is great as it shines a light on how some community members view our communication and how it is received by the end-reader. Just to clarify in regards to our initial media release following the VAGO report, the release said the report highlighted a need for improvement, not that there were highlights as such. But in light of your comment around clarity of communication, that may not have been made clear in the release, so we will certainly consider how we convey our information so that it is clear, concise, accessible and accurate.

All of the comments on this forum will be considered by Council while finalising this strategy. If you have any feedback on the contents draft strategy, please feel free to provide another comment.

Hi *insert name*,

Thanks for your comment, you've raised some great ideas here! Ensuring our community has access to information and is able to ask questions and have discussions is such an important aspect of this strategy.

Having face to face town hall meetings will be something we will discuss in our consideration of the final strategy next week.

### Integration of Feedback into Community Engagement Strategy

The first aspect of this feedback is covered in the draft strategy, particularly in Priority 2 which discusses increasing opportunities for Council to collaborate with the community and stakeholders and Priority 3 which discusses meaningful engagement, community feedback and measurement. "Listening dates" for face-to-face engagement relates to the implementation phase of this strategy. The implementation of this strategy aims to increase the amount of quality engagement planning, which should, in turn, increase the amount of opportunities for meaningful community engagement and face-to-face engagement sessions. A key initiative has been amended under Priority 2 to Review communications and engagement methods annually to ensure they are delivering meaningful outcomes for council, community and stakeholders, including looking at providing more face-to-face community engagement opportunities across the shire.

This feedback relates to the implementation phase of this strategy and will be considered in this phase. This displays the need for communications and engagement to consider how our community receive a message and for our focus to be on ensuring our community feels connected and engaged with Council, as outlined in Priority 3 in the draft strategy.

A key initiative has been amended under Priority 2 to Review communications and engagement methods annually to ensure they are delivering meaningful outcomes for council, community and stakeholders, including looking at providing more face-to-face community engagement opportunities across the shire. The implementation of this strategy will also aim to increase the amount and quality of engagement planning, which should, in turn, increase the amount of opportunities for face-to-face community engagement such as Town Hall Meetings.

### Community feedback

Thanks for the opportunity to contribute. My suggestions are:

have at least one member of the public on your community engagement working group. Ensure there are multiple ways of getting the message out, and use repetition. Include a baseline analysis of the efficacy of current tools and avenues of communication. For example, just sending something to an action group might mean the rest of the targeted community never hears about it.

Reduce the number of one way communications tools and increase two way comms. The strategy does not mention the involvement or training of Councillors?

While the intent of this strategy is how you seek info from residents, ensure you don't overlook what you are already being told. Improve the Customer Relationship Management software so that Shire residents automatically get traceable responses to its questions in a timely manner. At the moment it can be a black hole unless you follow up and follow up... Make sure that the Customer Service Reference Group and its activities are part of this strategy not siloed in a different department.

### Response from Council Officer on forum or via email

Hi *insert name*,

Thank you so much for your feedback! This is really appreciated. Great points you make about having a community member on the working group and covering Councillor training specifically.

Increasing the amount of two-way engagement is certainly something we are aiming to achieve with this strategy and checking in on our avenues is another aspect that is very important. We're hoping the templates that will accompany the final strategy will assist staff in determining their target audiences and who they need to communicate and engage with.

Customer Service is certainly an area we are aiming to improve as this is our primary contact with our community. We are certainly looking at customer service being apart of this process and working together to improve our community relations. Unfortunately our Customer Service Reference Group didn't get the interest we were looking for so isn't going ahead at this stage, but we do have a couple of people who showed interest that we can obtain feedback from.

Thanks so much for getting involved in the conversation, all of the feedback on this forum will be considered by Council next week before finalising the strategy to go back to Council for final endorsement.

### Integration of Feedback into Community Engagement Strategy

Have amended a Key Initiative under Priority 2 to read Monitor and review quantitative and qualitative inputs such as number of attendees, social media statistics, community feedback, Councillor feedback and online activity to emphasise a focus on getting community and Councillor feedback when evaluating an engagement session. This comment also relates to the implementation of this strategy and will be considered during this phase, including how we can collaborate with other groups and departments within Council to be as efficient and effective as possible.

### Community feedback

Comment 01:

The draft does not refer to or include Council's Values, provided below and taken from the website.

I believe that these should be included in the document, and referred back to as appropriate throughout the document.

The Values clearly state that Council values an engaged community – explicitly stated and implicitly included in a number of the Values.

#### Our Guiding Principles

Councillors and staff at Strathbogie Shire Council are committed to the following principles (values) as a guide to all its decisions and actions:

- Good Governance – We value innovation, integrity, accountability, strength, and consistency in leadership and decision making with adherence to robust, transparent and equitable policies and processes.
- Working together – We value the ability to maximise outcomes by working in partnership and collaboration with an engaged community, government, regional bodies and other stakeholders.
- Quality Services – We value the role of research, strategic planning, flexibility and innovation in delivering accessible and effective services and regional solutions that enhance the quality of life.
- Social Inclusion – We value widespread participation in civic and community life among people of all abilities and backgrounds.
- Environment – We value the shire's natural and built environment and the importance of local amenity on quality of life.
- Stability – We value sound financial and resource planning and management to ensure Council's long term sustainability and provision of quality services and infrastructure.

### Response from Council Officer on forum or via email

Hi *insert name*,

Thank you very much for getting in touch and for this extensive feedback.

I will be presenting all feedback from our community, including your comments below, to Council this week which will be considered in a final draft.

The final draft will then go back to Council for endorsement (hopefully at the August Council Meeting if I get the timing right).

A very thorough submission and great points raised *insert name*, thank you.

Kind regards,

### Integration of Feedback into Community Engagement Strategy

Great idea to incorporate Council's values in the strategy. Unfortunately the values mentioned in this feedback are old Council values which were on an old webpage on Council's website. We have since removed this page and apologise for the confusion. The Message from our Mayor at the beginning of the strategy makes strong reference to Council's commitment to communications and engagement outlined in the Council Plan. This is the most relevant values-based message Council wanted to convey in this strategy.

### Community feedback

Comment 02:

As a general comment, I believe that we need to consider the presentation of the strategy document so that it is easy to read. I believe there are accessibility issues with blue and green text on a blue background.

Comment 03:

The definitions section on page 3 does not include a definition for "key stakeholder".

The term key stakeholder is used throughout the document and is not defined.

Please include a definition for clarity.

Comment 04:

Recommend that wherever possible replace "its community"/"its stakeholders" with "our community". It sounds more inclusive and engaging, ie we are in this thing together.

Comment 05:

Why Community Engagement (CE) is important? P4

First dot point: should the word "stakeholders" be replaced with "community"?

Fourth dot point: "...that reflects the best interest of all sections of our community." This is an overstatement is it? Needs to be changed.

Sixth dot point: "key stakeholders" and undefined term. Refer to Comment 03 above.

### Response from Council Officer on forum or via email

As above

### Integration of Feedback into Community Engagement Strategy

Colours and size of text has been amended to be made more accessible.

The term "stakeholder" is defined in the strategy. The word "key" has been removed to now just read as "stakeholder" throughout the strategy for consistency.

Have reviewed the strategy to use more inclusive language and have amended the sentence relating from "...that reflects the best interest of all sections of our community" to "that best represent the interests of our broader community..." as a more achievable statement.

### Community feedback

Comment 06:

Who will we engage with? P5

First line: replace "import" with "important".

Comment 07:

How will we engage? P5

Use of "key stakeholders". This is an undefined term

Reference to "Community Engagement: A Staff Guide" – How do we access this document?

Is it intended to maintain consultation/involvement/collaboration throughout the development of the project or will it be once only during the Initiation Phase of the project?

Will the community have access to the Council's Project Engagement Plan?

Comment 08:

Evaluating Success P11

Agreed. It is important to have an After Action Review / Lessons Learned process.

With regard to the Comms and Engagement Working Group, is the Comms Coord to be the "doer/lifter" or just a "leaner"? (Looks like "leaner" given the description in the document.)

Comment 09:

The inclusion of these activities will lead to the lengthening of the project lifecycle, and additional costs.

The Council's Project Management Framework will need to ensure that these steps are included in the development of the project and the necessary additional resources included in the budgeting.

Given the additional steps, project planning, design, execution and closeout phases will be extended.

I assume that the community engagement process will have a separate budget/account in the overall project budget/ledger.

### Response from Council Officer on forum or via email

As above

As above

### Integration of Feedback into Community Engagement Strategy

Noted grammatical error and changed accordingly. The rest of this feedback relates to the implementation phase of this strategy and will be considered during this phase. The Senior Communications Officer (previous title was Communications Coordinator) will be responsible for overseeing the implementation of the strategy, including facilitating discussions with Councillors and staff, providing assistance with completing engagement plans, and assisting with engagement delivery to help build capacity of Councillors and staff to establish a consistent approach to the way we communicate and engage with our community and stakeholders.

Project timeframes and budget relate to the implementation phase of the strategy and will be considered during this phase.

**9.7.9 Sustainable Development Reference Group  
- Draft Minutes of the Meeting held on Thursday 11 July 2019**

**Author**

Team Leader Climate Change and Environment, 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**

The Sustainable Development Reference Group is made up of Councillors, community and staff, and meets on a monthly basis to provide advice to council on local matters of environment, sustainability and climate change.

The minutes from the Sustainable Development Reference Group (SDRG) meeting held on 11 July 2019 are attached for Council to note.

**RECOMMENDATION**

**That Council accept the minutes of the Sustainable Development Reference Group of the 11 July 2019.**

**Background**

The Sustainable Development Reference Group is made up of Councillors, community and staff, and meets on a monthly basis to provide advice to council on local matters of environment, sustainability and climate change.

At the meeting held on 11 July 2019, the following topics were discussed;

- Welcome Members and Acknowledgement of Country
- Conflict of Interest Declarations
- Apologies
- Matters Arising
- Power Purchase Agreement
- Castle Creek Planting day
- Farmers Forum
- Draft Charter

**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 recommendations.

9.7.9 Sustainable Development Reference Group  
- Draft Minutes of the Meeting held on Thursday 11 July 2019 (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.

**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 recommendations.

**Financial/Budgetary implications**

The author of this report considers that the recommendations have no capital or recurrent budget considerations.

**Economic implications**

The Sustainable Development Reference Group considers that the recommendations lead to positive economic outcomes for Council and the broader community.

**Environmental/Amenity implications**

The Sustainable Development Reference Group considers that the recommendations lead to positive environmental and amenity outcomes for Council and the broader community.

**Community implications**

The Sustainable Development Reference Group considers that the recommendations lead to more equitable engagement outcomes for Council and the broader community.

**Victorian Charter of Human Rights and Responsibilities Act 2006**

The author considers that the recommendations do 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 recommendations have no legal or statutory implications which require the consideration of Council.

**Consultation**

The Sustainable Development Reference Group members are drawn from members of the Strathbogie Shire community for the purposes of more transparent consultation with residents. No broader consultation for these recommendations was required.

**Attachments**

- Draft Sustainable Development Reference Group Minutes – 11 July 2019.

9.7.9 Sustainable Development Reference Group  
- Draft Minutes of the Meeting held on Thursday 11 July 2019 (cont.)

**SUSTAINABLE DEVELOPMENT  
REFERENCE GROUP  
MEETING MINUTES**



Thursday 11 July 2019  
Conference Room, Council Offices  
4.00pm – 6.00pm (Meeting 1hr : Tour Castle Creek 5pm-6pm)

**Committee**

Cr Kate Stothers	<i>Councillor</i>	Cr Deb Bower	<i>Councillor</i>
Charlie Brydon	<i>Friends of the Sevens Creek</i>	Peter Robinson	<i>Vic Farmers Federation</i>
David Jamieson	<i>Strathbogie Pine Action Group</i>	Carole Hammond	<i>Strathbogie Shire</i>
Anna Toland	<i>Agricultural Sector</i>	Shirley Saywell	<i>Euroa Environment Group</i>
Carolena Helderman	<i>Euroa Arboretum</i>	Jeff Saker	<i>Manager Assets</i>

**1. WELCOME MEMBERS AND ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the Traditional Owners of the land on which we are meeting. We pay our respects to their Elders, past and present and emerging.

**2. CONFLICT OF INTEREST DECLARATIONS**

Conflicts of interest in relation to any of the items on the meeting agenda are to be declared by all attendees. Unaffected committee members are to determine and justify the extent the affected member should or should not participate in the discussion and voting on the agenda item, and minute this for the record.

**3. APOLOGIES**

Cr Bowers, Carolena Helderman, Anna Toland.  
Not in attendance: Peter Scott.

**4. ACCEPTANCE OF MINUTES**

**RECOMMENDATION:**

That the May minutes of the Sustainable Development Reference Group be accepted.

**5. MATTERS ARISING (*Held over for August Meeting*)**

- ACTION: Council to send letter congratulating VCAT & DELWP, and supporting evidence-based decisions on retaining biodiversity in over-cleared landscapes to Regional Manager DELWP (cc Secretary) **underway**.
- ACTION: Carole to prepare a Report for the Mayor to present on behalf of Strathbogie Shire Council to the MAV State Council outlining the issues and opportunities of the Roadside Weed and Pest Program. **Conference is in October**.
- ACTION: David Jamieson to discuss the auspice of an urban landcare group with the Granite Creeks Landcare Network.
- ACTION: Carole to finalise Council TFN Report (2<sup>nd</sup> Gen) with clear recommendations. **Council now making its own decisions on this so Carole has been asked to put a hold on undertaking extra work until those decisions are better resolved**.
- ACTION: Upcoming Agenda Item – “Roadside Tree Removal and Management” **(clarity required on this item)**.

9.7.9 Sustainable Development Reference Group  
- Draft Minutes of the Meeting held on Thursday 11 July 2019 (cont.)

<p>ACTION: Kate to invite Carole to the next CFA Captains Meeting.</p> <p>ACTION: David J. to talk to Sue Kosch about funding for woody weeds in riparian areas (Strathbogie).</p> <p>ACTION: Carolena to speak to Carole re location for Jim on Manna Gums near Dykes Road roadside.</p> <p>ACTION: Kate to convene working group for this forum and report back to Committee on progress</p> <p>ACTION: Jeff to provide the group with a draft Charter before the next meeting</p> <p>ACTION: JS to follow up on the cost of planting trees in urban areas (as outlined in Carole's report in the minutes of last meeting and report back to the next meeting</p> <p>ACTION: Carole to consider what a regular reporting document could look like for Council consideration at ordinary meetings and report back to this Committee for discussion.</p>
<p><b>6. POWER PURCHASE AGREEMENT</b></p> <p>Carole showed a powerpoint and spoke to the process Councils across Victoria have been undergoing with the local government renewable power purchase agreement.</p> <p>The Council report recommends 100% of Council's power is committed to the PPA. The SDRG committee members agreed this is a logical approach.</p>
<p><b>7. CASTLE CREEK PLANTING DAY</b></p> <p>Carole spoke to the Castle Creek planting day and showed the digital invitation.</p> <p>David J asked if the invitation is going in the Gazette. CH informed the group that it is being held on a Friday so the schools can participate and that we don't want too many people attending for fear of trampling the grasses and habitat that is there.</p> <p>It will have to be a managed event.</p>
<p><b>8. FARMERS FORUM</b></p> <p>Cr Stothers gave a debrief on A Night to Forget</p> <p>Up to 100-120 attended</p> <p>Good demographic of farmers attended</p> <p>Future ticket system kids / adults</p> <p>Discussions occurred around heaters</p> <p>Good info available and accessed</p> <p>Great food and entertainment with the puppeteer</p> <p>Need to discuss future speakers etc as attendees expected speaking</p> <p>When to have it?</p> <ul style="list-style-type: none"><li>- winter solstice</li><li>- find warmer venue and include carpets etc</li><li>- seek additional feedback</li></ul> <p>Letters of appreciation sent . Highly valued!</p> <p>Budget about \$1000 over. Good result on so little dollars</p> <p>Very good food.</p> <p>Feedback themes (KS dot points)</p> <p>Jeff to discuss getting photos etc on shire website</p>
<p><b>9. DRAFT CHARTER</b></p> <p>Finalise at next meeting.</p>
<p><b>10. OTHER BUSINESS</b></p>

9.7.9 Sustainable Development Reference Group  
- Draft Minutes of the Meeting held on Thursday 11 July 2019 (cont.)

<b>11. REVIEW OF ACTIONS</b>
<b>12. AGENDA ITEMS FOR NEXT MEETING</b> Community Emissions Profile Report Council Fleet Profile Report

### **9.7.10 Strathbogie Shire Draft Community Pools Annual Marketing and Events Plan, 2019/2020**

#### **Author & Department**

Group Manager Community Assets / 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**

In accordance with recommendation 8 of the *Strathbogie Community Pools Strategy 2019-2029* adopted by Council on 21 April 2019, in consultation with the Pools Working Group and the community, Council Officers have developed a draft Marketing and Events Plan for the Community Pools and presents it to Council for endorsement and implementation for the 2019/2020 pool season.

#### **RECOMMENDATION**

**That Council endorse the attached *Draft Strathbogie Shire Community Pools Annual Marketing and Event Plan, 2019/2020*.**

#### **Background**

One of the recommendations of the *Strathbogie Community Pools Strategy 2019-2029* adopted by Council on 21 April 2019 was:

*In consultation with the Pools Working Group and the community, develop a Marketing and Events Plan for the Community Pools by 30 June 2019 for implementation prior to the 2019/2020 season*

In accordance with this recommendation, Officers have met with and worked with a sub-committee of the Pools Working Group and the Pools Working Group to develop the draft *Strathbogie Shire Community Pools Annual Marketing and Event Plan, 2019/2020*. A copy of this draft plan is attached to this report as *Attachment A*.

The development of a draft plan was discussed with the Pools Working Group (PWG) at its meeting on 8 May 2019 at which a sub-committee was formed. The sub-committee met with Officers on 29 May 2019 for a brainstorming and planning session, which led to the development of the draft plan to be presented to the PWG for further discussion and input.

9.7.10 Strathbogie Shire Draft Community Pools Annual Marketing and Events Plan, 2019/2020 (cont.)

The plan was initially discussed with the PWG on 12 June 2019 and again on 7 August 2019 with the plan being endorsed to be presented to Council for consideration.

The draft *Strathbogie Shire Community Pools Annual Marketing and Events Plan* aims to achieve the following objectives:

- Increase the profile and appeal of each of Strathbogie Shire's four pools;
- Build loyalty and interest in community pools;
- Improve overall community awareness of pools and the activities and programs offered;
- Improve attendance;
- Provide a framework to funnel information to the community about the proposed improvements and longer term considerations identified in the Community Pools Strategy 2019-2029.

In order to achieve the aims and objectives, the draft plan has the following areas of focus:

- Target Audiences and Key Stakeholders;
- The Activisation of Our Community Pools;
- Enhanced Programming and Activities;
- Our Pools as a Venue for Events;
- Signage and Branding;
- Communication and Promotional Channels;
- Collaboration Through the Formation of Partnerships; and
- Key Marketing and Promotional Timeframes.

In accordance with this Council resolution and Council Plan action, it is recommended that the attached draft be adopted and implemented during the 2019/2020 pool season.

As this plan is an "annual plan", it will be reviewed at the completion of each pool season by the Pools Advisory Committee and presented to future Council meetings for Council consideration and budget discussions.

**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 this 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.

9.7.10 Strathbogie Shire Draft Community Pools Annual Marketing and Events Plan, 2019/2020 (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**

There is an allocation in the 2019/2020 budget which will allow implementation of the agreed actions for the 2019/2020 pool season.

Any costs associated with the implementation of actions beyond the 2019/2020 pool season will be referred to future budgets for consideration.

**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**

Implementation of the actions in *the draft Strathbogie Shire Community Pools Annual Marketing and Event Plan, 2019/2020* and future plans will benefit and enhance the community awareness, participation and enjoyment of the pools.

**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 current Pools Working Group has been consulted and involved in the drafting of the *Strathbogie Shire Community Pools Annual Marketing and Event Plan, 2019/2020* and has endorsed it to be presented to Council for consideration.

The endorsement of the Draft Strathbogie Shire Community Pools Marketing and Event Plan, August 2019 provides further opportunities for the community to be involved in the development of our Community pools.

**Attachments**

- Strathbogie Shire Council Draft Community Pools Annual Marketing and Event Plan, 2019/2020



**Strathbogie Shire  
Draft Community Pools Annual  
Marketing and Events Plan  
2019-2020**

## **COMMUNITY POOLS MARKETING AND EVENTS PLAN**

### **BACKGROUND**

A community pool is more than a place to cool off, it is also a place for residents and visitors of all ages to connect with others and enjoy recreational activities. The long term sustainability of community pools within the Shire requires an activation of Strathbogie Shire's four pools located in Avenel, Euroa, Nagambie and Violet Town.

The *Strathbogie Community Pools Strategy 2019-2029* provides the framework for the reinvigoration of community pools while this document will guide the marketing and promotion of community pools.

### **AIMS AND OBJECTIVES**

The Community Pools Annual Marketing and Events Plan aims to achieve the following objectives:

- Increase the profile and appeal of each of Strathbogie Shire's four pools;
- Build loyalty and interest in community pools;
- Improve overall community awareness of pools and the activities and programs offered;
- Improve attendance; and
- Provide a framework to funnel information to the community about the proposed improvements and longer term considerations identified in the *Strathbogie Community Pools Strategy 2019-2029*.

### **TARGET AUDIENCES AND KEY STAKEHOLDERS**

By injecting a sense of vibrancy and community into our pools it is anticipated these facilities will appeal to a broad cross section of the community. Target audiences and key stakeholders can be segmented into the following groups:

- Children (focus area includes learn to swim and play);
- Youth (focus area includes exercise, learning and social);
- Families (focus area includes family play and recreation);
- Sports people and sporting clubs (focus area includes fitness and wellbeing)
- Schools (focus area includes swimming carnivals and educational programs)
- All abilities/special needs (focus area includes relaxation, rehabilitation, learning, health and wellbeing and social)
- Older adults/seniors (focus area includes relaxation, rehabilitation, learning, health and wellbeing and social)
- Community groups (focus area includes building community partnerships and connections)
- Business and tourist operators (focus area includes enhancing the overall appeal of the shire to residents and visitors)
- Visitors (focus area includes showcasing facilities and services on offer)
- Community members seeking employment opportunities (focus area includes opportunities for employment)
- Friends of Pools Groups (focus area includes community connection and improvement of pools)
- Town Action Groups (focus area includes community connection and liveability)

## **THE ACTIVISATION OF OUR COMMUNITY POOLS**

Community pools are highly valued and play an important role in the health and wellbeing of a community, in addition to promoting water safety and education.

Each of the four pools has its own character which will be explored and further defined through the implementation of the Community Pools Strategy 2019-2029. These points of differences will be highlighted through the development of a master plan/concept plan for each pool which will reflect the unique characteristics of each pool and the community it services.

In seeking to activate community pools it is anticipated the number of people using and utilising pools will increase. There are many opportunities to inject 'life, colour and personality' into community pools. The below table captures some of these opportunities which will be explored further.

<b>Opportunities to further enhance the character and profile of individual pools:</b>	
<b>Pool</b>	<b>Opportunity</b>
Pools x 4 (Avenel/Euroa/ Nagambie/ Violet Town)	Recognition of the history of pools and the role they've played over the years through the collection and display of historical images. There may be an opportunity to request community contributions and sharing of historic images. This history may be celebrated by placing images on a clear back drop at pools. May form part of launch event.
Pools x 4 (Avenel/Euroa/ Nagambie/ Violet Town)	Incorporate artistic element into pool facilities and grounds (Eg. change rooms/seating/BBQ areas/bollards/mural/sculpture). Further exploration required to determine opportunities, costings, grant opportunities etc. Opportunity to discuss and share ideas with Tourism Arts and Culture Group.
Pools x 4 (Avenel/Euroa/ Nagambie/ Violet Town)	Enhancement of garden and grounds through the formation of partnerships with community organisations such as Euroa Arboretum, Gardening Clubs, Men's Shed etc.
Pools x 4 (Avenel/Euroa/ Nagambie/ Violet Town)	To create an atmosphere of activity and fun through the purchase/hire of inflatable pool items. It is anticipated these would be hired and would rotate between pools. The provision of swimming equipment such as kick boards and flippers would further enhance the overall appeal of pools.
Pools x 4 (Avenel/Euroa/ Nagambie/ Violet Town)	Installation of noticeboard at each pool to display long term vision and concept plan for each pool. Noticeboards would also be used to share programming news, fundraising goals and upcoming event.
Euroa Pool	Opportunity to celebrate Lone Pine connection. This may include the placement of a plaque within the grounds of the Euroa pool.
Euroa Pool	Purchase of school house colour marquees would enhance the atmosphere of the Euroa pool and create a swimming carnival focus.

### **ENHANCED PROGRAMING AND ACTIVITIES**

The provision, support and encouragement of programming, events and fun activities have been identified as essential to improving the appeal of community pools. By enhancing the relevance of our pools it is anticipated that the number of people visiting pools will increase and interest in the pools will be strengthened.

Proactive strategic programming may include both formal programs and activities along with less regular and/or structured activities and events. The below table captures opportunities for further exploration:

<b><i>Opportunities to extend programming may include:</i></b>
Learn to Swim Programs ( <i>extended Learn to Swim/VicSwim</i> ) program
Mums and bubs water play classes
The provision of lap swimming
Water aerobics
Tai Chi classes on lawn
Health, fitness and wellbeing programs/classes
Lifeguard/first aid/CPR training – open to whole community
Training and accreditation for swimming teachers

### **OUR POOLS AS A VENUE FOR EVENTS**

The utilisation of pools as a venue for community events and celebrations aims to boost the relevance and profile of community pools. By working with community groups along with service and sporting clubs and offering the pool as a venue for different events, our community pools are showcased to community members that may not be regular users of community pools.

Strathbogie Shire will support community groups and organisations to deliver a broad range of community events. The development of a calendar of events throughout the season and the strengthening of community partnerships to allow for the delivery of these events creates a sense of community and importantly allows for community collaborations.

<b><i>Events to feature on the calendar of events may include:</i></b>
Season launch x 4 pools
Evening market
Games nights
Car boot sale
Food Truck Events
Evolve – youth events
Youth event utilising mobile youth pop up trailer
Petanque and pool night Nagambie – come and try event
Community barbecue
Local sporting groups/clubs – pre season training events and sign up days
Seniors Week /Youth Week events
Movie/mobile cinema night
Community fundraising events
Water safety awareness event Eg. Kids Alive Week

Community groups and clubs are encouraged to take a lead role in the identification and implementation of events. Opportunities exist for volunteer and community groups to identify and drive fundraising initiatives such as manning the kiosk, coffee van etc.

The Strathbogie Pools Co-ordinator will be responsible for assisting with the implementation of this plan and assisting with the development of an annual events calendar to ensure that events do not compete with each other or impact negatively on other pool bookings and activities.

### **SIGNAGE AND BRANDING**

The revitalisation of signage and branding will play a key role in lifting the profile for our pools and generating a sense of activity and community spirit. Bold, fresh signage will be positioned at each pool in addition to other locations deemed appropriate within the four towns.

<b><i>Signage and branding will be utilised in the following ways:</i></b>
Town entrance signage - displayed in lead up to and during pool season on each of the town's entry signs
Tear drop banners - pool entry signage
Directional signage - positioned in each town
A-frame signage - to ensure visitors/newcomers to town know where our pools are located
Avenel - freeway signage deemed beneficial to make people passing through aware of the pool. VicRoads permit/application process to be explored
Early closure/extended hours signage
Signage to capture and promote water temperature

### **COMMUNICATION AND PROMOTIONAL CHANNELS**

A wide variety of communication and promotional channels will be used to achieve the goals and objectives identified in this plan. These delivery channels will be reviewed and monitored regularly and adjusted as required to ensure the community remains informed about the improvements and developments reinvigorating our community pools and the many events and programming provided.

<b><i>The following communication channels will be used to keep the community informed about our pools:</i></b>
MyStrathbogie Bulletin (Strathbogie Shire Council newsletter)
Editorial activity in local media generated by the distribution of regular media releases
Facebook /Social Media (regular posts and video development)
Strathbogie Shire Council website
Strathbogie Shire Council staff email signature
Brand development and signage
Friends of Pools Groups and Community Action Groups will be used to champion pools and key information
Direct contact with schools/local sporting groups/community groups
Promo video x4 pools (may include focus on water safety)
Lifeguard profile video /used to promote pool and recruitment opportunity

### **COLLABORATION THROUGH THE FORMATION OF PARTNERSHIPS**

Strong community partnerships will be developed and maintained and will assist in building community loyalty and connection.

Opportunities for this collaboration include maintaining an ongoing dialog with Council's Events Officer, Youth Officer, Tourism Arts and Cultural Group, Sustainable Development Reference Group and broader community & sporting groups.

## **KEY MARKETING AND PROMOTIONAL TIMEFRAMES**

<b><i>Pool off season (April/May/June/July/August)</i></b>	<b><i>Key activity milestone/outcome</i></b>
Finalise Marketing and Events Plan	Plan supported by Pools Working Group/ Pools Advisory Committee and adopted by Council
Design town entrance pools promotional signage	Signage finalised and ordered
Edit/compile footage for next season promo video (additional footage from Avenel, Euroa, Violet Town taken has been filmed and new footage will be taken for Nagambie at start of 2019/20 season)	Completion of promo video for each of the four pools
Promote employment opportunities offered through recruitment of lifeguards	Recruitment opportunities for lifeguards referenced in general communication/marketing activity
<b><i>Pre season period (September/November)</i></b>	
Commencement of lifeguard recruitment	Lifeguard recruitment advertised
Commencement of promo video – social media and cinema advertising	Promo video distributed
Erect town entrance/pools promotional signage	Town entrance signage installed
Commence discussion with Evolve and other community groups regarding opportunities for pool events throughout the season/develop marketing and promotional plan for these events eg flyers/social media etc. with ample lead time	Connect with community groups to determine opportunities for events
Facilitate the connection the four 'Friends of the Pool' groups in the lead up to the approaching season to identify key focus areas, common opportunities and/or areas requiring attention	Friends of Pools Group have connected prior to season open
Identification of key events for approaching season	Finalise events calendar for approaching season
Identification of program & focus areas for approaching season	Finalise program offered for approaching season
<b><i>Pool Season launch and ongoing throughout the season</i></b>	
Banners/signage to be positioned at pool entrance	Signage installed
Promo video – social media and cinema advertising	Promo video distributed
Use of staff pools promo email banner at bottom of staff emails	Use of promo email banner

## **REVIEW AND ASSESSMENT**

The *Community Pools Annual Marketing and Events Plan* will be reviewed by the Community Pools Advisory Committee and Shire staff annually at the conclusion of each pool season. This review process will allow for an assessment of key marketing and promotional activities, will assist in the planning for the approaching season and future budget allocations.

### **9.7.11 Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019**

#### **Author & Department**

Group Manager Community Assets / 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**

In accordance with the recommendations of the *Draft Strathbogie Community Pools Strategy 2019-2029* adopted by Council on 21 April 2019, Strathbogie Shire Council has resolved to appoint a Pools Advisory Committee. The role of the Committee is to advise Council on the following:

The objectives of the Committee are:

- To advise Council on the implementation of the Strathbogie Shire Community Pools Strategy 2019-2029;
- To advise Council on the development and review of policy and strategy relating to Community pools and assets;
- To advise Council on policy relating to the management of pools; and
- To advise Council on potential advocacy priorities regarding pool and aquatic issues and initiatives of community safety and benefit.

In accordance with the draft Charter, Council is required to appoint two (2) Councillor representatives and appoint one of those Councillors as Chairperson.

Council must now call for Expressions of Interest for nominations for community and youth representatives to be appointed to the committee prior to Council endorsing Community membership.

#### **RECOMMENDATION**

**That Council -**

- 1. Adopts the attached *Draft Shire of Strathbogie Pools Advisory Committee Charter, August 2019*.**
- 2. Appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as the Councillor representatives on the Pools Advisory Committee.**
- 3. Appoint Cr \_\_\_\_\_ as the Chairperson of the Pools Advisory Committee.**
- 4. Call for Expressions of Interest to be considered for membership on the Committee for a period of two (2) years and thereafter not less than one (1) month prior to the date of the termination of the term of office of the representatives.**

9.7.11 Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019 (cont.)

RECOMMENDATION (cont.)

5. **Adopt timelines for the public notice for Expressions of Interest as follows:**
  - a. **Public Notice - Wednesday 28 August 2019**
  - b. **Nominations due date - Friday 27 September 2019**
6. **Notes that following the public exhibition period and assessment of nominations received, a report with recommendations on Community Representatives will be presented to Council for consideration at a date to be determined.**

**Background**

In accordance with the recommendations of the *Draft Strathbogie Community Pools Strategy 2019-2029* adopted by Council on 21 April 2019, Strathbogie Shire Council has resolved to appoint a Pools Advisory Committee.

In accordance with this Council resolution and Council Plan action, it is recommended that the attached draft be adopted as the Committee Charter for the proposed Pools Advisory Committee.

It is the intention that this Committee operates at a strategic level by providing Council with advice on the development and review of policy and strategy relating to the pools, management of pools and potential advocacy priorities regarding pool issues and initiatives of community safety and benefit.

The Committee will also participate with the implementation of the *Strathbogie Community Pools Strategy 2019-2029*, development of levels of service for pool infrastructure and respond to issues referred by Council to the Committee associated with issues pertaining to marketing, promotion, safety and other pool facility opportunities.

The Draft Charter outlines the Role and Objectives of the proposed committee and articulates the governance arrangements for the function of the Committee.

Committee membership, nomination process and other governance arrangements for the functioning of the Committee are included in the Charter.

In accordance with the draft Charter, Council is required to appoint two (2) Councillor representatives and appoint one of those Councillors as Chairperson.

Council must also call for Expressions of Interest for nominations for community and youth representatives to be appointed to the committee prior to Council endorsing Community membership.

#### 9.7.11 Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019 (cont.)

As this is an Advisory Committee, this Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure until resolved explicitly by 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 this 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**

There are minimal financial implications in developing this Charter as proposed which will be limited to advertising costs associated with appointment to the Community representative roles.

Any costs associated with the implementation of the Advisory Committee will be referred to future budgets for consideration.

##### **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 draft Committee Charter includes sections that define Committee Membership, the Term of Appointment of members, Nomination of Membership and the Code of Conduct to be adhered to by members.

It also includes for the appointment of Youth representation on the Committee.

An invitation for members of the Community to nominate will be publically advertised.

9.7.11 Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019 (cont.)

**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 current Pools Working Group considered the draft documents at its meeting on 7 August 2019.

The adoption of the proposed *Strathbogie Pools Advisory Committee Charter, August 2019* and future appointment to the Community Representative vacancies will require Council consideration.

The proposed Expression of Interest process provides the opportunity for the community to nominate to the vacant Community Representative roles for Council consideration.

**Attachments**

- Draft Strathbogie Shire Pools Advisory Committee Charter, August 2019



# **Strathbogie Shire Pools Advisory Committee Charter**

**Endorsed by Council: TBA**

## **STRATHBOGIE SHIRE COUNCIL**

### **CHARTER OF THE POOLS ADVISORY COMMITTEE**

#### **1. CONSTITUTION**

- 1.1 The Strathbogie Shire Council ("Council") has resolved to appoint a Pools Advisory Committee ("Committee").
- 1.2 The Council will review the Pools Advisory Committee within 12 months after the election of Councillors; which is every four (4) years.

#### **2. OBJECTIVES OF THE COMMITTEE**

The objectives of the Committee are:

- To advise Council on the implementation of the *Strathbogie Shire Community Pools Strategy 2019-2029*;
- To advise Council on the development and review of policy and strategy relating to community pools; and
- To advise Council on potential advocacy priorities regarding pool issues and initiatives of community safety and benefit.

#### **3. TERMS OF REFERENCE**

The role of the Committee is to carry out the following functions:

- To participate in the implementation of *Strathbogie Shire Community Pools Strategy 2019-2029*;
- To participate in the development of levels of service for pool access and infrastructure; and
- Respond to issues referred by Council to the Committee associated with issues pertaining to marketing, promotion, safety and other pool opportunities.

#### **4. COMMITTEE MEMBERSHIP**

- 4.1 The Council has resolved that the Committee shall consist of the following representatives:
  - Councillors x Two (2)
  - Council Officers x Two (2) - Group Manager Community Assets and Co-ordinator Pools and Recreation
  - Community representatives – up to eight (8) inclusive of two (2) representatives for each pool by expression of interest
  - Youth representatives – up to eight (8) inclusive of two (2) representatives for each pool by expression of interest
- 4.2 Membership will be based on a mixture of skills, location and experience with the preference for two members to represent the Avenel, Euroa, Nagambie and Violet Town pools;

- 4.3 Youth representatives should ideally be within 16 years and 25 years of age and member may need to obtain their Working With Children's Check (WWCC) if they are required to have regular and ongoing engagement with young people under the age of 18 who do not have their parent/guardian present; and
- 4.5 The Council or Committee may second people with technical expertise or engage with interested parties as required for a temporary period.

## **5. TERM OF APPOINTMENT**

- 5.1 Public members hold their appointment in their own right whilst members nominated by a particular group will represent that group.
- 5.2 Public members of the Committee appointed for a period of two (2) years shall be eligible for re-appointment to the Committee for a further term of two (2) years each.
- 5.3 A member of the Committee may resign his/her position at any time.
- 5.4 The Committee is empowered to declare a Committee member's position vacant if he/she fails to attend three (3) consecutive meetings without leave by resolution duly passed.
- 5.5 The Council shall appoint another person to fill any vacancy caused by the resignation of any member of the Committee.
- 5.6 Any person appointed to fill a vacancy on the Committee shall hold office for the unexpired portion of the previous member's term of office.

## **6. NOMINATION OF MEMBERSHIP**

- 6.1 The Council shall invite nominees by expression of interest not less than one (1) month prior to the date of the termination of the term of office of the representatives.
- 6.2 Council has the right to veto any nomination if the nominee is deemed to be unsuitable for the purpose of the Committee.

## **7. CHAIRPERSON**

- 7.1 The Council will appoint a Councillor as Chairperson of the Committee to preside at all meetings at which he/she is present.
- 7.2 In the absence of the Chairperson, the Committee may elect one of the members to preside as Chairperson at the meeting.
- 7.3 The role of the Chairperson shall be:
  - (a) To chair all meetings of the Committee.
  - (b) To act as the liaison person between the Committee and Council.

**8. SECRETARY**

The Committee is to be serviced with the administrative and technical support provided by Council.

8.1 The Chief Executive Officer shall appoint a Council Officer to act as Secretary to the Committee.

8.2 The Secretary shall prepare the agenda and minutes for each meeting of the Committee and shall distribute, or arrange to be distributed, copies of the agenda and minutes to members of the Committee and Council.

**9. REPORTING**

9.1 The Committee shall submit its minutes to Council for inclusion in the next available Council Meeting Agenda.

**10. DELEGATIONS**

10.1 This Committee has no delegated powers to act on behalf of Council or commit Council to any expenditure until resolved explicitly by Council.

**11. FINANCES**

11.1 This Committee has no delegated authority to expend monies.

**12. INSURANCES**

12.1 The Council shall arrange and maintain a portfolio of insurances to cover all possible risks, including a Personal Accident Policy of committee members, a Voluntary Worker's Policy and an Indemnity Policy for committee members.

**13. MEETINGS OF THE COMMITTEE**

13.1 All meetings of the Committee shall be conducted in accordance with Council's Local Law No. 1.

13.2 The Committee shall meet at least quarterly at a date and time to be determined at the first meeting. Additional meetings may be convened at the discretion of Council.

**14. QUORUM**

14.1 A quorum is formed when a simple majority of community members of the Committee is present at a meeting.

**15. REVIEW**

- 15.1 The Council shall carry out regular reviews of the Committee's Charter.
- 15.2 The Council may carry out a special review of the Committee's Charter at the request of the Committee.
- 15.3 The Council shall consult with the Committee prior to the making of amendments or alterations to the Committee's Charter.

**16. PECUNIARY INTERESTS**

- 16.1 Members of this Committee are not obliged to submit returns of pecuniary interest as there is no delegated power to the Committee.

**17. CODE OF CONDUCT**

- 17.1 Councillors on this Committee are to abide by the *Councillor Code of Conduct, 21 February 2017*
- 17.2 Council Officers on this Committee are to abide by the *Staff Code of Conduct CEO Directive, 4 April 2019*
- 17.3 Community and Youth Representatives are to abide by the *Staff Code of Conduct CEO Directive, 4 April 2019*

**This Strathbogie Shire Council Pools Advisory Committee Charter** is made on behalf of Strathbogie Shire Council by its Acting Chief Executive Officer under the authority of the Instrument of Delegation.

**SIGNED** by **Phil Howard**

*Acting Chief Executive Officer of the Strathbogie Shire Council*

.....

Dated: .....

### **9.7.12 Council Policy Review** **- Procurement Policy**

#### **Author & Department**

Procurement and Contracts Officer / 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**

Council, at its Ordinary Meeting 26 June 2018 adopted the Procurement Policy in its current form.

Sections 186A(1) and 186A(9) of the *Local Government Act 1989* (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy.

Section 186A(9) of the Act also requires Council to review its Procurement Policy every 12 months.

A review of the policy has been undertaken by officers and a number of minor changes to the wording and structure of the policy have been made. There is no change to the overall intent or requirements of the policy.

#### **RECOMMENDATION**

**That Council adopts the draft Procurement Policy, as attached to this report.**

#### **Background**

Council adopted its current Procurement Policy on 26 June 2018.

A review of the policy has been conducted with the following suggested changes for Council consideration:

- Includes Procurement and Contracts Officer as the responsible officer in addition to the Group Manager Corporate and Community.
- Removal of reference to the Goulburn Valley Regional Alliance (GVRCA). The removal of the reference to a single collaborative partnership allows for greater collaboration amongst other similar bodies that Council form, or may form part of into the future.
- Minor reformatting and relocation of some sections to increase readability of the policy for the benefit of both Council and the Community. In the reviewed policy.
- Purchasing Methods are now referred to as 'Procurement Methods'.
- The revised policy now includes State Purchasing Contracts as a Procurement method.

### 9.7.12 Council Policy Review - Procurement Policy (cont.)

- The Procurement Threshold table now includes a specific instruction to use the preferred methods in relation to the number of quotes. Acceptable methods should be used sparingly and only where the acceptable method cannot be achieved. The revised policy includes the legend has been moved to the top of the Procurement Threshold Table to provide clarity for the users of the policy.
- Requirement for all contractors and suppliers to share and demonstrate Council's commitment to Occupational Health and Safety. The policy currently only requires this commitment to be shared.
- Local Procurement is further discussed with a greater focus on local suppliers and local benefit.
- The reviewed document now includes a Dispute Resolution process.
- The heading Aboriginal Engagement has been changed to Aboriginal and Torres Strait Islander Engagement and the following term "Aboriginal" has been changed to "Indigenous" within the policy document.

The draft Procurement Policy document has been discussed with Council officers and feedback from the Executive Management Team has been included in the document.

#### **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**

This review of the Procurement Policy is a specific requirement under Section 186A(9) of the Local Government Act 1989.

The Procurement Policy enhances Council's capability to prevent, withstand and recover from any interruption to the supply of goods and services and to mitigate Council's exposure to the risks by implementing risk management at all stages of the procurement activity.

#### **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, the Council Plan and Council's statutory obligations under the Local Government Act 1989.

#### **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.

9.7.12 Council Policy Review  
- Procurement Policy (cont.)

**Economic Implications**

The author of this report considers that the recommended changes to the Procurement Policy will have no significant economic implications on the wider community however it does provide support to local businesses within the municipal district.

**Environmental / Amenity Implications**

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

**Community Implications**

The author of this report considers that the recommendation has no significant community or social implications for Council or 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 review of the policy was undertaken in accordance with Section 186A(9) of the *Local Government Act 1989*.

**Consultation**

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

**Attachments**

- Draft Procurement Policy



# PROCUREMENT POLICY

COUNCIL POLICY	
Document ID	407023
Effective Date:	18 November 2014
Last Review:	May 2018
Current Review:	June 2019
Adopted by Council:	
Next Review Date:	Annually
Responsible Officer/s:	Group Manager Corporate and Community Procurement and Contracts Officer

## **Purpose**

The purpose of this Policy is to ensure that Council's procurement processes achieve best practice in the following:

- value for money, innovation and continuous improvement in the provision of services for the community;
- consistency with Council values;
- a strategic approach to procurement planning, implementation and evaluation;
- enabling sustainable outcomes including economic, environmental and social sustainability;
- efficient and effective use of Council resources;
- utilising collaboration and partnership opportunities
- high standards of probity, transparency, accountability and risk management; and
- compliance with legislation, Instrument of Delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process), the current *Council Plan* objectives, Council policies and industry standards.

## **Objective**

Section 186A (1) and (9) of the *Local Government Act 1989* (the Act) requires the Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

## **Scope**

This Policy applies to all Council contracting and procurement activities and is binding upon Council, Council Staff (including temporary employees), contractors and consultants while engaged by the Council.

## **Standards**

Council's procurement activities will be carried out to the professional standards required by best practice and in compliance with the

- *Local Government Act 1989*
- Procurement Guidelines
- Conflicts of Interest Policy/Guidelines
- Fraud policy
- Councillor Code of Conduct
- Staff Code of Conduct
- CEO Directive - Procurement Guidelines
- Corporate Card Policy
- Gifts, benefits and Hospitality Policy
- Occupational Health and Safety Policy

- Risk Management Policy
- Project Management Guidelines (PMF)
- Victorian Local Government Best Practice Procurement Guidelines 2013
- Other relevant legislative requirements.

### **Policy Statement**

Council recognises that a procurement policy and its associated guidelines will support the achievement of the Council's strategic procurement objectives.

Council is committed to ensuring its purchasing practices are sustainable, efficient and deliver value for money, while encouraging a competitive environment for suppliers and seek to support local enterprise to provide current and long-term benefit to the community.

### **Principles**

Council's purchasing practices are based on the following principles:

#### ***Integration with Council Strategy***

Council's procurement strategy shall support the aims and objectives of Council's current Council Plan.

The principle of responsible financial management must be applied to all procurement activities, including ensuring that existing funds within an approved budget, or a Council Resolution, is established prior to the commencement of any procurement action. Approvals for all variations (either individual or cumulative) will be in accordance with Council's Procurement Guidelines.

#### ***Best Value***

Section 208A & section 208B of the Act requires that Council must adopt and comply with Best Value Principles.

Section 208F requires Council to ensure any quality or cost standards it adopts are available for public inspection.

Section 208G requires Council to report at least once a year to its community on what has been done to ensure that it has given effect to the Best Value Principles.

#### ***Value for Money***

Council's Procurement activities will be carried out on the basis of obtaining value for money. Value for money is centred on obtaining the best quality and value for the price and ensuring that the quality of the goods and services meets Council's criteria with regards to policy, performance, risk, and cost constraints. This also includes minimising the total cost of ownership over the lifetime of the goods and services, reliability and delivery considerations.

#### ***Fair and Honest Dealing***

All prospective contractors, consultants and suppliers will be afforded an equal opportunity to submit a tender or quote. Impartiality must be maintained throughout the procurement process.

#### ***Conduct of Councillors and Council Staff (Ethics and Probity)***

Council's procurement activities will be performed with integrity, and in an ethical and transparent manner.

### ***Gifts and Hospitality***

No Councillor or member of Council Staff shall, either directly or indirectly;

- provide gifts, and or hospitality to contractors or their representatives and;
- solicit or accept gifts; and or hospitality from contractors or their representatives.

This includes organisations, firms or individuals with whom Councillors or members of Council staff have official dealings.

### ***Accountability and Transparency***

Accountability in procurement means being able to demonstrate and provide evidence to an independent third party that a defined process has been followed and that the process is transparent, fair and reasonable.

### **Procurement methods**

Council's standard methods for procuring goods, services and works shall be by:

- a) petty cash, or corporate credit or debit card or purchase order for low value simple purchases;
- b) a quotation process for purchases;
- c) contract following a tender process;
- d) purchasing schemes or approved suppliers including collaborative purchasing arrangements with other councils, agency arrangements (section 186(5) (b)) and Ministerial approved schemes (section 186(5) (b)) such as the Municipal Association of Victoria, Procurement Australia and State Purchasing Contracts;
- e) the Council or the CEO may approve other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority; and
- f) Ministerial exemptions from tendering requirements in exceptional circumstances such as natural disaster recovery or interruption to a delivery of key services.

### ***Delegations Reserved for the Council***

Only the Council can award contracts that are greater than:

- \$150,000 incl. GST for goods and services
- \$200,000 incl. GST for works

### ***Delegation of Procurement Authority***

Council procurement activities are undertaken using Financial Delegations, allowing Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council.

Please refer to:

<https://magiq.edrms/docs/~D423121> (Procurement Quick Reference Guide)

<https://magiq.edrms/docs/~D496174> (Financial Delegations)

### Procurement Thresholds

Purchases of goods and services or works are subject to the following thresholds, including GST, in total;

Council should aim to procure goods based on the preferred method, however, where this is not achievable; the acceptable method may be used.

Preferred Method
  Acceptable Method
  Not an Acceptable Method

**Procurement Threshold Table**

Expenditure Thresholds (inc. GST)	1 Quote	2 Written Quotes	3 Written Quotes	Public Tender	Approval Process	Procurement Method
<\$5,000	o	□	□	□	Delegated Staff	Minimum one verbal or written quote
\$5,000 - \$25,000	□	o	□	□	Delegated Staff/ Managers	Request for Quotation (RFQ) (Minimum of 2 written quotations)
\$25,001 - \$50,000 <i>(Goods or Services &amp; Works)</i>	□	o	□	□	Delegated Managers	Request for Quotation (RFQ)  (Minimum 3 written quotations)
\$50,001 - \$100,000 <i>(Goods or Services &amp; Works)</i>	□	□	o	□	Group Manager/Directors	
\$100,001 - \$150,000 <i>(Goods or Services)</i>	□	□	o	□	CEO	3 written quotes/Request for Tender (RFT) (high risk/high complexity)
\$100,001 - \$200,000 <i>(Works)</i>	□	□	o	□	CEO	
\$150,001 - 200,001 + <i>(Goods or Services &amp; Works)</i>	□	□	□	□	Council	(Public Tender)

### Low Value Transactions

An item with a value of less than \$5,000 can be procured through a single verbal quote with an email confirmation copied to their respective Delegated Manager. This email request and approval should be saved in Info Wise for audit trail purposes.

Payments for these types of purchases can be processed through Council's corporate card or purchase without Purchase Order, as long as it is in compliance with Council's Procurement Exemption list (through Council's Procurement Guidelines), which allows for these types of purchases to occur, subject to approval by Council's respective Financial Delegate.

### **Occupational Health and Safety**

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors. Council requires all its contractors and suppliers to share and demonstrate this commitment to providing a safe and healthy environment.

### **Risk Management**

Risk management is to be appropriately applied at all stages of procurement activities ensuring sufficient planning is carried out in a manner that will protect and enhance Council's capability to prevent, withstand or recover from any interruption to the supply of goods, services and works, to mitigate Council's exposure to the risks associated with the procurement activity.

### **Sustainable Procurement**

In accordance with the current *Council Plan*, the organisation's procurement decisions and initiatives will be based on clear and transparent evidence, informed economic, environmental and social considerations.

### **Economic Sustainability**

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total lifecycle cost consistent with acceptable quality, reliability and delivery considerations. Section 186(4) of the Act provides that the Council is not required to accept the lowest tender or accept any tender.

### **Environmental Sustainability**

Council is committed to enhancing the environment by adopting the principles of environmentally sustainable procurement, by giving preference to those products that have recycled or reused content, within the context of purchasing on a value for money basis. Consideration will also be given to the whole life cycle of these products in terms of the impact on the environment during the product's production, use and disposal.

### **Social Procurement**

Council is committed to implementing sustainable and strategic procurement practice, which enhances partnerships with community stakeholders, enabling capacity building and providing a range of social benefits.

### **Local Procurement**

Consistent with value for money principles, where different products are of comparable price and quality can be sourced either locally or regionally, preference will be given to local suppliers.

To encourage a focus on local economy, including supporting local employment and local businesses:

- Council officers should seek at least quotation(s) from a local supplier(s), if available;

- For all tenders where anticipated contract sum is greater than \$200,000 including GST, a Local Economic Impact Statement must be submitted by tenderers that will detail the level of local content including labour, materials, plant and supervision. Council will examine where the business has its head office, the percentage of staff employed, percentage of materials, plant and equipment used and what impact the business offers the local economic community.
- Where the highest scoring tenderers are within 10% of the weighted tender evaluation score, the evaluation panel will assess the local economic impact statement submitted by the preferred tenderers.

Local is defined as within the municipal district and for a joint tender, within the municipal districts of the participating Councils

### **Disclosure of information**

Councillors and Council staff are to protect information received by the Council that is Commercial in Confidence and the information must not be disclosed.

### **Performance Measure and Continuous Improvement**

Council will establish and put in place management reporting systems to monitor performance against targets and compliance with procurement policy and guidelines. Procurement procedures, innovative practices, guidelines and costs will be benchmarked externally. Internal service standards will be agreed within Council and set performance criteria against these targets will be measured, reported and reviewed regularly to support continuous improvement.

### **Dispute Resolution**

Any Dispute arising from the application of this policy will be referred to the Chief Executive Officer for investigation and resolution.

### **Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010**

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedom of citizens. The Charter gives legal protection to twenty fundamental human rights under its four key values that include freedom, respect, equality and dignity.

### **Aboriginal and Torres Strait Islander Engagement**

Council, depending on the nature of the procurement, is committed to explore opportunities in engaging Indigenous businesses for the delivery of goods and services. This may result in engagement as a contractor, a subcontractor or individual's employment as a result of provision of goods, services or works to the Council.

### **Review**

This policy is required to be reviewed at least once in each financial year as per section 186A (7) of the *Local Government Act 1989*.

### **9.7.13 Business Management System**

The August 2019 Business Management System Report includes reports as follows:-

- Building Department – July 2019 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - July 2019
- Customer Enquiry Analysis Report – Report for July 2019
- Waste Management Reporting ~ Year to Date - July 2019
- Actioning of Council Reports Resolutions – Council Meeting 16 July 2019
- Outstanding Actions of Council Resolutions to 31 July 2019
- Review of Council Policies and Adoption of new Policies – July/August 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.

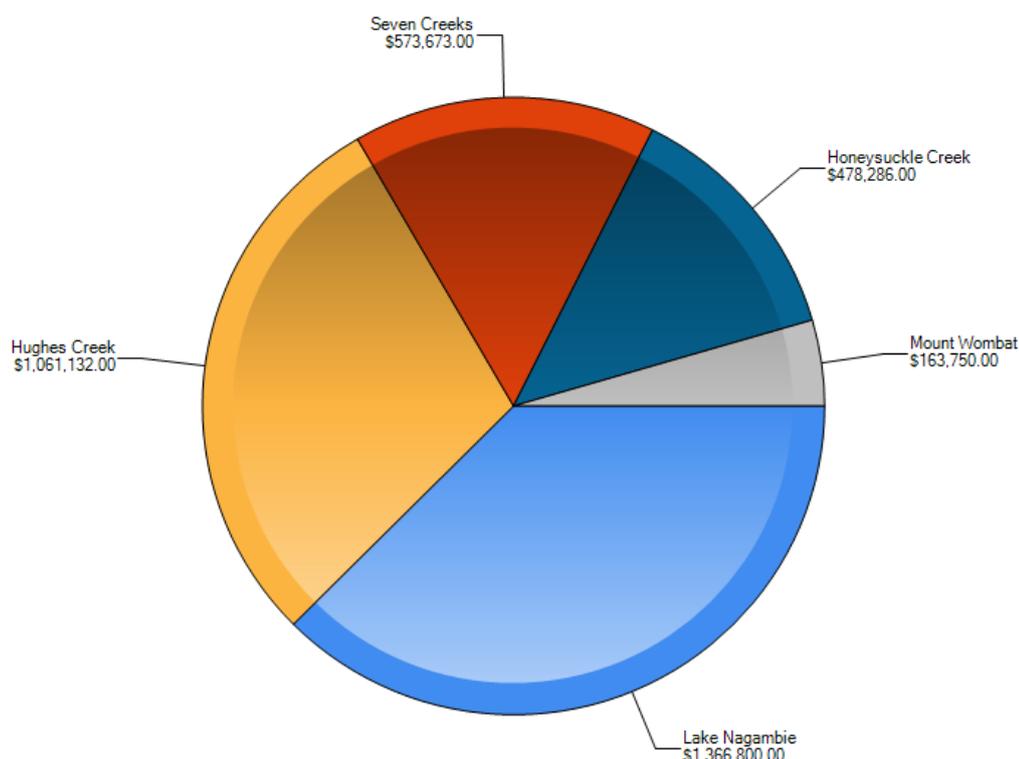
#### **RECOMMENDATION**

**That the report be noted.**

## BUILDING ACTIVITY

### JULY 2019

Twenty-one (21) permits, with a works value of \$3,643,641, were lodged with Council in July. Each Ward received a similar number of permits this month; however the value of the proposed works was significantly higher in the Mount Wombat and Lake Nagambie Wards. The proposed works across the Shire are mostly the construction or improvement of dwellings and sheds; with the exception of a \$1mil extension to a Nagambie business premises.



### Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1588934186913	3/07/2019	Construction of	Shed	Violet Town	\$65,286.00
20182829/0	3/10/2018	Re-erection of	Carport & Shed	Violet Town	\$13,000.00
20193118/0	24/06/2019	Construction of	Shed	Boho South	\$30,000.00
20193128/0	28/06/2019	Construction of	Shed	Marraweeney	\$10,000.00
20193131/0	28/06/2019	Construction of	Dwelling	Earlston	\$360,000.00

### Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1146386375186	16/07/2019	Construction of	Dwelling	Longwood	\$342,052.00
1180638107483/0	20/07/2019	Construction of	Dwelling	Avenel	\$370,000.00
4636990576532/0	20/07/2019	Construction of	Dwelling	Avenel	\$310,475.00
7914979098421	27/07/2019	Construction of	Shed	Avenel	\$34,605.00
9670053782201/0	16/07/2019	Construction of	Alfresco Area	Avenel	\$4,000.00

## Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1442291312465/0	15/07/2019	Extension to	Restaurant	Nagambie	\$1,050,000.00
20193008/0	25/06/2019	Construction of	Dwelling	Nagambie	\$275,000.00
20193114/0	25/06/2019	Construction of, Extension to	Swimming Pool & Spa, Shed	Kirwans Bridge	\$34,000.00
5293502634064/0	24/07/2019	Construction of	Shed	Nagambie	\$7,800.00

## Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20190043/0	30/06/2019	Completion of	Dwelling	Strathbogie	\$22,250.00
20193127/0	28/06/2019	Construction of	Shed	Euroa	\$13,000.00
20193130/0	28/06/2019	Construction of	Shed	Euroa	\$12,000.00
6668205830731	19/07/2019	Re-erection of	Dwelling	Longwood	\$116,500.00

## Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1089102739998/0	29/07/2019	Construction of	Carport	Euroa	\$31,706.00
1362176643232/0	1/08/2019	Construction of	Dwelling & Garage	Euroa	\$421,287.00
20190072/0	28/06/2019	Construction of	Dwelling	Miepoll	\$120,680.00

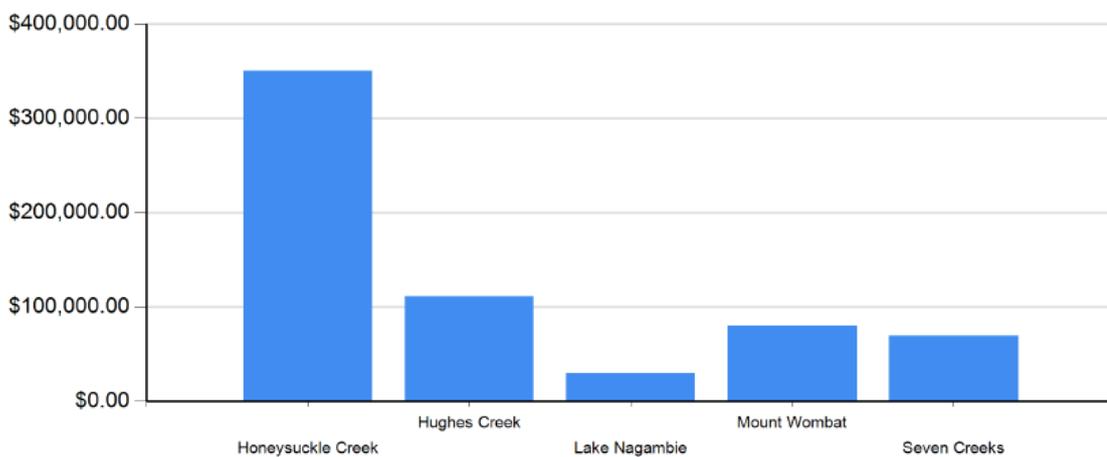
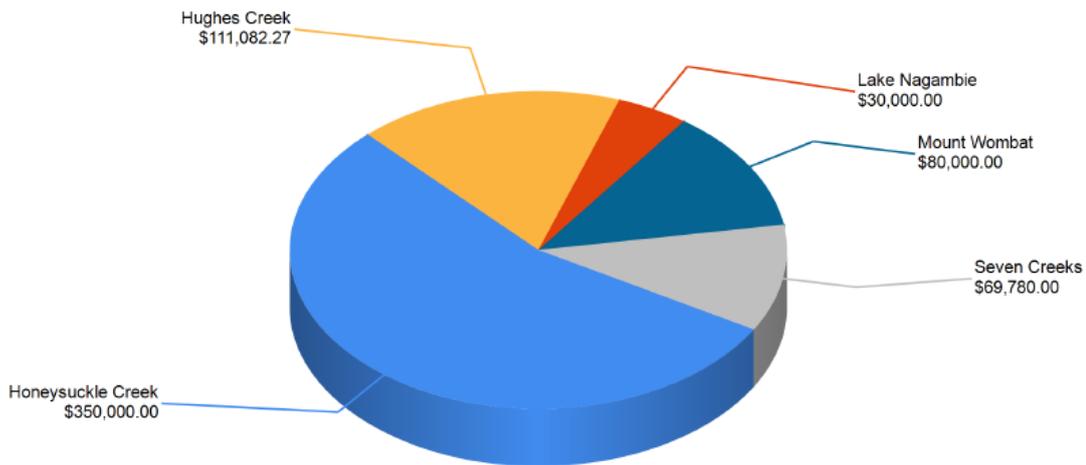
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL  
IMPROVED VALUE)  
JULY 2019**



## Planning Applications Determined

July 2019

<b>Honeysuckle Creek</b>	<b>\$350,000.00</b>
Violet Town	\$350,000.00
<b>Hughes Creek</b>	<b>\$111,082.27</b>
Avenel	\$34,605.00
Mangalore	\$76,477.27
<b>Lake Nagambie</b>	<b>\$30,000.00</b>
Goulburn Weir	\$30,000.00
<b>Mount Wombat</b>	<b>\$80,000.00</b>
Gooram	\$30,000.00
Strathbogrie	\$50,000.00
<b>Seven Creeks</b>	<b>\$69,780.00</b>
Euroa	\$24,480.00
Euroa	\$45,300.00
<b>Total Value</b>	<b>\$640,862.27</b>



## CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR JULY 2019



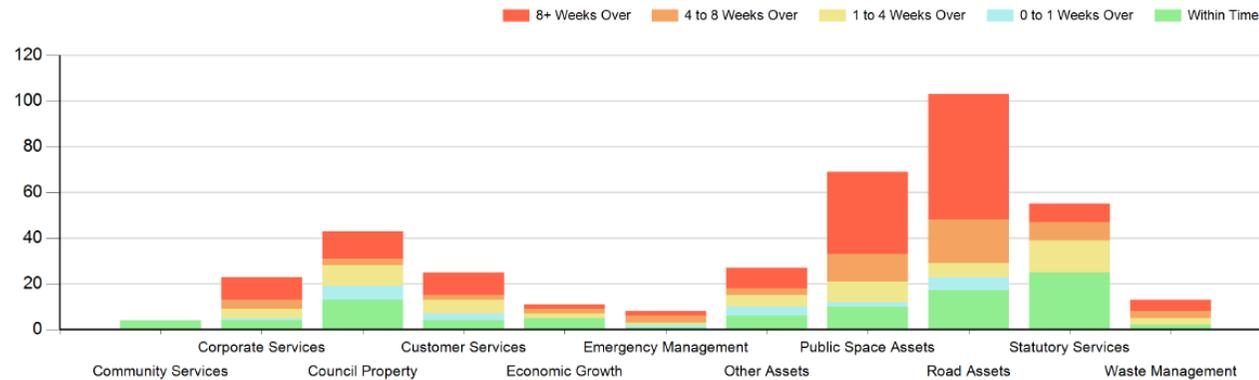
### Request Throughput Analysis

01/07/2019 to 31/07/2019

C	Complete / New	> 80%	50-80%	< 50%
O	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	3	45	44	4	✔	4	0	✔	0	<div style="width: 10px; height: 10px; background-color: blue;"></div>
Corporate Services	23	41	41	23	✔	4	19	✘	0	<div style="width: 10px; height: 10px; background-color: blue;"></div>
Council Property	27	63	45	45	⚠	13	32	✘	0	<div style="width: 15px; height: 10px; background-color: blue;"></div>
Customer Services	25	53	53	25	✔	4	21	✘	0	<div style="width: 10px; height: 10px; background-color: blue;"></div>
Economic Growth	18	212	219	11	✔	5	6	⚠	0	<div style="width: 100px; height: 10px; background-color: blue;"></div>
Emergency Management	6	28	26	8	✔	1	7	✘	0	<div style="width: 5px; height: 10px; background-color: blue;"></div>
Other Assets	21	25	18	28	⚠	6	22	✘	0	<div style="width: 2px; height: 10px; background-color: blue;"></div>
Public Space Assets	86	37	37	69	✔	10	59	✘	17	<div style="width: 5px; height: 10px; background-color: blue;"></div>
Road Assets	102	86	82	103	✔	17	86	✘	3	<div style="width: 15px; height: 10px; background-color: blue;"></div>
Statutory Services	71	165	181	55	✔	25	30	⚠	0	<div style="width: 100px; height: 10px; background-color: blue;"></div>
Waste Management	12	14	13	13	✔	2	11	✘	0	<div style="width: 1px; height: 10px; background-color: blue;"></div>

#### Request Ageing



**Service Usage**



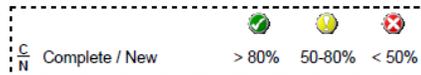
**Definitions**

Service Area	Grouping of services by area of responsibility
Existing	Requests open prior to reporting period
New	Requests made during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

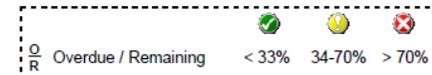
Complete  
New

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.

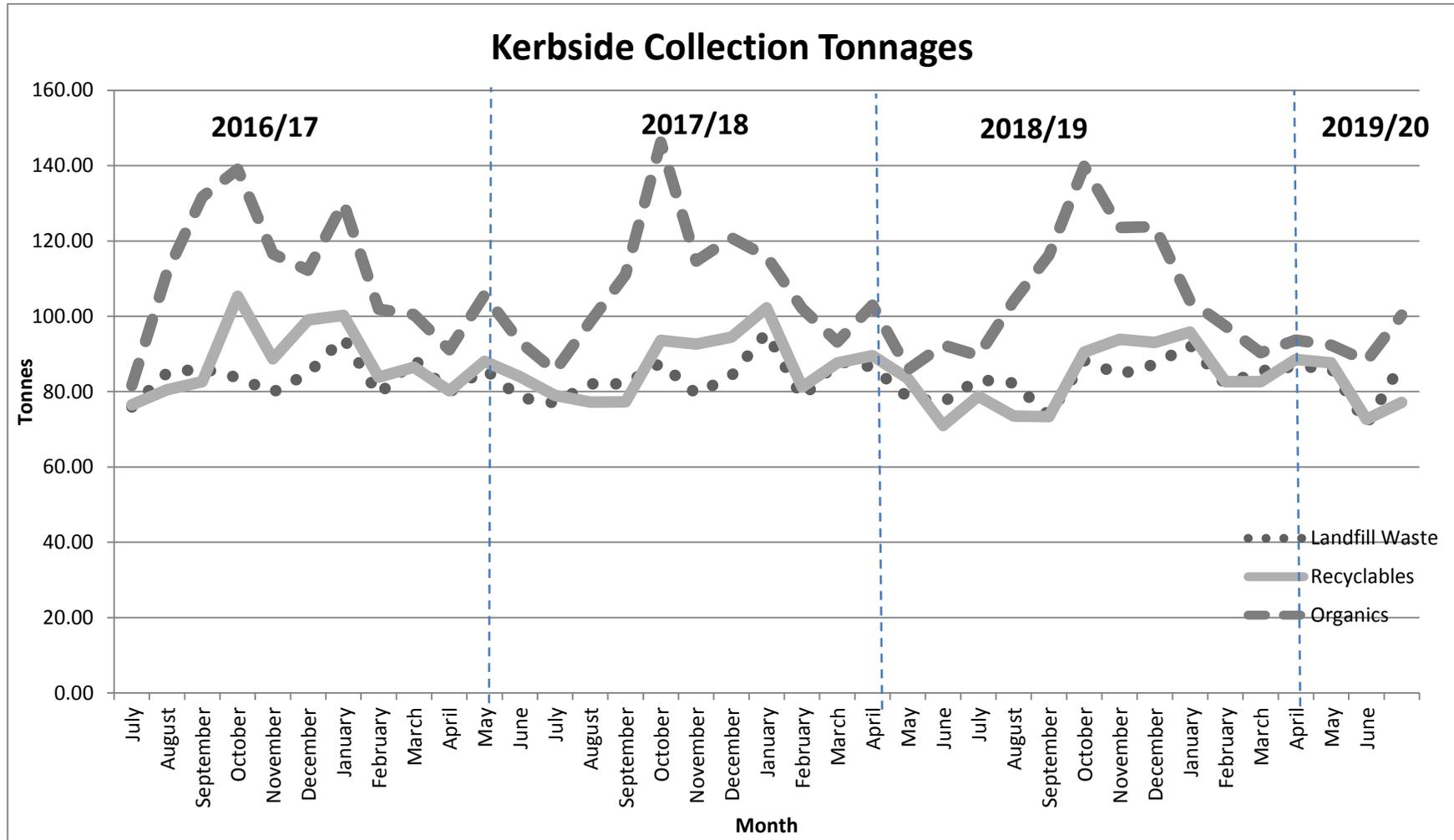


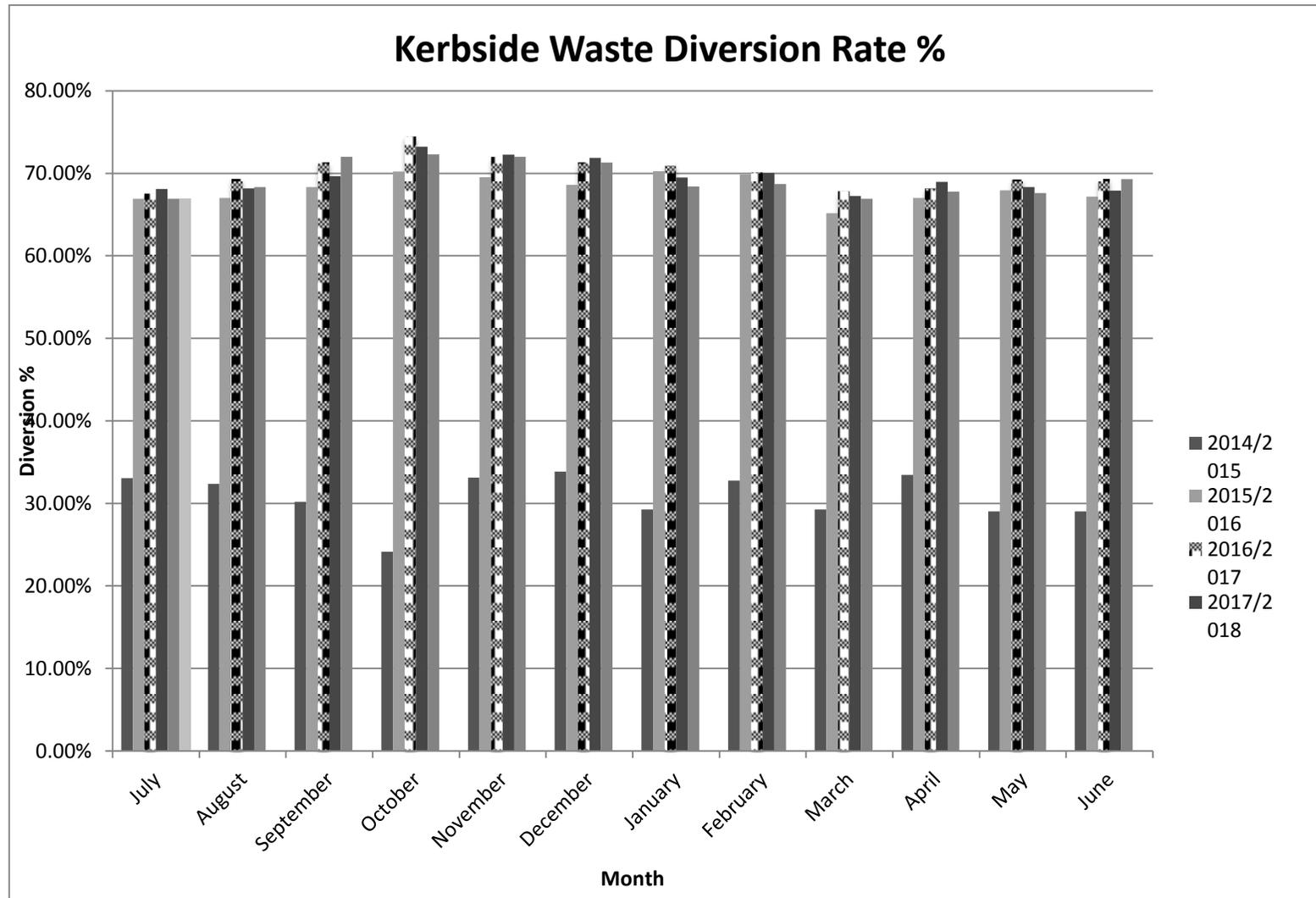
Overdue  
Remaining

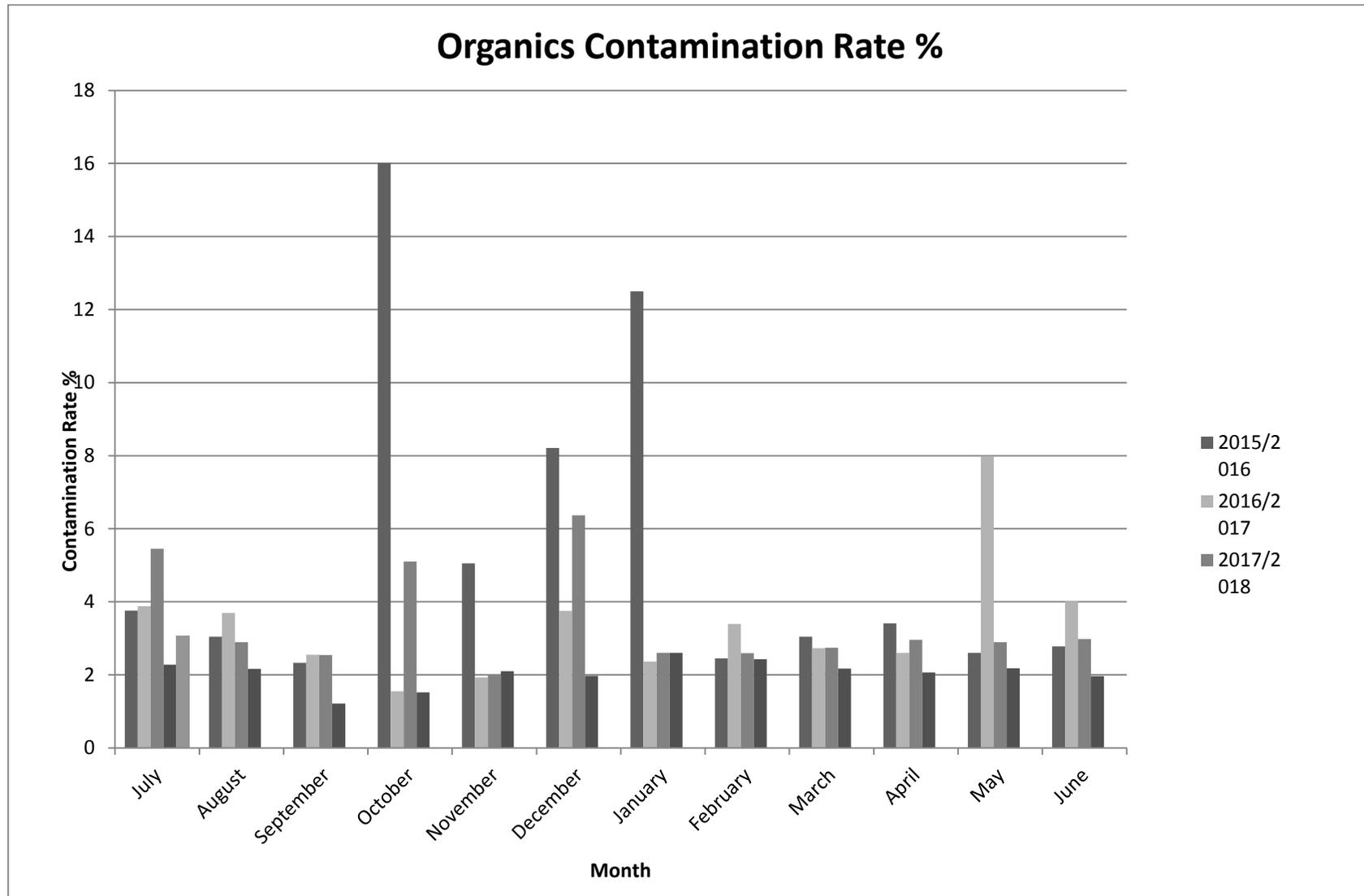
An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.



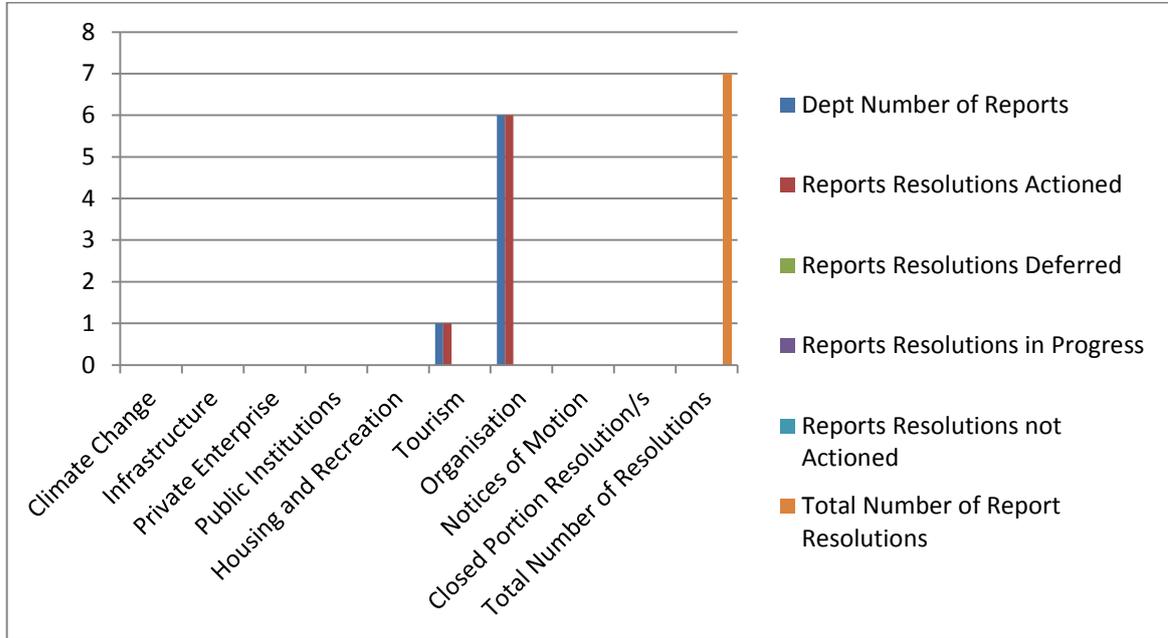
**WASTE MANAGEMENT REPORTING  
 YEAR TO DATE - JULY 2019**







**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – 16 JULY 2019**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
 31 JULY 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.*

<b>Council Meeting Date</b>	<b>Item No.</b>	<b>Description</b>
18/12/18	9.7.11	Proposed Violet Town Recreation Reserve Toilet Block <i>(Officer update: Design being finalised for final community endorsement)</i>
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**

<b>Review of Policy / New Policy</b>	<b>Policy Name</b>	<b>Details</b>
Review of Policy	Council Meeting Agenda Policy	No changes since previous review

## **RECORDS OF ASSEMBLIES OF COUNCILLORS**

### **For period 3 July to 6 August 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 9 July 2019

**Time:** 1.15 p.m. - 5.00 p.m.

**Attendees:**

Councillors

Amanda McClaren

Debra Bower

Malcolm Little

John Mason

Kate Stothers

Alistair Thomson

Graeme (Mick) Williams

Officer/s

Phil Howard (Acting Chief Executive Officer)

David Roff (Group Manager Corporate and Community)

Jeff Saker (Group Manager, Community Assets)

Apologies

Nil

1. Councillors Discussions
- Declarations of Interest
2. Street and Public Place Lighting Policy
3. Review of Draft July Ordinary Council Meeting Agenda
4. Item/s for Discussion
  - 4.1 Mayor and CEO Meetings Attendances
  - 4.2 Councillors Meetings Attendances
  - 4.3 Local Government Bill 2019 ~ Consultation Paper
  - 4.4 Inland Rail Conference - Invitation
  - 4.5 Rail Freight Alliance - Future of Victorian Rail Network
  - 4.6 Sponsorship Request - 2019 Australian National Show And Shine
  - 4.7 Euroa Red Cross Annual General Meeting - Invitation
  - 4.8 Proposed Interim Structure
  - 4.9 GMLLEN's Structured Workplace Learning Program Excellence Award
  - 4.10 Nagambie Senior Citizens
  - 4.11 Dogs Off Leash
  - 4.12 Nagambie Bowls Club
5. Tourism Update
6. Proposed Planning Scheme Amendment GC135
7. Councillors / ACEO Discussions

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?
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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?
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## 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 16 July 2019

**Time:** 12.45 p.m. - 6.42 p.m.

### **Attendees:**

#### Councillors

Amanda McClaren

Debra Bower

Malcolm Little

John Mason

Kate Stothers

Alistair Thomson

Graeme (Mick) Williams

#### Officer/s

Phil Howard (Acting Chief Executive Officer)

David Roff (Group Manager Corporate and Community)

Jeff Saker (Group Manager, Community Assets)

Emma Kubeil (Acting Group Manager, Innovation and Performance)

#### Apologies

Nil

### 1. Councillors Discussions

Declarations of Interest

### 2. Operations Update

### 3. Facilitated Discussion - Free from Violence ~ facilitated by Womens Health

Goulburn North East

*Conversations Create Change Facilitated Discussion*

### 4. Citizenship Ceremonies

### 5. Council Agenda Review

### 6. Planning Committee Agenda Review

### 7. Euroa Secondary College Bus Matter ~ discussions with College representatives

### 8. Item/s for Discussion

8.1 Mayor and ACEO Meetings Attendances

8.2 Councillors Meetings Attendances

8.3 Victoria Grants Commission - Regional Information Sessions 2019

8.4 Request from James Carter to represent Strathbogie Shire Council at National Town Criers Competition

8.5 In-kind contributions to community groups

8.6 Alexandersons Road Resheeting

### 9. Councillors / ACEO Discussions

### 10. Council Meeting

Councillor/s - Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 6 / 6.1	Cr McClaren	Yes

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?
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## 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 23 July 2019

**Time:** 12.00 p.m. - 5.17 p.m.

### **Attendees:**

#### Councillors

Amanda McClaren

Malcolm Little (*left meetings at 2.04 p.m.*)

John Mason

Kate Stothers (*attended meetings at 1.00 p.m.*)

Alistair Thomson (*attended meetings at 1.00 p.m.*)

Graeme (Mick) Williams

#### Officer/s

Phil Howard (Acting Chief Executive Officer)

David Roff (Group Manager Corporate and Community)

Jeff Saker (Group Manager, Community Assets)

Emma Kubeil (Acting Group Manager, Innovation and Performance)

#### Apologies

Councillor Debra Bower

1. Councillors Discussions  
Declarations of Interest
2. Community Engagement Strategy - briefing on community feedback
3. Planning Agenda Review / Planning Matters  
*As part of the Planning Agenda review, the Planning Committee Chair advised of his apology to attend / Chair the Planning Committee Meeting to be held later in the day. Councillors discussed and, subsequently, nominated Councillor Mason to be Acting Chair for the meeting*
4. Special Council Meeting Agenda Review
5. Item/s for Discussion
  - 5.1 Mayor and ACEO Meetings Attendances
  - 5.2 Councillors Meetings Attendances
  - 5.3 Goulburn Region Pre-School Assoc. Inc  
- Upgrade outdoor space at Avenel
6. Sustainable Strathbogie Power Purchase Agreement (PPA)
7. Councillors / ACEO Discussions
8. Planning Committee Meeting
9. Special Council Meeting

Councillor/s - Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Items 3 & 8 / 6.1	Cr McClaren	Yes

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?
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## 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 13 August 2019

**Time:** 10.00 a.m. - 5.05 p.m.

### **Attendees:**

#### Councillors

Amanda McClaren

Debra Bower

Malcolm Little

John Mason

Kate Stothers

Alistair Thomson

Graeme (Mick) Williams

#### Officer/s

Phil Howard (Acting Chief Executive Officer)

David Roff (Group Manager, Corporate and Community) (*left meetings at 4.00 p.m.*)

Jeff Saker (Group Manager, Community Assets)

Emma Kubeil (Acting Group Manager, Innovation and Performance)

#### Apologies

Nil.

### Declarations of Interest

1. VAGO Action Plan
2. Australian Rail Track Corporation (ARTC) - Update
3. Councillors / ACEO Discussions
4. Australia Day Community Events -
5. Wedding and Casual use of a Council run Park facility
6. Council In-kind contributions to events
7. GoFish Nagambie - debrief by Chair of event organising committee
8. Review of Draft August Ordinary Council Meeting Agenda and Special Council Meeting Agenda Review
9. Item/s for Discussion
  - 9.1 Mayor and ACEO Meetings Attendances
  - 9.2 Councillors Meetings Attendances
  - 9.3 Inland Rail Communication
  - 9.4 Murray Darling Association 75th National Conference and AGM
  - 9.5 Donation to Nagambie HealthCare from previous Nagambie Senior Citizens
  - 9.6 St John's School, Euroa - invitation to attend Official Opening of new Senior Learning Centre and Administration Area

- 9.7 Update on VAGO Action Plan
- 9.8 Nagambie Senior Citizens Update
- 10. Exercise Station Update
- 11. Street and Public Place Lighting Policy (Update)
- 12. 2019/2020 Roads
- 13. Special 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?
Items 3 & 8 / 6.1	Cr McClaren	Yes

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?
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**RECORD OF MEETINGS OF SPECIAL COMMITTEES OF COUNCIL**

**Record of Minutes of Meetings received in the July/August 2019 Period**

Name of Special Committee	Date of Meeting
Longwood Community Centre Management	23/04/2019 26/03/2019 28/05/2019
Gooram Soldiers Memorial Hall	01/05/2019
Strathbogie Memorial Hall	18/07/2017 (AGM) 18/07/2017 + Financial Statement 12/09/2017 10/10/2017 24/10/2017 14/11/2017 12/12/2017 23/01/2018 13/03/2018 08/05/2018 25/07/2018 07/08/2018 04/09/2018 09/10/2018 13/11/2018 11/12/2018 15/01/2019 12/02/2019 12/03/2019 23/04/2019 14/05/2019 11/06/2019
Boho South Hall	20/06/2019

## 10. NOTICES OF MOTION

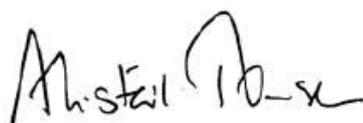
### 10.1 Notice of Motion lodged by Councillor Alistair Thomson and Councillor Kate Stothers (Ref. 01/2019) - Appointment of Advisor to Support the Selection of Chief Executive Officer

**Notice of Motion – Ordinary Council Meeting, 20 August, 2019**

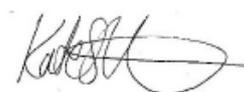
#### **Recommendation:**

Strathbogie Shire Council will appoint a highly experienced advisor to support the selection of the most suitable candidate for the position of Chief Executive Officer. This advisory appointment will complement the recruitment process currently being undertaken on the Shire's behalf by Omera Partners. The advisor will be asked to provide a report on the probity of the process undertaken by Council.

This short-term limited assignment will be funded from costs that would normally be incurred by conducting a CEO performance review in the 2019 calendar year and will be capped at \$5,000.



**Cr Alistair Thomson**



**Cr Kate Stothers**

- 11. URGENT BUSINESS**
  
- 12. CLOSURE OF MEETING TO THE PUBLIC**
  
- 13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S**

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT..... P.M.***