



STRATHBOGRIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogrie Shire Council will be held on Tuesday 21 August 2018 at the Avenel Memorial Hall (Queen Street), commencing at 6.00 p.m.

Chair:	Amanda McClaren (Mayor)	(Lake Nagambie Ward)
Councillors:	John Mason (Deputy Mayor)	(Seven Creeks Ward)
	Debra Bower	(Lake Nagambie Ward)
	Malcolm Little	(Hughes Creek Ward)
	Kate Stothers	(Honeysuckle Creek Ward)
	Alistair Thomson	(Mount Wombat Ward)
	Graeme (Mick) Williams	(Seven Creeks Ward)
Officers:	Steve Crawcour - Chief Executive Officer (CEO)	
	Phil Howard - Director, Innovation and Performance (DIP)	
	David Roff - Group Manager, Corporate and Community (GMCC)	
	Jeff Saker - Group Manager, Community Assets (GMCA)	

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 17 July 2018.2018 and Special Meeting of Council held on Tuesday 10 July 2018
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 lodged/Taken on Notice at the Ordinary Council meeting held on Tuesday 17 July 2018

There were no Public Questions lodged/Taken on Notice at the Ordinary Council meeting held on Tuesday 17 July 2018

Public Question/s Taken on Notice at the Ordinary Council meeting held on Tuesday 26 June 2018

Council Ref: TM: 22/2018

1. New & Old Bridges
 - Sheans Creek Road
 - Harrison Road
 - Moglonemby Road
 - Balmattum Road Bridge
2. Euroa Saleyards
 - What \$ have been spent
 - What land eg: commercial or residential
 - What's happened to the road in the middle of the saleyards

Response/s from GMCA

I refer to your questions raised at the Ordinary Council meeting 26th June 2018, and am able to advise as follows: -

New and Old Bridges

- Please find enclosed previous correspondence in regard to road widths sent by Roy Hetherington on 30 March 2017. The same information is pertinent to your enquiry regarding new bridge construction.

Euroa Saleyards

- Please find enclosed previous correspondence in regard to costs of Stages 1 and 1 of the Euroa Saleyards Project, sent by Roy Hetherington on 19 June 2017.
- The Land Use Zoning for the Saleyards is Industrial 3.

What happened to the road in the middle of the Saleyards?

- Council is currently in the process of closing the unused road reserve in the saleyards.

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

Steve Crawcour
CHIEF EXECUTIVE OFFICER

17 August 2018

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 18 September 2018, at the Euroa Community Conference Centre, commencing at 6.00 p.m.



Council Ref. / 2018

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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10.	NOTICES OF MOTION	
	Nil.	
11.	URGENT BUSINESS	
	Nil.	
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	Nil.	
13.	CONFIRMATION OF 'CLOSED PORTION' DECISION/S	
	Nil.	

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9. REPORTS

9.6 TOURISM

9.6.1 Tourism Arts and Culture Advisory Group - Draft Minutes of the Meeting held on Tuesday 10th July, 2018

Author & Department

Manager Tourism, Arts and Culture / Corporate and Community Directorate

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

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

Summary

Attached are the draft minutes of the Tourism, Arts and Culture Advisory Group for the meeting held on Tuesday 10th July, 2018.

RECOMMENDATION

That Council endorse the draft minutes of the Tourism, Arts and Culture Advisory Group meeting held on Tuesday 10th July, 2018.

Background

The objectives of the Strathbogie Shire Council Tourism, Arts and Culture Advisory Group are:

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

The role of the Committee is to carry out the following functions:

- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.
- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.

9.6.1 Tourism Arts and Culture Advisory Group
- Draft Minutes of the Meeting held on Tuesday 10th July, 2018 (cont.)

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

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

The author of this report 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.

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.

9.6.1 Tourism Arts and Culture Advisory Group
- Draft Minutes of the Meeting held on Tuesday 10th July, 2018 (cont.)

Attachments

- Draft minutes of the Tourism, Arts and Culture Advisory Committee of 10th July 2018

TOURISM, ARTS AND CULTURE ADVISORY GROUP MEETING MINUTES



Tuesday 10th July 2018
Meeting Room 2 (Old SES Building), Shire Offices
5.30pm

Anticipated Attendees

Claire Taylor	Strathbogie Shire	Cr Alistair Thomson	Councillor (CHAIR)
Tess Noonan Egan	Community Representative	Cr Debra Swan	Councillor
Rosa Purbrick	Community Representative	Janelle Toomey	Community Representative
Kristen MacKenzie	Community Representative	Dan Capobianco	Business Euroa

Apologies

Andrea Richards	Nagambie Lakes Tourism and Commerce	Kathi Clark-Orsanic	Community Representative
Leanne Hulm	Goulburn River Valley Tourism	Debra Ellis	Strathbogie Shire

ITEM	Action Items
1. WELCOME MEMBERS AND ACKNOWLEDGMENT OF COUNTRY	
2. APOLOGIES	
<p>3. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>Acceptance of minutes 08/05/18 & 05/06/18</p> <p>Moved: Debra Swan</p> <p>Seconded: Alistair Thomson</p> <ul style="list-style-type: none"> • ATDW • Leanne Hulm provided a link to a Facebook post from GRVT and Murrindindi Shire Council in relation to our minuted query from May about 'Who is doing it well?' https://www.facebook.com/goulburnrivervalleytourism/posts/1906898106000929 • Alistair commented on a discussion with Annie Fletcher-Nicholls, Chair of GRVT, the focus on operators and getting information out to them. Post meeting Leanne H has been in discussions with Claire T and both will formulate an action plan to deliver a workshop in Euroa and Nagambie to assist operators and the community in understanding the how and why of ATDW. RVT have held these workshops previously in Murrindindi and Mitchell where they have been well attended and received. • Canterford Estate Painting Collection Bequest <ul style="list-style-type: none"> • Link to paintings: https://goo.gl/photos/Y9qUWRRQHn8P2Mfy9 • f/u email was received from Gareth outlining some further answers to the original queries from the group. The following questions were asked and answered received: <p>What would be the relevance of this particular collection to the Strathbogie Shire? The majority of the paintings were purchased from <i>Stonecrop Fine Art Gallery</i> which was located just out of Violet Town. The gallery was run by Elizabeth Battye (?sp) who was a prominent person in the shire and served on the local council. Stonecrop was a notable tourist attraction and season openings of the gallery would</p> 	<p>CARRIED</p> <p>Claire T Leanne H</p>

<p>attract visitors from as far away as Melbourne and Southern NSW. Many of the artist prominent in the collection would travel to the gallery season openings and often acted as guest speakers at function held there. Some of the artists were regular visitors to the gallery and would stay with Elizabeth whilst exploring the region.</p> <p>What the conditions would be around exhibiting the collection in regards to display, conservation and insurance of the artwork?</p> <p>The only conditions placed on the exhibition of the paintings would be that they are displayed with signage that reflects their origin eg. <i>"From the collection of Barbara and Robert Canterford"</i></p> <p>Conservation and insurance is at the council's discretion. It was my mother's desire that the collection be kept together rather than them being sold off. To this end the Estate will offer the sum of \$10,000 for the shire to use specifically to offset the conservation and insurance of the works. The paintings are currently in a professional art storage facility in Melbourne. If the shire choose to take the collection arrangements can probably be made for the control of the collection to pass to the shire without having to move it. If the Shire chooses to take the collection but later decides it does not want the collection or can no longer keep it; ownership of the collection will revert back to the family.</p> <ul style="list-style-type: none"> • The question was asked "where do we have the capacity to house the collection"? • Quality of the work in the collection is high, even it is not to everyone's taste. Is there enough interest to take it on? What are the limitations? • It was determined that further information was still required in regards to the following: <ul style="list-style-type: none"> ➢ Is the offer of \$10,000 from the Estate for the maintenance of the collection a one off or ongoing? ➢ Can we display the collection in sections across the Shire dispersing it to various community groups ie. In Hospital/Nursing Home areas, VTAG? • Claire T to send a follow up email outlining additional queries. Will circulate email to TACAG to ensure that all queries are captured prior to sending on to Gareth. • RAV (Regional Arts Victoria) visit <ul style="list-style-type: none"> • Claire T discussed that the meeting with the representatives from RAV back in May went very well. Showed them the Gallery of Aboriginal Art at Mitchelton, and they were very impressed with this and the initiative of the development of the Culture Strategy • Discussed the potential reinstatement of a Cultural Officer for our region • Dan C suggested contacting RAV to facilitate a workshop in the Shire to discuss RAV and explain/highlight the benefits of being a member (annual fee of \$60). This could also incorporate further discuss around grant opportunities by using the new Goulburn Valley Funding Finder and also a roll out of the Culture Strategy Development • Claire T to contact RAV and float this idea • Rosa P also mentioned the National Association for Visual Arts (NAVA) • Tourism Signage Policy Development <ul style="list-style-type: none"> • Claire T discussed with the group the additional paragraph to be added to this policy to keep in in line with the VicRoads directive • Discussion took place around what the guidelines were around businesses obtaining this signage. • Alistair referred to his experience in obtaining signage for the Strathbogie Golf Course and also proceeded to look up the guidelines with VicRoads, and discussed these with the group • Suggestion made of holding an information session on the parameters of these applications 	<p>Claire T</p> <p>Claire T</p>
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<ul style="list-style-type: none"> • Community Grants <ul style="list-style-type: none"> • Deb S confirmed that Community Grants will be awarded and confirmed at the July Council Meeting • Deb S also suggested that the TACAG has a role to play in getting the word out in our community about the availability of these grants • Deb S also reminded the group about the availability of Small Projects Grants (used to be called Quick Response Grants) that are available all year round to the Community https://www.strathbogie.vic.gov.au/community/community-funding/community-grants-program • A suggestion was made to gather testimonials from previous grant applications and recipients in regards to the ease of the process and the benefits of applying • Update on Urban Planning projects <ul style="list-style-type: none"> • Nagambie Water Tower – investigating implementing artwork is now an action item in the Council Plan and has \$20,000 allocated to it in the 2018/2019 budget. Discussed that matching funding would most likely be needed to undertake project. Questions around who will take on the project arose – Council, TACAG, Community? Various options of artwork, relief work and lighting were discussed as options. Possible indigenous funding opportunities if appropriate to artwork. Will need to be included as a consideration at Council – Claire T to submit report. • Southern Aurora Memorial – this project is continuing, the group has applied for funding via Pick My Project for a proposed sculpture to be included in the Memorial Park. TACAG members asked if the group needed a letter of support from TACAG for any other applications. Claire T will investigate. • Pick My Project applications – Applications are starting to be sent forward from Pick My Project to Claire T as the nominated grants representative at the Shire. Currently her role is to review the application in relation to whether or not these projects will want to be developed on council land, and then forward this pack to Pick My Project to confirm whether or not the project has support in principle from the Council for the use of the land. 	<p>Claire T</p> <p>Claire T</p>
<p>4. STRATEGY/PLAN DEVELOPMENT</p> <p>4.1 Outcome from engagement sessions</p> <ul style="list-style-type: none"> • Refer to email sent through from Emma Jones for detailed breakdown of information • Community Engagement sessions have now concluded with some being more successful than others 	
<p>5. GREETING DOWN UNDER TOUR</p> <p>5.1 Possible involvement from Strathbogie Shire</p> <ul style="list-style-type: none"> • The group confirmed that there is merit in looking at the idea. A question was raised regarding that limitations there are around the type of artwork that can be produce. • Deb E put forward a suggestion of developing murals/artwork along the lines of Artvo http://artvo.com.au/, some examples were tabled and believed to have merit by the group. • Claire T to send an email asking for more information and email response out to TACAG 	<p>Claire T</p>
<p>6. COMMITTEE MEMBERS</p> <p>6.1 Tom Broadhurst – removal from Committee</p> <ul style="list-style-type: none"> • Email sent to Tom letting him know that as per the terms of the Charter 	

<p>he will now be removed as a member of the TACAG</p> <p>6.2 Suggestions for replacement Committee Members</p> <ul style="list-style-type: none"> • To review list potential candidates and put forward nominees. Claire to gather information • Dan C flagged that as he was no longer a member of BEE, could he still be involved as a community member of TACAG • It was agreed that he could and would take the place of Tom • Need to contact BEE to ask if they wish to nominate another candidate 	<p>Claire T</p> <p>Claire T</p>
<p>7. OTHER BUSINESS</p> <p>Alistair – confirming that the development of an Arts Hub has now been included in the updated Council Plan, highlighting that it is now on the radar for Council</p> <p>Deb S – asked if the link for the Goulburn Valley Funding Finder could be sent out. Here is the link from the Strathbogie Shire website: https://www.strathbogie.vic.gov.au/community/community-funding/funding-finder</p> <p>Rosa – tabled that the Buckley Park Water Ways mural will need some maintenance work done over the next 12 months. In the Nagambie Action Group (NAG) MOU there is a requirement listed for NAG to maintain it. Letter required from TACAG to NAG informing them that funding of the maintenance resides with NAG. Rosa to confirm a cost to stated in the letter.</p>	<p>Claire /Rosa</p>
<p>8. MEETING CLOSED @ 7:03 pm</p>	
<p>9. NEXT MEETING/S: Tuesday 10th July Tuesday 14th August Tuesday 11th September Tuesday 9th October Tuesday 13th November Tuesday 11th December</p>	

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9.7 ORGANISATION

9.7.1 Strathbogie Shire Council Audit Committee - Draft Minutes of the Meeting held on Friday 6 July 2018

Author / Department

Group Manager, Corporate and Community / Corporate and Community Directorate

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

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

Summary

Attached are draft unconfirmed Minutes of the Audit Committee meeting held on Friday 6 April 2018.

Amongst items considered by the Committee were:

- Budget 2018/19
- Risk Management Framework
- Internal Audit program
- Interim Audit

RECOMMENDATION

- 1. That the draft Minutes of the Audit Committee meeting held on Friday 6 July 2018 be received.**
- 2. 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.

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
- Draft Minutes of the Meeting held on Friday 6 July 2018 (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

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.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

- Draft Minutes of the Strathbogie Shire Council Audit Committee meeting held on Friday 6 July 2018.



STRATHBOGIE SHIRE COUNCIL

Minutes of a meeting of the Strathbogie Shire Council Audit Committee held on 06 July 2018 at the Euroa Community Conference Centre, commencing at 9.30 am.

Committee Members:	Ms Claire Taranto	- Community Representative
	Mr Robert Gardner	- Community Representative
	Mr Alister Purbrick	- Community Representative
	Cr Malcolm Little	- Council Representative (Substitute)
Officers:	Mr Steve Crawcour	- Chief Executive Officer
	Mr Phil Howard	- Director, Innovation & Performance / Deputy Chief Executive Officer
	Mr David Roff	- Group Manager, Corporate and Community
	Mr Jeff Saker	- Group Manager, Community Assets
	Mr Chaminda Ranwala-	Manager, Finance
Internal Auditors:	Mr Brad Ead	- AFS & Associates
External Auditors:	Tim Loughnan	- Financial Audit Sector Director-Local Government Victorian Auditor's 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

Cr Graeme (Mick) Williams

4. Disclosure of Interests
5. Confirmation of Minutes

Confirmation of the Minutes of the Audit Committee meeting held on 06 April 2018

21/18 ALISTER PURBRICK/ROBERT GARDNER : *That the Minutes of the Audit Committee meeting held on Friday 6 April 2018 be confirmed*

CARRIED

6. **Business**
7. **Items raised by Committee Members**
8. **Next Meeting**

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6. BUSINESS

The Chief Executive Officer assumed the role of Temporary Chair during consideration and determination of the following item.

6.1 Board positions/Appointment of Audit Committee Chair

Council at its meeting of 26 June 2018 endorsed the appointment of Bob Gardner as a member of the Committee with a term expiring on 31 May 2021.

At its meeting of 31 March 2017 the Committee recommended the appointment of Claire Taranto as Chair for a 12 month period expiring 31 March 2018 . This was subsequently endorsed by Council . The Committee should recommend a Chair for twelve months expiring 30 June 2019.

RECOMMENDATION

That xxxxxxxxxx be recommended to Council as Chair of the Audit Committee for 12 months expiring 30 June 2019.

ROBERT GARDNER/ALISTER PURBRICK -

That Claire Taranto be recommended to Council as Chair of the Audit Committee for 12 months expiring 30 June 2019.

22/18

ON BEING PUT, THE MOTION WAS CARRIED

Claire Taranto assumed the role of Chair.

6.2 2017-18 VAGO Interim Audit

The Victorian Auditor General (VAGO) has provided an Interim Management Letter on their recent interim audit that concluded on 01 June 2018. A final Management Letter will be issued once the audit has been completed.

RECOMMENDATION

That the 2017/18 Interim Management Letter be noted.

23/18 **ROBERT GARDNER/ALISTER PURBRICK** : *That the Recommendation be adopted.*

CARRIED

6.3 Budget Update

The budget for 2018/19 was adopted at the Council meeting on 26/06/2018.

The following documents were presented for Audit Committee review.

- Adopted Budget 2018/19 and LTFF Comparatives
- Strategic Resources Plan

RECOMMENDATION

That the Budget documentation to date be noted.

24/18 ALISTER PURBRICK/ROBERT GARDNER : That the Recommendation be adopted.

CARRIED

6.4 Risk Management Framework

As previously indicated to the Committee a review is to be conducted of Council's Risk Management Framework, details of which were provided to Committee members.

There are five key deliverables as part of the program. The timelines are realistic, and follow established processes in Risk Management Framework development. They have also been established with Strathbogie's current risk maturity in mind and are appropriately tailored.

Each project phase has been designed to allow for an improvement in Strathbogie Shire's risk management processes and understanding with a top down approach. Each project phase will deliver a suitable outcome and once implemented will be followed by a period allowing Strathbogie to embed the risk management process into the everyday running of the Strathbogie Shire Council.

RECOMMENDATION

That the Committee note the program to review Council's Risk Framework.

25/18 ROBERT GARDNER/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

6.5 Key Strategic Indicators

Key Strategic Indicators were provided to Audit Committee members prior to the meeting for their review / information.

RECOMMENDATION

That the item be noted.

26/18 MALCOLM LITTLE/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

6.6 Internal Audit Program discussion

A survey has been provided to Committee members, the results of which will be "harvested" following closure of the survey. This material will form the basis of discussion to be led by Brad Ead, the Internal Audit contractor.

Also provided to Committee members were three documents which provide background on potential risk areas:

- Completed Internal audit topics
- Quarterly update from AFS
- Sector Risks provided by JLT , Council's insurer

RECOMMENDATION

That the information be noted.

27/18 MALCOLM LITTLE/ROBERT GARDNER : That the Recommendation be adopted.

CARRIED

6.7 Shared Services Update

Audit Committee members were provided with an update on the Shared Services project.

RECOMMENDATION

That the verbal report be noted.

28/18 ALISTER PURBRICK/ROBERT GARDNER : That the Recommendation be adopted.

CARRIED

6.8 Investigations/ Chief Executive Officer Reports

The CEO provided a confidential update.

RECOMMENDATION

That the verbal report be noted.

29/18 ROBERT GARDNER/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

7. ITEMS RAISED BY COMMITTEE MEMBERS

8. NEXT MEETING

It is recommended that dates for 2018 be:

- Friday 14 September
- Friday 14 December

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.06 A.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date

9.7.2 Access and Disability Advisory Committee (ADAC) - Terms of Reference 2018 (Review)

Author & Department

Community Engagement and Planning / Corporate and Liveability 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 ADAC Terms of Reference specifies that the document be reviewed bi-annually. This review has been undertaken in consultation with current ADAC members.

This review includes clarification on the Committee Conduct Principles and guidelines on the recruitment of new members. Reporting mechanisms of the ADAC have been enhanced to stipulate the process for communication with Council and the community.

Following a review of the Draft Terms of Reference by Council the following objective has been added to the Committee's recommended draft:

"4. To be a checkpoint to ensure access for all abilities is considered in Council and community projects."

RECOMMENDATION

That Council endorse the reviewed Access and Disability Advisory Committee Terms of Reference 2018.

Background

The Access and Disability Advisory Committee Terms of Reference were adopted by Council on 23 February 2016.

The Access and Disability Advisory Committee Meetings provide an opportunity for advice and recommendations regarding access and equity to be presented to Strathbogie Shire Council. The Terms of Reference sets out the objectives and principles for the operation of the ADAC and is an important reference for members and the wider community.

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.

9.7.2 Access and Disability Advisory Committee (ADAC)
- Terms of Reference 2018 (Review) (cont.)

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 Terms of Reference sets out the objectives and principles for the operation of the ADAC and is an important reference for members and the wider 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

This review of the ADAC Terms of Reference includes contributions of content from current ADAC members.

Attachments

- Access and Disability Advisory Committee Terms of Reference 2018



Terms of Reference 2018

Aim:

To liaise with community members and provide advice and recommendations regarding access and equity to Strathbogie Shire Council.

Objectives:

1. Work in partnership with the community and Strathbogie Shire Council towards acknowledging and valuing people of all abilities.
2. Promote consultation and ensure participation mechanisms are in place for people with a disability, their carers, advocates and service providers to have meaningful input into Strathbogie Shire Council service planning and policy development.
3. Support and raise community awareness of the need of persons with a disability.
4. To be a checkpoint to ensure access for all abilities is considered in Council and community projects

Membership:

The Access and Disability Advisory Committee (ADAC) should comprise the following:

Members with voting rights:

- People with a disability
- Rural Access Officer (RAO)
- Carers
- Strathbogie Shire Council nominated Councillor
- Service providers & Community members/service clubs

Members with no voting rights:

- Strathbogie Shire Council Community Engagement and Planning Officer (CEP)
- Strathbogie Shire Council Senior staff member

A minimum of 50% of the ADAC membership must be living with a disability or caring for someone with a disability.

Committee Conduct Principles:

ADAC members are expected to:

- Actively participate in Committee discussions and offer their opinions and views
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- Act with integrity, avoid conflicts of interest and the releasing of confidential information
- Attend each meeting where practical, with a minimum of 50% of scheduled meetings
- Abide by Council's Code of Conduct

Any ADAC member whose conduct falls below the standard outlined in the Committee Conduct Principles or the Code of Conduct will be counselled and/or disciplined.



Key Selection Criteria:

The ADAC member will be able to demonstrate the following criteria:

- Knowledge and understanding of the needs and issues affecting people with a disability, their families and carers
- An interest and involvement in local community affairs, advocacy and networks
- An interest and understanding of Local Government services and programs from a disability perspective
- The ability to contribute to the strategic development of disability policy at local government level
- Willingness to abide by the principles of the Strathbogie Shire Council Privacy Policy

The ADAC will ensure that members of the Committee reflect the diversity within the Strathbogie Shire community including ethnicity, age, gender and geographical locations.

Recruitment:

When vacancies arise the following process will be adhered to for the recruitment of new members:

- CEP advertises in media (local Newspapers and Newsletters, social media, website) asking for expressions of interest
- After expressions of interest are received the CEP contacts the Enquirer
- CEP sends application pack to the Enquirer by post or email dependent on the applicants preference, including:
 - Letter of acknowledgement
 - ADAC information flyer
 - Terms of Reference
 - Application form
 - Strathbogie Shire Council self-addressed envelope (if required)
- Upon receipt of completed application the Enquirer is asked to present for an interview with CEP and RAO plus one ADAC member if available
- The recruitment panel will assess the Enquirer against the selection criteria
- A recommendation will then be made to Council about the suitability of the Enquirer; Council must then endorse the recommendation
- Enquirer will be contacted within 5 working days of Council endorsement and advised of outcome:
 - If not accepted the enquirer will be advised by the CEP that they did not meet the selection criteria
 - If accepted the new ADAC member is forwarded a letter of offer, the Strathbogie Shire Council Privacy Policy, a copy of the previous minutes and the next meeting date
- New ADAC members will undergo induction, including passing a Police Check, with the CEP prior to attending their first meeting



Principles of Operation:

- The ADAC will meet every six weeks, to a maximum of ten times per year
- The CEP shall be the convener of the Access and Disability Advisory Committee
- The agenda will be circulated by the CEP to members one week prior to the meeting to be held
- The meeting will be chaired by the RAO. If the RAO is not present the members may nominate a fill in chair for that meeting
- The CEP will take minutes and ensure these are circulated to members within one week of a meeting being held

Reporting Mechanisms:

Communicating with Council:

- ADAC Meeting minutes are to be tabled at the Council Meeting following the ADAC meeting including any recommendations
- The ADAC nominated Councillor will provide Council with a briefing following the ADAC meeting
- Advice and information requested by the ADAC from Councillors/Executive will be communicated through the CEP

Communicating with community members:

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

Review of Document:

The review of the Terms of Reference will occur every 2 years (or as required).

Any amendments to the Terms of Reference must be referred to Strathbogie Shire Council for formal adoption by resolution at a Council meeting.

Legislation:

Victorian Disability Act 2006

<http://www.legislation.vic.gov.au/>

Disability Discrimination Act 1992

<https://www.comlaw.gov.au/series/c2004a04426>

9.7.3 Community Planning Program
- Endorsement of Avenel Action Group Community Plan 2018-2022

Author & Department

Community Engagement and Planning Officer / Corporate and 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

Avenel Community Planning Reference Group have completed their Community Plan for 2018-2022. A copy of the Plan has previously been distributed to Councillors for their information.

Note:

Avenel Community Planning Reference Group call themselves Avenel Action Group (AvAG) and will be referred to as such for the remainder of this report.

RECOMMENDATION

That Council endorse the Avenel Action Group Community Plan 2018-2022.

Background

Avenel Action Group have set out Five Topics in their Community Plan 2018-2022:

1. Infrastructure
2. Sport, Recreation and Leisure
3. Events and Activities
4. Environment
5. Health and Wellbeing

Avenel Action Group signed the Community Planning Reference Group Charter on 23 November 2017 and countersigned by CEO on 27 November 2017.

Alternative Options

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

Risk Management

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

9.7.3 Community Planning Program
- Endorsement of Avenel Action Group Community Plan 2018-2022 (cont.)

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

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 residents of Avenel have contributed to a Community Plan which is reflective of their priorities and goals.

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 Avenel Action Group consulted with their community in the development of the plan. This is explained in more detail within the plan.

Attachments

Nil.

Tabled Document/s

- Avenel Action Group Community Plan 2018-2022

**9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018**

Author

Team Leader Environment & Economic Development / Corporate and Community Directorate

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

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

Summary

Attached are the draft meeting minutes of the Sustainable Development Reference Group held on 12 July 2018 for Council's endorsement.

RECOMMENDATION

1. That Council endorse the draft Minutes of the Sustainable Development Reference Group meeting held on 12 July 2018, with particular consideration and determination of the following recommendations from the Reference Group meeting -

Protect & Enhance our Natural Environmental Assets – Roadside conservation management

RECOMMENDATION

1. That SDRG recommend Council endorse the new roadside conservation ratings of Low, Medium, High, and Very High and they be updated into Council's GIS mapping system as the most expert and contemporary version of Strathbogie's roadside condition.
2. That SDRG recommend Council approve the use of the new roadside conservation value information to explore protections for roadside ecology, including Vegetation Protection Overlays, for roadsides with a conservation value of 'Very High' and 'High'.
3. That SDRG recommend Council endorse the design of the Roadside Conservation Signs and 'no disturbance' markers for 'Very High' and 'High' conservation value roadsides, and littering/dumping on roadsides, and that relevant information be added to Council's website, along with a brochure outlining the key do's and don'ts on roadsides in the Shire of Strathbogie to assist residents.
4. That SDRG recommend to Council that a sub-committee of both SDRG and pertinent external members undertake a review of the Roadside Management Plan 2011 to integrate recommendations 1 to 11 from the Roadside Management Review Report 2018.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (cont.)

RECOMMENDATION (cont.)

5. That SDRG recommend Council take a proactive approach toward our roadside conservation with regular education and engagement of the outdoor staff and contractors.

Promote & support sustainable environment initiatives – The Bogie Bulk Buy

RECOMMENDATION

6. That SDRG recommend Council extend the Bogie Bulk Buy program for another twelve months and that the program explore incorporating a low-income energy efficiency program.

Mitigate and Adapt to a Changing Climate – Managing Climate Risk in Agriculture Forum

RECOMMENDATION

7. That SDRG recommend Council partner with Farmers for Climate Action and other key stakeholders to present a noteworthy climate action event on the agricultural calendar to disseminate quality knowledge and information on climate change, and pertinent environmental matters at the Nagambie Lakes Regatta Centre on 24/25 October 2018, which will position Strathbogie Shire as a lead advocate for farmers and agricultural business experiencing hardship in our rapidly changing climate.

Protect & Enhance our Natural Environmental Assets – The Sustainable Strathbogie 2030 Strategy

RECOMMENDATION

8. That SDRG recommend Council strengthen its commitment to sustainable development by signing up to support the United Nations Sustainable Development Goals, with a supporting statement in the upcoming Sustainable Strathbogie 2030 strategy.

Background

Roadside Conservation Management

In Spring 2017 Biodiversity Services, an ecology team well respected for their roadside evaluation expertise, undertook a comprehensive survey of Strathbogie Shire's roadsides. They presented Council with a comprehensive report on the rare, threatened, regionally significant, listed, invasive weeds, and threatening processes. They also presented a comprehensive database, management prescriptions, GIS data, 25,000 geo-referenced photographs, and a number of community presentations.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (cont.)

On the 23 July 2018 the team presented their findings from the roadside survey of Strathbogie Shire, and afforded Council, invited staff, local ecology experts, and the CFA to engage with them. A number of queries, comments and solutions were discussed regarding firewood, signage, local laws, and development of brochures and guides for residents. Additional email correspondence has also been received from the CFA, Landcare and local residents endorsing Strathbogie Shire Council's actions and the high quality of the Roadside Management Review from Biodiversity Services.

The next stage of this project is to support the Council Plan and Roadside Management Review 2018 Recommendations so this expertise and effort becomes an active part of our responsibilities as a Council and Shire.

Already, as at 31 July 2018 Strathbogie Shire Council's roadside survey data has been uploaded to the Visualising Victoria's Biodiversity website – a place to discover and share spatial information on Victoria's environmental values, conservation activities and research. This demonstrates Strathbogie Shire's commitment to an inclusive open data ethos and recognises the advantages of sharing our work with government agencies, organisations, community groups and individuals www.vvb.org.au/vvb_map.php (Local Government datasets).

The Bogie Bulk Buy - Extension

The contract for the BBB finished on 30 June 2018. The final figures were:

Over 52 weeks

Total Registrations	329
Upcoming Cherry site visits (as at 12 July)	15
Won (<i>contract signed</i>)	104
kW Installed or to be installed	532.21
Residential \$ Invested in solar	\$998,571
Annual residential energy \$\$ saved from solar	\$237,187
Per cent conversion from registration to install	31.60%
Tonnes of Avoided GHG (over 30y)	25,293

In short this is viewed by YEF, Cherry Energy Solutions, and the wider greenhouse mitigation and energy security sector as an exceptionally successful program outstripping expectations well beyond what was envisaged. In comparison to other (much larger) communities the program has demonstrated action-based outcomes beyond what other communities achieved in a similar space of time.

Of the residential investment, it was estimated that a significant amount of this went to our local installation company which is a remarkable outcome. YEF also assisted Euroa Secondary College in relation to the Solar Schools program of over 10 years ago.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (cont.)

Council and YEF are still receiving calls and enquiries about reliable solar from community. This has been a very successful initiative, and has given rise to many other organisations taking up the program design:

- Murrindindi Shire Council (Dindi Bulk Buy)
- Indigo Shire Council
- Dairy Australia
- Yarra Ranges Shire Council
- Noosa Council
- Shoalhaven City Council (Solar Heaven Bulk Buy)
- Mitchell Shire Council
- East Gippsland Shire Council (Gippy Bulk Buy)
- 3 x south east Vic Councils who were sponsored via the Latrobe Valley Eco Dev Program.

Councils within the Goulburn Broken Greenhouse Alliance have discussed a program that reaches low income residents and focusses on enhancing residential indoor comfort. The broad interest in this program reflects the socio-economic issues in each of our Goulburn Broken Council municipalities. There is a great deal of evidence of rural residents in particular living in entrenched poverty and ongoing financial hardship in rural Victoria. Vulnerable residents live in diminished conditions, are repeatedly cut from essential services because of rising electricity and gas costs, and have poor access to quality advice.

In our second year of the Bogie Bulk Buy, which will cost the same as in 17/18 FY, it is recommended Strathbogie Shire Council expand the program to embrace engagement with low income residents. A broader program including solar pv and energy efficiency can be explored, such as draught-proofing, insulation, LED lighting, pelmets/insulated curtains, efficient split systems, etc will be possible.

Strathbogie Shire Council and the United Nations Sustainable Development Goals

Local authorities represent the greatest hope to solving many of the challenges faced by the global population. In 2015 following the largest consultation in its history, the United Nations Member States agreed on 17 Sustainable Development Goals (SDGs) to guide global action on sustainable development until 2030 <http://www.undp.org/content/undp/en/home/sustainable-development-goals.html>

Behind the resolve to strengthen its commitment to sustainable development, Strathbogie Shire Council would be adopting the world's largest, holistic effort to eradicate extreme poverty, stimulate economic development, boost urban creativity, culture and diversity, make public services more accessible, increase social inclusion, promote gender equality, boost civic participation, limit urban sprawl, enhance sustainable consumption and production, and reduce degradation of ecosystems, disaster risks and greenhouse gas emissions.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (cont.)

The United Nations sees local and subnational governments and their role, competencies, and contributions for a sustainable future as vital to the success of the Sustainable Development Goals. In particular, one SDG, Goal 11, was the result of a hard-fought campaign for inclusion by Local Authorities around the globe – to **“Make cities and human settlements inclusive, safe, resilient and sustainable”**.

Thus Strathbogie Shire Council can continue accomplishing the local goals of our community, and showcase our commitment and achievements on the Australian Sustainable Development Goals website <https://sdgs.org.au/> . The Sustainable Development Reference Group is perfectly positioned to guide recommendations to Council on SDG initiatives and actions. This positive approach, if endorsed by Council will also be the context for the Sustainable Strathbogie 2030 Strategy

Managing Climate Risk in Agriculture Forum

In May/June Farmers for Climate Action (FCA) Strathbogie Shire and Campaspe Shire Council mayors discussed the merits of developing and delivering a forum on managing climate risk in agriculture in October 2018 based in the west of Strathbogie Shire at Nagambie.

The desire behind this is Strathbogie Shire Council’s message to our broader community and the State Government, clearly demonstrating our climate leadership in taking this first step. We are acknowledging there is a gap, and a need to create spaces for knowledge sharing, enhancing climate innovation in the sector, and boosting health and financial support systems. Strathbogie Shire Council is firmly placing itself in the centre of this critical conversation for the benefit of the individuals who live and work here, and the future of our local economy.

Aims

The proposed forum would aim to engage farmers, agribusinesses, and policymakers to:

- Better understand climate risks to agriculture in the region
- Position climate risk management as mainstream business for farming communities, industries, and policymakers.
- Navigate aspects of agriculture that are changing forever because of climate change, such as insurance, and energy.
- Be inspired by good examples of climate risk management in farming communities and where managing climate risk has brought positive gains with case studies.
- Discuss relevant policies and programmes that are able to be accessed by our farming community, such as mental health, waste, native vegetation, land use etc services.

Overview

A two-part event comprising an evening by-invitation-only dinner with speakers followed by a full-day programme of expert speakers on a range of topics (climate, farming, adaptation, finance, policy, etc.). Note that ‘experts’ include both on-the-ground farmers, farm business and other practitioners, as well as scientists and policymakers.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (cont.)

Attendance

100–200 delegates: mainly farmers and agricultural business, but also policymakers, media, extension staff, consultants, and representatives of agribusiness and industry groups. Delegates will pay \$25pp to ensure a good booking-to-turnout ensues.

Date & Venue

The proposed date is 25 October to be held at the Nagambie Lakes Regatta Centre, in a marquee-style venue on the banks of Nagambie Lake, using the adjacent Regatta Centre for facilities, and kitchen etc.

The dinner would be the evening of the 24 October, and possibly at Mitchelton Wines or Tahbilk or similar. Note guests will be self paying, with some small budget going to the evening. Guests would comprise of Councillors, experts, policy-makers, and other key stakeholders as the three organisers deem strategically critical to the conversation.

These dates are positioned before the State Government caretaker period comes into effect (30 October). It is envisaged a number of MPs will be invited to attend.

Budget

As stated in Strathbogrie Shire Council budget, the Farming forum of 17/18 FY has allocated \$5,000. Farmers for Climate Action, a NFP that works closely with climate agriculture and farmers, has also pledged \$5,000 for this forum, and some resources. It is proposed delegates to the Forum pay a nominal fee to secure their place and to limit 'no-shows'. Stands and Poster spaces will be available to business and community groups, which will also engage an affordable fee.

Basic utilities and equipment of the conference day only, come to approximately \$10,000. Staff time and travel have not been accounted for. Media will be extensive. It is expected that ABC Rural will broadcast live during the lunch hour break.

Alternative options

As per the Sustainable Development Reference Group Charter, all options are considered and recommended by the Sustainable Development Reference Group 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 the report is consistent with Council Policies, key strategic documents, including the development of the Sustainable Strathbogrie 2030 Strategy.

9.7.4 Sustainable Development Reference Group
- Draft Minutes of the Meeting held on 12 July 2018 (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 recommendations.

Financial/Budgetary implications

The author of this report considers that the recommendations have no capital or recurrent budget considerations other than what is mentioned in the reports.

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 Minutes of the Sustainable Development Reference Group of 12 July 2018.

SUSTAINABLE DEVELOPMENT REFERENCE GROUP MEETING AGENDA



Thursday 12 July 2018
Conference Room, Council Offices
4.00pm – 6.00pm

Attendees

Cr Amanda McClaren	<i>Councillor (Chair)</i>	Shirley Saywell	<i>Euroa Environment Group</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>
Peter Scott	<i>Intensive Ag Industry</i>	Anna Toland	<i>Agricultural Sector</i>
Carolena Helderman	<i>Biodiversity Sector</i>		

Apologies

Cr Malcolm Little	<i>Councillor</i>	
Phil Howard	<i>Strathbogie Shire</i>	
Cr Graeme (Mick) Williams	<i>Councillor</i>	

<p>1. WELCOME MEMBERS AND WELCOME TO COUNTRY I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present.</p>
<p>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. No committee members declared a conflict of interest.</p>
<p>3. APOLOGIES Cr Little, Cr Williams and Phil Howard tendered apologies.</p>
<p>4. MATTERS ARISING FROM PREVIOUS MINUTES No matters were arising from the June minutes.</p>
<p>5. ACCEPTANCE OF MINUTES RECOMMENDATION: That the June minutes of the Sustainable Development Reference Group be accepted. MOVED- David J SECONDED- Peter R</p>

6. ROADSIDE MANAGEMENT REVIEW

The team who undertook the Roadside Management Review is presenting findings and theory behind recommendations to council on 24th July 2018 (2.30pm) with opportunity for a Q&A session. The SDRG has been sent details and invited, along with appropriate Council staff and CFA team members.

Council has the proposed recommendations going to the Ordinary Council Meeting to prompt their questions:

RECOMMENDATIONS:

1. That the new roadside conservation ratings of Low, Medium, High, and Very High be endorsed and updated into Council's GIS mapping system as the most expert and contemporary version of Strathbogie's roadside condition.
2. that Council approve the use of the new roadside conservation value information to create a Vegetation Protection Overlay (VPO) in the Strathbogie planning scheme for roadsides with a conservation value of 'Very High' and 'High'.
3. that Council endorse the design of the Roadside Conservation Signs and 'no disturbance' markers for 'Very High' and 'High' conservation value roadsides, and littering/dumping on roadsides, and that relevant information be added to Council's website, along with a brochure outlining the key do's and don'ts on roadsides in the Shire of Strathbogie to assist residents.
4. That a sub-committee of both SDRG and pertinent external members undertake a review of the Roadside Management Plan 2011 to integrate recommendations from the Roadside Management Review Report 2018.
5. That Council take a proactive approach toward our roadside conservation with regular education and engagement of the outdoor staff and contractors.

7. URBAN TREE PROJECT COMMITTEE

Council endorsed this collaboration between community, Rotary and Council. The idea requires someone to lead it, and substantial project planning to ensure its success if the expectation is for public money and resourcing to be utilised.

- (a) What is the project's actual aim and vision?
- (b) Funding and budget.
- (c) Timeline.
- (d) Maintenance plan? Insurance with respect to multiple organisations participating.
- (e) Informing residents – budget for consultation?
- (f) Who will be asked to get involved?
- (g) Species lists with regard to climate adaptation?
- (h) Is this a one-off project?
- (i) Presentation from Kerri Robson, Project Coordinator of Gecko Clan Landcare Network (4pm).

Kerri Robson gave a presentation on how the Yarrowonga Urban Landcare Group was formed and what they do as a landcare in an urban environment. This includes fruit fly, rabbits under houses, weed control, tree planting along creek and public land corridors, collaborating with the Men's Shed and doing workshops.

Granite Creeks Landcare reiterated its intention to auspice the new group where required, ie with insurance etc. at its commencement. It was clarified that Council has no role in permitting an Urban Landcare Group to form, but would ideally collaborate and support members as it does to rural Landcare groups.

It was reiterated that for many urban issues such as weed and pest control, Indian Mynor control, Qld Fruit

Fly control, rabbits etc, there is no capacity within Council environment area to run additional programs as the 'department' consists of one person. Thus a group passionate about these things is the only way to address these important biosecurity issues.

Shirley mentioned the Arboretum has a a lot of people signed up to the Garden Group. She is keen to attend to street trees in Euroa with Rotary. Many groups already.

RECOMMENDATIONS:

1. That Shirley Saywell coordinate with key stakeholders to form a project plan addressing the items a – h above and bring the project plan back to the SDRG.
2. That the SDRG assist in event planning to raise awareness of QLD Fruit Fly and tap into events throughout Strathbogie Shire in September/October.

MOVED- Charlie B.

SECONDED- Shirley S.

8. TEAM LEADER ENVIRONMENT & ECO DEV REPORT

8.1 Bogie Bulk Buy wrap up

The contract for the BBB finished on 30 June 2018. The final figures were:

	52 weeks
Total Registrations	329
Upcoming Cherry site visits	15
Won (contract signed)	104
kW installed or to be installed	532.21
Residential \$ Invested in solar	\$998,571
Annual residential \$ Saved from Solar	\$237,187
Per cent conversion from registration to install	31.60%
t Avoided GHG (30y)	25,293

Of the Residential \$ invested figures, it was estimated by YEF that approx. one quarter of this went to our local installation company. YEF also assisted Euroa Secondary College with issues related to the Solar Schools program of over 10 years ago.

Council is still receiving calls and enquiries about reliable solar from community. This has been a very successful initiative, and has given rise to many other organisations taking up the program design:

- Murrindindi Shire Council (Dindi Bulk Buy)
- Indigo Shire Council
- Dairy Australia
- Yarra Ranges Shire Council
- Noosa Council
- Shoalhaven City Council (Solar Heaven Bulk Buy)
- Mitchell Shire Council
- East Gippsland Shire Council (Gippy Bulk Buy)
- 3 x south east Vic Councils who were sponsored via the Latrobe Valley Eco Dev Program.

Discussion as to extending the program? The first flush of solar purchases has plateaued. However there are many advantages to having an expert organisation, where residents can call and discuss their options, get a quote if that's what they are after, or help us roll-out a low income program.

RECOMMENDATION:

That the SDRG recommend Council extend the Bogie Bulk Buy program for another twelve months and that the program explore incorporating a low-income energy efficiency program.

MOVED- Charlie B.

SECONDED- David J.

8.2 GloBird proposal for leasing land at Euroa Saleyards

The Committee received a copy of a proposal from GloBird Energy to lease the Saleyards for a battery initiative on the 10th July after an on-site meeting with GloBird Energy, Council stakeholders and the Euroa Environment Group on 4th July where it was agreed to submit any proposals they may have through the Committee.

It was discussed at the meeting that the project involves the Euroa Feeder, a public asset managed by AusNet Services which provides backup energy to Euroa and surrounds during power blackouts etc. and consists of two diesel generators being replaced by 1.5MW of GloBird lead-acid batteries which will draw their power from the grid and when not in use for emergency backup, provide retail energy to the market. The Euroa Environment Group considers it urgent to have the generators replaced before the 2018/19 summer because of emissions/sustainability concerns, and would like to expedite the project.

GloBird Energy is a third tier Victorian based energy retailer which commenced operating in 2014/15. Detail on their green rank by the Green Energy Guide <https://www.greenelectricityguide.org.au/#ratings-container> and 2018 network tariffs in the St Vincent de Paul's guide (Ausnet p.11) (earlier link in Agenda was in error) https://www.vinnies.org.au/icms_docs/282472_Victorian_Energy_Prices_January_2018.pdf. No detail in GloBird's proposal is available on the project detail and didn't contain a letter of support from AusNet as was requested on the 4th July. A request that they send the supporting AusNet letter was sent on the 10th July but at the time of the Agenda being sent out, GloBird had not responded (their proposal was forwarded two days before the SDRG meeting). A response was received late on the 11th and included a name, and after the SDRG meeting a further email from Ausnet confirmed a project investigation.

From Council's perspective there are planning ramifications with any development of this size and nature, and there were issues with the information provided in the proposal which were discussed briefly at the meeting. Planning have advised any project and land use of this scale will require a permit. There is no clean energy component to this project at this stage. Any proposal to utilise public Council infrastructure for private or retail use will need to be assessed separately if/when those proposals are received. Team Leader Environment & Eco Dev reiterated Council's responsibility to carefully assess potential outcomes if it is to consider leasing public land and/or infrastructure to private developments that impact community.

It was stated the project was probably not detailed to Council because of Commercial in Confidence fears from Globird and Ausnet, but that a project was definitely in progress. Cr McClaren reassured members of the committee that our CEO is accustomed to liaising at a high level and with extremely confidential matters. Urgency to act on the matter was reiterated by C Brydon. P Scott wished to understand more fully the impact on residents from the project in the future. It was reiterated there was support for renewables projects and that the Committee would like more info.

RECOMMENDATION:

That SDRG note the proposal from GloBird Energy and respond reiterating Council's in principle support to consider renewable energy options to benefit the community, and request further more detailed information about their Euroa Project.

MOVED- Shirley S.

SECONDED- Peter S.

9. SUSTAINABLE STRATHBOGIE 2030

The draft of the SS2030 is on track. The community consultation is an important component of the strategy. Some proactive things mentioned we could do in October are:

- An SS2030 Symposium to share ideas and aspirations of people's vision for a SS2030;
- Tie in with a Landcare or other event ie Friends of... in other parts of the Shire

- Online Survey drawing out people's ideas, thoughts, real-life issues which are driven by environment, sustainability and climate change.
- Event at Elgo or Tahbilk wineries;
- Avenel Solar Challenge – tie in event;
- Climate Change Speaker at an event;
- What's working well in neighbouring Shires;
- An open 'Register of Ideas';
- Photo competition – "Resilience" – kids section and adults section. Event/exhibition to announce winners, and prizes.

We can promote the advantages of "shaping SS2030" with the digital short film <https://youtu.be/ga2qLEQvliU>

Carole stated the draft will be ready at the August meeting, and spoke about integrating the UN Sustainable Development Goals into the strategy, to guide Council's commitment to eradicate inequality, exclusion, unsustainable practises, disaster risks, emissions, and extreme poverty. Draft text in the Sustainable Strathbogie 2030 currently is:

2030 and the United Nations Sustainable Development Goals

Strathbogie Shire Council understands that local authorities represent the greatest hope to solving many of the challenges faced by the global population. In 2015 following the largest consultation in its history, the United Nations Member States agreed on 17 Sustainable Development Goals (SDGs) to guide global action on sustainable development until 2030.

In 2018 Strathbogie Shire Council resolved to strengthen its commitment to sustainable development by adopting the UN Sustainable Development Goals, the world's largest, holistic effort to eradicate extreme poverty, stimulate economic development, boost urban creativity, culture and diversity, make public services more accessible, increase social inclusion, promote gender equality, boost civic participation, limit urban sprawl, enhance sustainable consumption and production, and reduce degradation of ecosystems, disaster risks and greenhouse gas emissions.

The United Nations sees local and subnational governments and their role, competencies, and contributions for a sustainable future as vital to the success of the Sustainable Development Goals. In particular, one SDG, Goal 11, was the result of a hard-fought campaign for inclusion by Local Authorities around the globe – to "Make cities and human settlements inclusive, safe, resilient and sustainable".

Thus Strathbogie Shire Council will strive to continue achieving the local goals of our community, and contribute to the vision of the global Sustainable Development Goals of the Member States of the United Nations.

RECOMMENDATION:

That SDRG recommend Council strengthen its commitment to sustainable development by signing up to support the United Nations Sustainable Development Goals, with a supporting statement in the upcoming Sustainable Strathbogie 2030 strategy.

MOVED- Shirley S.

SECONDED- Charley B.

10. OTHER BUSINESS

No other business was raised.

Meeting closed 6.40 pm.

**9.7.5 Access and Disability Advisory Committee
- Minutes of the Meetings held on Friday 15 June 2018 and Friday 27 July 2018**

Author & Department

Community Engagement and Planning Officer / Corporate and Community Directorate

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

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

Summary

Attached are the confirmed minutes of the Access and Disability Advisory Committee meeting held on Friday 4 May 2018 and the draft minutes of the Access and Disability Advisory Committee meeting held on Friday 27 July 2018.

RECOMMENDATION

That Council endorse the following:

- 1. Confirmed minutes of the Access and Disability Advisory Committee meeting held on Friday 15 June 2018.**
- 2. Draft minutes of the Access and Disability Advisory Committee meeting held on Friday 27 July 2018.**

Background

The aim of the Strathbogie Shire Council Access and Disability Advisory Committee is to:

- liaise with community members who live with a disability;
- provide advice and recommendations regarding access and equity to Strathbogie Shire Council; and
- support and raise community awareness of the rights of persons with a disability.

The Access and Disability Advisory Committee Terms of Reference were adopted by Council on 23 February 2016. The Terms of Reference are currently under review.

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.

9.7.5 Access and Disability Advisory Committee
– Minutes of the Meetings held on Friday 15 June 2018 and Friday 27 July 2018
(cont.)

Strategic Links – policy implications and relevance to Council Plan

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

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

9.7.5 Access and Disability Advisory Committee
– Minutes of the Meetings held on Friday 15 June 2018 and Friday 27 July 2018
(cont.)

Attachments

- Confirmed minutes of the Access and Disability Advisory Committee meeting held on Friday 15 June 2018
- Draft minutes of the Access and Disability Advisory Committee meeting held on Friday 27 July 2018

ACCESS AND DISABILITY ADVISORY COMMITTEE MEETING MINUTES



Friday 15 June 2018
Violet Town Community Complex
10am-12pm

Attendees

Tracey Reid	Strathbogie Shire	Uwe Paffrath	Strathbogie Shire
Kathryn Foster	Rural Access Officer (chair)	Grace Kenworthy	Community Representative
Vicki Bell	Community Representative	Amanda Watkins	Community Representative
Jarryd Cutler	Valley Sport		

Apologies

Cr Graeme Williams	Councillor	Ashley Lithgow	Access and Support Officer
Cameron Fraser	Strathbogie Shire		

<p>1. WELCOME MEMBERS Kathryn welcomed members of the Committee and thanked everyone for their attendance.</p>																						
<p>2. APOLOGIES Received from Cr Williams, Cameron Fraser and Ashley Lithgow</p>																						
<p>3. CONFIRMATION OF PREVIOUS MINUTES Grace Kenworthy moved that the minutes of the previous meeting held on the 4 May be confirmed. Vicki Bell seconded the motion.</p>																						
<p>4. ACTIONS FROM PREVIOUS MEETING</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Responsible</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Read and good access= good events give feedback at the next meeting</td> <td>ALL</td> <td>Completed</td> </tr> <tr> <td>Invite Violet Town Action Group to next meeting</td> <td>Tracey</td> <td>Invited – no response received</td> </tr> <tr> <td>Clarify responsibility for signage at Avenel Railway crossing</td> <td>Uwe</td> <td>VicRoads responsibility – Council will raise with them</td> </tr> <tr> <td>Liaise with other Managers and determine what the course of action will be for the Avenel Community House ramp over drain.</td> <td>Uwe</td> <td>Anthony is assisting Avenel Community House with ramp. Robert Collyer will be going out to assess.</td> </tr> <tr> <td>Provide Jarryd with information about Community Grants</td> <td>Tracey</td> <td>Will do once Grants become public.</td> </tr> <tr> <td>Investigate possibilities/availability of guest speakers and organisations for IDPwD in Strathbogie</td> <td>Jarryd</td> <td>Josh Thornton Unavailable. Lincoln Budge may be another option.</td> </tr> </tbody> </table>	Actions	Responsible	Status	Read and good access= good events give feedback at the next meeting	ALL	Completed	Invite Violet Town Action Group to next meeting	Tracey	Invited – no response received	Clarify responsibility for signage at Avenel Railway crossing	Uwe	VicRoads responsibility – Council will raise with them	Liaise with other Managers and determine what the course of action will be for the Avenel Community House ramp over drain.	Uwe	Anthony is assisting Avenel Community House with ramp. Robert Collyer will be going out to assess.	Provide Jarryd with information about Community Grants	Tracey	Will do once Grants become public.	Investigate possibilities/availability of guest speakers and organisations for IDPwD in Strathbogie	Jarryd	Josh Thornton Unavailable. Lincoln Budge may be another option.	
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<p>5. GUEST SPEAKER Violet Town Action Group were invited however did not respond to invitation to attend.</p> <p>ACTION: Tracey to invite Avenel Action Group to next meeting</p>																						

<p>Margaret Canny from Travellers Aid</p> <ul style="list-style-type: none"> • Travellers Aid assists people with accessibility issues to use public transport and are supported by the City of Melbourne. • Buggy service operated 5.30am to 6.30pm Monday to Friday at Seymour Station. • <i>Other services available are:</i> Mobility Aid Hire, Companion Service, Pilot Program to assist patrons to get to AFL games. • <i>Key messages:</i> Don't be afraid to book – Notify Travellers Aid of any assistance you may need and please ask for help. <p>Margaret's email is margaret.canny@travellersaid.org.au</p>	
<p>6. RURAL ACCESS OFFICER UPDATE</p> <ol style="list-style-type: none"> a) NDIS services are contacting Kathryn more frequently wanting to host information sessions. b) Intereach have been announced as the Local Area Coordinator c) AMAZE hosting general information session on 25 July, 10am-12pm at Council Office. d) Need to start to think about a Communications Strategy and further promotion for the introduction of NDIS. e) Kathryn has provided Euroa Men's Shed with a letter of support for their Grant application. f) Kathryn attended the Australian Hearing Van when it was in Euroa. g) Kathryn encouraged ADAC to attend the "Unspoken: What will become of me" sessions in Shepparton on 19 and 20 June. <p>ACTION: Committee members to think about where and what times these sessions should be held.</p>	
<p>7. ASSETS UPDATE</p> <p>UWE:</p> <ol style="list-style-type: none"> a) Pedestrian Crossing in Binney St has been completed. Work in Kirkland Ave (Traveller's Rest) is in progress. Investigating an installation of pedestrian crossing at VC Memorial. b) Bollards have been purchased for the underpass at the Railway Station and they are waiting to install. c) Waiting on outcome of the Budget process at Council meeting on 26 June 2018. <p>ANTHONY:</p> <ol style="list-style-type: none"> a) Working on the possibility of the installation of an accessible ramp at Violet Town Swimming Pool – currently investigating options. b) ADAC suggested that he speak with other pools with improved accessibility (Numurkah and Wangaratta) and speak with the Hospital to determine what their needs are. <p>ACTION: Anthony to send information for dissemination to ADAC.</p>	
<p>8. PLANNING UPDATE</p> <ol style="list-style-type: none"> a) Cam was an apology. New Strategic Planner Daniel Moloney will be invited to next meeting. 	
<p>9. CORRESPONDANCE AND COMMUNITY CONCERNS</p> <ol style="list-style-type: none"> a) NAB is now closed. Kathryn visited the Euroa Branch before closure and then wrote a letter to Adam Morrison at NAB advising that the Post Office was difficult to negotiate. NAB advised that Australia Post had been made aware of the concern and that they had had discussions with the local brans. 	
<p>10. GENERAL BUSINESS</p> <p>No general business</p>	

Next Meeting:
Avenel (Venue TBC)
Friday 27 July 2018
10am to 12pm

Actions	Person Responsible
Invite Avenel Action Group to next meeting	Tracey
Accessible Pool information to be disseminated to ADAC	Anthony

Access and Disability Advisory Committee (ADAC)
Revised Meeting Schedule 2018

DATE:	TIME:	LOCATION:	CHAIR:	GUEST:
Friday 2 nd February	10am-12pm	Strathbogie Under the Sun Café	Kathryn	
Friday 16 th March	10am-12pm	Euroa Graze on Clifton	Kathryn	Monica ECAG
Friday 4 th May	10am-12pm	Nagambie Mitchelton	Kathryn	NAG
Friday 15 th June	10am-12pm	Violet Town Venue TBC	Kathryn	VTAG and Margaret Canning Travellers Aid
Friday 27 th July	10am-12pm	Avenel The Daily Dose	Kathryn	AvAG
Friday 7 th September	10am-12pm	Longwood Venue TBC	Kathryn	
Friday 19 th October	10am-12pm	Ruffy Ruffy Produce Store	Kathryn	
Friday 23 rd November	10am-12pm	Euroa Council Chambers	Kathryn	
Monday 3 rd December	International Day of People with Disability			
* Venues may be subject to change, please consult your emails regularly to ensure the correct location!				

ACCESS AND DISABILITY ADVISORY COMMITTEE MEETING MINUTES



Friday 27 July 2018
The Daily Dose, Avenel
10am-12pm

Attendees

Tracey Reid	<i>Strathbogie Shire (minutes)</i>	James Carter	<i>Community Representative</i>
Kathryn Foster	<i>Rural Access Officer (chair)</i>	Cr Deb Bower	<i>Councillor</i>
Vicki Bell	<i>Community Representative</i>	Cameron Fraser	<i>Strathbogie Shire</i>
Grace Kenworthy	<i>Community Representative</i>	Daniel Moloney	<i>Strathbogie Shire</i>
Amanda Watkins	<i>Community Representative</i>	Ashley Lithgow	<i>Access and Support Officer</i>
Erica Bostock	<i>Community Representative</i>	Kirsty Barnes	<i>Australian Hearing</i>

Apologies

Cr Graeme Williams	<i>Councillor</i>	Jarryd Cutler	<i>Valley Sport</i>
Uwe Paffrath	<i>Strathbogie Shire</i>		

1. WELCOME MEMBERS

Kathryn welcomed members of the Committee and thanked everyone for their attendance.

2. APOLOGIES

Received from Cr Williams, Uwe Paffrath and Jarryd Cutler

3. CONFIRMATION OF PREVIOUS MINUTES

Grace Kenworthy moved that the minutes of the previous meeting held on the 15 June be confirmed.

Vicki Bell seconded the motion.

4. ACTIONS FROM PREVIOUS MEETING

Actions	Responsible	Status
Invite Avenel Action Group to next meeting	Tracey	Completed
Accessible Pool information to be disseminated to ADAC	Anthony	Completed <ul style="list-style-type: none"> ADAC are interested in the status of this project. Will a report with rough costings be presented to Council re Community Pools Strategy? – Tracey to follow up with Anthony.

5. GUEST SPEAKER

Kirsty Barnes from Australian Hearing

Australian Hearing offices in Shepparton and Seymour plus a mobile bus.

Over free Hearing tests and equipment for eligible patients.

Recommended to get a hearing check annually if you are over 65.

Hearing bus will be at the Avenel Pharmacy on 7/9/18 from 10.30-12.30.

Kirsty's email is kirsty.barnes@hearing.com.au

<https://www.hearing.com.au/>

Cr Bower suggested that it would be beneficial for Kirsty to attend the Farmers Forum which is currently being planned.

ACTION: Talk with Carole about inviting Kirsty to the Farmers Forum.

<p>Avenel Action Group (AvAG) was represented by Grace Kenworthy. Current actions of the AvAG are:</p> <ul style="list-style-type: none"> • Grant for shade sails • Skate park • Community Plan completed • Community Garden at the school 	
<p>6. RURAL ACCESS OFFICER UPDATE Kathryn reported that she has been seconded to another position within Council and today is her last day. Kathryn will return from maternity leave in April. Shepparton plan to recruit for the RAO position.</p> <p>Focus is on NDIS rollout – recent Amaze NDIS session on Wednesday 25/07/2018 focus specifically on Autism rather than NDIS.</p> <p>Upcoming NDIS information Session in Euroa 28/08/2018 – scheduled to be in the Library. ADAC determined that the Library was not a suitable venue due to size and lack of parking.</p> <p>ACTION: Kathryn to contact NDIA to request venue change</p> <p>Tracey stated that if there was a community need for transport to get to Information Sessions then that could be a possibility to arrange. Community would need to bring this to Council's attention for this to occur.</p>	
<p>7. ASSETS UPDATE Uwe was an apology – no Assets Report this meeting</p>	
<p>8. PLANNING UPDATE</p> <ol style="list-style-type: none"> a) Cam introduced the new Strategic Planner, Daniel Moloney. b) Dan is working on the Township Plans – Community Consultation for Euroa Township Plan on the 23rd August. c) Will devote an hour of the next ADAC meeting to discussing the access and inclusion aspects of these plans and determine Issues and opportunities. <p>ACTION: Tracey to liaise with Daniel regarding content of the session</p> <ol style="list-style-type: none"> d) Erica asked is age friendly and dementia friendly design is considered in the strategy. <p>ACTION: Erica to provide example of tools to use and send a copy to Tracey for dissemination and discussion at next meeting</p>	
<p>9. CORRESPONDANCE AND COMMUNITY CONCERNS</p> <ol style="list-style-type: none"> a) Continuing concerns in Avenel – the paving on front of the PO are slippery and subsiding and the signs at the railway crossing still confusing. <p>ACTION: Follow up Avenel concerns with UWE next meeting</p> <ol style="list-style-type: none"> b) Footpaths are a major issue for the ADAC – ensuring linkages of footpaths a priority. James expressed that is was aa concern that scooters are being driven on the road due to the groove in the concrete (from the way it is poured) – he states that it causes the ride to be too bumpy and therefore encourages users to avoid the footpath. <p>ACTION: Follow up footpath concerns with UWE next meeting</p> <ol style="list-style-type: none"> c) It was noted that the Post Office has moved some of the internal fittings around 	

and that the space is more accessible. There are still some barriers however there has been improvements.	
<p>10. GENERAL BUSINESS</p> <p>a) International Day of People with Disability – 3rd December Jarryd provided an email with a number of suggestions for IDPWD. Of interest was Wheelchair Basketball at the Euroa Secondary College with Lincoln Budge and a Table Tennis Tournament in Nagambie.</p> <p>ACTION: Tracey to follow up with Jarryd to determine feasibility and lock in dates.</p> <p>ACTION: Tracey to follow up with Inga to discuss support for the school event.</p> <p>ACTION: Tracey to follow up with Daniel who offered assistance with the Table Tennis.</p>	

Next Meeting:
 Euroa Community Conference Centre
 Friday 7 September 2018
 10am to 12pm

Actions	Person Responsible
Will a report with rough costings be presented to Council re Community Pools Strategy? Follow up with Anthony	Tracey
Provide example of tools to use for age friendly and dementia friendly design and send a copy to Tracey for dissemination and discussion at next meeting	Erica
Liaise with Daniel regarding content of the Town Planning session (for next meeting)	Tracey
Talk with Carole about inviting Kirsty (Australian Hearing) to the Farmers Forum.	Tracey
Kathryn to contact NDIA to request venue change for information session.	Kathryn
Follow up Avenel concerns (re paving and signage) with Uwe next meeting	ADAC
Follow up footpath concerns (re groove when pouring) with UWE next meeting	ADAC
Follow up with Jarryd to determine feasibility and lock in dates for IDPWD	Tracey
Follow up with Inga to discuss support for the school event	Tracey
Follow up with Daniel who offered assistance with the Table Tennis.	Tracey

Access and Disability Advisory Committee (ADAC)
Revised Meeting Schedule 2018

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9.7.6 My Strathbogie Quarterly Bulletin

Author & Department

Communications Coordinator / Innovation and Performance 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

Due to 2018 Community Satisfaction Survey results, which indicated that 32% of residents surveyed would prefer to receive communication from Council via mail, a quarterly bulletin has been proposed to be distributed to residents of the Strathbogie Shire. The bulletin will be called MyStrathbogie and will keep residents informed about relevant Council services, issues and information. In the shorter term, it will act as a way of introducing the new Customer Relationship Management System and the customer portal, which will also be called MyStrathbogie.

The bulletin will exist to add value to residents and enhance their interactions with Council, by keeping them better informed, providing valuable information and opportunities to be involved in consultation. The MyStrathbogie bulletin will exist solely to serve and involve the resident and will not be a self-promotion publication.

The publication aims to:

- Support the introduction and adoption of the MyStrathbogie Customer Relationship Management System (CRMS) portal during its rollout
- Add value to residents by providing useful information and advice such as grant opportunities, recycling tips etc.
- Explain complex or confusing processes within Council to gain mutual understanding with the community
- Encourage greater community engagement on projects and build trust in the consultation process by displaying when community engagement has contributed to the decision-making process

RECOMMENDATION

That Council endorse:

- 1. The distribution of MyStrathbogie bulletin via letter drop in September 2018.**
- 2. Making MyStrathbogie a quarterly publication after consideration of community feedback.**

9.7.6 My Strathbogie Quarterly Bulletin (cont.)

Background

The MyStrathbogie bulletin has been recommended in light of the 2018 Community Satisfaction Survey results, which indicated that 32% of residents surveyed would prefer to receive communication from Council via mail. Similar feedback was provided in the 2017 Satisfaction Survey and other past surveys.

Based on this feedback, Council has proposed MyStrathbogie be distributed in September, as this is timely with the rollout of the MyStrathbogie Customer Relationship Management System around this time, as well as a variety of other timely information that may be of interest to residents.

Council will gather feedback after the first distribution, in particular by utilising the OurSay platform, from the community to ascertain the overall sentiment around the effectiveness of the bulletin, which will inform the future of MyStrathbogie as a quarterly publication. The quarterly publication would be distributed in March, June, September and December.

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:

- Council could continue to not distribute any regular mail out publication to residents.
- Distribute the bulletin with the September rates notices. However, this will not reach the recommended audience and will limit timeframes and timeliness of information

Risk Management

There are risks associated with community sentiment; with the possibility residents may see the bulletin as a return of the newsletter which was ceased in March 2017. However, as outlined in the report, the MyStrathbogie bulletin will differ greatly from the previous publication by being solely customer-focused and will not reduce Council's advertising or distribution of media releases to local media outlets.

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

All financial costs relating to the My Strathbogie bulletin are contained in the current budget allocations.

Economic Implications

The MyStrathbogie bulletin can be utilised by new residents and interested investors which could have associated economic outcomes.

9.7.6 My Strathbogie Quarterly Bulletin (cont.)

Environmental / Amenity Implications

Council will consider printing the MyStrathbogie bulletin on recycled paper.

Community Implications

As outlined in the report, the MyStrathbogie bulletin will exist to add value to residents and enhance their interactions with Council, by keeping them better informed, providing valuable information and opportunities to be involved in consultation.

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 content, production and distribution of the MyStrathbogie bulletin will be consistent with the Local Government Act 1989.

Consultation

Consultation will be undertaken post-distribution to gauge community sentiment about the value of the newsletter to residents, with consideration for a quarterly newsletter moving forward.

Attachments

Nil.

9.7.7 Council Policy Review - Tourism Related Directional Signage

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

A revised Tourism Related Directional Signage Policy is presented to Council for adoption.

RECOMMENDATION

That Council adopts the revised Tourism Related Directional Signage Policy.

Background

The review has been undertaken in accordance with the periodical Policy review process.

Identified changes include the addition of the following paragraph: -
“Ensuring that a register for Council issued tourism signage permits in Council’s document management system is maintained at all times. This register is to be reviewed every 6 months for upcoming expiries of issued 5 year permits, and permit holders notified.”

Other changes include updating the reference to the “Tourism Signage Guidelines” (name change) and associated legislation, updating reference to safe work practices and installation, Directorate name change and the addition of the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010. These changes are highlighted in bold in the attached policy.

Council was briefed regarding the changes to the Policy on 8th May 2018. There was a recommendation that it go to the Tourism Arts and Culture Committee for endorsement.

It was presented to, and endorsed by, the Tourism Arts and Culture Committee on 10th July 2018 with no additional changes.

9.7.7 Council Policy Review
– Tourism Related Directional Signage (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

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.

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 does not warrant a community consultation process.

Attachments

- Revised Tourism Related Directional Signage Policy



TOURISM RELATED DIRECTIONAL SIGNAGE POLICY



COUNCIL POLICY	
Document ID	25210
Effective Date:	19/09/06
Last Review:	October 2013
Current Review:	October 2017
Adopted by Council:	
Next Review Date:	2022
Responsible Officer	Group Manager Community Assets

POLICY STATEMENT

The purpose of this Policy is to establish clear principles and guidelines to assist the management of tourist attraction, community facility and community services (i.e. tourism related) directional signage within the municipality.

*For the purposes of this Policy, tourism related signage is defined as directional signage under Clause 52.05 Planning Scheme - a direction sign is a sign not exceeding 0.3 square meters which directs vehicles or pedestrians. It does not include a sign that contains commercial information. **Tourism attraction directional signs have white lettering and symbols on a brown background. Community services and community facility signs have white lettering and symbols on a blue background.***

This Policy provides a framework for assessing tourism related signage applications for Council Roads and for referral of applications for roads under Vic Roads' jurisdiction.

For the purposes of this Policy, applications for signage from horse studs for Council roads will be processed in the same manner as an application for a community facility or community service. However it is worth noting that currently neither Vic Roads nor Tourism Victoria recognise these operations as either a Tourist Attraction or Community Facility / Service therefore signage applications can only be considered on Council roads.

INTRODUCTION

Applications for tourism related directional signage are to be processed by Council's Tourism and Economic Development Group, in conjunction with the **Community Assets** Directorate.

Approved Applicants are to be issued with a Sign Permit (attached), however, the Applicant must agree to, and comply with, all the specified terms and conditions, sign and date the Sign Permit, and return it to Council - in order to validate the approval.

The design and manufacture of approved signage may be organised by the Applicant (in accordance with specific sign design criteria), however, the installation of approved signage may only be carried out by Council or a Contractor approved by Council.

The removal of signage is to be co-ordinated by Council's Compliance Group, when it has been illegally installed.

POLICY APPLICATION

The Strathbogie Shire Council is committed to:

- Ensuring a consistent standard in roadside signage design, manufacture, installation and placement throughout the municipality; which provides an efficient information delivery system that is able to meet the needs of the travelling public, and which is consistent with other signage throughout Victoria and Australia.

Ensuring that applications are assessed according to the **"Tourist Signing Guidelines"** (produced by Tourism Victoria and VicRoads), VicRoads Traffic Engineering Manual Volume 2, Chapter 11: Tourist and Service Signs, any relevant Australian Standards for roadside signage, any other relevant State and Commonwealth legislation, and also any other specific Council and VicRoads requirements.

- Ensuring that where an Applicant is not a tourist attraction, community facility or community service, and does not meet the “**Tourist Signage Guidelines**”; that the Applicant does not qualify for directional roadside signage. Council may grant approval under exceptional circumstances to non-qualifying commercial enterprises, however, a community facility or service aspect would need to be demonstrated. Council may also consider an application for aggregated commercial signage for a business or industrial precinct.
- Recognising that the sole purpose of tourism related directional signage is to indicate direction to the travelling public; and is not to act as a substitute for other marketing and promotional activities which should be undertaken by individual establishments.
- Ensuring that restraint is applied (in the assessment of applications) in order to prevent a proliferation of signage, which has been demonstrated to reduce motorist comprehension, reduce road safety and detract from the natural beauty and amenity of the area.
- Limiting the total number of tourism related directional signs to a maximum of six (6) signs on Council controlled reserves, for each individual establishment.
- Ensuring (where practicable) that all tourism related directional signage is current and relevant, this includes limiting signage approvals to a maximum of five (5) years, after which time a review may be undertaken.
- **Ensuring that a register for Council issued tourism signage permits in Council’s documents management system is maintained at all times. This register is to be reviewed every 6 months for upcoming expiries of issued 5 year permits, and permit holders notified.**
- Ensuring that only approved directional signage is installed on any Council controlled reserves; this includes the non-processing of applications where the Applicant has not removed other non-conforming and/or non-approved signage.
- Ensuring that Applicants are required to pay all costs associated with the design, manufacture and installation of approved signage; in addition to any ongoing maintenance costs, including cleaning, damage or vandalism, loss of reflectivity, replacement, reinstatement and/or re-installation.
- **Ensuring safe work practices are followed by Council or Council approved Contractors when signage installation is taking place. Only Council or approved Council contractors will be permitted to install or maintain signs on Council controlled reserves. Contractors will be required to obtain a Council permit for works within municipal road reserves before any signage installation works are to take place.**

The Strathbogrie Shire Council may remove any tourism related directional signage, after prior notification, and without compensation, at anytime. However, consideration may also be given to the removal of signage under the following circumstances:

- The individual business establishment has closed or no longer operates as an eligible tourist attraction, facility or service.

- The signage is an aggregated sign, displaying the names of several business establishments, and one or more of the business establishments has closed or no longer operates as an eligible tourist attraction, facility or service.
- The signage is in a poor state of repair and/or has become a road safety hazard.
- Council has identified a need to reduce a proliferation of signage in the area.

The Strathbogrie Shire Council may remove non-conforming and/or non-approved signage after prior notification and without compensation, at any time, particularly when:

- The signage has been installed on land under the control of Council without Council approval.
- The signage does not conform to the requirements of the “**Tourism Signage Guidelines**” (*produced by Tourism Victoria and VicRoads*), **VicRoads Traffic Engineering Manual Volume 2, Chapter 11: Tourist and Service Signs**, any relevant **Australian Standards** for roadside signage, any other relevant **State and Commonwealth** legislation, and also any other specific **Council and VicRoads** requirements.

Non-conforming and/or non-approved signage will be removed as soon as practicable.

The “owners” of the sign and/or the relevant business, are liable for all costs associated with the removal of any non-conforming and/or non-approved signage. However, Council may elect not to pursue cost recovery, if special circumstances exist.

The “owners” of the sign and/or the relevant business have 14 days (from the date of removal) to collect any removed signage from Council’s temporary holding areas/depots. Any signage not claimed and removed within this time period, will be disposed of by Council, and any costs associated with the removal and disposal will be recovered from the “owners” of the sign and/or the relevant business.

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

The 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 rights under four key values that include freedom, respect, equality and dignity.

**9.7.8 Draft Tree Management Policy
- Consideration of Submission
- Adoption of Policy**

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

This report brings forward for Council consideration a proposal to adopt the new Tree Management Policy.

One submission was received, without a request to be heard at the Special Council meeting on 10th July 2018.

The submission supported the Draft Tree Management Policy.

RECOMMENDATION

That Council:

- 1. Note the submission received.**
- 2. Adopt the Tree Management Policy.**
- 3. Write to the submitter thanking them for their submission and advise them that Council will work with them towards implementation of the Policy.**

Background

One of the key strategies for 2017/18 in the Council Plan 2017 – 2012, under *Our Goals 2. To sustainably manage our natural and built environment*, is for Council to *“Adopt Council’s Tree Management Plan”*.

The current *Shire of Strathbogie Tree Management Plan – Urban & Rural Strategies, Draft March 2018* has been separated into two documents: –

1. Tree Management Policy, and
2. Tree Management Guidelines.

The policy is a concise and easily understood four (4) page policy that provides a framework on how trees on public land owned or controlled by Council (urban and rural areas) are to be managed. It provides clear principles and direction for the planting, care, protection and removal of trees.

9.7.8 Draft Tree Management Policy
- Consideration of Submission
- Adoption of Policy (cont)

This policy includes the key principles contained in Council's existing Urban Tree Policy and, once adopted, will replace it.

Following a section 223 process, Council received one submission from the public which was received at the Special Council meeting of 10th July 2018.

The submission highlighted the group's eagerness to work with Council to "further the goals of the Council's Tree Management Policy".

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 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.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

9.7.8 Draft Tree Management Policy
- Consideration of Submission
- Adoption of Policy (cont)

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

Public consultation has taken place through the section 223 process.

Attachments

- Draft Tree Management Policy



DRAFT TREE MANAGEMENT POLICY

COUNCIL POLICY	
Doc ID:	
Effective Date:	TBA
Last Review:	N/A
Current Review:	TBA
Adopted by Council:	TBA
Next Review Date:	TBA
Responsible Officer	Manager Assets

POLICY STATEMENT:

Strathbogie's trees are of immense environmental and aesthetical value to the Shire and its residents. Trees brighten up streets, increase civic pride, provide habitat for wildlife, act as the Shire's lungs and also help to reduce the rising temperatures caused by climate change.

Strathbogie Shire recognises that trees are a vital part of the shire's urban and rural areas, underpinning the character of the Shire and its natural ecosystems. It also recognises the expectation of the public that trees should not pose excessive threats to their safety and that of their property.

Strathbogie Shire is committed to conserving trees within its areas of responsibility. It will achieve this through new tree plantings and managing existing trees.

The purpose of this policy is to set the framework within which Council intends to manage the existing and future trees on Council owned or managed land within the urban and rural areas, including increasing the number of trees within the Shire, how the tree stock will be managed effectively and how the risk that trees may pose to the public will be minimised.

POLICY APPLICATION:

This policy applies to the management of all existing and future trees within parts of road reserves and Council owned and managed properties.

This policy does not cover management of trees on privately owned land or trees on rural roads other than those affecting safety and managed by Council in accordance with Council's Road Management Plan. Trees in private ownership are the responsibility of the private landowner.

GENERAL

Trees must be managed in a systematic manner, in accordance with Council's Asset Management Policy and general tree management principles and guidelines.

The following are the key principles that define the Strathbogie Shire Council's Tree Management Policy:

- This policy outlines Council's commitment to managing and caring for trees in line with public safety, conservation and tree health.
- This policy is based on the need to achieve a balance between the management of risk that Council is exposed to through the presence of trees in the Shire; the need to preserve, develop and improve the amenity of our urban areas and to enhance their natural environmental values and benefits.
- Council will manage its trees in accordance with the relevant Australian Standards, tree management principles and current best practices.
- Council will manage its trees to comply with all Federal, State and local legislative requirements.
- Council will keep residents informed about proposed works that directly affect them, and will consult with the community in regards to any major change in this policy.
- Best practice tree management will be maintained at all times.
- Council will respond to reported tree issues to manage the risk posed by trees to people and property.

- To manage risks associated with trees, Council will:
 - Utilise Qualified Arborists in assessing and providing recommendations associated with tree management.
 - Deliver a reactive tree maintenance program (including tree roots) to assess and manage reported tree risks and public requests associated with tree management;
 - Deliver proactive tree maintenance programs for the purpose of delivering effective tree management while meeting the requirements of its Electric Line Clearance Plan and to meet the objectives of the Municipal Emergency Management Plan and the Municipal Fire Management Plan;
 - Provide guidance and instruction for residents and developers wishing to plant trees on nature strips; and
 - Undertake species selection, placement and planting of trees in accordance with this policy to reduce long term risk.
- Council will avoid tree removal where possible and will only consider removing a tree if one or more of the following criteria are met:
 - Tree is dead;
 - Tree poses a danger to the public;
 - Tree is infected with a disease where the recommended control is not applicable and removal is the recommended practice to prevent transmission of the disease;
 - Tree is dying or performing poorly;
 - Tree has been vandalised and structurally damaged;
 - Tree has been severely damaged by a storm;
 - Tree is inappropriate species for the location;
 - Tree is interfering with the health or structure of "higher value neighbouring" tree(s);
 - Tree is substantially affecting public or private infrastructure and there are no other appropriate management options;
 - Council arranges and meets legislated offset requirements.
 - Council arranges and meets legislated offset requirements.
- Council will arrange and meet legislated offset requirements.
- In accordance with the Strathbogie Shire Planning Scheme, Council will consider existing trees when considering applications for new development. Where appropriate, trees will be protected from development and other activities that threaten their health or (subject to conditions) may be considered for removal to facilitate the proposed development.
- Council will consider existing trees when considering applications for new development. Where appropriate, trees will be protected from development and other activities that threaten their health or (subject to conditions) may be considered for removal to facilitate the proposed development.
- All public requests for tree removal, maintenance, management and/or planting must have approval prior to the works being undertaken.
- Trees provide both environmental and aesthetic benefits to the community. Council will consider and promote opportunities to increase the number of trees within the urban areas. Tree Planting Programs, including Precinct and Park plans, will be developed to provide the direction to future planting programs.
- Planting programs will be developed with community and stakeholder consultation. As appropriate, planting programs will consider a number of factors including, but not limited to, preservation of the historic character of particular areas, strengthening of existing themes and the introduction of more contemporary landscaping.

- Tree species will be selected for planting after consideration of a number of factors including:
 - Risk management
 - Physical management requirements
 - Potential for attack by pests or disease
 - Suitability and appropriateness for the proposed planting site
 - Potential to contribute to the landscape
 - Tree behavioural characteristics (including leaf fall volume and propensity to drop limbs)
 - Potential effect on existing Council and private assets (including footpaths and fences, kerb and channel, stormwater drainage and road surface).
- Council will regularly review and monitor its tree data base.
- Council will develop and implement a five (5) yearly program of tree inspections in streets, parklands, urban roadsides and other Council facilities to satisfy Council's risk management responsibilities and protection of assets.
- To protect Council's existing community infrastructure assets, Council will consider a number of options including the relocation or reconfiguration of the infrastructure or the removal of a tree to reduce the need for regular excessive pruning that could damage the structure of the tree.
- Historically significant trees will be managed as far as practical to ensure preservation.
- Catchment management principles will be considered in the management of remnant urban bushland.
- The nature of works may change in response to environmental conditions, community priorities, government policy and best practice management.

POLICY IMPLEMENTATION:

Council will develop the *Shire of Strathbogie Tree Management Guidelines* which will specify how Council will implement this policy and for the strategic and operational management of trees.

The implementation of actions and initiatives resulting from the *Shire of Strathbogie Tree Management Policy* and the *Shire of Strathbogie Tree Management Guidelines* will be subject to future budget considerations and allocations.

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

The 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.

9.7.9 Council Policy - Food Safety Management Framework Policy

Author & Department

Manager, Governance and Regulatory Services / Corporate and Community Directorate

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

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

Summary

A revised Food Safety Management Framework Policy is presented for Council's adoption, which details Council's approach to achieving compliance with legislation should it be required.

RECOMMENDATION

That Council -

- 1. Adopts the Food Safety Management Framework Policy.**
- 2. Approves resourcing that may be required in order to ensure compliance and the safety of the community within the Shire.**

Background

Food Safety Management Framework Policy

In order for Council to be compliant with its obligations in environment health and to achieve cost and time efficiency, it needs to have a framework/policy in place that promotes a transparent, consistent and equitable process, as well as ensuring compliance with the various Acts and Regulations relating to food safety.

- According to Kernow, Council's contractor, there are a large percentage of individuals and businesses (25 of the 123 of the food premises or 20%) that are not in compliance with the Acts and Regulations, despite being sent reminder and final reminder letters by Council. Issuing of an infringement will act as a warning to these individuals and business to comply with the Acts and Regulations.

9.7.9 Council Policy
- Food Safety Management Framework Policy (cont.)

Summary of changes to Policy:-

The policy review has incorporated:

- A draft Food and Safety Management Policy previously developed by Council's current Environmental Health Service provider, Kernow Environmental Health Services which highlights means of achieving compliance with legislation should it be required. This may include the issuing of infringements and other enforcement action.
- Updating of that document together with a Community Flyer for local food business operators (copy attached) which provides an overview of the Environmental Health compliance function. Based on existing non-compliance additional costs for the issuing of infringements are estimated at \$30,000 for additional Environmental Health Officer hours and approx. \$9,000 for record keeping, evidence gathering, preparation of briefing papers and other tasks
- In facilitating this process, Council would be expected to earn infringement revenue from the non-compliance food safety activities approximately \$27,000 annually.
- Any impact on Kernow's existing contract may need to be discussed further with Council and the service provider.
- Should compliance be achieved due to implementation of the policy, the need for future action is expected to be significantly reduced, as would costs (as well as revenue)

Alternative Options

N/A.

Risk Management

To ensure that the policy is in compliance with the requirements and guidelines set under the *Food Safety Act 1984* and the *Local Government Act 1989 (the Act)*.

Strategic Links – policy implications and relevance to Council Plan

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 report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The recommendation has recurrent budget considerations as Council would earn approximately \$27,000 in revenue, offset by costs incurred around of \$39,000 through employing additional contract hours as well as engaging an administrative resource to coordinate the administrative and compliance process with the Regulatory Services team.

9.7.9 Council Policy
- Food Safety Management Framework Policy (cont.)

Economic Implications

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

Environmental / Amenity Implications

The recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

It is considered that there are no direct implications for the community. A community flyer has been prepared (as attached) will be sent to the Shire's respective food businesses that are required to comply with the *Food Safety Act 1984*. Improved compliance has the potential to improve community safety.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The recommendation has legal or statutory implications which require the consideration of Council and the current contract services provider – Kernow Environmental Services Australia Pty Ltd.

Consultation

The matter under consideration did warrant a community consultation process. A revised draft Food Safety Management Framework policy, together with a Community Flyer for local food business operators is attached, which provides an overview of the Environmental Health compliance function. Some of these processes involve conducting enforcement action, including the issuing of infringement tickets.

Attachment

- Council's Food Safety Management Framework Policy.
- Community Flyer – Food Safety Management Framework Policy and
- Food for Thought Flyer



<p>Food Safety Management Framework Policy</p>
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1 Framework

1.1 Background

The Shire of Strathbogrie Council aims to protect the public health of the community through minimising health risks associated with food produced and sold within the municipality. This aim is in accordance with delegated responsibilities placed on Council by Parliament under the provisions of the *Food Act 1984 (Vic)* which requires Council to be the registering authority for all food premises (except those businesses or premises that are registered or licensed under the *Meat Industry Act 1993*, *Dairy Act 2000* or *Seafood Safety Act 2003*) operating within the municipality.

Council's legislative responsibilities under the *Food Act 1984* include:

- Granting or refusal of applications received from food premises proprietors for the registration, renewal or transfer of registration;
- Receiving notification from Class 4 food premises;
- Inspecting/assessing food premises to ensure compliance with the legislation;
- Obtaining and submitting a required number of food samples for analysis by an approved analyst;
- Investigating food safety and quality complaints received from consumers;
- Responding, as part of the national system, to recalls of unsafe or unsuitable food;
- Reporting to the Department Health and Human Services on the food safety activities as required by the Department; and
- Notifying the Department Health and Human Services of all convictions of food business proprietors of offences committed under the *Food Act 1984*.

Council has a regulatory role in enforcing these laws. As a consequence, Council will initiate infringements, and legal action arising from breaches of the *Food Act 1984*. This action may arise from routine inspections of a food business, results of food sampling or from the investigation of a complaint or from the failure of a food business proprietor to register, renew or transfer registration under the *Food Act 1984*.

To ensure that food sold and produced within Strathbogrie is safe, Council will play a key role in educating and informing business operators and staff of their food safety responsibilities, and health and hygiene obligations under the relevant food laws. Council will endeavour to support food business proprietors to meet their compliance responsibilities by the provision of timely information and advice on legislative requirements, Council procedures and changes to the legislation.

1.2 Vision

Council supports the principle that all food provided for human consumption meets the relevant statutory requirements in the interest of protecting public health.

1.3 Aim

Council aims to inform and educate food proprietors in the provision of safe and hygienic food to the Strathbogrie community.

1.4 Framework objectives.

The main objectives of this framework are to:

- Maximise compliance of the legislation by the local food industry;
- Ensure consistent, fair and equitable exercise of delegated powers in the delivery of food safety management services by Council; and
- Provide an effective and transparent food safety management process to support food businesses.

2 Processes

2.0 Food safety management procedures and fees

Registration is issued for a fee and maintained on the basis that the food premises maintains compliance with the *Food Act 1984*. The registration fee covers initial inspection on start up, assessment of the food safety program, swabbing and food sampling analysis.

Ongoing annual fees include an annual inspection/assessment, review of the food safety program, swabbing and food sampling.

The requisite annual independent audit for Class 1 businesses will incur a separate cost for these businesses. This needs to be arranged annually by the business owner, and a report submitted to Council by the business owner.

2.1 Registration, Renewal and Transfer of Registration for Food Premises

2.1.1 Before registering, renewing or transferring the registration of any food business, Council will inspect the premises and be satisfied that all the relevant requirements of the *Food Act 1984* have been complied with.

2.1.2 Council will grant applications for registration and transfer of registration within 5 business days of an inspection being conducted if the requirements of the *Food Act 1984*, and associated Regulations, are met and if all parts of the application process have been fulfilled.

2.1.3 Council's Annual Registration Fee incorporates an assessment of a Food Safety Program and inspection of premises for Class 1 and 2 food premises and inspection of premises for Class 3 premises.

Registration or transfer will not proceed if the required fee is not paid or if the business is non-compliant.

Registration fees for new businesses are pro-rata after 1 July in accordance with Council's Schedule of Fees (refer attachment) if applicable. This will be backdated in cases where a business was operating and failed to notify Council of commencement.

2.1.4 Any food premises that is issued with a notice or an order under the *Food Act 1984* will be revisited at a frequency determined by Council based on the risk and level of non-compliance. (Attachments 1 and 2).

2.1.5 For all food premises who were found to have a major or critical non-compliance during the registration period, an additional inspection will be conducted within the 3 months prior to the renewal of registration. A continued major or critical non-compliance at the time of this revisit may result in the refusal by Council to renew the registration.

2.1.6 In the event that a Class 2 or Class 3 mobile food vendor (vehicle or "off-site" caterer) is unable to arrange an inspection within the 12 month registration period as part of Council's inspection regime, a satisfactory inspection report from an authorised officer from another Victorian Council will be accepted as sufficient evidence for Council to issue a renewal of registration. This information is available using the statewide registration system *Streatrader*.

2.1.7 Council will recognise the registration of Class 2 and Class 3 temporary premises and mobile food vendors issued by another Victorian municipality so long as a Statement of Trade has been received by Council prior to the food business operating within the municipality.

2.1.8 All applications for Class 2 and Class 3 temporary premises to operate must be made on the statewide registration system *Streatrader* at least 10 working days prior to the planned event.

2.1.9 Council will approve trade to Class 2 and Class 3 temporary premises for a nominated period in accordance with their Statement of Trade and may inspect these events at its discretion based on potential risk.

2.1.10 Council will implement a non-compliance process if a proprietor fails to comply with the requirements of the *Food Act 1984*.

2.1.11 In the case of a new food business applying to be registered or an existing business being transferred to a new proprietor, Council requires an inspection and assessment of the proprietor's food safety program prior to commencement or transfer. Businesses that commence operation prior to obtaining an inspection will be liable for an infringement and can be issued with a temporary closure order pending an inspection.

2.1.12 In the event that Council becomes aware that a food business proprietorship changes without a request for an inspection by Council or without an application to transfer the registration, then an inspection will be made of the premises and the non-compliance process initiated immediately if required. A temporary closure order may result.

2.2 Notification of Class 4 premises

2.2.1 If a proprietor operates a Class 4 food business the proprietor must notify Council of their intention to sell food, before commencing to do so, by submitting the appropriate notification form to Council.

2.2.2 Any new purchaser of a food premises must notify Council under the requirements of the Food Act of their intention to continue to sell food.

2.2.3 Council reserves the right to inspect any class 4 premises at its discretion.

2.2.4 Where a class 4 proprietor increases the range of foods sold so that the business activity changes to become a Class 2 or Class 3 food premises, the proprietor must register with Council using the appropriate application form prior to commencing sale of food under those classifications.

2.2.5 Where a Class 4 premises fails to provide prior notification to Council then Council reserves the right to serve an Infringement Notice or to take legal action.

2.3 Non-compliance

2.3.1 Where non-compliance with the *Food Act 1984* is detected, or suspected, Council will initiate procedures to ensure that compliance with the *Food Act 1984* is upheld. Depending on the severity of the non-compliance, enforcement action may be undertaken in the form of a Food Act S19 notice, an Infringement Notice or legal action against the alleged offender.

2.3.2 It is a requirement for class 1 businesses to obtain an annual independent audit. Audit certificates will be forwarded to Council by the Auditor within 14 days of completing the audit certificate. Where deficiencies are identified by the auditor, Council will be notified as soon as practicable. A written notice will be given to the proprietor stating the nature of the deficiency, the action required and the timeframe to rectify. The auditor will check that the deficiencies are rectified within 14 days.

2.3.3 The management of non-compliances within the legislation requires the keeping of legible and accurate records by Council as these may be required in evidence in any subsequent proceedings initiated by Council or appeals made by the proprietor. All records will be stored on Council's approved document management systems.

2.3.4 Council can revoke or suspend the registration of any business that has not applied to transfer the registration of the premises within 4 weeks of a change of ownership.

2.3.5 In the event of an immediate or critical risk to public health (unacceptable level of non-compliance such as the presence of vermin, infestation of insects, or failure to provide adequate refrigeration) associated with conditions of a food business, sale of unsafe food, or non-compliance with the Food Standards Code, the matter will be referred to the Chief Executive Officer with a view to issuing a Temporary Closure Order.

2.3.6 Any business that has not renewed their registration by January 14 will be issued with an Infringement Notice for failing to comply with the requirements of the *Food Act 1984*.

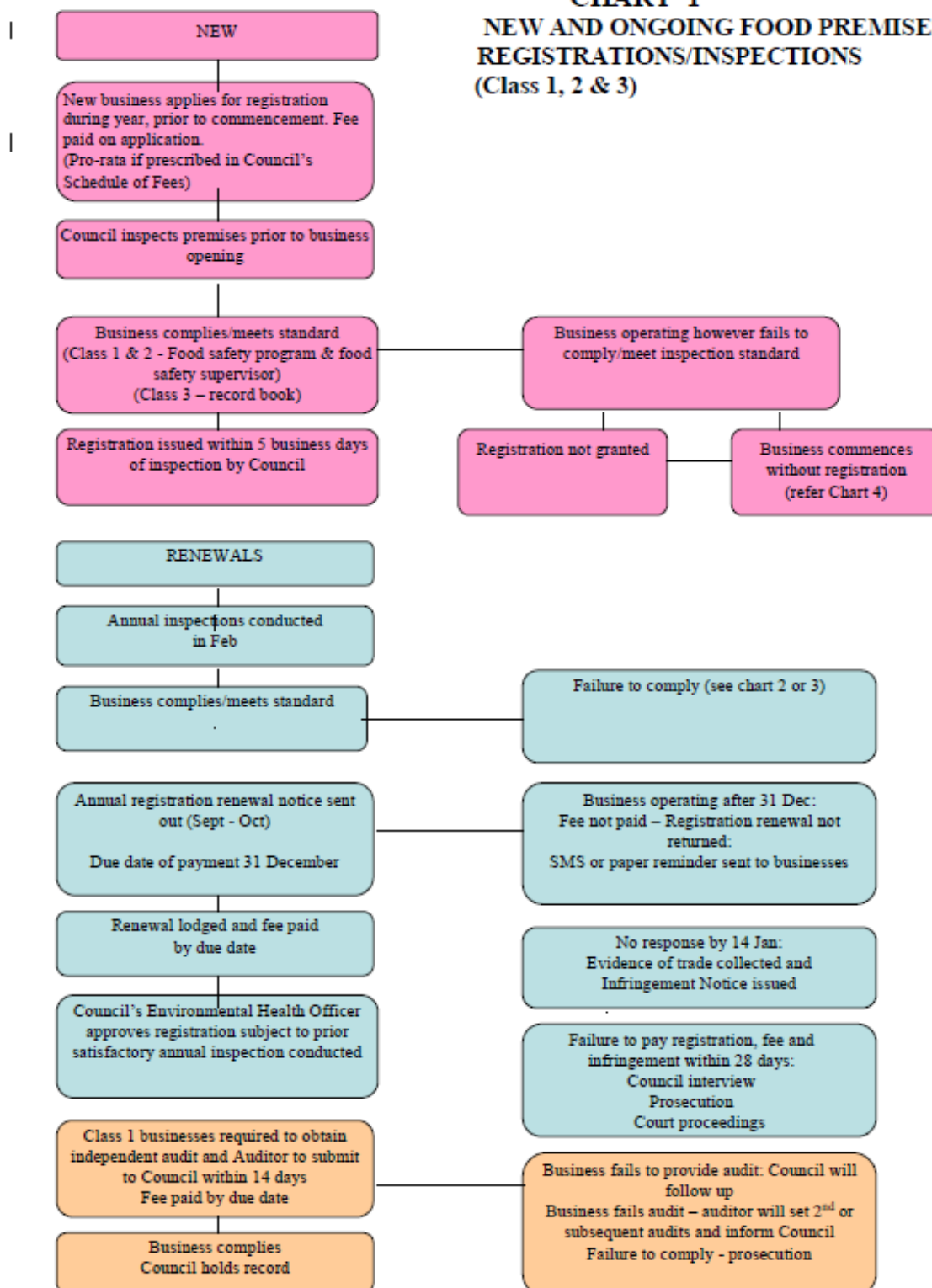
2.3.7 All Class 1 and Class 2 food premises are required to have a Food Safety Program, Food Safety Supervisor and the appropriate associated records on site at all times. All Class 3 food premises are required to keep appropriate temperature records on site at all times. Failure to do so will result in Council initiating procedures to ensure that compliance with the *Food Act 1984* is upheld. An Infringement Notice for non-compliance with the *Food Act 1984* will be issued if the food business proprietor fails to rectify the non-compliance.

2.3.8 Other breaches of the *Food Act 1984* that could incur the issuing of an Infringement Notice are to be referred within 7 days to a Council Delegated Officer for consideration.

3 Review

This framework will be reviewed as required and not less than every three years.

**CHART 1
NEW AND ONGOING FOOD PREMISES
REGISTRATIONS/INSPECTIONS
(Class 1, 2 & 3)**



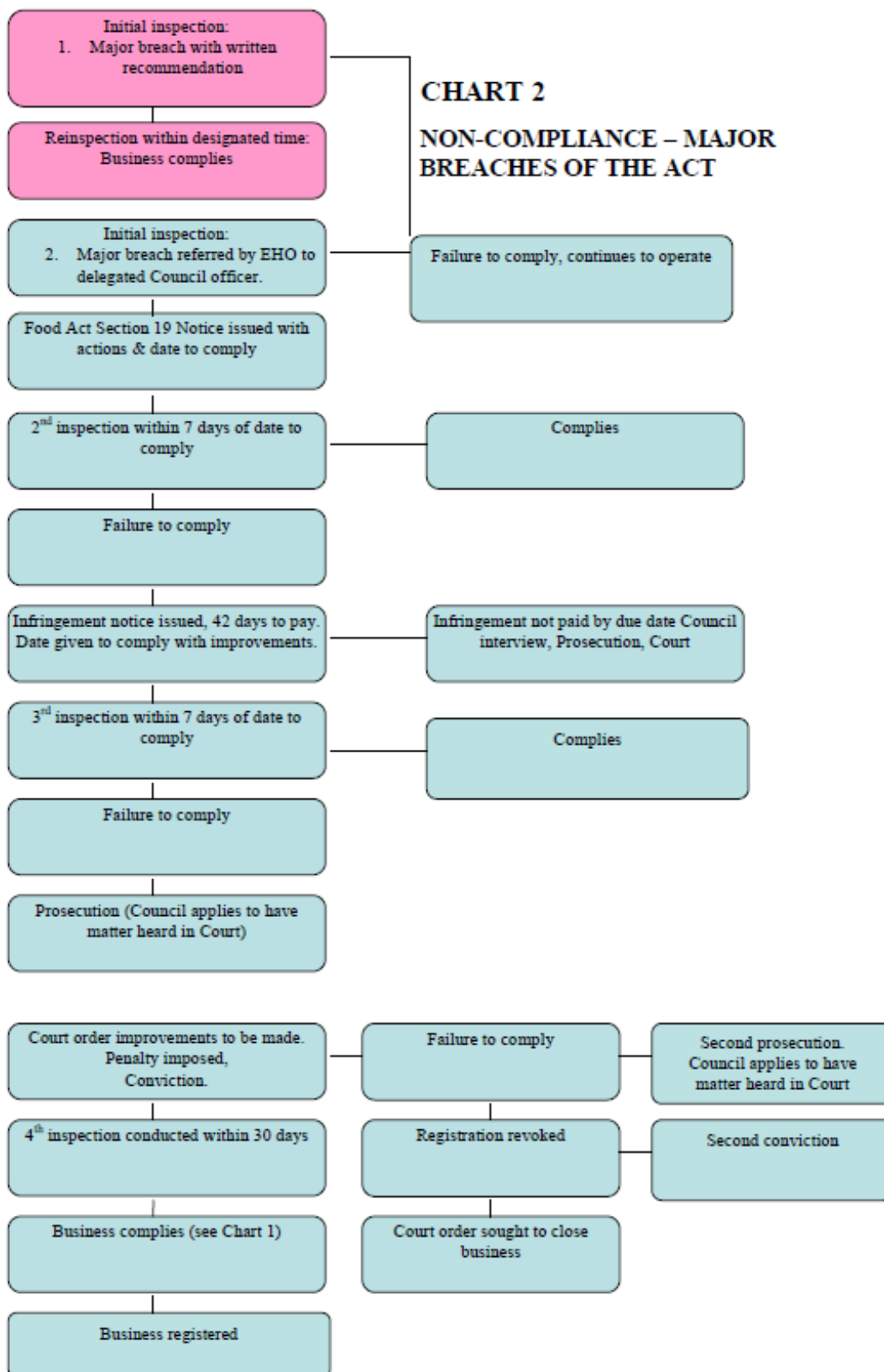
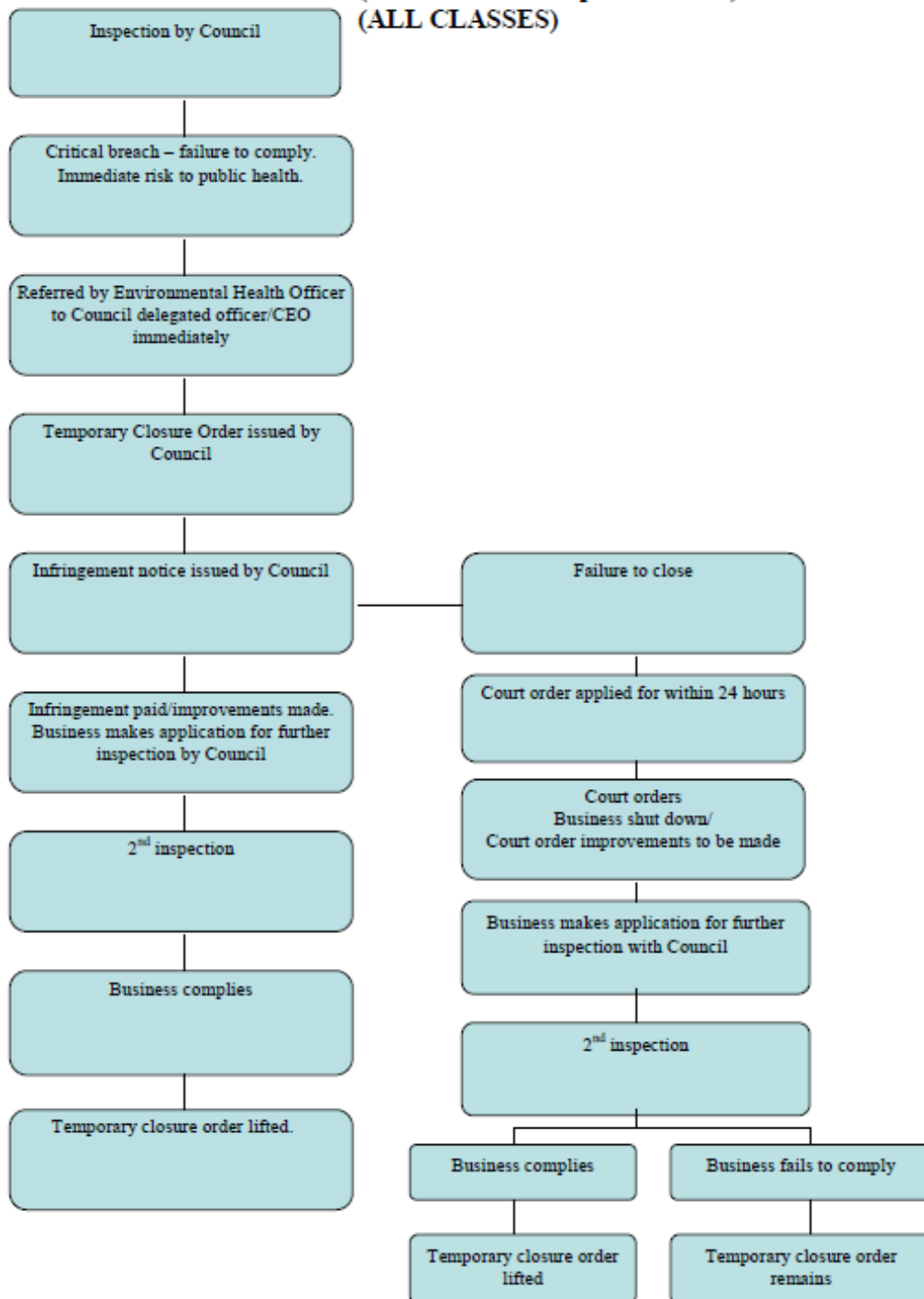


CHART 3
NON-COMPLIANCE – CRITICAL
BREACHES OF THE ACT
(Immediate risk to public health)
(ALL CLASSES)



**CHART 4
 TRANSFER OF BUSINESS**

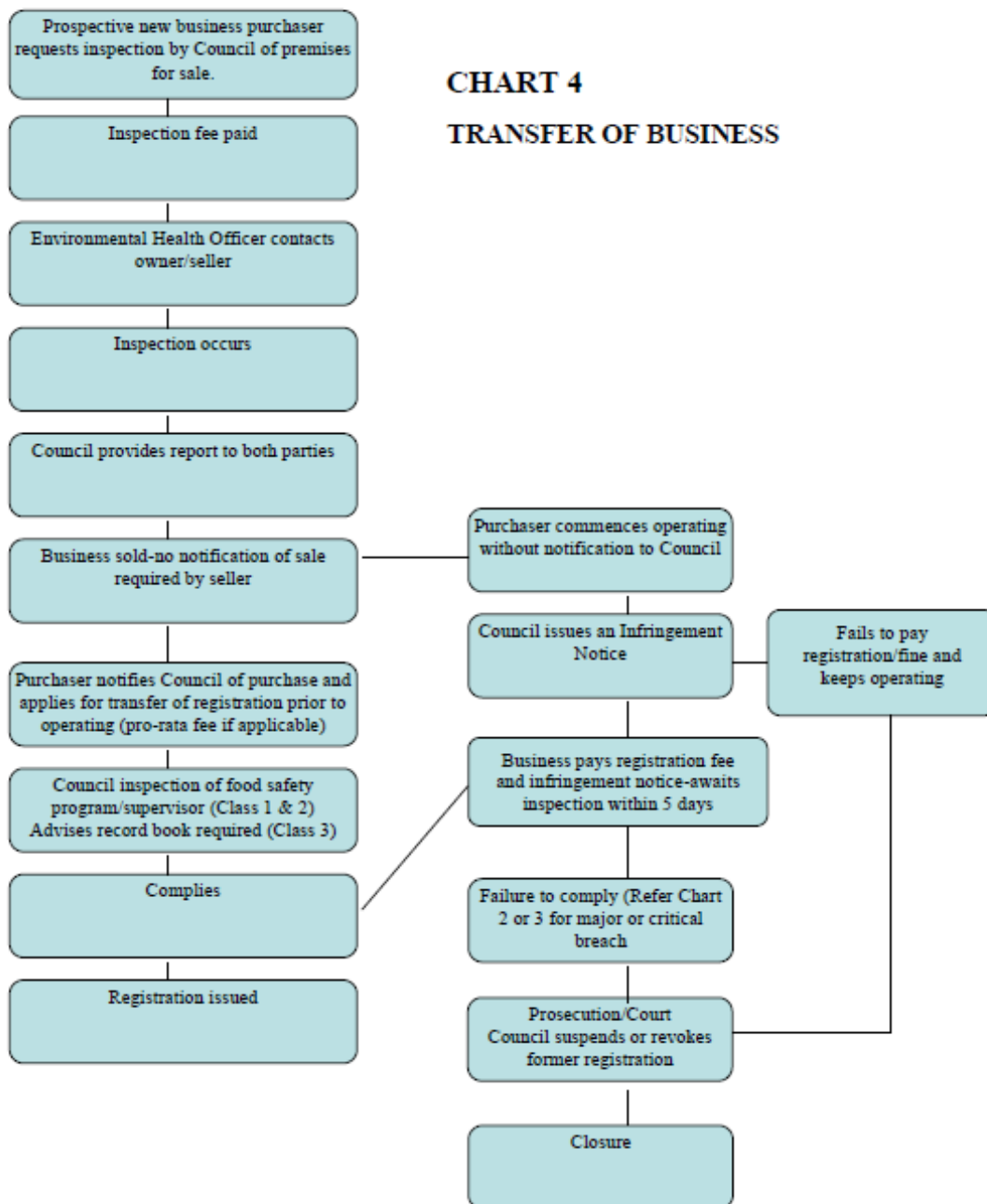
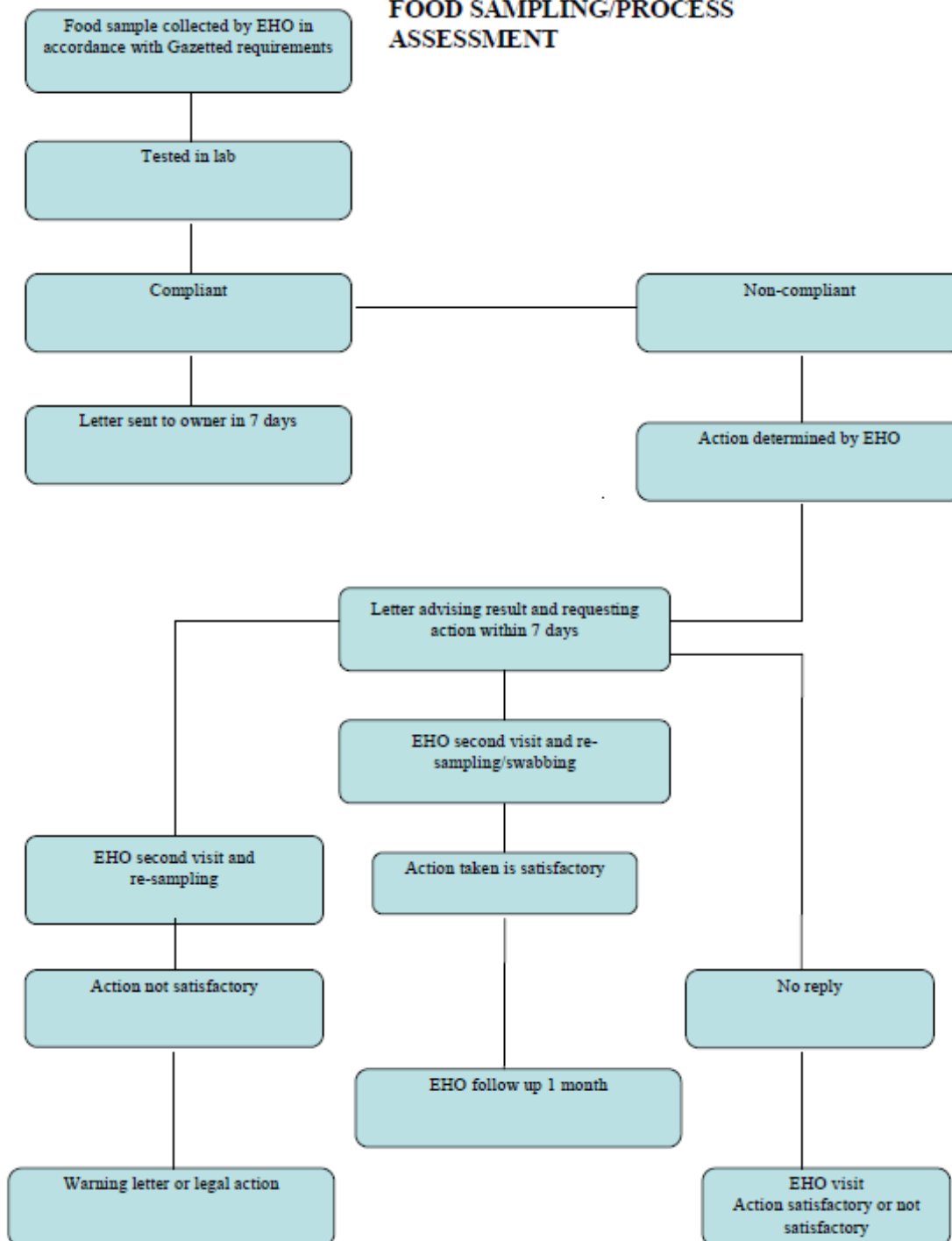


CHART 5 FOOD SAMPLING/PROCESS ASSESSMENT



Dear Proprietor,

Strathbogrie Shire Council Food Safety Management Framework Policy - 2018

Food safety affects every Victorian's health and safety. In Victoria, all (both fixed and temporary) food businesses (Class 1, 2, 3 & 4) must comply with the *Food Act 1984*, which oversees food safety.

The *Food Act 1984* also requires food premises to comply with the Australia New Zealand Food Standards Code. The *Food Act 1984* (Vic) appoints the Council as a registering authority of all food premises (except those businesses or premises that are registered or licensed under the *Meat Industry Act 1993*, *Dairy Act 2000* or *Seafood Safety Act 2003*) operating within the shire.

Strathbogrie Shire Council is the registering authority for all food premises and works to protect public health by minimising health risks associated with food being produced and sold within the Shire by ensuring every proprietor keeps all food safe by complying with the *Food Act* and the *Food Standards Code*.

When food premises fail to comply with food safety requirements, Council may provide further advice about how to comply, issue a warning, issue an infringement notice, temporarily close the premises until compliance is achieved, or take other statutory action.

This action may arise from routine inspections of a food business, results of food sampling from the investigation of a complaint or from the failure of a food business proprietor to register, renew or transfer registration under the *Food Act 1984*.

If a food premises fails to comply with food safety requirements during the registration period, an additional inspection will be conducted within the 3 months prior to the renewal of registration. If the food premises continue to fail to comply with food safety requirements, this may result in the refusal by Council to renew the registration because it poses a risk to the community.

It is the responsibility of every proprietor to ensure their food premises is registered, notify the council of any changes in contact details, food classification, closure and adhere to all notices, infringements and improvement notices issued under the *Food Act 1984* and *Infringements Act 2006*.

Strathbogrie Shire Council urges food business owners to consult with Council Officers or visit Council's website on <https://www.strathbogrie.vic.gov.au/development/environmental-health>, the Department of Health and Human Services (DHHS) or visit the Health Vic website <https://www2.health.vic.gov.au/public-health/food-safety> for further information or clarification about Food Safety Issues.

Steve Crawcour
Chief Executive Officer



Food for Thought

Renewal of registration reminder

Strathbogie Shire Council would like to remind all proprietors that they are required to complete, sign and return their Food Act Application for Renewal of Registration form for 2019. In addition, proprietors are required to pay the annual renewal fee. Renewals are due on 31 December 2018. If you have not received your business' Renewal of Registration form together with the renewal fee invoice, please contact Council's Environment Health Unit immediately to obtain a copy, as they were sent out in November.

This is a reminder to return your registration form and pay the renewal fee by 31 December 2018 to avoid enforcement action being taken.

The *Food Act 1984* does not permit Council to consider the renewal of your registration for 2019 until you have submitted the signed renewal form and paid the renewal fee.

Instructions for renewal are as follows:

- Make payment using one of Council's payment options.
- Review and sign the renewal form.
- Ensure an email address is provided.
- Return the signed form to Council.

Should you have any questions please do not hesitate to contact the Environmental Health Unit on (03) 5795 0000.

When can the Environmental Health Officer enter my food business?

Regularly Environmental Health Officers are asked "when can the Council Officer enter my food premises"?

Section 21 of the *Food Act 1984* states that an Officer, may at any reasonable time enter any premises where food is being prepared, manufactured and/or sold in order to conduct a routine inspection or investigation of a complaint. Strathbogie Shire Council's Environmental Health Officer will identify themselves and present photo identification with the Strathbogie Shire Council Logo. It is not a requirement of the *Food Act 1984* that managers or owners of business be present at the time of inspection.

The Environmental Health Officer will attempt to enter your premises for inspections at times that are suitable and not likely to impact upon your daily operations. This may not always be the possible as the Officer may also be looking at specific activities you

undertake within your food business, for example food handling during food preparation.

Under Section 29 of the *Food Act 1984*, it is an offence to refuse entry to an authorised officer.

Food grade sanitisers

Food businesses must ensure all staff members understand the importance of correctly cleaning and sanitising food contact surfaces. Cleaning and sanitising are important steps to prevent the growth and spread of microorganisms that can cause food poisoning illnesses. Any sanitiser used must be 'food grade' - suitable for use on food contact surfaces.

Sanitisers are used after cleaning to reduce the number of microorganisms. Cleaning **must** be undertaken prior to sanitising to be most effective. Sanitisers **must** be used on all food contact surfaces including equipment, utensils, chopping boards and bench tops.

What products are suitable as food grade chemical sanitisers?

There are a number of commercial products available for use as chemical sanitisers. Most of these products contain one active ingredient, ammonium, chlorine or alcohol. Proprietors should look for products containing between 4%-6% active ingredient. Domestic supermarket spray and wipe products generally contain 1%-2% active ingredient and are not suitable. Vinegar and methylated spirits are not suitable as food grade sanitisers. Disinfectant cannot be used as a sanitiser on food contact surfaces.

A best practice for cleaning and sanitising:

- Pre-clean
- Wash
- Rinse
- Sanitise
- Final Rinse (if required, check manufacturer's instructions)
- Air dry

Important points about sanitisers

- It should have the active ingredient clearly stated on the label in milligrams per litre.
- It should not specify anywhere on the label that the product is a disinfectant, even though the label may say it is a sanitiser.
- It must be fragrant free and colourless to avoid leaving a residue on surfaces.
- It must be used and stored in accordance with the manufacturer's specifications.
- Sanitisers require 'contact time' to work, a period of time to be left on surfaces prior to rinsing. This time must be specified on the label.
- The sanitiser must be made up in accordance with the manufacturer's specifications.

- Chlorine based sanitisers must be made up daily, as they lose their effectiveness over time.
- Any sanitiser container must be clearly labelled and stored well away from food products.
- Sanitisers must not be kept past their used by date.
- Sanitisers must not be kept in direct sunlight or in high temperature environments.

Bringing Animals and Pets into Food Premises

Section 16(1) of the *Food Act 1984* and *ANZ Food Standards Code 3.2.2* (Clause 24) requires that "a food business **must permit** an assistance animal in areas used by customers". It also states that a food business **may permit** a dog that is not an assistance animal to be present in an **outdoor dining area**. It must be noted that a food business is **not obliged to allow other dogs (not an assistance animal) into outdoor dining areas, but may now allow it.**

Assistance animal means an animal referred to in section 9 of the *Disability Discrimination Act 1992* of the Commonwealth.

9.7.10 Business Management System

The August 2018 Business Management System Report includes reports as follows:-

- Building Department – July 2018 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - July 2018
- Confirm Customer Enquiry Flow – Report for July 2018
- Waste Management Reporting ~ Year to Date July 2018
- Actioning of Council Reports Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 July 2018
- Review of Council Policies – July / August 2018
- 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.

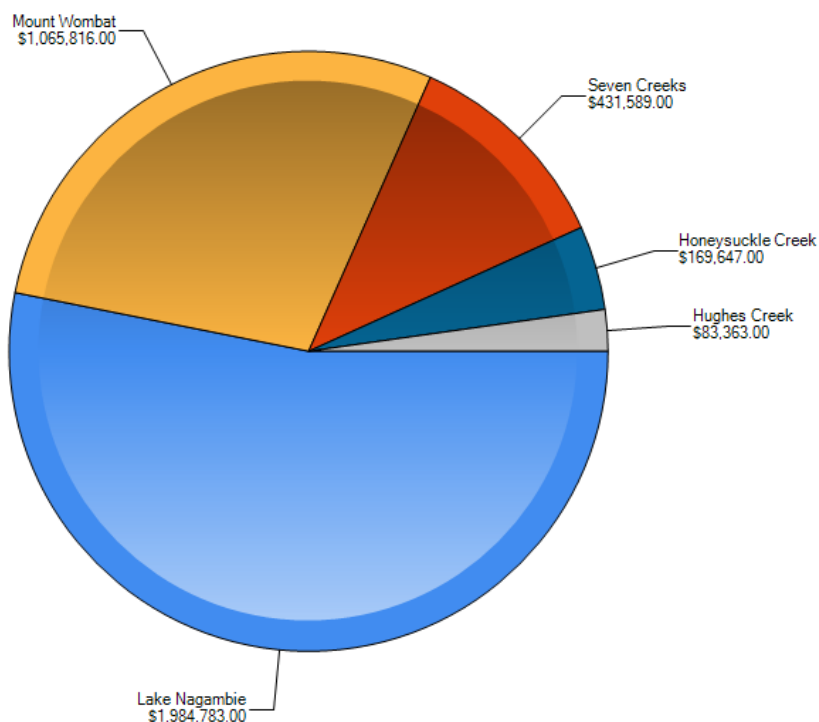
RECOMMENDATION

That the report be noted.

BUILDING ACTIVITY

JULY 2018

34 permits, with a works value of \$3,735,198, were lodged with Council in July. The Mount Wombat Ward had an increase of seven lodgements this month and the Lake Nagambie Ward doubled last month's total for that Ward. July 2018 has recorded the highest number of permit lodgements with Council in at least 2½ years and with the increase of proposed works within the municipality has come a significant increase in the request for property information and report and consent from the Building department.



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20181549/0	18/07/2018	Construction of	Carport & Garage	Kithbrook	\$19,701.00
20182667/0	18/07/2018	Construction of	Dwelling	Balmattum	\$100,000.00
20182723/0	3/07/2018	Construction of	Farm Shed	Balmattum	\$40,000.00
20182738/0	20/07/2018	Construction of	Garage	Earlston	\$9,946.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20180122/0	28/07/2018	Construction of	Outbuilding	Avenel	\$12,000.00
20183394/0	19/07/2018	Construction of	Shed	Avenel	\$71,363.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
2018/002825/0	17/07/2018	Construction of	Dwelling & Garage	Nagambie	\$217,934.00
2018/002860/0	19/07/2018	Construction of	Dwelling & Garage	Nagambie	\$224,808.00
20180058-0	26/06/2018	Construction of	Dwelling & Garage	Nagambie	\$250,550.00
20180106/0	12/07/2018	Construction of	Dwelling	Nagambie	\$280,000.00
20180135/0	5/07/2018	Construction of	Ramp	Nagambie	\$101,200.00
20180137/0	10/07/2018	Construction of	Farm Shed	Whroo	\$40,835.00
20180411/0	29/06/2018	Construction of	Dwelling & Garage	Nagambie	\$280,942.00
20181506/0	12/07/2018	Construction of	Dwelling & Garage	Mitchellstown	\$428,014.00
20182659/0	25/06/2018	Construction of	Shed	Nagambie	\$19,925.00
20182717/0	25/06/2018	Construction of	Shed	Nagambie	\$22,123.00
20182721/0	29/06/2018	Demolition of	Conference Centre	Nagambie	\$12,000.00
20182722/0	28/06/2018	Construction of	Shed	Nagambie	\$40,287.00
20182745/0	27/07/2018	Construction of	Farm Shed	Nagambie	\$9,300.00
20183399/0	12/07/2018	Construction of	Swimming Pool	Nagambie	\$37,815.00
2934118/0	11/07/2018	Construction of	Shed	Kirwans Bridge	\$19,050.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20172475/0	29/06/2018	Construction of	Verandah	Strathbogie	\$15,000.00
20180161/0	31/07/2018	Construction of	Pump Shed	Euroa	\$19,734.00
20182658/0	26/07/2018	Construction of	Farm Shed	Creightons Creek	\$39,867.00
20182679/0	6/07/2018	Construction of	Dwelling	Ruffy	\$300,000.00
20182705	6/07/2018	Construction of	Dwelling & Workshop and Garage	Longwood East	\$500,000.00
20182706/0	25/07/2018	Construction of	Swimming Pool	Creightons Creek	\$65,340.00
20182734/0	18/07/2018	Construction of	Shed	Creightons Creek	\$73,145.00
20183381/0	13/07/2018	Construction of	Swimming Pool	Gooram	\$52,730.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20180302/1	23/07/2018	Construction of	Retaining Wall	Euroa	\$70,000.00
20182656/0	24/05/2018	Construction of	Farm Shed	Molka	\$14,500.00
20182737/0	18/07/2018	Construction of	Swimming Pool	Euroa	\$46,150.00
20182741/0	20/07/2018	Construction of	Shed	Euroa	\$17,123.00
20182750/0	30/07/2018	Construction of	Dwelling	Euroa	\$283,816.00

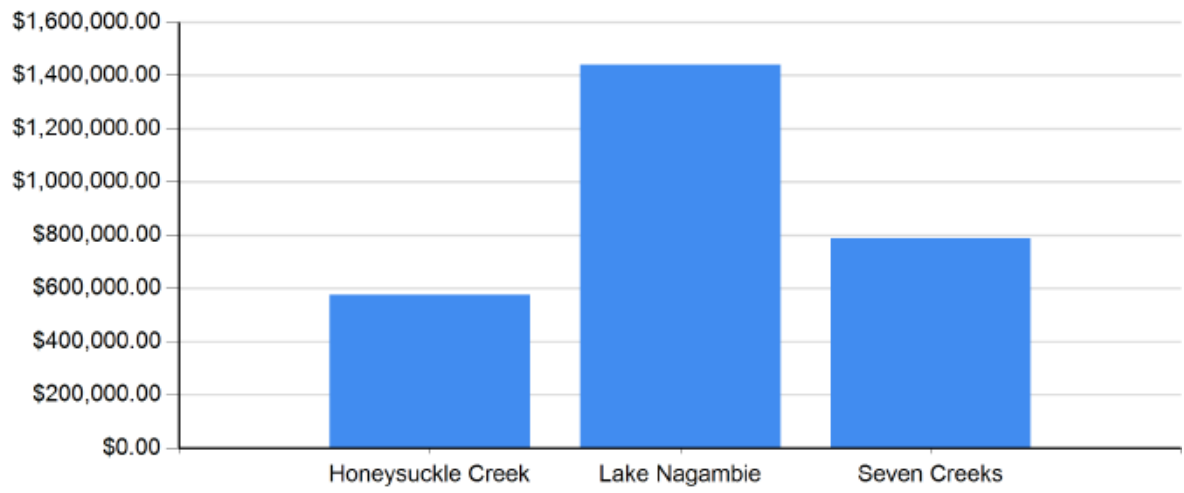
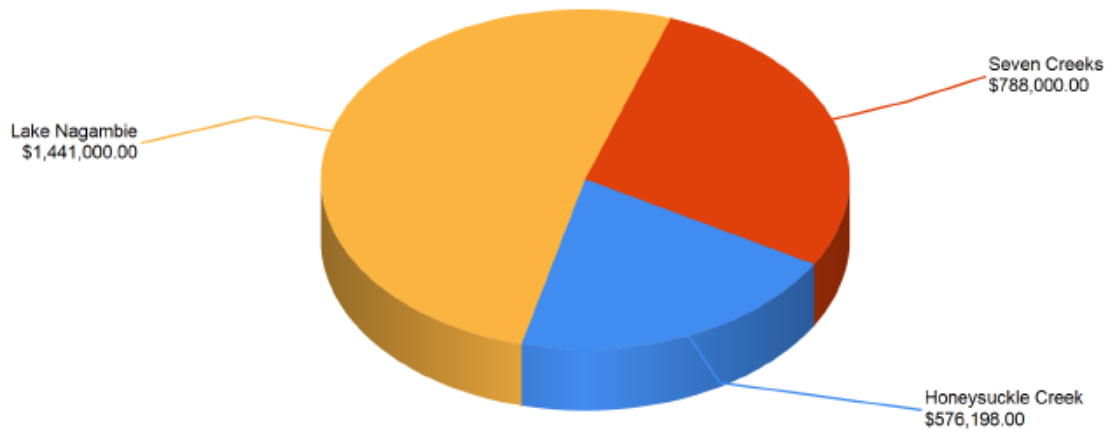
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL
IMPROVED VALUE)**
JULY 2018



Planning Applications Determined

July 2018

Honeysuckle Creek	\$576,198.00
Earlston	\$170,000.00
Violet Town	\$406,198.00
Lake Nagambie	\$1,441,000.00
Bailieston	\$350,000.00
Kirwans Bridge	\$40,000.00
Kirwans Bridge	\$26,000.00
Mitchellstown	\$950,000.00
Moornbool West	\$75,000.00
Seven Creeks	\$788,000.00
Euroa	\$498,000.00
Euroa	\$280,000.00
Euroa	\$10,000.00
Total Value	\$2,805,198.00



CONFIRM CUSTOMER ENQUIRY FLOW
- REPORT FOR JULY 2018

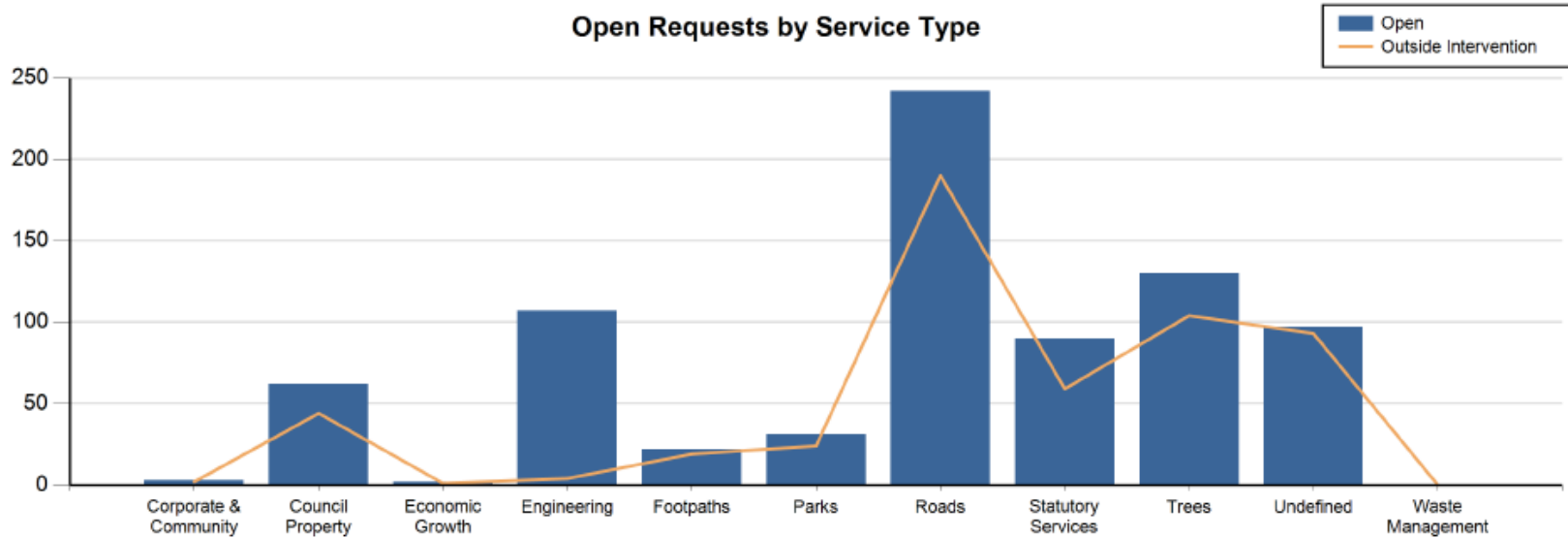
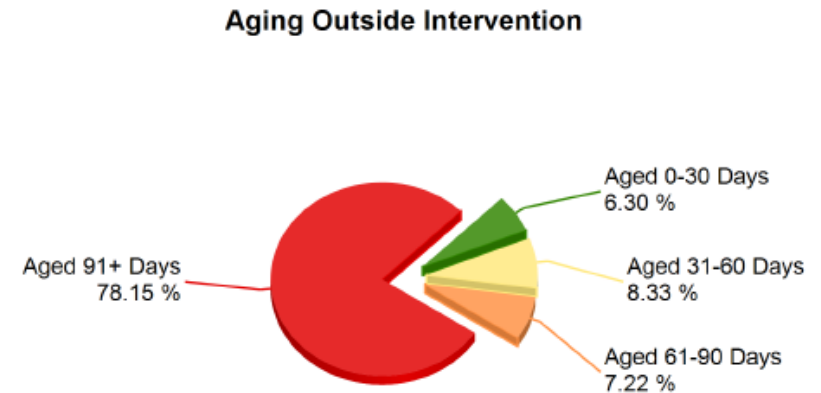
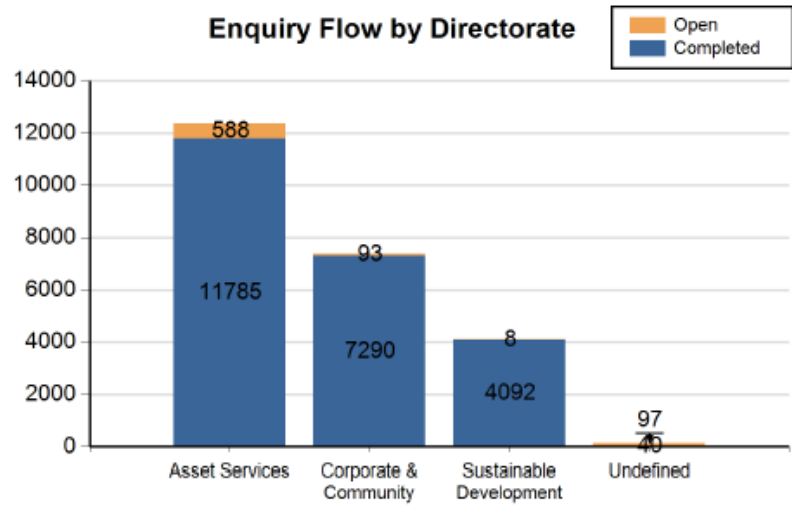


Confirm Customer Enquiry Flow

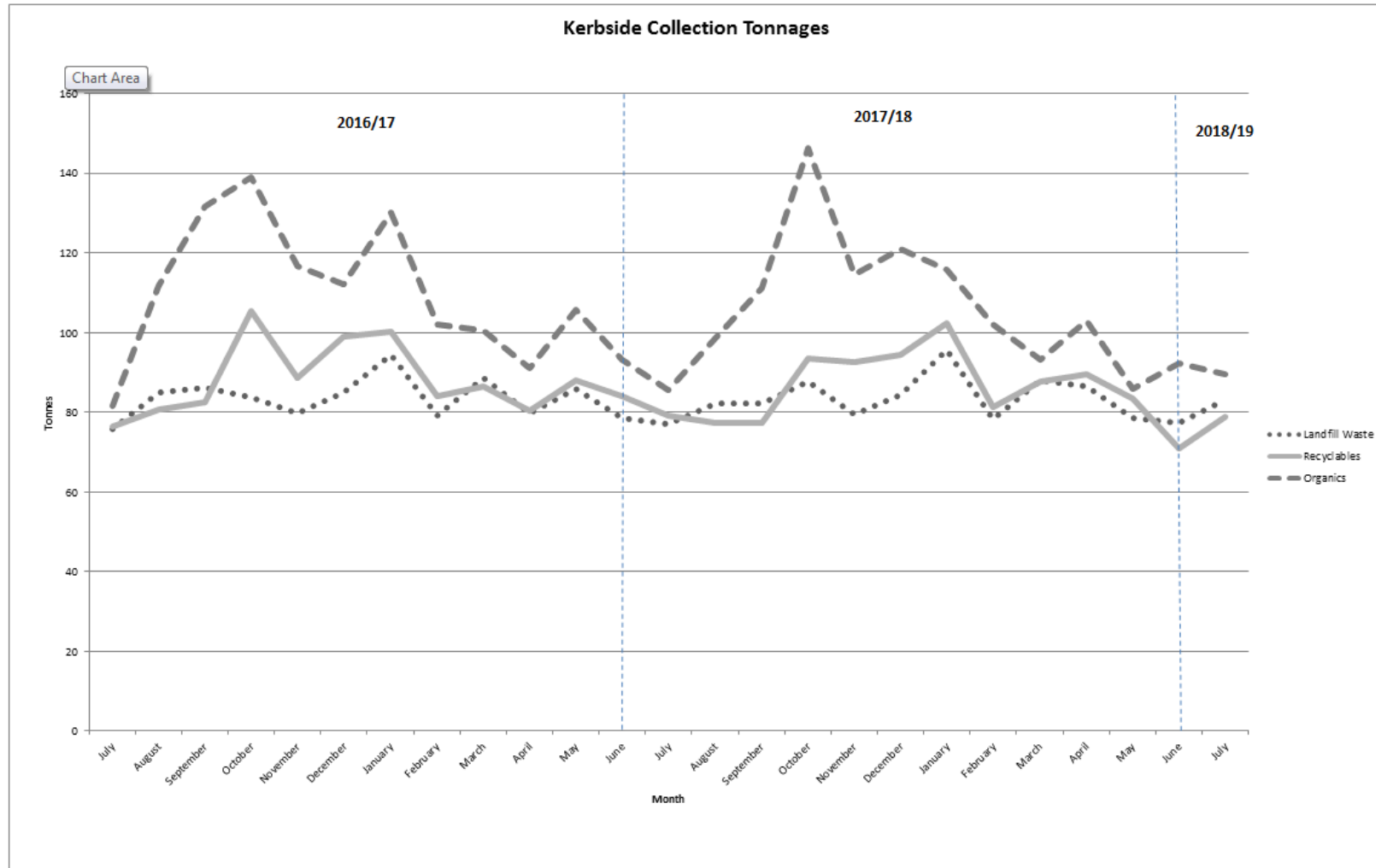
July 2018

Service Type	Total			July 2018			2018-2019			Aging Outside Intervention				
	Logged	Open	Closed	Logged	Open	Closed	Logged	Open	Closed	0-30	31-60	61-90	91+	Total
<i>Corporate & Community</i>	1,025	3	99.71%	0	0	NA	0	0	NA	0	0	0	2	2
<i>Council Property</i>	1,546	62	95.99%	27	18	33.33%	27	18	33.33%	8	5	5	26	44
<i>Economic Growth</i>	2,533	2	99.92%	1	1	0.00%	1	1	0.00%	0	0	0	1	1
<i>Engineering</i>	356	107	69.94%	3	1	66.67%	3	1	66.67%	0	1	0	3	4
<i>Footpaths</i>	322	22	93.17%	3	1	66.67%	3	1	66.67%	1	1	0	17	19
<i>Parks</i>	438	31	92.92%	7	3	57.14%	7	3	57.14%	4	2	0	18	24
<i>Roads</i>	7,818	242	96.90%	63	15	76.19%	63	15	76.19%	7	17	18	148	190
<i>Statutory Services</i>	6,358	90	98.58%	92	20	78.26%	92	20	78.26%	6	4	2	47	59
<i>Trees</i>	1,887	130	93.11%	20	12	40.00%	20	12	40.00%	7	11	9	77	104
<i>Undefined</i>	137	97	29.20%	1	1	0.00%	1	1	0.00%	1	4	5	83	93
<i>Waste Management</i>	1,573	0	100.00%	0	0	NA	0	0	NA	0	0	0	0	0
	23,993	786	96.72%	217	72	66.82%	217	72	66.82%	34	45	39	422	540

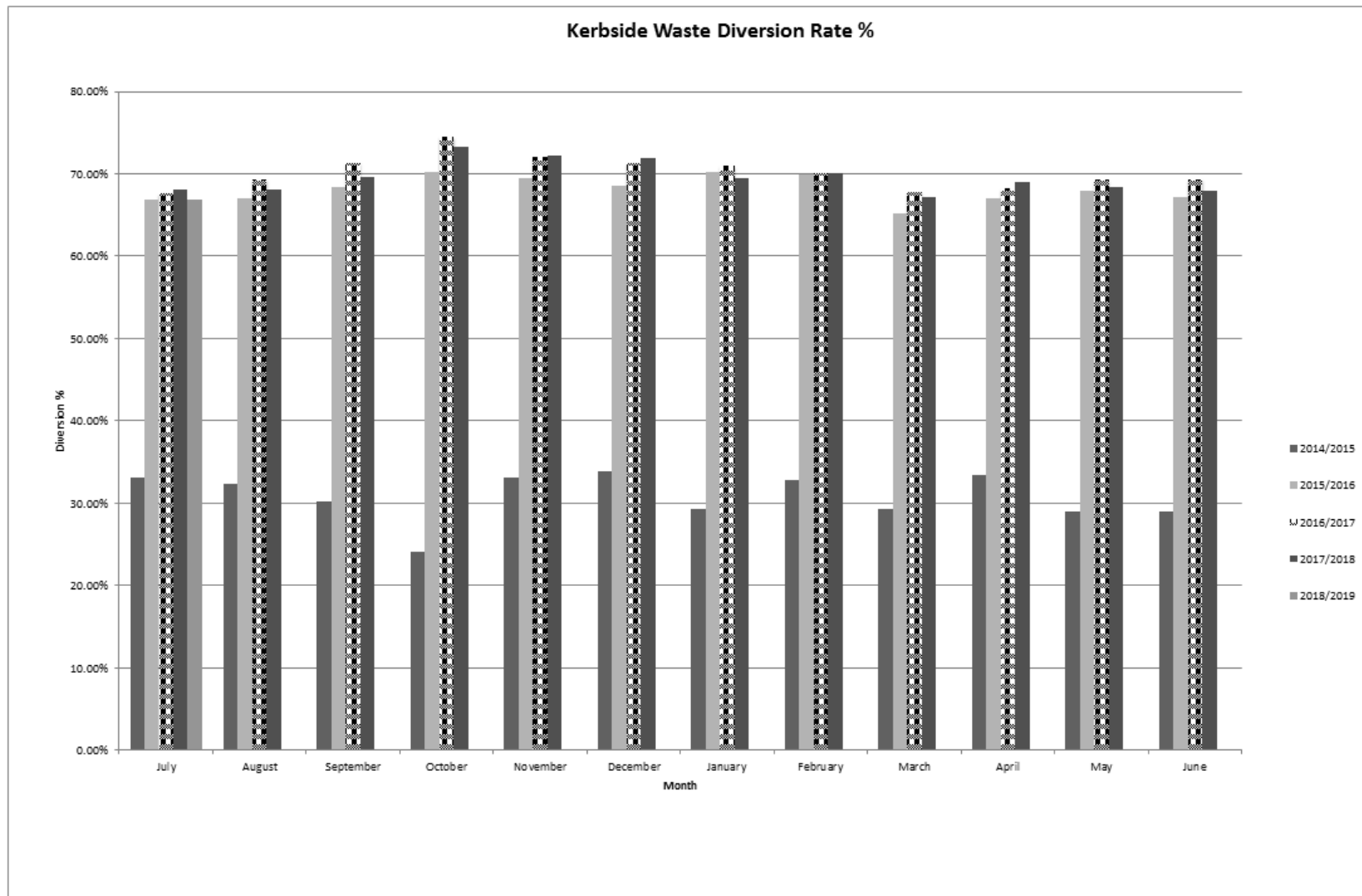
Corporate & Community General	Council Property Council Property Pest Control Public Art Public Lighting Saleyards Signs	Economic Growth Events Planning Sub Divisions	Engineering Confirm Custodian Enquiry Engineering	Footpaths Footpaths Furniture Road/Street/Footpaths	Parks Park/Reserve Playground State Forrest/National Park	Roads Bridges Drainage Emergency Call Out Naturestrip Roads Traffic Lights	Statutory Services Building Animals - Domestic Animals - Other Environmental Protection Environmental Health Fire Grants Incident Infringement Review Local Laws Marine Safety Private Prop & Rual Roadside	Trees Tree	Waste Management Waste Mngmt & Recycling
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WASTE MANAGEMENT REPORTING
YEAR TO DATE - JULY 2018

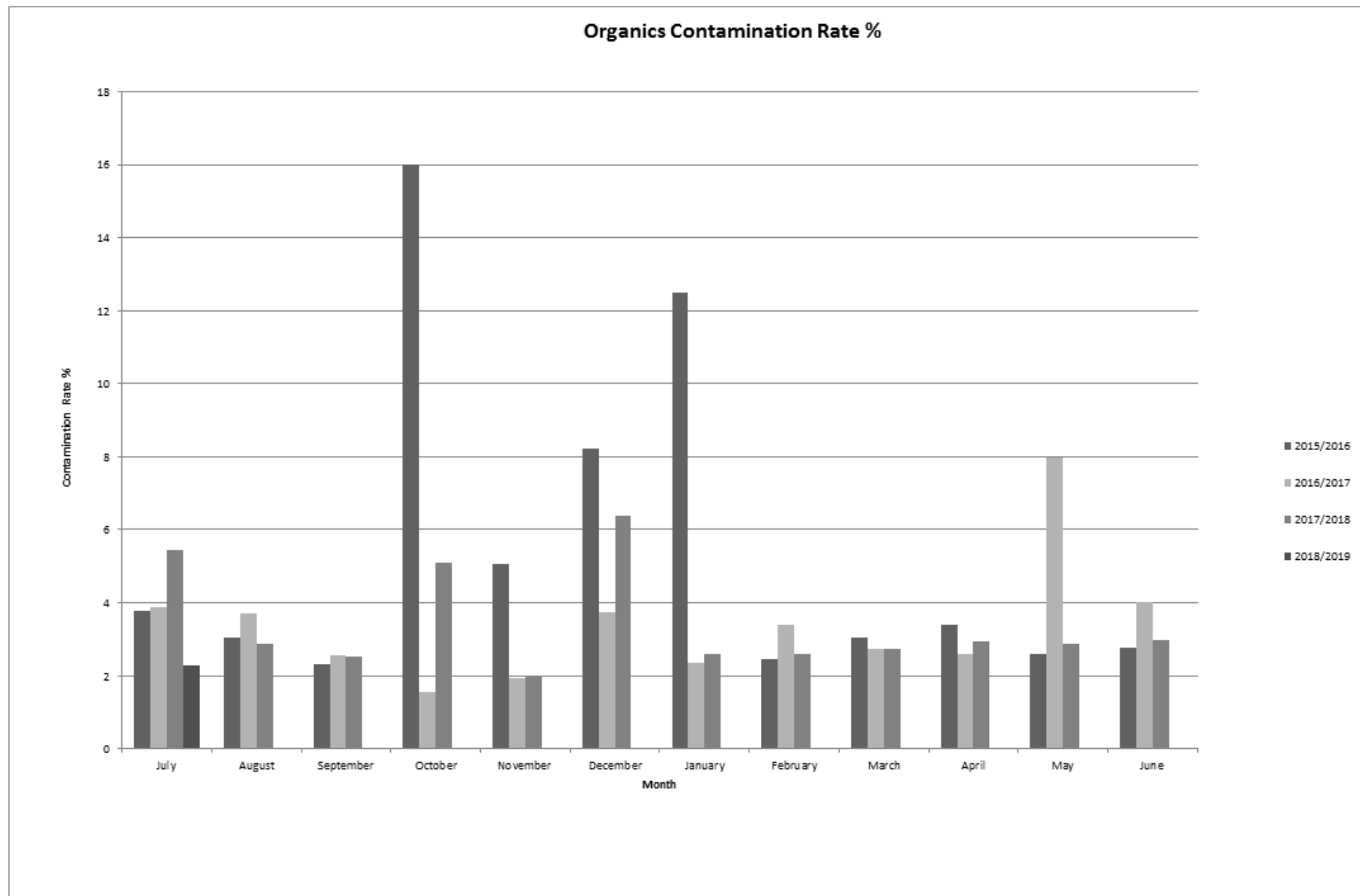


Whilst organics quantities decreased between June and July, consistent with past years, recyclables and landfill waste quantities rose by approximately 7 and 6 tonnes respectively.



Diversion rates are calculated by dividing the total amount of material diverted from landfill by the total amount of material collected.

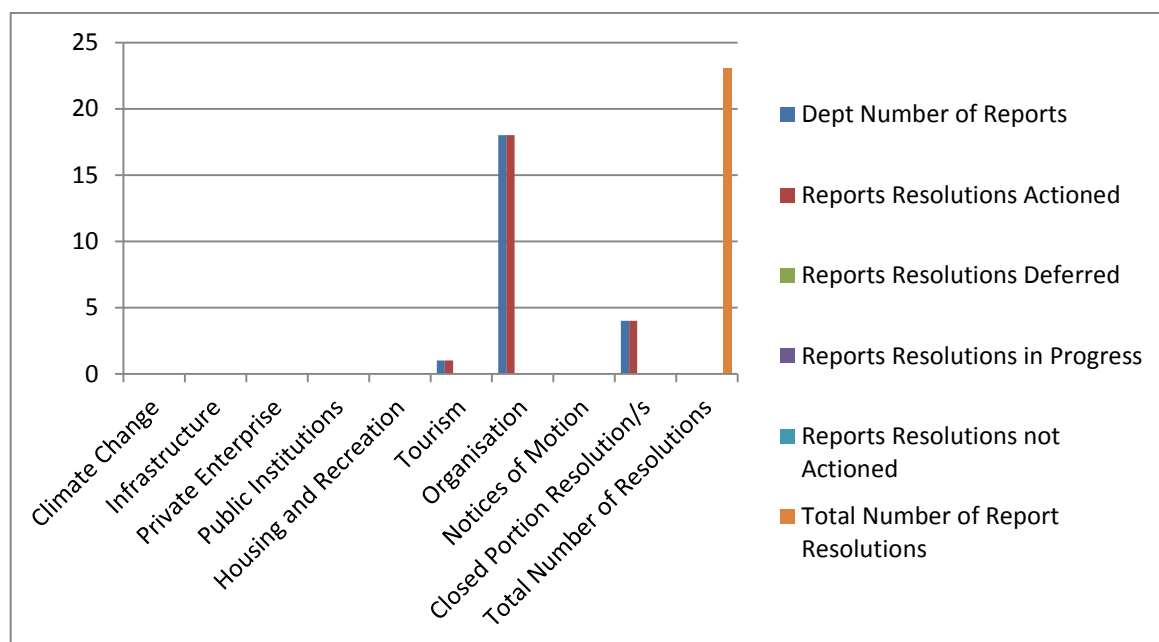
The diversion rate has remained consistently between 66% and 67% for July since the introduction of the organics collection service.



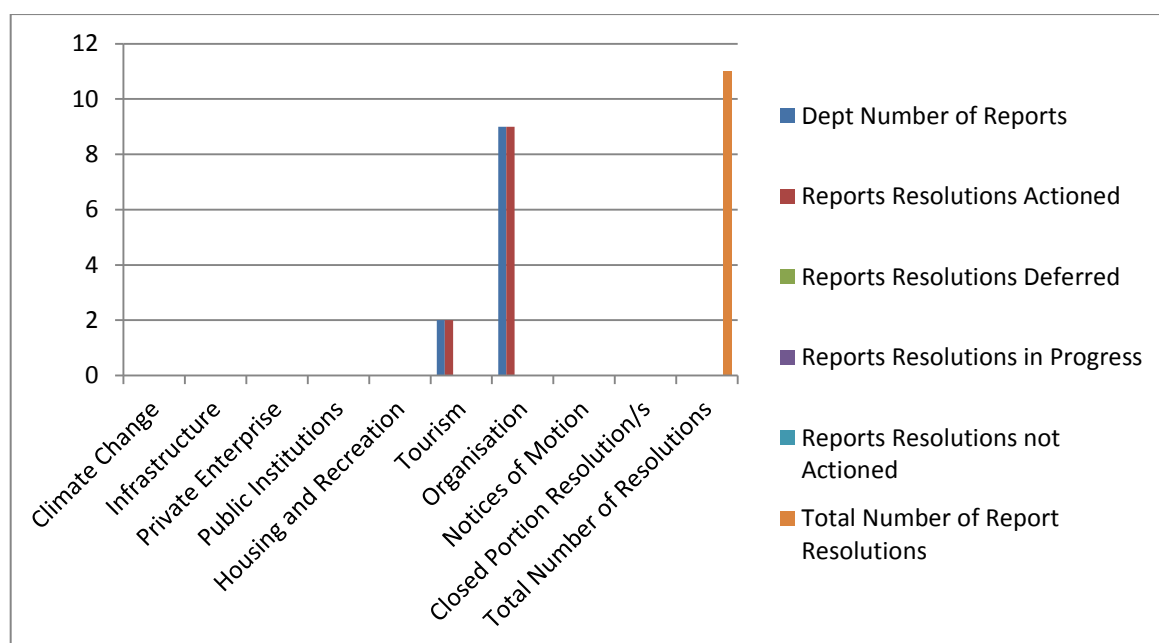
For the first time since the introduction of the organics collection service, contamination levels for July are below 3%, meaning that contamination has now remained less than 3% for seven consecutive months.

ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – JUNE 2018

Due to the June Council meeting being held a week later than usual, there was insufficient time for actioning of Council resolutions to be updated for inclusion in the July Ordinary Council meeting report



ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – JULY 2018



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
 31 JULY 2018**

This Report is to advise the Executive Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No. Description & Recommendation	Action to Date
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES
 AND ADOPTION OF NEW POLICIES**

Policy Name	Review of Policy / New Policy	Outcome
Tourism Related Directional Signage Policy	Review	Refer to Item 9.7.7
Tree Management Policy	Review	Refer to Item 9.7.9
Food Safety Management Framework Policy	Review	Refer to Item 9.7.10

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 4 July to 7 August 2018

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 10 July 2018

Time: 11.45 a.m. to 5.15 p.m. (*Crs Swan and Thomson - Item 9 ~ 7.05 p.m.*)

Attendees:

Councillors

Amanda McClaren
Malcolm Little
Debra Swan
Alistair Thomson

Officer/s

Phil Howard (Director, Innovation and Performance)
Jeff Saker (Group Manager, Community Assets)

Apologies

Councillor Kate Stothers
Councillor John Mason
Councillor Graeme (Mick) Williams
Steve Crawcour (Chief Executive Officer)
David Roff (Group Manager Corporate and Community)

Declarations of Interest

1. Councillors Discussions
2. Strathbogie Forests
3. Community Grants Review
4. Briefing with Steve Tinker and Alex Neave - Telstra North West Region
5. Ordinary Council Meeting Agenda Review
6. Assembly of Councillors
 - 6.1 Mayor and CEO Meetings Attendances
 - 6.2 Councillors Meetings Attendances
 - 6.3 Avenel Community Planning Reference Group (Avenel Action Group)
Community Plan 2017-2021
 - 6.4 Stage 2 Avenel Recreation Reserve Re-Development - Opening of Netball Courts and Skate Park Sod Turning
 - 6.5 Euroa Football Netball Club - request for donation of yearly family cinema pass
 - 6.6 Mt Camel-Graytown Road
 - 6.6 Request for Sponsorship for Australian Women in Agriculture Conference
Bus Tour to Strathbogie Shire

- 6.7 Cr Swan
 Nagambie Community House Funding Opportunity and assistance
- ~~7. Councillors and CEO Discussions~~
- 8. Special Council Meeting
 - Receive/Hear submissions to Tree Management Policy
 - Receive/Hear submission to Community Pools Strategy Report
- 9. Tourism, Arts and Culture Advisory Group Meeting (*Crs Swan & Thomson*)

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?
6.6	Cr McClaren	<i>Conflict was of a 'Direct' nature. Item was deferred due to there not being a quorum if Cr McClaren left the meeting</i>

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Officer/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 17 July 2018

Time: 1.45 p.m. - 7.00 p.m.

Attendees:

Councillors

Amanda McClaren
Malcolm Little
John Mason
Debra Swan
Alistair Thomson

Officer/s

Steve Crawcour (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager Corporate and Community)
Jeff Saker (Group Manager, Community Assets)

Apologies

Councillor Kate Stothers
Councillor Graeme (Mick) Williams

1. Councillors Discussions

Declarations of Interest

2. Goulburn Valley Funding Finder (online grants portal)
3. Ordinary Council Meeting Agenda Review
4. Assembly of Councillors
 - 4.1 Mayor and CEO Meetings Attendances
 - 4.2 Councillors Meetings Attendances
 - 4.3 Closure of Nagambie Croquet Club
 - 4.4 Meeting with CFA Group Captains
 - 4.5 Cr Williams (per Mayor)
White Ribbon Round of GVFL Football in Euroa on Saturday 4 August 2018
5. Councillors and CEO Discussions
6. Informal Meeting with Community Members / Cuppa and Chat
7. Ordinary Council Meeting at Violet Town

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Officer/s who disclosed interest	Did the Officer/s leave the meeting?

Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 24 July 2018

Time: 1.15 p.m. - 7.00 p.m.

Attendees:

Councillors

Amanda McClaren
John Mason
Debra Swan
Alistair Thomson

Officer/s

Steve Crawcour (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager Corporate and Community)
Jeff Saker (Group Manager, Community Assets)

Apologies

Councillor Kate Stothers
Councillor Malcolm Little
Councillor Graeme (Mick) Williams

1. Councillors Discussions

Declarations of Interest

2. My Strathbogie Newsletter
3. Roadside Ecology Management Review: Presentation by Tim D'Ombrian from Biodiversity Services
4. Nagambie HealthCare - update by Chief Executive Officer / Director of Nursing and Board Members
5. Committees of Management Review
6. White Ribbon GVFL Football and Netball Round
7. International Rowing Camps / Crews Training at Regatta
8. Managing Climate Risk in Agriculture Forum
9. Assembly of Councillors
 - 9.1 Mayor and CEO Meetings Attendances
 - 9.2 Councillors Meetings Attendances
 - 9.3 Euroa Health
 - 9.4 Nagambie Neighbourhood House
10. Councillors and CEO Discussions
11. Community Meeting
 - 11.1 Violet Town Recreation Reserve Toilets
 - 11.2 Violet Town Gallery Museum (*refer Attachments - Pages 23-24*)

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?

Officer/s - Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Officer/s who disclosed interest	Did the Officer/s leave the meeting?
Item 6	Group Manager, Corporate and Community	Yes

Record of Meetings of Special Committees of Council

Record of Minutes of Meetings received in the July / August 2018 Period

Name of Special Committee	Date of Meeting
Boho South Hall	28/05/18
Longwood Community Centre	26/06/18
Euroa Third Age Club	24/05/18 28/06/18

10. NOTICES OF MOTION

Nil.

11. URGENT BUSINESS

Nil.

12. CLOSURE OF MEETING TO THE PUBLIC

Nil.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Nil.

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