



STRATHBOGRIE SHIRE COUNCIL

Notice is hereby given that the Ordinary Meeting of the Strathbogrie Shire Council will be held on Tuesday 15 October 2019 at the Euroa Community Conference Centre, commencing at 6.00 p.m.

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

BUSINESS

1. Welcome
2. Acknowledgement of Traditional Land Owners
*'I acknowledge the Traditional Owners of the land on which we are meeting.
I pay my respects to their Elders, past and present'*
3. Apologies
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 17 September 2019
5. Disclosure of Interests
6. Petitions
7. Reports of Mayor and Councillors and Delegates

8. Public Question Time

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

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

Response/s to Public Questions Taken on Notice at Ordinary Council meeting held on Tuesday 17 September 2019

Council Ref: GM: 31 / 2019

The cost of disposal JEEP 4wd, vehicle issued to CEO, resignation June 2019. The purchase price, date of purchase as it appears in the Asset Register. The Written Down Value as it appears in the Shire Annual Returns. According to the Shire Code of Conduct, a fair Market Price has to be obtained before disposal. Please make a copy of this valuation available, which will include mileage covered and condition report.

Responses provided by GMCC

In response, the vehicle to which you refer was purchased in March 2018 for \$61,445.33, less GST of \$5,585.94 = net \$55,859.39. The written down value at 30 June 2019 was \$41,106.47. The vehicle was disposed of by public auction in August 2019 for \$46,000.00 which, after GST and costs, equated to a return to Council of \$41,355.68. At disposal, the odometer was showing 51,862 kilometres.

Council Ref: MM: 33 / 2019

1. Rates ...
The rates are far too high in costs for the rural sector in the shire and get nothing in return When will rural ratepayers get a discount for receiving no service from the Shire?
2. Rates dept.
When a rate notice was shown of a error of 25 years since amalgamation and the error still happening and no one at council fixing this mistake. The previous CEO and finance lady knew of this and still not fixed???

Responses provided by GMCC

Council goes through a budget process each year to assess its expenditure needs, and its average rate increase is capped by the State Government. During this Budget preparation process, there is an opportunity for ratepayers to make a submission on what they believe should be Council's priorities. In the most recent Budget, the Farm rate differential was increased to now be 17.5% below the residential rate. In relation to your comment on an error of 25 years since amalgamation, I am not aware of the specifics of the matter. If you could provide further detail, I will follow up.

8. Public Question Time (cont.)

Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 17 September 2019 were documented in the Minutes of the meeting.

9. Reports of Council Officers

- 9.1 Climate Change
- 9.2 Infrastructure
- 9.3 Private Enterprise
- 9.4 Public Institutions
- 9.5 Housing and Recreation
- 9.6 Tourism
- 9.7 Organisation

10. Notices of Motion

11. Urgent Business

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

13. Confirmation of 'Closed Portion' Decision/s

Phil Howard

ACTING CHIEF EXECUTIVE OFFICER

11 October 2019

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

Council does not generally permit individuals to make audio recordings of meetings. Individuals are required to make a written request addressed to the Council (Group Manager, Corporate & Community) should they seek to obtain permission to do so.

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 19 November 2019, at the Euroa Community Conference Centre, commencing at 6.00 p.m.



Council Ref. / 2019

Public Question Time Form Ordinary Council Meeting

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

How to ask a question:

Questions submitted to Council must be:

- (a) in writing, state the name, address and telephone number of the person submitting the question and generally be on this form, approved by Council; and
- (b) submitted to Council in person or electronically.

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

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

1.....
.....
.....
.....
.....

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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	<i>Any other matter which the Council or special committee considers would prejudice the Council or any person</i>	
C.P. 1	Notice of Motion lodged by Councillor Alistair Thomson and Councillor Kate Stothers regarding the Chief Executive Officer selection process (Ref. 04/2019)	
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9. REPORTS

9.6 TOURISM

9.6.1 Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on 12 August 2019

Author & Department

Visitor Economy & Events Coordinator / Corporate & Community Directorate

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

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

Summary

Attached are the draft meeting minutes of the Nagambie Waterways Advisory Committee held on 12 August 2019, for Council's endorsement.

RECOMMENDATION

That Council endorse the draft Minutes of the Nagambie Waterways Advisory Committee meeting held on 12 August 2019.

Background

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

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

Alternative options

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

Risk Management

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

Strategic links - policy implications and relevance to Council Plan

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

9.6.1 Nagambie Waterways Advisory Committee
- Draft Minutes of the Meeting held on 12 August 2019 (comt.)

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

The author of this report considers that the report is consistent with Best Value, National Competition Policy and competition and consumer Act requirements have been considered and applied in development of the report and recommendation.

Financial/Budgetary implications

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

Economic implications

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

Environmental/Amenity implications

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

Community implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal/Statutory implications

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

Consultation

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

Attachments

- Draft Minutes of the Nagambie Waterways Advisory Committee held on 12 August 2019
- Action List
- Presentation from GoFish Nagambie

NAGAMBIE WATERWAYS ADVISORY COMMITTEE

GENERAL MEETING

**held at the Nagambie Lakes Regatta Centre
on Monday 12th August 2019 at 5.00 pm**

MEETING MINUTES

ATTENDED:

Cr Debra Bower	Councillor Strathbogie Shire Council (Chair)
David Roff	Group Manager SSC
Libby Webster	Strathbogie Shire Council (Secretary)
Wally Cubbin	Nagambie Angling Club
John Beresford	Commercial Developers
Robert Kean	Nagambie Riparians
The Hon. Patrick McNamara	Nagambie Rowing Club
Lee Rowland	Commercial Boating Operator
Craig Stewart	Commercial Boating Operator
Scott Wikman	GMW
Alister Purbrick	Go Nagambie

Apologies:

Cr. Amanda McClaren	Mayor Strathbogie Shire Council (Chair)
Andrew Peters	Elloura Developments
Inspector Peter Koger	Victoria Police – Mitchell Division
Sgt Gary Hopper	Nagambie Police

Guests:

Rod Lockwood	GoFish Nagambie
Dave Boothroyd	Maritime Safety Victoria
Geoffrey Swanton	Maritime Safety Victoria

1. Conflicts of Interest – Lee Rowland re item of correspondence from Nagambie Lakes Boat Hire

2. Review minutes of previous Meeting held on the 17 June

The minutes of the meeting held on the 17/6/19 were tabled.

Alister requested that the minutes be corrected, due to a grammatical error in the GoFish update:-

- *Wally questioned if there were too many boats? He commented that he didn't believe the App was successful, which could have been caused by lack of phone service from phone carriers*

Pat McNamara moved the revised minutes from previous meeting be accepted as tabled and seconded by Lee Rowland, all in favour – carried.

3. GoFish Debrief (see power point report attached)

- Rod Lockwood reported that this was the first event on this geographical scale and a lot was learnt which will improve future events
- The Victorian Government have offered continued support for the 2020 event
- The impact on economic development and tourism in the region was obvious. GTR are applying for a tourism award with Tourism Victoria in the major event category
- GTR has invested \$200K in developing the app which is now being redesigned to fix the bugs. This will eliminate the need to have phone reception as the app will store the time and size and geo data on the catch and then submit it when in range
- The Victorian Fisheries Association was happy with the results of the competition, it has proven that restocking is successful and justifies that the program continues
- Maritime Safety Victoria reported extensive compliance cooperation between the Water Police Squad, Fisheries and MSV. Good results being on the water and getting safety message across
- Alister commented that having the event in 2020 on a weekend that is not a long weekend, will free up accommodation and value add to economic growth
- Patrick commented that it was a great event, which highlighted a hitherto hidden treasure of the Nagambie Waterways even for the locals. Patrick thanked GTR for the effort
- Dave asked about the success of the carp collection. Rod noted that fishermen didn't bring a lot back to the Expo as they didn't like the smell in their boat
- Cr Bower noted that the community embraced the event and will continue to act as ambassadors in the future
- John Beresford commented that the result was a great testament for the native fishing restocking program

4. Marine Safety Victoria Update

MSV is currently undertaking a public consultation process on the use of PWC's on Port Phillip Bay in highly congested waterways alongside paddlers and swimmers, particularly in the shared zones. Even if the PWC's are travelling at 5 knots, it is dangerous. The current Waterway rule require PWC's to traverse from shore in a straight line, through shared zones. So far, there has been over 1700 people who have looked at the webpage, with 350 responses lodged. These are mostly people who do not own a PWC.

MSV are looking for 75% to support changes in the waterways rules to ensure safety. There will be a marine licence demerit system for those that breach the new rules. The process with PWC rule proposal changes is a statutory 28 day consultation process after the rules are drafted. Responses are then considered and reasons for decision put forward to the Minister. It is a robust process.

Craig commented that Victoria is the only State in Australia that persists with 5 knot zones. Most others have 4 knots and no wash zones. 5 knots is a hard speed to predict, but a no wash zone is obvious. It's about modernising waterway rules and now we have the opportunity to look at all the rules.

MSV is about to release a code of practice for organisers who manage boating activity events. If an event is to be held on a waterway and if the event organiser employs people, for the purposes of the event, then under the code of practice they need to develop a risk management plan and appoint a safety duty officer to control the risks during the event or training camp. A volunteer group don't have a safety duty but they still have to manage risks. This establishes best practice and waterways managers have the right to insist on risk management plans.

MSV appoint Transport Safety Officers to enforce waterways rules. MSV will be arranging training around issuing infringement notices. All fines are put into the States general revenue fund. MSV will take on legal costs for enforcement.

MSV is currently planning a summer boating compliance process. Previously, they have had a tendency to over saturate their presence in Port Phillip and Westernport Bays and the plan is to spend more time inland. MSV will have presence at Go Fish next year. The message will be about safety and safety equipment.

Boating Vic app – The app will allow any boat user to have a look at information on boat ramp live stream cameras, linked to BOM for weather. Cameras will be installed at 500 boat ramps across Victoria. The launch of the App will be in November 2019. There will be an opportunity for waterways managers to post messages on the App – such as 'the Lake is closed due to an on-water event'.

The newly formed Better Boating Authority uses the funds from boating registrations to improve boating infrastructure and to remove boat launching fees.

5. GMW Update

Scott reported that Lake Nagambie and the Goulburn River still have the presence of Blue Green algae. Hopefully water coming from Eildon in Spring will flush the algae out.

The lowering of the Lake to undertake repair work on the weir wall was successful and GMW are looking to do it on a semi regular basis. GMW is looking for feedback on the process and possible improvements.

6. Correspondence

Libby tabled the correspondence from Marg Alcorn re the land under Chinaman's Bridge and public access to this land for picnics and bird watching. It was noted that this land was jointly managed by GMW and VicRoads. The issues of access from the Heathcote road and the danger of the degrading bridge were discussed. Libby to write a reply outlining the issues and direct her to contact GMW with any further concerns

Alister proposed the following recommendation - *that VicRoads barricade access to the area on the Heathcote side of Chinamans Bridge to block vehicle access.* Robert Kean seconded and all voted in favour. Libby to action.

Lee tabled a letter from his business, Nagambie Lakes Boat Hire, which he took over late last year. Lee is concentrating on two key things - how to market, and how / where to operate from. The majority of his customers are from the rowing clubs and NLLP. His business contributes to the tourism offerings in town. The non powered options he offers are kayaks, stand up paddle boards and paddle boats. Lee has a permit from the Shire to operate in Jacobsons Outlook and is looking to set up a base for storage in the Bowl of the Lake area, preferably with an office area. Craig commented that the business is an asset in the town.

The consideration of putting this on public land is problematic and it would be preferable to gain access to private land. The Committee agreed in principle to support the proposal and to work with Lee. It was agreed that the Committee work with Lee to explore the site options for Nagambie Lakes Boat Hire in the lake bowl area. Patrick suggested that there might be an option at the Rowing Club Hotel. Lee to meet with Patrick to discuss.

Meeting closed 6.30.

CONFIRMED MEETING SCHEDULE FOR 2019:

Monday 14 October
Monday 9 December

Signed as a true and correct record of the meeting.

Cr Debra Bower
Councillor Strathbogie Shire Council (Chair)

NAGAMBIE WATERWAYS ADVISORY COMMITTEE MEETING

Action List

Actions from June 17 2019

Action 1	LW to invite Member for Northern Victoria/Euroa to December meeting
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Libby to follow up

Action 2	Libby to develop a consultants brief for the Speed and Zoning review of the waterways
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Actions from August 12 meeting:

Action 1	LW to reply to Marg Alcorn's re the land adjacent to Chinamans Bridge
-----------------	---

Action 2	LW to contact VicRoads re land on the Heathcote side of Chinamans Bridge
-----------------	--

Action 3	LW to update the business plan to present at the October meeting
-----------------	--

Action 4	LW to follow up re white water rafting proposal
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Event Statistics.

GoFish Nagambie.

- Unique Visitors 7,521
- **Total Attendance 24,750**

Attendance Demographics.

- Interstate 13.48%
- Intrastate 77.65%
- Local (within 25kms) 8.83%

Tourism Economic Impact.

- Estimated regional tourism economic impact of \$5.6 million
- An average of 1.52 people travelled with each fishing competitor
- The average angler attended the event for a minimum of four days

Key Visitor Feedback.

- 88.9% of competitors said they will return in 2020
- 86.4% support GoFish Nagambie to be held earlier when the weather is warmer and within daylight savings
- 61% of competitors heard about the event on social media
- 91.7% were positive about all forms of event signage
- 62.2% of competitors said they would purchase merchandise next year
- Over 50% of people requested a more random spread of prizes for participants
- 61% of competitors purchased product from the exhibition



GoFish Nagambie Marketing.

GoFish Nagambie

- 6,188 Facebook followers
- 4,974 e-news subscribers
- 2,405 Instagram followers

GoNagambie Festival

- 834 Facebook followers
- 251 Instagram followers

Growth

- 12 month campaign
- GoFish pages created April 2018

Social Media

- 2,750,964 Impressions
- 738,782 reach
- 26,855 landing page views
- 282,444 page engagements

Website

- Over 64,000 unique users
- 99,515 website session
- 155 sessions per user
- 210,588 page views
- Average website stay 2 minutes

Traditional

- 56 print ads in total across key industry magazines and newspapers
- 136 radio ads in the Goulburn and Murray regions
- 17,000 DL flyers distributed around Shepparton
- 1,200 posters distributed across the local region

Articles & Footage Featured in

Herald Sun	IFish TV Episode	Fishing Monthly
Seymour Telegraph	Freshwater Fishing	VRFish
Shepp News	Fishing World	Shipmate
Country News	The Boarder Mail	Mirage News
Mansfield Courier		



Competition.

Competitor Entries.

Boat Captain	1000
Boat Passenger	868
Kayak	88
Bank	151
Total	<u>2107</u>

Fish Caught.

Murray Cod	399
Golden Perch	294
Redfin	124
European Carp	339
Total	<u>1156</u>

Prizes.

- \$250,000 cash awarded across 54 categories
- \$264,000 worth of prizes handed out
- 394 Prizes and prize packs awarded
- 300 Randomly awarded prizes
- 94 Category prizes awarded

Age Breakdown.

18 or younger	13.59%
18-30	19.50%
31-40	23.81%
41-50	19.23%
51-60	14.92%
61-70	7.41%
Over 70	1.54%

Participation Breakdown.

Male	88.1%
Female	11.9%



Exhibition & Sponsorship.

Exhibition.

77 Exhibitors / Educators Represented
5000+ SQM of Exhibition Space

Industries Present.

Fishing Tackle, Boats, Cars, Marine Engines, Handcrafted Lures, Caravans, Caravan Accessories, Fishing Technology, 4x4 Accessories, Kayaks, Fishing Accessories, Wineries, Gourmet Food Producers, Clothing and Eyewear

Sponsorship.

35 Event Partners
Over 1000m of Signage
30 Hours of TVC's



2020 and Beyond.

GTR Events is planning to implement the following recommendations to grow the festival in 2020 based on 2019 learnings and feedback from competitors and stakeholders:

- Reposition the event date forward to the last weekend of daylight savings to improve fishing conditions

New Dates: Thursday 2nd April to Sunday 5th April

- Expand the tournament zone to increase boat and bank fishing options - VFA advise to expand to Murchison
- Seek funding to support regional expansion of the fishing tournament beyond the Nagambie area to expand accommodation options
- Seek approval to create a new temporary campground adjacent to the Nagambie Regatta Centre.



Thankyou.

The entire GoFish Nagamble team wishes to thank you again for all of the support that you gave us leading up to the event and across the four amazing days. If you have any further questions our team is always available to assist where we can.

Director

Alex Ross

alex@gtrevents.com.au

CEO

Rod Lockwood

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Chairman

Daryl Herbert

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9. ORGANISATION

9.7.1 Consideration of Strathbogie Shire Council's Annual Report for the Year ended 30 June 2019

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

Council has prepared an Annual Report for the year ended 30 June 2019, in accordance with the requirements of the Local Government Act 1989. A copy of the 2018/2019 Strathbogie Shire Council Annual Report has been submitted to the Minister in accordance with the requirements of the Act. Copies of the Annual Report have been circulated to Councillors and a copy is tabled for identification purposes.

RECOMMENDATION

That the Annual Report for the year ending 30 June 2019 be adopted.

Background

Council is required under Section 131 of the Local Government Act 1989 to provide the Minister for Local Government with a copy of the Annual Report within 3 months after the end of the financial year reported.

The Council must also ensure it receives a copy of the report of the Auditor under Section 9 of the Audit Act 1994 in relation to the Financial Statements contained in the abovementioned Annual Report.

Section 134(2)(a) of the Local Government Act 1989 and Section 22(1) of the Local Government (Planning and Reporting) Regulations 2014 require that the report be considered by Council as soon as practicable, but within the time required by the Regulations after the Council has sent the report to the Minister.

Alternative Options

The processes undertaken in relation to the Annual Report for the year ending 30 June 2019 are legislated under the Local Government Act 1989. There are no alternative options.

Risk Management

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

9.7.1 Consideration of Strathbogie Shire Council's Annual Report for the Year ended 30 June 2019 (cont.)

Strategic Links – policy implications and relevance to Council Plan

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

Nil.

Website Link

Due to the large size of the Strathbogie Shire Council 2018/2019 Annual Report, it is unable to be attached to this report.

The document can be viewed / downloaded via the following website link:-

https://www.strathbogie.vic.gov.au/images/2018_2019_Annual_Report_version_1.pdf

**9.7.2 2017-2021 Shire of Strathbogie Council Plan (2019 Review)
- First Quarter Report ~ 1 July to 30 September 2019**

Author & Department

Acting Chief Executive Office / Executive Services Directorate

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

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

The 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Tuesday 27 June 2017. The 2019 review of the 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council Meeting held on Tuesday 25 June 2019.

The 2019 Review of the 2017-2021 Shire of Strathbogie Council Plan has, in summary:

Eighty-seven (87) Actions, comprising -

- > *Goal 1 - To enhance community health and wellbeing*
 - *Plan to improve community health wellbeing and liveability ~ 11 Actions*
 - *Engage and participate with the community in Council / Community initiatives ~ 3 Actions*
 - *Enhance Community resilience, including supporting and increasing the participation of volunteers ~ 6 Actions*
 - *Support and drive community, arts and cultural events ~ 2 Actions*

- > *Goal 2 - To sustainably manage our natural and built environment*
 - *To promote and support sustainable environmental initiatives ~ 8 Actions*
 - *Mitigate and adapt to a changing climate ~ 5 Actions*
 - *Protect and enhance our natural environmental assets ~ 3 Actions*
 - *Protect and enhance our built environment ~ 2 Actions*
 - *Provide efficient and effective waste management programs ~ 2 Actions*

- > *Goal 3 - To provide quality infrastructure*
 - *Provide best practice management of all assets including roads, bridges and facilities ~ 4 Actions*
 - *Provide passive and active recreational facilities ~ 9 Actions*

- > *Goal 4 - To support and deliver economic development*
 - *Promote and support local business and produce ~ 3 Actions*
 - *Support tourism and business development ~ 7 Actions*
 - *Prove innovative and sustainable land use planning ~ 5 Actions*
 - *Attract new residents ~ 2 Actions*
 - *Grow investment and employment opportunities ~ 1 Action*

9.7.2 2017-2021 Shire of Strathbogrie Council Plan (2019 Review)
- First Quarter Report ~ 1 July to 30 September 2019 (cont.)

- > *Goal 5 - To be a high performing Shire*
- *To proactively develop and deliver quality services that achieve high customer satisfaction ~ 1 Action*
 - *Continue to focus on operational efficiencies ~ 6 Actions*
 - *Continue to create a secure investment environment through sound financial management ~ 2 Actions*
 - *To be equitable and fair in all decision making processes ~ 2 Actions*
 - *To communicate and engage effectively with our community and key stakeholders ~ 3 Actions*

Of these Actions -

- 46 Actions are listed for completion in 2019/2020
- 41 Actions are spread over the remaining two terms of the Council Plan (2019-2021), with completion by June 2021

Quarterly reports are presented to Council to provide an update on the status of the Actions. The Actions of the Plan have been reviewed and progress updated, and details are provided in the attached report.

RECOMMENDATION

That the report be noted.

Background

A Council must prepare and approve a Council Plan within the period of 6 months after each general election or by the next 30 June, whichever is later, in accordance with Section 125 of the Local Government Act 1989.

The Council Plan must include the strategic objectives of Council and strategies for achieving those objectives. The Council Plan is prepared in conjunction with the yearly budget to ensure cost implications are considered and accounted for.

At least once in each financial year, a Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan, and make any adjustment it considers necessary to the Council Plan.

This report is for the first quarter (July – September 2019) following the 2019 review of the 2017-2021 Council Plan.

9.7.2 2017-2021 Shire of Strathbogie Council Plan (2019 Review)
- First Quarter Report ~ 1 July to 30 September 2019 (cont.)

Alternative Options

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

All Council Plan actions are considered during the budget process at the start of the financial year.

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

- Strathbogie Shire Council Plan Progress Report for the July to September 2019 quarter.



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review
-  On Going


Created: 11 October 2019

YEAR: 2019-2020


GOAL: 1 To enhance community health and wellbeing

STRATEGY: 1.1 Plan for the improved community health, wellbeing and liveability


ACTION: 1.1.01 Work with Strathbogie Health and Community Services Consortium to deliver relevant projects

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	20%		No current joint projects.

ACTION: 1.1.02 Work with Euroa Health in the development of a Wellness Centre

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2020	20%		The working group via Council has secured funding for the feasibility study for the Wellness Centre. Council is contributing \$20,000, Euroa Health Inc is contributing \$5,000 and the Federal Government \$50,000.


ACTION: 1.1.03 Deliver initiatives which will support the prevention of family violence including achievement of accreditation as a workplace under the White Ribbon Australia Workplace Accreditation Program

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2020	50%		<p>This action needs to be changed as we are not doing White Ribbon Accreditation and as such this should be removed. Instead this part could be replaced with "undertake self assessment under Workplace Equality and Respect Standards"</p> <p>Free from Violence Project is progressing well.</p> <p>The following key actions have been undertaken this quarter:</p> <ul style="list-style-type: none"> - Monthly project working group meetings - Facilitated Discussions, presented by Women's Health Goulburn North East, with Senior Leaders and Councillors - Completed Self Assessment under the Workplace Equality and Respect Standards and an Implementation Plan is currently being developed - Signatory to the Principles of Agreement to implement Respect & Equality for All: A strategy to prevent violence against women in Goulburn and North East Victoria 2018-2021 in partnership with Women's Health Goulburn North East and other regional organisations - Surveyed staff perspectives on Gender Equity posters in staff bathrooms - Developed Gender Equity Policy - Continued attendance at Free From Violence Community of Practice, MAV PVAW meetings and Goulburn Family Violence Executive meeting - Continuing to disseminate message to all staff through staff meetings and one on one discussions <p>Implement and create awareness around the child safe standards .Training has been rolled out to all staff in the organisation through the learning seat application. There are a significant number of new staff who won't have completed the training, need to roll out training to all new staff members.</p> <p>Plans to roll out training to all Council volunteers in 19/20</p> <p>Development of the next 3yr implementation plan is in progress but a review of the Child Safe Standards is also presently occurring at the State level.</p> <p>Liaising with HR regarding these items.</p>


ACTION: 1.1.04 Complete the expansion of the Avenel Pre-School and Maternal and Child Health project

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	100%		Project completed.


ACTION: 1.1.05 Continue to review and implement priorities from the Walking Tracks and Trails Strategy and the Footpath Strategy (including but not limited to the Apex WalkingTrack Euroa)

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2021	45%		The Tracks and Trails Advisory Group have reconvened under the new structure and are making progress with the 11 priority Tracks and Trails as originally identified. It is expected that 6 of these will be nearing completion by the beginning of 2020.

ACTION: 1.1.06 Implement the 2017-2021 Liveability Plan 12 month Action Plans

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2021	70%		<p>The five priority areas that currently guide our health and wellbeing actions are:</p> <ul style="list-style-type: none"> • Stronger Together • Respectful Relationships • Healthy Lifestyle • Rural Environment • Health Systems <p>Year 2 Annual Action Plan has been reviewed.</p> <p>Plans are underway to develop next 12mth Action Plan for year 3</p> <p>Supported Playgroup Program is continuing well with delivery of a number of programs across the Shire based on where the need is identified.</p> <p>Looking at delivering a supported playgroup for young mums in Term 4</p> <p>MCH Program</p> <p>Walk to School Program is underway. All schools in the Shire are on board this year. Champions are being identified in each school to promote and encourage walk to school activities.</p> <p>Depending on the individual school a healthy breakfast or lunch is being provided to celebrate the walk to school event.</p>

ACTION: 1.1.07 Improve recreation spaces within the Shire using the Play and Recreation Framework as a reference document

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2021	20%		Framework going to Council 15 October 2019 for approval. Work commenced on consultation for Nagambie Project.

ACTION: 1.1.08 Work with the community to implement provision of dogs off leash areas

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	80%		Negotiations continue with the Euroa Agricultural Society Inc regarding locating the Dogs Off Leash area adjacent to the Euroa Showgrounds.

ACTION: 1.1.09 Promote responsible pet ownership through the implementation of Council's Domestic Animal Management Plan 2017-21

Position(s)	Target Date	% Complete	Status	Comments
Team Leader Building Health and Compliance Services	30-Jun-2021	50%		Implementation of DAMP is ongoing throughout the year however targeted messaging around responsible pet ownership to be undertaken in March/April to coincide with registration renewals

ACTION: 1.1.10 Review Council's Community Local Law - to reflect contemporary issues


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2020	10%		Funding in 2019/20 Budget for review. To be progressed in coming months.

ACTION: 1.1.11 In conjunction with Nagambie Health progress Nagambie Healthy Ageing Hub concept and seek funding for delivery


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2021	10%		Nagambie Health about to commence allied health service provision on site. Council briefed on project.

STRATEGY: 1.2 Engage and participate with the community in Council / Community initiatives


ACTION: 1.2.01 Continue to support local community planning processes across the Shire

Position(s)	Target Date	% Complete	Status	Comments
				Strathbogie Tableland Action Group submitted their final draft Community Plan for endorsement by Council.
				Received applications for annual funding from all groups for 19-20 year. Received 2018-2019 acquittal reports from Avenel, Greytown, Strathbogie, Ruffy, Nagambie and Longwood. Euroa have an outstanding acquittal.
Manager Community Wellbeing	30-Jun-2021	30%		Appointment meetings were offered to the Community Planning Reference Groups to discuss the SmartyGrant online application process to provide additional training and support, however, these were not taken up. Information sessions were held in Euroa and Nagambie in August 2019 for the Community Planning Reference Groups. Only Avenel representatives attended the Euroa session. Unfortunately, no groups attended the session held in Nagambie. The "By appointment meetings" in the week 12 - 16th August and 2 - 6th September were not taken up by any representatives of these groups.

ACTION: 1.2.02 Seek to implement priority projects from Community Action Group Plans

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2021	15%		Currently reviewing the submitted annual action plans from all the groups.

ACTION: 1.2.03 Progress Youth Hub for Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2020	60%		<ul style="list-style-type: none"> Youth hub is nearing completion – hot water is on, floors and painting complete. Kitchenette installed. Couches, stools received and set up. TV received – awaiting installation Kitchen has been equipped Range hood has been received and awaiting installation Awaiting modem installation for wifi capabilities. Awaiting toilet to block to be built In process of planning for double garage to be built to store youth trailer and a vehicle. Plan for consultation with young Nagambie people re 'what they want' for their skate park/recreation area

STRATEGY: 1.3 Enhance community resilience, including supporting and increasing the participation of volunteers


ACTION: 1.3.01 Work with registered indigenous representative groups to support settlement agreements

Position(s)	Target Date	% Complete	Status	Comments
Acting Group Manager Innovation & Performance	30-Jun-2020	%		Current discussions in relation to work which is currently occurring and what Council's role is moving forward.

ACTION: 1.3.02 Work with State Government to seek funding from Transport For Victoria for audit of transport services within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Executive HR Business Partner	30-Jun-2020	15%		Further investigation required to understand funding options for our Shire

ACTION: 1.3.03 Recognise and profile the importance of volunteers in our local community

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2021	50%		<p>Training is being organised to take place in November 2018 for the Visitor Information Centre Volunteers in Nagambie prior to the new VIC opening. This will also be rolled out to the VIC volunteers in Euroa. The VIC will also be recognised with a Strathbogie Shire branded vest and shirt.</p> <p>VIC volunteers are invited to participate in 'famils' of our region and other areas in the GRVT at no cost to themselves. There is also an annual yearly summit that takes place in recognition of their services.</p> <p>Further recognition opportunities are also being investigated for other volunteers (ie. Euroa Cinema).</p> <p>No further development of this action to date.</p>


ACTION: 1.3.04 Investigate provision of emergency power at relief centres within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2020	30%		Investigations continue.

ACTION: 1.3.05 Continue consultation with Fire Brigade Captains to explore Fire Management Planning and CFA Best Practice


Position(s)	Target Date	% Complete	Status	Comments
Manager Operations		50%		Consultations are progressing.

ACTION: 1.3.06 Implement revised Community Grants program


Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2020	65%		<p>2018/19 Acquittals</p> <p>Active and Health - Euroa Hockey Club remains outstanding. Further reminder has been sent via smartygrants system.</p> <p>Arts and Culture – 5 out of 6 received. Violet Town RSL have indicated project going well and hope it is complete by 1 November 2019..</p> <p>Facilities and Infrastructure –Euroa Tennis Club remains outstanding. Club Secretary has confirmed it will be done soon.</p> <p>2019 -2020 program</p> <p>Arts and Culture – 4 out of 5 five have their funding. Euroa Swimming Club are working with the community on mosaic brick design. Once endorsed by Council the project will proceed.</p> <p>Environment & Sustainability – 1 submission received and funding has been released</p> <p>Facilities and Infrastructure – 12 out of 14 have received their funding.</p> <p>2019/20 Seniors Citizens Grants</p> <p>4 out of 5 submissions received and funds paid Avenel are yet to submit their application.</p> <p>2019/20 Seniors Festival Funding</p> <p>2 out of 5 submissions received; Euroa Third Age Club Inc. and Longwood Senior Citizens. Nagambie Senior Citizens, Avenel Senior Citizens, Violet Town Senior Citizens groups are yet to submit application.</p> <p>Children’s Week</p> <p>2019/20 round is open.</p> <p>Seniors event happening on Sunday 13th October</p> <p>The free event is happening at the Euroa Community Cinema courtesy of Strathbogie Shire Council as part of Seniors Festival throughout the month of October.</p> <p>Attendees will be able to enjoy a tribute of Melba’s life and career with musical interludes by Soprano Helen Koehne, tenor Raymond Khong and baritone Jamie Moffat and will be complemented by a performance from local group Strathbogie Singers.</p> <p>An exhibition of rare memorabilia will be on display, which will include letters, photographs, posters, programs and stage props relating to Melba's great career and the festivities will finish with an afternoon tea.</p>

STRATEGY: 1.4 Support and drive community, arts and cultural events

ACTION: 1.4.01 Develop and implement equitable Shire wide youth programs that focus on cultural activities, training and development, pathways to employment and civic participation

Position(s)	Target Date	% Complete	Status	Comments
Manager Community Wellbeing	30-Jun-2021	60%		<p>Youth Survey has been completed and summary of information received is currently being collated.</p> <p>Strathbogie Youth Engagement Network meetings which are chaired by the Goulburn Murray Local Learning Employment Network. Strathbogie provides the venue for this meetings. 20+ youth service providers attend these meetings.</p> <p>New Youth Development Officer has been appointed. Melanie Likos works three days a week to deliver the FReeZA program but also provides support to the overall Youth programs.</p> <p>Programs/events</p> <ul style="list-style-type: none"> • Videography/photography workshop for Evolve youth to learn to use our equipment • Blue Skies Youth Music Event (Freeza) • Show & Shine – Evolve Chill out space, inflatables, Giant games and Freeza skateboard comp • Walk to school program • The PUSH all ages tour. • International day of disability with Euroa secondary college. <p>Programs/Events in planning/discussion phase</p> <ul style="list-style-type: none"> • Currently in discussions to work on a school to work training program. • Careers festival – in discussion with Euroa Secondary college • Care Factor • Pool party series – December • NOW festival – Engage/Evolve <p>Youth media and entertainment trailer is being completed at present and should be ready in a couple weeks. The trailer will allow us to organise outdoor music and movie events for our young people.</p>

ACTION: 1.4.02 Complete and prioritise actions from Arts and Culture Strategy including art work on Nagambie Water Tower

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	70%		<p>Plan to present the Draft strategy to Council in the October 2019 Ordinary Meeting. This will then be presented to the Community for review and comment for a 30 day period, with the view that the final strategy and associated Action Plan will be adopted by the December 2019 Ordinary Meeting.</p> <p>Currently also working on an EOI application to Creative Victoria for the Regional Coworking Spaces and Creative Places program (new pilot program from Creative Victoria) to apply for funding for a feasibility study project into developing a Creative Hub in Strathbogie Shire.</p>


GOAL: 2 To sustainably manage our natural and built environment

STRATEGY: 2.1 Promote and support sustainable environmental initiatives


ACTION: 2.1.01 Continue to support Landcare groups and Catchment Management networks to target weed and pest animal management on roadsides

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	50%		State Government funding confirmed. Programs continue to be discussed with relevant groups.

ACTION: 2.1.02 Pursue 'Zero' waste events across the Shire through use of Shire Event Policy and Approvals process

Position(s)	Target Date	% Complete	Status	Comments
Waste Management Officer	30-Jun-2020	10%		Staff will engaged with event holders to understand their willingness to undertake actions that would minimise the amount of waste their events generate. Staff have also completed a review of similar policies from other Councils to inform the drafting of our own. A policy is currently being drafted to be presented to Council and once this has been adopted staff will begin finalising a procedure to help event organisers to minimise the amount of waste they generate.


ACTION: 2.1.03 Support sustainable energy initiatives in the Strathbogie Shire in conjunction with the Sustainable Development Reference Group

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	50%		This initiative is included in the SS2030 Strategy as an ongoing action. Involved with the ongoing Local Government Renewable Power Purchase Agreement with 38 other Victorian Councils to purchase Council energy from renewable sources. Councils Corporate Greenhouse Program has commenced installation with 50kW of solar, de-lamping, LED lighting and voltage optimisers on pool pumps being installed on Council facilities. This will reduce greenhouse emissions by 141.4tCO2-e, and save approx. \$32,324 per annum. Another round of facilities will be completed before December. Leading the Carbon Crunching Councils project with Benalla, Murrindindi and Towong Shires to implement a shared carbon inventory, bill checking and payment service for utilities.

ACTION: 2.1.04 Support a community clean up targeting Lake Nagambie and surrounds

Position(s)	Target Date	% Complete	Status	Comments
Waste Management Officer	30-Jun-2020	%		Clean up Australia Day is scheduled for 1 March 2020. In the lead up to this date staff will work with Community groups in Nagambie to promote CUAD 2020. A review of street litter bins focussing on Nagambie will also be undertaken to minimise litter that may end up in the waterways.


ACTION: 2.1.05 As part of Municipal Strategic Statement and Planning Scheme review, explore opportunities for native vegetation protection overlays on roadsides

Position(s)	Target Date	% Complete	Status	Comments
Acting Manager Planning & Investment	30-Jun-2020	100%		Investigations for the best way to manage and protect native vegetation on roadsides was undertaken. Clause 52.17, Native Vegetation, provides state wide protection for native vegetation both within roadsides and on private land. Applying a separate overlay was considered, however, overlays should only be utilised when the existing controls in the Planning Scheme do not provide enough protection. As roadsides are either managed by Council, DELWP or VicRoads, and all are government bodies, the provisions in relation to vegetation removal under Clause 52.17 require that a planning permit is generally required and an overlay would not provide additional protections.

ACTION: 2.1.06 Continue to support the Goulburn Broken Greenhouse Alliance

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	50%		Support for Goulburn Broken Greenhouse Alliance continues with membership renewed.

ACTION: 2.1.07 Initiate a Community-Council working group which will frame the overarching objectives and charter for a Sub-Committee for the Transition of the Strathbogie Forest to alternative uses


Position(s)	Target Date	% Complete	Status	Comments
Team Leader Climate Change & Environment	30-Jun-2020	100%		A working group has been formed to oversee the framing and new charter for a sub-committee that will work on the Transition of the Strathbogie Forest to alternative uses. It comprises of two councillors, TL Climate Change & Environment and two community members from the Strathbogie Ranges area. The group's thinking is well progressed on useful directions of the sub-committee.

ACTION: 2.1.08 Implement the recommendations of Council's Domestic Wastewater Management Plan, including working with Goulburn Valley Water to explore small town sewer schemes


Position(s)	Target Date	% Complete	Status	Comments
Team Leader Building Health and Compliance Services	30-Jun-2021	%		To be commenced in first half of 2020.

STRATEGY: 2.2 Mitigate and adapt to a changing climate


ACTION: 2.2.01 Develop a Council Policy on Climate Change

Position(s)	Target Date	% Complete	Status	Comments
Team Leader Climate Change & Environment	30-Jun-2020	30%		Following the adoption of Sustainable Strathbogie 2030, organisational policies on climate change, energy efficiency, and procurement are now progressing for council review.


ACTION: 2.2.02 Implement initiatives within the Sustainable Strathbogie 2030 Plan

Position(s)	Target Date	% Complete	Status	Comments
Team Leader Climate Change & Environment	30-Jun-2021	25%		No budget was allocated to Sustainable Strathbogie 2030 for the 2019/20 financial year. Non budget Actions have commenced and are included as a SS2030 2019/20 Action Summary in the Environmental Sustainable Development Advisory Committee Minutes each month. An annual Climate Change and Environment Report will be produced at the end of each financial year.

ACTION: 2.2.03 Hold a flood mitigation / drainage update meeting in Violet Town to form a consensus on future actions after completion of works in 2018/19 Budget

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	%		Meeting to be arranged.

ACTION: 2.2.04 Include urban forestry into urban design frameworks to increase the shaded environment of our townships and implement pilot program

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	%		Pilot program to take place in Euroa during October 2019.

ACTION: 2.2.05 Develop a program to assist rural landholders in land management - strategies for climate change, planning controls, vegetation management


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	10%		Programs being developed for implementation.

STRATEGY: 2.3 *Protect and enhance our natural environmental assets*

ACTION: 2.3.01 Implement Tree Management Guidelines

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	40%		Implementation of Guidelines ongoing.

ACTION: 2.3.02 Investigate controls to preserve landscapes as part of Planning Scheme review


Position(s)	Target Date	% Complete	Status	Comments
Acting Manager Planning & Investment	30-Jun-2021	100%		As part of the Planning Scheme review, undertaken in March 2019, a Landscape Study was identified as a lower priority item for strategic planning for the municipality. This work will be considered when the higher priority strategic work has been completed.

ACTION: 2.3.03 Continue to assist new land owners in land management through New Residents booklet, website and other means


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	20%		Content is placed on the website under "Environment" and various areas to assist new landowners. Council has previously partnered with the Arboretum, Landcare and CMN to assist with courses for small lot landowners new to the municipality, and will continue to do so.

STRATEGY: 2.4 Protect and enhance our built environment

ACTION: 2.4.01 Implement priority actions from the Stormwater Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2021	25%		<p>The following projects from the Stormwater Management Plan have been included within the 2019 - 2020 Capital Works Budget: -</p> <ul style="list-style-type: none"> - Upgrade three existing retarding basins at McGregor Avenue with a pump system (solar). - Review 1 in 5 STAGE storm event of the existing stormwater pipe network (Nagambie). - Boundary Rd South Future Open Drain from White St to Sevens Creek, including flood flap at outlet - Town centre outlet to Lake Nagambie. - Scobie Street Catchment - Construct open drain - Develop written procedures for Town Maintenance

ACTION: 2.4.02 Identify priority areas for additional street lighting and opportunities to implement additional street lighting

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2021	10%		<p>Street and Public Place Lighting Policy adopted by Council at September 2019 meeting.</p> <p>The Township Road Lighting LUX Surveys have now been completed, with the report reflecting the recent adopted policy requirements being supplied within the next two weeks for analysis to determine priority areas for additional street lighting and opportunities to implement additional street lighting.</p>

STRATEGY: 2.5 Provide efficient and effective waste management programs

ACTION: 2.5.01 Implement the Waste Management Strategy

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	30%		Implementation of the Waste Management Strategy continues and is ongoing.

ACTION: 2.5.02 Work with Goulburn-Murray Water to review and implement improved waste collection techniques on our waterways

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	30%		Discussions regarding options continue with Goulburn-Murray Water.


GOAL: 3 To provide quality infrastructure

STRATEGY: 3.1 Provide best practice management of all assets including roads, bridges and facilities


ACTION: 3.1.01 Investigate and implement asset rationalisation

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2021	30%		Investigation and implementation of asset rationalisation continues and is ongoing.

ACTION: 3.1.02 Investigate options in consultation with the community for footpaths, kerb and channelling and parking at Queen, Belmont and the east end of Bank Street, Avenel

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2020	10%		Initial discussions have been carried out with Council's Planning Department (current and future developments within the study area) and Rural Roads Victoria (intersection requirements) to gauge an idea of the future pedestrian and vehicular usage patterns. Once completed, the study area shall be surveyed and preliminary designs undertaken for stakeholder feedback.

ACTION: 3.1.03 Target major capital works projects to seek government funding to reduce Council's costs


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	50%		Officers continue to apply for appropriate grants as they become available.

ACTION: 3.1.04 Undertake condition assessment of public toilets and develop a strategy for future development


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	%		Strategy to be developed in 2020.

STRATEGY: 3.2 Provide passive and active recreational facilities


ACTION: 3.2.01 Investigate and consult in relation to providing link bridge at Rockies over the Seven Creeks and over Hughes Creek between Kent Street and Watson Street in Avenel

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	30%		Hughes Creek - design report completed. Waiting on approval from Goulburn Broken Catchment Management Authority regarding hydraulic modelling. Rockies Bridge - project to recommence in early 2020.

ACTION: 3.2.02 Construct pedestrian bridge linking Memorial Oval Euroa and Friendlies Reserve

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2020	25%		Preliminary design has been completed, which included discussions with the GBCMA. Flood modelling is currently being undertaken to determine if any neighbouring upstream residences will be adversely affected by an increase in water surface level, due to the presence of the bridge.

ACTION: 3.2.03 Continue to investigate funding opportunities for female change facilities at Euroa Memorial Oval

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	65%		Opportunities exist for funding opportunities in the following programs with Sports Recreation Victoria: - SRV Country Football and Netball Program - SRV Female Friendly Facilities Fund Discussions took place with the Memorial Oval Committee on Wednesday 19 September in relation to these opportunities and the necessity for the Committee to review the guidelines of these documents and put together a feasibility study. It was discussed with the committee that this study/plan needs to ensure it incorporates all the required elements of female friendly design where practicable in order to have the best chance of achieving funding. No further action has been taken by the Memorial Oval in the development of the opportunities as discussed. There has been no further announcement made in relation to SRV funding opportunities. To date, SRV have not yet released their funding programs for the 2019/2020/2021 financial year.

ACTION: 3.2.04 Prioritise and implement the outcomes of the Community Pools Strategy

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	30%		Implementation of Community Pools Strategy continues and is ongoing.


ACTION: 3.2.05 In partnership with the community support the priorities of the Nagambie Recreation Reserve Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	40%		Pavilion upgrade completed and irrigation is to commence this year.

ACTION: 3.2.06 Review Recreational Facilities for female friendly and All Abilities Access

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure		%		Review of recreational facilities for female friendly and all abilities access is to commence in November 2019.

ACTION: 3.2.07 Work with Friendlies Reserve Committee of Management to identify future funding models for upgrades

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2020	20%		Ongoing.

ACTION: 3.2.08 Review Violet Town Recreation Reserve Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure		50%		The Violet Town Recreation and Market Precinct Master Plan has been reviewed with internal feedback being sought for input prior to finalising.


ACTION: 3.2.09 Seek Stage 2 funding for Stage 2 boardwalk Seven Creeks Park

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Community Assets	30-Jun-2021	20%		Funding received. Progress / commencement to be considered / determined.


GOAL: 4 To support and drive economic development

STRATEGY: 4.1 Promote and support local business and produce


ACTION: 4.1.01 Encourage local produce sales in towns throughout the Shire through development of marketing collateral and actions in Economic Development Master Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	20%		<p>The development of the Food, Fibre and Flowers brochure has initiated this process. With the appointment of an Economic Development and Projects Officer in July, this action will be further explored in the Economic Development Mast Plan. Research is also being done on the advent of Agri-Tourism and ways of leveraging this new and emerging market.</p> <p>The review of the Economic Masterplan is still underway, no further progress has been made on this action at this time.</p> <p>Draft review of the Economic Masterplan will be presented to AoC in October.</p>

ACTION: 4.1.02 Promote local businesses through a Business Awards program

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	20%		Options to reinstate the local Business Awards Program is being investigated as a part of the review of the Economic Development masterplan

ACTION: 4.1.03 Support and engage with local representative business groups


Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2021	50%		<p>Further liaison with the two active business groups is being undertaken by the Economic Development Officer.</p> <p>Report has been developed to a funding support model for business groups within the Shire. Economic Development Officer is working with the Business Community in Violet Town to develop a group there.</p>

STRATEGY: 4.2 Support tourism and business development


ACTION: 4.2.01 Develop options to facilitate camping at appropriate locations within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2020	35%		Report going to 15 October Council meeting for endorsement of trial, with report to come back after March 2020.

ACTION: 4.2.02 Partner with business groups to develop support programs

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2021	50%		Undertook the Better Approvals Project in partnership with the Victorian Government, and will begin rolling out the actions and implementations as a result of this project to the Community in October 2019


ACTION: 4.2.03 Promote Graytown and other smaller communities through an increased presence on the Stathbogie Shire website and the investigation of interpretive signs and historical information

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2021	50%		Graytown was recognised as a priority area in the latest funding round for mobile blackspot areas. Some work is also being done in regards to including information about Graytown and other smaller communities in the new Tourism App and in the new Official Visitors Guide. Development of the new Official Visitors Guide and Tourism App is still ongoing.


ACTION: 4.2.04 Seek funding and support from Federal and State Governments to implement Nagambie Infrastructure Development Business Case

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	20%		Funding secured for the first stage of the boardwalk project. Election promise from the Federal Government.

ACTION: 4.2.05 Develop a Policy on town entry and roadside signage and progress implementation

Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2020	10%		The Boundary, Town Entry and District Signage Policy has been adopted by Council on the 18th June 2019 and implementation has been programmed to commence in March 2020.

ACTION: 4.2.06 Implement preferred option for involvement in regional tourism


Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	40%		<p>In relation to submission from Go Nagambie to take over management of the Nagambie Visitor Information Centre, a resolution was passed by Council to further investigate options for the management of this Centre as well as the (yet to build) new Visitor Information Centre in Euroa.</p> <p>Developed a submission for the Regional Tourism Review and have discussed options with Justin Burney, Project Director of the Regional Tourism Review. Further decisions on options available for support of regional tourism by the Victorian Government are still being investigated as a part of this review - ongoing process.</p>

ACTION: 4.2.07 Investigate installation of a dump point in Nagambie


Position(s)	Target Date	% Complete	Status	Comments
Manager Infrastructure	30-Jun-2020	%		Investigations into the installation of a dump point with Nagambie township is to commence in November 2019.

STRATEGY: 4.3 Provide innovative and sustainable land use planning


ACTION: 4.3.01 Review rural land strategy and have these outcomes (including landscape protection) included into the Municipal Strategic Statement

Position(s)	Target Date	% Complete	Status	Comments
Acting Manager Planning & Investment	30-Jun-2020	%		As part of the Planning Scheme review, undertaken in March 2019, a Rural Land Use and Rural Living Review was identified as a high priority action, and a Landscape Study was identified as a lower priority item for strategic planning for the municipality. The Rural Land Use and Rural Living Review will be investigated when the policy neutral re-write of the planning scheme has been completed and resources become available.


ACTION: 4.3.02 Review, in conjunction with the community, to identify options for improvements to Cowslip Street, Violet Town

Position(s)	Target Date	% Complete	Status	Comments
				Conducted research into the Violet Town Development Plan (2010), which was conducted by Council and Planning Consultants.
				Reviewed all supporting documentation (e.g. Bicycle Walking Path Strategy)
Manager Infrastructure	30-Jun-2020	20%		Working with the Strategic Planner, initial community consultation on the streetscape has been undertaken.
				Discussion have taken place between VTAG, Rural Roads Victoria and Council in May 2019, which have identified options for Cowslip Street. Council is currently undertaking the respective data collection and preparing concept designs for community input early in the new year.


ACTION: 4.3.03 Review Nagambie Growth Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Acting Manager Planning & Investment	30-Jun-2020	5%		Funding for the review of the Nagambie Growth Management Plan is still to be confirmed, but work has commenced with research being undertaken to form background documents for the next stage of the plan review.

ACTION: 4.3.04 Formalise Euroa parking arrangements following Euroa Township Plan Issues and Opportunities report

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2020	%		Euroa Township Strategy, which incorporates parking arrangements in Euroa, is yet to be finalised.

ACTION: 4.3.05 Progress planning for future growth in Avenel


Position(s)	Target Date	% Complete	Status	Comments
Acting Manager Planning & Investment	30-Jun-2021	%		As part of the Planning Scheme review, undertaken in March 2019, review of Avenel 2030 was identified as a medium priority item for strategic planning for the municipality. This work will be considered when the higher priority strategic work has been completed.

STRATEGY: 4.4 Attract new residents

ACTION: 4.4.01 Review effectiveness of rating incentive package in new residents to the Strathbogie Shire

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2020	%		Not commenced. Will review in second half of financial year.

ACTION: 4.4.02 Explore options to highlight the availability of employment opportunities within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	20%		This action will form part of the review of the Economic Development Masterplan

STRATEGY: 4.5 Grow investment and employment opportunities


ACTION: 4.5.01 Review, update and resource the Economic Development Master Plan and implement priority actions

Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2021	40%		Review almost complete. Briefing with Council to be scheduled.

GOAL: 5 To be a high performing Shire


STRATEGY: 5.1 To proactively develop and deliver quality services that achieve high customer satisfaction

ACTION: 5.1.01 Continue to enhance customer experiences through ongoing development of customer relationship management system


Position(s)	Target Date	% Complete	Status	Comments
Acting Group Manager Innovation & Performance	30-Jun-2021	100%		Customer service delivery and customer experience is an area of focus for council in an on going manner. At present a review of the Customer Service Charter is occurring. A recent project in relation to Better Approvals Process has been undertaken and systems being implemented to assist in improving our customers experience. Council's Customer Records Management Software continually being reviewed and improved.

STRATEGY: 5.2 Continue to focus on operational efficiencies


ACTION: 5.2.01 Continue the service plan process to assist decision making and identify service enhancements

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	%		Not yet commenced. Awaiting appointment of new CEO.


ACTION: 5.2.02 Continue to explore opportunities through collaboration with other Councils in service delivery

Position(s)	Target Date	% Complete	Status	Comments
Acting Group Manager Innovation & Performance	30-Jun-2021	100%		Opportunities to explore how services are delivered in collaboration with other rural councils are a continual discussion in regard to different projects and services. This will continue to ensure efficient delivery of services through shared knowledge, cost effectiveness and streamlining of processes, growing partnerships and networks

ACTION: 5.2.03 Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	%		Not yet commenced. Awaiting appointment of new CEO.


ACTION: 5.2.04 Prioritise outcomes of ICT strategy to aid business transformation through finalisation of "Roadmap"

Position(s)	Target Date	% Complete	Status	Comments
Manager Digital Innovation and Technology	30-Jun-2020	85%		Currently finalising strategy draft with EMT to prepare for Council adoption.

ACTION: 5.2.05 Link results of Community Satisfaction Survey to Council Plan actions


Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	%		To commence in next quarter.

ACTION: 5.2.06 Improve access to 'in the field' software and hardware for key Council functions to improve response times to permit applications and customer queries

Position(s)	Target Date	% Complete	Status	Comments
Team Leader Building Health and Compliance Services	30-Jun-2021	%		In the field software for both our Environmental Health and Building has been purchased with training and implementation to occur from October 2019.

STRATEGY: 5.3 Continue to create a secure investment environment through sound financial management

ACTION: 5.3.01 Upgrade Long Term Financial Plan to cover Ten Year period


Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2020	5%		Work has started and majority of LTFP will be completed prior to draft budget 2020-21

ACTION: 5.3.02 Review Contract Management Process and Guidelines


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2020	10%		In progress.

STRATEGY: 5.4 To be equitable and fair in all decision making processes

ACTION: 5.4.01 Ensure strategies are developed in conjunction with key stakeholders on a regional basis - North East Local Government Network


Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	25%		Councillors, executive and staff partner with the North East Councils on strategies where relevant. Current discussion are being undertaken in regards to the "Inland Rail Project" and the upgrade of the North East rail line.

ACTION: 5.4.02 Promote open and transparent reporting of Council decision making including Know Your Council Data


Position(s)	Target Date	% Complete	Status	Comments
Group Manager Corporate & Community	30-Jun-2021	90%		Data submitted. Will go live on KYC website in coming months.

STRATEGY: 5.5 To communicate and engage effectively with our community and key stakeholders


ACTION: 5.5.01 Review Communications and Engagement Strategy in line with pending changes to Local Government Act

Position(s)	Target Date	% Complete	Status	Comments
Acting Group Manager Innovation & Performance	30-Jun-2020	100%		Completed.

ACTION: 5.5.02 Work with local business associations to develop a Shire-wide skills bank that values and recognises local knowledge

Position(s)	Target Date	% Complete	Status	Comments
Manager Arts Culture and Economy	30-Jun-2020	10%		The Economic Development Officer is doing some work on developing a Local Procurement Policy which links in with this action item. No further developments at this time

ACTION: 5.5.03 Actively seek partnerships to achieve our Council Plan

Position(s)	Target Date	% Complete	Status	Comments
Acting Chief Executive Officer	30-Jun-2021	10%		Some initial and informal discussions are being undertaken but no new formal partnerships have been formed.

**9.7.3 Strathbogie Shire Council Audit Committee
- Draft Minutes of the Meeting held on Thursday 12 September 2019**

Author / Department

Group Manager, Corporate and Community / Corporate and Community Department

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

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

Summary

Attached are draft unconfirmed Minutes of the Audit Committee meeting held on Thursday 12 September 2019

Amongst items considered by the Committee at the meeting were:

- VAGO Fraud and Corruption Action Plan
- Review of Councillor Support policy
- Purchasing Card Policy
- Amendments to CEO Directives
- 2018/19 Annual Financial Report
- 2018/19 Performance Statement and Governance and Management Checklist
- 2018/19 Draft Final Management Letter
- 2018/19 Closing Report to Audit Committee
- Audit Committee Composition

As well as the scheduled meeting, Councillors met with the Audit Committee to discuss the VAGO Audit and other relevant matters.

RECOMMENDATION

- 1. That the draft Minutes of Audit Committee meetings held on Thursday 12 September 2019 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.

9.7.3 Strathbogie Shire Council Audit Committee
- Draft Minutes of the Meeting held on Thursday 12 September 2019 (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 will address some items which are of interest to the community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

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 Thursday 12 September 2019.



STRATHBOGRIE SHIRE COUNCIL

Minutes of a meeting of the Strathbogrie Shire Council Audit Committee held on Thursday 12 September 2019 in Meeting Room 2 at the Strathbogrie Shire Council Offices, commencing at 9.30 a.m.

Committee Members:	Ms Claire Taranto (Chair) - Community Representative
	Mr Alister Purbrick - Community Representative
	Cr Graeme Williams - Council Representative
Officers:	Mr Phil Howard - Acting Chief Executive Officer
	Mr David Roff - Group Manager, Corporate and Community
	Mr Upul Sathurusinghe - Manager Finance
Internal Auditors:	Ms Kate Scarce - AFS & Associates
External Auditors:	Jonathan Kyvelidis* - Sector Director, Local Government - Victorian Auditor-General's Office
	Sanchu Chummar* - Senior Manager, Financial Audit - Victorian Auditor-General's Office
	* participated via conference call until 10.33 a.m.

1. Welcome
2. Acknowledgement of Traditional Land Owners

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

3. Apologies

Mr Robert Gardner	-	Community Representative
Mr Brad Ead	-	AFS & Associates
Mr Jeff Saker	-	Group Manager Community Assets

4. Disclosure of Interests

Nil

Strathbogie Shire Council
Audit Committee Meeting

12 September 2019

5. Confirmation of Minutes

27/19 ALISTER PURBRICK/GRAEME WILLIAMS : That the Minutes of the Audit Committee meeting held on Friday 14 June 2019 be confirmed.

CARRIED

28/19 ALISTER PURBRICK/GRAEME WILLIAMS : That the Minutes of the Special Audit Committee meeting held on Thursday 4 July 2019 be confirmed.

CARRIED

6. Business

7. Items raised by Committee Members

8. Next Meeting

6.	Business	Report Page No.
6.1	Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan	1
6.2	Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government <ul style="list-style-type: none"> • Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 • Purchasing Card Policy 2019 	4
6.3	Amendments to Chief Executive Officer Directives following VAGO Fraud and Corruption Audit – Local Government <ul style="list-style-type: none"> • Draft Cash Handling and Receipting CEO Directive August 2019 • Discretionary Expenditure Guide 2019 • Fraud and Corruption Register • Draft Instrument of Delegation for Certain Financial Transactions 	10
6.4	Internal Audit Reports <ul style="list-style-type: none"> • Internal Audit Program Status update • Audit Committees Quarterly Update • Outstanding actions 	14
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6. BUSINESS

6.1 Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan

Author / Department

Project Officer Corporate Governance/Acting Chief Executive's Office

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 defined by the *Local Government Act 1989*.

Summary

As one of the four Councils reviewed by the Victorian Auditor General's Office (VAGO), the Fraud and Corruption Control – Local Government report June 2019 identified a number of recommendations for implementation at Strathbogie Shire to address policy and system failings. Council's response to the recommendations, which listed a range of actions and timeframes for delivery, was included in VAGO's final report.

There were also other actions arising from resolutions from the Special Council Meeting of 2 July 2019 and recommendations from the Audit Committee meeting of 5 July 2019 following their respective considerations of the VAGO report.

Following the appointment of a short term Project Officer Corporate Governance role, a detailed action plan was developed to ensure directions from all three bodies were implemented.

The purpose of this report is to provide the detailed Combined Action Plan to the Audit Committee for their information, particularly given one of the recommendations from the 4 July 2019 Audit Committee meeting was to develop an action plan to monitor Council's response to the report.

RECOMMENDATION

That the Audit Committee note and endorse the Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan.

GRAEME WILLIAMS/ALISTER PURBRICK -

Amendment:

That the Audit Committee note and endorse the Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan, and recognize that the Plan is subject to continual reviews.

29/19
30/10

***ON BEING PUT, THE AMENDMENT BECAME THE MOTION
ON BEING PUT, THE MOTION WAS CARRIED***

NB: 'Review' to replace 'authorise' in Action Plan where related to expenses.

6.1 Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan (cont.)

Background

The VAGO audit related to fraud and corruption control and focused on the following expenditure areas and Council activities:

- Councillor and staff purchasing card and fuel card transactions
- reimbursement of councillor expenses
- public reporting of councillor expenses
- identifying and managing conflicts of interest
- responding to incidents of suspected fraud and corruption.

Twelve (12) recommendations made by VAGO related to Strathbogie Shire, primarily focusing on strengthening policies and procedures to ensure that Council expenditure reflected community expectations and provided for sufficient controls to mitigate possible fraud and corruption.

VAGO's findings have been combined with the resolutions from the Special Council Meeting of 2 July 2019, and the recommendations from the 5 July 2019 Audit Committee meeting, both of which identified actions they would like to see form part of Council's response to improving policies, procedures and changing our culture around expenditure and transparency.

It is acknowledged that the Combined Action Plan is repetitive.

Officers, however, considered it was important to detail the individual recommendations and resolutions made by the three bodies mentioned above and to demonstrate that each had been responded to through the work being completed by the organisation.

Alternative Options

A less detailed combined action plan, which overcomes the repetitiveness of the Combined Action Plan attached to this report, has been developed for Council's website and is updated regularly.

Risk Management

It is imperative to action all recommendations from VAGO, Council and the Audit Committee to ensure Council responds to the findings of the audit in a coordinated, transparent and timely manner to mitigate risks around:

- possible fraud and corruption
- damage to Council's reputation and standing in the community and local government sector.

Strategic Links – policy implications and relevance to Council Plan

The relevant objectives and actions of the Council Plan (reviewed 2019) relate to the implementation of the Combined Action Plan:

Goal 5: To be a high performing Shire

Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change.

6.1 Victorian Auditor General's Office (VAGO) Fraud and Corruption Controls – Local Government Audit June 2019 Combined Action Plan (cont.)

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

Recommendations around the review of the purchasing card policy have potential implications for best value in ensuring the most appropriate and efficient method of purchasing goods and services.

It is also important to ensure that Council's Procurement Policy and Guidelines are amended to reflect changes to the allocation, use and auditing of purchasing cards.

Financial / Budgetary Implications

There are no significant budgetary or financial implications arising from the implementation of the Combined Action Plan aside from the wages and on costs associated with the employment of a short term Project Officer Corporate Governance. This expenditure is being met from within existing budget allocations.

Economic Implications

There are no significant economic implications arising from this report.

Environmental / Amenity Implications

There are no environmental or amenity implications arising from this report.

Community Implications

The combined action plan, once implemented, will form the basis of rebuilding community trust in 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

Some actions identified by VAGO focus on ensuring Council meets its statutory obligations around public reporting of councilor expenses as required by the Local Government (Planning and Reporting) Regulations 2014.

Consultation

A communication plan is in place to ensure that information is provided to the community as work progresses on implementing the actions and recommendations of VAGO, Council and the Audit Committee.

A simplified website version of the combined action plan has been produced, and is being regularly updated, to ensure the community is kept up to date with the work being undertaken by Council in response to the issues raised by the audit.

Documents distributed to Audit Committee Members

- Detailed Combined Action Plan – Response to VAGO Fraud and Corruption Audit 21019, 29 August 2019.

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government

Author / Department

Project Officer Corporate Governance/Acting Chief Executive's Office

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 defined by the *Local Government Act 1989*.

Summary

The VAGO Fraud and Corruption Control – Local Government report June 2019 identified that a number of Council policies and procedures required review.

There were also other actions arising from the Audit Committee meeting of 5 July 2019 and resolutions from the Special Council Meeting of 2 July 2019 in relation to the review of existing policies and procedures.

Following the appointment of a short term Project Officer, Corporate Governance role, a number of policies have been reviewed in consultation with the Finance department, management team and Executive Management Team.

The purpose of this report is to request the Audit Committee's review of the following draft policies and to recommend to Council that they be considered for adoption:

- o Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
- o Purchasing Card Policy 2019.

The Acting Chief Executive Officer has also reviewed the Instrument of Financial Delegations as a means of responding to the Council resolution to reduce the number of purchasing cards issued across the organisation.

RECOMMENDATION

That the Audit Committee:

1. Review the following draft policies, which have been amended in response to the findings of the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government June 2019:
 - Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
 - Purchasing Card Policy 2019.
2. Recommend that the policies be referred to Council for consideration and adoption.

31/19 GRAEME WILLIAMS/ALISTER PURBRICK : That the Recommendation be adopted, subject to minor amendments being made to the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019, as verbally tabled at the meeting.

CARRIED

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government (cont.)

Background

VAGO, Council and the Audit Committee have all made recommendations as to how the existing Councillor Expenditure Policy and Purchasing Card Policy should be amended to strengthen fraud and corruption controls.

Table 1 outlines the recommendations by each of these three bodies in relation to the review of these policies and identifies how the draft policies respond to them.

VAGO RECOMMENDATIONS	
<p>Require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions.</p> <p>Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefitted from the expense.</p>	<p>A revised Councillor Expenses Reimbursement Request Form is attached to the draft Councillor Support, Resources, Expenditure and Reimbursement Policy 2019 and requires certification of claims against legislative requirements and the policy.</p> <p>The draft policy specifies the minimum requirements for evidence to support claims and more robust internal reviews of information.</p>
<p>Review credit card policies and improve controls to ensure only allocated cardholders use their cards and there is appropriate segregation of duties over expenditure approvals.</p>	<p>Existing policies have been reviewed and best practice incorporated into the draft policies.</p> <p>The Executive Management Team reviewed and approved the referral of the drafts to the Audit Committee and Council on 28 August 2019.</p> <p>Consultation has been undertaken with key staff, particularly in Finance and Operations, in the drafting of these policies.</p>
<p>Ensure the council's Chief Financial Officer or equivalent approves CEO expenditure and reports all expenditure by, or on behalf of, the CEO to the Audit and Risk Committee and/or the council for periodic review.</p>	<p>The draft Purchasing Card Policy is explicit in requiring a review of CEO expenditure by the Mayor and the Group Manager, Corporate & Community.</p> <p>The policy also specifies that the Finance department will undertake random monthly audits as a further fraud and corruption control.</p>

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government (cont.)

VAGO RECOMMENDATIONS	
<p>Document and develop formalised reporting over credit and fuel card use and incorporate, where appropriate, data analytics to identify anomalies.</p>	<p>Both draft policies contain a new 'Auditing and Reporting' section outlining specific requirements around the auditing and reporting of expenditure, including monthly random audits of all three types of expenditure by the Finance department.</p> <p>Council's internal audit program will also be amended to increase scrutiny over councillor expenditure.</p> <p>Work has commenced on developing reporting templates and data mining processes in partnership with the Finance and IT departments to streamline reporting and auditing processes.</p>
<p>Review, and as necessary revise, council policies on the purchase and reimbursement of meals and alcohol considering community perceptions, and require, for transaction approval, clear evidence of the community benefit from this expenditure and appropriate supporting documentation.</p>	<p>Draft purchasing card policy explicitly prohibits the use of cards to purchase alcohol.</p> <p>The draft councillor support, resources, expenditure and reimbursement policy 2019 policy limits expenditure on meals and refreshments.</p>
COUNCIL RESOLUTIONS	
<p>Councillor Expenditure Policy Review</p> <ul style="list-style-type: none"> - Mayoral expenses to be signed off by the CEO - Councillor expenses to be signed off by CEO - Expenses to be authorised by Audit Committee. 	<p>The draft policy explicitly requires approval of expenditure by the Mayor and Councillors as per this resolution, with a double control being added to require the Group Manager Corporate & Community to also review and authorise such expenditure.</p> <p>The policy identifies how expenditure will be audited and reported to the Audit Committee on a quarterly basis.</p>
<p>Councillors to agree that all expenses will be in accordance with the Councillor Expense Entitlement Policy.</p>	<p>The forms attached to the draft Councillor Support, Resources, Expenditure and Reimbursement Policy requires Councillors to certify expenses and provide specified minimum information and documentation to enable the consideration of reimbursement of the expense.</p>

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government (cont.)

COUNCIL RESOLUTIONS	
<p>Development of reporting template and procedure for review and authorisation of CEO and Councillor expenses.</p>	<p>A proposed reporting template for Councillor expenses contained in the draft Councillor Support, Resources, Expenditure and Reimbursement Policy 2019.</p> <p>Meeting with Finance and IT held on 20 August to discuss extraction of data and amendments to Magiq (Council's finance software system) to reflect expenditure categories.</p>
<p>Corporate Credit Card Policy Review</p> <ul style="list-style-type: none"> - Minimise the number of cards - Adopt best practice - Identify essential requirements for use. 	<p>Draft Purchasing Card Policy 2019 minimises the numbers of cards, limits use of purchasing cards and adopts best practice from local and State government.</p> <p>Financial delegations from the CEO have also been reviewed to reduce the number of cards.</p> <p>Clear limits and controls around use are specified.</p>
AUDIT COMMITTEE	
<p>Internal audit implications:</p> <ul style="list-style-type: none"> - Annual credit card audit - Review format of Councillor expense claim form - AFS to employ data analytics in forthcoming audits 	<p>The draft policies identify new, thorough internal auditing and reporting systems and requirements.</p> <p>The Councillor expense claim form has been redrafted to require more minimum information and certification against the policy and legislation..</p>
<ul style="list-style-type: none"> - CEO & Mayoral expenses to be authorised by the Audit Committee. - Summary of expenses to be provided to Audit Committee or high level report based on quantity, value and categories specified in the Regulations. - To be supported by data mining by AFS (testing of credit card transactions already forms part of internal audit program) 	<p>Draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy includes procedures and requirements for internal audits and provision of quarterly reports on expenses to the Audit Committee, as outlined in the Forms section of the policy.</p> <p>Data mining to be undertaken on a monthly basis by the Finance department on a random sample of transactions.</p> <p>Discussions with the Finance and IT departments have commenced to create new reporting procedures.</p>

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government (cont.)

Alternative Options

A range of policies and public reports from other councils and State government departments have been reviewed and considered to identify what procedures constitutes best practice, as per the recommendations from the Audit Committee and Council.

Risk Management

The adoption of the draft policies is a key risk management tool to mitigate possible fraud and corruption. In particular, both policies identify comprehensive internal auditing and

Strategic Links – policy implications and relevance to Council Plan

The relevant objectives and actions of the Council Plan (reviewed 2019) relate to the draft policies attached to this report:

Goal 5: To be a high performing Shire

Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change.

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

The recommendations from VAGO, Council and the Audit Committee in relation to the purchasing card policy review have implications for best value.

While the draft purchasing card policy, and subsequent review of officers issued with a purchasing card aims to restrict the use of these cards, it must be recognised that there are instances where the use of a purchasing card is the only means of procuring goods and services.

Council's Procurement Policy and Guidelines are currently being reviewed by Council's Procurement Officer, however direction has been provided by the Project Officer Corporate Governance to ensure that the amended procurement documents assist with the implementation of recommendations relating to purchasing cards.

One key element is ensuring that the policy/guidelines clearly state purchasing cards cannot be used to circumvent procurement processes and are only to be used in very limited circumstances.

Financial / Budgetary Implications

The draft policies help ensure that expenditure by councillors and the organisation is strictly controlled, audited and reported.

There are no significant budgetary implications, however additional work is created for the Finance department in terms of new monthly and quarterly auditing and reporting requirements.

Economic Implications

There are no significant economic implications arising from this report.

6.2 Review of Policies in response to VAGO Fraud and Corruption Audit – Local Government (cont.)

Environmental / Amenity Implications

There are no environmental or amenity implications arising from this report.

Community Implications

There are no significant community implications arising from this report, however the draft policies will be made publically available to ensure transparency and accountability around council expenditure.

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 revised Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy complies with reporting requirements relating to councillor expenditure outlined in the Local Government (Planning and Reporting) Regulations 2014, as recommended by VAGO.

The following measures have also been implemented to achieve best practice, as directed by Council and the Audit Committee:

- an additional expenditure category entitled 'Other Expenses' has been added to capture all reimbursements and expenditure related to councillors
- proposed monthly auditing of a random sample of councillor expenditure claims by the Finance department
- proposed quarterly reporting of councillor expenses to the Audit Committee
- proposed public access to the quarterly reporting of councillor expenses through Council's website once received and noted by the Audit Committee.

Consultation

The draft policies are not required to be subject to a consultation process under the *Local Government Act 1989*.

Documents distributed to Audit Committee Members

- Draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
- Draft Purchasing Card Policy 2019
- Instrument for Certain Financial Delegations and Procurement Functions August 2019.

6.3 Amendments to Chief Executive Officer Directives following VAGO Fraud and Corruption Audit

Author / Department

Project Officer Corporate Governance/Acting Chief Executive's Office

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 defined by the *Local Government Act 1989*.

Summary

The VAGO Fraud and Corruption Control – Local Government report June 2019 identified that a number of Council policies and procedures required review.

The Executive Management Team endorsed amendments to various Chief Executive Officer Directives to address the recommendations of VAGO, Audit Committee recommendations from its meeting of 4 July 2019 and resolutions from the Special Council Meeting of 2 July 2019.

The purpose of this report is to forward the revised documents to the Audit Committee for noting.

- Cash Handling and Receipting CEO Directive
- Discretionary Expenditure Guidelines 2019
- Fraud and Corruption register template
- Instrument of Delegation for Certain Financial Transactions

RECOMMENDATION

That the Audit Committee note the amendments made to the following documents in response to recommendations made in the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government June 2019:

- Draft Cash Handling and Receipting CEO Directive August 2019
- Discretionary Expenditure Guide 2019
- Fraud and Corruption Register
- Draft Instrument of Delegation for Certain Financial Transactions.

32/19 ALISTER PURBRICK/GRAEME WILLIAMS : That the Recommendation be adopted, subject to minor changes to presented documents, as verbally tabled at the meeting.

CARRIED

Background

A number of operational policies and documents have been amended by the Chief Executive Officer in response to VAGO's recommendations.

6.3 Amendments to Chief Executive Officer Directives following VAGO Fraud and Corruption Audit (cont.)

The purpose of this report is to provide the Audit Committee with an opportunity to review the changes made to these internal documents as evidence that the organisation has responded to the VAGO findings, Council resolutions and Audit Committee recommendations.

The table below identifies the source of the action/recommendation and the change made to the document.

AUDIT COMMITTEE RECOMMENDATIONS	
Review Discretionary Expenditure Guide	Guidelines amended to explicitly prohibit purchase of alcohol and to strictly limit 'entertainment' related expenses. Note: a more comprehensive review of the policy will be undertaken to ensure it aligns with other policies being drafted as part of the VAGO response.
VAGO RECOMMENDATIONS	
Review, and as necessary revise, council policies on the purchase and reimbursement of meals and alcohol considering community perceptions, and require, for transaction approval, clear evidence of the community benefit from this expenditure and appropriate supporting documentation.	Guidelines amended to explicitly prohibit purchase of alcohol and to strictly limit 'entertainment' related expenses. The draft Cash Handling and Receipting CEO Directive explicitly prohibits the reimbursement of meals through the use of petty cash and rather requiring an expense claim to be processed through Accounts Payable to help drive cultural change. This draft CEO directive also explicitly prohibits the refund of purchases of alcohol.
Develop and maintain a fraud and corruption incident registers to accurately record suspected incidents of fraud and corruption, their handling, and all relevant supporting documentation.	A fraud and corruption register was created on council's electronic documentation management system, only to be accessed by Human Resources, the Group Manager Corporate & Community and the Chief Executive Officer. The template for the register is attached to this report.
COUNCIL RESOLUTIONS	
CEO directive around alcohol – advise staff alcohol expenses are not to be reimbursed.	The Discretionary Expenditure Guidelines amended to explicitly prohibit purchase of alcohol. The draft Cash Handling and Receipting CEO Directive explicitly prohibits reimbursement of expenses relating to the purchase of alcohol.

6.3 Amendments to Chief Executive Officer Directives following VAGO Fraud and Corruption Audit (cont.)

COUNCIL RESOLUTIONS	
<p>Corporate Credit Card Policy</p> <ul style="list-style-type: none"> - Minimise the number of cards - Adopt best practice - Identify essential use requirements. 	<p>The financial delegations document identifies the positions that have authority to be issued with a purchasing card.</p> <p>At present there are 20 positions with authority to be issued with a purchasing card, which is proposed to be reduced to 12 positions in the draft financial delegations. A thorough review was undertaken by the Executive Management Team to ensure there was an appropriate balance between meeting essential operational needs and the proliferation of cards.</p>

Alternative Options

The instructions from the various bodies as to the actions required to be undertaken by the organisation are clear and there are no other alternatives but to be explicitly clear in policies and procedures as to what is and is not acceptable in terms of the expenditure of public money.

Risk Management

The amendment of the internal documents strengthens Council's risk management framework by identifying behaviours that will not be tolerated and the procedures in place to ensure there is a review of expenditure by senior staff.

Strategic Links – policy implications and relevance to Council Plan

The relevant objectives and actions of the Council Plan (reviewed 2019) relate to the documents attached to this report:

Goal 5: To be a high performing Shire

Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change.

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

There are considered to be no significant implications arising from this report.

Financial / Budgetary Implications

The review of financial delegations clearly identifies

Economic Implications

There are considered to be no significant implications arising from this report.

Environmental / Amenity Implications

There are considered to be no significant implications arising from this report.

6.3 Amendments to Chief Executive Officer Directives following VAGO Fraud and Corruption Audit (cont.)

Community Implications

The review of these policies by the Chief Executive Officer results in community benefit through setting clear rules around how public money will be expended and the behaviours that will not be tolerated by the organisation.

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

There are no legal or statutory requirements for the organisation to create and adopt these policies, however they are an integral way in which a good governance framework and culture is created.

Consultation

The amendment to internal operational policies does not trigger the need for community consultation.

Documents distributed to Audit Committee Members

- Cash Handling and Receipting CEO Directive
- Discretionary Expenditure Guidelines 2019
- Fraud and Corruption register template
- Instrument of Delegation for Certain Financial Transactions

6.4 Internal Audit Reports

- Internal Audit Program Status update
- Audit Committees Quarterly Update
- Outstanding actions – a summary of actions from the current Internal Audit program has been collated and is attached .Further work is required to update this document and it will be reported on to each Audit Committee meeting

For the information of Audit Committee members copies of the above reports are attached for review.

RECOMMENDATION

That the Internal Audit Reports be noted.

33/19 GRAEME WILLIAMS/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

NB: Group Manager, Corporate and Community to provide status update at the next meeting.

6.5 2018/2019 Annual Financial Report

The Annual Financial Report has been finalised and is currently being reviewed by Council's External Auditors, the Victorian Auditor-General's Office. It is likely the Auditor-General will provide final unqualified audit opinions next week. The Financial Statements will be forwarded on Monday and the opinion as soon as received.

Other than minor amendments to note disclosures or presentation, no changes to the report are anticipated.

RECOMMENDATION

That the 2018/2019 Annual Financial Report be endorsed by the Audit Committee for presentation to Council for adoption.

34/19 ALISTER PURBRICK/GRAEME WILLIAMS : That the Recommendation be adopted.

CARRIED

6.5 2018/2019 Annual Financial Report (Icont.)

Discussion

The Annual Financial Report is prepared strictly in accordance with the applicable Australian Accounting Standards which includes the Australian equivalent to International Financial Reporting Standards (AIFRS). These Standards require the preparation of five mandatory statements. These statements include:

- “Comprehensive Income Statement” (Operating – Accrual Statement). This comprises non-cash items such as Depreciation and Cost of Goods (assets) sold, and excludes Capital Expenditure and Transfers to and from Other Reserves.
- “Balance Sheet” which lists Councils’ assets and liabilities. It indicates the overall financial position of Council.
- “Statement of Changes in Equity”. This indicates movements in Council’s Reserve Funds.
- “Statement of Cash Flows”. This indicates all cash expended and received for all activities during the financial year.
- “Statement of Capital Works” which details Council’s capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, infrastructure, plant and equipment by each category of asset.

For the 2018/2019 financial year, Council is also required to prepare two “Budget Comparison Notes” with variance explanations to the 2018/2019 Annual Budget. These being –

1. Income and Expenditure
2. Capital Works

The following analysis of the 2018/2019 Annual Financial Report is at a macro level, which reflects the nature of the Report’s disclosures. It is not designed nor intended to be used as a Management report that provides details of programs, or resultant variances. No analysis has been provided for the Statement of Changes in Equity.

1. Income Statement

The operating result represents the accrual accounting treatments, which includes the non-cash items of depreciation and cost of goods (assets) sold, but excludes expenditure on Capital items, loan proceeds and loan principal repayments and transfers to and from other reserves. For the year ended 30 June 2019, Council reported a net surplus of \$6,500,148 which was affected principally by grant revenue received in advance, reduced borrowing costs and a decrease in the written down value of infrastructure assets.

2. Balance Sheet

Council’s Balance Sheet indicates that Council’s overall financial position and its cash and liquidity position is sound and within acceptable financial parameters.

6.5 2018/2019 Annual Financial Report (Icont.)

Council's cash position as at 30 June 2019 was represented by cash on hand and investment of \$10.62 million. This represents a decrease in cash holdings of \$3.461 million during the 2018/19 financial year due primarily to expenditure on capital works, and funds owed to Council for capital works. A number of capital works will also be carried over into the 2019/20 financial year.

The value of Council's property, infrastructure, plant and equipment non-current assets as at 30 June 2019 is \$292.15 million, an increase of \$5.434 million, due primarily to the acquisition of assets as part of Council's capital works program.

Council's end-of-year working capital ratio is 2.18:1, which is greater than the target ratio of 1.5:1. This ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities.

3. Cash Flow Statement

Cash flow reflects expenditure on capital works and there are a number of projects carried forward to 2019/20.

4. Statement of Capital Works

Council completed \$13.79 million worth of projects for 2018/19, an increase of 35.3% over the previous year as carried over works from 2017/18 were completed and flood recovery works (externally funded) were undertaken.

A number of projects will be carried forward to the 2019/20 year.

Conclusion

The Annual Financial Report indicates that Council's overall financial position is sound for the financial year ended 30 June 2019.

Documents distributed to Audit Committee Members

- Annual Financial Report 2018/2019 (separately circulated).

6.6 Performance Statement 2018/2019 and Governance and Management Checklist

Executive Summary

This report presents Council's Performance Statement 2018/2019 and Governance and Management Checklist 2018/2019 for review and recommendation to be endorsed by the Audit Committee for presentation to Council for adoption. The Performance Statement and Governance and Management Checklist are being finalised and will be forwarded on Monday

RECOMMENDATION

That the Audit Committee endorse the following reports for presentation to Council for adoption –

1. Performance Statement 2018/2019.
2. Governance and Management Checklist 2018/2019.

35/19 *GRAEME WILLIAMS/ALISTER PURBRICK* : *That The Recommendation be adopted.*

CARRIED

Background

Under Section 131 of the Local Government Act 1989 the Annual Budget 2018/2019 included a list of prescribed indicators of service performance, financial and sustainable capacity performance required by regulations to be reported against in the performance statement. The Performance Statement represents an independent certification of Council's results against the prescribed indicators. In addition, Section 131 requires Council to report on Council's assessment against the prescribed governance and management checklist for 2018/2019.

Discussion

This is the fifth year of operation of the Local Government Performance Reporting Framework (LGPRF). There is a comparison between 2015/16 ,2016/17,2017/18 and 2018/19 with comments detailing any variances. All data was collected according to the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Subject to Council adopting the recommendation in this report, the Performance Statement will be forwarded to the Victorian Auditor-General for certification. It is also a statutory requirement for Council to include the Performance Statement in the Annual Report 2018/19.

Conclusion

The Acting Chief Executive Officer and two Councillors are required to sign the Performance Statement (refer Appendix A – separately circulated). It is recommended that the Audit Committee recommend Council adopt, in principle, the Performance Statement shown as Appendix A.

6.6 Performance Statement 2018/2019 and Governance and Management Checklist (cont.)

The Acting Chief Executive Officer and one Councillor are required to sign the Governance and Management Checklist (refer Appendix B – separately circulated).

Documents distributed to Audit Committee Members

- Strathbogie Shire Council Performance Statement 2018/2019 (separately circulated).
- Governance and Management Checklist 2018/2019 (separately circulated).

6.7 Draft Final Management Letter

The draft Final Management Letter (which encompasses the outstanding actions of the Interim Management Letter) will be distributed prior to the Audit Committee meeting.

RECOMMENDATION

That the report, as tabled, be noted.

36/19 GRAEME WILLIAMS/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

6.8 Closing Report to the Audit Committee

The Closing Report to the Audit Committee will be distributed prior to the Audit Committee meeting.

RECOMMENDATION

That the report, as tabled, be noted.

37/19 ALISTER PURBRICK/GRAEME WILLIAMS : That the Recommendation be adopted.

CARRIED

6.9 Risk Management Update

A verbal update will be provided on the status of the Risk Management Program

RECOMMENDATION

That the update be noted.

Note: Item deferred to December Audit Committee meeting.

6.10 Key Strategic Indicators – Human Resources

Attached for Audit Committee members' information are Human Resources Reports to 29 August 2019.

RECOMMENDATION

That these items be noted.

38/19 GRAEME WILLIAMS/ALISTER PURBRICK : That the Recommendation be adopted.

CARRIED

6.11 Audit Committee Composition

Currently the Audit Committee Charter provides for membership of the Committee as follows :

"Membership

- (a) *A minimum of three members – one Councillor and a minimum of two external independent persons. Council will appoint a substitute member who may only attend meetings in the absence of the principal Council representative. All members shall have full voting rights, including the Council substitute member.*
- (b) *External independent persons will have senior risk, business, financial or legal knowledge and experience, and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.*

6.11 Audit Committee Composition (cont.)

- (c) *Appointments of external persons shall be made by Council by way of a public advertisement. The terms of the appointment will generally be for a period of 3 years and should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives. Council may reappoint current external members from time to time*
- (d) *If the Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests.*
- (e) *Remuneration for attendance at Audit Committee meetings will be paid to each independent member of the Committee on a per sitting basis. The rate of remuneration for both the Chairperson and Committee members will be determined by Council.*
- Payment for the attendance of Committee members at other meetings, seminars etc. will be at the discretion of the Chief Executive Officer.*
- (f) *The Chairperson shall be appointed from the external members of the Committee by the Audit Committee, subject to Council's approval. In the absence of the appointed Chairperson from a meeting, the Committee will appoint a member to the position of Acting Chairperson.*
- (g) *A quorum shall be a majority of Committee members, with at least one Council and one external member of the Committee.*
- (h) *The Chief Executive Officer, Group Manager Corporate and Liveability and Financial Accountant should attend all meetings. The internal audit advisor will attend as required by the Committee. Other members of Council or Council staff may be invited to attend at the discretion of the Committee to advise and provide information when required.*
- (i) *Representatives of the external auditor should be invited to attend at the discretion of the Committee but must attend meetings considering the draft annual financial report and results of the external audit.*
- (j) *Council shall provide secretarial and administrative support to the Committee."*

At the Special Audit Committee meeting held on 4 July 2019 in relation to the VAGO Fraud and Corruption Audit it was noted:

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

6.11 Audit Committee Composition (cont.)

The Committee should therefore consider whether to recommend a change in composition and the recommendation would be put to Council at its October meeting after which time appointment based on applications received will be made.

RECOMMENDATION

That the Committee consider a recommendation for the composition of the Audit Committee, being a recommended number of external members and whether a Councillor representative be included.

ALISTER PURBRICK/GRAEME WILLIAMS -

Amendment:

That the Committee recommends to Council to:-

1. Amend the Audit Committee Charter to allow for a minimum of three (3) external independent persons and a minimum of one (1) Councillor representative;
2. Increase the number of external independent persons on the Audit Committee from three (3) to four (4); and
3. Consider increasing the number of Councillor representatives on the Audit Committee from one (1) to two (2).

39/19
40/19

**ON BEING PUT, THE AMENDMENT BECAME THE MOTION
ON BEING PUT, THE MOTION WAS CARRIED**

6.12 Shared Services Update

Note: Item deferred to December Audit Committee meeting.

6.13 Investigations / Chief Executive Officer Reports

Nil.

7. **ITEMS RAISED BY COMMITTEE MEMBERS**

Nil.

8. **NEXT MEETING**

20 December 2019

Note: Date to be confirmed a minimum of seven (7) days before meeting.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.50 A.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date

9.7.4 Strathbogrie Shire Council Audit Committee Composition

Author & Department

Group Manager Corporate and Community / Corporate and Community Department

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

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

Summary

This report provides options for composition of the Audit Committee following the VAGO Fraud and Corruption Control Audit Report - Local Government (June 2019) and a subsequent meeting of the Audit Committee.

RECOMMENDATION

That Council determine its preferred position on the composition of the Audit Committee.

Background

Currently the Audit Committee Charter provides for membership of the Committee as follows :

“Membership

- (a) *A minimum of three members – one Councillor and a minimum of two external independent persons. Council will appoint a substitute member who may only attend meetings in the absence of the principal Council representative. All members shall have full voting rights, including the Council substitute member.*
- (b) *External independent persons will have senior risk, business, financial or legal knowledge and experience, and be conversant with the financial and other reporting requirements. The evaluation of potential members will be undertaken by the Mayor and Chief Executive Officer taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills, and a recommendation for appointment put to Council.”*

At the Special Audit Committee meeting held on 4 July 2019 in relation to the VAGO Fraud and Corruption Audit it was noted:

“The Committee members will consider whether to recommend to Strathbogrie Shire Council that the Audit Committee should be increased from 3 to 4 independent Committee members and continue with one Councillor representative at the September meeting.”

9.7.4 Strathbogie Shire Council Audit Committee Composition (cont.)

The Audit Committee considered this matter at its meeting of 12 September and resolved :

“That the Committee recommends to Council to:-

1. *Amend the Audit Committee Charter to allow for a minimum of three (3) external independent persons and a minimum of one (1) Councillor representative;*
2. *Increase the number of external independent persons on the Audit Committee from three (3) to four (4); and*
3. *Consider increasing the number of Councillor representatives on the Audit Committee from one (1) to two (2).”*

Council should therefore consider whether to endorse the recommendation of the Audit Committee.

Following expiry of the term of an existing member Council advertised and received applications for membership and depending on Council’s resolution the appointment process can be concluded.

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:

- Endorse the Committee’s recommendation
- Make no change
- Adopt a further alternative

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 only minor 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.”

9.7.4 Strathbogie Shire Council Audit Committee Composition (cont.)

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

Nil.

9.7.5 Strathbogie Tableland Action Group 2019-2023 Community Action Plan

Author & Department

Community Development Officer / Community Wellbeing

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

To review the Strathbogie Tableland Action Group 2019-2023 Community Action Plan

RECOMMENDATION

That Council endorse the Strathbogie Tableland Action Group 2019-2023 Community Plan.

Background

A review of the 2015-2019 Community Action Plan was undertaken by the Strathbogie Tableland Action Group (STAG). STAG gathered information and suggestions from local community groups and conducted community consultation sessions to identify actions and further strengthen and develop the 2019-2023 Community Action Plan (copy attached). The draft plan aligns with strategies identified in the Strathbogie Shire Council Plan. It was circulated throughout the wider community for feedback during July 2019.

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 as referenced in the 2019-2023 Community Action 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.

9.7.5 Strathbogie Tableland Action Group 2019-2023 Community Action Plan (cont.)

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations other than amounts already budgeted.

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 STAG 2019-2023 Community Action Plan contains a range of measures to improve the environment and the amenities in the Strathbogie Tableland local community and the wider community.

Community Implications

The 2019-2023 Community Action Plan will provide a reference document for the community to use as they improve their surroundings over the next four years.

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 Strathbogie Tableland Action Group consulted with the local community initially on 24 February 2019 and then with the final draft on 19 May 2019.

Attachments

- Draft 2019-2023 Strathbogie Tableland Action Group Community Action Plan.

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023



STRATHBOGIE TABLELAND ACTION GROUP INC

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

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STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

Executive Summary

Between February and June 2019, the Strathbogie Tableland Action Group (STAG) reviewed progress on our current Community Action Plan, gathered information and suggestions from local community groups and conducted community consultation sessions to identify actions to further strengthen and develop our community.

The result is the attached Strathbogie Tableland Community Action Plan 2019-2023 (pages 7-8), which builds on previous achievements, and capitalises on the skills and capacity within the Strathbogie Tableland community. This Plan, which aligns with strategies identified in the Strathbogie Shire Council Plan, was circulated throughout the wider community for feedback during July 2019.

Along with the initiatives to be undertaken by the community, the Strathbogie Tableland Action Group Committee believes the following are priorities for Council action and resource commitment:

- Establishment of a diesel fuel distribution point located at the Recreation Reserve
- Memorial Hall and Recreation Reserve building improvements
- Construction of a footpath from Main Street to the Recreation Reserve
- Completion of the Spring Creek Reserve shelter furnishings, disabled access and landscaping
- Roadworks associated with Spring Creek Reserve, to ensure safety of visitors, improved traffic management and parking.

Introduction

Strathbogie Tableland Action Group (STAG) was one of the first Action Groups established by Strathbogie Shire Council (SSC) in 2005 under Section 86 of the Local Government Act 1989. In 2017, the Council introduced a new Community Planning Program, and while the legal status of Action Groups has changed and they have a new title (Community Planning Reference Groups), their responsibilities are much the same:

To provide feedback and advice to Council on the following objectives:

- Represent the community through a democratic process of open, community planning sessions and the development of a Community Plan
- Implement actions which are identified in the Community Plan which strengthen and develop communities
- Advocate on behalf of the community to other government agencies for appropriate funding for initiatives identified by communities

(Strathbogie Shire Community Planning Program Guidelines - July 2017)

Community Planning Process for 2019-2023

Background

Since 2005, in partnership with the Tableland community, STAG has developed, reviewed and revised our Action Plans on several occasions, and much has been achieved in the past fourteen years. Under the most recent Community Action Plan (2015-19) some key achievements include:

- Streetscape planning and improvements – Hall painted; landscaping; Telstra exchange mural; public toilet signage; Christmas decorations
- New facilities at the Recreation Reserve – pizza oven; shelter for oven and children's picnic table (soon to be completed); planning for diesel distribution point
- New facilities at the Memorial Hall – fans and insulation; defibrillator; photocopier
- Improvements at Polly McQuinn's – picnic facilities, signage, traffic exclusion
- Footpath from Magilton Drive to Spring Creek Reserve.

(See Appendix 1)

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

With each review of the Action Plan the community revisited and reaffirmed its vision and community values.

Community Vision

- A peaceful rural community based around the township of Strathbogie and surrounding lifestyle and productive rural properties.
- A cohesive community that draws on the experience and talents of both its longstanding and newer residents to work together for the benefit of the whole community
- A community with a strong sense of pride and celebration

Community Values

The community values the natural environment, particularly the lack of development and traffic and the strong community life of the Tableland: the safety, the diversity, the opportunities to participate and being made to feel welcome. It is also very proud of its history.

Information gathering

Project Team - The STAG Committee has acted as the Project Team throughout the planning process. The Committee is made up of representatives from key local community groups, including: Memorial Hall Committee; Recreation Reserve Committee; Communications Committee; Country Fire Authority; Landcare; Golf Club; Bogart (Arts Group). This provides a direct link to these groups to identify and prioritise projects, as well as opportunities for collaboration.

Local demographics – 2016 Census data shows that the total population of the Strathbogie township and surrounds is 304. A number of other demographic characteristics have informed the community planning process:

- A large proportion of residents are over the age of 60 (38.2%), compared with the Victorian average (21.0%). The median age is 54.
- By contrast, there are significantly less children, adolescents and young adults than the state average.
- The percentage of single person households, i.e., people living on their own, was 39.1%, much higher than the total Victorian figure of 24.7%.
- Less than half the Tableland population is 'in the labour force' (full/part time/seeking employment).
- The majority of Strathbogie residents were born in Australia (77.2%), with the most common other country of birth being England (5.9%) – 88.3% of people speak only English at home.
- No residents identified as Aboriginal or Torres Strait Islander.

Community Directory – In 2018 STAG updated the *Strathbogie Tableland Community Directory*. This project provided timely information about changes in our resident population; those leaving the Tableland and more importantly, newcomers with whom to engage.

Community Consultation and Engagement

A Community Action Planning Workshop was held on February 24th 2019. This was widely promoted by STAG Committee members via their networks and advertised via existing communication channels, including the Tableland Talk Newsletter and BogieTree email group.

People who were unable to attend were invited to submit their ideas in writing prior to the meeting or send them along with a delegate. Suggestions needed to meet the following criteria: be executed within the Shire; have community support; have human resources available to progress them; and be achievable.

Over thirty community members attended the workshop – more than 10% of the Tableland population. The session ran in a brainstorming format. Ideas submitted were always constructive and often met with thoughtful discussion. These were then written up on whiteboards along with the names of those involved. (See Appendix 2 for full list). A follow up meeting to further prioritise projects was held on May 19th.

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

Plan for Implementation

STAG receives funding from Council each year to put towards annual priorities identified from the Community Action Plan. STAG also makes submissions to Council for inclusion of larger projects in its Annual Budget.

In addition, community groups (other than STAG) can apply for funds under the Council's Community Grants and Small Projects Grants schemes. STAG provided support to a number of applicants in the 2019/20 Community Grants round. STAG also distributes information about other non-Council funding opportunities when available, and can provide support to community members who apply for grants.

Some community groups or community members require no further resources, other than volunteer time and commitment, to get their projects up and running. STAG can support these activities in a number of ways including promotion of events on the community website and in Tableland Talk, and liaison with Council if required.

Emergency Circumstances

It may be necessary from time to time for the Action Group to suspend projects on the Action Plan because of an emergency that has occurred within the community or region. The emergency must be of a significant community nature that requires broad community action as a priority above all other actions.

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

Community Action Plan

Strathbogie Tableland Community Actions are aligned with the strategies identified in the Strathbogie Shire Council Plan (SSCP). See also Appendix 1.

SSCP Goal 1	To enhance community health and wellbeing
SSCP Strategies	<ul style="list-style-type: none"> - <i>Plan for improved community health, wellbeing and liveability</i> - <i>Engage and participate with the community in Council / Community initiatives</i> - <i>Enhance community resilience including supporting and increasing the participation of volunteers</i> - <i>Support and drive community, arts and cultural events</i>
Related Strathbogie Tableland Community Actions	<p>Provide a welcoming environment for newcomers and promote social inclusion and volunteer opportunities by supporting a range of community interest groups and regular community events.</p> <p>For example:</p> <ul style="list-style-type: none"> - History Group - digital scanning - Bogart - Arts Festival and events - SCOFF (Strathbogie Community of Food Finders) - Events at Recreation Reserve, Golf Club and Memorial Hall - Landcare activities - CPR and First Aid training
	<p>Ensure ready access to information about community events and resources and other topics of interest, by supporting effective communication channels, including:</p> <ul style="list-style-type: none"> - Tableland Talk monthly newsletter - Community website: www.strathbogie.org - Bogie Tree email group - Main St information display board
	<p>Encourage greater participation in volunteer activities and more diverse representation on community committees, e.g., more women and young people</p>
	<p>Identify opportunities for greater integration between school and community initiatives</p>
SSCP Goal 2	To sustainably manage our natural and built environment
SSCP Strategies	<ul style="list-style-type: none"> - <i>Promote and support sustainable environmental initiatives</i> - <i>Mitigate and adapt to a changing climate</i> - <i>Protect and enhance our natural environmental assets</i> - <i>Protect and enhance our built environment</i> - <i>Provide efficient and effective waste management programs</i>
Related Strathbogie Tableland Community Actions	<p>Work with relevant authorities to extend, improve and maintain the Bridge to Bridge walking track to include Spring-Magilton Creek and Seven Creeks Wildlife Reserve Trail</p>
	<p>Make submission to Council re increasing kerbside waste collection</p>
	<p>Undertake ongoing emergency planning and monitoring initiatives</p>

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

SSCP Goal 3	To provide quality infrastructure
SSCP Strategies	<ul style="list-style-type: none"> - <i>Provide best practice management of all assets including roads, bridges and facilities</i> - <i>Provide passive and active recreational facilities</i>
Related Strathbogie Tableland Community Actions	Upgrade Memorial Hall and Recreation Reserve facilities
	Undertake a range of infrastructure improvements including, but not limited to: <ul style="list-style-type: none"> - Footpath from Main Street to Recreation Reserve - Roadworks at Recreation Reserve - Pedestrian bridge at old Armstrong Ave bridge site - Toilet facilities at Strathbogie Cemetery
	Provide community input to Council re the completion of the Spring Creek Reserve shelter to include furnishings, disabled access, indigenous naming, improved traffic management and parking to ensure the safety of visitors and reinstatement of native vegetation
	Upgrade and maintain equipment at the Memorial Hall: <ul style="list-style-type: none"> - Update audio visual equipment - Install Wifi - Maintain defibrillator
	Advocate for improved road conditions on the Tableland, including bicycle lanes
SSCP Goal 4	To support and drive economic development
SSCP Strategies	<ul style="list-style-type: none"> - <i>Promote and support local business and produce</i> - <i>Support tourism and business development</i> - <i>Provide innovative and sustainable land use planning</i> - <i>Attract new residents</i> - <i>Grow investment and employment opportunities</i>
Related Strathbogie Tableland Community Actions	Work with relevant authorities to establish a diesel fuel distribution point located at the Recreation Reserve
	Provide publicly accessible potable water source in Main Street
	Investigate the feasibility of developing camping facilities at the Golf Course
	Finalise unique township entry signs
	Promote Tableland Tracks and Trails as tourist attractions
	Install bicycle racks in Main Street Strathbogie

Appendix 1

Strathbogie Tableland Action Group – Summary of activities 2015-2019 and planned for 2019-2023

Activities / Projects	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Recreation Reserve:								
Cover for verandah	X							
Construction of Rec Ground pizza oven			X					
Diesel fuel distribution point planning and management			X	X	X	X	X	X
Construction of shelter for pizza oven and children's picnic table				X	X			
Rec Ground pizza night kids sports						X		
Rec Ground roadworks					X	X	X	
Memorial Hall:								
Defibrillator installation and training	X							
Insulation installation	X							
Defibrillator checking at Hall and Golf Club				X	X	X	X	X
Public potable water point in Main Street					X	X		
Update Hall AV equipment					X			
Install Wifi at Hall					X	X		
Upgrade Hall driveway					X	X		
Improve access when functioning as polling booth				X				
Spring Creek Reserve:								
Footpath Magilton Drive to Spring Creek Reserve	X	X						
Spring – Magilton Creek walking track (<i>Bridge to Bridge</i> extension)			X	X	X	X		
Spring Creek Reserve indigenous naming				X	X			
Spring Creek Reserve shelter and furnishings				X	X	X		
Spring Creek Reserve traffic management, parking					X	X	X	X
Infrastructure - other								
Streetscape planning and improvements	X	X	X					
Hall painted and fans installed		X						
Photocopier purchased		X						
Telstra exchange mural			X					
Polly McQuinn's improvements		X	X					
Lobby for improved roads, including bike lanes		X	X	X	X	X	X	X
Christmas decorations		X	X					

STRATHBOGIE TABLELAND COMMUNITY ACTION PLAN 2019 - 2023

Activities / Projects	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Public toilet direction signs				X				
Unique Township entry signs				X	X	X		
Submission re footpath from Main Street to Rec Ground		X	X	X	X	X		
Seven Creeks Wildlife Reserve Trail Development (B to B ext)			X	X	X	X		
Bundle Rec Ground and Hall improvements (buildings)					X	X		
Toilet block at cemetery						X	X	
Pedestrian bridge at old Armstrong St bridge site						X		
Submission re increasing kerbside waste collection					X			
Golf Club								
Reciprocal Golf Club and STAG Committee delegate				X				
Camping at Golf Club (feasibility study)					X			
Rambling style trails including golf course					X	X		
Community engagement and events								
www.strathbogie.org website and Tableland Talk	X	X	X	X	X	X	X	X
Sports activities	X							
Community / Seniors lunches		X	X					
Emergency planning – Personal Fire Plan	X	X	X	X	X	X	X	X
Display case update, maintenance and sharing				X	X	X	X	X
Update Community Directory				X				
Digitalise historical photos and documents – afternoon tea event					X			
Local interviews: documenting, archiving, presenting					X	X		
Spring Arts Festival (incorporating <i>Strathbogie has SPOKEN</i>)				X	X		X	
Regular events: guest speakers/dinner/music/entertainment				X	X	X	X	X
Draft Kids engagement policy					X			
Our Bogie Backyard: School/community integration				X	X	X		
Recruit women and youth to community committees				X	X	X	X	X
Tracks and Trails catalogue, write ups and improvement					X	X	X	X
Run First Aid courses				X	X	X	X	X

Appendix 2

Suggested Projects from Community Action Planning Workshop 24 th Feb 2019
Digitalise historical photos
Public potable water point in Main St
Arts Festival
Update Hall AV equipment
Footpath to Rec Ground
New Township signs
Shelter furnishings
Unnamed Council Reserve at Spring Creek indigenous naming
Annual public & School events of "Strathbogie has SPOKEN"
Our Bogie Backyard: School/Community/Landcare integration
Public toilet direction signs
Reciprocal Golf Club and STAG Committee delegate
Defibrillator checking at Hall and Golf Club
Display case update sharing
Monthly / second monthly guest speakers with dinner / entertainment utilising various township venues – organise across local groups
www.strathbogie.org maintenance and update
Track & Trails development, catalogue / write ups
Diesel fuel pump
Kids engagement policy
Local interviews: documenting, archiving and presenting
Bundle Recreation Ground & Hall improvements
Recruit women & youth to Community Committees
Facilitate how to meet people: new resident visitations, pamphlets, meet your neighbour night
Bike lane marking and road widening / better shoulders
Blacksmith skills
Spring Creek Reserve traffic management, parking, slip lane
AEC and VEC use whole Hall to improve access
Rec Ground Pizza Oven & playground shelter
List of First Aid trained community members
Hall wi fi
Camping at Golf Club or Rec Ground
Rambler style trails including golf course
Engage visiting schools in local projects
Main St CFA Shed as Men's Shed
Toilet block at cemetery
Rec Ground pizza night kids sport (Thursdays)
Choral Singers workshop

9.7.6 Council Policy - Draft Gender Equity Policy

Author & Department

Community Engagement and Planning / Corporate and Community

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

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

Summary

Council officers have developed a new Gender Equity Policy, for Council consideration, to provide a clear statement and understanding of our organisation's position regarding gender and equity for management, staff, Councillors, community and contractors.

RECOMMENDATION

That Council adopts the draft Gender Equity Policy, as attached.

Background

The Gender Equity Policy provides an organisational framework for responsibility and accountability, and demonstrates a high level of commitment to a workplace that values inclusivity and diversity, and actively promotes equitable opportunities and outcomes for women and men.

The policy provides managers staff, Councillors, community and contractors with a framework to support action that promotes inclusivity and diversity, and shared standards to safely challenge and reject sexism, harassment, discrimination and inequality in the workplace.

Achieving gender equality is important not only because it is 'fair' and 'the right thing to do,' but because it is also linked to a workplace's overall economic performance. Workplace gender equality is associated with:

- Productivity and economic growth
- Increased organisational performance
- Enhanced ability of companies to attract talent and retain employees
- Enhanced organisational reputation

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.

9.7.6 Council Policy
- Draft Gender Equity Policy (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.

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

Goal 5: To be a high performing Shire

Key Strategy – Implement models of service delivery that result in increased efficiencies and better community outcomes

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

Gender is a factor in everything we do. It is entrenched in language, behaviour and workplace structures. Therefore, it is imperative that all parts of the organisation have an understanding of gender and are included as part of the solution to redress gender inequities and gender stereotypes both internally and externally in the community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

- Draft Gender Equity Policy

GENDER EQUITY POLICY



COUNCIL POLICY	
Effective Date:	
Last Review:	New Policy
Current Review:	New Policy
Adopted by Council:	
Next Review Date:	
Responsible Officer/s:	

1. DEFINITIONS

Bystander Action - the action taken by a person or persons not directly involved in the incident, to identify, speak out about or seek to engage others in responding to specific incidences or behaviours, attitudes, practices or policies that are sexist, discriminatory, and violent or reinforce unhelpful gender stereotypes (Vic Health, 2014).

Bystander action is an effective strategy to address sexist language, sex discrimination and sexual harassment and an important part of providing a safe and inclusive environment (Vic Health, 2014).

CALD – Culturally and Linguistically Diverse.

Equity - the process of being fair and just. It is not about giving everyone an equal amount. It is centred on recognising diversity and disadvantage and distributing resources based on need to address disadvantages to produce equal outcomes (Women’s Health Association of Victoria, 2016).

Gender – socially learnt roles, behaviours and activities and attributes that any given society considers appropriate for men and women; gender defines masculinity and femininity; Gender expectations vary between cultures and can change over time (Our Watch, 2015).

Gender Equality – the outcome reached through addressing gender inequities. It is the equal participation of women and men in all spheres of

public and private life and the equal valuing by society of women and men, girls and boys (Women's Health Association of Victoria, 2016).

Gender Equity – the process of being fair to men and women with the aim of achieving equal outcomes for all. To ensure fairness, measures must often be put in place to compensate for historical and social disadvantage that have prevented a level playing field (Women's Health West, 2016).

It is not about the equal delivery of services or distribution of resources; equity recognises diversity and disadvantage and seeks to direct resources and services towards those most in need to ensure equal outcomes (Australian Women's Health Network, 2014).

Gender Stereotypes – Simplistic generalisations about the gender attributes, behaviours and roles traditionally perceived as male or female (Victorian Government, 2016).

Gender Norms – set of beliefs and rules of conduct which are considered the types of behaviours, interests and attitudes expected from boys and girls, men and women (Our Watch, 2015).

Groupthink – an emphasis on group unanimity at the expense of critical thinking and measured decision-making (Janis, 1991).

LGBTIQ – Lesbian, Gay, Bisexual, Trans, Intersex and Queer.

2. PURPOSE

2.1. This policy describes the Strathbogie Shire Council's commitment to take positive action to ensure fair treatment of all employees, volunteers and contractors, consistent with organisational values and obligations under the Victorian Equal Opportunity Act (2010).

2.2. It provides the foundation for a policy framework specifically designed to guide efforts to promote gender equity in order to maximise organisational culture, productivity and the function of the workplace in preventing violence against women.

3 SCOPE

3.1 This policy applies to all Councillors, Council employees, volunteers and contractors.

4 OBJECTIVES

4.1 To act as an effective mechanism, for communicating the expectations and standards of the workplace, to all employees.

4.2 To ensure women and men are equally valued, rewarded, and represented in the organisation, and all individuals feel respected, safe and supported.

4.3 To provide managers and employees with a framework to support action that promotes inclusivity and diversity, and shared standards to safely challenge and reject sexism, harassment, discrimination and inequality in the workplace.

5 POLICY STATEMENT

5.1 Council recognises that women, and particularly those from marginalised communities such as Aboriginal and Torres Strait Islander Peoples or Indigenous Australians, LGBTIQ, disability and CALD communities, have largely been disadvantaged from participating in all spheres of life, and particularly their place of employment. This is evident by women experiencing higher rates of sexual harassment and discrimination at work. Council acknowledges the importance of deliberate strategies to identify and address gender inequalities in the workplace.

5.2 Council acknowledges that an equitable workplace, characterised by respectful relationships can:

- Positively influence health and wellbeing of employees
- Contribute to job satisfaction and productivity; and
- Reduce absenteeism, conflict and staff turnover

5.3 Gender inequity and unequal relationships between men and women, are the underlying drivers of violence against women. Council understands that violence perpetrated against women has significant impact at the individual, family, workplace and community level. As a consequence, Council has identified the prevention of violence against women as a key priority for action.

5.4 Strategies will be implemented to enhance flexible working arrangements for employees to enable women and men to combine paid work and meet their individual needs, and family or caring responsibilities.

5.5 Initiatives to promote gender equity and challenge gender norms will be implemented at all levels across the organisation and will include:

- Staff training and development activities
- Audits and reviews to examine pay and conditions, and diversity in roles,
- Review of staff participation in professional development and career advancement opportunities
- Review of staff recruitment, performance management, mentoring and retention
- Policies and procedures review to support integration of gender equity
- Review of internal and external communication materials
- Promotion of parental leave options to both men and women
- Flexible working arrangements for staff

- Breastfeeding facilities and supportive arrangements
- Assessment of resource allocation; and
- Action to address identified issues

6 PRINCIPLES AND RESPONSIBILITIES

6.1 Employees

- a) Be responsible for making themselves familiar with this policy and other relevant policies and procedures
- b) Model appropriate behaviour based on the Council values as outlined in the Council Plan.
- c) Are open to learning about, and actively participate in organisational training regarding gender inequality and the prevention of violence against women
- d) Attend and participate in all required training relevant to this policy
- e) Use language and images that promote equal and respectful relationships, and do not reinforce gender norms or gender stereotypes in all aspects of work
- f) Where relevant, consider gender, accessibility, and the needs of those from CALD, Aboriginal and Torres Strait Islander Peoples or Indigenous Australians and LGBTIQ communities in project design and delivery
- g) Take bystander action if they see or hear about sexism, harassment, discrimination, violence or any other form of unacceptable or inappropriate behaviour. Support their colleagues who disclose an experience of sexism, harassment, discrimination, violence or any other form of unacceptable or inappropriate behaviour
- h) Report any instances of victimisation, bullying, harassment or intimidation to their Manager immediately

6.2 Managers/Leaders

- a) Include all responsibilities listed above, in conjunction with;
- b) Actively promote and implement this policy, and other gender equity and preventing of violence against women policies and procedures.
- c) Model appropriate behaviour based on the Council values.
- d) Take reports of sexism harassment, discrimination, violence or any other form of unacceptable or inappropriate behaviour seriously, and immediately address and action these reports.
- e) Take a leadership role across the organisation in raising awareness about issues of gender inequity, sexism, harassment, discrimination and violence against women.
- f) Support staff who take bystander action.

6.3 Chief Executive Officer and the Executive Leadership team

- a) Include all responsibilities listed above, in conjunction with:

- b) Championing this policy, both internally and with external parties and stakeholders
- c) Promote the adoption of the Gender Equity Policy and Council commitment to gender equality internally, and advocacy for gender equality more broadly across the community
- d) Take a leadership role across the organisation, in raising awareness about issues of gender inequity, sexism, harassment, discrimination and violence against women.
- e) Model appropriate behaviour based on the Council values

7 RELATED LEGISLATION AND DOCUMENTS

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

[Local Government Act 1989](#)

[Strathbogrie Shire Council Plan](#)

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

Respectful Workplaces CEO Directive and Guideline.

Staff Code of Conduct CEO Directive

Prevention of Bullying and Occupational Violence CEO Directive

Flexible Working Arrangements CEO Directive

Staff Disclosure of Family Violence CEO Directive

Fair Work Act 2009

Family Violence Protection Act 2008

Victorian Charter of Human Rights and Responsibilities Act 2006

Workplace Gender Equality Act 2012

8 FEEDBACK

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

**9.7.7 Access and Disability Advisory Committee
– Draft Minutes of Meeting held Friday, 26 July 2019**

Author & Department

Community Development 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 draft minutes of the Access and Disability Advisory Committee meeting held on Friday, 26 July 2019.

RECOMMENDATION

That Council endorse the draft Minutes of the Access and Disability Advisory Committee meeting held on Friday, 26 July 2019.

Background

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

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

The Access and Disability Advisory Committee Terms of Reference were adopted by Council on 21 August 2018. These Terms of Reference are under review by the Committee

Alternative Options

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

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

9.7.7 Access and Disability Advisory Committee
– Draft Minutes of Meeting held Friday, 26 July 2019 (cont.)

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

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

Financial / Budgetary Implications

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

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

- Draft minutes of the Access and Disability Advisory Committee meeting held on Friday 26 July 2019.

1

ACCESS AND DISABILITY ADVISORY COMMITTEE



MEETING MINUTES

26 July 2019
Harvest Home, Avenel
10am-12noon

Attendees

Grace Kenworthy	<i>Community Representative (Chair)</i>	Georgina Bett	<i>Strathbogie Shire Council</i>
Vicki Bell	<i>Community Representative</i>	Daniel Maloney	<i>Strathbogie Shire Council</i>
James Carter	<i>Community Representative</i>	Ashley Lythgo	<i>Intereach</i>
Erica Bostock	<i>Community Representative</i>	Simon Humpries	<i>Intereach</i>
Uwe Paffrath	<i>Strathbogie Shire Council</i>	Lauren Dainton	<i>Access and Support Officer</i>

Apologies

Cr Graeme Williams	<i>Councillor</i>	Cameron Fraser	<i>Strathbogie Shire Council</i>
Cr Deb Bower	<i>Councillor</i>	Amanda Watkins	<i>Council Representative</i>

1. WELCOME MEMBERS

Grace Kenworth welcomed members of the committee and thanked everyone for their attendance.

2. APOLOGIES

Received from Cr Williams, Cr Bower, Amanda Watkins and Cameron Fraser.

3. CONFIRMATION OF PREVIOUS MINUTES

Vicky Bell moved that the minutes of the previous meeting held on 03 May 2019 be confirmed.

Grace Kenworthy seconded the motion.

4. ACTIONS FROM PREVIOUS MEETING

Actions	Person Responsible	Status
Disability parking for Nagambie and Euroa Visitor Centres	Uwe Paffrath	Both areas will be assessed, once resources become available, and a report presented to the Committee
Plans for Nagambie Toilet Block and Euroa RSL Verandah extensions to be circulated to ADAC once preliminary design plans have been produced	Uwe Paffrath	Still waiting on final submissions from the architects
Footpath plans drafted approximately	Uwe Paffrath	Associated strategies

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ACCESS AND DISABILITY ADVISORY COMMITTEE



MEETING MINUTES

10 years ago of Euroa Township Strategy		are being reviewed and once a new strategy has been developed it will be distributed to the Committee for comments
Send digital copy of Euroa VIC plans to James Carter.	Georgina Bett	Sent 3.5.19
Distribute Euroa and Violet Town Township Strategy Plans	Dan Moloney	Further changes to be included. Will be distributed when completed.
Circulate draft Whroo Vale Estate Open Space Plan	Dan Moloney	With Assets. Further public consultation to be undertaken.
Lodge request for service re holes in footpath along High Street Nagambie	Erica Bostock (Nagambie VIC) Cameron Fraser (Euroa)	Lodged in Nagambie by Erica. Bostock Lodged in Euroa by Cameron Fraser on 3.5.19
Contact Ashley Lythgo re Guest Speaker Date	Georgina Bett	Booked for 6.9.19
Locate and provide to Planning team the Good Access = Good Business document	Georgina Bett	Distributed – 8.5.19
Convene meeting between Planning team and Building team to discuss possible incorporation of Good Business = Good Business strategy.	Georgina Bett	Meeting held at 9.30am, 5 June 2019. Agreed that Good Business = Good Business document be mailed to businesses in the Shire. This has been done.
Distribute Inclusive Communities Plan for review. This Plan has been superseded by the Liveability Plan.	Georgina Bett	Documents electronically distributed: <ul style="list-style-type: none"> 1. Review of Community Development Plan 2. Liveability Plan 2017-2021 3. Liveability Plan 2017-2021 – Plain English

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ACCESS AND DISABILITY ADVISORY COMMITTEE



MEETING MINUTES

Approach local businesses to provide benefits when adopting good access = good business strategy	Erica Bostock	Done
Locate online provider of Accessibility signs.	James Carter	James to provide
Lodge service request regarding unevenness of brick footpath outside Avenel Post Office	Cr Little	Lodged 14.5.19. Works yet to begin.
Seek Assets Department comments in relation to any previous reviews or planning in relation to Railway platforms and who is responsible for these works; Council or V/Line??	Georgina Bett	This is not something Council has input into. Further action.
Distribute The NDIS & Sport – How Does it Work? Brochure	Georgina Bett	Distributed 3.5.19

5. ASSETS UPDATE

Budget approved for renewal works.

Reviewing the list of projects listed within the Strathbogie Shire Community Pools Strategy (Euroa & Violet Town) and the Play and Recreation Framework to match Capital Works Budget.

Assessments are currently being undertaken to assess the viability of a: -

- Pedestrian crossing at Boundary Road Euroa
- Pedestrian access path to the Euroa Flour Mill Euroa

Seeking funding to complete connectivity between existing pathways around the township of Violet Town for: -

- Tulip Street near the primary school and to formalise the pathway that crosses through the Council managed crown land reserve on the corner of Dookie-Violet Town Road
- Missing links on Dookie-Violet Town Rd near Cowslip St
- Contribution to a pedestrian crossing of Cowslip St that connects the Nursing Home to the shopping section of town by increase in footpath width

ACTION: List of works, once finalised, to be distributed by Uwe Paffrath

6. PLANNING UPDATE

Further update to be provided at next meeting

ACTION: Dan Moloney will you be providing this update?

7. GUEST SPEAKER

Megan Hill from Goulburn Options presented to the committee. Goulburn Options is an NDIS Registered Disability Service Provider. Goulburn Options are a Not for Profit organisation.

They help to access respite care

Megan noted there is a lack of housing for people with disability

Other points noted:

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ACCESS AND DISABILITY ADVISORY COMMITTEE



MEETING MINUTES

- The age of carers is increasing
- The lack of availability of Local Access Counsellors
- Intereach has increased its offices and officers
- Goulburn Options is in partnership with Seymour TAFE who are training Certificate 4 graduates
- Transport is not funded appropriately for people with disability
- Advocacy for people with disability is limited.

8. GENERAL BUSINESS

Intereach – Seymour Office held evening information sessions. Further sessions to be scheduled. Points of discussion:

- How to access support
- Discussion around NDIS
- Continue to work collaboratively

Lauren Dainton discussed the development of home care packages. Felt the NDIS was confusing and further guidance required to navigate the NDIS.

ADAC Terms of reference were tabled for discussion. Comments were provided by Dan Moloney and Grace Kenworthy.

ACTION: Georgina to circulate marked-up draft Terms of Reference for further discussion at the September meeting

Meeting closed at 11.45am

Next Meeting: Euroa, Conference Centre, 109A Binney Street, Euroa

Actions	Person Responsible
Locate online provider of Accessibility signs.	James Carter
Lodge service request regarding unevenness of brick footpath outside Avenel Post Office	Georgina to follow up.
Provide planning update	Dan Moloney
Provide list of asset works when finalised	Uwe Paffrath
Update on works to be done on disability toilet	Georgina to speak with Vin Edwards who is to provide written advice

Access and Disability Advisory Committee (ADAC)

Meeting Schedule 2019

DATE	TIME	LOCATION	CHAIR	GUEST
Friday, 1 Feb	11am-1pm	Nagambie Mitchelton Winery	James Carter	

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ACCESS AND DISABILITY ADVISORY COMMITTEE



MEETING MINUTES

Friday, 15 March	10am-12pm	Euroa Shire Offices	Erica Bostock	
Friday, 3 May	10am-12pm	Strathbogie General Store	Cr M. Little	
WERE UNABLE TO FORM QUORUM. MEETING CANCELLED Friday, 14 June	10am-12pm	Violet Town Venue TBC	Lauren Dainton	Ashley Lythgo Program Manager Community Development Goulburn & Murrumbidgee Interreach Shepparton
Friday, 26 July	10am-12pm	Avenel Venue TBC	Grace Kenworthy	Megan Hill Disability Services Manager Goulburn Options
Friday, 6 September	10am-12pm	Euroa Conference Centre	Amanda Watkins	Wendy Kelly Rural Access Worker Nexus Primary Health
Friday, 18 October	10am-12pm	Venue TBC	James Carter	
Friday, 29 November	10am-12pm	Longwood Venue TBC	Vicki Bell	
Tuesday 3 December		International Day of People with Disability		

9.7.8 Council Policies Reviews
- Footpath Construction and Reconstruction
- Playgrounds Management
- Roadside Fatality Memorials

Author & Department

Manager Infrastructure / 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

As part of Councils' regular program of reviewing policies and procedures, the following policies have been reviewed and amended for Council's approval:

- Footpath Construction and Reconstruction Policy.
- Playgrounds Management Policy;
- Roadside Fatality Memorials Policy; and

RECOMMENDATION

That Council adopts the updated Council Policies on -

- Footpath Construction and Reconstruction**
- Playgrounds Managements**
- Roadside Fatality Memorials**

as attached to this report.

Background

Policies and procedures are living documents that grow and adapt with Council. While the core elements of policy may stay the same, details do change within the Local Government sector and the organisation.

Policies are a means to:

- Communicate important information;
- Clarify functions and responsibilities;
- Manage change;
- Promote consistency of practice;
- Meet Council requirements and standards; and
- Ensure decision-making is transparent.

Policies and procedures are only as effective as they are able to be applied and therefore known and understood by all relevant Council personnel and the community, where relevant and regularly reviewed and/or updated.

9.7.8 Council Policies Updates (cont.)
- Footpath Construction and Reconstruction
- Playgrounds Management
- Roadside Fatality Memorials

The **Playgrounds Management Policy** has been updated to:

- Develop a consistent approach to the maintenance and capital expenditure of Council's playgrounds and ensure Australian Standard compliance and consistency;
- Steer a maintenance plan in response to the annual audits undertaken for all of Council's playgrounds;
- Develop a plan that is achievable within Council's allocated annual playground operational and capital works budgets; and
- Support the Strathbogie Active Spaces Framework in the implementation of new and upgrading of existing active spaces.

The **Roadside Fatality Memorials Policy** review aimed to update the policy to support and respect those affected by death on roads. Council will deal sensitively with requests for the establishment of roadside memorials but does not encourage their placement.

The **Footpath Construction and Reconstruction Policy** review aimed to update the policy to meet the obligations under the *Disability Discrimination Act (DDA)*, *Australian Standards 'Design for Access and Mobility' series AS1428* and the requirements as set out within Council's Infrastructure Design Manual (IDM).

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

Outdated policies can leave Council at risk. Old policies may fail to comply with new laws and regulations. They may not address changes in Council focus, new systems or technology, which can result in inconsistent practices.

Regularly reviewing policies and procedures keeps Council up to date with regulations, technology, and industry best practices. Policy review ensures that Council policies are consistent and effective.

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.

- 9.7.8 Council Policies Updates (cont.)
- Footpath Construction and Reconstruction
 - Playgrounds Management
 - Roadside Fatality Memorials

Financial / Budgetary Implications

The author of this report considers there are no further capital or recurrent budget considerations, apart from those described elsewhere in this report.

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

Once approved, these policies shall be made available on Council's internal Document Suite (InfoWISE) and Council website to assist with enquiries.

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.

Internal consultation has been undertaken during the review of the policies.

Attachments

- Footpath Construction and Reconstruction Policy
- Playgrounds Management Policy
- Roadside Fatality Memorials Policy

FOOTPATH CONSTRUCTION AND RECONSTRUCTION POLICY



COUNCIL POLICY	
Document ID:	
Effective Date:	21/09/1999
Last Review:	October 2013
Current Review:	August 2019
Adopted by Council:	
Next Review Date:	2023
Responsible Officer/s:	Manager Infrastructure

1 PURPOSE

Footpaths play a vital role within communities. They provide a means of access within urban areas to schools, commercial centres, and other facilities and services. They also provide a means to greater health and wellbeing through exercise and reduced car usage.

This policy applies to the provision of new footpaths required in subdivision, private driveway construction, construction by Council of new footpaths (under the missing link or a special benefit/charge scheme) and reconstruction of replacement footpaths.

2 SCOPE

The scope of this Policy is to provide guidance to staff when prioritising candidate projects for inclusion in Council's Footpath Construction / Reconstruction Program.

Council is responsible for providing and maintaining a safe, accessible, sustainable and fit for purpose network of footpaths on land under its care and control. The provision of well-maintained and efficient critical infrastructure which meets current and future needs is a key focus in Council's strategic directions.

This policy establishes where footpaths are to be provided throughout the Shire and the priorities that Council applies in developing its Footpath Construction Program. The policy will ensure that the provision of footpaths is as equitable as practically possible given the limitations of the Shire's topography

3 OBJECTIVES

A number of strategic objectives have also been established to guide the provision of footpaths: -

- To ensure that the community's needs for pedestrian access and mobility are met in a sustainable manner.
- To provide safe passage for pedestrians especially for vulnerable members of the community such as school children, the aged and disabled.
- To use limited funds to maximise the community benefit of new footpath constructions.
- To ensure that footpath requests from members of the community are evaluated in a consistent and efficient manner.
- To provide appropriate access for all consistent with the Disability and Discrimination Act 1992.
- To minimise the removal of significant vegetation in the location and construction of new footpaths.
- Provide clarity for Council staff, service providers and the community with regard to the provision of new urban footpaths.

4 POLICY STATEMENT

Council is responsible for the provision and maintenance of accessible and safe pedestrian facilities and will provide fit for purpose footpaths within roads and reserves wherever appropriate and practical.

Project prioritisation is required to guide Footpath Construction / Reconstruction Program development in such a way as to achieve the greatest benefits at the earliest possible time.

The prioritisation of candidate footpath construction / reconstruction projects to extend / maintain the footpath network is based on satisfying pedestrian needs and is influenced by: -

- Volume of pedestrian traffic;
- Nature of pedestrians e.g. frail pedestrians in the vicinity of shopping centres, medical practices, aged care facilities and community facilities;
- Volume and speed of vehicular traffic – High volumes and/or speed of vehicular traffic prevent use of the road carriageway as a shared facility by pedestrians and can necessitate the provision of a footpath on both sides of a roadway;
- Trip hazards in existing paved footpaths;
- Topography of the nature strip – forcing pedestrians to use the road carriageway;
- Filling gaps in the existing footpath network;
- Proximity of bus stops and rail stations;
- Providing a consistent standard of access within the existing footpath network.

5 PROCEDURE

The need for footpaths is very dependent upon the traffic and physical conditions on any street, road or other location and the nature of the pedestrian demand at that location. Also, the need for footpaths is not always about networks but rather local links to services and facilities.

5.1. Existing Footpaths:

Renewal priority are determined by periodic condition assessments and a need to ensure links between major pedestrian traffic generators including schools, shops and other community facilities and residential areas are maintained.

Council, by the implementation of the Bicycle and Walking Path Strategy, has developed plans showing the existing footpaths and designated future footpath areas, which also include motorised wheelchair routes.

5.2. Location of Future Footpaths:

The location of a footpath will be selected to: -

- reduce the risk of conflict between pedestrians and motor vehicles,
- suit the topography, so the footpath complies with the requirement of the Australian Standard AS/NZS1428.4 'Design for Access and Mobility' for disability access (as far as practicable),
- give consideration to the age and nature of pedestrians usage,
- minimises disturbance to vegetation and impact on adjoining properties,
- demonstrate need of the community, which included the consultation with relevant stakeholders, and
- formalise natural and missing links.

Council will consider all proposals for capital expenditure in accordance with the Council's Asset Management Policy.

5.3. Footpath Construction Materials:

Council's preferred footpath construction material is concrete and where practicable, the use of concrete which contains Supplementary Cementitious Materials (SCMs) and recycled aggregate shall be utilised. Other construction materials will be considered and approved for use if deemed appropriate, depending on site specific circumstances including the desired level of amenity (material, DDA compliancy and blend with the surrounding developments) and future renewal and maintenance considerations.

Council's liability to contribute to the renewal or construction of a footpath will be limited to a maximum of its contribution for the construction of a standard concrete footpath.

5.4. Construction Standard:

Council's footpath design and construction standards are based on meeting obligations under the Disability Discrimination Act (DDA), Australian Standards 'Design for Access and Mobility' series AS1428, the requirements as set out within Council's Infrastructure Design Manual (IDM) Clause 13.3 and Standard Drawing SD200, SD205 & SD210, with the basic requirements being: -

- Width: 1.5m minimum in residential areas and 2.0m minimum in commercial areas.
- Depth: 125mm for residential areas reinforced with SL72 mesh
150mm for industrial/commercial areas reinforced with SL72 mesh
- Gradient: Meet the requirements of AS 1428.1 – maximum gradient for accessible paths of travel is 1:14, however, it is recommended that gradients be not steeper than 1:20 wherever possible.
- Crossfall: 1 in 50 (2%) preferred and should not exceed 1 in 40 (2.5%) or 1 in 33 (3%) for a bitumen or asphalt surface
- Alignment: Offset by no more than 300mm from the property boundary in existing Developments and by at least 50mm from the property boundary in new Developments.

Where appropriate, any existing 1.2m wide footpaths will be replaced to a width of 1.5m when existing paths require renewal.

Where the IDM specifies the installation of a shared path in lieu of a footpath, the shared path shall be designed and constructed in accordance with the Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths and any VicRoads supplement to those guidelines, and be at least 2.5m wide.

5.5. Contribution for New Footpath Construction (other than subdivisions)

In relation to a Special Charge Scheme, , abutting owners to contribute 50% of cost for a standard 1.5m wide footpath. .

Any width greater than 1.5m (at request of abutting land owners), the abutting owners are to contribute 100% of the greater width. This may also apply to infill behind the back of the footpath to the fence line.

5.6. Private Driveways

Private Driveways are the full responsibility of the owner.

5.7. Subdivision

Footpaths within, and abutting, subdivisions are to be constructed at full cost to the subdivision developer, as per the requirements of the IDM.

5.8. Footpath Inspection and Maintenance

Footpath inspection and maintenance will be performed in accordance with Council's Road Management Plan.

6 DEFINITIONS

Access for All – A facility, amenity or service is designed, available and promoted for use by anyone, regardless of ability.

Construction – provision of a new footpath where one previously did not exist.

Footpath – A paved area within the verge in the road reserve constructed predominantly for pedestrian travel. Unpaved areas are referred to as nature strips.

Pedestrian – A person walking, and including people in wheelchairs, on roller-skates/blades or riding on "toy vehicles" such as skate boards or other vehicles, other than a bicycle, powered by human effort or a motor and with a maximum speed of 7 km/h.

Reconstruction – Replacement of an existing footpath with a new footpath.

Special Charge Scheme – A Council may declare a special charge under Section 163 of the Local Government Act 1989 for the cost of constructing a footpath. This cost is apportioned over the properties that Council considers will gain benefit by the construction. Council may contribute to the cost based on a number of criteria. For example, that status of the road, benefit to all the community, Council properties in the street.

7 RELATED LEGISLATION & DOCUMENTATION

- AS 1428 Part 1:2009, Design for Access and Mobility;
- Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths;
- Disability Discrimination Act 1992;
- Local Government Act 1989;
- Strathbogie Shire Asset Management Policy;
- Strathbogie Shire Bicycle and Walking Path Strategy
- Strathbogie Shire Council Plan 2017 – 2021
- Strathbogie Shire Liveability Plan, 2017 - 2021

8 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 FEEDBACK

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

PLAYGROUNDS MANAGEMENT POLICY



COUNCIL POLICY	
Document ID:	
Effective Date:	18/05/2004
Last Review:	October 2013
Current Review:	August 2019
Adopted by Council:	
Next Review Date:	2023
Responsible Officer/s:	Manager Infrastructure

1 PURPOSE

To clearly outline the methodology used when considering provision of a new playground, and measures necessary for the maintenance of existing playgrounds. This systematic process will determine, with regard to new playgrounds, the appropriate equipment with consideration of the need for the facilities, the suitability of the proposed site for the facility and Council's capacity to suitably maintain the facility over its projected life; and with regards to existing playgrounds, determine the condition of existing playgrounds and develop a rating of that condition to support Council's maintenance priorities.

Council recognises that it has a duty of care to ensure the siting, construction and maintenance of all playgrounds under their care, control and management is carried out in a manner that is as safe and sustainable as possible for the users of the playgrounds.

2 SCOPE

This policy is to define Strathbogie Shire Council's approach to management of its playgrounds and sets out how it will provide for accessible and safe play environments that contribute to physical, cognitive, sensory, emotional and social development.

3 OBJECTIVES

- Develop a consistent approach to the maintenance and capital expenditure of Council's playgrounds and ensure Australian Standard compliance and consistency,
- Steer a maintenance plan in response to the annual audits undertaken for all of Council's playgrounds,

- Develop a plan that is achievable within Council's allocated annual playground operational and capital works budgets.
- Complements and builds upon the Strathbogie Active Spaces Framework in the implementation of new and upgrading of existing active spaces by;
 - meeting community needs and expectations;
 - management of the Council's risk;
 - achievement of better resource efficiency using integrated systems; and
 - compliance with State and Federal legislation.
- Ensure Council Asset Management responsibilities are met.

4 POLICY STATEMENT

Play provides important social, developmental and lifestyle benefits for people of all ages. Local government is a key provider of public play opportunities through the development of open space and playgrounds.

A standardised style approach will be utilised to guide the design of Neighbourhood and Regional hierarchy playgrounds. District and Controlled Use playgrounds will be designed as high quality destinations responsive to Council's Active Spaces Framework and resident needs, and can utilise equipment outside of the style as required.

5 PROCEDURE

The Strathbogie Shire Council is the responsible authority for a large number of playgrounds that are located throughout the municipality.

Playgrounds must be managed in a systematic manner, in accordance with Council's Asset Management Policy, general asset management principles and relevant Australian Standards.

The following are the key principles that define the Strathbogie Shire Council's Playground Management Policy.

5.1. General:

- Playgrounds will cater for a range of abilities and needs, and designs will be stimulating and fun to enable play environments within each community.
- The primary focus of playground management is safety and risk management and Council is committed to ensure that risks associated with playground use are managed in a strategic way.
- User safety will be a high priority in the location, design and management of playgrounds which is undertaken in line with the Australian Standards: but Council accept that taking calculated and graduated risks at play is essential for good physical and mental development.
- Council is the controlling authority of its playgrounds, and will decide which playground equipment is purchased and installed in any of the playgrounds it controls and maintains.
- Council will manage its playgrounds in accordance with the relevant Australian Standards, and asset management principles and practices.

- Council will develop and regularly review a Playground Management Strategy for the implementation of this policy, and the strategic and operational management of the playgrounds.
- Council will develop a hierarchical system for its playground asset base. This hierarchy will be used in the playground asset management process.
- Council will only purchase and install, or allow to be purchased and installed in its playgrounds, playground equipment that complies with the relevant Australian Standards.
- All playground equipment to be installed in Council's playgrounds will be installed by the manufacturer's equipment installation team, and certified by the manufacturer that the equipment has been installed in accordance with Australian Standards and the manufacturer's guidelines.
- Council will regularly review its playground asset base, and the need for upgrading, enhancement and rationalisation of that asset base will be outlined in the Playground Management Strategy.
- Council will consult with relevant stakeholders on playground asset management issues.
- Council will, on a regular basis, have condition assessments performed on its playground asset base by a suitably qualified external consultant to ensure an independent assessment of Council's playground assets and management practices
- Council will maintain an inventory of all playgrounds and include the following information;
 - playground name/location/date installed,
 - photograph taken at condition assessments,
 - manufacturers details and warranties,
 - installers details and warranties, and
 - soft fall details.

5.2. Developer Provided Playgrounds:

- In most instances, private developers are responsible for installing playgrounds in or providing a contribution towards new residential areas, in accordance with Council's Public Open Spaces Policy, whilst Council is responsible for the ongoing management and maintenance of the playground (after the initial development period). It is therefore essential for Council to work closely with developers to ensure all new playgrounds are developed to an appropriate standard, are appropriately distributed, form part of a larger play network and are in line with Council's designated design standards.
- Adherence to the Playground Strategy will prevent Council inheriting inadequate facilities or an excessive number of playgrounds, poorly designed spaces and / or playgrounds that do not meet the needs of the community.

5.3. Information and Community Engagement:

- Promote the network of play spaces using a range of media (website, brochures, posters, etc.) to increase awareness about the range of opportunities available.
- Engage the community in the design and development of play spaces, with the degree of consultation being consistent with the level of playground being developed.

- Consult with the community about the rationalisation of play spaces to ensure they are well informed about the reasons for the playground removal and the availability and upgrade of other play opportunities in the area.

6 DEFINITIONS

- **Playground** – an area established for the opportunity for children of all ages and abilities to interact, learn, be physically challenged and to have fun.

7 RELATED LEGISLATION & DOCUMENTATION

- Department of Education and Early Childhood Development Guidelines for School Playgrounds (2012)
- Disability Discrimination Act
- Local Government Act 1989;
- Strathbogie Shire Council Plan 2017 – 2021
- Strathbogie Shire Asset Management Policy;
- Strathbogie Shire Asset Management Strategy;
- Strathbogie Shire Asset Management Plan, Plan A – General Overarching;
- Strathbogie Shire Active Spaces Framework, 2018
- Strathbogie Shire Liveability Plan, 2017 - 2021
- Strathbogie Shire Procurement Policy;
- Strathbogie Shire Community Engagement Strategy;
- Relevant Australian Safety Standards
 - AS 4685 (Set)–2004 Playground equipment including Parts 1–6.
 - AS/NZS 4486.1:1997-Playgrounds and Playground Equipment. Part 1: Development, Installation, Inspection, Maintenance and Operation
 - AS/NZS 4422:1996 Playground surfacing – Specifications, requirements and test method, including Amendment No. 1, 5 May 1999.
 - AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines
 - AS 1428 Parts 1:2001, 2:1992, 3:1992 and 4:2002 Design for Access and Mobility.

8 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 FEEDBACK

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

ROADSIDE FATALITY MEMORIALS POLICY



COUNCIL POLICY	
Document ID:	
Effective Date:	17/12/2002
Last Review:	October 2013
Current Review:	August 2019
Adopted by Council:	
Next Review Date:	2023
Responsible Officer/s:	Manager Infrastructure

1 PURPOSE

Strathbogie Shire Council recognises that some members of the community wish to mark the location of a fatal crash on the Council's local road network by the establishment of a roadside memorial. The Shire acknowledges that the memorial identifies the place of loss of life of a loved one.

Council will deal sensitively with requests for the establishment of roadside memorials but does not encourage their placement.

2 SCOPE

The purpose of this policy is to set on Council controlled roads, guidelines for the consideration for new and maintenance of existing roadside fatality memorials.

3 OBJECTIVES

To ensure that roadside memorials: -

- are placed in a safe location to minimise safety risks to all persons.
- can be easily maintained.
- do not distract driver attention or interfere with the role of any traffic control item.
- do not cause issues/interference for nearby property owners and users of the area.
- do not create a hazard to passing traffic, cyclists and/or pedestrians, or prevent appropriate maintenance of the road reserve.

4 POLICY STATEMENT

To provide assistance to any family or friends, with prior family agreement, who wish to have a Roadside Memorial erected, so that the memorial is positioned in a safe manner and does not obstruct any road user, pedestrian or cyclist.

A Roadside Memorial will only be considered for a person/s who has/have been killed as a result of a road crash within the municipality and a Memorial Register will be maintained to ensure that if contact is required, the person responsible for the erection of the memorial can be contacted.

Roadside Memorials can be erected within the municipality upon receipt of written application.

5 PROCEDURE

Strathbogie Shire has adopted the 'Safe Systems' approach to managing its road network and believes it is important that roadside memorials do not increase the risk to road users. Roadside memorials are to be non-hazardous to road users and be placed in a location that enables people to visit safely. To align with the road safety principals, the following guidance may be used.

5.1. Location:

Memorials are to be placed in locations which minimise the road safety risk to all road users, where it will not distract drivers' attention from the driving task or interfere with the role of any traffic control item or prevent appropriate maintenance of the road reserve.

Persons placing memorials must do so with the utmost consideration for their own safety in regard to passing traffic and ensure that they or their vehicles do not create a hazard to that passing traffic.

Persons should be made aware of any possible risks in visiting roadside memorials and should be advised on safe practices in this regard. Congregating on the roadside can be dangerous and also distracting to road users.

Austrroads Guide to Road Design and/or Road Safety including any subsequent VicRoads supplement to those guidelines should be utilised to assess the above.

5.2. Materials:

Memorials should not be made from materials or placed in such a way that would make them dangerous if involved in a crash (i.e. not concreted into the ground).

Items of a personal nature, such as flowers and mementos, are to be firmly affixed to the memorial so as not to pose a road safety hazard or maintenance issue.

Any roadside memorial presenting a safety hazard may be modified, relocated or removed without notice; however Council will endeavour to contact the memorial maker.

5.3. Other Requirements:

Any objection or complaint from nearby residents or from road users regarding any aspects of memorials, including the activity of visitors to the memorial, shall be carefully considered and if necessary the memorial shall be relocated or removed.

All costs associated with the performance of these works shall be borne by the parties responsible for the establishment of the memorial.

The Strathbogie Shire Council will not accept any responsibility whatsoever for the maintenance of memorials, or any loss, damage, removal or relocation of roadside fatality memorials that may occur due to road maintenance or construction activities.

In general, a time limit of 15 months will be allowed for memorials of a temporary nature.

Arrangements for the placement of permanent memorials shall be made with the Strathbogie Shire in accordance with the policy guidelines and would need to be discussed with nearby residents and VicRoads.

6 DEFINITIONS

A **roadside fatality memorial** is any object constructed, erected or placed on the road within the road reserve to commemorate/indicate a road fatality. Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

7 RELATED LEGISLATION & DOCUMENTATION

- Austroads Guide to Road Design Part 6B: Roadside Environment;
- Road Management Act 2004;
- Victoria's Road Safety Road Rules 2009
- Vic Roads Roadside Fatality Memorials Policy
- Vic Roads Supplement to the Austroads Guide to Road Design Part 6B

8 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 FEEDBACK

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

9.7.9 Longwood Recreation Reserve - Use of Public Land for Camping

Author & Department

Team Leader Building, Health and Compliance Services / Building Health and Compliance Services Department

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

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

Summary

This report is to provide Councilors with an overview of the progress and process regarding the requirements to be met for the use of public land for camping. While this report discusses only the current proposal for Longwood, the outcomes of this process will provide guidance for future sites.

RECOMMENDATION

That, subject to Officers being satisfied with issues related to risk and emergency management, local laws and landowner consent, a trial of camping be permitted at the Longwood Recreation Reserve, with a review to be conducted in March 2020, and a report to be submitted to Council after that.

Background

Longwood Community Action Group and the Longwood Recreation Reserve Committee of Management have been in discussions with Council regarding the re commencement of camping at the Longwood Recreation Reserve.

Until early 2018 the reserve was informally used for camping by travelers however this was ceased due to insurance and other compliance requirements. The use of the site for camping related to events such as those held in the equestrian area of the site is a separate issue and is considered as part of any event approval application which is a separate process.

The community has been working with Council Officers to reestablish camping at the reserve on a trial basis. Prior to the commencement of the trial, a number of issues need to be addressed which include:

- Council's Local Law
- Risk and site management
- Landowner consent
- Emergency Management planning
- Financial accountability

9.7.9 Longwood Recreation Reserve
- Use of Public Land for Camping (cont.)

Council's Local Law (Community Local Law No.6 - 2010) currently prohibits camping without a permit for more than eight hours on public land. With this in place, overnight camping at the recreation reserve is effectively prohibited without a permit. Officers are working on the development of a prefilled permit specifically for the purposes of camping at the Longwood Recreation Reserve. Additionally, a review of the Community Local Law is expected to commence this financial year. The commencement of the trial before or during this process will provide information and highlight any issues associated with the review of this provision of the Local Law.

The Longwood Recreation Reserve is Crown Land with delegated management responsibilities to Council and the Longwood Recreation Reserve Committee of Management. Crown land is overseen by DELWP who will need to consent as 'landowners' prior to the recommencement of any temporary camping arrangements on the site.

A Risk Management Plan which includes an assessment of the infrastructure, facilities and vegetation is also required. These assessments are being undertaken by officers as part of the review of this request.

Due to the management structure of the Longwood Recreation Reserve, an updated emergency management plan will be required to be prepared by the committee of management.

The investigation into the use of the Longwood Recreation Reserve is listed as a Key Strategy in the Council Plan 2017-2021 (2019 Review) which states:

- 'Develop options to facilitate camping at appropriate locations within the Shire'

While there has been interest from a number of communities in relation to camping in other locations throughout the shire, the work to date on the options for Longwood are the furthest advanced and should be used to guide consideration for additional sites into the near future.

The review of the local law will include consideration for and guide future proposals for public camping areas within the shire.

It is considered appropriate once the abovementioned issues have been resolved, a 12 month trial commence. During the trial, officers will provide an update after six (6) months and at the conclusion of the trial.

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.

9.7.9 Longwood Recreation Reserve
- Use of Public Land for Camping (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. However, during the trial, consideration will be given to the effect on private accommodation facilities.

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 of this report has no economic implications. That said, the provision of camping at the Longwood Recreation Reserve will provide additional accommodation options for travelers who would otherwise stop at other camping sites located outside of the shire. In addition to any donations to the community, those using the site will spend money within the Longwood and wider communities which will be of economic benefit to the town.

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

Nil

9.7.10 Sponsorship Request
- Nightmare on Cowslip Street ~ 4 November 2019

Author & Department

Visitor Economy & Events Coordinator / Corporate and Community

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

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

Summary

The Events on Cowslip Committee have requested sponsorship of the 2019 The Nightmare Continues....Act IV event. The Violet Town Action Group (VTAG) is auspicing this application

VTAG have submitted a request for \$4,500 for sponsorship of the event. This is more than has been funded in previous years.

This event has had significant Council funding in the previous three years. The application scored 12/25 for the assessment of their Sponsorship request, as detailed below -

Sponsorship Application Scoring Matrix

EVENT: Nightmare on Cowslip 2019

Partnership & Strategy Alignment	2/5
Significant Partnerships	2/5
Capacity Building	3/5
Economic Development	4/5
Recognition of Council	1/5

TOTAL 12/25

Council's Sponsorship Policy sets a limit of three years of funding, after which events are expected to be self-sustaining.

Attached to this report is the Remplan report of economic development for the 2020 event, for Council information.

Options Council may wish to consider include -

- *Decision outside of policy*
- *Reduced level of sponsorship,*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

9.7.10 Sponsorship Request
- Nightmare on Cowslip Street ~ 4 November 2019 (cont.)

RECOMMENDATION

For Council decision.

Background

Funding provided in previous years :

Council Sponsorship

2016	\$	1,000
2017	\$	3,000
2018	\$	3,000
	\$	7,000

In 2018 this event attracted around 2,000 participants from both local and the surrounding areas of Shepparton, Wangaratta, Kyabram, Melbourne, Healesville and Bendigo. The sponsorship would be used for road closure and event costs (see budget below).

Extract from the current 'Tourism Events and Festivals Policy'
Assessment will also be made on the event's ability to become self-sufficient and sustainable within a period of three years.

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.

- *Decision outside of policy*
- *Reduced level of sponsorship,*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

Risk Management

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

However, if the event goes ahead, a Risk Management Plan is required to be prepared by the event organizer.

9.7.10 Sponsorship Request
- Nightmare on Cowslip Street ~ 4 November 2019 (cont.)

Strategic Links – policy implications and relevance to Council Plan

There is no strategic link to the recently developed Council Plan within Council’s goals. However, that being noted, the overall Vision for the Council Plan is *“Together we are building a flourishing community”* through our mission of *“To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services”*.

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

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

Financial / Budgetary Implications

In the 19/20 Council Budget there is an allocation of \$30,000 for Sponsorship requests. As at 30/9/19, \$3,000 has been allocated. Therefore the current balance is \$27,000.

The Sponsorship requests included in this round are:

Euroa Rodeo	\$3,000
Jayco Herald Sun Tour	\$5,000
Nightmare on Cowslip	\$4,500
Breastcheck 2019	<u>\$3,000</u>
 Total	 \$15,500

Leaving a balance of \$11,500 in the Sponsorship budget, if the full allocations for each event are awarded.

Event Budget submitted:

Income

VTAG	\$ 3,500
Shire of Strathbogie	\$ 4,500
Events on Cowslip	\$ 2,500
	\$10,500

Expenditure

Fireworks	\$ 3,500
Road Closure	\$ 1,500
Entertainment	\$ 2,500
Event Costs	\$ 3,000
	\$10,500

Economic Implications

The author of this report considers that the recommendation could have significant economic implications for Council and the broader community.

9.7.10 Sponsorship Request
- Nightmare on Cowslip Street ~ 4 November 2019 (cont.)

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

- Remplan figures



Tourism Impact Summary Report for Hume Region (Inc. Alpine Resorts) (Tourism Activity: 1 days)

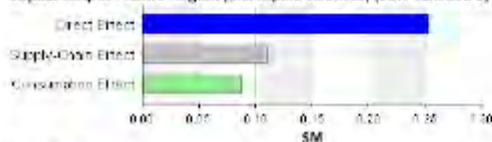
Tourism Impact Scenario

Name Nightmare on Cowslip 2019
Duration 1 days

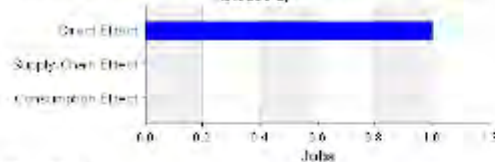
Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	2,250	250	0	2,500
Number of Nights	n/a	1.00	0.00	
Estimated Expenditure per Visitor (\$)	\$98	\$127	\$0	
Total Estimated Expenditure (\$)	\$220,500	\$31,750	\$0	\$252,250

Tourism Impacts

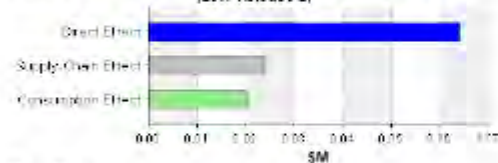
Impact Output - Hume Region (Inc. Alpine Resorts) (2017 Release 2)



Impact Employment Total - Hume Region (Inc. Alpine Resorts) (2017 Release 2)

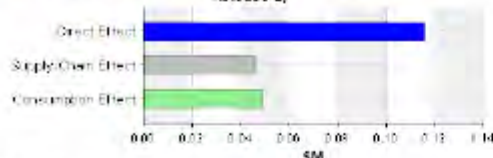


Impact Wages and Salaries Total - Hume Region (Inc. Alpine Resorts) (2017 Release 2)





Impact Value Added Total - Hume Region (Inc. Alpine Resorts) (2017 Release 2)



Under this scenario Gross Regional Product is estimated to increase by \$0.210 million (0.00%) to \$16,518.856 million. Contributing to this is a direct increase in output of \$0.252 million, 1 additional job, \$0.064 million more in wages and salaries and a boost in value-added of \$0.115 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.110 million, 0 more jobs, \$0.024 million more paid in wages and salaries, and a gain of \$0.046 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.438
Employment	1.000
Wages and Salaries	1.374
Value-added	1.399

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.087 million, employment by 0 jobs, wages and salaries by \$0.020 million, and value-added by \$0.049 million.

Under this scenario, total output is expected to rise by \$0.450 million. Corresponding to this are anticipated increases in employment of 1 job, \$0.108 million wages and salaries, and \$0.210 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.782
Employment	1.000
Wages and Salaries	1.689
Value-added	1.823

Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.252	\$0.110	\$0.087	\$0.450	1.438	1.782
Long Term Employment (Jobs)	1	0	0	1	1.000	1.000
Wages and Salaries (\$M)	\$0.064	\$0.024	\$0.020	\$0.108	1.374	1.689
Value-added (\$M)	\$0.115	\$0.046	\$0.049	\$0.210	1.399	1.823



Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

9.7.11 Sponsorship Request
- Euroa Apex Pro Rodeo ~ 21 March 2020

Report Description

Author & Department

Visitor Economy & Events Coordinator / Corporate and Community

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

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

Summary

The Euroa Rough Stock Rodeo Inc have submitted a request for \$3,000 for sponsorship of the 2020 Euroa Rodeo.

This event has had Council funding in the previous two years. The event scored 12/25 for the assessment of their Sponsorship request, as detailed below -

Sponsorship Application Scoring Matrix

EVENT: Euroa Rodeo 2020

Partnership & Strategy Alignment	0/5
Significant Partnerships	0/5
Capacity Building	3/5
Economic Development	4/5
Recognition of Council	5/5

TOTAL 12/25

Attached to this report is the Remplan report of economic development for the 2020 event, for Council information.

Options Council may wish to consider include -

- *Reduced level of sponsorship, in line with the usual levels of sponsorship for events*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

RECOMMENDATION

For Council decision.

9.7.11 Sponsorship Request
- Euroa Apex Pro Rodeo ~ 21 March 2020 (cont.)

Background

Funding provided in previous years :

Council Sponsorship

2018	\$	4,250
2019	\$	1,000
	\$	5,250

In 2019 this event attracted around 3,500 participants from all over Australia, many stayed in Euroa for the weekend. The sponsorship would be used for hire of equipment and waste disposal.

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.

- *Reduced level of sponsorship, in line with the usual levels of sponsorship for events*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

Risk Management

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

However, if the event goes ahead, a Risk Management Plan is required to be prepared by the event organizer.

Strategic Links – policy implications and relevance to Council Plan

There is no strategic link to the recently developed Council Plan within Council's goals. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"* through our mission of *"To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services"*.

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

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

Financial / Budgetary Implications

In the 19 – 20 Council Budget there is an allocation of \$30,000 for Sponsorship requests. As at 30/9/19, \$3,000 has been allocated. Therefore the current balance is \$27,000.

9.7.11 Sponsorship Request
- Euroa Apex Pro Rodeo ~ 21 March 2020 (cont.)

The Sponsorship requests included in this round are:

Euroa Rodeo	\$3,000
Jayco Herald Sun Tour	\$5,000
Nightmare on Cowslip	\$4,500
Breastcheck 2019	<u>\$3,000</u>
 Total	 \$15,500

Leaving a balance of \$11,500 in the Sponsorship budget, if the full allocations for each event are awarded.

Event Budget submitted:

Income

Sponsorship	\$15,600
Shire of Strathbogie	\$ 3,000
Gate Takings	\$50,000
Alcohol	\$20,000
	\$88,600

Expenditure

Alcohol	\$13,000
Stock Contractors	\$19,800
Entertainment	\$ 1,500
Waste Disposal	\$ 2,000
Equipment Hire	\$ 8,500
	\$44,800

Economic Implications

The author of this report considers that the recommendation could have significant economic implications for Council and the broader community.

Environmental / Amenity Implications

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

Community Implications

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

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

9.7.11 Sponsorship Request
- Euroa Apex Pro Rodeo ~ 21 March 2020 (cont.)

Consultation

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

Attachments

- Remplan figures



Tourism Impact Summary Report for Hume Region (Inc. Alpine Resorts) (Tourism Activity: 1 days)

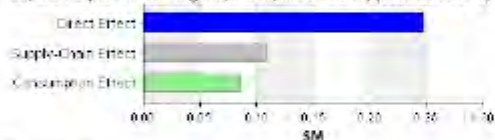
Tourism Impact Scenario

Name	Euros Rodeo
Duration	1 days

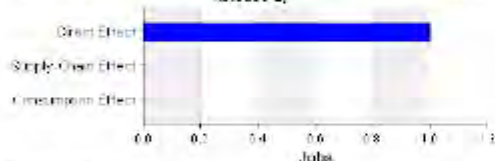
Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	2,000	200	0	2,200
Number of Nights	n/a	2.00	0.00	
Estimated Expenditure per Visitor (\$)	\$96	\$254	\$0	
Total Estimated Expenditure (\$)	\$196,000	\$50,800	\$0	\$246,800

Tourism Impacts

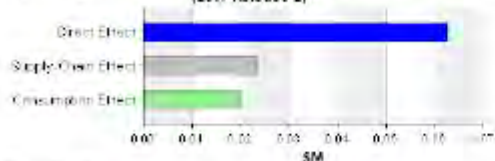
Impact Output - Hume Region (Inc. Alpine Resorts) (2017 Release 2)



Impact Employment Total - Hume Region (Inc. Alpine Resorts) (2017 Release 2)

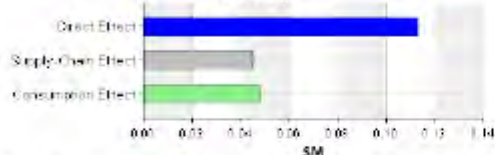


Impact Wages and Salaries Total - Hume Region (Inc. Alpine Resorts) (2017 Release 2)





Impact Value Added Total - Home Region (Inc. Alpine Resorts) (2017 Release 2)



Under this scenario Gross Regional Product is estimated to increase by \$0.206 million (0.00%) to \$16,518.852 million. Contributing to this is a direct increase in output of \$0.247 million, 1 additional job, \$0.063 million more in wages and salaries and a boost in value-added of \$0.113 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.108 million, 0 more jobs, \$0.023 million more paid in wages and salaries, and a gain of \$0.045 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.438
Employment	1.000
Wages and Salaries	1.374
Value-added	1.399

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.085 million, employment by 0 jobs, wages and salaries by \$0.020 million, and value-added by \$0.048 million.

Under this scenario, total output is expected to rise by \$0.440 million. Corresponding to this are anticipated increases in employment of 1 job, \$0.106 million wages and salaries, and \$0.206 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.782
Employment	1.000
Wages and Salaries	1.689
Value-added	1.823

Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.247	\$0.108	\$0.085	\$0.440	1.438	1.782
Long Term Employment (Jobs)	1	0	0	1	1.000	1.000
Wages and Salaries (\$M)	\$0.063	\$0.023	\$0.020	\$0.106	1.374	1.689
Value-added (\$M)	\$0.113	\$0.045	\$0.048	\$0.206	1.399	1.823



Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

9.7.12 Sponsorship Request **- Jayco Herald Sun Tour ~ 5 February 2020**

Author & Department

Visitor Economy & Events Coordinator / Corporate and Community Department

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

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

Summary

Council sponsorship of the Jayco Herald Sun Tour Race Start on 5 February 2020, at Mitchelton Wines, Nagambie, has been requested.

Now in its 67th edition, the Jayco Herald Sun Tour (JHST) is Australia's oldest professional stage race. It is one of Australia's heritage sporting events.

The proposal is to start the race at Mitchelton Winery, head up Mitchelstown Road to the roundabout, turn left into O'Dwyers Road, through the centre of Nagambie township and then onto Murchison.

This event attracts world-wide media coverage and will showcase Nagambie to a very large audience via all forms of media including live streaming.

GTR Events are looking for \$5,000 **cash** sponsorship from Strathbogie Shire to become a host Council for the event. For this level of sponsorship GTR is offering:

- The final 60 minutes of each stage will be Live Streamed to a global audience, which will recap the start line activities, and therefore feature Nagambie
- Placement of one 30 second vignette opportunity within the official Event broadcast – in 2019 combined nationally and internationally broadcast reach was 1.49 million with a 650,000 audience reach via Eurosport
- Invitation for the Strathbogie Shire Council Mayor to be involved in Stage 1 presentations
- Invitation for the Mayor and key local people to be involved in photo opportunities with cyclists and commentary personalities
- Commentary mentions in TV broadcast – lead by Matt Keenan about the Strathbogie region (script to be supplied by Strathbogie)
- Tourism information about Strathbogie region positioned on official JHST website and posted on social media channels
- VIP invitations to Stage 5 VIP Hospitality in Melbourne CBD and media event launch
- Strathbogie branding at host stage and logo presence on event marketing collateral.

9.7.12 Sponsorship Request
- Jayco Herald Sun Tour ~ 5 February 2020 (cont.)

This event has had Council funding in the previous two years. The event scored 19/25 for the assessment of their Sponsorship request, as detailed below -

Sponsorship Application Scoring Matrix

EVENT: Jayco Herald Sun Tour 2020

Partnership & Strategy Alignment	5/5
Significant Partnerships	0/5
Capacity Building	5/5
Economic Development	4/5
Recognition of Council	5/5

TOTAL 19/25

Attached to this report is the Remplan report of economic development for the 2020 event, for Council information.

Options Council may wish to consider include -

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

RECOMMENDATION

For Council Decision.

Background

For more than sixty years, the 'Sun Tour' has captured the attention of sports fans throughout Victoria. Riders from around the world compete in the Tour, with a long distinguished list of past winners. 2019 was the second year of the two (2) day Women's Tour, which will again return in 2020 commencing on the first day, in line with the Men's race. The iconic event will once again be a UCI international level event and complete the Australian Summer of Cycling.

The JHST is a unique cycling event in the UCI calendar as it offers the opportunity for Australian teams to race against the world's best Pro Teams. There are three categories of professional teams in world cycling; Pro-Tour, Pro-Continental and Continental. Pro-Tour and Pro-Continental are managed by the UCI and the Continental teams are managed by the respective national federations.

This is an opportunity to showcase Nagambie on the sporting stage as well as a tourist destination of choice, to a world-wide audience.

9.7.12 Sponsorship Request
- Jayco Herald Sun Tour ~ 5 February 2020 (cont.)

In the previous two years the Shire has sponsored the event for \$10,000 which is a mix of in kind and cash sponsorship. In 2017 the Shire contributed \$7000 cash and in 2018 \$2,000 cash. The organisers have requested a reduced amount from the Strathbogie Shire this year and are only requesting \$5,000 in cash with no in kind component.

Alternative Options

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

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

Risk Management

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

However, if the event goes ahead, a Risk Management Plan is required to be prepared by the event organizer.

Strategic Links – policy implications and relevance to Council Plan

There is no strategic link to the recently developed Council Plan within Council's goals. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"* through our mission of *"To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services"*.

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

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

Financial / Budgetary Implications

In the 19 – 20 Council Budget there is an allocation of \$30,000 for Sponsorship requests. As at 30/9/19, \$3,000 had been allocated. Therefore, the current balance is \$27,000.

The Sponsorship requests included in this round are:

Euroa Rodeo	\$3,000
Jayco Herald Sun Tour	\$5,000
Nightmare on Cowslip	\$4,500
Breastcheck 2019	<u>\$3,000</u>
Total	\$15,500

Leaving a balance of \$11,500 in the Sponsorship budget, if the full allocation for each event were awarded.

9.7.12 Sponsorship Request
- Jayco Herald Sun Tour ~ 5 February 2020 (cont.)

Economic Implications

The author of this report considers that the event brings Nagambie to the worldwide stage, promoting the region to a large cross section of potential tourists.

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

GTR Events are looking at the potential of including activities such as; School activations, CFA education sessions, bike education etc. school's running race along the start line pre-race, a ride to school day which includes a bike education clinic on the start line, breakfast with the stars, fishing activation. All of which will include 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.

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

- Remplan figures



Tourism Impact Summary Report for Hume Region (Inc. Alpine Resorts) (Tourism Activity: 1 days)

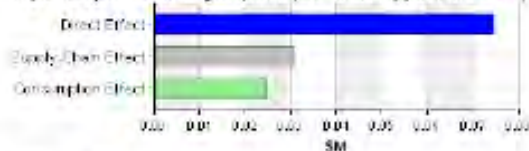
Tourism Impact Scenario

Name: Jayco Herald Sun Tour
Duration: 1 days

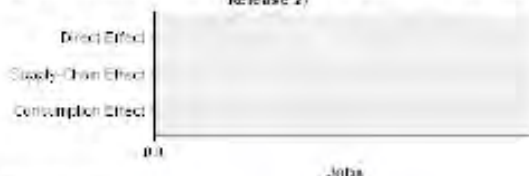
Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	500	200	0	700
Number of Nights	n/a	1.00	0.00	
Estimated Expenditure per Visitor (\$)	\$98	\$127	\$0	
Total Estimated Expenditure (\$)	\$49,000	\$25,400	\$0	\$74,400

Tourism Impacts

Impact Output - Hume Region (Inc. Alpine Resorts) (2018 Release 2)



Impact Employment Total - Hume Region (Inc. Alpine Resorts) (2018 Release 2)

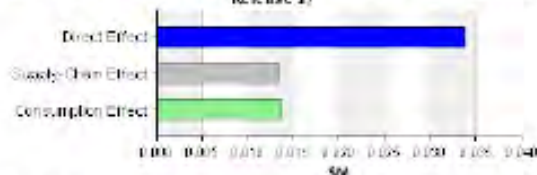


Impact Wages and Salaries Total - Hume Region (Inc. Alpine Resorts) (2018 Release 2)





Impact Value-Added Total - Hum e Region (inc. Alpine Resorts) (2018 Release 2)



Under this scenario Gross Regional Product is estimated to increase by \$0.061 million (0.00%) to \$17,673.503 million. Contributing to this is a direct increase in output of \$0.074 million, 0 additional jobs , \$0.019 million more in wages and salaries and a boost in value-added of \$0.034 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.031 million, 0 more jobs , \$0.007 million more paid in wages and salaries, and a gain of \$0.013 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.413
Employment	0.000
Wages and Salaries	1.357
Value-added	1.394

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.025 million, employment by 0 jobs , wages and salaries by \$0.006 million, and value-added by \$0.014 million.

Under this scenario, total output is expected to rise by \$0.130 million. Corresponding to this are anticipated increases in employment of 0 jobs , \$0.032 million wages and salaries, and \$0.061 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.745
Employment	0.000
Wages and Salaries	1.652
Value-added	1.799

Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.074	\$0.031	\$0.025	\$0.130	1.413	1.745
Long Term Employment (Jobs)	0	0	0	0	0.000	0.000
Wages and Salaries (\$M)	\$0.019	\$0.007	\$0.006	\$0.032	1.357	1.652
Value-added (\$M)	\$0.034	\$0.013	\$0.014	\$0.061	1.394	1.799



Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

9.7.13 Sponsorship Request
- Breastcheck 2019 ~ 14 December 2019

Author & Department

Visitor Economy & Events Coordinator / Corporate and Community Department

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

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

Summary

Council sponsorship of the Breastcheck 2019 event at the Nagambie Regatta Centre precinct on 14 December 2019, has been requested.

This is a not for profit event that offers opportunity for the Shire, the Region and indeed the State of Victoria, to gather to support Love Your Sister's work around Breast Cancer Awareness. To learn how early detection and knowing how to check for potential cancers can assist in the best possibility of successful treatment.

The event is about care, respect and knowing your body and having the conversation.

Our Shire has a high cancer rate in the State. The event will support the highest number of adults (men, women, non-gender identity) to attempt the record for the largest amount of simultaneous breast examinations (over loose clothing). This is a family friendly, awareness raising event.

There will be trained Breast care nurses on site for the entire event to assist with all aspects of breast checking, awareness and detection.

This event is the first time they have requested Council funding. They have requested \$3,000 in sponsorship funding, as well as the waiving of hire fees, estimated at \$510. The application has been auspiced by GoNagambie, who have provided their ABN and bank account details.

The application scored 21/25 for the assessment of their Sponsorship request, as detailed below.

Sponsorship Application Scoring Matrix

EVENT: Breastcheck Record 2019

Partnership & Strategy Alignment	5/5
Significant Partnerships	2/5
Capacity Building	5/5
Economic Development	4/5
Recognition of Council	5/5

TOTAL 21/25

9.7.13 Sponsorship Request
- Breastcheck 2019 ~ 14 December 2019 (cont.)

Options Council may wish to consider include -

- *Reduced level of sponsorship,*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

RECOMMENDATION

For Council Decision.

Background

This is planned to be the largest simultaneous self-examination for breast cancer. Participants over the age of 18 will be registered in an attempt to break the current record. This event is also about awareness raising of all cancers. It is promoting knowing your body, look out for each other as a community. The ultimate goal is to support the work of Love Your Sister, in particular the work of Sam Johnson and his late sister, Connie. All of the Love your Sister team, including Sam Johnson, will be in attendance to coordinate and promote fund raising much needed dollars as well as raising awareness to detect cancer early.

The current record is 2,790 which was set in February 2016 in Andhra Pradesh, India.

Information on Love Your Sister is provided below :

'Love Your Sister' is a million-strong village of everyday Aussies committed to vanquishing all cancers with hard science. It started with an insane dare. Co-Founder Connie Johnson dared her younger brother, actor Samuel Johnson to unicycle around the country in the face of her terminal diagnosis with breast cancer. Their aim? To remind every mum in the land to check their boobs. Love Your Sister proudly passes on every individual donation to scientific research. No skimming. No bull...."

Alternative Options

The officer providing advice in relation to this report has considered potential alternative courses of action. There is potential to include in the sponsorship the in kind sponsorship of the hire the Regatta Centre precinct which is \$510. The following alternatives have been identified for the consideration of Council.

- *Reduced level of sponsorship,*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

9.7.13 Sponsorship Request
- Breastcheck 2019 ~ 14 December 2019 (cont.)

Risk Management

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

However, if the event goes ahead, a Risk Management Plan is required to be prepared by the event organizer.

Strategic Links – policy implications and relevance to Council Plan

There is no strategic link to the recently developed Council Plan within Council's goals. However, that being noted, the overall Vision for the Council Plan is *"Together we are building a flourishing community"* through our mission of *"To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services"*.

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

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

Financial / Budgetary Implications

In the 19 – 20 Council Budget there is an allocation of \$30,000 for Sponsorship requests. As at 30/9/19 only \$3,000 had been allocated. Therefore the current balance is \$27,000.

The Sponsorship requests included in this round are:

Euroa Rodeo	\$3,000
Jayco Herald Sun Tour	\$5,000
Nightmare on Cowslip	\$4,500
Breastcheck 2019	<u>\$3,000</u>
Total	\$15,500

Leaving a balance of \$11,500 in the Sponsorship budget, if the full allocation for each event were awarded.

Economic Implications

The author of this report considers that the recommendation could have economic implications for Council or the broader community. However, due to this being the first time this event is being held, the economic implications can only be assessed after the event.

Environmental / Amenity Implications

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

Community Implications

There is a perfect opportunity to raise awareness of breast cancer and how to detect it, providing potentially long term beneficial effects to the community, as well as raising funds to continue Love your Sister's important work, in what is often an unspoken space.

9.7.13 Sponsorship Request
- Breastcheck 2019 ~ 14 December 2019 (cont.)

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.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Nil.

9.7.14 Play and Recreation Framework

Author & Department

Group Manager Corporate and Community / Corporate and Community Department

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

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

Summary

This report recommends that Council endorse the Play and Recreation Framework, with further work to occur in matching priorities to funding.

RECOMMENDATION

That Council:

- endorse the Play and Recreation Framework
- progress the Nagambie funding application, noting that additional Community consultation on elements is underway
- note progress with the Avenel project
- conduct further consultation on Violet Town installation
- prioritise in coming months, rollout over the next ten years in line with funding availability.

Background

The Play and Recreation Framework has been prepared following community consultation with community which included return of 438 surveys. It identifies potential installation of equipment at a range of locations within the Shire.

As far as implementation is concerned, following adoption of Council's 2019/20 Budget an amount of \$1,430,000 has been allocated over the next 10 years on the following basis:

Year	Location	Gross Cost	Grant Income	Net Cost
2019/20	Nagambie	450,000	225,000	225,000
2019/20	Violet Town	80,000		80,000
2020/21		100,000		100,000
2012/22		100,000		100,000
2022/23		100,000		100,000
2023/24		100,000		100,000
2024/25		100,000		100,000
2025/26		100,000		100,000
2026/27		100,000		100,000
2027/28		100,000		100,000
2028/29		100,000		100,000
TOTAL		1,430,000	225,000	1,205,000

9.7.14 Play and Recreation Framework (cont.)

Several points need to be noted:

- The amount allocated in the Budget is not sufficient to deliver all proposals in the Framework and therefore some review of elements and options needs to be undertaken
- There is also a need to progress priority projects
- In some locations it may be possible to install a combination of elements rather than a number of individual items, given a good outcome at reduced cost
- There is also an opportunity to review townships in order to best allocate equipment across locations
- Over time there may be additional funding achieved
- Some elements of the proposed Framework have been delivered in whole or in part – Avenel Skate facility, half basketball court in Euroa, and this needs to be factored into the process

Nagambie Facility

- Within the 2019/20 Budget is an amount of \$450,000 (\$225,000 of which is assumed as grant funding) for a facility identified in Filson Street as part of the youth hub precinct.
- Some community engagement was conducted in December 2018 and 4 options were presented for feedback. The feedback was limited and no clear consensus emerged and further community engagement will be conducted, particularly with young people, to identify preferred elements of a project which would fit the Budget available
- There is also funding of \$80,000 identified for Violet Town in 2019/20
- The Play and Recreation Framework makes reference to water play elements and the Community Pools Strategy. These elements are being considered separately to the Framework. In the Budget and 10 year Financial Plan there is provision of \$9.04 million for implementation, with further work being done with the Pools Working Group to allocate priorities.

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:

- Endorse the recommendation
- Adopt a further alternative

9.7.14 Play and Recreation Framework (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 budget considerations which have been factored into the Long Term Financial Plan.

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 the potential to improve amenity for the broader community.

Community Implications

The author of this report considers that the recommendation has positive community and 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

Consultation on some specific aspects are proposed.

Attachments

Nil.

Website Link

Due to the large size of the draft Play and Recreation Framework document, it is unable to be attached to this report.

The document can be viewed / downloaded via the following website link:-

https://www.strathbogie.vic.gov.au/images/Plans_policies_Strategies_reports/Draft%20Play%20and%20Recreation%20Framework%202019.pdf

9.7.15 Strathbogie Shire Conservation Incentive

Author & Department

Team Leader Climate Change and Environment / Community Assets Directorate

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

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

Summary

Strathbogie Shire Council is unique in the North Eastern region of Victoria, having 53 privately owned properties (2,419 Ha) with voluntary legally binding permanent protections specifically for the purpose of protecting habitat for biodiversity. In December 2017 the Sustainable Development Reference Group approved a recommendation for Council to consider Trust for Nature Covenanted properties (the only legally binding, appropriately managed conservation covenant currently operating in Australia) to receive an incentive to do so based on the area of land subject to a covenant.

The recommended incentive per hectare is \$25, capped at \$1000 per property. This totals \$31,427.53 annually.

RECOMMENDATION

- 1. That Council approve an Annual Conservation Incentive for Strathbogie Shire property owners of Trust for Nature registered Conservation Covenants, of \$25 per hectare capped at \$1000 per property to be implemented in 2019/20 payable prior to 30 November 2019.**
- 2. That a short Conservation Incentive Evaluation be completed by all recipients annually, in order to;**
 - a. confirm a landowner's participation in each year's incentive, and;**
 - b. reinforce Council's ongoing support with feedback and data on how the incentive benefits landowners via:**
 - local economic development,**
 - support of group and individual biodiversity initiatives,**
 - support of property maintenance initiatives, and**
 - support of weed and pest eradication.**

Background

A Conservation Covenant with Trust for Nature is a voluntary, but legally binding agreement, that is placed on a resident's property title to protect high quality remnant vegetation in perpetuity. A resident is required to maintain this protected land with fencing, weed and pest control, and other measures.

9.7.15 Strathbogie Shire Conservation Incentive (cont.)

Strathbogie Shire residents have demonstrated their passion for our unique and exceptional environment, placing covenants on 52 properties totalling over 2,419 hectares.

Currently there are over 1500 conservation covenants registered on Title throughout Victoria protecting over 60 000 Ha of high quality, often endangered, remnant vegetation.

Many Councils offer rate rebates and incentives supporting conservation covenants, for example Moira Shire Council, the City of Greater Shepparton, Yarra Ranges Shire, Nillumbik Shire Council and Macedon Ranges Shire, Mansfield Shire, and Mitchell Shire.

Land conservation incentives are a cost effective environmental program for Local Government, in particular because the program utilises Trust for Nature as operational partners.

The conservation incentive addresses one of the most complex and difficult problems of our contemporary era – that of conserving invaluable and rapidly diminishing habitat and biodiversity that exists on private land. Conservation covenants ensure more weed control, as weed and vermin control are part of the covenant.

Trust for Nature conducts a site assessment for the quality of the vegetation and monitors the property every 5 years to ensure that the high quality of the vegetation is being maintained.

Council will evaluate the program annually via a digital survey in April to gather information from participants to feedback to Council. Whilst evaluation participation will be a precondition of recipients obtaining the upcoming year's incentive, there will be no requirement on how participants spend their incentive. However understanding incentive participation will reinforce Council's ongoing support with reportable data on how the incentive benefits landowners, residents, and biodiversity via:

- local economic development (ie purchases at local businesses),
- support of group and individual biodiversity initiatives,
- support of property maintenance initiatives, and
- support of weed and pest eradication.

This incentive reduces the financial barrier some residents may feel toward placing a conservation covenant on a vulnerable area of their property that may be supporting rare and endangered flora and fauna.

Council will not have more than one to two new covenanted properties per annum (if any) (ie max of \$2,000 incentive). In our CMA area, Trust for Nature and the CMA only support a maximum of two covenants per annum, owing to the significant legal costs subsidised by these organisations. TFN is very specific about quality of habitat it funds, and does not accept just any property put forward.

9.7.15 Strathbogie Shire Conservation Incentive (cont.)

Alternative options

All options have been considered and recommended to Council.

Risk Management

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

Strategic links - policy implications and relevance to Council Plan

The author of this report considers that Sustainable Strathbogie 2030 is the key strategic planning document for Council for these reports, Action 5.06 specifically relates to the implementation of an incentive for conservation covenanted land.

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 and have been considered and applied in development of the report and recommendations.

Financial/Budgetary implications

The author of this report considers there will be no further ongoing budget implications beyond that which is allocated in the 2019/20 Budget , which is sufficient to fund the program.

Economic implications

The author considers that the recommendations will lead to positive economic outcomes for Council and the broader community. These will include the private weed and pest initiatives, upgrades to fencing, expenditure within local business, and private expenditure on natural resource management.

Environmental/Amenity implications

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

Community implications

The author considers that the recommendations are responsive to community submissions from the Sustainable Strathbogie 2030 strategy and regular inquiries to Council generally.

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.

9.7.15 Strathbogie Shire Conservation Incentive (cont.)

Consultation

The Sustainable Development Reference Group is Council's appointed community environment and sustainability consultative network. In December 2017 the SDRG recommended to Council that it endorse the Incentive.

Attachments

- Trust for Nature Strathbogie Covenants listing – de-identified
- Covenanted Private Land Council Rebates in the Goulburn Broken

TRUST FOR NATURE COVENANTS STRATHBOGIE 2019

TNFF# Number	Shire	Protected Land Area (Ha)	Annual Release	Modified Land Area (Ha)	Donor's Area (Ha)	Total Land Area (Ha)	Covenant Status	Register Date	Ecological Status
00216	Nagambie	21.54	\$ 538.50	0	0	21.54	Registered	7/11/1991	Vulnerable, Box Ironbark Forest
00218	Longwood	59.72	\$ 1,000.00	0	0	59.72	Registered	26/02/1992	Depleted, Grassy Dry Forest
00078	Tarcombe	169.7	\$ 1,000.00	0	0	169.7	Registered	3/12/1996	Depleted Grassy Dry Forest / Vulnerable Valley Grassy Forest
C1479	Tarcombe	260.45	\$ 1,000.00	0	0	260.45	Registered	3/12/1996	
C1480	Tarcombe	159.2	\$ 1,000.00	0	0	159.2	Registered	3/12/1996	
00370	Boho South	51.88	\$ 1,000.00	53.09	0	104.97	Registered	19/02/1999	Depleted Herb-rich Foothill & Healthy Dry Forest (least concern)
00477	Wirrrie	192.01	\$ 1,000.00	0	0	192.01	Registered	23/02/2000	Vulnerable Box Ironbark Forest
00490	Boho South	8.09	\$ 202.25	0	0.65	8.74	Registered	15/04/2001	Vulnerable, Valley Grassy Forest
00526	Whroo	20.23	\$ 505.75	0	1.11	21.34	Registered	14/08/2001	Vulnerable Box Ironbark Forest
00540	Marraweeny	8.29	\$ 207.25	0	0	8.29	Registered	22/08/2001	Least concern, Herb-rich Foothill Forest
00590	Canlambo	6.21	\$ 155.25	0	0	6.21	Registered	1/01/2002	Vulnerable, Box Ironbark Forest
00217	Nagambie	46.11	\$ 1,000.00	0	0	46.11	Registered	15/05/2002	
00760	Nagambie	41.05	\$ 1,000.00	0	0	41.05	Registered	15/05/2002	
00769	Nagambie	41.23	\$ 1,000.00	0	0	41.23	Registered	7/05/2003	Vulnerable, Box Ironbark Forest - Squirmel Glider, threatened Tuan
00626	Molika	9.18	\$ 229.50	0	0	9.18	Registered	1/09/2004	Endangered, Plains Woodland - Brown-back Wallaby grass, Rigid Panic, Water Milfoil
00745	Kithbrook	4.58	\$ 114.50	0	0	4.58	Registered	1/03/2004	Depleted, Herb-rich Foothill Forest
00762	Longwood	15.7	\$ 392.50	0	0	15.7	Registered	3/03/2004	Vulnerable, Valley Grassy Forest
00852	Molika	13.28	\$ 332.00	0	0	13.28	Registered	4/08/2004	Endangered, Plains Woodland - Grey Crowned Babbler, Sheeps Burr, Broughtons Pea, Scaly Buttons, Pink Bindweed, Slender Goodenia.
00899	Creighton	129.04	\$ 1,000.00	0	0	129.04	Registered	6/07/2004	Vulnerable, Box Ironbark Forest
00992	Koonda	29.88	\$ 747.00	39.62	0	69.5	Registered	21/02/2005	Endangered, Grassy Woodland
C1046	Creightons Creek	5.98	\$ 149.50	0	0	5.98	Registered	29/11/2005	Endangered, Grassy Woodland
C1046	Creightons Creek	7.08	\$ 177.00	0	0	7.08	Registered	29/11/2005	
C1127	Violet Town	17.69	\$ 442.25	19.48	0	37.17	Registered	29/05/2006	Depleted, Grassy Dry Forest
C1114	Koonda	9.7	\$ 242.50	0	0	9.7	Registered	4/12/2006	Vulnerable, Box Ironbark Forest, Swift Parrot, Tree Goanna, Bush Stone curlew, Hooded Robin
C1181	Euroa	14.51	\$ 362.75	0	0	14.51	Registered	30/06/2007	Endangered, Plains Grassy Woodland
C1214	Strathbogie	6.72	\$ 168.00	0	0	6.72	Registered	30/06/2007	Depleted, Herb-rich Foothill Forest
C1194	Creek Junction	7.13	\$ 178.25	4.75	0	11.88	Registered	5/02/2008	Depleted, Herb-rich Foothill Forest, Perched bog, swampy riparian Woodland, sphagnum moss, Eucalyptus ovalis, Swamp Gum, Swamp Heath, Mountain mirlabella
C1270	Boho South	12.65	\$ 316.25	0	0	12.65	Registered	28/04/2008	
C1330	Ballicreston	126.15	\$ 1,000.00	0	0	126.15	Registered	28/04/2008	
C1320	Ballicreston	5.05	\$ 126.25	0	0.34	5.39	Registered	22/10/2008	Vulnerable, Box Ironbark Forest, Grass-trees Xanthorrhoea australis
C1322	Marraweeny	20.84	\$ 521.00	0	0	20.84	Registered	22/10/2008	Least concern, Herb-rich Foothill Forest
C1449	Earlston	8.35	\$ 208.75	7.7	0	16.05	Registered	10/06/2010	Vulnerable, Box Ironbark Forest
C1199	Upotipotpon	51.07	\$ 1,000.00	5.73	1.98	58.78	Registered	20/06/2010	Endangered Grassy Woodland, Grey Crowned Babbler, Squirmel Glider, Bitter Cryptandra, Cryptandra amara, Grey Grass-tree, Xanthorrhoea glauca, Goldfields Gr
C1411	Ruffy	8.33	\$ 208.25	0	0	8.33	Registered	24/10/2010	
C1498	Locksley	64.8	\$ 1,000.00	0	2	66.8	Registered	24/12/2010	
C1473	Ruffy	16.28	\$ 407.00	3.89	0	20.17	Registered	23/03/2011	
C1507	Moglaneby	16.5	\$ 412.50	0	0	16.5	Registered	21/06/2011	Endangered, Plains Grassy Woodland
C1548	Euroa	21.27	\$ 531.75	0	1.72	22.99	Registered	5/12/2011	Depleted, Granitic Hills Woodland
C1508	Longwood East	33.3	\$ 832.50	0	0	33.3	Registered	20/01/2012	Depleted, Grassy Dry Forest
C1522	Boho South	19.5	\$ 487.50	0	0	19.5	Registered	30/04/2012	Herb Rich Foothill Forest, Long-nosed Bandicoot, Brush-tailed Bandicoot, Brush-tailed Phascogale, Greater Glider, Powerful Owl.
C1543	Earlston	79.9	\$ 1,000.00	3.04	0.95	83.89	Registered	18/06/2012	Vulnerable, Box Ironbark Forest
C1731	Strathbogie	4.9	\$ 122.50	0	0	4.9	Registered	14/09/2012	Least Concern, Herb-rich Foothill Forest
C1756	Violet Town	11.81	\$ 295.25	1.95	0.97	14.73	Registered	27/08/2013	Plains Grassy Woodland
C1816	Miepoll	56.8	\$ 1,000.00	0	0	56.8	Registered	9/09/2013	Riparian woodland habitat, along the Seven Creeks
C1817	Miepoll	48.83	\$ 1,000.00	0	0	48.83	Registered	13/12/2013	Rare example of intact grassland on the fertile plains.
C1837	Mitchellstown	120	\$ 1,000.00	0	2	122	Registered	13/12/2013	
C1840	Sheans Creek	14	\$ 350.00	0	0	14	Registered	13/12/2013	Federally listed Box Gum Grassy Woodland community
C1526	Gooram	70	\$ 1,000.00	0	0	70	Registered	28/03/2014	Granitic Hills Woodland, Grassy Dry Forest/Outcrop Shrubland
C1841	Earlston	145.61	\$ 1,000.00	0	0	145.61	Registered	5/05/2014	Box Ironbark Forest, Alluvial Terraces Herb rich Woodland
C1904	Violet Town	30.22	\$ 755.50	0	0	30.22	Registered	4/01/2016	
C1936	Longwood	9.331	\$ 233.28	0	0	9.331	Registered	20/06/2016	
C1964	Baddaginnie	18.98	\$ 474.50	0	0	18.98	Registered	9/03/2017	
C1849	Longwood	46.43	\$ 1,000.00	0	0	46.43	Registered	26/06/2018	
		2,419.06	\$ 31,427.53	139.25	11.72	2,523.62			

COVENANTED PRIVATE LAND COUNCIL REBATES IN THE GOULBURN BROKEN

Council	Incentive Applied	Scheme	Year Council Commenced Rebates	No. Properties Registered	\$ per hectare	Min – Max rebate p.a.	How is incentive paid?	Total cost to Council
City of Greater Shepparton	Y	Trust for Nature Covenant : Rate Rebate	2006	16	\$20.00	\$100 - \$1000	Reduction on rates.	unsure as Councils TFN data not up to date.
Shire of Moira	Y	Trust for Nature Covenant : Rate Rebate	2002	34	\$20.00	\$100 - \$1000	Reduction on rates.	unsure as Councils TFN data not up to date.
Shire of Mansfield	Y	Trust for Nature Covenant : Rate Rebate		6	\$25.00	\$50 - \$500	Reduction on rates.	unsure as Councils TFN data not up to date.
Shire of Mitchell	Y	Trust for Nature Covenant : Grant	2005	18	\$20.00	\$100 - \$500	Application form filled out; Council raised creditor payment; finance credit grant to landholder a/c.	\$5,252.
Shire of Murrindindi	N	No Rebate. CIV applied only.						
Greater City of Benalla	N	No Rebate. CIV applied only.						
Shire of Campaspe	N	No Rebate. CIV applied only.						
Alpine Shire	N	No Rebate. CIV applied only.						

**as at August 2018

**9.7.16 Strathbogie Shire Roads Advisory Committee
- Minutes of Meeting Wednesday 19 June 2019**

Author and Department

Group Manager Community Assets / Community Assets Directorate

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

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

Summary

Council's appointed Roads Advisory Committee met on 19 June 2019.

At that meeting, the Committee was given updates from Regional Roads Victoria, Strathbogie Shire Officers on the progress of the 2018/2019 Capital Works program, an overview of Strathbogie Shire's draft 2019/2020 Roads Program and agreement to the dates of future Committee meetings and confirmation of a tour to inspect and discuss road related issues and opportunities.

The minutes are attached for Council information

RECOMMENDATION

That Council accept the minutes of the 19 June 2019 meeting of the Roads Advisory Committee, as attached to this report.

Background

The Roads Advisory Committee held a meeting on 19 June 2019.

The objectives of the Roads Advisory Committee are: -

- To advise Council on the development and review of policy and strategy relating to the road network;
- To advise Council on policy relating to the management of roadsides including footpaths; and
- To advise Council on potential advocacy priorities regarding road safety issues and initiatives of community benefit.

The agenda items discussed at the 19 June 2019 meeting included:

- Introduction of Cr Little as the new Councillor representative on the Committee;
- Minutes from Previous meeting;
- Regional Roads Victoria Update;
- Strathbogie Shire Update; and
- Other Business.

9.7.16 Strathbogie Shire Roads Advisory Committee
- Minutes of Meeting Wednesday 19 June 2019 (cont.)

These minutes were confirmed and adopted by the Roads Advisory Committee at its meeting on 11 September 2019

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 implications relating to the report or the 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 significant economic implications for Council or the broader community.

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 committee will continue to examine roads related matters and provide recommendations to Council for the Community's benefit.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council, other than those identified elsewhere in the report.

9.7.16 Strathbogie Shire Roads Advisory Committee
- Minutes of Meeting Wednesday 19 June 2019 (cont.)

Consultation

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

Attachments

- Minutes Roads Advisory Committee – 19 June 2019

Strathbogie Shire Roads Advisory Committee Minutes

Meeting Room 2, Euroa Civic Centre
19 June 2019

Present:

Strathbogie Shire Council

- Cr Graeme Williams (Chair)
- Cr Malcolm Little
- Jeff Saker, Group Manager Community Assets
- John Canny, Manager Operations
- Uwe Paffrath, Manager Infrastructure

Community Representatives

- Mr John Dunn
- Mr Craig Hahnel
- Mr Paul Swan

Regional Roads Victoria (RRV)

- Ms Rebecca Steer, Manager Planning, North Eastern Victoria

1. Welcome

- Cr Williams welcomed members to the meeting

2. Apologies

- Cr Williams noted the apology from Steve McCallum from RRV.
- RS advised the meeting that RRV will be sending one representative to each meeting.

3. Confirmation and Welcome to Cr Malcolm Little, Council Representative

- Cr Williams introduced Cr Malcolm Little to the group. Cr Little has been appointed by Council as its second representative due to the resignation of Cr Thomson.

4. Minutes from Previous Meeting

- Moved: C. Hahnel
- Seconded: J. Canny

- Carried unanimously

5. Regional Roads Victoria Update

- RS advised the RAC of the engagement that RRV is undertaking with the community and stakeholders in the preparation of the RRV Regional Strategy. Internal workshops have been completed with external workshops nearing completion. Strathbogie Officers are attending the next meeting on 24 June 2019 in Benalla.

6. Strathbogie Shire Update

- UP provided an update on the performance of road related projects against the 2018/2019 Capital Works program. Works included completion of 9 of 11 bridge projects, design of major culverts, construction of footpaths and drainage. We are currently running at 80% and expect to reach 90% delivery by financial year end.
- JC provided an update on the 0-1 Roads Upgrade program which has been completed as per the 2018/2019 list; the first stage of the 2018/2019 line marking program has been completed and the grading program (which had stalled due to lack of water) is now back on track.

7. Other Business

Overview of Strathbogie Shire's draft 2019/2020 Roads Program

- UP distributed and gave an overview of the draft roads program for the 2019/2020 Capital Works program. The Committee was in agreement and mentioned that they would like to add a few thoughts for consideration in the 2020/2021 program. These will be looked at during the proposed bus tour on 17 July 2019.
- A number of requests were taken on notice by RS (RRV) who committed to responding to the group. The issues included a 40kph sign in Vale Street, Nagambie, potential for rumble strips on the Nagambie-Locksley Road approach to the Goulburn Valley Highway and train crossing and an update on the McDonalds /Nagambie-Locksley Road intersection, the railway crossing intersection at Bank Street, Avenel.

8. General Business

- Proposed 2019 Calendar of Meetings: in accordance with the Committee Charter, the Committee agreed that meetings be held quarterly with the following dates agreed for the remainder of 2019 – 17 July (Bus Tour 1pm – 4pm), 4 September and 11 December. The dates for 2020 will be discussed at the December meeting.
- The bus tour will include inspections of Moglonemby Road, Ash Street, Euroa-Merton Road, and the intersection at Creightons Creek Road and Longwood-Mansfield Road. RS to invite Nathan Matthews to attend the tour;
- JC to investigate the installation of a Give way sign on Terara Road approaching Muller's Road in Nagambie.
- PS raised the issue of detours due to vehicle accidents on major routes recently experienced during a recent accident on the Midland Highway detour on Euroa - Mansfield Road and suggested that RRV consider some rehabilitation works to make sure that the Euroa-Mansfield Road is suitable for future detours.
- PS also provided feedback on the success of the new 60kph gateway treatment in Yarck and that it is working exceptionally well.
- Future Agenda Items included the bus tour.

9. Next Meeting

- 17 July 2019 (Bus Tour)

10. Close of Meeting

- Cr Williams closed the meeting at 6.07pm.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government

Author / Department

Project Officer Corporate Governance / Executive Services

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 defined by the *Local Government Act 1989*.

Summary

The Victorian Auditor General's Office (VAGO) report 'Fraud and Corruption Control Audit Report – Local Government Report (June 2019)' reviewed practices across four Victorian municipalities, of which Strathbogrie Shire Council was one.

The report identified that there was no fraud or corruption that had occurred at Council but that controls needed to be improved. Recommended actions included the review of a number of Council policies and procedures to strengthen checks and balances around Council expenditure.

There were also other actions arising from the consideration of the VAGO report by Council's Audit Committee meeting of 5 July 2019 and resolutions from the Special Council Meeting of 2 July 2019 in relation to the review of existing policies and procedures.

Following the appointment of a short term Project Officer, Corporate Governance role, a number of policies have been reviewed in consultation with the Finance department, management team and Executive Management Team.

The purpose of this report is to request Council to adopt the following draft policies, which include amendments made following the recommendations arising from Council's Audit Committee meeting of 12 September 2019 and a review of the draft policies by the Assembly of Council of 8 October 2019, which are outlined in the Officer's Recommendation for maximum clarity and transparency:

- a new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
- a revised Purchasing Card Policy 2019.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

RECOMMENDATION

That Council:

1. **Adopt the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy, developed in response to the findings of the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government June 2019, the recommendations of Council's Audit Committee meeting of 12 September 2019 and a review undertaken by the Assembly of Council on 8 October 2019, subject to the following amendments:**
 - **Section 3 Policy Principles reword first dot point to read *'Value for the expenses claimed and resources used'***
 - **Section 4 Definitions include a definition that any reference to Councillors includes the Mayor**
 - **Section 13 Mayoral and Councillor Allowances – Mayoral Vehicle replace the phrase *'minimum 4 star safety rating'* to *'minimum 5 star safety rating'***
 - **Section 14.1 Context (Travel Expenses) delete the word 'on' from the first sentence of 14.1 in relation to reporting of expenses**
 - **Section 14.2 Policy dot point (d) (Travel Expenses) change wording from *'duration of the conference/seminar'* to *'duration of the Councillor attendance requirement'***
 - **Section 16.1 Context (Information and Communication Technology Expenses) add sentence at the end of the second paragraph *'Council will provide storage capacity (owned by Council or linked to Council infrastructure) for Councillors using private equipment when appropriate for Council business storage'***
 - **Section 16.2 Policy (Information and Communication Technology Expenses) change the word *'mayor'* to *'Council'* in relation to whom the Chief Executive Officer needs to consult to review information technology and communication facilities provided to Councillors**
 - **Section 16.2 Policy (Information and Communication Technology Expenses) reword the second paragraph under Use of Council Equipment to read *'consent of the Chief Executive Officer or their delegate'***

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

RECOMMENDATION (cont.)

- **Section 17.2 Policy (Conference and Training Expenses)** reword the section to reflect that no approval is required if a Councillor does not exceed \$1,500 of expenditure on conferences and training in one financial year (per Councillor), rather the Councillor must notify fellow Councillors that they are attending a conference or training at an Assembly of Council. Should a Councillor wish to exceed the \$1,500 annual individual cap a resolution of Council is required to approve additional expenditure
 - **Section 18.2 Policy (Child Care/Family Care Expenses)** reword dot point (d) from *'approval has been sought and gained from the Chief Executive Officer'* to *'notification is given to the Chief Executive Officer'*
 - **Section 20.2 Policy (Representing Council)** amend phrases requiring 'approval' from the CEO or Mayor to 'notification'
 - **Section 20.2 Policy (Representing Council)** delete the sentence *'rather than their private interests of the individual councillor'*
 - **Section 39 Forms** amend relevant forms to delete any requirement for the approval or review of Councillor expenditure by the Mayor.
2. **Adopt the revised Purchasing Card Policy 2019, developed in response to the findings of the Victorian Auditor-General Office's report on Fraud and Corruption Control – Local Government June 2019, the recommendations of Council's Audit Committee meeting of 12 September 2019 and a review undertaken by the Assembly of Council on 8 October 2019, subject to the following amendment:**
- **Section 9 Authorisation Officers** – delete any reference to the Mayor being an Authorisation Officer for Chief Executive Officer expenditure or a purchasing card holder.
3. **Replace the existing Councillors' Expense Entitlement Policy 2017 with the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019.**
4. **Ensure the policies are available to the community through Council's website and a post on the Shire's Facebook page.**

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

Background

VAGO, Council and the Audit Committee have all made recommendations as to how the existing Councillors' Expense Entitlement Policy and Purchasing Card Policy should be amended to strengthen fraud and corruption controls.

In the pursuit of best practice, the existing Councillors' Expense Entitlement Policy was set aside and a more comprehensive Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy developed to address all of the VAGO findings relevant to this policy and councillor expenditure.

The table below outlines the recommendations by VAGO, Council and the Audit Committee in relation to the review of these policies and identifies how the draft policies respond to them.

VAGO RECOMMENDATIONS

Require councillors to certify that their expense claims are incurred in the context of relevant legislative provisions.

Councils must require councillors to provide stronger evidence to support their claims, in particular for mileage reimbursements, including records pertaining to the claim and details of the business reason and who benefitted from the expense.

Review credit card policies and improve controls to ensure only allocated cardholders use their cards and there is appropriate segregation of duties over expenditure approvals.

A revised Councillor Expenses Reimbursement Request Form is attached to the draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and requires certification of claims against legislative requirements and the policy.

The draft policy specifies the minimum requirements for evidence to support claims and more robust internal reviews of information.

Existing policies have been reviewed and best practice incorporated into the draft policies.

The Executive Management Team reviewed and approved the referral of the drafts to the Audit Committee and Council on 28 August 2019.

Consultation has been undertaken with key staff, particularly in Finance and Operations, in the drafting of these policies.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

Ensure the council's Chief Financial Officer or equivalent approves CEO expenditure and reports all expenditure by, or on behalf of, the CEO to the Audit and Risk Committee and/or the council for periodic review.

Following the Assembly of Council on 8 October 2019, the draft Purchasing Card Policy is recommended to be amended to remove the requirement for the Mayor to review CEO expenditure. This is because the VAGO report recommends that Mayors do not become involved in such day to day operations.

This means that CEO expenditure will be authorized by the Group Manager, Corporate & Community, with quarterly reports on expenditure submitted to the Audit Committee for review.

The policy also specifies that the Finance department will undertake random monthly audits as a further fraud and corruption control.

Document and develop formalised reporting over credit and fuel card use and incorporate, where appropriate, data analytics to identify anomalies.

Both draft policies contain a new 'Auditing and Reporting' section outlining specific requirements around the auditing and reporting of expenditure, including monthly random audits of all three types of expenditure by the Finance department.

Council's internal audit program will also be amended to increase scrutiny over councillor expenditure.

Work has commenced on developing reporting templates and data mining processes in partnership with the Finance and IT departments to streamline reporting and auditing processes.

Review, and as necessary revise, council policies on the purchase and reimbursement of meals and alcohol considering community perceptions, and require, for transaction approval, clear evidence of the community benefit from this expenditure and appropriate supporting documentation.

Draft purchasing card policy explicitly prohibits the use of cards to purchase alcohol.

The draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 policy limits expenditure on meals and refreshments.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

COUNCIL RESOLUTIONS

Councillors' Expense Entitlement Policy Review

- Mayoral expenses to be signed off by the CEO
- Councillor expenses to be signed off by CEO
- Expenses to be authorised by Audit Committee.

The draft policy explicitly requires approval of expenditure by the Mayor and Councillors by the Chief Executive Officer, with a double control being added to require the Group Manager Corporate & Community to also review and authorise such expenditure.

The policy identifies how expenditure will be audited and reported to the Audit Committee on a quarterly basis.

Councillors to agree that all expenses will be in accordance with the Councillor Expense Entitlement Policy.

The forms attached to the draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy requires Councillors to certify expenses and provide specified minimum information and documentation to enable the consideration of reimbursement of the expense.

Development of reporting template and procedure for review and authorisation of CEO and Councillor expenses.

A proposed reporting template for Councillor expenses contained in the draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019.

Meeting with Finance and IT held on 20 August to discuss extraction of data and amendments to Magiq (Council's finance software system) to reflect expenditure categories. This reporting system is still under development and will be finalized once the policy has been adopted by Council.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

Corporate Credit Card Policy Review

- Minimise the number of cards
- Adopt best practice
- Identify essential requirements for use.

Draft Purchasing Card Policy 2019 minimises the numbers of cards, limits use of purchasing cards and adopts best practice from local and State government.

Financial delegations from the CEO have also been reviewed to reduce the number of purchasing cards from 20 down to 12.

Clear limits and controls around use are specified.

AUDIT COMMITTEE RECOMMENDATIONS

Internal audit implications:

- Annual credit card audit
- Review format of Councillor expense claim form
- AFS to employ data analytics in forthcoming audits

- CEO & Mayoral expenses to be authorised by the Audit Committee.
- Summary of expenses to be provided to Audit Committee or high level report based on quantity, value and categories specified in the Regulations.
- To be supported by data mining by AFS (testing of credit card transactions already forms part of internal audit program)

The draft policies have a dedicated section to new, thorough internal auditing and reporting systems and requirements.

The Councillor expense claim form has been redrafted to require more minimum information and certification against the policy and legislation.

Draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy includes procedures and requirements for internal audits and provision of quarterly reports on expenses to the Audit Committee, as outlined in the Forms section of the policy.

Data mining to be undertaken on a monthly basis by the Finance department on a random sample of transactions.

Discussions with the Finance and IT departments have commenced to create new reporting procedures.

In support of the reviewed Purchasing Card Policy, the Acting Chief Executive Officer has also reviewed the Instrument of Financial Delegations as a means of responding to the Council resolution to reduce the number of purchasing cards issued across the organisation. The number of cards will be reduced from 20 to 12. The delegation document was reviewed and noted by the Audit Committee on 12 September 2019.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

Alternative Options

A range of policies and public reports from other councils and State government departments have been reviewed and considered to identify what procedures constitutes best practice, as per the recommendations from the Audit Committee and Council.

Risk Management

The adoption of the draft policies is a key risk management tool to mitigate possible fraud and corruption. In particular, both policies identify comprehensive internal auditing and authorization processes at best practice standards.

Strategic Links – policy implications and relevance to Council Plan

The relevant objectives and actions of the Council Plan (reviewed 2019) relate to the draft policies attached to this report:

Goal 5: To be a high performing Shire

Conduct an organisation wide cultural change / innovation program that promotes a “can do philosophy”, continuous improvement processes, culture of collaboration and a willingness to embrace positive change.

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

The recommendations from VAGO, Council and the Audit Committee in relation to the purchasing card policy review have implications for best value.

While the draft purchasing card policy, and subsequent review of officers issued with a purchasing card aims to restrict the use of these cards, it must be recognised that there are instances where the use of a purchasing card is the only means of procuring goods and services.

Council's Procurement Policy and Guidelines are currently being reviewed by Council's Procurement Officer, however direction has been provided by the Project Officer Corporate Governance to ensure that the amended procurement documents assist with the implementation of recommendations relating to purchasing cards.

One key element is ensuring that the policy/guidelines clearly state purchasing cards cannot be used to circumvent procurement processed and are only to be used in very limited circumstances.

Financial / Budgetary Implications

The draft policies help ensure that expenditure by councillors and the organisation is strictly controlled, audited and reported.

9.7.17 Adoption of new Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019 and reviewed Purchasing Card Policy 2019 in response to the VAGO Fraud and Corruption Audit – Local Government (cont.)

There are no significant budgetary implications, however additional work is created for the Finance department in terms of new monthly and quarterly auditing and reporting requirements.

Economic Implications

There are no significant economic implications arising from this report.

Environmental / Amenity Implications

There are no environmental or amenity implications arising from this report.

Community Implications

There are no significant community implications arising from this report, however the draft policies will be made publically available to ensure transparency and accountability around council expenditure.

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 revised Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy complies with reporting requirements relating to councillor expenditure outlined in the Local Government (Planning and Reporting) Regulations 2014, as recommended by VAGO.

The following measures have also been implemented to achieve best practice, as directed by Council and the Audit Committee:

- an additional expenditure category entitled 'Other Expenses' has been added to capture all reimbursements and expenditure related to councillors
- proposed monthly auditing of a random sample of councillor expenditure claims by the Finance department
- proposed quarterly reporting of councillor expenses to the Audit Committee
- proposed public access to the quarterly reporting of councillor expenses through Council's website once received and noted by the Audit Committee.

Consultation

The draft policies are not required to be subject to a consultation process under the *Local Government Act 1989*.

Attachments

- Draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019
- Draft Purchasing Card Policy 2019.



COUNCILLOR SUPPORT, RESOURCES, REIMBURSEMENT AND REPORTING OF EXPENSES POLICY

COUNCIL POLICY	
Document ID:	585132
Effective Date:	31 October 2019
Last Review:	
Current Review:	
Approved by Audit Committee	12 September 2019
Adopted by Council:	October 2019
Next Review Date:	October 2020
Responsible Officer/s:	Chief Executive Officer

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DRAFT

PART 1

1. INTRODUCTION

Section 3 of the *Local Government Act 1989* (the Act) states that the role of a council is to provide leadership and good governance for the municipality and local community. It must seek the best outcomes for its community and have regard to the long term and cumulative impacts of its decisions.

Councillors require the support of the organisation, along with access to resources and facilities, to undertake their roles and responsibilities as set out by the Act.

Section 75A of the Act states that council must reimburse a councillor for out-of-pocket expenses if:

- the councillor applies in writing for reimbursement; and
- the councillor has demonstrated that the expenses were legitimately incurred whilst undertaking his or her duties as a councillor.

Section 75B of the Act requires all councils to prepare and adopt a councillor reimbursement policy, which can also be applied to council committees. The policy must:

- identify the types of out-of-pocket expenses that must be reimbursed if they were incurred performing legitimate duties as a councillor
- outline the procedures to be followed to claim reimbursement of these out-of-pocket expenses
- be available for public inspection.

Section 82 requires Council to maintain a website. Such websites include information about the mayor and councillors, along with their contact details.

Section 14 (2)(db) of the Act's Planning and Reporting Regulations requires details of the expenses, including any reimbursed expenses, for each councillor and member of a council committee paid by the council, categorised separately as –

- (i) travel expenses
- (ii) car mileage expenses
- (iii) childcare expenses
- (iv) information and communication technology expenses
- (v) conference and training expenses.

Given that councils are funded with public money, a substantial portion of which comes from rates income, it is essential that this policy identifies how public resources and funding will be allocated to support councillors in efficiently and effectively performing their duties.

2. POLICY OBJECTIVES

This policy aims to:

- identify the minimum levels of expenditure, resources and facilities to be provided to support councillors in fulfilling their duties on behalf of the community under the Act
- clarify the circumstances under which Council will make payment for
 - professional development; and
 - reimbursement of expenses as specified by the Act.
- outline the procedures and internal controls for the review and consideration of councillor expense claims
- specify how expenditure under this policy will be closely and independently monitored
- explain how expenses and resources provided under this policy will be reported on a regular basis to Council, the Audit Committee and the community in accordance with the Planning and Reporting Regulations.

3. POLICY POSITION

Section 75C of the Act requires a minimum level of resources and facilities to be provided to councillors so that they can undertake their duties.

It is imperative that the following policy principles underpin expenses and resources relating to Strathbogie Shire Councillor activity and the actions of our councillors:

- **Minimisation** of the expenses claimed and resources used
- **Demonstrated community benefit** from the expense incurred or resources provided
- **Accountability and consistency** through adequate internal review of claims and regular independent auditing and data analysis to identify anomalies
- **No disadvantage** by ensuring there is separation of, and no subsidisation between, mayoral and councillor allowances from reimbursement of expenses and other minimum resources and facilities
- **Transparency** through the provision of information to the community as required by the Act and its Regulations.

This policy presumes councillors are residents in the Shire and any additional costs or expenses attributable to a councillor's residence being outside the municipality are considered inappropriate for reimbursement in the absence of a prior Council resolution to the contrary.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

Council resources must not be used for the purposes of election campaigns for Councillors under any circumstances as per Council's Election Caretaker Period Policy.

This policy relates primarily to councillors, however its provisions also relate to the reimbursement of expenses incurred by non-councillor members of the Strathbogie Shire Council's Audit Committee.

4. DEFINITIONS

Car mileage expenses	includes all reimbursement of expenses to Councillors for kilometres travelled in their private vehicle and expenses relating to the Mayoral vehicle (fuel card costs, servicing/maintenance) excluding depreciation costs
Child care/family care expenses	the cost of caring for children or elderly/disabled family members including travel costs for the carer and hourly rates for care
Conference & training Expenses	Includes conference registration fees, meals, accommodation, car parking (including airport parking) and any other legitimate costs incurred whilst at the event, tickets to dinners or events
duties of a Councillor	means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policy
Information & communication technology expenses	includes the reimbursement of expenses for phone calls or data to Councillors, capital costs of purchasing hardware and the cost of monthly mobile phone usage/data plans
Information Guide	Information Guide Mayor and Councillor Entitlements - reimbursement of expenses and provision of resources and facilities support for Victorian Mayors and Councillors, Department of Planning and Community Development 2008
Other incidental expenses	Expenses that cannot be attributed to other categories such as printer cartridges and stationery
the Act	Local Government Act 1989
the Regulations	Local Government (Planning and Reporting) Regulations 2014
the General regulations	Local Government (General) Regulations 2015
Travel expenses	transactions under this category relate to flights for conferences, train fares, taxi/Uber fares, Myki cards and bus fares/bus hire.

5. COUNCILLOR CONDUCT

Clause 2.1 of the Councillor Code of Conduct identifies the Primary Principles of conduct that in performing the role of a councillor, he or she must comply with section 76B of the Act and must:

- a) act with integrity
- b) impartially exercise his or her responsibilities in the interests of the local community
- c) not improperly seek to confer an advantage or disadvantage on any person.

General councillor conduct principles, which ensure councillors comply with section 76BA of the Act, state that a councillor must:

- avoid conflicts between his or her public duties as a councillor and his or her personal interests and obligations

- act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person
- exercise reasonable care and diligence and submit himself or herself to the lawful scrutiny that is appropriate to his or her office
- endeavour to ensure that public resources are used prudently and solely in the public interest
- act lawfully and in accordance with the trust placed in him or her as an elected representative
- support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of councillor.

The application of this policy is a fundamental way in which Strathbogie Shire Council demonstrates its commitment to its values, as outlined in the 2017-21 Council Plan of:

To be a respectful, innovative, open and transparent, inclusive, fair and ethical Council.

6. EXTERNAL REFERENCES

Information Guide Mayor and Councillor Entitlements - reimbursement of expenses and provision of resources and facilities support for Victorian Mayors and Councillors, Department of Planning and Community Development 2008

Local Government Act 1989

Local Government (Planning and Reporting) Regulations 2014

Local Government (General) Regulations 2015

Fraud and Corruption Controls – Local Government, Victorian Auditor General's Office (VAGO), June 2019

7. RELATED COUNCIL DOCUMENTS

Acceptance of Gifts and Hospitality Policy 2017

Councillor Code of Conduct 2017

Council Plan 2017-21

Election Caretaker Policy 2016

Fraud and Corruption Policy 2017

Governance and Protocols Guide 2013

Media Policy and Protocols 2013

8. REVIEW OF THIS POLICY

This policy will be reviewed within 12 months of each general election unless Council determines that an earlier review is required.

PART 2

9. DUTIES OF COUNCILLORS

The duties and activities considered to be necessary for each councillor to perform in accordance with their role as defined by the Act include, but are not limited to:

- attending Ordinary and Special Council meetings, meetings of Advisory Committees of Council, formal briefing sessions and civic or ceremonial functions convened by the Council, the Mayor or the Chief Executive Officer
- attending meetings or workshops scheduled by the Council, the Mayor or the Chief Executive Officer
- attending meetings with community members, including conducting a site visit, in response to issues raised by a community member or ratepayer
- participating in delegations or deputations to which the councillor has been duly appointed as a representative of Council
- attending a meeting or function as the nominated representative of Council or the mayor
- attending meetings of community groups, organisations and statutory authorities to which the councillor has been appointed Council delegate or the nominated representative of Council
- attendance at site inspections or meetings relevant to a matter which is, or is anticipated to be, the subject of a decision of Council
- attending conferences, seminars, training or professional development courses as an attendee and/or speaker and which:
 - contribute to the development of personal and professional skills or knowledge of the councillor which are necessary for the performance of the duties of a councillor; and
 - are consistent with Council's objectives; and
 - will cover or present material with application, importance or relevance to current or future issues faced by the Council; and
 - are within the annual budget allocations for the provision of councillor training.

10. MINIMUM RESOURCES AND FACILITIES FOR COUNCILLORS

The minimum resources and facilities that should be made available to the mayor and councillors identified in the Information Guide – Mayor and Councillor Entitlements published in 2008 are:

Mandatory resources and facilities

- administrative support for the mayor
- office for Mayor
- vehicle for Mayor
- computer – desktop or laptop (including an email account)
- mobile phone and landline
- stationery
- access to photocopier/fax/printer
- website development

Reimbursement of expenses

- travel - including reimbursement of public transport costs
- phone – re-imburement of relevant call costs
- internet
- child care/family care

And that as a matter for council determination the following be considered

- access to pool car for councillors
- office space and furniture.

Strathbogrie Shire Council will provide these resources and facilities to our mayor and councillors, with the Mayoral and Councillor Office being combined into one office space.

The purchase and replacement of equipment, attendance at training and seminars and reimbursement of expenses is subject to the availability of relevant budget funds and the approval of the Chief Executive Officer.

11. WHAT ARE REASONABLE EXPENSES?

The test to be applied in determining whether or not an expense is appropriately incurred is whether the expenditure is necessary because it is related to, or a consequence of, a councillor undertaking his or her duties on behalf of the local community as specified by the Act.

Expenses incurred by councillors when acting in a private capacity will not be reimbursed or paid under any circumstance.

Any costs incurred by a councillor which are not covered specifically within this policy will not be met unless a resolution has been passed for Council to incur the expense.

Councillors must provide detailed supporting evidentiary documentation for all expense reimbursement requests for independent review prior to the authorisation of any reimbursement.

Failure to provide the required documentation specified by this policy will result in the request for reimbursement being refused.

Reimbursement / direct payment

Councillors may choose to receive reimbursements after incurring expenses.

Alternatively, councillors may request direct payment to be made on their behalf by Council for expenses such as Myki cards, conference registration fees, accommodation or domestic/interstate travel.

Time limit for all reimbursement requests

Reimbursement claims must be lodged no later than six (6) weeks from the expense was incurred. Expenses claimed out of this time will not be reimbursed unless authorised by the Chief Executive Officer and the Group Manager Corporate & Community. Late claims occurring on a regular basis will not be approved.

12. GOODS AND SERVICES TAX

To ensure that GST input tax credits are correctly claimed all purchasing card transactions must be supported by a tax invoice from the supplier containing the following details:

- the supplier's identity (legal name, trading name as it appears in the Australian Business Register)
- the supplier's ABN
- a brief description of each item sold, including the quantity (if applicable) and the price of what was sold
- the GST amount payable for each sale, which may be shown separately
- the date the tax invoice was issued.

PART 3

13. MAYORAL AND COUNCILLOR ALLOWANCES

13.1 Context

Section 73B(4) of the Act allows the Minister for Local Government to set allowances for councillors and mayors. This is generally done on an annual basis through an Order in Council, which identifies the maximum allowance payable for three categories of councils. Strathbogie Shire is a Category 1 council. The Act prescribes that Council must adjust the allowances to the levels prescribed by the Minister.

A council must review and determine its mayoral and councillor allowances within six (6) months of a general election or by 30 June, whichever is the earliest, under section 74(1) of the Act. As part of the review process, Council must seek community feedback on the proposed allowances for at least 28 days to help inform the allowance review.

At its Statutory Meeting of 15 November 2016, Council resolved to set the Mayoral and Councillor allowances at the maximum prescribed by the Order in Council for Category 1 and that these allowances be indexed in future years in accordance with any future Order in Council issued by the Minister for Local Government.

An additional allowance of 9.5% (equivalent to the superannuation guarantee contribution) must also be paid to all councillors.

In accordance with the Act a:

- mayor or councillor can elect not to be paid an allowance
- person is only entitled to receive an allowance while he or she holds the office in respect of which the allowance is payable
- person elected to be a councillor is entitled to receive a councillor allowance from the date the person takes the oath or affirmation of office under section 63
- councillor elected to be mayor is entitled to receive a Mayoral allowance from the date he or she is elected
- councillor appointed to act as mayor under section 73(3) of the Act for a continuous period exceeding 50 days may be paid a Mayoral allowance instead of a councillor allowance for the period that he or she is acting as Mayor.

13.2 Policy

As per the Act, allowances are to be paid at the level identified in the most recent Order in Council or notice from the Minister.

Mayoral and Councillor Allowances will be paid in 12 equal monthly payments, one month in advance by the 7th working day of each month.

No more than one month's allowance will be paid in advance.

The allowance equivalent to the superannuation guarantee contribution may be paid into a superannuation account of the councillor's choice or may be taken in addition to their allowance.

Mayor and councillors' allowances are taxable income and councillors should put in place their own processes for documenting claimable expenses. Any personal taxation implications from the receipt of allowances are the responsibility of individual councillors. An annual statement of total allowances, reimbursements and any contributions to the cost of the Mayoral vehicle will be provided by Council for tax purposes.

Where the mayor or a councillor is granted a leave of absence from Council for a period of time, it is at the discretion of the mayor or councillor if they wish to suspend their allowance during the period of absence.

Mayoral vehicle

Council can resolve to provide to the mayor a fully maintained vehicle (fully registered, maintained, fuelled and comprehensively insured) of a suitable standard in keeping with the role of the Mayor, having regard to community perception and environmental sustainability based on the following criteria:

- operating efficiency – fuel efficiency and cost of fuel
- safety – the level of occupant protection provided by vehicles in front and side crashes, with a minimum of four star safety rating
- price – the cost to Council.

The vehicle shall be used by the mayor to assist him/her in carrying out their official duties, and for private personal and family use during the mayoral term. The use of the mayoral vehicle for interstate travel must be authorised by the Chief Executive Officer.

Eligible people able to drive the mayoral vehicle include direct family members over 25 years of age including the Mayor's partner, spouse and children that hold a current, valid and full Victorian driver's licence, a Councillor or a Council officer.

Councillors must not leave items of a personal nature in Council vehicles as only limited coverage exists for personal effects.

The mayor may choose not to accept the use of a vehicle and use his/her own vehicle and instead, with the ability to receive reimbursement for use of his or her private vehicle through a car mileage expense claim.

The mayoral car will be replaced in accordance with Council's Motor Vehicle Policy.

Council resolutions regarding a mayoral vehicle

Council may resolve to require a contribution to be deducted from the mayoral allowance to assist in covering the cost of operating the vehicle. Council may, at any time, pass a resolution reviewing these arrangements.

Currently, a Council resolution from the 2016 November Statutory meeting requires a monthly contribution of \$200 to be deducted from the mayoral allowance.

14. TRAVEL EXPENSES

14.1 Context

Travel expenses, including any reimbursements, must be recorded and reported on in Council's Annual Report. Interstate/overseas travel, along with trips within Victoria of more than three days, must be recorded in a publicly available register in accordance with section 222 of the Act and Regulation 12(a) of the Local Government (General) Regulations 2015.

14.2 Policy

Travel may be by any of the following means:

- private vehicle
- Council pool vehicle subject to availability and with prior consent from the Chief Executive Officer or Group Manager Corporate & Community
- taxi charge card or vouchers provided by Council
- sustainable transport using a Myki card issued by Council or VLine ticket
- buses or vehicles hired by Council for group travel.

The following provisions will be applied to determine the amount of travel related out of pocket expenses that will be reimbursed:

- a) travel must be undertaken as quickly as possible and by the shortest route possible
- b) where travel is by air, the standard form of travel will be economy class.

Council will meet the cost of the following car parking fees relating to travel:

- c) hotel/motel parking – additional car parking fees not included in the accommodation cost
- d) airport parking for the parking of a councillor's private vehicle at an airport for the duration of the conference/seminar.

A councillor undertaking private travel arrangements in conjunction with Council approved and funded travel must ensure that all costs incurred from private travel are clearly separated from the Council funded travel arrangements.

15. CAR MILEAGE EXPENSES

15.1 Context

Councillors using their private vehicles may claim expense reimbursement where such travel is in the course of conducting legitimate Council business.

The following provisions will be applied to determine the amount of travel related out of pocket expenses that will be reimbursed:

- (a) travel must be undertaken as quickly as possible and by the shortest route possible
- (b) claims will only be paid on the basis of the actual form of transport used and in the form of reasonable allowances towards, or reimbursement of, necessary out of pocket expenses.

15.2 Policy

Reimbursement of car mileage expenses will only be approved if councillors use the official claim form attached to this policy and provide adequate detail of:

- the purpose of the trip
- date and location of meeting/site visit
- odometer readings for the start and the end of the trip
- total kilometres travelled.

The cost of any tolls and/or commercial car parking fees incurred during the travel will be reimbursed by Council if the requirements of this clause are met.

Where parking meter/ticket machine expenses are incurred on Council business and a receipt is not available, a photograph of the parking meter and payment made by the councillor must be taken and submitted with the official claim form.

Documentary evidence of any travel related expenses must be provided by the councillor in the form of itemised tax invoice receipts or invoices for tolls, parking and petrol. Failure to provide this evidence will result in the claim being refused.

Reimbursement rate per kilometre

The allowance payable to councillors for use of their own private vehicle on Council business will be in accordance with the rates prescribed by the Australian Taxation Office for the relevant financial year.

The current rate of reimbursement is 0.68 cents per kilometre for a motor vehicle.

Traffic or parking infringements

Council will not reimburse councillors for any infringements incurred for traffic or parking expenses under any circumstances.

16. INFORMATION AND COMMUNICATION TECHNOLOGY EXPENSES

16.1 Context

Councillors will be provided with communications equipment to ensure they can efficiently and effectively undertake their duties.

Councillors may decline the provision of Council IT equipment. Should a councillor use his or her private computer, tablet or phone for Council business, they must be aware that should a Freedom of Information request be received in relation to councillor activity or correspondence, the private IT equipment must be made available to Council officers for interrogation and review.

16.2 Policy

As a minimum, the following will be offered to councillors:

- a smart phone

- tablet or equivalent
- access to a photocopier/printer at the Euroa office
- internet connection to be provided through the smart phone or tablet, unless there are coverage issues in which case a physical connection will be provided to the councillor's home for Council use only
- bookcase/filing cabinet.

It is recognised that councillors may use their own private printers for Council business if living outside of Euroa where access to the Councillor printer is available. In this situation, Council will supply toner cartridges if the Councillor is using their printer primarily for Council business. Councillors are responsible for contacting the IT Helpdesk to request cartridges so that they can be procured at the lowest cost.

The make, model and specifications of all communications equipment, the associated contracts or plans and replacement of equipment shall be at the discretion of the Chief Executive Officer or their delegate.

International calls and international roaming will not be permitted or provided as part of the phone and data plan.

All communications equipment remains the property of Council and must be returned at the end of the councillor's term of office, retirement or resignation or upon suspension.

Accounts for this equipment will be in the name of Strathbogie Shire Council and sent directly to Council.

The Chief Executive Officer, in consultation with the mayor, will review councillors' communication equipment provision and will update equipment at:

- the commencement of each new electoral term; and
- any stage during the electoral term where the organisation believes an update is appropriate.

Reimbursement of Council for personal or non-Council business use

Council provided communications equipment is to be used for Council related business activities.

At present, councillor phones are on capped cost plans of a value less than \$40 per councillor per month. This means unlimited phone calls can be made for the set capped price.

Given this, Council will cover the entire cost of plans for councillor smart phones, however councillors must ensure that there is limited, incidental private use of their equipment; this is because the phone is provided for Council business and the costs, along with wear and tear on the phone should be related to this purpose.

Use of Council equipment

Council equipment is provided for councillor use only.

The information technology platform provided to Councillors is based on Strathbogrie Shire Council licensed software. No additional software is to be loaded onto Council provided hardware without the consent of the Chief Executive Officer or his delegate.

Councillors are responsible for the protection of the equipment directly under their control, and in particular transport laptops and tablets securely.

Anti-virus protection and detection software is installed on Council communication's equipment. Any suspected virus activity should be reported to the IT Helpdesk immediately.

Councillors are required to inform the IT Helpdesk directly of any damage or malfunction of any equipment.

Email and internet usage

Use of email and internet is to be primarily for conducting Council business. Incidental and occasional personal use is acceptable, as long as the use does not contravene any relevant laws, regulations, Council policies or the Strathbogrie Shire Councillor Code of Conduct.

All email on the Strathbogrie Shire network is the property of Strathbogrie Shire Council. The email address supplied to councillors is owned by Strathbogrie Shire Council and will cease to exist at the end of the councillor's term in office.

17. CONFERENCE AND TRAINING EXPENSES

17.1 Context

It is essential that councillors are aware of trends, issues and possible solutions to matters that impact on Strathbogrie Shire and its community. Attendance at conferences, seminars and other such professional development opportunities is an important and legitimate way in which councillors perform their duties.

There are limited funds for the attendance of councillors at these types of events, so any expenditure on conferences or professional development must provide for maximum net community benefit when weighed up against expenditure incurred by Council.

Details of training courses, conferences and seminars which may be relevant and of interest to Councillors will be circulated to all councillors and will be accompanied by details of registration costs and a course outline.

17.2 Policy

Should a councillor express an interest in attending a particular training course or conference/seminar which:

- does not exceed \$1,500 in total cost, (defined as including registration, travel and accommodation); and
- is to be held within the State of Victoria

they may attend the conference or seminar with the Chief Executive Officer's approval, subject to expenses being within budget allocations.

A Councillor Conference & Training Attendance Form, as attached to this policy, must be completed for review and approval.

For conferences or seminars:

- held interstate or overseas; and/or
- exceeding \$1501 in total cost (defined as including registration, travel and accommodation)

must be approved by way of Council resolution prior to any bookings being made.

As a general guideline each councillor, other than the Mayor, will be limited to one (1) interstate conference per year.

Payment of registration fees for external conferences/seminars, accommodation, flights or train tickets and other incidentals such as conference dinner bookings must be processed through the Chief Executive's Office and attributed to the councillor's conference and training cost centre.

When booking accommodation, only the cost of a standard room will be covered by Council. Should the councillor wish to upgrade their room, it will be at their own personal cost.

Partners and children

Where a councillor is accompanied by a partner, spouse or child(ren) at a conference, the councillor must incur all expenses associated with their partners/spouse/childs' attendance except where no difference in cost in accommodation is incurred, based on a standard double room.

Reporting of public benefit gained through conference/training attendance to Council

Following attendance at a conference or training that:

- was subject to a Council resolution to approve the travel; and/or
- must be recorded on the Travel Register under the General Regulations (see section 14.1).

The Councillor must submit a written report to Council at the next Ordinary Meeting under the item 'Reports of Mayor and Councillors and Delegates'.

This report must identify the key issues discussed, issues of relevance to the Strathbogie Shire and the community benefit gained through the councillor's attendance.

Completion of Conference & Training Evaluation Form

All Councillors must complete a Conference & Training Evaluation Form within one month of attendance at an event.

The purpose of this form is to identify the community benefit gained from the event and whether or not, in the future, there would be community benefit gained from councillor attendance.

Professional development programs/courses available to all Councillors.

Upon the commencement of each electoral term a comprehensive induction program will be provided to all councillors.

In addition to the Councillor Induction Program, in-house governance training facilitated by officers or an external presenter will be arranged from time to time.

Council will also provide access to professional development programs/initiatives on matters such as meeting procedures, governance training, financial training and team building/interpersonal skills throughout their term on Council.

All professional development expenditure should always be tested against the following criteria:

- Is it directly relevant to the councillor's role?
- Will the learning take place and be utilised during the councillor's term of office?
- Is it in the interest of the community?
- Is there sufficient budget allocation by Council?
- Demonstrated public benefit as distinguished from private benefit.

An annual budget allocation is available for councillors' professional development and is subject to annual review as part of the Council budget approval process. Unexpended money from the training budget cannot be carried forward into the next financial year.

18. CHILD CARE/FAMILY CARE EXPENSES

18.1 Context

This form of expense recognises the diversity of modern family structures and broader family responsibilities a councillors may have.

Legitimate costs incurred by councillors for engaging carers to look after the children (up to and including the age of 16 years), elderly or disabled members of the councillor or mayors' family will be reimbursed where these costs are incurred in connection with approved Council activities.

18.2 Policy

All costs must be substantiated and certified in accordance with this policy and will be reimbursed in accordance with the amount payable to a Level 1 Home Care employee under the Social, Community, Home Care and Disability Services Industry Award, as updated from time to time.

Councillors incurring legitimate family care expenses paid to:

1. a recognised childcare provider; or
2. to a person who:
 - a) is not a family member of the councillor; or
 - b) does not reside either permanently or temporarily with the councillor; or
 - c) does not have a relationship with the councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider

will be reimbursed such family care expenses when the care is necessary to allow the councillor to attend:

- a) Council meetings and functions involving Council business
- b) Council functions
- c) meetings arising as a result of a councillor being appointed by the Council to an external body

- d) on other occasions where the councillor is representing Council and prior approval has been sought and gained from the Chief Executive Officer.

Child/family care expenses are considered to consist of:

- hourly care fees
- agency booking fees
- reasonable travelling expenses by the carer.

Fees are payable per hour or part of an hour subject to any minimum period which is part of the provider's usual terms.

An itemised invoice or receipt from the family care provider must be provided for the reimbursement of any expenses to be approved.

19. INCIDENTAL MEALS AND REFRESHMENTS

Council will provide suitable meals taking into account dietary requirements on the limited occasions where a Council, Assembly of Council or Committee Meeting is held at a time that extends through normal meal times. Wherever possible, meetings will be scheduled to avoid the requirement to provide meals.

Meal and refreshment expenses incurred at any other time must be met by the Councillor unless the costs are incurred during the councillor's attendance at a Council business related event, conference or training session.

The maximum expenditure for meals is as follows:

Maximum cap

- Breakfast \$30
- Lunch \$30
- Dinner \$50

Costs for meals relating to conferences/training must be claimed as part of the total conference/travel expenses and attributed to the councillor conference/training budget.

Expenses for costs associated with the purchase of incidental meals and/or refreshments for Council staff, fellow councillors or other members of the public will not be reimbursed under any circumstances.

Reimbursement of expenses relating to the purchase of alcoholic refreshments is strictly prohibited.

20. REPRESENTING COUNCIL

20.1 Context

Each year Council resolves to appoint councillors to represent it on a number of committees and organisations.

Councillors, or their substitute, representing Council at regular meetings of these committees and any related special events are entitled to have paid by Council, or reimbursed, reasonable and legitimate costs associated with being the Council's and community's representative.

20.2 Policy

Where Council has not appointed a representative to a committee or group, and Council receives an official invitation seeking representation at an event, councillors shall be entitled to have paid by Council, or reimbursed, reasonable costs associated with representing Council.

Prior to costs being incurred either Council or the Chief Executive Officer, in consultation with the Mayor, must have determined that official representation is considered necessary, or appropriate to support the business or representational needs of Council.

Attendance at dinners and other non-Council functions

Council will meet the reasonable cost of a councillor's attendance at non-Council functions to which they have been invited where they are attending in their role as councillors and where topics pertain to matters concerning local government or where local government representation is relevant to Council. This may include events promoting the Shire.

If an invitation to a relevant non-council function was not received and a councillor wishes to attend, it will be at the Mayor and Chief Executive Officers' collective discretion as to whether or not Council is represented.

Invitations outside these two parameters must be paid for by the individual councillor attending the dinner or function.

Fundraising and Charitable Events

Council will cover the cost of ticketed events for councillors invited by written invitation to attend local fundraiser/charitable events, where the event benefits Strathbogie Shire Council and its community.

The Chief Executive Officer and Group Manager Corporate & Community, in consultation with the Mayor, will determine appropriate events for the purchase of tickets.

Councillor attendance must have a demonstrated benefit to the local community.

Presenter at a conference

Councillors may receive invitations to speak at a conference in their capacity as a councillor. In some cases, conference organisers may waive or cover registration fees in recognition of their contribution and participation. It should be noted that this waiver of fees must be recorded on the gift register.

The reimbursement of expenses for these functions will be at the collective discretion of the Chief Executive Officer and Mayor and will depend on the benefit gained by the Strathbogie Shire community, rather than the private interests of the individual councillor.

21. OTHER EXPENDITURE NOT SPECIFIED

Any expenditure not specified in this policy as expenditure for which a Councillor is entitled to be reimbursed or paid by Council shall be the responsibility of the Councillor, except where Council resolves that a claim is reasonable and legitimate expenditure.

A councillor may be reimbursed for expenses incurred in circumstances not provided for elsewhere in this policy following a Council resolution to do so.

PART 4

22. ADMINISTRATIVE AND DIARY SUPPORT FOR THE MAYOR AND COUNCILLORS

22.1 Context

Councillors and the Mayor require support to manage their diaries, respond to community requests, keep abreast of current issues and to manage the broad range of information and matters directed to them.

Strathbogie Shire will provide all councillors and the mayor with the administrative support they require to efficiently and effectively perform their duties.

22.2 Policy

An appropriate level of administrative support will be made available to assist the mayor and councillors in performing their role. This may include, but is not limited to, preparation of correspondence, responding to invitations, co-ordinating mayoral and civic receptions, press releases, preparation of speeches, issue research and constituent/community contact activities.

The level of secretarial support shall be determined by the Chief Executive Officer in consultation with the mayor.

23. STATIONERY AND PUBLICATIONS

23.1 Context

Councillors require stationery and other supplies to enable them to perform their councillor/mayoral role. Such supplies will be provided by Council.

23.2 Policy

Stationery

Each councillor will be provided with an adequate supply of the following stationery to assist them in undertaking their role. :

- notebooks and pens
- printer cartridges
- personalised Business Cards
- A4 plain paper
- Christmas Cards & envelopes (up to 40 per Councillor, the Mayor to receive up to 150)
- names tags.

Councillors are responsible for requesting supplies, to be submitted through the Chief Executive's Office, however from time to time councillors may be required to purchase stationery supplies locally if they live a significant distance from the Shire's Office or supplies are required out of normal business hours. In this instance, these costs will be reimbursed should a written request be received that complies with this policy.

Council branded stationery is not to be converted in any way and may only be used for Council business matters (not electoral purposes).

Publications

Councillors will have access to local government sector publications and other legislative or related documents through Council subscriptions.

24. COUNCILLOR ONLINE PRESENCE

Council will provide a web page for each councillor on its website containing:

- a photograph of the councillor
- contact details
- ward map
- Council appointment, Committee memberships and community and professional affiliations
- a short bio of the councillors including professional memberships and associations.

Additional information may be included at the request of a councillor, subject to the content being approved for publication by the Chief Executive Officer.

The Council Media Policy & Protocols further outline the expectations of Council, the role of councillors and support provided.

25. APPAREL

The Council shall, upon request, provide councillors with protective clothing (such clothing as may be held in store and to meet the organisation's Occupational Health and Safety requirements) necessary to assist in carrying out the duties of office.

Councillors may also request the provision of Strathbogie Shire Council branded apparel, namely:

- blazer
- jumper or vest
- waterproof jacket.

This apparel is to be returned promptly upon the completion of the councillor's term and remains the property of Strathbogie Shire Council.

26. CIVIC HOSPITALITY

All formal civic functions will be co-ordinated by the Chief Executive's Office and must be pre-approved by the mayor.

All official civic entertainment expenses will be met from the annual budget allocation approved as part of the Council budget.

Where Council meetings, functions or events are held at times that extend through normal meal times (6.30pm – 8.00pm) Council will provide suitable meals for councillors. Alcohol will not be served during these meals.

27. EXTERNAL HOSPITALITY

It is recognised that councillors, on rare occasions, may need to use external hospitality services when conducting Council business outside Council offices.

Councillors will be reimbursed reasonable expenses incurred while entertaining visiting dignitaries or Council business guests on behalf of Council. The Chief Executive Officer must give prior approval to any such undertakings.

28. INSURANCE

Councillors are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:

- public liability
- professional indemnity
- councillors and officers' liability
- personal accident (anyone accompanying a councillor at a Council function is covered)
- comprehensive motor vehicle insurance when driving a Council owned vehicle
- WorkCover
- travel insurance.

Councillors are responsible for their own personal behaviour / accountabilities when attending Council authorised functions and are subject to their own personal liability.

Council will pay the insurance policy excess in respect of any claim made against a councillor arising from Council business where Council has a liability.

Councillors need to be mindful that Council's insurance policies cannot cover a councillors' own private liability responsibilities, nor damage to or loss of personal possessions.

29. HEALTH INITIATIVES

Councillors will have access to free influenza vaccinations.

30. LEGAL EXPENSES

Council will not cover any personal legal expenses incurred by a councillor, excluding requests for legal advice around possible conflicts of interest or other legal matters relating to the discharge of councillor duties.

31. PARKING ENTITLEMENTS

Councillors are to use the parking spaces around the perimeter of the Euroa Shire Office in accordance with the displayed parking restrictions.

Bicycle parking facilities are provided at the entrance to the Conference Room.

32. BUILDING ACCESS

Each Councillor will receive a security access pass to the Euroa Councillor Office and Conference Room tailored to the needs and times required by councillors.

33. COUNCILLORS WITH DISABILITIES

Council will provide reasonable additional civic support, facilities and equipment for any councillor with a disability to enable that councillor to freely perform his or her civic duties.

34. CULTURAL DIVERSITY

In acknowledging and respecting cultural diversity, Council will do its best to respect and accommodate those requirements necessary for a councillor to undertake their duties.

35. COUNCIL ELECTIONS AND EXCLUSIONS

Councillors must not use Council provided materials and/or facilities for election purposes. This applies to their own candidature or in assisting the candidature of others. Further details on these restrictions will be made in the Councillor's Code of Conduct and the Pre-election Period Policy, as updated from time to time.

36. PROFESSIONAL MEMBERSHIPS AND SUBSCRIPTIONS

Professional memberships that are considered to be reasonable legitimate out of pocket councillor expenses are:

- Australian Institute of Company Directors
- the Victorian Local Governance Association
- the Australian Local Government Women's Association.

Other individual memberships, professional associations or subscriptions which are considered demonstrably beneficial to Council or the performance of the duties of a councillor may be reimbursed subject to a resolution of Council.

PART 5

37. REPORTING AND AUDITING OF COUNCILLOR ALLOWANCES AND EXPENSES

Quarterly reports on mayoral and councillor allowances and expenditure will be forwarded to Council's Audit Committee, reported through to Council through the Audit Committee's minutes and published on Council's website on a quarterly basis after the information is available for:

- councillor / mayoral allowances
- communication and information technology expenses
- conference and training expenses
- travel expenses
- child/family care expenses
- reimbursement of private car mileage expenses
- other expenses.

Review and certification of allowances and expenses by councillors

Councillors and the Mayor will be provided with quarterly reports on directly attributable councillor expenses categories identified in the Regulations.

These reports must be certified by councillors as being true and correct prior to being forwarded to the Audit Committee and then for publication in a Quarterly Councillor Expenses and Reimbursements Report. Councillors and the Mayor will generally be provided 14 days to review a report and seek clarification where required.

Details of councillor and mayoral expenses will be published on the Council website and made available to members of the public on request. The published report will include a total cost in each category for the mayor and councillors, as outlined in the template attached to this policy.

Expenses incurred as part of interstate, international travel and travel within Victoria for more than 3 days undertaken on behalf of Council will also be recorded in the travel register required under the Act, as per the template attached to this policy.

The travel register and councillor allowance and expense reports will be published concurrently.

Councillors will be given an opportunity to reimburse Council for any expenditure incurred on non-Council related business. Where a councillor chooses to reimburse Council, reimbursement should occur within 14 days of the quarterly expense report being published on the Council's website.

Audits of councillor expenses and reimbursements will be carried out from time to time as part of Council's internal audit program.

38. PROCEDURES FOR REIMBURSEMENT OF COUNCILLOR EXPENSES

When a councillor requires reimbursement of monies expended whilst conducting Council business, provided such expenditure is deemed acceptable under the provisions of this policy, he/she should follow the procedure below.

- obtain an itemised tax receipt or invoice
- complete a Councillor Expenses Reimbursement Form within six (6) weeks of the expense being incurred
- attach the relevant receipt to the form and forward it to the Chief Executive Officer's Personal Assistant
- the claim will be reviewed by the Chief Executive Officer and, as a double control, reviewed by the Group Manager Corporate & Community
- should the reimbursement of the expense be approved by the CEO and Group Manager the claim will be forwarded to the Finance Manager for processing
- reimbursements will be paid into the councillor's nominated bank account by electronic funds transfer.

Expense claims failing to comply with the above will be refused.

39. FORMS



Councillor Expenses Reimbursement Form (Example of the minimum information required)

Creditor No _____ Councillor name: _____

Date	Details of expenses	Councillor duty the expense relates to	\$ Amount Claimed	\$ GST paid	Tax receipt or invoice reference	Expense Category
20/11/2019	6 hours car parking – Brown's car park, Smith Street, Melbourne	Councillor Smith – Council's delegate at the MAV Rural Councils meeting, Melbourne head office	62.35	6.23	Receipt from Brown's car park dated 20 November 2019	Other
29/11/2019	Train ticket to Wodonga	Councillor Smith - Council's delegate at the North/North East Victorian Councils meeting	17.50	1.75	Vline train ticket dated 29/11/2019	Travel
Total			79.85			

PRIVATE CAR MILEAGE EXPENSES						
Date	Councillor duty the mileage relates to	Odometer reading at start of trip	Odometer reading at end of trip	Total kilometres travelled	Expense category	
20/11/2019	Councillor Smith - Council's delegate at the MAV Rural Councils meeting, Melbourne head office	20,123	20,357	234	Car mileage	
25/11/2019	Councillor Smith – travel to November Ordinary Council meeting at Euroa	20,675	20,723	48	Car mileage	
Total kilometres travelled				282		

I (name) _____ certify that:

- the expenses claimed on this form were all legitimately incurred in the course of my duties as a Councillor as identified in the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019; and
- the information provided on and with this form is true and correct.

Councillor's signature: _____ Date: _____

Mayor's signature: _____ Date: _____

OFFICE USE ONLY

<p>Reimbursement of expenditure approved by:</p> <p>Signature of Chief Executive Officer: _____ _____ Date: _____</p> <p>Signature of Group Manager Corporate & Community: _____ _____ Date: _____</p>	<p>Transaction entry in Magiq identifies the (please tick):</p> <p>Councillor name <input type="checkbox"/></p> <p>Date expense was incurred <input type="checkbox"/></p> <p>Details of the expense <input type="checkbox"/></p> <p>Councillor duty the expense relates to <input type="checkbox"/></p>
<p>Account numbers expenses allocated to (please tick):</p> <p><input type="checkbox"/> 1011111.770120 Travel expenses</p> <p><input type="checkbox"/> 1011111.770100 Car mileage expenses (renamed from Entertainment)</p> <p><input type="checkbox"/> 1011111.770130 Child/family care expenses (renamed from Accommodations)</p> <p><input type="checkbox"/> 1011111.770150 Conference & training expenses (renamed from Training & Development)</p> <p><input type="checkbox"/> 1011111.766020 IT & Communications expenses (renamed from Telephone/Telecommunications – Mobile)</p> <p><input type="checkbox"/> 1011111.770240 Other Councillor Expenses (renamed from Other)</p>	<p>Processed by:</p> <p>_____ Date: _____</p> <p>Finance Department</p>



TEMPLATE FOR QUARTERLY REPORTS ON COUNCILLOR ALLOWANCES AND EXPENSES

QUARTER AND FINANCIAL YEAR:

Councillor Name	Councillor Allowance (incl 9.5% super equivalent)	Travel expenses	Car mileage expenses (incl Mayoral vehicle costs)	Child/family care expenses	IT & Communication expenses	Conference & training expenses	Other expenses	Total



TEMPLATE FOR COUNCILLOR TRAVEL REGISTER

Details of overseas or interstate travel, along with travel more than three days within Victoria, undertaken in an official capacity by any councillor for the 2019/20 financial year:

Councillor name	Date travel began	Date travel ended	Destination	Purpose of the travel	Total cost to the Council (including accommodation, meals etc)	Date of Ordinary Council meeting at which the Councillor reported outcomes of attendance

Councillor Conference & Training Approval Form



Councillors must complete this form prior to attending any conferences if no Council resolution is required for the event

What is the event?		
When is the event?		
What is the cost to the organisation for your attendance at the event?		
Are you receiving any complimentary items (for example tickets to the event)?		
Is accommodation and travel required? If yes, please provide details as to how many nights and the mode of travel (eg plane, train, private car, Council vehicle).		
What is the community benefit gained from you attending this event?		
Councillor details		
Name:	Signature:	Date:
Approval		
Mayor:	Signature:	Date:
Chief Executive Officer:	Signature:	Date:

Comments if not approved:

.....

Upon return from the conference please complete the Councillor Conference & Training Evaluation Form

Councillor Conference & Training Evaluation Form



Councillors must complete this form after attending any conferences or training

What was the event?		
When was the event?		
How did the event or training relate to the Council Plan? If not relating to the Council Plan, then how did it relate to other Council Business?		
What community benefit was achieved from attending this event?		
Would you recommend this event to others in the future? If so, why?		
Completed by		
Councillor name:	Signature:	Date:
Review by Mayor and CEO		
Mayor:	Signature:	Date:
Chief Executive Officer:	Signature:	Date:

Comments from CEO or Mayor:

.....



PURCHASING CARD POLICY

COUNCIL POLICY	
Document ID:	588229
Effective Date:	16/10/2001
Last Review:	July 2017
Current Review:	August 2019
Approved by Audit Committee:	12 September 2019
Adopted by Council:	October 2019
Next Review Date:	October 2021
Responsible Officer/s:	Group Manager Corporate & Community, Manager Finance

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1. INTRODUCTION

Purchasing cards can be an efficient and flexible method of paying for goods and services and one of a range of payment options open to Council. They offer a convenient and highly auditable payment option and can improve efficiencies by reducing administrative workloads and costs.

There is, however, potential for their misuse. The convenience and ease of paying with a purchasing card presents a fraud and corruption vulnerability that requires mitigation through robust internal controls and policies.

This policy applies to purchasing cards, which includes credit, debit, EFTPOS and similar bank cards, as well as the use of mobile technology issued by Council to process electronic payments and used for purchasing goods and services on behalf of Council.

2. POLICY POSITION

The use of a corporate purchasing card can be the most efficient and effective means of procuring goods and services in some circumstances such as:

- emergencies where the on-line procurement system will not meet the exceptional need
- purchase of goods or services where only payment by card is accepted
- purchases where the on-line procurement system may be impractical
- purchases that achieve best value for the organisation.

Use of a purchasing card is a legitimate way to buy goods and services under Council's Procurement Policy. However, the use of a purchasing card must not be a means of circumventing purchasing procedures outlined in the Procurement Policy. Practices outlined by the Procurement Policy including requesting quotations, use of purchase orders wherever possible and limits on financial delegations must be followed at all times.

The allocation of purchasing cards will be limited to key positions within the organisation where there is a demonstrated need and efficiency in purchasing goods and services for legitimate Council business through this means.

All card holders will be held personally accountable for the use of the purchasing card and must, at all times, comply with the policies and procedures outlined in this policy. Failure to do so may invoke an investigation and possible disciplinary action should an intentional breach of this policy be identified.

All expenditure limits and authorisation of payments must be made within the Officer's financial delegation limits.

There will be no cash advance facility activated on any purchasing card.

Frequent reviews of spending behaviour and transactions will be undertaken by the Finance department and Council's internal auditors as a means of ensuring the requirements of this policy are met.

3. DEFINITIONS

Acquittal Statement	means the statement of transactions for the preceding month that allows for the recording of relevant purchasing card spend for budgeting, taxation and policy compliance purposes, as well as allocating costs and providing the relevant supporting documentation.
Authorisation Officer	means a person other than the card holder nominated by the Chief Executive Officer through delegation to approve expenditure using a purchasing card.
Cardholder	means an Officer authorised by the Chief Executive Officer to hold a purchasing card for the procurement of goods and services on behalf of Council.
Cardholder's Undertaking Form	means the form signed prior to the issue of a purchasing card by the cardholder, and witnessed by the relevant Authorised Officer, requiring the cardholder to acknowledge their responsibilities and understanding of this policy; this form enacts the financial delegations for purchasing cards for the cardholder
Card provider	means the approved bank supplying the purchasing card facility account.
Disciplinary CEO Directive	means the Disciplinary CEO Directive dated April 2019, as amended from time to time.
EDRMS	Electronic document records & management system (currently Infowise)
Facility account	means the individual purchasing and settlement facility between the card provider and Council.
Financial delegations	means the instrument of delegation for certain financial transactions and procurement
Official Council business	means purposes that are in direct connection with, or are a direct consequence of, the cardholder's functions and duties as an Officer employed by Strathbogie Shire Council.
Purchasing card	means any type of purchasing card used for the purchase of generic goods and services for official Strathbogie Shire Council business. It includes a purchasing card issued to the

Purchasing Card Administrator	employee in the name of the Council. the person nominated by the Chief Executive Officer to oversee the purchasing card system in accordance with this policy (or any person nominated to act in that role on a temporary basis).
Purchasing Card Register	A register maintained in Council's EDRMS with the details of all purchasing cards issued to Council officers by the Purchasing Card Administrator.
the Act	means the <i>Local Government Act 1989</i> .
Unauthorised use	means any instance of non-compliance with this policy as a result of the card being lost or stolen or because of Fraud on the part of some third party.

4. EXTERNAL REFERENCES

Local Government Act 1989

Fraud and Corruption Controls – Local Government, Victorian Auditor General of Victoria, June 2019

5. RELATED COUNCIL DOCUMENTS

Procurement Policy 2018 and Procurement Procedures 2013

Fraud and Corruption Policy 2017

Staff Code of Conduct April 2019

Discretionary Expenditure Policy (2017) and Guide (February 2019)

Council's delegations instruments, particularly the financial delegations instrument

6. POLICY OBJECTIVES

This policy and its procedures apply to all Strathbogie Shire Council operations and are designed to ensure:

- employees understand the obligations of being a cardholder
- no one other than the cardholder uses the card to purchase goods or services
- only goods and services relating to legitimate Council business are procured using a purchasing card
- there are strict controls to limit the use of purchasing cards
- there is a clear separation of duties between the cardholder purchasing goods and services and the Authorisation Officer reviewing and approving acquittals of the expenditure
- there are strict internal controls to review, monitor and report on the use of purchasing cards.

7. REVIEW OF THIS POLICY

This policy will be reviewed every 2 years unless the Chief Executive Officer or Council determines that an earlier review is required.

8. PURCHASING CARD ADMINISTRATOR

Responsibility for the corporate purchasing card facility rests with the Chief Executive Officer who shall nominate an administrator for the facility to be known as the Purchasing Card Administrator, who shall facilitate its use across Council.

The Purchasing Card Administrator will be responsible for administering the purchasing card system, including:

- ordering and cancelling purchasing cards
- destroying cards upon cancellation
- requesting replacement cards
- ensuring that the credit limit for each cardholder matches the officer's financial delegations
- variation of credit limits following changes to financial delegations
- maintaining and updating the Purchasing Card Register
- ensuring new card holders sign the Cardholder's Undertaking Form and that once signed, the form is saved in Council's EDRMS with the document number noted on the Purchasing Card Register
- education and training of cardholders
- monitoring the purchasing card system to ensure its effectiveness in supporting Council's usual purchasing processes
- monitoring and auditing purchasing card activity and limits on a monthly basis and advising the Group Manager Corporate & Community of issues or non-compliance with this policy
- ongoing review and refinement of the administrative processes associated with the operation of the card facility within the Council, in association with the Group Manager Corporate & Community
- review of this policy, its procedures and forms as required.

9. AUTHORISATION OFFICERS

An Authorisation Officer is required to assist with, and monitor, the cardholder's access to the purchasing card and approve expenditure through the monthly acquittal process.

The Authorising Officer will usually be the line manager, Group Manager or Chief Executive Officer depending on the position of the cardholder.

The Authorising Officer must not have had any involvement in the purchase of the goods or service other than authorising its procurement so that there is clear segregation of duties between the purchase and the approval of the purchasing card's use.

The Authorising Officer must only approve expenditure within their financial delegation limits.

The Authorisation Officer is responsible for:

- reviewing written requests for the issue of a purchasing card, in partnership with the Chief Executive Officer and Finance Manager
- being a witness to the signing of the Cardholder's Undertaking Form by an officer prior to being issued with a purchasing card
- helping ensure no one other than the cardholder uses the purchasing card
- providing guidance to the cardholder to ensure compliance with this policy
- pre-approving the use of the purchasing card where possible to ensure there are no other efficient payment alternatives
- reviewing monthly acquittal statements, verifying that the documentation provided is satisfactory and that the requirements of this policy are met
- ensuring expenditure is within the card holder's financial delegation limits
- investigating any suspected misuse or unauthorised transactions immediately
- reporting repeated use of Statutory Declarations to the Chief Executive Officer for further investigation.

Authorisation Officers for the Mayor, Councillors and Chief Executive Officer

Where the cardholder is the Chief Executive Officer, the Mayor and the Group Manager Corporate & Community are both Authorisation Officers and must review, then co-sign the monthly acquittal statement.

Where the Mayor is the cardholder, the Chief Executive Officer and Group Manager Corporate & Community are the Authorisation Officers and must review, then co-sign the monthly acquittal statement.

Any expenditure of a Mayor, Councillor or Chief Executive Officer must be forwarded to the next available Audit Committee by the Group Manager Corporate & Community for review.

10. CARDHOLDERS

Cardholders must be willing to accept personal responsibility for the use and security of the purchasing card.

Prior to being issued with a purchasing card each cardholder must:

- sign a Cardholder's Undertaking Form as set out in the Forms section of this policy; once signed this form will be placed on the Officer's personnel file in Council's EDRMS and its document number noted on the Purchasing Card Register
- create a PIN if required and keep this number confidential and secure at all times

- carefully read the Cardholder's Undertaking Form and understand his or her responsibilities to ensure that the card is used in accordance with this policy at all times
- understand the authorised spending limits attached to the card and the cardholder's financial delegations
- immediately sign the back of the purchasing card upon issue
- agree to ensure that no other person will be given use of the card and that should such unauthorised use occur, that the cardholder is personally liable for such use unless the card has been reported as lost or stolen or the use is due to third party fraud
- acknowledge that any alleged misuse of the card will be immediately and fully investigated and that any breach of this policy may result in access to the purchasing card being denied and formal disciplinary action being taken under Council's Disciplinary CEO Directive
- understand that the issue of a purchasing card does not affect the individual's credit rating as the card is issued on behalf of Council and expenditure strictly relates to Council related business.

The cardholder must, upon being presented with a monthly acquittal statement for the purchasing card:

- attach detailed documentation, including itemised tax invoices and purchase order references, for each transaction identified on the statement
- ensure expenditure is allocated to the correct cost centre within the department's ledger
- sign the acquittal form and forward it to the Authorising Officer for review within one week.

Should an itemised tax invoice be lost or not available, the cardholder must sign a statutory declaration identifying how the transaction related to Council business (see Forms section for template).

Repeated use of statutory declarations by a cardholder (ie up to 3 times in 12 months) must be referred by the Authorisation Officer to the Chief Executive Officer, who will instruct an internal review to be undertaken to determine whether or not the card should be withdrawn and destroyed. The limits on statutory declarations excludes special circumstances where a tax invoice is not able to be supplied (eg private car parking facilities or where machines are faulty). Should this occur, then the staff member should try to obtain other evidence to support the expense, such as a photo of the machine display.

11. USE OF THE PURCHASING CARD

The cardholder must ensure the following occurs prior to using a purchasing card:

- the use of the purchasing card has been identified as the best and most efficient means of procuring the goods or services

- the requirements of Council's Procurement Policy have been met.

When using the purchasing card, the cardholder must ensure:

- that if the only alternative is to make the payment by phone, the date and time the payment is made and the name of the person performing the transaction at the supplier end are noted for entry on the acquittal statement
- that when goods ordered using a purchasing card are delivered to Council the cardholder checks the goods against the purchase order (if one has been issued); if the cardholder is not available, the Authorising Officer must check the goods
- the card must not be used as an alternative for staff to seek reimbursement for minor work related expenses
- purchases are not made in foreign currency unless approved by the Chief Executive Officer or Group Manager Corporate & Community
- purchasing cards are not to be used when the cardholder is on any form of leave or out of operating hours, unless in cases of an emergency where use has been approved in writing by the Authorising Officer, Finance Manager, Group Manager or Chief Executive Officer
- the purchasing card is not to be linked to any personal online accounts such as Paypal, Uber or Myki.

The cardholder is personally responsible for ensuring that the purchasing card is never, under any circumstances, used for any of the following:

- purchases of goods or services covered by alternate purchase card arrangements such as a fuel card*
- car washes/valeting for Council vehicles with the exception of the Operations Manager (for cleaning of pool cars or cars prior to sale or reallocation)
- a cash advance
- to pay a fine or infringement
- to purchase IT equipment unless the cardholder is the Manager Digital Information and Technology
- purchase of goods or services for personal use
- purchase of alcohol
- purchase of meals (except where the meals are part of an accommodation package and can be itemised on the tax invoice from the accommodation provider)
- any form of gambling
- purchase of gifts for a supplier or contractor to Council
- purchase of gifts for any other person.

- * A purchasing card may only be used to purchase fuel for a Council vehicle in an emergency situation where, for some reason, the fuel card fails to work.

Should this occur, a receipt stating the transaction was denied must be obtained and attached to the purchasing card acquittal form. Should this occur, the purchasing card holder must, without delay, notify the Finance Officer that the card is faulty and request a replacement card.

The purchasing card may be used on the rare occasion where fuel for a loan car (for example while a Council car is being repaired) or hire car subject to the approval of the Group Manager Corporate & Community.

12. LOST, STOLEN OR DAMAGED CARDS

A cardholder must immediately report a lost or stolen purchasing card to the National Australia Bank through the NAB app, NAB Internet Banking or by calling us on **1800 033 103** (within Australia) or by phoning 132 221:

Instructions as to how to make a report can be found at:

<https://www.nab.com.au/personal/accounts/manage-your-account/manage-your-card>

Following notification of the bank, the cardholder must also immediately advise the Group Manager Corporate & Community and the Purchasing Card Administrator that the card has been lost, damaged or stolen.

The Purchasing Card Administrator must update the Purchasing Card Register accordingly.

13. CARDHOLDER TERMINATION

If the cardholder ceases employment with Council or moves to another role that is not authorised to hold a purchasing card, the following actions must be initiated:

- the cardholder is responsible for cancelling any automatic debit payments (eg subscriptions)
- the cardholder must return the purchasing card to the Purchasing Card Administrator prior to departure from Council
- the Purchasing Card Administrator must:
 - immediately destroy the purchasing card
 - note the destruction of the card and departure of the Officer in the Purchasing Card Register
- notify the Bank as soon as possible that the card has been destroyed and that the account for the card must be closed.

14. DISPUTED TRANSACTIONS

The cardholder is responsible for the validation and reconciliation of transactions on the monthly acquittal statement.

If a transaction is disputed and cannot be resolved by the cardholder or the supplier, the cardholder must notify their Authorising Officer immediately, with

a written account and evidence of the circumstances around the transaction. The acquittal statement containing the disputed transaction must also be provided.

The cardholder must then lodge a dispute with the Bank. The Group Manager Corporate & Community and the Purchasing Card Administrator must be immediately advised of the lodgement of the dispute.

Disputed transactions must be lodged as soon as the item is identified on the acquittal statement by the cardholder.

Refunds

Cardholders must not request or accept cash refunds where purchases were made with the purchasing card. All credits must be made back to the purchasing card.

15. GOODS AND SERVICES TAX

The goods and services tax (GST) applies to purchasing card transactions.

To ensure that GST input tax credits are correctly claimed all purchasing card transactions must be supported by a tax invoice from the supplier containing the following details:

- the supplier's identity (legal name, trading name as it appears in the Australian Business Register)
- the supplier's ABN
- a brief description of each item sold or service provided, including the quantity (if applicable) and the price of what was sold
- the GST amount payable for each sale, which may be shown separately
- the date the tax invoice was issued.

16. FRINGE BENEFIT TAX

In the unlikely event that the purchasing card is used for transactions subject to fringe benefit tax (FBT), cardholders must provide information to enable the Finance department to record fringe benefits provided to Council employees.

17. AUDITING AND REPORTING

Monthly auditing

The Finance department will review a random sample of purchase card transactions each month to identify:

- levels of compliance with this policy
- if purchases and approval of expenditure are within the financial delegations of the cardholder and the Authorisation Officer respectively
- if there are any unusual transaction patterns

- if the transaction matches the details of pre-approved purchases or a purchase order
- if the cardholder has inspected the goods upon delivery
- if there are other more suitable payment options for the procurement of the same goods or services in the future
- if a card has been used when the cardholder is on leave or on weekends/public holidays
- any other potential form of misuse of the purchasing card.

The findings of this audit will be reported to the Group Manager, Community & Corporate who, in turn, will provide a report to the Executive Management Team.

Should any transactions or behaviours of concern be identified, the Purchasing Card Administrator must immediately notify the Chief Executive Officer and Group Manager, Community & Corporate, who will then commence a further internal investigation.

Internal audits

Council's independent internal auditors will undertake annual reviews of purchasing card transactions as part of the ongoing audit program. The audit will include the employment of data mining software to identify anomalies.

Findings of these audits are then reported to Council's Audit Committee.

Reporting of CEO expenses

A quarterly report of transactions for the purchasing card issued to the Chief Executive Officer will be presented to the Audit Committee on a quarterly basis.

A quarterly report will be generated by the Purchasing Card Administrator for review by the Chief Executive Officer and Group Manager Corporate & Community.

The Group Manager Corporate & Community will then forward the report to the next available Audit Committee meeting.

18. FORMS



REQUEST FOR CORPORATE PURCHASING CARD

Nominated cardholder name:	
Date of birth:	
Position title:	
Department:	
Does the position have a purchasing card allocated to them under the Financial Delegations? If yes, what is the monthly spending limit identified in the Financial Delegation Instrument.	Yes No \$
Reason for the need for a purchasing card and proposed monthly limits	

Declaration by proposed cardholder:

I confirm that I understand the responsibilities of a cardholder under Council's Purchasing Card Policy and that I am prepared to sign a Cardholder's Undertaking Form should I be issued with a purchasing card.

Officer's name:

Officer's signature:

Manager's name:

Manager's signature:

Chief Executive Officer's signature:

Finance Department Use – Purchasing Card Administrator:

Does the financial delegation instrument need amendment prior to the issue of a purchasing card?	
Approval and cardholder's details entered onto the Purchasing Card Register:	Date:
Purchasing card ordered and details placed on Purchasing Card Register:	Date:



CARDHOLDER'S UNDERTAKING FORM

Cardholder name:

Position:

Financial delegation limit for
purchasing card transactions:

DECLARATION

I (name) acknowledge that I have read and understood the requirements of the Strathbogie Shire Council Purchasing Card Policy and will act in accordance with that policy at all times.

I confirm that I have been briefed on all aspects of the operation and use of the Strathbogie Shire Council purchasing card by the Purchasing Card Administrator.

I understand that random and regular audits will be undertaken of purchasing card use on a monthly basis.

I understand that any alleged or perceived misuse of the purchasing card will be independently investigated and may lead to action being taken under the Disciplinary CEO Directive.

..... Date: / /

Signature of cardholder

Name of Cardholder

Witnessed by Authorisation Officer (name):

Authorisation Officer's signature:

Purchasing Card Administrator signature:

Finance Department use only:

EDRMS document reference for signed Undertaking Form:

Date entered onto the Purchasing Card Register:

State of Victoria

Statutory Declaration

I, _____ (full name)

of _____
(address)

am employed by Strathbogrie Shire Council in the position of _____

do solemnly and sincerely declare that I have made the following purchases using a purchasing card issued to me:

from the following Supplier: _____

Supplier's ABN: _____

on (date of purchase) : _____

The legitimate Council business the purchase related to was:

I declare that the reason I do not have a tax invoice for this purchase is:

I declare that this purchase complies with all Council policies, procedures and CEO Directives.

I acknowledge that this declaration is true and correct, and I make it with the understanding and believe that a person who makes a false declaration is liable to the penalties of perjury.

Declared at: _____

this _____ day of _____ 20____

Signature of person making this declaration:
(to be signed in front of an authorised witness)

Before me,

.....
Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (as of 1 January 2010), (previously Evidence Act 1958), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist). The authorized witness must not be a Senior Officer of the Strathbogrie Shire Council.

9.7.18 Draft Arts and Culture Strategy

Author & Department

Manager Arts, Culture and Economy – Corporate and Community

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

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

Summary

This is a presentation of the DRAFT Arts & Culture Strategy and 12 Month Action plan (to date), including proposed timelines for its adoption.

RECOMMENDATION

That Council endorses the DRAFT Arts and Culture Strategy to enable it to go through the community engagement process prior to its proposed adoption in December 2019.

Background

As a part of the current Council Plan, the Manager Arts, Culture and Economy has been working on the development of the first Arts and Culture Strategy and associated Action Plan for Strathbogie Shire.

The process has involved the extensive community and relevant stakeholder consultation that started back in 2018, participation and input throughout the process by the Tourism, Arts and Culture Advisory Group (TACAG), advice and input from the Cultural Development Network (CDN) and the engagement of Consultants to manage the overall project.

Unfortunately, back in November 2018 it became clear that there was a lack of alignment between the appointed consultants and the process required by Strathbogie Shire, and therefore their contract was terminated and the process for development of an Arts & Culture Strategy was fully taken on board by the Manager Arts, Culture and Economy.

As a result, this officer sought advice and expertise in the further development of the strategy through networks with the Cultural Development Network, Creative Victoria, Regional Arts Victoria and the Arts & Culture Network Group at LGPro.

With the DRAFT strategy now nearing completion, the following timeline is proposed for adoption of the strategy, which would enable its completion and adoption by the end of 2019.

9.7.18 Draft Arts and Culture Strategy (cont.)

Timeline

- 8 October – presented DRAFT Arts & Culture Strategy in Assembly of Councillors for discussion
- 15 October – Council Report for Ordinary Council Meeting to endorse the DRAFT Arts & Culture Strategy to enable it to go out for public comment
- 17 October to 14 November – viewing of document for public comment (as per guidelines of the Engagement Strategy)
- 15 to 29 November – revision of document as required
- 2 December – Council Report submitted for adoption of Arts & Culture Strategy at December 2019 Meeting
- 17 December – Council to adopt the final version of the Arts & Culture Strategy

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

Members of the community have a vested interest in the development and implementation of this strategy and are awaiting news of its progress.

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.

9.7.18 Draft Arts and Culture Strategy (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.

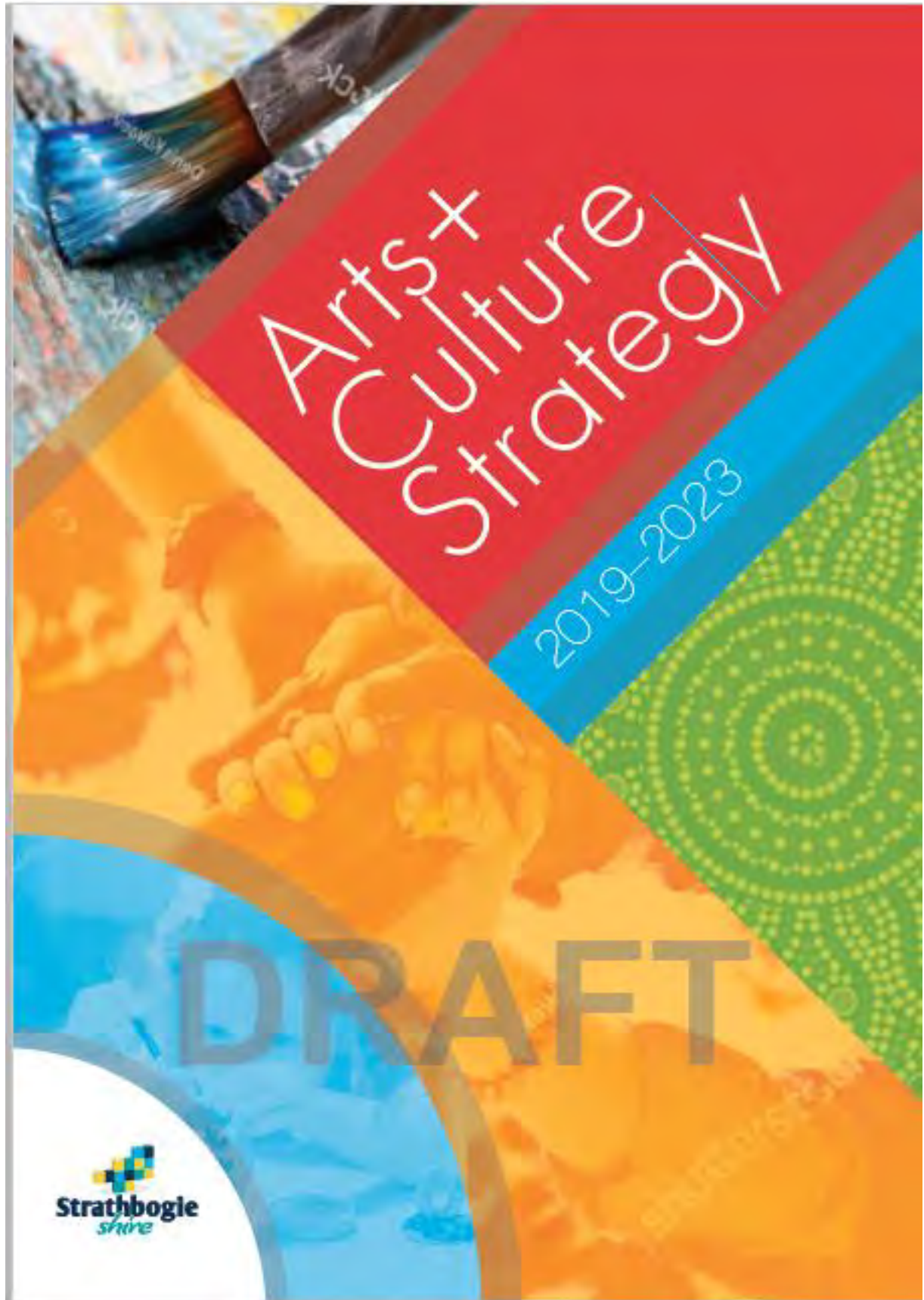
Consultation

There has already been extensive community and stakeholder consultation in the development of the DRAFT Arts & Culture Strategy consisting of: 9 x 'Our Culture Matters' Community Workshops, 12 x one-on-one interviews with identified key stakeholders and online surveys with 55 responses received.

Once approved by Council, this officer will work with the Senior Communications Officer to implement an appropriate engagement plan that follows the newly implemented Strathbogie Shire Engagement Strategy to include: online feedback, social media strategy, media advertising, drop-in feedback sessions.

Attachments

- DRAFT Arts & Culture Strategy
- DRAFT 12 Month Action Plan





“Strathbogie Shire Council acknowledges the traditional custodians of the land now known as the Strathbogie Shire and values the significance of the first peoples history as essential to the unique character of the Shire.”



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Intro

Strathbogie Shire Council is pleased to present the 2019 - 2021 Arts and Culture Strategy. Supported by a lengthy consultation process incorporating community workshops, interviews, focus groups, research and reviews of best practice. The strategy will assist to provide a clear direction for the development of Arts and Culture over the next four years.

Based on community values, the evidence gathered has identified three clear goals that we will be working towards, with a focus on outcomes that will enhance our community's creative and cultural conscious.

Welcome

The development of Strathbogie Shire's first Arts and Culture Strategy has been an important focus for Council, and we are proud to be able to deliver this strategy to assist our community with developing and delivering arts and culture projects and activities across our region.

This strategy highlights the positive changes we can achieve as a collective community working together. It was a clear focus within our Council Plan to raise the importance of arts and culture within our municipality in recognising its significance to the health, wellbeing and social connectedness of the wider community.

We would also like to acknowledge all of the many people who provided input into this strategy, and thank them for their time, effort, passion and dedication to the continued development and growth to our vibrant and creative community.



Cr Amanda McClaren (Mayor)



Strathbogie Shire Council, Draft Arts and Culture Strategy

▶ The Local Context

Culture is built on a community's beliefs and values, and the arts are an expression of our culture. Cultural planning is based on core community values.

During 2019 a number of workshops and online surveys were undertaken to obtain community perspectives and identifying key values relating to arts and culture.

177 people participated in the engagement process via the following activities



Our Culture Matters Community Workshops were held in each ward of Strathbogie. The demographics were diverse; young people to seniors, representatives from the arts, local history groups and youth programs.

From this engagement the following core values were identified;



The Arts and Cultural Strategy will:

Align with the goals of the Council Plan 2017 – 2021

- To enhance community health and wellbeing
- To sustainably manage our natural and built environment
- To provide quality infrastructure
- To support and drive economic development
- To be a high performing Shire

Be based on community values and a diverse spread of community needs and aspirations

Be evidence informed

Enable the community to actively contribute to the development, implementation and evaluation of the plan

Align with the Cultural Development Network's schema for Measurable Outcomes for evaluation

Align with the priorities of the 2017-2021 Liveability Plan (Municipal Public Health and Wellbeing Plan):

- Stronger Together
- Respectful Relationships
- Healthy Lifestyle
- Rural Lifestyle
- Health Systems

The Community Called For...

- Opportunities to tell our stories and celebrate our local identities, community
- Provision of entertainment and community events
- Access to arts and cultural experiences



Strathbogie Shire Council, Draft Arts and Culture Strategy

► Broader Policy Context

The National Local Government Cultural Forum brings together representatives from local government and seeks to promote stronger cultural development practice in local government across Australia, by articulating and developing a national perspective. This forum is managed by the Cultural Development Network (CDN) and is supported by the Australia Council for the Arts and in partnership with the local government associations and capital cities.

Participation in the cultural life of the community and enjoyment of the arts is a fundamental human right under Article 27 of the Declaration of Human Rights.

The Municipal Association of Victoria (MAV) also acknowledge that arts and culture facilities and programs can collectively enrich the quality of life by providing vital social and community connections, as well as employment and learning opportunities. People are increasingly recognising the powerful role of the arts in stimulating our minds, assisting with stress or anxiety, and improving our sense of wellbeing and happiness.

Subsequently, local governments have a responsibility to set long-term objectives for cultural planning and the arts, support local services such as libraries, museums and artistic spaces, and to utilize the arts to improve community health and wellbeing. These objectives align with Council's Liveability Plan and Council Plan.

Creative Victoria is the peak statutory body for arts and culture in Victoria and their 'Creative State' Strategy identifies that local governments play a critical role in building access to, and increasing participation in, cultural and creative activities.





Goals

A goal is defined here as: *the result or achievement toward which effort is directed; in this case, an intention for the desired future of residents of Strathbogie Shire.*

The Cultural Development Network states that goals should be determined as a result of community consultation and policy requirements, legislative or other. All other policies and plans of Council should respond to that document, including the Arts & Culture Strategy. Because the Council undertakes community consultation to determine values of the community and then sets goals to address those, cultural development planners do not need to undertake extensive consultation themselves to identify values or goals, as this has already been undertaken in the development of a Council Plan.

Goals should assist communities to live according to their values. They are often aspirational and therefore are likely never to be reached. For example, the goal of 'a culturally vibrant community' will be ongoing beyond a current planning period; we can always strive to be more culturally vibrant, and therefore cannot claim to have reached a point of absolute cultural vibrancy – otherwise there would be nothing left to do!

Source: extracts taken from the Cultural Development Network website
www.culturaldevelopment.net.au

"...there are many talented people in the shire that participate in many different areas of the arts. The more we talk to people, the more aware we become of these talents."
Evea Ealden

The goals we are working towards in this strategy are...

Goal 1

A connected and vibrant community

Goal 2

A culturally capable community

Goal 3

A diverse community that recognises, expresses and celebrates its creativity and heritage





Strathbogie Shire Council, Draft Arts and Culture Strategy

Cultural Policy Domains for Local Government Planning

This Framework recognises five public policy domains of local governments' work: Cultural, Social, Economic, Governance and Environmental. All council goals and related activity can be considered within these domains, and together they enable the desired endpoint of flourishing and fulfilled individuals.

Each domain includes a relevant desired goal or outcome (ie. what would we want our community to look like?) and these goals also have values contained within them. For example, in the cultural domain, if a rich and vibrant culture is a goal, this is based on values related to cultural richness and vibrancy.



Principals

The Arts and Culture Strategy Plan incorporates the following six planning principles, that have assisted with the process of deciding what our activities should be, based on the goals identified, the evidence base resulting from the consultation process, community needs and available resources.

These principals are:

- ▶ **Based on values** - the plan responds to the collective values of the community that underpin the strategy of the Council Plan
- ▶ **Directed towards goals** - the plan is directed towards goals, the desired long-term future determined by the Council and articulated in the Council Plan. Objectives (intended outcomes) are set to enable specific measurable achievement towards the goals.
- ▶ **Focused on outcomes** - the plan is focused on outcomes, that is, the difference our work will make to those we are responsible to serve, rather than the activity undertaken to get there. Measurable outcomes help us determine whether objectives were met.
- ▶ **Informed by evidence** - the plan involves decisions informed by evidence. This includes practice knowledge, published research or data that provides information about the local context, the issue being addressed and possible ways to address it.
- ▶ **Underpinned by a theory of change** - the plan uses a theory of change to exist and explain choice of activities. Theory of change is the reason why we do what we do.
- ▶ **Responsive to evaluation** - the plan includes evaluation consistently as part of the normal work process. Evaluation findings are used to inform future decision-making.





► Outcomes

The Arts & Culture Strategy plan is working towards these Cultural outcomes that form a part of the Cultural Policy Domains for Local Government planning. The intended outcomes that we are working towards in this strategy will be highlighted under each of the three identified goals.



Creativity stimulated:

The sparking of imagination, creativity or curiosity that leads to a desire for creative expression.



Aesthetic enrichment experienced:

Experiences that come through the senses that are special and outside the everyday. This might include being moved or challenged through feelings such as beauty, awe, discomfort, joy or wonder.



New knowledge and insight gained:

Intellectual stimulation, critical reflection, creative thinking and deeper understanding.



Diversity of cultural expression appreciated:

Valuing the different ways people express themselves through diverse cultural forms, reflecting their life experience and interests.



Sense of belonging to shared heritage experienced:

How one's identity and values are rooted within a history and heritage that is shared with others.

The measurable outcomes as identified within each goal will be evaluated and reported on to determine to what degree these outcomes were achieved, and what impact they may have provided in relation to Arts & Culture within the Shire and for the broader community.

A connected and vibrant community

Goal One

To strengthen the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness.

What we know

- Communities are connected locally within their townships
- Number of existing and active community groups already delivery arts and culture initiatives
- There is a desire for more arts, culture and music events
- We have several community halls that could potentially be a venue for touring art

Our approach

1. We will support initiatives that bring people together, encourage collaboration and partnerships and create networks.
2. We will celebrate diversity and build connections between different age groups and demographics through the sharing of artistic and craft skills, providing opportunity for social connections
3. We will support locally produced and touring art, including visual arts and theatre to be delivered in the Shire.
4. We will provide avenues for communities to produce and preserve stories both personal and of local heritage and culture

Intended outcomes

Cultural:

1. Creativity stimulated
2. Diversity of cultural expression appreciated
3. Connection to shared cultural heritage deepened
4. Aesthetic enrichment experienced

Social:

1. Social connectedness enhanced
2. Wellbeing (physical and /or mental) improved
3. Social differences bridged
4. Feeling valued experience

Economic:

1. Local economy supported

Environmental:

1. Positive sense of place (built and/or natural environment) enhanced

Governance:

1. Sense of civic pride enhanced
2. Agency and voice enabled

"Art and culture bring people together. Events bring people together. Facilities and opportunities to create together brings people together. Bringing people together fosters good community spirit, pride and participation... which makes our area a more enjoyable and productive place to live and work."
Vivian Jones-Burden



"The arts, festivals, etc are integral for community cohesion, broadening horizons, tourism, economic development, mental health, maturity... so many things!"
Euroa Resident

Example of Goal One: The Twilight Hawkers Market, Euroa

Breaking down the process...

What were they looking for? | (intended outcomes)

Strathbogie Inc is a community group that have successfully run a Twilight Hawkers Market on three separate occasions. What they wanted to achieve was to bring cultural diversity to our community through food, music and dance. They wanted the event to be accessible to ALL and be kind to the environment with a ZERO WASTE ethos.

What did they already know? | (evidence)

Having previously executed two other successful twilight market events they knew that there was a desire for more cultural events within Strathbogie Shire.

Therefore, they decided to... | (the activity/project)

Continue to evolve the Twilight Hawkers Market achieving the goal of "A connected and vibrant community".

"We need to source the hidden creatives within the region showing that art is beneficial in so many ways and gives us a much needed break from the constraints of our humdrum everyday routines."

Yielda Town Resident

What it achieved | (outcomes)

- 1. The 2019 event brought a varied demographic of people together as it was a FREE to attend event that attracted over 1000 attendees
- 2. It was for all ages and encouraged intergenerational engagement and social connection
- 3. The 2019 event incorporated a 'Bollywood Theme' and music was provided to enhance and stimulate enjoyment of music
- 4. Dancing and dance instruction was included encouraging people to experience the dances of alternate cultures and be immersed in the experience
- 5. A variety of cultural foods were on offer for people to experience
- 6. An important facet of the event for the organisers was its ZERO WASTE ethos

Strathbogie Shire Council, Draft Arts and Culture Strategy

A culturally capable community

Goal Two

To increase the capacity of the community to lead and deliver arts and cultural experiences, by supporting opportunities for growth and learning.

What we know

- Our community has demonstrated capability by facilitating events such as Twilight Hawkers Market, Show and Shine, NOW Festival, various art shows etc.
- We can build on the existing skills that are already present and support further development in this area.
- There is an identified need to have formally designated, permanent creative participation art spaces.
- We have a number of community halls and open spaces which are at times used for art exhibitions/workshops/music events
- There is a strong respect for our natural environment and a desire for greater ecological awareness

Our approach

1. We will provide opportunities for individuals and groups to develop skills and leadership.
2. We will embed place-making principles within Council's planning and development processes.
3. We will work with community to develop engaging open spaces that encourage interaction through public art and events.
4. We will explore the possibility of permanent art spaces in the Shire.
5. We will support access to appropriate facilities across the Shire for arts and culture workshops, programs and cultural gatherings.

Intended outcomes



Cultural:

1. Creativity Stimulated
2. Aesthetic enrichment experienced
3. Knowledge, ideas and insight gained



Social:

1. Wellbeing (physical and/or mental) improved
2. Social connectedness enhanced



Economic:

1. Professional and/or practice capability increased
2. Local economy supported



Environmental:

1. Positive sense of place (built and/or natural environment) enhanced
2. Understanding of ecological issues expanded
3. Motivation for environmental stewardship increased

"You just need to tap in to the wealth of knowledge & enthusiasm that already exists."
Longwood Resident



"It would be wonderful to support the exciting local creators and makers and to foster the arts more in the region. Providing free or subsidised arts training, facilities and education across all demographics would be fantastic"
Yvonne Tomlinson

Example of Goal Two: The Nagambie On Water Festival (NOW), Nagambie

Breaking down the process...

What were they looking for? | (intended outcomes)

The development of an event for both the community and visitors that provides excitement, entertainment and education for all ages, whilst showcasing Nagambie and its water attractions and acknowledging the essential ingredients that make the community such a unique place to live, work and play.

What did they already know? | (evidence)

The NOW Festival has been going since 2008 and it draws good participation from both the local and wider community. However to continue to evolve the event they want to continue to encourage more community groups and business to become involved.

Therefore, they decided to | (the activity/project)

Continue to evolve the NOW Festival, both in the activities provided and by the skills development of those managing the events, which supported the goal of "A culturally capable community".

"...look at incorporating a Leadership and Civic participation group to help workshop ideas that incorporates local history, promoting venues such as the museum, butter factory and other historical places of interest... The dynamics in the town are changing and the town needs to change and grow with the differing art and cultural needs of the community."
Evea Resident

What it achieved | (outcomes)

- The 2019 event attracted regional participation, in particular in the lake swim
- Encouraged additional community groups and local business to participate in the festival
- Created a sense of pride in what the township of Nagambie has to offer
- Created learning opportunities for locals to develop skills in event management
- Brought people from around the region into Nagambie to enjoy and participate in the activities of the festival, which provided an immediate and proposed future economic benefit to both the town and the region through return visitation.

Strathbogie Shire Council, Draft Arts and Culture Strategy

A diverse community that recognises, expresses and celebrates creativity and heritage



Goal Three

To increase levels of appreciation, belonging and equality of opportunity for all people, by supporting creative communities to preserve heritage and foster diverse cultural sustainability.

What we know

Strathbogie Shire:

- Is located on the land of the Traditional custodians
- Has become a Refugee Welcome Zone
- Possesses natural qualities and environments
- Has cultural and historical significance
- Geographically, is well placed in terms of economic and tourism potential, and quality of life
- Has groups within the Shire who are actively engaged in projects/activities that address this goal

Goal Commitments

1. We will support the preservation of the heritage of the region to ensure it is acknowledged and celebrated for both locals and visitors alike.
2. We will build on a positive sense of place by ensuring there are resources available for financial assistance and in kind support for the community to promote and deliver arts and culturally sustainable activities within the Shire.
3. We will further develop and strengthen our communities understanding and knowledge of all cultures.

Intended Outcomes

Cultural:

1. Knowledge, ideas and insight gained
2. Cultural diversity appreciated
3. Sense of belonging to a shared cultural heritage deepened

Social:

1. Wellbeing (physical and/or mental) improved
2. Social connectedness enhanced
3. Social differences bridged

Economic:

1. Local economy supported

Environmental:

1. Positive sense of place
2. Natural world valued

Governance:

1. Positive future inspired
2. Sense of civic pride enhanced

"Our natural heritage is I believe very worthwhile and for the future too. It is an attraction to outsiders and tourists and should be celebrated and preserved."
Euroa Resident



Example of Goal Three: The Southern Aurora Commemorations, Violet Town.

Breaking down the process.....

What were they looking for? | *(intended outcomes)*

Members of the Violet Town community wanted to bring awareness of the wide reaching impact the Southern Aurora crash had on those who were involved either directly or who offered assistance after the crash. They wanted to respectfully remember a tragic event that occurred 50 years ago and affected an entire community, many of whom are still alive and living within the Shire.

What did they already know? | *(evidence)*

They knew that there was a desire for some type of commemorative event and permanent memorial where people could come together, share experiences and also learn more about this tragedy and the indomitable human spirit that prevailed.

Therefore, they decided to | *(the activity/project)*

Started planning two years in advance to organise a commemoration for the 50th anniversary of the crash, which involved a 3-day commemorative event and the development of a Memorial Garden that offers information boards and places for quiet reflection.

This project supported the goal of
"A diverse community that recognises,
expresses and celebrates creativity
and heritage".

What it achieved | *(outcomes)*

The 2019 event brought together members of both the local and wider community who were involved in the tragedy 50 years ago

Provided an opportunity for people to share their experiences with others, which also assisted with the continued healing for many who are still affected by this event

Created an awareness of the tragedy and subsequent events that did not exist previously

Developed a Memorial Garden that can be utilised as a rest and reflection stop which also provides information about the tragedy

Brought people from all over Australia into Violet Town for the commemoration activities, which also provided an economic benefit to both the town and the region

Strathbogie Shire Council, Draft Arts and Culture Strategy

Implementation

Successful implementation of the Arts and Culture Strategy requires a joint commitment from Council, Community and Businesses. Maintaining existing partnerships and the establishment of new partners will be crucial to achieving the identified outcomes.

An Annual Action plan will be developed for each year of the plan outlining achievable activities to be implemented by Council, Community Groups and Businesses who are committed, well-resourced and have capacity to implement within the identified time frame.



► Evaluation and Review

Assessing the success of the Arts and Culture Strategy and improving its next iteration is essential to building the capability, increased productivity and value of cultural development activities to the Council and will involve the following;

Each activity nominated in the Arts and Culture 12 month Action plan will have an evaluation process associated with it that will be undertaken at the end of the 12 month period. This will provide guidance and direction for the development of the following 12 month Action plan.

At the end of the four year strategy an overall evaluation of the strategic document will occur.

This process will involve all key stakeholders, partners, community groups, businesses and Council who have been allocated responsibility against the individual action items.





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GOAL 1: A CONNECTED AND VIBRANT COMMUNITY

To strengthen the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness

STRATEGIC OBJECTIVE	ACTION	PARTNERS	PERFORMANCE INDICATOR	OUTCOMES
WHY (Theory of Change)	WHAT	WITH	HOW	ALIGNMENT
1.1 We will support initiatives that bring people together, encourage collaboration and partnerships and create networks.	Continue to deliver Council's community event support	Community	* Number of events approved and supported	Cultural: Creativity stimulated Social: Social connectedness enhanced; Physical and or mental wellbeing improved; Feeling valued experienced Governance: Sence of civic pride enhanced
	Delivery of council's annual sponsorship program	Community	*Number of sponsorship application received * Amount of sponsorship funding allocated	Cultural: Creativity stimulated Social: Social connectedness enhanced; Feeling valued experienced Governance: Sence of civic pride enhanced
	Investigate opportunity for an Arts & Culture Officer position to be funded within Council	Council	*Opportunities identified for an Arts & Culture Officer postion	Cultural: Diversity of cultural expression appreciated
	Create an Arts and Culture Network Group	TACAG	*Mapping of a 12 month calendar of arts and culture events * Collaborative promotional material advertising these events	Cultural: Creativity stimulated; Diversity of cultural expression appreciated Social: Social connectedness enhanced; Physical and or mental wellbeing improved Governance: Agency and voice enabled

GOAL 1: A CONNECTED AND VIBRANT COMMUNITY					
To strengthen the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness					
	STRATEGIC OBJECTIVE	ACTION	PARTNERS	PERFORMANCE INDICATOR	OUTCOMES
	WHY (Theory of Change)	WHAT	WITH	HOW	ALIGNMENT
1.2	We will celebrate diversity and build connections between different age groups and demographics through the sharing of artistic and craft skills, providing opportunity for social connections.	Recognition and celebration for days/weeks of significance eg. NAIDOC week, International Day of People with a Disability	Community	<ul style="list-style-type: none"> *Number of days/weeks of significance recognised/participated in *Number of social media posts promoting *Types of initiatives implemented 	<p>Cultural: Diversity of cultural expression appreciated; Connection to a shared cultural heritage deepened</p> <p>Social: Social connectedness enhanced; Social differences bridged</p> <p>Environment: Positive sense of place (built and/or natural environment) enhanced</p> <p>Governance: Agency and voice enabled</p>
1.3	We will support locally produced and touring art, including visual arts and theatre to be delivered in the Shire.	Review opportunities to participate in Showcase Victoria, and activate the use of suitable locations/halls/venues throughout the Shire.	Community	*Participation in the showcase events and resulting outcomes	<p>Cultural: Creativity stimulated</p> <p>Social: Social connectedness enhanced; Physical and or mental wellbeing improved</p>
		Continue to deliver and support the Euroa Community Cinema	Community	<ul style="list-style-type: none"> *Number of films screened annually *Number of community fundraising events *Number of other performing arts events 	<p>Cultural: Creativity stimulated</p> <p>Social: Social connectedness enhanced; Physical and or mental wellbeing improved</p>
	We will provide avenues for communities to produce and	Continued delivery of the Community Grants Program	Community	<ul style="list-style-type: none"> *Number of grants distributed for Arts & Culture *Number of specific events relating to this area 	<p>Cultural: Creativity stimulated; Diversity of cultural expression appreciated</p> <p>Social: Feeling valued experienced</p> <p>Governance: Agency and voice enabled</p>

GOAL 1: A CONNECTED AND VIBRANT COMMUNITY					
To strengthen the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness					
	STRATEGIC OBJECTIVE	ACTION	PARTNERS	PERFORMANCE INDICATOR	OUTCOMES
	WHY (Theory of Change)	WHAT	WITH	HOW	ALIGNMENT
1.4	preserve stories, both personal and of local heritage and culture.	Continue to create awareness for community to access external grants to facilitate delivery of arts and culture projects	Council Officers	<ul style="list-style-type: none"> *Total provision of information distributed to the community *Number of grant applications submitted *Number of successful applications resulting in projects 	Social: Feeling valued experienced

GOAL 2: A CULTURALLY CAPABLE COMMUNITY					
To increase the capacity of the community to lead and deliver arts and cultural experiences, by supporting opportunities for growth and learning.					
	STRATEGIC OBJECTIVE WHY	ACTION WHAT	PARTNERS	PERFORMANCE INDICATOR HOW	OUTCOMES
	WHY (Theory of Change)	WHAT	WITH	HOW	ALIGNMENT
2.1	We will provide opportunities for individuals and groups to develop skills and leadership.	Provide a variety of opportunities to build capacity and leadership of community	Community; TACAG; Committees of Management; ADAC	*Delivery of training sessions (diversity of topics, number of participants, evaluations, feedback)	Cultural: Knowledge, ideas and insight gained Economic: Professional and/or practice capability increased
2.2	We will embed place-making principles within Council's planning and development processes.	Speak to Planning and Social Planning Departments within the Shire			
2.3	We will work with community to develop engaging open spaces that encourage interaction through public art and events.	Review actions identified by networking group	Community	* Number of actions implemented	Culture: Creativity stimulated; Aesthetic enrichment experienced Social: Wellbeing (physical and/or mental) improved Economic: Local economy supported
		Investigate opportunities for public art in partnership with community	Community; Artists; other organisations	*Number of identified public art projects *Number of completed public art projects	Culture: Creativity stimulated; Aesthetic enrichment experienced Social: Wellbeing (physical and/or mental) improved Economic: Local economy supported Environmental: Positive sense of place (built and/or natural environment) enhanced
2.4	We will explore the possibility of permanent art spaces in the Shire.	Source funds to undertake engagement of a feasibility study to explore options for a permanent art space	Contractor	*Source appropriate funding *Engagement of contractor *Feasibility study completed	Cultural: Knowledge, ideas or insight gained Economic: Local economy supported Environmental: Positive sense of place (built and/or natural environment) enhanced
2.5	We will support access to appropriate facilities across the Shire for arts and culture workshops, programs and cultural gatherings.	Continue to implement Council's Committees of Management of Council Facilities and Reserves Policy	Committees of Management; Community; Facilitators	*Number of arts and culture programs occurring in council owned facilities	Culture: Creativity stimulated; Aesthetic enrichment experienced Social: Wellbeing (physical and/or mental) improved Economic: Local economy supported Environmental: Positive sense of place (built and/or natural environment) enhanced

GOAL 3: A COMMUNITY THAT RECOGNISES, EXPRESSES & CELEBRATES IT CREATIVITY & HERITAGE					
To increase levels of appreciation, belonging and equality of opportunity for all people, by supporting creative communities to preserve heritage and foster cultural sustainability.					
	STRATEGIC OBJECTIVE	ACTION	PARTNERS	PERFORMANCE INDICATORS	OUTCOMES
	WHY (Theory of Change)	WHAT	WITH	HOW	ALIGNMENT
3.1	We will support the preservation of the heritage of the region to ensure it is acknowledged and celebrated for both locals and visitors alike.	Review Sustainable Strategy with the Environment Department within the Shire			
3.2	We will build on a positive sense of place by ensuring there are resources available for financial assistance and in kind support for the community to promote and deliver arts and culturally sustainable activities within the Shire.	Council will deliver a community grants program with a specific category for arts and culture initiatives.	Community	* Number of arts and culture grant applications received * Number of successful arts and culture applications * Number of completed arts and culture projects	Economic: Local economy supported Environmental: Positive future inspired
		Council will allocate on going funding in each financial years budget to assist with arts and cultural projects within the Shire.	Business; Community; Artists	* Allocation of funds in budget * Number of in kind contributions * Number of projects delivered with assistance	Economic: Local economy supported Environmental: Positive future inspired
3.3	We will further develop and strengthen our communities understanding and knowledge of all cultures.	Investigate the development of a Reconciliation Action Plan	Indigenous Land Council Representatives	* Identification and support of a Reconciliation Action Plan development	Cultural: Sense of belonging to a shared cultural heritage deepened Social: Social connectedness enhanced: Social differences bridged Governance: Positive future inspired
		Investigate the appointment of a Cultural Liaison Officer	Council	* Support from Council relating to the appointment of a Cultural Liason Officer relating to budget allocation for the role	Cultural: Sense of belonging to a shared cultural heritage deepened Social: Social connectedness enhanced: Social differences bridged Governance: Positive future inspired
		Prepare for the implementation of the Recognition and Settlement Agreement	Indigenous Land Council Representatives; Community; Land users	* Support from Council with allocation of resources * Action Plan developed for implementation	Cultural: Sense of belonging to a shared cultural heritage deepened Social: Social connectedness enhanced: Social differences bridged Governance: Positive future inspired

9.7.19 Financial Report to 30 September 2019

Author / Department

Group Manager, Corporate and Community / Corporate and Community Department

Disclosure of Interest

No officers providing advice in relation to this report have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The appended September Financial Report compares YTD Budget to Actual September 2019.

The report contains the Income Statement, Balance Sheet, Cash Flow Statement and Statement of Capital Works.

In relation to the current year the operating surplus for the three months period ending 30 September was \$15,067,440.

As at 30 September 2019, total capital works was \$1,023,777 not including committed works.

RECOMMENDATION

That the Financial Report for the three months ended 30 September 2019 be noted.

Background

The 2019/20 Budget was prepared in accordance with the Local Government Act 1989, and was formally adopted at a Special Meeting of Council held on 25 June 2019.

Council considers and notes monthly Financial Reports in accordance with the Local Government Act 1989 (Act). Under Section 137 and 138 of the Act, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. This report satisfies those requirements.

Risk Management

Regular Financial Reporting in accordance with the Local Government Act 1989 support Council's focus on Risk Management, Monitoring of the 2019/20 adopted Budget provides for prudent financial management and ensures that Council is made aware of any known or potential financial risks.

Strategic Links – policy implications and relevance to Council Plan

This report is consistent with Council Policies, the Long Term Financial Plan and the Council Plan. The report also addresses Council's desire to review all aspects of Council's operations.

9.7.19 Financial Report to 30 September 2019 (cont.)

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 Consumers Act 2010 requirements. Close monitoring of budgets is in line with Best Value principles.

Economic Implications

The attached report, in conjunction with the detailed briefing to Council, considers all known economic implications for the financial year ending 30 June 2020.

Environmental / Amenity Implications

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

Community Implications

This report has no significant unfavourable community or social implications for the Council or the broader community. Improved capital grant funding will result in improved infrastructure renewal outcomes.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

There are no statutory or legal implications. The Local Government Act 1989 allows for budget reallocations. Consideration and adoption of periodic Financial reports as per the Local Government Act 1989 ensures Council complies with its Legal and Statutory obligations

Consultation

Council officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Attachments

- Income Statement
- Balance Sheet
- Capital Works Statement
- Cash Flow Statement
- Financial Overview
- Capital Works detailed

STRATHBOGIE SHIRE COUNCIL
Comprehensive Income Statement
For the period ended 30 September 2019

Income/Expenses	Adopted Budget	YTD Budget	YTD Actual	YTD Variance - Budget Vs Actual Fav/(Unfav)	Reference
INCOME					
Rates and charges	19,844,492	19,770,476	19,801,891	31,415	1
Statutory fees and fines	530,097	78,625	78,064	(561)	
User fees	770,737	117,193	133,861	16,668	
Grants - operating	3,316,445	858,970	900,211	41,241	2
Grants - capital	4,334,200	882,500	877,987	(4,513)	
Contributions - monetary	372,575	48,767	89,865	41,098	3
Net loss on assets disposal	(500,000)	(5,600)	7,650	13,250	
Other income	416,300	84,883	83,950	(933)	
Total Income	29,084,846	21,835,814	21,973,479	137,665	
EXPENSES					
Employee Costs	(10,195,246)	(2,556,548)	(2,645,435)	(88,887)	4
Material and services	(11,790,911)	(2,490,222)	(2,723,922)	(233,700)	5
Bad and doubtful debts	-	-	(428)	(428)	
Depreciation	(5,900,200)	(1,475,049)	(1,474,405)	644	
Borrowing costs	(23,000)	(9,031)	(9,278)	(247)	
Other Expenses	(285,050)	(62,450)	(52,571)	9,879	
Total Expenses	(28,194,407)	(6,593,300)	(6,906,039)	(312,739)	
(Deficit)/surplus for the year	890,439	15,242,514	15,067,440	(175,074)	
Other Comprehensive Income	-	-	-	-	
Net asset revaluation increment/(decrement)	-	-	-	-	
Total comprehensive result	890,439	15,242,514	15,067,440	(175,074)	

STRATHBOGRIE SHIRE COUNCIL

Balance Sheet

As at 30 September 2019

Balance Sheet	Adopted Budget	YTD Actual
Assets		
Current Assets		
Cash and cash equivalents	5,598,000	11,053,184
Trade and other receivables	2,168,000	18,463,705
Inventories	5,000	10,121
Non-current assets classified as held for sale	0	273,000
Other assets	113,000	461,404
Total Current Assets	7,884,000	30,261,414
Non Current Assets		
Investments in associates	243,000	218,432
Property, Infrastructure, plant and equipment	302,126,000	291,626,205
Other financial assets	2,000	2,032
Total Non Current Assets	302,371,000	291,846,669
Total Assets	310,255,000	322,108,083
Liabilities		
Current Liabilities		
Trade and other payables	(2,523,000)	(512,574)
Trust fund and deposits	(403,797)	(1,858,625)
Provisions	(2,895,000)	(7,085,596)
Interest-Bearing Loans and borrowings	(86,000)	(103,251)
Total Current Liabilities	5,907,797	(9,560,046)
Non Current Liabilities		
Trust fund and deposits	(64,203)	(64,203)
Provisions	(3,947,000)	(1,297,202)
Interest-Bearing Loans and borrowings	(157,000)	(368,541)
Total Non Current Liabilities	4,168,203	(1,729,946)
Total Liabilities	10,076,000	(11,289,992)
Net Assets	300,179,000	310,818,091
Equity		
Accumulated Surplus	(94,514,000)	(108,456,649)
Reserves	(205,665,000)	(202,361,442)
Total Equity	(300,179,000)	(310,818,091)

STRATHBOGIE SHIRE COUNCIL

Statement of Capital Works

For the period ended 30 September 2019

CAPITAL EXPENDITURE	Adopted Budget	YTD Budget	YTD Actual	Variance YTD Budget to YTD Actual Fav/(Unfav)	Reference
Property					
Land					
Buildings	1,927,000	284,000	461,482	(177,482)	6
Recreation Leisure & Community Services	1,972,000	120,000	207,293	(87,293)	7
Open space					
Total property	3,899,000	404,000	668,775	(264,775)	
Plant and equipment					
Plant , machinery and equipment	1,100,000	62,500	39,400	23,100	
Furniture, Computers and telecommunications	505,000	107,500	2,376	105,124	8
Total Plant and equipment	1,605,000	170,000	41,776	128,224	
Infrastructure					
Roads	6,915,250	71,500	84,909	(13,409)	
Bridges and culverts	954,450	220,000	157,880	62,120	9
Footpaths	274,000	20,000	20,644	(644)	
Drainage	907,000	40,000	49,793	(9,793)	
Kerb and channel	101,000	0	0	0	
Total infrastructure	9,151,700	351,500	313,226	38,274	
Total capital works expenditure	14,655,700	925,500	1,023,777	(98,277)	
Represented by:					
New asset expenditure	2,417,950	71,500	325,298	(253,798)	
Asset renewal expenditure	8,692,350	535,000	338,394	196,606	
Asset upgrade expenditure	2,942,400	319,000	360,085	(41,085)	
Asset expansion expenditure	603,000	0	0	0	
Total capital works expenditure	14,655,700	925,500	1,023,777	(98,277)	

STRATHBOGIE SHIRE COUNCIL
Cash Flow Statement
For the period ended 30 September 2019

Cash Flow Statement	YTD Actual Inflows (Outflows)	Adopted Budget
Cash flows from operating activities		
Rates and charges	3,620,770	19,844,000
Statutory fees and fines	78,064	530,000
User fees	133,861	771,000
Grants	2,805,356	7,650,000
Contributions - monetary	89,865	373,000
Interest received	15,165	220,000
Other receipts	69,921	(26,000)
Net GST refund/(payment)	304,838	1,465,000
Employee Costs	(2,586,026)	(10,482,000)
Materials & services	(4,285,506)	(11,488,000)
Trust Funds and deposits / Other payments	1,173,139	(1,078,000)
Net cash provided by operating activities	1,419,447	7,779,000
Cash flows from investing activities		
Payments for property, infrastructure, plant & equipment	(1,023,777)	(16,120,000)
Proceeds from sales of property, infrastructure, plant & equipme	83,437	474,000
Payments for landfill rehabilitation	-	-
Net cash used in investing activities	(940,340)	(15,646,000)
Cash flows from financing activities		
Finance costs	(9,278)	(23,000)
Proceeds from borrowings	-	-
Repayment of borrowings	(33,122)	(125,000)
Net cash used in financing activities	(42,400)	(148,000)
Net increase (decrease) in cash and cash equivalents	436,707	(8,015,000)
Cash and cash equivalents at the beginning of the financial	10,616,477	13,613,000
Cash and cash equivalents at 30 September 2019	11,053,184	5,598,000
Short-Term Investments as at 30 September 2019	Actual	Credit Rating
NAB	3,500,000	A-1+
CBA	2,000,000	A-1+
ANZ	1,000,000	A-1+
GMCU	2,000,000	Not rated
WESTPAC	1,000,000	A-1+
	9,500,000	

FINANCIAL OVERVIEW SEPTEMBER 2019

During the 3 months ended 30 September 2019, Strathbogie Shire Council recorded operating income of \$21.97m and total operating expenditure of \$6.91m resulting in a surplus of \$15.07m. This is an unfavourable variance of \$0.18m compared to the YTD budget of \$15.24m. An overview of the YTD Budget to Actual variances is provided in the following table.

YTD Capital expenditure is \$1.02m compared to YTD budget of \$0.93m. A review of Capital Works is provided separately.

OPERATING INCOME		Fav. /(Unfav).	
Ref.	Line Item	Variance	Notes
1	Rates and Charges	31,415	Increase in Actual to YTD budget due to: - More than budgeted Garbage charge income \$30k.
2	Grants Operating	41,241	Increase in Actual to YTD budget is mainly due to: - Children Crossing Supervisor Subsidy received in September which was budgeted to receive in October \$25k. - Rural Council Victoria Summit 2020 grant receipt of \$20k which was not budgeted. Council is expected to receive further \$63k during the year.
3	Contributions	41,098	Increase in Actual to YTD budget is mainly due to: - Invoicing to Nagambie Recreation Reserve Committee for building contribution \$30k. - Invoicing for Public Open Space contribution for \$14k.

OPERATING EXPENDITURE		Fav. /(Unfav).	
Ref.	Line Item	Variance	Notes
4	Employee Costs	(88,887)	Increase in Actual to YTD budget is mainly due to: - Payment of annual workcover insurance \$181k which is a timing issue.
5	Materials & Services	(233,700)	Increase in Actual to YTD budget is mainly due to: - Payment of annual software licences \$148k which was budgeted to pay in October and November. - More than budgeted insurance expenditure \$63k due to increase in annual premiums.

CAPITAL EXPENDITURE		Fav. /(Unfav).	
Ref.	Line Item	Variance	Notes
6	Buildings	(177,482)	Increase in Actual to YTD budget is mainly due to: - Avenel Pre-School Development \$113k. This project will be completed in October. Budget of \$150k was supposed to carry forward from 2018/19 year. This will be included in mid-year budget review.
6	Recreation, Leisure & Community Services	(87,293)	Increase in Actual to YTD budget is mainly due to: - Loddings Lane Boat Ramp \$155k. Budget of \$164k to carry forward from 2018/19 year. This will be included in mid-year budget review. - Access Works to Strathbogie Recreation Reserve \$11k. Work completed in September and the budget to carry forward from 2018/19 year. This will be included in the mid-year budget review.
8	Computers & Telecommunications	105,124	Decrease in Actual to YTD budget due to: - Less than budgeted expenditure on furniture and hardware.
9	Bridges & Culverts	62,120	Decrease in Actual to YTD budget due to: - Wattlevale Road Bridge \$65k. Work has been completed and the contractor is yet to be paid.



Strathbogie Shire Council Account Management Report

for year to September 2019 (actuals as at 10 October 19 - 25% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Recreation Leisure & Community Services									
Recreation Leisure & Community Services									
0000000.300005	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
0000000.300006	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	0%
0000000.300013	\$67,000	\$67,000	\$20,000	\$20,900	\$76,210	\$97,110	-\$77,110	-\$30,110	145%
0000000.300015	\$0	\$0	\$0	\$950	\$0	\$950	-\$950	-\$950	0%
0000000.300018	\$0	\$0	\$0	\$155,526	\$1,037	\$156,563	-\$156,563	-\$156,563	0%
0000000.300020	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.300022	\$15,000	\$15,000	\$0	\$1,301	\$0	\$1,301	-\$1,301	\$13,699	9%
0000000.300024	\$20,000	\$20,000	\$0	\$3,200	\$0	\$3,200	-\$3,200	\$16,800	16%
0000000.300028	\$15,000	\$15,000	\$0	\$0	\$1,364	\$1,364	-\$1,364	\$13,636	9%
0000000.300029	\$0	\$0	\$0	\$3,739	\$0	\$3,739	-\$3,739	-\$3,739	0%
0000000.300030	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.300031	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
0000000.300032	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.300033	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.300034	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.300035	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	0%
0000000.300036	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000	0%
0000000.300037	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
0000000.300038	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000	0%
0000000.300039	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.300040	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	0%
0000000.300041	\$43,000	\$43,000	\$0	\$0	\$0	\$0	\$0	\$43,000	0%
0000000.300042	\$134,400	\$134,400	\$0	\$0	\$0	\$0	\$0	\$134,400	0%
0000000.300043	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
0000000.300044	\$450,000	\$450,000	\$0	\$0	\$0	\$0	\$0	\$450,000	0%
0000000.300045	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000	0%
0000000.300046	\$50,000	\$50,000	\$0	\$9,957	\$0	\$9,957	-\$9,957	\$40,043	20%
0000000.300047	\$23,000	\$23,000	\$0	\$0	\$0	\$0	\$0	\$23,000	0%
0000000.300048	\$150,000	\$150,000	\$0	\$402	\$225	\$626	-\$626	\$149,374	0%
0000000.300049	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	0%
0000000.300050	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$3,000	0%
0000000.300051	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
0000000.300052	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
0000000.300053	\$60,600	\$60,600	\$0	\$0	\$0	\$0	\$0	\$60,600	0%
0000000.300054	\$137,000	\$137,000	\$0	\$0	\$0	\$0	\$0	\$137,000	0%
0000000.300056	\$0	\$0	\$0	\$11,318	\$0	\$11,318	-\$11,318	-\$11,318	0%
Total Recreation Leisure & Community Services	\$1,972,000	\$1,972,000	\$120,000	\$207,293	\$78,835	\$286,128	-\$166,128	\$1,764,707	15%
Total Recreation Leisure & Community Services	\$1,972,000	\$1,972,000	\$120,000	\$207,293	\$78,835	\$286,128	-\$166,128	\$1,764,707	15%

Strathbogie Shire Council
Account Management Report
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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud	
Buildings										
Buildings										
0000000.300011	Nagambie Bowls Club - Carpet	\$120,000	\$120,000	\$60,000	\$0	\$0	\$0	\$60,000	\$120,000	0%
0000000.350004	Nagambie High St Toilets	\$370,000	\$370,000	\$0	\$2,750	\$2,980	\$5,730	-\$5,730	\$364,270	2%
0000000.350005	Environmental solar power Civic Centre	\$45,000	\$45,000	\$45,000	\$0	\$0	\$0	\$45,000	\$45,000	0%
0000000.350006	Euroa Civic Centre: Roof cladding Stage 2	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000	\$80,000	0%
0000000.350008	Euroa Visitor Info Centre	\$130,000	\$130,000	\$0	\$0	\$2,163	\$2,163	-\$2,163	\$127,837	2%
0000000.350009	Nagambie Recreation Reserve	\$170,000	\$170,000	\$170,000	\$303,005	\$55,127	\$358,131	-\$188,131	-\$188,131	211%
0000000.350010	Violet Town Rec Reserve Football/Netball	\$127,000	\$127,000	\$0	\$0	\$0	\$0	\$0	\$127,000	0%
0000000.350011	Violet Town Mens Shed	\$0	\$0	\$0	\$3,985	\$38,889	\$42,874	-\$42,874	-\$42,874	0%
0000000.350012	Avenel Pre-School Development	\$0	\$0	\$0	\$112,890	\$133,600	\$246,490	-\$246,490	-\$246,490	0%
0000000.350014	Building - Euroa Saleyards - Sprinkler System	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.350018	Nagambie Rec. Reserve - switchboard upgrade	\$0	\$0	\$0	\$3,917	\$0	\$3,917	-\$3,917	-\$3,917	0%
0000000.350021	Nagambie Senior Citizens - Shade Sail	\$9,000	\$9,000	\$0	\$0	\$0	\$0	\$0	\$9,000	0%
0000000.350025	Euroa Caravan Park Shed replacement	\$0	\$0	\$0	\$14,488	\$0	\$14,488	-\$14,488	-\$14,488	0%
0000000.350027	Euroa Saleyards: Truck Wash relocation scoping	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.350028	Strathbogie Rec Res scope pavillion upgrade	\$9,000	\$9,000	\$0	\$1,500	\$7,500	\$9,000	-\$9,000	\$0	100%
0000000.350032	Strathbogie Picnic Shelter	\$0	\$0	\$0	\$1,890	\$0	\$1,890	-\$1,890	-\$1,890	0%
0000000.350036	Pool Chlorinators Replacement - Yr. 2 Violet Town	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.350037	Euroa Tennis Club Cyprus Tree Replacement	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	0%
0000000.350038	Civic Centre Toilet Upgrade	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
0000000.350039	Violet Town Lions Park Toilets	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
0000000.350040	Graytown Toilets - Scoping/Delivery	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.350041	Euroa RSL Clubroom Expansion - Construction Yr2	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000	0%
0000000.350042	Euroa Saleyards - PA System	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
0000000.350043	Euroa Saleyards - Security System	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.350044	St. Johns - Kiss and Go facility on Bury St	\$36,000	\$36,000	\$0	\$0	\$0	\$0	\$0	\$36,000	0%
0000000.350045	Friendlies Reserve area Master Plan	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
0000000.350046	Boardwalk	\$351,000	\$351,000	\$0	\$0	\$0	\$0	\$0	\$351,000	0%
0000000.350047	Violet Town Mens Shed	\$18,000	\$18,000	\$9,000	\$367	\$0	\$367	\$8,633	\$17,633	2%
0000000.350048	Ruffy Community Centre Kitchen	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	0%
0000000.350049	Violet Town Bowls Club painting	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000	0%
0000000.350050	Portable Office - Euroa Depot	\$0	\$0	\$0	\$16,690	\$0	\$16,690	-\$16,690	-\$16,690	0%
	Total Buildings	\$1,927,000	\$1,927,000	\$284,000	\$461,482	\$240,259	\$701,741	-\$417,741	\$1,465,518	36%
	Total Buildings	\$1,927,000	\$1,927,000	\$284,000	\$461,482	\$240,259	\$701,741	-\$417,741	\$1,465,518	36%

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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Roads									
Road Reseal Program									
0000000.330042	Road Resealing Program	\$700,000	\$700,000	\$0	\$0	\$0	\$0	\$700,000	0%
	Total Road Reseal Program	\$700,000	\$700,000	\$0	\$0	\$0	\$0	\$700,000	0%
Road Rehabilitation Program									
0000000.330080	Pavement Rehabilitation Program	\$500,000	\$500,000	\$0	\$0	\$0	\$0	\$500,000	0%
0000000.330093	Fixing Country Roads - Upton Road	\$550,000	\$550,000	\$10,000	\$0	\$17,881	-\$7,881	\$532,119	3%
0000000.330094	Fixing Country Roads - Mullers Road	\$1,320,000	\$1,320,000	\$20,000	\$0	\$37,495	-\$17,495	\$1,282,505	3%
0000000.330095	Fixing Country Roads - Longwood Ruffly Tarcombe	\$1,500,000	\$1,500,000	\$15,000	\$7,451	\$17,918	-\$10,369	\$1,474,631	2%
	Total Road Rehabilitation Program	\$3,870,000	\$3,870,000	\$45,000	\$7,451	\$73,294	-\$35,745	\$3,862,549	2%
Road Shoulder Pavement Program									
0000000.330003	Shoulder Pavement Program	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000	0%
	Total Road Shoulder Pavement Program	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000	0%
Road Resheet Program									
0000000.330005	Resheeting Program	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000	0%
	Total Road Resheet Program	\$600,000	\$600,000	\$0	\$0	\$0	\$0	\$600,000	0%
Roads Zero Class Program									
0000000.330013	Zero Class upgrade program	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000	0%
	Total Roads Zero Class Program	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$400,000	0%
Roads General									
0000000.300008	Nagambie Streetscape - furniture	\$12,750	\$12,750	\$0	\$0	\$0	\$0	\$12,750	0%
0000000.330006	Birkett St Railway Pedestrian Crossing	\$189,000	\$189,000	\$0	\$0	\$0	\$0	\$189,000	0%
0000000.330009	Ewings/Livingstone	\$6,500	\$6,500	\$6,500	\$0	\$23,191	-\$16,691	-\$16,691	357%
0000000.330012	Nagambie Locksley/McDonalds Rd	\$0	\$0	\$0	\$24,375	\$0	-\$24,375	-\$24,375	0%
0000000.330015	Town Entry Signs Nagambie	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000	0%
0000000.330016	Sealing entry & exit Strathbogie Hall	\$0	\$0	\$0	\$4,000	\$0	-\$4,000	-\$4,000	0%
0000000.330040	Avenel Primary School scope parking solution	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.330088	Shelton/Watson Street Corner	\$190,000	\$190,000	\$20,000	\$0	\$7,150	\$12,850	\$182,850	4%
0000000.330089	Kirkland Ave Carpark Seal & Line Marking	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	0%
0000000.330090	Tennis Club - Car Park Scooping	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$5,000	0%
0000000.330091	Project Management	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$250,000	0%
0000000.330092	Stack Sites/Stockpiles	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000	0%
0000000.330096	Unallocated Infrastructure Fund - to match funding	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000	0%
0000000.380001	Work In Progress- Others	\$0	\$0	\$0	\$49,083	\$54,811	-\$103,894	-\$103,894	0%
	Total Roads General	\$945,250	\$945,250	\$26,500	\$77,458	\$85,152	-\$136,110	\$867,792	17%
	Total Roads	\$6,915,250	\$6,915,250	\$71,500	\$84,909	\$158,446	-\$171,855	\$6,830,341	4%

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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Bridges									
Bridges Council									
0000000.310014									
	Harrys Creek Rd @ Ch 4.705: Culvert 349	\$63,000	\$63,000	\$0	\$0	\$8,936	\$8,936	-\$8,936	\$54,064 14%
0000000.310016	Tarcombe Road - Major Culvert No. 497	\$19,800	\$19,800	\$0	\$4,688	\$9,297	\$13,985	-\$13,985	\$5,615 71%
0000000.310017	Upton Rd: Concrete lining Culvert 505	\$17,000	\$17,000	\$0	\$780	\$6,092	\$6,872	-\$6,872	\$10,128 40%
0000000.310020	Miscellaneous Capital Works on Bridges	\$0	\$0	\$0	\$0	\$12,480	\$12,480	-\$12,480	-\$12,480 0%
	Total Bridges Council	\$99,600	\$99,600	\$0	\$5,468	\$36,805	\$42,273	-\$42,273	\$94,132 42%
Bridges R2R									
0000000.310003	Grimwade Rd Bridge No 138	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310004	Oak Valley Road Bridge No 124	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310005	Leckies Rd Bridge No 50	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310006	Robinson Rd Bridge No 94	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310007	Ross Rd Bridge No 95	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310008	Ankers Road - Bridge No. 117 (Re-Deck)	\$0	\$0	\$0	\$268	\$0	\$268	-\$268	-\$268 0%
0000000.310009	Moornbool Road - Bridge No. 134 (Replace)	\$100,000	\$100,000	\$100,000	\$1,295	\$0	\$1,295	\$98,705	\$98,705 1%
0000000.310010	Faithfuls Creek Road - Bridge No. 6 (Replace)	\$0	\$0	\$0	\$108,968	\$0	\$108,968	-\$108,968	-\$108,968 0%
0000000.310012	Wattlevale Road - Bridge No. 74	\$100,000	\$100,000	\$100,000	\$34,402	\$16,430	\$50,832	\$49,168	\$49,168 51%
	Total Bridges R2R	\$200,000	\$200,000	\$200,000	\$146,271	\$16,430	\$162,701	\$37,299	\$53,729 81%
Footbridges									
0000000.300009	Friendlys Reserve to Memorial Oval (New)	\$395,000	\$395,000	\$10,000	\$0	\$642	\$642	\$9,358	\$394,358 0%
0000000.310021	Avenel - Hughes Creek Low Level Crossing	\$250,000	\$250,000	\$10,000	\$0	\$0	\$0	\$10,000	\$250,000 0%
0000000.320033	Pedestrian Bridge Design	\$6,000	\$6,000	\$0	\$6,141	\$0	\$6,141	-\$6,141	-\$141 102%
0000000.320034	Avenel Pedestrian Footbridge	\$3,850	\$3,850	\$0	\$0	\$6,141	\$6,141	-\$6,141	-\$2,291 160%
	Total Footbridges	\$654,850	\$654,850	\$20,000	\$6,141	\$6,783	\$12,924	\$7,076	\$648,709 2%
	Total Bridges	\$954,450	\$954,450	\$220,000	\$157,880	\$60,018	\$217,898	\$2,102	\$796,570 23%

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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Drainage									
0000000.320005	Create Easements for Flood Levees	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000	0%
0000000.320008	Campbell St Special Charge Scheme Stage 1	\$0	\$0	\$0	\$3,930	\$0	\$3,930	-\$3,930	0%
0000000.320016	Scobie Street Catchment - Construct open drain	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$20,000	0%
0000000.320017	Atkins Street Drainage Improvement Works	\$0	\$0	\$0	\$2,341	\$0	\$2,341	-\$2,341	0%
0000000.320018	Boundary Rd South Future Open Drain	\$38,000	\$38,000	\$0	\$55	\$55	\$111	-\$111	0%
0000000.320019	Pit & Pipe Replacement Program	\$40,000	\$40,000	\$40,000	\$37,654	\$4,700	\$42,354	-\$2,354	106%
0000000.320021	Flood Investigation Outcomes	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.320022	Euroa Castle Creek: Levee Repair	\$0	\$0	\$0	\$1,200	\$0	\$1,200	-\$1,200	0%
0000000.320025	Euroa - Augment Castle Creek Levee	\$143,000	\$143,000	\$0	\$3,600	\$14,120	\$17,720	-\$17,720	12%
0000000.320029	Nagambie Industrial Area Scoping & Drainage	\$68,000	\$68,000	\$0	\$0	\$0	\$0	\$68,000	0%
0000000.320030	Small Towns Wastewater Management Plan	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.320031	Stormwater Drain Survey	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$15,000	0%
0000000.320032	Nagambie Waste Management Scheme	\$20,000	\$20,000	\$0	\$0	\$69,460	\$69,460	-\$49,460	347%
0000000.320036	Town Maintenance Do not use Operational	\$12,000	\$12,000	\$0	\$0	\$0	\$0	\$12,000	0%
0000000.320037	Pit & Pipe Replacement Program	\$60,000	\$60,000	\$0	\$1,012	\$26,000	\$27,012	-\$27,012	45%
0000000.320038	Retarding Basins at McGregor Avenue with a Pump System	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000	0%
0000000.320039	Review Stormwater Pipe Network	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$40,000	0%
0000000.320040	Boundary Rd South Future Open Drain - Stage 2	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000	0%
0000000.320041	Flood Protection Works	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$80,000	0%
0000000.320042	Ballantyne Rd Retention Basin design	\$76,000	\$76,000	\$0	\$0	\$0	\$0	\$76,000	0%
0000000.320043	Town Centre Outlet to Lake Nagambie	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000	0%
0000000.320044	Bank Street Drainage - Survey & Design	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$50,000	0%
	Total Drainage	\$907,000	\$907,000	\$40,000	\$49,793	\$114,335	\$164,128	-\$124,128	18%
	Total Drainage	\$907,000	\$907,000	\$40,000	\$49,793	\$114,335	\$164,128	-\$124,128	18%

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	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud	
Footpaths										
Footpaths										
0000000.300010	Seven Creeks Park Rockwall	\$0	\$0	\$0	\$2,294	\$0	\$2,294	-\$2,294	-\$2,294	0%
0000000.320011	Access to Balmtum Hill track	\$20,000	\$20,000	\$20,000	\$18,350	\$0	\$18,350	\$1,650	\$1,650	92%
0000000.320045	Footpath Renewal	\$46,000	\$46,000	\$0	\$0	\$0	\$0	\$0	\$46,000	0%
0000000.320046	Walking Tracks Renewal	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000	0%
0000000.320047	Watsons St from Livingston St to Kindergarten North Side	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000	0%
0000000.320048	Rowe St - Garrett to Frost St Subway Entrance	\$52,000	\$52,000	\$0	\$0	\$0	\$0	\$0	\$52,000	0%
0000000.320049	McGregor Ave - High St to Tarquin St/Helena Court	\$71,000	\$71,000	\$0	\$0	\$0	\$0	\$0	\$71,000	0%
0000000.320050	Marie/Glass Street	\$7,000	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000	0%
0000000.320051	Cowslip St from Hospital to IGA South Side Widen	\$46,000	\$46,000	\$0	\$0	\$0	\$0	\$0	\$46,000	0%
	Total Footpaths	\$274,000	\$274,000	\$20,000	\$20,644	\$0	\$20,644	-\$644	\$253,356	8%
	Total Footpaths	\$274,000	\$274,000	\$20,000	\$20,644	\$0	\$20,644	-\$644	\$253,356	8%
Kerb & Channel										
Kerb & Channel										
0000000.320006	Clifton St - Kirkland Ave to Binney St	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$26,000	0%
0000000.320007	Gobur St - from Turnbull St	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$25,000	0%
0000000.320028	Kerb & Channel Program	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000	0%
	Total Kerb & Channel	\$101,000	\$101,000	\$0	\$0	\$0	\$0	\$0	\$101,000	0%
	Total Kerb & Channel	\$101,000	\$101,000	\$0	\$0	\$0	\$0	\$0	\$101,000	0%
Plant & Machinery										
Plant & Machinery										
0000000.360001	Work In Progress -Plant and Equipments	\$1,100,000	\$1,100,000	\$62,500	\$0	\$0	\$0	\$62,500	\$1,100,000	0%
0000000.360002	Work In Progress -Motor Vehicle Fleet	\$0	\$0	\$0	\$39,400	\$0	\$39,400	-\$39,400	-\$39,400	0%
	Total Plant & Machinery	\$1,100,000	\$1,100,000	\$62,500	\$39,400	\$0	\$39,400	\$23,100	\$1,060,600	4%
	Total Plant & Machinery	\$1,100,000	\$1,100,000	\$62,500	\$39,400	\$0	\$39,400	\$23,100	\$1,060,600	4%
Furniture & Equipment										
Computers & Telecommunications										
0000000.370001	Work In Progress- Furniture and Equipment	\$250,000	\$250,000	\$47,500	\$0	\$1,191	\$1,191	\$46,309	\$248,809	0%
0000000.370003	Hardware Replacement Program	\$255,000	\$255,000	\$60,000	\$2,376	\$0	\$2,376	\$57,624	\$252,624	1%
	Total Computers & Telecommunications	\$505,000	\$505,000	\$107,500	\$2,376	\$1,191	\$3,567	\$103,933	\$502,624	1%
	Total Furniture & Equipment	\$505,000	\$505,000	\$107,500	\$2,376	\$1,191	\$3,567	\$103,933	\$502,624	1%

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Account Management Report
 for year to September 2019 (actuals as at 10 October 19 - 25% of year)

	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD On Order	YTD Total Committed	YTD Variance	Rev. Bud. Variance	% Rev Bud
Grand Total	\$14,655,700	\$14,655,700	\$925,500	\$1,023,777	\$653,085	\$1,676,862	-\$751,362	\$13,631,923	11%

9.7.20 Euroa Show Participation and Request for Ticket Sponsorship - Saturday 26 October 2019

Author & Department

Team Leader Climate Change and Environment / Community Assets Department

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

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

Summary

Council sponsorship of the Euroa Agricultural Show on 26 October 2019 has been requested.

The ongoing drought in the Strathbogie Shire district has caused a critical situation in relation to stock feed and water scarcity, and farmers are finding their financial situations to be very tight.

The Euroa Agricultural Society in preparing the 2019 Euroa Show has requested that Council provide information for farmers seeking financial, grant and other assistance, and sponsorship for family ticket entry to the show to assist with the high number of farming families currently in financial stress.

It is suggested that Council provide:

	\$
In kind sponsorship for 1x staff time for 5 hrs	352
Host the Rural Financial Counselling Service for one-on-one community consultations (4 staff)	n/a
Host Landcare, Conservation Management Networks etc to provide workshop, grant, community, project information	n/a
Sponsorship of 100 family tickets at \$25 per ticket	2,500
Hire of a 6x12m marquee & tables/chairs for display & discussion space	875
8 x Euroa Show Service Passes for staff volunteering to work at the show	160
TOTAL FROM SPONSORSHIP BUDGET	3,887

RECOMMENDATION

For Council Decision.

9.7.20 Euroa Show Participation and Request for Ticket Sponsorship - Saturday 26 October 2019 (cont.)

Background

In July 2019 Council ran the community event “A Night to Forget” for the drought-affected farming community to get together, enjoy a free meal and chat to neighbours they may not have seen for a long time.

This was remembered by the Euroa Agricultural Society and specifically mentioned when making their application to Strathbogie Shire Council for sponsorship.

Since the approach has specifically mentioned the drought and linked this with financial stress and due to the short notice of this request, it is believed focusing on financial advice is the best approach for the day, as well as sponsorship of tickets, as Council has very few on-the-ground resources to do more.

As the sponsorship offer focusses on family tickets and families affected by the drought (those working the land, or who’s business involves agricultural customers), the Environmental Sustainable Development Advisory Committee recommends Council and the Euroa Agricultural Society approach local schools and send sponsored tickets home with the schoolchildren. This ensures:

- *A family approach*
- *the avoidance of a ‘handout’ impression*
- *Involvement of families who otherwise may not attend the Euroa Show*
- *exposure of the availability of sponsored entry tickets*

Alternative Options

The officer providing advice in relation to this report has considered potential alternative courses of action. The following alternatives have been identified for the consideration of Council.

- *Reduced level of sponsorship,*
- *Cash sponsorship*
- *In kind sponsorship*
- *Cash and in-kind sponsorship*
- *No sponsorship*

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

This initiative is directly linked to Goal 1:

To enhance community health and wellbeing– *Plan for improved community health, wellbeing and liveability; engage and participate with the community in Council/Community initiatives; enhance community resilience.*

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

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

9.7.20 Euroa Show Participation and Request for Ticket Sponsorship - Saturday 26 October 2019 (cont.)

Financial / Budgetary Implications

In the 2019–2020 Council Budget there is an allocation of \$30,000 for Sponsorship requests. The amount requested for this event is \$3,887.

Economic Implications

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

Environmental / Amenity Implications

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

Community Implications

This is an opportunity to raise awareness of the services of the Rural Financial Counselling Service, and other drought relief services, and the Euroa show is an excellent opportunity to capture the right community individuals to address any stress they might be under. Offering financial relief at the gate shows the community that Council is ready to assist and cares about social cohesion and community wellbeing.

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.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

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

Consultation

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

Attachments

Nil.

9.7.21 Business Management System

The October 2019 Business Management System Report includes reports as follows:-

- Building Department – September 2019 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - September 2019
- Customer Enquiry Analysis Report – Report for September 2019
- Waste Management Reporting ~ Year to Date - September 2019
- Actioning of Council Reports Resolutions – Council Meeting 17 September 2019
- Outstanding Actions of Council Resolutions to 30 September 2019
- Review of Council Policies and Adoption of new Policies – September / October 2019
- Record of Assemblies of Councillors
- Record of Minutes of Meetings of Special Committees of Council received in the past month

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

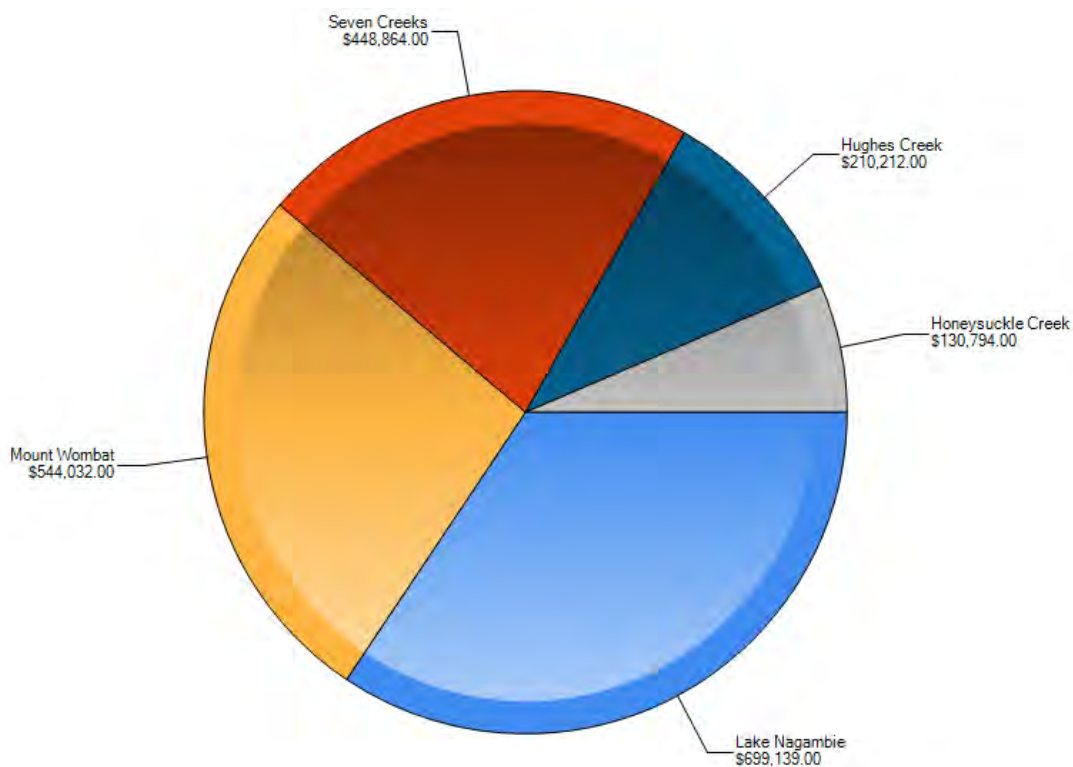
RECOMMENDATION

That the report be noted.

BUILDING ACTIVITY

SEPTEMBER 2019

Thirty-two (32) permits, with a works value of \$2,033,041, were lodged with Council in September. 56% of the permits were for the construction of sheds and 28% were for home improvements.



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20180424/0	9/10/2018	Construction of	Carport & Shed	Violet Town	\$31,516.00
20193032/0	4/04/2019	Construction of	Shed	Balmattum	\$19,278.00
6283940932343	30/09/2019	Re-erection of	Dwelling	Violet Town	\$15,000.00
7378032211405	12/09/2019	Alterations & Additions to	Dwelling	Balmattum	\$65,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20180518/0	15/11/2018	Construction of	Shed	Avenel	\$34,821.00
6153136497916	19/09/2019	Construction of	Dwelling, Shed	Avenel	\$175,391.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1679052325961/0	28/08/2019	Construction of	Dwelling & Garage	Nagambie	\$301,575.00
1904958060985	9/09/2019	Construction of	Shed	Nagambie	\$13,993.00
20180463/0	23/10/2018	Construction of	Shed	Nagambie	\$14,683.00
20190646/0	21/01/2019	Construction of	Shed	Nagambie	\$26,150.00
20190759/0	7/03/2019	Construction of	Shed	Nagambie	\$28,093.00
2209436344250	29/09/2019	Alterations & Additions to	Dwelling	Wahring	\$130,000.00
3909895839227/0	3/09/2019	Construction of	Patio	Nagambie	\$13,860.00
5351168952559	15/09/2019	Construction of	Swimming Pool	Nagambie	\$58,455.00
5428618506051	8/09/2019	Construction of	Shed	Nagambie	\$25,800.00
7184463865385	20/09/2019	Construction of	Shed	Whroo	\$64,423.00
7451236242052	6/09/2019	Construction of	Shed	Nagambie	\$22,107.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20190648/0	21/01/2019	Construction of	Shed	Gooram	\$34,084.00
2659103345083	24/09/2019	Construction of	Shed	Strathbogie	\$12,000.00
4994386610194	9/09/2019	Construction of	Dwelling	Strathbogie	\$258,430.00
8493223628547	15/09/2019	Alterations & Additions to	Dwelling	Euroa	\$239,518.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
1162290113074	10/09/2019	Construction of	Shed	Euroa	\$10,730.00
1454109317544	21/09/2019	Construction of	Carport	Euroa	\$5,537.00
20180468/0	24/10/2018	Construction of	Verandah	Euroa	\$9,756.00
20180475/0	29/10/2018	Construction of	Garage	Riggs Creek	\$10,064.00
20190647/0	21/01/2019	Construction of	Shed	Molka	\$30,351.00
2036835845773	27/09/2019	Construction of	Shed	Euroa	\$4,500.00
4255657117453	18/09/2019	Construction of	Swimming Pool and Fence	Euroa	\$56,000.00
6171859942612	4/09/2019	Construction of	Shed	Euroa	\$12,000.00
6939607128044/0	24/09/2019	Construction of	Dwelling & Garage	Euroa	\$291,926.00
6946148723465	27/09/2019	Construction of	Shed	Euroa	\$14,000.00
9544228116810	2/09/2019	Construction of	Carport	Euroa	\$4,000.00

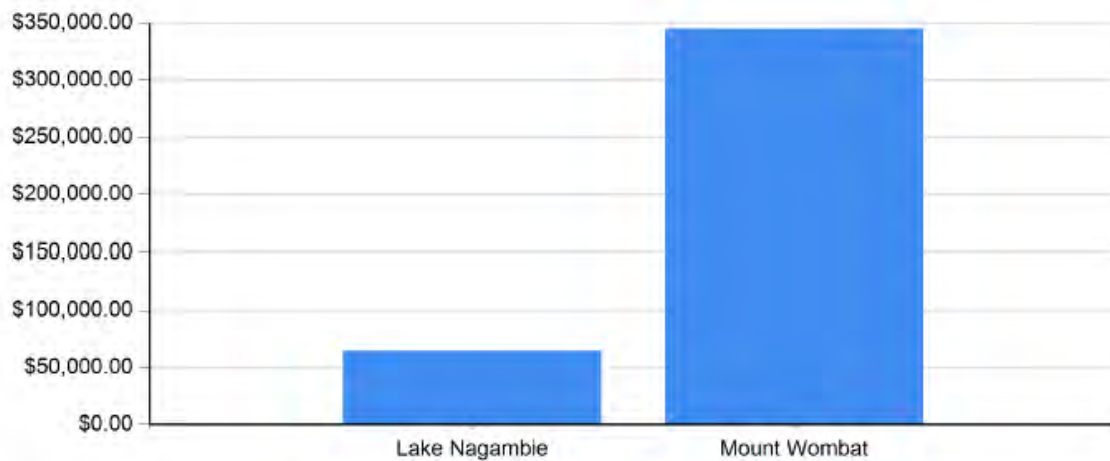
PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)
SEPTEMBER 2019



Planning Applications Determined

September 2019

Lake Nagambie	\$64,423.00
Whroo	\$64,423.00
Mount Wombat	\$344,800.00
Creightons Creek	\$50,000.00
Euroa	\$4,800.00
Longwood East	\$10,000.00
Sheans Creek	\$280,000.00
Total Value	\$409,223.00



CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR SEPTEMBER 2019



Request Throughput Analysis

01/09/2019 to 30/09/2019

C N	Complete / New	> 80%	50-80%	< 50%
	Overdue / Remaining	< 33%	34-70%	> 70%

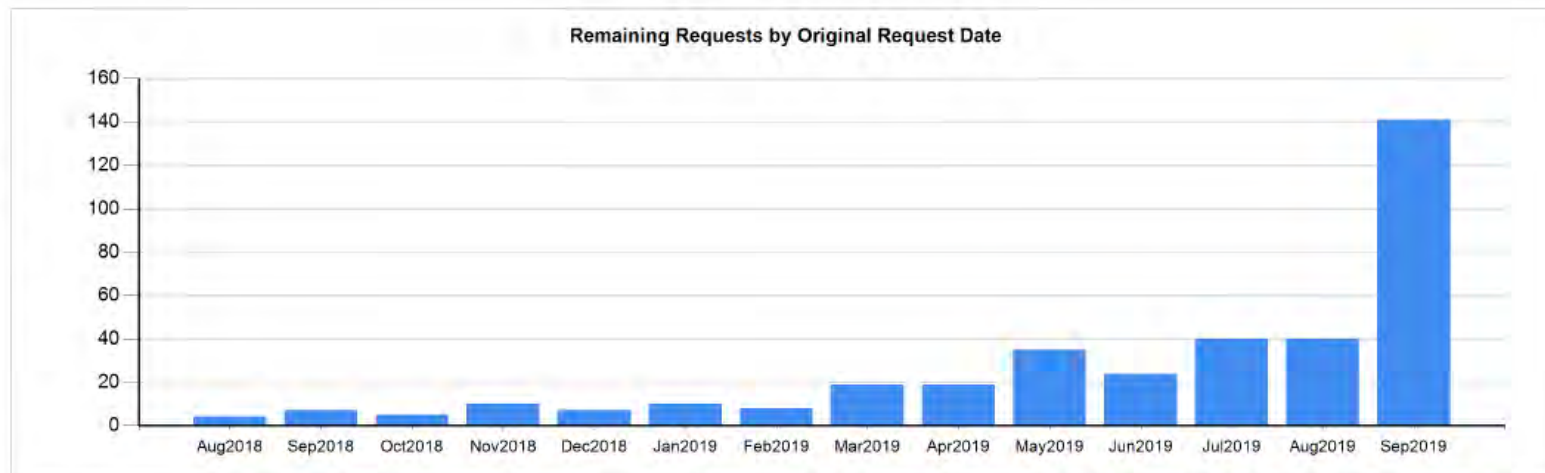
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	4	30	30	4	🟢	2	2	🟡	0	
Corporate Services	20	54	41	33	🟡	9	24	🔴	0	
Council Property	28	42	23	47	🟡	15	32	🟡	0	
Customer Services	32	43	52	23	🟢	1	22	🔴	0	
Economic Growth	9	227	224	12	🟢	12	0	🟢	0	
Emergency Management	11	26	27	10	🟢	3	7	🟡	0	
Other Assets	20	16	23	13	🟢	2	11	🔴	0	
Public Space Assets	88	41	40	74	🟢	10	64	🔴	15	
Road Assets	106	42	50	95	🟢	13	82	🔴	3	
Statutory Services	65	126	159	32	🟢	8	24	🔴	0	
Waste Management	11	7	10	8	🟢	2	6	🔴	0	

Request Ageing



Service Usage





	Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2018 August							1	2			1
2018 September		1						2	4		
2018 October			2					1	2		
2018 November			3					2	4	1	
2018 December		1				1		3	2		
2019 January				3				3	2	2	
2019 February		1	1					2	3		1
2019 March		1	1					7	10		
2019 April								9	10		
2019 May		2		1		1	2	14	13	2	
2019 June		5	1	2		1		3	8	2	2
2019 July		5	9	3		1	2	8	9	2	1
2019 August		1	3	7		1	3	8	10	7	
2019 September	4	16	27	7	12	5	5	25	21	16	3
Total	4	33	47	23	12	10	13	89	98	32	8

Definitions

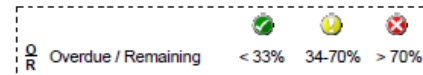
Service Area	Grouping of services by area of responsibility
Existing	Requests open prior to reporting period
New	Requests made during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

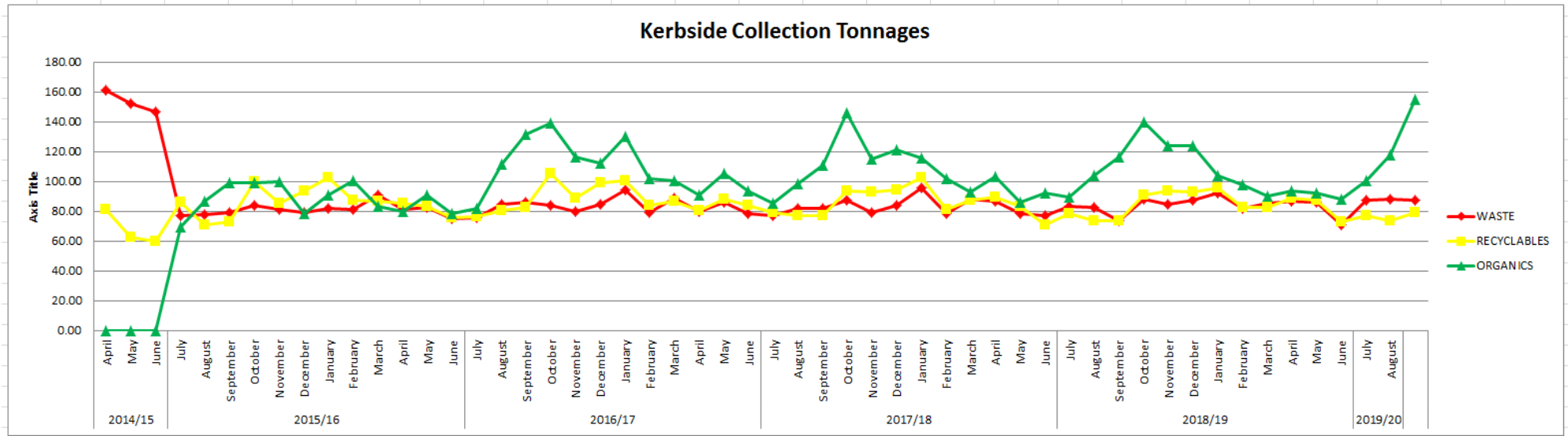
**Complete
New**
 An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

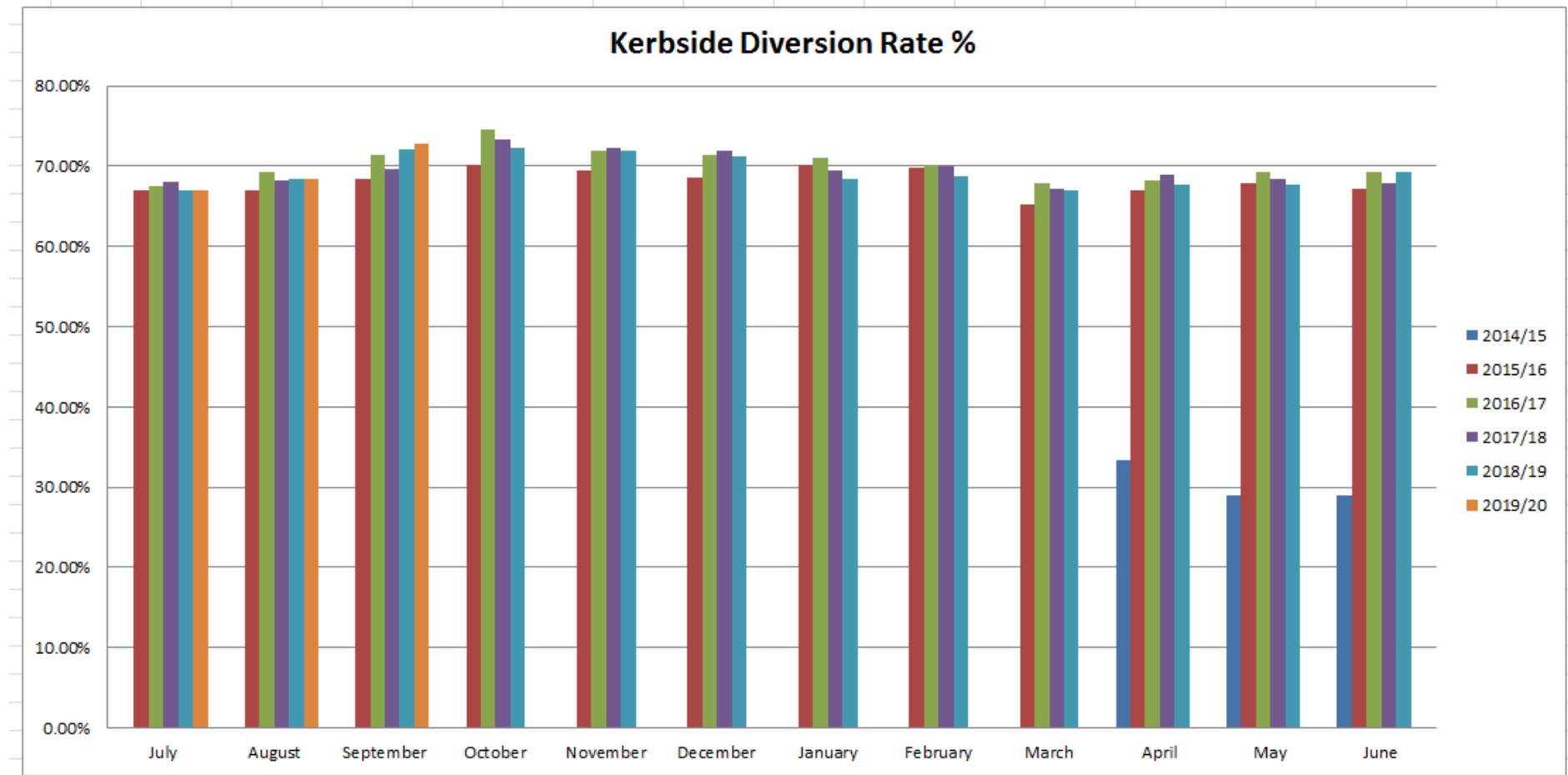


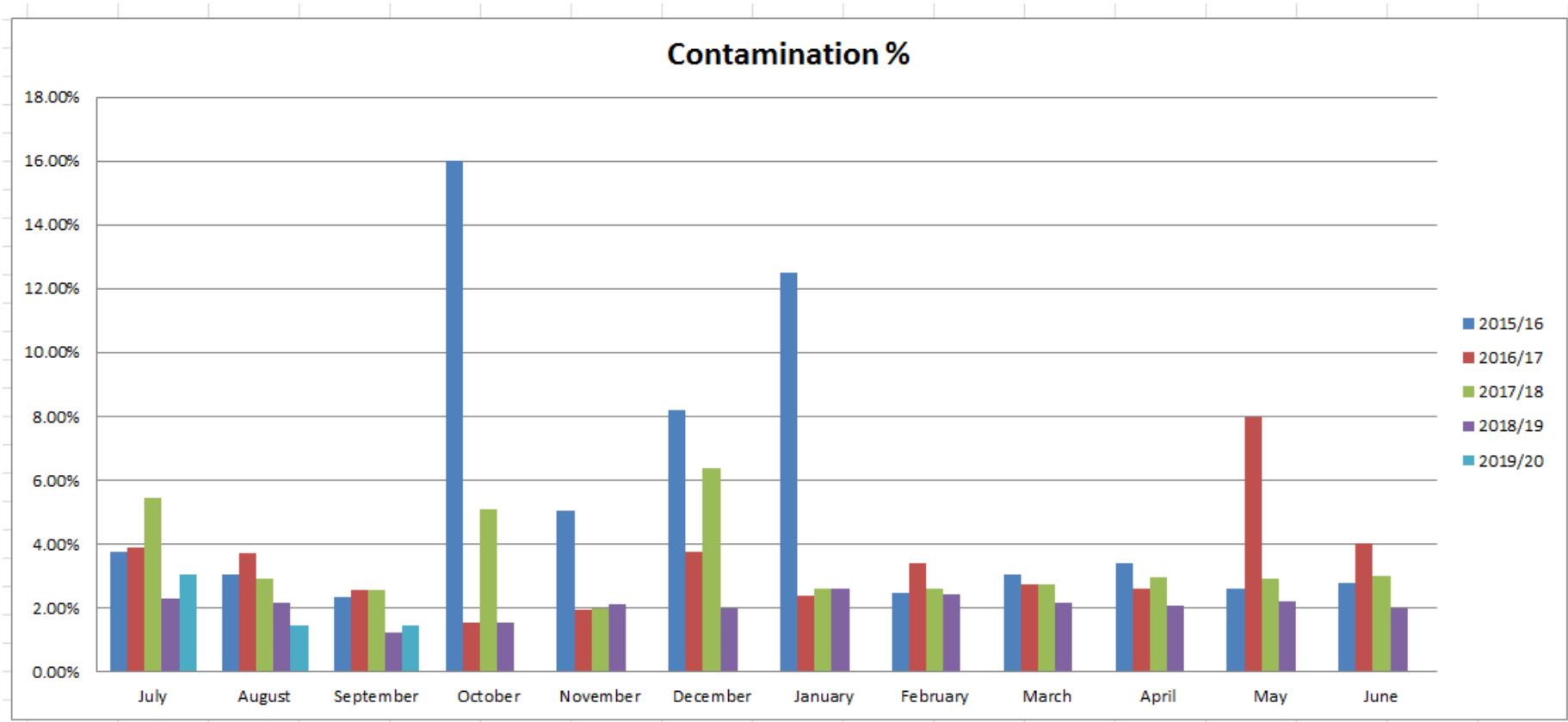
**Overdue
Remaining**
 An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.



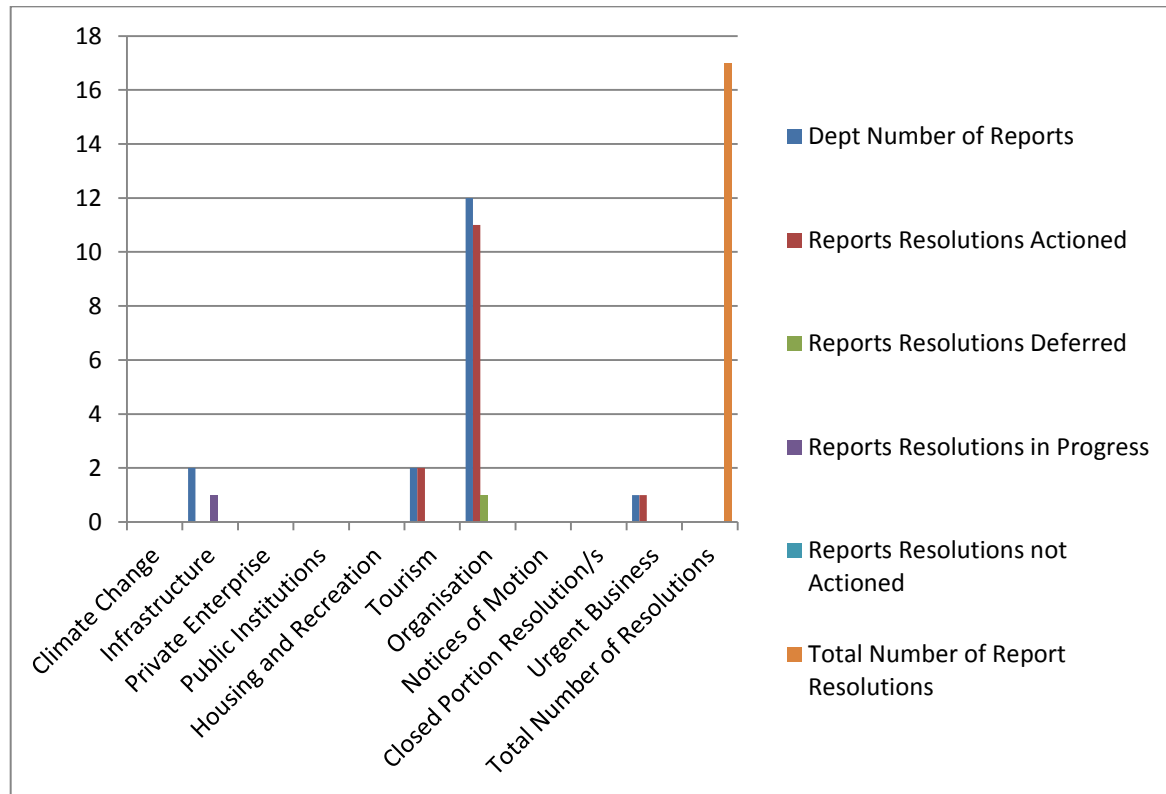
WASTE MANAGEMENT REPORTING
YEAR TO DATE - SEPTEMBER 2019







ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – TUESDAY 17 SEPTEMBER 2019



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 SEPTEMBER 2019**

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

Council Meeting Date	Item No.	Description
18/12/18	9.7.11	Proposed Violet Town Recreation Reserve Toilet Block <i>(Officer update: Plans are with the community group to be finalised and agreed)</i>
16/04/19	9.7.5	Sustainable Development Reference Group - Draft Minutes of the Meeting held on Thursday 14 March 2019
16/04/19	9.7.9	Strathbogie Community Pools Strategy 2019-2029
20/08/19	9.7.11	Strathbogie Shire Draft Pools Advisory Committee Charter, August 2019
17/09/19	9.2.1	Reversion of Marie Street, Nagambie, back to a "Two Way" Thoroughfare
17/09/19	9.7.7	Consideration of Draft Strathbogie Shire Environment and Sustainable Development Advisory Committee Charter, July 2019

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

Review of Policy / New Policy	Policy Name	Details
New Policy	Draft Gender Equity Policy	Refer to Item 9.7.5
Review of Policies	Footpath Construction and Reconstruction Playgrounds Management Roadside Fatality Memorials	Refer to Item 9.7.8
Review of Policy	Municipal Building Control Intervention Policy	Minor administrative changes, e.g. staff titles/directorate, and legislative updates
New Policy	Draft Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy	Refer to Item 9.7.17
Review of Policy	Draft Purchasing Card Policy	

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 4 September to 1 October 2019

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

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

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 10 September 2019

Time: 12.30 p.m. - 5.30 p.m.

Attendees:

Councillors

Amanda McClaren

Malcolm Little

John Mason

Kate Stothers

Alistair Thomson

Graeme (Mick) Williams

Officer/s

Phil Howard (Acting Chief Executive Officer)

David Roff (Group Manager, Corporate and Community)

Jeff Saker (Group Manager, Community Assets)

Emma Kubeil (Acting Group Manager, Innovation and Performance)

Apologies

Councillor Debra Bower

1. Councillors Discussions

Declarations of Interest

2. Nagambie Toilet Block Redevelopment - High Street, Nagambie

3. Euroa Town Strategy - Rail Precinct (Inland Rail Project)

4. Review of Draft September Ordinary Council Meeting Agenda

5. Updating of Existing Council Policies

6. Play and Recreation Framework Implementation

7. Item/s for Discussion

7.1 MAV Annual Conference and Dinner

7.2 New Gender Equity Policy (Draft)

7.3 Conduct of Citizenship Ceremonies

8. Pools Management Options

9. Climate Emergency Online Presentation by Darebin City Council Representatives

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

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

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 September 2019

Time: 4.00 p.m. - 7.14 p.m.

Attendees:

Councillors

Alistair Thomson
Debra Bower
Malcolm Little
Kate Stothers
Graeme (Mick) Williams

Officer/s

Phil Howard (Acting Chief Executive Officer)
David Roff (Group Manager, Corporate and Community)
Emma Kubeil (Acting Group Manager, Innovation and Performance)
Uwe Paffrath (Manager, Infrastructure)

Apologies

Councillor Amanda McClaren
Councillor John Mason
Jeff Saker (Group Manager, Community Assets)

Due to the Mayor being absent, Cr Thomson was nominated by Cr Williams to undertake the role of Acting Chair for the meeting.

As there were no further nominations, Cr Thomson assumed the role of Acting Chair for the meeting.

Declarations of Interest

1. Euroa Township Strategy
2. Rating Review
3. September Ordinary Council Meeting Agenda Review
4. Item/s for Discussions
 - 4.1 Holding of Assembly of Councillors Tuesday 24 September 2019
 - 4.2 Euroa Historical and Genealogical Society - invitation to attend Annual General Meeting
 - 4.3 Office Closure - Christmas 2019/ New Year 2020 Period
5. September Ordinary Council Meeting

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

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

RECORD OF MEETINGS OF SPECIAL COMMITTEES OF COUNCIL

Record of Minutes of Meetings received in the September / October 2019 Period

Name of Special Committee	Date of Meeting
<i>Nil.</i>	

10. NOTICES OF MOTION (RESCISSION)

**10.1 Notice of Rescission - Lodged by Councillor John Mason (Ref: 03/2019)
- Notice of Rescission of Urgent Business Item No. 11.1 - Ordinary Meeting
of Strathbogie Shire Council held on Tuesday 17 September 2019
- Re: CEO Reasonable Commute**

As per Strathbogie Shire Council's Meeting Procedure and Common Seal Local Law No. 1, Sections 76 and 77, the Acting Chief Executive Officer received a 'Notice of Rescission' for 'Urgent Business - Item No. 11.1' from the Ordinary Meeting of Strathbogie Shire Council held on Tuesday 17 September 2019, from Councillor John Mason.

The Notice of Rescission was delivered on time and in accordance with the Local Law requirements. An extract of the Minutes of Item 11.1 of the Ordinary Meeting of Strathbogie Shire Council is attached.

As per Section 78 of Local Law No. 1, for a Council to rescind a previous decision, it must be carried by a majority of the votes cast.

That Council rescind Urgent Business - Item 11.1 from the Ordinary Meeting of Strathbogie Shire Council held on Tuesday 17 September 2019

For the Motion to Rescind

Against the Motion to Rescind

COPY OF MINUTED REPORT ADMITTED AND ACCEPTED AS URGENT BUSINESS AT THE ORDINARY MEETING OF STRATHBOGIE SHIRE COUNCIL HELD ON TUESDAY 17 SEPTEMBER 2019

10. NOTICES OF MOTION

Nil.

11. URGENT BUSINESS

COUNCILLOR DEBRA BOWER

**11.1 Admittance of Urgent Business
~ CEO Reasonable Commute**

I wish to move an item of Urgent Business according to criteria of section 38 (2) of the Meeting Procedure Local Law No. 1. The item is manifestly urgent and is material to the function of Council as it pertains to the appointment of the CEO. The matter has arisen since the agenda was distributed and requires an urgent resolution of Council because a decision regarding the CEO appointment is likely to happen before the next Ordinary Council meeting.

Motion:

1. In the Council's specification document for applicants for the vacant position of Chief Executive Officer ('Are you the next Chief Executive Officer of the Strathbogie Shire?'), the section titled 'Residing in the Shire' has caused some confusion, as the term 'within a reasonable commute to the Shire' is not specifically defined.
2. That for the purpose of the CEO recruitment process and subsequent appointment "a reasonable commute" as set out in the Strathbogie Shire CEO recruitment prospectus, refers to a commute of no more than 60 kilometres.
3. That councils requires any CEO to reside or relocate within the Shire boundaries or the immediately adjoining Shire boundaries provided the commute remains less than 60 kilometres from the Shire office in Euroa.
4. That Council considers a Melbourne based CEO would not be a suitable candidate based on their inability to fully engage with all the communities of the Shire and the impact of a long commute on the health and well-being of any successful candidate

CR Debra Bower
Shire of Strathbogie

11. URGENT BUSINESS (cont.)

CRS BOWER/STOTHERS -

Motion:

That Council admit the item of Urgent Business, as per criteria of section 38(2) of the Meeting Procedure Local Law No. 1.

191/19

ON BEING PUT, THE MOTION WAS CARRIED

CRS BOWER/STOTHERS -

Motion:

That the Motion put forward by Councillor Bower be adopted.

192/19

ON BEING PUT, THE MOTION WAS CARRIED

Cr Little called for a division

For the Motion

Cr Bower
Cr Stothers
Cr Thomson

Against the Motion

Cr Williams
Cr Little

11. URGENT BUSINESS

12. CLOSURE OF MEETING TO THE PUBLIC

..... p.m.

CRS -

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- **Ground(s) under section 89(2):**

89(2)(h) Any other matter which the Council or special committee considers would prejudice the Council or any person

C.P. 1 Notice of Motion lodged by Councillor Alistair Thomson and Councillor Kate Stothers regarding the Chief Executive Officer selection process (Ref. 04/2019)

C.P. 2 Victorian Auditor-General's Office (VAGO) Audit
- Salary Sacrifice

..... p.m.

CRS -

That Council open the meeting to members of the public and resume normal business.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Closed Portion Decision/s -

RECOMMENDATION

CRS -

That the decision/s of Council's 'Closed Portion' considerations be confirmed.

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