



**STRATHBOGIE SHIRE COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL  
HELD ON TUESDAY 15 OCTOBER 2013, COMMENCING AT 6.03 P.M. AT THE  
EUROA COMMUNITY CONFERENCE CENTRE**

**Councillors:** Debra Swan (Chair)  
Colleen Furlanetto  
Malcolm Little  
Alister Purbrick  
Patrick Storer  
Robin Weatherald  
Graeme (Mick) Williams

**Officers:** Steve Crawcour - Chief Executive Officer  
Roy Hetherington - Director, Asset Services  
David Woodhams – Director, Corporate and Community

**BUSINESS**

1. Welcome
2. Acknowledgement of Traditional Land Owners  
*'In keeping with the spirit of Reconciliation, we acknowledge the traditional custodians of the land on which we are meeting today. We recognise indigenous people, their elders past and present'.*
3. Apologies  

Phil Howard – Director, Sustainable Development  
Gary Abley – Manager, Organisational Development
4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 17 September 2013 and Special Meetings of Council held on Tuesday 24 September 2013 and Thursday 3 October 2013

**130/13 CRS WILLIAMS/STORER** : *That the Minutes of the Ordinary Meeting of Council held on Tuesday 17 September 2013 and Special Meetings of Council held on Tuesday 24 September 2013 and Thursday 3 October 2013 be confirmed*

**CARRIED**

**CRS WEATHERALD AND FURLANETTO ABSTAINED FROM VOTING ON  
THE CONFIRMATION OF THE MINUTES**

5. Disclosure of Interests  
Nil
6. Petitions  
Nil
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

#### **EXCERPT FROM MEETING PROCEDURE LOCAL LAW NO. 1**

##### ***CONDUCT OF PUBLIC***

##### **52. VISITORS**

- (1) Visitors must not interject or take part in debate.
- (2) Silence shall be preserved in the gallery at all times.
- (3) If any visitor is called to order by the Chairperson and again acts in breach of this Local Law, the Chairperson may order that person to be removed from the gallery.

##### **53. CALL TO ORDER**

Any person who has been called to order, including any Councillor who fails to comply with the Chairperson's direction, will be guilty of an offence.

Penalty: \$500

##### **54. REMOVAL FOR DISRUPTION**

The Chairperson has discretion to cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction under the provisions of this Local Law.

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

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## 9. REPORTS

### 9.2 INFRASTRUCTURE

#### 9.2.1 Proposed Road Naming

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

Road Naming Officer / Assets Directorate

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

The author of this report does not have a direct or indirect interest in any of the matters referred to in this report.

##### **Summary**

As part of its ongoing programme to clarify road names for the Rural Addressing System, Council is required to consider proposed road name changes. This report deals with a recent proposal to rename a road named by Council two years ago.

#### **RECOMMENDATION**

##### **That Council resolve to:**

1. **Advertise the proposed name, *Helvetica Lane*, for the local road, described in 'Background' below, in accordance with Section 223 of the Local Government Act 1989, and invite submissions with regard to the proposed road name; and**
2. **Write to abutting property owners of the subject road to advise of the proposed name and Section 223 process.**

*131/13 CRS WEATHERALD/LITTLE : That the Recommendation be adopted, subject to the inclusion of 'Helvetica Lane' being included in the first Recommendation, as shown in italics above.*

**CARRIED**

#### **Background**

Council is still involved in clarifying road names necessary for the Rural Addressing System. This process requires Council to name "unnamed" roads and resolve issues with some named roads.

In accordance with the provisions of the Local Government Act 1989 Council is the responsible authority for the naming of municipal roads. On 20 July 2004 it adopted a Road Naming Policy, subsequently replaced by a new policy on 20<sup>th</sup> December 2011. This policy incorporates the principles contained in "Guidelines for Geographic Names Victoria" (updated in July 2010) derived from the Geographic Place Names Act 1998. The proposed road name has been checked against this policy, the guidelines and Vicnames.

### 9.2.1 Proposed Road Naming (cont.)

In April 2011 Council renamed sections of roads affected by the Nagambie bypass by the Goulburn Valley Freeway, after the usual consultative and advertising process in the district. One of these was the western portion of Morgans Lane, Tabilk which became Duffy Lane. There had been no response from either of the adjoining property owners nor from the public at large. Now the owner of one of the adjoining properties is proposing to have the road renamed as Helvetia Lane, to reflect the name of the original vineyard property at that location in the 1860's. By arrangement with Council the proposer is prepared to pay for the privilege and has now done so.

#### **Alternative options**

The author has considered potential alternative courses of action. No feasible alternatives have been identified.

#### **Risk Management**

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

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

The author considers that the recommendation has no capital or recurrent budget implications.

#### **Economic implications**

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

#### **Environmental/Amenity implications**

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

#### **Community implications**

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

### 9.2.1 Proposed Road Naming (cont.)

#### **Consultation**

The implementing of the recommendation will entail the advertising of the proposed road naming in local papers and writing to individuals whose properties abut the subject road, inviting written submissions pursuant to Section 223 of the Local Government Act 1989.

#### **Attachments**

Nil

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## **9.7 ORGANISATION**

### **9.7.1 Council Policy - Social Media Policy**

#### **Author & Department**

Director, Corporate & Community / Corporate & Community 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 (LG Act).

#### **Summary**

The Social Media Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document was last formally reviewed in May 2012.

#### **RECOMMENDATION**

- 1. That Policy ICT 2 'Social Media Policy' be revoked.**
- 2. That the Social Media Policy, as attached, be adopted.**

#### ***CRS WILLIAMS/STORER –***

**That Items 9.7.1 to 9.7.5, inclusive, be moved as a 'Block Motion' – 'That the Recommendation be adopted'.**

132/13

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

***CR WEATHERALD REQUESTED IT BE NOTED HE VOTED AGAINST THE 'BLOCK MOTION'.***

#### ***CR WEATHERALD CALLED FOR A DIVISION***

#### ***For the Motion***

*Cr Storer  
Cr Little  
Cr Williams  
Cr Purbrick*

#### ***Against the Motion***

*Cr Weatherald  
Cr Swan  
Cr Furlanetto*

**133/13 *CRS WILLIAMS/STORER : That the Recommendations for Items 9.7.1 to 9.7.5, inclusive, be adopted.***

***CARRIED***

9.7.1 Council Policy  
- Social Media Policy (cont.)

**Background**

Council currently has a Social Media Policy ICT 2. The policy has been reviewed and completely re-written based on contemporary practices. The policy provides for the use of social media for work purposes, but provides safeguards in relation to training and responsibilities.

The policy has been reviewed in accordance with the provisions of the Local Government Act 1989.

**Alternative Options**

Council has the option to revoke the Policy or amend as it sees fit.

**Risk Management**

The Policy provides for use of social media at work, providing that specific conditions are met.

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

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

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

**Financial / Budgetary Implications**

There are no financial budgetary implications associated with this report that have not already been considered.

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

There are no significant community or social implications for Council or the broader community.

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

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

**Legal / Statutory Implications**

The recommendation has no further legal or statutory implications which require the consideration of Council.

9.7.1 Council Policy  
- Social Media Policy (cont.)

**Consultation**

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

**Attachments**

Social Media Policy.



# **SOCIAL MEDIA POLICY**

## **(THE 3R'S OF SOCIAL MEDIA)**

### **COUNCIL POLICY**

Effective Date:	
Last Review:	
Current Review:	
Adopted By Council:	
Next Review Date:	Annually/Bi-Annually/As required
Responsible Officer/s:	Director, Sustainable Development

## **Purpose:**

The 3RS of social media engagement are 'guardrails', designed to protect the interests of employees, contractors, volunteers and the Strathbogie Shire Council (SSC).

## **Policy:**

### **1.1 Representation**

*You must:*

**Be an authorised user to represent the SSC.** Only authorised employees, contractors and volunteers may engage in social media working on behalf of the SSC. (Authorisation is supplied by the Communications Department)

**Disclose only publicly available information.** You must not comment on or disclose confidential SSC information. If you need to clarify what SSC information is publicly available, refer to material on the SSC website, Annual Report, or consult with the Communications team.

### **1.2 Responsibility**

*You must:*

**Complete additional training.** Where required, authorised SSC employees, staff, contractors and volunteers may be asked to complete additional training to update their knowledge on emerging social media trends involving best practice in social media.

**Only publish the facts.** You must ensure that content you publish is factually accurate and complies with relevant company policies, particularly those relating to confidentiality and disclosure.

**Follow process.** Please ensure you are not the first to make a SSC announcement, unless you have received the appropriate clearances and approvals, in accordance with SSC's media policy for releasing information into the public domain.

**Seek advice.** If you are unsure about how to answer a question via social media, or believe that the topic being discussed is political, controversial or sensitive in nature, please seek advice from the Communications Department before issuing a response

**Use common sense.** Do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to any person or entity.

**Protect privacy.** Do not disclose other people's personal information in social media platforms, and comply with SSC's Privacy Policy.

### 1.3 Respect

*You must:*

**Be respectful.** To individuals and communities you interact with online

**Be polite and respectful** of other opinions, even during heated discussion or debate

**Adhere to the Terms of Use** of the social media platform being used and seek to conform to the cultural and behavioural norms.

**Respect copyright, privacy, financial disclosure and other applicable** laws when publishing on social media platforms. Check with the Communications Department if you unsure about what information you can disclose.

### 1.4 Personal Use of Social Media

The SSC is a progressive organisation that allows occasional personal usage of social media, however...

*You must:*

**Not allow personal social media usage interrupt or interfere with your work performance, requirements, duties, deadlines or professionalism.**

**Adhere to all of the 3R's of Social Media listed above.**

**At all times adhere to the Staff Code of Conduct, Media Policy and Privacy Policy when using social media.**

## **9.7.2 Motor Vehicle Policy**

### **Author & Department**

Director, Corporate and Community / Corporate and Community 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 (LG Act).

### **Summary**

The Motor Vehicle Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document was last formally reviewed in June 2004.

### **RECOMMENDATION**

- 1. That the Motor Vehicle Policy, updated 20/03/2012, be revoked.**
- 2. That the Motor Vehicle Policy, as attached, be adopted.**

***Adopted as part of a 'Block Motion', as per Recommendation for Item 9.7.1.***

### **Background**

Council currently has a Motor Vehicle Policy and Procedures. The policy has been in operation since 2001 and was last reviewed in 2012. The policy and procedures have been reviewed with only minor amendments being made to the procedures.

The Policy is attached for Council consideration.

The policy has been reviewed in accordance with the provisions of the Local Government Act 1989.

### **Alternative Options**

Council has the option to revoke the Policy or amend as it sees fit.

### **Risk Management**

The recommendation addresses the need for a policy review.

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

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

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

### 9.7.2 Motor Vehicle Policy

#### **Financial / Budgetary Implications**

There are no financial budgetary implications associated with this report.

#### **Economic Implications**

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

#### **Environmental / Amenity Implications**

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

#### **Community Implications**

There are no significant community or social implications for Council or the broader community.

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

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

#### **Legal / Statutory Implications**

The recommendation has no further 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**

Motor Vehicle Policy.





# MOTOR VEHICLE POLICY

## COUNCIL POLICY

Effective Date:	18/09/2001
Last Review:	20/03/2012
Current Review:	September 2013
Adopted By Council:	
Next Review Date:	Annually/Bi-Annually/As required
Responsible Officer/s:	Director, Corporate and Community

## 1. POLICY STATEMENT

The purpose of this policy is to ensure that motor vehicles provided for operational and salary package purposes:

- are appropriate for operational use
- minimise detrimental environmental impact
- provide high levels of driver safety
- are in accordance with employment contracts/annualised salary agreements;
- are purchased/leased, maintained and disposed of in the manner that maximises benefit to Council

This policy is supplemented by the Motor Vehicles Procedures which provide prescriptive requirements for the use, purchase and disposal of all Council motor vehicles.

## 2. POLICY APPLICATION

This policy details the various categories of motor vehicle use that give rise to a benefit to employees and the terms and conditions of each of those categories.

### 2.1 Employee Categories

This policy and entitlements apply to the following categories of employees:

- Group A: Mayor (a vehicle may be provided)
- Group B: Chief Executive Officer
- Group C: Directors
- Group D: Managers
- Group E: Employees appointed below Manager Level to whom a vehicle is allocated for operational use and commuter use.
- Group F: Employees below Manager level to whom a vehicle is allocated for operational use only.

### 2.2 Vehicle Categories

The following vehicles will be available for each level of use:

- Groups A & B: An appropriate vehicle, as determined by Council.
- Groups C, D & E: Vehicles ranging from base to higher level models (dependent on whole of lifecycle cost, environmental and climatic sustainability consideration and value to Council), as negotiated and approved by the Chief Executive Officer.
- Group F: Utility, 4 Wheel Drive.

A station wagon may be supplied in lieu of a sedan where an operational use is demonstrated to the satisfaction of the Chief Executive Officer.

### 2.3 Levels of Use

The following entitlement to use will apply to each group:

- Group A: Full operational use, plus private use, in accordance with the Councillors Expense Entitlement Policy.
- Group B: Operational use plus full private use.
- Group C: Operational use plus full private use.
- Group D: Operational use plus full private use.
- Group E: Operational use and Commuter use.
- Group F: Operational use.

### 2.4 Associated Motor Vehicle Procedures

Council provided motor vehicles will be purchased, disposed of and operated in accordance with the associated Motor Vehicle Procedures.

### 2.5 Environmental & Climatic Sustainability

Council is committed to reducing carbon / greenhouse gas emissions associated with Council operations. The purchase of Council vehicles will be made with reference to the Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government website "Green Vehicle Guide" and the specific requirements of the associated Motor Vehicle Procedures.

### 2.6 Private Motor Vehicle Use

Mayor / Employees having private use of Council motor vehicles will be required to make a salary sacrifice equivalent to the assessed value of the private use component. The salary sacrifice will be calculated on the basis of all operating costs including depreciation, fuel and lubricants, maintenance, insurance, registration and notional financing costs. Council's employment agreements provide that Council will be responsible for the payment of Fringe Benefits Tax.

A standard template has been developed by Council to estimate the whole of life cost of Council provided vehicles and to assess the cost of the private usage component. The template will be applied to the supply of all Council vehicles.

The template will be structured to provide incentives for the selection of fuel and emissions efficient vehicles.

The level of the private use component will be reviewed by the responsible Director at the time of vehicle replacement. Significant variations to the private use component may be approved by the responsible Director at any time if necessitated by changed circumstances.

2.7 Pool Vehicles

During normal business hours all Council vehicles (including Mayoral vehicle) are required to be made available for the use of Councillors and Council Officers if the vehicle is not required for the use of the assigned driver.

- 2.8 All vehicles that this Policy applies to will be changed over on a four (4) yearly cycle. The only exceptions will be where the Chief Executive Officer believes there are extenuating circumstances that require a deviation from this Policy.

### **9.7.3 Council Policy - Information Security Policy**

#### **Author & Department**

Director, Corporate and Community / Corporate and Community 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 (LG Act).

#### **Summary**

The Information Security Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document was last formally reviewed in May 2012.

#### **RECOMMENDATION**

- 1. That Policy ICT 1 'Information Security Policy' be revoked.**
- 2. That the Information Security Policy, as attached, be adopted.**

***Adopted as part of a 'Block Motion', as per Recommendation for Item 9.7.1.***

#### **Background**

Council currently has a Information Security Policy ICT 1. The policy has been reviewed with minor amendments being made. The policy ensures that Council takes into account all statutory requirements in regard to the information that it holds.

The policy has been reviewed in accordance with the provisions of the Local Government Act 1989.

#### **Alternative Options**

Council has the option to revoke the Policy or amend as it sees fit.

#### **Risk Management**

The recommendation addresses issues surrounding the holding of information that Council collects.

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

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

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

9.7.3 Council Policy  
- Information Security Policy (cont.)

**Financial / Budgetary Implications**

There are no financial budgetary implications associated with this report that have not already been considered.

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

There are no significant community or social implications for Council or the broader community.

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

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

**Legal / Statutory Implications**

The recommendation has no further 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**

Information Security Policy.



# INFORMATION SECURITY POLICY

## COUNCIL POLICY

Effective Date:	17/05/2011
Last Review:	
Current Review:	September 2013
Adopted By Council:	
Next Review Date:	Annually/Bi-Annually/As required
Responsible Officer/s:	Director, Corporate and Community

## **POLICY STATEMENT**

This Information Security Policy mandates effective controls for the protection of information owned, maintained or entrusted to Strathbogie Shire Council.

This policy will be supported by a set of issue specific policies, practices, and procedures.

## **OBJECTIVE**

It is the policy of Strathbogie Shire Council to ensure:

- Information is protected against unauthorised access;
- Confidentiality of information is maintained;
- Information is not disclosed to unauthorised persons through deliberate or careless action;
- The integrity of any information from the risk of accidental or unauthorised modification;
- Availability of information to authorised users when needed;
- Regulatory and legislative requirements will be met;
- Business continuity and systems recovery plans are produced, maintained and tested as far as practicable;
- All breaches of information security and suspected weaknesses are reported to the ICT Department and investigated.
- Information is registered, secured, stored, retrieved and accessed in line with Record Management policies and procedures.

This will be achieved by:

- Identifying through appropriate and regular risk assessment, the value of information assets, to understand their vulnerabilities and the threats that may expose them to risk; and
- Managing the risks to an acceptable level through the design, implementation, and maintenance of appropriate procedures and standards.

## **SCOPE**

The Information Security Policy encompasses all information assets (or resources), which comprise information, software and hardware.

### Information:

Information residing in any form, including electronic and hardcopy, however produced. This may include information received but not yet processed into electronic form.

Information entrusted to Strathbogie Shire Council by third parties is included.

Some examples include, but are not limited to.

- Paper documents;
- CDs, DVDs;
- Personal Digital Assistants (PDA);
- Mobile Phones, Thumb Drives, or other external storage devices;
- A shared database supporting many users;
- Information published electronically on a network; and
- Information contained in MS office documents



### Software:

Refers to any type of application software that uses information. Some examples include, but are not limited to:

- All internally developed applications;
- Utilities and applications provided by vendors, or acquired from any source; and
- Purchased application software, including both “shrink-wrapped” general-use programs such as spreadsheet tools and specific, vendor-maintained application systems.
- Software as a Service (SaaS)

### Hardware:

Computing, telecommunications, network facilities and related technology used to handle information. Some examples include, but are not limited to:

- Servers, workstations, printers and telecommunications equipment; and
- General office equipment such as facsimile machines, photocopiers, and multi-function devices.
- Infrastructure as a Service (IaaS)
- Consumer devices such as smartphones and tablets

## **APPLICABILITY**

This policy applies to all Strathbogie Shire Council staff, Councillors, contractors and, where applicable, suppliers and other third parties.

## **PROCEDURE REFERENCE**

Any procedures reference to this document is the statement of management’s intent regarding the relevant issue. Any relevant directives for the policy statements are not intended to be specific or definitive, but rather they are intended to provide general guidance for owners, custodians, and users when implementing the policy.

## **INTELLECTUAL PROPERTY**

All information created, sent, received or processed during the course of Strathbogie Shire Council business is owned by Strathbogie Shire Council unless the information is subject to Intellectual Property rights of third party suppliers.

## **PRIVACY AND FREEDOM OF INFORMATION**

Strathbogie Shire Council is mindful of the requirements of the Privacy Act and the Freedom of Information Act 1982 (Vic) and that some information is generally regarded as private. However, Strathbogie Shire Council has the right to access, review, monitor, and disclose information to:

- Ensure the information processing systems are used appropriately;
- Ensure the protection of information assets; and
- Ensure that the legal responsibilities are met.

All personnel must be aware of their record keeping responsibilities; to ensure correct registration, storage, security and use of information (including management of disclosure). The management of Strathbogie Shire Council and its personnel have a duty of care to ensure the safe keeping of all information under its control.

## **CONFIDENTIALITY**

All information collected or maintained by Strathbogie Shire Council is considered restricted unless specifically classified otherwise, and must not be disclosed to unauthorised persons. All users must comply with all legislation when dealing with information including the Privacy Act, Freedom of Information Act 1982 (Vic) and Public Records Act 1973 (Vic).

Further information on the confidentiality classifications is contained in the Information Security Procedure document.

## **LEGISLATIVE AND POLICY FRAMEWORK**

Below is a list of legislation that is relevant in the context of information security for Strathbogie Shire Council.

- *Copyright Act 1968*
- *Fair Work Act 2009 (Commonwealth)* – Human Resources policies
- *Freedom of Information Act 1982*
- *Local Government Act 1989*
- *Victorian Equal Opportunity Act 1995 (or Australian Human Rights Commission Act 1986)*
- *Victorian Information Privacy Act 2000*
- *Spam Act 2003*
- *Electronic Transactions Act 2001*

This policy is implemented in conjunction with the following Council documents:

- Strathbogie Shire Council Information Security Procedures
- Strathbogie Shire Council Employee Code of Conduct
- Strathbogie Shire Council Media Policy
- Strathbogie Shire Council Social Media Policy
- Strathbogie Shire Council Discipline Policy
- Strathbogie Shire Council Record Management Policy
- Strathbogie Shire Council Transfer of Council Records to Places of Deposit Policy
- Strathbogie Shire Council Privacy Policy
- Strathbogie Shire Council Major and Councillor Correspondence Policy
- Employment contracts

#### **9.7.4 Council Policy - Records Management Policy**

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

Director, Corporate and Community / Corporate and Community 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 (LG Act).

##### **Summary**

The Records Management Policy has been reviewed in accordance with the Local Government Act 1979 (The Act). The document was last formally reviewed in November 2011.

##### **RECOMMENDATION**

- 1. That Policy CCS 15 'Records Management Policy' be revoked.**
- 2. That the Records Management Policy, as attached, be adopted.**

***Adopted as part of a 'Block Motion', as per Recommendation for Item 9.7.1.***

##### **Background**

Council currently has a Records Management Policy CCS 15.. The policy has been reviewed with minor amendments being made. The policy ensures that Council takes into account all statutory requirements in regard to the records that it holds, whilst protecting and recording the business activities of Council.

The policy has been reviewed in accordance with the provisions of the Local Government Act 1989.

##### **Alternative Options**

Council has the option to revoke the Policy or amend as it sees fit.

##### **Risk Management**

The recommendation addresses issues surrounding the holding of records that Council has.

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

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

The report is consistent with Best Value, National Competition Policy and Trade Practices Act requirements.

9.7.4 Council Policy  
- Records Management Policy (cont.)

**Financial / Budgetary Implications**

There are no financial budgetary implications associated with this report that have not already been considered.

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

There are no significant community or social implications for Council or the broader community.

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

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

**Legal / Statutory Implications**

The recommendation has no further 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**

Records Management Policy.



# RECORDS MANAGEMENT POLICY

## COUNCIL POLICY

Effective Date:	20/05/2008
Last Review:	November 2011
Current Review:	September 2013
Adopted By Council:	
Next Review Date:	Annually/Bi-Annually/As required
Responsible Officer/s:	Director, Corporate and Community

### **Purpose:**

The purpose of this policy is to establish a framework to enable the Shire of Strathbogie to maintain full and accurate records of its business activities. It aims to ensure that records are managed and maintained for as long as they are required to support business functions and accountabilities. Council is committed to full compliance of its obligations under the Public Record Act 1973.

### **Policy Statement:**

Council's records are its corporate memory, and as such are a critical asset for its ongoing operations, providing valuable evidence of business activities and transactions. Council recognises its regulatory requirements, and is committed to the principles and practices set out in the Australian Standards for Records Management.

Council is committed to implementing best recordkeeping practices and systems to ensure the creation, maintenance, storage and protection of accurate and reliable records. All practices concerning recordkeeping within Council are to be in accordance with this policy and its supporting procedures.

### **Scope:**

This policy applies to all Council employees, Councillors, contractors and volunteers. This policy applies to all Council's business activities performed; in whatever manner they are conducted. This includes all records both hardcopy and electronic; including email, portable storage devices and facsimile.

### **Policy:**

#### **1. Creation of Records**

All staff are required to create and maintain records which document their business activities. Records should be created when there is a requirement:

- to provide evidence of a transaction
- to defend against possible claims or future legal action
- for others to know what action has occurred

A Record can be identified as:

- Information, in any format, that documents and provides evidence of the actions, discussions or decisions of council

#### **2. Capture of Records**

Records must be captured into Council's defined corporate repositories; these are identified with in the Strathbogie Shire Council Digital Records Plan. All documents relating to Council business received or obtained by staff which relate to a business activity and require a response or outcome, must be captured electronically into the specified corporate Electronic Records Document Management System (EDRMS). These include documents received in hard copy by hand.

Documents received electronically via email are required to be self-registered within Council's EDRMS by staff.

Copies of plans that are greater than A3 size are required in an electronic format for registering. Council officers are required to provide the Corporate Information Team with appropriate format for registration by requesting an electronic copy from applicant, surveyor etc.

### **3. Access & Security:**

Documents captured within Councils EDRMS are accessible to all staff unless restricted access is required. The following exceptions to open access apply:

- Where information is commercial in confidence, personal in confidence or management in confidence.
- Where information is restricted due to legislative or regulatory requirements.

Where there is a need for records to be accessed by parties outside of the Council they should be dealt with under the Freedom of Information Act 1982 (Vic) or other identified legislated processes.

### **4. Appraisal and Transfer**

The Corporate Information Team is responsible for providing advice on, and coordinating archival requirements for Council. All documents captured and maintained by the organisation must be in accordance with the Disposal Schedule for Local Government PROS 09/05 and Common Administrative Functions PROS 07/01.

Records are appraised, prior to departments boxing them, in accordance with these Disposal Schedules. Once the records are boxed, both the boxes and a list of the contents against each box are to be sent to the Corporate Information Team.

All documents which are required to be maintained on a permanent basis as per their disposal sentence will be forwarded to Public Records Office Victoria (PROV) once no longer required on an active basis or transferred to a PROV sanctioned offsite Place of Deposit (POD).

### **5. Storage**

Documents and metadata of documents must be maintained electronically on servers as per EDRMS specifications. Backups of the server are taken on a regular basis as defined by ICT Department.

Hardcopy documents and records must be stored and maintained by the Records Management Department and if applicable local Department.

### **6. Disposal**

All documents captured and maintained by the organisation must be disposed of in accordance with the Disposal Schedule for Local Government PROS 09/05, Common Administrative Functions PROS 07/01 and any other relevant legislation or regulations.

All documents which are required to be maintained on a permanent basis as per their disposal sentence will be forwarded to PROV once no longer required on an active basis or transferred to a PROV sanctioned offsite Place of Deposit (POD).

Refer to Archives and Disposal Procedure Handbook.

### Responsibilities

#### ***The Chief Executive Officer is responsible for:-***

- Ensuring compliance of this policy.
- Authorising this policy.
- Supporting document management organisation wide.
- Ensuring that policies support the creation and maintenance of full and accurate records of all business functions and activities.
- Ensuring that document management policies and procedures will meet Public Record Office Victoria Standards and legislation.
- Ensuring that no illegal records disposal takes place.

#### ***The Customer Relations Manager is responsible for:-***

- Ensuring that document management procedures support the aims of this policy.
- Ensuring that information about document management policies, systems and procedures is communicated throughout the organisation.
- Ensuring processes that allow staff to be sufficiently trained and supported in document management.
- Monitoring and auditing compliance with document management systems.
- Ensuring that no illegal records disposal takes place.
- Reviewing this policy annually.
- Reviewing procedures annually to ensure they are relevant, useful and meet Council needs.

#### ***Managers are responsible for:-***

- Ensuring that all new staff receives records management induction.
- Monitoring staff compliance with recordkeeping systems.
- Ensuring that no illegal records disposal takes place.
- Ensuring that the recordkeeping practises in their departments meet the requirements outlined in this policy.

#### ***All Staff are responsible for:-***

- Complying with all documented records management policies and procedures.
- Creating full and accurate records of activities, transactions and decisions carried out during the course of their duties.
- Ensuring that records are maintained by being captured into Councils records management system and by handling records with care and respect so as not to damage them or compromise their integrity.
- Preventing unauthorised access to records.
- Ensuring that no records are destroyed or removed unless permitted by a current disposal authority.



## Breaches

The Crimes (Document Destruction Act) 2006 makes it a criminal offence in Victoria to destroy documents which may be required in future legal proceedings; so it is now possible that relevant officers or our organisation can be prosecuted for breaches.

### Legislative and other references:

- Public Records Act 1973
- Crimes (Document Destruction Act) 2006
- Crimes Act 1958 (Victoria)
- Evidence Act 2008
- Freedom of Information Act 1982
- Health Records Act 2001
- Information Privacy Act 2000
- Local Government Act 1989
- Planning & Environment Act 1987
- Australian Standards on Records Management
- Public Record Office Victoria Standards and Advice
- Other legislative requirements as per Councils adopted Instrument of Delegation

**9.7.5 Council Policies**  
**- Reviews of Privacy Policy and Transfer of Council Records to Places of Deposit Policy**

**Author & Department**

Manager, Customer Relations / Corporate and Community Directorate

**File Reference**

Document ID: 7182 – Privacy Policy

Document ID: 9271 – Transfer of Council Records to Places of Deposit (PODS) Policy

**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**

Approval is requested for reviewed and updated policies. These policies ensure Council continues to act within the relevant legislation including the Information Privacy Act 2000 (Victoria) and the Public Records Act 1973 (Victoria).

**RECOMMENDATION**

**That the following Council Policies, as attached, be adopted –**

- Privacy Policy
- Transfer of Council Records to Places of Deposit (PODS) Policy

***Adopted as part of a 'Block Motion', as per Recommendation for Item 9.7.1.***

**Background**

The Privacy Policy identifies the type of information Council retains relating to interaction with constituents and details information shared with other agencies and contractors, or that is stored external to Council's internal systems. This policy, along with the Transfer of Council Records to places of Deposit (PODS) Policy, is required to be updated in order for Council to be assessed for MAV ECM STEP compliance, due December.

The Electronic Content Management (ECM) STEP program is an initiative of MAV; Records and Assets are the two areas of local government that MAV have developed STEP programs for, this is to ensure good governance across the state for these two core areas of council business.

**Alternative Options**

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

9.7.5 Council Policies  
- Reviews of Privacy Policy and Transfer of Council Records to Places of Deposit Policy (cont.)

**Risk Management**

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

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

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

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

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

**Financial / Budgetary Implications**

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

**Economic Implications**

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

**Environmental / Amenity Implications**

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

**Community Implications**

The 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**

- Privacy Policy
- Transfer of Council Records to Places of Deposit (PODS) Policy



# PRIVACY POLICY

<b>COUNCIL POLICY</b>	
Effective Date:	20/11/2001
Last Review:	.....
Current Review:	September 2013
Adopted by Council:	.....
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:	Director, Corporate and Community

Council believes that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Accordingly, Council is committed to full compliance with its obligations under the *Information Privacy Act 2000 (Vic) (Act)*. In particular, Council will comply with the Information Privacy Principles contained in the Act. This Privacy Policy explains some of these Principles and how they may apply to you.

### **Personal Information**

This Policy applies to personal information held by Council. Personal information means information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, other than certain health or generally available information.

Council holds personal information in order to carry out its functions and services. Personal information requested by council from individuals includes:

- Name
- Address
- Date of birth
- Phone number

Services for which council require this information are: Rates and Valuation, Planning, Service Requests, Home and Community Care

Personal information is contained on public registers including:

- Building permits
- Food premises permits
- Animal registration
- Planning and Subdivisions permit
- Heritage Properties

### **Sensitive Information**

Sensitive information includes information or an opinion about an individual's racial or ethnic origin, political opinions, trade union membership, philosophical or religious beliefs, sexual preferences or criminal record.

Council will only collect and store sensitive information when required under legislation to carry out council services and where the individual has consented to the information collection. Council will ensure the information is made secure and locked from all other individuals other than the staff members required to use the information to provide the identified service.

### **Collection**

Council will only collect personal information that is necessary for its functions and activities. In some instances, Council is required by law to collect personal information. Council will only collect sensitive information where you have consented or as permitted under the Act.

If it is reasonable and practicable to do so, Council will collect personal information about you directly from you. When doing so, it will inform you of the matters set out in the Act, including the purpose/s for which the information is collected, and will use lawful and fair means. If Council collects personal information about you from someone else, it will take reasonable steps to make you aware of these matters.

### **Use and Disclosure**

Council will only use personal information within Council, or disclose it outside Council, for the purpose for which it was collected or in accordance with the Act (eg where you have consented or where you would reasonably expect this to occur).

### **Security**

Council will endeavour to maintain secure systems for storing personal information. Technological and operational policies and procedures are in place to protect personal information from misuse and loss and from unauthorised modification or disclosure. Council will dispose of personal information where it is no longer necessary to fulfil the purposes for which the information was collected or as required by law.

### **Access and Correction**

Should you wish to access your personal information, please contact Council's Privacy Officer (tel: 1800 065 993). Access will be provided except in the circumstances outlined in the Act, for example, where the information relates to legal proceedings or where the *Freedom of Information Act* 1982 applies.

If you believe that your personal information is inaccurate, incomplete or out of date, you may request Council to correct the information. Your request will be dealt with in accordance with the Act.

### **Anonymity**

Where lawful and practicable, Council will give you the option of not identifying yourself when supplying information or entering into transactions with it.

### **External Contractors**

While personal information is usually handled by Council staff, Council may outsource some of its functions to third parties. This may require the contractor to collect, use or disclose certain personal information. It is Council's intention to require contractors to comply with the Act in all respects. Current contractual agreements are in place for the following services:

- Garbage Collection
- Animal Management
- Meals on Wheels
- Archived Permanent Records

### **Complaints**

If you feel aggrieved by Council's handling of your personal information, you may make a complaint to Council's Privacy Officer (tel: 1800 065 993). Your complaint will be investigated as soon as possible (but no later than 5 business days) and you will be provided with a written response. Alternatively, you may make a complaint to the Privacy Commissioner (although the Commissioner may decline to hear the complaint if you have not first made a complaint to Council).

### **Privacy Officer**

Council's appointed Privacy Officer is the Customer Relations Team Leader.

### **Changes**

Council may amend this Privacy Policy from time to time.

### **Further Information**

If you have any queries about this Privacy Policy, please contact Council's Privacy Officer (tel: 1800 065 993).

### **Legislative and other references:**

- Public Records Act 1973
- Freedom of Information Act 1982
- Health Records Act 2001
- Information Privacy Act 2000
- Local Government Act 1989
- Other legislative requirements as per Councils adopted Instrument of Delegation



# TRANSFER OF COUNCIL RECORDS TO PLACES OF DEPOSIT (PODS) POLICY

COUNCIL POLICY	
Effective Date:	21/10/2010
Last Review:	.....
Current Review:	September 2013
Adopted by Council:	.....
Next Review Date:	<i>Annually / Bi-Annually / As required</i>
Responsible Officer/s:	Director, Corporate and Community



### **Purpose:**

Section 14 (1) of the Public Records Act 1973 gives the Minister the power to appoint facilities outside Public Record Office Victoria (PROV) for the storage of public records. These facilities are known as Places of Deposit (POD'S). Council recognises that some temporary records may be of considerable local interest that it is appropriate for historical societies and similar organisations to provide storage for and access to these records.

### **Policy:**

#### **Places of Deposit for Records of local interest**

Public records identified as temporary value, with local significance and considered appropriate for public display may be made available for public inspection and do not need to be closed to protect personal privacy and or confidential information. Examples of appropriate records would be Water Board rate books, Local Government draft minute books, visitors' books or pound registers etc which have been approved for transfer by the Keeper of Public Records.

In order to have a facility appointed by the Minister as a POD for temporary records, the organisation concerned must ensure that the storage facility meets conditions determined by the Keeper of Public Records (PROS 11/01 S2). The organisation cannot impose a charge on persons wishing to inspect the records and the keeper retains the right to inspect the facility at any times in accordance with section 13A of the Act. Once the Keeper of Public Records approves transfer of temporary records to a POD, the custody and control of the items is passed on to that POD. Ownership however is retained by Council; the originating agency.

- Council shall retain a register of all temporary items transferred to a POD.
- Council shall ensure that POD's are consulted before every temporary records disposal.
- If a POD does not wish to receive council records the Corporate Information Services Team will destroy the record as outlined in Councils Archive & Disposal Procedure.
- Council shall establish networks with the local POD representatives to facilitate easy transfers and establish what information is useful to the community.
- Council shall consider making certain records of a permanent value available to POD'S to scan for digitisation/microfilming before transfer to PROV.

**Definitions:**

GDS – Government Disposal Schedules

POD – Place of Deposit

PROV – Public Record Office Victoria

**Related Policies & Guidelines:**

Document Management Policy

Records Management Guidelines

Archives & Disposal Procedures Handbook

**Related Legislation & Standards:**

Public Records Act 1973

Information Privacy Act 2000

AS ISO 15489-2002 Australian Standard - Records Management

Public Record Office Victoria May 08 Version 1.3 – Place of Deposit – POD Information Kit

PROV - PRO 36 Request for Transfer of Sentenced Temporary Records to an approved Place of Deposit

PROV - PRO 40 Receipt for Estrays received into PROV Custody

PROV – PRO 21C Request to transfer documented public records

PROV – PROS 97/004 Transfer & Storage of Public Records

PROV – PROS 97/004 Specification 4 - Access to Public Records

PROV – PROS 97/004 Specification 5 – Processing & listing of Public Records

PROV - PROS 97/001 Public Record Office Standard Management of Public Records

PROV - PROS 97/002 Public Record Office Standard – Creation and Maintenance of Public Records

PROV - PROS 07/01 – General Retention & Disposal Authority for Records of Common Administrative Functions

PROV - PROS 09/05 – Local Government Functions

## **9.7.6 Council Policies Updates – Corporate and Community**

### **Author & Department**

Director, Corporate and Community / Corporate and Community 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 (LG Act).

### **Summary**

Council is continuing to review all policies, in accordance with the Local Government Act 1989. This continues the review.

### **RECOMMENDATION**

- 1. That Policy CCS 2 - Administration of Under Excess Claims Policy, be revoked.**
- 2. That Policy HR 3 - Complaints, Grievances and Disputes Policy, be revoked.**
- 3. That Policy HR 4 – Equal Opportunity, Harassment and Victimisation Policy, be revoked.**
- 4. That Policy HR 8 – Recruitment, Selection and Appointment Policy, be revoked.**
- 5. That Policy AS 19 – Staff Attending Emergencies Policy, be revoked.**

*134/13 CRS WILLIAMS/FURLANETTO : That the Recommendation be adopted.*

**CARRIED**

### **Background**

The review of these policies is part of the update of policies as per the Local Government Act 1989 requirements that all policies be reviewed within 12 months of an election. Council has reviewed the listed policies and they are considered to be Executive Policies that are endorsed by the Chief Executive Officer.

There are 5 policies that were adopted by Council that the Chief Executive Officer believes are either administrative or staff policies that should be administered under his directive. This is normal protocol and business in most Councils. All other Council adopted policies are more in line with the public expectation that they are administered under the direction of Council.

There are 8 policies that are currently administrative or staff based policies that are generally administered under the directive of the Chief Executive Officer. Councillors have reviewed these previously.

#### 9.7.6 Council Policies Updates – Corporate and Community (cont.)

Two of the policies originally presented to Council in August 2013 to be revoked have subsequently been found to be Executive Operational Policies that are administered directly by the Chief Executive Officer.

Accordingly, they are listed for revocation by Council.

##### **Alternative Options**

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

##### **Risk Management**

There are no significant Risk Management factors relating to the report and recommendation.

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

This report is consistent with Council Policies, key strategic documents and the Council Plan.

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

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

##### **Financial / Budgetary Implications**

There are no financial implications associated with the recommendation.

##### **Economic Implications**

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

##### **Environmental / Amenity Implications**

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

##### **Community Implications**

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

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

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

##### **Legal / Statutory Implications**

The recommendation has no further 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.

### **9.7.7 Municipal Public Health and Wellbeing Plan 2013-2017**

#### **Author & Department**

Manager, Community Development / Community Development 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**

Under Section 26 (2) of the Public Health and Wellbeing Act 2008, local governments must have adopted their Municipal Public Health and Wellbeing Plan within 12 months of a general council election. A copy is to be provided to the Secretary of the Department of Health by 28 October 2013. Councillors have been briefed on the Plan and provided with copies. A copy of the Plan is also tabled for identification purposes.

#### **RECOMMENDATION**

**That Council adopt the Strathbogie Shire Municipal Public Health and Wellbeing Plan – Healthy Communities Plan 2013-2017**

*135/13 CRS FURLANETTO/WILLIAMS : That the Recommendation be adopted.*

**CARRIED**

#### **Background**

The *Public Health and Wellbeing Act 2008* reinforces the statutory role of councils to “protect, improve and promote public health and wellbeing within the municipal district” (s.24). The municipal public health and wellbeing plan (MPHWP) required of councils under the Act sets the broad mission, goals and priorities to protect and promote municipal public health and wellbeing.

A range of state policy directions and legislation recognises the MPHWP as a key strategic planning mechanism for public health and wellbeing effort at the local community level. State and national developments important to prevention in Victoria are provided in the *Victorian Public Health and Wellbeing Plan 2011-2015* which complements the *Victorian Health Priorities Framework 2012-2022*.

The Act strengthens the role of local government as a major partner in the effort to protect public health and prevent disease, illness, injury, disability or premature death. The Act clarifies the function of councils’ responsibilities to protect, improve and promote public health and wellbeing throughout the municipal district by:

- Creating an environment which supports the health of members of the local community and strengthens the capacity of the community and individuals to achieve better health
- Initiating, supporting and managing public health planning processes at the local government level

#### 9.7.7 Municipal Public Health and Wellbeing Plan 2013-2017 (cont.)

- Developing and implementing public health policies and programs within the municipal district
- Developing and enforcing up to date public health standards and intervening if the health of people within the municipal district is affected
- Facilitating and supporting local agencies whose work has an impact on public health and wellbeing to improve public health and wellbeing in the local community
- Coordinating and providing immunisation services to children living or being educated within the municipal district
- Ensuring that the municipal district is maintained in a clean and sanitary condition

The MPHWP must:

- Include an examination of data about health status and health determinants in the municipal district
- Identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing
- Provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan
- Specify how the council will work in partnership with the department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan

The MPHWP must be consistent with the Council Plan, the municipal strategic statement and fit with existing planning frameworks and strategies to allow a flexible approach to public health planning. Recently there is the inclusion of a statutory link that requires councils to have regard to the Climate Change Act when preparing the MPHWP.

The approach to the development of this new MPHWP has been based on the Guide to Municipal Public Health and Wellbeing Planning released by the Department of Health in 2013. A municipal scan has been completed to ensure that all data relating to health status is the most recent data available and has been cited. Health status indicators include life expectancy and mortality rates and burden of disease population data. The principle of evidence-based decisions has been used to develop the strategies and actions outlined within the Plan.

Community engagement has been undertaken with the Plan circulated internally to key stakeholders to ensure a whole of government approach to the Plan; and to key external stakeholders including the Department of Health, the Strathbogie Shire Health and Community Services Consortium and The Goulburn Valley Primary Care Partnership. The Plan has also been placed on the Council's website for public comment. Feedback received as a result of the community engagement has been incorporated into the Plan to ensure it meets all stakeholder needs and expectations.

#### 9.7.7 Municipal Public Health and Wellbeing Plan 2013-2017 (cont.)

Planning decisions have been made to ensure that strategies take into account evidence-based effectiveness; equity; cost benefit; feasibility of implementation and sustainability. Council delivered actions that are already planned and budgeted for, has been a focus of the plan to ensure delivery within resource constraints.

A formal launch of the Plan is suggested to emphasise its importance to the Council and community, and implementation should be driven through the executive and council. An annual progress report is recommended.

##### **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 Plan has been allocated funding in the 2013/14 financial year budget in anticipation of implementing strategies and actions that have some cost associated with them. The amount allocated is \$5000. No external funding is provided to councils to develop, implement, review or evaluate the MPHWP.

##### **Economic Implications**

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

##### **Environmental / Amenity Implications**

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

##### **Community Implications**

The community/social implications of the report and recommendation relate to the health promotion and prevention strategies outlined in the Plan. A public health focus on prevention, promotion and protection rather than on treatment; on populations rather than individuals; and on the factors that cause illness and injury will result in the greatest positive impact and outcome for 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.

#### 9.7.7 Municipal Public Health and Wellbeing Plan 2013-2017 (cont.)

##### **Legal / Statutory Implications**

There are statutory implications for Council if the Plan is not adopted by 28 October 2013 as outlined in the Executive Summary. The Plan is required under the *Public Health and Wellbeing Act 2008*.

##### **Consultation**

Consultation has been undertaken with internal and external stakeholders as outlined in the background information. This includes all department managers within Council, the Department of Health, the Goulburn Valley Primary Care Partnership and Strathbogie Shire Health and Community Services Consortium.

##### **Attachments**

Nil.



**9.7.8 Documents for Signing and Sealing**

Documents are submitted for Council signing and sealing.

The details are as follows and are also included in Council's Seal Register:-

<b>FILE NO.</b>	<b>DOCUMENT DESCRIPTION</b>	<b>NO. OF COPIES</b>
Contract No. 12/13-25	Deed of Agreement between Strathbogie Shire Council and Hird Constructions Pty Ltd for Repair of Bridge No 110 over Major Creek, on Mitchellstown Road, Mitchellstown	2

**RECOMMENDATION**

**That the Documents be signed and affixed with the Common Seal of Strathbogie Shire Council.**

*136/13 CRS STORER/LITTLE : That the Recommendation be adopted.*

**CARRIED**

### **9.7.9 Business Management System**

The October 2013 Business Management System Report includes reports as follows:-

- Building Department – September 2013 Statistics (*these statistics will be included in the November report*)
- Planning Department – Planning Permit Activity Monthly Responsible Authority Report - August 2013
- Confirm Customer Enquiry Flow – Report for September 2013
- Actioning of Council Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 30 September 2013
- Review of Council Policies – September 2013
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 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.**

*137/13 **CRS FURLANETTO/WEATHERALD** : That the Recommendation be adopted.*

**CARRIED**

## PLANNING PERMIT ACTIVITY REPORTING SYSTEM MONTHLY RESPONSIBLE AUTHORITY REPORT - ..... 2013

Planning Permit Activity in Victoria Online

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### *Planning Permit Activity Monthly Report*

Select Year/Month: 2013    ▾ August    ▾

To print this page, click [here](#).

#### Strathbogie Shire Council - August 2013

The following is a summary of the planning permit activity for which the [Strathbogie Shire Council](#) was the Responsible Authority.

The figures shown below are correct as at the generated date of this Report. The hyperlinked figures will search for the relevant current data in the Planning Permit Activity Reporting System (PPARS) and can only be accessed by registered Council users.

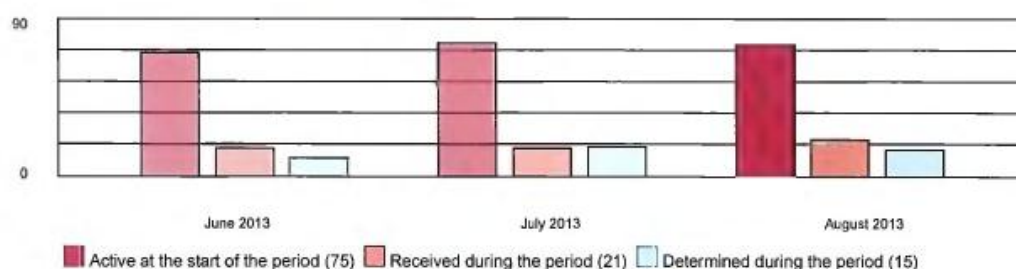
Click on the ⓘ icon for further information about how these figures are calculated.

For further information about any of these figures, please contact the relevant [Responsible Authority](#).

#### Application activity

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year	Rural Average
<b>Total applications received</b>	<a href="#">21</a>	<a href="#">16</a>	31%	<a href="#">37</a>	<a href="#">36</a>	30
New permit applications	<a href="#">21</a> [100%]	<a href="#">16</a> [100%]	31%	<a href="#">37</a> [100%]	<a href="#">33</a> [92%]	26
Amended permit applications	<a href="#">0</a>	<a href="#">0</a>	NA	<a href="#">0</a>	<a href="#">2</a> [8%]	4
Combined applications	<a href="#">0</a>	<a href="#">0</a>	NA	<a href="#">0</a>	<a href="#">0</a>	0
<b>Total responsible authority outcomes</b>	<a href="#">15</a>	<a href="#">17</a>	-12%	<a href="#">32</a>	<a href="#">34</a>	30
Notices of Decision to issue permit (includes amended permits)	<a href="#">15</a> [100%]	<a href="#">11</a> [65%]	36%	<a href="#">26</a> [81%]	<a href="#">27</a> [79%]	27
Refusal	<a href="#">0</a>	<a href="#">2</a> [12%]	NA	<a href="#">2</a> [6%]	<a href="#">2</a> [6%]	1
Withdrawn, not required, lapsed	<a href="#">0</a>	<a href="#">4</a> [24%]	NA	<a href="#">4</a> [12%]	<a href="#">5</a> [15%]	2

#### Applications received and decided



Planning Permit Activity in Victoria Online

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Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
<b>Applications with:</b>					
Public notice	10	11	21	21	7
Further information	4	10	14	18	6
Referrals	14	12	26	26	9
Submissions	6	3	9	30	1
<b>Financial</b>					
Total value of fees for applications received	\$8,193	\$5,790	\$13,983	\$12,669	\$7,441
Average fee per application received	\$390	\$362	\$378	\$421	\$423
Total estimated cost of works for permits issued	\$2,639,750	\$1,365,980	\$4,005,730	\$16,085,129	\$21,185,882
Average cost of works per permit issued	\$175,983	\$124,180	\$154,067	\$590,280	\$1,298,041
<b>Processing times</b>					
Average gross days to Responsible Authority determination	158	161	160	118	98
Median processing days to Responsible Authority determination	88	90	89	63	54
Completed within sixty days	60%	35%	47%	73%	77%

Reviews at the Victorian Civil and Administrative Tribunal

Currently under review: 1

	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year
<b>Total determinations</b>	0	0	NA	0	0
<b>Processing times</b>					
Average gross days to determination	0	0	NA	0	0
Median processing days to determination	0	0	NA	0	0

Planning Permit Activity in Victoria Online

Page 2 of 3

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
<b>Applications with:</b>					
Public notice	<a href="#">10</a>	<a href="#">11</a>	<a href="#">21</a>	21	7
Further information	<a href="#">4</a>	<a href="#">10</a>	<a href="#">14</a>	18	6
Referrals	<a href="#">14</a>	<a href="#">12</a>	<a href="#">26</a>	26	9
Submissions	<a href="#">6</a>	<a href="#">3</a>	<a href="#">9</a>	30	1
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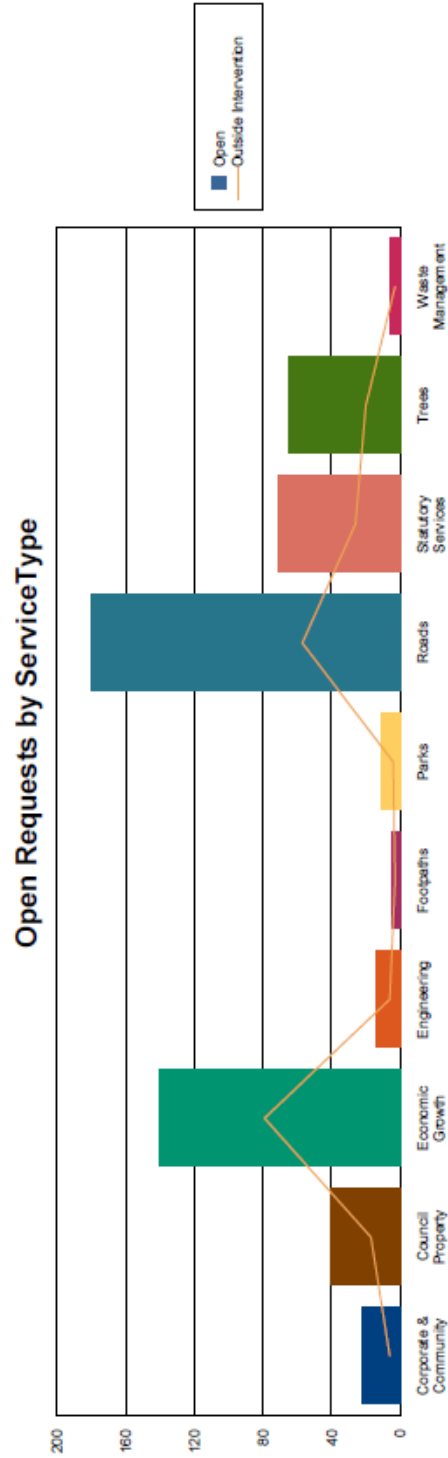
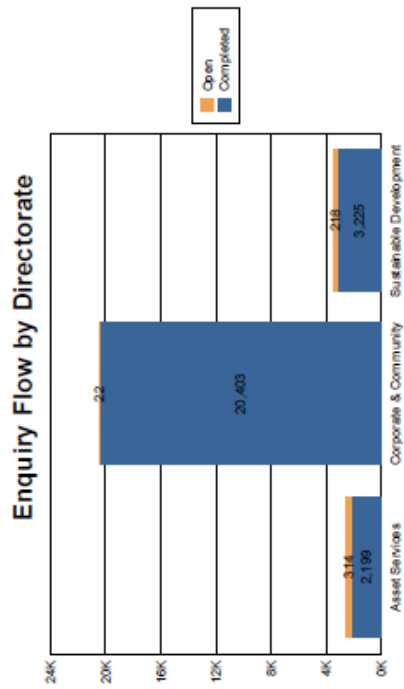
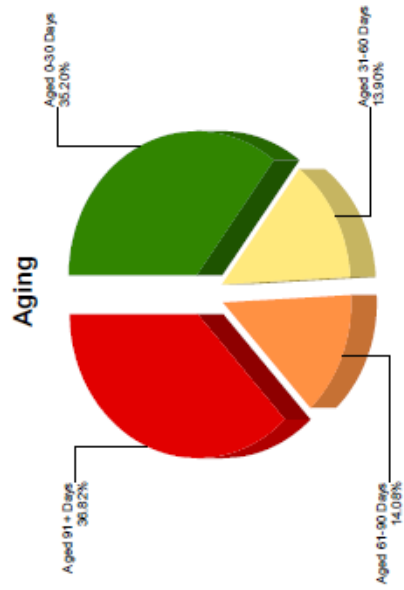
	This Month	Last Month	% Change	Financial Year to Date	Same Time Last Financial Year
<b>Total determinations</b>	<a href="#">0</a>	<a href="#">0</a>	NA	<a href="#">0</a>	<a href="#">0</a>
<b>Processing times</b>					
Average gross days to determination	0	0	NA	0	0
Median processing days to determination	0	0	NA	0	0

**CONFIRM CUSTOMER ENQUIRY FLOW**  
**- REPORT FOR SEPTEMBER 2013**

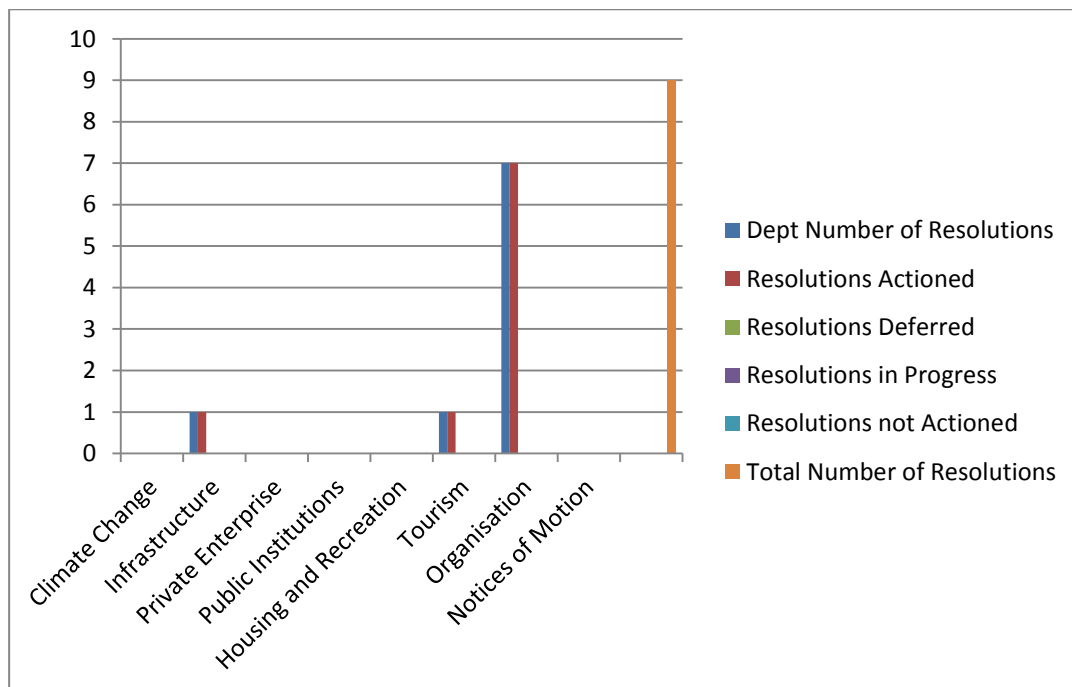


Service Type	Logged		Open		September		2013-2014		Aged		Aged 91+	Open Outsid Intervention
	Total	Open	September	Open	2013-2014	2013-2014	0-30	31-60	61-90			
<b>Corporate &amp; Community</b>	20,425	22	1,915	14	5,315	18	14	4	0	4	4	6
<b>Council Property</b>	390	40	35	15	123	26	15	5	6	14	14	17
<b>Economic Growth</b>	1,656	140	166	61	490	113	61	22	29	28	28	79
<b>Engineering</b>	114	14	13	4	43	11	4	5	2	3	3	6
<b>Footpaths</b>	45	5	4	0	13	2	0	1	1	3	3	3
<b>Parks</b>	70	11	4	2	16	7	2	2	3	4	4	4
<b>Roads</b>	1,387	180	110	46	415	91	46	22	23	89	89	57
<b>Statutory Services</b>	1,616	71	125	35	407	50	35	10	5	21	21	26
<b>Trees</b>	278	65	18	15	48	28	15	4	9	37	37	20
<b>Waste Management</b>	400	6	23	3	61	5	3	2	0	1	1	3
	<b>26,381</b>	<b>554</b>	<b>2,413</b>	<b>195</b>	<b>6,931</b>	<b>351</b>	<b>195</b>	<b>77</b>	<b>78</b>	<b>204</b>	<b>204</b>	<b>221</b>

Corporate & Community	Council Property	Economic Growth	Engineering	Footpaths	Parks	Roads	Statutory Services	Trees	Waste Management
CS Answered General Home Modifications	Council Property Council Property Pest Control Public Art Public Lighting Saleyards Sign	Events Planning Sub Divisions	Engineering Engineering	Footpaths Footpaths Furniture Road/Street/Footpaths	Park/Reserve Playground State Forrest/National Park	Bridges Drainage Emergency Call Out Naturestrip Roads Traffic Lights	Building Animals - Domestic Animals - Other Environment Protection Environmental Health Fire Grants Incident Infringement Review Local Laws Marine Safety Private Prop & Rural Roadside	Tree	Waste Management Waste Mngmt & Recycli



**ACTIONING OF COUNCIL RESOLUTIONS**  
**COUNCIL MEETING – SEPTEMBER 2013**





**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
30 September 2013**

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

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

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

Period of Review	Policy Name	Policy Number	Outcome
<i>There were several Policies reviews in the September / October period, and these are reported in Items 9.7.1 to 9.7.6</i>			

## **RECORDS OF ASSEMBLIES OF COUNCILLORS**

### **For period 9 September to 4 October 2013**

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:** 10 September 2013

**Time:** 10.00 a.m. – 5.00 p.m.

**Attendees:**

Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Patrick Storer  
Graeme Williams  
Robin Weatherald

Officer/s

Chief Executive Officer  
Acting Director, Asset Services  
Director, Corporate and Community  
Director, Sustainable Development  
Manager, Organisational Development

Apologies

Councillor Alister Purbrick  
Director, Asset Services

Matters discussed:

Declarations of Interest

Councillors Confidential Discussions – Chief Executive Officer Review

1. Updated Policies Briefing
2. Community Engagement Presentation
3. Planning Agenda Review
4. Assembly of Councillors
  - 4.1 Mayor & Chief Executive Officer Meeting Update / Other
  - 4.2 Councillors Meetings Attendances
  - 4.3 Matters raised by Councillors
  - 4.4 Gerard Maher visit to Kurdistan / Presentation Pack
  - 4.5 Business Enterprise Euroa (BEE) – Membership and Advertising
  - 4.6 Violet Town RSL – update / follow-up to recent meeting with Councillors
  - 4.7 Flood Mitigation
  - 4.8 Proposed/suggested Workshop for Councillors
  - 4.8 Cr Weatherald  
Road Management Plan – suggested amendments, etc
  - 4.9 E58 – Outcomes of surveys
5. Planning Committee
6. E58 – meeting with Tree Group

## 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:** 17 September 2013

**Time:** 4.00 p.m. – 7.00 p.m.

### **Attendees:**

#### Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Patrick Storer  
Graeme Williams  
Robin Weatherald

#### Officer/s

Chief Executive Officer  
Acting Director, Asset Services  
Director, Corporate and Community  
Director, Sustainable Development  
Manager, Organisational Development

#### Apologies

Councillor Alister Purbrick  
Director, Asset Services

### Matters discussed:

#### Declarations of Interest

1. Agenda Review
2. Assembly of Councillors
  - 2.1 Mayor & Chief Executive Officer Meeting Update / Other
  - 2.2 Councillors Meetings Attendances
  - 2.3 Matters raised by Councillors
  - 2.4 Council Elections October 2012 – VEC Non-Voters / Infringement Notices
  - 2.5 Euroa Genealogical and Historical Society – invitation to attend Annual General Meeting
  - 2.6 IT Training
  - 2.7 Funding Cut – Regional Development Australia
    - Nagambie Main Street - \$172,000
    - Euroa Saleyards - \$100,000
3. Council Meeting

## Record of Assembly of Councillors

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

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

**Name of Meeting:** Councillors Forum

**Date of Meeting:** 24 September 2013

**Time:** 11.30 a.m. – 5.30 p.m.

### **Attendees:**

#### Councillors

Debra Swan  
Colleen Furlanetto  
Malcolm Little  
Patrick Storer  
Graeme Williams  
Robin Weatherald

#### Officer/s

Chief Executive Officer  
Director, Corporate and Community  
Director, Sustainable Development  
Manager, Organisational Development

#### Apologies

Councillor Alister Purbrick  
Director, Asset Services  
Acting Director, Asset Services

### Matters discussed:

#### Declarations of Interest

1. Councillors only Discussion
2. Media Open Question Time Session
3. Planning Regulations Update
4. Australia Day / Banner poles design / Euroa Hub
5. Road Naming – review on next round of naming/s
6. Assembly of Councillors
  - 6.1 Mayor & Chief Executive Officer Meeting Update / Other
  - 6.2 Councillors Meetings Attendances
  - 6.3 Matters raised by Councillors
  - 6.4 Euroa Cricket Club request for the Shire Bus
  - 6.5 Euroa Showgrounds Committee – endorsement of use of Showgrounds for location of hard cricket wicket
7. Health Plan
8. Policies Review
9. Special Council Meeting – Financial Report, Standard Statements and Performance Statement

**Record of Meetings of Section 86 Committees of Council**  
**Minutes of Meetings received in the September/October 2013 Period**

<b>Name of Committee</b>	<b>Date of Meeting</b>

**10. NOTICES OF MOTION**

**11. CLOSURE OF MEETING TO THE PUBLIC**

**12. URGENT BUSINESS**

***CRS FURLANETTO/WEATHERALD –***

**That Council endorse the admittance of the following item -**

***That the Chief Executive Officer provide a report to Council on the purpose of the working groups' membership / governance, etc.***

138/13

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

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.48 P.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date