

# Agenda

## For the Ordinary Council Meeting

**Location:** Council Chambers, Municipal Offices  
62-68 Ovens Street, Wangaratta

**Date:** Tuesday, 28 July 2020

**Time:** 6PM



RURAL CITY OF  
**WANGARATTA**

Brendan McGrath  
Chief Executive Officer



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## Rural City of Wangaratta Live Stream

Clause 91(4) of the Governance and Meeting Conduct Local Law provides the following:

*“This public meeting is being recorded to improve access to the meeting for our community. The recording will be published and will be retained by Council in accordance with Council’s legal obligations. As a visitor in the public gallery, your presence may be recorded.”*

### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

*We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders past, present and emerging and to Elders from other communities who may be here today.*

### 2. OPENING PRAYER

*Almighty God, we humbly ask thee to bless and guide this council in its deliberations so that we may truly preserve the welfare of the people whom we serve. Amen*

### 3. PRESENT

### 4. ABSENT

### 5. ACCEPTANCE OF APOLOGIES & GRANTING OF LEAVE OF ABSENCE

## ORDER OF BUSINESS

### 6. CITIZEN CEREMONY

### 7. CONFIRMATION OF MINUTES

#### RECOMMENDATION:

***That Council read and confirm the Minutes of the Ordinary Meeting of 23 June 2020 and the Special Meeting of 30 June 2020 as a true and accurate record of the proceedings of the meetings.***

### 8. CONFLICT OF INTEREST DISCLOSURE

In accordance with sections 77A, 77B, 78 and 79 of the *Local Government Act 1989* Councillors are required to disclose a ‘*conflict of interest*’ in a decision if they would receive, or could reasonably be perceived as receiving, a direct or indirect

financial or non-financial benefit or detriment (other than as a voter, resident or ratepayer) from the decision.

**Disclosure must occur immediately before the matter is considered or discussed.**

**9. RECEPTION OF PETITIONS**

**10. HEARING OF DEPUTATIONS**

**PRESENTATION OF REPORTS**

**11. COUNCILLOR REPORTS**

Nil

**OFFICERS' REPORTS**

**12. EXECUTIVE SERVICES**

Nil

### 13. CORPORATE SERVICES

#### 13.1 REVISED APPOINTMENT TO COUNCIL COMMITTEES POLICY

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/1083

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Executive Summary**

The introduction of the *Local Government Act 2020* (Act) requires revision of the Appointment to Council Committees Policy (Policy) to reflect administrative changes in related provisions and terminology in the Act.

This report is presented to Council to consider the adoption of an amended policy.

#### **RECOMMENDATION:**

***That Council adopts the Appointment to Council Committees Policy (Attachment 2) and revokes the previous version.***

#### **Background**

The Act has introduced new provisions and terminology for Council committees which commenced on 1 May 2020 replacing section 86 of the *Local Government Act 1989*. As a result, terminology and legislative references in the policy need to be updated.

The policy is a major council policy. Its review is governed by the Major Council Policy Consultation Local Law 2016. However, a review of the policy under the provisions of the local law is not required if the changes proposed are minor amendments such as those of an insubstantial, administrative or minor editorial nature, and does not alter its purpose or outcomes or impact on related policies or stakeholders to whom the policy applies.

The changes proposed in this revision do not change the purpose or intent of the policy. The changes merely reflect administrative changes in related provisions and terminology in the Act.

**Implications****Policy Considerations**

The policy will be updated to reflect the requirements and terms of the Act. A marked up version of the old policy is provided to assist understanding of the changes (**Attachment 1**).

A new policy format version incorporating the changes is recommended for adoption (**Attachment 2**).

**Financial/Economic Implications**

There are no financial or economic implications identified for the subject of this report.

**Legal/Statutory**

The policy's legislative references will accurately reflect the Act.

**Social**

There are no social impacts identified for the subject of this report.

**Environmental/Sustainability Impacts**

There are no environmental or sustainability impacts identified for this subject of this report.

**Council Plan**

This report supports the Council Plan strategic objective of having a sustainable organisation.

**Risk Management**

There are no significant risks associated with the subject of this report.

**Consultation/Communication**

Community consultation is not required in relation to the minor administrative changes in provisions and terminology related to the Act.

**Options for Consideration**

There are no alternatives to the recommendation given the legislative changes affecting the policy.

**Conclusion**

The policy requires updating to reflect changes in the Act. The proposed amended policy recommended for adoption achieves this objective.

**Attachments**

- 1 Marked up Appointment to Committees of Council Policy [↓](#)
- 2 Appointment to Council Committees Policy [↓](#)

### 13.2 REVISED INSTRUMENT OF DELEGATION FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/1087

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Executive Summary**

The introduction of the *Local Government Act 2020* (Act) requires revision of the Instrument of Delegation from Council to the Chief Executive Officer (Instrument) to reflect administrative changes in related provisions in the Act.

This report is presented to Council to consider the adoption of an amended instrument.

#### **RECOMMENDATION:**

***In the exercise of the power conferred by section 11(1)(b) of the Local Government Act 2020 (the Act), the Wangaratta Rural City Council (Council) resolves that:***

- 1. There be delegated to the person holding the position, or acting in or performing the duties of Chief Executive Officer, the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (Instrument), (Attachment 2), subject to the conditions and limitations specified in that instrument.***
- 2. The instrument comes into force immediately and the common seal of Council is affixed to the instrument.***
- 3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked, other than the Chief Executive Officer - Emergency Delegations instrument adopted by Council resolution at the 5 May 2020 ordinary meeting of Council.***
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

## **Background**

The Act has introduced new provisions for Council delegations which commenced on 1 May 2020 replacing section 98 of *the Local Government Act 1989*. As a result, legislative references, conditions and limitations in the instrument need to be updated.

The changes proposed in this revision do not change the approach of the original instrument. The changes merely reflect legislative changes required by the Act.

## **Implications**

### **Policy Considerations**

The instrument will be updated to reflect the requirements and provisions of the Act. A marked-up version of the original instrument is provided to assist understanding of the changes (**Attachment 1**).

A new instrument format version incorporating the changes is recommended for adoption (**Attachment 2**).

### **Financial/Economic Implications**

The power to borrow money has not been delegated as it is a power that cannot be delegated by the Council under section 11(2)(l) of the Act.

The power to declare general rates, municipal charges, service rates and charges and special rates and charges has not been delegated as it is a power that cannot be delegated by the Council under section 11(2)(m) of the Act.

### **Legal/Statutory**

The instrument's legislative references, conditions and limitations will accurately reflect the requirements of the Act.

### **Social**

There are no social impacts identified for the subject of this report.

### **Environmental/Sustainability Impacts**

There are no environmental or sustainability impacts identified for this subject of this report.

## **Council Plan**

This report supports the council plan strategic objective of having a sustainable organisation.

**Risk Management**

There are no significant risks associated with the subject of this report.

**Consultation/Communication**

Community consultation is not appropriate in relation to legislative changes required by the Act.

**Options for Consideration**

Council may choose to suggest alternative or additional changes. Leaving the instrument unchanged is not an option as it would not comply with the requirements of the Act.

**Conclusion**

The instrument requires updating to reflect changes in the Act. The proposed amended instrument recommended for adoption achieves this objective.

**Attachments**

- 1 Marked up Instrument of Delegation Council to CEO [↓](#)
- 2 Instrument of delegation from Council to the CEO [↓](#)



### 13.3 ICT STRATEGY TENDER AWARD - SOFTWARE LICENCE CONTRACT

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Manager Customer, Digital & Transformation Services  
**File No:** IC20/1126

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Executive Summary**

This report is presented to Council to award contract for the Microsoft Enterprise Agreement.

As part of the ICT Strategy, the project will ensure deployment of Microsoft 365 technologies to enable improved productivity, collaboration, mobility, business intelligence and perhaps most importantly, a secure experience.

#### **RECOMMENDATION:**

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

- 1. Awards contract for the Microsoft Enterprise Agreement to WINC;***
- 2. Authorises the Chief Executive Officer to sign and seal documents for the Microsoft Enterprise Agreement; and,***
- 3. Discloses the contract price for the Microsoft Enterprise Agreement.***

#### **Background**

In October 2019 the ICT Strategy was commissioned, following an extensive Business Health Check across the organisation. The strategy will guide Council's efforts to achieve the desired digital transformation. Digital transformation is one of Council's top priorities and achieving that priority will help us better meet changing and growing Customer and Council business expectations and need.

The ICT Strategy's five-year road map identified 11 critical strategic initiatives and provides a timeline for implementation of 28 'must do' actions. One of the critical strategic initiatives is the deployment of Microsoft Office 365 technologies to support all aspects of Council businesses and functions.

Based on the extensive ICT Strategy health check across the organisation, it was identified that Council's initial deployment of Microsoft Office 365 excluded 172 current staff and failed to adequately implement key functionality which resulted in

significant loss of productivity through rework and work arounds associated to data and record handling.

As part of the ICT Strategy, the re-implementation of Microsoft 365 E5 combines best-in-class productivity apps with advanced security, compliance, voice and analytical capabilities.

- Extend identity and threat protection with integrated and automated security to help stop damaging attacks.
- Bring together information protection and advanced compliance capabilities to protect and govern data while reducing risk.
- Get audio conferencing and calling capabilities in the cloud to enable full functionality of TEAMS.
- Benefit from Power BI capabilities that are helping RCoW to realize significant business value from our data.
- Build resilience and minimise disaster disruption and recovery risks.

To comply with procurement requirements, Council engaged the MAV's Information Technology panel contract and secured three quotes based on defined business specifications.

The Microsoft Enterprise Agreement engagement was open from 12 June 2020 to 26 June 2020 (closed at 5:00pm).

At close, Council received three submissions.

The tender evaluation team included the Business Systems Coordinator, Business Systems Officer, IT Systems Coordinator, IT Support Officer and Manager – Customer, Digital and Transformation Services.

### **Implications**

#### **Policy Considerations**

Adherence to council's Procurement Policy.

#### **Financial/Economic Implications**

The 2020/21 software maintenance/operational budget coupled with the decommissioning of a number of software tools provisions for the \$779,017.45 costs associated to the Microsoft Enterprise Agreement.

#### **Legal/Statutory**

There are no legal/statutory implications identified for the subject of this report.

#### **Social**

There are no social impacts identified for the subject of this report.

## **Environmental/Sustainability Impacts**

There are no environmental/ sustainability impacts identified for this subject of this report.

## **2017 – 2021 Council Plan (2020 Revision)**

This report supports the 2017-2021 Council Plan:

### **Goal**

We are Sustainable

#### **We will:**

- Ensure our long-term viability and capacity to deliver quality services and infrastructure
- Do things better, improve our environmental and economic impact, and create lasting benefits

#### **We will plan and make decisions for the future:**

We will provide enabling systems to support excellent customer service, staff engagement, communication, collaboration and business needs.

## **Strategic Links**

### **a) Rural City of Wangaratta 2030 Community Vision**

N/A

### **b) Other strategic links**

RCOW ICT Strategy

## **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Timeframe and achieving the proposed re-implementation of Microsoft 365	Minor (2)	Moderate (3)	5	Project Plan
Unsatisfactory quality of Microsoft 365 deployment	Minor (2)	Minor (2)	4	User Testing Plan
Staff concerns	Minor (2)	Moderate (3)	5	Communication Plan
Disruption to Council Business	Minor (2)	Moderate (3)	5	Risk Management Plan

**Consultation/Communication**

During the development of the ICT strategy and the ICT health check, significant consultation took place through the RCOW business, with workshops held with representatives from all business areas.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

**Options for Consideration**

1. To award the contract for Microsoft Software Licences as recommended;
2. To request a re-tender for Microsoft Software Licences with proposed changes requested to tender scope or quality requirements.

**Conclusion**

This project will enable improved productivity, collaboration, mobility, business intelligence and perhaps most importantly, a secure experience. Following the comprehensive evaluation of tenders against the pre-determined evaluation criteria and weightings, WINC scored the highest and offer value for money.

**Attachments**

- 1 Microsoft Enterprise Agreement - Evaluation Report - Confidential

### 13.4 ICT STRATEGY TENDER AWARD - IT HARDWARE CONTRACT

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Manager Customer, Digital & Transformation Services  
**File No:** IC20/1129

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Executive Summary**

This report is presented to Council to award contract C25489 – IT End User Hardware Replacement.

As part of the ICT Strategy, the project will refresh Council's desktops, laptops and tablets with more fit for purpose devices to enable improved productivity, mobility, and a secure experience.

#### **RECOMMENDATION:**

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

- 1. Awards contract C25489 – IT End User Hardware Replacement to Computer Systems Australia (CSA);***
- 2. Authorises the Chief Executive Officer to sign and seal documents for C25489 – IT End User Hardware Replacement; and,***
- 3. Discloses the contract price for C25489 – IT End User Hardware Replacement.***

#### **Background**

In October 2019 the ICT Strategy was commissioned, following an extensive Business Health Check across the organisation. The strategy will guide Council's efforts to achieve the desired digital transformation. Digital transformation is one of Council's top priorities and achieving that priority will help us better meet changing and growing Customer and Council business expectations and need.

The ICT Strategy's five-year road map identified 11 critical strategic initiatives and provides a timeline for implementation of 28 'must do' actions.

One of the critical strategic initiatives is the development of Strategic Asset Management Plans for ICT Assets and through these plans ensure adequate assets replacement programs are in place.

Based on a recently conducted ICT Assets Audit, it was identified that Council's current staff devices are outdated and lack critical functionality such as native 4G functionality and adequate battery life which limit field staff's ability to work remotely resulting in significant loss of productivity through rework and work arounds associated to multiple handling of data and records. In addition, due to the age of the fleet, a growing number of devices are failing with increased regularity and require continual repair and maintenance.

Tenders for C25489 – IT End User Hardware Replacement were advertised as follows:

<b>Advertisement</b>	<b>Date</b>
Eprocure	13 May 2020

Tenders closed at 5:00pm on 27 May 2020.

There were 12 tenders received.

The tender evaluation team included the IT Systems Coordinator, IT Support Officer and Manager – Customer, Digital and Transformation Services.

### **Implications**

#### **Policy Considerations**

Adherence to Council's Procurement Policy.

#### **Financial/Economic Implications**

The 2020/21 IT systems/operational budget and ICT Strategy capital budget have provisioned for \$583,210 costs associated to the IT End User hardware fleet.

#### **Legal/Statutory**

There are no legal/statutory implications identified for the subject of this report.

#### **Social**

There are no social impacts identified for the subject of this report.

#### **Environmental/Sustainability Impacts**

There are no environmental/ sustainability impacts identified for this subject of this report.

## **2017 – 2021 Council Plan (2020 Revision)**

This report supports the 2017-2021 Council Plan:

### **Goal**

We are Sustainable

#### **We will:**

- Ensure our long-term viability and capacity to deliver quality services and infrastructure
- Do things better, improve our environmental and economic impact, and create lasting benefits

#### **We will plan and make decisions for the future:**

- We will provide enabling systems to support excellent customer service, staff engagement, communication, collaboration and business needs.

### **Strategic Links**

#### **a) Rural City of Wangaratta 2030 Community Vision**

N/A

#### **b) Other strategic links**

RCOW ICT Strategy

### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Timeframe and achieving the proposed ICT End User Hardware Replacement	Minor (2)	Moderate (3)	5	Project Plan
Unsatisfactory quality of new ICT hardware deployment	Minor (2)	Minor (2)	4	User Testing Plan
Staff concerns	Minor (2)	Moderate (3)	5	Communication Plan
Disruption to Council Business	Minor (2)	Moderate (3)	5	Risk Management Plan

**Consultation/Communication**

During the development of the ICT strategy and the ICT Hardware Audit, significant consultation took place through the RCOW business, with workshops held with representatives from all business areas.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

**Options for Consideration**

1. To award the contract for IT End User Hardware as recommended;
2. To request a re-tender for the IT End User Hardware with proposed changes requested to tender scope or quality requirements.

**Conclusion**

This project will bring Council's ICT assets up to date with modern functionality to enable improved staff productivity and mobility. Following the comprehensive evaluation of tenders against the pre-determined evaluation criteria and budget constraints, it is recommended that the tender be awarded to CSA as representing the best value for money option for council.

**Attachments**

- 1 C25489 IT End User Hardware Replacement - Evaluation Report - Confidential



## 14. COMMUNITY WELLBEING

### 14.1 COUNCIL COMMITTEES

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Executive Assistant Community Wellbeing  
**File No:** IC20/986

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### Executive Summary

This report is presented to Council to seek endorsement for nominations of community members to represent a number of Special Committees of Management (COM) where representatives are new or re-nominating upon expiry of their term on a COM.

In accordance with the staggered process which is undertaken each year, nominations for special committees have been called for the Bowmans-Murmungee Hall & Tennis Reserve, Carboor Soldiers Memorial Hall & Reserve, Edi Upper Public Hall & Reserve, Eldorado Memorial Hall, Everton Public Hall & Sports Complex, and Old Murmungee Hall.

The Special Committees of Council have been delegated by Council the responsibility to manage, promote and maintain the facilities under their control.

#### **RECOMMENDATION:**

***That Council:***

***Appoints representatives to the following Section 86 Special Committees of Management:***

- ***Bowmans-Murmungee Memorial Hall and Tennis Reserve;***
- ***Carboor Soldiers Memorial Hall and Recreation Reserve;***
- ***Edi Upper Public Hall and Recreation Reserve;***
- ***Eldorado Memorial Hall;***
- ***Everton Public Hall and Sports Reserve; and***
- ***Old Murmungee Hall***

#### Background

Council has 15 COMs established under Section 86 of the *Local Government Act 1989* (the Act) for the purpose of managing and controlling activities at Council owned/managed facilities. Section 86 of the Act provides that Council may delegate certain functions, duties or powers to a COM and remains in force until 1 September 2020.

From 2 September 2020 the COMs (with the exception of Friends of Lacluta) will transition to Community Asset Committees as required by the Local Government Act (2020). This will be the subject of a Council Report in August 2020.

Committee of management nominees serve limited terms based on the requirements of the Instrument of Delegation. All committee charters establish a minimum required number of positions but allow for larger membership if there is an interest from community members to serve. These nominations represent either new nominees resulting from resignations, re-nominations due to membership terms expiring or additional interest from local community members.

When membership terms expire the nomination process is advertised in local media, through rural newsletters and via community word-of-mouth.

Nominations for the Section 86 committees are completed on an approved form which requests the reasons which have motivated the nomination and the provision of previous experience.

### **Implications**

#### **Policy Considerations**

Council's policy 'Appointment to Council Committees' applies to this matter. At its discretion, where there are more nominations than vacancies and the nominees address the requirements of the relevant COM, Council may appoint a number of members to the committee greater than that specified in the Instrument of Delegation.

#### **Legal/Statutory**

Council must make formal appointments to Section 86 Special Committees as required by the Act. The appointment of members to Special Committees by formal resolution of Council ensures that the powers, functions and duties delegated to these COM's are able to be exercised legally.

#### **Social**

Closer links between Council and COM's create greater awareness of the needs of the community and of the facilities being managed on Council's behalf. The responsibilities delegated to the COM's promote the exchange of information between the committee and Council. Promotion of the facility by the COM facilitates increased community use.

#### **Environmental/Sustainability Impacts**

There are no environmental/ sustainability impacts identified for this subject of this report.

## **2017 – 2021 Council Plan (2020 Revision)**

This report supports the Council Plan:

### **We are sustainable:**

We will focus on our business, by ensuring that we have the processes in place to support our community groups and committees to be viable and sustainable.

### **We are established:**

We will plan, research and advocate for the future, on behalf of our groups and committees to ensure that they have the resources and knowledge to do the things they need to do.

## **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Governance risk associated with the delegation of Council powers to a committee	Possible	Moderate	Medium	The appointment of members by a formal resolution of the Council reduces governance risks by ensuring that all members appointed to a committee are covered by Council's public liability insurance

## **Consultation/Communication**

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Keep informed	Emails/Newsletters/Media advertisements
Consult	Listen and acknowledge	Council will consult with the committees prior to making decisions that relate to facilities.
Involve	Work with the respective committees to obtain feedback	Committees provide an important source of feedback for Council to manage these facilities and provide relevant

		information pertaining to the community.
Collaborate	Feedback will be incorporated into decisions as far as possible	Council collaborates with its committees prior to making decisions that relate to facilities
Empower	Implementation in conjunction with the relevant committees	Committees have delegated powers to make decisions in relation to the day-to-day management of the facilities.

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

### **Conclusion**

Council has reviewed the nominations received for the appointment of members to the relevant COM's. Endorsing this report will delegate the management, function and duties of the activities and facilities under the COM's and will uphold Council's requirements under the current Act.

### **Attachments**

- 1 Nominations to Council Committees - Confidential

## 14.2 COMMUNITY GRANTS - MINOR CATEGORY

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Community & Recreation Officer  
**File Name:** Community Grants Minor Category  
**File No:** IC20/1157

The following Council officers and contractors have provided advice in relation to this report and have disclosed a conflict of interest regarding the matter under consideration:

**Community Grants Assessment Panel Member:**

OAM Ken Clarke – Councillor

**Executive Summary**

This report is presented to Council to provide recommendations in relation to the 2019/2020 Community Grants Minor Category.

Council's Projects and Recreation Department received 30 applications with a total funding request of \$109,115.60.

The applications were assessed by officers from the Projects and Recreation team to determine eligibility and were then ranked into high, medium and low value projects (according to their alignment with the grant criteria). Applications were assessed by an assessment panel made up of the following:

- The Mayor;
- One Councillor;
- The Director Community Wellbeing;
- The Projects and Recreation Coordinator; and
- One community member (Citizen of the Year).

The 2020/2021 Council Budget allocated \$30,000 towards the Community Grants Program. The Community Grants Assessment Panel have recommended ten projects for funding in the minor category to the value of \$29,850, leaving a balance of \$150. Additionally, the Community Grants Assessment Panel have recommended five projects for funding through Council's Rural Placemaking budget to the value of \$18,576.

**RECOMMENDATION:**

- 1. That Council awards the total of \$29,850 to fund the following projects as part of the 2019/2020 Community Grants Program – Minor Category.**

Group/organisation	Project Name	Recommended Funding Amount
Boorhaman Golf Club	Clean, Dry and Work Friendly	\$3,500
Jubilee Golf Club	Refurbishment of Clubhouse Kitchen	\$3,500
Myrrhee Primary School	Myrrhee Community Bus	\$2,500
Sing Australia Wangaratta Group	We'd Like to Teach the World to Sing	\$1,500
Wangaratta District Men's Shed Inc	Men's Shed Safety	\$3,200
Wangaratta Landcare and Sustainability Inc	Mullinmur Billabongs Learning Centre	\$5,000
Wangaratta Players Theatre Company	Re-carpet Audience Tiered Seating Area	\$3,000
Wangaratta Repair Cafe	Tool Trailer for the Wangaratta Repair Café	\$2,500
Wangaratta Scout Group	OZ Trail Family 12 Tent	\$3,200
Whitfield and District Golf Club	Emergency First Aid Automatic Electronic Defibrillator (AED)	\$1,950

- 2. That Council awards the total of \$18,576 to fund the following projects through the Rural Placemaking budget.**

Group/organisation	Project Name	Recommended Funding Amount
Edi Upper Hall & Recreation Reserve Committee	Keeping Cool When It's Hot and Warm When It's Not	\$5,000
Everton Hall and Sport Complex Committee	Gallery Picture Rail System for Hanging Historical Photographs	\$500
Myrrhee Soldiers Memorial Hall	Improving Access for Recreation in the Myrrhee Community	\$5,000
Tarrowingee Community Hall Committee of Management	Heating and Cooling Upgrade	\$4,000
Whitfield Recreation Reserve Committee of Management	Light and Easy	\$4,076

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## **Background**

Each year Council's Community Grants Program provides financial assistance to local not-for-profit community groups and organisations for the development of projects that will enhance the social, cultural and environmental experience for residents of the Rural City of Wangaratta.

The Community Grants Program is promoted to community groups and not-for-profit organisations through a range of communication methods such as:

- Emails;
- Rural City Connections Page (Wangaratta Chronicle);
- Social Media;
- Rural Community Newsletters; and
- Community Grants Roadshow

The Rural City of Wangaratta 2019/2020 Community Grants Program Minor Category was open to applicants between 17<sup>th</sup> January – 28<sup>th</sup> February 2020. During this time, Council Officers hosted the Community Grants Roadshow, providing future applicants with assistance to develop their projects and complete the application process. Thirty applications were received, with 16 submitted from the rural communities and 14 submitted from urban Wangaratta.

Applications were initially assessed by Council Officers from the Projects and Recreation team to determine eligibility and were then ranked into high, medium and low value projects, according to their alignment with the grant criteria.

The Community Grants Assessment Panel members had just commenced their assessment when the impact of COVID-19 became apparent in Australia. Assessment of the grants was put on hold indefinitely and all applicants were notified.

\$30,000 was allocated to the Community Grants Minor Category in the 2020/2021 Council budget and throughout June and July 2020 the Community Grants assessment was completed. Applicants were updated on the new timeframe for the Community Grants Program and were asked to confirm their capacity to deliver their project despite the impact of COVID-19 and desire to continue with their application.

The Community Grants Assessment Panel have recommended ten projects for funding in the minor category to the value of \$29,850. Additionally, the Community Grants Assessment Panel have recommended five projects for funding through Council's Rural Placemaking budget to the value of \$18,576.

Upon endorsement of the 2019/2020 Community Grants Minor Category, successful and unsuccessful applicants will be notified. A listing of the successful applicants will be promoted through local media, newsletters and Council's website.

**Table 1 – Recommended successful applications for 2019/2020 Community Grants Program Minor Category and cumulative funding total.**

<b>Group/organisation</b>	<b>Project Name</b>	<b>Recommended Funding Amount</b>	<b>Cumulative Total</b>
Boorhaman Golf Club	Clean, Dry and Work Friendly	\$3,500	\$3,500
Jubilee Golf Club	Refurbishment of Clubhouse Kitchen	\$3,500	\$7,000
Myrrhee Primary School	Myrrhee Community Bus	\$2,500	\$9,500
Sing Australia Wangaratta Group	We'd Like to Teach the World to Sing	\$1,500	\$11,000
Wangaratta District Men's Shed Inc	Men's Shed Safety	\$3,200	\$14,200
Wangaratta Landcare and Sustainability Inc	Mullinmur Billabongs Learning Centre	\$5,000	\$19,200
Wangaratta Players Theatre Company	Re-carpet Audience Tiered Seating Area	\$3,000	\$22,200
Wangaratta Repair Cafe	Tool Trailer for the Wangaratta Repair Café	\$2,500	\$24,700
Wangaratta Scout Group	OZ Trail Family 12 Tent	\$3,200	\$27,900
Whitfield and District Golf Club	Emergency First Aid Automatic Electronic Defibrillator (AED)	\$1,950	\$29,850

**Table 2 – Recommended successful applications for funding through the Rural Placemaking Project.**

<b>Group/organisation</b>	<b>Project Name</b>	<b>Recommended Funding Amount</b>	<b>Cumulative Total</b>
Edi Upper Hall & Recreation Reserve Committee	Keeping Cool When It's Hot and Warm When It's Not	\$5,000	\$5,000
Everton Hall and Sport Complex Committee	Gallery Picture Rail System for Hanging Historical Photographs	\$500	\$5,500
Myrrhee Soldiers Memorial Hall	Improving Access for Recreation in the Myrrhee Community	\$5,000	\$10,500
Tarrawingee Community Hall Committee of Management	Heating and Cooling Upgrade	\$4,000	\$14,500
Whitfield Recreation Reserve Committee of Management	Light and Easy	\$4,076	\$18,576



## **Implications**

### **Policy Considerations**

The Community Grants Program – Major Category is informed by Council's Community Grants Program Policy and Procedure (2015).

### **Financial/Economic Implications**

There are no financial or economic implications identified for the subject of this report.

	2020/2021 Approved Budget for this proposal \$	This Proposal \$	Variance to Approved Budget \$	Comments
Revenue/Income	30,000			
Expense		29,850		
Net Result			150	

### **Legal/Statutory**

There are no legal/statutory implications identified for the subject of this report.

### **Social**

The granting of funds to community groups achieves social outcomes that benefit our community. Other social implications relate to the impact unfunded projects may have on community initiatives and projects. All unsuccessful projects are supported to develop their projects and applications to strengthen future funding opportunities – both within Council and through other avenues. Assessment of project submissions takes into consideration the social impact of projects for communities.

### **Environmental/Sustainability Impacts**

A number of grants made will achieve environmental outcomes.

### **2017 – 2021 Council Plan (2020 Revision)**

This report supports the 2017-2021 Council Plan:

### **Key priorities**

#### **We will plan and make decisions for the future:**

- To ensure we are responding to the current and future recreational needs of our community and creating sustainable and quality recreation reserves throughout our municipality.

- By acknowledging our municipality as both rural and urban and developing a new vision together that reflects our future.
- For our community to have access to quality and exciting arts and cultural experiences.
- To assist the community to reduce their impact on the environment.
- In partnership with the right organisations we will make sure that everyone feels safe in their own homes, in their streets and in their communities.

**We will create and deliver:**

- A community grants program that supports the future of local community groups and organisations.
- Exceptional services and programs that help our families to be healthy, happy and connected.
- Opportunities that promote conservation and assistance to community groups to undertake conservation projects.
- Opportunities to assist the community to adopt sustainable building and living practises and to reduce energy and water use.

**The non-negotiables**

- Our community can access recreation facilities and programs. We can all lead an active and healthy lifestyle.
- Our rural communities are supported and recognised as significant contributors to the economic and social character of the municipality.
- Our team will make the best and most efficient use of Council's resources.

**What we do every day:**

- We talk to, inform and engage with the people who live, work and visit in our community.
- We acknowledge and recognise the diversity of our municipality and our landscape.
- We celebrate our diverse cultural heritage and the history of our place and people.

**Strategic Links****a) Rural City of Wangaratta 2030 Community Vision****b) Other strategic links****Rural City of Wangaratta Recreation Strategy**

RS 7.1.3 Encourage greater informal use of recreation reserves and facilities by:

- Promoting the availability of facilities for casual community access.
- Increasing the diversity of available opportunities such as nature walks/walking circuits, exercise stations, informal recreation opportunities for young people and older adults, seating/picnic facilities and play spaces.

RS 7.2.3 Work with key groups to establish and promote unstructured recreation opportunities for specific groups in the community.

## **Rural City of Wangaratta Municipal Public Health and Wellbeing Plan 2017 – 2021**

1.1.1 Build collaborative partnerships to support and contribute to whole of community actions to prevent family violence.

2.1.1 Promote and support accessible, affordable and inclusive opportunities for girls and women of all abilities and ages to be part of all elements of community life including sport, cultural, education, employment and leadership roles.

2.2.2 Provide free and accessible programs that enable men, women, young people and children of all abilities to enjoy and participate in cultural activities.

5.1.4 Ensure key community facilities, precincts and spaces are family friendly to ensure parents and carers can easily participate in community life.

5.2.4 Provide support to community groups and organisations that seek opportunities for innovation, collaboration and community participation.

5.3.2 Consider design in community and recreational precincts, facilities and spaces in a way that enhances safety and passive surveillance.

### **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Group's ability to provide committed cash/in-kind contribution.	3. Possible	2. Minor	Medium	Request detailed financials to support commitment.
Group's capacity to implement project with available volunteer capacity.	3. Possible	2. Minor	Medium	Continual monitoring throughout project implementation.

### **Consultation/Communication**

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Internal staff	Email, website
Consult	Internal and External stakeholders	Email, face-to-face
Involve	Roadshows	Face-to-face, phone
Collaborate	Eligible applicants	Email, face-to-face
Empower	Successful applicants	Letter, email, face-to-face

Officers believe that appropriate consultation has occurred and the matter is now ready for Council consideration.

Successful and unsuccessful applicants will be informed of Council's decision.

**Options for Consideration**

1. That Council endorse \$29,850 to fund ten projects as recommended as part of the 2019/2020 Community Grants Program Minor Category and \$18,576 to fund five projects as part of the Rural Placemaking project.
2. That Council reconsiders all submitted projects and re completes the assessment process.

**Conclusion**

With assessment now complete, projects for funding have been listed in this report for Council's consideration.

**Attachments**

Nil

## 15. INFRASTRUCTURE SERVICES

### 15.1 DRAFT WAREENA PARK MASTERPLAN

<b>Meeting Type:</b>	<b>Ordinary Council Meeting</b>
<b>Date of Meeting:</b>	<b>28 July 2020</b>
<b>Author:</b>	<b>Project Officer</b>
<b>File No:</b>	<b>IC20/570</b>

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### **Executive Summary**

This report is presented to Council to adopt the Wareena Park Masterplan.

Following a 28 day Public Exhibition period, which received 15 formal submission and 52 online responses. Council Offices are satisfied the appropriate community consultation has occurred and incorporated where possible into the final plan.

The Wareena Park Precinct is home to multiple sporting and community groups based around the Wareena Park Oval, Bowls Club and the Ed Tippet Pavilion.

The Masterplan will ensure the precinct is developed in a way that maximises outcomes for all users and ensures future investment is delivered in a strategic manner.

The Masterplan will focus on delivering key strategies to improve access and wayfinding, create a community hub and sports pavilion, provide play spaces and connect people to existing shared paths.

#### **RECOMMENDATION:**

***That Council adopts the Wareena Park Masterplan July 2020 version.***

#### **Background**

A key objective of this Masterplan is to identify a clear direction for the future use of the former Olympic Pool site. In 2015, Council endorsed the Wangaratta Aquatic Plan for the Future identifying the closure of the Olympic Pool, as the new outdoor pool at the Wangaratta Indoor Sports and Aquatic Centre was opened.

The Wareena Park Precinct is one of Council's key community and recreation precincts. Eight key user groups utilise the site for a range of recreation activities including cricket, football, lawn bowls and pipe band practise. The current site facilities, including the Ed Tippet Pavilion and sporting oval are in poor condition. Key users have identified the need for future improvements.

The Masterplan will ensure the future sport, recreation and community needs of the precinct are identified and developed in a way that maximises outcomes for all users.

### **Implications**

#### **Policy Considerations**

Rural City of Wangaratta Events & Attractions Strategy 2018-2023

- “Upgrade event venues across the municipality to encourage marquee events”. Rural City of Wangaratta Aquatic Plan for the Future

- “Plan for the future redevelopment of the Olympic Pool..... for appropriate recreational purposes in partnership with the community, that meet the needs of the local neighbourhoods and the wider community”.

#### **Financial/Economic Implications**

Council has committed \$75,000 (GST exclusive) in the 19/20 budget for the development of the Masterplan. The project will be delivered significantly under the forecast budget.

The Masterplan will allow Council to accurately plan and incorporate deliverables within Council’s 10-year Capital Works program. It will also provide Council with the opportunity to seek external funding.

The Wareena Park Masterplan will attract an ongoing economic benefit through regional sport including; Lawn Bowls, Cricket and Football. Provide an attractive rest area and facilities for tourists, including; over size car parking, an RV dump point, standalone satellite Visitor Information and wayfinding, in addition to shared path connections to our central business district area.

#### **Legal/Statutory**

There are no legal/statutory implications identified for the subject of this report.

#### **Social**

The Masterplan will assist to ensure Wareena park should be a welcoming and safe environment for all ages to enjoy formal and informal recreation.

A key aspect of the Masterplan is social interaction for all age groups via the inclusion of an intergenerational play area. Providing positive effects of both exercise and social interaction for all age groups.

The location of Wareena Park and its ability to connect with the CBD, waterways and the shared path network are all key drivers to act as a vital community hub.

## **Environmental/Sustainability Impacts**

There are no environmental/ sustainability impacts identified for this subject of this report.

## **2017 – 2021 Council Plan (2020 Revision)**

This report directly supports the 2017-2021 Council Plan action to “deliver Wangaratta Parklands Precinct Master Plan in 2019/2020”.

## **Goal**

We are inspired

## **The non-negotiables**

“Our commitment to communicate and engage with our community about local decision making in a way that is clear, accessible and easy to understand”.

## **Strategic Links**

### **a) Rural City of Wangaratta 2030 Community Vision**

“Wangaratta is a thriving regional centre, renowned for its high-standard housing, employment, retail businesses, industry, sports and recreation, culture and tourism”.

### **b) Other strategic links**

Rural City of Wangaratta Events and Attractions Strategy 2018 – 2023

- “Increase tourism through marquee live performance and sporting event attraction”
- “Upgrade event venues across the municipality to encourage marquee events”.

## **Risk Management**

Risks	Likelihood	Consequence	Rating	Mitigation Action
Community concerns closure Olympic Pool	3	2	5	<ul style="list-style-type: none"> <li>- Consultation undertaken as part of the Wangaratta Aquatic Plan for the Future.</li> <li>- Consultation undertaken as part of the masterplan development.</li> <li>- Public Exhibition period &amp; community consultation undertaken.</li> </ul>

## **Consultation/Communication**

Consultation played a vital role to provide valuable input to help shape the Masterplan.

The Masterplan affects both community members and key stakeholders as follows:

- Coronation Kindergarten
- Imperial Junior Football Club
- Kangaroos Junior Football Club
- King Valley Football and Netball Club
- Wangaratta District Junior Football League
- Wangaratta District Cricket Association
- Wangaratta City Pipe Band
- Wareena Park Bowls Club
- Sports North East
- Community and surrounding residents.

To ensure feedback was captured from key stakeholders and community members the following community consultation was undertaken:

- Three open community consultation sessions held in September 2019 with 45 participants.
- In December 2019, eight key stakeholders participated in a user survey to further explore their requirements.
- In March 2020, key user groups were invited to view the draft Masterplan prior to public exhibition and provided key feedback.

The draft Masterplan was endorsed for a 28-day Public Exhibition period. Community members and key stakeholders were informed via email, letter drops to surrounding residents, social media and Council's website.

During the public consultation period Council received 15 formal submissions and 52 responses via the online survey. Submissions received were overall supportive and identified the below main themes:

<b>Feedback Received</b>	<b>How will this be achieved?</b>
Inclusion of a Hockey Field	Further engagement will be undertaken outside of this plan to identify a more suitable & less occupied site.
Community Building occupancy requests.	Further engagement will occur outside of this plan to identify key users.
Relocation of the Visitor Information Centre (VIC).	The site will act as a standalone VIC, providing information signage on events & attractions.
Recognising significant trees	The final plan now reflects.
More elements such as seating, rubbish bins, water bubblers and lighting.	The final plan now reflects.
More parking and better accessibility.	Formalised parking will create additional car parks & better cater for long vehicles.
Inclusion of wayfinding signage and public art.	The final plan now reflects.
Continuation of the shared path network and more facilities for bicycles	The final plan now reflects.



Council Officers have explored the feedback received and incorporated relevant changes into the final Masterplan where possible. Participants who lodged a formal response will be provided with a personalised response from Council.

Officers believe that appropriate consultation has occurred, and the matter is now ready for Council consideration.

### **Options for Consideration**

1. Adopt the Final Wareena Park Masterplan.
2. Defer the adoption of the Masterplan, recommending further review.

### **Conclusion**

Council Offices are satisfied the appropriate community engagement has been undertaken and recommend adopting the Wareena Park Masterplan.

### **Attachments**

- 1 Wareena Park Masterplan [↓](#)

## 16. DEVELOPMENT SERVICES

### 16.1 BUSINESS & COMMUNITY RECOVERY GRANTS PROGRAM

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Manager - Economic Development, Environment & Strategy  
**File No:** IC20/1089

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### Executive Summary

As part of the 2020/21 budget Council has created a new Business and Community Recovery Grants Program. This grant program will focus on supporting business and community groups with recovery and building resilience from the impacts of both Covid-19 and bushfires.

This report is presented to Council to consider:

- approving the guidelines and assessment criteria for the Business and Community Recovery Grants Program in 2020/21.
- delegating the authority to award funding under this grants program to the Chief Executive Officer to support the roll out of the grants program in a timely manner.

#### **RECOMMENDATION:**

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

1. ***Approves the guidelines and assessment criteria attached to this report to be applied to the Business and Community Recovery Grants Program 2020/21.***
2. ***Delegates to the Chief Executive Officer the authority to award up to a total of \$372,867 to fund successful proposals under the Business and Community Recovery Grants Program in line with the assessment criteria and guidelines attached to this report.***

#### Background

Bushfires and Covid-19 have had significant impacts on our municipality in 2020 and these impacts are expected to continue. At the Special Council meeting of 30 June 2020 Council adopted the budget for 2020/21, this budget included an allocation of \$372,876 for the creation of a new Business and Community Recovery Grants Program.

The new grants program combines funds from Council's annual Community and Tourism Events Grants programs, as well as funding received from Bushfire Recovery Victoria and is aimed at helping both business and community to respond to the significant financial and social impacts of bushfire and COVID-19.

This Business and Community Recovery Grants Program is intended to be one-off program for the 2020/21 financial year only. This new grants program replaces Council's Tourism Events Grants Program and Community Grants Program delivered in previous financial years.

Guidelines have been prepared to assist applicants to prepare and submit applications under the new grants program (see **Attachment 1**). These guidelines set out the application requirements, what will and will not be funded under this grant program, eligibility to apply along with the assessment criteria. Council is requested to consider and approve the guidelines and assessment criteria.

Applicants will be required to submit an application form listing their project and addressing the assessment criteria (see **Attachment 2**).

The Business and Community Recovery Grants Program will enable Council to partner with business and community organisations to deliver projects and activities that can reduce the impact of the recent bushfires and COVID-19 pandemic and achieve the strategic objectives of Council.

The proposed process to roll out this grant program include the following steps:

- Approval of program funding in budget (completed)
- Approval of guidelines and assessment criteria (the subject of this report)
- Opening of Grant for applications
- Close of grant for applications
- Assessment of applications
- Awarding of grants

In order to streamline this process and deliver grants as soon as possible while maintaining a robust and transparent assessment and decision-making process, it is requested that Council consider delegating the authority to award funding to successful applicants under this program to the Chief Executive Officer.

### **Implications**

#### **Policy Considerations**

Applications for grants under this program will be assessed by a panel of four Council senior officers from multiple departments with funding allocation recommendations made in line with the Council Plan objectives and the grant program guidelines and assessment criteria.

#### **Financial/Economic Implications**

Council has allocated \$372,867 to this grant program in the 2020/21 budget.

**Legal/Statutory**

There are no legal/statutory implications identified for the subject of this report.

**Social**

The granting of funds to community groups achieves social outcomes that benefit our community. Assessment of applications will take into consideration the social impact of projects for both business and communities.

Events may qualify for funding under this program have the capacity to increase the level of local interest and participation within the community and strengthen regional values. Increased local pride and community spirit, as well as an increased awareness of non-local perceptions.

**Environmental/Sustainability Impacts**

Environmental and sustainability impacts will be included as an assessment criterion for the grants. The aim is will be to increase awareness of sustainable practices, waste reduction, water reduction and reducing the impact on the environment.

**2017 – 2021 Council Plan (2020 Revision)**

This report supports the 2017-2021 Council Plan:

**Goal**

- We Are Thriving
- We Are Growing
- We Are Established
- We Are Inspired
- We Are Sustainable

**We will research and advocate:**

- To make sure our services are responsive and adaptable to the changing needs and profile of our community
- To ensure that the health and social needs of our community are understood and considered
- To support our existing industry sector to innovate, adapt and grow

**We will create and deliver:**

- Exceptional services and programs that help our families and children to be healthy, happy and connected
- A community grants program that supports the future of local community groups and organisations
- Tourism products and experiences that build our attraction to visitors
- Programs and training that support our local businesses and attract people to the CBD

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**We will plan and make decisions for the future:**

- We work with our communities to understand their risks, and resources before, during and after emergencies, disasters and disruptions

**We will focus on our business:**

- By making sure that all our teams work together to plan, develop and deliver innovative projects that enhance the health and wellbeing of our community
- We develop partnerships that benefit the position of our local economy

**The non-negotiables**

- Our most vulnerable – including older people, people with mental health challenges, and people with a disability – receive the services and support they need. We make sure they are cared for and included
- Our health, and the health of those visiting is protected
- We encourage considered investment in the development of new, and the growth of our existing, industries and businesses
- Our tourism industry is promoted, valued and vibrant
- We value the infrastructure needed to support the growth of key economic sectors, such as agriculture, retail and transport

**Strategic Links****a) Rural City of Wangaratta 2030 Community Vision**

- Communities across the Rural City of Wangaratta are resilient and have a sense of independence
- Our vibrant community includes active participation in heritage festivals, programs, workshops and events that are inclusive of all people
- The most vulnerable within the community are well cared for
- Our regional competitive strengths, underpinned by community optimism are the keys to our economic success
- The employment base is strong and flexible
- Tourism continues to thrive, with visitors attracted to the region's natural beauty, food and wine, cycling tracks, arts facilities, cultural heritage and festivals.
- Innovation is key to businesses across the region remaining at the forefront of their sectors and ensuring long-term future viability

**b) Other strategic links**

- Rural City of Wangaratta Municipal Public Health and Wellbeing Plan 2017 – 2021
- Economic Development and Tourism Strategy 2018-2023

## **Risk Management**

The Business and Community Recovery Grants Program aims to achieve high standards of probity, transparency, accountability and risk management as supported by the grant program guidelines and assessment criteria.

Risks	Likelihood	Consequence	Rating	Mitigation Action
Business/Group/Organisation's capacity to implement project with available volunteer capacity	3. Possible	2. Minor	Medium	Continual monitoring throughout project implementation.
Business/Group/Organisation's ability to contribute committed cash and/or in-kind	3. Possible	2. Minor	Medium	Ask for financial commitment and financials in application. Continual monitoring throughout project implementation.

## **Consultation/Communication**

Council officers plan to undertake the following consultation and communication during this grants program – it is proposed that the communication plan and consultation period will commence 31 July 2020.

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Internal staff and external stakeholders	Email, website, social media
Consult	Internal and External stakeholders	Email, website, social media
Involve	Community Information Sessions	Face-to-face, phone, Email
Collaborate	Eligible applicants	Email, face-to-face, phone
Empower	Successful applicants	Letter, email, face-to-face, phone

## **Options for Consideration**

### **Option One (Recommended)**

Approve the attached guidelines and assessment criteria for the Business and Community Recovery Grants program for 2020/21 and delegates to the Chief Executive Officer the authority to award funding to successful applicants.

### **Option Two (Not Recommended)**

Approve the attached guidelines and assessment criteria for the Business and Community Recovery Grants program for 2020/21 but does not delegate to the Chief Executive Officer the authority to award funding to successful applicants. This option will significantly delay the roll out of this grant program.

**Conclusion**

The Business a Community Recovery Grants program has been developed to address current community and business impacts in a timely manner.

**Attachments**

- 1 Business & Community Recovery Grants Program - Application Form [↓](#)
- 2 Business & Community Recovery Grants Program - Guidelines [↓](#)

**17. SPECIAL COMMITTEE REPORTS**

Nil



## 18. ADVISORY COMMITTEE REPORTS

### 18.1 AUDIT ADVISORY COMMITTEE

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/1084

No Council officers or contractors who have provided advice in relation to this report have declared a conflict of interest regarding the matter under consideration.

#### Executive Summary

This report presents the minutes of the Audit Advisory Committee which held a meeting on 2 June 2020.

#### **RECOMMENDATION:**

*That Council notes this report.*

#### Attachments

- 1 Audit Advisory Committee - Minutes - 2 June 2020 [↓](#)

## 19. RECORDS OF ASSEMBLIES OF COUNCILLORS & MINUTES OF ADVISORY COMMITTEE MEETINGS

### 19.1 RECORD OF ASSEMBLY OF COUNCILLORS & ADVISORY COMMITTEE REPORTS

**Meeting Type:** Ordinary Council Meeting  
**Date of Meeting:** 28 July 2020  
**Author:** Executive Service Coordinator  
**File Name:** Assemblies of Councillors  
**File No:** IC20/50

#### Executive Summary

#### Assembly of Councillors:

An “Assembly of Councillors” is a meeting at which matters are considered that are intended or likely to be the subject of a Council decision and is either of the following:

- a meeting of an advisory committee where at least one Councillor is present; or
- a planned or scheduled meeting that includes at least half the Councillors and at least one Council officer.

At an assembly of Councillors, a written record is kept of:

- a) the names of all Councillors and members of the Council staff attending;
- b) the matters considered;
- c) any conflict of interest disclosures made by a Councillor attending; and
- d) whether a Councillor who has disclosed a conflict of interest leaves the assembly.

The written record of an assembly of Councillors is, as soon as practicable:

- a) reported at an Ordinary Meeting of the Council; and
- b) incorporated in the Minutes of that Council meeting.

Date	Meeting details	Refer
1/6/2020	Arts Heritage & Culture Advisory Committee Meeting	Attachment
9/6/2020	Councillors Briefing Forum	Attachment
15/6/2020	Councillors Briefing Forum	Attachment
22/6/2020	Councillors Briefing Forum	Attachment
23/6/2020	Pre-Council Meeting Discussion – June Council Meeting	Attachment
29/6/2020	Councillors Briefing Forum	Attachment
30/6/2020	Pre-Council Meeting Discussion – June Special Council Meeting	Attachment

**RECOMMENDATION:**

***That Council receives the reports of Assemblies of Councillors***

**Attachments**

- 1 Assembly of Councillors - Arts Culture and Heritage Advisory Committee Meeting - 01 June 2020 [↓](#)
- 2 Assembly of Councillors - Councillors Briefing Forum - 9 June 2020 [↓](#)
- 3 Assembly of Councillors - Councillors Briefing Forum - 15 June 2020 [↓](#)
- 4 Assembly of Councillors - Councillors Briefing Forum - 22 June 2020 [↓](#)
- 5 Assembly of Councillors - Pre Council Meeting Discussion - 23 June 2020 [↓](#)
- 6 Assembly of Councillors - Councillors Briefing Forum - 29 June 2020 [↓](#)
- 7 Assembly of Councillors - Pre Council Meeting Discussion - 30 June 2020 [↓](#)

**20. NOTICES OF MOTION**

Nil

**21. URGENT BUSINESS**

**22. PUBLIC QUESTION TIME**

**23. CONFIDENTIAL BUSINESS**

Nil

**24. CLOSURE OF MEETING**

**ATTACHMENTS**



## APPOINTMENT TO COMMITTEES OF COUNCIL POLICY

Responsible Officer: <b><u>Governance and Risk Advisor Governance and Reporting Advisor</u></b>	Adoption Date:	<del>October 2017</del> <u>July 2020</u>
	Approved By:	Council
Authorising Officer: <b>Director Corporate Services</b>	Review Date:	<del>October 2021</del> <u>July 2024</u>
	Policy Type	Major Council Policy

### INTRODUCTION

Community representatives on Council committees provide valuable advice and assistance to the Council.

This policy recognises the important role that committees play in providing advice and services to Council and establishes the guiding principles for the appointment of committees.

### CONTEXT

There is a growing expectation by stakeholders and communities that they will have an opportunity to influence or become involved with government decisions that affect their lives.

Council committees are one of a number of ways of enabling public participation in decision making. The appointment of committees allows and encourages:

- Resource sharing between people working towards a common goal;
- Strengthening the sense of community;
- Encouraging channels of communication; and
- Delegation of functions, duties and powers to the community, providing direct community involvement, accountability and ownership for projects and properties.

Such committees may be established to provide strategic level input into a broad area of Council's operations. They may also be set up for a specific time-limited project, such as a review of a Local Law. They also provide for direct involvement of community members in management of council assets or interests.

It is appropriate that appointments to committees are conducted with appropriate levels of probity.

### SCOPE

This policy applies to all Councillors, Council employees and agents of Council.

Adopted by Wangaratta Rural City Council  
~~October 2017~~ July 2020

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Agents of Council extend to include contractors working in-house, staff on exchange, members of Special Committees, members of Advisory Committees, volunteers, work experience students or graduate placements who perform work for Council as well as external suppliers and other contractors and subcontractors.

This policy applies to Council committee appointments including Special Delegated Committees, Community Asset Committees, Advisory Committees and Statutory Committees.

## PURPOSE

The purpose of this policy is to set out the principles and requirements for the appointment of appropriately skilled individuals to Council committees.

## POLICY

### DEFINITIONS

Special Delegated Committee means a committee created under section 86-63 of *Local Government Act 1989-2020* (the Act), ~~or a~~ planning committee established under section 188 of the *Planning and Environment Act 1987* is also a special-delegated committee.

Community Asset Committee means a committee established under section 25 of the Act.

**Advisory Committee** means a committee appointed by Council to provide advice to Council which has no delegated powers and is not a legal entity in its own right.

**Instrument of delegation** means the governing instrument that outlines ~~the a~~ committee's powers, duties, functions, and objectives.

**Statutory Committee** means a committee that Council is required to have in place under the Act or any other act. Any guidelines for statutory committees provided by a relevant Minister or government body will be applied. They are mostly advisory in nature. Current examples include the:

- ~~Audit Advisory Committee~~ Audit and Risk Committee required under section 139-53 of the Act;
- Municipal Emergency Management Planning Committee required under section 21 59 of the *Emergency Management Act 1986*;

### COMMITMENT

Council is committed to making appointments to committees that:

- are devoid of bias and free from political influence and personal favouritism thereby removing any claim of political patronage;
- are consistent;
- are transparent;
- promote diversity;
- are in accordance with the requirements established by any applicable legislation, Council policies and a relevant committee governing instrument;

Adopted by Wangaratta Rural City Council  
~~October 2017~~ July 2020

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### **Precedence**

Where the requirements for committees established by the Act or any other Act including any related Ministerial guidelines differ from the provisions of this policy, those requirements take precedence over the provisions of this policy.

### **Term**

A person appointed to a committee to represent the community or to represent an organisation continues as a member of the committee until:

- that persons term expires;
- the committee is dissolved by Council;
- the committee completes its purpose in accordance with its governing instrument;
- a person appointed to a committee to represent an organisation or interest group is replaced by such an organisation or interest group;
- the member resigns from the committee;
- the death of the member;
- a member acts in such a way that may warrant dismissal from the committee; or
- a member fails to meet any minimum attendance requirements of the committee outlined in the governing instrument of the committee.

### **Qualifications**

Any person appointed to a Committee must meet the relevant compliance requirements of that committee

Particular consideration must be given to child safety requirements. Where this is an important requirement members nominated to such Committees must submit to any relevant working with children checks.

Prospective committee members must complete a nomination form to qualify to be a member of the Committee. Each nominee membership will be required to confirm that they:

- Have not been convicted of any indictable offence;
- Have not been convicted of fraud;
- Have not been disqualified from acting as a director or acting in the management of a company; and
- Are not facing court proceedings for any criminal proceedings, including bankruptcy.

Where an organisation, community group or facility user is represented on any committee the following requirements apply:

- An organisation must be a registered Company or otherwise legally incorporated;
- A community group must have a written constitution and current office bearers;
- A facility user must be a person, class or group who is a regular user or hirer of the facility;
- The organisation, community group or facility user must nominate its representative in writing. The written nomination is to be made, as appropriate, by a duly authorised office bearer or office holder of the organisation, community group or facility user.

Adopted by Wangaratta Rural City Council

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~~October 2017~~ July 2020

**Refusal of Nominations**

Council has the discretion to refuse any nomination.

**Council Delegates**

Council delegates may be appointed by Council from time to time on terms determined by Council.

**Council Appointees**

Each committee will be supported by a Council contact officer.

Council officers are non-voting and are not able to hold a committee office.

**Non-members**

Non-members may be invited to present or provide specialist advice.

Non-members do not have a vote on committee deliberations and must not be involved in the development of recommendations to Council.

**Ordinary Vacancies**

The Chief Executive Officer will undertake an expression of interest process for the appointment of new members except in any case where a specific appointment process is established by a committee governing instrument.

Nominations for new committee members will be called for prior to the completion of the term of the retiring committee members.

Information related to each committee, a copy of the committee governing instrument and a nomination form will be provided to prospective nominees.

Selection criteria representing the specific mix of member skills or representation will be used for selecting members as set out in committee governing instruments. Selection of community representatives will be based on the following criteria:

- Willingness to make an active contribution to discussion;
- Strong community networks and linkages;
- Current involvement in the community in the interest area that relates to the purpose of the committee; and
- A capacity to commit to the committee for the required term.

A Business Paper Report will be provided to Council recommending that Council determine the appointment of new members.

With regard to ~~Special-C~~delegated committees and community asset committees, where there are more nominations than vacancies and the nominees address the requirements of the relevant ~~Special-C~~committee, Council may at its discretion, appoint members to the ~~Special-C~~committee in excess of that specified in the committee governing instrument.

Adopted by Wangaratta Rural City Council  
~~October 2017~~July 2020

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All nominees will be notified by a letter from Council as to the outcome of the appointment process.

### **Extraordinary Vacancies**

If a vacancy arises during the term of the committee Council will call for a nomination for a replacement committee member in line with the process for ordinary vacancies.

Members appointed in response to extraordinary vacancies will serve the remaining term of the committee member they are replacing.

### **Removing a Committee**

Council may determine to remove an existing committee.

Reasons for removal could include:

- Council deems that it would be more beneficial to the community to have Council staff manage directly the role previously undertaken by the Committee;
- Council is unable to manage the risks associated with the activity being undertaken by the Committee;
- the Committee is not performing the required function or adhering to the reporting requirements;
- an incorporated body approaches Council about undertaking the role of the Committee;
- the function previously undertaken by the Committee is no longer required;
- the term specified in a committee governing instrument expires.

### **Removing a Committee Member**

Council may remove individual members of the Committee at any time for reasons including if it is deemed they are acting outside the best interests of the Committee, or outside the powers that have been delegated to the Committee.

## **REVIEW**

Any change or update which materially impacts and alters this policy must be by Council approval following review by the Corporate Management Team. This policy will be reviewed in ~~October 2024~~ July 2024 or if there has been a material change to any relevant laws.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

Adopted by Wangaratta Rural City Council  
~~October 2017~~ July 2020

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## Appointment to Council Committees Policy

Responsible Officer	Adoption Date	July 2020
Governance and Reporting Advisor	Approved By	Council
	Review Date	October 2021
Authorising Officer	Policy Type	Major Council Policy
Director Corporate Services		

### Statement and Purpose

Community representatives on Council committees provide valuable advice and assistance to the Council.

This policy recognises the important role that committees play in providing advice and services to Council and establishes the guiding principles for the appointment of committees.

There is a growing expectation by stakeholders and communities that they will have an opportunity to influence or become involved with government decisions that affect their lives.

Council committees are one of a number of ways of enabling public participation in decision making. The appointment of committees allows and encourages:

- Resource sharing between people working towards a common goal;
- Strengthening the sense of community;
- Encouraging channels of communication; and
- Delegation of functions, duties, and powers to the community, providing direct community involvement, accountability and ownership for projects and properties.

Such committees may be established to provide strategic level input into a broad area of Council's operations. They may also be set up for a specific time-limited project, such as a review of a Local Law. They also provide for direct involvement of community members in management of council assets or interests.

It is appropriate that appointments to committees are conducted with appropriate levels of probity. The purpose of this policy is to set out the principles and requirements for the appointment of appropriately skilled individuals to Council committees.

### Scope

This policy applies to all Councillors, Council employees and associates of Council.

This policy applies to Council committee appointments including Delegated Committees, Community Asset Committees, Advisory Committees and Statutory Committees.

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## Commitment

Council is committed to making appointments to committees that:

- (a) are devoid of bias and free from political influence and personal favouritism thereby removing any claim of political patronage;
- (b) are consistent;
- (c) are transparent;
- (d) promote diversity; and
- (e) are in accordance with the requirements established by any applicable legislation, Council policies and a relevant committee governing instrument.

## Policy

### 1. Precedence

Where the requirements for committees established by the Act or any other Act including any related Ministerial guidelines differ from the provisions of this policy, those requirements take precedence over the provisions of this policy.

### 2. Term

A person appointed to a committee to represent the community or to represent an organisation continues as a member of the committee until:

- (a) that person's term expires;
- (b) the committee is dissolved by Council;
- (c) the committee completes its purpose in accordance with its governing instrument;
- (d) a person appointed to a committee to represent an organisation or interest group is replaced by such an organisation or interest group;
- (e) the member resigns from the committee;
- (f) the death of the member;
- (g) a member acts in such a way that may warrant dismissal from the committee; or
- (h) a member fails to meet any minimum attendance requirements of the committee outlined in the governing instrument of the committee.

### 3. Qualifications

- (1) Any person appointed to a committee must meet the relevant compliance requirements of that committee

- (2) Particular consideration must be given to child safety requirements. Where this is an important requirement, members nominated to such committees must submit to any relevant working with children checks.
- (3) Prospective committee members must complete a nomination form to qualify to be a member of the committee. Each nominee membership application will be required to confirm that they:
  - (a) Have not been convicted of any indictable offence;
  - (b) Have not been convicted of fraud;
  - (c) Have not been disqualified from acting as a director or acting in the management of a company; and
  - (d) Are not facing court proceedings for any criminal proceedings, including bankruptcy.
- (4) Where an organisation, community group or facility user is represented on any committee the following requirements apply:
  - (a) An organisation must be a registered company or otherwise legally incorporated;
  - (b) A community group must have a written constitution and current office bearers;
  - (c) A facility user must be a person, class or group who is a regular user or hirer of the facility;
  - (d) The organisation, community group or facility user must nominate its representative in writing. The written nomination is to be made, as appropriate, by a duly authorised office bearer or office holder of the organisation, community group or facility user.

#### **4. Refusal of nominations**

Council has the discretion to refuse any nomination.

#### **5. Council delegates**

Council delegates may be appointed by Council from time to time on terms determined by Council.

#### **6. Council appointees**

- (1) Each committee will be supported by a Council contact officer.
- (2) Council officers are non-voting and are not able to hold a committee office.

#### **7. Non-members**

- (1) Non-members may be invited to present or provide specialist advice.

- (2) Non-members do not have a vote on committee deliberations and must not be involved in the development of recommendations to Council.

## **8. Ordinary vacancies**

- (1) The Chief Executive Officer will undertake an expression of interest process for the appointment of new members except in any case where a specific appointment process is established by a committee governing instrument.
- (2) Nominations for new committee members will be called for prior to the completion of the term of the retiring committee members.
- (3) Information related to each committee, a copy of the committee governing instrument and a nomination form will be provided to prospective nominees.
- (4) Selection criteria representing the specific mix of member skills or representation will be used for selecting members as set out in committee governing instruments. Selection of community representatives will be based on the following criteria:
  - (a) Willingness to make an active contribution to discussion;
  - (b) Strong community networks and linkages;
  - (c) Current involvement in the community in the interest area that relates to the purpose of the committee; and
  - (d) A capacity to commit to the committee for the required term.
- (5) A Business Paper Report will be provided to Council recommending that Council determine the appointment of new members.
- (6) With regard to delegated committees and community asset committees, where there are more nominations than vacancies and the nominees address the requirements of the relevant committee, Council may at its discretion, appoint members to the committee in excess of that specified in the committee governing instrument.
- (7) All nominees will be notified by a letter from Council as to the outcome of the appointment process.

## **9. Extraordinary vacancies**

- (1) If a vacancy arises during the term of the committee Council will call for a nomination for a replacement committee member in line with the process for ordinary vacancies.
- (2) Members appointed in response to extraordinary vacancies will serve the remaining term of the committee member they are replacing.

## **10. Removing a committee**

- (1) Council may determine to remove an existing committee.
- (2) Reasons for removal could include:

- (a) Council deems that it would be more beneficial to the community to have Council staff directly manage the role previously undertaken by the Committee;
- (b) Council is unable to manage the risks associated with the activity being undertaken by the Committee;
- (c) the Committee is not performing the required function or adhering to the reporting requirements;
- (d) an incorporated body approaches Council about undertaking the role of the Committee;
- (e) the function previously undertaken by the Committee is no longer required;
- (f) the term specified in a committee governing instrument expires.

#### 11. Removing a committee member

Council may remove individual members of the Committee at any time for reasons including if it is deemed they are acting outside the best interests of the Committee, or outside the powers that have been delegated to the Committee.

#### Definitions

Act	<i>Local Government Act 2020</i>
Advisory Committee	A committee appointed by Council to provide advice to Council which has no delegated powers and is not a legal entity in its own right.
Chief Executive Officer	The person occupying the office of Chief Executive Officer of the Council, and includes a person acting in that office
Community asset committee	A committee established under section 25 of the Act.
Council	The Wangaratta Rural City Council comprised of elected councillors and led by the Mayor
Council	The Rural City of Wangaratta, led by the Chief Executive Officer
Councillor	A councillor of the Council



Delegated committee	a committee created under section 63 of <i>Local Government Act 2020</i> (the Act). A planning committee established under section 188 of the Planning and Environment Act 1987 is also a delegated committee.
Instrument of delegation	The governing instrument that outlines a committee's powers, duties, functions, and objectives.
Statutory committee	a committee that Council is required to have in place under the Act or any other act. Any guidelines for statutory committees provided by a relevant Minister or government body will be applied. They are mostly advisory in nature. Current examples include the: <ul style="list-style-type: none"> <li>Audit and Risk Committee required under section 53 of the Act;</li> <li>Municipal Emergency Management Planning Committee required under section 59 of the <i>Emergency Management Act 1986</i></li> </ul>

## References

### Legislation

- *Local Government Act 2020*

### Review

Any change or update which materially impacts and alters this policy must be by Council approval following review by the Corporate Management Team. This policy will be reviewed in July 2024 or if there has been a material change to any relevant laws.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.



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Maddocks Delegations and Authorisations

**~~S5. Instrument of Delegation to Chief Executive Officer~~**

**Wangaratta Rural City Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**

~~S5. Instrument of Delegation to Chief Executive Officer~~  
~~[628721-13857767\_1]~~

December 2014 Update



Maddocks

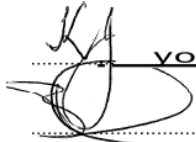
## Instrument of Delegation

In exercise of the power conferred by section ~~11(1) of the Local Government Act 2009~~(4) ~~of the Local Government Act 1989~~ (the Act) and all other powers enabling it, the Wangaratta Rural City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on ~~22 August 2017~~ 28 July 2020;
2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.
- ~~3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.~~

The Common Seal of WANGARATTA RURAL CITY COUNCIL was hereunto affixed in the presence of:

  
 ..... **Mayor/Councillor**  
 ..... Chief Executive Officer  
 Date: ..... 28.7.20 ..... **hl** .....





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### SCHEDULE

The power to

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

The delegate must not determine the issue, take the action or do the act or thing

~~4.1.~~ if the issue, action, act or thing is an issue, action, act or thing which involves

~~4.1.1~~ awarding a contract exceeding the value of \$500,000;

~~4.2.2~~ appointing an Acting Chief Executive Officer for a period exceeding 28 days making a local law under Part 5 of the Act;

~~4.3.3~~ election of a Mayor or Deputy Mayor approval of the Council Plan under s.125 of the Act;

~~4.4.4~~ granting of a reasonable request for leave under section 35 of the Act adoption of the Strategic Resource Plan under s.126 of the Act;

~~4.5.5~~ making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer preparation or adoption of the Budget or a Revised Budget under Part 6 of the Act;

~~4.6.6~~ approval or amendment of the Council Plan adoption of the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;

~~4.7.7~~ adoption or amendment of any policy that Council is required to adopt under the Act determining pursuant to s.37 of the Act that an extraordinary vacancy on Council not be filled;

~~4.8.8~~ adoption or amendment of the Governance Rules exempting a member of a special committee who is not a Councillor from submitting a return under s.81 of the Act;

~~1.9~~ appointment of the chair or the members to a delegated committee appointment of councillor or community delegates or representatives to external organisations;

~~1.10~~ making, amending or revoking a local law;

~~1.11~~ approval of the Budget or Revised Budget;

~~4.9.12~~ borrowing money; or

~~4.10.13~~ subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or the return of the general valuation and any supplementary valuations;

~~5.2.~~ if the issue, action, act or thing is an issue, action, act or thing which is required by law to be

S5- Instrument of Delegation to Chief Executive Officer

December 2014 Update

[628724-13857767-1]

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**Maddocks**

done by Council resolution;

~~6.3.~~ if the issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;

~~7.4.~~ if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

~~7.14.1~~ policy; or

~~7.24.2~~ strategy



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adopted by Council; or

~~8-5.~~ if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 11(2)(a)-(n) (inclusive) of the Act or otherwise; or section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or

~~9-6.~~ the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

S5- Instrument of Delegation to Chief Executive Officer  
[628721-13857767\_1]

December 2014 Update  
page 4



## Instrument of delegation from Council to the Chief Executive Officer

Responsible Officer	Adoption Date	July 2020
Governance and Reporting Advisor	Approved By	Council
	Review Date	October 2021
Authorising Officer	Policy Type	Council Policy
Director Corporate Services		

### Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020* (the Act) and all other powers enabling it, the Wangaratta Rural City Council Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation.

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 28 July 2020; the delegation comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
- 2.2. is subject to any conditions and limitations set out in the Schedule;
- 2.3. must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 2.4. remains in force until Council resolves to vary or revoke it.

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Instrument of delegation from Council to the  
Chief Executive Officer

The Common Seal of WANGARATTA  
RURAL CITY COUNCIL was hereunto  
affixed in the presence of:

\_\_\_\_\_  
Mayor / Councillor

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

wangaratta.vic.gov.au



## Schedule

### 1. Powers

The power to:

- (1) determine any issue;
- (2) take any action; or
- (3) do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### 2. Conditions and limitations

The delegate must not determine the issue, take the action or do the act or thing

- (1) if the issue, action, act or thing is an issue, action, act or thing which involves
  - (a) awarding a contract exceeding the value of \$500,000;
  - (b) appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - (c) election of a Mayor or Deputy Mayor;
  - (d) granting of a reasonable request for leave under section 35 of the Act;
  - (e) making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - (f) approval or amendment of the Council Plan;
  - (g) adoption or amendment of any policy that Council is required to adopt under the Act;
  - (h) adoption or amendment of the Governance Rules;
  - (i) appointment of the chair or the members to a delegated committee;
  - (j) making, amending or revoking a local law;
  - (k) approval of the Budget or Revised Budget;
  - (l) borrowing money;
  - (m) subject to section 181H(1)(b) of the *Local Government Act 1989*, declaring general rates, municipal charges, service rates and charges and specified rates and charges; or

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Instrument of delegation from Council to the  
Chief Executive Officer

- (2) if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
- (3) if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
- (4) if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
  - (a) policy; or
  - (b) strategyadopted by Council; or
- (5) if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- (6) the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.



# Wareena Park Masterplan

## A Multi-Generational Park for All

Issued - 07/07/20



Tract





# Wareena Park Masterplan - A Multi-Generational Park for All

## Developing the Masterplan

The Rural City of Wangaratta is developing a Masterplan to guide future improvements to Wareena Park.

This is the opportunity to make improvements to Wareena Park so it will continue to be a popular neighbourhood park for years to come.

Through the engagement activities held to date we have heard lots of great ideas. The key messages we've heard include:

- The Park is used regularly for sports and recreation activities, however there is opportunity to provide more reasons to visit;
- The experience of visiting the Park could be improved with the addition of seating, play areas, BBQ facilities and more vegetation;
- Wareena Oval and the sports facilities require improvements;
- The Ed Tippet Pavilion is no longer fit for purpose; and
- Access into the site could be improved.

## What we have heard

Throughout the engagement processes the following aspects have been included:

- Multipurpose community hub;
- Improved sporting facilities;
- Protection of significant trees and vegetation;
- Areas for children, families and elderly to use;
- More parking and better accessibility;
- Safety and surveillance in the play spaces;
- Inclusion of wayfinding signage and public art;
- Retaining the beautification of the park;
- Continuation of the shared path network and more facilities for bicycles; and
- More elements such as seating, rubbish bins, water bubblers and lighting.



Proposed Masterplan for Wareena Park (For Discussion Purposes Only)



# Wareena Park Masterplan - A Multi-Generational Park for All

## Our Vision for Wareena Park

Through various engagement activities the community and other stakeholders have told us what they love and also what they want improved at Wareena Park.

We've translated these aspirations, and built on its current strengths as a sports and recreational destination, into a holistic future vision.

A vision captures the 'essence' of the place we are trying to improve. The shared vision for the future Wareena Park summarises the overall look and feel of the place we are working towards delivering, and incorporates community and stakeholder aspirations.

Our vision for Wareena Park is:  
"To transform Wareena Park into a multi-generational place for all."

Specifically this vision seeks to;

- Create opportunities for social connections across generations;
- Invite and inspire people of all ages to be physically active;
- Remove the barriers that prevent people visiting and enjoying the park facilities;
- Support the sports clubs and community groups who call Wareena home; and
- Encourage more people to use the park facilities regularly.



Wareena Park Masterplan

\*Please note: The wetlands area is out of scope for this Masterplan



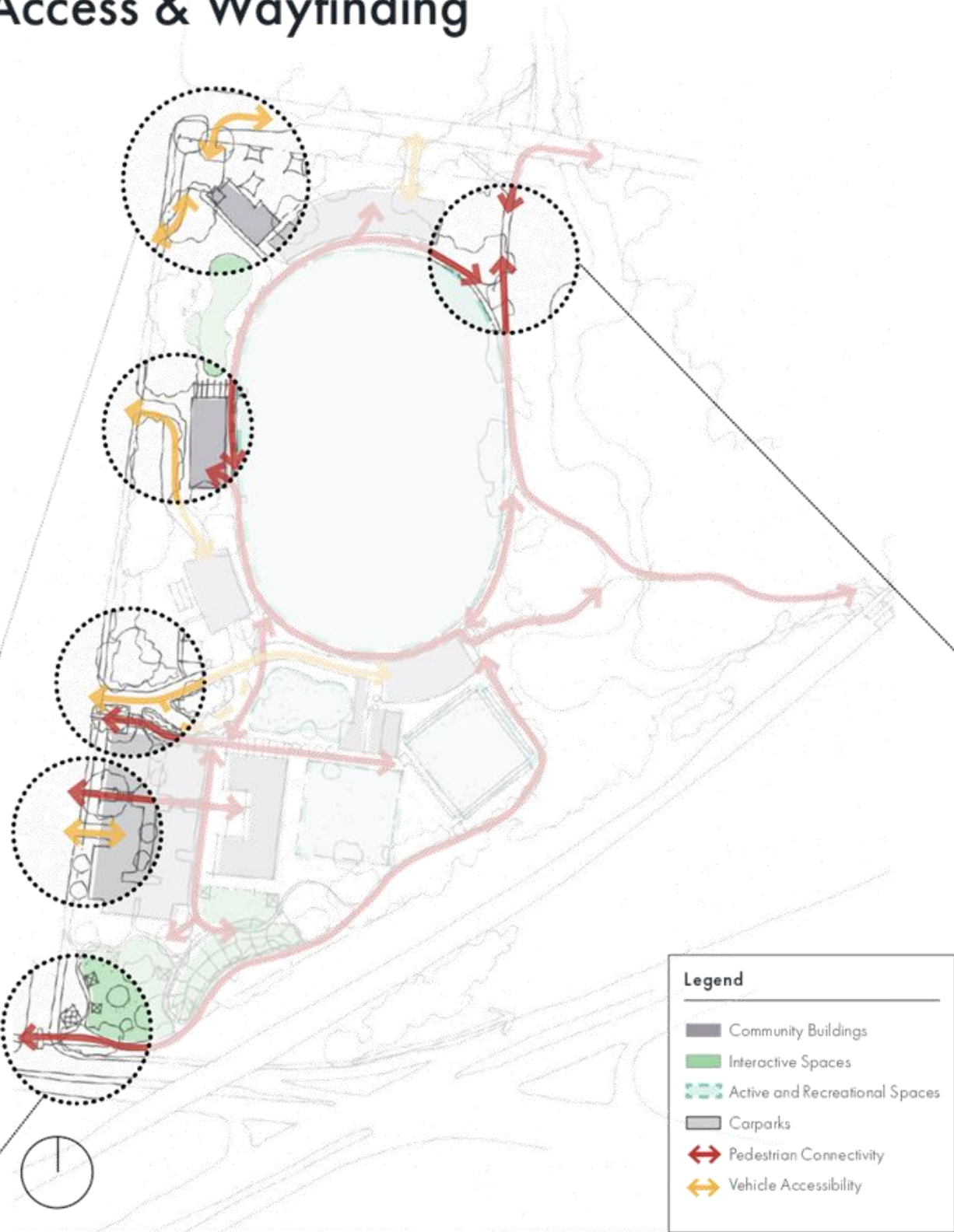
# Strategy 1. Improve Access & Wayfinding



Proposed reconfiguration of the vehicular entry & exit to Coronation Kindergarten car park



Continuation of the One Mile Creek shared path to connect to existing & emerging neighbourhoods



Key Masterplan Strategies



Highlight the northbound shared path and its connection to the Health & the Train Station Precincts. On completion of the Docker Street improvements people will be able to comfortably walk from Wareena Park into the CBD



# Strategy 1. Improve Access & Wayfinding



A series of landmarks, wayfinding devices or art interventions could be located at key decision points to guide users through the precinct. The key decision points are the south west entrance and the connections to the One Mile Creek Shared Path.



Continue to use wayfinding palette that has been established for the Rural City of Wangaratta. An example being the Bullawah Cultural Trail signage.

There will be a range of sizes incorporated throughout the parklands. These include pedestrian wayfinding and landmark signage. Each size offers a different function to the users of the parkland.

The pedestrian signage located near the wetlands should provide knowledge about, and appreciation of, the wetlands.



# Strategy 2. Create a Community Hub



A community hub could be the key attractor located in the southern precinct providing indoor and outdoor facilities for community use.

A community hub is a multi-purpose building that enables a range of activities and services to be delivered for a range of people.





# Strategy 3. Improve Sports Infrastructure



A new sports pavilion situated adjacent to Wareena Oval could be the focus of the northern precinct, supported by improvements to the Oval and spectator amenities.



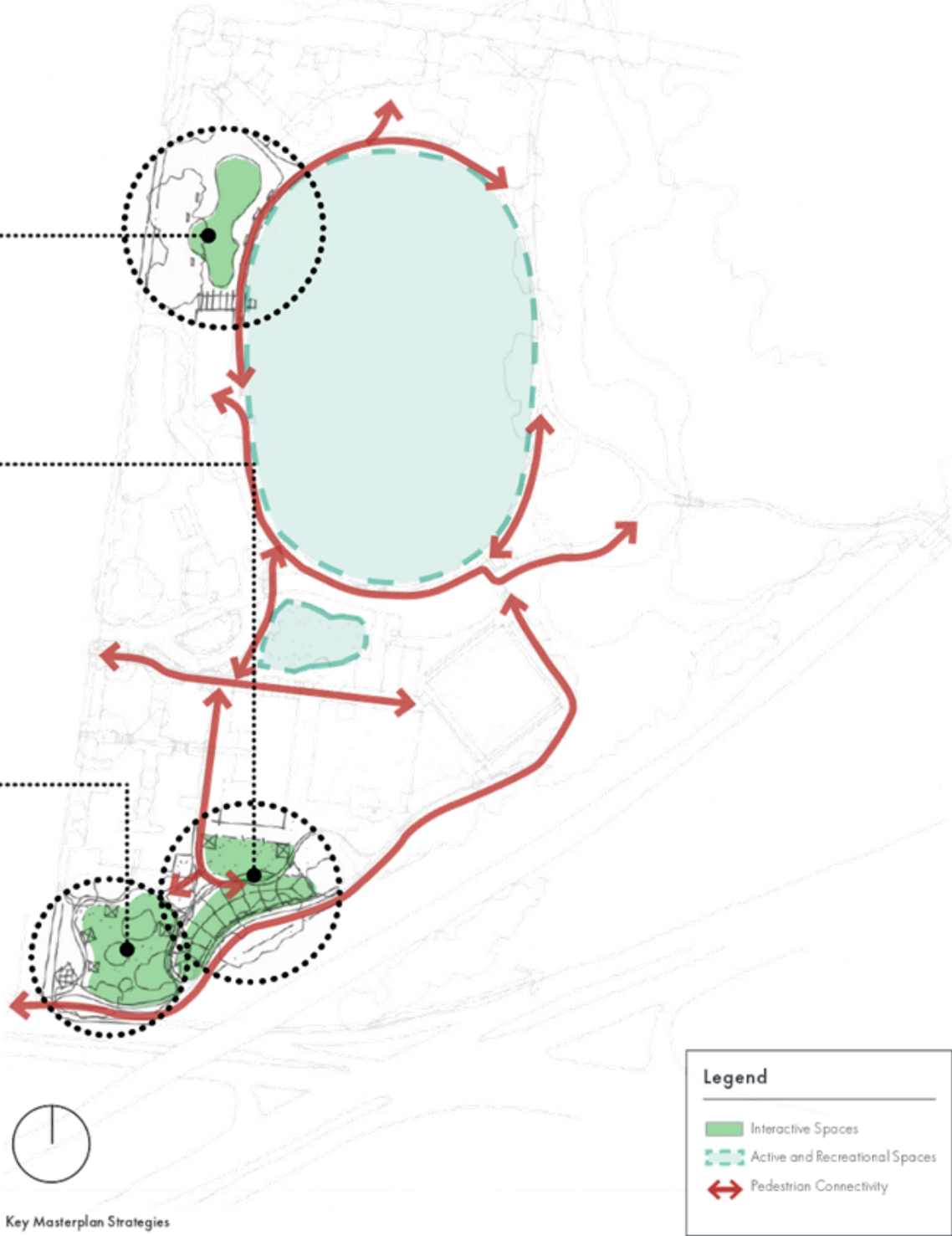
The building design should be site responsive, considering the surrounding residential neighbourhood, natural environment and existing significant trees.



# Strategy 4. Provide a Range of Play Spaces that Bring People Together



Creating nature based play spaces that encourage older siblings, parents and grand parents to engage with the activities and environment .



# Strategy 5. Connect to the Shared Path Network



Encouraging more walking and cycling activities within the Park, as well as connecting to the wider shared path network.





# Key Masterplan Projects

The following key projects have been identified to deliver these strategies;

- 1 Community Hub Building
- 2 Seniors Exercise Area
- 3 Picnic And Gathering Space
- 4 Nature Based Adventure Play/Recreational Area
- 5 Events Lawn
- 6 Main Carpark Reconfiguration
- 7 Wayfinding/Signage Element
- 8 Wareena Park Oval Improvements
- 9 Dedicated Sports Pavilion
- 10 New Sports Entrance, Drop Off Area & Car Park
- 11 Junior Play & Spectator Viewing Area
- 12 Seating Options
- 13 Coronation Kindergarten Entrance/Exit
- 14 Formalised Car Park
- 15 Cycling Launch Spot
- 16 Fitness Circuits
- 17 Preservation of the Existing Significant Trees

\*Please note: The wetlands is out of scope for this masterplan



Key Masterplan Projects



# Project 1. The Community Hub

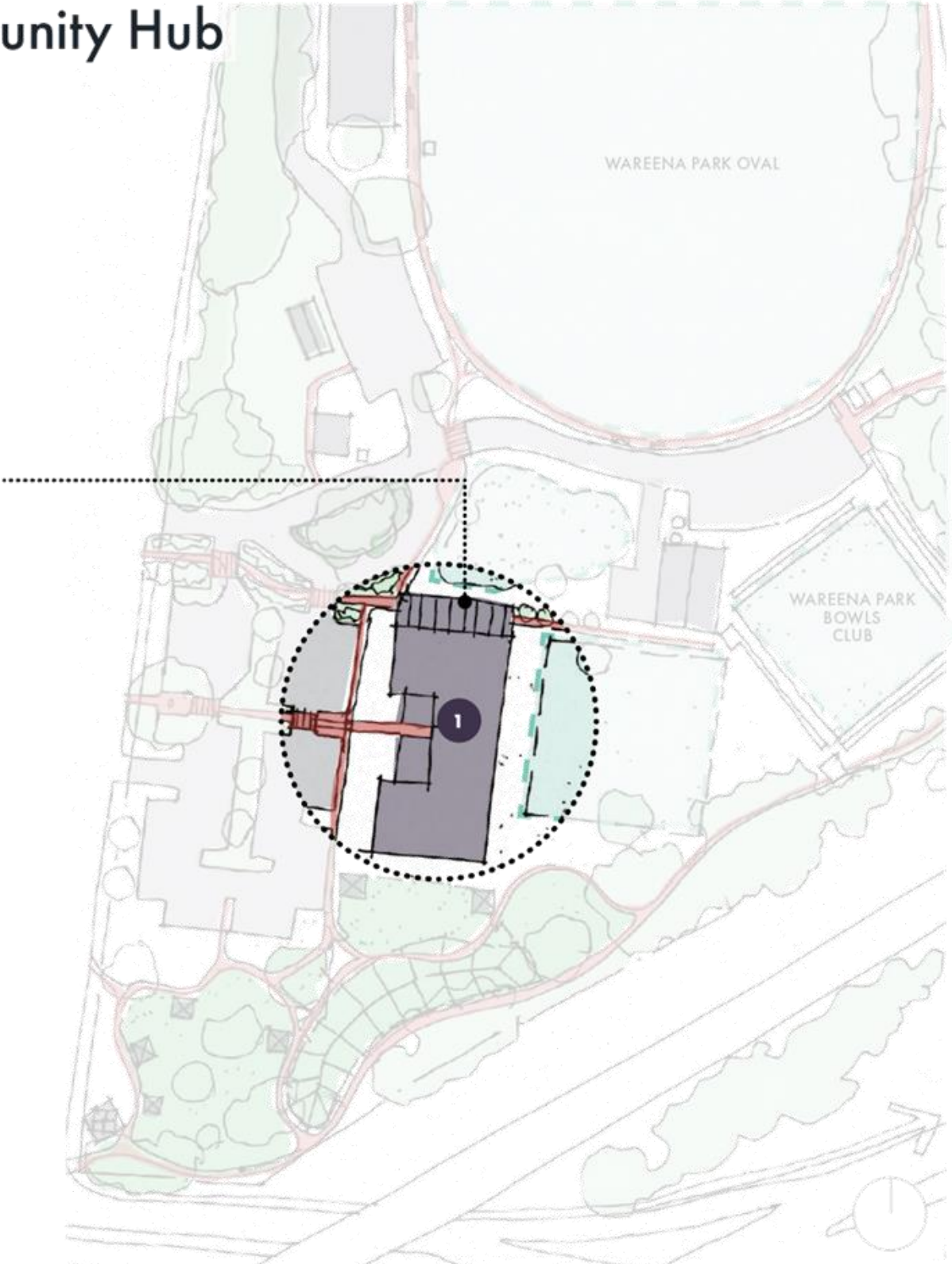
1 EXAMPLE BUILDINGS TO DEMONSTRATE IDEA



Proposed multi-functional community facility could be located in the heart of the park. This building could provide community groups with a purpose built community hall, storage, office space, kitchen & toilet facilities. Users could access the range of surrounding outdoor facilities and activities.

The building could be located adjacent to the main car park and accessible via the One Mile Creek Path.

To accommodate users in the southern play space, visible toilets with change facilities will be placed on the southern end of the building allowing access for all.



Key Masterplan Projects in the Community & Wellbeing Precinct



Signage and naming of the new building could reference the history of the site, including the pool and Ed Tippett Pavilion.

Further, there is opportunity to display events and tourist related information, in a contemporary and dynamic way.



## Project 2. Seniors Exercise Area

## Project 3. Gathering & Picnic Area



A dedicated seniors exercise area could be located close to the main car park and community building. This area could provide a range of outdoor equipment designed specifically for older people. Exercise equipment could be tailored to help improve strength, movement and mobility.



Key Masterplan Projects in the Community & Wellbeing Precinct



A sheltered picnic area with BBQ facilities could be the central focus in the southern corner of the park. It could be a comfortable place for people to meet and children to play.

In this space there will be seating, lighting, water bubblers, rubbish bins and shade trees. Elements should be provided to ensure children's safety to the carpark and nearby roads. The design of this area should allow parents line of sight to children at all times.



# Project 4. Nature Based Adventure Play & Recreational Area

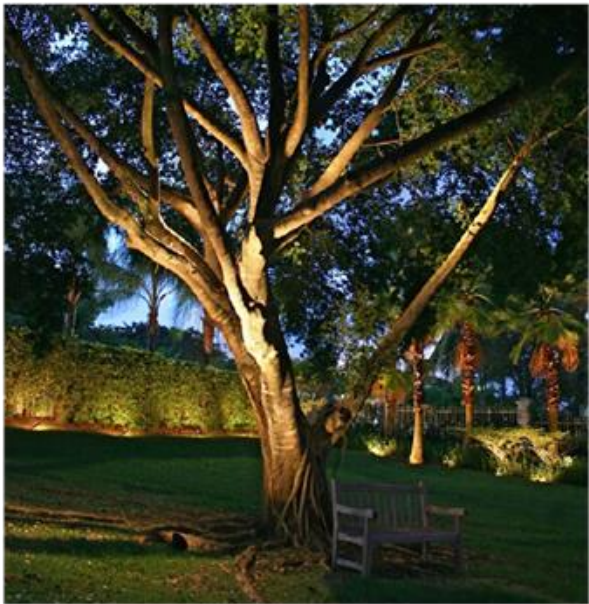


Outdoor areas located around the Community Building could compliment the internal activities. For example the garden could be flexible by providing an integrated sensory, contemplation and play space.



Key Masterplan Projects in the Community & Wellbeing Precinct

Other elements that could be provided are seating, lighting, water bubblers, rubbish bins and shade trees.



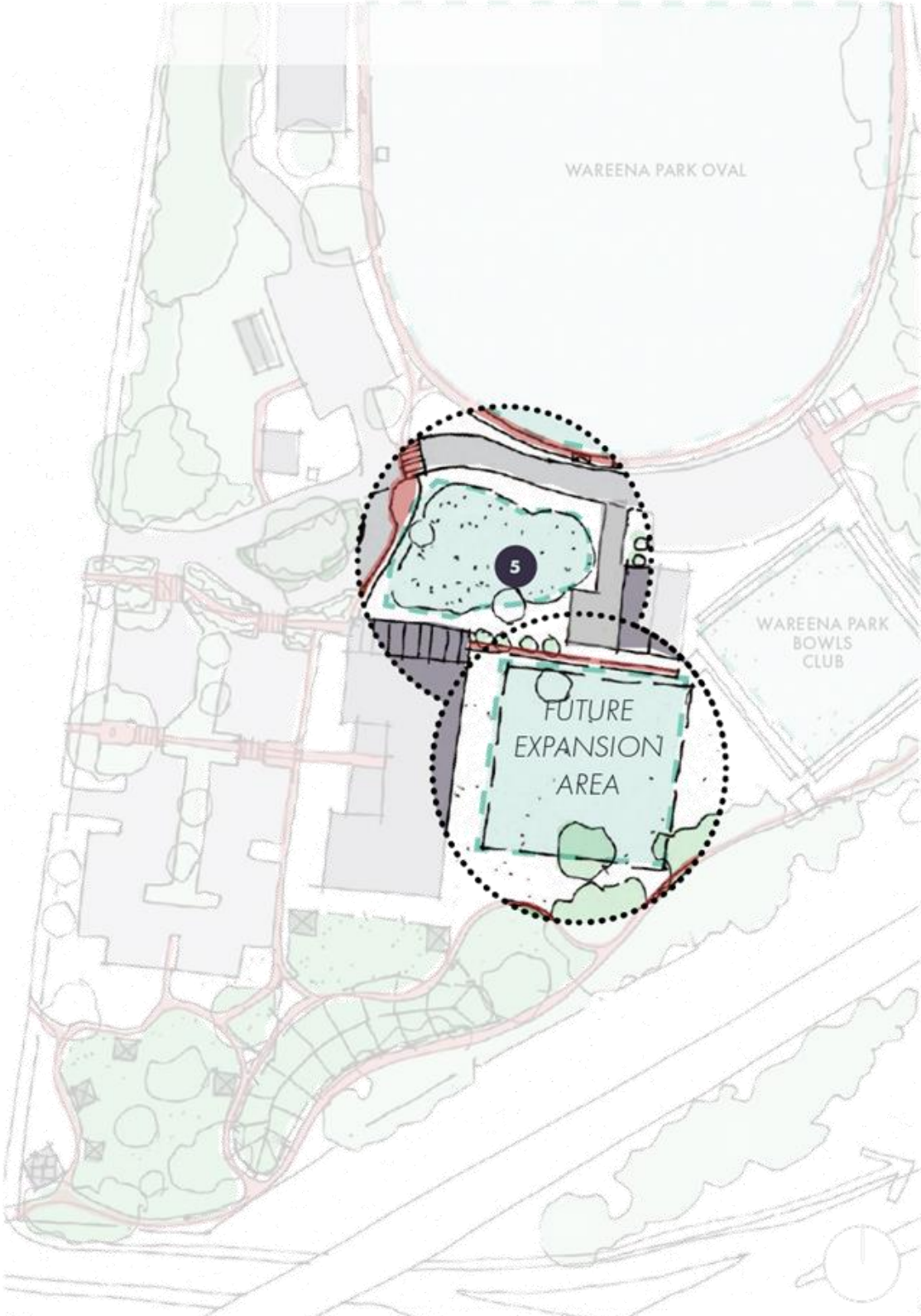
Uplighting to significant trees could also be incorporated.



# Project 5. Events Lawn



The outdoor area located to the north of the Community Hub Building is an adaptable outdoor space that provides community groups the opportunity to stage small, temporary events. Day to day it provides an green outlook from the Community Hub Building, encouraging indoor activities to spill outside.



Key Masterplan Projects in the Community & Wellbeing Precinct

Note - An area between the Community Hub and the Bowls Club has been allocated for use in the case where either the Community Hub building or the Bowls Club require future expansion.



# Project 6. Main Car Park

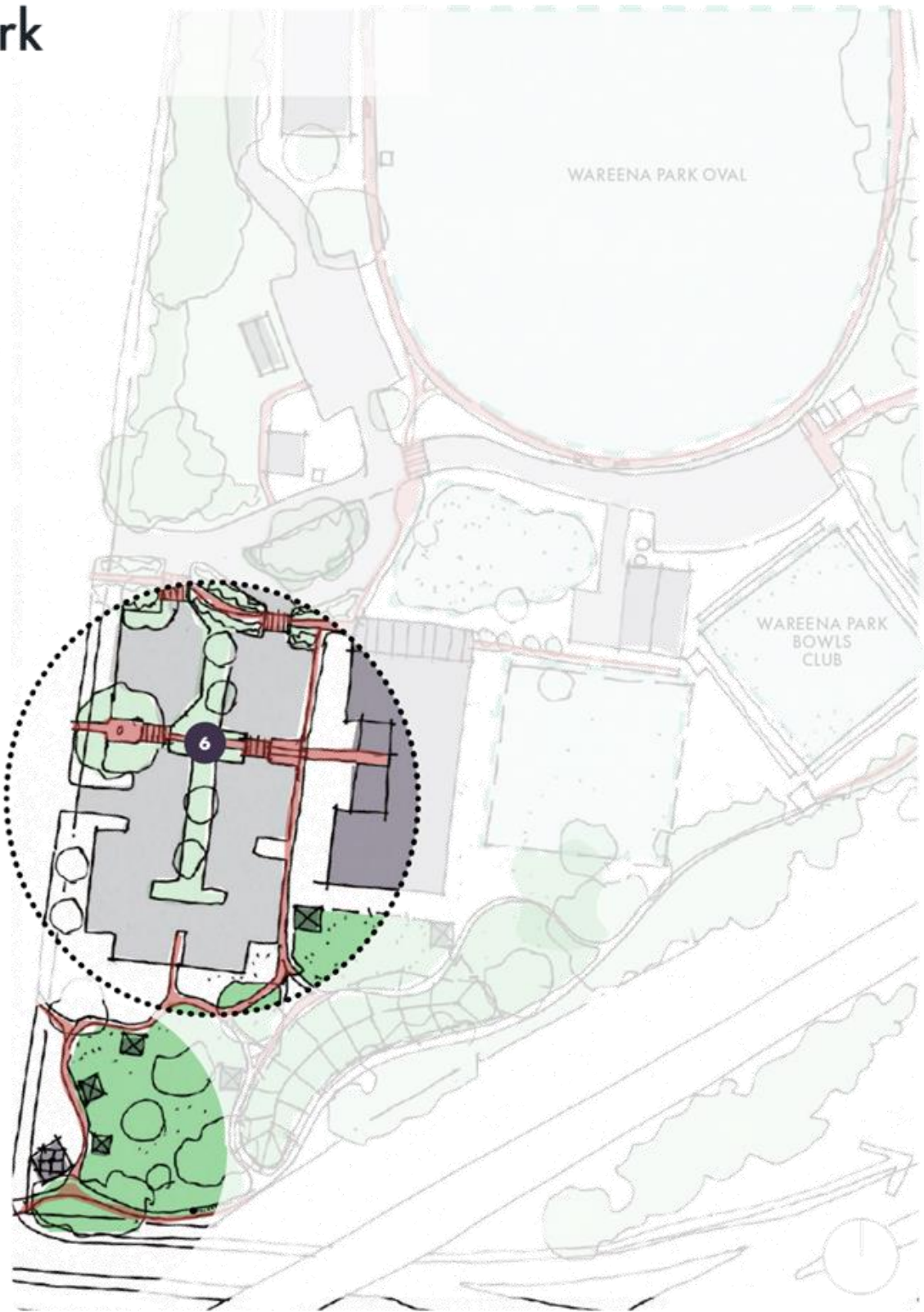


CIRCULATION DIAGRAM

The main car park could be reconfigured to gain circulation and parking space and efficiencies, as well as improving pedestrian safety.

Vehicles enter the main car park from Swan Street. There are two internal entrance points to the car park.

Defined pedestrian paths separate people from vehicles.



Key Masterplan Projects in the Community & Wellbeing Precinct



PARKING AREA DIAGRAM

Delineating parking bays with line marking could create approximately 120 defined car spaces. The main car park will be sealed. Installing rain gardens will help treat storm water run off and provide landscape features.

Cars are encouraged to park in the bays located along the front of the Community Hub Building.

Coaches and RV's are restricted to accessing and parking in the bay adjacent to Swan Street (and in close proximity to the RV dump point).

There will be no net loss in car parking across the site.



# Project 7. Wayfinding & Signage



A range of signage and wayfinding devices should be provided throughout.

Strategic signage could be situated in the south west corner of the Park to welcome and guide visitors arriving via Tone Road. The scale of the signage should be such that the signage is visible from Tone Road.

Design of the landmark signage should consider and respond to the existing signage in Apex Park - to book end the arrival experience into Wangaratta. It should provide visitor information on both Wareena Park and the wider Wangaratta area.



Key Masterplan Projects in the Community & Wellbeing Precinct



Make it easy for people, especially visitors, to navigate through the park with confidence and in comfort by providing directional signage at clear decision points along pathways. New directional signage should integrate with the existing directional and interpretative signage, particularly around the wetlands area.

In this area a dynamic visitor information sign should be displayed, potentially with QR codes, displaying current information about both the facilities on site and events and activities in and around Wangaratta. In particular, inform visitors about on site recreational opportunities, including local walking and cycling opportunities and toilet and RV facilities.



## Project 8. Oval Improvements

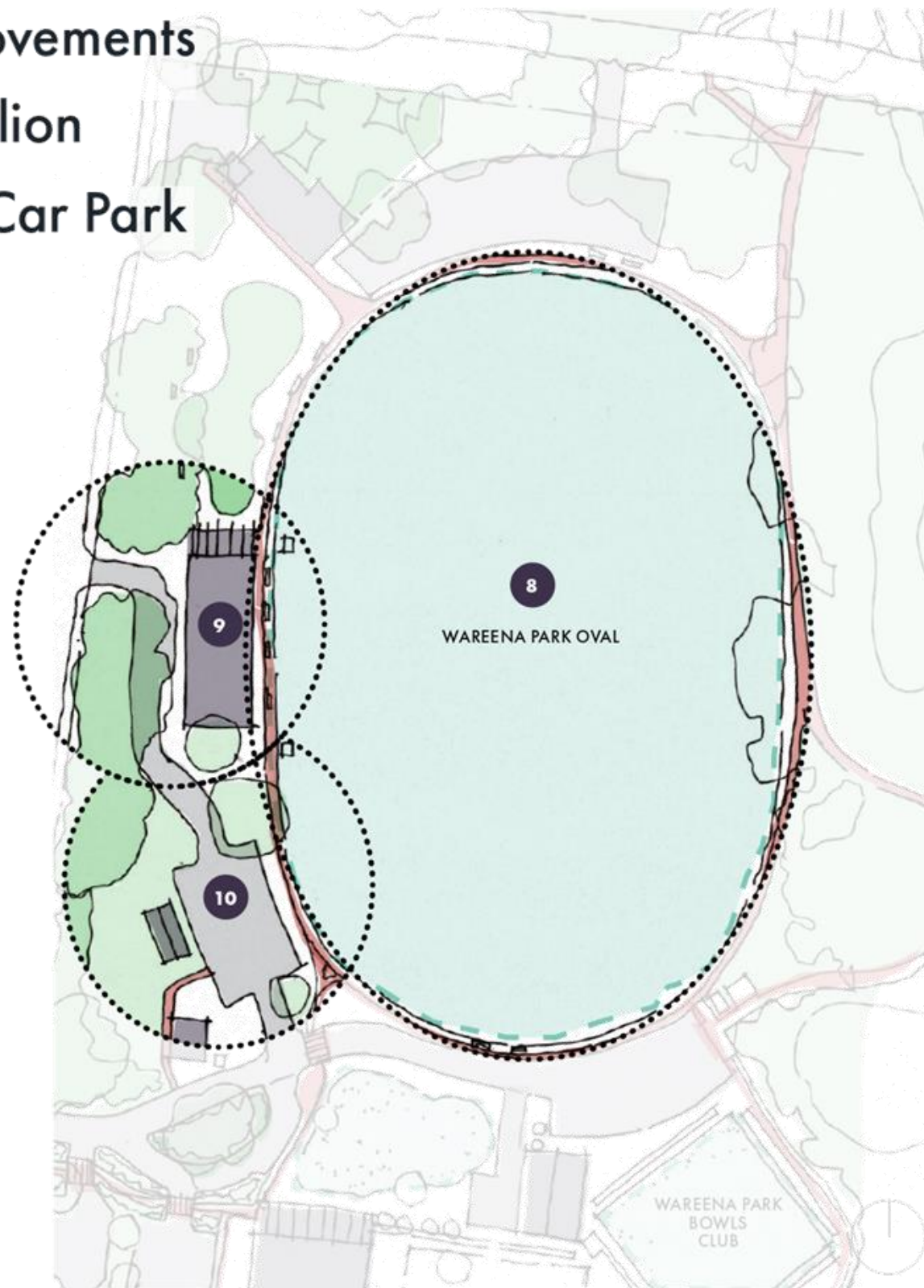
## Project 9. Sports Pavilion

## Project 10. Pavilion Car Park



A number of improvements to the ancillary infrastructure is recommended to improve the oval surface and condition. This includes new drainage measures, perimeter fencing and interchange and umpires/officials boxes.

More shaded spectator seating should be provided around the oval perimeter as well (project 12).



Key Masterplan Projects in the Sports & Recreation Precinct



EXAMPLE BUILDING TO DEMONSTRATE IDEA



The dedicated sports pavilion would ideally be situated on the western side of the Oval to provide the best access and viewing from the building to the Oval. This would also provide scenic views from the pavilion of Wareena Wetlands.

The design of the building would ensure the scale and forms relates to the surrounding low scale residential neighbourhood. The building should be double fronted to address both Swan Street and Wareena Park Oval. Both frontages should contribute to activating adjoining areas. Back of house areas will require screening.

Key functions include: club rooms to hold meetings, events and information sessions, as well as dedicated storage, canteen, change rooms, toilets and under cover viewing areas.

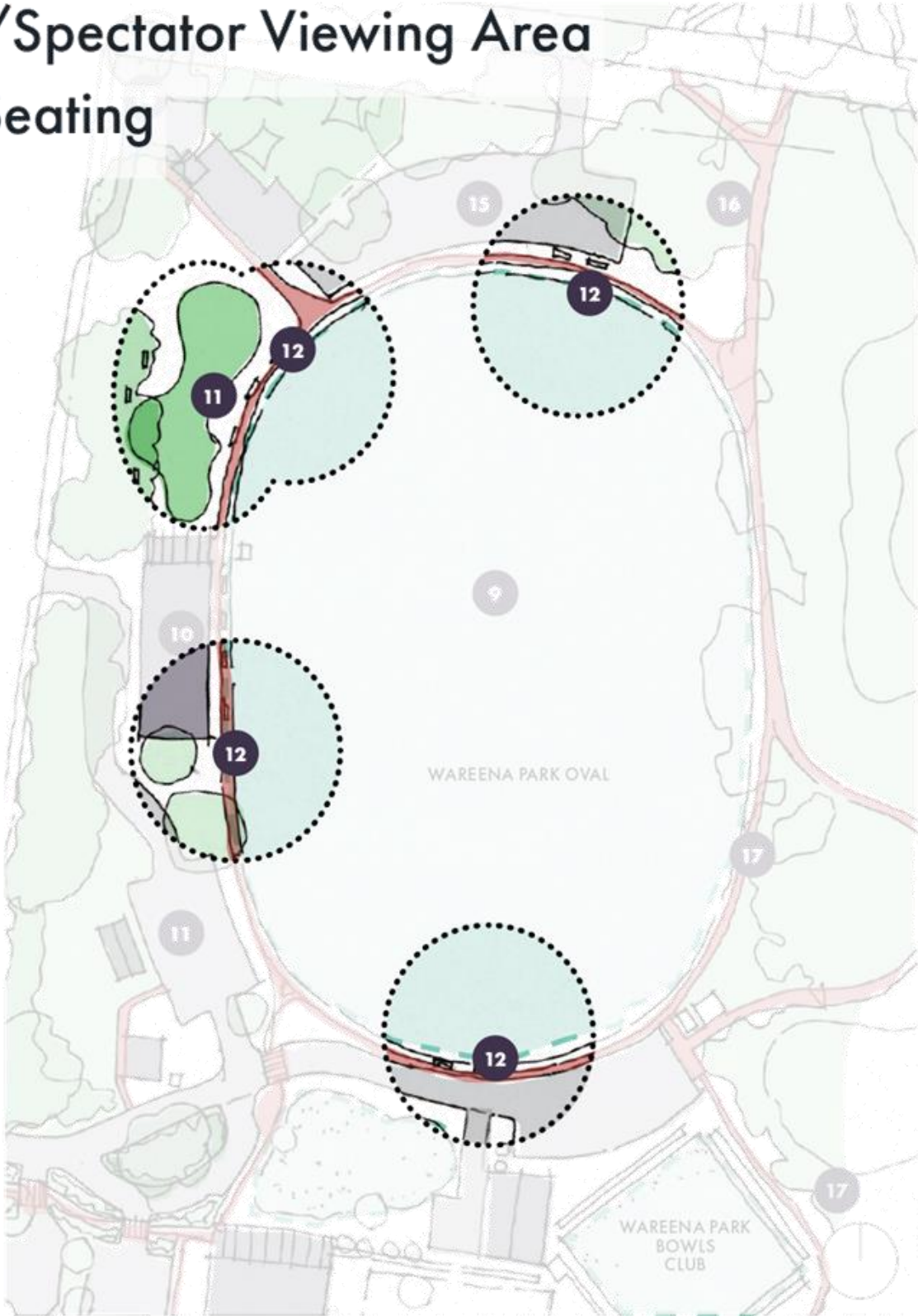
A dedicated pick up and drop off area and car park should be located in close proximity to the pavilion.



Project 11. Junior Play/Spectator Viewing Area  
Project 12. Spectator Seating



Located to the north of the Sports Pavilion could be an integrated play and sports viewing area. This would provide younger children with an area to play whilst their siblings are participating in sports on the Oval.



Key Masterplan Projects in the Sports & Recreation Precinct

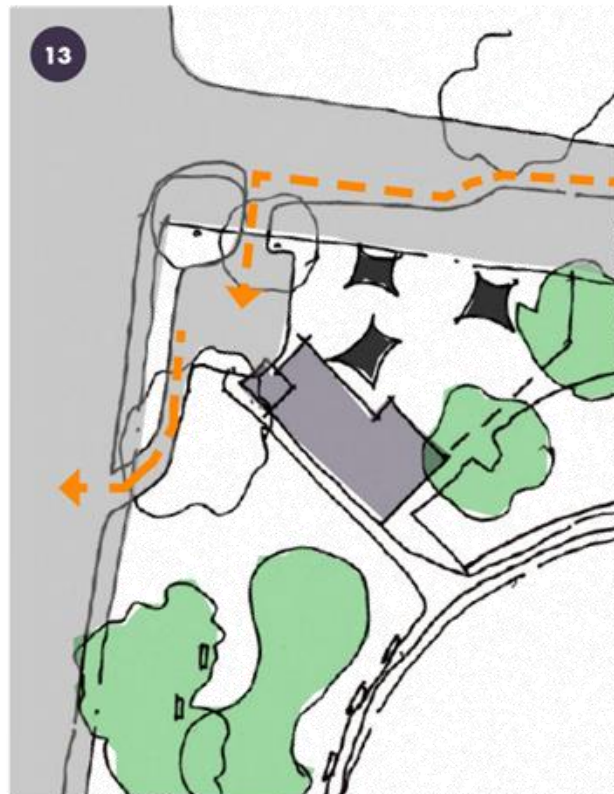


More seating options for spectator should be strategically located around the oval, as well as throughout the precinct, to enjoy the wider recreational facilities.

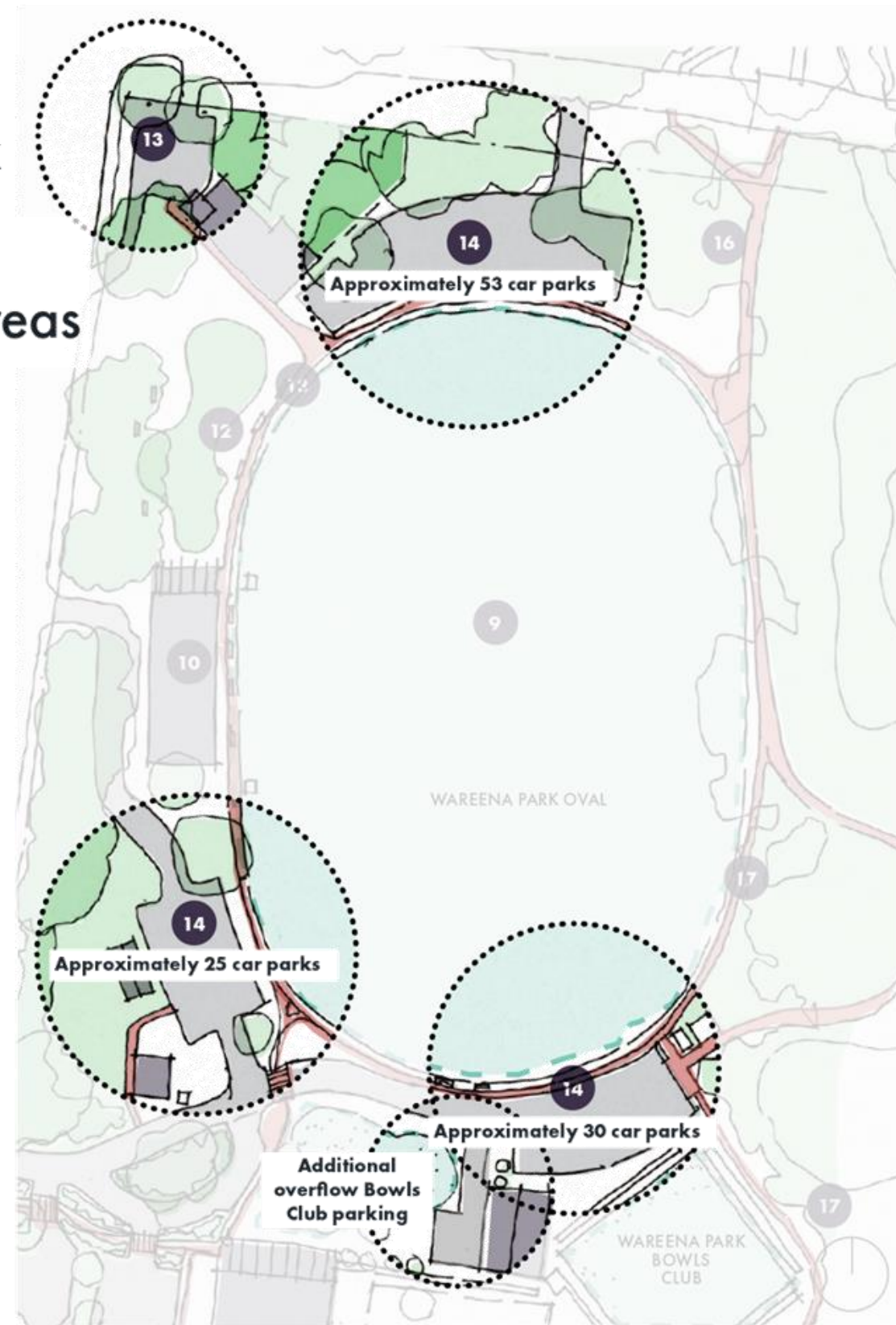


## Project 13. Kindergarten Carpark

## Project 14. Improving Secondary Parking Areas



Access to Coronation Kindergarten could be rationalised to one entry and one exit point. A slip lane on Roy Street could be the single point of entry and one single exit point could provide an exit onto Swan Street.



Key Masterplan Projects in the Sports & Recreation Precinct



To improve the secondary parking areas provide clear access points, comfortable vehicular circulation and turn around areas, as well as clear directional signage. Secondary parking areas do not need to be sealed however adequate drainage should be provided so areas function in wet weather. Amenity could be improved by providing shade and separated pedestrian paths.

\*Suggested Bowls Club parking arrangement - in the case when the car park in front of the building is full, over flow parking could be provided along the western edge of the Bowls Club building for members of the Bowling Club. Permeable paving is the recommended treatment for the access and area of over flow parking.



Project 15. Cycling Launch Spot  
Project 16. Fitness Circuits  
Project 18. Significant Trees



A cycling (or walking) meeting area and launch spot could be created in the north eastern section of the Park. This could be a comfortable spot to meet friends for a walk or ride along One Mile Creek. Its an ideal spot to put a sign displaying how to access Wangaratta’s extensive shared path network. This area is to also include bike storage, either as bike racks or loops.



Key Masterplan Projects in the Sports & Recreation Precinct



Exercise circuits connecting pathways could provide a range of walking/running circuits throughout the Park, and connect into the wider shared path network (500m, 1km & 10+ km off road circuits).



The preservation of the existing significant trees across the site should be part of all ongoing work on the site, including design and maintenance. Where possible trees should be featured, such as feature up-lighting and siting buildings to feature surrounding trees.



# Draft Implementation Plan

Wareena Park Masterplan				Potential Partnerships/ Key External Stakeholders	Potential Funding Sources (subject to further investigation)	Estimated Time Frame			
No.	Project	No.	Action		Grants + State Government	Short	Medium	Long	Ongoing
1	Wareena Park Oval Improvements	A01	Undertake a feature site survey	-	-	✓	-	-	-
		A02	Undertake oval infrastructure improvements, in particular, addressing drainage issues, improved irrigation using smart technologies such as WI-FI capable irrigation controllers to remotely monitor and control water flows. Undertake a complete water efficiency audit to investigate longer term water conservation strategies to support more sustainable sports ground management practices (including turf selection and irrigation systems).	Sports clubs located at Wareena Park		-	✓	-	-
		A03	Upgrade the public toilets, improve the condition of the oval viewing areas and providing more spectator seating	-		-	-	✓	-
		A04	Upgrade oval fencing with consideration of spectator views and the site's heritage	-		-	✓	-	-
2	Community Hub Building	A05	Make decision on the primary function and tenancy of the Community Hub with consideration of the recommendations of the Senior Citizens Feasibility Study	-		✓	-	-	-
		A05	Undertake detailed building planning and design documentation. Key design considerations should include; <ul style="list-style-type: none"> <li>Siting the building so it is clearly visible from Swan Street, easily accessible from the main car park, and is set within the natural environment and existing trees in the southern pocket of Wareena Park,</li> <li>Orientating the building so the habitable rooms have access to morning and afternoon light and building energy performance is not compromised,</li> <li>Adopting Environmentally Sustainable Design principles to support the comfort and health of the building occupants, as well as support the financial viability of the building operations over the longer term,</li> <li>Design the space to be comfortable in all seasons throughout the year,</li> <li>Connecting the indoors to the outdoors in a fluid way for ease of movement and to enable people feel connected to the outdoor environment,</li> <li>Providing pathways connecting surrounding bus stops and car parks to the building,</li> <li>Providing pathways to encourage users to access the recreational facilities located in Wareena Park,</li> <li>Ensuring the building is accessible and comfortable for people of all mobility levels, in particular adopting age friendly design principles,</li> <li>Creating a place that is welcoming, people friendly and supports a social environment,</li> <li>Creating an integrated and flexible building that will comfortably accommodate a variety of users and be adaptable over time to cater for future growth,</li> <li>Providing enough storage to enable user groups to easily secure chairs, tables and equipment when not in use</li> <li>Provide comfortable and functional rooms that meet the needs of various user groups,</li> <li>Being in accordance with Australian Design Standards and the Rural City of Wangaratta's Recreation and Open Space Strategy and Local Planning Policies</li> </ul>	Consultation with user groups located at Wareena Park including; <ul style="list-style-type: none"> <li>Wareena Park Bowls Club</li> <li>Merriwa Ladies Probus</li> <li>Coronation Kindergarten</li> <li>Wangaratta City Pipe Band</li> <li>Senior Citizens</li> </ul>		✓	-	-	-
		A07	Demolish the swimming pool	-		✓	-	-	-
		A08	Tender for the construction plans and build and deliver the Community Hub Building	-		✓	-	-	-

# Draft Implementation Plan

Wareena Park Masterplan				Potential Partnerships/ Key External Stakeholders	Potential Funding Sources (subject to further investigation)	Estimated Time Frame			
No.	Project	No.	Action		Grants + State Government	Short	Medium	Long	Ongoing
3	Dedicated Sports Pavilion	A09	Undertake detailed pavilion planning and design documentation. Key design considerations should include locating the Sports Pavilion on the western side of Wareena Park Oval and; <ul style="list-style-type: none"> <li>• Providing a new sports entrance from Swan Street for both people and vehicles,</li> <li>• Providing a drop off and pick up area in close proximity to the Pavilion entrance,</li> <li>• Provision of secure access between surrounding bus stops and a dedicated sports users car park and the building through passive and active safety and security measures such as clear lines of sight and lighting,</li> <li>• Siting the building so it addresses Swan Street and overlooks Wareena Park Oval,</li> <li>• Designing the building with easy access to the oval so both on and off field player's facilities are easily accessible,</li> <li>• The preservation of existing significant trees,</li> <li>• Consideration of site specific issues such as the potential for flooding,</li> <li>• Adopting Environmentally Sustainable Design principles to support the comfort and health of the building occupants, as well as support the financial viability of the building operations over the longer term,</li> <li>• Designing the space to be comfortable in all seasons throughout the year,</li> <li>• Adopting Universal Design principles so the building comfortably accommodates users of all ages, abilities, genders and cultural backgrounds, in particular, consideration of unisex change rooms and amenities (both player and officials spaces) that cater for all users and abilities. Facilities must be female, family and child friendly and inclusive of the needs of multiple user groups,</li> <li>• Designing a functional brief for the internal layout of the pavilion in conjunction with the key sports clubs located at Wareena Park,</li> <li>• Opportunities for future expansion if required,</li> <li>• Incorporating Australian Design Standards and relevant state sporting association facility guidelines,</li> <li>• Being in accordance with the Rural City of Wangaratta's Recreation and Open Space Strategy and Local Planning Policies</li> </ul>	User groups located at Wareena Park including; <ul style="list-style-type: none"> <li>• Imperials Junior Club</li> <li>• Kangaroos Junior Football Club</li> <li>• King Valley Football Club</li> <li>• Wangaratta District Junior Football League</li> <li>• Wangaratta District Cricket Association</li> <li>• Sport North East</li> <li>• Relevant state sporting associations</li> </ul>		✓	-	-	-
		A10	Tender for the construction plans and build and deliver the Sports Pavilion Building	-	-	✓	-	-	-
4	Wareena Park Site Improvements	A11	Undertake detailed design documentation to deliver the vision and accommodate all open space components as agreed to with the community during the masterplanning process. The identified key components to be included in the design are; <ul style="list-style-type: none"> <li>• Undertake detailed design to reconfigure and deliver a safer and more functional main car-park,</li> <li>• Seniors exercise area located to the south of the Community Hub,</li> <li>• Picnic and gathering space as the key activity in the south west of the site,</li> <li>• Nature based adventure and recreational play integrated into the picnic and gathering space,</li> <li>• Events lawn located to the north of the Community Hub to provide outdoor space for community related events,</li> <li>• Wayfinding and signage at a regional (providing a standalone visitor information centre signage and other tourist related information) and a local scale (directions to the surrounding shared path network/key site facilities)</li> <li>• Junior play and spectator viewing area located adjacent to the new sports pavilion,</li> <li>• Weather proof seating options appropriately located around the perimeter of the oval and at key nodes throughout,</li> <li>• Cycling launch spot located in close proximity to the intersection of the One Mile Creek Shared Path and Roy Street, and the northern car park,</li> <li>• Fitness circuits as identified in the Masterplan,</li> <li>• Upgrading the entrance, exit and circulation to the Coronation Kindergarten</li> </ul>	User groups located at Wareena Park including; <ul style="list-style-type: none"> <li>• Wareena Park Bowls Club</li> <li>• Merriwa Ladies Probus</li> <li>• Coronation Kindergarten</li> <li>• Wangaratta City Pipe Band</li> <li>• Senior Citizens</li> </ul>	-	-	✓	-	-
		A12	• Deliver the site improvements (as listed above in A11)		-	-	-	✓	-

Tract

319-0801-00-U-04B-FR01 Wareena Park MP

22 / 23





Tract



## Business and Community Recovery Grants Program – Application Form

*If you are handwriting your application and require more space please feel free to attach extra paper to your application, clearly indicating which question(s) you are responding to.*

PART 1 – APPLICANT DETAILS	
Name of Organisation/Business/Group:	
<i>If a Business please provide your ABN</i>	<i>ABN (If applicable):</i>
Postal address:	
Applicant contact name and position:	
Applicant phone contact:	
Applicant email address:	
Please provide a brief description of your Organisation/Business/Group:	

PART 2 – PROJECT DETAILS	
Name of Project:	
Project Description: <i>No more than a paragraph describing the overall purpose and objectives sought by the project.</i>	

Wangaratta Government Centre

62–68 Ovens St  
Wangaratta VIC 3677PO Box 238  
Wangaratta VIC 3676P 03 5722 0888  
F 03 5721 9526E council@wangaratta.vic.gov.au  
W wangaratta.vic.gov.au

Add Permit/Form Name Here 2

Grant amount requested:	
The Business and Community Recovery Grants Program is divided into two streams, each with focus areas designed to achieve the purpose of the grants program. Select the stream your project is supported by.	Stream 1 : Community Support <input type="checkbox"/>  Stream 2: Business Support <input type="checkbox"/>
Select the type of project you are undertaking: <u>You should select one box in this field only.</u>	<b>Community Support Stream</b> Equipment <input type="checkbox"/> Festivals, Celebrations and Events <input type="checkbox"/> Capital Works <input type="checkbox"/> Other Projects <input type="checkbox"/>  <b>Business Support Stream</b> Online and E-commerce <input type="checkbox"/> Training and Professional Development <input type="checkbox"/> Capital Works and Equipment <input type="checkbox"/> Other Projects <input type="checkbox"/>
What engagement has your group/organisation/business undertaken in relation to gaining support for this project? <i>If you have a letter of support for your project please include a copy of this with your submission.</i>	

**Please answer the below questions.****How has your Organisation/Business/Group been impacted by bushfire and COVID19?**

*This might include submission of year-on-year financials or the impacts these events have had on your organisation/business/group that gives merit to your project.*

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**Please provide a timeline for your project with completion prior to June 30, 2021.**

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W wangaratta.vic.gov.au

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Page Break

**What value/benefit does your project provide to the Community or Business Sector within the Rural City of Wangaratta?**

**How will the project deliver a positive impact on the local environment and/or promote environmental stewardship and sustainability?**

*(e.g. utilising renewable energy and energy efficient technologies, encouraging waste reduction through procurement of recycled goods or minimising packaging, reducing threats and risks to the natural environment through minimising erosion, run off to waterways, or protecting remnant vegetation.)*

**How will you measure the success of your project?**

*This may be the number of people attending an event or program, an increase in participation from a sporting facility upgrade or allowing your business to operate outside of its brick and mortar store during instances of lockdown.*

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P 03 5722 0888  
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W wangaratta.vic.gov.au

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**PART 3 – FINANCIAL DETAILS**

<b>Breakdown of Project income</b> <i>(income must be gst exclusive)</i>		
Source	\$ Amount	Status (anticipated or confirmed)
Local Government – Rural City of Wangaratta		
Applicant Contribution (cash)		
Applicant In Kind Contribution (I.e. Volunteer Labour (calculated at \$20 p/h per person).		
State Government eg. Regional Development Victoria (please specify):		
Other (please specify)		
<b>Total project income</b> <i>(add more lines if required)</i>		

<b>Breakdown of Project costs</b> <i>(costings must be gst exclusive)</i> <i>Please provide written quotes where applicable.</i>		
Item	Estimated cost \$	Anticipated completion date

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<b>Total</b>		

What percentage of your project's cash expenses are from local suppliers within the Rural City of Wangaratta?

#### PART 4 – AUTHORISATION

*I declare that the information supplied in this form is to the best of my knowledge accurate and complete and I have been delegated by the applying organisation to submit this application.*

Name:

Date:

#### PART 5 – APPLICATION SUBMISSION

Please forward your completed application no later than **Friday, September 11<sup>th</sup> 2020 at 4pm** to:  
[recovery@wangaratta.vic.gov.au](mailto:recovery@wangaratta.vic.gov.au)

**Alternatively, you can mail your application to:**

**Attention: Business and Community Recovery Grants Program  
 Rural City of Wangaratta  
 P.O. Box 238  
 WANGARATTA VIC 3676**

*Applications received after the due date will **not** be assessed.*

Wangaratta Government Centre

62–68 Ovens St  
 Wangaratta VIC 3677

PO Box 238  
 Wangaratta VIC 3676

P 03 5722 0888  
 F 03 5721 9526

E [council@wangaratta.vic.gov.au](mailto:council@wangaratta.vic.gov.au)  
 W [wangaratta.vic.gov.au](http://wangaratta.vic.gov.au)



Rural City of **Wangaratta**

## Business and Community Recovery Grants Program

### **Guidelines for Applicants**

## Background

The Business and Community Recovery Grants Program has been established to provide financial support to businesses and community organisations within the Rural City of Wangaratta who have experienced disruption and hardship due to the devastating bushfires of January 2020 and the COVID-19 pandemic.

As part of Rural City of Wangaratta's 20/21 budget, Council approved the allocation of \$372,876 for the Business and Community Recovery Grants Program.

The Business and Community Recovery Grants Program for FY20/21 only will replace Council's Community Grants Program, Tourism Event Funding Program. These respective grant programs will recommence in FY21/22.

The Business and Community Recovery Grants Program is a competitive program open to:

- Non-profit community organisations
- Businesses

These Guidelines will provide information to applicants to assist when applying for grants and ensure that applications are assessed within a transparent and equitable process.





## Categories and Funding

The Business and Community Recovery Grants are divided into two streams each with focus areas designed to achieve the purpose of the grants program.

### **STREAM ONE: COMMUNITY SUPPORT**

- Projects to support the immediate social and physical wellbeing of vulnerable community members
- Build more connected, resilient and resourceful communities
- Sustainability focused projects that add value to the community's recovery
- Projects to ensure creative culture and arts sectors are reactivated and supported
- Events to enhance community participation.

Category and funding amount	What we can fund
<b>Equipment</b> \$1,000 - \$10,000	Purchase equipment that supports the delivery of bushfire and/or COVID-19 recovery initiatives for example furniture or equipment to support activities.
<b>Festivals, Celebrations, Exhibitions and Events</b> \$1,000 to \$10,000	Support creative, sporting and social events, exhibitions, festivals and celebrations that allow for broad community participation.  Projects: <ul style="list-style-type: none"> <li>• must be approved for funding before an event takes place, and comply with COVID19 rules and restrictions in place at the time the event is to be held</li> <li>• that support the virtual delivery of events and exhibitions during COVID-19</li> <li>• are conditional upon obtaining, and providing, all relevant permits and permissions before the event is held</li> </ul>
<b>Capital Works</b> \$1,000 to \$10,000	Capital Works projects that assist in the delivery of bushfire and COVID-19 response and recovery initiatives, for example kitchen refurbishments, storage facilities.  A successful Capital Works application will be conditional upon obtaining, and providing, all relevant permits, permissions, inspections and approvals. The Project Plan must include reference to relevant permissions, approvals and permits required for the project to proceed.  If your project is on/in Council owned or managed land or facilities, you will be required to speak to a Council Officer about the project before commencing the application.
<b>Other Projects</b> \$1,000 to \$10,000	Delivery of projects that address specific social or environmental issues in the community amidst bushfires or COVID-19. This may include: <ul style="list-style-type: none"> <li>• costs associated with providing food, support services and medical relief</li> </ul>

	<ul style="list-style-type: none"> <li>• a project that delivers professional development, new work creation, and practice adaptation</li> <li>• a project that aims to increase membership and/or provide broad community participation in the group's activities</li> </ul>
--	---

**STREAM TWO: BUSINESS SUPPORT**

- Projects to develop or improve online and e-commerce capabilities building future resilience into the businesses
- Undertake training and professional development to better prepare for return to business activities
- Initiate innovative projects that will maximise local jobs and build business resilience and opportunities in a post bushfire and COVID-19 economy
- Invest in capital works and equipment during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
- Events to attract people back into our region

Category and funding amount	What we can fund
<b>Online and e-commerce</b> \$1,000 to \$5,000	Costs associated with online and e-commerce activities including the purchase of hardware, software and services in any of the following areas: <ul style="list-style-type: none"> <li>• Website design and development</li> <li>• E-commerce platforms (selling online and receiving payments)</li> <li>• Online content development (web pages, mobile apps, audio and visual media)</li> <li>• Mentoring and training in online and e-commerce activities</li> <li>• Digital marketing and promotion</li> </ul>
<b>Training and Professional Development</b> \$1,000 to \$2,000	Costs associated with increasing and enhancing staff capability to better prepare for return to business activities. Examples include: <ul style="list-style-type: none"> <li>• Online learning, webinars</li> <li>• Attendance at training courses, workshops and forums</li> <li>• In-house courses delivered by a qualified external provider or other training</li> </ul>
<b>Capital Works and Equipment</b> \$1,000 to \$10,000	50% of costs associated with capital works and equipment used to produce income, including in any of the following areas: <ul style="list-style-type: none"> <li>• Equipment, including major catering, processing and production equipment</li> <li>• Business fittings, including retail and hospitality shop fittings</li> </ul>

	<ul style="list-style-type: none"> <li>Physical alterations, including remodeling of premises</li> </ul> <p><i>Example: The total cost of a new piece of catering equipment is \$20,000. The applying business can apply for \$10,000 through the grants program and <u>must</u> contribute \$10,000 of their own funds if successful.</i></p>
<b>Festivals and Events</b> \$1,000 to \$10,000	<p>Projects that support the growth of events in the region that attract intrastate, interstate and international visitors.</p> <p>Events supported will have a strong tourism focus that demonstrate the potential to promote the destination and aligns with the strategies of the Rural City of Wangaratta.</p> <ul style="list-style-type: none"> <li>must be approved for funding before an event takes place, and conducted within COVID-19 social distancing restrictions in place at the time the event is to be held</li> <li>that support the virtual delivery of events during COVID-19 are conditional upon obtaining, and providing, all relevant permits and permissions before the event is held</li> </ul>
<b>Other Projects</b> \$1,000 to \$10,000	<p>50% of costs associated with initiating innovative projects that will maximise local jobs and build business resilience and opportunities in a post bushfire and COVID-19 economy</p>

## Applying for a grant

Application forms are available via [www.wangaratta.vic.gov.au/emergency/recovery-grants](http://www.wangaratta.vic.gov.au/emergency/recovery-grants) or Council's Customer Service desk.

## Eligibility

### COMMUNITY SUPPORT

To be eligible for the Business and Community Recovery Grants Program, community support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be not-for-profit, as classified by the Australian Tax Office in the Income Tax Assessment Act (1936)
- Have an Australian Business Number (ABN), or complete a Statement by Supplier form, or hold an exemption from registration
- Have a current Australian bank account in the name of the incorporated not-for-profit organisation or the auspicing body
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate
- Not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required)
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date

### BUSINESS SUPPORT

To be eligible for the Business and Community Recovery Grants Program, business support applicants must:

- Be committed to providing direct benefits to residents of the Rural City of Wangaratta
- Be a legally constituted entity (eg a co-operative, incorporated association, company or company limited by guarantee) or have an auspice
- Have an Australian Business Number (ABN)
- Hold an adequate public liability insurance policy to cover the volunteers, staff, members and the general public as appropriate

- Not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- Have satisfactorily accounted to Council for the expenditure of any previous Council grants (if relevant)
- Comply with all other relevant Australian and Victorian legislation, including accounting and auditing requirements; equal opportunity and antidiscrimination laws; human rights laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- Have an adequate risk management plan in place (as required)
- Demonstrate an ability to adhere to the timeframe of the grant program
- Submit a completed application form before the program closing date.

## What Cannot be Funded

- Individuals
- Organisations or groups that own or operate poker machines, explicitly promote sports betting, or meet in venues that promote gaming
- Projects that duplicate an existing service, activity or item
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from registered political parties
- Projects that seek to lobby the local, state or federal governments about particular laws, policies, practices or decisions of governments
- Religious projects or activities run by (or involvement with) religious groups seeking to promote their spiritual beliefs
- Prizes or gratuities
- Requests for retrospective funding for projects already commenced or completed
- Repeat applications for the same projects, activities or equipment
- Payment of salaries/wages (employed by the organisation or business)
- Maintenance works to buildings that are owned and/or the responsibility of the Rural City of Wangaratta
- Initiatives that do not focus or directly benefit the Rural City of Wangaratta community
- Applications seeking funding to cover outstanding loans or debts
- Projects that are considered to be high risk or undeliverable

## Key Dates

Grants Open	Friday 31 <sup>st</sup> July 2020
Grants Close	Friday 11 <sup>th</sup> September 2020
Grants Announced	Friday 16 <sup>th</sup> October 2020* *subject to change

Project Completion	Wednesday 30th June 2021
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## Assessment Process

Applications will be assessed initially by Council Officers to ensure the application is complete and meets the eligibility requirements. If the application is deemed eligible, it will then be examined in more detail against the assessment criteria. Officers from across Council may be consulted where specialist advice is required. Ineligible projects will not be further assessed.

The Business and Community Recovery Grants Program Assessment Panel will assess each eligible grant application on its individual merits including benefits to the local community and/or business sectors and positive impact on recovery and resilience following the bushfires and COVID-19. They will then make a recommendation to Council.

### Stage 1 – Initial Assessment

Ineligible projects or incomplete submissions will not be considered for assessment.

### Stage 2 – Merit Assessment

#### **Response to Impact of Bushfires and/or COVID-19 (Weighting 50%)**

- The application demonstrates a direct benefit to the Rural City of Wangaratta community and/or business sector in response to the impacts of bushfires and/or COVID-19.

#### **Capacity to Deliver (Weighting 20%)**

- The application demonstrates the capacity to deliver the project and meet the conditions of funding. The aim and outcomes of the application must be clear and deliverable within the timeframes.

#### **Value/Benefit to the Community and/or Business Sector (Weighting 30%)**

- The application provides good value and benefit to the local community and/or business sector.

## Grant Conditions

- The project must be completed within the timelines
- Applicants can submit one application only
- Successful applicants will be required to become a signatory to a funding agreement which lists all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- Successful applicants must acknowledge the Rural City of Wangaratta in any promotional material or publicity features
- Successful applicants will be required to provide a written project evaluation of the project/program on completion of the activity. Council will provide an evaluation form to all groups
- Successful applicants will be required to provide an expenditure budget or an audited statement at completion of the funding period. If Council's grant funds are not spent, all remaining funds must be returned to Council
- Council may make funding conditional on other specific conditions being met

## Payment



Successful applicants will be notified via email and will be sent a Funding Agreement which must be completed and returned to Council for funding to be paid, generally by Electronic Funds Transfer.

If Council does not have your bank account details on file you will be required to complete and return a New Supplier Statement Form.

## Funding Conditions

The Funding Agreement lists general conditions of funding and, if applicable, any special conditions which need to be met before funds can be released to your organisation.

By signing and returning the Funding Agreement to Council you are agreeing to abide by the conditions and acquittal information. If you have any questions regarding information contained in the Funding Agreement, please contact Council as soon as possible.

## Grant Acquittal

Your project must be completed by 30 June 2021.

A full grant acquittal, attaching all receipts for approved funding and demonstrating how the grant helped support recovery from the impacts of the Bushfires and/or COVID-19, should be completed and submitted to Council within 30 days of project completion.

Please note that you are expected to acknowledge Council's funding contribution within any media associated with the project or initiative. We also ask that you provide photos and copies of any media promotion.

## Information and assistance

For general information about the grants program and application process please visit [www.wangaratta.vic.gov.au/recoverygrants](http://www.wangaratta.vic.gov.au/recoverygrants)

To discuss your project and ensure eligibility, please email [recovery@wangaratta.vic.gov.au](mailto:recovery@wangaratta.vic.gov.au)

Or alternatively, contact:

- Kate Clark, Economic Development and Tourism Project Officer on 0421 516 316
- Katie Gibson, Projects and Recreation Officer on 0405 150 304

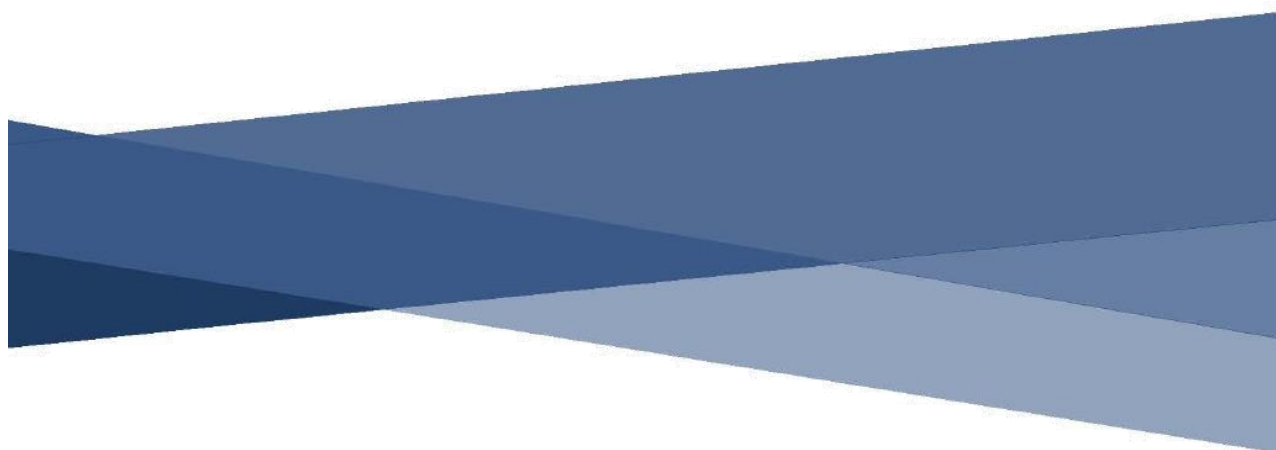
# Minutes

## Of the Audit Advisory Committee Meeting

**Location:** By video conference

**Date:** 2 June 2020

**Time:** 3.00pm



RURAL CITY OF  
**WANGARATTA**

Brendan McGrath  
Chief Executive Officer



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## 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We acknowledge the traditional owners of the land on which we are meeting. We pay our respects to their Elders past, present and emerging and to Elders from other communities who may be here today.

## 2. PRESENT/ABSENT/APOLOGIES

### Committee Members Present:

Ms Gayle Lee - Chairperson, Mr Peter McNeill, Ms Rowan O'Hagan, Cr Dean Rees - Mayor (proxy for Cr Mark Currie), Cr Ken Clarke OAM

### Auditors Present:

Brad Ead – Partner AFS & Associates, Stephen Clarke – Director Johnsons MME

### Officers Present:

Brendan McGrath - Chief Executive Officer, Sarah Brindley - Director Corporate Services, Glenda Beecher - Manager People & Governance, Rindayi Matienga - Manager Finance, Tony Raven - Governance & Reporting Advisor

### Apologies:

Cr Mark Currie

## 3. CONFIRMATION OF MINUTES

Mr Peter McNeill moved, Ms Rowan O'Hagan seconded –

*That the minutes of the Audit Advisory Committee meeting held on 17 March 2020 be confirmed subject to the correction of Cr Currie's title in the list of members present.*

**Carried.**

## 4. CONFLICT OF INTEREST DISCLOSURE

Nil.

## 5. REPORTS

### 5.1 CEO STRATEGIC & EMERGING RISKS REPORT

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/890

#### Purpose

To assist the committee to gain greater understanding of the emerging issues and risks of the Council. This report includes the status of any major lawsuits or compliance investigations.

**Ms Rowan O'Hagan moved, Mr Peter McNeill seconded –**

***That the Audit Advisory Committee notes the report.***

***Carried.***

### 5.2 IMPLICATIONS OF THE LOCAL GOVERNMENT ACT 2020

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/891

#### Purpose

To review the implications for the organisation and the committee arising from the introduction of the new *Local Government Act 2020*.

**Cr Ken Clarke OAM moved, Mr Peter McNeill seconded –**

***That the Audit Advisory Committee notes the report and considers conveying to Council its views regarding the transition process to an audit and risk committee.***

***Carried.***

The proposed approach to accommodate the transition to an Audit & Risk Committee (ARC) will be to develop and exhibit a draft charter for comments. Committee members will have this opportunity and be heard by a committee of council prior to the Council meeting to establish the ARC and adopt the charter.



### 5.3 ANNUAL WORK PROGRAM

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/892

#### **Purpose**

To review, update and endorse a forward annual work program including meeting dates, charter contents, agenda items and ways of working.

**Cr Ken Clarke OAM moved, Mr Peter McNeill seconded –**

***That the Audit Advisory Committee:***

- 1. endorses the annual work program at Attachment 2;***
- 2. hold an additional committee meeting on 18 August 2020 to enable the 15 September 2020 meeting to deal solely with the annual financial statements, performance statement and governance and management checklist.***
- 3. considers improvements to agenda structure and content that enables the committee to meet its obligations an effective and efficient manner.***

***Carried.***

#### **Actions:**

1. Format the annual work program as a table.
2. Position report attachments in the agenda immediately following the related report.

#### 5.4 AUDIT PROJECTS AND ACTIONS

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Governance and Risk Advisor  
**File No:** IC20/894

##### Purpose

To review the most recent audit planning documents, completed internal audit projects, VAGO management letters and the status of audit projects, audit recommendations and committee meeting actions.

**Mr Peter McNeill moved, Cr Ken Clarke OAM seconded –**

***That the Audit Advisory Committee notes the external audit report.***

***Carried.***

The external auditor listed the following as areas of focus:

- rates and receivables
- debtors
- risk of call for defined super programs
- valuations

The interim management letter was issued on 29 May 2020 noting 3 new recommendations in the following areas:

- i. payroll and supplier master file amendment reports and review processes
- ii. information technology security and the use of multi factor authentication
- iii. purchase orders dated after corresponding tax invoices

**Cr Ken Clarke OAM moved, Ms Rowan O'Hagan seconded –**

***That the Audit Advisory Committee notes the internal audit report and endorses the following order of internal audit projects for 2020-21:***

- 1. Records management & information privacy***
- 2. Long Term Financial Plan***
- 3. Contract Management***
- 4. Validation of past actions***
- 5. Fraud & Corruption Management***
- 6. Environmental Management & Sustainability***

***Carried.***

Members recommendations for inclusions in the scope of internal audit projects included:

1. Long term financial plan
  - a. confirm the model has adequate security controls

- b. confirm that there is a process in place for ongoing updates
  - c. confirm that there is a link to the budget
- 2. Environmental management & sustainability
  - a. confirm that there is an adequate assessment of future cost
  - b. confirm whether there is consideration of the Victorian State climate change adaption plan

**Actions:**

- 3. The interim management letter to be circulated to members out of session.
- 4. Provide more detailed reasons for pushing out audit action target completion dates at the next meeting and involve the internal auditor in this process.

**5.5 FINANCIAL STATEMENTS 2019-20**

<b>Meeting Type:</b>	<b>Audit Advisory Committee Meeting</b>
<b>Date of Meeting:</b>	<b>2 June 2020</b>
<b>Author:</b>	<b>Manager Finance</b>
<b>File No:</b>	<b>IC20/895</b>

**Purpose**

To review the most recent financial statements reported to Council, aged debtors and CEO credit card expenses. Please note the attached reports are as at 31 March 2020 and precede the Covid-19 Finance report.

**Cr Dean Rees moved, Ms Rowan O'Hagan seconded –**

***That the Audit Advisory Committee notes the report.***

***Carried.***

**Action:**

- 5. Include actuals + commitments into financial reports, even if it goes over multiple years.
- 6. Advise the reason for the negative 'inventory' number on the balance sheet.

## 5.6 COVID-19 FINANCIAL RISK MITIGATION

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Manager Finance  
**File No:** IC20/901

### Purpose

To monitor the impact of the coronavirus Covid-19 pandemic on council's financial position and related council responses.

**Cr Ken Clarke OAM moved, Ms Rowan O'Hagan seconded –**

***That the Audit Advisory Committee notes the report.***

***Carried.***

## 5.7 COUNCIL PLAN PERFORMANCE REPORT

**Meeting Type:** Audit Advisory Committee Meeting  
**Date of Meeting:** 2 June 2020  
**Author:** Governance and Risk Advisor  
**File Name:** 2018-2019 - Council Plan Reporting  
**File No:** IC20/900

### Purpose

To monitor Council performance reporting.

**Ms Rowan O'Hagan moved, Cr Dean Rees seconded –**

***That the Audit Advisory Committee notes the 'What You Will See in 2019-20' Status Report, and the 'Council Plan Measures Report' for Quarter 3 of the 2019-20 financial year.***

***Carried.***

## 6. OTHER BUSINESS

Nil.



7. **NEXT MEETING**

18 August 2020

8. **CLOSURE OF MEETING**

The meeting closed at 5.10pm.

Sub Folder S20/110



## Assembly of Councillors

Date: 01 June 2020

Meeting: ACHAC

Commenced: 5.30pm

### Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie – Deputy Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input type="checkbox"/>	<input type="checkbox"/>

### Officers:

Brendan McGrath – CEO		
Alan Clark – DIS	<input type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input type="checkbox"/>	<input type="checkbox"/>
Steven Swart – DDS	<input type="checkbox"/>	<input type="checkbox"/>

**Apologies:** Adrian Vaughan, Ian Poole

### Presenters:

#### Committee Members:

Marc Bongers  
Margaret Brickhill  
Rhonda Diffey  
David Godkin

#### Officers in attendance:

Penny Hargrave  
Simone Nolan

**Conflict of interest:** NIL

**Meeting Closed at:** 6:49pm

Sub Folder S20/110



## Assembly of Councillors

Date: 9 June 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

### Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jaime Chubb – DCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart– DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Independent Presenters:** Anthea Sloan – Strategic Finance Projects Manager; Alan Clark – Director Infrastructure Services; Jaime Chubb – Director Community Wellbeing

**Conflict of interest:** N/A

### Matters Considered:

1. Council Budget & Council Plan Update
2. Place Naming Committee Membership
3. Recycling Update
4. Community Sports Infrastructure Stimulus Program
5. Naming of the Sports and Events Precinct
6. Review Briefing Forum Actions
7. General Business
8. CEO & Councillor Only Business

Sub Folder S20/110



## Assembly of Councillors

Date: 15 June 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

**Councillors:**

Cr Dean Rees - Mayor  
Cr Dave Fuller – Deputy Mayor  
Cr Harry Bussell  
Cr Ken Clarke  
Cr Mark Currie  
Cr Harvey Benton  
Cr Ashlee Fitzpatrick

**Present**

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**Absent**

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**Executive Team:**

Brendan McGrath – CEO  
Alan Clark – DIS  
Jaime Chubb – DCW  
Sarah Brindley – DCS  
Stephen Swart – DDS

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**Independent Presenters:** Chloe Davies – Sports, Aquatics & Events Precinct Manager; Steven Burke – Media & Communications Coordinator

**Conflict of interest:** N/A

**Matters Considered:**

1. WISAC Bi-Monthly Report Update
2. Community 2020 Satisfaction Survey Results
3. General Business
4. Budget Submissions

Sub Folder S20/110



## Assembly of Councillors

Date: 22 June 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

### Councillors:

Cr Dean Rees - Mayor  
 Cr Dave Fuller – Deputy Mayor  
 Cr Harry Bussell  
 Cr Ken Clarke  
 Cr Mark Currie  
 Cr Harvey Benton  
 Cr Ashlee Fitzpatrick

### Present

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### Absent

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### Executive Team:

Brendan McGrath – CEO  
 Alan Clark – DIS  
 Jaime Chubb – DCW  
 Sarah Brindley – DCS  
 Stephen Swart – DDS

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**Independent Presenters:** Kate Oliver, Maddocks Law Firm; Lucy Clark- Creative Marketing Specialist

**Conflict of interest:** N/A

### Matters Considered:

1. Local Government Act 2020 Orientation – Councillor Training
2. June/July Visitation Campaign
3. Council Meeting Agenda Discussion
4. Operational Status Reports
5. Review Briefing Forum Actions



Sub Folder S20/110



## Assembly of Councillors

Date: 23 June 2020

Meeting: Pre Council Meeting Discussion

Commenced: 5.30pm

**Councillors:**

Cr Dean Rees - Mayor  
Cr Dave Fuller – Deputy Mayor  
Cr Harry Bussell  
Cr Ken Clarke  
Cr Mark Currie  
Cr Harvey Benton  
Cr Ashlee Fitzpatrick

**Present**

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**Absent**

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**Executive Team:**

Brendan McGrath – CEO  
Alan Clark – DIS  
Jaime Chubb – DCW  
Sarah Brindley – DCS  
Stephen Swart – DDS

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## Assembly of Councillors

Date: 29 June 2020

Meeting: Councillors Briefing Forum

Commenced: 3pm

### Councillors:

	Present	Absent
Cr Dean Rees - Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Dave Fuller – Deputy Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harry Bussell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ken Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Mark Currie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Harvey Benton	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cr Ashlee Fitzpatrick	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Executive Team:

Brendan McGrath – CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clark – DIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jaime Chubb – DCW	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sarah Brindley – DCS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stephen Swart – DDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Penny Hargrave – Manager, Arts, Culture & Events (attending on behalf of Jaime Chubb, Director Community Wellbeing)

Marcus Goonan – Manager, Infrastructure, Planning & Delivery (attending on behalf of Alan Clark, Director Infrastructure Services)

**Independent Presenters:** Marsha McMonigle – Technical Services Coordinator; Celeste Brockwell – Manager Economic Development, Environment & Strategy; Tony Raven – Governance & Reporting Advisor; Stephen Swart – Director Development Services

### Conflict of interest:

Conflict of Interest from Councillor Fuller against agenda item 1 as sister owns a parcel of land in the area addressed by the Flood Mitigation Report. The Councillor did not attend for this agenda item.

### Matters Considered:

1. Flood Mitigation Project
2. Bushfire Recovery Victoria and Tourism North East Update
3. Election Period
4. Proposed Governance Policies
5. Recovery and Resilience Grants Program
6. Review Briefing Forum Actions
7. General Business
8. CEO KPI Progress Report & Councillor only Business

Sub Folder S20/110



## Assembly of Councillors

Date: 23 June 2020

Meeting: Pre Council Meeting Discussion

Commenced: 5.30pm

**Councillors:**

Cr Dean Rees - Mayor  
Cr Dave Fuller – Deputy Mayor  
Cr Harry Bussell  
Cr Ken Clarke  
Cr Mark Currie  
Cr Harvey Benton  
Cr Ashlee Fitzpatrick

**Present**

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**Absent**

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**Executive Team:**

Brendan McGrath – CEO  
Alan Clark – DIS  
Jaime Chubb – DCW  
Sarah Brindley – DCS  
Stephen Swart– DDS

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