

# Minutes

## Of the Ordinary Council Meeting

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

**Date:** 28 July 2020

**Time:** 6pm



RURAL CITY OF  
**WANGARATTA**

Brendan McGrath  
Chief Executive Officer



## TABLE OF CONTENTS

	<b>Page No.</b>
1. <b>ACKNOWLEDGEMENT OF TRADITIONAL OWNERS</b> .....	5
2. <b>OPENING PRAYER</b> .....	5
3. <b>PRESENT</b> .....	5
4. <b>ABSENT</b> .....	5
5. <b>ACCEPTANCE OF APOLOGIES &amp; GRANTING OF LEAVE OF ABSENCE</b> .....	5
<b>ORDER OF BUSINESS</b> .....	5
6. <b>CITIZEN CEREMONY</b> .....	5
7. <b>CONFIRMATION OF MINUTES</b> .....	6
8. <b>CONFLICT OF INTEREST DISCLOSURE</b> .....	6
9. <b>RECEPTION OF PETITIONS</b> .....	6
10. <b>HEARING OF DEPUTATIONS</b> .....	6
<b>PRESENTATION OF REPORTS</b> .....	6
11. <b>COUNCILLOR REPORTS</b> .....	6
<b>OFFICERS' REPORTS</b> .....	7
12. <b>EXECUTIVE SERVICES</b> .....	7
13. <b>CORPORATE SERVICES</b> .....	8
13.1    REVISED APPOINTMENT TO COUNCIL COMMITTEES POLICY .....	8
13.2    REVISED INSTRUMENT OF DELEGATION FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER .....	11
13.3    ICT STRATEGY TENDER AWARD - SOFTWARE LICENCE CONTRACT.....	14
13.4    ICT STRATEGY TENDER AWARD - IT HARDWARE CONTRACT .....	18
14. <b>COMMUNITY WELLBEING</b> .....	22
14.1    COUNCIL COMMITTEES .....	22
14.2    COMMUNITY GRANTS - MINOR CATEGORY .....	27
15. <b>INFRASTRUCTURE SERVICES</b> .....	35
15.1    DRAFT WAREENA PARK MASTERPLAN .....	35
16. <b>DEVELOPMENT SERVICES</b> .....	40
16.1    BUSINESS & COMMUNITY RECOVERY GRANTS PROGRAM.....	40
17. <b>SPECIAL COMMITTEE REPORTS</b> .....	46
18. <b>ADVISORY COMMITTEE REPORTS</b> .....	47
18.1    AUDIT ADVISORY COMMITTEE.....	47
19. <b>RECORDS OF ASSEMBLIES OF COUNCILLORS &amp; MINUTES OF ADVISORY COMMITTEE MEETINGS</b> .....	48
19.1    RECORD OF ASSEMBLY OF COUNCILLORS & ADVISORY COMMITTEE REPORTS .....	48
20. <b>NOTICES OF MOTION</b> .....	50
21. <b>URGENT BUSINESS</b> .....	50
22. <b>PUBLIC QUESTION TIME</b> .....	50

**23. CONFIDENTIAL BUSINESS ..... 50**  
**24. CLOSURE OF MEETING..... 50**

1. **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

*We acknowledge the Bangarang as the original inhabitants on whose country we are gathered and pay respects to their elders past, present and future and extend that respect to any other first nation people present.*

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**

Councillors:

Cr David Fuller, Cr Dean Rees, Cr Harry Bussell, Cr Harvey Benton, Cr Ken Clarke OAM, Cr Mark Currie, Cr Ashlee Fitzpatrick.

Officers:

Brendan McGrath, Chief Executive Officer Alan Clark, Director Infrastructure Services Jaime Chubb, Director Community Wellbeing, Stephen Swart, Director Development Services Sarah Brindley, Director Corporate Services.

4. **ABSENT**

Cr Ken Clarke OAM.

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

**RECOMMENDATION:**

**(Moved: Councillor M Currie/Councillor H Benton)**

***That an apology from Cr Ken Clarke OAM be accepted***

**Carried**

**ORDER OF BUSINESS**

6. **CITIZEN CEREMONY**

Nil.

## 7. CONFIRMATION OF MINUTES

### RESOLUTION:

(Moved: Councillor A Fitzpatrick/Councillor H Benton)

*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.*

**Carried**

## 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

Nil.

## 10. HEARING OF DEPUTATIONS

Nil.

## PRESENTATION OF REPORTS

## 11. COUNCILLOR REPORTS

### Cr Dave Fuller

I wish to send thankyou's to Federal Member for Indi Helen Haines, Local Member Tim McCurdy and Tanya Maxwell for their efforts in addressing some of the issues we are facing with the border restrictions. There has been a lot of complications for businesses and we do not want to see the downfall in the economy that we have experienced so far, so we need these resolutions put in place to fix it. We are glad to hear that the North East Health issue has been fixed but there are lots of other businesses that are still struggling, and we are glad to have Brendan on the committee for local Mayors and CEOs that are working towards resolving some of these issues.

**RESOLUTION:**

**(Moved: Councillor A Fitzpatrick/Councillor H Benton)**

***Councillor A Fitzpatrick moved a motion:***

***That Cr Fullers Councillor report be included in the Minutes.***

**Carried**

**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.

#### **RESOLUTION:**

**(Moved: Councillor D Fuller/Councillor A Fitzpatrick)**

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

**Carried**

#### 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.

#### **RESOLUTION:**

**(Moved: Councillor M Currie/Councillor D Fuller)**

***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 with addition that any proposal regarding outsourcing any service currently provided by Council staff be subject to consultation with Council.***
- 2. The instrument comes into force immediately and the common seal of Council is affixed to the instrument, with the addition that any proposal regarding outsourcing any service currently provided by Council staff be subject to consultation with Council.***
- 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.***

**Carried**

## **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.

#### **RESOLUTION:**

**(Moved: Councillor M Currie/Councillor H Benton)**

#### ***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.***

**Carried**

***Sarah Brindley, Director Corporate Services disclosed the contract price for the Microsoft Enterprise Agreement as \$779,017.45.***

#### **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	Minor (2)	Moderate (3)	5	Project Plan



Risks	Likelihood	Consequence	Rating	Mitigation Action
of Microsoft 365				
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.

#### **RESOLUTION:**

**(Moved: Councillor A Fitzpatrick/Councillor M Currie)**

#### ***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.***

**Carried**

***Sarah Brindley, Director Corporate Services disclosed the contract price for Contract C25489 IT End User Hardware Replacement as \$583,210.00***

#### **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.

#### **RESOLUTION:**

**(Moved: Councillor D Fuller/Councillor A Fitzpatrick)**

#### ***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***

**Carried**

**Cr Dave Fuller disclosed names of representatives to Committees as follows:**

***Bowmans-Murmungee Memorial Hall and Tennis Reserve –***

*Jane Witherow, Dianne Ferguson, John Rouch, Kathleen Dobson, Judy Griffiths*

***Carboor Soldiers Memorial Hall and Recreation Reserve –***

*Robin Box, Veronica Box, Jean Box, Peter Manfield, Anthony Meyer, Rebecca Meyer, Allan Roman*

***Edi Upper Public Hall and Recreation Reserve –***

*Greg Whitaker, Mark Bray, Helen O’Donohue, Therese Holmes  
Monica Evans, Susan Lowe*

***Eldorado Memorial Hall –***

*Mick Carey, Ben Dahlenberg, Cheryl Bell, John Bell, Richard Fung, Rebecca Matheson-Omondi*

***Everton Public Hall and Sports Reserve –***

*Ruth Kneebone, Noel Kneebone, Angela Ross, Colleen Cole, Tony Cole, Davina Machin, Christopher Linning, Murray Bennett, Yvonne Donnan*

***Old Murmungee Hall***

*James Neary, Lorna Neary, Jane Witherow, Judith Griffiths, John Bradford, Maureen Rae, Denise Rae, Brian Rae*

**Cr Harry Bussell**

I would like to thank these section 86 committee members because they are volunteers, they volunteer for their community, they work tireless hours sometimes, they’re so passionate about their rural communities and about their committees and I believe they need a great big shout out for the work they do.

**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 (2019 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.

**RESOLUTION:****(Moved: Councillor H Bussell/Councillor D Fuller)**

- 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.**

<b>Group/organisation</b>	<b>Project Name</b>	<b>Recommended Funding Amount</b>
Boorhaman Golf Club	Clean, Dry and Work Friendly	\$3,500
Jubilee Golf Club	Refurbishment of Clubhouse Kitchen	\$3,500
Myrree Primary School	Myrree 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.**

<b>Group/organisation</b>	<b>Project Name</b>	<b>Recommended Funding Amount</b>
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
Myrree Soldiers Memorial Hall	Improving Access for Recreation in the Myrree Community	\$5,000
Tarrawingee Community Hall Committee of Management	Heating and Cooling Upgrade	\$4,000
Whitfield Recreation Reserve Committee of Management	Light and Easy	\$4,076

**Carried**

## **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
Myrree Primary School	Myrree 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
Myrree Soldiers Memorial Hall	Improving Access for Recreation in the Myrree 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

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
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

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

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 Tippett 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.

#### **RESOLUTION:**

**(Moved: Councillor D Fuller/Councillor A Fitzpatrick)**

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

**Carried**

#### 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 Tippett 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 

### **Public Questions**

*Brian Fox asked what is the reason for council wishing to permanently close Swan Street Pool?*

*Mayor Dean Rees responded Brian this question has been asked by you on numerous occasions and has been both answered verbally and also been answered in writing from senior staff here at Council.*

## 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.

#### **RESOLUTION:**

**(Moved: Councillor D Fuller/Councillor H Benton)**

#### ***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.***

**Carried**

#### 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

**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.

#### **RESOLUTION:**

**(Moved: Councillor A Fitzpatrick/Councillor M Currie)**

***That Council notes this report.***

**Carried**

#### 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.








<b>Date</b>	<b>Meeting details</b>	<b>Refer</b>
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



**RESOLUTION:****(Moved: Councillor H Benton/Councillor A Fitzpatrick)*****That Council:***

- 1. receives the reports of Assemblies of Councillors***

**Carried****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**

Nil.

**22. PUBLIC QUESTION TIME**

Nil.

**23. CONFIDENTIAL BUSINESS**

Nil

**24. CLOSURE OF MEETING**

The Meeting closed at 6.30pm.