

Agenda

For the Ordinary Council Meeting

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

Date: Tuesday, 25 August 2020

Time: 3PM



RURAL CITY OF
WANGARATTA

Brendan McGrath
Chief Executive Officer

TABLE OF CONTENTS

	Page No.
1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....	6
2. OPENING PRAYER	6
3. PRESENT	6
4. ABSENT	6
5. ACCEPTANCE OF APOLOGIES & GRANTING OF LEAVE OF ABSENCE	6
ORDER OF BUSINESS	6
6. CITIZEN CEREMONY	6
7. CONFIRMATION OF MINUTES	6
8. CONFLICT OF INTEREST DISCLOSURE	6
9. RECEPTION OF PETITIONS.....	7
10. HEARING OF DEPUTATIONS	7
PRESENTATION OF REPORTS	7
11. COUNCILLOR REPORTS	7
OFFICERS' REPORTS	8
12. EXECUTIVE SERVICES	8
12.1 AMENDMENT TO SCHEDULE OF COUNCIL MEETINGS 2020	8
13. CORPORATE SERVICES	11
13.1 COUNCIL PLAN MEASURES AND PROJECTS UPDATE	11
13.2 ADOPTION OF GOVERNANCE POLICIES	14
13.3 ESTABLISHMENT OF AN AUDIT AND RISK COMMITTEE	17
13.4 LOAN BORROWINGS 2020/21	20
14. COMMUNITY WELLBEING	25
14.1 COMMUNITY ASSET COMMITTEES.....	25
14.2 DRAFT COMMUNITY ENGAGEMENT POLICY	29
14.3 COUNCIL CONTRIBUTION TO THE WANGARATTA FESTIVAL OF JAZZ AND BLUES 2020	34
15. INFRASTRUCTURE SERVICES	40
15.1 C25913 CELL 2 & 8 REHABILITATION CONSTRUCTION WORKS & C25912 GEOTECHNICAL INSPECTION AND TESTING AUTHORITY (GITA) AND CONSTRUCTION QUALITY ASSURANCE (CQA) FOR CELL 2 & 8 REHABILITATION CONSTRUCTION WORKS	40
16. DEVELOPMENT SERVICES	44
16.1 PLANNING SCHEME AMENDMENT C81 - WANGARATTA URBAN WATERWAYS FLOOD INVESTIGATION STUDY 2017 - CONSIDERATION OF SUBMISSIONS	44
17. SPECIAL COMMITTEE REPORTS	53
18. ADVISORY COMMITTEE REPORTS	53
19. RECORDS OF ASSEMBLIES OF COUNCILLORS & MINUTES OF ADVISORY COMMITTEE MEETINGS	54
19.1 RECORD OF ASSEMBLY OF COUNCILLORS & ADVISORY COMMITTEE REPORTS	54

20.	NOTICES OF MOTION	56
21.	URGENT BUSINESS	56
22.	PUBLIC QUESTION TIME	56
23.	CONFIDENTIAL BUSINESS	56
23.1	CEO PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS	56
24.	CLOSURE OF MEETING	56
ATTACHMENTS		56
13.1	COUNCIL PLAN MEASURES AND PROJECTS UPDATE	
ATTACHMENT 1	'WHAT YOU WILL SEE IN 2019-20' - QUARTER 4 REPORT	57
ATTACHMENT 2	COUNCIL PLAN MEASURES - QUARTER 4 REPORT	62
13.2	ADOPTION OF GOVERNANCE POLICIES	
ATTACHMENT 1	GOVERNANCE RULES	71
ATTACHMENT 2	COUNCILLOR SUPPORT POLICY	121
ATTACHMENT 3	AUDIT AND RISK COMMITTEE CHARTER	136
13.3	ESTABLISHMENT OF AN AUDIT AND RISK COMMITTEE	
ATTACHMENT 1	AUDIT AND RISK COMMITTEE CHARTER	148
ATTACHMENT 2	AUDIT AND RISK COMMITTEE INDEPENDENT MEMBERS	160
14.1	COMMUNITY ASSET COMMITTEES	
ATTACHMENT 1	ATTACHMENT 1 - COMMUNITY ASSET COMMITTEE MEMBERS	161
ATTACHMENT 2	ATTACHMENT 2 - COMMUNITY ASSET COMMITTEES INSTRUMENT OF SUB- DELEGATION	166
14.2	DRAFT COMMUNITY ENGAGEMENT POLICY	
ATTACHMENT 1	DRAFT COMMUNITY ENGAGEMENT POLICY	180
ATTACHMENT 2	MAJOR COUNCIL POLICY - COMMUNITY ENGAGEMENT POLICY COMMUNITY IMPACT STATEMENT	200
16.1	PLANNING SCHEME AMENDMENT C81 - WANGARATTA URBAN WATERWAYS FLOOD INVESTIGATION STUDY 2017 - CONSIDERATION OF SUBMISSIONS	
ATTACHMENT 1	AMENDMENT C81 - ASSESSMENT OF SUBMISSIONS	207
19.1	RECORD OF ASSEMBLY OF COUNCILLORS & ADVISORY COMMITTEE REPORTS	
ATTACHMENT 1	ASSEMBLY OF COUNCILLORS - COUNCILLORS BRIEFING FORUM - 6 JULY 2020	221
ATTACHMENT 2	ASSEMBLY OF COUNCILLORS - ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE - 7 JULY 2020	222
ATTACHMENT 3	ASSEMBLY OF COUNCILLORS - COUNCILLORS BRIEFING FORUM - 13 JULY 2020	223
ATTACHMENT 4	ASSEMBLY OF COUNCILLORS - COUNCILLORS BRIEFING FORUM - 20 JULY 2020	224
ATTACHMENT 5	ASSEMBLY OF COUNCILLORS - AGRICULTURE & AGRIBUSINESS ADVISORY COMMITTEE MEETING - 21 JULY 2020	225
ATTACHMENT 6	ASSEMBLY OF COUNCILLORS - COUNCILLORS BRIEFING FORUM - 27 JULY 2020	226
ATTACHMENT 7	ASSEMBLY OF COUNCILLORS - PRE COUNCIL MEETING DISCUSSION - 28 JULY 2020	227

ATTACHMENT 8 2020	ASSEMBLY OF COUNCILLORS - COUNCILLORS BRIEFING FORUM - 3 AUGUST 228
ATTACHMENT 9	MINUTES - WANGARATTA ECONOMIC DEVELOPMENT & TOURISM ADVISORY COMMITTEE - 7 JULY 2020 229
ATTACHMENT 10 2020	MINUTES - AGRICULTURE & AGRIBUSINESS COMMITTEE MEETING - 21 JULY 232

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 28 July 2020 as a true and accurate record of the proceedings of the meeting.

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

PRESENTATION OF REPORTS

11. COUNCILLOR REPORTS

Nil

OFFICERS' REPORTS

12. EXECUTIVE SERVICES

12.1 AMENDMENT TO SCHEDULE OF COUNCIL MEETINGS 2020

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Executive Service Coordinator
File Name: N/A
File No: IC20/1079

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 consider the amendment of the 2020 schedule of Ordinary Council meeting dates.

RECOMMENDATION:

That Council:

- 1. reschedules the Ordinary Council meeting from 22 September to 21 September 2020;***
- 2. publishes the amended date and venue in the Wangaratta Chronicle and Council's website.***

Background

Councils must comply with special arrangements in the lead up to elections, known as the Election Period or caretaker period which commences on 22 September. These arrangements place limitations on the decision making of Council.

As the September Ordinary Council meeting is scheduled on the 22 September 2020, it is recommended that the meeting be rescheduled to the 21 September 2020 to allow Council to consider business prior to the commencement of this period.

Implications

Policy Considerations

Council's Governance & Meeting Conduct Local Law No. 2 of 2016 provides that the dates, times and places of Ordinary meetings and Special meetings are within the discretion of Council. Council may, by resolution at an Ordinary or a Special Meeting, alter the date, time and/or place of any Ordinary Meeting. This report

seeks Council approval of a change to the original meeting schedule for the 2020 year.

Financial/Economic Implications

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

Legal/Statutory

The *Local Government Act 1989*, section 89(4), requires that Council must give at least 7 days public notice before the holding of an ordinary meeting.

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 connected

We will plan and make decisions for the future:

The non-negotiables

We consult and engage effectively with the community and provide information that is clear, accessible and easy to understand about local decision making.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

N/A

b) Other strategic links

N/A

Risk Management

There are no risks identified for the subject of this report.

Consultation/Communication

Public notification will be provided of Council's 2020 Ordinary Meeting dates and venues.

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

Options for Consideration

1. Reschedule the Ordinary Council meeting from 22 September to 21 September 2020.
2. Council could retain the Council meeting date on 22 September 2020 with limitations in place due to the caretaker period.

Conclusion

Due to the caretaker period commencing on the 22 September 2020 it is proposed that Council reschedule its Ordinary Council meeting from the 22 September to the 21 September 2020.

Attachments

Nil

13. CORPORATE SERVICES

13.1 COUNCIL PLAN MEASURES AND PROJECTS UPDATE

Meeting Type:	Ordinary Council Meeting
Date of Meeting:	25 August 2020
Author:	Governance and Risk Advisor
File Name:	2018-2019 - Council Plan Reporting
File No:	IC20/1241

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 purpose of this report is to present the 2019-20 Quarter 4 update for both council plan measures and projects.

The impact of COVID-19 restrictions is evident in the outcomes for several measures and projects.

RECOMMENDATION:

That Council receives the ‘What You Will See in 2019-20’ Status Report, and the ‘Council Plan Measures Report’ for Quarter 4 of the 2019-20 financial year.

Background

Each year, Council sets out, in the council plan, strategic objectives, strategies for achieving the strategic objectives and strategic indicators for monitoring achievement of the strategic objectives. The council plan also lists the major initiatives and projects planned to support delivery of the strategies and actions.

These results measure our progress against what is important and allow ourselves and everyone in our community to understand the impact that we are having.

Implications

Two reports are provided.

The first report is the Council Plan ‘What You Will See in 2019-20’ report (**Attachment 1**) which provides information on the status of projects and initiatives delivered in the 2019-20 financial year.

43 projects and initiatives were to be completed during 2019-20. They are listed in the 2017-2021 Council Plan (2019 Revision) under ‘What You Will See in 2019-20’. In respect of these projects, the following has been achieved:

- 26 are 'Completed';
- 16 remain underway, of which 4 are multi-year projects:
 - 6 are 80-99% Complete'
 - 9 are 60-79% Complete
 - 1 is 30-59% Complete - *Gun Club rehabilitation, awaiting EPA approval;*
- 1 is no longer proceeding.

The second report is the council plan measures report (**Attachment 2**) which provides the full year results for council plan measures.

There are 22 council plan measures showing the following full year results:

- 14 measures are within 5% of target;
- 2 measures are within 10% of target; and
- 6 measures are more than 10% outside of target.

Several measures have been impacted by the restrictions imposed by the State Government to control the spread of COVID-19.

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There is no immediate financial impact related to this report.

Legal/Statutory

The *Local Government Act 1989* requires Council to report on performance annually in the annual report. This quarterly report provides the community with a progress update.

Social

The council plan provides for the achievement of several social objectives.

Environmental/Sustainability Impacts

The council plan provides for the achievement of several environmental objectives.

Council Plan 2017-2021 (2019 Revision)

This report supports achievement of council plan strategic objectives by measuring and communicating progress in strategic projects and indicators.

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Council Plan targets are not achieved leading to reputational risk	Low	High	Moderate	Identified unfavourable variances are examined and addressed. Regular monitoring and reporting.

Conclusion

This report assists Council and the community to monitor achievement of strategic objectives.

Attachments

- 1 'What You Will See in 2019-20' - Quarter 4 report [↓](#)
- 2 Council plan measures - Quarter 4 report [↓](#)

13.2 ADOPTION OF GOVERNANCE POLICIES

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Governance and Risk Advisor
File No: IC20/1242

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 governance policies arising from the introduction of the *Local Government Act 2020* following their exhibition and request for submissions.

RECOMMENDATION:

That Council:

- 1. Adopts the Governance Rules (Attachment 1); and***
- 2. Adopts the Councillor Support Policy (Attachment 2); and***
- 3. Adopts the Audit and Risk Committee Charter (Attachment 3).***

Background

The *Local Government Act 2020* (the Act) requires the Council to establish several governance policies by 1 September 2020, including:

- Governance Rules under section 60
- an Audit & Risk Committee Charter under section 53
- a Council Expenses Policy under section 41
- a Public Transparency Policy under section 57

At its 30 June 2020 meeting, Council resolved to exhibit, and invite submissions on, drafts of the proposed policies for a 4-week period in July 2020. Where no submissions were received regarding a policy, that policy was to be approved without further resolution.

No community submissions were received.

The following policies were the subject of staff, councillor and committee member submissions and are presented for adoption:

- Governance Rules
- Councillor Support Policy
- Audit and Risk Committee Charter

Implications

Policy Considerations

There is a staff submission regarding the Governance Rules and related to the mayor election process. It recommends the addition of the existing mayor election tie-break process from the Governance and Meeting Conduct Local Law which was left out of the draft. This recommendation is accepted and has been incorporated into the draft.

There have been 3 councillor submissions regarding the Councillor Support Policy:

1. A request to clarify the provision of administrative support. The draft provides for support during normal business hours, coordinated by Executive Services. This arrangement is considered satisfactory and no changes to the draft have been made.
2. A recommendation that protective clothing should only be returned if safe to do so e.g. covid-19. This recommendation is accepted and has been incorporated into the draft.
3. A request to provide for adequate office accessibility after hours. This recommendation is accepted and has been incorporated into the draft.

There was 1 submission for the Audit and Risk Committee Charter:

1. The order of business should include provision for a CEO strategic and emerging risks report. This recommendation is accepted and has been incorporated into the draft.
2. The number of independent members should be increased by 1 to allow for some flexibility whilst maintaining a quorum. This recommendation is accepted and has been incorporated into the draft.

Financial/Economic Implications

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

Legal/Statutory

The policies must be adopted by 1 September 2020.

Adoption of governance rules under the Act will cause much of the Governance & Meeting Conduct Local Law to become redundant. It will need to be amended or revoked at some point in the future.

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.

Council Plan

This report supports the council plan by supporting a sustainable organisation through good governance policies and procedures.

Risk Management

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

Consultation/Communication

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

Options for Consideration

1. Council may adopt the policies as drafted; or
2. Council may wish to adopt revised policies.

Conclusion

The policies are required by the Act and support Council's arrangements for good governance.

Attachments

- 1 Governance rules [↓](#)
- 2 Councillor support policy [↓](#)
- 3 Audit and risk committee charter [↓](#)

13.3 ESTABLISHMENT OF AN AUDIT AND RISK COMMITTEE

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Governance and Risk Advisor
File No: IC20/1244

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 establish an Audit and Risk Committee (committee).

The committee must be established under section 53 of the *Local Government Act 2020* (Act) by 1 September 2020. It replaces the Audit Advisory Committee established by Council under the repealed section 139 of the *Local Government Act 1989*. The committee must have a charter approved under section 54 of the Act.

The most efficient way to establish the committee is to roll over the current independent and councillor members of the existing audit advisory committee into the committee together with their respective terms and conditions.

RECOMMENDATION:

In exercise of the powers conferred by section 53 of the Local Government Act 2020 (the Act), the Wangaratta Rural City Council resolves that:

- 1. From the date of this resolution, there be established an Audit and Risk Committee.***
- 2. The purposes of the Audit and Risk Committee are those set out in the Audit and Risk Committee Charter (Attachment 1).***
- 3. The members of the Audit and Risk Committee are:***
 - 3.1. Councillor Mark Currie and Councillor Ken Clarke OAM; and***
 - 3.2. the other members who are not councillors and who are not members of Council staff (independent members) who are listed in Column 1 of Attachment 2.***
- 4. The terms of the independent members are those described in Column 2 of Attachment 2 corresponding to each independent member.***
- 5. The chairperson of the committee is the person listed as chairperson in column 3 of Attachment 2.***
- 6. From the date of this resolution, the Audit Advisory Committee is dissolved.***

Background

Council must establish the committee under section 53 of the Act. It replaces the Audit Advisory Committee established by Council under the repealed section 139 of the *Local Government Act 1989* by 1 September 2020.

The Act sets out the requirements for the committee.

The most efficient way to establish the committee is to roll over the current independent members and councillor members of the existing audit advisory committee into the committee together with their respective terms and conditions. Otherwise, a lengthy process of calling for expressions of interest will be required.

The current audit advisory committee is performing satisfactorily.

Implications

Policy Considerations

A charter will be approved by Council under section 54 of the Act to govern the operation of the committee.

Financial/Economic Implications

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

Legal/Statutory

The Act sets out the requirements for membership of the committee:

- members must include members who are Councillors of the Council
- members must consist of a majority who are not Councillors of the Council and who collectively have expertise in financial management and risk and experience in public sector management and not include any person who is a member of Council staff of the Council
- the chairperson must not be a Councillor of the Council
- the committee must have a charter approved under section 54 of the Act
- Council must establish the first Audit and Risk Committee on or before 1 September 2020.

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.

Council Plan

This report supports the council plan by providing for governance arrangements that comply with the requirements of the Act.

Risk Management

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

Consultation/Communication

Councillors and senior Council staff have been consulted regarding the subject of this report.

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

Options for Consideration

There are no viable options available that will achieve the timeline set out in the Act.

Conclusion

The Audit and Risk Committee must be established by Council under section 53 of the Act. The recommendation achieves that legal requirement.

Attachments

- 1 Audit and risk committee charter [↓](#)
- 2 Audit and risk committee independent members [↓](#)

13.4 LOAN BORROWINGS 2020/21

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Manager Finance
File No: IC20/1273

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 provide details of borrowings prescribed in the 2020/21 Budget as adopted by Council on 30th June 2020.

RECOMMENDATION:

That Council:

- 1. Notes the planned new borrowings of \$18,291,662 as prescribed in the 2020/21 Budget.***
- 2. Awards Contract C26615 for the initial \$11,291,662 of planned borrowings to be awarded to _____ bank following a competitive tender process, under the following conditions:***
 - a. that the fixed term interest rate quoted by the selected tenderer is not more than 2.70%;***
 - b. that the final interest rate provided on the day of signing by the selected tenderer does not increase by more than 50 basis points (0.5%) versus the interest rate quoted within their competitive tender submission.***
- 3. Authorises the Chief Executive Officer to execute any necessary loan documentation (sign and seal if necessary) to facilitate the loan amount of \$11,291,662 for the ongoing implementation of the capital works projects detailed in the 2020/21 Budget on behalf of Council.***

Background

In the 2020/21 Budget, Council made provision to borrow \$18,291,662 to fund capital works projects being carried out during the financial year. These borrowings will fund the new developments of the Regional Playspace and Mitchell Avenue Children's Garden. The funds will also be applied to capital works projects undertaken in earlier years such as the Cruse Street development, and CBD masterplan improvements for the Railway Precinct and King George Gardens. Given the uncertain nature of economic conditions, it is proposed to make 2 drawdowns of the planned borrowing during the financial year. The first drawdown

is scheduled in August 2020 for \$11,291,662, with the remainder likely in the first quarter of 2021.

The balance of loans owing prior to this borrowing will be \$16,728,117. The total borrowings will increase to \$28,019,779 following this drawdown.

Implications

Policy Considerations

These borrowings are as prescribed in the 2020/21 Budget adopted by Council. These borrowings have been tendered in accordance with Council's Procurement Policy. The tenders will be evaluated in consideration of the following criteria:

- Cost – weighting 80%: Includes consideration for all costs that will be incurred over the duration of the contract
- Capability – weighting 10%: Includes factors such as past experience and approach
- Capacity – weighting 10%: Includes factors such as resourcing and delivery timeframes

Financial/Economic Implications

Council will source this loan funding on the open market by seeking competitive quotes from the major Australian banks to obtain the most competitive available rate.

By entering into a loan agreement now with an Australian bank for \$11,291,662 and locking in a fixed interest rate for the next 10 years, Council will be protected from any future interest rate increases. This also enables Council to benefit from the current low interest rates.

The terms of the loan will be:

- Loan amount \$11,291,662
- Fixed interest rate for 10 years
- Repayment of principal and interest amortising over 10 years

When financing via Australian banks, the banks will provide a borrowing rate and will typically require Council to accept the loan and sign the loan documentation by 4pm on the day of the offer. Current indicative interest rates from the Australian banks range from 2.07% – 2.51% for a principal and interest loan over 10 years. Council approval is required in order to sign the loan documentation. As the Council meeting timing doesn't enable signing of loan documentation within the same business day, the below conditions have been set in the above recommendation:

- that the quoted fixed term interest rate is not more than 2.70%;
- that the final interest rate on the day of signing is not more than 50 basis points (0.5%) greater than the interest rate quoted within the competitive tender process.

These loan borrowings are in line with Council's Annual Budget and Long-Term Financial Plan.

Legal/Statutory

Section 144 of the Local Government Act 1989 confers upon Council the right to borrow money to enable Council to perform its functions, subject to the principles of sound financial management. A bond is a form of loan for the purposes of Section 144.

Social

The 2020/21 loan funds allow Council to achieve a positive social benefit that will improve the social sustainability of our community.

Environmental/Sustainability Impacts

The 2018/19, 2019/20 and 2020/21 loan funds allow Council to deliver a number of environmental and sustainability programs and initiatives to the community.

2017 – 2021 Council Plan (2020 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

We will plan and make decisions for the future:

By maintaining a responsible and transparent long-term financial plan.

To make sure that everything we do – from building assets to delivering events – considers the physical, social, cultural and financial needs of our community.

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

Not applicable

b) Other strategic links

Rural City of Wangaratta Budget 2020/21 and Council Plan 2017-21 (2020 Revision).

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Certainty of Funding	Low	Medium	Medium	Eligibility and interest already established from Australian Banks
The best price will not be achieved	Low	Medium	Medium	Best price achieved by obtaining multiple quotes from the major Australian banks.

Consultation/Communication

Council made available the 2020/21 Budget at the Wangaratta Government Centre and on Council's website for a period of 28 days to allow the community to consider the budget and provide written submissions.

Details of the borrowings were included in the 2020/21 Adopted Budget.

Council appointed a Committee of Council to hear submitters requesting to be heard, in accordance with Section 223 of the Local Government Act. Submitters were heard at the Committee of Council meeting. Following the conclusion of this process, Council received and adopted the 2020/21 Budget.

This matter is now ready for Council consideration.

Options for Consideration

Options for Council include:

1. Award a contract for the loan by seeking the best available quotes on the open market from the major Australian banks, in accordance with the adopted budget (recommended).
2. Reduce the capital works budget by a corresponding amount and identify corresponding projects to be deferred to remove the need to borrow (not recommended).

Conclusion

Council is now ready to complete the borrowing requirements as prescribed in the 2020/21 Budget as adopted by Council on the 30 June 2020.

Given the competitiveness of the financial markets, Council expects to be able to borrow the funds at a competitive rate.

Attachments

- 1 Evaluation Report - Confidential

14. COMMUNITY WELLBEING

14.1 COMMUNITY ASSET COMMITTEES

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Executive Assistant Community Wellbeing
File No: IC20/985

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 endorse two resolutions:

1. To establish Community Asset Committees pursuant to *section 65 of the Local Government Act 2000 (Act)*. (These committees will replace 14 of the previous 15 *Section 86 committees*). *Section 47 of the Act* assigns the power of delegation to Community Asset Committees to the Chief Executive Officer. Consequently, an Instrument of Sub-Delegation (Instrument) will be required to reflect the administrative changes in related provisions of the Act.
2. The Friends of Lacluta a *Section 86 COM* have advised that following from the new government legislation they have determined to become an incorporated (not for profit) entity. Consequently, they will be removed as a Council Committee.

The purpose of the changes applicable to 1 above are to increase the level of accountability and transparency between the Victorian State Government and local government councils

RECOMMENDATION:

1 *Appointment and Delegation of Community Asset Committees*

In exercise of the powers conferred by section 65 of the Local Government Act 2020 (the Act), the Wangaratta Rural City Council resolves that:

- a) From the date of this resolution, there be established as Community Asset Committees (committees), the committees listed in Column 1 of Attachment 1.***
- b) The purposes of the committees are those set out in the attached Instrument of Sub-Delegation from the Chief Executive Officer to the Community Asset Committees (the Instrument) (Attachment 2).***
- c) The members of the committees are listed in Column 2 of Attachment 1 corresponding to each committee.***

- d) The initial terms of the members of the committees are those listed in Column 3 of Attachment 1 corresponding to each member.*
 - e) The initial chairpersons of the committees are listed in Column 4 of Attachment 1 corresponding to each committee.*
 - f) A quorum for a committee is a whole number that is an absolute majority, which is the number of members that is greater than half the total number of members of the Committee.*
 - g) All members of a committee have voting rights on the committee.*
- 2. That Council resolve to remove the Section 86 Friends of Lacluta Special Committee and,**
- a) That a Memorandum of Understanding be developed to enable council to continue its support of Timor Leste and the Friends of Lacluta.*

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, the Instrument is being updated to reflect the administrative changes in related provisions and terminology of the Act for the continued delegation of certain functions and powers in the management of Council owned facilities.

The changes proposed do not alter the purpose or intent of the volunteer committees of management (COM) which is to manage, promote and maintain the respective council owned facilities, detailed in Attachment 2.

Implications

Policy Considerations

The revised council policy “Appointment to Council Committees” will apply to this matter.

The instrument will be updated to reflect the requirements and provisions of the Act. This new instrument 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 instrument's legislative references, conditions and limitations will accurately reflect the requirements of the Act.

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.

2013 – 2017 Council Plan (2016 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

Risks	Likelihood	Consequence	Rating	Mitigation Action
				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.

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

Options for Consideration

Council is bound by the requirements of the new Act, therefore there are no other options available.

Conclusion

By supporting the recommendation detailed herein the delegation of the management, function and duties of the activities and facilities under the Committees will uphold Council's requirements under the new Act.

Attachments

- 1 ATTACHMENT 1 - COMMUNITY ASSET COMMITTEE MEMBERS [↓](#)
- 2 ATTACHMENT 2 - COMMUNITY ASSET COMMITTEES INSTRUMENT OF SUB-DELEGATION [↓](#)

14.2 DRAFT COMMUNITY ENGAGEMENT POLICY

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Executive Assistant Community Wellbeing
File Name: STRATEGIC MANAGEMENT - STRATEGIC PLANNING DOCUMENTS - WANGARATTA COMMUNITY ENGAGEMENT STRATEGY
File No: IC20/1192

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 consider the Draft Community Engagement Policy. This strategic policy outlines the scope and commitments of Council's community engagement practices and responsibilities and will inform the development of Council's Community Engagement Toolkit. The policy will guide the implementation of community engagement practices across all areas of the organisation.

RECOMMENDATION:

That Council:

- 1. Endorses the Draft Community Engagement Policy for public exhibition***
- 2. invites public submissions regarding the Community Engagement Policy up to close of business on Friday 25, September.***
- 3. If submissions are received:***
 - a. Convenes a Special Council Meeting to hear from any person or persons who request to be heard in support of their written submission***
 - b. Receives a report on any submissions and any hearings held and resolves the Community Engagement Policy at the Ordinary Council Meeting of November 2020***
- 4. If no submissions requiring change are received Council resolves to adopt the Community Engagement Policy without further resolution of Council.***

Background

Effective community engagement helps to achieve enhanced outcomes for both Council and community and should form a fundamental part of significant project planning and decision making. It provides an opportunity to build relationships and trust, to identify and appreciate risks and opportunities, and helps to determine potential solutions and common goals. For Council, our commitment to community engagement reflects our understanding that what we do has enormous impacts on the way people live within our communities.

The draft Community Engagement Policy is the first step in providing consistency to the way we engage with our community. It responds to and reflects the new *Local Government Act 2020* (the Act), the Victorian Auditor-General's report on Public Participation and Community Engagement – Local Government, and is based on the International Association of Public Participation Framework.

The previous policy was adopted in April 2018 which has guided the way in which Council has engaged with our Community. There has been a significant shift in the way in which we engage with our community particularly through social media and other platforms, and community expectations and interest in engagement has also changed. The development of the new policy reflects engagement and communication strategies that are more reflective of the way in which our community prefers to engage in important conversations with Council.

Implications

Policy Considerations

The Community Engagement Policy will replace the previous Community Engagement Policy endorsed by Council in April 2018.

It is anticipated that following the adoption of the Community Engagement Policy, a comprehensive Community Engagement Toolkit will be developed to support its implementation.

Financial/Economic Implications

There are no financial or economic impacts for the development of the Community Engagement Policy.

The implementation of the Community Engagement Policy and the development and implementation of the Community Engagement Toolkit will require consistency and more thorough engagement and encourage council officers to consider more creative engagement techniques. Some of these processes may involve costs for implementation as well as resources to drive the delivery of the process.

Legal/Statutory

Community engagement is a statutory requirement of all Council's under the Act and is a critical tool that underpins good governance, decision making and outcomes in our community.

The Act requires that the policy must:

- give effect to the community engagement principles set out in section 56 of the Act
- be capable of being applied to the making of the Council's local laws
- be capable of being applied in relation to the Council's budget and policy development
- describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required
- specify a process for informing the municipal community of the outcome of the community engagement
- include deliberative engagement practices that are capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan

For best practice, Council should ensure it complies with the Victorian Auditor-General's report on Public Participation and Community Engagement – Local Government. The elements of this report have all been addressed and responded to within the draft policy.

Social

The implementation of a consistent approach to community engagement has many benefits for the community. It forms the basis of Council and community working in collaboration to achieve common objectives. It provides mechanisms to manage issues identified by the community and allows for collaborative and informed decision making. Effective engagement with the community will help to build a relationship of trust and respect, develop Council's capacity to build effective partnerships with community and stakeholders and utilise community knowledge to achieve shared goals.

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:

Goal

We are Thriving

We will plan, research and advocate for the future:

To make sure our services are responsive and adaptable to the changing needs and profile of our community.

We will create and deliver:

Exceptional services and programs that help our families and children to be healthy, happy and connected.

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.

The non-negotiables

Our urban and rural townships are safe and equitable. Everyone can participate and contribute.

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

b) Following the endorsement of the Community Engagement Policy and subsequent development of the Community Engagement Strategy and Community Engagement Toolkit, it will link to various Council Strategies and Corporate Plans and form an essential basis for all Council engagement practises.

Risk Management

Effective engagement helps to mitigate risks associated with decision making by facilitating an understanding of community need and priorities. This policy directly responds to the risks of engagement by articulating clear mechanisms for process planning, information collection and data use and response.

Council must ensure that this policy and appropriate engagement strategies are developed and implemented with compliance to the statutory requirements outlined in the Act.

Consultation/Communication

The development of this draft Community Engagement policy involved extensive consultation with Council officers. Amendments identified as part of the consultation have been addressed and reflected in the revised draft document.

The draft document will now be presented to the community for review. This process will enable the community to share their views regarding the practices and processes we use to engage with issues of importance.

Options for Consideration

1. Council endorses the draft policy and places the policy out for community review before adoption

2. Council does not endorse the draft policy and further develops the policy.

Conclusion

This policy reflects the expectations and priorities of our community in regard to engagement with Council. Community engagement is a vital and important part of what we do, and helps support thorough and responsible decision making, trusting relationships and positive outcomes. This policy allows for a transparent and consistent approach to the way in which we engage with our community about the things that matter.

Following the endorsement of the Community Engagement Policy, a comprehensive Community Engagement Toolkit will be developed to support its implementation.

Attachments

- 1 DRAFT COMMUNITY ENGAGEMENT POLICY [↓](#)
- 2 MAJOR COUNCIL POLICY - COMMUNITY ENGAGEMENT POLICY
COMMUNITY IMPACT STATEMENT [↓](#)

14.3 COUNCIL CONTRIBUTION TO THE WANGARATTA FESTIVAL OF JAZZ AND BLUES 2020

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Executive Assistant Community Wellbeing
File No: IC20/1296

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 determine the financial and in-kind support provision to the Wangaratta Festival of Jazz and Blues in light of the current COVID-19 restrictions. The festival is scheduled for Friday 30 October – Sunday 1 November 2020.

The current Victorian State of disaster which places strict restrictions on all elements of community life to protect from the spread of COVID-19, are set to be reviewed on September 13th, 2020. The current stage 4 restrictions that are in place for Melbourne are set to be reviewed on September 16th, 2020.

RECOMMENDATION:

That Council:

- 1. Authorises the Council contribution of \$30,000 to be made following the successful delivery of the Wangaratta Festival of Jazz and Blues, if the festival is delivered under the following conditions:***
 - a) Victorian State COVID-19 restrictions allow for events in excess of 500 people to take place***
 - b) The proposed Wangaratta events are delivered ensuring access for the local community***
- 2. Authorises the development of a mutual communications strategy that addresses the following:***
 - a) Use of Council logo and name as a partner of the Festival***
 - b) Articulation of Council's concern of risk associated with the COVID-19 impacts for the Festival and mitigation strategies put in place***

Background

The 2020 Wangaratta Festival of Jazz & Blues is scheduled for Friday 30 – Sunday 1 November 2020 and will celebrate the 30th festival which commenced in 1989. Wangaratta Rural City Council has been a long-time supporter of the Festival and each year contributes both cash and in kind support. The Festival Board met with Councillors on 03/08/2020 to present their plan for the 2020 Festival and made a formal request for both financial support and in-kind support for the 2020 Festival.

The FY 20/21 budget papers have allocated:

Description	Amount FY 20/21	Revised based on presented plan
Council contribution	\$30,000	\$30,000
Performing Arts Centre contribution	\$24,000	\$16,000
Works contribution	\$12,000	\$6,000

In kind support includes support for venue hire, associated staffing costs for the venues, statutory costs such as road closure advertisements, additional cleaning of public areas and additional gardening (staff and consumables).

The main changes planned for the 2020 Festival are:

- All Australian line up;
- Reduced number of venues (3 in total), Wangaratta Performing Arts & Convention Centre (WPACC) Theatre, WPACC Memorial Hall and Merriwa Park;
- Reduced number of performances in Wangaratta to 24 included 17 ticketed performances and 7 free performances.
- Performances in Melbourne, Sydney and Brisbane – a total of 16 performances in 3 capital cities.

Current regional Stage 3 restrictions ban outdoor mass gatherings and people can only gather in public spaces with one other person or members of their household. Current stage 4 restrictions in the Melbourne metropolitan area and specified local government areas have implemented a curfew from 8pm – 5am. Travel that is not for shopping for food or essential items, exercise, permitted work or study or care giving, medical care or compassionate reasons is not allowed.

The following table shows maximum capacities for the Wangaratta Jazz Festival utilising a number of ratios that have been applied either by the Australian Federal Government, Australian State governments or international governments. In the time that the Australian COVID-19 restrictions have existed mass public gatherings have been always been restricted to 500 people or less. It is unknown when restrictions will be lifted and to what level.

Ratio	Merriwa Park	Alpine MDF Theatre	Memorial Hall
4 sq m / person	750	45	50

2 sq m / person	1,500 <i>(this is maximum capacity)</i>	90	100
85% capacity	1,275	436	255
Full capacity	1,500	514	300

Implications

Policy Considerations

There are no specific Council policies or strategies that relate to this report.

Financial/Economic Implications

There are significant stakeholders impacted by the delivery of the 2020 Wangaratta Festival of Jazz and Blues. Conservative estimates of the economic value of this year's Festival (taking into account its reduced scope) is \$122,440 which is comprised of \$12,600 domestic day visitors and \$99,840 domestic overnight visitors; a return of \$2.30 to the community for every \$1.00 contributed to the Festival. The beneficiaries of Council's investment are the tourism operators such as accommodation providers and cafe and restaurant owners.

Legal/Statutory

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

Social

The Festival has provided opportunity for community members to celebrate Wangaratta on the national and international stage through the success of the Wangaratta Festival of Jazz and Blues and many community members will be disappointed that the 2020 festival may be cancelled or, at least, won't be presented in the same format as previous years.

Local performers may not be able to participate in the Festival to the same extent as previous years and the schools' support, which has been a major contributor to the community feel of the event, may be limited due to time constraints related to catching up with lost lesson time over the shutdown periods or the ability to participate face to face due to social distancing constraints.

The Oxley Bush Market – an event that takes advantage of the Jazz Festival's audience will not take place in 2020 due to the uncertainty presented by COVID-19.

Environmental/Sustainability Impacts

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

2018-2021 Council Plan (2020 Revision)

This report supports the 2018-2021 Council Plan:

Goal

We are Inspired

Support for the 30th Wangaratta Festival of Jazz and Blues

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

Celebrating our arts, culture and heritage.

In 2030 the Wangaratta Festival of Jazz and Blues continues to lead the annual calendar of events, representing one of the longest running musical festivals in Australia. A range of other major festivals in the Rural City of Wangaratta complete the annual calendar of major community events.

b) Other strategic links

N/A

Risk Management

There are significant risks with presenting the 2020 Wangaratta Festival of Jazz and Blues. Council officers have been working closely with the Festival Board to ensure that plans to mitigate risks are developed and implemented. Those plans are due back to Council Officers in August for review and approval. They include, but are not limited to, Event Management Risk Planning, Alcohol Management Plans, Traffic Management Plans and importantly COVID-19 Risk Management plans.

Government regulations regarding COVID 19 restrictions are changing rapidly and it is hard to predict what they will be by October 2020. The Festival has developed a number of scenarios in order to stage the 2020 Festival.

There is a risk that patrons may not be able to travel from their point of origin to Wangaratta. Currently anyone travelling into Victoria from any state in Australia will be required to quarantine upon to return to their home state after visiting Victoria. This may be seen as a barrier to coming to the Festival in Wangaratta.

Results for the 2nd round of the Audience Outlook Monitor, conducted by the Australia Council for the Arts, indicates that the majority of people planning to attend an arts event will not purchase their tickets until the month of the event. This may negatively impact the Festival's cash flow and marketing efforts as well as attendance.

Risks	Likelihood	Consequence	Mitigation Action
Festival cancelled at last minute due to COVID-19 restrictions imposed	HIGH	Board unable to cover the expenses incurred due to cancellation - call on Council to underwrite the Festival	Work with Bard to ensure a Go/ NO GO decision is made early enough to mitigate cancellation fees
Lack of ticket sales – audience cannot travel or scared to travel	HIGH	Insufficient funds available for the Board to cover financial commitments -call on Council to underwrite the Festival	Work with Board to ensure a GO/ NO GO decision is made early enough to mitigate cancellation fees
Patrons attending festival in Wangaratta contract COVID-19 virus	HIGH	Reputational damage to Wangaratta Rural City Council	COVID Risk Management plans to be reviewed and approved by Council. Council to retain right to revoke approval for festival to proceed if DHHS advice suggests otherwise.
Wangaratta Council area locked down due to COVID-19 infection identified in Wangaratta	HIGH	Festival cancelled at last minute. Festival may not have cash reserves to cover the cancellation fees. Wangaratta Council area suffers reputational damage.	Council to retain right to revoke approval for festival to proceed if DHHS advice suggests otherwise

Consultation/Communication

Level of public participation	Promises to the public/stakeholders	Tools/Techniques
Inform	Council Officers have worked closely with the Festival Board to understand the changing regulations and the requirements needed to meet those regulations	Zoom meetings Phone calls
Consult	Options have been provided by Council Officers to the Bard for	Phone meetings

	alternate methods of delivery and the option to postpone the festival until 2021.	
Involve	The Festival Board provided a deputation to a Council Forum on Monday 03/08/2020 to share the changes made to date and the different options available to the Board for successful delivery of the Festival.	Zoom meeting
Collaborate	The Festival Board provided a deputation to a Council Forum on Monday 03/08/2020 to share the changes made to date and the different options available to the Board for successful delivery of the Festival.	Zoom meeting

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

Options for Consideration

Wangaratta Rural City Council to work with the Festival Board to re-schedule the 2020 Festival to a new date in 2021 (subject to availability of venues and artists).

Conclusion

Whilst Council is committed to the delivery of the Wangaratta Festival of Jazz and Blues, the current environment is one of uncertainty and unprecedented change. The capacity to adapt quickly may not be possible for such large-scale events without significant time availability.

Allowing for the decision of financial support to be made after the review of the State of Disaster restrictions for Victoria will allow Council to more appropriately understand the level of risk.

Attachments

Nil.

15. INFRASTRUCTURE SERVICES

15.1 C25913 CELL 2 & 8 REHABILITATION CONSTRUCTION WORKS & C25912 GEOTECHNICAL INSPECTION AND TESTING AUTHORITY (GITA) AND CONSTRUCTION QUALITY ASSURANCE (CQA) FOR CELL 2 & 8 REHABILITATION CONSTRUCTION WORKS

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Waste Management Coordinator
File No: IC20/990

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 the contracts for C25913 Cell 2 and 8 rehabilitation construction works at Council's Bowser Landfill, and C25912 Geotechnical Inspection and Testing Authority (GITA) and Construction Quality Assurance (CQA) for Cell 2 and 8 rehabilitation construction works at Council's Bowser Landfill.

As the contract value is over \$1M, a probity audit has been conducted internally by Council's Procurement Specialist.

RECOMMENDATION:

That Council:

- 1. Awards contract C25913 Construction of cells 2 and 8 capping to Winslow Constructors Pty Ltd;***
- 2. awards contract C25912 GITA/CQA for the construction of cells 2 and 8 capping to PLC Consulting Pty Ltd;***
- 3. Allocates a further \$784,536.11 from the landfill reserve to this project;***
- 4. Authorises the Chief Executive Officer to sign and seal documents for C25913 Cell 2 and 8 rehabilitation construction works;***
- 5. Authorises the Chief Executive Officer to sign and seal documents for C25912 GITA/CQA for the construction of cells 2 and 8 capping; and***
- 6. Discloses the contract price C25913 Cell 2 and 8 rehabilitation construction works and C25912 GITA/CQA for the construction of cells 2 and 8 capping.***

Background

Bowser Landfill has 8 landfill cells. 5 cells are now filled (1, 2, 3, 4 and 8), and 1 cell is still active (7) with two cells to be constructed in the future (5 & 6). After a landfill cell is filled it is temporarily capped with clay until an engineered cap is constructed on top of it. Cell 1 is the only landfill cell that has been capped at the Bowser Landfill, which was completed in 2010.

Cells 2 and 8 are now ready to be rehabilitated to EPA's Best Practice Landfill Guideline. This is a highly regulated process and involves five separate but linked contracts. These are:

1. Design of the capping - complete
2. EPA Auditor for the capping design (and EPA sign off) – complete
3. EPA Auditor for the construction of the capping (signed under delegation)
4. Construction of the capping- this report
5. GITA/CQA for the construction of the capping – this report

The GITA/CQA is an EPA requirement, this consultant's role is to supervise the construction and test the materials used in the construction of the cap, they also produce a testing report for the auditor to include in the final sign off report.

The two tenders were advertised on Eprocure and in the Chronicle on 19 June 2020. 9 tenders were received for the GITA/CQA contract and 13 for the construction contract.

The tender evaluation team consisted of Council's Coordinator Waste Management, Technical Officer Waste and Recycling and Manager Infrastructure Planning and Delivery.

Implications

Policy Considerations

Rural City of Wangaratta's Waste Management Strategy

Procurement Policy

Financial/Economic Implications

The original budget for this project was \$2,400,000. An estimated \$600,000 was for the supply of clay construction material. During the past 18 months Council was able to stockpile this material from other construction projects, as a result the budget was reduced to \$1,800,000.

During the last few months Council has been receiving waste from the North East Victoria bushfires. Council has received approximately 15,000t of waste which has resulted in an income of approximately \$3,700,000. The downside of this is that

the stockpile of clay material, put aside for the capping project has been used as cover material, as required, for the bushfire waste. The \$3,700,000 of income has been placed into the landfill reserve which is also the source of funds for the capping project.

The total cost of the project for all three contracts, plus contingencies of \$159,500 and provisionals of \$994,289 is \$2,584,536.11, thus a short fall of \$784,536.11 against the current budget. It should be noted that a large component of the provisional sum is for the clay construction material. If Council is able to secure some of this material from other sources then the provisional spend will reduce.

Legal/Statutory

Council is required to complete landfill rehabilitation work in accordance with the Bowser Landfill EPA Licence 20025, as required by the Environment Protection Act 1970.

Social

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

Environmental/Sustainability Impacts

Landfill capping is a legislated requirement in place to specifically protect the environment and people from the potential risks associated with landfills.

2017 – 2021 Council Plan (2019 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

We will research and advocate:

To assist the community to reduce their impact on the environment.

We will create and deliver:

The outcomes identified in the Rural City of Wangaratta's Waste Management Strategy.

We will plan and make decisions for the future:

For a regional approach to waste management that has economic and environmental benefits.

We will focus on our business:

By developing and implementing long term management plans, incorporating rolling capital works and cyclic maintenance programs for Council's infrastructure.

The non-negotiables

Our legislative, governance and compliance requirements will be met.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

N/A

b) Other strategic links

N/A

Risk Management

There is a compliance risk to Council if the project does not go ahead. EPA issued a PAN notice in 2018 for the completion of a rehabilitation plan for Bowser due to no rehabilitation occurring for many years. In that plan Council stipulated that it would cap cells 2 and 8 in the 2020/21 financial year, upon the closure of cell 8.

Consultation/Communication

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

Conclusion

Landfill management is a highly regulated activity, and the capping required when a landfill cell has reached its licenced capacity is necessary to comply with legislation and the landfill licence. By using the clay material that had been put aside for this project, as cover material for the bushfire waste, Council has been able to receive in excess of \$3,700,000 but now has a shortage of material for this project and thus a fund transfer is necessary. The bushfire waste income and the funds for this project all sit in the landfill reserve.

Attachments

- 1 C25913 CELL 2 AND 8 REHABILITATION CONSTRUCTION WORKS - Evaluation Report - Confidential
- 2 Credit Report - Winslow Constructors P/L - Confidential

16. DEVELOPMENT SERVICES

16.1 PLANNING SCHEME AMENDMENT C81 - WANGARATTA URBAN WATERWAYS FLOOD INVESTIGATION STUDY 2017 - CONSIDERATION OF SUBMISSIONS

Meeting Type: Ordinary Council Meeting
Date of Meeting: 25 August 2020
Author: Strategy Planner
File No: IC20/1210

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 Wangaratta Urban Waterways Flood Investigation Study Report 2017 (“the WUWFI”) was commissioned by North East Catchment Management Authority (NECMA) and adopted by Council in 2018. Council also resolved to prepare a planning scheme amendment to implement the study.

This report is presented to Council to consider the submissions received in response to the public exhibition of Wangaratta Planning Scheme Amendment C81 which proposes to make changes to the planning scheme to implement the recommendations of the WUWFI. This report also informs and advises Council about the content of the submissions and key issues raised and seeks Council’s agreement to:

- make changes to the exhibited Amendment documents to respond to submissions, as detailed in the discussion further below;
- seek Council’s agreement to refer Amendment C81 and the submissions to an independent Planning Panel as the next step in the amendment process in accordance with the requirements of the *Planning and Environment Act 1987*; and
- seek Council’s agreement to allow officers to continue to work with submitters to resolve any outstanding matters raised in submissions, in the lead up to an independent Planning Panel.

RECOMMENDATION:

That Council:

- 1. Considers all submissions to Wangaratta Planning Scheme Amendment C81 – Wangaratta Urban Waterways Flood Investigation Study Report 2017, pursuant to Section 22(1) of the Planning and Environment Act 1987.***
- 2. Makes changes to the exhibited Amendment C81 in accordance with the changes identified and recommended in Attachment 1***

- 3. Refers Amendment C81 to a Panel appointed under Part 8 of the Planning and Environment Act 1987.**
- 4. Formally requests that the Minister for Planning appoints a Panel in accordance with Section 23(1)(b) of the Planning and Environment Act 1987.**
- 5. Continues to work with submitters with unresolved submissions to attempt to reach a resolution that can be presented to a Panel.**
- 6. Notifies submitters to Amendment C81 of Councils decision.**

Background

The WUWFI was prepared in 2017 with the objective to review and revise current flood mapping and flood intelligence for Wangaratta's major waterways based on updated data and more recent flood events. A recommendation of the WUWFI is that NECMA and Council adopt the determined design flood levels for future planning purposes.

In September 2019, following discussions with DELWP and NECMA, Council subsequently resolved to proceed with preparing the relevant planning scheme amendment documentation and seek authorisation to exhibit a planning scheme amendment to the Wangaratta Planning Scheme to implement the relevant recommendations of the WUWFI.

What Amendment C81 proposes?

The Amendment proposes to make changes to the Wangaratta Planning Scheme to implement the findings of the WUWFI by amending planning controls to improve the performance of the planning scheme in response to flood risks and amending the Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO) maps.

The Amendment proposes the following changes:

- Amends Clause 21.12 (Reference Documents) to include the *Wangaratta Urban Waterways Flood Investigation Study Report 2017*;
- Amends the Schedule to the Floodway Overlay (FO);
- Amends the Schedule to the Land Subject to Inundation Overlay (LSIO);
and
- Amends relevant Planning Scheme Maps to update the FO and LSIO.

Why is Amendment C81 required?

The Amendment is required to provide updated and accurate flood mapping for the urban areas of Wangaratta. The amendment is also required to alter the existing provisions of the scheme as it relates to the FO and LSIO to ensure that future planning decisions can be made based on the most recent and verified flood information. The amended FO and LSIO schedules will remove a number of buildings and works from the need to obtain a planning permit.

The amended planning scheme maps and schedules will ensure that future planning is aligned with the assessment and recommendations of the WUWFI, which have been prepared based on the most recent flood data and analysis.

Importantly, the provision of updated flooding information and data within the planning scheme will achieve a net community benefit of ensuring flooding is properly considered in future planning processes and that risks from flooding can be appropriately minimised to the community.

Exhibition of Amendment C81 (Public Notice)

On 17 March 2020, Council received authorisation to exhibit Amendment C81. The amendment was subsequently placed on public exhibition during the period 30 April 2020 to 20 July 2020, in accordance with the requirements of the *Planning and Environment Act 1987*.

The exhibition period was extended due to the extent of notification and landowner interest in the amendment as well as in recognition of the COVID19 pandemic situation.

Public notice of the Amendment included the following:

- Direct notification to prescribed Ministers, government departments, statutory authorities
- Notification approx. 2,000 landowners and occupiers impacted by the proposed changes proposed.
- Display of Amendment exhibition material and mapping at Council's Administrative Offices;
- Display of Amendment exhibition material and mapping online;
- Public notices published in the Wangaratta Chronicle on 24 April 2020 and 12 June 2020;
- Notice in the Victorian Government Gazette on 30 April 2020 and 18 June 2020.

Submissions to Amendment

Council received 16 formal submissions following the close of the exhibition period. 13 submissions were received from landowners and 3 submissions were received from authorities. Of the submissions received:

- 8 objected to the Amendment or part of, and requested changes
- 3 objected to the Amendment or part of, and did not request changes
- 3 commented on the Amendment or part of, and requested changes
- 2 raised no objection and/or no comments

Key Issues

A full analysis of submissions is contained in **Attachment 1**; however, a summary of the submissions is provided below.

- Seven submissions object to or make comment that the flood mapping is inaccurate and does not reflect actual flood extents. Most of the submissions relied on observed heights on their property that had been recalled from previous flooding events.
- Two submissions consider the flood mapping as inaccurate on the basis that it has not considered flood mitigation works and levees constructed following major flood events. These submissions have questioned the accuracy or likelihood of modelled flood events occurring.
- Three submissions object or raise concern with adjacent properties not being appropriately applied with flood overlay mapping and/or controls. These submissions are made based on observations of flood events on adjoining properties and expectations from future development.
- One submission objects on the grounds that the new flood mapping will introduce more significant flood mapping to recently constructed dwellings and that this will have a detrimental impact on future use of the land.
- Eight of the submissions request some form of change to either the mapped flood overlays or controls contained within the Amendment, being to reduce the extent of flooding on the land or remove the extent of flooding completely. There are a further two submissions that do not directly seek changes to the flood mapping but object to the changes being proposed by the Amendment and can be assumed to request removal of the proposed mapped areas.
- A further three submissions request changes to adjoining properties, specifically being to include properties that neighbouring landowners believe have been incorrectly omitted based on observed flooding events.

Consideration of Submissions

Following exhibition of an amendment, Council must consider all submissions received pursuant to sections 22 and 23 of the *Planning and Environment Act*. Where a submission requests a change to the amendment, Council must:

- a) Change the amendment in the manner requested; or
- b) Refer the submission to a Panel appointed by the Minister; or
- c) Abandon the amendment or part of the amendment.

In consultation with NECMA, Council Officers have considered all submissions to the Amendment and have proposed a number of changes as detailed within the discussion of submissions in **Attachment 1**.

The proposed changes can respond to some of the submissions, however not all submissions are able to be addressed. Therefore, it is appropriate to refer the matter to an independent Panel for a full assessment and allow all parties with an interest to be heard.

Implications

Policy Considerations

The WUWFI was prepared by NECMA with the objective to provide updated and accurate flood mapping for the urban areas of Wangaratta. The implementation of this detail, supported by revised planning scheme schedules and controls, responds to a key recommendation of the WUWFI and ensures that the study is appropriately implemented.

The Planning Policy Framework (PPF) at Clause 11.02-1 refers to Supply of Urban Land and has the objective to ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses. The strategies of this clause identify that planning for settlements should consider the limits of land capability and natural hazards and environmental quality.

Clause 13.03-1S of the PPF refers to Floodplains and has the objective to assist the protection of life, property and community infrastructure from flood hazard, the natural flood carrying capacity of rivers, streams and floodways, the flood storage function of floodplains and waterways and floodplain areas of environmental significance or of importance to river health. The Amendment will support the relevant strategies relating to Floodplains by applying new and more accurate data available in relation to flooding based on recent flood studies for the urban area of Wangaratta. The revised data provides an accurate reflection of the floodplains, including the 1 in 100 year event, and the flood storages and capacities required.

Clause 14.02-1S of the PPF refers to Catchment planning and management which has the objective to assist the protection and restoration of catchments, water bodies, groundwater, and the marine environment. The Amendment supports the

strategies of this clause by providing revised planning controls relating to the identification and ongoing protection of the floodplain from inappropriate development, including potential for impacts on catchments. The introduction of new controls will align Council's decision making with the information available from NECMA.

Clause 14.02-2S of the PPF also refers to Water quality, with the objective to protect water quality. The strategies to achieve this objective include discouraging incompatible land use activities in areas subject to flooding, severe soil degradation, groundwater salinity or geotechnical hazards where the land cannot be sustainably managed to ensure minimum impact on downstream water quality or flow volumes. The Amendment supports the objective and strategies of this clause by setting out revised planning controls for the floodplain areas, based on most recent flood data and best practice measures for flood affected areas.

The Amendment also supports Council's Local Planning Policy Framework and recommendations within the MSS. Clause 21.04-1 recommends *"in conjunction with the natural resource management agencies, continue to upgrade natural resource and hazard mapping and planning controls in the planning scheme"* and *"In conjunction with the North East Catchment Management Authority, undertake further flood studies to inform future flood management plans for the Ovens Rural Floodplain area."* The WUWFI represents the preparation of further strategic work and this Amendment will implement the approved recommendations within the Planning Scheme.

Financial Implications

The costs associated with a Panel hearing will include a fee set by Planning Panels Victoria for the hearing, site visits and report writing. Depending on the parties that wish to be heard, a Panel hearing may run for more than one day. Council's other costs will be officer time required to prepare for and represent Council at a Planning Panel hearing. Council may require representation at the Panel and/or support from expert witnesses to address some matters raised in submissions which will incur additional costs.

Legal/Statutory

Processes associated with this amendment comply with the legislative requirements of the *Planning and Environment Act 1987*.

Cultural Heritage

Social

The Amendment is expected to have positive social outcomes for the Rural City of Wangaratta. A key purpose of the Amendment is to provide updated flood data and planning provisions for Wangaratta which will ensure protection of life and property in areas at risk of flooding. It also ensures that future decisions regarding flood risks are made based on the best available information and data for the community.

Environmental/Sustainability Impacts

The Amendment will have positive environmental outcomes as it will provide for protection of sensitive floodplain areas within the Municipality and contribute to sustainable land use outcomes. The revised flood mapping proposed by the Amendment ensures that sensitive riverine environments are correctly identified and are provided with suitable planning considerations. Many of these areas represent sensitive landscapes that support and contribute to the biodiversity of the municipality.

Economic Impacts

The Amendment is sought with regard to the impacts of flooding on the local community and economy. Flooding can have significant economic impacts through damage to public and private assets, agricultural losses, property loss and loss of life. The WUWFI identifies the 1% Annual Exceedance Probability (“AEP”) flood extent would result in substantial damages and would impact upon approximately 300 properties.

The Amendment is made with regard to the economic consequences of flood risk and to ensure that careful planning and decision-making processes in place to consider the effects of flooding.

The Amendment will also discourage inappropriate new development that would be impacted to significant flooding or that may have unacceptable impacts on flood behaviour. This minimises potential risks to the community from flooding and economic damages that may result.

Referrals/Public Notice

2017 – 2021 Council Plan (2020 Revision)

This report supports the 2017-2021 Council Plan:

Goal

We are Sustainable

We will plan and make decisions for the future:

by updating the Planning Scheme and the Municipal Strategic Statement by developing new and reviewing

The non-negotiables

Residential, rural, commercial and industrial land that is appropriately protected, planned and developed to

Our natural environment and assets are protected.

Strategic Links

a) Rural City of Wangaratta 2030 Community Vision

Our waterways, in particular the Ovens and King Rivers now represent the lifeblood of the Rural City of Wangaratta community and are thriving with aquatic life – a sign of their healthy condition.

Ensure that land management controls are sufficient to protect natural resources, such as native vegetation.

b) Other strategic links

Wangaratta Urban Waterways Flood Investigation Study Report 2017

Hume Regional Growth Plan

Consultation/Communication

Level of public participation	Promises to the public/ stakeholders	Tools/Techniques
Inform		
Consult	Consult	<i>We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals</i>
Involve	Involve	<i>We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision</i>
Collaborate		
Empower		

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

Options for Consideration

Option 1 (Recommended option):

That Council resolve to make changes to the amendment where appropriate and as recommended based on further investigation, in accordance with submissions detailed at **Attachment 1** and request the appointment of an independent Planning Panel to consider all unresolved submissions.

This option follows the statutory process required to progress the amendment and consider all submissions to Amendment C81.

Option 2

That Council makes changes to the Amendment to accommodate all of the requested changes raised within submissions.

This option is not recommended, nor is it possible to accommodate all of the requested changes, as some submissions request changes that cannot be supported as they contradict the findings and detail of the Wangaratta Urban Waterways Flood Investigation Study Report 2017.

Option 3

That Council abandon the amendment under section 23(1)(c) of the Act, given the issues raised within the unresolved submissions to the amendment.

This option is not recommended as it would fail to implement the findings of the Wangaratta Urban Waterways Flood Investigation Study Report 2017 into the Planning Scheme and would not provide appropriate planning considerations for long term decision making regarding flood prone land. It would also not be in the public interest.

Conclusion

The WUWFI is an important strategic planning document for Council and sets out the future planning framework for flooding across the municipality. The WUWFI has been previously adopted by Council, with Amendment C81 now seeking to implement the key findings into the planning scheme.

In consultation with NECMA, all submissions to the Amendment have been considered in detail against the WUWFI and broader flood data to ensure the accuracy of the planning controls within the Planning Scheme.

This report summarises the submissions and identifies changes that are proposed to the Amendment in order to address some objections, however there are issues and comments raised within submissions that remain unresolved. It is therefore proposed to refer the amendment to an Independent Planning Panel for consideration of the unresolved matters.

Attachments

- 1 Amendment C81 - Assessment of Submissions [↓](#)

17. SPECIAL COMMITTEE REPORTS

Nil

18. ADVISORY COMMITTEE REPORTS

Nil

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: 25 August 2020
Author: Executive Service Coordinator
File Name: Assemblies of Councillors
File No: IC20/51

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
6/7/2020	Councillors Briefing Forum	Attachment
7/7/2020	Economic Development & Tourism Advisory Committee Meeting	Attachment
13/7/2020	Councillors Briefing Forum	Attachment
20/7/2020	Councillors Briefing Forum	Attachment
21/7/2020	Agriculture & Agribusiness Advisory Committee Meeting	Attachment
27/7/2020	Councillors Briefing Forum	Attachment
28/7/2020	Pre-Council Meeting Discussion – July Council Meeting	Attachment
3/8/2020	Councillors Briefing Forum	Attachment

Advisory Committee Meetings:

Minutes of the following Advisory Committee Meetings are reported to Councillors for information (refer attachments).

1. Economic Development & Tourism Advisory Committee Meeting - Minutes - 7 July 2020
2. Agriculture & Agribusiness Advisory Committee Meeting – Minutes – 21 July 2020

RECOMMENDATION:***That Council:***

- 1. receives the reports of Assemblies of Councillors***
- 2. notes the minutes of these Advisory Committees***

Attachments

- 1 Assembly of Councillors - Councillors Briefing Forum - 6 July 2020 [↓](#)
- 2 Assembly of Councillors - Economic Development & Tourism Advisory Committee - 7 July 2020 [↓](#)
- 3 Assembly of Councillors - Councillors Briefing Forum - 13 July 2020 [↓](#)
- 4 Assembly of Councillors - Councillors Briefing Forum - 20 July 2020 [↓](#)
- 5 Assembly of Councillors - Agriculture & Agribusiness Advisory Committee Meeting - 21 July 2020 [↓](#)
- 6 Assembly of Councillors - Councillors Briefing Forum - 27 July 2020 [↓](#)
- 7 Assembly of Councillors - Pre Council Meeting Discussion - 28 July 2020 [↓](#)
- 8 Assembly of Councillors - Councillors Briefing Forum - 3 August 2020 [↓](#)
- 9 MINUTES - Wangaratta Economic Development & Tourism Advisory Committee - 7 July 2020 [↓](#)
- 10 MINUTES - Agriculture & Agribusiness Committee Meeting - 21 July 2020 [↓](#)

20. NOTICES OF MOTION

Nil

21. URGENT BUSINESS**22. PUBLIC QUESTION TIME****23. CONFIDENTIAL BUSINESS****RECOMMENDATION:**

That Council resolves to close the meeting to members of the public in accordance with section 66(2) of the Local Government Act 2020 to consider the following items:

23.1 CEO PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS

Item 23.1 is Confidential under the terms section 66(2) of the Local Government Act 2020 as it contains information relating to Section 66(2)(a) personal information being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs

24. CLOSURE OF MEETING**ATTACHMENTS**

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q4 Progress Report

The Pillars	What You Will See in 2019-20	Status	Tracking	Benefits - completed projects	Comments this quarter - Q4
WE ARE THRIVING	Wangaratta Indoor Sports and Aquatics Centre - delivery	On-going 60-79%	ON TRACK	Not applicable	Project is progressing well although, COVID border restrictions have slowed the works onsite. Warm water pool is being tiled. 50m pool is poured and undergoing testing. Will be completed December 2020. Multi year project.
	HP Barr Reserve Oval 2 - drainage and restoration works	Completed 100%	ON TRACK	Not applicable	Project is complete
	Glenrowan Recreation Reserve - upgrade project delivery	Completed 100%	ON TRACK	Benefit to be realised at a later time	Project reported completed in a prior quarter.
	Waste Management Strategy - implementation	Completed 100%	ON TRACK	Benefit to be realised at a later time	Implementation of the waste management strategy actions are complete. Main actions include: - A polystyrene extruder has been purchased for the transfer station; - A sorting pad and machinery has been established at the landfill to recover recyclable waste from landfill; - Council is participating in the garage sale trail to recover hard waste; - Expansion of the kerbside collection of organics to rural townships was rolled out in December 2019; - Upgrade of electronic waste facilities at the transfer station has occurred; and - Aftercare and maintenance program has been developed for the 18 known landfills and a feasibility assessment has occurred for the Eldorado landfill.
	Mental Health and Family Violence Program - delivery	On-going 60-79%	OFF TRACK	Not applicable	Covid-19 restrictions have prevented this program from being delivered in full
	North and South Wangaratta Reserve - lighting upgrade	Completed 100%	ON TRACK	Partial benefit realised	Project reported completed in a prior quarter.
	WJ Findlay Oval - lighting upgrade	Completed 100%	ON TRACK	Not applicable	Project is complete
	Senior Citizens Centre - feasibility study	Nearing Completion 80-99%	ON TRACK	Not applicable	A final report will be completed beyond 30 June 2020
	Play Space Strategy - year 2 implementation	Completed 100%	ON TRACK	Not applicable	The two planned play space projects for the 2019/20 financial year have been completed.
	Mitchell Avenue Children's Garden - construction	On-going 60-79%	ON TRACK	Not applicable	Project is progressing well. Works have started on site. Will be completed Nov 2020. Multi Year Project.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q4 Progress Report

The Pillars	What You Will See in 2019-20	Status	Tracking	Benefits - completed projects	Comments this quarter - Q4
WE ARE GROWING	Draft brand strategy - progression	Nearing Completion 80-99%	ON TRACK	Not applicable	Internal roll out of brand guidelines and tone of voice complete. Brand is rolling out across channels and staff are using the new branded templates. Unfortunately the Brand Campaign has been pushed back to October due to COVID-19. This may be pushed back further if metro restrictions are not lifted.
	Wangaratta Aerodrome - infrastructure development	Nearing Completion 80-99%	ON TRACK	Not applicable	Taxiway nearing completion along with relocation of Fuel tanks - tender for hanger has been awarded this is expected to be finished by September - Reporting for Grant has been submitted and accepted.
	Growth area infrastructure - development	Completed 100%	ON TRACK	Benefit to be realised at a later time	Project reported completed in a prior quarter.
	Tourism North East (TNE) programs - participation	Completed 100%	ON TRACK	Not applicable	FY19/20 program has been completed - Due to COVID-19 some of the marketing has been postponed until September.
	Business development and support programs - delivery	Completed 100%	ON TRACK	Not applicable	Business Development program moved online due to Covid-19. This format has proved popular with the online marketing workshop having 20 participants.
	Tourism marketing campaign - delivery	On-going 60-79%	OFF TRACK	Not applicable	Due to Covid-19 a number of our Marketing Campaigns have been put on hold - we still run social media posts and support buy local campaigns during this time

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q4 Progress Report

The Pillars	What You Will See in 2019-20	Status	Tracking	Benefits - completed projects	Comments this quarter - Q4
WE ARE ESTABLISHED	Railway Precinct - redevelopment	On-going 60-79%	ON TRACK	Not applicable	Project is progressing well although, COVID border restrictions have slowed the works onsite. Water main works are almost complete with the civil works on Cusack complete and Norton 80% complete. Will be completed January 2021. Multi year project.
	Asset renewal program 2019-20 - delivery	Completed 100%	ON TRACK	Not applicable	Project is complete
	'The Wangaratta Project' - progression of major projects in line with successful funding provision and Council's priorities	On-going 60-79%	ON TRACK	Not applicable	Major projects are progressing in line with Council priorities. Many are multi-year projects.
	Annual rural community planning projects - implementation of projects identified within the district plans	On-going 60-79%	ON TRACK	Not applicable	Rural signage is still on hold pending outcomes from the branding strategy. Consultation is underway in Glenrowan and Whitfield with regards to their infrastructure plans.
	Municipality-wide Cycling Strategy - preparation	Completed 100%	ON TRACK	Benefit to be realised at a later time	New strategy endorsed.
	Waldara Drainage Scheme - design and planning completed	Completed 100%	ON TRACK	Not applicable	Project is complete. Bund works were deferred and money returned as COVID savings.
	Annual gravel re-sheeting and resealing programs - delivery	Completed 100%	ON TRACK	Benefit realised	Project reported completed in a prior quarter.
	Drainage and upgrade of Linder Road - design and land acquisition	Completed 100%	ON TRACK	Not applicable	Project is complete. Land acquisitions were deferred and money returned as COVID savings.
	Council asset data, condition and renewal policy development - buildings and systems	Nearing Completion 80-99%	ON TRACK	Not applicable	Data collection level complete and service levels set. Final decision will be taken to Council in Nov 2021 for funding in 2021/22 financial year.

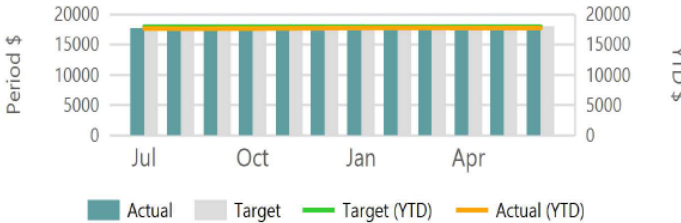
Council Plan 2017-2021 (2019 Revision)
"What You Will See in 2019-20" - Q4 Progress Report

The Pillars	What You Will See in 2019-20	Status	Tracking	Benefits - completed projects	Comments this quarter - Q4
WE ARE INSPIRED	Wangaratta Performing Arts and Convention Centre - services feasibility study	Nearing Completion 80-99%	OFF TRACK	Not applicable	Study completed. To be presented to CMT for discussion
	Art Gallery - feasibility study outcomes	Completed 100%	ON TRACK	Enabling project with no direct benefit	Project reported completed in a prior quarter.
	Library - self service, security and stock control through RFID technology	Completed 100%	ON TRACK	Benefit realised	Works are completed. Entrance gates installed on 23/07/2020. Delivery of gates was delayed by manufacturer. Equipment has been commissioned. Staff and members have received training. Staff numbers are depleted due to COVID restrictions and the benefits of self service have been immediately realised.
	Wangaratta Parklands Precinct Master Plan	Nearing Completion 80-99%	ON TRACK	Not applicable	Draft precinct masterplan on public exhibition
	Project management, change management and innovation frameworks - development	Completed 100%	ON TRACK	Benefit to be realised at a later time	Project Framework now in place with 41 projects under management in the framework. Work continues to improve the framework and add additional features. This is through Business as usual activity.
	Lighting treatments within CBD Precinct - investigation as an extension of the Christmas Decoration Project	Completed 100%	ON TRACK	Benefit realised	Project reported completed in a prior quarter.
	Venue management software to streamline booking systems - implementation	Completed 100%	ON TRACK	Partial benefit realised	Project reported completed in a prior quarter.

Council Plan 2017-2021 (2019 Revision)
'What You Will See in 2019-20' - Q4 Progress Report

The Pillars	What You Will See in 2019-20	Status	Tracking	Benefits - completed projects	Comments this quarter - Q4
WE ARE SUSTAINABLE	Organics Processing Plant - completion	Completed 100%	ON TRACK	Benefit to be realised at a later time	Project reported completed in a prior quarter.
	Rural Townships Organics - roll out completed	Completed 100%	ON TRACK	Enabling project with no direct benefit	Project reported completed in a prior quarter.
	Gun Club - rehabilitation	Underway 30-59%	OFF TRACK	Not applicable	Works have progressed. EPA approval still required. Works will be completed by March 2021.
	Roadside weed management spraying program - delivery	Completed 100%	ON TRACK	Not applicable	Our Roadside Weed Control and Pest Management has been completed in full for FY19/20 and reports for the various grants we obtain to run this have been submitted
	Improved employee experience and performance through enhanced on-boarding and talent management	On-going 60-79%	ON TRACK	Not applicable	Approval to purchase the onboarding eLearning system received. Implementation will occur through FY 2020-21.
	Business intelligence - agile reporting to support business decisions	Completed 100%	ON TRACK	Enabling project with no direct benefit	Project reported completed in a prior quarter.
	On-line lodgement and payment of permits, animal renewals and infringements	Completed 100%	ON TRACK	Partial benefit realised	Project reported completed in a prior quarter.
	Comprehensive service planning framework	Not Started 0%	OFF TRACK	Not applicable	Funding for this project has been reallocated in the revised budget. This project will no longer proceed.
	Domestic Waste Water Management	Completed 100%	ON TRACK	Partial benefit realised	Project has been completed with 200 inspections undertaken and issues arising from these inspections rectified.
	ICT Strategy - implementation commencement	Completed 100%	ON TRACK	Benefit to be realised at a later time	Implementation has commenced on this multi-year project
	Environmental Sustainable Strategy 2014 - review and update	On-going 60-79%	OFF TRACK	Not applicable	ESS is currently behind schedule - Workshops have been held with Councillors , youth council and key community groups to gain input into the draft document to ensure that when it goes out for community consultation it will have both a council and community feel.

We Are Established

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS																																				
<p>✓ E04: Value of infrastructure per head of municipal population</p> <p>YTD Target for 19/20: \$18000.00 YTD Actual for 19/20: \$17764.06</p>	 <p>The chart displays monthly actual values (dark blue bars) against the monthly target (light grey bars). A green line represents the YTD target, and an orange line represents the YTD actual. The YTD actual is slightly below the YTD target.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Actual (\$)</th> <th>Target (\$)</th> </tr> </thead> <tbody> <tr><td>Jul</td><td>17500</td><td>18000</td></tr> <tr><td>Aug</td><td>17500</td><td>18000</td></tr> <tr><td>Sep</td><td>17500</td><td>18000</td></tr> <tr><td>Oct</td><td>17500</td><td>18000</td></tr> <tr><td>Nov</td><td>17500</td><td>18000</td></tr> <tr><td>Dec</td><td>17500</td><td>18000</td></tr> <tr><td>Jan</td><td>17500</td><td>18000</td></tr> <tr><td>Feb</td><td>17500</td><td>18000</td></tr> <tr><td>Mar</td><td>17500</td><td>18000</td></tr> <tr><td>Apr</td><td>17500</td><td>18000</td></tr> <tr><td>YTD</td><td>17764.06</td><td>18000.00</td></tr> </tbody> </table>	Month	Actual (\$)	Target (\$)	Jul	17500	18000	Aug	17500	18000	Sep	17500	18000	Oct	17500	18000	Nov	17500	18000	Dec	17500	18000	Jan	17500	18000	Feb	17500	18000	Mar	17500	18000	Apr	17500	18000	YTD	17764.06	18000.00	<p>Result within target for property, plant & equipment less specialised and non-specialised land</p> <p>Source: TechnologyOne XLOne report- value of infrastructure (excluding land); ABS estimated resident population</p>
Month	Actual (\$)	Target (\$)																																				
Jul	17500	18000																																				
Aug	17500	18000																																				
Sep	17500	18000																																				
Oct	17500	18000																																				
Nov	17500	18000																																				
Dec	17500	18000																																				
Jan	17500	18000																																				
Feb	17500	18000																																				
Mar	17500	18000																																				
Apr	17500	18000																																				
YTD	17764.06	18000.00																																				

We Are Growing

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> G01: Median number of processing days taken between receipt of planning application and a decision</p> <p>YTD Target for 19/20: 55.00 YTD Actual for 19/20: 50.08</p>		<p>Council Plan target is being met. Longer times are often to enable negotiations to be completed between parties to allow for development.</p> <p>Source: Planning Permit Activity Reporting System report</p>
<p> G02: Percentage of planning decisions made within 60 days</p> <p>YTD Target for 19/20: 82.00% YTD Actual for 19/20: 72.13%</p>		<p>The result is affected by negotiations between parties to achieve an appropriate outcome.</p> <p>Source: Planning Permit Activity Reporting System report</p>
<p> G04: Number of new housing lots released in municipality</p> <p>YTD Target for 19/20: 150.00 YTD Actual for 19/20: 179.00</p>		<p>The result for the year has achieved the target result.</p> <p>Source: Council rates database</p>

We Are Growing

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ G05: Number of building permits for new dwellings issued within municipality</p> <p>YTD Target for 19/20: 12.50 YTD Actual for 19/20: 12.58</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The result for the year has achieved the target result.</p> <p>Source: Victorian Building Authority data</p>
<p>✓ G07: Percentage change in Followers of Visit Wangaratta Facebook and Instagram pages</p> <p>YTD Target for 19/20: 5.00% YTD Actual for 19/20: 9.71%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Instagram: 4,824 (134 this month) No. of posts in June: 8; Average likes per post: 115 Audience- primarily women (68%) aged 25 – 54 (60%) who reside in Melbourne (31%)</p> <p>Source: Facebook and Instagram</p>
<p>✗ G08: Number of cattle throughput at Wangaratta Livestock Exchange</p> <p>YTD Target for 19/20: 38004.00 YTD Actual for 19/20: 26810.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The full year result was 30% below target numbers.</p> <p>Source: WLE data</p>

We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>I01: Number of attendees at the Wangaratta Art Gallery</p> <p>YTD Target for 19/20: 40000.00 YTD Actual for 19/20: 24426.00</p>	<p>Period #</p> <p>YTD #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Due to COVID-19 physical attendance was less in June 2020 compared to June 2019. The Gallery re-opened on 12 June 2020. Physical attendance in Gallery 1 only 672 + Virtual tours 81 + On- line Youtube artist talk engagement 194 = total attendance of 947</p> <p>Source: Website & door counter</p>
<p>I06: Number of ticket sales for WPACC</p> <p>YTD Target for 19/20: 21900.00 YTD Actual for 19/20: 15777.00</p>	<p>Period #</p> <p>YTD #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>No performances took place in June 2019 due to COVID-19 closure. Steinway on Stage @ Home was live streamed, 3,201 views were achieved. 300 tickets were returned due to date changes not suitable or event cancelled. 41 tickets were purchased - additional tickets for date changes. A Seat Sponsorship was sold for \$500 and 7 gift certificates were purchased.</p> <p>Source: SABO</p>

We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ I08: Average number of days to close a customer request</p> <p>YTD Target for 19/20: 14.00 YTD Actual for 19/20: 5.32</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>On Track: Work on-going: running as per established target of 14 days to close a customer request. In June, the average days a customer request remained open was 6.2 days within the established target's range. Council continues to follow up with customers on cases waiting a response.</p> <p>Source: Customer Request Management System - June 2020</p>
<p>✓ I09: Percentage of customer requests overdue by more than 60 days</p> <p>YTD Target for 19/20: 10.00% YTD Actual for 19/20: 7.12%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>On Track: Work on-going - running as per established target of 10% overdue by more than 60 days. The current results demonstrate that council is responding to customer requests in the agreed target timeframes with an extremely small number of the most complex requests remaining open beyond 60 days.</p> <p>Source: Customer Request Management System - June 2020</p>

We Are Inspired

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ I10: Number of events held at the Wangaratta Library (excluding regular programs)</p> <p>YTD Target for 19/20: 60.00 YTD Actual for 19/20: 63.00</p>	<p>Actual Target Target (YTD) Actual (YTD)</p>	<p>On line author event. Library was closed from 27 March - 8 June 2020. All face to face programs have been suspended.</p> <p>Source: Manual</p>
<p>✗ I11: Number of conferences and conventions at the Performing Arts and Convention Centre</p> <p>YTD Target for 19/20: 195.00 YTD Actual for 19/20: 147.00</p>	<p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Closed due to COVID-19</p> <p>Source:</p>
<p>✓ I12: Number of events held at the Wangaratta Art Gallery</p> <p>YTD Target for 19/20: 32.00 YTD Actual for 19/20: 52.00</p>	<p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Due to COVID-19 all events were VIRTUAL events. 3 x Art Lovers Talk delivered via zoom - LIVE. 5 x artists talk videos launched online via website (youtube) with x194 views.</p> <p>Source: website</p>

We Are Sustainable

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>✓ S01: Percentage of Council decisions made at meetings closed to the public</p> <p>YTD Target for 19/20: 4.00%</p> <p>YTD Actual for 19/20: 2.59%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>The number of decisions made in meetings closed to the public during the year was well below the target indicating a good level of transparency in decision-making</p> <p>Source: Council meeting minutes</p>
<p>✓ S02: Percentage of kerbside collection waste diverted from landfill</p> <p>YTD Target for 19/20: 61.00%</p> <p>YTD Actual for 19/20: 61.56%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Kerbside collected organics waste is down this month due to less garden waste being produced given what time of the year it is.</p> <p>Source: Tipsite Bowser Weighbridge Data, Organics spreadsheet, JJ Richards invoice.</p>
<p>✓ S03: Native Plants planted in the Municipality - Greening Wangaratta Program</p> <p>YTD Target for 19/20: 6999.96</p> <p>YTD Actual for 19/20: 6839.00</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>For FY19/20 a total of 6839 trees have been planted under the NRM Bush Regeneration program (please note that this number does not include trees planted by Parks & Garden team. As part of this program survival rates are looked at and currently sitting a 92%.</p> <p>Source: NRM Team data</p>

We Are Thriving

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p> T01: Number of visits to aquatic facilities per head of population</p> <p>YTD Target for 19/20: 5.04 YTD Actual for 19/20: 3.46</p>	 <p>Legend: Actual (dark blue), Target (grey), Target (YTD) (green line), Actual (YTD) (orange line)</p>	<p>Visits have mostly been on-track up until COVID restrictions where the centre was closed on the 23rd of March until the end of the financial year</p> <p>Source: Monthly reports provided by the contracted operator YMCA.</p>
<p> T02: Percentage of children enrolled to participate in the Maternal & Child Health Service</p> <p>YTD Target for 19/20: 95.00% YTD Actual for 19/20: 100.78%</p>	 <p>Legend: Actual (dark blue), Target (grey), Target (YTD) (green line), Actual (YTD) (orange line)</p>	<p>Numbers of infants enrolled is steady.</p> <p>Source:</p>
<p> T03: Cost of Maternal and Child Health Service per hour of service delivered</p> <p>YTD Target for 19/20: \$67.00 YTD Actual for 19/20: \$29.02</p>	 <p>Legend: Actual (dark blue), Target (grey), Target (YTD) (green line), Actual (YTD) (orange line)</p>	<p>On average the cost of service is not far from target cost.</p> <p>Source: Reporting of hours worked and general ledger accounts for employee benefits, materials and services - Monthly Actual</p>

We Are Thriving

MEASURES & TARGETS	RESULTS (Year to Date)	COMMENTS
<p>T05: Number of Home Care Clients</p> <p>⚠ YTD Target for 19/20: 1400.00 YTD Actual for 19/20: 1232.17</p>	<p>Period #</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>Clients reduced towards the end of the financial year due to COVID-19 restrictions.</p> <p>Source: Home Support - Reporting - Total Activity Report KPI</p>
<p>T07: Percentage of registered class 1 and 2 food premises that receive an annual food safety assessment</p> <p>✗ YTD Target for 19/20: 90.00% YTD Actual for 19/20: 61.84%</p>	<p>Period %</p> <p>Jul Oct Jan Apr</p> <p>Actual Target Target (YTD) Actual (YTD)</p>	<p>It has not been possible to undertake inspections due to the impact of COVID-19 and related health priorities</p> <p>Source: Health Manager</p>



Governance Rules

Responsible Officer	Adoption Date	August 2020
Governance and Reporting Advisor	Approved By	Council
Authorising Officer	Review Date	August 2023
Director Corporate Services	Policy Type	Major Council Policy

Statement and Purpose

This policy provides Council's governance rules as required by, and in accordance with, section 60 of the *Local Government Act 2020*.

Scope

This policy applies to all councillors, Council employees, associates of Council and members of committees to the extent described in the policy.

Contents

Application to Committees	6
1. Delegated committees	6
2. Community asset committees	6
3. Audit and risk committee	6
4. Advisory committees	7
Meeting procedures	8
5. Purpose of meetings.....	8
6. Meeting roles	8
6.1 Chairperson.....	8
6.2 Delegated committee chairperson.....	9
6.3 Chief Executive Officer	9
6.4 Councillors	9
6.5 Community	10
7. Conduct and behaviour.....	10
7.1 Councillor allowed to speak uninterrupted.....	10
7.2 Addressing the meeting	10
7.3 Display of placards and posters	11
7.4 Conduct at meetings.....	11
7.5 Chairperson may remove.....	11
7.6 Council or the Mayor may remove a councillor.....	11
7.7 Chairperson may adjourn a disorderly meeting	12
8. Date, time, and place of meetings	12
8.1 Scheduled meetings	12
8.2 Postponement	12
8.3 Unscheduled meetings	12
8.4 Notice of scheduled meetings	13
8.5 Notice of unscheduled meetings	14
9. Attendance.....	14

9.1	Apologies and absences.....	14
9.2	Quorum	14
10.	Business at meetings	16
10.1	Matters to be included	16
10.2	Order of business	16
10.3	Change to order of business.....	17
10.4	Urgent business	17
11.	Length of meetings.....	17
11.1	Time limits	17
11.2	Extensions.....	17
11.3	Chairperson may temporarily adjourn a meeting exceeding two hours	18
12.	Public question time	18
12.1	Public question time to be held	18
12.2	Submitting questions	18
12.3	Time allowed	19
12.4	Procedure.....	20
12.5	Responses	20
13.	Petitions and joint letters	21
13.1	Submitting petitions	21
13.2	Online or electronic petitions.....	21
13.3	Procedure for considering petitions.....	21
14.	Motions and debate	22
14.1	Allowing motions	22
14.2	Speaking times	23
14.3	Procedure for moving a motion	23
14.4	Right of reply	23
14.5	Moving an amendment	24
14.6	Foreshadowing motions.....	24
14.7	Withdrawal of motions	24
14.8	Separation of motions.....	25

14.9	Motions moved in a block	25
14.10	Motions in writing	25
14.11	Debate must be relevant to the motion	25
14.12	Adequate and sufficient debate	25
15.	Voting	25
15.1	How a matter is determined	25
15.2	Voting must be seen	26
15.3	When a division is permitted	26
15.4	No discussion once a vote has been declared	26
16.	Procedural motions	27
17.	Notices of motion	30
17.1	Submitting a notice of motion	30
17.2	Procedure to consider a notice of motion	31
18.	Notices of rescission	31
18.1	Submitting a notice of rescission	31
18.2	Procedure to consider a notice of rescission	33
19.	Foreshadowed items	33
20.	Points of order	33
20.1	Valid points of order	33
20.2	Making a point of order	34
20.3	Deciding a point of order	34
20.4	Dissent in chairperson's ruling	34
21.	Suspension of standing orders	34
22.	Joint council meetings	35
	Records of meetings	35
23.	Minutes	35
23.1	Responsibility for minute taking	35
23.2	Minutes must record	35
23.3	Availability of minutes	36

23.4	Confirming the minutes	36
24.	Video and audio recordings	37
	Mayor, Deputy Mayor & Acting Mayor	39
25.	Election of Mayor & Deputy Mayor	39
25.1	Chief Executive Officer to set time and date for election of Mayor	39
25.2	Election of Deputy Mayor	39
25.3	Determining the election of Mayor and Deputy Mayor	39
25.4	Ceremonial Mayoral speech	41
26.	Appointment of an Acting Mayor	41
26.1	Role of an Acting Mayor	41
26.2	When to appoint an Acting Mayor	41
26.3	Election of an Acting Mayor	41
	Election Period Policy	42
	Conflict of interest	43
27.	Obligations	43
28.	Disclosure by a councillor	43
28.1	Procedure at a Council meeting	43
28.2	Procedure at other meetings organised, hosted, or supported by Council	44
29.	Disclosure by a member of Council staff	44
	Breaches	46
	Definitions	46
	References	50
	Review	50

Application to Committees

1. Delegated committees

- (1) Where the Council establishes a delegated committee, these governance rules will apply to the meetings of the delegated committee with any necessary modifications.
- (2) For the purpose of rule 1(1):
 - (a) a Council meeting is to be read as a reference to a delegated committee meeting;
 - (b) a councillor is to be read as a reference to a member of a delegated committee; and
 - (c) a reference to the chairperson is to be read as a reference to the chairperson of a delegated committee.
- (3) Where the Council establishes a delegated committee, the Council may resolve that a provision of these governance rules do not apply to that delegated committee.

2. Community asset committees

- (1) The governance rules may apply to any community asset committee established by Council with any necessary modifications.
- (2) For the purpose of rule 2(1):
 - (a) a Council meeting is to be read as a reference to a community asset committee meeting;
 - (b) a councillor is to be read as a reference to a member of a community asset committee; and
 - (c) a reference to the chairperson is to be read as a reference to the chairperson of a community asset committee.
- (3) Council may resolve, in establishing a community asset committee which governance rules apply but as a minimum must include the rules related to minutes.
- (4) A community asset committee must report the minutes of each committee meeting to the next practicable scheduled Council meeting.
- (5) A community asset committee must act in accordance with its charter and instrument of delegation.

3. Audit and risk committee

- (1) The governance rules will apply to the audit and risk committee established by Council unless otherwise provided in the audit and risk committee charter.
- (2) Council may resolve, in establishing an audit and risk committee that the meeting procedure chapter of these governance rules does not apply.

- (3) For the purpose of rule 3(1):
 - (a) a Council meeting is to be read as a reference to an audit and risk committee meeting;
 - (b) a councillor is to be read as a reference to a member of an audit and risk committee; and
 - (c) a reference to the chairperson is to be read as a reference to the chairperson of an audit and risk committee.
- (4) An audit and risk committee must report the minutes of all committee meetings to the next practicable scheduled Council meeting.
- (5) An audit and risk committee must act in accordance with its charter adopted by Council.

4. Advisory committees

- (1) The governance rules may apply to an advisory committee established by Council unless otherwise provided in the advisory committee's charter.
- (2) Council may resolve, in establishing an advisory community asset committee, which governance rules apply but as a minimum must include the rules related to minutes.
- (3) For the purpose of rule 4(1):
 - (a) a Council meeting is to be read as a reference to an advisory committee meeting;
 - (b) a councillor is to be read as a reference to a member of an advisory committee; and
 - (c) a reference to the chairperson is to be read as a reference to the chairperson of an advisory committee.
- (4) An advisory committee must report the minutes of all committee meetings to the next practicable scheduled Council meeting.
- (5) An advisory committee must act in accordance with its charter adopted by Council.

Meeting procedures

5. Purpose of meetings

- (1) Scheduled meetings and, when required, unscheduled meetings of the Council are held to conduct the business of the Council.
- (2) Council is committed to transparency in decision making and, in accordance with the *Local Government Act 2020*, Council and delegated committee meetings are open to the public and the community can attend.
- (3) Council and delegated committee meetings will only be closed to members of the public if:
 - (a) there are clear reasons for a matter or matters to remain confidential; or
 - (b) a meeting is required to be closed for security reasons; or
 - (c) it is necessary to enable the meeting to proceed in an ordinary manner.
- (4) The chairperson and councillors will ensure good council decision-making by endeavouring to ensure that:
 - (a) decision making is transparent to councillors and observers;
 - (b) councillors have sufficient information to make good decisions;
 - (c) every councillor is supported to contribute to decisions;
 - (d) any person whose rights are affected has their interests considered;
 - (e) debate and discussion are focussed on the issues at hand;
 - (f) meetings are conducted in an orderly manner;
 - (g) decisions are made on the merits of a matter.

6. Meeting roles

6.1 Chairperson

- (1) The Mayor must be chairperson at all Council meetings at which the Mayor is present.
- (2) Where the Mayor is not in attendance at a Council meeting, the Deputy Mayor, if one has been elected, must be chairperson.
- (3) Where the Mayor and any Deputy Mayor are not in attendance at a Council meeting, Council must appoint one of the councillors as chairperson of the meeting by resolution.
- (4) The chairperson has the specific duties and discretions provided in these governance rules.
- (5) The chairperson must not accept any motion, question or statement which is:

- (a) vague or ambiguous; or
 - (b) defamatory, malicious, abusive, or objectionable in language or substance; or
 - (c) outside the powers, functions, or duties of the Council.
- (6) The chairperson must:
 - (a) allow the Chief Executive Officer, or delegate, the opportunity to correct factual errors or incorrect assertions that arise during the meeting; and
 - (b) call a person to order if their behaviour is disruptive and interferes with the conduct of the business of the Council; and
 - (c) decide on all points of order.
- (7) The chairperson may direct that a vote be recounted to be satisfied of the result.

6.2 Delegated committee chairperson

- (1) At the meeting at which Council establishes a delegated committee it must also appoint a chairperson.
- (2) The chairperson of a delegated committee must be a councillor.
- (3) For the avoidance of doubt, rule 6.2(1) does not intend to limit the powers of the Mayor provided in the Act.

6.3 Chief Executive Officer

- (1) The Chief Executive Officer, or delegate, may participate in the meeting to provide support to the chairperson.
- (2) The Chief Executive Officer, or delegate, should:
 - (a) immediately advise, to the best of their knowledge, if a proposed resolution or action is contrary to the law;
 - (b) advise if there are operational, financial or risk implications arising from a proposed resolution;
 - (c) help clarify the intent of any unclear resolution to facilitate implementation;
 - (d) on request, assist with procedural issues that may arise.

6.4 Councillors

Councillors contribute to good governance and decision making by:

- (a) seeking views of community members and reading the agenda prior to the meeting;
- (b) demonstrating due respect and consideration to community views and the professional and expert advice provided in the agenda papers;
- (c) attending meetings and participating in debate and discussion;

- (d) demonstrating respect for the role of the chairperson and the rights of other councillors to contribute to the decision-making; and
- (e) being courteous and orderly.

6.5 Community

- (1) Council meetings and delegated committee meetings are decision making forums and it is important that they are open to the community to attend or view proceedings.
- (2) Community members may only participate in Council meetings and delegated committee meetings in accordance with these governance rules.
- (3) Community members are encouraged to participate in Council's engagement processes.
- (4) Community members may seek to inform individual councillors of their views by contacting them directly in advance of meetings.

7. Conduct and behaviour

7.1 Councillor allowed to speak uninterrupted

A councillor who is permitted to speak according to these Governance Rules must not be interrupted unless called to order, or given notice by the chairperson that their speaking time has elapsed or is about to elapse, when they must stop speaking and, if standing, sit and remain silent until the councillor raising the point of order has been heard and the point of order dealt with.

7.2 Addressing the meeting

- (1) Where the chairperson so determines, any person addressing the chairperson must refer to the chairperson as:
 - (a) Mayor; or
 - (b) chairperson.
- (2) All Councillors, other than the Mayor, must be addressed as *Councillor (surname)*.
- (3) All members of Council staff may be addressed by their official title.
- (4) Except for the chairperson and Chief Executive Officer, any person who addresses the meeting, where able to do so, must come forward and direct all remarks through the chairperson.
- (5) Members of the public may only address the Council in accordance with rule 12.

7.3 Display of placards and posters

- (1) Subject to rules 7.3(2) and 7.3(3), a person can display any placards or posters in the chamber where a meeting is being, or is about to be, held, including outside the entrance to the building.
- (2) A placard or poster must not:
 - (a) display any offensive, indecent, insulting, or objectionable item or words; or
 - (b) obstruct the entrance to the chamber; or
 - (c) obstruct the entrance to a building where a meeting is being, or is about to be, held; or
 - (d) obstruct the view of any person; or
 - (e) physically impede any person.
- (3) The chairperson may order and cause the removal of any placard or poster that is deemed by the chairperson to not meet the standard imposed by rule 7.3(2).

7.4 Conduct at meetings

Members of the public present at a meeting must:

- (a) not interject during the meeting;
- (b) not take part in debate during the meeting;
- (c) not make any offensive gestures towards any person during the meeting.

7.5 Chairperson may remove

- (1) The chairperson may direct a person to:
 - (a) stop interjecting during the meeting; or
 - (b) stop making offensive gestures towards any person during the meeting; or
 - (c) cease taking part in debate during the meeting.
- (2) Where a person contravenes a direction given under rule 7.5(1), the chairperson may order the removal of the person from the meeting.
- (3) In causing a person's removal under rule 7.5(2), or the removal of an object or material under rule 7.3(3), the chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the person, object or material.

7.6 Council or the Mayor may remove a councillor

- (1) Where a councillor engages in improper or disorderly conduct, or acts in a way that otherwise disrupts a meeting, and prevents the Council from conducting its business:

- (a) where the chairperson has warned the councillor to cease that behaviour, the Council may, by resolution, suspend that councillor from a portion of the meeting or from the balance of the meeting; or
 - (b) the Mayor, under section 19 of the Act, at a Council meeting, having previously warned the councillor to cease that behaviour, may direct a councillor to leave the meeting for a period of time or the balance of the meeting.
- (2) Where the Council suspends a councillor under rule 7.6(1)(a), or the Mayor directs a councillor to leave the meeting under rule 7.6(1)(b), the councillor will take no active part in that portion of the meeting.
- (3) Where a councillor has been suspended from a meeting or directed to leave in accordance with rule 7.6(2), the chairperson may ask the Chief Executive Officer, an Authorised Officer or a member of Victoria Police to remove the councillor.

7.7 Chairperson may adjourn a disorderly meeting

- (1) The conduct of councillors and members at meetings is governed by the Act, these governance rules, and the Councillor Code of Conduct.
- (2) Where the chairperson is of the opinion that disorder at a meeting makes it desirable to adjourn the meeting, the chairperson may adjourn the meeting to a later time on the same day or to some later day whichever the chairperson thinks proper.

8. Date, time, and place of meetings

8.1 Scheduled meetings

- (1) At or before the last meeting each calendar year, Council must fix the date, time, and place of all scheduled Council meetings for the following calendar year.
- (2) Council by resolution, or the Chief Executive Officer, may change the date, time, and place of, or cancel, any scheduled Council meeting and must provide notice of such change to the public.

8.2 Postponement

- (1) In the case of an emergency, the Chief Executive Officer, or delegate, or in the absence of both, a director, may postpone a Council meeting, provided every reasonable attempt is made to notify every councillor of the postponement.
- (2) The Chief Executive Officer, delegate or director must submit a full written report of the circumstances requiring his or her action in respect of the emergency postponement at the next scheduled Council meeting.

8.3 Unscheduled meetings

- (1) Council may by resolution call an unscheduled Council meeting.

- (2) The Mayor, or three councillors, may by written notice call an unscheduled Council meeting.
- (3) The Chief Executive Officer, following consultation with the Mayor, may call an unscheduled Council meeting.
- (4) A written notice to call an unscheduled Council meeting must:
 - (a) specify the business to be transacted; and
 - (b) be delivered to the Chief Executive Officer or delegate in sufficient time to enable notice to be given in accordance with these governance rules.
- (5) The Chief Executive Officer or delegate must determine the time and date for the meeting, considering:
 - (a) the urgency of the business to be transacted;
 - (b) the availability of councillors; and
 - (c) a reasonable notice period for persons whose rights or interests may be impacted by the business to be transacted.
- (6) The Chief Executive Officer must arrange for notice of the meeting to be published on Council's website.
- (7) Any resolution of Council to call an unscheduled meeting must specify the date and time of the unscheduled meeting and the business to be transacted. The date and time of the unscheduled meeting must not be prior to 6pm on the day following the Council meeting at which the resolution was made.
- (8) The Chief Executive Officer must call a meeting to determine the mayoral term and elect a Mayor following a Council general election declaration, in accordance with the Act.
- (9) The unscheduled meeting for the election of a Mayor following an election may also consider the role of Deputy Mayor and any other matters as determined by the Chief Executive Officer.
- (10) Only the business specified in the Council resolution, or specified within the advance written notice, may be considered at an unscheduled meeting, unless Council, by unanimous resolution, determines to admit another matter.

8.4 Notice of scheduled meetings

- (1) A notice of a scheduled Council meeting, incorporating or accompanied by an agenda, must be sent electronically to every councillor for each meeting, at least 5 business days before the meeting. A period of less than 5 business days may be justified if exceptional circumstances exist.
- (2) An agenda for each scheduled Council meeting will be made available on Council's website no less than 48 hours before the meeting.

- (3) A schedule of Council meetings must be prepared, published and accessible to a broad section of the community, including publishing on Council's website at least once each year and with such greater frequency as the Chief Executive Officer determines.
- (4) The schedule of Council meetings must be available from Council's Customer Service Centres.

8.5 Notice of unscheduled meetings

- (1) Notice of an unscheduled meeting must be published on Council's website as soon as practicable after the time, date and place of the meeting has been determined.
- (2) An agenda for an unscheduled Council meeting must be made available electronically to every councillor at least 48 hours before the meeting. A period of less than 48 hours may be justified if exceptional circumstances exist.
- (3) An agenda for an unscheduled Council meeting will be made available on Council's website no less than 24 hours before the meeting.

9. Attendance

9.1 Apologies and absences

- (1) Councillors who are unable to attend a meeting may submit an apology:
 - (a) in writing to the chairperson, who will advise the meeting; or
 - (b) by seeking another councillor to submit it at the meeting on their behalf.
- (2) An apology submitted to a meeting will be recorded in the minutes.
- (3) A councillor intending to take a leave of absence should submit it in writing to the Mayor.
- (4) The Mayor will aim to have any councillor leave of absence request received included in the agenda of the next Council meeting.
- (5) A leave of absence not included in a Council meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting.
- (6) Council will not unreasonably withhold its approval of a leave of absence request.
- (7) A councillor who has not submitted an apology or had a leave of absence approved and who is not in attendance at a Council meeting will be recorded as absent.

9.2 Quorum

- (1) A quorum for a Council meeting is provided by the Act.
- (2) Meetings must commence within 30 minutes of the scheduled starting time.

- (3) Where, after 30 minutes from the scheduled starting time of any meeting or adjournment, a quorum cannot be obtained, the chairperson, or if the chairperson is not present, those councillors present or, if there are no councillors present, the Chief Executive Officer or, in the absence of the Chief Executive Officer, a director, may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.
- (4) Where, during any meeting or any adjournment of the meeting, a quorum cannot be maintained, the chairperson, or if the chairperson is not present, those councillors present or, if there are no councillors present, the Chief Executive Officer or, in the absence of the Chief Executive Officer, a director, may adjourn the meeting for a period not exceeding seven days from the date of the adjournment.
- (5) The chairperson may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.
- (6) Where a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of councillors, the Council must:
 - (a) determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
 - (b) determine to make decisions on separate parts of the matter at a meeting where a quorum can be maintained, before deciding on the whole matter at a meeting for which a quorum can be maintained.
- (7) Where a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of councillors, and the matter cannot be separated into component parts or prior decisions made, the Council will delegate the decision to be made:
 - (a) to the Chief Executive Officer; or
 - (b) to a delegated committee, established for the purpose of determining the matter, comprised of all the councillors and members who have not disclosed a conflict of interest and any other persons the Council or the committee considers suitable.
- (8) A decision made under delegation due to Council or a committee not being able to achieve or maintain a quorum will be reported to the next scheduled Council meeting.
- (9) The Chief Executive Officer must provide written notice, including by electronic means, to each councillor of any Council meeting adjourned to another date or time due to an inability to achieve or maintain a quorum.
- (10) Where it is not practicable to give notice in accordance with Rule 9.2(9) because time does not permit, then provided every reasonable attempt is made to contact each councillor either verbally, or by some other means, the resulting notice will be sufficient.

- (11) Notice of an adjournment of a Council meeting to another date, time, or place must be published on Council's website as soon as practicable.

10. Business at meetings

10.1 Matters to be included

- (1) The Chief Executive Officer may include any matter on the agenda for a Council meeting that they think should be considered at the meeting to which the agenda relates.
- (2) No business can be dealt with at a meeting unless it is:
- (a) contained on the agenda; or
 - (b) admitted as urgent business in accordance with rule 10.4.

10.2 Order of business

Unless otherwise agreed by the councillors, the order of business for Council meetings could follow the example set out below:

- (a) welcome;
- (b) recording of meeting statement;
- (c) acknowledgement of traditional owners;
- (d) opening prayer;
- (e) present, absent and apologies;
- (f) granting of leave of absence;
- (g) citizenship ceremony;
- (h) confirmation of minutes of previous meetings;
- (i) conflict of interest disclosure;
- (j) designation of items as confidential;
- (k) petitions;
- (l) councillor reports;
- (m) officer reports;
- (n) minutes and reports of delegated committees;
- (o) minutes and reports of the Audit and Risk Committee;
- (p) minutes and reports of advisory committees;
- (q) notices of motion;
- (r) notices of rescission;
- (s) foreshadowed items;
- (t) urgent business;
- (u) public question time;
- (v) confidential business;

- (w) closure of meeting.

10.3 Change to order of business

Once an agenda has been sent to councillors, the order of business for that meeting may only be altered by a resolution of the Council.

10.4 Urgent business

- (1) Where the agenda makes provision for urgent business, business cannot be admitted as urgent business other than by a resolution of Council and only then where:
 - (a) it relates to or arises out of a matter which has arisen since distribution of the agenda and deferring the item until the next meeting will mean a decision on the item will not have any effect on the matter; or
 - (b) the matter cannot be addressed through an operational service request process; and
 - (c) the matter does not:
 - I. substantially affect the levels of Council service; or
 - II. commit Council to significant expenditure not included in the adopted budget; or
 - III. establish or amend Council policy; or
 - IV. commit Council to any contractual arrangement.
- (2) A councillor proposing that a matter be admitted as urgent business must lodge the proposal in writing with the Chief Executive Officer no later than 3pm on the day of the meeting.
- (3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.

11. Length of meetings

11.1 Time limits

A meeting must not continue after three hours from the time it commences unless a majority of councillors who are present vote in favour of its extension in accordance with this rule.

11.2 Extensions

- (1) Extensions of a meeting must only be in block periods of 30 minutes.
- (2) After an initial 30-minute extension the meeting must not continue unless a majority of councillors who are present vote in favour of a further extension.
- (3) A meeting may only be continued for a maximum of two 30-minute extensions.

- (4) In the absence of such extensions as provided for in rules 11.20, 11.2(1) and 11.2(2), or in the event there is further business to be transacted at the completion of two extensions, the meeting must stand adjourned to 6 pm on the following day.
- (5) Notwithstanding rule 11.2(4), the chairperson may seek the agreement of Council or of the committee not to adjourn the meeting to the following day, if the chairperson reasonably believes the remaining business will take less than 10 minutes to transact.

11.3 Chairperson may temporarily adjourn a meeting exceeding two hours

- (1) The chairperson may adjourn a meeting for a 10-minute break, at an appropriate point in proceedings after two hours has elapsed.
- (2) Notwithstanding rule 11.3(1), the chairperson may seek the agreement of Council or of the committee not to adjourn the meeting if the chairperson reasonably believes the remaining business of the meeting will take less than 30 minutes to transact.

12. Public question time

12.1 Public question time to be held

- (1) Public question time provides an opportunity for members of the public to submit questions and make statements to the Council.
- (2) The Council will hold public question time at each scheduled Council meeting other than:
 - (a) during any period of a Council meeting where the Council has closed the meeting under section 66 of the Act; or
 - (b) at a scheduled Council meeting held during the election period for a general election.
- (3) Council meetings are recorded and broadcasted to the public, including public question time.

12.2 Submitting questions

- (1) A question will be accepted in relation to any matter other than where it is:
 - (a) considered malicious, defamatory, indecent, abusive, offensive, irrelevant, trivial, or objectionable in language or substance; or
 - (b) related to confidential information as defined by the Act; or
 - (c) related to the personal hardship of any person; or
 - (d) related to any other matter which the Council considers would prejudice the Council or any person.
- (2) Any member of the public or group who wishes to be heard during public question time may provide their question or statement:

- (a) in writing, containing the name, address and email or contact telephone number of the person to be heard; and
- (b) addressed to the Chief Executive Officer; and
- (c) exactly as intended to be read; and
- (d) in a form approved or permitted by the Council; and
- (e) where applicable, identifying the person who is to represent a group or an individual; and
- (f) provided before 10am on the day of the scheduled Council meeting;
 - I. in a letter to PO Box 238, Wangaratta 3676; or
 - II. in an email to council@wangeratta.vic.gov.au; or
 - III. delivered by hand to the Council's Office - Wangaratta Government Centre, 62-68 Ovens Street, Wangaratta Vic 3677.
- (3) Copies of all questions submitted and accepted in accordance with rules 12.2(1) and 12.2(2) must be provided in writing to all councillors.
- (4) Where a question is not accepted, the Chief Executive Officer or delegate must inform submitter of the reason or reasons for which the question was not accepted.
- (5) A question submitted in writing by a member of the public which has been disallowed under rule 12.2(1) will be provided to any councillor on request.
- (6) The Chief Executive Officer must cause a submission provided in a language other than English to be translated to English. If the translation is not possible prior to the commencement of the meeting the submission will be translated in time to be heard at the next scheduled Council meeting and the submitter notified accordingly.
- (7) A question may be asked by a person from the meeting's public gallery when invited by the chairperson to do so.
- (8) The chairperson may disallow or stop a submission if, in the chairperson's opinion, the submission is deemed inappropriate.
- (9) Any question which has been disallowed by the chairperson must be made available to any other Councillor upon request.

12.3 Time allowed

- (1) Public question time will not exceed 30 minutes in aggregate, unless by resolution of Council, in which case public question and submission time may be extended once for 15 minutes.
- (2) Questions related to a matter listed on the agenda of the meeting will be heard and responded to just prior to the consideration of that matter.
- (3) Questions not related to a matter listed on the agenda of the meeting will be heard and responded to at the time listed in the agenda of the meeting for public question time.

- (4) The total number of questions asked by each person or each group at a meeting must not exceed two.
- (5) Where a person has provided two questions to a meeting, the second question may:
 - (a) at the discretion of the chairperson, be deferred until all other persons who have asked a question to have had their questions asked and answered; or
 - (b) may not be asked if the time allotted for public question time has expired.
- (6) The chairperson will allocate a maximum of 5 minutes to each person who wishes to address Council.

12.4 Procedure

- (1) A member of the public addressing Council must extend due courtesy and respect to Council and the processes under which it operates and must take direction from the chairperson whenever called on to do so.
- (2) The chairperson will first invite any person who has submitted a question that has been accepted in accordance with rules 12.2(1) and 12.2(2) to present to Council.
- (3) The chairperson will then invite members of the public gallery who would like to present to Council.
- (4) The chairperson has the discretion to alter the order of persons to be heard.
- (5) A person whilst addressing the Council:
 - (a) must confine their address to the 5-minute allocation of time; and
 - (b) shall extend due courtesy and respect to the Council and the processes under which it operates; and
 - (c) shall take direction from the Chair whenever called upon to do; and
 - (d) shall not engage in discussion or debate with anyone at the meeting.
- (6) Councillors may ask the person addressing the Council questions of clarification without the need to suspend standing orders to allow this to occur.

12.5 Responses

- (1) Like questions may be grouped together and a single response provided.
- (2) The chairperson may nominate a councillor, the Chief Executive Officer, or another member of Council staff to respond to a question.
- (3) A response may be provided immediately.
- (4) The chairperson or the Chief Executive Officer may require a question to be put on notice.
- (5) Where a question is put on notice, a written response must be sent within five business days to the person who asked the question and the question, and the

corresponding response will be published in the minutes of the next scheduled Council meeting.

- (6) The Chief Executive Officer may advise Council that the response to a question should be given in a meeting closed to members of the public. The Chief Executive Officer must briefly state the reason why the response should be so given and, unless Council resolves to the contrary, the response to the question must be given in that way.

13. Petitions and joint letters

13.1 Submitting petitions

- (1) Every petition submitted to Council must:
 - (a) be in legible and in permanent writing; and
 - (b) include the whole request of the petitioners or signatories on each page; and
 - (c) not be derogatory, defamatory, or objectionable in language or nature; and
 - (d) not relate to matters outside the powers of Council; and
 - (e) contain the names, addresses and handwritten original signatures of at least 12 people.
- (2) Where a petition has been signed by less than 12 people, it will be treated as a joint letter and forwarded directly to the Council for action as an operational item.
- (3) Petitions must be lodged with the Chief Executive Officer at least five business days before a scheduled Council meeting for it to be considered at that meeting.

13.2 Online or electronic petitions

- (1) An online or electronic petition may be presented to a scheduled Council meeting.
- (2) An online or electronic petition must not be presented to a scheduled Council meeting if it contains signatures that are false or misleading.
- (3) The number of signatories to an online or electronic petition will be taken to be the number of signatories at the time the petition is submitted to Council.

13.3 Procedure for considering petitions

- (1) The Chief Executive Officer must arrange for a petition that meets the requirements of rule 13.1 to be listed for presentation at the next scheduled Council meeting.
- (2) Only the petition text, the number of signatories and a brief introduction providing context for the petition will be included in the agenda.
- (3) Where a petition is addressed to a councillor, and listed in the agenda, that councillor may read the petition out at the meeting without speaking to it.
- (4) A councillor presenting a petition must ensure that:

- (a) they are familiar with the contents and purpose of the petition; and
 - (b) the petition is not defamatory or objectionable in language or nature.
- (5) Where a petition is not addressed to an individual councillor, and listed in the agenda, the petition must be read by the Chief Executive Officer or delegate.
- (6) The only motions that may be considered on any petition are:
 - (a) that the petition be received; or
 - (b) where the petition relates to an item listed on the agenda, that the petition be considered in conjunction with that agenda item; or
 - (c) that the petition be referred to the Chief Executive Officer for consideration and response; or
 - (d) that the petition be referred to the Chief Executive Officer for a report to a future Council meeting.
- (7) Where a petition relates to an item already on the agenda, the petition may be received in conjunction with that agenda item as if it were a question submitted in accordance with rule 12.
- (8) Where a petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.
- (9) Where a petition relates to a planning matter which is the subject of a public notification process under the *Planning and Environment Act 1987*, the petition will be treated as a joint submission in relation to that planning matter.
- (10) Where a petition relates to a matter which is the subject of a community engagement process under the Act, the petition will be treated as a joint submission in relation to that matter.

14. Motions and debate

14.1 Allowing motions

The chairperson must not accept any motion which:

- (a) is defamatory; or
- (b) is objectionable in language or nature; or
- (c) is vague or unclear in its intention; or
- (d) is outside the powers of the Council; or
- (e) is not relevant to an item of business on the agenda and has not been admitted as urgent business; or
- (f) purports to be an amendment but is not.

14.2 Speaking times

- (1) Unless a motion for an extension of speaking time has been carried, the maximum speaking times are in the case of:
 - (a) the mover of a motion or amendment, 5 minutes;
 - (b) the mover of a motion when exercising their right of reply, 2 minutes; and
 - (c) any other speaker, 3 minutes.
- (2) A motion for an extension of speaking time must be proposed before the initial speaking time, for that speaker, expires.
- (3) A motion for an extension of speaking time must not be accepted by the chairperson if another councillor has commenced speaking.
- (4) Only one extension of speaking time is permitted for each speaker.
- (5) Any extension of speaking time must not be more than two minutes.

14.3 Procedure for moving a motion

The procedure for moving a motion is as follows:

- (a) The mover must outline the motion without speaking in support of it;
- (b) The motion must be seconded by a councillor other than the mover;
- (c) Where a motion is not seconded, the motion lapses for want of a seconder;
- (d) Where there is a seconder, then the chairperson must call on the mover to speak to the motion;
- (e) After the mover has spoken to the motion, the seconder may also speak to the motion;
- (f) After the seconder has spoken to the motion (or after the mover has spoken to the motion if the seconder does not speak to the motion), the chairperson must call on any councillor who wishes to speak against the motion, then on any councillor who wishes to speak for the motion, after waiting until all councillors wishing to speak to the motion have spoken;
- (g) Where no councillor wishes to speak against the motion, then the chairperson may put the motion to a vote or call on any other councillor to speak.

14.4 Right of reply

- (1) The mover of a motion, which has not been amended, may, once debate has been exhausted, exercise a right of reply to matters raised during debate.
- (2) No new matters may be raised in the right of reply.
- (3) Where no councillor has spoken against a motion, there will be no right of reply.
- (4) After the right of reply has been exercised, the motion must immediately be put to the vote without any further discussion or debate.

14.5 Moving an amendment

- (1) A motion, which has been moved and seconded, may be amended by leaving out, inserting, or adding words, which must be relevant to the subject of the motion.
- (2) An amendment may be proposed or seconded by any councillor, except the mover and seconder of the original motion.
- (3) Where a councillor proposes an amendment and the original mover and seconder of the motion both indicate their agreement with the amendment, the amended motion becomes the substantive motion without debate or vote.
- (4) Where a councillor proposes an amendment to which either the mover or seconder does not agree, the following will apply:
 - (a) the amendment must be moved and seconded;
 - (b) a councillor may speak on any amendment once, whether or not he or she has spoken to the motion, but debate must be confined to the terms of the amendment;
 - (c) any number of amendments may be proposed to a motion, but only one amendment may be accepted by the chairperson at any one time. No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with and voted on;
 - (d) where the amendment is carried, the motion as amended then becomes the motion before the meeting (known as the *substantive motion*); and
 - (e) the mover of an amendment does not have right of reply.

14.6 Foreshadowing motions

- (1) At any time during debate a councillor may foreshadow a motion so as to inform the Council of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- (2) A motion foreshadowed may be prefaced with a statement that, in the event of a motion before the meeting being resolved in a certain way, a councillor intends to move an alternative or additional motion.
- (3) A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.
- (4) The minutes of the meeting will not include foreshadowed motions unless the foreshadowed motion is subsequently formally moved as a motion.

14.7 Withdrawal of motions

Before any motion is put to the vote, it may be withdrawn with the agreement of the Council.

14.8 Separation of motions

- (1) Where a motion contains more than one part, a councillor may request the chairperson to put the motion to the vote in separate parts.
- (2) The chairperson may decide to put any motion to the vote in separate parts.

14.9 Motions moved in a block

The chairperson may allow like motions to be moved, or request councillors to move like items, in a block, only if the motions note actions already taken and will not commit the Council to further action, spending or changes to policy.

14.10 Motions in writing

- (1) All motions, except procedural motions, must be submitted in writing.
- (2) The chairperson may adjourn a meeting while a motion is being written or may request the Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

14.11 Debate must be relevant to the motion

- (1) Debate must always be relevant to the motion before the meeting, and, if not, the chairperson must request the speaker to confine debate to the motion.
- (2) Where, after being requested by the chairperson to confine debate to the motion before the meeting, the speaker continues to debate irrelevant matters, the chairperson may direct the speaker to be seated and not speak further in respect of the motion. The speaker must immediately comply with any such direction.

14.12 Adequate and sufficient debate

- (1) Adequate debate is required where a matter is contentious in nature. In such a case, every councillor should be given an opportunity to participate in the debate.
- (2) A motion has been sufficiently debated if opposing views, where they exist, have been sufficiently put by not so much the number of those who have spoken but whether all opposing views have been put.
- (3) Once the views put are representative of the views of all councillors the debate would be regarded as sufficient.

15. Voting**15.1 How a matter is determined**

- (1) To determine a motion at a meeting, the chairperson must first call for those in favour of the motion and then those opposed to the motion and must then declare the result to the meeting.

- (2) The chairperson may direct that a vote be recounted to be satisfied of the result.
- (3) In the event of a tied vote, the chairperson must, unless the Act provides otherwise, exercise the casting vote.

15.2 Voting must be seen

- (1) Voting may be by any method resolved by the Council that enables those in attendance and those watching a livestream broadcast to clearly see which way a councillor has voted at the time a vote is taken.
- (2) In the absence of the Council resolving an alternative method, voting on any matter is by a show of hands.

15.3 When a division is permitted

- (1) A division may be requested by any councillor on any vote.
- (2) A request for a division must be made to the chairperson either immediately prior to, or immediately after, the vote has been taken, and may not be made after the meeting has moved to the next item of business.
- (3) When a division is called for the chairperson must:
 - (a) first ask each councillor wishing to vote in favour of the motion to indicate their vote and the chairperson must then state the names of those councillors to be recorded in the minutes; and
 - (b) then ask each Councillor wishing to vote against the motion to indicate their vote and the chairperson must then state the names of those councillors to be recorded in the minutes; and
 - (c) next, ask each Councillor abstaining from voting to indicate their vote and the chairperson must then state the names of those councillors to be recorded in the minutes; and
 - (d) finally, declare the result of the division.
- (4) Where a division is requested after the original vote has been taken, the motion is decided on the division and the fact that there may be a difference between the result obtained when the original vote was taken and the result obtained on the division must be disregarded.

15.4 No discussion once a vote has been declared

Once a vote on a motion has been declared carried or lost by the chairperson, no further discussion relating to the motion is allowed, unless the discussion:

- (a) involves a councillor requesting that his or her opposition to a resolution be recorded in the minutes or calling for a division in accordance with rule 15.3; or
- (b) is a councillor foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

16. Procedural motions

- (1) Unless otherwise prohibited, and subject to rule 16(3), a procedural motion may be moved at any time and must be dealt with immediately by the chairperson.
- (2) Procedural motions require a seconder.
- (3) The chairperson may reject a procedural motion if he or she believes the motion on which it is proposed has not been adequately or sufficiently debated.
- (4) Regardless of any other rule, a procedural motion must be dealt with in accordance with the table at rule 16(8).
- (5) A procedural motion may not be moved or seconded by the chairperson.
- (6) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- (7) Unless otherwise provided, a procedural motion must not be amended.
- (8) Procedural motions table:

Motion	Form	Mover and seconder	When prohibited	Effect if carried	Effect if lost	Debate permitted
Deferral of a matter (to a future meeting)	'That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)'...	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of the Mayor or Deputy Mayor; or (b) During the election of a chairperson; or (c) When another Councillor is speaking	Consideration and debate on the motion or the amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, where a fresh motion may be put and debated	Debate continues unaffected	Yes

Motion	Form	Mover and seconder	When prohibited	Effect if carried	Effect if lost	Debate permitted
Closure (of debate)	'That the motion now be put'	Any councillor who has not moved or seconded the original motion or spoken for or against the original motion	During nominations for a chairperson	Motion or amendment is put to the vote immediately without further debate, subject to any councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No
Laying a motion on the table (pausing debate)	'That the motion be laid on the table'	A councillor who has not spoken for or against the motion	During the election of the Mayor or Deputy Mayor	Motion not further discussed or voted on until Council resolves to take the question from the table at the same meeting	Debate continues unaffected	No
Take a motion from the table (resume debate on a matter)	'That the motion in relation to xx be taken from the table'	Any councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business	'That the item listed at xx on the agenda be considered before or after the item listed as xy'	Any councillor	(a) At a meeting to elect the Mayor; or (b) During any debate	Alters the order of business for the meeting	Items are considered in the order as listed in the agenda	No

Motion	Form	Mover and seconder	When prohibited	Effect if carried	Effect if lost	Debate permitted
Suspension of standing orders	'That standing orders be suspended to ...' (reason must be provided)	Any councillor		The rules of the meeting are temporarily suspended for the specific reason given in the motion No debate or decision on any matter, other than a decision to resume standing orders, is permitted	The meeting continues unaffected	No
Resumption of standing orders	'That standing orders be resumed'	Any councillor	When standing orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No
Consideration of confidential matter(s) (Close the meeting to members of the public)	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx which is confidential as it relates to <i>[insert reason]</i>	Any councillor	During the election of the Mayor or Deputy Mayor	The meeting is closed to members of the public	The meeting continues to be open to the public	Yes
Reopen the meeting	'That the meeting be reopened to members of the public'	Any councillor		The meeting is reopened to the public	The meeting remains closed to the public	No

17. Notices of motion

17.1 Submitting a notice of motion

- (1) A councillor can submit to the Chief Executive Officer a notice of motion for inclusion in the agenda for a scheduled Council meeting.
- (2) A notice of motion must be in writing, signed by the councillor (including by electronic means), and be lodged with the Chief Executive Officer no later than 12 noon 10 business days before the meeting at which it is intended to be considered to ensure its inclusion in the agenda.
- (3) The Chief Executive Officer must inform councillors about the legal and cost implications of any proposed notice of motion.
- (4) The Chief Executive Officer may suggest revised wording to the draft notice of motion to facilitate compliance with the requirements for notices of motion under these governance rules.
- (5) A notice of motion must relate to the objectives, role and functions of Council as outlined in the Act.
- (6) A notice of motion must include a call for a Council report if the notice of motion proposes any action that:
 - (a) impacts Council service levels; or
 - (b) commits Council to expenditure that is not included in the adopted or revised Council budget; or
 - (c) proposes to establish, amend, or extend Council policy; or
 - (d) proposes to impact the rights of any person who has not had the opportunity to contribute their views; or
 - (e) commits Council to any contractual arrangement; or
 - (f) concerns any litigation in respect of which Council is a party.
- (7) The Chief Executive Officer must reject any notice of motion which:
 - (a) is too vague; or
 - (b) is defamatory; or
 - (c) may be prejudicial to any person or Council; or
 - (d) is objectionable in language or nature; or
 - (e) is outside the powers of Council; or
 - (f) is submitted during the election period.
- (8) The Chief Executive Officer may reject a proposed notice of motion that:
 - (a) relates to a matter that can be addressed through the operational service request process; or

- (b) relates to a matter that has been previously resolved by the Council or is already acted upon.
- (9) Where a notice of motion is rejected, the Chief Executive Officer must inform the councillor proposing that notice of motion of the rejection and the reasons for the rejection no later than nine business days before the meeting at which it is intended to be considered. The councillor may submit a revised notice of motion within 24 hours of receiving that advice.
- (10) The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the Act, in which case, the notice of motion will be considered in that part of the relevant scheduled Council meeting that is closed to members of the public.
- (11) The Chief Executive Officer must cause all notices of motion to be sequentially numbered, dated and entered in a register.

17.2 Procedure to consider a notice of motion

- (1) The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda and outline the policy, financial and resourcing implications if the notice of motion is passed.
- (2) The Chief Executive Officer may arrange for comments on the implications of the notice of motion from members of Council staff to be provided to councillors prior to the notice of motion being published in the agenda.
- (3) Unless the Council resolves otherwise, each notice of motion must be considered in the order in which they were received.
- (4) The motion moved must not be substantially different to the notice of motion published in the agenda, however, it may be amended by resolution of the Council.
- (5) Where a councillor who has lodged a notice of motion is absent from the meeting or fails to move the motion when called upon by the chairperson to do so, any other councillor may move the motion.
- (6) Where a notice of motion is not moved at the meeting at which it is listed, it lapses.

18. Notices of rescission

18.1 Submitting a notice of rescission

- (1) Motions to rescind or alter a previous resolution of the Council can be made by:
 - (c) a notice of rescission delivered by a councillor; or
 - (d) a recommendation contained in an officer's report included in the agenda.
- (2) It is good practice for the Council to review policies at least once in each Council term (every 4 years) and such reviews may lead to a change in policy. A motion for rescission is not required where the Council wishes to change policy.

- (3) A policy designated by the Council as a Major Council Policy may only be amended, modified, or revoked in accordance with the Major Council Policy Consultation Local Law No. 4 of 2015.
- (4) A councillor may propose a motion to rescind or alter a previous resolution of Council provided:
 - (a) the previous resolution has not been acted on; and
 - (b) the effect of the notice of rescission will not place the Council at significant legal, financial, or other risk, including non-compliance with statutory obligations; and
 - (c) a notice is delivered to the Chief Executive Officer or delegate setting out the previous resolution to be rescinded or altered and the meeting and date when the previous resolution was carried.
- (5) A notice of rescission must be in writing, signed (including by electronic means) by a councillor and be delivered to the Chief Executive Officer or a delegate by 12 noon at least 10 business days prior to the next scheduled Council meeting.
- (6) Unless a notice of rescission specifies a particular meeting date, the Chief Executive Officer must list the notice of amendment or rescission, and if more than one, in the order they were received, on the next appropriate scheduled Council meeting agenda.
- (7) The Chief Executive Officer, or a member of Council staff with responsibility for the subject matter of a resolution of the Council, may implement that resolution at any time after the close of the meeting at which it was made.
- (8) A resolution of the Council will be deemed to have been acted on if:
 - (a) its contents or substance has been formally communicated to a person whose interests are materially affected by it, including by publishing the proposed minutes of the meeting on Council's website; or
 - (b) a statutory process has been commenced to vest enforceable rights or obligations on the Council or any other person.
- (9) The Chief Executive Officer must cause every notice of rescission received to be sequentially numbered and maintained in a register.
- (10) Notwithstanding rule 15.1(7), the implementation of a resolution must be deferred where it:
 - (a) has not been acted on; and
 - (b) it is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with rule 15.1(5), unless deferring implementation of the resolution would have the effect of depriving the resolution of usefulness, giving rise to non-compliance with a legal obligation or placing the Council at legal, financial or other risk.

18.2 Procedure to consider a notice of rescission

- (1) The full text of any notice of rescission accepted by the Chief Executive Officer must be included in the agenda and outline the policy, financial and resourcing implications if the notice of rescission is passed.
- (2) A notice of rescission listed on an agenda may be moved by any councillor present but must be moved in the form it was listed and must not be amended.
- (3) Where a motion for rescission is not moved at the meeting for which it is listed, it lapses.
- (4) Where a motion for rescission is lost, a similar motion may not be put before the Council for at least six months from the date it was last lost, unless the Council resolves that the notice of rescission be re-listed at a future meeting.

19. Foreshadowed items

- (1) At the time designated in the agenda, a councillor may foreshadow a notice of motion to be submitted for consideration at the next meeting by indicating, when called on to do so by the chairperson, the subject matter of the foreshadowed notice of motion.
- (2) The subject matter, as indicated by the councillor, of a foreshadowed item will be recorded in the minutes.
- (3) No discussion or debate is allowed on a foreshadowed item.
- (4) A foreshadowed item will have no further formal status at that meeting.
- (5) Where a councillor does not submit a notice of motion for the next meeting, no further action on a foreshadowed item will occur.

20. Points of order**20.1 Valid points of order**

- (1) A point of order may be raised in relation to:
 - (a) a motion which has not been accepted by the chairperson;
 - (b) a question of procedure;
 - (c) a councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
 - (d) debate that is irrelevant to the matter under consideration;
 - (e) a matter that is outside the powers of Council; or
 - (f) any act of disorder.
- (2) A mere difference of opinion or contradicting a speaker is not a point of order.

20.2 Making a point of order

A councillor raising a point of order must state:

- (a) the point of order; and
- (b) any provision, rule, practice or precedent relevant to the point of order.

20.3 Deciding a point of order

- (1) The chairperson must decide a point of order by stating the provision, rule, practice, or precedent which they consider applicable to the point of order raised, without entering any discussion or comment, other than, if necessary, to confer with the Chief Executive Officer or delegate for the purpose of making the decision.
- (2) The chairperson may adjourn the meeting to consider a point of order; otherwise they must rule on it as soon as it is raised.
- (3) All other matters before the Council are suspended until a point of order is decided.

20.4 Dissent in chairperson's ruling

- (1) A councillor may move that the Council disagree with the chairperson's ruling on a point of order, by moving a motion of dissent.
- (2) A motion of dissent in the chairperson's ruling must, if seconded, be given priority to all other items of business.
- (3) A substitute chairperson must be elected to preside while the motion of dissent is being considered.
- (4) The substitute chairperson must put questions relative to the ruling to the chairperson first, and then to the mover of the motion of dissent.
- (5) The substitute chairperson must conduct a debate on the chairperson's ruling, and the matter must be decided by a majority vote.
- (6) The chairperson must then resume the chair for the remainder of the meeting.

21. Suspension of standing orders

- (1) To temporarily remove the constraints of meeting procedure and allow full discussion or clarification of an issue, the Council may, by resolution, suspend standing orders in accordance with the procedural motion table at rule 16(8).
- (2) Suspension of standing orders should not be used purely to dispense with the processes and protocol of the Council.
- (3) No motion can be accepted or lawfully dealt with by the chairperson during any suspension of standing orders, except a motion to resume standing orders.

- (4) No motion to suspend standing orders can be accepted by the chairperson during a second extension of time for a meeting.

22. Joint council meetings

- (1) The Council may resolve to participate in a joint council meeting to consider:
 - (a) collaborative programs;
 - (b) collaborative projects;
 - (c) collaborative procurement;
 - (d) emergency response.
- (2) Where the Council has resolved to participate in a joint council meeting, the Chief Executive Officer, or delegate, will agree on governance rules for that meeting with the participating councils.
- (3) Where the Council is the lead council on a matter to be brought for consideration at a joint council meeting, the Mayor will be nominated as chairperson for the joint council meeting.
- (4) Councillors will be appointed by the Council to represent Council at a joint council meeting.
- (5) Consistent information will be provided to councillors from each Council prior to any joint meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing of councillors.
- (6) A joint briefing arranged in accordance with rule 22(5) may be held electronically.

Records of meetings

23. Minutes

23.1 Responsibility for minute taking

The Chief Executive Officer or delegate is responsible for the keeping of minutes of Council meetings on behalf of Council.

23.2 Minutes must record

The minutes must record:

- (a) the date, time, place, and nature of the meeting;
- (b) the names of councillors and whether they are present, or have submitted an apology, or are on a leave of absence;
- (c) the titles of the members of Council staff present who are not part of the gallery;

- (d) the disclosure of a conflict of interest made by a councillor in accordance with the Act;
- (e) the arrivals and departures of councillors, during the course of the meeting, including any temporary departures or arrivals;
- (f) every motion and amendment moved, including procedural motions;
- (g) the outcome of every motion moved;
- (h) where a division is called, the names of every councillor and the way their vote was cast and if they abstained;
- (i) when requested by a councillor, a record of their support of, opposition to, or abstention from voting on any motion, noting that under section 61(5) of the Act a councillor present at the meeting who does not vote is taken to have voted against the motion;
- (j) details of any failure to achieve or maintain a quorum;
- (k) a summary of any question asked, and the response provided as part of public question time;
- (l) details of any petitions made to Council;
- (m) the time and reason for any adjournment of the meeting or suspension of standing orders;
- (n) any other matter, which the Chief Executive Officer or delegate thinks should be recorded to clarify the intention of the meeting or assist in the reading of the minutes; and
- (o) the time the meeting was opened and closed, including any part of the meeting that was closed to members of the public.

23.3 Availability of minutes

The minutes as recorded by the Chief Executive Officer, or delegate, unless circumstances do not permit, will be made available as unconfirmed minutes to:

- (a) councillors, within 5 business days of the date of the meeting they relate to; and
- (b) members of the public, by publishing them on Council's website, within 5 business days of the date of the meeting they relate to unless the meeting was not open to members of the public.

23.4 Confirming the minutes

- (1) At every meeting, unconfirmed minutes of preceding meetings must be dealt with as follows:
 - (a) a motion will be moved to confirm minutes in the following terms: '*That the minutes of the [insert type of meeting] meeting held on [insert date in the form d mmmm yyyy] be confirmed*';
 - (b) where a councillor indicates opposition to the minutes, the councillor must specify the particular item or items in the minutes and, after asking any

questions to clarify the matter, can only move a motion to rectify errors in the minutes by adding the following words to the motion in rule **Error! Reference source not found.** ‘...subject to the following alterations.....’.

- (2) No debate or discussion is permitted on a motion to confirm minutes except regarding their accuracy as a record of the proceedings of the meeting to which they relate.
- (3) Where minutes are confirmed in their original or amended form, minutes must, if practicable, be signed by the chairperson of the meeting at which they have been confirmed.
- (4) Minutes that have been confirmed must be entered in the minute book and each item in the minute book must be entered consecutively.
- (5) An unconfirmed version of the minutes must be replaced on the website with the confirmed version of those minutes.

24. Video and audio recordings

- (1) A member of Council staff or a Council contractor may operate a recording device:
 - (a) for the purpose of preparing draft minutes of a meeting, in which case the recording will be destroyed as soon as its original purpose is served; or
 - (b) for the purpose of providing access to the meeting to members of the public who are unable to attend or view a meeting, in which case the recording will be published and retained by Council in accordance with Council's legal obligations.
- (2) Recording devices other than those operated in accordance with rule 24(1)(a) must not be used during any period when a meeting is closed to members of the public in accordance with the Act.
- (3) Where the meeting is being recorded in accordance with rule 24(1)(a) the chairperson must read the following statement: *‘This public meeting is being recorded for the purpose of preparing draft minutes of the meeting. The recording will be destroyed as soon as its original purpose is served. As a visitor in the public gallery, your presence may be recorded.’*
- (4) Where the meeting is being recorded in accordance with rule 24(1)(b) the chairperson must read the following statement: *‘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 or online, your presence may be recorded.’*
- (5) Where other parties are recording a meeting that is open to members of the public:
 - (a) there will be no adjustments to lighting, seating, or any other modifications to facilitate recording, in the chamber; and

- (b) recording devices must not be used in a manner which disrupts the meeting by obstructing the entrance to a building where a meeting is being, or is about to be, held, or obstructing the entrance to the chamber or obstructing the view of the meeting by any person or physically impeding any person's access to the meeting or causing any person present not to be able to see and hear the proceedings of the meeting.

Mayor, Deputy Mayor & Acting Mayor

25. Election of Mayor & Deputy Mayor

25.1 Chief Executive Officer to set time and date for election of Mayor

The Chief Executive Officer must determine the most appropriate time and date for the election of the Mayor, except that the election of the Mayor must be held in accordance with any provisions contained in the Act.

25.2 Election of Deputy Mayor

- (1) At the Council meeting at which the Mayor is to be elected, the Council may resolve to establish the position of Deputy Mayor and elect a councillor to the position of Deputy Mayor.
- (2) The term of a Deputy Mayor is identical to the term of the Mayor as resolved by the Council.
- (3) Where the Council has not resolved to establish the position of Deputy Mayor, any provisions in these governance rules relating to a Deputy Mayor have no effect.

25.3 Determining the election of Mayor and Deputy Mayor

- (1) The Chief Executive Officer will preside during the election of the Mayor.
- (2) The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with each nominee.
- (3) The election of the Mayor must be carried out by a show of hands or following a resolution made in accordance with Rule 15.2(1)(1), an electronic method that enables those observing, including those in attendance and those watching a livestream broadcast, to see who a councillor has voted for at the time the vote is taken.
- (4) Where in an election for the Mayor:
 - (a) only one candidate has been nominated, that candidate must be declared elected;
 - (b) two candidates have been nominated:
 - I. a vote must be taken and the candidate who receives the number of votes equal to or greater than half the councillors of the Council must be declared elected;
 - II. where no candidate receives the number of votes equal to or greater than half the councillors of the Council, a second vote will be conducted;
 - III. where, after a second vote, no candidate receives the number of votes equal to or greater than half the councillors of the Council, the declaration will be determined by lot to determine who is the elected candidate;

- (c) more than two candidates have been nominated:
 - I. a vote must be taken and the candidate who receives the number of votes equal to or greater than half the councillors of the Council must be declared elected;
 - II. where no candidate receives the number of votes equal to or greater than half the councillors of the Council, the candidate with the fewest number of votes cast must be eliminated;
 - III. the names of the remaining candidates must be put to the vote again; and
 - IV. the procedure in rules 25.3(4)(c)II and 6.3(4)(c)III above must be continued until there remain only two candidates, at which point the candidate to be declared elected is to be determined by the procedures outlined in Rule 25.3(4)(b).
 - V. in the event of two or more candidates having an equality of votes and one of them having to be declared a defeated candidate (where there are three or more candidates with equal votes) the declaration will be determined by lot.
- (5) Where a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
 - (a) Each candidate will draw one lot;
 - (b) The order of drawing lots will be determined by the alphabetical order of the surnames of the councillors who received an equal number of votes except that if two or more such Councillor surnames are identical, the order will be determined by the alphabetical order of the councillor's first names; and
 - (c) As many identical pieces of paper as there are councillors who received an equal number of votes must be placed in a receptacle;
 - (d) Where the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared been elected; and
 - (e) Where the lot is being conducted to determine who is duly elected, the word "Elected" shall be written on one of the pieces of paper, and the councillor who draws the paper with the word "Elected" on it must be declared to be duly elected.
- (6) Where Council resolves to have the office of Deputy Mayor, rules 25.3(2), 25.3(3) and 25.3(4) apply to the election of the Deputy Mayor with all necessary modifications and adaptations.

25.4 Ceremonial Mayoral speech

- (1) Upon being elected, the Mayor may make a ceremonial speech.
- (2) The purpose of the ceremonial Mayoral speech is to outline priorities for the year ahead based on the adopted Council Plan.

26. Appointment of an Acting Mayor**26.1 Role of an Acting Mayor**

- (1) An Acting Mayor may perform any function or exercise any power conferred on the Mayor.
- (2) Where an Acting Mayor has been appointed, unless inconsistent with the context or subject matter, a reference in these governance rules to the Mayor includes a reference to the Acting Mayor.

26.2 When to appoint an Acting Mayor

- (1) Where there is a vacancy in the office of Mayor or the Mayor is absent, incapable of acting or refusing to act, and there is no Deputy Mayor, the Council must appoint one of the councillors to be the Acting Mayor.
- (2) The Mayor will be deemed to be absent if the Mayor is, or will be, away from the municipality or uncontactable whilst within the municipality and therefore unable to fulfil the role of Mayor for a period of seven or more consecutive days.
- (3) The Mayor will be deemed to be incapable of acting where the Mayor declares to the Council that they are incapable of fulfilling the role of Mayor.
- (4) The Mayor will be deemed to be refusing to act if, after being requested by a Council resolution to fulfil the role of Mayor, in the opinion as expressed in a subsequent resolution of the Council, the Mayor continues to refuse to act.

26.3 Election of an Acting Mayor

Where an Acting Mayor is to be appointed, rules 25.3(2), 25.3(3) and 25.3(4) apply to the election of the Acting Mayor with all necessary modifications and adaptations.

Election Period Policy

- (1) Council must have in place an election period policy that:
 - (a) governs decision making during an election period, including what may be considered at Council and committee meetings;
 - (b) prohibits the use of Council resources for election campaign purposes, including Federal, State or Council elections;
 - (c) sets out the conditions for undertaking community engagement, including consultations, civic events, and activities of committees established by Council, during an election period;
 - (d) sets out the requirements for Council publications during an election period, including the website, social media, newsletters, and advertising, to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
 - (e) defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;
 - (f) sets out the requirements for a councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.
- (2) The election period policy made under the *Local Government Act 1989* forms part of these governance rules with any necessary modifications and adaptations.
- (3) At least once in each Council term and, not later than 12 months prior to the commencement of an election period, the Council must review its election period policy.
- (4) The operation of Council advisory committees must be suspended during the election period.

Conflict of interest

27. Obligations

- (1) Councillors and members of Council staff are required to:
 - (a) avoid all situations which may give rise to conflicts of interest; and
 - (b) identify conflicts of interest; and
 - (c) disclose conflicts of interest.
- (2) Members of Council staff may be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure at rule 29(3) and the employee code of conduct.
- (3) The Chief Executive Officer will maintain a conflict of interest register which must be made available on Council's website.

28. Disclosure by a councillor

28.1 Procedure at a Council meeting

- (1) Councillors may not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- (2) At the time indicated in the agenda, a councillor with a conflict of interest in an item on that agenda must indicate they have a conflict of interest by clearly stating:
 - (a) the item for which they have a conflict of interest; and
 - (b) whether their conflict of interest is general or material; and
 - (c) the circumstances that give rise to the conflict of interest.
- (3) Immediately prior to the consideration of the item in which they have a conflict of interest, a councillor must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- (4) A councillor who is not present at the designated time in the agenda for disclosures of conflicts of interest, must disclose their conflict of interest in the manner required for the declarations of conflicts of interest at rule 28.1(2) prior to leaving the meeting.
- (5) A councillor who discloses a conflict of interest and leaves a Council meeting must not communicate with any participants in the meeting while the decision is being made.
- (6) Disclosures of conflicts of interest must be recorded in the minutes of the meeting.

28.2 Procedure at other meetings organised, hosted, or supported by Council

- (1) A councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.
- (2) At the time indicated on the agenda, a councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.
- (3) Where there is no agenda, a councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.
- (4) At the time for discussion of that item, the councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.
- (5) The existence of a conflict of interest will be recorded in the minutes of the meeting.
- (6) Where there are no minutes kept of the meeting, a conflict of interest will be recorded in a meeting record and kept in the conflicts of interest register.
- (7) The minutes or meeting record will also record in relation to a matter where a conflict of interest has arisen, the duration of the discussion and whether the councillor left the meeting.
- (8) Minutes, meeting records and reports will be presented to Council for noting and inclusion on the public record.

29. Disclosure by a member of Council staff

- (1) A member of Council staff:
 - (a) must act in accordance with the employee code of conduct; and
 - (b) must not exercise a delegation or decide on any matter where they have a conflict of interest.
 - (c) must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- (2) All conflicts of interest disclosed by Council staff must be recorded in the conflicts of interest register.
- (3) A member of Council staff who has disclosed a conflict of interest may provide advice to Council or another member of Council staff acting under delegation where:
 - (a) the number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - (b) the member of Council staff who has disclosed the conflict of interest is the only person with expertise in the area and their director determines that the conflict of interest has not influenced the advice provided; and

45

Governance Rules

- (c) the existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

Breaches

Breaches of this policy may lead to disciplinary action in accordance with the Act or Council's enterprise agreement or employment contract.

Definitions

Act	<i>Local Government Act 2020.</i>
Advisory committee	A committee established by the Council that is not a delegated committee, that provides advice to: <ul style="list-style-type: none"> (a) the Council; or (b) a member of Council staff who has been delegated a power, duty, or function of the Council.
Agenda	A document containing the date, time and place of a meeting and a list of business to be transacted at the meeting.
Associates of Council	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.
Agreement of council	Indicative agreement of all the councillors or members present, without a vote being conducted. In the event there is any uncertainty about the majority of councillors agreeing, the matter may be put to a vote.
Audit and Risk Committee	The Audit and Risk Committee established by the Council under section 53 of the Act.
Authorised Officer	Has the same meaning as in the <i>Local Government Act 1989</i> or any other Act.
Chairperson	The chairperson of a meeting and includes an acting, temporary and substitute chairperson.

Chamber	Any room where the Council holds a council meeting.
Chief Executive Officer	The person occupying the office of Chief Executive Officer of the Council, and includes a person acting in that office.
Committee	A delegated committee or any other committee to which these governance rules apply.
Committee meeting	A meeting of a committee convened in accordance with these governance rules and includes a scheduled meeting and an unscheduled meeting.
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.
Code of conduct	Has the same meaning as in the Act
Council meeting	A meeting of the Council convened in accordance with these governance rules and includes a scheduled meeting and an unscheduled meeting.
Delegate	A member of Rural City staff to whom powers, functions and duties have been delegated by an instrument of delegation.
Delegated committee	Has the same meaning as in the Act.
Delegated committee meeting	A meeting of a delegated committee convened in accordance with these governance rules and includes a scheduled meeting and an unscheduled meeting.

Deputy Mayor	The Deputy Mayor of the Council and any person appointed by the Council to act as Deputy Mayor.
Director	A senior member of Council staff holding the position of Director or another position, however designated, which reports directly to the Chief Executive Officer.
Disorder	Any disorderly conduct at a meeting by a member of the gallery of the meeting or a councillor and includes: <ul style="list-style-type: none"> (a) interjecting when another person is speaking, except, in the case of where a councillor or member is raising a point of order; and (b) making comments that are defamatory, malicious, abusive, or offensive; and (c) refusing to leave the meeting when requested, ordered, or directed to do so by the chairperson in accordance with the Act and the governance rules; and (d) engaging in any other conduct which prevents the orderly conduct of the meeting.
Election period	Has the same meaning as in the Act.
Employee code of conduct	The code of conduct for members of Council staff developed and implemented under section 49 of the Act.
Foreshadowed item	A matter raised in the relevant section of the meeting that indicates that a councillor intends to submit a notice of motion for the next meeting.
Majority of the votes	A majority of councillors present at the time of a vote voting in favour of a matter.
Mayor	The Mayor of the Council and any person appointed by the Council to be acting as Mayor.
Meeting	A Council meeting or a committee meeting.
Member	A member of a committee.

Minister	The Minister for Local Government.
Minutes	The official record of the proceedings and decisions of a meeting.
Motion	A proposal framed in a way that will result in the opinion of the Council being expressed, and a decision being made, if the proposal is adopted.
Notice of motion	A notice setting out the text of a motion which a councillor proposes to move at a meeting.
Notice of rescission	A notice of motion to rescind a resolution made by the Council.
On notice	Held or deferred to a future meeting to enable preparation of a response.
Point of order	A procedural point about how the meeting is being conducted, not involving the substance of a matter before the meeting.
Procedural motion	A motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure.
Questions	Questions and statements submitted in public question time.
Rule	A rule included in these governance rules.
Scheduled meeting	A meeting convened in accordance with the schedule of meetings set by the Council.
Urgent business	A matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next meeting.
Unscheduled meeting	A meeting convened for a particular purpose that cannot be effectively dealt with in a scheduled meeting.

References

Legislation

- *Local Government Act 2020*

Review

These governance rules must be reviewed by Council, and amended if necessary, at least once in each Council term and, not later than 12 months prior to the commencement of an election period.



Councillor Support Policy

Responsible Officer	Adoption Date	August 2020
Governance and Reporting Advisor	Approved By	Council
Authorising Officer	Review Date	August 2024
Director Corporate Services	Policy Type	Major Council Policy

Statement and Purpose

This policy supports the Mayor and councillors to perform their role, as defined under the *Local Government Act 2020*, without disadvantage, by making available to the Mayor and the councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.

Scope

The policy applies to the Mayor and councillors.

Contents

Policy.....	4
1. General.....	4
2. Additional support	4
3. Office facilities.....	4
3.1 Mayor	4
3.2 Councillors	4
3.3 Office access	4
3.4 Meeting rooms	5
4. Meals and refreshments	5
5. Parking and transport	5
5.1 Parking	5
5.2 Mayor's car	5
5.3 Council vehicles	6
6. Equipment.....	6
6.1 Use	6
6.2 Councillor office	6
6.3 Mayor's office	6
6.4 Personal equipment	7
6.5 Reasonable private use	7
6.6 Loss or theft	7
7. Administrative support	7
8. Stationery and postage.....	8
8.1 General stationery	8
8.2 Personalised stationery	8
8.3 Name badges	9
8.4 Business cards	9
8.5 Postage	9
9. Correspondence.....	9

10. Information.....	9
10.1 Council web page	9
10.2 Councillor intranet	10
10.3 Photocopying	10
10.4 Publication subscriptions	10
10.5 Photographic images	10
11. Health and wellbeing	10
11.1 Protective clothing	10
11.2 Counselling	11
12. Training and development	11
12.1 Councillor induction training	11
12.2 Professional memberships	11
12.3 Training and conferences	11
13. Civic representation.....	12
14. Insurance and legal protection	12
14.1 Indemnity	12
14.2 Legal	13
14.3 Insurance	13
14.4 Workcover	13
Definitions	14
References	15
Review	15

Policy

1. General

- (1) The Mayor and councillors are entitled, under section 42 of the Act, to the resources and facilities reasonably necessary to enable them to effectively perform their role.
- (2) This policy ensures that the resources and facilities are in accordance with the Act and meet the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.
- (3) The Mayor and councillors will be provided with the resources and facilities reasonably necessary to enable them to effectively perform their role.

2. Additional support

The Mayor and councillors will be provided with reasonable additional facilities and support that may be required:

- (a) because of a disability; or
- (b) because the Mayor or councillor is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.

3. Office facilities

3.1 Mayor

An office will be provided for the Mayor at the Wangaratta Government Centre.

3.2 Councillors

- (1) A shared office will be provided at the Wangaratta Government Centre for councillors.
- (2) The councillor office will include:
 - (a) a work desk;
 - (b) access to a meeting room
 - (c) a kitchenette; and
 - (d) a small lounge.
- (3) The councillor office area will be suitable for office work, reading, research, and small meetings.

3.3 Office access

- (1) The Mayor and councillors are entitled to have access to the Wangaratta Government Centre public areas and office areas allocated to them between the hours of 7.00am and 10.00pm, 7 days per week.

- (2) Office access must provide for the requirements of the *Disability Discrimination Act 1992*
- (3) Visitors must only be provided access to Mayor and councillor office areas if accompanied by a councillor or member of Council staff.
- (4) Security access cards issued to councillors remain the property of the Council and must be returned to the Council within 7 days of the end of a councillor's term of office.

3.4 Meeting rooms

- (1) Councillors may book meeting rooms in the councillor office and public areas of the Wangaratta Government Centre for meetings that are necessary to enable them to effectively perform their role.
- (2) A councillor must attend a meeting for which they have made a meeting room booking.

4. Meals and refreshments

- (1) The councillor office kitchenette will be stocked with light refreshments.
- (2) Where Council meetings are held at times that extend through normal mealtimes, councillors will be provided suitable food and refreshments served on the premises.

5. Parking and transport

5.1 Parking

- (1) Councillors will be provided with a car parking permit which entitles them to park in designated parking bays at the council office and across the municipality when performing their role.
- (2) The car parking permit issued to councillors does not allow vehicles to park in areas designated as loading zones, bus zones, no stopping areas, mail zones, clearways, disabled bays, taxi zones or school drop off zones.
- (3) The Mayor will be provided with a designated car parking space at the Wangaratta Government Centre.

5.2 Mayor's car

- (1) The Mayor will be provided with a fully registered, insured, maintained, and fuelled car for use by the Mayor to perform their role and for their private use.
- (2) The Council will meet the cost of regular cleaning of the Mayor's car.
- (3) The Council will provide a roadside assistance service subscription for the Mayor's car.

- (4) The vehicle type and usage provided under this clause will be in accordance with the Council's policy on motor vehicles as determined by the Chief Executive Officer from time to time.

5.3 Council vehicles

- (1) Where practicable, and by prior arrangement, a Council pool vehicle may be made available to councillors where use of private vehicles or other means of transport is not practical or available.
- (2) Councillors must complete the vehicle inspection form and logbook as required.

6. Equipment

6.1 Use

- (1) Equipment issued to councillors remains the property of the Council and must be returned within 7 days of the end of a councillor's term of office.
- (2) Councillors must read and comply with Council's corporate policies in respect to the use of equipment.
- (3) Broken or faulty pieces of equipment issued by the Council will be replaced or repaired.

6.2 Councillor office

The councillor office will have the following equipment:

- (a) appropriate office furniture;
- (b) multifunction printer and scanner;
- (c) 1 tablet docking stations, including a screen keyboard and mouse for each, with internet connections;
- (d) Wi-Fi internet connection;
- (e) a fixed telephone landline handset and connection; and
- (f) a selection of stationery.

6.3 Mayor's office

The Mayor's office will have the following equipment:

- (a) appropriate office furniture;
- (b) a tablet docking station, including a screen, keyboard, and mouse, with internet connection;
- (c) Wi-Fi internet connection; and
- (d) a fixed telephone landline handset and connection.

6.4 Personal equipment

Each councillor will be provided with the following equipment fully installed, maintained, and subscribed by the Council:

- (a) a multifunction printer and scanner;
- (b) a Wi-Fi capable mobile telephone with access to mobile voice and data networks;
- (c) a Wi-Fi capable computer tablet or laptop with access to mobile data networks;
- (d) a tablet or laptop docking station, if needed, including a screen, keyboard, and mouse;
- (e) a broadband internet connection at the councillor's place of residence;
- (f) an in-car hands-free phone kit in the councillor's personal car, if required; and
- (g) a paper shredder.

6.5 Reasonable private use

- (1) Councillors may use equipment provided by the Council for reasonable private use.
- (2) What is reasonable is to be judged according to the Councillor's role and individual circumstances.
- (3) The following are not considered to be reasonable private use:
 - (a) international calls except where conducting Council business;
 - (b) calls and data use via information or service providers which incur a significant per minute charge;
 - (c) councillor purchases of phone and tablet apps.

6.6 Loss or theft

- (1) Loss or theft of equipment must be reported immediately to the Chief Executive Officer or delegate.
- (2) Lost items are to be replaced at the Councillor's expense.
- (3) Stolen devices must be reported to Victoria Police.
- (4) Stolen devices will be replaced by Council.

7. Administrative support

- (1) Dedicated administrative support will be provided to councillors during normal office hours including:
 - (a) diary management;
 - (b) general follow up and preparation of correspondence;
 - (c) contact activities;

- (d) relevant bookings on behalf of councillors including meeting rooms, vehicles, transport, accommodation, civic events, and conferences;
 - (e) responding to invitations;
 - (f) issue research;
 - (g) speech notes;
 - (h) councillor resource requests;
 - (i) councillor reimbursement requests.
- (2) Support will be overseen by the Executive Services Department.

8. Stationery and postage

8.1 General stationery

- (1) Stationery issued to councillors remains the property of Council and unused stationery must be returned to the Council within 7 days of the end of a councillor's term of office.
- (2) Councillors must, on request, be supplied with standard stationery, including:
- (a) paper;
 - (b) envelopes;
 - (c) writing implements;
 - (d) removable computer storage media;
 - (e) writing pads;
 - (f) notebooks;
 - (g) printer consumables;
 - (h) business cards; and
 - (i) personal diary.

8.2 Personalised stationery

- (1) Councillors will be provided with personalised Council digital stationery for use in relation to Council business.
- (2) Personalised stationery consists of:
- (a) a personalised letterhead digital template; and
 - (b) a personalised email signature for use with their Council email account.
- (3) Personalised stationery will carry the following disclaimer – *'This correspondence reflects the position of the writer and should not be regarded as communicating any formal position of, or as binding in any way on, the Wangaratta Rural City Council'*.
- (4) Personalised stationery must not publish information that purports to be on behalf of the Council.

8.3 Name badges

Each councillor will be supplied with a personal Council name badge.

8.4 Business cards

- (1) Each councillor will be supplied with personalised Council business cards.
- (2) On request, the business card may include reference to a councillor's social media addresses set up and maintained by the councillor for the purposes of their Council role.
- (3) Councillor business cards must not include a reference to a councillor's personal social media addresses that do not relate to the performance of their Council role.

8.5 Postage

- (4) Postage will be provided for councillors related to Council business and processed through the Council mailing system.
- (5) Stationery and postage must not be used by a Councillor for any personal, business, political or election related purposes.

9. Correspondence

- (1) Correspondence marked personal, private, or confidential will be given to the respective councillor unopened.
- (2) Incoming mail will be opened by the business unit responsible for opening incoming mail, registered, and referred to the relevant actioning member of Council staff.
- (3) An acknowledgement letter will be sent, and a copy of the original correspondence will be provided to relevant councillors.
- (4) The member of Council staff actioning the correspondence will reply on behalf of the Council and a copy of the response will be provided to relevant councillors.
- (5) Responses to correspondence addressed to the Mayor or councillors from Federal or State politicians or Mayors of other municipalities will be drafted by the member of Council staff actioning the correspondence for the Mayor's signature.
- (6) Constituent email correspondence to individual councillors requiring follow up will be logged as a request or complaint, as the case may be, in the customer action request system.

10. Information**10.1 Council web page**

- (1) Councillor information will be published on Council's website containing councillor's:

- (a) official Council portrait photograph;
 - (b) contact details;
 - (c) ward map;
 - (d) committee representation roles;
 - (e) ward meeting details.
- (2) By request, the Council web page may link to a councillor's private, externally-hosted and resourced webpage or social media page maintained for the purpose of performing their Council role provided that a disclaimer is included which identifies the external site as not officially representing the Council.

10.2 Councillor intranet

Electronic information provided for councillors will be made available through a councillor intranet page.

10.3 Photocopying

Councillor may request small amounts of photocopying directly related to carrying out their Council role.

10.4 Publication subscriptions

Councillors will be provided with access to, newspapers or newspaper articles, journals, magazines, and other publications relevant to their Council role, as required.

10.5 Photographic images

- (1) On request, councillors will be provided with access to the Council image library for a purpose associated with their Council role.
- (2) Council images remain the property of the Council and are copyright and must not be used for any personal, business, political or election-related material.
- (3) Use of Council images must be approved by the Chief Executive Officer or delegate.
- (4) Councillors may update their official Council portrait annually using a Council-engaged photographer.

11. Health and wellbeing

11.1 Protective clothing

- (1) Councillors will be provided with protective clothing and personal protective equipment necessary for the performance of their Council role.
- (2) Councillors may be required to return protective clothing and personal protective equipment at the completion of the activity for which it was provided, if safe to do so.

11.2 Counselling

Councillors may access the Council Employee Assistance Program counselling service.

12. Training and development**12.1 Councillor induction training**

- (1) The Mayor and councillors must, under section 32 of the Act, complete Councillor induction training within 6 months after the day the Councillor takes the oath or affirmation of office.
- (2) The Chief Executive Officer will ensure that the Councillor induction training is available to be taken by a Councillor from the day the Councillor takes the oath or affirmation of office.
- (3) Councillor induction training will be conducted in the prescribed manner and address any prescribed matters.

12.2 Professional memberships

Council will, on request, organise and pay for councillor memberships of peak Australian local government bodies including, but not limited to the:

- (a) Victorian Local Governance Association;
- (b) Australian Local Government Association;
- (c) Australian Local Government Women's Association.

12.3 Training and conferences

- (1) Councillors may attend conferences and training sessions relevant to their Council role to improve their knowledge, skills, and ability to make informed decisions.
- (2) The Chief Executive Officer or delegate will assist councillors to analyse their requirements and identify appropriate training and conferences to meet their needs.
- (3) The Council will pay for registration, meals, accommodation, transport, and parking costs related to training and conferences.
- (4) Provision for the cost of training and conferences will be included in the Council, budget.
- (5) Councillors must discuss their desire to attend interstate or overseas training or conferences, with the Mayor and Chief Executive Officer, prior to any arrangements being made.
- (6) A councillor proposing to undertake a training or conference event with a total cost to Council, inclusive of accommodation and transport and all other reimbursable expenses, in excess of \$2,000 (plus GST) will require approval by resolution of Council at a meeting open to the public.

- (7) Proposals for councillor international travel for Council business must be approved by Council resolution in a meeting open to the public. The proposal must include specific details regarding the objectives of the travel, its potential community benefits, and detailed costing.
- (8) The costs of a partner accompanying a councillor on a Council business trip will be borne by the councillor unless it is approved by Council resolution having demonstrated that there is a bona fide business or representational purpose or necessity for the presence of the partner.
- (9) Within 14 days of return from training or a conference approved by a resolution of Council, the councillor must provide a written report for inclusion in the agenda of the next practicable scheduled Council meeting.

13. Civic representation

Councillors will be supported to attend civic and community events and functions when performing their Council role.

14. Insurance and legal protection

14.1 Indemnity

- (1) The Council must, under section 43 of the Act, indemnify and keep indemnified each councillor against all actions or claims whether arising during or after their term of office in respect of anything necessarily done or reasonably done or omitted to be done in good faith:
 - (a) in the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act; or
 - (b) in the reasonable belief that the act or omission was in the performance of a duty or a function or the exercise of a power under this Act, the regulations or a local law or any other Act.
- (2) Councillors do not have parliamentary privilege. A Councillor can be subject to civil action by a person who considers that the councillor has defamed them or has acted in a way that improperly harms them, whether this occurs in a meeting, in the media, at events, in hard copy or electronic publications such as emails, text messages or on social media or internet websites.
- (3) Councillors may have legal protection against defamation under 'qualified privilege' when undertaking their Council duties, however, only when comments are made by them in good faith and without malice.
- (4) If a councillor is subject to a civil action, he or she will have to deal with the matter as an individual even if Council is paying the legal costs.
- (5) In some cases the Council, or its insurers, may refuse to provide indemnity for a councillor's actions or statement because the action or statement was either not

considered to have occurred in the course of performing a Council duty or not considered to be done in good faith.

- (6) In the event a councillor makes a defamatory comment, unless they were acting in good faith and without malice, the Council will not provide resources to legally defend the councillor if they are sued.

14.2 Legal

- (1) Legal advice obtained on behalf of the Council relating to Council matters will be procured by the Chief Executive Officer or be authorised by a Council resolution.
- (2) A councillor may seek legal advice at their own expense but must not direct a member of Council staff to do so on their behalf.
- (3) Councillors will not be supported in respect of:
 - (a) costs for legal proceedings that do not involve a councillor performing their Council role; or
 - (b) costs of legal representation, where approved by an arbiter, in a councillor conduct complaint matter; or
 - (c) costs of legal representation, where approved by a councillor conduct panel, in a councillor conduct panel matter; or
 - (d) costs for legal work where the legal work is initiated, organised, or commissioned by a councillor.

14.3 Insurance

- (1) Councillors are covered under the following Council insurance policies while performing their Council role:
 - (a) public liability;
 - (b) professional indemnity;
 - (c) councillors' and officers' liability; and
 - (d) personal accident (accompanying partners are also covered).
- (2) Council will pay the insurance policy excess in respect of a claim made against a councillor arising from performing their Council role, where that claim is accepted by an insurer.

14.4 Workcover

- (1) A councillor injured while performing their Council role may be entitled to claim worker's compensation under the *Accident Compensation Act 1985*.
- (2) Councillors may make a worker's compensation claim in accordance the *Accident Compensation Act 1985* and relevant Council policies and procedures.

Definitions

Act	<i>Local Government Act 2020</i>
Audit and Risk Committee	The audit and risk committee established by the Council under section 53 of the Act
Chief Executive Officer	The person occupying the office of Chief Executive Officer of the Council, and includes a person acting in that office
Carer	Has the same meaning as the definition under section 4 of the <i>Carers Recognition Act 2012</i>
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
Council meeting	A meeting of the Council convened in accordance with the governance rules
Delegate	A member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation
Delegated committee	A committee established by the Council under section 63 of the Act
Mayor	The Mayor of the Council and any person appointed by the Council to be acting as Mayor
Member	A member of the delegated committee

References

Legislation

- *Accident Compensation Act 1985*
- *Carers Recognition Act 2012*
- *Local Government Act 2020*

Internal policies

- Public transparency policy

Review

The policy may be amended by the Council at any time.

It must be reviewed by the Council, and amended if necessary, at least once in each Council term.



Audit and Risk Committee Charter

Responsible Officer	Adoption Date	August 2020
Governance and Reporting Advisor	Approved By	Council
Authorising Officer	Review Date	August 2024
Director Corporate Services	Policy Type	Major Council Policy

Statement and Purpose

This policy provides the charter for the Audit and Risk Committee as required by, and in accordance with, section 54 of the *Local Government Act 2020*.

Scope

This policy applies to the Audit and Risk Committee appointed by the Wangaratta Rural City Council under section 53 of the Act.

Contents

Introduction.....	4
1. Authorising provision	4
2. Functions and Responsibilities	4
Governance rules.....	4
Constitution of the committee	4
3. Membership	4
3.1 Members	4
3.2 Remuneration.....	4
3.3 Induction of members	5
4. Chairperson	5
5. Terms of office	5
5.1 Councillors	5
5.2 Independent members	5
5.3 Chairperson.....	5
Meeting procedures	6
6. Date, time, and place of meetings	6
7. Attendance.....	6
7.1 Participation	6
7.2 Apologies and absences.....	6
7.3 Quorum	6
7.4 Non-members may attend meetings.....	6
8. Business at meetings	7
8.1 Order of business	7
8.2 Annual work program.....	7
9. Minutes.....	7
Functions and responsibilities	8
10. Risk management	8

3

Audit and Risk Committee Charter

11. Fraud prevention	8
12. Internal and external audit	8
13. Council policies and procedures	9
14. Council financial and performance reporting	9
Definitions	9
References	12
Review	12

Introduction

1. Authorising provision

The Audit and Risk Committee is appointed by the Wangaratta Rural City Council under section 53 of the Act.

2. Functions and Responsibilities

The functions and responsibilities of the committee are to:

- (a) monitor the compliance of Council policies and procedures with the overarching governance principles, and the Act and the regulations and any Ministerial directions; and
- (b) monitor Council financial and performance reporting; and
- (c) monitor and provide advice on risk management and fraud prevention systems and controls; and
- (d) oversee internal and external audit functions.

Governance rules

The governance rules established by the Council apply to the committee unless otherwise modified by this charter.

Constitution of the committee

3. Membership

3.1 Members

- (1) The committee must comprise 5 members, including:
 - (a) 2 members who are councillors; and
 - (b) at least 3 and up to 4 other members who are not councillors and who are not members of Council staff (independent members).
- (2) Members must be appointed by the Council in accordance with the *Appointment to Committees of Council Policy*.
- (3) Independent members must collectively have expertise in financial management and risk and experience in public sector management.

3.2 Remuneration

- (1) Independent members must be paid a fee for their membership of the committee.
- (2) The fee amount must be determined by Council resolution and reviewed annually.

- (3) The fee must be paid quarterly in arrears.
- (4) Councillors must not be paid a fee for their membership of the committee.

3.3 Induction of members

New and prospective members should be provided with access to the:

- (a) charter;
- (b) governance rules;
- (c) community vision;
- (d) financial plan;
- (e) asset plan;
- (f) council plan;
- (g) the most recent council plan performance report;
- (h) budget;
- (i) risk management policy & framework; and
- (j) the minutes of the most recent committee meeting.

4. Chairperson

- (1) The chairperson must be appointed by the committee by resolution.
- (2) The chairperson must be an independent member.

5. Terms of office

5.1 Councillors

Members who are councillors are appointed for a one-year term.

5.2 Independent members

- (1) Independent members may be appointed for a term of up to 3 years.
- (1) The terms of office of independent members may be arranged to avoid more than 2 independent members retiring at the same time.
- (2) An independent member may be appointed for up to 2 consecutive terms.

5.3 Chairperson

The chairperson may be appointed for a term of up to 2 years.

Meeting procedures

6. Date, time, and place of meetings

- (1) The committee must schedule 5 meetings each year.
- (2) The determination of the dates of meetings must consider the functions and responsibilities of the committee, the business to be transacted and the timing of related Council meetings or audit activities.

7. Attendance

7.1 Participation

Members may participate in meetings by attending in person, or by teleconference, or by video conference.

7.2 Apologies and absences

Where a member does not attend 2 meetings within a 12-month period without sufficient reason or without an approved leave of absence, the member may be removed from the committee by Council resolution subject to the Council:

- (a) being requested to do so by the committee; and
- (b) providing the member with adequate notice of the request to remove the member;
- (c) giving the member the opportunity to explain the reasons for the absences; and
- (d) considering any reasons provided prior to making a decision.

7.3 Quorum

A quorum for a meeting is at least 2 independent members and at least 1 councillor.

7.4 Non-members may attend meetings

- (1) The Chief Executive Officer or nominee should attend all meetings except when the committee chooses to meet without management in attendance.
- (2) Members of Council staff who have authored a report on an agenda must attend the meeting that the agenda relates to in person or through a nominee.
- (3) Other members of Council staff may attend to support the committee and provide advice and information.
- (4) A representative of the internal auditor should attend all meetings.
- (5) A representative of the external auditor:
 - (a) should attend all meetings; and

- (b) must attend meetings where the draft annual financial report and results of an external audit are on the meeting agenda.

8. Business at meetings

8.1 Order of business

Unless otherwise agreed with the chairperson the order of business for meetings should follow the example set out below:

- (a) welcome;
- (b) acknowledgement of traditional owners;
- (c) present, absent and apologies;
- (d) granting of leave of absence;
- (e) confirmation of minutes of previous meetings;
- (f) conflict of interest disclosure;
- (g) risk management reports;
- (h) fraud prevention report;
- (i) internal and external audit report
- (j) Council policy and procedure compliance report;
- (k) Council financial and performance reporting;
- (l) notices of motion;
- (m) notices of rescission;
- (n) urgent business;
- (o) foreshadowed items;
- (p) closure of meeting.

8.2 Annual work program

- (1) An annual work program must be adopted at or before the last meeting each calendar year for the following calendar year.
- (2) The annual work program should set out a program of meetings, reports, internal audits, and committee activities including the timing of the committee annual committee performance assessment and biannual audit and risk reports to the Council.

9. Minutes

- (1) Unconfirmed minutes must be provided in draft form within 2 weeks after the meeting.
- (2) Unconfirmed minutes must not be published on Council's website.
- (3) A report summarising the meeting content will be included in the agenda of the next practicable Council meeting.

Functions and responsibilities

10. Risk management

- (1) The committee must monitor and provide advice on risk management systems and controls.
- (2) For the purpose of clause 10(1) monitoring processes may include:
 - (a) Reviewing significant strategic and emerging risks;
 - (b) Receiving reports on significant control failures;
 - (c) Monitoring major lawsuits;
 - (d) Reviewing compliance investigations;
 - (e) Monitoring the development and implementation of the risk management framework;
 - (f) Reviewing the risk profile and risk appetite annually.

11. Fraud prevention

- (1) The committee must monitor and provide advice on fraud prevention systems and controls.
- (2) For the purpose of clause 11(1) monitoring processes may include:
 - (a) Monitoring the development and implementation of the fraud prevention framework;
 - (b) Reviewing councillor expenses;
 - (c) Reviewing credit card expenditure;
 - (d) Receiving reports on major fraud incidents.

12. Internal and external audit

- (1) The committee must oversee internal and external audit functions.
- (2) For the purpose of clause 12(1) oversight processes may include:
 - (a) Facilitating discussion between the internal and external auditors to promote compatibility, to the extent appropriate, between their audit programs;
 - (b) Discussing the external audit strategy;
 - (c) Reviewing the interim management letter;
 - (d) Reviewing the final management letter;
 - (e) Monitoring the status of external audit actions;
 - (f) Recommending to the Chief Executive Officer the appointment of an internal auditor;
 - (g) Endorsing the internal audit program;

- (h) Reviewing internal audit project reports;
- (i) Monitoring the status of internal audit actions;
- (j) Monitoring the status of committee meeting actions.

13. Council policies and procedures

- (1) The committee must monitor the compliance of Council policies and procedures with the overarching governance principles and with the Act and the regulations and any Ministerial directions.
- (2) For the purpose of clause 13(1) monitoring processes may include receiving reports on the level of compliance of major council policies and procedures with the overarching governance principles, the Act, the regulations, and Ministerial directions.

14. Council financial and performance reporting

- (1) The committee must monitor Council financial and performance reporting.
- (2) For the purpose of clause 14(1) monitoring processes may include:
 - (a) Reviewing the most recently reported financial statements;
 - (b) Reviewing the most recently reported council plan project status report;
 - (c) Reviewing the most recently reported council plan measures report;
 - (d) Review the annual financial statements and performance statement having considered implications of accounting standards, policies, and practices, processes used to make material accounting estimates, material adjustments arising from the external audit process and material variances from prior years.
 - (e) Recommending adoption of the annual financial report, financial statements, and performance statement to Council.

Definitions

Act	<i>Local Government Act 2020</i>
Agenda	A document containing the date, time and place of a meeting and a list of business to be transacted at the meeting

Associates of Council	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.
Chairperson	The chairperson of a meeting and includes an acting, temporary and substitute chairperson.
Chief Executive Officer	The person occupying the office of Chief Executive Officer of the Council, and includes a person acting in that office.
Committee	The Audit and Risk Committee established by the Council under section 53 of the Act.
Committee meeting	A meeting of the committee convened in accordance with the governance rules and includes a scheduled meeting and an unscheduled meeting.
Compliance investigations	Investigations conducted by the Independent Broad-based Anti-corruption Commission, Victorian Ombudsman, Victoria Auditor General's Office, Victoria Police, other regulatory authorities or by a monitor or commission of inquiry established under 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.
Council meeting	A meeting of the Council convened in accordance with the governance rules.

Delegate	A member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation.
Independent member	A member of the committee who is not a councillor or a member of Council staff.
Major council policies and procedures	Policies and procedures which set out Council's position on an issue or set of issues to guide decision-making and the exercise of power in respect of decisions that impact on the lives and wellbeing of residents, ratepayers, visitors, and businesses. Examples may include policies regarding access to services, funding of capital works, allocation of community resources, allocation of Council grant funding, management of risks and policies related to councillors, councillor support arrangements, committees of Council and councillor conduct.
Major lawsuits	Lawsuits that that have a consequence rating of major or catastrophic and have a likelihood rating of likely or almost certain and that are not effectively transferred to a third party or parties.
Meeting	A Council meeting or a committee meeting.
Member	A member of the committee.
Minutes	The official record of the proceedings and decisions of a meeting.
Significant control failure	A failure of a control that has, or has the potential, effect of changing a consequence rating to major or catastrophic and a likelihood rating to likely or almost certain.
Significant strategic and emerging risk	Strategic and emerging risks assessed with a high or extreme risk rating.

References

Legislation

- *Local Government Act 2020*

Internal policies

- Appointment to Committees of Council Policy

Review

This charter must be reviewed by Council, and amended if necessary, at least once in each Council term.



Audit and Risk Committee Charter

Responsible Officer	Adoption Date	June 2020
Governance and Reporting Advisor	Approved By	Council
	Review Date	June 2024
Authorising Officer	Policy Type	Major Council Policy
Director Corporate Services		

Statement and Purpose

This policy provides the charter for the Audit and Risk Committee as required by, and in accordance with, section 54 of the *Local Government Act 2020*.

Scope

This policy applies to the Audit and Risk Committee appointed by the Wangaratta Rural City Council under section 53 of the Act.

Contents

Introduction.....	4
1. Authorising provision	4
2. Functions and Responsibilities	4
Governance rules.....	4
Constitution of the committee	4
3. Membership	4
3.1 Members	4
3.2 Remuneration.....	4
3.3 Induction of members	5
4. Chairperson	5
5. Terms of office	5
5.1 Councillors	5
5.2 Independent members	5
5.3 Chairperson.....	5
Meeting procedures	6
6. Date, time, and place of meetings	6
7. Attendance.....	6
7.1 Participation	6
7.2 Apologies and absences.....	6
7.3 Quorum	6
7.4 Non-members may attend meetings.....	6
8. Business at meetings	7
8.1 Order of business	7
8.2 Annual work program.....	7
9. Minutes.....	7
Functions and responsibilities	8
10. Risk management	8

11. Fraud prevention	8
12. Internal and external audit	8
13. Council policies and procedures	9
14. Council financial and performance reporting	9
Definitions	9
References	12
Review	12

Introduction

1. Authorising provision

The Audit and Risk Committee is appointed by the Wangaratta Rural City Council under section 53 of the Act.

2. Functions and Responsibilities

The functions and responsibilities of the committee are to:

- (a) monitor the compliance of Council policies and procedures with the overarching governance principles, and the Act and the regulations and any Ministerial directions; and
- (b) monitor Council financial and performance reporting; and
- (c) monitor and provide advice on risk management and fraud prevention systems and controls; and
- (d) oversee internal and external audit functions.

Governance rules

The governance rules established by the Council apply to the committee unless otherwise modified by this charter.

Constitution of the committee

3. Membership

3.1 Members

- (1) The committee must comprise 5 members, including:
 - (a) 2 members who are councillors; and
 - (b) at least 3 and up to 4 other members who are not councillors and who are not members of Council staff (independent members).
- (2) Members must be appointed by the Council in accordance with the *Appointment to Committees of Council Policy*.
- (3) Independent members must collectively have expertise in financial management and risk and experience in public sector management.

3.2 Remuneration

- (1) Independent members must be paid a fee for their membership of the committee.
- (2) The fee amount must be determined by Council resolution and reviewed annually.

- (3) The fee must be paid quarterly in arrears.
- (4) Councillors must not be paid a fee for their membership of the committee.

3.3 Induction of members

New and prospective members should be provided with access to the:

- (a) charter;
- (b) governance rules;
- (c) community vision;
- (d) financial plan;
- (e) asset plan;
- (f) council plan;
- (g) the most recent council plan performance report;
- (h) budget;
- (i) risk management policy & framework; and
- (j) the minutes of the most recent committee meeting.

4. Chairperson

- (1) The chairperson must be appointed by the committee by resolution.
- (2) The chairperson must be an independent member.

5. Terms of office

5.1 Councillors

Members who are councillors are appointed for a one-year term.

5.2 Independent members

- (1) Independent members may be appointed for a term of up to 3 years.
- (1) The terms of office of independent members may be arranged to avoid more than 2 independent members retiring at the same time.
- (2) An independent member may be appointed for up to 2 consecutive terms.

5.3 Chairperson

The chairperson may be appointed for a term of up to 2 years.

Meeting procedures

6. Date, time, and place of meetings

- (1) The committee must schedule 5 meetings each year.
- (2) The determination of the dates of meetings must consider the functions and responsibilities of the committee, the business to be transacted and the timing of related Council meetings or audit activities.

7. Attendance

7.1 Participation

Members may participate in meetings by attending in person, or by teleconference, or by video conference.

7.2 Apologies and absences

Where a member does not attend 2 meetings within a 12-month period without sufficient reason or without an approved leave of absence, the member may be removed from the committee by Council resolution subject to the Council:

- (a) being requested to do so by the committee; and
- (b) providing the member with adequate notice of the request to remove the member;
- (c) giving the member the opportunity to explain the reasons for the absences; and
- (d) considering any reasons provided prior to making a decision.

7.3 Quorum

A quorum for a meeting is at least 2 independent members and at least 1 councillor.

7.4 Non-members may attend meetings

- (1) The Chief Executive Officer or nominee should attend all meetings except when the committee chooses to meet without management in attendance.
- (2) Members of Council staff who have authored a report on an agenda must attend the meeting that the agenda relates to in person or through a nominee.
- (3) Other members of Council staff may attend to support the committee and provide advice and information.
- (4) A representative of the internal auditor should attend all meetings.
- (5) A representative of the external auditor:
 - (a) should attend all meetings; and

- (b) must attend meetings where the draft annual financial report and results of an external audit are on the meeting agenda.

8. Business at meetings

8.1 Order of business

Unless otherwise agreed with the chairperson the order of business for meetings should follow the example set out below:

- (a) welcome;
- (b) acknowledgement of traditional owners;
- (c) present, absent and apologies;
- (d) granting of leave of absence;
- (e) confirmation of minutes of previous meetings;
- (f) conflict of interest disclosure;
- (g) risk management reports;
- (h) fraud prevention report;
- (i) internal and external audit report
- (j) Council policy and procedure compliance report;
- (k) Council financial and performance reporting;
- (l) notices of motion;
- (m) notices of rescission;
- (n) urgent business;
- (o) foreshadowed items;
- (p) closure of meeting.

8.2 Annual work program

- (1) An annual work program must be adopted at or before the last meeting each calendar year for the following calendar year.
- (2) The annual work program should set out a program of meetings, reports, internal audits, and committee activities including the timing of the committee annual committee performance assessment and biannual audit and risk reports to the Council.

9. Minutes

- (1) Unconfirmed minutes must be provided in draft form within 2 weeks after the meeting.
- (2) Unconfirmed minutes must not be published on Council's website.
- (3) A report summarising the meeting content will be included in the agenda of the next practicable Council meeting.

Functions and responsibilities

10. Risk management

- (1) The committee must monitor and provide advice on risk management systems and controls.
- (2) For the purpose of clause 10(1) monitoring processes may include:
 - (a) Reviewing significant strategic and emerging risks;
 - (b) Receiving reports on significant control failures;
 - (c) Monitoring major lawsuits;
 - (d) Reviewing compliance investigations;
 - (e) Monitoring the development and implementation of the risk management framework;
 - (f) Reviewing the risk profile and risk appetite annually.

11. Fraud prevention

- (1) The committee must monitor and provide advice on fraud prevention systems and controls.
- (2) For the purpose of clause 11(1) monitoring processes may include:
 - (a) Monitoring the development and implementation of the fraud prevention framework;
 - (b) Reviewing councillor expenses;
 - (c) Reviewing credit card expenditure;
 - (d) Receiving reports on major fraud incidents.

12. Internal and external audit

- (1) The committee must oversee internal and external audit functions.
- (2) For the purpose of clause 12(1) oversight processes may include:
 - (a) Facilitating discussion between the internal and external auditors to promote compatibility, to the extent appropriate, between their audit programs;
 - (b) Discussing the external audit strategy;
 - (c) Reviewing the interim management letter;
 - (d) Reviewing the final management letter;
 - (e) Monitoring the status of external audit actions;
 - (f) Recommending to the Chief Executive Officer the appointment of an internal auditor;
 - (g) Endorsing the internal audit program;

- (h) Reviewing internal audit project reports;
- (i) Monitoring the status of internal audit actions;
- (j) Monitoring the status of committee meeting actions.

13. Council policies and procedures

- (1) The committee must monitor the compliance of Council policies and procedures with the overarching governance principles and with the Act and the regulations and any Ministerial directions.
- (2) For the purpose of clause 13(1) monitoring processes may include receiving reports on the level of compliance of major council policies and procedures with the overarching governance principles, the Act, the regulations, and Ministerial directions.

14. Council financial and performance reporting

- (1) The committee must monitor Council financial and performance reporting.
- (2) For the purpose of clause 14(1) monitoring processes may include:
 - (a) Reviewing the most recently reported financial statements;
 - (b) Reviewing the most recently reported council plan project status report;
 - (c) Reviewing the most recently reported council plan measures report;
 - (d) Review the annual financial statements and performance statement having considered implications of accounting standards, policies, and practices, processes used to make material accounting estimates, material adjustments arising from the external audit process and material variances from prior years.
 - (e) Recommending adoption of the annual financial report, financial statements, and performance statement to Council.

Definitions

Act *Local Government Act 2020*

Agenda A document containing the date, time and place of a meeting and a list of business to be transacted at the meeting

Associates of Council	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.
Chairperson	The chairperson of a meeting and includes an acting, temporary and substitute chairperson.
Chief Executive Officer	The person occupying the office of Chief Executive Officer of the Council, and includes a person acting in that office.
Committee	The Audit and Risk Committee established by the Council under section 53 of the Act.
Committee meeting	A meeting of the committee convened in accordance with the governance rules and includes a scheduled meeting and an unscheduled meeting.
Compliance investigations	Investigations conducted by the Independent Broad-based Anti-corruption Commission, Victorian Ombudsman, Victoria Auditor General's Office, Victoria Police, other regulatory authorities or by a monitor or commission of inquiry established under 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.
Council meeting	A meeting of the Council convened in accordance with the governance rules.

Delegate	A member of Council staff to whom powers, functions and duties have been delegated by an instrument of delegation.
Independent member	A member of the committee who is not a councillor or a member of Council staff.
Major council policies and procedures	Policies and procedures which set out Council's position on an issue or set of issues to guide decision-making and the exercise of power in respect of decisions that impact on the lives and wellbeing of residents, ratepayers, visitors, and businesses. Examples may include policies regarding access to services, funding of capital works, allocation of community resources, allocation of Council grant funding, management of risks and policies related to councillors, councillor support arrangements, committees of Council and councillor conduct.
Major lawsuits	Lawsuits that that have a consequence rating of major or catastrophic and have a likelihood rating of likely or almost certain and that are not effectively transferred to a third party or parties.
Meeting	A Council meeting or a committee meeting.
Member	A member of the committee.
Minutes	The official record of the proceedings and decisions of a meeting.
Significant control failure	A failure of a control that has, or has the potential, effect of changing a consequence rating to major or catastrophic and a likelihood rating to likely or almost certain.
Significant strategic and emerging risk	Strategic and emerging risks assessed with a high or extreme risk rating.

References

Legislation

- *Local Government Act 2020*

Internal policies

- Appointment to Committees of Council Policy

Review

This charter must be reviewed by Council, and amended if necessary, at least once in each Council term.

Audit and Risk Committee Independent Members

Member	Second consecutive term ends	Chairperson
Ms Gayle Lee	February 2022	Chairperson
Mr Peter McNeill	December 2020	Member
Ms Rowan O'Hagan	March 2023	Member

Attachment 1

Community Asset Committees

Community Asset Committee	Committee Member	Term Expiry Date	Chairperson
Bowmans-Murmungee Memorial Hall & Tennis Reserve	Jane Witherow	31/07/2023	Jane Witherow
Bowmans-Murmungee Memorial Hall & Tennis Reserve	Dianne Ferguson	31/07/2023	
Bowmans-Murmungee Memorial Hall & Tennis Reserve	John Rouch	31/07/2023	
Bowmans-Murmungee Memorial Hall & Tennis Reserve	Kathleen Dobson	31/07/2023	
Bowmans-Murmungee Memorial Hall & Tennis Reserve	Judy Griffiths	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Robin Box	31/07/2023	Robin Box
Carboor Soldiers Memorial Hall and Recreation Reserve	Veronica Box	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Jean Box	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Peter Manfield	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Anthony Meyer	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Rebecca Meyer	31/07/2023	
Carboor Soldiers Memorial Hall and Recreation Reserve	Allan Roman	31/07/2023	
Edi Upper Hall and Recreation Reserve	Greg Whitaker	31/07/2023	Greg Whitaker
Edi Upper Hall and Recreation Reserve	Mark Bray	31/07/2023	
Edi Upper Hall and Recreation Reserve	Helen O'Donohue	31/07/2023	
Edi Upper Hall and Recreation Reserve	Therese Holmes	31/07/2023	
Edi Upper Hall and Recreation Reserve	Monica Evans	31/07/2023	
Edi Upper Hall and Recreation Reserve	Susan Lowe	31/07/2023	
Eldorado Memorial Hall	John Bell	31/07/2023	John Bell
Eldorado Memorial Hall	Mick Carey	31/07/2023	
Eldorado Memorial Hall	Ben Dahlenberg	31/07/2023	
Eldorado Memorial Hall	Cheryl Bell	31/07/2023	
Eldorado Memorial Hall	Richard Fung	31/07/2023	

Eldorado Memorial Hall	Rebecca Matheson-Omondi	31/07/2023	
Everton Hall and Sports Reserve	Ruth Kneebone	31/07/2023	Ruth Kneebone
Everton Hall and Sports Reserve	Noel Kneebone	31/07/2023	
Everton Hall and Sports Reserve	Angela Ross	31/07/2023	
Everton Hall and Sports Reserve	Colleen Cole	31/07/2023	
Everton Hall and Sports Reserve	Tony Cole	31/07/2023	
Everton Hall and Sports Reserve	Davina Machin	31/07/2023	
Everton Hall and Sports Reserve	Christopher Linning	31/07/2023	
Everton Hall and Sports Reserve	Murray Bennett	31/07/2023	
Everton Hall and Sports Reserve	Yvonne Donnan	31/07/2023	
Milawa Public Hall and Park	Graham Wilson	31/07/2021	Graeme Wilson
Milawa Public Hall and Park	Judy White	31/07/2021	
Milawa Public Hall and Park	Julie Hourigan	31/07/2021	
Milawa Public Hall and Park	Colin Reid	31/07/2021	
Milawa Public Hall and Park	Rod Ambrose	31/07/2022	
Milawa Public Hall and Park	Carolyn Trethowan	31/07/2022	
Milawa Public Hall and Park	Sara Tatulaschwili	31/07/2022	
Moyhu Soldiers Memorial Hall	Graham Batten	31/07/2022	Graham Batten
Moyhu Soldiers Memorial Hall	Neil Jarrott	31/07/2021	
Moyhu Soldiers Memorial Hall	Peter Shanley	31/07/2021	
Moyhu Soldiers Memorial Hall	Josie Sampson	31/07/2021	
Moyhu Soldiers Memorial Hall	Alan Sampson	31/07/2021	
Moyhu Soldiers Memorial Hall	Miriam Balfour	31/07/2022	
Moyhu Soldiers Memorial Hall	Lloydie Batten	31/07/2022	
Moyhu Soldiers Memorial Hall	Travis Wright	31/07/2021	
Moyhu Soldiers Memorial Hall	Max Baker	31/07/2021	
Moyhu Soldiers Memorial Hall	Deanne Burge	31/07/2021	
Myrrhee Soldiers Memorial Hall	Carol Kunert	31/07/2021	Carol Kunert
Myrrhee Soldiers Memorial Hall	Robyn Kilgour	31/07/2021	

Myrrhee Soldiers Memorial Hall	Geoff Lacey	31/07/2021	
Myrrhee Soldiers Memorial Hall	Sharon Jarrott	31/07/2021	
Myrrhee Soldiers Memorial Hall	John Kunert	31/07/2022	
Myrrhee Soldiers Memorial Hall	Ann Lacey	31/07/2022	
Myrrhee Soldiers Memorial Hall	Paul Koulis	31/07/2022	
Myrrhee Soldiers Memorial Hall	Bobbie Titcher	31/07/2021	
Myrrhee Soldiers Memorial Hall	Ashley Graham	31/07/2021	
North Wangaratta Sports Reserve	Michael Glenister	31/07/2021	Michael Glenister
North Wangaratta Sports Reserve	Joe Caruso	31/07/2021	
North Wangaratta Sports Reserve	Colin Crittenden	31/07/2021	
North Wangaratta Sports Reserve	Phillip Smith	31/07/2021	
North Wangaratta Sports Reserve	Dennis Powell	31/07/2021	
North Wangaratta Sports Reserve	Kevin Hogan	31/07/2021	
Old Murmungee Hall	Denise Rae	31/07/2023	Denise Rae
Old Murmungee Hall	James Neary	31/07/2023	
Old Murmungee Hall	Lorna Neary	31/07/2023	
Old Murmungee Hall	Jane Witherow	31/07/2023	
Old Murmungee Hall	Judith Griffiths	31/07/2023	
Old Murmungee Hall	John Bradford	31/07/2023	
Old Murmungee Hall	Maureen Rae	31/07/2023	
Old Murmungee Hall	Brian Rae	31/07/2023	
Oxley Shire Hall	Don Heath	31/07/2021	Don Heath
Oxley Shire Hall	Janet Heath	31/07/2021	
Oxley Shire Hall	Clare Cowdery	31/07/2021	
Oxley Shire Hall	Nellie Van Der Heyden	31/07/2021	
Oxley Shire Hall	Paula McGavin	31/07/2021	
Oxley Shire Hall	Barbara Godde	31/07/2021	
Oxley Shire Hall	Erica Pike	31/07/2021	
Oxley Shire Hall	Sally Day	31/07/2021	
Oxley Shire Hall	Bruce Uebergang	31/07/2021	
Oxley Shire Hall	Neil Brock	31/07/2021	

Oxley Shire Hall	Jason Mullins	31/07/2021	
Oxley Shire Hall	Arthur Parker	31/07/2021	
Oxley Shire Hall	Dianne Feldtmann	31/07/2021	
Oxley Shire Hall	Christopher Kukulka	31/07/2021	
Oxley Shire Hall	Wendy Richardson	31/07/2021	
Whitfield Recreation Reserve	Stephen Allsop	31/07/2022	Stephen Allsop
Whitfield Recreation Reserve	Joanne Allsop	31/07/2022	
Whitfield Recreation Reserve	Pamela Deeker	31/07/2022	
Whitfield Recreation Reserve	Bruce Uebergang	31/07/2022	
Whitfield Recreation Reserve	Joel Pizzini	31/07/2022	
Whitfield Recreation Reserve	Graeme Stanyer	31/07/2022	
Whorouly Public Hall	Tony McNally	31/07/2022	Tony McNally
Whorouly Public Hall	Christine Chalmers	31/07/2022	
Whorouly Public Hall	Pam Matheson	31/07/2022	
Whorouly Public Hall	Suzanne Nicoll	31/07/2022	
Whorouly Public Hall	Jenny Steer	31/07/2022	
Whorouly Public Hall	Glenys McNamara	31/07/2022	
Whorouly Public Hall	Barbara Griffiths	31/07/2022	
Whorouly Public Hall	Tina Ivone	31/07/2022	
Whorouly Public Hall	Filomena Harrington	31/07/2022	
Whorouly Public Hall	Pauline McPherson	31/07/2022	
Whorouly Memorial Park	Trent Newton	31/07/2022	Trent Newton
Whorouly Memorial Park	Lawrence Chalmers	31/07/2022	
Whorouly Memorial Park	Rajanna Costenaro	31/07/2022	
Whorouly Memorial Park	Ruth Costenaro	31/07/2022	
Whorouly Memorial Park	Joselyn Elkington	31/07/2022	
Whorouly Memorial Park	Jack Harrington	31/07/2022	
Whorouly Memorial Park	Laurie Kneebone	31/07/2022	
Whorouly Memorial Park	John Matheson	31/07/2022	
Whorouly Memorial Park	Pam Matheson	31/07/2022	
Whorouly Memorial Park	Pauline McPherson	31/07/2022	

Whorouly Memorial Park	Eleisha Kneebone	31/07/2022	
Whorouly Memorial Park	Luisa Cunneen	31/07/2022	
Whorouly Memorial Park	Colin Walker	31/07/2022	
Whorouly Memorial Park	Marion Walker	31/07/2022	
Whorouly Memorial Park	James T Neary	31/07/2022	
Whorouly Memorial Park	Deanne Wise	31/07/2022	
Whorouly Memorial Park	Joanne Ivone	31/07/2022	
Whorouly Memorial Park	Jason Ivone	31/07/2022	

1

Instrument of sub-delegation from the CEO to
community asset committees

Instrument of sub-delegation from the Chief Executive Officer to community asset committees

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

Instrument of Sub-Delegation

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020* (Act), I, as Chief Executive Officer of Wangaratta Rural City Council (the Council), by this instrument of sub-delegation:

1. delegate to each person who is from time to time appointed as a member of a community asset committee, established by resolution of Council passed on 25 August 2020 and set out in Column 1 of Schedule 1 (the committee), each power and/or function and/or duty set out in Schedule 2; declare that this instrument of sub-delegation comes into force immediately upon its execution;
- 3.2. remains in force until Council resolves to vary or revoke it;
- 3.3. is subject to the conditions and limitations set out in paragraph 4 and 5, and in Schedule 2; and; and
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the committee;
5. declare that the delegate must not determine the issue, take action or do the act or thing 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 47 of the Act or otherwise

This instrument of sub-delegation is dated ##date and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer:

2

Instrument of sub-delegation from the CEO to
community asset committees

in the presence of:

Witness

Date

Schedule 1

Column 1	Column 2	Column 3
Committee	Community asset	User Groups
Bowmans-Murmungee Memorial Hall and Tennis Reserve Community Asset Committee	Bowmans-Murmungee Memorial Hall and Tennis Reserve situated at Part Crown Allotment 1, Section 3, Parish of Murmungee and contained in Certificate of Title, Volume 5676, Folio 120	Bowmans-Murmungee Tennis Club
Carboor Soldiers Memorial Hall and Recreation Reserve Community Asset Committee	Carboor Soldiers Memorial Hall and Recreation Reserve situated at Lots 1 & 2 PS316389G Parish of Carboor, and contained in Certificates of Title, Volume 10219 Folio 280 and Volume 10219, Folio 281	
Edi Upper Hall and Recreation Reserve Community Asset Committee	Edi Upper Hall and Recreation Reserve situated at Crown Allotment 9C, Section 1, Parish of Edi, and contained in Certificate of Title, Volume 6576, Folio 176 and Volume 9389, Folio 953	
Eldorado Memorial Hall Community Asset Committee	Eldorado Memorial Hall" situated at Crown Allotments 4 7 6, Parish of Tarrawingee, Township of Eldorado and contained in Certificates of Title, Volume 6047, Folio 400 and Volume 357 Folio 257	
Everton Hall & Sports Complex Community Asset Committee	Everton Hall and Sports Complex situated at Part Crown Allotment E, Parish of Everton, and contained in Certificate of Title, Volume 2706, Folio 541006	
Milawa Public Hall and Park Community Asset Committee	Milawa Public Hall and Park situated at Part Crown Allotment 6, Section 16, Parish of Oxley	

Column 1	Column 2	Column 3
Committee	Community asset	User Groups
Moyhu Soldiers Memorial Hall Community Asset Committee	Moyhu Soldiers Memorial Hall situated at Part Crown Allotment 1B, Section 13, Parish of Moyhu and contained in Certificate of Title, Volume 4909, Folio 632 and Volume 5088, Folio 419	
Myrree Soldiers Memorial Hall Community Asset Committee	Myrree Soldiers Memorial Hall situated at Part Crown allotment 12, Section 3, Parish of Whitfield and contained in Certificates of Title, Volumes 7109, 4593, 8184 Folios 620, 550	
North Wangaratta Sports Reserve Community Asset Committee	North Wangaratta Sports Reserve situated at Part Crown Allotments 1 & 2 Section H, Parish of Wangaratta North	North Wangaratta Football Netball Club Wangaratta Clay Target Club
Old Murrumbidgee Hall Community Asset Committee	Old Murrumbidgee Hall situated at Crown Allotment 4B, Section 13, Parish of Murrumbidgee and contained in Volume, 9700, Folio 879	
Oxley Shire Hall Community Asset Committee	Oxley Shire Hall situated at Crown Allotment 8, Section 9, Parish of Oxley and contained in Memorial No. 579, Book 650	
Whitfield Recreation Reserve Community Asset Committee	Whitfield Recreation Reserve situated at Part C/A 19, Section 1, Parish of Whitfield and contained in Certificates of Title Volume 7109, Folio 620, Volume 4593 Folio 550 and Volume 8184, Folio 613	King Valley United Football Netball Club; King Valley Action Association; Whitfield Tennis Club; King Valley Grape Growers Association; Whitfield District Primary School; Country Fire Authority; King Valley Tourist Association

5

Instrument of sub-delegation from the CEO to
community asset committees

Column 1 Committee	Column 2 Community asset	Column 3 User Groups
Whorouly Public Hall Community Asset Committee	Whorouly Public Hall situated at Crown Allotment 4 & 5, Parish of Whorouly and contained in Certificate of Title, Volume 1927, Folio 220	Australian Red Cross; Country Women's Association Whorouly Branch; Whorouly and District Pre School Committee; Whorouly Primary School
Whorouly Memorial Park Community Asset Committee	Whorouly Memorial Park situated at Crown Allotment 35C, Parish of Whorouly and contained in Certificate of Title, Volume 5758, Folio 445	Whorouly Football Netball Club; Whorouly Lawn Tennis Club; Whorouly Cricket Club; Whorouly Junior Football Club

Schedule 2

Table of Provisions

1. Powers and functions	7
1.1 Objective.....	7
1.2 Administration	7
1.3 Management.....	7
1.4 Community asset use	7
1.5 Maintenance	8
1.6 Risk	8
1.7 Planning.....	8
1.8 Finance.....	9
1.9 Meetings.....	10
1.10 Reporting	10
1.11 Review.....	11
2. Exceptions, Conditions And Limitations.....	11
3. Governance	12
3.1 Membership.....	12
3.2 Office Bearers and Sub-Committees	12
3.3 Dissolution	14
3.4 Audit.....	14
3.5 Insurances	14
3.6 Referenced Documents	14

1. Powers and functions

Each committee described in Column 1 of Schedule 1 is to manage the corresponding community asset, set out in Column 2 of Schedule 1, and for that purpose:

1.1 Objective

To control, manage and maintain the community asset in an efficient and effective manner, in the best interests of Council, the local community and users of the community asset.

1.2 Administration

The power to do all things necessary or convenient to be done for or in connection with the performance of the following functions, duties and powers:

1.3 Management

- (1) The duty to manage, operate and control the community asset efficiently and economically in association with Council;
- (2) The duty to avoid waste and extravagance;
- (3) The duty to act as a coordinating body between Council and the community, clubs, schools, users and potential users of the community asset;
- (4) The duty to be the point of contact for the public with respect to the operation of the community asset;
- (5) The duty to promote public interest in and support for the management and development of the community asset;
- (6) The duty to promote the use of the community asset by the residents of the local community and neighbouring areas, by sporting groups, schools, community organisations, business organisations and other interested bodies;
- (7) The duty to promote the use of the community asset as a venue for entertainment, recreational and cultural events, both locally and regionally;
- (8) The duty to maintain the highest level of cooperation between Council, the committee and the local community;
- (9) The duty to advise and assist Council to maintain all of the assets of the community asset;
- (10) The duty to ensure that the decisions and policies of Council are implemented and adhered to without delay;

1.4 Community asset use

- (1) The power to make and implement policies, terms and conditions for the use and hire of the community asset;
- (2) The power to negotiate and enter into agreements with casual hirers of the community asset in accordance with conditions of hire developed by the Committee;

- (3) The power to set dates and times for opening and closing the community asset;
- (4) The duty to ensure that the community asset is used only for purposes appropriate to the community asset;
- (5) The duty to ensure that users of the community asset comply with the policies, terms and conditions for the use and hire of the community asset established by the Committee and relevant Council policies and Local Laws;
- (6) The duty to ensure that users of the community asset make good any wilful or accidental damage caused during use;

1.5 Maintenance

- (1) The duty to carry out regular inspections of the community asset to identify, report and remedy, if practical, any risk issues, non-compliance with laws and regulations relating to the use and occupation of the community asset and to ensure that relevant maintenance programs are implemented;
- (2) The duty to engage qualified personnel, relative to the task being performed, on maintenance tasks;
- (3) The duty to forward to Council all certificates of compliance upon completion of maintenance tasks;

1.6 Risk

- (1) The duty to protect and maintain the community asset;
- (2) The duty to make security arrangements for money collected;
- (3) The duty to ensure that all liabilities incurred by the committee are properly authorised;
- (4) The duty to maintain a register of keys issued by the committee;
- (5) The duty to provide Council with a full set of keys to all external and internal locks;
- (6) The power to implement changes to the locking system of the community asset which must be in accordance with Council's general locking system;
- (7) The duty to ensure that the community asset is maintained in a manner that meets all legal obligations;

1.7 Planning

- (1) The power to carry out research, investigations, surveys or inquiries into the use and operation of the community asset;
- (2) The power to convene, or arrange to be convened, meetings, seminars, workshops, forums, lectures and other events which will assist the Committee to understand the future needs of the community asset;

- (3) The power to consult with organisations who use the community asset, to consider and recommend on proposals to update facilities or provide new facilities; and ensure that any new facilities are planned and coordinated with existing facilities;
- (4) The power to prepare strategic plans and reports for the future development of the community asset;
- (5) The power to establish working groups of members to advise on the most efficient and effective means of performing its powers, duties and functions and of attaining its objectives;
- (6) The duty to advise Council by 31 March each year on the need and desirability of making capital improvements to the community asset;

1.8 Finance

- (1) The duty to maintain accounts in a form that generally complies with the Australian Accounting Standards;
- (2) The function of recommending to Council a Schedule of Fees and Charges to be levied for the use of the community asset for the following financial year by 31 March each year that will enable the Committee to meet all of its liabilities and to return an annual surplus on its operations;
- (3) The power to institute an efficient and effective system of collection and recording of fees and charges;
- (4) The power to collect, retain and expend all fees paid for the use of the community asset;
- (5) The duty to ensure that moneys due are properly collected;
- (6) The power to accept and retain donations, grants and endorsements made to the Committee and to ensure that the funds are expended for the purposes for which they are provided;
- (7) The duty to recommend to Council items for inclusion in Council's annual budget for the community asset and to advise Council on the budget prior to its being adopted by Council;
- (8) The duty to ensure that the Committee's financial decisions do not affect the integrity of Council's budget;
- (9) The duty to prepare annually a budget of the Committee's operations and to manage expenditure within the limits of that budget which covers the Committee's financial year commencing on 1 July in each year and ending on 30 June in the following year;
- (10) The power to enter into contracts, and to incur expenditure, up to \$5,000;
- (11) The duty to refer any capital works, extensions or additions proposed which materially alter the buildings or surrounds of the community asset or exceed the amount of \$5,000 to Council for approval;
- (12) The power to open and maintain a bank account at a bank and branch approved by Council, into which all monies received by the Committee shall be paid;

- (13) The power to draw all cheques and transactions on the Committee's bank account following authorisation of payments by any two of the following office bearers:
 - (a) President;
 - (b) Vice President;
 - (c) Secretary; or
 - (d) Treasurer.
- (14) The duty to authorise expenditure correctly and expend money correctly;
- (15) The power to establish reserve funds for capital works, into which can be paid the net surplus of the Committee, obtained in the previous financial year;
- (16) The duty to pay all utility, municipal and water charges incurred in operating the community asset;
- (17) The duty to undergo an annual financial audit;

1.9 Meetings

- (1) The duty to prepare an agenda and record the minutes for each meeting of the Committee;
- (2) The duty to distribute, or arrange to be distributed, copies of the agenda of Committee meetings to members of the Committee and to Council;
- (3) The duty to distribute, or arrange to be distributed, copies of the minutes of Committee meetings to members of the Committee and to Council;
- (4) The duty to ensure that a financial report is included in the agenda of each Committee meeting and recorded in the minutes of each Committee meeting;
- (5) The duty to ensure that the financial report includes a list of accounts for payment for the Committee's approval;
- (6) The duty to hold an Annual General Meeting of the Committee between 1 July and the 31 August each year unless circumstances related to safety and wellbeing do not permit, in which case the annual general meeting should be held as soon as circumstances permit after 1 July;
- (7) The duty to conduct meetings of the Committee in accordance with the Council Local Law governing meeting procedures;

1.10 Reporting

- (1) The duty to provide Council with an agenda and minutes of each meeting of the Committee;
- (2) The duty to prepare an annual report and annual statement of accounts of the operations of the Committee in the preceding financial year for presentation at the Annual General Meeting of the Committee prior to 31 August each year. The annual report should include information and commentary regarding:
 - (a) Patronage;

- (b) User groups;
 - (c) Risk incidents and issues;
 - (d) Maintenance and improvements;
 - (e) Evaluation of effectiveness;
 - (f) Any other matter considered relevant by the Committee;
- (3) The duty to forward to Council a copy of the annual report and annual statement of accounts of the operations of the Committee in the preceding financial year by 31 August each year;

1.11 Review

- (1) The duty to conduct an evaluation of the effectiveness of the operations and management of the committee in the preceding financial year prior to 31 August each year;
- (2) The power to request that Council carry out a special review of this instrument of sub-delegation;

2. Exceptions, Conditions And Limitations

The committee is not authorised by this Instrument to:

- (1) enter into contracts, or incur expenditure, for an amount which exceeds the approved budget;
- (2) enter into contracts, or incur expenditure, for an amount which exceeds \$5,000;
- (3) spend Council funds other than funds expressly allocated by Council to the Committee for Committee purposes;
- (4) undertake any capital works, extensions or additions to the community asset which materially alter the buildings or surrounds of the community asset or exceed the amount of \$5,000 without Council approval;
- (5) make and implement policies, terms and conditions for the use and hire of the community asset without Council's approval of such policies, terms and conditions;
- (6) prepare strategic plans for the future development of the community asset without Council's approval of such strategic plans;
- (7) promote and undertake research in all matters associated with the planning, marketing and management of the activities of the community asset;
- (8) employ people without the prior consent of Council;
- (9) enter into leases without the prior consent of Council;
- (10) exercise the powers which, by force of section 47 of the Act, cannot be delegated.

3. Governance

3.1 Membership

- (1) Each committee shall have up to twenty-five members comprising:
 - (a) not less than four representatives of the local community that is served by the community asset; and
 - (b) up to one representative from each of the user groups of the community asset corresponding to each committee set out in Column 3 of Schedule 1;
- (2) Any person appointed to the committee shall hold office for a period of three years;
- (3) Members of the committee shall be eligible for re-appointment for a further term or terms;
- (4) A member of the committee may resign their position at any time;
- (5) If a member of the committee resigns, the committee shall follow the procedure as outlined in Clause 3.1(8) of this charter to fill the vacancy;
- (6) If any member fails to attend more than three consecutive meetings of the committee without leave of the committee, that member may be deemed to have resigned their position on the committee. The committee shall follow the procedure as outlined in Clause 3.1(8) of this charter to fill the vacancy;
- (7) Any person appointed to fill a vacancy on the committee shall hold office for the unexpired portion of the previous member's term of office;
- (8) All appointments to the committee will be made by Council in accordance with the Council policy governing appointments to Council committees;
- (9) If any member representing an organisation specified in Clause 3.1(1) is unable to attend a meeting of the Committee, that organisation may appoint another person to attend the meeting as an observer. The chairperson may permit the observer to speak on matters relating to the organisation he or she represents, but the observer must not move, second or vote upon any motion;
- (10) Council may at any time remove a member from a committee in accordance with the Council policy governing appointments to Council committees;
- (11) The Chief Executive Officer of Council may appoint an officer or officers of Council to attend meetings of the committee from time to time. The Chief Executive Officer shall advise the committee of such appointments. The Council officers attending meetings of the committee do not have voting rights;
- (12) The Chief Executive Officer of Council shall appoint an officer of Council to liaise with the committee on financial and accounting matters;

3.2 Office Bearers and Sub-Committees

- (1) The Committee at each Annual General Meeting shall elect the following office bearers:

- (a) President;
 - (b) Vice President;
 - (c) Secretary; and
 - (d) Treasurer.
- (2) The role of the President includes the following:
- (a) chair all meetings of the committee which are attended by the chairperson;
 - (b) act as the liaison person between the committee and the Council;
 - (c) arrange dates for all the committee meetings;
 - (d) sign minutes of meetings upon them being confirmed by the committee;
 - (e) act as a signatory for the committee's bank account;
 - (f) vote on all matters before the chair. Where there is a tied vote, the chairperson has a casting vote; and
 - (g) arrange for an annual report of the committee to be prepared for presentation at the Annual General Meeting and to Council.
- (3) The role of the Secretary includes the following:
- (a) provide notice of each meeting to all Committee members, Council and the public;
 - (b) prepare and distribute an agenda for each meeting of the Committee to members of the committee and Council;
 - (c) take minutes at each meeting of the committee;
 - (d) forward minutes of each meeting of the Committee to Council;
 - (e) manage the administration and correspondence of the committee; and
 - (f) prepare the annual report and submit to Council the annual report and annual statement of accounts of the operations of the committee;
- (4) The role of the Treasurer includes the following:
- (a) keep proper books of accounts showing all monies received and paid by, or on account of the committee in the exercise of its functions, duties and powers;
 - (b) provide to the committee at the annual general meeting a statement of accounts of the operations of the committee as at 30 June and a full statement of all monies received and paid during the period of twelve months ending on 30 June;
 - (c) pay all monies received by the committee into the committee bank account;
 - (d) present all accounts received by the committee to the committee which may authorise payment thereof;
 - (e) arrange payment of accounts authorised for payment by the committee;
 - (f) keep all books of accounts and documents relating to the activities of the Committee open for inspection by the Chief Executive Officer of Council or any other person authorised by the Council;

- (5) If an office bearer is not present at a meeting of the committee, the committee shall appoint another person to undertake the duties of the person who is absent for that meeting;
- (6) The committee at each Annual General Meeting may establish any sub-committees which it considers necessary to carry out its functions;

3.3 Dissolution

- (1) The committee may, at any meeting of the committee, resolve to recommend to Council that the committee be dissolved. In this event the committee must notify Council in writing of the committee's resolution as soon as practicable before dissolution;
- (2) Council may dissolve the committee at any time in accordance with the Council policy governing Council committees;
- (3) The President of the committee is obliged to make the following arrangements within one month of dissolution of the committee:
 - (a) a statement of accounts must be prepared and presented to Council;
 - (b) the committee's bank account must be closed and the balance immediately forwarded to Council;
 - (c) books of accounts and minutes of the committee must be forwarded to Council;

3.4 Audit

- (1) Council shall arrange for the annual audit of the committee's accounts;
- (2) Council shall bear the costs of the audit;

3.5 Insurances

Council shall arrange and maintain an insurance portfolio to cover risks, including a Personal Accident Policy for members, a Volunteer Worker's Policy and an Indemnity Policy for members of the Committee;

3.6 Referenced Documents

- (1) The following documents are to be read in conjunction with this Schedule:
 - (a) Sections of the Act relevant to community asset committees and members of community asset committees;
 - (b) Wangaratta Rural City Council Governance Rules;



Rural City of
Wangaratta

Community Engagement Policy

August 2020



Contents

Our Community Promise	3
Introduction	4
Why is community engagement important?	5
What is community engagement?	6
When we engage	7
Mandatory engagement	7
When we can't engage	8
Who do we engage with?	8
Engagement Commitments	9
Implementation	10
Our engagement practice	12
Engagement methods	18
Community Engagement responsibilities	19

Our Community Promise



We promise that we will work our hardest to be a team you can be proud of. We will not settle for just being seen as the level of government closest to the community - because we see ourselves as part of the community. We will respond to the challenges that face us both as an organisation and as a community, and we will be courageous when hard decisions need to be made. We will lead when our people need us to, and we will work with others to help get the things that really matter happening. We will not be shy to celebrate our success and the success of people in our community – we are proud of what we achieve.

We may not always be able to give you the answers that you want to hear but we promise we will always tell you the truth. We will take the time to talk to you, to listen to you and to help you, and we will always keep you informed of the things you need to know. We will respect the past, and the things that have come before us – whilst being excited and focused on the future. We will look after your tomorrow.

We will acknowledge and respect our position as decision makers, rule enforcers and fee collectors, but we will do so with a humble and responsible approach. We will deliver the things that remind you every day why it's great to be part of our community.

As a team we will continue to look for ways to create, to imagine and to improve. We will focus on understanding ways we can be better at what we do, easier to work with and deliver our services more efficiently. Above all we promise that we will remain driven by the desire to work with you to build an exciting, prosperous and sustainable future.

Introduction

Community engagement is about involving people in the decisions that impact their lives, and it's an important element of the democratic process. Community engagement seeks to better engage the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making, or implementation. Our community has extensive knowledge, experience and expertise about a whole range of the things. Most especially, our community understands what is important to them, how they want to live, and how they want their neighbourhoods and towns to develop.

This policy outlines the scope and commitments of Council's community engagement practices and responsibilities. It will give consistency to the way in which we engage with our community, whilst recognising the need to be flexibility in our approach. We will focus on ensuring that community engagement becomes usual practice for Council, rather than an exceptional exercise.

The new Local Government Act 2020 (the Act) has the aim of ensuring all Victorians can engage with their council on local priorities and the future of their community. The Act does not define any type of community engagement that councils must use; however, it does ensure that at a minimum, council uses deliberative engagement practices in developing certain documents and processes, including our strategic and financial plans.



Why is community engagement important?

Community engagement helps to achieve better outcomes for both Council and the community and should form an integral part of any significant project planning and decision making. However, it can also be used as an opportunity to build relationships and trust, to generate understanding and participation in an issue or cause, to establish common goals and direction, and to formally acknowledge what is possible, and also what is not.

Effective community engagement helps to identify and understand priorities and opportunities, and it can also reveal possible risks and challenges and determine potential solutions. One of the biggest benefits of effective engagement is the capacity it offers to establish common ground and understanding between Council and the community.

Engaging with the community is a part of everybody's role at Council, our ability to give and respond to information in a way that is clear, accurate and respectful can be a significant factor in the outcome of a service, project or decision – and importantly how people feel about the process.



What is community engagement?

When we talk about 'community' it can mean different things. A community is generally acknowledging a point of connection and commonality between people – either geographically (a neighbourhood or town) or through characteristics and interests (culture, age, sporting groups, etc).

Community engagement is a broad term that encompasses the ways in which organisations both actively and responsively seek out and incorporate the views and priorities of community members and stakeholders into decision making. For Council, our commitment to community engagement is a recognition that it is in partnership with our community, and with a collective view of an issue, we can achieve the best possible outcome.

Community engagement can be a deliberate act and is often used to allow Council to understand the thoughts of the community on specific issues or projects. It can be organised and targeted to ensure appropriate representation of opinions. Methods like surveys, meetings, on-line conversations and advisory committees all help Council to build an informed view of an issue. The key characteristics of strong deliberative engagement are considered to be authentic engagement; good community representation; consideration of all views; accessible and relevant information; and transparency across all stages of the engagement.

Community engagement can also be reactive and responsive. Issues can arise quickly, or the community can make the opportunity of moments with Councillors and Council Officers to express their views without prompting. This feedback can be equally important and insightful.

This policy applies to all elements of Council's operations and should be considered by both Council Officers and Councillors. Community engagement processes are used to inform and guide all parts of our business – from strategic and financial operational planning, to land use and infrastructure development, and the delivery of services and projects.



When we engage

In broad terms, Council engages with the community to establish direction or understanding across three main areas:

1. Strategic direction

Council regularly establishes a strategic position or direction on a major element of the municipality. Things like future economic growth, public health and wellbeing priorities, and township planning all require input and feedback from our community.

2. Major projects and initiatives

Major projects are components of Council's work that are very specific and have a clear scope. Major projects are considered to be contained in size and timeline but will have a significant impact on the community. Major projects may include infrastructure developments, development of strategic documents, and service reviews.

3. Daily significance

Council will often engage with the community about the way in which we conduct our business, how we will implement projects or services, or policies and procedures that give direction to our daily work. We may engage with the community when there will be a direct impact on them, or when their insights will help achieve the best outcome.

Mandatory engagement

Apart from our commitment to undertaking community engagement for the benefit of our community – to build knowledge and improving the capacity of effective decision making – Council is often required to implement community engagement as part of our legislative requirement. The Act mandates the time and situations of when Council is required to invite the community to review documents and input into decision making processes. Whilst the act identifies the minimum requirements for each situation, often Council will expand this and develop engagement processes to reach the best outcomes for each individual situation.

Specific matters where Council is required to engage under the Act include:

- strategic planning and strategic decision making
- in developing or amending its Governance Rules
- making or amending a local law
- maintaining a Community Vision
- preparing and adopting the Council Plan
- developing, adopting and keeping the Financial Plan and Asset Plan
- developing the budget
- purchasing or compulsorily acquiring any land
- before selling or exchanging any land

When we can't engage

There are many things that happen within our municipality that Council may not be able to engage with the community about or may not be able to engage in a way that provides the opportunity for the community to participate in developing the way forward.

These situations include:

- When another level of government has within their authority determined the timeframe or methodology for a project.
- When the consultation surrounding an issue is led by another level of government. Whilst Council will support consultation in this instance the parameters may be beyond our influence.
- When a situation requires an immediate response and time does not allow for engagement. These times may include natural, social or economic disasters.
- When an initiative involves confidential or commercial information.
- When specified in legislation.

Who do we engage with?

The Rural City of Wangaratta is a diverse community. It is important that we reflect that diversity when we engage with our community. Our community is defined as people who live, work, play, visit, study, or invest in our municipality.

We consider a person, business, group or organisation a stakeholder if they will be impacted by, involved with, or interested in Council's decision making.



Engagement Commitments

The following commitments reflect how we will engage with our community, and they all form part of Our Community Promise. These commitments will ensure that engagement is both effective and respectful.

1. Communication

- We will be transparent and forthcoming with information.
- We will make sense and communicate in a way that is clear and easy to understand.
- We will communicate in a way that suits you – not just us.
- We will be consistent – you will get the same message from us regardless of who tells it.

2. Inclusiveness and involvement

- We will be respectful of everyone – you all have the right to participate in conversations with us.
- We will encourage everyone to tell us their views – even if you don't agree with a decision we have made or a project we are delivering.
- We will give you a reason to involve yourself in our projects, discussions and plans – you will see how working with us can help benefit the way you live and how our community develops.

3. Honesty and respect

- We will tell you the truth even when we know it's not what you want to hear.
- We will be clear about what is possible and what is not – you will know the boundaries of what we do and what we can deliver

4. Accountability

- We will talk to you about the things that matter, decisions that will affect you and changes that may happen.
- We will learn from our mistakes – we will acknowledge and be accountable and seek ways to make sure they don't happen again.
- If you ask us a question, we will answer you – in a way that is clear, honest and thorough. You will walk away understanding what is said.

5. Decision making

- We will put people at the centre of how we make decisions and how we will deliver projects and services.
- We will be thorough and considerate in how we make decisions – we will look at all the information and make sure we understand the options, impacts and potential outcomes.
- We will tell you the reasons we have made the decisions and the information we have based them on – we won't have secrets. We know that we are here to make decisions that affect people's lives and the long term development of our community and we take that responsibility very seriously.

Implementation

Section 56 of the Act lists the following principles:

- All community engagement process must have a clearly defined objective and scope;
- Participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

The Rural City of Wangaratta delivers community engagement under the IAP2 (International association for public participation) framework. IAP2 is an international organisation that focuses on the advancement of practice of public participation. The framework acknowledges the levels of engagement that can be delivered and their different impacts on the community and the decision making process.

The IAP2 framework is underpinned by seven core values that are aimed at ensuring organisations make better decisions that reflect the interest and concerns of potentially affected people and stakeholders. These values are:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interest of all participants including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates participants how their input affected the decision.

Community Engagement Policy

11

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision making in the hands of the public
Promise to the public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum amount possible	We will implement what you decide

Our engagement practice

To make sure we get the most out of our engagement processes, and that we achieve our objective of informing decision making and building a trusting and honest relationship with our community, the following steps should be followed in designing and implementing your engagement process.

1. Understand what you need

At council, we don't do engagement just for the sake of it. It must have purpose and scope. Take the time to understand what information you need to gather, and who you need to gather it from. Think carefully about the scope you need to cover and the objective of your engagement - you often won't have the chance to do it again.

You also need to make sure that you identify your stakeholders. Who will be affected by the decision you are informing. Make sure they are at the core of the design of your engagement.

2. Develop Community Engagement Plans

Community engagement plans must be developed for every Council led engagement process – the Community Engagement Framework has the necessary template and information to complete this. It is vital that before the project is delivered that the most appropriate level of engagement is established, and that the relevant people within the organisation are aware of their role and the timeline for the process. Each project may use different aspects of the IAP2 spectrum at different times and with different individuals and groups depending on the level of potential impacts on the community.

The plans must clearly identify:

- The objective of the engagement
- The timelines and stages of the project
- The level of engagement required (as per the IAP2 framework). This may be different at different stages of the engagement.
- Communications plan
- How the decision will be made and fed back to the community

3. Take it to the Community Engagement Working Group

All community engagement processes need to be presented to the Community Engagement Working Group. This group will help to coordinate the delivery of community engagement processes across Council and ensure effective and consistent delivery. The group will also ensure that the information gathered from community engagement processes is appropriately responded to and considered.

This group reports directly to the Corporate Management Team and acts as an internal expertise for engagement development, delivery and response. They will meet fortnightly to make sure engagement processes can progress without delay.

4. Get the team on board

Effective consultation requires the insight and support of many people. At Council, we have a range of people with strong and specific skills, experiences and contacts that will help to implement your engagement. Get them involved early to make sure that you have enough time to properly utilise their expertise.

5. Make sure the people who need to know, know

Engagement is a public and often high profile process and it's important that Councillors and CMT know when things are happening. There are many reasons why it needs to be clear what is happening, when it's happening and why it's happening:

- There may be the opportunity for Councillors, and senior officers to help promote the process through their networks and contacts, through social and main stream media and in their conversations with community members
- Often Councillors and CMT are involved in the decision making process that the community engagement will be informing – it's important that they understand how the community has been involved
- Councillors and CMT have a wide and strategic view of the organisation and the community and may be able to inform you of other considerations that should be made to support you engagement process – it may be the history of a project, other events or groups that should be considered or key people that should be contacted.

If you need Councillors or CMT to be involved, make sure they are notified of details at least 2 weeks before a process starts.

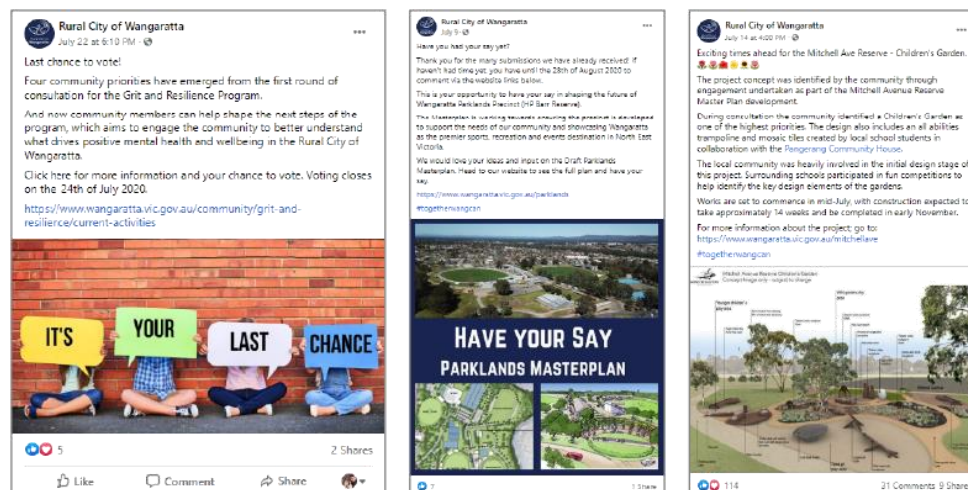


6. Communicate and promote your engagement

To have strong engagement and participation, you need people to know what you are doing and how to get involved. It's vital that you allow enough time to promote your process, and people need to clearly understand what you will be asking, why you will be asking it and what will be expected of them to participate.

There are so many methods through which you can promote your engagement. Social media, contact lists, networks, mainstream media and promotional material can all generate knowledge and interest for your engagement.

Remember to allow plenty of time to promote your process. Don't expect that people will have heaps of time to get involved. Importantly - make it exciting, participating in consultation should actually be fun.



7. Deliver your engagement

This of course, is where it all comes together. The planning and preparation leads to the execution of an engagement process that helps to deliver you insights and information to support strategic decisions and provide direction for our work.

Some considerations as you deliver your engagement:

Be positive – how you interact with people, the way you deliver the message, how you represent Council will leave a lasting impression and greatly impact how you make people feel.

Listen with intent - you want people to leave an engagement process feeling as though they have been heard and acknowledged.

Don't take it personally – we are part of an organisation that often has to make hard decisions that don't make everyone happy. Or perhaps people have had an interaction with Council in the past that

has been negative. They may not be satisfied with a service or a piece of infrastructure or the quality of our roads. These things are often raised during an engagement process (even if they have nothing to do with the topic being discussed). Try not to take it personally. Instead, offer to take a note and feed it back (through CRMS) to the relevant officer. If it is to do with the engagement topic, note it down, thank the person for their input and acknowledge that their views have been heard and will be considered – it might provide you with some valuable insights.

Don't take up too much time – people don't have hours to spare. If you want people to engage, keep it concise and efficient. And if you make a time commitment, stick to it. Don't promise a 10 minute survey that takes 30 to complete. Don't say a meeting will end at 5.00pm and still have people there at 6.00pm.

Go to where the people are – make it convenient and make people comfortable. If engagement is about an issue facing a neighbourhood, then go there. If it's about a precinct in the CBD, then activate the space to ask the questions. Make sure you always consider your own safety – when appropriate and possible, make sure you have a team member with you and only go where you feel safe to be.

Use place based prompts to help - People are much more likely to be able to give you detailed perceptions when they are in the place, so if you can, be where you want people to talk to you about. Where possible, use visual prompts to allow people to imagine what is possible or to understand what you are explaining. Make sure you have information available that will give context to places – how many people visit, or what needs to be considered in design.

Be creative – engagement doesn't need to be boring, in fact you are much more likely to get strong participation and quality information from processes that are enjoyable and interesting. There are lots of ways to make engagement fun and still productive – involve children, have a street party, use friendly language in your survey. If you aren't sure, take your engagement planning to the Community Engagement Working Group for some suggestions.

8. Internal engagement

All engagement processes need to include relevant and appropriate internal staff. Staff should be informed of the objective of the engagement and given enough time to meaningfully participate. Provide an opportunity for staff to be on cross-departmental working groups related to plans, strategies, policies etc

It is also important that the outcomes of engagement are communicated across the organisation. This achieves multiple benefits including:

- The community comes to trust that we value and respect the information that they give us and the time they take to give it.
- Planning and decision making throughout the organisation is more informed and reflective of the needs and priorities of the community.
- The community does not experience 'consultation fatigue' from multiple processes that happen within a short period of time.
- Council establishes a strong understanding of the profiles and priorities of the community.

9. Collate your information

It is important that when decide what kind of information you need; you also think about how you need to represent it. This will help you decide the most appropriate method of engagement. Do you need statistically valid data, do you need an in-depth analysis of options, or do you need a vote that will show you one preferred option.

When you collate your data remember that everything is relevant and important. Reviewing all of the information you collect will help to show you trends and highlight things that you may not have been aware of.

When you are collating and analysis qualitative data (information that can't be validated – comments and conversations make sure you are conscious of your natural bias and your own personal view. This is not an exercise in confirming your own personal preference.

Present your information in a way that is clear and easy to understand. Visual representation of statistical data can help to make it easier to interpret. When it comes to qualitative information, try to validate it by using an analysis of how many people represented certain views or ideas, and what the key issues and opinions were.

It is often useful to give a high level analysis of the information at the beginning so that people can get to an understanding of the main points and findings.

10. Use it to inform your decision

Make sure you use the information you gather in the right way. Analyse it without bias and consider everything that you were told that is relevant to the topic. However, also make sure that you use it in context – if you only had ten people from a neighbourhood of two thousand participate, you need to keep their input in perspective.

You may find that when you implement an engagement process it generates attention in the mainstream and social media areas – consider this but don't let it drive your decision making. This can often be a very narrow reflection of how people feel about an issue.

Make sure you take the information you find to the right level to make a decision or design a project. Councillors, CMT, senior managers and project managers will all find your information insightful. Make sure you also share the information when appropriate with our partners and networks if they are involved in the decision or project.

11. Share your data

Your data and information is likely to be valuable to many teams across the organisation. It is important that we utilise the information that the community gives us in the most effective way possible, and that means sharing it.

There is a WIM folder that houses all of the engagement information – everything should be stored there.

12. Evaluate and review

Evaluating your engagement process will help to determine if you have been successful in engaging with the community and if you have achieved your objectives of your engagement process. It is very important, and will help make sure that we continue to deliver processes that achieve what we and our community need them to.

There is an evaluation template in the Community Engagement Framework for you to use.

13. Close the loop

An important step of any engagement process is getting back to people – make sure you close the loop! People have contributed their time and effort and it's important that they get to see how it contributed, even if it means what they told you isn't actually what happens in the end.

Also make sure that you tell people internally – staff and Councillors what the outcome was and how it was used to inform the decision or project.



Engagement methods

There are many different methods that can be implemented. Choosing the right one can depend on many different factors - your target participants, the nature of the decision/situation, the history of the situation, and the time and resources you have available. Below is an overview of some possible methods. There are more examples and case studies within the Community Engagement Toolkit.

Inform

- Advertisements
- Fact and information sheets
- Social media posts (Facebook, Instagram, etc)
- Media releases
- Newsletters
- Website posts and updates

Consult

- Focus groups
- Public exhibition of documents, plans, strategies, etc
- Surveys and questionnaires
- Comment boards
- Visual mapping

Involve

- Advisory committees
- Deliberative voting on project options
- Workshops

Collaborate

- Consensus building
- Participatory decision making
- Participant led workshops

Empower

- Facilitation of networks and partnerships
- Practical skills workshops

Community Engagement responsibilities

This policy has been developed for all staff and Councillors. Whilst every officer is responsible for ensuring their projects, strategies and decisions incorporate the appropriate community engagement, it's important we work as a team and deliver a collaborative and coordinated approach to our engagement.

We are an organisation that undertakes regular and diverse engagement processes, and we often have several happening at once. To make sure we don't over consult our community, or miss out on opportunities to join up and simplify processes, there are some commitments we all need to make.

1. All engagement needs to be included into the Community Engagement calendar – which is kept on Sharepoint.
2. All engagement processes need to have a project plan completed – its quick and will help scope and deliver the process. This project plan needs to be sent through to the Community Engagement Working Group which meets fortnightly and helps to coordinate our organisational approach to community engagement.
3. All engagement reports (the consolidated information from large engagement processes) need to be made available for other Council teams. It should be collated and kept centrally in WIM.
4. Council needs to be made aware of what community engagement processes are happening.





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Major Council Policy Community Impact Statement

Community Engagement Policy

Council provides the following information to the community in respect of the proposed major council policy.

PART A – General

Background

Council is considering developing a revised major council policy, the Community Engagement Policy (the policy), that provides a policy framework to ensure transparency and the principles of good governance and accountability are practised by council staff in relation to community engagement practises. Community engagement helps to achieve better outcomes for both Council and community and should form an integral part of any significant project planning and decision making. However, it can also be used as an opportunity to build relationships and trust, to generate understanding and participation in an issue or cause, to establish common goals and direction, and to formally acknowledge what is possible, and also what is not.

Objectives

The Community Engagement Policy will provide consistency to the way in which we engage with our community, whilst recognising the need to be flexible in our approach. We will focus on ensuring that community engagement becomes usual practice for Council, rather than an exceptional exercise. The policy contains provisions that support achievement of the legislated objectives of Council.

PART B – Overall Impact Assessment

The revised policy will enable Council to continue to give consistency to the way in which we engage with our community, whilst recognising the need to be flexibility in our approach. We will focus on ensuring that community engagement becomes usual practice for Council, rather than an exceptional exercise.

The policy has been adapted from the approach recommended by the new Local Government Act 2020 (the Act) has the aim of ensuring all Victorians can engage with their council on local priorities and the future of their community. The Act does not define any type of community engagement that councils must use; however, it does ensure that at a

Major Council Policy Community Impact StatementCommunity Engagement Policy

minimum, council uses deliberative engagement practices in developing certain documents and processes, including our strategic and financial plans.

The new policy is based on the following commitments:

1. Communication

- We will be transparent and forthcoming with information.
- We will make sense and communicate in a way that is clear and easy to understand.
- We will communicate in a way that suits you – not just us.
- We will be consistent – you will get the same message from us regardless of who tells it.

2. Inclusiveness and involvement

- We will be respectful of everyone – you all have the right to participate in conversations with us.
- We will encourage everyone to tell us their views – even if you don't agree with a decision we have made or a project we are delivering.
- We will give you a reason to involve yourself in our projects, discussions and plans – you will see how working with us can help benefit the way you live and how our community develops.

3. Honesty and respect

- We will tell you the truth even when we know it's not what you want to hear.
- We will be clear about what is possible and what is not – you will know the boundaries of what we do and what we can deliver

4. Accountability

- We will talk to you about the things that matter, decisions that will affect you and changes that may happen.
- We will learn from our mistakes – we will acknowledge and be accountable and seek ways to make sure they don't happen again.
- If you ask us a question, we will answer you – in a way that is clear, honest and thorough. You will walk away understanding what is said.

5. Decision making

- We will put people at the centre of how we make decisions and how we will deliver projects and services.
- We will be thorough and considerate in how we make decisions – we will look at all the information and make sure we understand the options, impacts and potential outcomes.
- We will tell you the reasons we have made the decisions and the information we have based them on – we won't have secrets. We know that we are here to make decisions that affect people's lives and the long term development of our community and we take that responsibility very seriously.

Major Council Policy Community Impact StatementCommunity Engagement Policy

We are an organisation that undertakes regular and diverse engagement processes, and we often have several happening at once. To make sure we don't over consult our community, or miss out on opportunities to join up and simplify processes, there are some commitments we all need to make.

1. All engagement needs to be included into the Community Engagement calendar – which is kept on Sharepoint.
2. All engagement processes need to have a project plan completed – its quick and will help scope and deliver the process. This project plan needs to be sent through to the Community Engagement Working Group which meets fortnightly and helps to coordinate our organisational approach to community engagement.
3. All engagement reports (the consolidated information from large engagement processes) need to be made available for other Council teams. It should be collated and kept centrally in WIM.
4. Council needs to be made aware of what community engagement processes are happening.

Measures of success of the policy

The success of the policy will be best measured by the extent to which it improved transparency of community engagement practises and overall outcomes achieved.

Legislative context

As part of legislative requirements, Council is required to undertaken and implement Community Engagement. The Local Government Act (The Act) mandates the time and situations of when Council is required to invite the community to review documents and input into decision making processes. Whilst the act identifies the minimum requirements for each situation, often Council will expand this and develop engagement processes to reach the best outcomes for each individual situation.

The Act sets out the **requirements for the community engagement policy**, which must:

- be developed in consultation with the municipal community; and
- give effect to the community engagement principles; and
- be capable of being applied to the making of the Council's local laws; and
- be capable of being applied in relation to the Council's budget and policy development; and
- describe the type and form of community engagement proposed, having regard to the significance and complexity of the matter and the level of resourcing required; and
- specify a process for informing the municipal community of the outcome of the community engagement; and
- include deliberative engagement practices which must include and address any matters prescribed by the regulations for the purposes of this paragraph and be capable of being applied to the development of the Community Vision, Council Plan, Financial Plan and Asset Plan and
- include any other matters prescribed by the regulations.

Major Council Policy Community Impact Statement
Community Engagement Policy

Risk assessment

The policy enhances the transparency and integrity of Council's processes in regards to community engagement.

Policy approach adopted

This approach is consistent with neighbouring and like Councils and operates in conjunction with relevant sections of the Local Government Act.

Least burden / greatest advantage test

The policy will not be a burden to the municipal community but result in an overall advantage where persons and groups affected by a matter will be able to have their say and be supported in that process.



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Major Council Policy Human Rights Charter Assessment

Community Engagement Policy

As from 1 January 2008 all public authorities (including Councils) are required to act in accordance with the Human Rights Charter, and to consider human rights when making a decision.

The Charter is a law that protects the rights of all people in Victoria. It introduces standards and a framework to assist public authorities to consider the rights of all interested parties, and to be better able to strike a balance between an individual's rights and those of competing public interests.

The rights in the Charter may be subject to reasonable limitations in order to achieve this balance. As with all discerning decision making, if limitations are applied, this must be documented.

There are twenty rights listed in the Charter that promote the principles of freedom, respect, equality and dignity. These are listed at the end of this document.

Issues and Purpose	Rights Impacted Positive	Rights impacted Negative	Justification and alternatives
OBJECTIVES	Nil	Nil	No impact as it sets out the purpose of the policy.
APPLICATION	Nil	Nil	No impact as it sets out who, what and when the policy applies.
POLICY	Nil	Nil	No impact as the policy sets put the provisions for community engagement. There are no restrictions for human rights.
DEFINITIONS	Nil	Nil	Provides relevant definitions to aid understanding of the policy provisions

Victoria's Charter of Human Rights and Responsibilities

The Charter sets out the rights, freedoms and responsibilities that are shared by all Victorians and protected by law.

The Charter protects the following rights in Victoria:

- Right to be recognised and treated equally before the law;

Major Council Policy Human Rights Charter Assessment

Community Engagement Policy

- Right to life and to not have your life taken without a lawful reason;
- Protection from cruel treatment or punishment, including torture and medical treatment without consent;
- Freedom from forced work or slavery;
- Right to move freely within Victoria, to come into and leave Victoria, and to choose where to live;
- Right to privacy and to protect your reputation;
- Freedom of thought, conscience, religion and belief;
- Right to hold an opinion and freedom of expression;
- Right to gather together, take part in a peaceful demonstration or protest, and to join groups such as political, sport or union groups;
- Protection of families and children;
- Right to take part in public life, including the right to vote;
- Right to enjoy your culture, practise your religion, and speak your language;
- Right not to have your property taken away, unless the law says it can be taken;
- Right not to be arrested or detained unfairly, and right to the security of person, such as protection from harassment and threats in everyday life;
- Right to be treated humanely when arrested or detained ;
- Protection of children in the criminal process;
- Right to a fair hearing ;
- Rights in criminal proceedings including the right to be presumed innocent until proved guilty; and
- Right not to be tried or punished more than once for the same crime.



Major Council Policy National Competition Policy Assessment

Community Engagement Policy

Introduction

A policy must not restrict competition unless it can be demonstrated that:-

- The benefits of the restrictions to the community as a whole outweigh the costs; and
- The objectives of the policy can only be achieved by restricting competition.

This report applies the competition test to the Community Engagement Policy.

Introduction, Context, Scope, Purpose and Definition

These sections set out the introduction, context, scope, purpose and definitions elements of the policy.

It does not contain any restriction on competition.

Principles

This section sets out the complaints handling principles that will guide the conduct of staff and the content and approach used in related policies and procedures.

It does not contain any restriction on competition

Approach

This section sets out the approach to complaints handling.

It does not contain any restriction on competition

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 1 59 Ivones Lane, Milawa 398 Markwood Tarrawingee Road, Milawa	<p>Objects to Amendment</p> <p>Submission considers that the proposed Flood Overlay is not accurate.</p> <p>The landowner has held the property for a long period of time with knowledge of what areas of the property are at risk of flood.</p>	No specific changes requested. Landowner requests opportunity for further discussion.	<p>A site meeting between Council and NECMA was held on 3 July 2020 with the submitter.</p> <p>Discussion with the submitter indicate the main concern relates to proposed change from LSIO to FO at the existing dwelling at 398 Markwood-Tarrawingee Road.</p> <p>Review of the flood modelling at this site shows that land immediately around the dwelling is subject to lesser flood depths than the remainder of the property, with depth < 0.5 m immediately around the dwelling. In developing the overlays it was decided to replace small patches (<1 ha) of LSIO surrounded by FO with FO. Recognising that this site is near the perimeter of the floodplain and contains an existing dwelling a small revision to apply LSIO over the dwelling site will be proposed to address the submitter's concern.</p> <p>This change has the potential to satisfy the submitters concern, subject to further discussions.</p>	Modify the amendment to apply LSIO instead of FO over the existing dwelling at 398 Markwood Tarrawingee Road, Milawa.

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 2 1354 Great Alpine Road, Tarrawingee	Comments on the Amendment Believe that the existing Flood Overlay is not an accurate reflection of the 1993 flood levels, flood levels are approximately 4.2m higher than 1993 flood levels.	No specific change to the amendment	The submission supports the Amendment on the grounds that the submitter believes that the existing overlays (which cover their house) are incorrect and exceed the 1993 flood height by up to 4.2 metres. The proposed overlay for the property will reduce the flood extent and will reflect the 1993 condition and will remove overlays from the landowners dwelling. The submission is considered to be supportive of the amendment.	No change

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Submission 3 55 Fisher Lane, Wangaratta East (submission relates to overlays at 44 Fisher Lane, Wangaratta East)	<p>Objects to Amendment</p> <p>Submission objects to the Amendment on the grounds of omission of a particular property adjoining the submitter (at 44 Fisher Lane) from the Floodway Overlay. The submission states that the adjoining property at 44 Fisher Lane should be mapped as flood prone given observed historical flooding of the property, that it is in the direct path of Crab Hole Creek and adjoins the Ovens River.</p> <p>The submission also raises a number of other issues for the property and concerns given its flood prone nature, including development of land, temporary structures, placement of fill, application of fertiliser, observed building footing failure and restriction of flows to the submitters property.</p>	<p>Does not specifically request a change, however the submission raises concern that the adjacent land is not mapped as flood prone despite observed flooding.</p> <p>Queries Council obligations towards perceived unauthorised building, filling and damage from flood on adjoining properties.</p>	<p>This submission raises a variety of issues relating the adjoining property at 44 Fisher Lane. The adjoining landowner has not made a submission to the Amendment, however given the issues raised by the submitter, it is appropriate to consider these issues.</p> <p>Council officers have referred the submission to NECMA for consideration of the application of the FO to the land at 44 Fisher Lane.</p> <p>The property at 44 Fisher Lane is currently completely covered by overlays (predominantly FO with a small area of LSIO adjacent Fisher Lane) and will remain completely covered by overlays (predominantly FO with a reduced area of LSIO, now only around the existing dwelling and sheds).</p> <p>The inclusion of LSIO around the existing sheds is based on the flood study, informed by LiDAR which shows 1% AEP flood depths marginally less than the 0.5m depth threshold applied throughout the amendment area.</p> <p>NECMA agrees that the property at 44 Fisher Lane is completely flood prone in the 1% AEP event and considers that the FO/LSIO as proposed to cover the entire property is appropriate based on the flood characteristics determined by the flood study.</p>	No change
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Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 4 95 Ushers Drive, Waldara	Objects to Amendment The submitter has previously reviewed and marked the high water level of the 1993 floods. The proposed flood extents of the Amendment considerably exceed the flood height markings that were made by the submitter. Concern that the altered flood mapping will affect the ability of the submitter to subdivide the land in the future.	Requests consideration of changes to the flood mapping.	Council officers referred the submission to NECMA for further consideration. Officers of NECMA undertook a site inspection with the submitter on 3 June 2020 and subsequent investigations were undertaken for the property. Upon further investigation, NECMA advised the submitter that based on the flood data modelling and available topographic information the mapped LSIO provides a locally poor representation of the topography. This was determined to be a result of 'smoothing' that is applied to the LSIO boundary in the flood modelling process. The modelling was not able to address the small scale topographic features of the land. NECMA have subsequently presented a proposed change to the LSIO boundaries to reflect the local topography. The submitter has agreed to the proposed change.	Modify the LSIO map as it applies to the land 95 Ushers Drive, Waldara

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 5 203 Markwood Everton Road, Everton	<p>Objects to Amendment</p> <p>Submission objects to the proposed extension to the current overlay of Floodway Overlay along the Markwood-Everton Road in the vicinity of the existing dwelling.</p> <p>Submitter has reviewed the Flood Study and does not believe that there is any data to support the proposed changes to the FO as proposed in relation to the land. Concern is raised that the proposed changes are simply taken from the 1% AEP flood extent mapping and depth estimates without other considerations.</p> <p>The submitter has lived at the property since 1996 and experienced several major flood events and notes that the land within the proposed LSIO experience less than 20 cm flood depths with no velocity, and have impact on flood discharge or floodplain capacity.</p>	<p>Objects to the extension of the flood overlays on the land.</p> <p>Requests the existing areas mapped as FO be retained as these areas are subject to depths of up to 20cm.</p>	<p>Council officers referred the submission to NECMA for further consideration.</p> <p>The detail of the requested changes has not been discussed with the submitter at this stage. The overlays as proposed are based on the flood study information, calibrated to the 1993 flood event referred to by the submitter and taking into account depth, velocity and hazard. NECMA considers that the proposed overlays improve the quality of mapping available in the area but will discuss with the submitter.</p>	<p>No change</p> <p>Discuss with submitter to understand requested changes and consider if local amendment can be accommodated.</p>

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Submission 6 9 Carboor Everton Road, Everton	<p>Objects to Amendment</p> <p>Submission objects to the Amendment as a recent Permit Application for a dwelling was issued in 2018 and subsequent certificate of occupancy issued in June 2020. The site of the dwelling is currently LSIO however is proposed to be within the FO.</p> <p>Submission raises primary significant concern that the application of the FO will lead inability to insure and rebuild if the dwelling is destroyed.</p> <p>Submission also raises concern with the accuracy of the flood mapping. The submitter has resided on the property for a long period of time and has observed information of where the flood line is from various flood events. Notes that existing outbuilding have not been affected by flood (inclusive of the 1993 flood event).</p> <p>States a difference of 1.05 metres between proposed flood mapping and TBM spike (at highest point of the levee) and 1% AEP level.</p> <p>Considers the amendment to be unfair and unreasonable given a permit was issued for a dwelling under the LSIO and now change to FO.</p>	Requests revision to the FO to exclude the newly constructed dwelling on the property.	<p>The submitter made initial enquiry of Council regarding flooding information under the proposed Amendment. A subsequent objecting submission was received.</p> <p>Council officers referred the submission to NECMA for further consideration. NECMA has consulted with the submitter and provided information to support the proposed mapping as it applies to the submitters property. Opportunities to meet on-site and discuss with NECMA have not been taken up by the submitter.</p> <p>Modelling is consistent with 1993 flood conditions in this area. Demarcation between FO and LSIO is driven largely by depth (not flow velocity) in this area and depth locally exceeds the 0.5m threshold around the dwelling and downstream of the Carboor-Everton Road.</p> <p>It is noted that the submitters have a permit for the existing dwelling and an occupancy certificate for the dwelling. The submitter has the benefit of this approval despite any changes to the flood overlays. The flood data for the land indicates that the land is subject to flood risk and for the reasons above, it is appropriate that the FO be placed on the land to recognise and respond to this risk. Any future proposal on the land would be subject</p>	No change
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Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
			to a planning permit and consideration of the relevant matters.	
Submission 7 21 & 23 Valorise Avenue, Wangaratta	<p>Comments on the Amendment</p> <p>The land contains a dwelling and within close proximity to One Mile Creek. Submitter is aware of major works which have been undertaken at One Mile Creek to divert water from the township in flood events, along with further works after the major 1993 flood event.</p> <p>Expectation of the submitter is that flood extents to the township should be reducing rather than increasing as per the Amendment.</p> <p>Notes that both the FO and LSIO are now covering more of the land than existing. Submits that the risk of flooding to the land is lower than before and FO and LSIO should be reduced.</p>	Requests that the FO and LSIO be reduced.	<p>The submitter made an initial enquiry of Council regarding flooding information under the proposed Amendment. A subsequent objecting submission was received.</p> <p>Council officers referred the submission to NECMA for further consideration.</p> <p>NECMA received a flood information request from the submitter on 11 June 2020 and provided a detailed response on 22 June 2020 outlining the factors considered and likely conditions applied for redevelopment on the site.</p> <p>The submitter acknowledged and expressed appreciation for the response. NECMA subsequently called the submitter on 21 July 2020 and the submitter advised that flood information response had addressed concerns and no longer required resolution of C81 submission. Submitter was requested to email Council to confirm this.</p>	No change

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 8 13 Walter Street, Wangaratta	<p>Comments on the Amendment</p> <p>Notes confusion over the application of the LSIO to the property. The land was affected by flooding in 1993, however there has been flood mitigation works to protect properties along Walter Street. The works include a flood wall connected to the levee bank system.</p> <p>Submits that the designation of this area as being subject to inundation no longer applies.</p>	Amend controls (with the view to remove them) to account for flood mitigation works (flood wall and levee bank)	<p>Council officers referred the submission to NECMA for further consideration.</p> <p>Investigation by NECMA confirmed that the existing levee was built to 1993 level with no freeboard. Modelling within the WUWFI included the levee however the crest levee enforced in the model was marginally lower than it should have been adjacent the subject property, resulting in the modelled breakout through the site. Recognising the protection provided by the levee (crest level approx. 200mm above modelled 1% AEP level) the proposed LSIO will be removed from the Walter Street / Sunset Drive area protected by the levee.</p> <p>Council have contacted the submitters to provide this advice and explain the proposed changes.</p>	<p>Modify</p> <p>the LSIO map as it applies to the land at Walter Street & Sunset Drive area.</p>

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 9 101 Jordans Lane, Wangaratta	<p>Objects to Amendment</p> <p>Submission raises concern in relation to the proposed mapping for the Amendment. The land to north of the submitter is identified in the Draft Low Density and Rural Residential Housing Strategy to be considered for rezoning to Low Density Residential. This adjacent land was subject to flooding in 1993 and is not shown as flood prone.</p> <p>Concerned that potential development of the adjacent property for residential will involve filling of land and cause increased risk of flooding to the submitters property.</p>	Investigate the mapping further based on observed conditions and why a flooding overlay is not applied to the adjoining property.	<p>Council officers referred the submission to NECMA for further consideration.</p> <p>NECMA advised that lot referred to in the submission is only marginally impacted by flooding from Three Mile Creek in the south-west corner. There is no significant change in overlay between existing and proposed mapping.</p> <p>In relation to the main concern raised in the submission regarding low lying depressions along the eastern boundary of the lot, these features are not subject to flooding from Three Mile Creek, as they are above 1% AEP level (actually above 0.5% AEP level), and it is not considered reasonable to apply FO or LSIO based on assessment of riverine flooding in the area.</p> <p>It is noted that these depressions (along with significant coverage of large native trees and potentially wetland vegetation) should be protected in any future development. This should be considered under any future development proposal of the land.</p>	<p>No change</p> <p>Council to make contact with the submitter to discuss concerns in context to the Draft Wangaratta Low Density and Rural Residential Strategy and how these issues may be addressed through the strategy.</p>

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 10 59 Jordans Lane, Wangaratta	<p>Objects to Amendment</p> <p>Similar to submission 9, this submission expresses concern with the lack of flood overlay to adjoining land and potential for intensification leading to increased flood risk.</p> <p>The land to the north of the submitter is identified in the Draft Low Density and Rural Residential Housing Strategy to be considered for rezoning to Low Density Residential and was subject to flooding in 1993 but is not shown as flood prone.</p> <p>Concerned that potential development of the adjacent property for residential will involve filling of land and cause increased risk of flooding to the submitters property.</p>	Investigate the mapping further based on observed conditions and why a flooding overlay is not applied to the adjoining property.	<p>This submission raised identical issues to that of Submission no 9, and was made by another neighbour.</p> <p>Council officers referred the submission to NECMA for further consideration.</p> <p>As above, NECMA advised that the lot referred to in the submission is only marginally impacted by flooding from Three Mile Creek in the south-west corner. Based on the assessment of the site and consideration of the modelling, it is not considered reasonable to apply FO or LSIO based on assessment of riverine flooding in the area.</p>	<p>No change</p> <p>Council to make contact with the submitter to discuss concerns in context to the Draft Wangaratta Low Density and Rural Residential Strategy and how these issues may be addressed through the strategy.</p>

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 11 340 Markwood Tarrawingee Road, Milawa	<p>Objects to Amendment</p> <p>The submission states that the south western corner of the submitters land has never flooded, based on landowner observations.</p> <p>Flood overlays have been historically applied to the land known as 'The Terraces' in Tarrawingee, however this land is known by local landowners to be 2 metres above observed flood levels. Questions the accuracy of the flood mapping.</p> <p>Makes a number of comments on NECMA and Council relating to previous decision making and operational matters.</p>	Requests removal of LSIO from property.	<p>This submission is made by the neighbour of submitter 1, discussed above. A site meeting was held with Submitter 1 on 3 July 2020 and was also attended by Submitter 11, with Submission 11 received after the meeting. The reference to overlays in 'The Terraces' area of Tarrawingee relates to the existing overlays derived from historic mapping approximately 20 years ago. The proposed overlays address this historic inaccuracy.</p> <p>In relation to the Submitter's property at 340 Markwood-Tarrawingee Road, it is agreed that flooding in the south-west corner of the property is shallower than over the remainder of the property but imagery from 1993 (supported by the modelling) shows that the area has been subject to flooding. It is considered appropriate to apply LSIO in this area as proposed but this should be discussed with the submitter.</p>	No change

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 12 13 Bronmar Street, Wangaratta	<p>Objects to the Amendment</p> <p>Submission objects on the basis that the proposed flood overlays do not reflect the true extent of flooding for the property. The submitters have resided at the property and have observed various flooding events.</p> <p>Submission concludes that the existing flood overlays are reflective of flood extent.</p>	Retain existing flood overlay extents on the property.	<p>Officers provided comments to the submitter during the exhibition period regarding the flood modelling and identified levels. Council officers also referred the submission to NECMA for further consideration.</p> <p>Council and NECMA met on site with the submitters to provide further information in relation to the modelling and impact on the site. Specifically it was noted that the current overlays do not accurately represent site topography and site impact (FO was apparently trimmed to avoid covering residential lots in this area) and the proposed overlays more accurately reflect flood risk within the property.</p>	No change

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 13 42 Edwards Street, Wangaratta	<p>Supports the Amendment in part and requests changes</p> <p>The submission supports the proposed amendments to the LSIO in relation to the eastern portion of the submitters land which is between the Wangaratta Glenrowan Road and the Melbourne to Sydney railway line.</p> <p>Comments that there has been a decline in maintenance of the Fifteen Mile Creek channel and due to the flows in the area has led to increased flows of water into the submitters land. Requests urgent creek bed maintenance to restore the original flow of water in the Fifteen Mile Creek and reduce impact on the surrounding area.</p> <p>Submission requests that the LSIO be modified in the north western portion of the land, to remove an area between two dams south of Gravel Pit Road. Submitter notes this area as being described as a 'high red bank' and to their knowledge and observation has not been subject to flooding or inundation.</p>	Requests removal of the LSIO	<p>Supporting component of the submission is noted.</p> <p>Council officers referred the submission to NECMA for further consideration in relation to the requested changes to the LSIO. The area where the submitter requests removal of LSIO from an area of 'high red bank' is recognised as not being subject to flooding however this area is small (2.2ha) and is an island of higher ground surrounded by lower lying land which is subject to flooding. As such, it is considered appropriate to apply LSIO in recognition of the isolated nature of the site.</p>	No change
Submission 14 DELWP	<p>No objection</p> <p>DELWP notes the scope of the amendment, has reviewed the documentation and offers no objection.</p>	None	Comments of CFA are noted	No change

Attachment 1 –Assessment of Submissions to Amendment C81: Wangaratta Flood Study

Land Affected	Submission Details	Changes requested	Officer comments	Recommendation
Submission 15 CFA	No comments Not impacted by the amendment and there will be no impact on bushfire or service delivery of the CFA	None	Comments of CFA are noted	No change
Submission 16 Goulburn Murray Water	No objection to amendment Requests change The submission generally supports the amendment although requests that the requirement for a minimum 30 metre setback from any waterway for the construction of a pergola, verandah, deck or carport associated with an existing dwelling be included in the schedule to the Land Subject to Inundation Overlay as well as the Floodway Overlay.	Requests change to the LSIO Schedule to include the requirement for a minimum 30 metre setback from any waterway for the construction of a pergola, verandah, deck or carport associated with an existing dwelling consistent with the Floodway Overlay	<p>The request by GMW is for the inclusion of the 30 metre waterway setback in the LSIO schedule, consistent with the FO. However, given the operation of the FO and LSIO schedules, it is noted that the 30 metre setback is only included as a trigger. That is, if the particular works are proposed within 30 metres of a waterway, a permit will be required.</p> <p>Council would support revising the LSIO schedule so that it maintains consistency with the FO, however the revision is not proposed to introduce a mandatory setback for development.</p> <p>Any development that does not meet the exemptions listed in the schedule would be subject to a permit assessment process.</p>	<p>Modify the LSIO Schedule to: <i>A permit is not required to construct or carry out the following buildings or works:</i></p> <p>...</p> <p><i>The construction of a pergola, verandah, deck or carport associated with an existing dwelling provided that the works are located more than 30m from any waterway</i></p>

Sub Folder S20/110



Assembly of Councillors

Date: 6 July 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: Chris Eddy

Conflict of interest: NA

Matters Considered: CEO KPI Workshop



Rural City of
Wangaratta

File: F16/2117

Assembly of Councillors

Date: July 7, 2020

Meeting: Wangaratta Economic Development & Tourism Advisory Committee

Commenced: 5:30pm

Councillors:

Cr Dean Rees - Mayor
Cr Mark Currie – Deputy Mayor
Cr Harry Bussell
Cr David Fuller
Cr Harvey Benton

Present

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Officers:

Brendan McGrath – CEO
Stephen Swart – DDS
Celeste Brockwell – MSG&E
Janine Rolles – CED
Travis Vincent – BIO
Kate Clark – EDO (minutes)

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Apologies: Brendan McGrath, Jamie Ramage, Cr. Harry Bussell, Cr. Dean Rees, Cr. Dave Fuller, Simon Frazer

Independent Presenters: N/A

Conflict Of Interest Disclosure: (Left the room – Returned): N/A

Matters Considered:

- Minutes of previous meeting
- Alan Clarke (Guest presenter from RCOW) on the Organics Facility
- Update from Travis Vincent on Truck Parking options in RCOW
- Water Security
- Branding and Marketing
- Business Arising

Meeting Closed at: 6:52pm

Sub Folder S20/110



Assembly of Councillors

Date: 13 July 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 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: Tatum McMonigle – Project Officer Delivery & Contracts, Marcus Goonan, Manager Infrastructure Planning & Delivery, Glenda Beecher, Manager People & Governance

Conflict of interest: N/A

Matters Considered:

1. Draft Wareena Park Masterplan
2. Footpath Priority Program
3. Diversity in Employment
4. Review Briefing Forum Actions
5. General Business
6. CEO & Councillor Only Business

Sub Folder S20/110



Assembly of Councillors

Date: 27 July 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 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: Wendy Daly – Community & Recreation Officer; Brad Gill – Projects & Recreation Coordinator; Celeste Brockwell – Economic Development, Environment & Strategy; Tatum McMonigle – Project Manager; Marcus Goonan – Manager Infrastructure, Planning & Delivery; Tony Raven – Governance & Reporting Advisor; Juan Hernandez – Manager Customer, Digital & Transformation Services

Conflict of interest: N/A

Matters Considered:

1. Council Committees
2. Minor Community Grants Program 2020/21
3. Business & Community Recovery Grants Program
4. Wareena Park Masterplan Update
5. Revised Appointment to Council Committees Policy
6. Revised Instrument of Delegation from Council to the CEO
7. ICT Strategy Tender Award – IT Hardware Contract
8. ICT Strategy Tender Award – Software Licence Contract
9. General Business
10. CEO & Councillor only Business

File: F16/2117



Assembly of Councillors

Date: 21 July 2020

Meeting: Agriculture and Agribusiness Advisory Committee

Commenced: 5pm

Councillors:

Cr Harvey Benton

Present**Absent****Officers:**

Stephen Swart -



Celeste Brockwell



Rachael Richards



Martin Ireland



Janine Rolles

**Also Present:** Graeme Norman, Rosey Bennett, Lachlan Campbell, Jane Carney**Apologies:** Leon Carter**Independent Presenters:** No**Conflict of Interest Disclosure:** Nil**Matters Considered:**

1. Water Security Project
2. Effects on primary producers by current border closure.
3. Dry Seasonal Conditions
4. Bushfire Recovery
5. Council Assistance with Covid

Meeting Closed at: 5.58pm

Sub Folder S20/110



Assembly of Councillors

Date: 27 July 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 checked="" type="checkbox"/>	<input 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: Bek Nash-Webster – Grit & Resilience Program Coordinator; Tony Raven – Governance & Reporting Advisor

Conflict of interest: N/A

Matters Considered:

1. Progress Report – Grit & Resilience Program
2. Proposed Governance Policies
3. Council Meeting Agenda Discussion
4. Review Briefing Forum Actions
5. General Business
6. Operational Status Reports

Sub Folder S20/110



Assembly of Councillors

Date: 28 July 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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Executive Team:

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

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Independent Presenters: N/A

Conflict of interest: Cr Harvey Benton disclosed a conflict of interest

Sub Folder S20/110



Assembly of Councillors

Date: 3 August 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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Executive Team:

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

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Independent Presenters:

Courtney Naughton – Waste Management Coordinator, Monique Hillenaar – Community & Recreation Officer, Katie Gibson – Community & Recreation Officer, Kelly Timms – Events Team Leader, Tanya Camplin – Venue Manager WPACC, Penny Hargrave – Manager Arts, Culture & Events, Wangaratta Festival of Jazz & Blues Board.

Conflict of interest:

NA

Matters Considered:

1. Cell 2 & Cell 8 Rehabilitation Construction works
2. Mitchell Avenue Reserve Masterplan Update
3. Event Economic Benefit Reporting
4. Wangaratta Performing Arts & Convention Centre Covid-19 Response and Opening Plan
5. Wangaratta Festival of Jazz and Blues Board Presentation & Discussion



Minutes

Wangaratta Economic Development & Tourism Advisory Committee

5:30pm Tuesday 07, July 2020 at Microsoft Teams

Attendees

COMMITTEE: Cr. Currie, John Joyce, Elizabeth Ellis, Robert Floyd, Stephen Oxley, Ilena Young, Christine Haddrick,

GUESTS: Cr. Harvey Benton, Alan Clarke (RCoW Director of Infrastructure)

NON VOTING: Stephen Swart, Celeste Brockwell, Janine Rolles, Travis Vincent, Kate Clark (minutes)

Apologies: Brendan McGrath, Jamie Ramage, Cr. Harry Bussell, Cr. Dean Rees, Cr. Dave Fuller, Simon Frazer.

Agenda Item	Action
1. Welcome – John Joyce	
• Meeting Apologies – as above.	
• Review of previous meeting minutes:	
Moved by: Christine Haddrick	
Seconded by: Robert Floyd	
• Conflict of interest declarations: N/A	

2. Alan Clarke – Rural City of Wangaratta Director of Infrastructure

- Alan presented to details on the Organics plant.
- What is RCoW doing with the end product? Alan is working with both NECMA & Sustainability Victoria looking at potential farm trials for the future. There have been a lot of enquiries into the purpose of the end product.
- Alan informed the group that RCoW can be seen as quite progressive in the FOGO (Food Organics & Garden Organics) space given 2030 is the date all councils must provide a FOGO service to all their residents.
- The Organics plant is still in the exploration stage with more equipment scheduled to assist to filter the final product. The facility has been designed to expand.
- Ilana led discussion with a question around if the process/facility can be used for other kinds of waste. Alan noted that legislation has some glass crushing services coming up but you must have a use for the end product which we are working on at the moment. Ilana noted this would be a great project for start-ups to sink their teeth into – coming up with that end use.

3. Update – Travis Vincent –Truck Parking in the CBD

- Travis is in communications with a few properties about their desire or willingness to accommodate truck parking.
- Responses have varied from a property willing to consider it for short term only, to a property considering a stop hub providing fuel and services (conceptual stage only).
- Harvey Benton commented he believes there will be a take up if the facility was available and known about.

4. Fixed Item – John Joyce - Water Security

- John, Harvey, Rachael & Celeste took this subject to a separate meeting during the week.
 - John noted that the Water Security Document designed earlier could and should be used as a point of advocacy.
 - It was discussed whether or not another document should be developed. SWOT style with the 'Who's' and 'what's' of water- a situational analysis.
 - Robert Floyd stated perhaps we should consider including our local member to advocate on the subject. John noted that this was discussed in the meeting during the week and it was determined that something physical report is needed first to present to the member. Rachel is collating some notes which will be circulated to this committee for further discussion.
- Circulate the notes from separate meeting onto the committee for review.

5. Fixed Item – RCoW – Branding & Marketing

- Janine noted the RCoW style guide updates for the sub brands of Invest Wangaratta and Visit Wangaratta.

6. Business Arising

Celeste informed the group RCoW's COVID & Bushfire Recovery Grant Program is coming soon and more details will be available once/if the program is endorsed by Council at the July Council Meeting.



62-68 Ovens Street (P.O. Box 238)
 WANGARATTA VIC 3676
 Telephone: (03) 5722 0888
 Fax: (03) 5721 9526
 E-mail: council@wangaratta.vic.gov.au

Agriculture and Agribusiness Advisory Committee Meeting
To be held on Tuesday 21 July 2020 - 5.00pm
Ovens Room/Online, Wangaratta Government Centre
Minutes

S17/1777

1.	PRESENT (VOTING): Cr Harvey Benton, Graeme Norman, Lachlan Campbell, Jane Carney, Rosey Bennett, NON VOTING: GUESTS: Stephen Swart, Celeste Brockwell, Janine Rolles, Rachael Richards, Martin Ireland	
2.	APOLOGIES: Leon Carter Apologies accepted: Moved Graeme Seconded Rosey	
3.	CONFLICT OF INTEREST DECLARATIONS: NIL	
4.	MOTION TO ACCEPT MINUTES FROM LAST MEETING: MOVED: N/A SECONDED N/A	
5.0	AGENDA ITEMS:	
5.1	Water Security – Cr Benton	<p>The two Chairs of the AAAC and WEDTAC will continue to meet and progress the Water Security project. There is a small amount of funding available to start the project. A research paper has just been completed by Helen Haines office – Indi Water Assessment. Not sure of availability due to intellectual property.</p> <p>Action: Celeste Brockwell to contact Helen Haines Office to check availability of document.</p> <p>Water Security Meeting - Wednesday 1 July Attendees: Cr Harvey Benton, John Joyce, Celeste Brockwell, Rachael Richards Discussion:</p> <ul style="list-style-type: none"> • With little to no funding allocated to this project, discussion around what can be done and what actions can be undertaken to keep the project going. • Data collation and research could be done in conjunction with a University student undertaking a thesis or masters based on water. This could be done with some allocation of money from Council.

6/08/2020 6:12 PM

1 of 4



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 WANGARATTA VIC 3676
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		<ul style="list-style-type: none"> There currently is no officer at Council that would have the skills or time to undertake the research component of the project. The advocacy part of the project could be done within council. It is important to ensure we engage and get investment and input from larger organisations. ie. Brown brothers, Alpine MDF Ongoing communications and awareness to highlight this work to local MPs. ie. Tim McCurdy, Helen Haines, Jaclyn Symes Important to note that "We are not asking for more than what we have" Project to be split into two components - 1 Situational Analysis, 2 - Advocacy <p>Actions:</p> <ul style="list-style-type: none"> Rachael - Put together a one-page document that explains next steps and how the two components will be addressed. Rachael - Organise a bi-monthly meeting to discuss progress of project Rachael - Organise a meeting at Council with Ken Gourdien and Bruce Diffy to discuss water security, current water practices and lessons learned. Celeste - Continue conversations with the likes of Ag Vic and NECMA around future funding
5.2	Effects on Border crossing closure for primary producers – Cr Benton	<p>There is confusion around what impact this might have on seasonal workers. The likes of sheep shearers if they must quarantine when returning to NSW. Livestock sales are still noted as critical and should not impact farmers wishing to attend sales.</p> <p>Action: Rachael to continue to send out information as it comes to hand from Agriculture Victoria.</p> <p>The following information has been received from Michael Bretherton from Agriculture Vic. All feedback we have received to date regarding the process has been that it is quick and easy but please let me know if you receive any counter feedback and I can feed this in through Ag Vic channels.</p>



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		<p>Some additional information below:</p> <ul style="list-style-type: none"> The Agriculture Victoria website has information and advice for animal owners, commuting and accommodating seasonal contract workers during coronavirus, farm business FAQs on coronavirus and services for farmers during coronavirus and links to other useful websites such as Working for Victoria and Business Victoria. Border restrictions are in place when travelling from Victoria into South Australia and NSW. As primary industry production and the food supply chain are essential services, business can continue to operate, including across borders, with consideration of social distancing and other conditions. For South Australia, PIRSA's COVID-19 Primary Industries Portal describes essential traveler classifications and their requirements (Commercial transport and freight services under Schedule 1 and industries and businesses, which includes agriculture, under Schedule 2) and the permit system in NSW: https://www.service.nsw.gov.au/transaction/apply-covid-19-nsw-border-entry-permit where the permit will outline the border entry directives that must be followed (eg seasonal workers or people providing critical services, including agriculture, freight or manufacturing).
5.3	Dry Seasonal Coordinators Meeting – Update – Rachael Richards	<p>Rachael gave an update on the outcomes of the recent Dry Seasonal Coordinators meeting.</p> <ul style="list-style-type: none"> Rural Finance - People are generally positive with the start to the season however the biggest challenge will be restocking. Most of the focus is on fires and smoke taint in grapes and how to get businesses back up and running. Dairy - Milk prices are good, good start to season, Dairy Australia and Murray Dairy looking for board members On farm water storages are in better condition than May NECMA conducting resilience planning with dairy and proposal for vigneron including adaptation planning and water yield DHHS - Food relief is a big issue and demand continues, job keeper reduction will impact on food security and shelter. Many DHHS have been drawn into Covid response
5.4	Bushfire Recovery Update – Celeste Brockwell	<p>Bushfire recovery is still ongoing. Council has supported the recent Wine Smoke Taint report which will be used to advocate to Government and highlight the impact across the region.</p>



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		<p>Lachlan Campbell thanked the Rural City of Wangaratta for the contribution and support on this project. A position will be filled with the funding and will be announced shortly.</p> <p>Action: Vanessa Thompon to come along to next meeting and talk about the Pest and Weeds project.</p> <p>The recent funding for Pest and weeds is currently being disseminated by the Natural Resource team. It will focus on wild pest management and improved fencing for farmers in high risk areas.</p> <p>Action – Rachael to send out Wine Taint Report to committee.</p>
6.0	GENERAL BUSINESS:	<p>Question from committee around current Covid assistance.</p> <ul style="list-style-type: none"> • Sending out clear messages to contact council if they are suffering hardship or looking for assistance. • Reduction in registration fees – Food vendors, caravan parks, foot path traders, discount on building and planning fees. • Business and Community Recovery Grants - \$373,000 allocated. <p>Action – Rachael to send out information regarding grants when they become available</p> <p>Council has applied to the Governments Jobs fund and applied for an additional 36 positions to be filled as part of that funding. The application is still be considered and the employment lasts for approximately 6 months.</p>
7.	Review of Committee Action Sheet	WIM D19/17637
8.	NEXT MEETING	Tuesday September 15, 2020
9.	MEETING CLOSED	There being no further business, the meeting closed at 5.58pm