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AGENDA

ORDINARY MEETING OF COUNCIL FOR WEDNESDAY 27 SEPTEMBER 2017 TO BE HELD AT COBRAM CIVIC CENTRE COMMENCING AT 5:00 PM

1. CALLING TO ORDER – CEO

RECORDING

Consistent with section 72 of our Meeting Procedures Local Law, Council officers have been authorised to record the public session of this meeting using an audio recording device.

2. PRAYER

Almighty God we humbly ask you to guide our deliberations for the welfare and benefit of the Moira Shire and its people whom we serve.

Amen

3. ACKNOWLEDGEMENT OF COUNTRY

We, the Moira Shire Council, would like to acknowledge the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

4. APOLOGIES & REQUESTS FOR LEAVE OF ABSENCE

5. DECLARATION UNDER ACTS, REGULATIONS, CODES OR LOCAL LAWS

6. DECLARATION OF ANY INTEREST OR CONFLICT OF INTEREST

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: “That the minutes of the Ordinary Council Meeting held on Wednesday, 23 August 2017, as prepared, be confirmed.”

8. COUNCILLOR REPORTS

COUNCILLORS TO PROVIDE VERBAL REPORTS

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FILE NO: 001
4. A WELL RUN COUNCIL

ITEM NO: 9.2.1

MOIRA SHIRE COUNCIL ANNUAL REPORT 2016/17 - FOR NOTING

RECOMMENDATION

That Council receives and notes the 2016/17 Annual Report including the audited Financial Statements and Performance Statement.

1. Executive Summary

Moira Shire Council's 2017 Annual Report including the audited Financial Statements and Performance Statement is provided for noting by Council.

Council is required to prepare its 2016/17 Annual Report in line with the requirements set out in the Local Government Act 1989 (The Act) and submit the report to the Minister by 30 September each year.

Following Council's noting of the Annual Report, the report will be made available to the community and stakeholders via Council's website and copies will be printed and made available from Council's service centres.

2. Background and Options

2016-17 Annual Report Highlights

Best practice waste management

- Council's waste management service flipped more than 1 million kerbside bins across the Shire collecting more than 10,000 tonnes of waste and ensuring more than half the waste was kept out of landfill and directed into recycling and organic processing.
- Communities across the Shire helped our organics kerbside collection service achieve an average monthly contamination rate of 0.4% - well below the industry best practice of 1% and up to 10 times better than other councils.

Investment attraction and development

- Moira Shire attracted more than \$187 million of local, national and international investment with Council deciding 298 planning applications during the reporting period.
- Council's processing of planning applications improved with the average processing time reduced by almost a week and a 20% increase in the number of applications processed within the 60 day target.
- Council reviewed its Municipal Strategic Statement. The review brings this essential planning and development resource in line with contemporary planning requirements and reflects the current and future aspirations for land use across the Shire.

A well run council

- Council agreed an enterprise agreement with staff that is ahead of industry standards and provides a sound and affordable basis for attracting, retaining and developing our valuable staff.

Valued community services for all ages

- Council's Maternal and Child Health nurses completed home visits with 361 new born residents and their families.

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MOIRA SHIRE COUNCIL ANNUAL REPORT 2016/17 - FOR NOTING (cont'd)

- On average Moira Shire residents visited a council swimming pool 1.85 times and borrowed six books from a council library during the year.

Strong Financial Position

- Council's financial position remains strong as Council cost-effectively delivered programs and services and paid down existing debt.
- Council's performance is within the required parameters for all Victorian Auditor General (VAGO) indicators.
- Council ends 2016/17 with a \$10.2 million **surplus** and an underlying financial surplus of 14.3% which sits within the target range of -20% to 20%. The surplus is significantly inflated because the Commonwealth Government has prepaid half of next year's Financial Assistance Grants in the current year.
- Council ends the year with cash and financial assets of more than \$30 million and the Annual Report provides a break-down of this number that confirms \$25.87 million is committed or required as provision or a reserve.

Safe and efficient delivery of our largest ever capital works program

- Council delivered its largest ever capital works program of \$13.08 million – 35% larger than 2016/17.
- Road repair and renewal programs works increased by more than 20% on 2015/16 and a 48% increase on 2014/15 following the significant boost to the Roads to Recovery grant funding.
- Prolonged wet weather during winter and into spring greatly impacted on our road network with a 50% increase in customer requests, a decline in community satisfaction with local sealed roads and the proportion of roads requiring intervention increasing from 0.27% last year to 6.3% in 2016/17.
 - Completion of the \$1.7 million Cobram Library with more than \$200,000 of funds raised by the Moira community to support this project.
 - Reconstruction of sections of Parnell Road and Walshes Bridge Road
 - \$1.3 million in road resealing
 - \$1.5 million in gravel road and shoulder resheeting
 - \$400,000 on footpath and kerb and channel works in Blake Street Nathalia.
 - Completion of the roundabout at the intersection of Woods Rd and Witt Street, Yarrawonga
 - Completion of the Witt Street footpath in Yarrawonga.
 - \$1 million in kerb and channel works across the shire including Yarrawonga, Numurkah, Strathmerton, and Cobram.
 - Renewed the roof of the Numurkah Recreation Reserve building

Process

This report concludes the final steps for preparing Council's Annual Report in accordance with the Act. Under the Act Council is required to:

- prepare an Annual Report including audited Performance Statement and Financial Statements, and submit the Report to the Minister within 3 months of the conclusion of the reporting period;
- consider the Annual Report at a Council meeting within 30 days of submitting the report to the Minister

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MOIRA SHIRE COUNCIL ANNUAL REPORT 2016/17 - FOR NOTING (cont'd)

- make copies available via Council's website and from Council service centres. Following Council's consideration and receipt of the Annual Report, officers will coordinate printing and provision of copies of the report online and from Council's service centres.

All the Local Government Performance Reporting Framework (LGPRF) indicators will be published later this year on the Victorian Government's Know Your Council website and this will allow members of the community to review and compare Council's performance with other councils and prior years.

3. Financial Implications

There are no further financial implications.

4. Risk Management

There are no further risks associated with the annual report.

5. Internal and External Consultation

The Annual Report will be made available online and for inspection at Council Service Centres after the September Council Meeting. Advertisements confirming the availability of the report will appear in local media.

6. Legislative / Policy Implications

The Annual Report meets Council's obligations under the Local Government Act 1989 and is prepared in accordance with the model reports provided by the Department.

7. Environmental Impact

Hard copies of the report must be produced for display at Council's service centre, agencies and the State Library. Council endeavours to keep printed copies to a minimum by encouraging online and electronic access to the report.

8. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

9. Conclusion

Council's Annual Report meets statutory obligations and presents key highlights and challenges for the organisation and the community for 2016/17. It is recommended that Council, in accordance with section 134 of the Act, receives and notes the 2016/17 Annual Report, inclusive of audited financial and performance statements as at 30 June 2017.

Attachments

- 1 Annual Report 2016-17 - *printed in separate document*

FILE NO: F13/503
4. A WELL RUN COUNCIL

ITEM NO: 9.2.2

ASSEMBLIES OF COUNCIL

RECOMMENDATION

That Council receive and note the attached Records of Assembly of Councillors.

1. Executive Summary

This report details the Assembly of Councillors for August 2017 and is prepared in accordance with the requirements of the Local Government Act (the Act) 1989 section 80A.

2. Background and Options

This report fulfills Council's legislative obligation to report the matters considered and whether a conflict of interest disclosure was made by a Councillor at

- A meeting of an advisory committee where at least one Councilor is present; or
- A meeting, briefing or other activity where at least half of the Council and a member of Council staff are present; and
- Where the matters considered may be subject to a decision of Council or exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Disability Advisory Committee – 8 August 2017	Councillors: Peter Lawless Kevin Bourke Staff: Community Services Officer, Hayley Benson	<ul style="list-style-type: none"> • Intereach NDIS session • Changing Places Grant • Enabling women leadership group • International day of people with disability 	Nil

FILE NO: F13/503
4. A WELL RUN COUNCIL

ITEM NO: 9.2.2

ASSEMBLIES OF COUNCIL (cont'd)

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing – 9 August 2017	<p>Councillors: Gary Cleveland Ed Cox Peter Lawless Wendy Buck Peter Mansfield Libro Mustica John Beitzel</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Infrastructure, Andrew Close General Manager Community, Sally Rice General Manager Corporate, Simon Rennie Manager Governance and Communications, Linda Nieuwenhuizen Economic Development Officer, Frank Malcolm Team Leader Community Services, Kim Fitzgerald Environmental Sustainability Officer, Kate Bell</p>	<ul style="list-style-type: none"> • Capital program • Environmental upgrade agreements • Numurkah Tyres • Municipal Wellbeing for all Ages Strategy • Agenda review • Councillor business • Report from Audit Committee • Katamatite Community Plan Steering Committee 	Nil

FILE NO: F13/503
4. A WELL RUN COUNCIL

ITEM NO: 9.2.2

ASSEMBLIES OF COUNCIL (cont'd)

Meeting	Present at meeting	Matters discussed	Declaration of Interest(s)
Council Briefing – 16 August 2017	<p>Councillors: Gary Cleveland Ed Cox Peter Mansfield Wend Buck Kevin Bourke</p> <p>Staff: Chief Executive Officer, Mark Henderson General Manager Infrastructure, Andrew Close General Manager Community, Sally Rice Manager Governance and Communications, Linda Nieuwenhuizen Manager Economic Development, Jane O'Brien Economic Development Officer, Frank Malcolm</p>	<ul style="list-style-type: none"> • Water policy • Yarrawonga Aerodrome • Numurkah Flood Study 	Nil
CEO Performance Review – 23 August 2017	<p>Councillors: Gary Cleveland Peter Lawless John Beitzel Wendy Buck Peter Mansfield Kevin Bourke Marie Martin Libro Mustica</p> <p>Staff: Chief Executive Officer, mark Henderson</p>	<ul style="list-style-type: none"> • CEO Appraisal 	Nil

3. Financial Implications

There are no financial implications with this report.

4. Risk Management

Risk is mitigated by responsible officers recording assemblies of Council when they occur.

5. Internal and External Consultation

The community are able to access written records of assemblies of Councillors via the Council minutes.

There are no internal consultations associated with this report.

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4. A WELL RUN COUNCIL

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ASSEMBLIES OF COUNCIL (cont'd)

6. Regional Context

All Victorian Councils have statutory obligations under section 80A of the Local Government act 1989 (the Act) to record assemblies of Councils.

7. Council Plan Strategy

The proposal under consideration in the report supports Council Plan Strategy No. 4 - Well Run Council.

8. Legislative / Policy Implications

Inclusion of the records of Assembly of Councillors in the Council agenda, and incorporation into the Minutes ensures Council meets its statutory obligations under section 80A of the Local Government act 1989 (the Act).

9. Environmental Implications

There are no environmental implications with this report.

10. Conflict of Interest Considerations

There are no council officer conflict of interest issues to consider within this report.

11. Conclusion

The Assembly of Councillors records incorporated into this report are a true and accurate record of all assemblies of Councillors reported during August 2017.

Attachments

Nil

FILE NO: F17/930
2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY

RECOMMENDATION

That Council:

1. Note the submissions received from the community consultation and thank the participants that have made a submission (where contact details have been provided)
2. Approve the amended Visitor Services Strategy in response to submissions received
3. Authorize the CEO to progressively activate the strategy over the anticipated 2 year implementation timeframe
4. Actively continue to seek external funding opportunities to assist with the cost of construction of a public piazza adjacent to the Cobram VIC

1. Executive Summary

This Council report outlines proposed amendments to the recommendations contained in the draft Visitor Services Strategy (VSS).

The amendments have been developed following consideration of:

- The feedback received through the community consultation process that concluded 1 September 2017;
- Council's legal and financial capability and capacity - notably competitive neutrality; and
- Existing council commitments to projects and master plans.

It is proposed that the five VSS recommendations be expanded to include eight further points. The additional points clarify, confirm and in some cases commit Council to particular operating arrangements. The latter are largely driven by community concerns expressed through the community consultation phase. The submissions have been provided to Councillors under separate cover.

A revised draft strategy has been attached for Council's consideration and possible adoption.

2. Background and Options

Summary of submissions received

Council received 91 written submissions in response to the draft Visitor Services Strategy. The consultation period ran from 29 June and concluded 5 pm Friday 1 September 2017.

Submission topics:

The submissions addressed the five recommendations contained in the draft VSS as well as concerns regarding:

- Future Visitor Information Centre (VIC) services in Cobram and Numurkah;
- Access to customer service from Numurkah;
- Non-accreditation impact on the Nathalia VICs ability to attract and host activities;
- Capacity of businesses to provide Visitor Information Point (VIP) services as part of their day to day operations;
- Legacy issues arising from past grants or agreements between Council and community groups and or government; and
- Future opportunities for current staff and volunteers.

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2. A THRIVING LOCAL ECONOMY

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

Submissions mix:

- The majority of the submissions were from residents, businesses and community groups not directly involved in the tourism sector but who were concerned by the potential impact of the proposed changes on the local community and business activity. Of these submissions, 32 were based on template letter(s).
- Seven (7) submissions were extremely supportive of Council's proposals. The submissions were from local tourism industry members and some included requests to become visitor information points and included *commending Council on a VSS that is brave and progressive in its concept* and a future that *looks bright for tourism in the Moira shire if we move to a more fluid and up to date system for delivering services to the visitors in the shire.*
- Five (5) submissions were petitions with a total of 1,218 signatories expressing concern with the presumption that the Cobram VIC location will no longer provide visitor information services.

Current draft VSS recommendations:

Draft VSS Recommendation	Why
1. Retain an accredited VIC in Yarrowonga, our most visited destination.	Ensure we can promote our shire in other Visitor Information Centres across Australia.
2. Develop mobile and pop-up VICs	Bring the local knowledge and passion of our visitor information staff and volunteers to community events anywhere in the shire as well as events and festivals in neighboring shires and state capitals.
3. Make Barmah Forest Heritage and Education Centre a non-accredited VIC.	Allow the Barmah Forest Heritage and Education Centre to develop its popular education, arts and culture, and nature based tourism services without the burden of inflexible accreditation requirements.
4. Integrate visitor services into local businesses through a network of VIPs located anywhere from Bundalong to Barmah, Yalca to Yundool with council providing resources, support and training to participating businesses	More visitor information service points in more towns and locations across the shire.
5. Deliver a campaign which targets and empowers local residents to share their local knowledge and enthusiasm with visiting friends and relatives.	Build on the fact that many people visit our region to catch up with friends and family.

KEY ISSUES IDENTIFIED

The following does not include every aspect or concern raised in the submissions. It provides a summary of the most common concerns and in some cases their common underlying elements.

ISSUE 1 - Cobram VIC

Summary - That the Cobram VIC will close and will no longer be used for visitor services.

- In most cases the submissions highlighted the VIC's ideal location for provision of visitor services and welcoming visitors to the town. The submissions noted the views across Federation Park, access to parking for a range of vehicle types and sizes and the easy walking distance to the main shopping area.
- Several submissions included proposals/demands that Council increases its investment in this site to take advantage of the location with proposals for a café, gallery and similar business type proposals.

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2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY (cont'd)

- A number of submissions reference an early 1980s agreement or understanding between Council and local community groups that obligates Council to use the site '*primarily as a Tourist Information Centre in accordance with the requirements of the Cobram Tourist and Development Committee*'.
- Several submissions referenced \$180,000 of funding provided to Council to enable development of a transit and tourism hub at Federation Park.

Discussion

Council identified this concern early in the process and its public communications has included the following.

The VSS paves the way for more visitor information points in local businesses across the town including the existing current VIC site as well as other locations such as Thompson's beach and the Cobram Library.

Like many in the community we would like to see the current VIC and its immediate surrounds developed as outlined in the 2009 Streetscape Plan. This plan proposed to convert the immediate area into a piazza and the VIC could become a café or similar business that can take advantage of the view over Federation Park the easy stroll into the central business area and easy access to plentiful parking for a range of vehicle sizes including RVs and cars with caravans.

We are not the right organization to run a café or similar business – particularly if it involves council investing rate payer funds to run a business that is in direct competition with other businesses in the local area (the next coffee shop is less than 30 metres away from the VIC!) For this reason it makes sense for an existing or new business operator to develop the site. Any new business would be a logical site for a visitor information point with council providing tourism promotion resources and support as we could to all other VIPs across the Shire.

Proposed amendment to the VSS

- Council will continue the staged delivery of the Cobram Streetscape Plan that will see the immediate area around the VIC developed into a public piazza.
- Council will seek a private operator to develop the VIC building e.g. develop it as a café and/or gallery on the condition that the development continues to provide visitor services.

ISSUE 2 - NUMURKAH VIC

Summary - That the Numurkah VIC will close and Numurkah will lose local delivery of visitor and Council customer services.

- A few submissions highlighted the location within the main street and concerns of what would happen to the building if it was left vacant.
- A few proposals included ideas for a café, gallery and similar type business.
- Most submissions regarding the Numurkah VIC flagged concerns about the loss of volunteers and the loss of volunteering opportunities within Numurkah.
- The submissions highlighted the wide misconception that the Numurkah VIC provides Council customer services. The VIC is primarily staffed by volunteers and for this reason it is not able to receive cash payments nor can it process any transactions that require access to Council customer records. In short, the VIC operates like Council's other service agencies – not a customer service centre.
- Numurkah Community Learning Centre (NCLC) currently leases the majority of the Numurkah building. The second NCLC submission proposes *that the prospective vacated space, the foyer, Presidents Room and Council Chambers be used as a local visitor*

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

information point, art gallery and social enterprise café which will benefit local artists and unemployed people. This space could become an attraction for visitors to the area as well as a training place for unemployed to learn hospitality and service skills. It could continue to utilise the volunteers from Love Our Lifestyle to attend the front of house and provide information about Numurkah and District and the attractions here.

Discussion

Council identified concerns regarding future customer services and volunteering opportunities early in the process and its public communications has included the following.

Like Cobram, the Visitor Services Strategy paves the way for more VIPs in local businesses across Numurkah as well as mobile and pop-up tourism points at community festivals and events – from the Numurkah Foodbowl Festival to the Wunghnu Tractor Pull. Current staff and volunteers could be a key part of these new initiatives and we look forward to continuing to work with our passionate and knowledgeable locals.

In terms of customer services at Numurkah, we already have Agency Agreements in at least eight towns across the shire that provide a greater range of services and payments than are currently available at the VIC.

If the Visitor Services Strategy proposals go ahead we will ensure no reduction in customer service options to Numurkah residents.

Proposed amendment to the VSS

- Council will explore options to enable the site to become a self-sustaining community hub and visitor services point.
- Council customer service needs will be maintained through an Agency Agreement.

ISSUE 3 - NATHALIA VIC

Summary - That transitioning the Nathalia VIC to become an unaccredited VIC will result in reduced operating hours and potentially lead to closing the facility.

- The submissions highlighted the community misunderstanding about accreditation and what it enables and requires of a VIC. For example some incorrectly assumed that non-accredited status would impact on:
 - The centre's ability to attract school groups and exhibitions. This is not correct – accreditation has no bearing on these activities.
 - Staff levels and the range of services provided. This is not correct – accreditation requires rigid operating hours and does not provide flexibility to respond to seasonal conditions or events.
- The submissions highlighted a lack of community confidence in Council's commitment to continue operations of the Centre with submitters indicating their view that Council is using the reforms to first downgrade and subsequently close the Centre.

Discussion

Council community advertising included the following statement.

The VSS will allow the Barmah Forest Heritage and Education Centre to develop its popular education, arts and culture, and nature based tourism services without the burden of the inflexible accreditation requirements. How? Become a non-accredited VIC

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2. A THRIVING LOCAL ECONOMY

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

Community trust remains an issue and for this reason it is proposed that Council commit to continuing to operate the Nathalia VIC in line with the ongoing growth of its education, arts and culture and nature based tourism offer.

Proposed amendment to the VSS

- Council undertakes to continue to operate the Nathalia VIC.

ISSUE 4 - VISITOR INFORMATION POINTS

Summary – Several submitters discounted the value of this proposal and the likely success because they believe the businesses would be too busy to deliver quality visitor services.

Discussion

It is interesting to note that most of the submissions received from tourism operators included endorsement of or a request to become a VIP. In contrast community members and groups expressed reservations with the likely uptake of this proposal.

Proposed amendments to the VSS

- The VSS will be amended to include further details of the training and familiarisation tours and other support we will provide to VIPs.
- Council will develop a Tourism Ambassador - Volunteer Buddy system that will provide opportunities for volunteers and businesses to partner up and in doing so provide additional support at peak times or as needed by the business.

ISSUE 5 - FUTURE OPPORTUNITIES FOR VOLUNTEERS AND STAFF

Summary – Several submissions from the community and residents expressed concerns with the future impact of the proposed changes on current visitor information staff and particularly local volunteers and opportunities for volunteering.

Discussion

The volunteer networks that support Council's visitor services operations in Cobram, Numurkah and Nathalia provide a valuable connection between the service and the local community. There is no doubt the volunteers have valued knowledge and a passion for their towns that cannot be taught! However, at a practical level, and despite regular efforts to increase volunteer numbers, the Numurkah VIC has been closed on some days or has needed additional staff support because of the lack of volunteers.

Many councils provide a linking opportunity between organisations seeking volunteers and individuals wanting to volunteer. The process is often at arm's length from Council for example facilitated through an online tool.

Proposed amendment to the VSS

- Council to explore options to facilitate volunteering within the shire. This initiative will happen outside the scope of the VSS.
- Council to develop a Tourism Ambassador - Volunteer Buddy system that will provide opportunities for volunteers and businesses to partner up and in doing so provide additional support at peak times or as needed by the business. Participants will be included in training and development opportunities.

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2. A THRIVING LOCAL ECONOMY

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

It is proposed that the implementation of the amended VSS will occur through the following stages:

1. Preparation of a detailed action plan ;
2. Consultation and workplace changes (if any) communicated to staff; and
3. **Staged process over two years** to ensure a smooth transition.

3. Financial Implications

As per previous Council briefings and reports, the VSS does not propose to reduce Council funding to visitor services. Instead the VSS seeks to more effectively target this spend to deliver contemporary services that can effectively compete in the tourism market and deliver quality visitor services. The Cobram VIC piazza project is currently scoped at \$600k as a discreet stage in a broader project to implement the federation park master plan.

4. Risk Management

In-action results in Council not keeping up with the tourism trends and in-effective use of Council's tourism budget.

The amended VSS 2017-2019 ensures a diversification of Council's delivery of services to ensure Moira Shire Council keeps up with the trends, reaches more visitors to the region with the outcome that more people will stay longer and spend more and return again, while addressing community feedback.

5. Internal and External Consultation

Councillors, Council VIC and Economic Development and Tourism staff, VIC Volunteers, Yarrawonga Mulwala VIC Staff, and the Moira Shire Tourism Advisory Committee have been consulted in the development of the draft VSS.

Further external consultation has taken place over a period of two months (29 June – 01 September) with 91 submissions received.

6. Regional Context

Other regions and destinations are reviewing their visitor services. Council has drawn on experiences and results achieved by other destinations and shires to inform the development of the VSS.

7. Council Plan Strategy

A thriving local economy by reviewing our tourism marketing, servicing and delivery arrangements.

8. Legislative / Policy Implications

There are no legislative or policy implications from the VSS.

9. Environmental Impact

Environmental impact will be minimised where possible in the implementation of the VSS.

10. Conflict of Interest Considerations

There is no Conflict of Interest to be considered for this report.

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

11. Conclusion

The amended VSS provides the direction for the future delivery of effective visitor services. The VSS provides a more diversified approach to delivering visitor services with the aim to reach more visitors, thereby encouraging longer stays, higher yield and return visitation.

Attachments

- 1 Overview of Consultation and Submissions
- 2 Draft Moira Shire Visitor Services Strategy 2017-2019

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2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [1] - Overview of Consultation and Submissions

Overview of Consultation & Submissions

Facilitated workshops with Economic Development & Tourism Staff, Visitor Information Centre (VIC) Volunteers and Tourism Advisory Committee

- 6 September 2016 - TRIM: D16/66689
- 14 June 2017 – TRIM: D17/44407

Community Consultation

A total of 91 submissions were received on the draft Visitor Services Strategy (VSS) representing local residents, community petitions, VIC volunteers, VIC staff, Local Tourism Associations, tourism businesses, retail and other businesses, community organisations (e.g. Lions, Probus, Historical Societies and Genealogy Groups), tourists, a Community Learning Centre and an Advisory Committee.

#	TRIM Number		
		31	D17/55229
		62	D17/61035
1	D17/50365	32	D17/55231
		63	D17/61036
2	D17/52055	33	D17/55233
		64	D17/61037
3	D17/53724	34	D17/55234
		65	D17/61038
4	D17/53837	35	D17/55235
		66	D17/61039
5	D17/53936	36	D17/55236
		67	D17/61040
6	D17/55602	37	D17/55237
		68	D17/62378
7	D17/54266	38	D17/55238
		69	D17/63185
8	D17/54267	39	D17/55239
		70	D17/63230
9	D17/54275	40	D17/55241
		71	D17/64018
10	D17/54276	41	D17/55242
		72	D17/64469
11	D17/54526	42	D17/55244
		73	D17/64719
12	D17/54764	43	D17/55245
		74	D17/64885
13	D17/55030	44	D17/56075
		75	D17/64896
14	D17/55041	45	D17/56053
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AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019



Delivering best practice visitor
information services in Moira Shire

DRAFT

Moira Shire Visitor Services Strategy 2017-2019



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AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

Our Vision

To deliver best practice
visitor services within
Moira Shire.

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ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

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ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

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Mayor's Message



Welcome to Moira Shire's Visitor Services Strategy 2017-2019.

Tourism is an important sector to Moira Shire with 569 jobs directly created by visitors coming to our region. Each year more than 900,000 visitors travel to

our region spending close to \$250 million in our Sun Country on the Murray region.

Best practice visitor services have the ability to influence visitor behaviour on both current and future trips. Good visitor services can encourage visitors to spend more time and more money in our region, to encourage visitors to come back to our region and promote our region through word of mouth to their friends and family. Moira Shire Council recognises the significant influence quality visitor services have on visitors and seek to continue to encourage visitors to stay longer, spend more and re-visit our region.

But times are changing and we must adapt. We know that visitors use more than one source of information to find out about a destination and that more and more people are booking and researching their next holiday online. To ensure that we move with the times this strategy looks to diversify the delivery of visitor services in Moira Shire to ensure that we continue to enrich visitor's experience and reach more visitors coming to our shire.

The implementation of the endorsed Visitor Services Strategy will be outlined in an action plan that will be developed each year in partnership with Moira Shire's Tourism Advisory Committee (TAC). The strategy will be reviewed each year to ensure it remains timely and effective.

Cr. Gary Cleveland
Mayor



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Introduction

Tourism matters

This strategy will play a major role in ensuring Moira Shire adapts to consumer trends and continues to deliver best practice visitor services in an efficient manner reaching more visitors.

Tourism is an amalgam of activities across various industry sectors such as retail, accommodation, cafes and restaurants, cultural and recreational services.

Effective visitor services have the ability to positively influence visitor behaviour in terms of increasing the visitor's length of stay and expenditure. Visitor services therefore play a vital role in Council.

Visitor services include Visitor Information Centres (VICs), tourism signage, marketing collateral (e.g. website, brochures and flyers), packages and booking provision, and tourism operator knowledge of regional attractions and activities.

The review of visitor services is listed as a strategic action in the Moira Shire Council Plan 2017-2021, which recognises the importance of tourism in ensuring a thriving local economy.

In developing this two-year strategy, input was sought from the Moira Shire Tourism Advisory Committee, Council's Economic Development staff and Visitor Information Centre staff and volunteers. Wider community feedback was also sought for the Visitor Services Strategy 2017-2019.

This input is reflected in the objectives of delivering visitor services:

- Offer friendly, helpful, professional and timely customer service with regards to information about Moira Shire and its surrounds (i.e. Sun Country on the Murray region) including the services provided by local businesses.
- Provide comprehensive and accurate information on the local area, local region, neighbouring regions and other regions of the State. The focus is primarily on the area covered by the Sun Country on the Murray brand, but the same service should also be extended to surrounding areas when resources permit.
- Encourage extended length of stays and increased visitor expenditure in Sun Country on the Murray.
- Operate a quality booking service for accommodation, tours and experiences in Sun Country on the Murray, where applicable.
- Deliver an effective and efficient distribution outlet for tourism product, in particular products that promote Sun Country on the Murray and the Murray region.
- Celebrate the cultural diversity of locals and visitors by treating everyone with respect, hospitality and friendliness.
- Engage the community and offer opportunities for volunteering.
- Reach multiple tourism markets through multiple touchpoints.

It is recommended that Moira Shire Council deliver visitor services through one accredited VIC, one non-accredited VIC, a mobile/Pop-Up VIC, Visiting Friends and Relatives (VFR) campaigns and Visitor Information Points (VIPs).

Once Moira Shire Council has endorsed a delivery model for visitor servicing into the future, the detailed action plan will be developed annually.

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Did you know?

- Effective visitor servicing has a capacity to disperse visitor expenditure, increase yield and inspire visitors to re-visit and recommend the destination to others.
- There are 73 accredited Visitor Information Centres across Victoria, 8 within the Murray Region, and 4 within Moira Shire.
- Moira Shire Council's visitor information services are delivered by a team of dedicated staff and enthusiastic volunteers.
- The VIC staff and volunteers help promote the businesses and the region to potential and current visitors to the region by providing information about the region in person, by phone and via the internet.
- Two of Council's VICs currently provide an event and accommodation booking service for some local tourism businesses.
- Council is committed to building on its economic strengths in agriculture, manufacturing and tourism through the 2013-2017 Council Plan.



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Tourism Snapshot



Tourism in Sun Country on the Murray

Tourism is also an important sector to the Sun Country on the Murray region (encompassing Moira Shire, Berrigan Shire and parts of Federation Council), with more than 900,000 visitors generating almost \$250 million in visitor expenditure in 2015/2016 for the Sun Country on the Murray region.

- More than one in ten visitors to the Murray Region come to Sun Country on the Murray.
- Our region receives more visitors than Swan Hill but less than Echuca Moama.

Tourism in the Murray

Tourism is an important sector to the Murray Region (including Mildura, Swan Hill, Echuca Moama, Sun Country on the Murray and Albury Wodonga regions), attracting millions of visitors every year and generating more than \$1.5 billion in economic output.

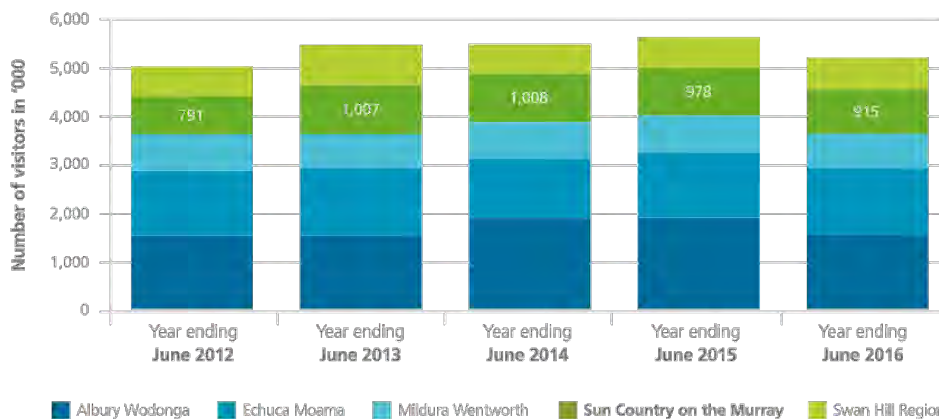
- Estimated output of \$1.54 billion, which is the equivalent to 3.6 per cent of the Murray Region's total economic output of \$43 billion.
- An important employer in the region, representing 8,417 jobs and 6.2 per cent of the overall employment in the Murray Region.

Tourism in Moira

Tourism is an important sector to Moira Shire in terms of economic output and job creation.

- An estimated economic output of more than \$101 million, which is the equivalent to 3.7 per cent of Moira Shire's total economic output of \$2.7 billion.
- An important employer in the region, representing 569 jobs and 6.2 per cent of the overall employment in Moira Shire.

Visitation to the Murray Region



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Industry Trends

We now know that:

- Effective visitor information services can increase length of stay, activities undertaken and increase expenditure.
- Excellence in visitor services is based on the delivery of the service.
- More people use the internet to research and book their holidays.
- People are researching and accessing information online via mobile devices.
- Review sites such as TripAdvisor have a more powerful impact on visitor travel schemes than any accreditation schemes.
- Visitors are increasingly seeking high-quality targeted information online 24-hours a day.
- Only limited tourism product is available online and bookable.
- Limited mobile coverage in some areas prevents VICs from offering an effective online service.

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Tourism Advisory Committee

Moira Shire Council recognises the importance of the tourism sector, with part of its role being to coordinate a Tourism Advisory Committee (TAC).

The key purpose of the TAC is to provide Council with informed and constructive advice on issues facing the tourism sector and to provide input and support into the development and implementation of tourism strategies.

The objectives of the TAC are to:

- Provide a forum to raise and share tourism industry issues in relation to local and regional matters.
- Provide input into the development and implementation of a tourism strategy for Council.
- Identify key priorities for the marketing of tourism.
- Ascertain opportunities for upgrades to existing infrastructure, operation and services.
- Present new ideas for future infrastructure and services' projects.
- Promote the effective communication of tourism issues, achievements and developments to the tourism industry and wider community.

The TAC is made up of representatives from the following organisations:

- Moira Shire Council
- Western Moira Tourism Inc.
- Cobram Barooga Business and Tourism Development Inc.
- Numurkah Love Our Lifestyle Inc.
- Yarrawonga Mulwala Tourism and Business Inc.
- Parks Victoria
- Goulburn-Murray Water
- Yorta Yorta Nation Aboriginal Corporation

The TAC also has community based representatives with skills in the area of tourism, events, recreation or leisure management.

Finally the TAC draws on the experience of other organisations and individuals as required.



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Consultation with key stakeholders

Recognising that the tourism sector is evolving as the wants and needs of tourists change and Council's commitment to ensuring that tourism thrives in the Moira Shire, staff and volunteers were invited to attend a facilitated Visitor Services' Future Planning Session on 6 September 2016.

The following themes were heard loud and clear during the session:

- **A Need for Change**

Generally the group were of the opinion that there is a need for change. We listened to the group's view on what components should be included in the continued delivery of visitor services.

- **A Regional Approach – One Unified Voice**

The need to work together and promote the region as a whole by consolidating marketing efforts and budgets to gain a broader reach and traction.

- **Highlights of Visitor Services Today**

Elements include but are not limited to great local knowledge and high quality customer service, fantastic venues, a range of information, conversion into bookings and sales, visitation and repeat visitation as well as an increase in visitor spend.

- **Visitor Services in 2020**

This should incorporate, amongst others, a mixture of good old customer service with a smile, great content and interactive information sharing, flexible approaches, instant online book-ability, great story telling, positive community feel – local businesses and residents becoming ambassadors for their region – packages and quality retail products and produce and new technology such as virtual reality.



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What we've heard from the community

Council received 91 written submissions in response to the draft Visitor Services Strategy. The consultation period ran from 29 June and concluded 5 pm Friday 1 September 2017.

Submission topics

The submissions addressed the five recommendations contained in the draft Visitor Services Strategy as well as concerns regarding:

- Future Visitor Information Centre (VIC) services in Cobram and Numurkah;
- Access to customer service from Numurkah;
- Non-accreditation impact on the Nathalia VICs ability to attract and host activities;
- Capacity of businesses to provide Visitor Information Point (VIP) services as part of their day to day operations;
- Legacy issues arising from past grants or agreements between Council and community groups and or government; and
- Future opportunities for current staff and volunteers.

Submissions mix

- The majority of the submissions were from residents, businesses and community groups not directly involved in the tourism sector but who were concerned by the potential impact of the proposed changes on the local community and business activity. Of these submissions, 32 were based on template letter(s).
- Seven (7) submissions were extremely supportive of Council's proposals. The submissions were from local tourism industry members and some included requests to become visitor information points and included commending Council on a VSS that is brave and progressive in its concept and a future that looks bright for tourism in the Moira shire if we move to a more fluid and up to date system for delivering services to the visitors in the shire.
- Five (5) submissions were petitions with a total of 1,218 signatories expressing concern with the presumption that the Cobram VIC location will no longer provide visitor information services.

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RECOMMENDATION 1

Ensure we can promote our shire in other Visitor Information Centres (VICs) across Australia

What are we proposing?

To retain the accreditation status of the Yarrowonga Mulwala VIC.

What does this look like?

This means that visitors and locals alike can continue to receive quality visitor information from 9am to 5pm every day except Good Friday and Christmas Day.

Why is this important?

It is important Moira Shire Council retain one accredited VIC to ensure the tourism sector in Moira Shire has access to the benefits of accreditation, including the use of the yellow i and promotion of our destination in other accredited VICs across the nation.

Yarrowonga Mulwala is recognised as a primary destination of the Murray Region and is the major tourism destination within Moira Shire.

We will achieve this by?

We will achieve this by outsourcing the delivery of accredited Visitor Information Services in Yarrowonga to Yarrowonga Mulwala Tourism Inc., as we have done for the last three years.

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Recommendation 2

Allow the Barmah Forest Heritage and Education Centre to develop its popular education, arts, culture and nature based services

What are we proposing?

To make the Barmah Forest Heritage and Education Centre in Nathalia a non-accredited VIC.

What does this look like?

This means that the Barmah Forest Heritage and Education Centre will be a second VIC in Moira Shire that has more flexible hours that can be adapted by demand.

Why is this important?

The Barmah Forest Heritage and Education Centre is an important interpretive information centre in the western part of Moira Shire with significant potential to grow the educational, cultural and nature based tourism markets for Moira Shire.

We will achieve this by?

Council will continue to operate the Nathalia VIC. Assessing the visitor demand for this Centre and adjusting opening hours will allow the Heritage Centre to develop its unique services and to tailor these to the needs of these markets. Council will continue to promote this Centre and the educational, arts and culture, and nature based tourism offer to school groups and other groups to further increase the visitation to the Centre and the Sun Country on the Murray region.

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Recommendation 3

Bring the local knowledge and passion of our visitor information staff and volunteers to community events anywhere in the shire as well as events and festivals in major centres and other municipalities

What are we proposing?

To develop a mobile and pop-up VIC.

What does this look like?

This can be a visitor services stand at a local event or a caravan, van or trailer that can travel to where the visitors are.

Why is this important?

This is an opportunity for Council to bring visitor information to where the visitors are at key events or attractions. In off peak visitation times the mobile VIC can promote our destination at events and venues outside the shire to build awareness and penetrate new tourism markets.

We will achieve this by?

Developing a mobile VIC that harnesses the knowledge and enthusiasm of volunteers and staff.

Identifying key events and attractions where the mobile VIC can pop-up and bring visitor services direct to the visitors.

Case Study

In late 2016 Goulburn Mulwaree Council added a mobile VIC to their fleet. The van features three television screens showcasing local attractions, events and everything that's happening in the region plus a computer, printer and iPads connected to free public Wi-Fi. The van is well-equipped to provide visitors with all the latest information and is stocked full of the usual information that visitors can expect to find at an Accredited VIC, including the Official Visitor Guide, city and region maps, dining and accommodation guides as well as the Calendar of Events.

Furthermore the mobile VIC is designed to be able to promote the region to a wider audience in strategic locations around the city of Goulburn and is also taken to events, expos and shows and is available for event bookings.

The van has been decorated to showcase the region's key attractions and icons. A white picket-fence with roll-out grass and brightly coloured furniture, as well as vibrant lighting and sound system, add to the quirky character of the cartoon-decorated vehicle.



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Recommendation 4

Build on the fact many people visit our region to catch up with friends and family

What are we proposing?

To develop a Visiting Friends and Relatives (VFR) marketing campaign that focuses primarily on the local residents but ultimately reaches the visiting friends and relatives.

What does this look like?

This will entail a print and online VFR marketing campaign featuring local tourism businesses and targeting local residents.

Residents can share their local knowledge and enthusiasm with their visiting friends and family.

Why is this important?

More than a third of visitors coming to our region visit friends and/or families.

Local residents have a powerful impact on the range of activities visiting friends and relatives experience while in the region.

At present we do not effectively engage this segment in our tourism promotion or visitor services.

We will achieve this by?

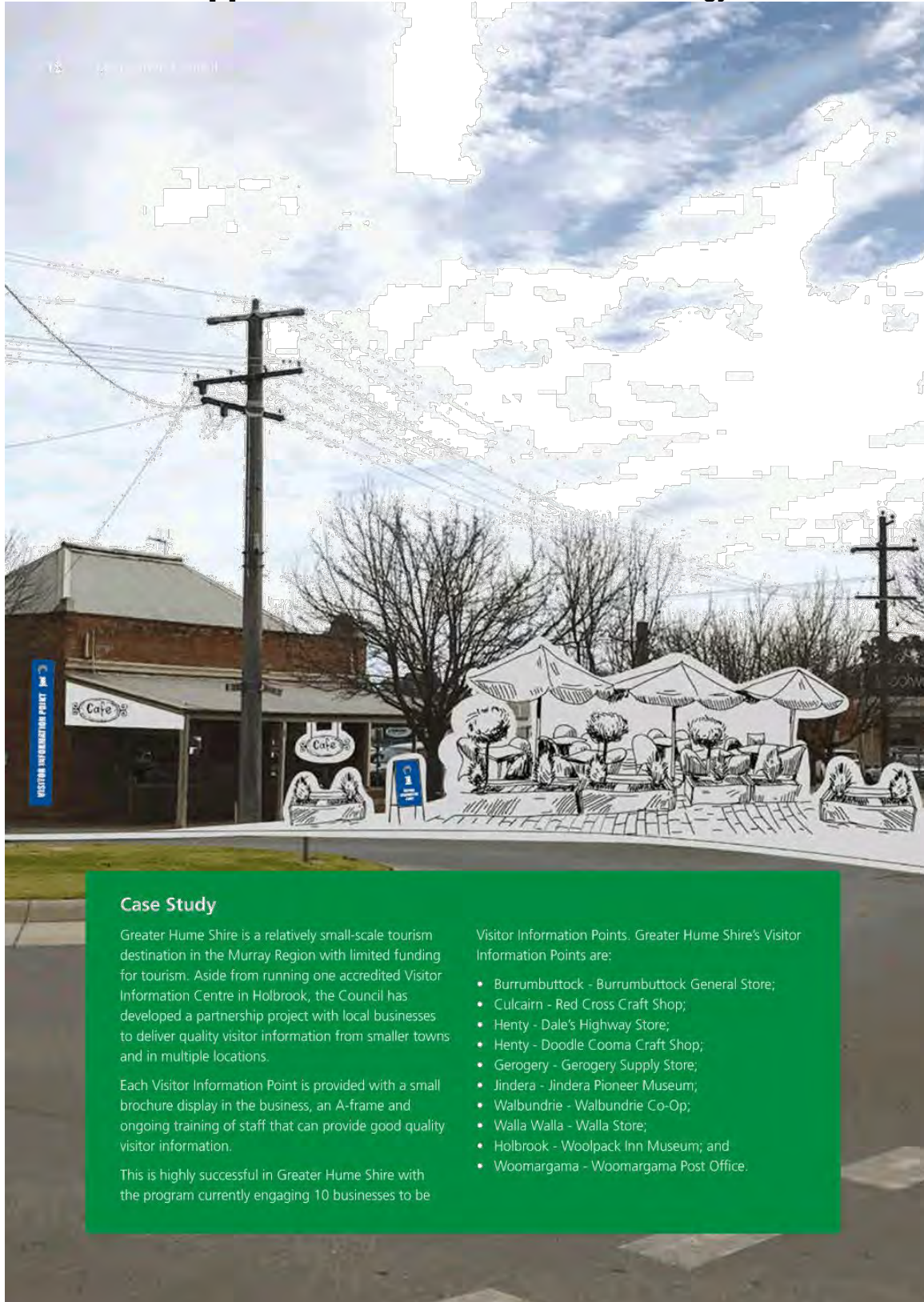
Partnering with the local newspapers and tourism businesses to deliver an 'It's Your Country' campaign to empower local residents to be tourism ambassadors for their own region.

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Case Study

Greater Hume Shire is a relatively small-scale tourism destination in the Murray Region with limited funding for tourism. Aside from running one accredited Visitor Information Centre in Holbrook, the Council has developed a partnership project with local businesses to deliver quality visitor information from smaller towns and in multiple locations.

Each Visitor Information Point is provided with a small brochure display in the business, an A-frame and ongoing training of staff that can provide good quality visitor information.

This is highly successful in Greater Hume Shire with the program currently engaging 10 businesses to be

Visitor Information Points. Greater Hume Shire's Visitor Information Points are:

- Burrumbuttock - Burrumbuttock General Store;
- Culcairn - Red Cross Craft Shop;
- Henty - Dale's Highway Store;
- Henty - Doodle Cooma Craft Shop;
- Gerogery - Gerogery Supply Store;
- Jindera - Jindera Pioneer Museum;
- Walbundrie - Walbundrie Co-Op;
- Walla Walla - Walla Store;
- Holbrook - Woolpack Inn Museum; and
- Woomargama - Woomargama Post Office.

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Recommendation 5

Increase the number and locations of Visitor Information Points (VIPs)

What are we proposing?

To accredit local businesses to deliver visitor services from their shopfronts as VIPs.

What does this look like?

Local businesses will be accredited, receive ongoing visitor information training and be equipped with resources including a VIP sign and brochure display to help them promote the region and provide good quality visitor information to visitors.

Why is this important?

By partnering with local businesses, we can increase the foot traffic in their business and reach more visitors in more locations. Local businesses are already in many instances the first point of contact upon arrival to the destination. Through this program, we would be able to empower local businesses to provide good quality visitor information to visitors. In many cases this is already happening, but without a support program in place.

We will achieve this by?

Developing a VIP accreditation scheme and encouraging local businesses in smaller and major towns to apply. This will include the following additional strategies:

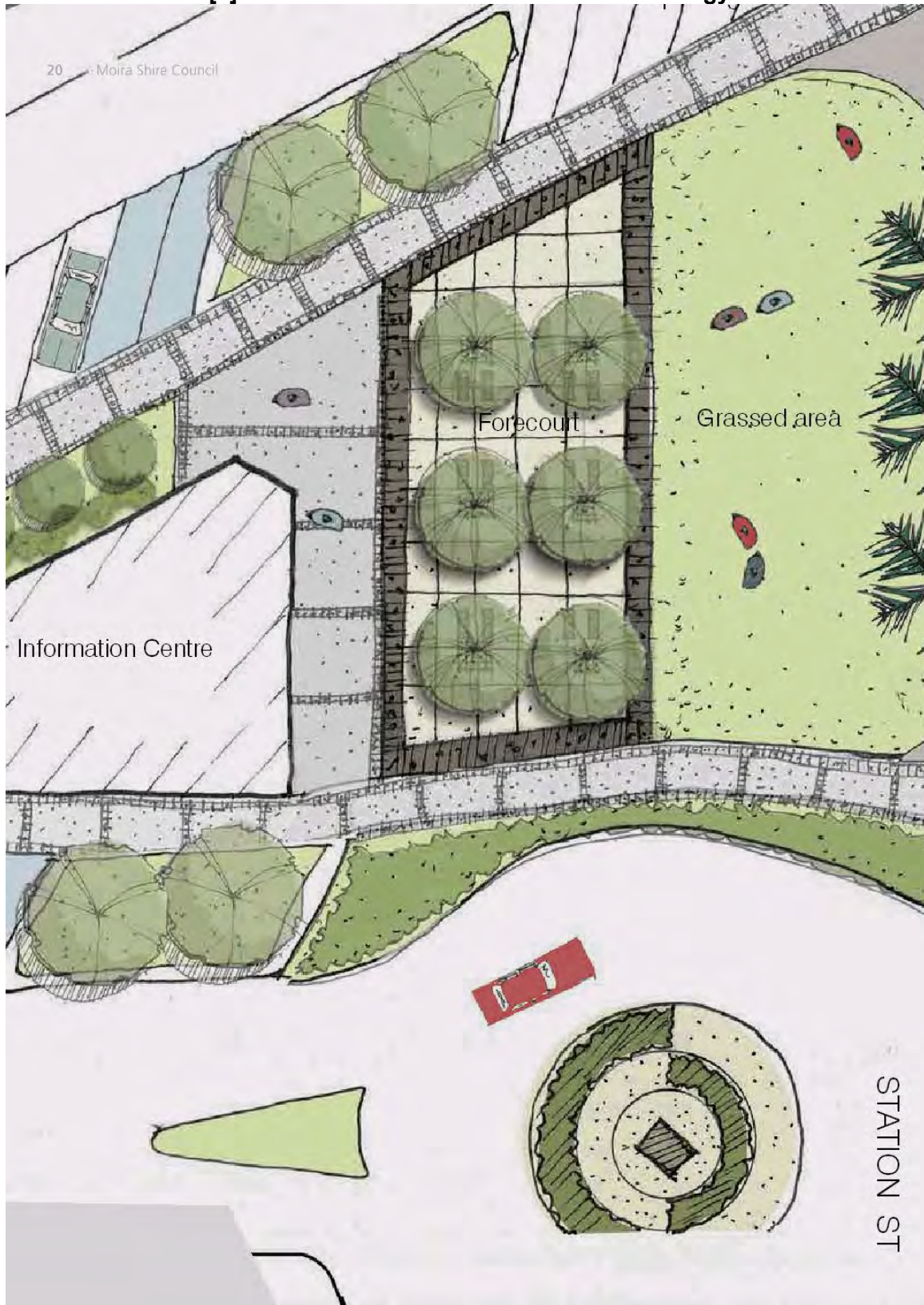
- Delivering four familiarisation tours per annum
- Developing a VIP training program
- Providing regular VIP updates
- Develop a Tourism Ambassador - Volunteer Buddy system that will provide opportunities for volunteers and businesses to partner up and in doing so provide additional support at peak times or as needed by the business.

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Recommendation 6

Continue to provide visitor services in Cobram

What we heard?

Summary - That the Cobram VIC will close and will no longer be used for visitor services.

- In most cases the submissions highlighted the VIC's ideal location for provision of visitor services and welcoming visitors to the town. The submissions noted the views across Federation Park, access to parking for a range of vehicle types and sizes and the easy walking distance to the main shopping area.
- Several submissions included proposals that Council increase its investment in this site to take advantage of the location with proposals for a café, gallery and similar business type proposals.

We will achieve this by?

- Continue the staged delivery of the Cobram Streetscape Plan (i.e. Cobram Urban Design Framework Implementation) that will see the immediate area around the VIC developed into a public piazza.
- Seek a private operator to activate the VIC building e.g. develop it as a café and/or gallery on the condition that the development continues to provide visitor services.

Cobram Streetscape Plan 2009 (i.e. Cobram Urban Design Framework Implementation)

This plan proposes to convert the immediate area around the Cobram Barooga VIC into a piazza and the VIC could become a café or similar business that can take advantage of the view of Federation Park, the easy stroll into the central business area and easy access to plentiful parking for a range of vehicle sizes including RVs and cars with caravans.

Council is not the right organisation to run a café or similar business – particularly if it involves Council investing rate payer funds to run a business that is in direct competition with other businesses in the local area.

For this reason it makes sense for an existing or new business operator to develop the site. Any new business would be a logical site for a VIP with Council providing tourism promotion resources and support as we could to all other VIPs across the shire.

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Recommendation 7

Continue to provide visitor services in Numurkah

What we heard?

- A few submissions highlighted the location within the main street and concerns of what would happen to the building if it was left vacant.
- A few proposals included ideas for a community hub including a café, gallery and similar type business.
- Most submissions regarding the Numurkah VIC flagged concerns about the loss of volunteers and the loss of volunteering opportunities within Numurkah.
- The submissions highlighted the wide misconception that the Numurkah VIC provides Council customer services. The VIC is primarily staffed by volunteers and for this reason it is not able to receive cash payments nor can it process any transactions that require access to Council customer records. In short, the VIC operates like Council's other service agencies – not a customer service centre.

We will achieve this by?

- Explore options to enable the site to become a community hub and visitor services point.
- Maintain customer service levels in Numurkah through an agency agreement.

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2. A THRIVING LOCAL ECONOMY

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

Visitor Services Strategy 2017-2019 25

Recommendation 8

Continue to provide visitor services in Nathalia

What we heard?

- The submissions highlighted the community misunderstanding about accreditation and what it enables and requires of a VIC.
- The submissions highlighted a lack of community confidence in Council's commitment to continue operations of the Centre with submitters indicating their view that Council is using the reforms to first downgrade and subsequently close the Centre.

We will achieve this by?

- Council undertakes to continue to operate the Nathalia VIC.

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2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019



FILE NO: F17/930
2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

Visitor Services Strategy 2017-2019 27

Recommendation 9

Encourage volunteer opportunities for local residents and business

Why is this important?

The volunteer networks that support Council's visitor services operations in Cobram, Numurkah and Nathalia provide a valuable connection between the service and the local community. There is no doubt the volunteers have valued knowledge and a passion for their towns that cannot be taught!

We will achieve this by?

- Explore options to facilitate volunteering within the shire. This initiative will happen outside the scope of the Visitor Services Strategy.
- Develop a Tourism Ambassador - Volunteer Buddy system that will provide opportunities for volunteers and businesses to partner up and in doing so provide additional support at peak times or as needed by the business. Participants will be included in training and development opportunities.

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2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1







AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

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Modes of Visitor Services in Moira Shire

Delivery Modes

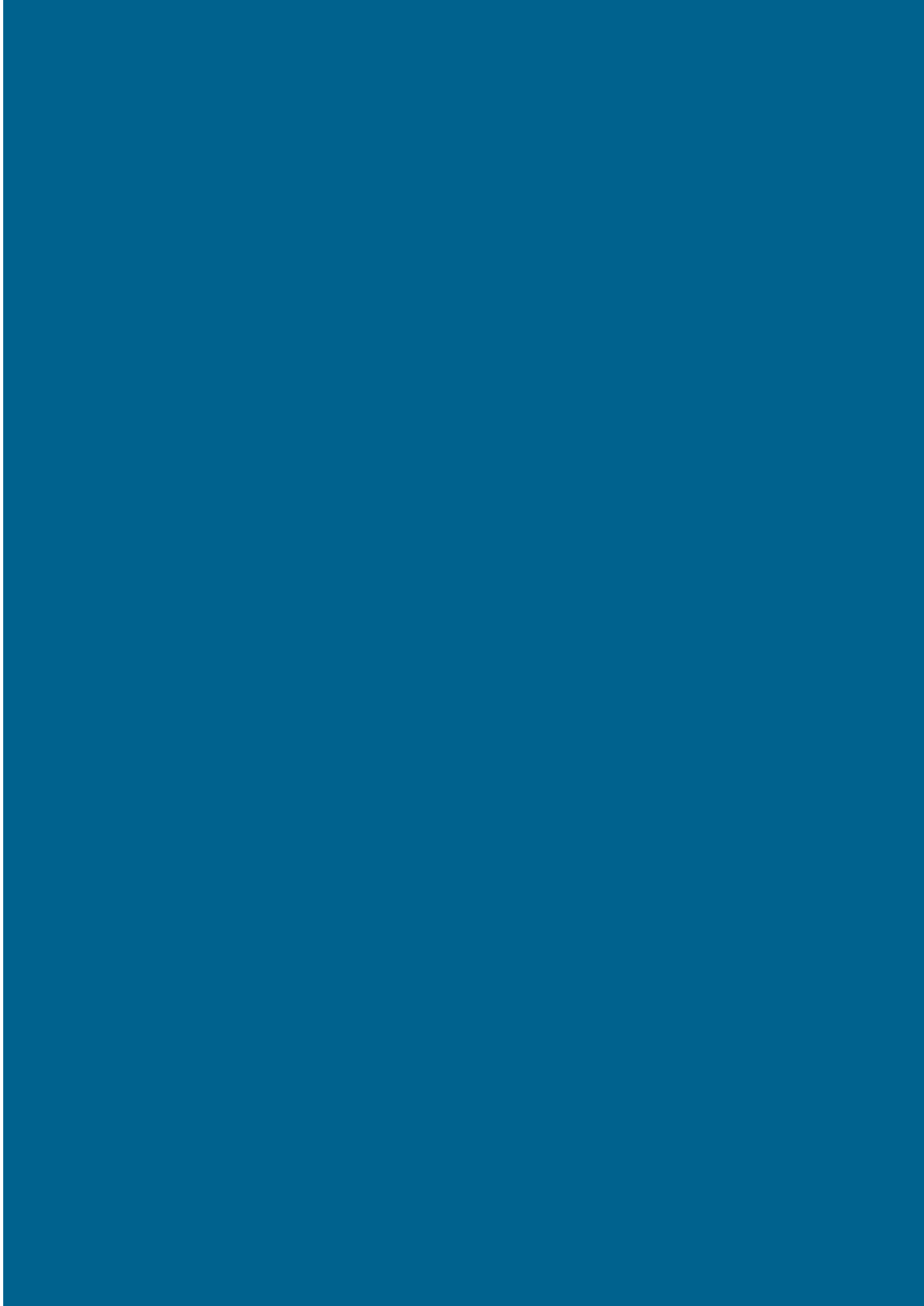
Mode of Visitor Services Provision	Symbol	Description
Traditional Visitor Information Centre (VIC) – Accredited		Fixed building offering visitor services from 9am to 5pm, 7 days a week, excluding Good Friday and Christmas Day with at least 1-2 FTE staff members.
Traditional VIC – Non-Accredited		Fixed building offering visitor services. Opening hours and staffing requirements are flexible, depending on demand.
Mobile/pop-up VIC	 or  or 	This can be a visitor services stand at a local event or a caravan, van or trailer that can travel to the visitors. This can either be accredited or non-accredited.
Residents as Tourism Ambassadors developed through a Visiting Friends and Relatives (VFR) Campaign	n/a	A VFR campaign would be a dedicated tourism information campaign targeted at local residents about what's on offer in the local region. This may include buy-in options for local operators and can use multiple means of media (i.e. traditional: brochures, flyers, TV, newspapers and radio, and digital: websites and social media). The purpose would be that locals inform their visiting friends and relatives on what's on offer in the region.
Visitor Information Points (VIP)		Local businesses accredited by the shire to provide small-scale visitor information. For example this may entail an A-Frame or other signage to identify the VIP, a small brochure display and training of the business' staff.

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AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019



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2. A THRIVING LOCAL ECONOMY

ITEM NO: 9.3.1

AMENDED VISITOR SERVICES STRATEGY (cont'd)

ATTACHMENT No [2] - Draft Moira Shire Visitor Services Strategy 2017-2019

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FILE NO: F17/823
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

**REVIEW DELEGATIONS MADE TO SPECIAL COMMITTEES AND
EXEMPTIONS TO SUBMIT REGISTER OF INTEREST RETURNS**

RECOMMENDATION

That Council in exercise of the powers conferred by Sections 81 (2B), 86 and 87 of the *Local Government Act 1989* (the Act) resolves that:

1. The Instrument of Delegation authorised by a resolution of Council passed on 24 June 2013 remain in force;
2. The members of all Special Committees who are not Councillors, with the exception of members of the Cobram, Numurkah and Yarrawonga Showgrounds committees are exempted from being required to submit a primary return or ordinary return.

1. Executive Summary

Under the Local Government Act 1989 Council must review delegations made to special committees and review exemptions to submit Register of Interest Returns within 12 months of a Council election. Therefore following the October 2016 Council election a review has been conducted.

This report is to provide an update and make recommendations regarding the recent reviews of Councils Section 86 Committees:

- Instrument of Delegation; and
- Exemptions to submit Register of Interest Returns.

2. Background and Options

Review of delegations made to special committees

An Instrument of Delegation delegates to the committee Council's functions and powers to perform Council's duties in relation to the management of a facility and also includes exceptions, conditions and limitations. A Section 86 committee must operate within the scope of the instrument of delegation.

In 2013, Council used the *Instrument of Delegation from Council to Special Committees* template provided by Maddocks Lawyers to develop Moira Shires Instrument of Delegation. This includes that the delegation must be exercised in accordance with Council's Committee of Management Operations and Risk Management Manual and limits expenditure to an amount not exceeding the budget approved by the committee.

In accordance with the requirements of the Local Government Act, Council Officers have reviewed the current Instrument of Delegation within 12 months of the October 2016 Council Election. Following this review no amendments are proposed. Accordingly this report recommends that the Instrument of Delegation, as resolved by Council on 24 June 2013, remains in force.

Exemptions to submit Register of Interest Returns

The Local Government Act also requires Councils to review, within 12 months of a Council election, their exemptions to submit Register of Interest Returns.

Section 81 of the Act requires a member of a special committee to submit a primary or ordinary Register of Interest return every six months on or within 40 days of 30 June and 31 December. In addition and in accordance with Section 81 (9) the Chief Executive Officer must maintain a register of the interests of Councillors, members of special committees and nominated officers.

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

REVIEW DELEGATIONS MADE TO SPECIAL COMMITTEES AND EXEMPTIONS TO SUBMIT REGISTER OF INTEREST RETURNS (cont'd)

The Act allows Council to consider exempting a member of a special committee, who is not a Councillor, from this responsibility. Guidance from Local Government Victoria recommended that exemptions should not be given to committees that have significant powers, particularly in regard to money or property. This guidance resulted in the development of a Moira Shire definition of "significant power" as per the below:

- funding from Council exceeds \$10,000,
- revenue received in the last financial year exceeds \$30,000: and
- the committee's bank balance exceeded \$20,000 at the end of the previous financial year.

The last time Council conducted an assessment of committees against the above criteria was in June 2013. This resulted in all committees being exempted with the exception of the four showgrounds committees which at that time exceeded all three of the above financial thresholds. Therefore, to date the members of all special committees, with the exception of members of the Cobram, Nathalia, Numurkah and Yarrawonga Showground committees are exempt from the requirement to submit register of interest returns.

In accordance with the Act, Council Officers have completed a review regarding exemptions to submit Register of Interest returns within 12 months of a Council election. In using Moira Shire current criteria the Nathalia Showgrounds committee are no longer being required to submit returns.

3. Financial Implications

There are no financial implications to consider within this report.

4. Risk Management

If Council does not review delegations made to special committees and review exemptions to submit Register of Interest Returns within the 12 month period following a Council election it is at risk of being non-compliant with the Local Government Act 1989.

5. Internal and External Consultation

Community consultation is not required for these governance matters. Council regularly communicates with its Section 86 Committees of Management and implications of this report will be communicated to those committee members who currently submit Register of Interest Returns. This report has been prepared in consultation with the Council Officers in the Governance and Communications Team.

6. Regional Context

S86 Committees operate and manage local community assets.

7. Council Plan Strategy

Within Strategy 1, A great place to live, there is a specific goal that recreation, sport, art and cultural facilities and programs will respond to cultural diversity and community needs. As a strategic action we will achieve this by continuing to maintain and provide facilities and services that our community values and need.

8. Legislative / Policy Implications

Council's statutory obligations under the *Local Government Act 1989* have been considered within this report and the timeframes for review under s86(6) and s81(2B) have been met.

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.2

**REVIEW DELEGATIONS MADE TO SPECIAL COMMITTEES AND
EXEMPTIONS TO SUBMIT REGISTER OF INTEREST RETURNS (cont'd)**

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

11. Conclusion

This report will meet Council statutory obligations under section 86(6) of the Act to review delegations in place to special committees of Council; and under section 81(2B) to review exemptions in place to submit register of interest primary or ordinary returns. Both reviews are required to be undertaken within a period of 12 months of a general election of Council.

Attachments

Nil

FILE NO: F17/819
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

**SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30
SEPTEMBER 2021**

RECOMMENDATION

That Council in exercise of the powers conferred by sections 86 and 87 of the *Local Government Act 1989*, in relation to Special Committees (Committees of Management) resolve that:

1. For the four year period commencing on 1 October 2017 and concluding on 30 September 2021:
 - 1.1 the composition for each Special Committee will be one Councillor as nominated by Council; and a combination of User Group and or Community representatives as detailed in Appendix A to this report; and
 - 1.2 the persons appointed as either a User Group or Community Representative of the special committee as detailed in Appendix A, unless Council determines to vary or revoke the appointment.
2. All previous community or user group representative appointments are revoked as from midnight on 30 September 2017.
3. The composition of the Baulkamaugh Recreation Reserve, Koonoomoo Recreation Reserve, Waaia Recreation Reserve, Yarrawonga JC Lowe Oval Reserve, Yarrawonga Eastern Foreshore, Nathalia Showgrounds and Recreation Reserve, Numurkah Town Hall, Strathmerton Public Hall, Nathalia Historical Precinct Committees of Management as detailed in this report be amended.
4. The Bearii Recreation Reserve and Tungamah Court House Committees of Management be dissolved.
5. Outgoing committee members be thanked.

1. Executive Summary

Moira Shire Council has established Special Committees, commonly referred to as Section 86 Committees, under section 86 of the *Local Government Act 1989*. Section 86 Committees manage facilities for which Council has responsibility including Recreation Reserves, Showgrounds, Public Halls and Historical Precincts.

The current term of appointment for the Special Committees concludes on 30 September 2017. In order for committees to continue to function in their current form over the next four year term new committee representatives need to be appointed. In anticipation of the current Special Committee term concluding, a process for renewing committee memberships has been undertaken.

User groups have nominated their representatives and expressions of interest have been received from community representatives. Nominations are included in this report for Council consideration and subsequent appointment. This report also recommends a number of amendments to some committees composition. In addition, as the Bearii Recreation Reserve and Tungamah Court House Committees of Management are no longer operational, it is recommended that both committees be dissolved.

FILE NO: F17/819
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

2. Background and Options

It is important for Council to maintain an appropriate balance of representation from the community and from user groups on Special Committees. Therefore in anticipation of the current Special Committee term concluding, a process for renewing committee memberships has been undertaken. This has involved:

- reviewing the current committee composition to ensure that this accurately reflects those who utilise each facility;
- inviting user groups to nominate representatives; and
- a public call for community representative to nominate.

Detailed below are proposed amendments to the current composition of committees.

Committee of Management	Amendment to current composition
Baulkamaugh Recreation Reserve	Include 2 Baulkamaugh CWA representative positions
Koonoomoo Recreation Reserve	Remove 2 Shepparton & District Harness Horse & Vehicle Society representative positions
Waaia Recreation Reserve	Waaia Football Netball Club replaces the Waaia Football Club and Waaia Netball Club and now has 2 representative positions
Yarrowonga JC Lowe Oval Reserve	Include an additional Community representative position
Yarrowonga Eastern Foreshore	Remove the Yarrowonga Mulwala Development Inc representative position and include a Yarrowonga Landcare representative position
Nathalia Showgrounds and Recreation Reserve	Nathalia Football Netball Club replaces the Nathalia Football Club and Nathalia Netball Club and now has 1 representative position and 1 alternative representative position Include a Nathalia Little Athletics alternative representative position
Numurkah Town Hall	Include an additional Community representative position
Strathmerton Public Hall	Include an additional Strathmerton Lions Club representative position
Nathalia Historical Precinct	Remove the Nathalia and District Development Corporation Inc and Nathalia Spinners and Weavers representative positions

In addition, as the Bearii Recreation Reserve and Tungamah Court House Committees of Management are no longer operational, it is recommended that both committees be dissolved.

User groups have nominated their representatives and expressions of interest have been received from community representatives. It is expected that during the term of appointment individuals who represent the Community or User Groups will change.

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1. A GREAT PLACE TO LIVE

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**SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30
SEPTEMBER 2021 (cont'd)**

Appendix A, to this report, details each committee, the proposed composition of the committee and the persons to be appointed.

At Councillor is nominated annually to each committee as a Councillor representative. In addition Council Officers are currently considering relevant options to ensure that the most appropriate management structure is in place for facilities managed by special committees of Council.

3. Financial Implications

There are no financial implications to consider within this report.

4. Risk Management

If Council does not appoint members to Special committees by 30 September 2017 the committees will not have members appointed for it to continue to operate.

5. Internal and External Consultation

This report has been prepared in consultation with the appropriate Council Officers. Council regularly communicates with Section 86 Committees of Management and the implications of this report will further be communicated.

Outgoing Special Committee representatives will be thanked in writing for their contribution to the Special Committee ending on the 30 September 2017.

6. Regional Context

S86 Committees operate and manage local community assets.

7. Council Plan Strategy

Within Strategy 1, A great place to live, there is a specific goal that recreation, sport, art and cultural facilities and programs will respond to cultural diversity and community needs. As a strategic action we will achieve this by continuing to maintain and provide facilities and services that our community values and need.

8. Legislative / Policy Implications

Council's statutory obligations under the Local Government Act 1989 have been considered within this report.

The current term of appointment for the Special Committees concludes on 30 September 2017.

The next four year term commences on 1 October 2017 and concludes on 30 September 2021. In order for committees to continue to function in their current form, nominations are included in this report for Council consideration and subsequent appointment.

9. Environmental Impact

There are no environmental implications to consider within this report.

10. Conflict of Interest Considerations

There are no officer conflict of interest issues to consider within this report.

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

**SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30
SEPTEMBER 2021 (cont'd)**

11. Conclusion

The current term of appointment for the Special Committees concludes on 30 September 2017. In order for committees to continue to function in their current form over their next four year term new committee representative need to be appointed. To ensure that interested and appropriate persons and user groups are actively involved in the management of facilities managed by Special Committees of Management, it is recommended that the Community representatives and User Group representatives, as detailed, be approved by Council.

Attachments

- 1 Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

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1. A GREAT PLACE TO LIVE

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SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Baulkamaugh Recreation Reserve	Baulkamaugh Tennis Club	Greg	Dealy
	Baulkamaugh Scouts	Jason	Andrew
	Baulkamaugh Scouts	Angela	Gibbon
	Baulkamaugh CWA	Alison	Cook
	Baulkamaugh CWA	Glennys	Walker
	Community Representative	Jim	Dealy
	Community Representative	Anthony	McLean
	Community Representative	Peter	Schmidt
	Community Representative	Kaith	Arundel
	Community Representative	Jeff	Staryer
Bundalong Dan Cronin Recreation Reserve and Public Hall	Community Representative	Mathew	Prestage
	Community Representative	Russell	Clements
	Community Representative	Jason	Williams
	Community Representative	Scott	Freeman
	Community Representative	Terry	Booth
	Community Representative	Haath	Peebles
Cobram Scott Reserve	Cobram Football Club	Anthony	Zito
	Cobram Football Club	Rocky	Raco
	Cobram Football Netball Club	Deldre	Bond
	Cobram Football Netball Club	Jacquie	Ryan
	Kiwanis Club of Cobram - Barooga	Mick	Briody
	Cobram Lions Club	Betty	Beasley
	Community Representative	Garry	Betts
	Community Representative	Elizabeth	De Maria
	Community Representative	Rebecca	Crosby
	Community Representative	Matthew	Ross-Soden
Floridan Park Recreation Reserve	Numurkah Pony Club	John	Bourchier
	Numurkah Pony Club	Louise	Bourchier
	Numurkah Pony Club	Catherine	Schwarz
	Numurkah Pony Club	Peter	Schwarz
	Community Representative	Peter	Sargent
	Community Representative	Linda	Harris
	Community Representative	Donna	Irvine
	Community Representative	Dean	Simpson

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SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	User Group / Community Representative
Invergordon Recreation Reserve and Community Hall	Invergordon Cricket Club	Aaryn	Cornican
	Invergordon / Katandra Community Church	Laurie	Morley
	Invergordon / Katandra Community Church	Mark	Rumble
	Invergordon History Hall	Ruth	Ferguson
	Invergordon History Hall	Doug	Brown
	Community Representative	Rick	Orr
	Community Representative	Helen	Osborne
	Community Representative	David	Ferguson
	Community Representative	Tony	Mason
	Community Representative	Carly	Duckworth
	Community Representative	Sarah	Rovers
Community Representative	Luke	Falzon	
Katamatite Recreation Reserve	Katamatite Football Club	Max	Wright
	Katamatite Football Club	Leigh	Jeffer
	Katamatite Cricket Club	Lawrence	Lawless
	Katamatite Cricket Club	Andrew	Erickson
	Katamatite Netball Club	Sandra	Kennedy
	Katamatite Netball Club	Peter	Hodge
	Community Representative	Sue	Barnes
Community Representative	Michael	Coates	
Katunga Recreation Reserve and Community Centre	Katunga Football Netball Club	Kerry	Reghanzani
	Katunga Football Netball Club	Chris	Bethell
	Katunga Cricket Club	Nathan	Shannon
	Katunga Cricket Club	Col	Newman
	Katunga Tennis Club	Phil	Gundrill
	Katunga Tennis Club	Bruce	Richardson
	Community Representative	Carol	Maskell
	Community Representative	Lisa	Cox
Koonoomoo Recreation Reserve	Cobram Campdrafting Club Inc	Trudy	Holden
	Cobram Campdrafting Club Inc	Spencley	Curtis
	Carriage Horse Driving Trials Club	Merryn	Byers
	Carriage Horse Driving Trials Club	Rob	Robertson
	Murray District Equestrian Club	Amy	Bright
	Murray District Equestrian Club	Susan	Olson
	Cobram Spiritual Centre	Irene	Dutneall
	Cobram Spiritual Centre	Nelly	Vandenbergh
	Koonoomoo Improvement Group	Norman	Jordan
	Koonoomoo Improvement Group	Philip	Barr
	Community Representative	Adrian	Salter

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SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Picola Recreation Reserve	Picola United Football Club	Ian	Lubke
	Picola United Football Club	Scott	Baxter
	Picola Tennis Club	John	Corry
	Picola Tennis Club	Neville	Holland
	Picola Bowling Club Inc	Arthur	Morgan
	Picola Bowling Club Inc	Tony	Smith
	Picola United Netball Club Inc	Emma	Bourke
	Picola United Netball Club Inc	Kaye	Gissing
	Community Representative	Jeanette	Holland
	Community Representative	David	McKenzie
	Community Representative	Robert	Graham
St James Recreation Reserve	St James Fire Brigade	Neil	Lonie
	St James Bowls Club	Yvonne	Davies
	St James Golf Club	Jim	Kelly
	St James Tennis Club	Damien	Kelly
	Community Representative	Mary	Panter
	Community Representative	Madge	Leaf
	Community Representative	Kerry	Ralph
	Community Representative	Stuart	Ralph
Strathmerton Recreation Reserve	Strathmerton Football / Netball Club	Brian	Handerson
	Strathmerton Football / Netball Club	Phillip	Ross-Soden
	Strathmerton Cricket Club	Graham	Franklin
	Strathmerton Cricket Club	Darren	Clifton
	Strathmerton Tennis Club	Brendan	Payne
	Strathmerton Tennis Club	Leanne	Bramich
	Strathmerton Bowling Club	Pater	Young
	Strathmerton Bowling Club	Wayne	McGregor
	Strathmerton Golf Club	Warren	Ryan
	Strathmerton Golf Club	Wayne	Stephans
	Community Representative	Ben	Newell
	Community Representative	Carolyn	Ryan
	Tungamah Jubilee Park Recreation Reserve	Tungamah Football Netball Club	Michelle
Tungamah Football Netball Club		Nathan	Lawless
Country Fire Authority		Graeme	Dickie
Community Representative		Kan	Dodd

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Waaia Recreation Reserve	Waaia Football Netball Club	Richard	Trimby
	Waaia Football Netball Club	Megan	Elliot
	Waaia Cricket Club	Brayden	Carey
	Waaia Tennis Club	Dannis	Brooks
	Waaia Indoor Bowls Club	Sue	Cleeland
	Waaia Indoor Bowls Club	Les	Clarke
	Waaia Primary School	Sue	Oley
	Waaia Playgroup	Anita	Sterling
	Community Representative	Gemma	Pugh
	Community Representative	Lisa	Trimby
Wilby Racecourse and Recreation Reserve	Wilby Tennis Club Inc	Helen	White
	Wilby Tennis Club Inc	Craig	Prescott
	Wilby Motor Sports Club Inc	Darrin	Dunham
	Wilby Motor Sports Club	Terry	Menz
	Wilby Campdraft Club Inc	Lauren	Mason
	Wilby Campdraft Club Inc	David	Wilson
	Community Representative	Jennifer	Hammon
	Community Representative	Lindsay	Howard
Wunghnu Recreation Reserve	Goulburn Valley Vintage Tractors and Farm Machinery Club Inc	Rick	Lawrence
	Goulburn Valley Vintage Tractors and Farm Machinery Club Inc	Lloyd	Healey
	Moira Miniature Railway Club	Robin	Glason
	Moira Miniature Railway Club	Denise	Kennedy
	Community Representative	Lawrence	Kennedy
	Community Representative	Belinda	Coram
	Community Representative	Simon	Dixon
Yalca North Recreation Reserve	Yalca North Tennis Club	Alastair	Smith
	Yalca North Tennis Club	Adrian	Hunt
	Nathalia Association Cricket Club	Ernie	Brown
	Community Representative	Marg	Storer
	Community Representative	Frank	Storer
	Community Representative	Geoff	Jackson
	Community Representative	Trish	Jackson
Yarrowonga JC Lowe Oval Reserve	Yarrowonga Football Netball Club Inc	Andrew	Mott
	Yarrowonga Lawn Tennis Club Inc	Ross	Mulquiney
	Yarrowonga Caravan Park Committee	Norm	McMillan
	Yarrowonga Godfathers Organisation	John	Clarke
	Community Representative	Michael	Cummins
	Community Representative	Mal	Grant
	Community Representative	John	Runnalls
	Community Representative	Glenn	Brear

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Yarroweyah Recreation Reserve	Yarroweyah Football Netball Club	Bill	Jones
	Yarroweyah Football Netball Club	Gerard	Brooks
	Yarroweyah Fire Brigade	Ken	Black
	Yarroweyah Fire Brigade	Ross	Muscara
	Community Representative	Michael	Ryan
	Community Representative	Damian	Janssens
	Community Representative	Sam	Opray
	Community Representative	Rob	Brown
Yarrowonga Eastern Foreshore	Yarrowonga Muhwala Tourism Inc	Geoff	Bradford
	Yarrowonga Yacht Club	Bill	Farrell
	Yarrowonga Rowing Club	Mary	Mansfield
	Yarrowonga Landcare	Jim	Drysdale
	Friends of Chinaman's Island	Bruce	McKean
	Community Representative	Lesley	Gangl
	Community Representative	Wallace	Bruce
	Community Representative	Bruce	McCallum
	Community Representative	Thomas	Hutchison
	Community Representative	Shaun	Quinn
Community Representative	Alan	Williams	
Cobram Showgrounds Apex Reserve	Cobram Roar	Albert	Zito
	Cobram Junior Soccer Association	Christina	Kalz
	Cobram Agricultural Society	Anthony	Hicks
	Cobram Cricket Club	Paul	Hyde
	Community Representative	Joseph	Grillo
	Community Representative	Nick	Mete
Nathalia Showgrounds and Recreation Reserve	Nathalia Football Netball Club	Kavin	Pell
	Nathalia Football Netball Club (Alternative Representative)	Steven	Brown
	Nathalia Association Cricket Club	Neale	Hawks
	Nathalia Association Cricket Club (Alternative Representative)	Alan	Hindle
	Nathalia Lawn Tennis Club	Wayne	Geisler
	Nathalia Agricultural Society	Kathleen	Botterill
	Nathalia Agricultural Society (Alternative Representative)	Suzanne	Hayes
	Nathalia Playgroup	Emma	Bourke
	Nathalia Playgroup (Alternative Representative)	Christy	Schram
	Nathalia Little Athletics	Doug	Cobbledick
	Nathalia Little Athletics (Alternative Representative)	Loula	Oliver
	Nathalia Lions Club	Stuart	Barnes
	Nathalia Mens Shed	Alan	Saga
	Nathalia Mens Shed (Alternative Representative)	Vic	Dohnt
	Community Representative	Marilyn	Frost
	Community Representative	Chris	McCallum
	Community Representative	David	Liddell

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1. A GREAT PLACE TO LIVE

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SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Numurkah Showgrounds Reserve	Numurkah Cricket Club	Brad	Naughton
	Numurkah Cricket Club	Jahlan	Lau
	Numurkah Football Netball Club	Steven	Dalitz
	Numurkah Football Netball Club	George	Lestar
	Numurkah Agricultural Society	Sue	Aldridge
	Numurkah Agricultural Society	Hank	Sanders
	Numurkah Soccer Club	Steven	Newham
	Community Representative	Philip	Meagher
	Community Representative	Andrew	Henderson
Yarrawonga Showgrounds Reserve / Victoria Park	Yarrawonga & District Garden Club	David	Charrington
	Yarrawonga & District Garden Club (Alternative Representative)	Tony	Farey
	Rotary Club of Yarrawonga Mulwala	Joe	Cilia
	Rotary Club of Yarrawonga Mulwala (Alternative Representative)	Doug	Evans
	Yarrawonga and Border Agricultural and Pastoral Association	Donna	Knuckey
	Yarrawonga and Border Agricultural and Pastoral Association (Alternative Representative)	Ian	Jackson
	Yarrawonga Table Tennis Association	Geoff	Cooper
	Yarrawonga Table Tennis Association (Alternative Representative)	John	Wright
	Yarrawonga Mulwala Cricket Club Inc	Terry	Brear
	Yarrawonga Mulwala Cricket Club Inc (Alternative Representative)	Gerard	Martin
	Equestrian Users	Scott	Olson
	Equestrian Users (Alternative Representative)	Susan	Olson
	Yarrawonga Lions Club	Doug	Rankin
	Yarrawonga Lions Club (Alternative Representative)	Trevor	McDonald
	Yarrawonga Family History Group	Jan	Parker
	Yarrawonga Family History Group (Alternative Representative)	Gina	Annand
	Yarrawonga & District Netball Association	Dale	Simmons
	Yarrawonga Mulwala Darts Association	Tim	Loomes
	Yarrawonga Mulwala Darts Association (Alternative Representative)	Mark	Hopgood
	Yarrawonga College P-12	Jim	Gillies
Yarrawonga College P-12 (Alternative Representative)	Damien	Keel	
Yarrawonga Mulwala Mens Shed	Vic	Beveridge	
Yarrawonga Mulwala Mens Shed (Alternative Representative)	Thomas	Hutchison	
Katamatite Public Hall	Katamatite Indoor Bowls Club	Panny	Coates
	Katamatite Lions Club	Michael	Coates
	Katamatite Uniting Church	Iris	Pendlebury
	Katamatite Catholic Church	Marie	Ryan
	Katamatite Old Time Dancers	Russell	Leskie
	Community Representative	Beryl	White
	Community Representative	John	Sutton
	Community Representative	Donald	McPherson
	Community Representative	Harold	Barnes

FILE NO: F17/819
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	
Lake Rowan Hall	Community Representative	Libby	Kellock
	Community Representative	Helen	Wright
	Community Representative	Greg	Holmes
	Community Representative	Sonya	Symes
	Community Representative	Ross	Lovel
	Community Representative	Mark	McDonald
	Community Representative	Jamie	McDonald
	Community Representative	Tegan	Whinray
Nurmkah Town Hall	Community Representative	Dorothy	Heard
	Community Representative	Lou	Hamon
	Community Representative	Jeff	Gittens
	Community Representative	Peter	Dealy
	Community Representative	Ian	Furness
	Community Representative	Peter	Heard
	Community Representative	Glennys	Walker
	Community Representative	Tony	Valasinavicius
Picola Public Hall	Community Representative	Kelsey	Walker
	Community Representative	Laurence	Wright
	Community Representative	Geoff	Vale
	Community Representative	Jeanette	Holland
	Community Representative	Louise	Vale
	Community Representative	Bronwyn	Ryan
	Community Representative	Kaylene	Wright
	Community Representative	Gayle	Vale
St James Public Hall	Community Representative	Darren	Thornburgh
	Community Representative	Jim	Kelly
	Community Representative	Damian	Kelly
	Community Representative	Mary	Panter
	Community Representative	Jennifer	Beggs
	Community Representative	Greg	McKenzie
	Community Representative	Beth	Parker
	Community Representative	Wendy	Roberts
	Community Representative	Kathy	Beattie
	Community Representative	Lesley	Longmuir
	Community Representative	Tanya	Montgomery
	Community Representative	Kim	Cooke
Community Representative	Lynleigh	Cooke	
Community Representative	Bronwyn	Ryan	

FILE NO: F17/819
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.3

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 (cont'd)

ATTACHMENT No [1] - Special Committee Member Appointments 1 October 2017 to 30 September 2021 - Appendix A

SPECIAL COMMITTEE MEMBER APPOINTMENTS 1 OCTOBER 2017 TO 30 SEPTEMBER 2021 - APPENDIX A

Committee of Management	User Group / Community Representative Position	User Group / Community Representative	User Group / Community Representative
Strathmerton Public Hall	Strathmerton Branch of the Returned Soldiers League	Kan	Simpson
	Strathmerton RSL Badminton Club (day competition)	Pauline	Moore
	Strathmerton RSL Badminton Club	Heather	McCoy
	Strathmerton Lions Club	Evan	Bourchier
	Strathmerton Lions Club	Ron	Munro
	Community Representative	Philip	Ross-Soden
	Community Representative	Helen	Koopman
	Community Representative	Michelle	Wyatt
Wilby Memorial Hall	Community Representative	Robert	Glover
	Community Representative	Helen	White
	Community Representative	Craig	Prescott
	Community Representative	Jennifer	Hammon
	Community Representative	Denise	Glissing
	Community Representative	Anthony	Hammon
Yarroweyah Memorial Hall	Cobram & District Spinners and Weavers	Joan	Jordan
	Cobram & District Spinners and Weavers	Sue	Lincoln
	Yarroweyah Fire Brigade	Kan	Black
	Cobram Quilters Club	Judy	Nankiville
	Cobram River Rockers	Sandra	Sullivan
	Old Time Dance Group	Phillip	Barr
	Community Representative	Norman	Jordan
	Community Representative	Maureen	McKinnon
	Community Representative	Rhonda	Jobling
	Community Representative	Eileen	Overeem
Cobram Historical Precinct	Cobram Historical Society	Vin	Kennedy
	Cobram Historical Society	Patricia	Kerr
	Cobram Historical Society	Jane	Corso
	Cobram Historical Society	David	Stillard
	Genealogical Group	Barbara	Coleman
	Genealogical Group	Gloria	Primmer
	Genealogical Group	Raynor	Thomas
	Genealogical Group	Graeme	Hickey
	Community Representative	Helen	Cornish
	Community Representative	Ann	Rampling
	Community Representative	Leanne	Fitzpatrick
	Community Representative	Elizabeth	De Maria
	Nathalia Historical Precinct	Nathalia & District Historical Society Inc	Tim
Nathalia & District Historical Society Inc		Alan	Lubke
Nathalia Genealogy Group		Rosemary	Robbins
Nathalia Genealogy Group		Bev	Hutchins
Nathalia China Painters		Robyn	Fairman
Barmah Forest Preservation League Inc		John	Attwood

FILE NO: F13/100
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

TUNGAMAH COMMUNITY OUTDOOR POOL

RECOMMENDATION

That Council:

1. Note the Tungamah Primary School Councils wish to terminate the Joint User Agreement of the Tungamah and District Swimming Pool;
2. Authorise the CEO to terminate the Joint User Agreement and decline the Victorian School Building Authority's offer to lease the swimming pool facility.

1. Executive Summary

The Tungamah and District Swimming Pool is located at the Tungamah Primary School and as such is an asset of the Education Department. It is managed via a 50 year Joint User Agreement (JUA) between the former Tungamah Shire Council and the Tungamah Primary School Council. This JUA was signed in November 1980.

On 21 August 2017 Council received correspondence from the Victorian School Building Authority (VSBA) to advise that the Tungamah Primary School Council has requested the JUA be terminated on the basis that the School Council is no longer able to support the pools operation. The VSBA is supportive of this request and has expressed a desire to re-purpose the site for alternative use.

However, the VSBA has offered Council the opportunity to lease the pool site in the event that Council wish to manage the pool on an exclusive basis into the future.

Due to the ageing infrastructure impacting ongoing operational and capital costs and exceptionally low levels of patronage, it is recommended that Council decline the VSBA's offer of a lease to enable Council management of the pool. This report also recommends that Council agree to support the Tungamah Primary School Council in their wish and endorse the termination of the JUA.

2. Background and Options

The Tungamah and District Swimming pool has been operating since its inception in 1980.

Joint User Agreement

The JUA (attached) exists between the Tungamah Primary School and Council. It identifies a number of responsibilities of Council including:

- co-contribution to the building of the pool of \$30,500;
- membership representation on the committee of management;
- establish a terms of reference for the operations of the pool mutually agree by the School and Council;
- approve admission charges and condition of hiring;
- provide advice and instruction on any matters of the technical nature concerning equipment, water heating and treatment;
- any additional insurance policies other than those of the Education department be paid by the Council; and
- agreement to meet any deficit that may occur in the operation of the swimming pool.

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

Funding

The JUA provides for an annual contribution to the operation of the pool of \$15,000 from Council and \$4,000 from the School.

The agreement also requires Council to contribute towards repairs and/or operational funding deficits to ensure safe and compliant operation of the pool.

Pool management and operation

Over the years ageing infrastructure, declining attendances and the requirement to meet the standards contained in the *Guidelines for Safe Pool Operation (GSPO)*, have challenged the ongoing viability of the pool.

During the 2015/16 season it became clear that investigations into the management model of the pool were required. In 2013 an audit was carried out by Royal Lifesaving Victoria which identified compliance and safety issues associated with the operation of the pool, as detailed in the Risk Management (Section 4) of this report.

In 2016, following agreement that it was in the communities best interests to make changes to management practice to meet the recommendations of the GSPO, discussions were held. These discussions involved the Tungamah Primary School, the School Council Committee and Council. The following management options were identified:

1. the School Council committee employ professional lifeguards to manage supervision and pool operations;
2. the Tungamah Primary School employ professional lifeguards directly to manage supervision and pool operations; or
3. Council engage the YMCA to employ professional lifeguards directly to manage supervision and pool operations

Due to previous compliance and safety issues associated with the operations of the pool and the proven capacity of the YMCA to manage aquatic facilities to standard, Option 3 was considered the most suitable of the three options under consideration.

In December 2016 Council engaged a contractor to attend to urgent works required to have the pool operational for the season as detailed in the Financial Implications Section of this report.

Pool attendance and operating hours

In December 2016 Council engaged the YMCA (as a variation to the existing Recreation Facilities contract) to manage and operate the pool from Friday 23 December 2016 to Sunday 29 January. The pool was open to the public between 2pm to 6pm on Friday, Saturday and Sunday. The pool was closed on public holidays.

The YMCA submitted performance reports with historic comparisons (excerpt below) for December 2016 and January 2017 which included the following:

December 16 (with previous years data for comparison)

The patronage at the pool was very low for the days of operation in December, with the average patronage totaling one patron per hour.

Participation	December 2016	December 2015	Variance (%)
<i>Casual</i>	9	51	(466)
<i>Member</i>	0	39	-

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

Schools	0	0	-
Total attendance	9	90	(900)

January 2017 (with previous years data for comparison)

All days with the exception of one were favourable (weather wise); based on anecdotal evidence, a number of the larger families that attended last year have now left the community, which could explain the decline.

Participation	January 2017	January 2016	Variance (%)
Casual	59	74	(25.4)
Member	0	53	-
Schools	0	0	-
Total attendance	59	127	(115.3)

3. Financial Implications

Historically, Council has contributed \$15,000 towards the pool management and operation per annum. However, due to risks and compliance issues associated with the previous management model, in December 2016 Council contributed a total of \$55,850 for the management and operation of the pool, and for maintenance works to enable the pool to operate.

\$ 39,050 – YMCA variation contract to manage and operate Tungamah Pool

\$ 16,800 – Pool maintenance (flow line repairs)

\$55,850 – Total

The overall patronage numbers and financial contribution in 2016/2017 meant a subsidy of \$821.32 per head attending the pool. This is significantly high compared to \$10 per head at Yarrawonga and \$27 per head at Strathmerton.

4. Risk Management

In February 2013 Council contracted Lifesaving Victoria to undertake an audit of the Tungamah Community Pool. This audit identified serious compliance and safety issues associated with the operation of the pool. This included zero scores for items relating to key components of a safe pool including pool water testing, risk, supervision, first aid and chemical storage.

The pool is ageing and will most likely require further maintenance works into the future. It is of note that one of the four pumps failed in 2016, however the pool was able to continue operating with the remaining three. This pump remains un-operational.

In November 2016 the YMCA prepared a hazard and risk assessment report, it identified "Access to the pool outside of hours of operation" as a high risk rating. In the January 2017 performance report provided by the YMCA an incident of suspicion of person/people entering the premises out of hours was reported.

5. Internal and External Consultation

This report has been prepared in consultation General Manager Community, Manager Community Development, and Manager Commercial Services.

Discussions have also been held previously with Department of Education and Training Victoria, Life Saving Victoria, YMCA, Tungamah Primary School and the School Council previously.

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

Almost 40 community members attended a recent community planning forum held in Tungamah on 7 August 2017. Those present split into five groups to take the opportunity to discuss town assets and hopes for Tungamah. The swimming pool was only raised by one group as a community asset and the suggestion was to make its operating hours more accessible to the community.

6. Regional Context

The immediate impact of closing the pool will be felt by the Tungamah primary school who run their summer swim program and sports carnival from the site. There will also be some ramifications for a small portion of the township that use the facility for recreational purposes.

Moira Shire Council is not the only Local Government to experience a decline in visitation to seasonal pools. This trend has been experienced across many areas of regional Victoria where Local Governments have had to either continue to operate pools with increasing operational subsidies, make the difficult decision to close pools with minimal usage or assertively engage with local communities to re-activate use of aquatic facilities and their environs.

7. Council Plan Strategy

Strategy 1 – A great place to live

Implementing the Recreation Strategy to support active lifestyles through passive and organised sport and recreational services and infrastructure.

8. Legislative / Policy Implications

The Guidelines for Safe Pool Operation (GSPO) clearly set out the requirements for a safe aquatic facility. All pools are required to follow the GSPO, which provides management standards and practices of public pools and aquatic facilities, and the minimum requirements and best practices in the operation of public pools and aquatic facilities.

9. Environmental Impact

There are no environmental sustainability implications to consider within this report.

10. Conflict of Interest Considerations

There is no Conflict of Interest to be considered for this Report.

11. Conclusion

The Tungamah and District Swimming Pool is an ageing infrastructure with very low patronage. Given the ongoing maintenance costs, and significant cost per head to operate the pool, it is recommended that Council decline the Victorian School Building Authority's offer to operate the Tungamah and District Swimming pool. This report also recommends that Council agree to support the Tungamah Primary School Council in their wish and endorse the termination of the JUA.

Attachments

- 1 Joint Use Agreement, November 1980
- 2 Hazard and Risk Assessment Tungamah Pool 2016

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [1] - Joint Use Agreement, November 1980

TUNGAMAH AND DISTRICT SWIMMING POOL

AGREEMENT BETWEEN THE TUNGAMAH PRIMARY SCHOOL COUNCIL
AND THE TUNGAMAH SHIRE COUNCIL.

PURSUANT TO THE PROVISIONS OF Section 16 of the Youth, Sport and Recreation Act, 1972, the School Council of the Tungamah Primary School (hereinafter called "the School") this ^{18TH} day of NOVEMBER 1980, hereby authorises the President, Councillors and Ratepayers of the Shire Council (hereinafter called "the Council"), to use for any purpose relating to the achievements of the said Act, the land delineated and coloured red on the plan annexed hereto (being lands vested in the Minister of Education and used for the purposes of the said State School) during the period of Fifty (50) Years from the date hereof, SUBJECT TO THE FOLLOWING CONDITIONS:

- (a) that the Tungamah and District Swimming Pool will be constructed on a site at the said school in accordance with plans and specifications to be prepared by the school such site plans and specifications to be mutually agreed upon by the school and the Council and approved by the Public Works Department, and that the property in the said Swimming Pool and the contents thereof save and except for equipment owned by the groups and/or individuals using the Swimming Pool shall be vested in the Minister of Education.
- (b) that the Department of Youth, Sport and Recreation shall contribute the sum of Fifty-four thousand and five hundred dollars (\$54500) towards the cost of the said Swimming Pool, the Education Department shall contribute the sum of Thirty-five thousand dollars (\$35000) and the residents of the Shire of Tungamah shall make a local contribution of Thirty thousand and five hundred dollars (\$30500).
- (c) that the School Council shall pass on to the Committee of Management the annual maintenance grant received from the Education Department.
- (d) that the said Swimming Pool shall be available:-
 - (i) on all normal school days between the hours of 8.30 a.m. and 4.00 p.m. the first priority for use thereof being by school pupils as determined by the School.
 - (ii) on any other day and after 4.00 p.m. on all normal school days, the first priority for the use thereof being by such residents of the Shire of Tungamah or various bodies, sporting or otherwise as are approved by the Committee of Management as is hereinafter provided.
- (e) that the Committee shall be responsible for the general maintenance of the said Swimming Pool and the surrounding garden area and for keeping the said Swimming Pool in a clean and satisfactory condition.

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [1] - Joint Use Agreement, November 1980

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- (f) that the said Committee of Management shall allow any authorised representative of the School at all reasonable times to enter upon and inspect the state of the said Swimming Pool.
- (g) that the said Committee of Management shall on the receipt of notice in writing from the School that any approved body or resident is using the said Swimming Pool in a manner which is inconsistent with this authority take such action as it deems necessary to ensure the future compliance by the offending body or any member thereof or resident with this authority.
- (h) that the Committee of Management shall as soon as practicable after the receipt of written notice from the School in respect of any breach of this authority rectify the breach in accordance with the said notice.
- (i) that any person or body employing any person, full-time or part-time on a permanent basis or casually in connection with the activities of the said Swimming Pool shall ensure that such person or body has adequate workers compensation in respect of such employee.

AND FURTHER in fulfilment of the conditions of the above authority and in purs of the provisions of the said Section 16 and also in pursuance of the provisio Section 800 B of the Local Government Act, 1958, the Council and the School he agree as follows:-

- (a) that the Council will expend such monies as may be necessary pursuant to the provision of Paragraph (b) of the aforesaid authority.
- (b) that the school will expend such monies as may be necessary pursuant to the provisions of Paragraph (b) of the aforesaid authority.
- (c) that the use of the Swimming Pool referred to in the aforesaid authority (subject to the provisions of Paragraph (d) thereof) for the purposes referred to in Section 16 of the Youth, Sport and Recreation Act and Section 800 B, of the Local Government Act, 1958, shall be controlled by a Committee of Management consisting of:-
 - (i) one member appointed from time to time by the Council;
 - (ii) three members appointed from time to time by the School, one of whom shall be the principal;
 - (iii) three members appointed from time to time by the Tungamah Swimming Club.
- (d) that the said Committee of Management will administer the said Swimming Pool in accordance with terms of reference to be mutually agreed upon by the School and the Council.
- (e) that the said Committee of Management shall have the following responsibilities:-
 - (i) to recommend admission charges and conditions of hiring in respect of the said Swimming Pool for approval by the Council.
 - (ii) subject to the provisions of Paragraph (d) of the aforesaid authority to control hiring and the use of the said Swimming Pool and to arrange any necessary caretaking, cleaning, minor repairs, non-structural alterations and maintenance arising from such hiring and use;

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [1] - Joint Use Agreement, November 1980

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- (iii) the implementation of programs and services as appropriate to the general aims and purposes of the Swimming Pool.
- (f) to keep adequate books of accounts and to submit an audited report annually as soon as possible after each 30th day of September, each year to the School and the Council giving a report of the operations and the use of the said Swimming Pool up to the 30th day of September each year and financial statement setting out the income and expenditure of the Committee and Management.
- (g) that the Committee of Management shall not without the prior written consent of the School and the Council suffer to be made any alteration in or additions to the said Swimming Pool after completion of the same in accordance with Paragraph (d) of the aforesaid authority.
- (h) that the payment of running costs be the responsibility of the Committee.
 - (i) that any matters of a technical nature concerning the equipment, water heating and treatment, be referred to the Shire of Tungamah for advice and instruction.
 - (ii) that the provision of chemicals and other materials be the responsibility of the Committee of Management.
 - (iii) that any additional insurance policies other than those of the Education Department be paid by the Shire of Tungamah.
- (j) that should any dispute arise between the Committee of Management, the School and/or the Council, as to the terms of the aforesaid authority and/or this agreement or anything done or to be done by either of them thereunder such dispute shall be referred to arbitration by the Shire of Tungamah (Committee of Three Councillors).
- (i) that Council agree to meet any deficit that may occur in the operation of the Swimming Pool.

WITNESS whereof the parties hereto have hereunto set their hands and seals th day and year hereinbefore written;

THE COMMON SEAL OF THE
TUNGAMAH PRIMARY SCHOOL

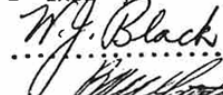
COUNCIL was hereto affixed by:-

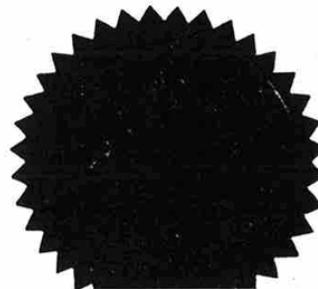
.....President

.....Secretary

THE COMMON SEAL OF THE PRESIDENT,
COUNCILLORS AND RATEPAYERS OF THE
SHIRE OF TUNGAMAH was hereto

affixed by:-

.....President



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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016



YMCA Victoria

Tungamah Outdoor Pool Hazard & Risk Assessment

Version # 01
Amended 14/11/2016

Completion of the checklist indicates the treatment measures recommended for each hazard are in effect.
The information contained herein is intended as advice and does not remove the responsibility of management/proprietors to ensure all obligations under legislation are adhered to.

Context

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Planned Event Environment (Explain the business or activity you are undertaking)

Dates	Open – TBA Close – TBA Hours and days of operation – TBA
Venue	Tungamah Outdoor Pool
Address	Tower St, Tungamah VIC 3728
Capacity	TBA – in keeping with certificate of occupancy to be supplied by council
Full Explanation of Event	YMCA in contract with Moira Shire Council are to manage the operations of the Tungamah Outdoor Pool including but not limited to; <ul style="list-style-type: none"> • Lifeguarding the pool and grounds • Management of pool operations and plant room

Assumptions

- All Stakeholders will review this risk assessment to ascertain their responsibility and ability to implement treatment options.
- All documents, plans, policies, procedures, staffing levels, training and support referred to and or required to ensure the treatments are effective as intended are going to be in place.
- Signing off the risk assessment checklist acknowledges all stakeholders are aware of and have agreed to implement the treatments they are responsible for.
- All persons working to implement the proposed treatment will do so to the best of their ability and as well as can be reasonably expected.

References

- OHS Act, WHS Act and Regulations
- Support Documentation**
- Staff Roles and Responsibilities
 - Staff Training Program
 - Communications Plan

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
Access to pool outside of hours of operation	<ul style="list-style-type: none"> ➢ Access by school students during school times ➢ Access via school staff with keys ➢ Access to pool via doors in school toilets ➢ Access by members of the public outside of hours of operation 	C4 High	<ul style="list-style-type: none"> ➢ Key Register in place detailing all keys and who is in possession. ➢ Access door in toilets to be locked at all times when centre is closed. ➢ Doors and gates to be locked at all times centre is closed. ➢ Doors and gates to be on open and close checklist. ➢ Notification to be made to management immediately if access points are found to have been compromised. ➢ School staff to be instructed not to access pool area without YMCA presence ➢ Access by contractors to be communicated to YMCA prior to entry on site ➢ Access times to pool area by school staff to be clearly stipulated. ➢ Conditions of entry sign located at main entry to facility 	D4 High	<ul style="list-style-type: none"> • Consideration of automatic closing hinge put on toilet doors with automatic lock if door is found to be used outside of hours of operation or found unlocked. 	<p>Moira Council</p> <p>Greg Bye, Suzanne Wright, Lifeguards</p>
Infrastructure & Major Plant Equipment	<ul style="list-style-type: none"> ➢ Collapse of structures ➢ Crushing injury to public or participants 	B4 High	<ul style="list-style-type: none"> ➢ Structures constructed by staff, event organisers or contractors with relevant qualifications. ➢ Structures erected according to Job Safety Analysis and building regulations. ➢ Use of materials with manufacturer's specifications. ➢ Building control group requirements for occupancy of temporary structures. ➢ Stacked materials held by suitable racking systems and devices to prevent collapse. ➢ Quantities of materials to be stacked flat to prevent collapse. ➢ Managers and staff monitor all structures. ➢ Only trained staff to be operating plant equipment and facility resources 	E1 Low	<ul style="list-style-type: none"> • Moira YMCA Team to manage contractors • Contractor Induction Pack: <ul style="list-style-type: none"> - Contractor Induction - Relevant JSAs and authority to work - Licences & competencies collected - Insurance (certificates) • Contractor arrival induction reviewed and completed 	<p>Moira Council</p> <p>Greg Bye, Suzanne Wright, Lifeguards</p>
Fall Prevention	<ul style="list-style-type: none"> ➢ Risk of slips, trips and falls. ➢ Environment at height. Death or multiple serious injuries ➢ Working at Heights 	D5 High	<ul style="list-style-type: none"> ➢ All persons working at height to be licensed to work at heights and signed off with correct training ➢ if harness equipment being used correct test tags to be up to date ➢ When working above walkways and/or passageways, access to be restricted ➢ Regular inspections by suitably trained staff ➢ Additional signage to inform of overhead work ➢ Working at heights permit system to be used. 	E3 Medium	<ul style="list-style-type: none"> • People requiring Working at Height clearance, to complete a working at heights permit • Permit can only be issued by qualified YMCA 	<p>Greg Bye, Suzanne Wright, Lifeguards</p>

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
Chemical Storage/Substance Management	<ul style="list-style-type: none"> ➢ Inhalation, digestion or absorption. Spillage and/or leak ➢ Unauthorised Access 	D5 High	<ul style="list-style-type: none"> ➢ Correct storage of all chemicals ➢ Bunting to be in place ➢ Correct Signage for storage ➢ Spill kit in vicinity ➢ PPE to be worn at all times whilst handling chemicals ➢ While moving chemicals, use correct manual handling techniques ➢ Close all walkways if moving chemicals through public ➢ Staff to have correct training for chemical handling ➢ Spill kits in place for emergency situation ➢ Emergency Action Plan to be in use ➢ Suitable fire prevention sources to be in close vicinity ➢ SWP in place for correct procedures ➢ Management, Duty Managers, and 1st Aid Staff all to have the appropriate training ➢ All 1st aid rooms and equipment to be checked daily for correct stationery and supplies ➢ Centre staff to be trained in correct procedure for completing and filing the appropriate paperwork ➢ Minor, Major, Incidents and witness forms to be available for all centre staff to utilise ➢ Only suitably trained YMCA staff to have access to plant room. 	E3 Medium	<ul style="list-style-type: none"> • Access to Plant rooms to be restricted to YMCA staff only –door to plant room areas locked to prevent access. 	<p>Moira Council</p> <p>Greg Bye, Suzanne Wright, Lifeguards</p>
Contractors (Surveyor, Electrician, Plumber, Maintenance Engineers,)	<ul style="list-style-type: none"> ➢ Injury may be caused from incorrect training and/or use of equipment 	D5 High	<ul style="list-style-type: none"> ➢ Qualified and competent maintenance personnel available to undertake any repairs required ➢ All contractors to be inducted to the centre ➢ Sign in/out procedures to be completed daily by appropriate manager ➢ Contractors to provide all SWP and relevant qualifications ➢ Licenses to be viewed before entry ➢ Correct JSA and authority to work to be completed ➢ All Contractors must sign in/out keys. Correct key set with lanyard 	D1 Low	<ul style="list-style-type: none"> • All contractors will be YMCA regular operating service technicians • Any new contractors will be shadowed and inducted by a YMCA Duty Staff member 	<p>Moira Council</p> <p>Greg Bye, Suzanne Wright, Lifeguards</p>
First Aid	<ul style="list-style-type: none"> ➢ Lack of First-aid equipment and/or personnel Risk of multiple 	C5 High	<ul style="list-style-type: none"> ➢ Designated First-aid Room with stock take lists ➢ Staff required to have 'Apply First-Aid Level 2' qualifications ➢ Adequate First-aid facility set up ➢ All required forms and paperwork to be in place and 	E2 Low		<p>Greg Bye, Suzanne Wright, Lifeguards</p>

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1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.4

TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
	injuries from events due to the number of patrons present.		easily found > All First-aid areas are clearly marked and easily found > Communication devices are found in or near main First-aid rooms. I.e. Mobile phones. > Emergency contact numbers and Facility address clearly visible near communication devices > Use of ice pack and band aid register forms. > Completion of an occupational violence checklist > Escalation procedure > No alcohol is to be present on site. > Staff have the right to evict or deny entry to patrons affected by alcohol > Frontline staff and lifeguards to be briefed of risk and in monitoring patrons.			
Occupational violence and patrons affected by alcohol	> Personal injury > Occupational violence > Increased risk of drowning	B4 High		D4 Medium		Greg Bye, Suzanne Wright, Lifeguards
Slip, Trip, Fall	> Bodily injury to public or participants	B2 Medium	> Staff trained in recognition and prevention. > Serious trip and fall hazards identified continually and removed or treated to prevent injury. > Staff inductions. > Cables flown overhead where possible. > Rubber mats and cable traps over cables. > Barriers placed around protruding equipment. > Changes in height and edges highlighted or barricaded. > Slippery surfaces treated or isolated. > Additional lighting in dark areas. > Spills etc. isolated then cleaned by crews as soon as reported. > All installations to be carried out by qualified electrical contractors > All leads and appliances to be tagged and tested > Earth leakage protection to be fitted and tested > All electric's to be installed in accordance with appropriate regulations > Switchboards are to be identified with signage "Danger – High Voltage" > Temporary installations to run overhead where possible > Regular inspections by maintenance team	E1 Low	• Pre-opening inspections • All personnel to continuously monitor that the mats holding wires down are flat and don't cause trip hazards.	Greg Bye, Suzanne Wright, Lifeguards
Electrical	> Electrocutation hazard to staff, or patrons	D4 Medium		E1 Low	• Electrician to attend site and conduct and complete tag testing as required.	Moirra Council Greg Bye, Suzanne Wright, Lifeguards

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
Aquatics area	<ul style="list-style-type: none"> ➢ Death or serious injuries may occur via drowning. ➢ Excess Patronage for the duration of the event. ➢ Patrons entering aquatics area after hours. 	E5 Medium	<ul style="list-style-type: none"> ➢ Lifeguards to supervise via the GSPO. ➢ All active patrolling guards to have in date training and correct qualifications ➢ Lifeguards to be vigilant with patrolling ➢ All centre rules are to be enforced fairly ➢ Training in correct patrol routes to effectively patrol all areas of the pools ➢ Ensure all staff have the required Accreditation ➢ Lifeguards to follow the aquatic supervision risk assessment and deployment plan. ➢ Aquatics facility to be properly secured afterhours. 	E2 Low		Greg Bye, Suzanne Wright, Lifeguards
Security & Cash handling arrangements	<ul style="list-style-type: none"> ➢ Robbery ➢ Personnel not trained in response plan for Robbery event 	D3 Medium	<ul style="list-style-type: none"> ➢ Ensure regular till offs and counts are completed and if needed, extra money pickups arranged. ➢ Excess money stored in safe ➢ Refresher training on making sure drawers, safes and cupboards are shut correctly. ➢ SWP in place for correct procedures ➢ Staff to be trained in Emergency Action Plan 	D1 Low	Only YMCA staff can access office areas	Greg Bye, Suzanne Wright, Lifeguards
Patrons over exerting themselves	<ul style="list-style-type: none"> ➢ Health ➢ Fatigue ➢ Injury 	C2 Medium	<ul style="list-style-type: none"> ➢ Staff to be first aid qualified ➢ Staff to monitor and prevent patrons from undertaking breath-holding activities. 	D3 Medium		Greg Bye, Suzanne Wright, Lifeguards
Drug related waste from participants and patrons left in toilets etc.	<ul style="list-style-type: none"> ➢ Injury to contractor, event officials, athletes or spectators 	D3 Medium	<ul style="list-style-type: none"> ➢ Follow YMCA Health & Environment Monitoring guidelines ➢ Sharps disposal containers provided in change rooms / first aid room ➢ SWP in place for correct procedures 	D2 Low		Greg Bye, Suzanne Wright, Lifeguards
Patronage (Security)	<ul style="list-style-type: none"> ➢ Theft, property damage, assaults, harassment ➢ Capacity Management and raitos at risk 	C2 Medium	<ul style="list-style-type: none"> ➢ Centre staff and management to be trained in lock-out procedures and emergency situations ➢ First aid and defibrillator qualified staff to regularly patrol the facility. 	C1 Low		Greg Bye, Suzanne Wright, Lifeguards
Incident Management	<ul style="list-style-type: none"> ➢ Lack of Staff, training and stationery to effectively 	C3 Medium	<ul style="list-style-type: none"> ➢ Management, Duty Managers and 1st Aid Staff all to have the appropriate training ➢ Development of an emergency management plan (EMP) 	E1 Low	<ul style="list-style-type: none"> • Key Event Personnel trained in YMCA EMP 	Greg Bye, Suzanne Wright, Lifeguards

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
	record all incidents		<ul style="list-style-type: none"> ➤ All 1st aid rooms and equipment to be checked daily for correct stationery and supplies ➤ Centre staff to be trained in correct procedure for completing and filing the appropriate paperwork ➤ Minor, Major, Incidents and witness forms to be available for all centre staff to utilise 			
Cleaning / Waste / Amenities Management	<ul style="list-style-type: none"> ➤ Risk of high waste stockpile areas and cross contamination ➤ Low hygiene facility ➤ Manual handling risks 	C3 Medium	<ul style="list-style-type: none"> ➤ Waste disposal bins to be placed in an open area available for staff to access ➤ Cleaning staff to have the knowledge of high patronage areas and high waste stockpile zones ➤ Training of staff to restrict the cross contamination of waste. ➤ Waste traffic to be clear of high patronage areas to restrict contact of waste ➤ Adequate waste disposal bins to be provided and how and when and by whom will they be cleared ➤ Correct manual handling techniques used for loading wheelie bins. 	D2 Low	<ul style="list-style-type: none"> • Wheelie Bins to be wheeled – no loose bags to be carried 	<p>Moir Council</p> <p>Greg Bye, Suzanne Wright, Lifeguards</p>
Fire and Emergency Management	<ul style="list-style-type: none"> ➤ Lack of personnel training for emergency situations. ➤ Facility damage and asset loss ➤ Bomb threat 	D4 Medium	<ul style="list-style-type: none"> ➤ All staff to have training in Emergency procedures and EIMP ➤ Facility wide training to be completed with active evacuation training ➤ Correct evacuation signage and site plan with assembly point to be clearly displayed ➤ Emergency equipment and systems to be actively checked and tested ➤ All Chief Wardens and Deputy Chief Wardens to be trained in all emergency procedures ➤ Emergency Action Plan in place for threats on the facility. Including Bomb Threats 	D1 Low	<ul style="list-style-type: none"> • Ambulance pick up dependent where injury occurred • Chief Warden roles to be determined within the roster 	<p>Greg Bye, Suzanne Wright, Lifeguards</p>
Emergency Procedures	<ul style="list-style-type: none"> ➤ Personnel not trained in response plan for a major event 	D3 Medium	<ul style="list-style-type: none"> ➤ Staff and Event staff to be trained in Emergency response plan ➤ Emergency response plan in place 	E3 Medium	<ul style="list-style-type: none"> • Induction for Volunteers and Contractors to include emergency procedures 	<p>Greg Bye, Suzanne Wright, Lifeguards</p>
Access Egress Management	<ul style="list-style-type: none"> ➤ Insecure passageways and open access to vulnerable areas 	C3 Medium	<ul style="list-style-type: none"> ➤ Signage to be in place to restrict access ➤ Walkways to be cleared of all obstructions. This includes storage of baggage, tables and equipment. Unless found in allocated areas ➤ Restricted areas to be locked and constantly checked by senior staff 	D2 Low		<p>Greg Bye, Suzanne Wright, Lifeguards</p>

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
Manual Handling	<ul style="list-style-type: none"> ➢ Injury to personnel using incorrect lifting procedures ➢ Overheating ➢ Slips, Trips and Falls ➢ Staff Management 	C2 Medium	<ul style="list-style-type: none"> ➢ Attention paid to access to pool area thorough doors in toilets used during school hours ➢ Only suitably trained YMCA staff to access plant room ➢ Personnel to be trained in correct manual handling procedures and techniques ➢ Equipment can be made accessible by staff to assist with handling ➢ Lift in pairs as required ➢ Event Staff/1st Aid Officers are to be continually walk through out the event to assist with any patron issues ➢ Trip hazard areas are to be marked for easy view ➢ Staff to be trained in handling patrons with a disability especially in regards to an emergency 	D2 Low	<ul style="list-style-type: none"> • Staff have been trained in basic manual handling 	Greg Bye, Suzanne Wright, Lifeguards
Event Management	<ul style="list-style-type: none"> ➢ Injury to contractor, event officials, sponsors or patrons. ➢ Flooding ➢ Roof leaks 	D3 Medium	<ul style="list-style-type: none"> ➢ Collate all reports that emanate from any Hazard and Risk Management items ➢ Debrief –each day to discuss all issues identified with necessary personnel. ➢ Staff trained in identification of hazards ➢ Contractors available on call with ability to provide urgent response ➢ Pool to be closed in the event of lightning events or extreme weather as per GSPO. ➢ Safe work procedure for severe weather 	D1 Low		Greg Bye, Suzanne Wright, Lifeguards
Unexpected hazards	<ul style="list-style-type: none"> ➢ Health ➢ Fatigue ➢ Injury ➢ Fitness 	D3 Medium	<ul style="list-style-type: none"> ➢ Staff rosters are in place to allow staff to work on a rotational system ➢ Staff training to be carried out to ensure they are fully operational in areas they will be working in ➢ Staff to adhere to all YMCA Policies, including working in heat and sun protection ➢ Duty Managers to ensure staff keep hydrated and have required breaks 	E3 Medium		Greg Bye, Suzanne Wright, Lifeguards
Environment – Extreme Weather Conditions	<ul style="list-style-type: none"> ➢ Blocking of emergency exit egress path 	D2 Low	<ul style="list-style-type: none"> ➢ Access to remain clear to all emergency exits and ambulance access points. 	D2 Low		Greg Bye, Suzanne Wright, Lifeguards

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

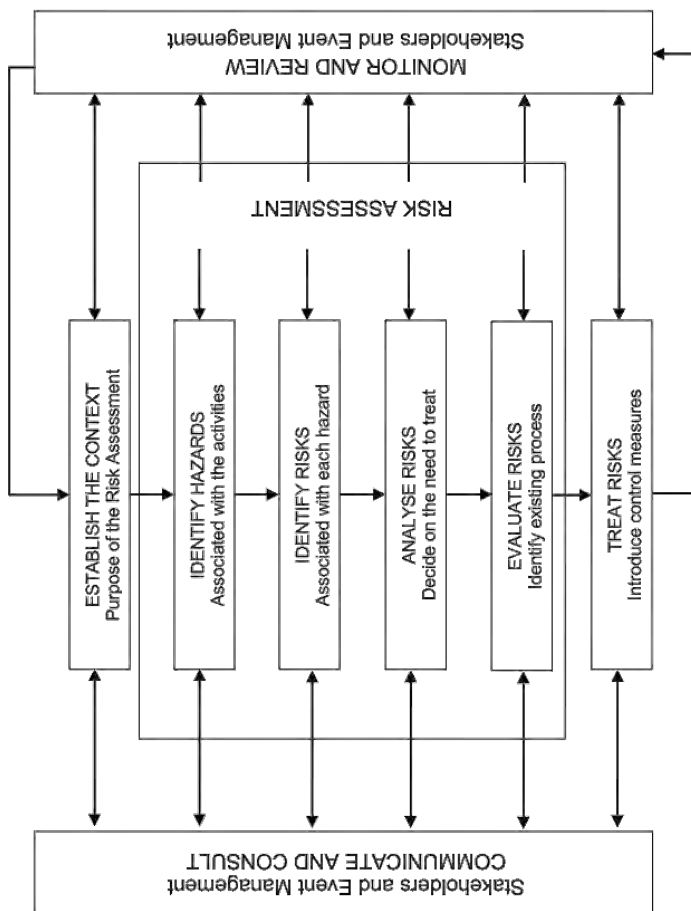
Event Risk Management Process – Overview

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016



Likelihood
Table 1: Likelihood Ratings

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TUNGAMAH COMMUNITY OUTDOOR POOL (cont'd)

ATTACHMENT No [2] - Hazard and Risk Assessment Tungamah Pool 2016

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Consequence

Table 2: Risk Consequence Descriptors

Consequence Category	Human	Environmental	Property/Business Interruption	Public Image & Reputation
Catastrophic	5 Death(s) / many critical injuries	Irreversible damage	Essential service failure, or key revenue generating service removed	National and International Concern / exposure
Major	4 Single Death/ multiple long term or critical injuries	Harm requiring restorative work	Service or provider needs to be replaced	State wide Concern / exposure
Moderate	3 Single minor disablement/ multiple temporary disablement	Residual pollution requiring clean-up work	Temporary, recoverable service failure	Local community concern
Minor	2 Injury	Remote, temporary pollution	Brief service interruption	Customer complaint
Negligible	1 Minor First Aid	Brief, non-hazardous, transient pollution	Negligible impact, brief reduction/loss of service 2-12 hours	Resolved in day-to-day management

Risk Matrix

Table 3: Level of Risk Matrix

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Likelihood Label	Consequence Label				
	1 - Negligible	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
A (Almost Certain)	Medium	Medium	High	Very High	Very High
B (Likely)	Medium	Medium	High	High	Very High
C (Possible)	Low	Medium	Medium	High	High
D (Unlikely)	Low	Low	Medium	Medium	High
E (Rare)	Low	Low	Medium	Medium	Medium

RATINGS

- Extreme risk: immediate action required
- High risk: senior management attention needed
- Moderate risk: management responsibility must be specified
- Low risk: manage by routine procedures

Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

• Elimination	• Avoid the risk by removing the hazard completely.
• Substitution	• Use less hazardous procedure/substances equipment/process.
• Isolation	• Separate the process from people by the use of barriers/enclosures or distance.
• Engineering Controls	• Mechanical/physical changes to equipment/materials/process.
• Administrative Controls	• Change procedures to reduce exposure to a hazard
• Personal Protective Equipment	• Gloves, hats, boots, goggles, masks, clothing etc.

FILE NO: D17/55306
1. A GREAT PLACE TO LIVE

ITEM NO: 9.3.5

ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK

RECOMMENDATION

That Council:

1. Endorse the Terms of Reference for the Friends of Cobram Federation Park, and;
2. Endorse the formation of the Friends of Cobram Federation Park through a public call for nominations.

1. Executive Summary

In June 2017 the founding members of the Cobram Federation Park Committee approached Council seeking assistance to establish a committee to have oversight of Federation Park. In response, it was suggested that a Friends of Cobram Federation Park committee be established under the direct management and supervision of the Council Chief Executive (CEO).

The proposed group will facilitate community and stakeholder interest and provide information and feedback on matters relating to Cobram Federation Park.

It is recommended that Council endorse the establishment of the group and attached draft Terms of Reference (ToR).

Following endorsement recruitment for membership will commence and nominations sought for the Friends of Cobram Federation Park.

2. Background and Options

The Cobram Federation Park was developed and established through a joint community effort and funding along with State, Federal and Council funding to develop a gateway to Cobram. A community committee established in 2001 has acted as the main conduit for the purchase of the park land and the development of the Federation Park Master Plan in partnership with Council.

The Federation Park Master Plan was endorsed by Council in September 2010 following extensive community consultation. In 2015 the title to the park land was transferred by the Heritage Park Trust to Council. This transfer included management and ongoing implementation of the masterplan and future improvements on the site. The Cobram Federation Park Committee no longer operates as a formal committee; however some founding members are still actively engaged in the proposed and ongoing developments in the park.

Founding members of the original Cobram Federation Park Committee approached Council seeking assistance regarding the establishment of a community reference group for matters relating to Federation Park. As a result of these discussions it was identified that the establishment of the proposed Friends of Federation Park group was the preferred option of community members and Council.

The proposed Friends of Cobram Federation Park will provide input on improving knowledge of the Cobram Federation Park values, promote the community and environmental benefits and features of the park to the wider community and encourage broad community perspectives and collaboration on the management of the Cobram Federation Park.

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

The group will comprise representatives of stakeholder groups and general community members following a process of seeking representation from identified groups and calling for nominations for general community representatives.

The CEO will have direct authority over the management of the Committee and the implementation of plans pertaining to the Cobram Federation Park. Council will engage with the Friends of Cobram Federation Park annually or as required and will support its members to liaise with Council on matters related to the park management.

Whilst the Committee shall have the role of providing input and feedback, decisions on matters relating to the park land ultimately rest on Council based on general community consensus and within delegated authority. Council will maintain primary responsibilities for the implementation of the Cobram Federation Park Master Plan in accordance with the transfer of title of the Cobram Federation Park land.

3. Financial Implications

There are no financial implications in establishing the Friends of Cobram Federation Park.

4. Risk Management

The establishment of the Friends of Cobram Federation Park will provide a venue for interested stakeholders and community members to share information and ideas as well as help promote and be informed in the management of the park.

The proposed ToR provides a clear and concise description of the roles and responsibilities of community stakeholders in the Cobram Federation Park development and set out clear expectations on Council as far as engaging the broader community and managing the implementation of the Federation Park Masterplan and any proposed projects on this site.

5. Internal and External Consultation

Discussions with founding members of the Cobram Federation Park Committee identified the need for a community reference group where matters pertaining to future improvements on the park land can be discussed and referred to for feedback.

Discussions between the Community Development department and the GM Community acknowledged that establishing a Friends of Cobram Federation Park would act as a suitable mechanism for Council to engage with community stakeholders on matters related to the park.

6. Regional Context

The Cobram Federation Park was developed and envisioned to be a gateway to Cobram. This aims to encourage visitors to the area by drawing attention to the town and highlighting Cobram's key features that make it an attractive option for leisure and lifestyle within the region.

Establishing the Friends of Cobram Federation Park ensures that this vision remains current and relevant to the community as proposals for future improvements on the site arise.

7. Council Plan Strategy

Strategy 1: A great place to live

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1. A GREAT PLACE TO LIVE

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

Strategic Objective: We will have a connected and welcoming Shire for all by providing well planned places and quality services.

Strategy 4: A well run Council

Strategic Objective: We will implement a transparent, engaging and accountable governance structure for current and future generations.

8. Legislative / Policy Implications

The proposed Friends of Cobram Federation Park will be established as a “friends of” group. It will not be a formal advisory committee of Council as described under the *Local Government Act 1989*.

Establishing “Friends of” groups for matters requiring Council decisions is in line with Council compliance with and commitment to engaging with the community on matters that affect them, as enshrined in the Victorian *Charter of Human Rights and Responsibilities 2006*.

9. Environmental Impact

The park and its master plan are reflective of environmental sustainability.

10. Conflict of Interest Considerations

There are no conflict of interest considerations in this report.

11. Conclusion

The purpose of the Friends of Cobram Federation Park is to facilitate community and stakeholder interest and support for implementation of plans at Cobram Federation Park. The Friends of Cobram Federation Park will provide a venue for discussions and consultation on proposed future developments and improvements on the site, ensuring a comprehensive and inclusive approach to community engagement and consultation.

It is recommended that the establishment of the Friends of Cobram Federation Park and the attached ToR be endorsed by Council prior to conducting a public process calling for nominations.

Attachments

- 1 Terms of Reference - Friends of Cobram Federation Park - DRAFT

FILE NO: D17/55306
1. A GREAT PLACE TO LIVE

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

ATTACHMENT No [1] - Terms of Reference - Friends of Cobram Federation Park -
DRAFT



DRAFT
Terms of Reference

for the

Friends of Cobram Federation
Park

Approved by Council __/__/2017

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

ATTACHMENT No [1] - Terms of Reference - Friends of Cobram Federation Park - DRAFT

**Terms of Reference for
Friends of Cobram Federation Park**



1. OBJECTIVES

The objectives of Friends of Cobram Federation Park shall be to facilitate community and stakeholder interest and support for implementation of plans for Cobram Federation Park.

This includes providing input on the following as the need arises:

- a) improve knowledge of the Cobram Federation Park values;
- b) promoting the environmental benefits and features of the Park land to the wider community; and
- c) encouraging broad community perspectives and collaboration on the management of Cobram Federation Park.

2. DEFINITIONS

Unless contrary intention appears Cobram Federation Park Master plan endorsed by Council in September 2010, is primarily implemented under the responsibilities of Moira Shire Council.

3. COMPOSITION AND PROCEEDINGS

- 3.1. Friends of Cobram Federation Park shall comprise representatives of groups including but not limited to:
- Federation Park Committee (1);
 - Cobram Lion's Club (1);
 - Cobram Historical Society (1);
 - Cobram Skate Park Committee (1);
 - Cobram-Barooga and District Tourism Authority (1);
 - Rotary Club of Cobram (1);
 - Kiwanis Club of Cobram - Barooga (1); and
 - General Community (up to 5)

- 3.2. Council through the Chief Executive Officer (CEO) will invite participation in Friends of Cobram Federation Park. This will involve a process of seeking representation from groups (see above) and publicly calling for nominations for general community representatives.

Community representative nominees will be considered and appointed based on their ability to contribute to the objectives of the Friends of Cobram Federation Park outlined in Section 1.

General community representatives will be approved by Council's CEO.

- 3.3. The CEO will have direct management and supervision of the Friends of Cobram Federation Park Committee. The Moira Shire Staff representative/s will coordinate the Friends of Cobram Federation Park.
- 3.4. On the resignation of, or in the case of a community representative being incapable of acting as a representative body, the CEO may appoint a replacement person.

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

**ATTACHMENT No [1] - Terms of Reference - Friends of Cobram Federation Park -
DRAFT**

**Terms of Reference for
Friends of Cobram Federation Park**



- 3.5. The term of office for Committee member, unless otherwise specified by Council, will be four years, after which they may be eligible for re-appointment.

4. OPERATIONAL GUIDELINES

- 4.1. Council through the CEO will engage with Friends of Cobram Federation Park at least annually. Additional engagement will occur as required.
- 4.2. The Community Planning Team will be the key point of contact at Council for Friends of Cobram Federation Park.
- 4.3. The CEO will support and encourage Friends of Cobram Federation Park representatives to:
- 4.3.1. Liaise with the Community Planning Team on matters related to the Park management;
- 4.3.2. Assist with providing information when required to their representative groups and the public;
- 4.3.3. Provide feedback to Council, and any other relevant bodies, on matters relating to the park, as required.
- 4.4. Decisions on the implementation of the Federation Park Masterplan and future improvements on the site solely rest with Council within the bounds of its authority and based on merits.

5. INDEMNITY

- 5.1. The Council will indemnify members of Friends of Cobram Federation Park against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Friends of Cobram Federation Park when they are acting in accordance with this Terms of Reference by that member of Friends of Cobram Federation Park in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of Friends of Cobram Federation Park.

6. CONFLICT OF INTEREST

- 6.1. The *Local Government Act 1989* is the primary source of guidance to any Councillor or Council officer on conflict of interest.
- 6.2. If a member of the Committee has a conflict of interest in any matter in which the Committee is concerned, the member must disclose the nature of that interest at the meeting at which the matter is discussed. The member must leave the room and remain outside until conclusion of discussion or any vote on the item.
- 6.3. A conflict of interest is considered to apply if a committee member:
- 6.3.1 has a direct or indirect financial interest in the matter; or
- 6.3.2 is of the opinion that the nature of his or her interest in the matter is such that it may conflict with the proper performance of his or her public duties in respect of the matter

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1. A GREAT PLACE TO LIVE

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ESTABLISHMENT OF FRIENDS OF COBRAM FEDERATION PARK (cont'd)

**ATTACHMENT No [1] - Terms of Reference - Friends of Cobram Federation Park -
DRAFT**

Terms of Reference for
Friends of Cobram Federation Park



7. TERM OF APPOINTMENT

- 6.4. The term of Friends of Cobram Federation Park members will commence on xxxx and will be for a period of four (4) years until a resignation is submitted or unless otherwise terminated in writing by the CEO or Council.

7. REVOCATION

- 7.1. Council may at its discretion revoke the membership of any representative or group.
- 7.2. The Council has the power to terminate the services of Friends of Cobram Federation Park at any time.

8. COMMITTEE REPRESENTATION

- 8.1. It will be the responsibility of representatives to notify the CEO of the resignation of members from Friends of Cobram Federation Park.

DRAFT

FILE NO: 1
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.6

ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE 2017-2021

RECOMMENDATION

That Council:

1. note the key regional stakeholders that accepted an invitation to be a member of the Environmental Sustainability Advisory Committee;
2. endorse the following community representative on the Environmental Sustainability Advisory Committee: Julie Ballard; and
3. endorse the GrainCorp as a business representative on Environmental Sustainability Advisory Committee.

1. Executive Summary

The current term of the Environment Sustainability Advisory Committee (ESAC) expired on the 30 April 2017. Council endorsed the revised Terms of Reference for the Environmental Sustainability Advisory Committee (ESAC) on 28 June 2017. All previous members were formally thanked for their contribution.

A process to appoint new members has been undertaken in accordance with the ToR.

This report recommends noting the regional stakeholders who have accepted the invitation to participate and endorse the applications received from Julie Ballard as a community member and GrainCorp as a business representative.

2. Conflict of Interest Consideration

There are no Officer conflict of interest considerations in relation to this matter.

3. Background

The purpose of the ESAC is to “provide Moira Shire Council advice, input and support in developing and implementing Councils’ Environmental Sustainability Strategy”.

“The objectives of the ESAC are to:

- Act as an advisory and networking forum between Council, expert stakeholders, industry, businesses and the community;
- Contribute advice and guidance towards the development of Councils Environmental Sustainability Strategy;
- Guide the implementation of Councils adopted Environmental Sustainability Strategy;
- Monitor and review the progress of Council’s Environmental Sustainability Strategy; and
- Promote the delivery of Councils Environmental Sustainability Strategy”.

The process for establishing committee composition is described in the ToR and has been followed. The three main components are:

- a) inviting key regional stakeholders;
- b) undertaking a public process calling for nominations for community and business representatives; and
- c) Moira Shire being represented by Councilors and Officers.

FILE NO: 1
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.6

**ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE 2017-2021
(cont'd)**

4. Discussion

Invitation of key regional stakeholders

There are a number of key stakeholders who play a critical role in the environmental sustainability field. In acknowledging this role and recognizing Councils reliance on partnerships in this field letters of invitation were sent to key regional stakeholders.

The following table outlines the response received to date from the key stakeholders invited to participate in the ESAC.

Key Regional Stakeholder	Response received
Goulburn Broken Catchment Management Authority	Accepted
Goulburn Broken Greenhouse Alliance	No response yet (Note: Executive Officer position currently vacant)
Goulburn Murray Water	Accepted
Goulburn Valley Water	Accepted
Yorta Yorta Nation Aboriginal Corporation	No response yet
Parks Victoria	No response yet
Goulburn Valley Waste and Resource Recovery Group	Accepted
Broken Boosey Conservation Management Network	Accepted
Broken Creek Field Naturalist Club	Accepted
Environment Protection Authority	No response yet (new)
Goulburn Murray Landcare Network	No response yet (new)
North East Catchment Management Authority	Accepted (new)
Trust for Nature	Declined
Goulburn Broken Storm water Project	No response yet

Public call for nominations

Councils regular local media outlets were used to call for nominations for individual, community group and business/ industry representatives. We received one application from a community member, Julie Ballard, who has an association with Muckatah Landcare Group and an interest in environmental sustainability and one business nomination from Grain Corp Limited who have previously been an active participant.

Moira Shire representatives

Each year Council nominates Councilor representatives to all of its Advisory Groups and various committees. Currently Councilors Martin and Cox are nominated representatives to the ESAC. A number of staff from the Environment Sustainability Team participate in the committee in a non-voting capacity.

FILE NO: 1
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.6

**ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE 2017-2021
(cont'd)**

5. Financial Implications

There are no financial implications associated with the recommendations in this report.

6. Risk and Mitigation

The ESAC is a formal Council advisory committee. Under the Local Government Act 1989 meetings of ESAC are considered to be an Assembly of Council. Therefore having current committee members appointed through a transparent process and a relevant ToR ensure that appropriate governance arrangements are in place for this committee.

7. Internal and External Consultation

The ESAC includes internal and external members as described earlier. The ESAC is an important vehicle to connect Council and the broader community on environment matters. The process outlined in the ToR was used to seek new members.

8. Environmental Impact

The Environmental Sustainability Strategy assists Council in identifying, reducing and avoiding potential environmental impacts of Council operations and activities. The ESAC has a key role in the development and implementation of Councils Environmental Sustainability Strategy.

9. Conclusion

This report outlines:

- the process undertaken to recruit new members for ESAC; and
- recommends the composition of ESAC for the next four year term (2017-2021).

Attachments

Nil

FILE NO: F13/860-2
4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE

RECOMMENDATION

That:

1. The bridge across the Sandy Creek at Wilby, remain closed to all traffic as it cannot reliably support the normally expected loads that such a bridge should be able to support.
2. That the alternate route be upgraded by re-sheeting with gravel.
3. Council seek funding to restore the bridge to a footbridge as it was originally built.
4. Council advise users of the bridge, and the community of Wilby of its decision.

1. Executive Summary

The bridge across the Sandy Creek at Wilby, was originally constructed as a footbridge. It has been strengthened over the years, and has been in poor condition for many years, but has now deteriorated to a stage that it should not be carrying vehicles.

The bridge is only used to access the recreation reserve and there is alternative access available. The alternate access is via a short detour from the bridge and will be upgraded by re-sheeting because it will now serve as the main entrance to the Reserve.

The bridge is listed within Council's heritage study as a footbridge that is quite significant. It should not therefore be replaced by an alternate vehicle bridge but preserved as a footbridge.

It is recommended that Council seek funds under an appropriate program to refurbish the bridge and return it to its historical state. It is quite likely given the significance of the bridge that a historic funding application would be successful.

2. Background and Options

Council has regular condition audits done on all of the bridges that it is responsible for. Those bridges that are in poor condition receive additional attention than do those in good condition.

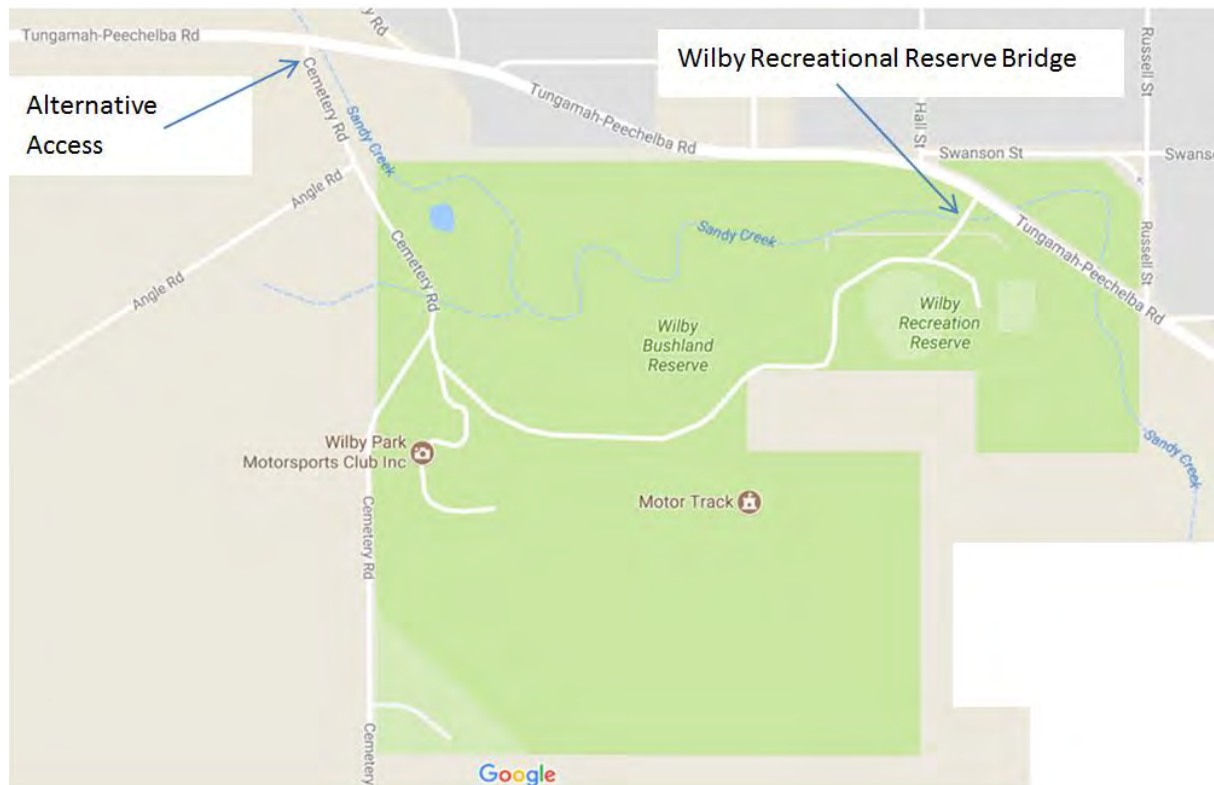
The bridge across the Sandy Creek at Wilby is one such Bridge. It has had the very low load limit of 2 tonnes for some years, it is used exclusively for access to the recreation reserve and there is an alternate access route available for the reserve.

There is a sign on the bridge that advises "heavy" vehicles to use the alternate access to the reserve.

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE (cont'd)



The latest condition audits have put the condition of the bridge at “8”, this means that it has further deteriorated since the previous audit and needs replacement.

The bridge was built as a footbridge in 1901. Subsequently it has been strengthened for light vehicles to travel across and has now deteriorated to a stage where vehicles should not be travelling upon it.

The Manager Strategic Projects has, under delegated emergency powers, closed the bridge to traffic on 24 August 2017, after receiving the latest condition data. The consequences of a failure of the bridge, could be quite severe and the risk is substantial given that a vehicle and horse float is the type of load that may cause issues. The

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE (cont'd)

recreation reserve is used by people with horses. If a user did not notice the sign or failed to take heed of it a serious accident could occur.

The original footbridge is listed within Council's heritage Study.

The footbridge is very interesting because it's rare to be able to date footbridges accurately back to the late 19th or early 20th centuries. The fact that its current appearance is so similar to the 1901 photo is important. The main difference appears to be the addition of small packing blocks between the corbels and beams. This was an innovation in timber bridge design that the CRB promoted from around the 1920s onwards. The centre span of the bridge looks to be exceptionally long for a simple timber beam footbridge and could well be one of the longest recorded in the State.127

The referral to the long span is of particular interest today in that the span was considered long for a footbridge, it is exceptional for a structure as a footbridge that has, albeit been strengthened, now being used as a vehicle bridge.

The Heritage Study "Statement of Significance" provides as follows;

The Wilby footbridge is aesthetically, historically and scientifically significant as a rare extant timber footbridge and which creates a historic bush setting for the pedestrian entry to the recreation ground and a rare example of infrastructure from the turn of the twentieth century in Wilby.

The following photo appears in the Heritage Study;



3. Financial Implications

An estimate and scope will be prepared for a future application for funding to restore the bridge to a footbridge, it is likely the cost will exceed \$200,000.

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE (cont'd)

4. Risk Management

The following extract of the delegations provided by Council to various staff provides that emergency powers are delegated to various staff. In delegating such powers Council has ensured that the risks of injury to members of the public are controlled.

ROAD MANAGEMENT ACT 2004		
Column 1	Column 2	Column 3
PROVISION	THING DELEGATED	DELEGATE
s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	GMI, MCA, SAE, MO, SFBP, SWS, TLO, MSP

5. Internal and External Consultation

External consultation has not been undertaken as the risk to users of the bridge is significant. External consultation has been lacking as the closure has been prompted by deterioration of the bridge, and safety concerns.

Council's Operations and Asset Departments have been consulted in relation to the closure. Council's Planning Department has been consulted in relation to the historic significance of the bridge.

Users will be advised following Council's decision. It is likely that some of the users will not appreciate the decision to close the bridge, however the decision is in the best interests of Council as well as the users. Failure of the structure, or any injury to any member of the public is not acceptable.

6. Regional Context

The bridge provides for local access to the recreation reserve. There are no regional implications.

7. Council Plan Strategy

The subject of this report relates to Council' Strategic Goal of Improving Liveability, it supports the enabling objectives of; delivering sound financial management, and demonstrates good governance.

Strategic Performance Indicators that are relevant include;

- a. Connect our communities via safe and efficient footpath and road networks.*
- 13.0 Anticipate and plan for future land use needs*
- 19.0 Ensure governance and decision making framework meets legislative requirements and community needs*
- 24.0 Meet the community's needs in a financially sustainable manner*
- 25.0 Sustainably meet the community's asset needs*

8. Legislative / Policy Implications

Council has Powers under the Road Management Act to manage and control the use of its Roads and Bridges. It also has powers under the Local Government Act 1989;

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE (cont'd)

Under Schedule 11 of the Local Government Act Council has power to;

10 Power to place obstructions or barriers on a road temporarily

(1) A Council may block or restrict the passage or access of vehicles on a road by placing and maintaining any temporary barrier or other obstruction on the road—

(a) for as long as is necessary to prevent any injury to any person or damage to any property (including damage to the road itself); or

12 Power to restrict use of road by vehicles of a certain size etc.

(1) A Council may prohibit or restrict the use of a road by any motor vehicle of, or over, a certain size or weight.

(2) Despite anything to the contrary in section 223, if in the opinion of the Council the use of a road by motor vehicles of, or over, a certain weight poses an immediate risk of danger to people or damage to property (including damage to the road itself), the Council may exercise a power under this clause before it makes a final decision on the exercise of the power.

14 Power to prohibit traffic on unsafe roads

A Council may prohibit or restrict traffic on a road that it considers is unsafe for that traffic.

As can be seen the powers with respect to restriction of traffic where concern exists over safety are granted under several Clauses of the Schedule.

Emergency Powers delegated to staff have been used to ensure that the community is protected in the meantime.

9. Environmental Impact

There are no environmental implications if the bridge were returned to its former use. There would be significant loss of native vegetation if a road bridge and the associated works were carried out at the site.

10. Conflict of Interest Considerations

There are no Officer conflicts of interest issues with respect to this report.

11. Conclusion

The bridge across the Sandy Creek at Wilby has been in poor condition for many years. It started life as a footbridge and has been recognized in Council's Heritage Study as a significant item.

The bridge has recently deteriorated further; it is not safe to carry vehicles whose drivers would commonly want to use it.

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.1

BRIDGE CLOSURE WILBY RECREATION RESERVE (cont'd)

In conformance with Council's Heritage Study, the Council Plan and Asset Management Plans Council can seek funding to restore the bridge to its former use as a footbridge, now that the bridge has reached the end of its life.

Attachments

Nil

FILE NO: F13/858
4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

PROPOSED DISCONTINUATION OF BARRY STREET, NATHALIA

RECOMMENDATION

That Council exercise its powers under the Schedule 10 Clause 3 of the Local Government Act to discontinue Barry Street, Nathalia between Park Street and Pelling Street by a notice published in the Government Gazette and the land be transferred to the Crown.

1. Executive Summary

At Council's meeting of 28 June 2017, Council resolved to commence the process to discontinue Barry Street, Nathalia between Park Street and Pelling Street and accordingly undertake the required consultation process under Section 223 of the Local Government Act.

As part of the consultation process, public notices were advertised on the Council's Website and in the local newspapers commencing on 12 July 2017 inviting the public to make a submission on the proposed road discontinuation under Section 223 of the Act. The period for the public to make a submission was open until 11 August 2017. No submissions had been received.

It is therefore recommended that Council proceed with the discontinuation of Barry Street, Nathalia between Park Street and Pelling Street by a notice published in the Government Gazette in accordance with Schedule 10 Clause 3 of the Local Government Act.

2. Background and Options

Council's resolution to commence the public consultation process follows from the request received from the St Mary of the Angels Secondary College in Nathalia to discontinue the road reserve of Barry Street between Park and Pelling Streets, Nathalia. Their purpose for the discontinuation is to incorporate the unused road reserve as part of their proposal to consolidate abutting individual lots owned by the Roman Catholic Trust into one single title to allow the College to conduct agricultural and horticultural classes on the land.

The section of Barry Street that is proposed to be discontinued is depicted in the map below:

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

PROPOSED DISCONTINUATION OF BARRY STREET, NATHALIA (cont'd)



3. Financial Implications

Barry Street is listed as government roads and should Council resolve to discontinue it, the land will revert back to Crown land and the College through the Roman Catholic Trust will be able to enter into discussions with the relevant State department to purchase the land for educational purposes.

Council will derive no income from the sale of the land given it will revert to Crown land once the road is discontinued.

This section of road reserve is not currently recorded as a Council asset on the Council's asset register and does not financially contribute to Council's total value of its assets in terms of depreciation.

4. Risk Management

There is minimal risk to Council with the discontinuance of Barry Street as the road is not listed on Council's Register of Public Roads and Council hasn't had to inspect and maintain this section of road due to the fact that the road is unmade.

5. Internal and External Consultation

Community consultation was sought on the proposal to discontinue Barry Street Nathalia under Section 223 of the Local Government Act 1989 and Section 12 of the Road Management Act by advertising through public notices in local newspapers for a minimum period of 28 days.

The public notice was advertised in:

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4. A WELL RUN COUNCIL

ITEM NO: 9.4.2

PROPOSED DISCONTINUATION OF BARRY STREET, NATHALIA (cont'd)

Numurkah Leader 12 July 2017
Redgum Courier 14 July 2017

Closing date for receiving written submissions was 11 August 2017.

6. Regional Context

Over 500 secondary students attend St Mary of the Angels Secondary College. Students travel from as far as Finley in NSW, Cobram, Numurkah and Nathalia Districts. The College is proposing to develop their site at Barry Street to conduct agricultural and horticultural classes for their students.

7. Council Plan Strategy

The proposal under consideration in the report supports Council Plan Strategy No. 4 - Well Run Council and Strategic Action – Reviewing and rationalizing assets and services to identify gaps, overlaps and surplus.

8. Legislative / Policy Implications

Section 10 Clause 3 of the Local Government Act 1989 (the Act) outlines Council's power to discontinue roads by a notice published in the Government Gazette. Section 207A of the Act states that when exercising a power under Section 10 Clause 3, a person may make a submission under Section 223 of the Act.

Section 223 of the Act outlines a process whereby Council is required to publish a notice of its intention to exercise its power under Section 10 Clause 3 and persons are given the right to make a submission concerning the matter. The period for receiving submissions is not to be less than 28 days from when the notice is published.

The Section 223 process was concluded and no written submissions were received.

9. Environmental Impact

There is some native vegetation within the road reserve. Any removal of the native vegetation will require a planning permit for removal of such vegetation.

10. Conflict of Interest Considerations

There are no Council officer conflict of interest issues to consider within this report.

11. Conclusion

It is therefore recommended that Council proceed with the discontinuation of Barry Street, Nathalia between Park Street and Pelling Street by a notice published in the Government Gazette in accordance with Schedule 10 Clause 3 of the Local Government Act, and that the land be transferred to the Crown.

Attachments

Nil

FILE NO: F13/858
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

PROPOSED DISCONTINUATION OF HOODLE STREET, BUNDALONG

RECOMMENDATION

That Council does not proceed with the process for the discontinuation of Hoodle Street, Bundalong.

1. Executive Summary

Following consideration of the submissions and presentations by residents, this report proposes that the discontinuation of Hoodle Street, Bundalong not proceed.

A local resident requested council discontinue a section of Hoodle Street. Council sought community feedback. The feedback confirmed the local residents oppose the proposal because of

- the perceived impact on access to their property,
- risk of further similar discontinuances
- loss of a valued community open space

The road way is crown land and the discontinuance would see the land revert to the crown. The applicant would need to negotiate with DEWLP to determine future access arrangements or purchase. Discontinuance would not guarantee the outcome sought by the resident.

It is therefore recommended that Council not proceed with the proposal to discontinue Hoodle St.

2. Background and Options

- The request for Council to consider discontinuation of Hoodle St between Pasley Street and 2 Ligar Street and 7 Bailey Bundalong was made by the current owner of 2 Ligar Street.
- The property owner sought to incorporate the unused road reserve into his individual property as part of their proposal to consolidate their abutting individual properties.
- The area is outlined in yellow in the following map.

FILE NO: F13/858
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

PROPOSED DISCONTINUATION OF HOODLE STREET, BUNDALONG
(cont'd)



Community consultation and feedback

Council's community consultation process was completed in accordance with the requirements of Section 223 of the Local Government Act 1989 and Section 12 of the Road Management Act

Council received 10 submissions between 9 August and 8 September. All submissions opposed the proposal and included three common themes:

FILE NO: F13/858
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

PROPOSED DISCONTINUATION OF HOODLE STREET, BUNDALONG (cont'd)

- Property owners (est 90%) rely on the road reserve for rear access to their property. Many purchased their properties with this understanding and do not have front access (off Ligar Street and Bailey Street); and others do not have front access to the rear of their properties
- Concerns that the proposed discontinuance will set a precedent for other property owners to purchase their portion of the road reserve, resulting in blocking off rear access to other properties that rely on access of Hoodle Street;
- The road reserve provides a safe open space community area for children to play and for residents to meet and socialise.

The feedback was confirmed by submitters' presentations to the Committee of the Council held 13 September 2017.

Options considered

A. Discontinuing the road

- The consultation process confirmed that a decision by council to discontinue the road is strongly opposed by the local residents.
- This option does not enable Council to deliver the outcome sought by the applicant – the applicant would need to negotiate with DEWLP to agree any further land ownership/access.
- A turning circle/court bowl would need to be constructed within the road reserve to enable safe access and exit of traffic from Hoodle St.

B. Retain current status of the road

- Site visits confirmed a number of permanent structures in the road reserve that are not consistent with the status of the road as crown land.
- The road is not formed and hence the requirements of the Road Management Plan do not apply. This means there is little cost to Council to maintain the area.
- The community consultation process confirmed the local residents would prefer the current status be maintained.

3. Financial Implications

Hoodle Street is listed as a government road and hence is crown land.

If Council resolved to discontinue the road, the land will revert back to the Crown land and the abutting landowner would need to negotiate with the DEWLP to secure access to the land.

Council does not earn rates/revenue from the land and there is no payment to council if the land reverts to the crown.

4. Risk Management

Closing the road does not provide Council with the ability to provide the applicant with the outcome he seeks and is expected to attract considerable local resident discontent.

Council is not required to maintain or inspect the road and hence maintaining the current status of the road presents limited financial risks to Council.

FILE NO: F13/858
4. A WELL RUN COUNCIL

ITEM NO: 9.4.3

PROPOSED DISCONTINUATION OF HOODLE STREET, BUNDALONG
(cont'd)

5. Legislative / Policy Implications

The Local Government Act 1989) and the Road Management Act describes Council's power to discontinue roads and the processes that must be followed before exercising these powers.

6. Environmental Impact

There is some native vegetation within the road reserve. Any removal of the native vegetation will require a planning permit for removal of such vegetation.

7. Conflict of Interest Considerations

There are no Council officer conflict of interest issues to consider within this report.

8. Conclusion

The community consultation process has demonstrated that the majority of the residents that live adjacent to Hoodle Street do not support the discontinuation of Hoodle Street and their preference is for the road reserve to remain open. Closing the road does not provide Council with the ability to provide the applicant with the outcome he seeks.

It is therefore recommended that Council does not proceed with the process for the discontinuation of Hoodle Street.

Attachments

Nil

FILE NO: F17/235
4. A WELL RUN COUNCIL

ITEM NO: 10.1

ACTION OFFICERS' LIST**RECOMMENDATION**

That Council receive and note the Action Officers' List.

Meeting: 26 June 2017

Subject – Barmah Caravan Park

MOTION

That Council confirm its preferred option for future involvement in the operation of the Barmah Caravan Park is to undertake a prescriptive Expression of Interest process.

(CARRIED)

COMPLETED

Expression of interest starts on Friday September 6 and concludes Wednesday November 14 at 5pm. The assessment panel will include some independent members. Interim park management arrangements are in place.

Attachments

Nil

FILE NO: D17/57766
2. A THRIVING LOCAL ECONOMY

ITEM NO: 12.1

JOINT LETTER LONERGAN ROAD, COBRAM**RECOMMENDATION**

That Council

- consider the issues raised in the joint letter received by Council and thank the author.
- consider Lonergan Road as a potential candidate for State or Federal Government funding, provided the application is not at the expense of other projects identified for such grants.
- advise the traffic liaison Committee of the incidence of a few vehicles travelling at very high speeds upon Lonergan Road.

1. Executive Summary

This report advises Council of steps to address the concerns identified by property owners along Lonergan Road, Cobram and submitted to Council in a joint letter by four local property owners.

The letter requests that Council widen approximately 2 kilometres of Lonergan Road, to minimise dust from vehicles travelling along the road, and mentions that State Government funding may be available to undertake this work.

Lonergan Road is a Local Road built and maintained to support use by local property owners.

Traffic investigations show an average 186 vehicles per day – with the 85%ile around the local speed limit of 100kph. This is normal and expected. The traffic volumes are not high and the average speeds, are not unusual for this type of road. There is some concern that a few vehicles are travelling at very high speeds.

Road widening is proposed as a solution by the local property owners. Improving the road would require full reconstruction of the road estimated at around \$300,000 per km.

State Government funding programs have been available in the past, however the application process is extremely competitive.

An alternative option is to close all or part of the road. This would effectively eliminate the through traffic, reducing the volume of traffic, dust and also reduce road maintenance costs. Local property owners have confirmed they are not willing to consider this option.

2. Background and Options**Joint Letter**

Council received a joint letter (3 August 2017) from four residents of Lonergan Road requesting Council investigate extending the seal on both sides of the road by 1 metre to address issues of dust and fruit damage caused by passing traffic; and suggesting State Government grant funding may be available for the works.

The letter is reproduced below;

FILE NO: D17/57766
2. A THRIVING LOCAL ECONOMY

ITEM NO: 12.1

JOINT LETTER LONERGAN ROAD, COBRAM (cont'd)



CEO AND COUNCILLORS MOIRA SHIRE

We the undersigned have orchards along Lonergan Road Cobram and have had issues of dust and fruit damage caused by the narrow seal of the road. Could Council investigate the provision of a 1 metre seal along the edges of this road to help improve our situation .We believe the State Government has a grant program for this.

Lonergan Road, Cobram

- The road is designed, constructed and maintained to the standards of a local road servicing a small number of local property owners.
- The section of road includes a narrow GMW channel crossing. The road cannot be widened without widening the channel crossing, which is the responsibility of GMW.
- The section identified by the joint letter is approximately 2 km long.



Current Road use

- Council investigations have confirmed the road carries an annual average of **186 vehicles per day**.
- Lonergan Road is too narrow for vehicles to pass without one or both travelling on the road shoulder. Vehicles pass each other along this section of road only very few times per day. (The “gap” between vehicles averages approximately 15 minutes and the time to travel along the road is less than 2 minutes.)
- The average vehicle speed is 88kph with 85% of users travelling at or below the speed limit (100 kph). Approximately 15% of users are travelling in excess of the speed limit with 1.5% of users travelling detected travelling in excess of 130kph.
- A few vehicles are travelling at very high speeds.

FILE NO: D17/57766
2. A THRIVING LOCAL ECONOMY

ITEM NO: 12.1

JOINT LETTER LONERGAN ROAD, COBRAM (cont'd)**Requested works**

- Widening the road to match the requested use is expected to require full reconstruction of the entire road – to strengthen and widen the road to meet contemporary design standards and support modern vehicle loads.
- GMW would need to fund works to widen the channel crossing and failing this, the works may require installation of a central Give Way sign to accommodate the narrow channel crossing.
- Determining the cost of full road reconstruction requires further investigation to confirm the precise scope of works. As an indication, recent full road reconstructions of equivalent roads have costs approximately \$300,000 per km.
- The letter author confirmed the local property owners do not wish to contribute to the costs of the works.

Grant funding options

The section of road may qualify for funding under the Victorian Government's Local Roads to Market Program. The grant process is extremely competitive and would require Council to prioritize the application for Longeran Road over other roads identified as requiring works within the Moira Shire.

It is recommended that Council consider Longeran Road as a potential candidate for funding, along with other local candidates if a suitable program is announced by the State or Federal Government.

Alternative solution – close the road – in part or at either end

- Closing the section of Longeran Road between the Benalla-Tocumwal Road and the Cobram South Road entirely or in part would eliminate through traffic, retain access for local property owners and reduce the road maintenance costs for Council .
- Partial road closure would require installation of appropriate sites for vehicles to turn around.
- Erecting barriers to close all or part of the road is estimated to cost approximately \$15,000.
- This option has been discussed with the local property owners and is not supported.

3. Risk Management

Road maintenance - The risks with respect to roads and their management are mitigated and controlled via council's Road Management Plan.

Road dust - Council has had the material that it uses for construction of road shoulders tested for damaging minerals, chemicals and poisons and the material meets EPA standards for use as clean fill.

4. Internal and External Consultation

- The author of the letter has been consulted about this report and the various options available to solve the issues raised in the letter. The author has indicated local property owners are not willing to consider any form of road closure and are not willing to contribute to the costs of the project.
- Should the road be closed to through traffic by erecting barriers at the intersection of Benalla -Tocumwal Road additional consultation would need to be carried out with property owners along the road.

FILE NO: D17/57766 2. A THRIVING LOCAL ECONOMY	ITEM NO: 12.1
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JOINT LETTER LONERGAN ROAD, COBRAM (cont'd)**5. Legislative / Policy Implications**

Council is responsible for Lonergan Road under its Road Management Plan. The road meets the requirements of the Road Management Plan.

The Local Government Act provides powers for Council to erect;

- permanent barriers to restrict or block traffic from travelling along a road.
- temporary barriers for reasons including the purposes of a genuine traffic diversion experiment.

Council must consider a report from VicRoads before installing a temporary or permanent road closure, and conduct a community consultation process.

6. Conflict of Interest Considerations

There are no officer conflicts of interest with respect to this report.

7. Conclusion

The signatories to the letter are concerned that the dust generated as vehicles use the road shoulders is detrimental to their fruit products.

Having considered the likely works requirements, and the limited likelihood of this project attracting external grant funding, Officers preferred solution is to close the road, at the intersection with Benalla - Tocumwal Road. However this is not supported by the local property owners.

Following discussions with the property owners it is recommended Council consider Lonergan Road as a potential candidate for grant funding to enable widening of the road, along with other candidates within the Shire. This approach has been discussed with the letter author.

Attachments

Nil

FILE NO: VARIOUS

ITEM NO: 14

URGENT GENERAL BUSINESS**Clause 60 of Council's "Meeting Procedures Local Law 2017 states:****60. Urgent general business**

- 1) Councillors must provide an outline of the matters to be considered before Council can accept the motion to consider urgent business. The outline must demonstrate how the matter meets the criteria for urgent business.
- 2) Urgent business can only be admitted by resolution of Council
- 3) Urgent business must not be admitted as urgent business unless
 - a) It relates to or arises out of a matter which has arisen since distribution of the agenda
 - b) Is manifestly urgent
 - c) Is material to the function of Council
 - d) Requires an urgent council resolution
 - e) Is otherwise determined by the CEO.
- 4) Only the mover of an urgency motion may speak to the motion before it is put.

FILE NO: VARIOUS

ITEM NO: 15

QUESTIONS FROM THE PUBLIC GALLERY

Clause 61 of Council's "Meeting Procedures Local Law 2017 states:

61. Question Time

The Council will hold a Public Question Time of up to 30 minutes duration at each Ordinary Meeting, to enable members of the public to receive answers to questions previously submitted for consideration, and if the submitted questions are dealt with in less than the 30 minute period, the Chair can invite questions from the floor.

- 1) At every ordinary meeting of the Council a maximum of 30 minutes may be allocated to enable members of the public to submit questions to Council.
- 2) The time allocated may be extended by unanimous resolution of Council.
- 3) Sub-clause (1) does not apply during any period when the Council has resolved to close a meeting in respect of a matter under section 89(2) of the Act.
- 4) To assist the accurate recording of minutes and addressing any questions that may require written response or follow up, the Chief Executive Officer may require questions to be submitted in writing.
- 5) No person may submit more than two (2) questions at any one (1) meeting.
- 6) The Chairperson or member of Council staff nominated by the Chairperson may read a question to those present.
- 7) No question must be so read unless:
 - a) the person asking the same is in the gallery at the time it is due to be read; and
 - b) the person asking the question reads the same when called upon by the Chairperson to do so.
 - c) A question may be disallowed by the Chairperson if it:
 - d) relates to a matter outside the duties, functions and powers of Council;
 - e) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - f) deals with a subject matter already answered;
 - g) is aimed at embarrassing a Councillor or a member of Council staff;
 - h) relates to personnel matters;
 - i) relates to the personal hardship of any resident or ratepayer;
 - j) relates to industrial matters;
 - k) relates to contractual matters;
 - l) relates to proposed developments;
 - m) relates to legal advice;
 - n) relates to matters affecting the security of Council property; or
 - o) relates to any other matter which Council considers would prejudice Council or any person.
- 8) The Chairperson may request a Councillor or member of Council staff to respond, if possible, to the question.
- 9) Councillor or member of Council staff may require a question to be put on notice until the next Ordinary meeting, at which time the question must be answered, or elect to submit a written answer to the person asking the question.
- 10) A Councillor or member of Council staff may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or member of Council staff must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

FILE NO: VARIOUS

ITEM NO: 16

MEETING ADJOURNMENT

RECOMMENDATION

That the meeting be adjourned for 10 minutes.

RECOMMENDATION

That the meeting be resumed.

RECOMMENDATION

That pursuant to Sections 89(2) (a) (f) and (h) of the Local Government Act, 1989, this meeting of Council be closed to members of the public in order for Council to discuss personnel and contractual matters which the Council considers would prejudice the Council or any person.

RECOMMENDATION

That pursuant to Section 89(2) of the Local Government Act 1989, Council resolve to continue in open session.

RECOMMENDATION

That the recommendations of the "Closed" Meeting of Council be adopted and the award of tenders disclosed in the open minutes.