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AGENDA

UNSCHEDULED MEETING OF COUNCIL **FOR** **TUESDAY 30 APRIL 2024** **TO BE HELD AT BRIEFING ROOM** **44 STATION STREET COBRAM VIC 3644** **COMMENCING AT 4:00 PM**

RECORDING

Consistent with section 13.3 of our Governance Rules, Council officers have been authorised to record the public session of this meeting using an audio recording device.

LIVE STREAMING

Council meetings will now be lived streamed to allow those interested in viewing proceedings greater access to Council decisions and debate, without attending the meeting in person.

1. WELCOME CALLING TO ORDER - CEO

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 TRADITIONAL OWNERS

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 / LEAVE OF ABSENCE

5. DISCLOSURE OF CONFLICTS OF INTEREST

6. OFFICER REPORTS FOR DETERMINATION

- 6.1 YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP -
APPOINTMENT OF MEMBERS

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7. CLOSE OF MEETING

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 6.1
(TEAM LEADER BUSINESS SUPPORT,
COMMUNITY SERVICE DELIVERY, NATALIE
MCDONALD)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP - APPOINTMENT OF MEMBERS

Recommendation

1. That Council, in accordance with the Terms of Reference for the Yarrowonga Town Hall Future Use Advisory Group, appoint the following individuals to the group in their respective areas:

Two interested community members who are residents of the Yarrowonga / Mulwala district:

- Bruce Pigdon
- James Rouel

Eight representatives of groups or organisations that have previously utilised space in the Town Hall or the former Community Hall:

- Nerida Mitchell - Across the Arts Yarrowonga Mulwala
- Damien Keel - Yarrowonga College P-12
- Carol Henderson - Yarrowonga Anglican Parish
- Andrew Brown - "Festival of 1000 Voices" Choir Festival
- Jan Parker - Yarrowonga Family History Group
- Ian Reid - Allegro Theatre Company
- Geoff Campbell - Yarrowonga Community Action Group
- Alan Williams - Yarrowonga Senior Citizens

Two representatives of community groups or organisations that have not previously used either Hall but could do so in the future:

- Cyndi Gleeson - Yarrowonga Mulwala Historical Society
- Nikki Ralston - Regional Arts Victoria

One representative of the Moira Shire All Abilities Advisory Committee:

- Julie-Anne Clarke - Moira Shire Council All Abilities Advisory Committee

One representative of the Goulburn Valley Libraries:

- Felicity Macchion - Goulburn Valley Libraries

2. That Council confirm each of the appointments made will be for a period of 12 months commencing from 1 May 2024.
3. That Council ask the Principal of the Yarrowonga P-12 and Sacred Heart College to nominate one student representative each to sit on the Advisory Group with permission from the student's parent (if under 18) and delegate the appointment of the student representatives to the Yarrowonga Town Hall Future Use Advisory Group the CEO, noting that should no students be nominated, the absence of students does not invalidate the Terms of Reference of the Advisory Group.

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YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP - APPOINTMENT OF MEMBERS (cont'd)

1. Executive Summary

The Yarrowonga Town Hall Future Use Advisory Group (Advisory Group) will give representative advice to Council about future uses and users of the Yarrowonga Town Hall. This advice will include informing the scope and deliverables of Yarrowonga Library, Events and Performance Precinct Stage 2 works that will be needed to support future Town Hall uses.

On Thursday 28 March 2024, Council opened the Expression of Interest process via an online survey for the Advisory Group, and it closed on Wednesday 24 April at 4pm. 21 applications were received, of which one was incomplete.

The Assessment Panel, made up of Council's Chief Executive Officer, Director Community, and an Independent Consultant from Kismet Forward, have assessed the applications and have prepared a recommendation for Council's consideration.

Following Council's decision, applicants will be notified on the outcome of their application and a meeting will be convened to onboard the members, ratify the Terms of Reference (attached) and confirm the roadmap of the group.

2. Conflict of interest declaration

There are no conflict of interest considerations as part of this report.

3. Background & Context

The Yarrowonga Town Hall Future Use Advisory Group (Advisory Group) will give representative advice to Council about future uses and users of the Yarrowonga Town Hall. The key objective of the Advisory Group is to serve as a community engagement mechanism to gain information and knowledge to inform Council's determination about the Yarrowonga Town Hall and long-term functionalities to best serve the community.

Specifically, this involves:

- Establishing an Advisory Group that is represented by previous user groups.
- Providing feedback to Council about achievable requirements to maximise the range of use and users.
- Ensuring a range of perspectives are considered to ensure the Yarrowonga Town Hall is relevant and used by many over its life span.
- Providing constructive and collaborative input that recognises the spatial and financial limitations of the project and the need to ensure a vast range of activities are accommodated.

The input of the Advisory Group will be respected by Council, however Council is not under obligation to act under the direction of the Advisory Group and will balance a range of needs and factors in decision making about the Yarrowonga Town Hall.

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YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP - APPOINTMENT OF MEMBERS (cont'd)

The Terms of Reference state that the Advisory Group composition will have members from a broad range of demographic and experiential backgrounds. Successful applicants will have demonstrated in their application that they:

- Live or work or represent a community group in the Moira Shire area or be a representative from:
 - Local Secondary College; or
 - Moira Shire All Abilities Advisory Committee; or
 - Goulburn Valley Libraries.
- Have authorisation from any community group they seek to represent on the Advisory Group.
- Agree to work in accordance with the Terms of Reference.
- Genuinely wish to work constructively and collaboratively to enable the Advisory Group to fulfil its purpose. Will help to ensure a diverse range of views are considered in determining the future users and uses of the Yarrowonga Town Hall.

The Advisory Group will be made up of up to 16 members, as follows:

- *Two* interested community members who are residents of the Yarrowonga / Mulwala district.
- *Eight* representatives of groups or organisations that have previously utilised space in the Yarrowonga Town Hall or the former Community Hall.
- *Two* representatives of community groups or organisations that have not previously used either Hall but could do so in the future.
- *Two* student representatives (one from each Secondary College in Yarrowonga).
- *One* representative of the Moira Shire All Abilities Advisory Committee
- *One* representative of the Goulburn Valley Libraries.

Note: One person cannot fill positions across multiple categories.

The term of Advisory Group members will commence on 1 May 2024 and will be for a period of twelve months until a resignation is submitted prior or unless terminated in writing prior to the conclusion of twelve months by the CEO. Membership may be revoked via resolution of Council. An independent consultant and Moira Shire Officers will attend scheduled meetings as observers or to provide facilitation, admin support and information relevant to the progress of the project.

The Terms of Reference further detail the operational guidelines, expected conduct of members, indemnity, conflict of interest arrangements, meeting details, Advisory Group representation, confidentiality and intellectual property.

4. Issues

On Thursday 28 March 2024, Council opened the Expression of Interest process via an online survey for the Advisory Group, and it closed on Wednesday 24 April at 4pm. 21 applications were received, of which one was incomplete.

The Assessment Panel, made up of Council's Chief Executive Officer, Director Community, and an Independent Consultant from Kismet Forward, have assessed the applications and have prepared a recommendation for Council's consideration. Based on the assessment, the following people are recommended to form the Advisory Group:

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YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP - APPOINTMENT OF MEMBERS (cont'd)

RECOMMENDED:

Two interested community members who are residents of the Yarrawonga / Mulwala district:

Name
1. Bruce Pigdon
2. James Rouel

Eight representatives of groups or organisations that have previously utilised space in the Town Hall or the former Community Hall:

Name	Group
1. Nerida Mitchell	Across the Arts Yarrawonga Mulwala
2. Damien Keel	Yarrawonga College P-12
3. Carol Henderson	Yarrawonga Anglican Parish
4. Andrew Brown	"Festival of 1000 Voices" Choir Festival
5. Jan Parker	Yarrawonga Family History Group
6. Ian Reid	Allegro Theatre Company
7. Geoff Campbell	Yarrawonga Community Action Group
8. Alan Williams	Yarrawonga Senior Citizens

Two representatives of community groups or organisations that have not previously used either Hall but could do so in the future:

Name	Group
1. Cyndi Gleeson	Yarrawonga Mulwala Historical Society
2. Nikki Ralston	Regional Arts Victoria

One representative of the Moira Shire All Abilities Advisory Committee:

Name
1. Julie-Anne Clarke

One representative of the Goulburn Valley Libraries:

Name
1. Felicity Macchion

Two student representatives (one from each Secondary College in Yarrawonga):

With the combination of school holidays and no completed responses from students from either of the Secondary Schools, the Panel are proposing to hold these positions over. The Schools will be formally written to, requesting the Principal to nominate student representatives. Based on the Principal's endorsement, the representatives can join the Advisory Group. Student representatives may not receive the recommended period of notice for the first meeting, depending on their appointment.

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YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP - APPOINTMENT OF MEMBERS (cont'd)

5. Strategic Alignment

Pillar 5: Transparent and Accountable Governance

The formation of the Yarrowonga Town Hall Future Use Advisory Groups assists in meeting the following objectives:

5.01 - Our decisions will be evidence-based, financially viable, and for the longer term.

5.05 - We will be transparent, inclusive, responsive and accessible when engaging with the community.

6. Internal & External Engagement

The Terms of Reference for the Yarrowonga Town Hall Future Use Advisory Group were developed in conjunction with Chief Executive Officer, Director Community and the Manager Community Wellbeing. The Terms of Reference were endorsed by the Executive Leadership Team and Administrators.

The Expression of Interest for the Yarrowonga Town Hall Future Use Advisory Group was sent to over 350 community members and groups. The process was advertised on social media platforms and in local newspapers. Consultants from Kismet Forward actively worked with community members on submitting their Expressions of Interest and also made contact with specific community groups to encourage them to make an application. The role of the group will be to ensure the wider community is consulted in making recommendations in relation to the Yarrowonga Town Halls future users and uses.

7. Budget / Financial Considerations

There is no budget allocated to the formation of the Yarrowonga Town Hall Future Use Advisory Group. There may be budget findings that Council will need to consider as part of the recommendations that the group developed based on the future users and uses of the Yarrowonga Town Hall.

8. Risk & Mitigation

Terms of Reference have been developed to ensure the group are operating within certain guidelines. The group may make recommendations that are a significant cost to Council, however these will need to be considered by Council as to whether they will progress.

9. Conclusion

The Assessment Panel are recommending that 14 members form the Yarrowonga Town Hall Future Use Advisory Group and the two student representatives will be appointed at a later date based on their Principal's endorsement.

Following the Council meeting, applicants will be notified on the outcome of their Expression of Interest and a meeting will be convened to onboard the members, ratify the Terms of Reference and confirm the roadmap of the group.

Attachments

- 1 Terms of Reference

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**YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP -
APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference



Terms of Reference
Yarrowonga Town Hall Future Use
Advisory Group

May 2024 – May 2025

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**YARRAWONGA TOWN HALL FUTURE USE ADVISORY GROUP -
APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrowonga Town Hall Future Use Advisory Group



1. CONTEXT

The upgrade to the Yarrowonga Library, Events and Performance Precinct (YLEPP) includes two stages:

Stage 1: the new Yarrowonga Library

Stage 2: Yarrowonga Town Hall

2. PURPOSE

The Yarrowonga Town Hall Future Use Advisory Group will give representative advice to Council about future uses and users of the Yarrowonga Town Hall. This advice will include informing the scope and deliverables of YLEPP Stage 2 works that will be needed to support future Town Hall uses.

3. DEFINITIONS

Unless otherwise stated, the;

Advisory Group means the Yarrowonga Town Hall Future Use Advisory Group.

Chair means independent consultant.

CEO means the Chief Executive Officer of Moira Shire Council.

Council means Moira Shire Council.

Town Hall means the Yarrowonga Town Hall.

4. OBJECTIVES

The key objective of the Advisory Group is to serve as a community engagement mechanism to gain information and knowledge to inform Council's determination about the Yarrowonga Town Hall and long term functionalities to best serve the community.

Specifically this involves:

- 4.1. Establishing an Advisory Group that is represented by previous user groups.
- 4.2. Providing feedback to Council about achievable requirements to maximise the range of use and users.

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APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrowonga Town Hall Future Use Advisory Group



- 4.3. Ensuring a range of perspectives are considered to ensure the Town Hall is relevant and used by many over its life span.
- 4.4. Providing constructive and collaborative input that recognises the spatial and financial limitations of the project and the need to ensure a vast range of activities are accommodated.
- 4.5. Noting that the input of the Advisory Group will be respected by Council, however Council is not under obligation to act under the direction of the Advisory Group and will balance a range of needs and factors in decision making about the Town Hall.

5. SELECTION CRITERIA

The Advisory Group composition should have members from a broad range of demographic and experiential backgrounds.

- 5.1. Successful applicants will be endorsed by Council and have demonstrated in their application that they;
 - i. Live or work or represent a community group in the Moira Shire area or be a representative from a:
 - Local Secondary College; or
 - Moira Shire All Abilities Advisory Committee; or
 - Goulburn Valley Libraries.
 - ii. Have authorisation from any community group they seek to represent on the Advisory Group.
 - iii. Agree to work in accordance with the Terms of Reference.
 - iv. Genuinely wish to work constructively and collaboratively to enable the Advisory Group to fulfil its purpose.

Will help to ensure a diverse range of views are considered in determining the future users and uses of the Yarrowonga Town Hall.

6. COMPOSITION AND PROCEEDINGS

- 6.1. Council will advertise and invite Expressions of Interest for the Advisory Group.

Expressions of Interest will be considered by a panel including the Independent Chair in consultation with the CEO and an officer from Moira Shire Community Department.

Council will have final endorsement the of Advisory Group Members to ensure equitable

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APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrowonga Town Hall Future Use Advisory Group



representation as per section 4.1. Additional community representatives may be included by approval of Council.

6.2. The Advisory Group will be made up of up to 16 members, as follows:

- i. *Two* interested community members who are residents of the Yarrowonga / Mulwala district.
- ii. *Eight* representatives of groups or organisations that have previously utilised space in the Town Hall or the former Community Hall.
- iii. *Two* representatives of community groups or organisations that have not previously used either Hall but could do so in the future.
- iv. *Two* student representatives (one from each Secondary College in Yarrowonga).
- v. *One* representative of the Moira Shire All Abilities Advisory Committee
- vi. *One* representative of the Goulburn Valley Libraries.

6.3. One person cannot fill positions across multiple categories. For example, they cannot be both a Community Member according to Section 4.1.i and a User Group representative according to Section 4.1. ii.

Independent consultant and Moira Shire Officers will attend scheduled meetings as observers or to provide facilitation, admin support and information relevant to the progress of the project.

7. OPERATIONAL GUIDELINES

7.1. A consultant appointed by Moira Shire will act as an Independent Chair of the Advisory Group. The Independent Chair will not represent Moira Shire and will be responsible for expert facilitation (in accordance with this Terms of Reference) and production of meeting agendas and minutes.

7.2. The CEO will support and encourage the Advisory Group representatives to:

- a) Assist with providing information when required to the consultants, the representative groups and the public; and
- b) Provide feedback to Council, and any other relevant bodies, on matters relating to the Yarrowonga Town Hall as required.

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APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrowonga Town Hall Future Use Advisory Group



- 7.3. Decisions on the use of the Yarrowonga Town Hall, Financial Analysis and Business Case and future improvements on the site rest with Council after giving due regard to the community engagement framework that has been established to guide the site's development.
- 7.4. On the resignation of, or in the case of a community representative being incapable of acting as a representative body, the CEO may be directed by Council to appoint a replacement.
- 7.5. All organisations and persons nominated to serve on the Advisory Group are subject to the initial and continued approval of the Council. Revocation provisions are contained in section 10.

An advisory group member who misses 3 consecutive meetings will be considered to have resigned from the group. If the member was a representative of a group or organisation, CEO will contact that group's executive to arrange a replacement.

8. CONDUCT OF MEMBERS

- 8.1. Members of the Advisory Group will actively discuss the future use of the Town Hall with members of their and other groups so as to bring a representative voice to Advisory Group discussions. Representative feedback will take precedence over personal or individual opinion.
- 8.2. Advisory Group discussions will focus on the future, the Town Hall and the purpose of each meeting.
- 8.3. Members are expected to consider whole of community benefit rather than focusing on the needs of their group.
- 8.4. Members will make space for all to contribute, without interrupting each other.
- 8.5. Disagreements will be respectful, focusing on the issues (rather than on individuals).
- 8.6. Members will use information with integrity (outside meetings).
- 8.7. Advisory Group members are not authorised to speak publicly on behalf of the Group, other members or Council.
- 8.8. The Council reserves the right to revoke membership of representatives who do not follow the above guidelines.

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APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrowonga Town Hall Future Use Advisory Group



Council commits to providing accurate, trustworthy, relevant and specific information to assist the group to fulfill its purpose.

9. INDEMNITY

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

10. CONFLICT OF INTEREST / CONFLICTING DUTY

10.1. The *Local Government Act 2020* is the primary source of guidance on conflict of interest.

10.2. If a member of the Advisory Group has a conflict of interest or conflicting duty in any matter in which the Advisory Group 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.

10.3. A conflict of interest is considered to apply if an Advisory Group member:

- a) has a direct or indirect financial interest in the matter; or
- is of the opinion that the nature of the interest in the matter is such that it may conflict with the proper performance of their public duties in respect of the matter.

11. MEETINGS

11.1. Meetings of the Advisory Group will be held bi-monthly or as required.

11.2. Meetings will be held at a time and date determined most suitable for the majority of the members with a minimum of seven days' notice.

11.3. Agendas will be emailed to members by the Independent Chair no less than one week before meetings, along with relevant information to enable members to discuss key points with their groups and bring an informed position or feedback to the meeting.

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APPOINTMENT OF MEMBERS (cont'd)**

ATTACHMENT No [1] - Terms of Reference

Terms of Reference

Yarrawonga Town Hall Future Use Advisory Group



11.4. Members will be encouraged to suggest relevant items for meeting agendas (no less than one week beforehand).

11.5. The Advisory Group will operate on a consensus basis for its deliberations. If all do not agree with a proposal, the range of views will be included in the meeting notes.

11.6. The Independent Chair shall ensure that the independently produced minutes of each meeting (including an action list) are circulated to all members for review within two weeks of a meeting. Revised minutes will be submitted to the next meeting for confirmation.

One third of the Advisory Group constitutes a quorum. No business shall be transacted at any meeting unless a quorum is present.

12. TERM OF APPOINTMENT

The term of Advisory Group members will commence on 1 May 2024 and will be for a period of twelve months until a resignation is submitted prior or unless terminated in writing prior to the conclusion of twelve months by the CEO.

13. REVOCATION

Membership may be revoked via resolution of Council.

14. ADVISORY GROUP REPRESENTATION

Chairs of community groups represented on the Advisory Group must notify the CEO in writing if their representative intends to resign from the Advisory Group. This notification should include suggestions for a replacement member.

15. CONFIDENTIALITY

On occasions the Advisory Group may be required to deal with a matter that has been identified as confidential in nature. Advisory Group members are required to deal with such matters in confidence and with discretion.

16. INTELLECTUAL PROPERTY

All intellectual property remains the property of the Council unless otherwise contracted to a third party.