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AGENDA

SCHEDULED MEETING OF COUNCIL **FOR** **WEDNESDAY 28 AUGUST 2024** **TO BE HELD AT COBRAM CIVIC CENTRE, PUNT ROAD COBRAM VIC 3644** **COMMENCING AT 4.30PM**

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 live 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, acknowledges 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. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommendation: That the minutes of the Scheduled Council Meeting held on Wednesday, 24 July 2024 and the minutes of the Unscheduled Meeting of Council held on Thursday, 8 August 2024, as presented, be adopted.

7. ADMINISTRATOR ADDRESSES

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15. PUBLIC QUESTION TIME

16. CLOSE OF MEETING

FILE NO: F20/196
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 9.1.1
(EXECUTIVE ASSISTANT TO THE
ADMINISTRATORS, DANIELLE METZNER)
(CHIEF EXECUTIVE OFFICER MATTHEW
MORGAN)

CONDOLENCE POLICY

Recommendation

That Council endorse the Draft Condolence Policy as shown in attachment 1.

1. Executive Summary

The purpose of this report is to seek endorsement from Council of the draft Condolence Policy. The purpose of this policy is to provide a consistent approach to acknowledging the death of persons who have made a significant contribution to the community or the Moira Shire Council.

2. Conflict of interest declaration

There are no officer conflicts associated with this report

3. Background & Context

The Condolence Policy was first adopted in September 2019. The policy was developed to provide a consistent approach to acknowledging the death of a councilor, staff, their immediate relative, significant member of the community or a council volunteer. The policy continues to remain relevant.

A review of this policy has been undertaken with the following minor amendments made:

- Policy content converted into new Policy template.
- Some of the content moved around to improve the flow of the document.
- Inclusion of Administrators

This policy is to be reviewed four years from the date of adoption, or sooner if required.

This policy applies to all Council initiated or funded condolence acknowledgements for Administrators, Councilors, staff and their immediate relatives, significant members of the community and Council Volunteers.

Council will recognise the death and send condolences to the family members of individuals who have made a significant contribution to the community or the Moira Shire Council. This includes:

- Administrators.
- Councillors.
- Staff.
- Significant members of the community.
- Council volunteers.

Council will also recognise the death of an immediate relative of staff, Administrators and Moira Shire Councillors.

4. Issues

No issues identified.

FILE NO: F20/196
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 9.1.1
(EXECUTIVE ASSISTANT TO THE
ADMINISTRATORS, DANIELLE METZNER)
(CHIEF EXECUTIVE OFFICER MATTHEW
MORGAN)

CONDOLENCE POLICY (cont'd)

5. Strategic Alignment

Council Plan

4. Customer focused and responsive

4.03 Our service standards and service delivery models will be of a high standard and meet community needs.

5. Transparent and accountable governance

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

6. Internal & External Engagement

Engagement (who did you engage with?)

Feedback

Internal Office of the CEO
Governance

The review of this policy has been undertaken in collaboration with the Governance and Risk Advisor.

No material changes have been made to the policy.

External NIL

7. Budget / Financial Considerations

Council's Discretionary Expenditure Policy will be followed where there are expenses incurred as part of implementation of this policy.

8. Risk & Mitigation

Risk

Financial

Economic (regional context or broader economic impact)

Environmental

Reputational

Legislative Compliance

Mitigation

There are no financial risks to consider

There are no economic risks to consider

There are no environmental risks to consider

The policy ensures transparent and accountable governance.

This policy is developed in accordance with the Local Government Act 2020

9. Conclusion

It is recommended that Council endorse the draft Policy without further amendment.

Attachments

1 Draft Condolence Policy

FILE NO: F20/196
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 9.1.1
(EXECUTIVE ASSISTANT TO THE
ADMINISTRATORS, DANIELLE
METZNER)
(CHIEF EXECUTIVE OFFICER MATTHEW
MORGAN)

CONDOLENCE POLICY (cont'd)

ATTACHMENT No [1] - Draft Condolence Policy

Moira Shire Council

Draft Condolence Policy

| | |
|--------------------------------|---|
| Policy type | Council |
| Version Number | |
| Responsible Director | Chief Executive Officer |
| Responsible Officer | Executive Assistant to the Administrators |
| Date adopted by Council | |
| Scheduled for review | <p>This policy will be reviewed four years from the date of adoption, or sooner if required.</p> <p>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.</p> |



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4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 9.1.1
(EXECUTIVE ASSISTANT TO THE
ADMINISTRATORS, DANIELLE
METZNER)
(CHIEF EXECUTIVE OFFICER MATTHEW
MORGAN)

CONDOLENCE POLICY (cont'd)

ATTACHMENT No [1] - Draft Condolence Policy

PURPOSE

The purpose of this policy is to provide a consistent approach to acknowledging the death of persons who have made a significant contribution to the Moira Community and/or the Moira Shire Council.

SCOPE

This policy applies to all Council initiated or funded condolence acknowledgements for Administrators, Councillors, staff and their immediate relatives, significant members of the community and Council volunteers as defined in this policy. It does not apply to staff or Administrator initiated and funded individual acknowledgements.

This policy also does not apply to requests for commemorative memorials or plaques. These will be managed in accordance with Council's Memorials and Plaques Policy.

DEFINITIONS

| Term | Definition |
|--------------------------------------|--|
| Administrator | A current or former Moira Shire Council Administrator appointed by the Minister for Local Government. |
| Condolence | An expression of sympathy, especially on the occasion of the death of an individual. Condolences are usually conveyed to a person's family member. |
| Councillor | Current and past Moira Shire Councillors and Councillors of neighbouring shires. |
| Immediate relative | Spouse, child/stepchildren, parents and siblings. |
| Significant members of the community | Past and present members of parliament or past and present Moira Shire Citizens or Young Citizens of the Year. |
| Staff | Current staff and contractors. |
| Council Volunteers | Current Moira Shire Council volunteers. |

POLICY STATEMENT

Council will recognise the death and send condolences to the family members of individuals who have made a significant contribution to the Moira community and/or the Moira Shire Council. This includes:

- Administrators.
- Councillors.
- Staff.
- Significant members of the community.
- Council volunteers (past and present)

Council will also recognise the death of an immediate relative of staff, Administrators and Moira Shire Councillors.

Council condolences may involve one or a combination of:

- A letter of condolence.
- A sympathy card.

FILE NO: F20/196
4. CUSTOMER FOCUSED AND RESPONSIVE

ITEM NO: 9.1.1
(EXECUTIVE ASSISTANT TO THE
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(CHIEF EXECUTIVE OFFICER MATTHEW
MORGAN)

CONDOLENCE POLICY (cont'd)

ATTACHMENT No [1] - Draft Condolence Policy

When Council becomes aware of the death of an individual that falls within the scope of this policy, a condolence will be actioned by the Office of the CEO. A condolence request can also be made by a staff member or Administrator to the Office of the CEO.

All condolences will be assessed and actioned by the Office of the CEO in accordance with this policy and comply with Council's Discretionary Expenditure Policy and Guidelines where applicable.

All condolences will be dealt with in a timely and sensitive manner, including taking into consideration religious or cultural matters, where known.

Council may also choose to fly the Australian national flag at half-mast on the day of the funeral of a current or former Administrator, former Moira Shire Councillor, staff member or a significant member of the community in accordance with Australian National Flag Protocol.

Any other Council initiated condolences not within the scope of this policy will be at the discretion of the Chief Executive Officer.

MONITORING AND EVALUATION

The Office of the CEO will monitor compliance with this policy. Any detected instances of condolences that do not comply with this policy will be reported to the Chief Executive Officer to determine outcome.

RELATED LEGISLATION

Local Government Act 2020

Charter of Human Rights & Responsibilities Act 2006

RELATED POLICIES AND PROCEDURES

Discretionary Expenditure Policy & Guidelines

Memorials and Plaques Policy

REFERENCES

Australian National Flag Protocol – Flying and use of the Australian National Flag

DOCUMENT REVISIONS

| Version | Summary of Changes | Approved by | Date |
|---------|---|-------------|------|
| 1 | Original Policy adopted | Council | xxx |
| 1.1 | Administrative changes made to policy (details of administrative changes) | xxx | xxx |
| 2 | Changes made to original policy included xxxxxx | Council | xxxx |
| 3 | xxxxxx | Council | xxxx |
| 3.1 | Administrative changes made to policy (details of administrative changes) | xxx | xxx |

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE EVANS)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA

Recommendation

That Council:

1. Formally adopt the proposed name 'Neil Place' for the access road into the JC Lowe Oval precinct, off Burley Road Yarrawonga, as indicated by the red line in Diagram 1.
2. Notify and thank all submitters of Council's decision in writing.
3. Submit the name to Geographic Names Victoria for consideration.
4. Once the naming proposal is endorsed by the Registrar of Geographic Names and a notice in the Government Gazette has been published, notify the community of the new name for the road.
5. Engage further with the family about appropriate commemoration options they may wish to pursue in accordance with the Naming Rules and in the spirit of Council's Memorials and Plaques Policy.

1. Executive Summary

Council has the authority and responsibility to name roads and geographic features within the municipality using the principles and procedures of the 'Naming Rules for places in Victoria - Statutory requirements for naming roads, features and localities 2022 (the Naming Rules).

At the 26 June 2024 Scheduled Council Meeting, Council endorsed the proposed name of 'Neil Place' for the access road into the JC Lowe Oval precinct off Burley Road, Yarrawonga. Council also authorised the commencement of community consultation on the proposed name in accordance with the Naming Rules for Places in Victoria.

The community consultation period took place from 1 July 2024 to 2 August 2024 and Council received 13 submissions.

This report is for Council to consider the submissions and the adoption of the name of 'Neil Place' for this road.

2. Conflict of interest declaration

There are no officer conflicts of interest associated with this report.

3. Background & Context

The JC Lowe Oval access road upgrade project was completed in 2019/20. This upgrade incorporated what was part of one of the Yarrawonga Caravan Park roads with the access road to the Yarrawonga Swimming Pool. The new access road is now the main access point to JC Lowe Oval, Yarrawonga Swimming Pool and Yarrawonga Tennis Club.

At the 26 June 2024 Scheduled Council Meeting, Council endorsed a proposed name of 'Neil Place' for this access road.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE EVANS)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

Council also authorised the commencement of community consultation for the proposed name with the community. The proposed road name already had the support of the key stakeholders, through the Yarrawonga JC Lowe Oval Reserve Community Asset Committee.

The proposed name is to commemorate community member, Neil Davis, who passed away in 2020. Neil had a strong connection with the Yarrawonga area and known for his contributions particularly to the Yarrawonga Football Netball Club and Yarrawonga Tennis Club which are both located at the JC Lowe Oval precinct, located off Burley Road Yarrawonga.

The community consultation period took place from 1 July 2024 to 2 August 2024. Council received 13 submissions in relation to the proposal. Further detail on the consultation process is provided under Item 5 of this report.

Diagram 1

The road to be named is depicted by the red line in the below image:



4. Strategic Alignment

Council Plan

4. Customer Focused and Responsive

The naming of this road will improve emergency services response for the local community who use the facilities located on along the road.

5. Transparent and accountable governance

Decisions about this proposal will be made within Council's responsibility as a Naming Authority.

5. Internal & External Engagement

Since the last report, Council conducted community consultation in accordance with the Naming Rules from 1 July 2024 to 2 August 2024 (32 days). Advertising included a Public Notice in the Yarrawonga Chronicle and on Council's website, a dedicated webpage for submissions at www.moiramatters.com.au and advertising on social media.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE EVANS)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

Council received 13 formal submissions to the naming proposal. A summary of the submissions is attached to this report as Attachment 1. There were no objections received to the proposal to commemorate Neil Davis through the naming of the road, however a majority of the submitters indicated a preference to use the first and last name together, rather than the first name only.

This suggestion was already posed by the JC Lowe Community Asset Committee during earlier consultation with them in developing a compliant naming proposal. When Council prepares a naming proposal it must ensure that any chosen name adheres to the Naming Rules. Geographic Names Victoria had also been consulted throughout the process where it was determined the only way that Council could commemorate Neil Davis in the naming of this road, was by using the name **Neil**.

A summary of the alternate names proposed during the consultation period and their compliance with the Naming Rules (specifically Principles D & I) are indicated in the table below.

Principle D of the Naming Rules relates to ensuring names are not duplicated within the same locality.

Principle I of the Naming Rules relates to the use of commemorative names. If naming a road after a person, that person should have been held in strong regard by the community. A commemorative name applied to a road may use the last name or the first name of a person, although it is preferred that the last name be used.

| Alternate Name | Compliance | Comments |
|----------------|---|---|
| Neil Davis | Not compliant with Principle D & I of the Naming Rules. | The use of the word 'Davis' in the road name would be considered a duplicate of Davis Court, already existing in Yarrawonga. First and last name are unable to be used together in commemorative road naming. Geographic Names Victoria have advised that this name would not be supported. |
| Davo's | Not compliant with Principle D & I of the Naming Rules. | This would be considered a duplicate of Davis Court as Davo's is too similar sounding. Only first or last name can be used. Geographic Names Victoria have advised that this name would not be supported. |

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE EVANS)
**(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)**

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

| | | |
|---------|--|--|
| N Davis | Not compliant with Principle D & I of the Naming Rules | <p>The use of the word Davis in the road name would be considered a duplicate of Davis Court, already existing in Yarrawonga.</p> <p>The Naming Rules do not allow initials to be used in road naming in any instance.</p> |
|---------|--|--|

Because the alternate names submitted are not compliant with the Naming Rules, Council considers these objections to be not valid. None of the submitters indicated an objection to commemorating Neil through the naming of the road. In considering these factors and that the proposed name of 'Neil Place' conforms to the principles in the Naming Rules, it is recommended that Council continue to formally adopt the proposed name.

It has been confirmed with the family that although they had a preference for Neil Davis or Davo's to be used, they continue to remain supportive of the proposal.

One submitter indicated that Council could consider road signage that provides further information on the origin of the name. This is something that Council does not presently do for commemorative naming of roads but additional signage at the location is something that Council can undertake further consultation with the family about.

It is also noted that Council as the Naming Authority will enter any historical information on the new name in the VICNAMES database, which is publicly available.

6. Budget / Financial Considerations

Costs relating to consultation, standard signage and system changes are met from operational budgets.

7. Risk & Mitigation

Risk

Financial

Economic (regional context or broader economic impact)

Environmental

Reputational

Legislative Compliance

Mitigation

Naming or re-naming roads does not have a significant financial impact on Council. Costs relating to consultation, standard signage and system changes are met from operational budgets.

The naming of this road does not have any significant regional impact.

There are no environmental implications resulting from the naming of this road.

Naming of roads will provide improved emergency service response and have a positive impact on Council's reputation as Naming Authority.

In considering this matter, Council is acting with their responsibility as a Naming Authority provided by Section 1.5 of the Naming Rules for places in Victoria - Statutory requirements for naming roads, features and localities 2022.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE EVANS)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

8. Conclusion

It is recommended that Council formally adopt the name 'Neil Place' as the name for this road and submit the proposal to the Registrar of Geographic Names for consideration and endorsement.

Attachments

- 1 Submissions received - Naming of Access Road to JC Lowe Oval

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 9.2.1
**(GOVERNANCE OFFICER, NATALIE
EVANS)**
**(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)**

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

ATTACHMENT No [1] - Submissions received - Naming of Access Road to JC Lowe Oval

Naming of Access Road to JC Lowe Oval Yarrawonga
Proposed name 'Neil Place'

| Submissions received 1 July 2024 - 2 August 2024 | |
|--|---|
| 1 | I believe that the name of the Street should be Neil Davis Drive because in the future the name ' Neil Place' will lose it significance as to who it is named after. |
| 2 | I think it is a great idea to name the road after Neil however given Neil Davis was one of the all time sporting greats in our community I believe it should be named Neil Davis's Place first and last name included. |
| 3 | I think that naming in honour of Neil Davis is a wonderful proposition, however it should be Neil Davis Place. By just using his Christian name it does not categorically indicate that it is Neil Davis whom the site is being named after. As time goes by the name will become a vague recognition of the person in whose honour it was named. People will not recognise that it was specifically Neil Davis and not "Neil" who? |
| 4 | I would prefer "Neil Davis Place". Failing that Council should ensure that future generations are made aware of the reasons for the name. - see examples of how this can be achieved on pages 88 & 89 of the Naming Rules for Places in Victoria. Something of this nature should be done, which ever named is adopted. |
| 5 | Should actually be named Neil Davis Place. |
| 6 | Absolutely support this proposal. Neil Davis was a legend in both tennis and football played at the Grove. |
| 7 | As most other roads in the precinct are named using Initial an Surname, I propose the road be called N Davis Drive. |
| 8 | I am suggesting the naming of the street should be altered to Neil Davis Place as this would give a more personal recognition of who the street is to be named after I strongly support this initiative and it would be a wonderful recognition for a man who certainly made a outstanding contribution to the Football Netball and Tennis Community within our town. |
| 9 | It is wonderful idea to honour Neil's contribution to local sporting clubs, however, I think his full name should be used when naming the road. Neil Davis Place/Drive/Lane etc. |
| 10 | I strongly believe that it should be Neil Davis Place. Using just the first name does not properly acknowledge the man. There are 10 Neil's I know in Yarrawonga but there will only ever be one Neil Davis. It needs to be Neil Davis place to properly acknowledge Neil Davis's outstanding contribution to the town of Yarrawonga. |
| 11 | Being Neil's family, we are very honoured but would have rathered the road be named Davos Drive, or Neil Davis Drive so in the years to come the community would still recognise who it was named after. |

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.1
(GOVERNANCE OFFICER, NATALIE
EVANS)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

NAMING OF ACCESS ROAD AT JC LOWE OVAL, YARRAWONGA (cont'd)

ATTACHMENT No [1] - Submissions received - Naming of Access Road to JC Lowe Oval

**Naming of Access Road to JC Lowe Oval Yarrawonga
Proposed name 'Neil Place'**

| Submissions received 1 July 2024 - 2 August 2024 | |
|--|--|
| 12 | Fully support that this road be named after someone who gave so much time to YFNC and the Yarrawonga community. |
| 13 | I feel having just the Christian name of Neil is not enough. Neil Davis (full name) is a much more appropriate name Way, Road, Ave, Place are all appropriate. |

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL

Recommendation

That Council:

1. Endorse the Terms of Reference for the Community Panel as shown in attachment 1; and
2. Endorse the community engagement program to review the 'Moira2035' Vision and seek expressions of interest from community members to participate in the Community Panel.

1. Executive Summary

The purpose of this report is to seek Council's endorsement to commence a community engagement program to review the 'Moira2035' Vision and to seek interested community members to participate in a Community Panel through an Expression of Interest process.

The establishment of a Community Panel will provide insights to Council on the development of the Moira Shire Community Vision and the Council Plan 2025-2029, serving as a forum for consultation, discussion, and engagement. The Terms of Reference for this Panel are shown in attachment 1.

2. Conflict of interest declaration

There is no officer conflict of interest consideration.

3. Background & Context

Section 90 of the *Local Government Act 2020* (the Act) requires Council to prepare and adopt a Council Plan for a period of at least the next four financial years after a general election in accordance with its deliberative engagement practices. Council is preparing for the development of the Moira Shire Council Plan 2025-2029 ensuring that it aligns with the Community Vision.

Under section 88 of Act Council is required to maintain a Community Vision that has been developed by the community for a period of at least 10 years. The 'Moira2035' Vision was endorsed by Council on 27 October 2021 and was prepared using a Panel of community members ensuring that it captured the aspirations of the community.

Council is now seeking community input into the review of the 'Moira2035' Vision and the development of a 'Moira2045' Vision. A community engagement program will commence to seek the community's feedback on the 'Moira2035' and to seek expressions of interest to participate in the Community Panel.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL (cont'd)

The Community Panel will ensure that Council leverages the diverse knowledge, experience, expertise, and perspectives of the community through its members to provide relevant, considered and representative insights to help inform the development of both the Community Vision and the Council Plan 2025-2029.

The Panel will be comprised of up to 20 members, ensuring a diverse range of backgrounds, experience and ability in line with demographic statistics relevant to the Moira Local Government Area and members will be selected based on their expertise, experience, and ability to provide objective, impartial advice and ability to demonstrate critical thinking.

Membership will aim to reflect diverse perspectives, backgrounds, and areas of knowledge relevant to the Panel's mandate and will be appointed by Council.

4. Strategic Alignment

This report aligns with the Council Plan objective of Transparent and Accountable Governance.

5. Internal & External Engagement

An internal working group comprising representatives from Community Wellbeing, Communications & Engagement and Governance developed the Terms of Reference and the Community Engagement Program.

Community Engagement Program

The communications strategy for the review of the 'Moira2035' Vision and the recruitment of the Community Panel will use a mix of direct and broad communication methods to engage community groups effectively.

Moira Shire Council Website

A landing page will be created to hold information about the review of the 'Moira2035' Vision and the establishment of the Community Panel, linking to a 'Have Your Say' webpage.

Social Pinpoint Engagement

A survey seeking feedback on the 'Moira2035' Vision as well as applications for the Community Panel will be completed on Moira Shire's engagement platform, Moira Matters.

This will then lead into any future community engagement for the Community Vision or Council Plan.

Print Materials and Outdoor Signage

For a wider community exposure a number of printed resources will be developed for public awareness. Dependent on funding and distribution timing, this may include Posters, Postcards, QR Code Stickers and outdoor corflute signage.

Community Information Sessions

Moira Shire Council staff will attend community events across the shire, providing information and assistance on Panel applications.

Sessions may be conducted during weekend events such as community markets and shows, as well as appearances at local libraries and sporting clubs.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL (cont'd)

Community Newsletter and EDM

Inclusion of a feature article in Councils Community eNewsletter as well as utilising electronic direct mail (EDM) campaigns to reach a targeted audience within the community.

Adverts and Display Adverts

As one of Council's most prominent campaigns, front page news placement in the three local papers, Cobram Courier, Yarrawonga Chronicle, Numurkah Leader and Redgum Courier will be prepared.

With features included in all Corporate Adverts during the recruitment period, appearing in one Administrator Message.

Digital Promotions

With close to 15,000 followers across Facebook, Instagram and LinkedIn, Council's social media presents is a leading platform for community engagement. A series of engaging posts will be published organically across all platforms, promoting key messages and information regarding the review of the 'Moira2035' Vision survey and the Community Panel membership.

Targeted sponsored adverts can be in place directed at key audience demographics, to secure information recall within the community.

6. Budget / Financial Considerations

Members of the Community Panel will be paid an honorarium of \$100 for each workshop attended.

Council has a budget allocation of \$40,000 in the 2024/25 financial year which will be used to also engage an external consultant to facilitate the Community Panel Workshops and the development of the Council Plan 2025-2029.

7. Risk & Mitigation

The development of a Community Panel will ensure Council facilitates an effective process to review the 'Moira2035' Vision and develop the 'Moira2045' Vision that meets the communities' aspirations for the future. This Panel will also provide insights and feedback into the development of the next Council Plan.

8. Conclusion

Council will commence a community engagement program to seek feedback on the current 'Moira2035' Vision and to obtain expressions of interest from community members to participate in the Community Panel to develop the 'Moira2045' Vision and to provide input into the development of the Council Plan 2025-2029.

Attachments

- 1 Terms of Reference - Community Panel
- 2 Moira2035 Community Vision

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL (cont'd)

ATTACHMENT No [1] - Terms of Reference - Community Panel

Terms of Reference Community Panel



PURPOSE

The Community Panel is an advisory panel that will provide insights to Council on the development of the Moira Shire Community Vision 2045 ('Moira 2045') and the Council Plan, serving as a forum for consultation, discussion, and engagement.

The Community Panel will leverage the diverse knowledge, experience, expertise, and perspectives of its members to provide relevant, considered and representative insights to help inform the development of both the Community Vision and the Council Plan.

OBJECTIVES

The key objectives of the Community Panel are to:

- Contribute to the development of the Moira Shire Community Vision 2045.
- Review and provide feedback on the Moira Shire Council draft Council Plan 2025-2029, including alignment with the Community Vision.
- Identify and discuss emerging trends, issues, and opportunities that may impact Council's objectives.
- Serve as a forum for consultation, discussion, and exchange of ideas between Council and relevant stakeholders.
- Assist Council in engaging with the broader community and disseminating information.

MEMBERSHIP

The Community Panel will be comprised of up to 20 members, ensuring a diverse range of experience and backgrounds including people with a disability, in line with demographic statistics relevant to the Moira Local Government Area.

Applications to the Community Panel will be sought via Expression of Interest, and members will be selected based on their expertise, experience, and ability to provide objective, impartial advice and ability to demonstrate critical thinking. Membership will aim to reflect diverse perspectives, backgrounds, and areas of knowledge relevant to the Community Panel's mandate. Members will be appointed by Council.

Members will serve a term of 12 months. Council reserves the right to modify the Community Panel's composition and tenure as needed.

The Community Panel will be chaired and facilitated by an independent consultant appointed by Council.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL (cont'd)

ATTACHMENT No [1] - Terms of Reference - Community Panel

Terms of Reference Community Panel



CONDUCT OF MEMBERS

- Members of the Community Panel are encouraged to actively discuss the issues and strategic documents with members of their community so as to bring a representative voice to discussions.
- Members are expected to prepare for discussions by reviewing any material provided before each workshop.
- Members are expected to consider whole of community benefits.
- Members will make space for all to contribute, without interrupting each other.
- Disagreements will be respectful, focusing on the issues (rather than on individuals).
- Members will use information with integrity (outside meetings).
- Members are not authorised to speak publicly on behalf of the Panel, other members or Council.
- The Council reserves the right to revoke membership of representatives who do not follow the above guidelines.
- Council commits to providing accurate, relevant and specific information to assist the Community Panel to fulfill its purpose.

MEETINGS AND OPERATIONS

It is anticipated that there will be a minimum of three part-day workshops scheduled for the Community Panel to undertake its duties in late 2024 and early 2025 to align with Council's timelines for developing the 'Moirai 2045' Community Vision and the Council Plan 2025 – 2029. Council will coordinate meetings, develop agendas, and distribute materials and members are expected to attend in person where possible.

The Community Panel will strive to operate by consensus. If a vote is required on a matter, decisions will be made by a simple majority of members present.

CONFIDENTIALITY AND CONFLICT OF INTEREST

Community Panel members are expected to maintain confidentiality regarding any sensitive information discussed or shared during meetings. Members must also declare any actual or perceived conflicts of interest and recuse themselves from discussions or decisions where a conflict exists.

REVIEW AND AMENDMENTS

These terms of reference are subject to periodic review and amendment by Council as needed.

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE

ITEM NO: 9.2.2
(MANAGER GOVERNANCE, RISK AND
PERFORMANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

REVIEW OF THE COMMUNITY VISION AND ESTABLISHMENT OF A COMMUNITY PANEL (cont'd)

ATTACHMENT No [2] - Moira2035 Community Vision



FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.1
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES

Recommendation

That Council:

1. Support the continued collaboration in the delivery of library services by Moira Shire Council with the current member councils of the Goulburn Valley Regional Library Corporation; and
2. Approve the adoption of the 'Not-for-profit, Company Limited by Guarantee' model, registered under the Corporations Act 2001 and registered as a charity with the Australian Charities and Not-for-profits Commission, as the preferred future governance model for the Goulburn Valley Regional Library Corporation.

1. Executive Summary

The Goulburn Valley Regional Library Corporation (trading as Goulburn Valley Libraries) was formed in agreement between Moira Shire Council, Greater Shepparton City Council and Strathbogie Shire Council to deliver library services on behalf of the member councils.

The *Local Government Act 2020* requires that regional library corporations move to alternative governance arrangements by 2030. Regional library corporations as they currently exist (like Goulburn Valley Regional Library Corporation, trading as Goulburn Valley Libraries) are not supported in the new Act but can operate as if the old Act exists until 30 June 2030.

GVRLC member councils will need to decide how they would like to deliver their library services and then transition to new governance and operating arrangements by 2030.

In November 2023, Council approved *in principle* the adoption of the 'Not-for-profit, Company Limited by Guarantee' model, registered under the Corporations Act 2001 and registered as a charity with the Australian Charities and Not-for-profits Commission, as the preferred future governance model for the Goulburn Valley Regional Library Corporation

Since November 2023, the Greater Shepparton City Council have now adopted the 'Not-for-profit, Company Limited by Guarantee' model. Strathbogie Shire Council will consider the report with the same recommendation at their Scheduled August Council Meeting.

2. Conflict of interest declaration

There are no conflicts of interest.

3. Background & Context

Local Government Act 1989 (superseded)

The *Local Government Act 1989* enabled a group of councils to apply to the Minister for approval to enter into a regional library agreement and form a Regional Library Corporation (s196). This provision enabled the formation of the current Goulburn Valley Regional Library Corporation.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.1
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

Regional Library Corporations (RLC) were required to comply with specified provisions of the *Local Government Act 1989* as though they were a council and the board members were councillors. The winding up of a RLC must be done in accordance with this Act and the member Library Agreement.

Local Government Act 2020

The *Local Government Act 2020* (2020 Act) does not refer to RLCs but enables councils to form 'Beneficial Enterprises', of a type not specified, to share services and resources. The 2020 Act allows existing RLC's to be grandfathered, that is, operate as they did under the 1989 Act (s330). An effective deadline of 2030 applies for all RLCs to cease and evolve to a new beneficial enterprise. Any change to an existing RLC Library Agreement triggers the change.

The 2020 Act provides an opportunity for each council to review the underlying rationale for how they can best serve their community.

The case for collaboration

The existing RLC model is a proven method of collaboration that delivers multiple benefits to member Councils.

- Economies of scale, shared overheads, administration and associated cost savings. This is a prime driver for collaboration, reducing costs to councils and ratepayers.
- VAGO report. In 2019 the Victorian Auditor General's Office conducted an Audit of Council Library Services. This report found that "*RLCs and co-operative models are overall, more efficient than stand-alone council libraries....*". <https://www.audit.vic.gov.au/report/council-libraries#page-anchor>
- Standardised and equitable service levels across councils. Smaller Councils often find it difficult to maintain a standard level of service at disparate locations.
- Access to specialist library staff, skills and training. Recruitment of specialist library staff outside metro areas is difficult. Larger organisations that present promotion, training and development opportunities are more attractive to potential professional and skilled staff.
- Access to wider collection and resource sharing across the member council network and the wider state-wide sharing networks. In a collaborative model the library resources are shared across all locations and the wider state-wide networks, providing better options for patrons.
- Better ability to adapt to the changing nature of the role of public libraries (i.e. the shift from narrower resource lending towards information access, community programs and activities). A specialist service organisation separate from councils has the ability to be more responsive to patron needs and changes in the current environment.
- For RLC's, direct Councillor, senior staff and community involvement in governance and direction through Board composition. Councils can nominate and provide Councillors, senior staff and community members to be involved in service monitoring and decision making.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.1
(DIRECTOR COMMUNITY, SCOTT
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MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

The case against collaboration.

- Councils may wish to have more control over the delivery of library services (as opposed to indirect delivery through an intermediary entity such as a RLC).
- Councils may wish to have more service integration between library services and other community services through library facilities. In some locations council services have been integrated with libraries in new hub type developments
- Councils may wish to have more direct control over library service investment, collection curation, and policy and programming.
- Councils may have concern about costs/overheads associated with having a separate entity (i.e. with separate head office, CEO, admin staff, facilities, governance, audit etc.)
- Councils may have concern about the equity of cost sharing arrangements/financial contributions by members under the Regional Library Agreement and how this relates to service delivery and / or representation on the board of the RLC.

In the event that a choice is made by a council to bring library services back within their own mainstream organizational / service structure, detailed planning for the implementation for that decision should be undertaken. There is significant transition work and risk analysis to be undertaken in this event to resume services, staff and resources, and to close down a RLC.

Preferred Model

Company limited by guarantee - For profit or Not-for-profit (recommended by the Goulburn Valley Regional Library Corporation Board)

A company limited by guarantee does not need a share capital. Rather members agree to its establishment and guarantee that any future liabilities up to a maximum amount (a nominal amount, say \$10 per member) if the company is wound up. A Board structure would likely be based on equal member representation with the potential to add skills based members.

A company limited by guarantee is suitable for small to medium enterprises with 2 or more members.

In general, the company limited by guarantee would be the option available that most closely resembles and enables simple continuity of all the functions, services of an existing Regional Library Corporation.

The existing registered business name 'Goulburn Valley Libraries' could be transferred to the new entity therefore providing minimal disruption to patrons, or a new business name sought to reflect a new entity.

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FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

Alternative Council agreement options.

i) Bi-lateral agreement/contract

This is an agreement or contract between two councils where one council purchases components of the library services from the other council under agreed terms and for an agreed price. The agreement can be as simple or detailed as the parties need. This is basically a 1:1 contract service delivery arrangement.

An example of this is the Central Highlands Libraries group, where the City of Ballarat provide services to a group of smaller local councils. Services provided include:

- administration
- collection management
- library management system and support

Each council owns and maintains its own libraries, equipment, collections and provides and manages staff for each library.

ii) Multi-lateral agreement

This is an arrangement where a single multi-council agreement or contract is executed between two or more councils. Through this agreement, one of the councils is nominated as the 'service provider' (or 'hub' council). Under the agreement, the members agree to purchase specified services from the hub service provider under agreed terms and prices set out in the agreement.

This is similar to the bi-lateral model, except there is only one agreement in place executed by all parties.

An example of this is the High Country Library network, where Alpine Shire provides the 'hub' shared services to Benalla, Mansfield and Wangaratta councils.

b) **Separate incorporated entity options**

Two or more councils can form a separately incorporated 'beneficial enterprise' or entity to provide library services and share resources. Options for separate incorporated entities include:

- Associations Incorporations Act – 5 member minimum
(This not an option in the current member configuration and is not considered further).
- Cooperatives Act – 5 member minimum
(This not an option in the current member configuration and is not considered further).
- Corporations Act 2001 options
Corporations Act options involve the formation of a separate legal incorporated entity. This basically means the 'entity' can enter into contracts, employ staff, own assets etc. as a council or other business can do. Each incorporated option protects the members and office bearers against personal liability in some way.

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FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

Proprietary companies - unlimited or limited by shares

An 'unlimited' proprietary company has an input share capital with each member contributing their 'share', with member liabilities not limited to the share capital.

A 'limited by shares' company is similar but the liabilities of members are limited to the amount they agreed to pay for the shares. Proprietary companies limited by shares is the most common type of proprietary company although there are no examples of this being used to deliver collaborative public library services in Australia. A board structure would likely be based on member representation based on shares held with the potential to add skills based members.

Proprietary companies are more suited to small to large private enterprise companies and are not considered a suitable model for GV Libraries' future governance.

Current status of RLC's in Victoria.

For councils that were part of a RLC when the 2020 Act commenced and that are continuing to collaborate, the Corporation, Limited by Guarantee - Not for Profit is the preferred model for the continuation of services with a separate entity model.

| Regional Library Corporation | Status |
|------------------------------|--|
| West Gippsland RLC | NFP Corporation Limited by guarantee. "Myli". Transition completed. RLC decommissioned. |
| Casey Cardinia RLC | Cardinia Council has joined "Myli" and Casey Council has retained the RLC and is renaming to "Connected Libraries" and is returning services in house. |
| Eastern Regional RLC | Knox, Maroondah and Yarra Ranges Councils. Actively transitioning to NFP Corporation Limited by guarantee. "Your library". |
| Geelong RLC | No decision – waiting. Planning for NFP Corporation limited by guarantee. |
| Goldfields RLC | No decision – waiting, undertaking strategic planning. |
| Yarra Plenty RLC | Banyule, Whittlesea, Nillumbik Councils. Likely NFP Corporation Limited by guarantee. Not commenced yet seeking agreement at all Councils. |
| Wimmera RLC | Decision made to dissolve RLC 30 June 2024. Horsham Rural City Council will manage library services by agreement for West Wimmera Shire Council. |
| Whitehorse Manningham RLC | No decision – engaged with councils, likely to remain a shared service. Issue with EA, 'staff transition and redundancy'. |
| Corangamite RLC | Previously dissolved with Corangamite Council providing services to Moyne Council by agreement. Geelong RLC assuming Queenscliff and Surf Coast. |
| Goulburn Valley RLC | No decision – waiting. Planning for NFP Corporation limited by guarantee. |

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.1
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

4. Strategic Alignment

Council Plan

1. A welcoming and inclusive place

1.02 Our artistic, cultural programs and services will promote inclusiveness, social wellbeing and reflect the needs and values of communities

5.

Internal & External Engagement

Engagement (who did you engage with?)

External Goulburn Valley Regional
Library Corporation Board

Feedback

The board endorsed the recommendations in the paper regarding governance model to be presented to the member councils for consideration.

6. Budget / Financial Considerations

Moira Shire is budgeted for 2024/25 for an annual contribution to the library service of approximately \$859,000 which has been based on historical population splits between the three founding member councils.

Potential Impact on Council Contributions (based on 22/23 Contributions)

| | Greater Shepparton City Council | Moira Shire | Strathbogie Shire | Total Council Contributions |
|------------------------------|---------------------------------|--------------|-------------------|-----------------------------|
| Contributions % | 61% | 29% | 10% | 100% |
| Contributions 22/23 | \$1,739,866 | \$819,889 | \$281,028 | \$2,840,782 |
| Potential Split (Pop) | 54.1% | 31.1% | 14.8% | 100% |
| Contributions | \$1,536,863 | \$883,483 | \$420,436 | |
| Change | -\$203,003 | \$63,594 | \$139,408 | |
| Potential Split (Mem) | 51.4% | 32.7% | 15.9% | 100% |
| Contributions | \$1,460,894 | \$927,918 | \$451,970 | |
| Change | -\$278,972 | \$108,029 | \$170,943 | |

FILE NO:
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(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)
(CHIEF EXECUTIVE OFFICER, MATTHEW
MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

The below table shows estimates of managing the library service in-house based on 2022/23 data.

Actual 2022/23

| | Greater Shepparton City Council | Moira Shire | Strathbogie Shire | Total Council |
|-------------------------------------|---------------------------------|--------------------|-------------------|--------------------|
| Employee costs | \$1,289,545 | \$732,670 | \$353,785 | \$2,376,000 |
| | 54.3% | 30.8% | 14.9% | 100% |
| Materials and Services Other, Capex | \$781,142 | \$458,868 | \$210,458 | \$1,450,468 |
| | 53.9% | 31.6% | 14.5% | 100% |
| | | | | |
| Total | \$2,070,687 | \$1,191,538 | \$564,243 | \$3,826,468 |
| Cost apportionment | 54.1% | 31.1% | 14.8% | 100% |

The below table shows how costs are currently apportioned.

| Cost | Allocation | Method of allocation |
|-------------------------------|------------|---|
| Employee costs | | |
| Branch staff | Direct | Direct to each library |
| Corporate & Admin | Shared | Based on population |
| CIT | Shared | Based on population |
| Programs | Shared | Based on population |
| Collections | Shared | Based on size of collection at each library |
| Courier | Shared | Based on size of loans at each library |
| Mobile Library | Shared | Based on population |
| | | |
| Materials and Services | | |
| Branch costs | Direct | Direct to each library |
| Corporate & Admin | Shared | Based on population |
| Operations | Shared | Based on population |
| Programs | Shared | Based on population |
| Collections | Shared | Based on size of collection at each library |
| Courier | Shared | Based on size of loans at each library |
| Mobile Library | Shared | Based on population |
| | | |
| Borrowing costs | Shared | Based on population |
| Other Expenses | Shared | Based on population |
| | | |
| Capital Expenditure | Shared | Based on size of collection at each library |
| | | |

The method of apportionment of shared costs varies in accordance with where and how the costs are being incurred or what are the key drivers of the costs.

Some costs can be apportioned directly and some are attributed based on the best analogue that would tend to drive the cost. It is important to note that across the libraries the activity level i.e. members, visits, loans, programs etc does not always reflect the cost and in these cases population level has been adopted.

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ITEM NO: 9.3.1
(DIRECTOR COMMUNITY, SCOTT WILLIAMS)
(CHIEF EXECUTIVE OFFICER, MATTHEW MORGAN)

FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

Option Analysis

While not exhaustive of all possible models for delivery of library services, the below table aims to analysis the costs and benefits of the three main options.

| Delivery Model | Pros | Cons |
|---|---|--|
| Council delivering library services individually/directly | <ul style="list-style-type: none"> Greater control of library operations and direction | <ul style="list-style-type: none"> Loss of GV Libraries brand Ability to access inter-library lending/ resource/collection sharing between libraries Missed opportunities to reduce costs through sharing services or outsourcing¹ |
| Councils delivering library services through a contract/shared service agreement (Unincorporated model) | <ul style="list-style-type: none"> Opportunity to reduce cost through sharing services or outsourcing More service autonomy and flexibility than compared to a more formalised model | <ul style="list-style-type: none"> Impediments of resources and scale to be able to act as 'seller' of library services to other Councils Availability of neighbouring Councils interested in Unincorporated model |
| Councils delivering library services through a contract/shared service agreement (Incorporated model – Corporate Act) | <ul style="list-style-type: none"> Opportunity to reduce cost through sharing services or outsourcing Available to small groups of councils wanting to collaborate (i.e. 2 or 3 member councils) Retention of GV Libraries brand | <ul style="list-style-type: none"> Costs involved in establishing a constitution / separate legal entity Control of library operations and direction overseen by Board of separate legal entity |

7. Risk & Mitigation

| Risk | Mitigation |
|---|--|
| One or more member Councils do not agree to enter a cooperative agreement. | Extended time for negotiation, consideration of viability to enter model with two Councils, or new additional Councils. Consideration of in-house model if needed. |
| Non compliance with the new local government act by not transitioning to new governance model | Consideration of direction for new governance model for library being submitted to Moira, Strathbogie and Greater Shepparton Councils in late 2023. |
| Service to community | There is no risk to the community with this model. To the community it will be no change in service delivery. These above changes are about Governance. |

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(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)
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FUTURE GOVERNANCE OF GOULBURN VALLEY LIBRARIES (cont'd)

8. Conclusion

Cooperative management arrangements between councils have been demonstrated to achieve operational efficiencies and enhanced, specialised library service provision to communities.

Goulburn Valley Libraries has successfully provided library services to the communities of Moira, Greater Shepparton and Strathbogie as a Regional Library Corporation.

Given the efficiency benefits of collaboration, it is proposed that collaboration continues as a beneficial enterprise under the *Local Government Act 2020*, with a company limited by guarantee -Not-for-profit the recommended model.

Attachments

Nil

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT, CORRENE
COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION

Recommendation

That Council:

1. Adopt the Yarrawonga JC Lowe Oval Reserve Master Plan as shown in attachment 1
2. Thank the community members who provided feedback on the draft JC Lowe Master Plan in writing, advise key stakeholder groups of the outcome and provide them with a copy of the Master Plan.

1. Executive Summary

The Yarrawonga JC Lowe Oval Reserve Master Plan has been developed by Moira Shire Council staff in consultation with the Community Asset Committee and other primary stakeholders of the Yarrawonga JC Lowe Oval Reserve.

The draft plan was released for public exhibition for a six-week period from the 23rd May to the 14th June 2024. As part of this, the public were invited to make submissions providing feedback on the draft plan, and one-on-one meetings were held with stakeholders.

Required amendments based on this feedback, were made to the final document for Council adoption.

2. Conflict of interest declaration

None

3. Background & Context

Yarrawonga is growing and alongside this is the demand for quality, fit for purpose facilities that meet recreational and sporting needs moving forward.

The Yarrawonga JC Lowe Oval Reserve is located off Burley Road on the western edge of Yarrawonga and is utilised primarily by the Yarrawonga Football Netball Club, Yarrawonga Junior Football Club and the Yarrawonga Lawn Tennis Club. The clubs offer a wide variety of competitions, events and programs catering for juniors through to seniors.

The Master Plan details the history of the site and current use to provide context and to support planning for appropriate future developments. It will support Council in prioritising improvement projects, considering allocation of capital funds and provide a foundation for future funding applications for the site's development. It will also provide a footprint for the development plans for users of the site and maximise public benefit for passive recreation.

The draft plan was released for public exhibition for a six-week period from the from the 23rd May to the 14th June 2024. As part of this, the public were invited to make submissions providing feedback on the draft plan, and one-on-one meetings were held with stakeholders.

Council received a number of submissions, with mostly constructive feedback, resulting in some alterations to the draft document. A detailed consultation report is provided.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT, CORRENE
COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

The main changes from the draft document to the final version were:

- A history of the JC Lowe Oval Reserve section has been included (page 5)
- Additional assets were added to the 'Existing Infrastructure at JC Lowe Oval Reserve' section. Namely, entrance road, entrance car parking, tennis court lighting, swimming pool car park and tennis clubhouse carpark (page 27)
- Development Priorities were reordered following external feedback, and the Master Plan map was updated to correspond to the changes (pages 28-29)
- Costings were removed from the Development Priorities section and included as Cost Plan (Appendix A).

4. Issues

The objective of the *JC Lowe Oval Reserve Master Plan* is to document a plan that:

- Identify and prioritise infrastructure related development needs in order to ensure the reserve remains fit for purpose and a sustainable community asset.
- Embed a strategic direction and "vision" for the future of the Reserve that is shared between the Reserve Committee, user groups and Council.
- Provide a facility that caters for community sport at a local and regional level and strategically aligns with the Active Victoria Strategy 2022-2026.
- Host major tourist events for the region.
- Key principles considered in developing the plan include clear preference for multi-use facilities and consideration of service provision available in surrounding towns.
- Provide a plan for Council to develop and maintain recreational assets.
- Set out a cost plan for the implementation of the Master Plan.

5. Strategic Alignment

Council Plan

- | | |
|------------------------------------|---|
| 1. A welcoming and inclusive place | We support, appreciate and acknowledge the contribution made by volunteers. We provide, renew and maintain a diverse network of assets that are safe, efficient and accessible |
|------------------------------------|---|

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT, CORRENE
COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

6. Internal & External Engagement

Extensive consultation was undertaken in development of the draft master plan.

| Engagement (who did you engage with?) | Feedback |
|---------------------------------------|---|
| Internal | Feedback was sought from a number of Council departments including OH&S, planning, infrastructure, environment, operations and community. |
| External | Following Council approval, the Draft plan was released for public exhibition. Through this, stakeholders and the general public were invited to make submissions providing feedback. Face to face meetings were held with stakeholders. |

7. Budget / Financial Considerations

The Master Plan was delivered in-house by Council's Recreation team.

While the development of the Master Plan itself has no direct cost implications, it contains recommendations for the development of the site, which, if and as, they are implemented, may be funded through state, federal and benevolent grants, Council's capital budget, user group contributions and community fundraising. The financial implications for each project will differ in accordance with the project's scope.

A cost plan is included as appendix to the main document.

8. Risk & Mitigation

Risk

Financial

Economic (regional context or
broader economic impact)
Environmental

Reputational

Mitigation

There is a risk that the development of the plan could result in expectation that all recommendations be delivered. Disclaimers have been made in the document to explain that the document is aspirational, and the feasibility of each project will need to be further explored.

The plan has identified the regional significance of the site and the opportunities to develop the site. Recommendations in the plan relating to drainage, water provision and tree planting seek to improve the environmental footprint.

The development of a plan that has involved extensive community contribution seeks to enhance Councils relationship with the community.

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

9. Conclusion

The Master Plan has considered a wide array of issues and opportunities associated with JC Lowe Oval Reserve. It responds to community aspirations whilst maintaining a realistic approach to development opportunities over a ten-year horizon.

Following adoption, the document will be used to guide decision making and planning for the site, and support funding applications going forward.

Council will provide a copy of the adopted Master Plan and feedback to individual who provided feedback during consultation.

Attachments

- 1 JC Lowe Oval Reserve Master Plan
- 2 Cost Plan (Appendix A)
- 3 Engagement Report

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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan



**Yarrowonga
JC Lowe
Oval Reserve
Master Plan
2024**



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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Introduction

JC Lowe Oval Reserve

The Yarrawonga JC Lowe Oval Reserve is located off Burley Road on the western edge of Yarrawonga. The reserve has also historically been known as Alexandra Park.



The core users of the reserve are the Yarrawonga Football Netball Club, Yarrawonga Junior Football Club and the Yarrawonga Lawn Tennis Club. The clubs offer a wide variety of competitions, events and programs catering for juniors through to seniors.

The main assets on site include:

- 2 x netball courts and warm up space
- Home and away female change facilities
- Football oval
- Football clubrooms and home and away change facilities
- Scoreboard facility
- 23 x grass tennis courts
- 4 x asphalt tennis courts
- Tennis clubrooms
- Car Park (South Tennis Courts)
- Car Park (West of Yarrawonga Outdoor Swimming Pool)

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The quality and condition of the playing surfaces is revered throughout Australia as being of the highest quality, allowing for elite level sporting use. This attracts car enthusiasts, runners and tennis players from all over the country to the precinct.

This sporting hub currently hosts many annual events including:

- Yarrawonga Easter Tennis Tournament
- Tennis Australia Festival of Tennis (November each year)
- Community Concerts
- Annual Rod Run (November each year) (REMPAN \$2,651,000 expenditure in the region)(14,000 visits)
- Cancer Council Relay for Life
- Yarrawonga Schools Athletics Carnivals (4 events each year)
- Murray Bushrangers practice match series and training camp
- Murray Marathon
- VCTA Country Week Tennis Event (held on rotation)
- Yarrawonga Football Netball Club (Ovens and Murray) - games and training
- Yarrawonga Junior Football Club (AWJFL) - (Ages 6 -12) - games and training
- Yarrawonga Junior Football Club (Ages 6 -12) – Friday night games



Oval



Tennis Courts



Netball Courts



Dempsey Pavilion

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While the JC Lowe Oval Reserve facilities are a hub for people to participate, socialise and engage over the winter months, the JC Lowe Oval Reserve precinct provides more than a regular town sporting oval.

Country Week, the Easter Tournament, the Rod Run and the Murray Bushrangers continue to return to Yarrawonga due to the significant efforts to maintain the elite playing surfaces at the reserve.

Each of these major events boosts the local economy and benefits the broader region with event goers staying in towns across the shire.

Yarrawonga and District

Yarrawonga is located approximately 275km from Melbourne, 80km from Shepparton and 90km from Wodonga, the nearest regional hubs.

Yarrawonga has a number of significant community assets that benefit the town including the Yarrawonga Town Hall, Yarrawonga Showgrounds Victoria Park, Chinamans Island Nature Reserve, Yarrawonga Foreshore and Lake Mulwala, Kennedy Park, JC Lowe Oval Reserve and the Yarrawonga Outdoor Swimming Pool.

Yarrawonga is acknowledged as;

- Having a unique identity derived from its location on Lake Mulwala, its growing, vigorous community and its continuing strengths as a commercial / retail centre.
- A tourist destination.
- An area of natural conservation.
- Providing a sought after lifestyle for families and retirees.



Yarrawonga - Mulwala

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History of the JC Lowe Oval Reserve

In the late 1980's, the Yarrawonga Shire renamed the Grove Oval as the JC Lowe Oval to honor the Lowe family's contribution to football in Yarrawonga.

As an 18 year old, John Charles Lowe was employed to cart metal from Glenrowan to Benalla for the main street. As a result he became the first person taken hostage by the Kelly gang during the Glenrowan siege. When he died 70 years later he is believed to have been the last person alive to have witnessed the events at Glenrowan.

In 1918 he built the first hospital in Yarrawonga for his two older daughters who were nurses and ran it primarily as a small maternity hospital for only a few years in the early 1920's.

John also became very active in the community. He instigated the formation of the first football club, in which he played, and later umpired. He was also the driving force behind the selection and clearing of land for a football ground, which eventually was named in his honor (and remains the JC Lowe Oval to this day).

The Moira Shire Council officially adopted the Instrument of Delegation during its Committee of Council Meeting on 7 April 1997 for the JC Lowe Oval Management Committee.



John Charles Lowe (centre front) with his wife and children



Aerial photo taken in the 1940's



Saturday morning tennis at the "Grove" 1960's

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Demographics

Yarrawonga is the largest town in the Moira Shire, with a population of over 8,660 (ABS, 2022). Yarrawonga's population is expected to grow to 11,619 by 2041. The town is located on the southern bank of Lake Mulwala on the Murray River and has strong links with southern New South Wales, particularly the Mulwala Township.

The cross-border relationship with Mulwala is important as it is a significant township with a population of over 2,500 (2022 figures) residents who also utilise Yarrawonga's Recreational services.

Based on the 2021 Census data, Yarrawonga's population is breakdown is:

- 48.5% Male
- 51.50% Female
- The median age for Yarrawonga is 52
- There are 2409 families in Yarrawonga
- 15% (1350) are aged 14 years and under
- 8% (747) between 15 24
- 28% (2479) between 25 and 54 years
- 47% (4095) 55 years and over

16% of the community have done voluntary work through an organization or group in the last 12 months, which is very similar to the Australia wide data of around 14%.

The major employment industries in Moira Shire are Health Care & Social Assistance 22.4%, Retail Trade 16.3%, Construction 13.3%, Accommodation & Food Services 10.7% and Education & Training 9.7%.

The ABS also publishes Socio-Economic Index for Areas (SEIFA) data that ranks areas according to relative socio-economic advantage and disadvantage. In 2021 Yarrawonga had a SEIFA index of 974 ranking it in the 3rd Decile (lowest 30% of socioeconomic advantage in the state).

What is a Master Plan?

A master plan determines a broad vision for an area and outlines a number of projects and strategies that are required to be implemented to achieve the new vision. Further investigation and feasibility of some of the projects and initiatives recommended in the JC Lowe Reserve Master Plan may be required depending upon their scale, likely impact and estimated cost. It is important to note that the inclusion and reference to projects in the master plan does not directly commit Moira Shire Council, the reserve user groups, the Victorian Government or any other organisation to a responsibility for funding and implementing these projects.

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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Master Plan Objectives

The JC Lowe Reserve Master Plan aims to:

- Identify and prioritise infrastructure related development needs in order to ensure the reserve remains fit for purpose and a sustainable community asset.
- Embed a strategic direction and “vision” for the future of the Reserve that is shared between the Reserve Committee, user groups and Council.
- Provide a facility that caters for community sport at a local and regional level and strategically aligns with the Active Victoria Strategy 2022-2026.
- Host major tourist events for the region.
- Key principles considered in developing the plan include clear preference for multi-use facilities and consideration of service provision available in surrounding towns.
- Provide a plan for Council to develop and maintain recreational assets.
- Set out a cost plan for the implementation of the Master Plan.

It includes:

- An analysis of the current and future types and levels of usage at the recreation reserve; and
- A detailed site plan showing short, medium and long-term outcomes.



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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Related Council Plan and Strategies

Council has a number of strategies, plans and policies that relate to the development of Council's recreational assets and increasing the health and wellbeing of our community.

While Council has articulated in a number of strategies, plans and policies its commitment to encouraging participation in sport and recreation, it is however challenged by a unique set of circumstances linked to the municipalities make-up and population distribution. In this context the demand for infrastructure development and limited funds provide a significant and on-going challenge.

Moira Shire Community Asset Committee Manual 2020

The direction and powers of the Committee are provided for via Council's delegation (through a Community Asset Committee), as well as the Moira Shire Community Asset Committee Manual 2020 (the manual).

In addition to providing guidance relating to governance and process, the manual also states that Council will support the Committee in the development of a Facility Improvement Plan, to outline the Committees aspirations for the use and development of the facility over its term in office. It states that Committees should constantly seek to identify and review potential improvements to the facility.

Moira Shire Council Plan 2021-2025

The Moira Shire Council Plan is the document that guides the Council's direction and activities to 2025.

The Plan aims to ensure that recreation, sport, art and cultural facilities and programs will respond to cultural diversity and community needs. It will achieve this objective by implementing actions from the Recreation Strategy to support active lifestyles through passive and organized sport and recreational services and infrastructure.

The first strategic pillar 'A welcoming and inclusive place', includes the strategic action 'Recreation, sports facilities, programs and services respond to our diverse and emerging community needs'.

Moira Shire – Wellbeing for All Ages Strategy 2021-2025

The Moira Shire Wellbeing for All Ages Strategy aims to provide Council with a clear and strategic planning approach that integrates planning for health and wellbeing across all stages of life.

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Amongst a range of observations, the goal states that: "Moira Shire is a place where people feel safe, included and thrive as valued members of the community". The objective to this goal is "Encourage the participation of women and girls in sport and recreation" and "to ensure new infrastructure and community assets are accessible".

Moira Shire Council – Financial Plan

Moira Shire Council is responsible for an extensive range of infrastructure assets across the municipality worth a total value of \$775 million. Council is continually faced with the ongoing dilemma of what resources and funds need to be provided to ensure these assets continue to provide the required services to its community in the most cost effective manner for the present and the future. This is challenging within a rate capping environment and other financial pressures including inflation and population growth. Council is committed to prioritising the funding of asset renewals which limits the amount of discretionary funding available for new works or capital upgrades.

Moira Shire Council Recreation Strategy 2016-2026

The Moira Shire Council Recreation Strategy provides a framework to support the delivery of its vision of Moira being a Shire "...where its people are happy, healthy and safe through provision of quality and accessible recreation opportunities that meet the needs of community now and into the future". The Strategy defines Yarrawonga JC Lowe Oval Reserve as a 'District Sports Ground' and states that in the case of Moira Shire and especially in the smaller towns, these facilities are often the heart of communities, providing a range of sporting, recreational and social opportunities. In defining a level of service that provides reasonable access and facilitates participation but is financially sustainable the strategy proposes that 90% of the population live within 20kms of the town centre of a town with a District sports ground. In addition to recognizing the important role of sport, the strategy also acknowledges the importance of providing spaces and programs for less formal active recreation through the ongoing development of walking tracks and cycling paths, active green spaces including outdoor fitness equipment and programs to activate these spaces. The Strategy also highlights the unique challenges faced by the Council in providing sustainable facilities and states that "the provision of recreational program delivery and asset management can be resource intense and it is necessary to take a smart and efficient approach to the future....this will involve working in partnerships, shared use facilities, rationalisation when needed and a strong working relationship with Committees, user groups and the wider community".

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Moira Shire Asset Management Plan 2021 - 2031

Moira Shire is responsible for a portfolio of assets that have a combined value and replacement cost of \$800 million, including land, buildings, drainage, waste and roads.

This framework aims to ensure that Council's assets are sustainable and continue to function at a level of service determined by the Council and accepted by the broader community.

The purpose of the asset management plan is to "show how we will responsibly manage our assets to meet the service delivery needs of our community into the future in a cost effective way".

Environmental Sustainability Strategy 2022 -2026

As per the Moira Shire Environmental Sustainability Strategy 2012-2026 Council must ensure that Environmental sustainability is considered and integrated across all areas of Council, in all decisions and in project implementation and that Ecologically Sustainable Design Principles are implemented in the planning stage of all Council projects (capital works, subdivisions, new buildings and building renovations). These are captured in the environmentally accountable Council focus area of the strategy.

All Abilities Access and Inclusion Plan 2023 - 2026

The All Abilities Access and Inclusion Plan incorporates Accessible Places and Spaces. An action of the draft strategy is to develop and plan for a connected and accessible community environment which incorporates improved pedestrian and cycling infrastructure, improved accessible car parking at key community buildings and in shopping precincts to ensure safe access and sufficient spaces, provide sufficient Council owned public toilets through and improve public parks, playgrounds, gardens and facilities to ensure that they are connected, accessible and inviting to all.

Moira Shire Play Space Strategy 2023

The Moira Shire Council Play Strategy was adopted by council in March 2023. Access to quality play spaces for the Moira Shire community will support the realisation of the Community Vision. The Moira Shire Play Strategy underpins Council's current and future investment in play spaces across the Shire, and identifies opportunities for renewals, upgrades, and new playgrounds across the Shire including within Recreational Reserves.

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Related State / National Sport Strategies

Netball Victoria 2023-2026 Strategic Plan

Netball Victoria identifies four strategic pillars in their Strategic Plan including Play, Grow, Inspire and Lead as well as the development of a Statewide Facilities Strategy to assist with any redevelopment plans for existing netball venues, or construction plans for a replacement of a new netball venue and auditing the condition and design of facilities against netball facility standards.

Tennis Australia 2020

Tennis Australia has developed a comprehensive planning framework to support and assist tennis clubs throughout the country. Amongst the frameworks are recommended levels of facilities based on a national hierarchy and indicative costings of upgrades and re-development of courts based on a number of court and surface types. Under the Tennis Australia facility hierarchy Yarrawonga Lawn Tennis Club would fall under Regional Tennis Centres.

Australian Football League – Preferred Community Facility Guidelines 2024

The Guidelines have been developed in order to provide direction for the development of new facilities and/or those being considered for major refurbishment or redevelopment.

For local or regional type facilities the guidelines recommend:

- Avoiding open showers and provide 3 to 4 showers.
- Avoid troughs and individual urinals and provide a minimum of 1 ambulant accessible toilet cubicle.
- Social/Community spaces should be at least 100m² and around 150m².
- Appropriate umpires, meeting, administration and storage spaces should be provided.

Specifically relating to change facilities the guidelines recommends that:

- A minimum of 3 showers should be provided and that these should be lockable cubicles to better accommodate all users.
- A minimum of 3 toilet pans is preferred and should be provided as lockable cubicles. Urinals should be avoided to better accommodate all gender use and at least one ambulant toilet should be provided in accordance with Disability Discrimination Act standards.
- A regional or club level social facility should have a commercial kitchen and storage of around 25m² and a social, community or multi-purpose room of around 150m².

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Stakeholder Identification

The table below identifies the primary and secondary stakeholders in relation to the on-going management and future development of the recreation reserve i.e. primary stakeholders are those that are critical and the secondary stakeholders i.e. those who are influential in the direction but not necessarily critical.



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Current Situation

Site User Groups Usage

Yarrawonga
Junior
Football
Club

Friday night Football
Sunday AWJFL

Friday Night Football

- 300 children and their parents/supporters
- 100 approx. 5,6 & 8 year old boys and girls learning to play via Auskick
- U8s 4 teams of playing each Friday night
- U10s 6 teams playing each Friday night
- U12s 4 teams playing each Friday night

Sunday AWJFL

- Female Football
- 3 Under-age junior football teams

Yarrawonga
Lawn Tennis
Club

Club Competitions
Club Tournaments

Club Competitions

- Goulburn Murray Tennis
- Junior Tennis and Squad Training
- Friday Night Aggregate
- Thursday Night Ladies
- Tuesday Night Mens
- Social Tennis
- On Court Sessions

Club Tournaments

- Major Competitions
 - Easter Tournament – approx. 1500 participants/spectators
 - Country Week Tennis – approx. 1000 participants/spectators

Yarrawonga
Football
Netball
Club

Saturday Ovens
and Murray

- 120 participants with 100 volunteers and spectators in the 1000s
- 1 U18 Team
- 2 Open Age Football teams under
- 2 Under Age netball teams
- 3 Open age netball teams

Other
Uses

- Education Use
- Athletic Carnivals
- Annual Rod Run
- Relay for Life



Yarrawonga Football Netball Club



Annual Rod Run

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Community Asset Committee

The Yarrawonga JC Lowe Oval Reserve is located on Crown land and managed by Moira Shire Council, who in turn under the provision of Section 65 of the Local Government Act 2020 have appointed a volunteer "Community Asset Committee" (C.A.C.) to oversee its day to day operations as well as support any future developments.

Moira Shire C.A.C.'s have some flexibility relating to their composition, however the Moira Shire Council Community Asset Committee Operations Manual 2020 recommends a mix of user group and/or community representatives, limiting any single user group to two representatives. The committee's current governance structure includes a president, vice president, secretary, treasurer and five general committee members.

The current structure of the JC Lowe C.A.C. is a Chairperson, Deputy Chairperson, dual Secretary / Treasurer Position and single member representation from the Yarrawonga Football Netball Club, Yarrawonga Lawn Tennis Club, Yarrawonga Caravan Park Committee, Yarrawonga Godfathers Organisation and four Community Representatives.

JC Lowe Oval Reserve Community Asset Committee Vision and Objectives

Through the review of current operations, issues, opportunities and trends the reserve committee has developed the following Vision and Objectives for the next 10 years:

Vision

As a regionally significant sporting precinct the Yarrawonga JC Lowe Oval Reserve will continue to be the sporting heart of the Yarrawonga community by bringing people together and keeping them connected through the provision of sporting, recreational and social facilities.

Objectives

- **Financial**
 - Raise enough funds to ensure the facilities are safe and functional until appropriate development occurs.
 - Work with partners to raise funds to support future developments.

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Objectives

- **Compliance**
 - To ensure Community Asset Committees obligations are being met.
- **Programming and Use**
 - Provide 'Regional Sporting Facility standard spaces' for Tennis and a District level facility for football and netball as well as having provision to support additional activity as needed in the future.
 - Encourage diversity and growth in usage through provision of appropriate facilities.
 - Provide an accessible and compliant function and change room space to meet the need of existing community and sport use and allow for future growth
 - Retention of oval space into the future to ensure the Tennis club remain viable.

Finance

The Committee primarily generates funds through the hire fees provided by the user groups, additional fundraising and grants, while outgoings are generally related to insurances, improvements, maintenance and repairs. The reserve received more than \$14,080.00 in funding annually from Moira Shire Council to support maintenance primarily as well as some additional operational support and investment in infrastructure and no concurrent operating or maintenance funding through DEECA.

The Committee relies heavily on community volunteering and in-kind support to remain operational. To support future re-developments, the Committee will need to work with facility users, the broader community and all levels of government to build partnerships.



Hard Courts



Hit Up Wall

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Issue & Opportunity Analysis

Issues

Site Location

Over the last 15 years, there have been numerous discussions between the Yarrawonga Football Netball Club and Moira Shire Council that have flagged the potential relocation of infrastructure and activities from the JC Lowe Oval Reserve including Football, Netball and Tennis to the Yarrawonga Showgrounds.

The Yarrawonga Showgrounds Victoria Park Master Plan was first developed in 2009 in consultation with the Yarrawonga Showgrounds/Victoria Park Committee and its member groups. The Yarrawonga Football Netball Club was not represented on the site plan of 2009; but it was acknowledged that the Yarrawonga Football Netball Club could potentially be relocated to the site. No significant consultation was subsequently undertaken and discussions did not progress.

The Master Plan was revised in 2022, and the current Yarrawonga Showgrounds Victoria Park Master Plan does mention a soccer / football pavilion at Victoria Park but does not specifically reference the Yarrawonga Football Netball Club relocating to the site at any point within the ten year horizon of the master plan. This is due to the cost of relocating and providing "like for like" facilities being prohibitive.

Yarrawonga JC Lowe Oval Reserve Planning and Development Overlay

JC Lowe Oval Reserve is zoned as PCRZ (Public Conservation and resource zone). It is subject to the following planning overlays:

- Rural Floodway overlay
- Environmental significance overlay
- Bushfire management overlay

It is also an 'area of cultural heritage sensitivity' under the Aboriginal Heritage Regulations 2018. Major alterations to the site may trigger the requirement for a Cultural Heritage Management Plan as per the Aboriginal Heritage Act 2006.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT,
CORRENE COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Lack of space to grow

The site is constrained by the presence of the caravan park located to the East, West and South of the oval, and the river to the north. This effects the capacity to provide additional parking at the facility and to develop additional sporting fields or courts.

Ageing football pavilion

The asset condition rating for the building overall is fair. The club, committee and council have spent significant funds in recent years refurbishing and maintaining parts of the facility extending the life of the facility. Functionally both the tennis club building and the football netball club pavilion are meeting the needs of the clubs for the short term.

Lack of initial planning (e.g. road way, car parking)

Fencing off of the caravan park has changed the dynamic of the reserve along with the establishment of a new road way. Parking is limited and some distance from the facilities with only a small amount of parking available at both of the main facilities. During major events there's no capacity at the site for major event parking. The utilisation of Yarrawonga township car parking is required to be incorporated into the planning for major events.

Reserve Entrance

There is no formalised and signed walking track leading from Burley Road through to the football / netball facility at the other end the reserve.

The designated car parks at the reserve are not lit with security lighting and formally signed which becomes a problem with a number of activities held after dark.

Pedestrian Traffic

Pedestrian lighting, signage and established and maintained walking tracks from the car park to the Dempsey Pavilion in particular would enhance the safety of participants and spectators for the oval sports.

Further, a nominated marked pedestrian crossing and walkway for pedestrians whose cars are parked in the currently unused carpark, in conjunction with the exclusion of parking on bushland is required.

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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Tennis Club Entry Point

The tennis club utilise a number of car parks on site to access their grass courts and main pavilion. The main carpark and entry point to the hard courts is via the new road to the south of the courts. The Tennis Clubhouse carpark is accessed through the Yarrowonga Holiday Park and is frequently used by the club on competition days and during major events by food vendors, delivery of mobile cool rooms and is used for deliveries.

Volunteers

While the contribution of existing volunteers and the willingness of the Yarrowonga community to contribute their time and resources to a number of causes and projects has been identified as a real strength, the age, capacity and availability of volunteers is a key issue. In addition to this, the Committee have highlighted that with so much effort going towards raising funds for or directly undertaking repairs to ageing and failing infrastructure (fixing broken things), there is risk of the loss of motivation to stay involved.

Suitability for events

Whilst the JC Lowe Oval Reserve has successfully hosted a wide array of events, recent events including concerts, have had a considerable impact on the playing surface for a period of time post event, and the ground damage has been costly to rectify. The CAC will need to consider approving only events that don't compromise the impeccable playing surface, or alternatively factor in suitable ground remediation costs into the hire fees charged to event organisers.



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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

All Abilities Access

Accessible parking is required at the Dempsey Pavilion. Compliant pedestrian access paths are also required around the facility.

Water Access

Separate meters are required for the Tennis Club, Football Netball Club and Caravan Park. A review of current water access arrangements between sporting users and caravan park is required, to ensure long-term affordable water supply to the site.

Opportunities

Strong participation across all programmes

The core users of the reserve are the Yarrawonga Football Netball Club, Yarrawonga Junior Football Club and the Yarrawonga Lawn Tennis Club. The clubs offer a wide variety of competitions, events and programs catering for juniors through to seniors. With the population growth of the Yarrawonga and Mulwala areas, all clubs have been able to leverage strong participation in junior programmes which in turn increases the long term sustainability of the clubs.

Events and ability to generate income

The site currently hosts major events such as Show and Shine, major tennis events and at times has hosted charity events. There is scope on site for this to expand into the future to host regionally significant events. It is important that the facility is maintained and developed so as to continue to attract these events. The hosting of events provides revenue to the Committee which goes directly back to improving the facilities and maintenance at the reserve.

Location (next to river)

Whilst the riverside location has drawbacks of flooding risks and development constraints, the location of the JC Lowe Oval Reserve is nonetheless picturesque and inviting for residents and visitors.

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Ability to leverage sponsorship

The tennis and football clubs at JC Lowe Oval Reserve enjoy the benefits of being able to leverage large sponsorship arrangements due to the football club being the only club in Moira Shire to compete in the Ovens and Murray League (and consistently being competitive) and the tennis club being a large regional facility hosting many tournaments.

Development of additional oval/field

Yarrawonga Football Netball Club have strongly advocated for the development of the grassed area to the south west of the existing oval. This space is currently under a 21 year lease to the Yarrawonga Caravan Park, with the lease ending in 2037. There is potential to work in partnership with the Caravan Park Committee to repurpose this space, potentially as an additional ground for junior football or an overflow parking area to cater for major events held at the reserve.

Community Space

The Football Netball Club social space is a well utilised facility hosting a number of community bookings including birthdays and training sessions. The community space is one of the largest social spaces at any Moira Recreation Reserve, boasting views across the reserve. There are some layout issues, including the placement of the bar facilities. If the pavilion was to be replaced, providing a "like for like" space of this size would be costly.

Change Rooms

Female change facilities at the football netball venue were completed in recent years and provide high quality facilities for users. The football facilities have been continually refurbished over a number of years including the removal of walls. The end product although aged, is currently meeting the needs of the existing clubs.



Yarrawonga Football Netball Club



Under The Southern Stars



Country Week Tennis

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Caravan Park

The Yarrawonga Holiday Park (Caravan Park) surrounds the JC Lowe Oval Reserve. Historically on game day, football cars would park through the caravan park, however the site is now fenced in and cars cannot access parking. The caravan park has shown exponential growth in visitation over a number of years and developed the premises to cater for this growth.

Yarrawonga Mulwala Amateur Canoe Club

The Yarrawonga Canoe Club currently occupy a 7.5m x 12m shed that sits within the Yarrawonga Holiday Park leased area of the reserve. This shed is used primarily to store canoes and equipment. The Yarrawonga Holiday Park Committee has confirmed that there is no desire or need to move the Canoe Club at this point in time. However, if required at any point in the future, there is capacity to accommodate a canoe storage facility into the existing facilities within the JC Lowe Oval Recreation Reserve.

Tennis Area

JC Lowe Oval Reserve boasts grass tennis courts of the highest quality. There is opportunity in liaison with the Yarrawonga Football Netball Club to continue to host both regionally and state level events at the facility with up to 50 courts available when the oval and existing tennis courts are in use.

Scoreboard Building

The scoreboard building services both Football and Tennis. This building is currently used as a meeting space, a competition office for tennis and a scoreboard and timekeeper facility during the football season.

Spectator Seating

Current spectator seating for the football site is sufficient. However, there is limited spectator seating for netball.

Roadways and Car Parking

The entrance road to the reserve was initially constructed as a driveway rather than a formal roadway. However, over time, it has increasingly been used as a formal roadway and Council acknowledge that it should be reflected as such. Naming of the entrance road will help identify the location and reduce the risk of emergency vehicles being confused by an unnamed road.

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

| | |
|--|--|
| Asset: Oval grandstand | Asset: Dempsey Pavilion |
|  |  |
| Condition: Good Recommendation: No action required | Condition: Fair Recommendation: Consider replacement in new location as a long term project |
| Asset: JC Lowe Oval | Asset: Oval kiosk |
|  |  |
| Condition: Good. Recommendation: Oval requires drainage plan. Future works to be considered with the irrigation pump and system replacement into the future | Condition: Fair Recommendation: No action required |
| Asset: Oval scoreboard & timekeepers box | Asset: Oval interchange boxes |
|  |  |
| Condition: Very Good Recommendation: No action required | Condition: Fair Recommendation: No action required |

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

Asset: Oval timekeepers box



Condition: Poor
Recommendation: Continue to maintain as required

Asset: Oval coaches boxes



Condition: Very Good
Recommendation: No action required

Asset: Playground



Condition: Very Good
Recommendation: Continue to maintain
Install shade sails in the future upgrade

Asset: Playground fencing



Condition: Very good. Renewed in 2020
Recommendation: No action required

Asset: Netball change rooms



Condition: Very Good
Recommendation: No action required

Asset: Netball shelters



Condition: Very Good
Recommendation: No action required

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

| | |
|--|--|
| Asset: Netball courts | Asset: Netball court lighting |
|  |  |
| Condition: Very Good Recommendation: No action required | Condition: Good Recommendation: Upgrade to LED in the future |
| Asset: Oval lighting | Asset: Oval behind goal netting |
|  |  |
| Condition: Good Recommendation: Upgrade to LED in the future | Condition: Poor Recommendation: Future replacement |
| Asset: Oval irrigation | Asset: Oval fencing |
|  |  |
| Condition: Poor condition. Recent assessment recommended that the irrigation system be renewed Recommendation: Future replacement | Condition: Poor Condition Recommendation: Future replacement |

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ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

| | |
|---|---|
| <p>Asset: Public toilets behind the Pascoe Ellis Stand</p>  <p>Condition: Good Condition Recommendation: No action required</p> | <p>Asset: Tennis hit up wall</p>  <p>Condition: Very Good Recommendation: No action required</p> |
| <p>Asset: J.R. Rennie Tennis Club Pavilion</p>  <p>Condition: Good Recommendation: No action required</p> | <p>Asset: Tennis greenkeeper's storage shed</p>  <p>Condition: Good Condition Recommendation: No action required</p> |
| <p>Asset: Tennis court fencing</p>  <p>Condition: Poor Recommendation: Future replacement</p> | <p>Asset: Tennis court perimeter fencing</p>  <p>Condition: Fair Recommendation: Future replacement</p> |






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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

| | |
|--|--|
| <p>Asset: Grass tennis courts</p>  <p>Condition: Very Good Recommendation: Continue to maintain and improve as part of a regular program</p> | <p>Asset: Hard tennis courts</p>  <p>Condition: Poor Recommendation: Future replacement</p> |
| <p>Asset: Car park - south tennis courts</p>  <p>Condition: Good Recommendation: No action required</p> | <p>Asset: Car park - west of Yarrawonga Outdoor Swimming Pool</p>  <p>Condition: Fair Recommendation: Formalisation of car parking required into the future</p> |
| <p>Asset: Tennis club raw water pump and irrigation</p>  <p>Condition: Good Recommendation: No action required</p> | <p>Asset: Tennis club shed</p>  <p>Condition: Very Good Recommendation: No action required</p> |

Ticket Box: Was removed. A permanent ticket box located at the front entrance to the reserve would provide shelter for volunteers as part of the future capital works planned.

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Existing Infrastructure at JC Lowe Oval Reserve

Asset: Entrance road



Condition: Very Good
Recommendation: No maintenance required
Redevelopment to consider pedestrian traffic and lighting into the future

Asset: Entrance car parking



Condition: Very Good
Recommendation: No action required

Asset: Tennis court lighting



Condition: Fair condition
Recommendation: Upgrade to LED

Asset: Swimming pool car park



Condition: Poor
Recommendation: Resurface and formalise car parking spaces to maximise space

Asset: Tennis clubhouse carpark



Condition: Good
Recommendation: Material required to fill in potholes
Ongoing maintenance program

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Development Priorities

| No. | Project | Priority High Medium Low | Timeframe Short Medium Long | Project Type |
|-----|---|-----------------------------------|--------------------------------------|-----------------|
| 1 | Improve drainage and seal the area between the clubrooms and netball court impacted by flood events | High | Short | Upgrade |
| 2 | Provide adequate lighting to entrance road to JC Lowe Oval Reserve | High | Short | New |
| 3 | Formalise pedestrian access route and disabled car parks for patrons at the football, netball and tennis facilities | High | Short | Upgrade |
| 4 | Install Moira branded reserve entrance signage | High | Short | New |
| 5 | Install bollards between oval, road and tennis court hit up area | High | Short | New |
| 6 | Fence off the natural area between points 12 and 17 for reserve user safety | High | Short | New |
| 7 | Install a greenskeeper storage bay for tennis and football | High | Short | New |
| 8 | Replace ground surface irrigation (tennis) | High | Short | Upgrade |
| 9 | Replace ground surface irrigation (football) | High | Short | Upgrade |
| 10 | Replace external and internal tennis club fencing | High | Medium | Renewal |
| 11 | Construct new football changeroom facilities | High | Long | New |
| 12 | Construct new football netball community facilities | High | Long | New |
| 13 | Investigate the current lease arrangements to determine the potential for development of the areas to the west and south of the current caravan storage area to serve as alternative caravan parking, or cabin space. If viable, the existing caravan park storage space could provide an opportunity for a multi-use green space | Medium | Short | New |

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan

Development Priorities

| No. | Project | Priority High Medium Low | Timeframe Short Medium Long | Project Type |
|-----|---|-----------------------------------|--------------------------------------|-----------------|
| 14 | Replace fence around the oval with picket fencing | Medium | Medium | New |
| 15 | Install a pedestrian crossing point at Burley Road to access the JC Lowe Oval Reserve from town | Medium | Medium | Upgrade |
| 16 | Upgrade hard court tennis court lighting to LED | Medium | Medium | Upgrade |
| 17 | Provide LED lighting to at least 4 grass tennis courts | Medium | Medium | New |
| 18 | Install removable bollards between netball courts and football to enhance match day safety | Low | Medium | New |
| 19 | Replace current lighting on football oval with LED globes and fittings | Low | Medium | Renewal |
| 20 | Install tiered spectator seating at the netball courts | Low | Long | New |
| 21 | Replace netball court lighting with LED globes and fittings | Low | Long | Renewal |
| 22 | Provide dual spectator viewing structure between football and tennis | Low | Long | Renewal |
| 23 | Formalise and seal car park area behind the swimming pool plant room | Low | Long | Upgrade |
| 24 | Replace 4 x concrete tennis courts | Low | Long | Renewal |

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [1] - JC Lowe Oval Reserve Master Plan



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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [2] - Cost Plan (Appendix A)

**JC Lowe Oval Reserve Masterplan - Appendix A
Development Projects Cost Plan**

Costings provided are based on broad estimates taken from similar projects at the time of developing this plan

| No. | Project | Priority High Medium Low | Timeframe Short Medium Long | Estimated Cost (2024) | Project Type |
|-----|---|-----------------------------------|--------------------------------------|-----------------------------|-----------------|
| 1 | Improve drainage and seal the area between the clubrooms and netball court impacted by flood events | High | Short | \$100,000 | Upgrade |
| 2 | Provide adequate lighting to entrance road to JC Lowe Oval Reserve | High | Short | \$130,000 | New |
| 3 | Formalise pedestrian access route and disabled car parks for patrons at the football, netball and tennis facilities | High | Short | \$500,000+ | Upgrade |
| 4 | Install Moira branded reserve entrance signage | High | Short | \$5,000 | New |
| 5 | Install bollards between oval, road and tennis court hit up area | High | Short | \$5,000 | New |
| 6 | Fence off the natural area between points 12 and 17 for reserve user safety | High | Short | \$8,000 | New |
| 7 | Install a greenskeeper storage bay for tennis and football | High | Short | \$30,000 | New |
| 8 | Replace ground surface irrigation (tennis) | High | Short | \$130,000 | Upgrade |
| 9 | Replace ground surface irrigation (football) | High | Short | \$130,000 | Upgrade |
| 10 | Replace external and internal tennis club fencing | High | Medium | \$250,000 | Renewal |
| 11 | Construct new football changeroom facilities | High | Long | \$1,500,000+ | New |
| 12 | Construct new football netball community facilities | High | Long | \$5,000,000+ | New |

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [2] - Cost Plan (Appendix A)

JC Lowe Oval Reserve Masterplan - Appendix A Development Projects Cost Plan

Costings provided are based on broad estimates taken from similar projects at the time of developing this plan

| No. | Project | Priority High Medium Low | Timeframe Short Medium Long | Estimated Cost (2024) | Project Type |
|-----|--|-----------------------------------|--------------------------------------|-----------------------------|-----------------|
| 13 | Investigate the current lease arrangements to determine the potential for development of the areas to the west and south of the current caravan storage area to serve as alternative caravan parking, or cabin space. If viable, the existing caravan park storage space could provide an opportunity for a multi-use green space. | Medium | Short | \$500,000+ | New |
| 14 | Replace fence around the oval with picket fencing | Medium | Medium | \$140,000 | New |
| 15 | Install a pedestrian crossing point at Burley Road to access the JC Lowe Oval Reserve from town | Medium | Medium | \$150,000 | Upgrade |
| 16 | Upgrade hard court tennis court lighting to LED | Medium | Medium | \$150,000 | Upgrade |
| 17 | Provide LED lighting to 4 grass tennis courts | Medium | Medium | \$175,000 | New |
| 18 | Install removable bollards between netball courts and football to enhance match day safety | Low | Medium | \$2,500 | New |
| 19 | Replace current lighting on football oval with LED globes and fittings | Low | Medium | \$110,000 | Renewal |
| 20 | Install tiered spectator seating at the netball courts | Low | Long | \$30,000 | New |
| 21 | Replace netball court lighting with LED globes and fittings | Low | Long | \$75,000 | Renewal |
| 22 | Provide dual spectator viewing structure between football and tennis | Low | Long | \$100,000+ | Renewal |
| 23 | Formalise and seal car park area behind the swimming pool plant room | Low | Long | \$500,000 | Upgrade |
| 24 | Replace 4 x concrete tennis courts | Low | Long | \$850,000 | Renewal |

2.

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report



**JC Lowe Oval Reserve Master Plan 2024
Engagement Report**

June 2024

FILE NO:
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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report

1. Summary

The Community Asset Committee (CAC) and user groups at Yarrawonga JC Lowe Oval Reserve have advocated to Council to deliver several capital improvement projects at the reserve.

As most of these projects require Council endorsement and external funding to deliver, it was obvious that a master plan for the site was a required first step.

Council has undertaken this process in-house and developed a Draft Master Plan, which involved:

- An analysis of current user needs and population of the Yarrawonga district.
- An analysis of the current assets, the current and future types and levels of usage at the reserve; and
- The development of a detailed site plan showing short, medium and long-term development priorities.

Key principles include a clear preference for multi-use facilities and regard to existing service provision and renewal of existing ageing assets.

2. Background

The development of a strategic Master Plan is the critical first step to attract major capital grant funding from State or Federal Government. The master planning process and subsequent site plans have been used to successfully obtain funding for major projects at several other Council managed recreation reserve facilities.

The Master Plan aims to satisfy the matters raised through stakeholder engagement. The future needs of all user groups were taken into consideration through the consultation process and the master plan identifies projects that address the needs of the user groups and the wider community.

The master plan outlines the vision and objectives, the current situation on site, the guiding principles for the future provision for the site, opportunities and issue analysis, and details development priorities.

3. Engagement overview

3.1 Communications Plan

A Communications Plan guiding the approach to engaging and communicating with stakeholders was developed and outlined the key elements of the engagement including the:

- target stakeholders
- engagement timeframe
- engagement methods to be used
- objectives of each stage of the engagement process

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YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report

3.2 Stakeholders

Stakeholders included:

- Moira Shire Council – Internal Stakeholders
- JC Lowe Oval Reserve Community Asset Committee
- Yarrawonga Football Netball Club
- Yarrawonga Lawn Tennis Club
- Yarrawonga Holiday Park Committee
- User Groups of the Reserve
- Yarrawonga Community

4. Engagement methods

4.1 Internal Stakeholder Engagement:

A meeting was held gathering input from various departments within the organisation responsible for the reserve, such as Recreation, Planning, Parks and Gardens, Occupational Health and Safety and Assets. These stakeholders provided insights based on their expertise and responsibilities relating to the reserve.

4.2 Community Asset Committee Involvement:

Recreation collaborated with the JC Lowe Oval Reserve Community Asset Committee (CAC). The committee includes members from the local community who have a vested interest in the development and maintenance of the JC Lowe Oval Reserve. The Community Facilities and Recreation Officer met with the CAC to discuss the Draft Master Plan in detail. The CAC provided their feedback to Council's Community Facilities and Recreation Officer.

4.3 Engagement with Other Stakeholders:

In addition to internal stakeholders and the Community Asset Committee, other relevant stakeholders were engaged. The Community Facilities and Recreation Officer and Team Leader Recreational Development met with the Yarrawonga Holiday Park Inc. Committee of Management in Yarrawonga to review the Master Plan and record feedback.

The Yarrawonga Community were invited to give feedback through Councils Social Pinpoint page, Moira Matters. Open consultation ran from Thursday 23 May 2024 and closed on Friday 14 June 2024.

A5 Flyers with a QR Code linking back to the Moira Matters web page were distributed at the JC Lowe Oval Reserve.

An advertisement was placed in the Yarrawonga Chronicle in Council's recurring Corporate Advertisement advising Open Consultation via Moira Matters.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT,
CORRENE COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report

A call to action for feedback of the Draft Master Plan was included in the June 2024 issue of Council's Community Newsletter.

Council's Team Leader of Recreational Development and the Community Facilities and Recreation Officer met with the Yarrawonga Holiday Park Committee in person to discuss their feedback.

The Community Facilities and Recreation Officer met on site with the JC Lowe Oval Reserve Community Asset Committee to discuss their feedback.

The Community Facilities and Recreation Officer phoned the President of the Yarrawonga Mulwala Amateur Canoe Club to address the concerns raised by the club about their involvement with the JC Lowe Oval Reserve.

The community were advised of the Open Consultation on Council's Facebook page and directed to the Moira Matters page to provide feedback.

Overall, these engagement methods demonstrate a thorough and inclusive approach to developing the Master Plan, ensuring that it reflects the needs, preferences, and priorities of both internal and external stakeholders.

5. What stakeholders told us

Stakeholders showed strong support for the proposed Master Plan. They provided constructive feedback for the new Master Plan. Across all stakeholders, most of the feedback fell into a number of themes:

- Access to the existing tennis clubhouse and appropriate car parking
- Lack of suitable parking in the football/netball precinct
- Need for appropriate signage at the reserve
- Historical Information
- Lack of suitable lighting
- Urgent needs of other scope of works in the community

6. Conclusion

Engagement was undertaken with internal stakeholders at Council, the Community Asset Committee, the user groups at the reserve and the wider Yarrawonga Community.

Outcomes from engagement with stakeholders have been used in two ways. Firstly, feedback has helped shape the new Master Plan and informed the Recreation team of its support to deliver on the new Master Plan. Secondly, engagement enabled key stakeholders to be informed about the proposed future planning at the reserve.

The feedback provided during the engagement period indicated strong support from all stakeholders for the new Master Plan, whilst providing constructive feedback on how best to plan for the future development at the reserve.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT,
CORRENE COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report

Summary

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT,
CORRENE COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

ATTACHMENT No [3] - Engagement Report

Meeting Notes

11/06/2024

- Dylan Robinson had a phone conversation with Tim Roadley (President) of the Yarrawonga Mulwala Amateur Canoe Club about the possibility of moving to the JC Lowe Oval Reserve. A second phone conversation was held confirming the Canoe Club can stay at the Holiday Park site and will not need to move from their current site.

12/06/2024 – JC Lowe Oval Reserve Community Asset Committee

- Dylan Robinson met with the CAC at 5:00pm Wednesday 12/06/2024 at Hargreaves Solicitors, Orr Street, Yarrawonga.
- In attendance were Vicki Long, Ross Mulquiney, Daryl Bennett and Andrew Mott.
- All aspects of the Master Plan were discussed.
- The group noted two items of infrastructure at the tennis club needed information corrected.
- The group requested the project layout organise the priorities from High to Low in order.
- The group requested to add three projects to the Master Plan.
 - Entry upgrade, lighting and pedestrian footpath access
 - Pedestrian crossing point at Burley Road to access the JC Lowe Oval Reserve from Town.
 - Tennis court lighting. Upgrade to LED. Grass court lighting. 6 poles to illuminate some courts.

13/06/2024 – Yarrawonga Holiday Park Committee Dylan Robinson and Correne Cooper met with the Yarrawonga Holiday Park Committee at Unit 1/45 Belmore Street, Yarrawonga.

- In attendance were Josh Vagg, Glen Brear, Graeme Wilson and Shane Forge.
- The group were focused *Priority #17 Construct new fenced grassed area of the current caravan storage zone, to allow for junior sport to be conducted, or an overflow parking zone.*
- The group are happy to negotiate if they were able to develop the site. As an action, "Investigate potential for development of the areas to the West and South of the current caravan storage area to serve as alternative caravan parking or cabin space.
- The holiday park advised they would like to use the BMX track and storage area for more cabins.
- A discussion was held regarding lease negotiations. Optium is currently conducting a market valuation to be paid for by the Holiday Park Committee. The valuation will take into account the capital expenditure and leased areas given back.
- The Yarrawonga Holiday Park Committee have advised the Yarrawonga Mulwala Amateur Canoe Club (YMACC) that they will be able to continue to use the shed on site unless they develop the office block area. The YMACC are planning to build a new shed where the existing shed is. The Yarrawonga Holiday Park Committee have pledged to support a new shed.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.2
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT,
CORRENE COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

YARRAWONGA JC LOWE MASTER PLAN ADOPTION (cont'd)

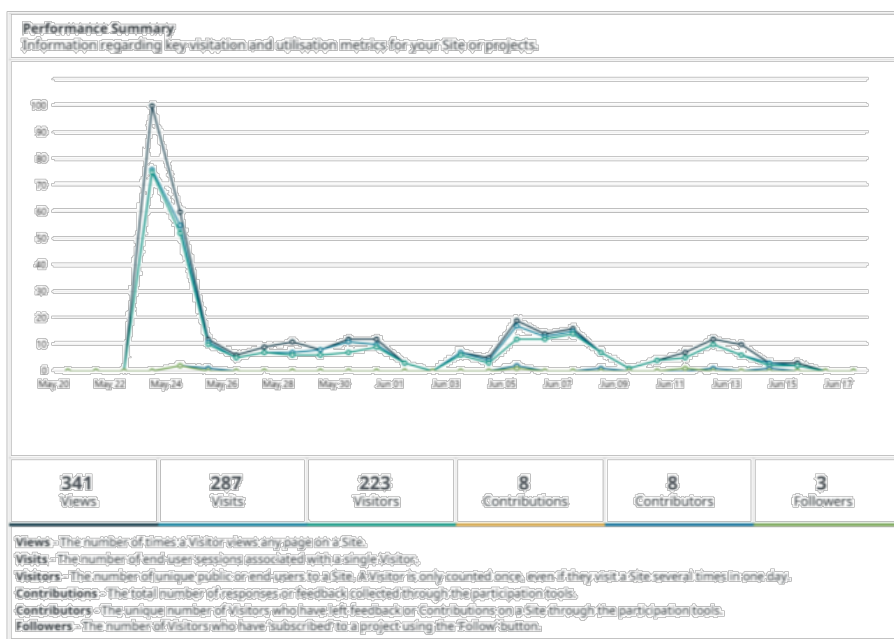
ATTACHMENT No [3] - Engagement Report

Social Pinpoint Results

Project Name: Yarrawonga JC Lowe Oval Reserve Master Plan

Date Range: 20.05.2024 to 17.06.2024

Contributions: 8



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| Southern Stars Square.png | PNG | 0 | |
| rod run 2023 square.png | PNG | 0 | |
| relay for life square.png | PNG | 0 | |

FILE NO:
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES TECHNICAL
OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE DEVELOPMENT
BRYAN SWORD)

KERBSIDE COLLECTION POLICY

Recommendation

That Council:

1. Adopt the amended Kerbside Collection Policy, as shown in attachment 1 to reflect the changes made to the kerbside collection service at the 26 June 2024 Council Meeting.
2. Continue to inform and prepare residents for the rollout of the glass bin in October and introduction of a fortnightly landfill bin collection and weekly food and organics bin collection in February 2025.

1. Executive Summary

The Kerbside Landfill, Recycling and Organics Collection Policy has been reviewed and updated to reflect the adopted changes made to the kerbside collection at the June 2024 Council Meeting.

This includes the change in collection frequency for the red lidded landfill bin from weekly to fortnightly, the green lid organics bin from fortnightly to weekly and, the introduction of the purple lid glass bin to be collected monthly.

The updated Kerbside Collection Policy defines compulsory collection services and criteria for extensions, exemptions for services, refusal of services and resident obligations.

2. Conflict of interest declaration

NIL

3. Background & Context

Council's Kerbside Collection Policy has been reviewed and the following minor changes are proposed:

Change of Policy name from:

Kerbside Waste, Recycling and Organic Collection policy
To
Kerbside Collection policy

Inclusion of Mobile Glass Bin (MGB)

Collection services (Section 1) to include the following changes in collection frequency:

From the adoption of this Policy until 1 February 2025 these services will consist of:

- Organics – collected fortnightly (where eligible)
- Recycling – collected fortnightly on alternate weeks to Organics
- Landfill – collected weekly
- And from 1 December 2024 - Glass - collected every 4 weeks.

FILE NO:
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES TECHNICAL
OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE DEVELOPMENT
BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

From 1 February 2025 these services will consist of:

- Organics - collected weekly
- Recycling – collected fortnightly on alternate weeks to Landfill
- Landfill – collected fortnightly on alternate weeks to Recycling
- Glass - collected every 4 weeks

Collection Services (Section 1) to include:

- Bin contents, once the bin has been placed in its usual collection location becomes Council's property. Bin audits may be undertaken by Council at any time to contribute to its understanding of users waste and resource recovery practices
- Bins should be placed on the kerbside the night before collection and returned to that property as soon as reasonably practical after the contents of the mobile kerbside bin have been collected and, in any event, no later than 12 noon on the following day on which the contents of the mobile kerbside bin have been collected.

Service Options (Section 1.1) to now include:

| Service type | Default | Alternative sizes |
|------------------------|----------|----------------------|
| Landfill (red lid) | 120L MLB | 80L MLB 240L MLB |
| Recycling (yellow lid) | 240L MOB | 120L MRB 360L MRB |
| Glass (purple lid) | 120L MGB | 80L MGB |
| Organic (green lid) | 240L MOB | 120L MOB |

Service Charges (Section 2) to include:

- Council is entitled to charge Service Rates and Charges for the collection and disposal of waste under the *Local Government Act 2020*.
- Council will consider declaring kerbside collection service charges and their quantum during the budget process each financial year.
- A kerbside collection service charge is an annual charge on a property or pro rata if a service is commenced during the year.
- Kerbside collection service charges are structured to reflect the service cost to Council and are geared toward encouraging residents to reduce waste to landfill.
- The onus is on the resident or owner of a property to notify Council when a bin has been stolen or is missing. Council will not refund non-service due to bins been stolen or missing.

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ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES TECHNICAL
OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE DEVELOPMENT
BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

Inclusion of Exemption from the Glass Collection (Section 7):

- (a) An exemption from the glass collection service may be granted in the instance where there are the following circumstances:
- ii. Multiple residences, unit complexes or similar and where a reduced number of MGBs are adequate for the volume of glass material being generated.

Special Needs changed to Special Consideration (Section 9) now includes:

- (d) Residential properties meeting the following criteria, an additional or upsized MLB may be provided with fees applying at the request of the resident:
- (i) Six or more people permanently residing at the property,
 - (ii) Households with two or more children in nappies.
 - Special considerations are not available for Family Day Care Services or other businesses that are run out of residential properties.

Related legislation updated to include:

- Environment Protection Act 2017
- Local Government Act 2020
- Circular Economy Act 2021

The schedule for review date, has been proposed for August 2026.

4. Issues

NIL

5. Strategic Alignment

Council Plan

3. A clean green environment

3:03 "We will achieve excellence and best practice in waste management

3:04 "We reduce waste to landfill with effective recycling and organic waste diversion systems

Waste Management and Services Strategy 2018-2027

"Deliver financially and environmentally sustainable waste services"

Environmental Sustainable Strategy 2022-2026

Focus area 7 "Sustainable management of waste – long term target, reduce waste to landfill

Maximise the lifespan of the Cobram landfill through diversion and recycling

Reduce consumption and production of waste

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(ENVIRONMENTAL SERVICES TECHNICAL
OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE DEVELOPMENT
BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

6. Internal & External Engagement

| | |
|---------------------------------------|-------------------------------------|
| Engagement (who did you engage with?) | Feedback |
| Internal | Sustainability and Waste Department |

7. Budget / Financial Considerations

NIL

8. Risk & Mitigation

| Risk | Mitigation |
|--|---|
| Financial | |
| Economic (regional context or broader economic impact) | Driving local employment by increased job opportunities with increased recycling streams. |
| Environmental | Significant reductions in landfill waste, resulting in a decrease of carbon emissions and prolonging the life of Cobram landfill. |
| Reputational | |
| Legislative Compliance | Victoria's Circular Economy Act 2021 Kerbside Waste service standards (Pending 2024) National Waste Policy (2018) |

9. Conclusion

The Waste and Sustainability team are, as part of the kerbside transition, including the additional MGB, alternate bin sizes and additions to special considerations, including households with six or more residents and two or more children in nappies. These changes are reflected in the amended Kerbside Collection Policy.

Attachments

1 Kerbside Collection Policy July 2024

FILE NO:
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES
TECHNICAL OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



| | |
|-----------------------------|---|
| Policy type | Council |
| Adopted by | Moirā Shire Council |
| Responsible Director | Sustainable Development |
| Responsible officer | Manager Waste and Sustainability |
| Date adopted | |
| Scheduled for review | This policy will be reviewed two years from the date of adoption, with operational amendments as required, in accordance with Council's approval. |

PURPOSE

The purpose of this policy is to provide guidance in the provision of Council's waste management services, determining collection routes, criteria for exemptions and the application of the associated service charges.

The policy sets out the responsibilities of ratepayers with a kerbside collection service.

SCOPE

This policy applies to the kerbside landfill, recycling, glass and organic collection services provided by Council.

DEFINITIONS

| | |
|-------------------------|---|
| Bin | A Mobile Landfill Bin, a Mobile Organics Bin, a Mobile Recycling Bin or a Mobile Glass Bin. |
| Collection Route | Area designated by Council where kerbside collection services are compulsory and service charges apply. |
| Contamination | Disposal of materials other than Organics into a Mobile Organics Bin, materials other than glass into a Mobile Glass Bin or materials other than recyclables into a Mobile Recycling Bin. |
| MLB | Mobile Landfill Bin |
| MOB | Mobile Organics Bin (where applicable) |
| MRB | Mobile Recycling Bin |
| MGB | Mobile Glass Bin (This service will be available to eligible properties from 1 December 2024) |
| Service Charges | The charge for the annual provision of Kerbside Landfill, Recycling, Glass and Organic services as declared by Council in its Annual Budget. |

POLICY

1. Collection Services

Council delivers kerbside collection services to more than 14,000 properties across the Shire which balances the need to provide a cost-effective service to ratepayers while minimising the environmental and social impacts of waste.

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ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES
TECHNICAL OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



From the adoption of this Policy until 1 February 2025 these services will consist of:

- Organics – collected fortnightly (where eligible)
- Recycling – collected fortnightly on alternate weeks to Organics
- Landfill – collected weekly
- And from 1 December 2024 - Glass - collected every 4 weeks.

From 1 February 2025 these services will consist of:

- Organics - collected weekly (where eligible)
- Recycling – collected fortnightly on alternate weeks to Landfill
- Landfill – collected fortnightly on alternate weeks to Recycling
- Glass - collected every 4 weeks.

As a default, Council will issue the standard bin option as outlined in section 1.1 below to properties eligible for kerbside collections unless alternative sizes are requested.

Bin contents, once the bin has been placed in its usual collection location becomes Council's property. Bin audits may be undertaken by Council at any time to contribute to its understanding of users waste and resource recovery practices

Bins should be placed on the kerbside the night before collection and returned to that property as soon as reasonably practical after the contents of the mobile kerbside bin have been collected and, in any event, no later than 12 noon on the following day on which the contents of the mobile kerbside bin have been collected.

Property owners (or their approved agent) may apply for an alternative size MOB, MRB, MGB or MLB with the rate charge to be borne by the applicant.

MLB, MOB, MRB and MGB provided to ratepayers remain the property of Council and must be kept at the address they have been issued to.

Council will arrange for a new collection service for properties upon receipt of the certificate of occupancy.

Likewise, Council will arrange for additional collection service of any of the options outlined in section 1.1 upon request from the property owner, or person legally responsible for payment of rates.

1.1 Service Options

| Service type | Default | Alternative sizes |
|------------------------|----------|----------------------|
| Landfill (red lid) | 120L MLB | 80L MLB 240L MLB |
| Recycling (yellow lid) | 240L MOB | 120L MRB 360L MRB |
| Glass (purple lid) | 120L MGB | 80L MGB |
| Organic (green lid) | 240L MOB | 120L MOB |

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(ENVIRONMENTAL SERVICES
TECHNICAL OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



- (a) For repairs and replacements the resident must notify Council to arrange.
- (b) A collection service may be available for properties not on a collection route, provided the MLB, MOB, MGB or MRB are delivered to and from an agreed location and in agreement with the current contract superintendent;
- (c) Commercial and Industrial Properties on a collection route have the option of arranging a collection service by contacting Council, provided that the waste being disposed of is suitable for the services supplied.

1.2 Collection days

Collection days for areas within the shire are outlined on Council's annual Kerbside Collection Calendar which is available on Council's website, Moira's Waste Info App and services centres.

Collection days and times may alter on occasion due to the following:

- public holidays;
- emergency events;
- in areas where traffic or other activities may restrict reasonable access to bins.

Council will provide adequate notice to residents impacted by these alterations.

2. Service Charges

- Council is entitled to charge Service Rates and Charges for the collection and disposal of waste under the *Local Government Act 2020*.
- Council will declare kerbside collection service charges and their quantum during the budget process each financial year.

A kerbside collection service charge is an annual charge on a property or pro rata if a service is delivered during the year.

- Kerbside collection service charges are structured to reflect the service cost to Council and are geared toward encouraging residents to reduce waste to landfill.
- The onus is on the resident or owner of a property to notify Council when a bin has been stolen or is missing. Council will not refund non-service due to bins been stolen or missing.

3. Collection Routes

Kerbside landfill, recycling, glass and organic collection routes are mapped and set the scope of the services to be provided.

The route for the organic collection service is properties residing in residential planning zones. Given the constraints of the large geographic size of the municipality, it is not economically feasible to support a collection service in all areas with a low density of settlement. On this basis, collection routes determined by Council, have evolved to include:

- i. Most townships within the shire;
- ii. Rural areas where the ratio of homes to the distance involved makes provision of a service economically feasible; and

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(ENVIRONMENTAL SERVICES
TECHNICAL OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



iii. Roads travelled that link collection routes together.

For all properties along a collection route the service and service charges are compulsory, whether permanently occupied or not, and regardless of whether the service is required or utilised (unless an exemption has been approved for an organic or glass collection under section 6 and 7 of this policy).

4. Requests from residents to extend collection routes

Residents may request to extend a collection route. Requests will be considered within the scope of any contract agreement Council has with the service provider.

Existing collection routes will only be extended after a thorough investigation and after the following criteria has been considered:

- i. Number of collections on the proposed route;
- ii. Additional distance;
- iii. Condition of the road;
- iv. Contractor's capacity (plant and staff); and
- v. The extension can be fully funded by the service charge/s to be collected.
- vi. As the service would be compulsory to all properties on the proposed route, written agreement by a majority of affected residents (more than 50%) to utilise the service.

Council may offer frequency of collection considered in response extenuating services or resident requests. Additional collections may incur an additional collection charge.

5. Extension of Collection Routes by Council

- (a) In addition to requests from residents to extend collection routes, Council at its discretion, may choose to extend routes. This decision could be based on, but not limited to the following extension criteria:
 - i. Township growth;
 - ii. Contractor's collection schedules;
 - iii. Viable diversion from landfill. *Example: to extend the organics routes to reduce waste sent to landfill;* and
 - iv. Improved social economic or environmental outcomes.
- (b) In accordance with Council's Waste Management and Services Strategy (endorsed 25 July 2018). Council may also decide to introduce new collection routes to expand the organics collection with consideration to the following criteria:
 - Bin weights;
 - Organic content;
 - Zoning;
 - Bin presentation rates;
 - Population density; and
 - Other considerations relevant to the situation.

6. Exemption from the Organic Collection

FILE NO:
3. A CLEAN GREEN ENVIRONMENT

ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES
TECHNICAL OFFICER, BETHAN MCKAY)
(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



- (a) An exemption from the organic collection service may be granted in the instance where there are the following circumstances:
- Multiple residences, unit complexes or similar and where a reduced number of MOBs are adequate for the volume of organic material being generated.

7. Exemption from the Glass Collection

- (a) An exemption from the glass collection service may be granted in the instance where there are the following circumstances:
- Multiple residences, unit complexes or similar and where a reduced number of MGBs are adequate for the volume of glass material being generated.

8. Refusal of service and contamination

Council may refuse to provide a Kerbside Collection Service to a property if:

- Contaminating a bin with hazardous materials or wastes
- Contamination of the Recycling, Glass or Organic bins.
- A bin being used is not a Council approved bin;
- The bin is overflowing (the lid must close properly);
- A bin is contaminated (for example landfill waste is placed in the green lid organics bin);
- Part of a load is jammed within the bin, or the contents are over-compacted, and will not release;
- A bin weighs more than 80kg;
- A bin is placed in an area that the collection vehicle is unable to access/reach;

After the second offence, Council will contact user with official warning.

Council reserves the right to cease a collection service where there are three or more repeated instances of misuse of the kerbside collection service. If a service is ceased to a property the relevant service charges will continue to be applied to the property.

9. Special consideration kerbside collection services

- (a) Residents with medical conditions that result in larger than usual waste generation. A residential property may apply for a Special consideration kerbside collection service where an additional or upsized MLB is provided for the collection of increased waste free of charge. The waste generated must be able to be disposed of through the kerbside collection and cannot include sharps or other hazardous medical waste.
- (b) Council will request suitable documentation from residents in order to support the request for special needs collection.
- (c) A list of properties receiving special needs collections will be maintained and the continued need for the service reviewed at the end of each financial year.
- (d) Residential properties meeting the following criteria, an additional or upsized MLB

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ITEM NO: 9.3.3
(ENVIRONMENTAL SERVICES
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(DIRECTOR SUSTAINABLE
DEVELOPMENT BRYAN SWORD)

KERBSIDE COLLECTION POLICY (cont'd)

ATTACHMENT No [1] - Kerbside Collection Policy July 2024

Kerbside Collection Policy



may be provided with fees applying at the request of the resident:

- (i) Six or more people permanently residing at the property,
- (ii) Households with two or more children in nappies.
 - Special considerations are not available for Family Day Care Services or other businesses that are run out of residential properties.

10. Kerbside collection presentation assistance

- (a) In the event of Council receiving notification of a request for assistance on presentation of MLB, MOB, MGB and or MRB at the kerb, Councils will review the request.
- (b) Council will only be able to provide assistance if:
 - (i) Council deem the location suitably safe for entry and exit of the collection vehicle.
 - (ii) There is suitable resources available to undertake the required services.
- (c) Council will request suitable documentation from residents in order to support the request for kerbside collection presentation assistance,
- (d) Council will seek written permission for Council staff and Contractors to enter the property.

RELATED POLICIES AND PROCEDURES

Community Engagement Policy

RELATED LEGISLATION

- Environment Protection Act 2017
- Local Government Act 2020
- Circular Economy Act 2021

REFERENCES

Moirā Shire Council, Contract No. C001/18 (Domestic Kerbside Waste and Recyclables Collection and Disposal)

Moirā Shire Council, Contract No C027/14 (Organics Collection Contract and Organics Acceptance and Processing Contract)

Moirā Shire Council, Waste Management and Services Strategy 2018-2027

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.4
(CASUAL ADMINISTRATION SUPPORT
OFFICER, MELODIE HAWKINS)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES

Recommendation

That Council:

1. Note the community consultation process that was undertaken and the feedback received on the draft Community Strengthening Grants Policy and Guidelines;
2. Endorse the Community Strengthening Grants Policy as shown in attachment 1; and
3. Endorse the Community Strengthening Grants Guidelines as shown in attachment 2.

1. Executive Summary

The Community Strengthening Grants program aims to fund projects and events that improve the quality of facilities and services for the benefit of residents, and visitors to Moira Shire.

After an extensive review of the Community Strengthening Grants Program, Council endorsed the current Community Strengthening Grants Policy and Guidelines. Following a review of the applications received in the 2023/24 financial year it has been identified that the Policy and Guidelines should be amended based on internal and external feedback regarding capital projects and projects and events that are deemed to be high risk.

The review has also highlighted the need to update the portable item clause, allowing clubs with limited financial means to contribute an amount up to 50% of the purchase price of portable items for applications under \$2,000.

Clarification around retrospective funding was needed and the addition of excluding funding for events/projects that have already been advertised draws a clear line on whether the project has started.

Council received advice that Council is not authorised to approve the closure of arterial roads. Therefore, the policy and guidelines were updated to state that "Grantees must ensure that events on or adjacent to arterial roads must have traffic management plans approved by the Department of Transport and Planning."

The above changes have been presented Council and were open for community feedback for 21 days from 3 July to 24 July 2024 with no adverse feedback received. Throughout this time some further changes have been identified through reviewing other processes.

A risk was identified in relation to if the Manager Community Wellbeing has a conflict of interest and is making a decision on a Quick Response grant application. It is proposed that the policy and guidelines be updated to include that if a conflict is declared by the Manager, the application and supporting information will be sent to the Director Community for approval.

Following grant discussions with the Cummeragunja Health and Development Aboriginal Corporation and them wishing to apply for a grant, it is proposed the policy and guidelines will be updated to accept applications from unincorporated entities who are governed by another national statutory regulator (i.e. *Office of the Register of Indigenous Corporations [ORIC]*), *Australian Charities and Not-For-Profits Commission [ACNC]*). This proposed change has been worked through with the Finance department.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.4
(CASUAL ADMINISTRATION SUPPORT
OFFICER, MELODIE HAWKINS)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

2. Conflict of interest declaration

There is no conflict of interest identified in the writing of this report.

3. Background & Context

The Community Strengthening Grants program aims to fund projects and events that improve the quality of facilities and services for the benefit residents of, and visitors to, Moira Shire.

The 2023/24 Community Strengthening Grants (CSG) program had a total budget of \$185,000 and is offered via four streams:

- Major up to \$10,000 (one rounds per annum);
- Quick Response up to \$1,000 (always open);
- Quick Response up to \$5,000 (always open); and
- Triennial Grants (always open for use by Council entering into funding agreements).

During the 2023/24 financial year, Council contributed \$174,071.23 to eligible community groups as follows:

| Stream | Applications Received | Successful Applications | Amount Allocated |
|-------------------------------|-----------------------|-------------------------|---------------------|
| Major, up to \$10,000 | 16 | 8 | \$69,556 |
| Quick Response, up to \$1,000 | 17 | 9 | \$7,126.23 |
| Quick Response, up to \$5,000 | 47 | 32 | \$97,389.02 |
| Total | 80 | 49 | \$174,071.23 |

4. Issues

Issue 1:

The current policy and guidelines exclude “capital projects where the total cost of the project exceeds \$15,000”, this prevents community groups from applying for funding for the purchase of capital equipment and for low-risk construction where the total project exceeds \$15,000.

After reviewing previous applications and consulting with a range of Council officers it was agreed that the policy and guidelines should be updated so that the intent of this clause is clearer. The suggested working is that “major projects involving building construction” will be excluded. An additional note will be added stating, “minor construction works and/or the purchase of equipment will be considered”.

Issue 2:

The current policy excludes projects that are deemed high risk, this has caused some confusion around what is deemed high risk, to overcome this it is proposed that the Policy and Guidelines wording is updated under the list on exclusions to state, “capital projects that include high risk construction activities as defined by WorkSafe.” The following link will also be included for reference - <https://www.worksafe.vic.gov.au/safe-work-method-statements-swms>

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Issue 3:

Under General Conditions in the current policy and guidelines its states that “applications for portable objects must have a minimum cash contribution of 50% of the total cost of the project and/or event”. This has prevented several smaller clubs with limited finances from being able to apply to purchase items such as BBQ’s, televisions, and tools. It is proposed that this is updated to state “applications for portable objects over \$2,000 must have a minimum cash contribution of 50% of the total cost of the project and/or event. Exceptions may be considered.” The exception of what is adequate will be based on the community group’s ability to contribute through their financial position and ability to generate funds through grants, ticket sales, user fees etc.

Issue 4:

The current policy and guidelines excludes projects or events that have already started or been completed from funding. To make this exclusion clearer, it is proposed that the condition is changed to “Have commenced works, been advertised or have been completed.”

Issue 5:

Under eligibility criteria in the policy and guidelines there is a section that outlines that appropriate management plans are required to be submitted by applicants. As Council is not authorised to approve the closure of arterial roads, it is proposed that a note is added to state, “Grantees shall ensure that events on or adjacent to arterial roads have traffic management plans approved by the Department of Transport and Planning.”

Issue 6:

A risk was identified in relation to when a Quick Response grant application is sent to the Manager Community Wellbeing for final decision where a declared conflict of interest has been raised.

It is proposed that the policy and guidelines be updated to include that if a conflict is declared by the Community Wellbeing Manager the application and supporting information will be sent to the Director Community for approval.

Issue 7:

Following grant discussions with the Cummeragunja Health and Development Aboriginal Corporation and them wishing to apply for a grant, it is proposed the policy and guidelines will be updated to accept applications from unincorporated entities who are governed by another national statutory regulator (i.e. *Office of the Register of Indigenous Corporations [ORIC]*), *Australian Charities and Not-For-Profits Commission [ACNC]*). This proposed changes has been worked through with the Finance Department.

The current policy and guidelines state under eligibility that applicants “be an incorporated ‘not for profit’ community organisation with open membership to residents in the Moira Shire. It is proposed the wording be updated to state that community organisations:

- Be an incorporated ‘not for profit’ community organisation with open membership to residents in Moira Shire.
- Be an unincorporated entity which is registered with a national statutory regulator (i.e. *Office of the Register of Indigenous Corporations [ORIC]*), *Australian Charities and Not-For-Profits Commission [ACNC]*).

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This wording will enable organisations such Cummeragunja Health and Development Aboriginal Corporation to apply for grants whilst Council being assured that whilst they are not incorporated, they are governed by another national statutory regulator. Unincorporated entities who are not registered with a national statutory regulator will remain ineligible.

5. Strategic Alignment

Pillar 1: A welcoming and inclusive place

Successful applications will assist Council in reaching goal 1.06 of our Council Plan – “Recreation, sport facilities and programs and services respond to our diverse and emerging needs” which in turn meets our deliverable of “our CSG assist groups and associations each year to deliver valuable services within their local communities.”

Internal & External Engagement

A number of the proposed changes were open for community feedback for 21 days from 3 July to 24 July 2024 with no adverse feedback directly received in relation to the Policy and Guidelines from the two contributors. The community consultation was available through Social Pinpoint and was advertised on social media, in local papers and sent to approximately 80 previous grant applicants. The Policy was downloaded 10 times and the Guidelines were downloaded 17 times. Below is a performance summary of the community consultation:

| | | | | | |
|---|---------------------|-----------------------|---------------------------|--------------------------|-----------------------|
| 61 Views | 41 Visits | 37 Visitors | 2 Contributions | 2 Contributors | 0 Followers |
| <p>Views - The number of times a Visitor views any page on a Site.</p> <p>Visits - The number of end-user sessions associated with a single Visitor.</p> <p>Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.</p> <p>Contributions - The total number of responses or feedback collected through the participation tools.</p> <p>Contributors - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.</p> <p>Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.</p> | | | | | |

Feedback included:

- Contributor 1: suggested that the Policy was difficult to find to provide feedback on, the application could be simplified as there is too much red tape and duplication of questions, questions are too long. Also asked Council to remember that applicants are volunteers and have limited time.
Response: Council Officers and the Community Team are continuously working to review the application forms to ensure we are only asking for the information required and they are as simple as possible for the applicants. In response to this feedback, the team will take another opportunity to review the application and simplify where possible.
- Contributor 2: Quite good Policies, easy to follow and encouraging help from the staff at the Shire to fill the documentation in and apply for the grants correctly.

Response: Feedback noted.

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6. Budget / Financial Considerations

Council will not incur any additional costs in relation to any of the proposed changes.

7. Risk & Mitigation

Risks are managed through rigorous application of the CSG policy and supporting guidelines. funding minor low risk, construction works projects and equipment purchases through the grants program will provide an additional funding source for community groups to undertake these projects.

The policy and guidelines have been updated to include additional details regarding traffic management plans and high-risk projects and events will bring attention to these areas, enabling applicants to thoroughly outline their projects and ensure all risks and mitigations are considered.

Additionally, the policy and guidelines now include an escalation process where decision makers have declared a conflict to assist in reducing the risk of grant fraud.

8. Conclusion

The changes recommended to the Community Strengthening Grants policy and guidelines will assist more community groups with undertaking low risk construction projects and equipment purchases.

Once the changes have been endorsed by Council the Community Strengthening grants policy and guidelines will be updated to reflect these changes. Council officers and the community team will continue to work with applicants to provide guidance on the updated policy and guidelines and assistance in relation to the application.

Attachments

- 1 Community Strengthening Grants Policy
- 2 Community Strengthening Grants Guidelines

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [1] - Community Strengthening Grants Policy

Community Strengthening Grants Policy



| | |
|----------------------|---|
| Policy type | Council |
| Adopted by | Council |
| Responsible Director | Sustainable Communities |
| Responsible Officer | Manager Community Wellbeing, Health and Culture |
| Date adopted | DRAFT |
| Scheduled for review | This policy will be reviewed four years from the date of adoption, or sooner if required. |

PURPOSE

Council aims to provide a Community Strengthening Grant program that enhances the capacity of community organisations to develop and deliver services, manage facilities, coordinate events and promote tourism, environmental sustainability and health in the Moira Shire community.

This Policy establishes the operational remit of Council's Community Strengthening Grant program so that funding provided under this program:

- aligns with Council's strategic objectives and identified key initiatives and the community's aspirations for the future of the municipality identified in the Moira 2035 Community Vision
- aligns with the intent of the *Local Government Act 2020* and relevant regulations and guidelines;
- supports projects that address social inequity, promote social inclusion, embrace diversity, and establish environments that are supportive of all people regardless of gender, identity, age, disability, culture, religion and sexual orientation;
- does not involve Council in controversial issues such as political or cultural sensitivities, or expose Council to adverse criticism; and
- is used for a purpose that benefits the Moira Shire community.

This Policy is to be read in conjunction with the Community Strengthening Grant Guidelines which provide specific guidance in respect of the operation of the program.

SCOPE

This Policy applies to all requests for funding submitted through Council's Community Strengthening Grants Program.

This Policy does not apply to sponsorship, donations, advertising, naming rights and service level agreements.

DEFINITIONS

| | |
|-----------|---|
| Acquittal | A reporting process to ensure that all funds have been fully expended for the purpose for which the funds were initially granted. |
|-----------|---|

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| | |
|-------------------------------|---|
| Auspice | When an incorporated association applies for and receives funding on behalf of an unincorporated group, or organisation, and is responsible for ensuring that the project or activity for which the funds have been granted is completed, acquitted, and the funds accounted for. |
| Community Organisation | An incorporated "not for profit" group or organisation with an open membership to residents of Moira Shire. |
| Capital Projects | Alterations to or creation of buildings or structures and infrastructure projects such as landscaping. |

POLICY

The aim of the Community Strengthening Grant program is to:

- Support the strategic objectives identified in the Moira Shire Council Plan and/or align with the Moira 2035 Community Vision
- Support community organisations to provide diverse and inclusive local services, facilities, events and activities;
- Support delivery of community action plans resulting from the community planning process;
- Support delivery of Council's strategic plans and strategies
- Maximise the benefit of Council's investment through community funding contributions and external funding to support major projects and events.

GRANT CATEGORIES

| | | |
|--|---|---|
| Quick Response <i>Open round</i> | Stream 1 - Up to \$1,000 Stream 2 - Up to \$5,000 | These grants provide community organisations an opportunity to apply for funding for small projects or event. |
| Major Grants* <i>Up to two rounds per financial year</i> | Up to \$10,000 | These grants aim to provide community organisations an opportunity to apply for funding for larger projects and events. |
| Triennial Grants | <p>This grant category provides a mechanism for Council to offer a community organisation grant support in circumstances where Council deems funding stability over a number of years necessary to appropriately achieve the business outcome.</p> <p>This is not subject to the Community Strengthening Grants rounds and is offered at the discretion of Council.</p> | |

* Changes may be made to the number of rounds and maximum funding amounts through CEO approval.

ELIGIBILITY CRITERIA

For a Community Organisation to be eligible to apply for a Community Strengthening Grant they must meet the following criteria as a minimum:

- Be committed to providing a direct benefit to residents of Moira Shire.
Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross- border communities of Cobram-Barooga and Yarrawonga-Mulwala,

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ATTACHMENT No [1] - Community Strengthening Grants Policy

where economic or amenity benefit to Moira Shire and its residents can be demonstrated.

- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.
- Be an unincorporated entity which is registered with a national statutory regulator (i.e. Office of the Register of Indigenous Corporations [ORIC]), Australian Charities and Not-For-Profits Commission [ACNC]).
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives. Some exclusions may apply.
- Projects or events where any funds raised support the sustainability of the activity.
- Have satisfactorily acquitted any previous grants from Council, or if these are pending have no cause of concern regarding capacity to fully acquit.
- Have not received funding under the same grant category in the same financial year.
- Comply with all relevant Local Laws, Federal and State legislation, including but not limited to:
 - Equal opportunity and anti-discrimination;
 - Human rights;
 - Disability;
 - Child Safety;
 - Occupational Health and Safety;
 - Gender Equality;
 - Privacy, confidentiality and freedom of information;
 - Registration or accreditation of professional employees;
 - Accounting and auditing requirements;
 - Preparation and dissemination of annual reports.
- Have applicable management plans in place, including:
 - Risk
 - Project
 - Event
 - Traffic – Note: Grantees shall ensure that events on or adjacent to arterial roads have traffic management plans approved by Department of Transport and Planning.
- Have received Council approval for projects or events that are to take place on Council owned/managed land or facility via a completed Community Project Proposal application. Please note this process must be completed prior to applying for a grant.
- Received relevant permissions and permits from other land or water management bodies.
- Declare expenditure for catering and accommodation and adhere to the limits outlined in the Community Strengthening Grant Guidelines.

FUNDING EXCLUSIONS

The following will not be funded:

- Requests that are considered by Council to be the funding responsibility of other levels of Government (such as state government agencies);
- Applications from a Community Asset Committee;
- Applications from Primary or Secondary Schools (*Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant*);

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ATTACHMENT No [1] - Community Strengthening Grants Policy

- Community organisations that:
 - Do not support diversity, tolerance and inclusivity within the community.
Please note applications that actively seek to engage diverse groups within the community will be looked upon favourably;
 - Are in debt to Council and are not meeting any agreed repayment arrangements;
 - Already receive funding from Council for capital, maintenance or equipment for projects relating to these activities; or
 - Receive direct income from electronic gaming machines.
- Organisations which have been non-compliant with Local Laws and/or state or federal legislation over the preceding year;
- Projects or events that:
 - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation for their next event or project;
 - Have been, or are being, funded by other parts of Council;
 - Have commenced works, been advertised or have been completed (no retrospective funding);
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs;
 - May involve Council in potentially controversial issues such as those mentioned above or may expose Council to adverse criticism;
 - Are a clear duplication of existing services;
 - Are not open to the general public;
 - Are for interstate or overseas travel;
 - Are for operational expenses;
 - Are for funding of prizes, sponsorships, donations or gifts;
 - Will have a negative impact on the environment;
 - Are major projects involving building construction. Note: Minor construction works and/or purchase of equipment will be considered;
 - Are deemed high risk;
 - Are capital projects that include high risk construction activities as defined by WorkSafe - <https://www.worksafe.vic.gov.au/safe-work-method-statements-swms>.
- Projects/events on private property or government land– except where the project/event meets all other funding requirements and the applicant is able to provide evidence that:
 - There is no commercial gain for the owner/operator of the property;
 - Ongoing maintenance requirements and sale or change of ownership have been considered; and
 - Occupational, Health and Safety and/or Contractor and Risk requirements are met as per the Community Strengthening Grant Guidelines.

PROMOTION

Quick Response Grants will be advertised regularly in local newspapers and on Council's website and social media platforms throughout the year.

Major Grant funding rounds will be advertised in local newspapers and on Council's website and social media platforms for at least four weeks.

Other promotion may be Council's Community Newsletter.

APPLICATION PROCESS

Eligible groups must make an application by the due date through Council's online grant management system, Smarty Grants. Applications should not be submitted before reading the

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ATTACHMENT No [1] - Community Strengthening Grants Policy

eligibility criteria and conditions in this Policy and the associated guidelines.

Incomplete applications or applications received after a funding round due date will not be considered under any circumstances.

Council will take an active role in supporting, facilitating and guiding community organisations through all the relevant application processes and promote quality applications by providing the following:

- One on one sessions by appointment;
- Providing access to technology to complete an application;
- Assisting with obtaining access to translation services if required;
- Providing detailed feedback on unsuccessful applications.

ASSESSMENT AND APPROVAL OF APPLICATIONS

In addition to all applications meeting the eligibility criteria within this Policy, the application will also be assessed against the relevant programs assessment criteria. This criteria will be provided in the applicable application form.

Assessment Panel members will adhere to the Employee Code of Conduct, *Local Government Act 2020* and Council's Conflict of Interest procedures.

| | ASSESSMENT | APPROVAL |
|------------------------------|---|---|
| Quick Response Grants | <ul style="list-style-type: none"> - Applications will go through a pre-eligibility assessment and may be returned to applicant for further information if applicable. - Relevant Council Officers will then assess the application against the assessment criteria. - A total score of at least half of maximum available score must be obtained to be able to receive funding. | <ul style="list-style-type: none"> - Recommendation provided to Manager Community Wellbeing, for decision and approval. - If a Conflict of Interest is declared by the manager Community Wellbeing the application will be forwarded to the Director Community for approval. - All ineligible and unsuccessful applications will be reported to Director Sustainable Communities. Applications of concern will be forwarded to the Executive Leadership Team for approval. |
| Major Grants | <ul style="list-style-type: none"> - Applications will go through a pre-eligibility assessment. Applications will not progress if they do not meet eligibility requirements. - An Assessment Panel will then assess the application against the assessment criteria. - A total score of at least half of maximum available score must be obtained to be able to receive funding. | <ul style="list-style-type: none"> - Recommendation provided to Council at a Scheduled Council Meeting for decision and approval. |
| | <ul style="list-style-type: none"> - A total score of at least half of maximum available score must be obtained to be able to receive funding. | |
| Triennial Grants | <ul style="list-style-type: none"> - At Council's discretion. | <ul style="list-style-type: none"> - At Council's discretion. |

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ATTACHMENT No [1] - Community Strengthening Grants Policy

Allocation of grant funding for eligible application/s is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds already held by the community organisations, and the amount available in Council's budget.

The highest scoring applications will be funded until the grant allocation is expended.

Council reserve the right to vary the amount granted.

All applicants will be informed of the outcome of their application via email notification following the Council Meeting and offered the opportunity to discuss the application process.

Unsuccessful applicants will be provided feedback based in relation to their application and the decision.

ACCEPTANCE AND ACQUITTAL

All successful applicants will be required to enter into a funding contract with Council via completion of the Terms and Conditions of the Grant. Specific conditions in relation to applications will be provided to applicants (if applicable).

Council will require a completion report and financial acquittal of all payments to ensure grant recipients have complied with the Terms and Conditions of the Grant.

Specific reporting requirements and timeframes will be outlined in individual funding agreements and will depend on the nature and size of the grant.

RELATED LEGISLATION

Local Government Act 2020
Gender Equality Act 2020
Equal Opportunity Act 2010
Privacy and Data Protection Act 2014
Charter of Human Rights and Responsibilities Act 2006
Victorian Child Wellbeing and Safety Act (2005 and 2021)

RELATED DOCUMENTS

Community Strengthening Grants Guidelines
Grant Application, Assessment and Acquittal Forms
Community Strengthening Grants Administration Manual

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES
(cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines



Community Strengthening Grants Guidelines

DRAFT AUGUST 2024

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

1. Governance and Structure

1.1 Introduction

This document has been prepared to assist community groups in preparing an application for the Moira Shire Council's Community Strengthening Grants Program.

Council is a major provider of funding for community groups. In addition, it supports community organisations indirectly through a variety of other methods including the provision of buildings, maintenance and planning advice. Assistance and staff input is provided through various committee structures, the total cost of this is significant. It is recognised that the grants program is an important component of Council's support for the community.

Please note this information is specifically provided for the Community Strengthening Grants Program.

1.2 Program Owner

Moira Shire Council Community Strengthening Program is funded by Council, and managed by the Community Wellbeing, Health and Culture Department.

1.3 Target Groups

The program is of particular interest to community organisations who are seeking funding for projects and/or events.

1.4 Overall Purpose

Council aims to provide a Community Strengthening Grants program that enhances the capacity of community organisations to develop and deliver services, manage facilities, coordinate events and promote tourism, environmental sustainability and health in the Moira Shire community. Council recognises the economic, socio-cultural and health benefits projects and events can bring to Moira Shire and its communities.

Additionally, the program aims to support programs and organisations which address social inequity, promote social inclusion, embrace diversity, and establish environments that are supportive of all people regardless of gender, identity, age, disability, culture, religion and sexual orientation.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

1.5 Grant Categories

Funding will be allocated under the following categories. Council retains the right to vary the amounts granted. As required, Council may release focused grant programs. These will be advertised through our regular channels.

Quick Response Grants

Open round

Stream 1 - Up to \$1,000

Stream 2 - Up to \$5,000

These grants aim to provide community organisations an opportunity to apply for funding for small projects or events.

Major Grants

Up to two rounds per financial year

Up to \$10,000

These grants aim to provide community organisations an opportunity to apply for funding for larger projects and events.

Triennial Grants

This grant category provides a mechanism for Council to offer a community organisation grant support in circumstances where Council deems funding stability over a number of years necessary to appropriately achieve the business outcome.

This is not subject to the Community Strengthening Grants rounds and is offered at the discretion of Council.

**Changes may be made to the number of rounds and maximum funding amounts through CEO approval.*

1.6 Grant Aims

Through the different grant categories, the program seeks to:

- Support strategic objectives identified in the Moira Shire Council Plan and/or align with the Moira 2035 Community Vision.
- Support community organisations that provide diverse and inclusive local services, facilities, events and activities.
- Support delivery of community action plans resulting from the community planning process.
- Support delivery of Council's strategic plans and strategies.
- Maximise the benefit of Council's investment through community funding contributions and external funding to support major projects and events.

1.7 Responsible Officers

The following people will perform identified roles in the management and coordination of the Community Strengthening Grants Program:

| Job Title | Role in Program |
|---|---|
| Manager Community Wellbeing | Manager of program |
| Team Leader Business Support | Leader of program |
| Administration Support Officer | Administrator of program |
| Council Officers from various departments | Assessment Panel members, project supports and sponsors |

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

1.8 Eligibility

For Community Organisations to be eligible to apply for a Community Strengthening Grant they must meet the following criteria as a minimum:

- Be committed to providing a direct benefits to residents in Moira Shire. Please note, Council may consider funding events held outside of Moira Shire, particularly in the two cross border communities of Cobram-Barooga and Yarrawonga-Mulwala, where economic or amenity benefit to Moira Shire can be demonstrated.
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire.
- Be an unincorporated entity which is registered with a national statutory regulator (*i.e. Office of the Register of Indigenous Corporations [ORIC], Australian Charities and Not-For-Profits Commission [ACNC]*).
- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the grant.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Not have their own grant giving program or fundraising program that provides money to finance other organisation's community initiatives. Some exclusions may apply.
- Projects or events where any funds raised support the sustainability of the activity.
- Have satisfactorily acquitted any previous grants from Council, or if these are pending have no cause of concern regarding capacity to fully acquit.
- Have not received funding under the same grant category/stream in the same financial year.
- Comply with all relevant Local Laws, Federal and State legislation, including but not limited to:
 - Equal opportunity and anti-discrimination laws;
 - Human rights;
 - Disability;
 - Child Safety;
 - Occupational Health and Safety;
 - Privacy, confidentiality and freedom of information;
 - Registration or accreditation of professional employees;
 - Accounting and auditing requirements;
 - Preparation and dissemination of annual reports.
- Have relevant management plans in place, including:
 - Risk
 - Project
 - Event
 - Traffic – Note: Grantees shall ensure that events on or adjacent to arterial roads have traffic management plans approved by Department of Transport and Planning.
- Have received Council approval for projects or events that are to take place on Council owned/manager land or facility via a completed Community Project Proposal application. Please note this process must be completed prior to applying for a grant.
- Received relevant permissions and permits from other land or water management bodies.
- Declare expenditure for catering and accommodation and adhere to the limits outlined below:
 - Accommodation daily limit \$220
 - Catering:
 - For grant over \$5,000 the maximum available is \$1,500
 - For grants under \$5,000 the maximum available is \$750

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.4
(CASUAL ADMINISTRATION SUPPORT
OFFICER, MELODIE HAWKINS)
(DIRECTOR COMMUNITY SCOTT
WILLIAMS)

COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

1.9 Funding Exclusions

The following will not be funded:

- Requests that are considered by Council to be the funding responsibility of other levels of Government (such as state government agencies);
- Applications from a Community Asset Committee;
- Applications from Primary or Secondary Schools (Council encourages partnerships between Schools and community organisations, whereby the community organisation is the applicant);
- Community organisations that:
 - Do not support diversity, tolerance and inclusivity within the community (please note: applications that actively seek to engage diverse groups within the community will be looked upon favourably);
 - Are in debt to Council and are not meeting any agreed repayment arrangements;
 - Already receive funding from Council for capital, maintenance or equipment for projects relating to these activities; or
 - Receive direct income from electronic gaming machines.
- Organisations which have been non-compliant with Local Laws and/or state or federal legislation over the preceding year;
- Projects or events that:
 - Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event or project;
 - Have been, or are being, funded by other parts of Council;
 - Have ~~commenced~~ been advertised or have been completed (no retrospective funding);
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs;
 - May involve Council in potentially controversial issues such as those mentioned above or may expose Council to adverse criticism;
 - Are a clear duplication of existing services;
 - Are not open to the general public;
 - Are for interstate or overseas travel;
 - Are for operational expenses;
 - Are for funding of prizes, sponsorships, donations or gifts;
- Will have a negative impact on the environment;
- Are major projects involving building construction. Note: Minor construction works and/or the purchase of equipment will be considered;
- Are deemed high risk;
- Are capital projects that include high risk construction activities as defined by WorkSafe - <https://www.worksafe.vic.gov.au/safe-work-method-statements-swms>
- Projects/events on private property or government land – except where the project/event meets all other funding requirements and the applicant is able to provide evidence that:
 - There is no commercial gain for the owner/operator of the property;
 - Ongoing maintenance requirements and sale or change of ownership have been considered; and
 - Occupational, Health and Safety and/or Contractor and Risk requirements are met as per the Community Strengthening Grants Guidelines.

1.10 Promotion

Quick Response Grants will be advertised regularly in local newspapers and on Council's website www.moiravic.gov.au and social media platforms throughout the year.

Major Grant funding rounds will be advertised in local newspapers and on Council's website and social media platforms for at least four weeks.

Other promotion may be included as part of Council's Community Newsletter.

1.11 SmartyGrants

SmartyGrants is an online grant administration system that Council uses to manage its Community Strengthening Grants Program. It provides an easy way for grant applicants to complete their application form online. Some of the features of SmartyGrants are:

- You can save your progress and return to complete your application at a later time or date.
- Your application is stored online, therefore

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(cont'd)

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there is nothing for you to save to your
own computer and;

- You can be certain that the grant maker
has received your application when you
submit.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

2. Application Process

2.1 Application Process

Eligible groups must make an application by the due date using Council's online grant management system, SmartyGrants. If you are a first time user of SmartyGrants you will need to register. We suggest you use an organisational email address to register to ensure all your grant applications are in one place and can be accessed over time by relevant committee members.

Applications should not be submitted before reading the eligibility criteria and conditions.

Incomplete applications or applications received after a funding round due date will not be considered under any circumstances.

Important note – if the project is on Council land or at a facility owned by Council you will need to complete a Community Project Proposal form – to begin this process, please contact us.

2.2 Application Support

It is important to Council that applicants are able to submit a well thought through and well developed application that answers all required questions, addresses all criteria and provides the evidence and support documentation required. If you are after some further guidance on how to complete an application form, Council offer one on one sessions to assist. Please contact the Community Wellbeing Department on 5871 9222 to book an appointment.

Local libraries and Community Houses are able to provide access to a computer and internet for grant applicants to work on their applications. Please contact the service to make an appointment if you are interested:

Goulburn Valley Libraries

Tel: 1300 374 765

- **Cobram Library**
14 Punt Road, Cobram
- **Yarrawonga Library**
26-30 Belmore Street, Yarrawonga
- **Nathalia Library**
75 Blake Street, Nathalia
- **Numurkah Library**
18 McCaskill Street, Numurkah

Cobram Community House

43-45 Punt Road, Cobram

Tel: 58722224

Yarrawonga Neighbourhood House

1 Hargrave Court, Yarrawonga

Tel: 57443911

Nathalia Community House

17 Harcourt Street, Nathalia

Tel: 58662449

Numurkah Community Learning Centre

99 Melville Street, Numurkah

Tel: 58622249

Assistance with access to translation services can be provided.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

2.3 Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications. Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

1. Applications must be made via SmartyGrants.
2. Funded projects and/or events must be for a specific project and/or event and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
3. Applicants must indicate all other sources of funding they have sought and/or received in relation to the project and/or event in their application.
4. Each Community Organisation must provide copies of the previous year's Financial Statements (if requested).
5. Applicants are to contribute an amount which Council believes adequate based on the type of project, their financial position and their ability to secure alternative funding. Subject to this the degree of contribution will be considered in the assessment process.
6. Groups that receive a grant must sign the Terms and Conditions of Grant before they are eligible to receive the allocated funds.
7. A Completion Report (including all receipts for money expended) must be submitted at the completion of the project and/or event.
8. Applications for portable objects over \$2,000 must have a minimum cash contribution of 50 percent of the total cost of the project and/or event. Exceptions may be considered. For the purpose of this application, mobile objects are considered to be items that can be easily taken, driven, lost or stolen and that do not have a permanent fixed position.

9. The Community Strengthening Grants are made on the basis of a one off payment and no ongoing commitment by Council is implied.
10. Grant monies must be accounted for separately within the organisations records and any unspent funds must be returned to Council.
11. If the project and/or event is discontinued within 12 months from receipt of the grant, all unspent funds must be returned to Council and/or approval to reuse the funds must be negotiated with the Manager Community Wellbeing..
12. Council will look favourably at applications which show consideration for availability of water, shade and healthy food and drink choices at events along with smoke and alcohol free zones.
13. Council approval for projects or events that are to take place on Council owned/managed land or facility must be received prior to applying for a grant via a Community Project Proposal application.
14. Applicants must have received relevant permissions and permits from other land or water management bodies.
15. Council will look favourably at applications that actively seek to engage diverse groups within the community.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

2.4 Assessment Criteria

In addition to all applications meeting the eligibility criteria within this Policy, the application will also be assessed against the relevant programs assessment criteria. This criteria will be provided in the applicable application form.

An Assessment Panel will conduct the initial assessment of the grant applications. The Assessment Panel is made up of relevant Officers and independent Council Officers.

| | ASSESSMENT | APPROVAL |
|-----------------------|--|--|
| Quick Response Grants | <ul style="list-style-type: none"> Applications will go through a pre-eligibility assessment and may be returned to applicant for further information if applicable. Relevant Council Officers will then assess the assessment criteria. A total score of at least half of maximum available score must be obtained to be able to receive funding. <p>If a Conflict of Interest is declared by the Manager Community Wellbeing the application will be forwarded to the Director Community for approval.</p> | <ul style="list-style-type: none"> Recommendation provided to Manager Community Wellbeing for decision and approval application against the All ineligible and unsuccessful applications will be reported to Director Sustainable Communities. Applications of concern will be forwarded to the Executive Leadership Team for approval. |
| Major Grants | <ul style="list-style-type: none"> Applications will go through a pre-eligibility assessment. Applications will not progress if they do not meet eligibility requirements. An Assessment Panel will then assess the application against the assessment criteria. A total score of at least half of maximum available score must be obtained to be able to receive funding. | <ul style="list-style-type: none"> Recommendation provided to Council at a Scheduled Council Meeting for decision and approval. |

Allocation of grant funding for eligible application/s is not guaranteed and will depend upon how well applications meet the assessment criteria, the number and quality of applications received, funds already held by the community organisations, and the amount available in Council's budget. The highest scoring applications will be funded until the grant allocation is expended. Council reserve the right to vary the amount granted.

2.5 Notification Process

Quick Response Grants

All applicants will be informed of the outcome of their application via email notification following the assessment process and offered an opportunity to discuss the decision.

Major Grants

All applicants will be informed of the outcome of their application via email notification following the Council Meeting and offered the opportunity to discuss the application process.

Unsuccessful Applicants

Unsuccessful applicants will be provided feedback in relation to their application and the decision.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

3. Managing Grants

3.1 Funding Contract

All successful applicants will be required to enter a Funding Contract with Council via completion of the Terms and Conditions of the Grant.

Specific reporting requirements will be outlined in individual funding agreements and will depend on the nature and size of the grant.

3.2 Payment Arrangements

The payment process for the Community Strengthening Grants program is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and Appendices.
- Payments will be made electronically.

3.3 Application of GST to Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

1. Successful applicants must have an Australian Business Number (ABN) to apply or be auspiced by a group/organisation that has an ABN.
2. Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
3. The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
4. If GST is added to the funding submission, applicants that are registered for GST will be required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.

3.4 Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:

1. The Grant must be used solely for the project and/or event as detailed in the Application Form.
2. The Grant will be paid in full when Council receives all of the required documentation.
3. The Completion Report must be signed off by a Council Officer.
4. The Grantee shall satisfactorily complete the project and/or event by the date nominated in the Terms and Conditions signed by successful applicants.
5. The Grantee must ensure that Council's contribution to the project and/or event is acknowledged on promotional materials, media reports and/or by appropriate signage.
6. The Grant is made on the basis that the Grantee provides a financial contribution to the project and/or event. If the funded project and/or event is of a mobile nature, the contribution must be 50 per cent cash.
7. The Grant recipient must advise Council immediately if the project and/or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.
8. The Grantee shall advise Council if the project and/or event is completed for less than the project and/or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.
9. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and/or event and where relevant, to inspect any project and/or event site, works and/or equipment.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

10. Any variations to the conditions of the Grant (as detailed in the Application Form) must be submitted through SmartyGrants. Variations are subject to approval by Council. Council reserves the right to deny any variations.
11. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and/or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and/or require the repayment to Council of the amount determined.
12. Council reserves the right to publicise the benefits accruing as a result of the provision of this Grant.
13. Council has the right to issue a mutually agreed media release regarding the project and/or event.
14. Council must include the name of the Grantee and the amount of the Grant in its Annual Report.
15. The Grantee shall comply with all relevant Local Laws, Federal and State legislation, including but not limited to:
 - Equal Employment Opportunity and anti-discrimination;
 - Human rights;
 - Disability;
 - Child Safety;
 - Occupational Health & Safety;
 - Gender Equality;
 - Privacy, confidentiality and freedom of information;
 - Registration or accreditation of professional employees;
 - Accounting and auditing requirements;
 - Preparation and dissemination of annual reports.
16. Have applicable management plans in place, including:
 - Risk
 - Project
 - Event
 - Traffic. Grantees shall ensure that events on or adjacent to arterial roads have traffic management plans approved by the Department of Transport and Planning.
17. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
18. The Grantee shall ensure that their funded project and/or event and all contractors/employees have appropriate insurance coverage.
19. The Grantee must obtain any necessary permits (for example—building, planning) and thereafter comply with the requirements of such permits.
20. Should the Grantee not commence the project and/or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds requested to be returned to Council.
21. The Grantee will sign and return the Terms and Conditions document by the date nominated.

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COMMUNITY STRENGTHENING GRANTS POLICY & GUIDELINES UPDATES (cont'd)

ATTACHMENT No [2] - Community Strengthening Grants Guidelines

4. Acquittal and Feedback

4.1 Acquittal

Council will require a completion report and financial acquittal of all payments to ensure grant recipients have complied with the Terms and Conditions of the Grant.

Completion reports are to be submitted as per the timeframes identified through SmartyGrants and are to include all supporting documents requested.

All completion reports will need to be submitted through SmartyGrants.

4.2 Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the criteria, timing and targeting of these grants is encouraged. Any comments regarding these matters should be directed to:

Moira Shire Council
PO Box 578
Cobram VIC3644

or via email grants@moira.vic.gov.au

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.5
(TEAM LEADER COMMUNITY AND
RECREATIONAL DEVELOPMENT, CORRENE
COOPER)
(DIRECTOR COMMUNITY, SCOTT
WILLIAMS)

COBRAM DOG OFF LEASH PARK - CONFIRMATION OF LOCATION

Recommendation

That Council:

1. Endorse the northern end of Colgan Park (corner of Gemmell Street / Karook Street) Cobram as the preferred site for the development of a Confined Off Leash Dog Park; and
2. Endorse community consultation to commence on the proposed site for a period of 21 days.

1. Executive Summary

Alongside a grant from Regional Development Victoria, Council have budgeted for the construction of a Confined Off-Leash Dog Park in the Shire within the 2024/25 financial year.

The project deliverables are:

- 1) Confirmation of Councils preferred location (the proposed location is the Northern end of Colgan Park, Gemmell Street, Cobram)
- 2) Community consultation/ engagement around proposed location
- 3) Design and Installation

Cobram has been selected for a confined off leash dog park due to the requirements of the grant funding.

2. Conflict of interest declaration

None

3. Background & Context

Moirā Shire currently has 18 designated Open Off-Leash Areas that are an important amenity, catering for the health and wellbeing of both dogs and their owners. However, none of these sites are fully fenced.

Through the adoption of the 'Dog Off-leash Area Policy', Council have agreed to progress with the development of four Confined Off Leash Dog Parks within Moira.

In 2022, Council submitted a grant application through Regional Development Victoria (RDV) for a confined off leash dog park in Cobram. This grant application was successful. A number of sites across Cobram were then assessed against the Dog Off-Leash Area Policy to determine a suitable location.

Since that time, further analysis has been conducted on the need, risks and opportunities for a Confined Off Leash Dog Park in Moira.

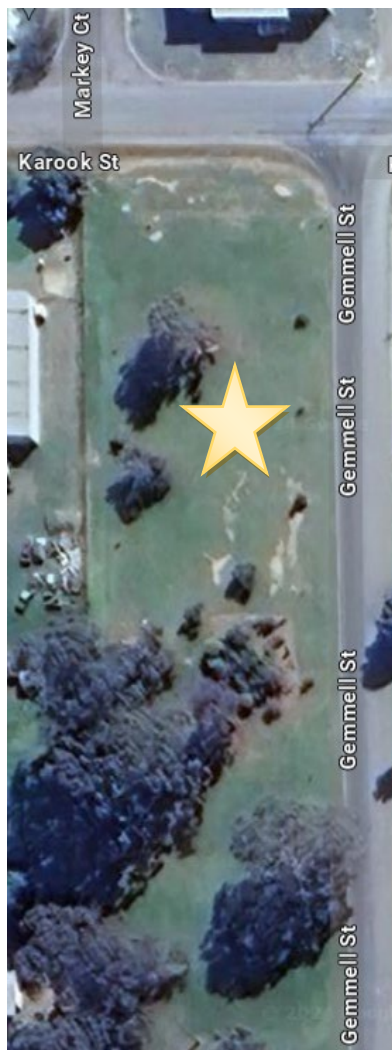
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(TEAM LEADER COMMUNITY AND
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(DIRECTOR COMMUNITY, SCOTT
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COBRAM DOG OFF LEASH PARK - CONFIRMATION OF LOCATION (cont'd)

4. Issues

Through the site selection process, Colgan Park, Gemmell Street, Karook Street end, was assessed as the most suitable location within Cobram.



The assessment made was as follows:

Pros: large space for dog park with other large spaces available in park, street parking, properties on other side of fence are zoned industrial, no houses connected to park, minimal houses opposite park (most are separated by old channel and rear of home), good existing shade, water available from southern end, parking possible on Karook Street when infill K & C and drainage works are completed.

Cons: no toilet

Suitable

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COBRAM DOG OFF LEASH PARK - CONFIRMATION OF LOCATION (cont'd)

Other potential sites in Cobram were also assessed, and deemed unsuitable as per the below:

| | | |
|--|--|------------------|
| 1. Colgan Park, Gemmell Street, Broadway Street end | Pros: large space for dog park with other large spaces available in park, street parking, properties on other side of fence are zoned industrial, no houses connected to park, good existing shade, water available. Cons: no toilet, existing greenspace | Less suitable |
| 2. Cobram Scott Reserve – Karook Street | Pros: space for dog park with other space available in recreation reserve, parking, no houses connected to park, good existing shade, water, public toilet. Cons: area used for parking for football matches, access during football matches, it would be in a low, wet area. | Not suitable |
| 3. Apex Reserve – Campbell Street Cobram | Pros: space for dog park with other space available in sporting precinct, parking, landscaping due to be done, water, possibility to use netball pavilion toilet as public toilet. Cons: on the small side, no existing shade, bounded by one home. | Not suitable |
| 4. Punt Road | Pros: unused space - dog park would enhance area, plenty of parking (off street car park and on street parking), water, toilets nearby at Library and Mivo Park, great passive surveillance, cafes and shops nearby. Cons: No existing shade, bounded by units on half, existing site for numerous dog barking complaints which could be exacerbated by a dog park. | Not suitable |
| 5. Pioneer Park – Stokes Avenue | Pros: space for dog park with other space available in park, street parking, properties on other side of fence are zoned industrial, no houses connected to park, good existing shade. Cons: no toilet, park would be bound by homes, loss of established green space for general play | Not suitable |
| 6. Park at end of Stephanie Court | Too small and bound by homes, court bowls either end – no parking | Not suitable |
| 7. Cobram Showground | It would limit space for show rides and other Agricultural Show activities | Not suitable |
| 8. Thompson's Beach | Pros: Natural environment, Public Toilet Cons: Possible environmental issues. The designated area is highly populated by wildlife (especially koalas) There is a concern that those animals would be at risk of injury from the dogs; Dogs are prohibited in this area as per Council's Section 26 order | Not suitable |
| 9. Bisogni Drive retention basin | Too little flat area around basin and too steep into basin | Not suitable |

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COBRAM DOG OFF LEASH PARK - CONFIRMATION OF LOCATION (cont'd)

5. Strategic Alignment

Council Plan

- | | |
|------------------------------------|--|
| 1. A welcoming and inclusive place | 1.06 Recreation, sports facilities, programs and services respond to our diverse and emerging community needs. 1.07 We promote the health and wellbeing of our communities. |
|------------------------------------|--|

6. Internal & External Engagement

| Engagement | | Feedback |
|------------|--|---|
| Internal | ELT, Local Laws, Parks and Facilities | Each department highlighted risks and opportunities associated with the development of a confined off leash dog park. |
| External | Community consultation to date has been limited to consultation on the "Dog Off Leash" policy. | External consultation will take place immediately following the Council meeting. Consultation will take place for a period of 21 days. |

7. Budget / Financial Considerations

In the 2024/25 budget Council has allocated \$63,000.

On 11/10/2022 Council received a grant from the Victorian Government's Living Local Regional Grant program of \$62,081 (exclusive of GST)

The total project budget for this project is \$125,000.

8. Risk & Mitigation

Risk

Financial

- Delivering project to budget and on time to meet the grant requirements of the grant.

Mitigation

Quotes will be obtained for fencing and making water available on site. There will be no spending on additional elements unless there are surplus funds after the construction of the fencing and water connection.

Environmental

No houses are directly connected to park.

- Noise Complaints
Litter

Minimal houses opposite park mitigates potential noise issues that could arise if the park were to be completed in a more densely populated residential area.

Dog poo bags and disposal unit will be installed.

Legislative Compliance

Local Laws will be actively involved in community education around responsible dog ownership and responsible use of the facility.

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COBRAM DOG OFF LEASH PARK - CONFIRMATION OF LOCATION (cont'd)

9. Conclusion

Approval of the Colgan Park site (Northern end) is required from Council, so that project planning and community engagement can commence. Community engagement will take place over 21 days.

As detailed project planning has not yet commenced, it is critical that the development of the project commences immediately following Council approval of the site in order to meet the budgetary timeframes and the requirements of the RDV funding agreement.

Attachments

Nil

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.6
(COMMUNITY DEVELOPMENT OFFICER,
EMILY SMITH)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

YOUTH COUNCIL TERMS OF REFERENCE

Recommendation

That Council:

1. Endorse the Moira Youth Council Terms of Reference as shown in attachment 1; and
2. Endorse a community Expression of Interest process to begin the recruitment of Youth Council members.

1. Executive Summary

The Youth Council process is used widely across Local Government Areas to ensure Council policies and projects have a youth lens applied. This enables the young people of our community to have a voice on issues that impact themselves, with this age range making up 9.67% of the Moira Shire population. This also creates an avenue for younger Moira Shire community members to develop and grow skills that may encourage them to apply for a Council position in the future.

Council has previously run a Youth Council program however as per several items outlined in this report, the program temporarily concluded in 2021. The Community department has taken the opportunity to review the program and update the Terms of Reference and Scope of Works (attached) and is now in a position to see Moira Youth Council reestablished.

The Moira Youth Council is proposed to have 12 members between the ages of 16-24 who live, work or attend school in the Moira Shire. The Youth Council members will advocate for young people by identifying issues that affect people and providing relevant information and knowledge to Council on matters relating to youth. Following the recruitment process for Youth Council members, as outlined in the Scope of Works, Youth Council meetings will begin in January 2025.

2. Conflict of interest declaration

No conflict of interest has been declared.

3. Background & Context

The Moira Shire Junior Council was first established in 2002 and was one of the very first advisory groups with a specific focus on young people across all councils in Victoria. In 2015, following consultation with the Moira Junior Council student representatives, a proposed name change of 'Youth Council' was officially adopted by the Junior Council, from then to be known as Youth Council.

Initially the model comprised of 40 students from Moira Shire Secondary Colleges, it addressed issues like environmental concerns, homelessness, planning and delivering youth events. Key achievements include being named a Best Practice model in 2004, hosting the National Young Leaders Forum, and organising a community drug education forum. A significant milestone was the passage of a motion to acknowledge Traditional Custodians in March 2010 after persistent advocacy.

Restrictions throughout the COVID-19 pandemic, staff vacancies, the introduction of new programs in schools and through consultation with surrounding Councils on the delivery model of similar programs, all contributed to the deferment of Youth Council in 2021. During this time,

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EMILY SMITH)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

further evaluation and planning has occurred to improve the delivery of the program with plans to revive it with the age range of 16 – 24 Years old.

4. Issues

The previous Youth Development model was targeted at Year 9 and 10 students located in the Moira Shire. This limits the benefits of program to a wider range of young residents of the Moira Shire. The Moira Shire currently has no program offering young people aged 16-24 years the opportunity to understand and participate in the machinations of Council, with this age range making up 9.67% of the Moira Shire population.

Youth are an extremely important part of our community, utilising the Youth Councils feedback to inform Council process and projects will be of great benefit to Council. Youth Council will also create an avenue for younger Moira Shire community members to develop and grow skills that may lead members to apply for council positions.

5. Strategic Alignment

Council Plan

- | | |
|------------------------------------|--|
| 1. A welcoming and inclusive place | 1.03 We will empower communities to craft their own vision of the future and support their efforts to be more resilient. |
| | 1.07 We promote the health and wellbeing of our communities. |

6. Internal & External Engagement

Engagement (who did you engage with?)

Internal **Review of Terms of Reference and Scope of Works**

Manger Community Wellbeing

Team Leader Administration

Director of Community

Review of Terms of Reference

Senior Governance and Risk Officer

Governance and Risk Advisor

Discussions around the Scope of Works

Community Services Officer

Manager Communications and
Engagement

Gender Impact Assessment completed by
Youth Development Officer

Feedback

Feedback provided by all parties
has been included in the
development of the Terms of
Reference and Scope of Works.

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.6
(COMMUNITY DEVELOPMENT OFFICER,
EMILY SMITH)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

| | | |
|----------|--|---|
| External | Other Councils Youth Council facilitators | Interviews conducted on other Council process for Youth Council has been considered when developing the Terms of Reference and Scope of Works. |
| | Mitchell Shire Youth Development Officer | |
| | Greater Shepparton City Council Youth Development officer | |
| | Campaspe Shire Youth Development Officer | |
| | Schools & Youth | Schools are supportive of leadership opportunities for their students to engage in. |
| | Cobram Anglican School – Teacher | |
| | Cobram District Specialist – Teacher | Students that have been engaged are interested in opportunities that Youth Council will present them. |
| | St Mary of the Angles – Journalism Class and coordinator of Student Representative Council | |
| | All Abilities Advisory Committee | Program Scope presented on the 6 th of August. Feedback received around supporting youth through the process and ensure engagement from the wider community when recruitment is occurring. |

7. Budget / Financial Considerations

The below budget has been developed through the Scope of Works.

| Expense | Cost Allocation |
|--|-----------------|
| Member Resources | \$1,400 |
| Training and Development opportunities | \$8,000 |
| Delivery of Youth Project | \$6,000 |
| Travel Allocation | \$2,000 |
| Engagement and Promotion | \$2,600 |
| Consumables | \$2,000 |
| Catering | \$4,000 |
| Projected Total | \$26,000 |

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

8. Risk & Mitigation

The following risks have been identified.

| Risk | Mitigation |
|--|---|
| Financial | - There will be no change to the Youth Council budget. |
| Economic (regional context or broader economic impact) | - None identified |
| Environmental | - None identified |
| Reputational | - Ensure that program is transparent, follows best practice and communication with community is regular and appropriate. |
| Legislative Compliance | - Ensure adherence to Victorian Child Safe Standards and Moira Shire Council Child Safe Policy (upon its publication). - Ensure adherence to all current Moira Shire Policy and Procedure when setting goals for Youth Council to work on. |

9. Conclusion

Moira Youth Council will facilitate stronger youth civic engagement, develop skills and increase knowledge of local government processes, and provide an opportunity for feedback and insight on priorities relevant to the youth of Moira Shire.

Youth Council will allow Council to strengthen our policies and projects by applying a youth lens on matters. The updated Youth Council Terms of Reference ensures a successful program is run and will assist council in utilising this platform by strengthening the process.

Attachments

- 1 Youth Council - Terms of Reference
- 2 Youth Council - Scope of Works

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



1 PURPOSE

The Moira Youth Council is an advisory group for the Moira Shire Council, who represent the voice and interests of young people in our community. The enthusiastic young leaders who form the group, have the opportunity to develop skills, make change, create connections and gain an understanding of local government processes.

2 OBJECTIVES

Youth Council advocate for young people across the Moira Shire by identifying issues and providing relevant information and knowledge to Council on matters relating to Youth, this involves:

- Contributing to a strong, active and effective Youth Council and program
- Developing an understanding of local services available for young people across Moira Shire
- Acknowledging and raising public awareness of young people in a positive manner
- Establishing a positive and meaningful connection between Youth Council and the Council
- Informing and educating the Council and the community about issues concerning young people
- Reviewing Council policy in relation to matters relevant to youth
- Setting clear achievable goals that have beneficial and effective outcomes for the wider community
- Planning and supporting Youth events, initiatives and projects within the community
- Attend regular meetings and participate in discussions and decision making.

3 DEFINITIONS

Unless otherwise stated, the following terms are defined as;

Youth Council: Elected advisory group of young people for Council.

Council: Moira Shire Council.

Terms of Reference: A document that outlines the purpose, roles and responsibilities of a group.

Youth Mayor: Nominated Youth Council member to lead and facilitate meetings.

CEO: Chief Executive Officer of Moira Shire Council.

Minutes: Official record of the meeting.

Quorum: Minimum number of members required at a meeting for official business to be conducted.

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



4 MEMBERSHIP

Moira Youth Council will be made up of 12 members aged between 16 -24 years. Members who turn 25 during their term, may only hold their position on the Youth Council for the remainder of that year.

Appointment of Youth Council members will be for a two-year term.

A minimum of 6 members will be required in attendance to meet quorum. If membership drops below quorum, an 'unscheduled recruitment' for additional members will open to meet the required numbers.

The Youth Council will elect titled positions who are appointed via vote by Youth Council members.

These positions are for a 12-month term and include;

Youth Council Mayor

- chair meetings and ensure everyone has a fair go to contribute
- facilitate discussions and decision-making
- represent the Youth Council in public and in meetings with other organisations
- present to Council (with support) where required

Youth Council Deputy Mayor

- support the Youth Council Mayor
- perform Youth Council Mayor duties in the absence of the Youth Council Mayor,
- represent the Youth Council in public and in meetings with other organisations when nominated

Youth Council Secretary

- assist with the development of the meeting agenda and other Youth Council documents
- take minutes as required and report resolutions supported by Youth Council
- submit minutes to Youth Council members for review prior to next meeting

5 SELECTION CRITERIA

The Youth Council should be representative of members from a broad range of demographic and diverse backgrounds. Successful applicants will be endorsed by Council and have demonstrated in their application that they;

- Live, work, or attend school in the Moira Shire area
- Agree to work in accordance with the Terms of Reference
- Desire to work constructively and collaboratively to allow the Youth Council to fulfill its purpose
- Wish to develop their leadership skills and actively engage with other local young people
- Commit to attend a majority of the scheduled meetings and training opportunities

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



6 MEMBER PROCESS

Council will invite applications for Youth Council through multiple advertising and media platforms. Once received, the applications will be reviewed by a panel of two Council Officers and the Manager of the Community Wellbeing Department. Successful applicants will be endorsed and officially appointed by Council. Interested young people must complete the following process to apply for Youth Council:

- Make an application through the approved process
- Meet with relevant staff from Moira Shire Council
- Complete screening checks where required
- Read and agree to the Terms of Reference

7 MEETING PROCEEDINGS

The Youth Council will operate on a consensus basis with members to have an equal say in any discussions required. Should a vote be necessary each member of Youth Council is entitled to one vote with the Youth Council Mayor to hold the casting vote if there is a deadlock of votes.

Youth Council meetings will be held bi-monthly at a specified location and time as determined by Youth Council and may include an additional 2-day planning and evaluation retreat/camp with a focus on leadership and team building.

Additional activities may be held in the alternate months to provide opportunity for professional development.

A quorum comprising of at least half of the Youth Council members must be present at all Youth Council meetings. Without a quorum, no business may be conducted.

Youth Council members will notify the Youth Council Mayor or Youth Development Officer 24 hours prior to the scheduled meeting if they are unable to attend.

The Youth Council may form sub committees from its members for specific matters arising, provided that no decision may be acted upon until adopted by the full Youth Council.

Agenda items will be called for at least one week prior to the scheduled meeting. The agenda with any attached documents will be made available to the Youth Council members.

The Youth Council Mayor and Deputy Mayor will be required to present to Council on the progress of Youth Council.

Methods used for communication may include, and are not limited to; Zoom, Teams, Email, Phone and Facebook, at the discretion of the Youth Council and the Community Services Officer.

A Moira Shire Council representative will be present at all meetings.

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



8 INDUCTION

All successful applicants will be required to complete an induction that will be conducted at the expense of Council with Officer support.

This will include;

- An online induction through the North East Council Contractor Induction (NECCI) program
- Members over the age of 18 require a current Volunteer Working with Children Check (WWCC)
- Members over the age of 18 to undertake a National Police Check

9 FUNDING

The Youth Council has an allocated budget that sits within the operational budget of the Community Services Department of the Moira Shire Council. This budget is allocated per financial year.

This budget is allocated for the purpose of Youth Council meeting, uniforms, member packs, catering expenses, training expenses and any area as deemed appropriate to the purpose and objective of the Youth Council.

Council reserves the right to determine appropriate spending of funds.

10 CONCERNS & COMPLAINTS

Youth Council members have the right to raise any unresolved issues with confidence they will be treated fairly and respectfully. Council will treat every concern or complaint seriously in a confidential and sensitive manner making all reasonable attempts to resolve the issue quickly. In the instance where this cannot be managed internally, concerns will be directed to the People and Culture Team at Moira Shire Council for guidance and advice.

11 END OF MEMBERSHIP

A Youth Council member may have their membership terminated if they behave unprofessionally or inappropriately towards any Councillors, Council Officers, other Youth Council members, the general community or fail to follow the Terms of Reference.

A Youth Council member must submit in writing their intention to resign from the Youth Council.

The Council is empowered to declare a Youth Council member's place vacant if they fail to attend three consecutive meetings without notice of leave.

Mechanisms for constructive feedback and support to address issues before resorting to termination will be utilised accordingly.

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



12 CONFIDENTIALITY

On occasions the Youth Council may be required to deal with a matter that has been identified as confidential in nature. Youth Council members are required to deal with such matters in confidence and with discretion in line with the Terms of Reference.

Before a confidential matter can be dealt with, any person in attendance who is not an endorsed member of the Youth Council or a Council representative, must leave the meeting.

Youth Council documents will be stored in Council's Electronic Records Management System.

Youth Council Members will not have access to sensitive or confidential Moira Shire Council documents or information.

13 CONFLICT OF INTEREST

Members are bound by the *Local Government Act, 1989*, in relation to conflict of interest. Conflicts specifically arise where a matter directly affects a member of their extended families.

If a Youth Council member has a conflict of interest, they 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 vote on the item.

14 SAFETY AND INCLUSION

To ensure access and inclusion for all, consideration has been given and may include but not limited to;

- Flexible meeting times to accommodate school, work, and recreational activity schedules
- Providing virtual meeting options for those unable to attend meetings in person
- Offering transportation assistance for those who may have difficulty getting to and from meetings
- Ensuring meetings are held in accessible locations
- Providing materials in various formats for those with learning preferences or accessibility needs
- Creating a welcoming and inclusive environment where all voices are heard and valued
- Offering mentorship or support for members who may need extra guidance or assistance

Moira Shire Council complies with *Child Safety and Wellbeing Standards Act, 2005*, demonstrating our commitment to child safety by creating and maintaining a child safe environment and workplace.

The Moira Shire Council Child Safe Policy can be viewed on the Moira Shire Council website at:
www.moira.vic.gov.au/Our-Council/Our-policies/Child-Safe-Policy

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [1] - Youth Council - Terms of Reference



Moira Youth Council Terms of Reference



15 MOIRA SHIRE STAFF

The Youth Council will be facilitated by the Community Services Officer or another delegated representative/s from Council's Community Wellbeing Department.

The Community Services Officer will:

- Provide administrative support to the Youth Council
- Ensure the agenda and minutes are completed and distributed by the elected Secretary
- Provide the outcome and resolutions of the Council regarding each recommendation
- Provide opportunities for training and development for Youth Council members
- Provide support for conflict resolution matters
- Assist communication and connection between community and Youth Council
- Attend all Youth Council meetings or delegate representation when required

16 INDEMNITY

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

17 AUTHORITY

In carrying out its responsibilities, the Youth Council, at all times, must recognise the responsibility for management of Council rest with Council and the CEO, as provided in the *Local Government Act 2020*.

- The Youth Council has no executive powers and cannot make decisions on behalf of Council
- Youth Council can only make recommendations to Council
- The Youth Council cannot direct any Council staff in their duties
- The Youth Council has no delegated authority
- Any social media communication will be approved by Council through selected platforms
- Intellectual Property created for the purpose of this program will be owned by Moira Shire Council
- Youth Council members are not authorised to speak with media or members of the public on behalf of Council

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works



Scope of Works

Youth Council

FILE NO:
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.6
(COMMUNITY DEVELOPMENT OFFICER,
EMILY SMITH)
(DIRECTOR COMMUNITY SCOTT
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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

INTRODUCTION

Moira Shire Council recognises the importance of empowering and engaging its youth population in community leadership roles. In line with this commitment, Council is seeking applications from young people across the Moira Shire to be part of the Moira Shire Youth Council program.

The Moira Youth Council aims to cultivate and support the next generation of leaders within the community by providing opportunities for personal and professional growth, fostering community engagement, and broadening knowledge of local governance processes.

This initiative is targeted towards young individuals between the ages of 16 to 24 who live, study, or work within the Moira Shire area (Youth Councillors who turn 25 years of age during their term may only remain on the Youth Council for the rest of that year). Ideal candidates are enthusiastic about contributing to their community and eager to develop their leadership skills.

Moira Shire Youth Council will offer a range of activities and opportunities, including but not limited to:

- Leadership and personal development training
- Networking opportunities
- Community engagement projects
- Advocacy and representation at council meetings and community events

The Youth Council will serve as a platform for young leaders to voice their perspectives, collaborate on initiatives, and drive positive change within the Moira Shire community. Through this program, participants will gain valuable skills, forge meaningful connections, and develop a deeper understanding of local government and civic responsibility.

BACKGROUND

The 'Junior Council', established in 2002 and later renamed 'Youth Council', was one of Victoria's first advisory youth groups. Initially comprising 40 students from Moira Shire Secondary Colleges, it addressed issues like environmental concerns, homelessness, and government initiatives while advising on youth involvement in decision-making. Key achievements include being named a Best Practice model in 2004, hosting the National Young Leaders Forum, and organising numerous events and workshops. A significant milestone was the passage of a motion to acknowledge Traditional Custodians in March 2010 after persistent advocacy. Restrictions throughout the COVID-19 pandemic, staff movements, the introduction of new programs in schools and through consultation with surrounding Councils on the model of similar programs they deliver all contributed to the deferment of Youth Council in 2021. During this time, further evaluation and planning has occurred to improve future delivery with plans to revive it with Council support.

Key Project, Events, and Activities:

- Project addressing stress, body image, and peer pressure, comprising of:
 - Team building workshops
 - Leadership workshops
 - Problem-solving workshops
 - Nutrition workshops
- Events organised:
 - Hosting a National Young Leaders Forum on environmental and natural resource management, supported by the Murray Darling Association
 - Battle of the Bands at the Numurkah Food Bowl Festival
 - Launch of the 'Kool Schools CD'
 - Drive-in movies
 - Skate and BMX Clinic at the Cobram Show
- Other activities:
 - "How to Spend One Million Dollars" budgeting activity
 - Tours of the shire

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WILLIAMS)

YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

-
- o 'Kruiza' Youth Bus Service
 - o 'Reach Youth Day'
 - o Various workshops and excursions
 - o Excursion in Barmah: cruise on the Kingfisher paddle steamer and bushwalk with an Indigenous Elder

DESCRIPTION OF WORKS

Moirā Youth Council is designed to empower and equip young leaders with the skills and knowledge necessary to contribute actively to their community. Applications will open in August 2024, with the successful applicants announced in December 2024.

An induction process and subsequent schedule of events will commence in January 2025, with their first meeting, scheduled for March 2025. The Youth Council will accommodate a membership of up to 12 participants, fostering youth-led and focused leadership development, networking, and community engagement across the Moira Shire region and beyond.

Key Components:

Content Development and Coordination:

- o The Youth Development Officer will coordinate the Youth Council. This involves creating comprehensive session content, presentation materials, and handouts tailored to the Youth Council objectives and participant needs.

Intellectual Property Rights:

- o The Intellectual Property created for the purpose of this program will be owned by Moira Shire Council.

Participant Criteria:

- o The Youth Council seeks participants aged 16 – 24 who reside, work, or study within the Moira Shire, demonstrating a keen interest in community leadership and active engagement. Criteria for selection include motivation, commitment to attending sessions, meetings, and trainings, and a desire to affect positive change within the local community.

Inclusivity and Diversity:

- o Council aims for geographical representation from across the Moira Shire region, emphasising diversity in cultural backgrounds, abilities, gender, sexual orientation, education, employment status, and age within the range of 16 - 24. Personal and life experiences will be valued, fostering a rich and inclusive environment.

Accessibility and Support:

- o Support will be provided to ensure all participants can fully engage with the Youth Council. Consideration for diverse abilities will be integrated into course content development, accommodating participants with varying educational backgrounds and experiences.

Experience and Engagement:

- o No minimum education or qualifications are required. Although, participants are encouraged to have some experience in community engagement, such as volunteering, involvement in community groups, local business involvement, or committee participation. This diversity of experience enriches discussions and fosters collaboration.

Outcome: Moira Youth Council aims to cultivate a cohort of empowered and skilled young leaders who are equipped to drive positive change and contribute meaningfully to the development and resilience of the Moira Shire community. Through tailored content, inclusive practices, and a focus on diverse experiences, the program will nurture a new generation of community leaders poised to make a lasting impact.

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

PROJECT OUTPUTS

The Key Stages of the Project include:

Project Design & Scope: March - July 2024

The Youth Development Officer will work to progress the initial stages of the project establishment including the design and content creation. This will include outlining the outcomes, times, dates, commitment needed, specific content and activities and project plans. The Intellectual Property created for the purpose of this program will be owned by Moira Shire Council.

Applications: August - October 2024

The Youth Council aims to represent Moira Shire's diversity and is inclusive of all genders, abilities, cultures, and backgrounds.

The program will have applicants from a wide spread of areas across the Shire.

The Youth Council Program will be endorsed by Council. Applications will be open to the community for a period of 8 weeks, with a 4 week turn around for the selection process and successful applicants being notified. The assessment panel will consist of Council Officers.

Applicants will demonstrate:

- That they study, reside, or work in the Moira Shire.
- Have an interest in developing their leadership skills.
- Are motivated to participate and engage in the community.
- Have a desire to use skills to make a difference and enhance the local community.
- Can commit to attending key sessions, meetings, and trainings.

Recruitment and Appointment: November – December 2024

The recruitment process will take place in November. Including the following:

- Individual Meet and Greet
- Relevant checks including, Working With Childrens and a Police Check for those over the age of 18

The Youth Development Officer will then provide selection recommendations for the successful candidates to ELT and Council Briefing.

This will then be endorsed at the Council Meeting held on the 11th of December.

Induction Day, Cobram Civic Centre: 29 January 2025

Induction Day will commence with a structured agenda with the following topics covered:

- Overview of induction and expectations
- Formation of group rules
- Introduction to Council and Local Government
- Roles and responsibilities
- Schedule of events for future meetings
- Training and skill development
- Professional photoshoot

Gallery Viewing of Council Meeting, Council Chambers: 28 February 2025

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

The Youth Council members will attend in the gallery for Council Meeting scheduled on the 11 December to gain a better understand of the process.

Roles Nominated and Run Through Mock Meeting, Council Chambers: 5 February 2025

Youth Council members will go through the process of nominating roles, then run through a mock meeting using scripts to put their learnings into practice with guidance.

First Meeting, Council Chambers: March 2025:

The Youth Councillors will perform their first official meeting, which will incorporate goal setting for the year.

MEETINGS

Youth Council meetings will be held bi-monthly and follow an agenda reflecting Council meetings. The meetings will encompass goal-setting activities, planning, development, and delivery of short and long-term projects, as well as a space for healthy debate, discussion, and consultation/advisory opportunities with Council and community.

Presentations and meeting locations will generally be held at Council Chambers, suitable locations across the Moira Shire, or online, whichever is deemed fit for purpose on the occasion.

Occasionally, there will be Youth Council activities such as training, capacity-building sessions, and recreational activities that may occur during off-months. Members will receive advance notice of these dates to allow them to plan around their other commitments outside of the Youth Council.

Participation in Leadership, Professional, Personal Development, Networking and Engagement Opportunities: Ongoing

Youth Councillors are expected to participate in regular leadership, professional and personal development training as well as networking and engagement opportunities during their term to ensure continual updating of their skills, knowledge and connection with their community and other young leaders.

COUNCIL RESPONSIBILITIES

Council will:

- Provide advice and direction to the Youth Council.
- Collaborate with Youth Council on project delivery.
- Provide access to relevant background documents and Council records, publications, maps and other information required for the Youth Council to make informed decisions, for example adopted Council plans, strategies and documents (as appropriate).
- Provide use of council facilities for meetings, presentations, networking, activities, and trainings when required (as appropriate).
- Ensure the required time and information is provided to meet and facilitate the outputs of this scope of works.

KEY MILESTONES AND TIMEFRAMES

| Event | Timeline | Location |
|---------------------------|-------------------------------|------------------------|
| Applications Open | 29 August 2024 | Online |
| Applications Close | 22 October 2024 | Online |
| Shortlist of applicants | 24 October 2024 | Station Street, Cobram |
| Individual Meet and Greet | 30 October - 21 November 2024 | Station Street, Cobram |

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

| | | |
|---|---|------------------------|
| Screening | 28 November 2024 | Station Street, Cobram |
| Present successful applicants to ELT | 3 December 2024 | Station Street, Cobram |
| Present successful applicants to Council | 4 December 2024 | Station Street, Cobram |
| Successful applicants endorsed at Council Meeting | 11 December 2024 | Council Chambers |
| Letters of offer and unsuccessful letters sent | 12 December 2024 | |
| Online group introduction with Youth Development Officer and Team Leader Community Services | 18 December 2024 | Online |
| NECCI Induction | 15 January 2025 | At home |
| Induction Day | 2 February 2025 | Council Chambers |
| Gallery viewing of Council Meeting | 26 February 2025 | Council Chambers |
| Appoint positions and mock run through meeting | 5 March 2025 | Council Chambers |
| Youth Council first meeting | Date TBC March 2025 | Council Chambers |
| Team Building / Leadership Development Session/s | TBC April 2025 | TBC |
| Youth Council Meeting | Date TBC May 2025 | Council Chambers |
| Networking opportunity with another Youth Council | Date TBC June 2025 | TBC |
| Youth Council Meeting | Date TBC July 2025 | Across Moira Shire |
| Asset tour | Date TBC August 2025 | Across Moira Shire |
| Youth Council Meeting | Date TBC September 2025 | Council Chambers |
| Host youth event | Date TBC October 2025 | TBC |
| Youth Council final meeting for year | Date TBC November 2025 | Council Chambers |
| Podcast | Ongoing from an appropriate time of member's choosing | TBC |

BUDGET

The Youth Council has been allocated a total budget of \$26,000 for the 12-month period.

| Expense | Cost Allocation |
|--|-----------------|
| Member Resources <ul style="list-style-type: none"> - Badge - Lanyard - Uniform - Drink Bottles | \$1400 |
| Training and Development opportunities <ul style="list-style-type: none"> - External Training Providers - Leadership Development - Project Management | \$8,000 |

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YOUTH COUNCIL TERMS OF REFERENCE (cont'd)

ATTACHMENT No [2] - Youth Council - Scope of Works

| | |
|---|-----------------|
| - Youth Advocacy | |
| - Public Speaking | |
| Delivery Youth Project | \$6,000 |
| Travel Allocation | \$2,000 |
| Engagement and Promotion | \$2,600 |
| Consumables | \$2,000 |
| - Screening processes (Police Check) | |
| - Stationary (pens, notebooks, paper, markers) | |
| - Cleaning/hygiene supplies (sanitiser, disinfectant wipes, garbage bags) | |
| - Meal time disposables (napkins, paper plates, cups, cutlery) | |
| - Event supplies (decorations, name tags, disposable tableware) | |
| - Tech accessories (batteries, chargers) | |
| - Educational materials (handouts, workbooks) | |
| Catering | \$4,000 |
| Projected Total | \$26,000 |

FILE NO: F
1. A WELCOMING AND INCLUSIVE PLACE

ITEM NO: 9.3.7
(TEAM LEADER BUSINESS SUPPORT,
COMMUNITY SERVICE DELIVERY, NATALIE
MCDONALD)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

MOIRA SHIRE CREATIVE HUBS UPDATE

Recommendation

That Council allocates \$30,000 to both Nathalia and Cobram Arts Hub for their Round 2, Year 2 funding.

1. Executive Summary

[The Arts and Culture Strategy 2020 – 2026](#) states that “Up to Four Arts Hubs will be funded across the Shire to deliver the Action Plan in a localised format to best meet the needs and values of their communities.”

In May 2023, Council approved a second round of triennial funding, and applications were opened to the four existing Creative Hubs to apply for a 2023 – 2024 funding allocation (\$30,000).

Council have recently received Round 2, Year 1 acquittals and Round, 2 Year 2 Action Plan. The Action Plans were assessed by Moira Shire Staff and an independent assessor from Regional Arts Victoria.

2. Conflict of interest declaration

There are no conflict of interest considerations as associated with this report.

3. Background & Context

In 2020, Moira Shire released the Arts and Culture Strategy 2020 – 2026, which states that “up to four Arts Hubs will be funded across the Shire to deliver the Action Plan in a localised format to best meet the needs and values of their communities.”

The Creative Hubs were established in 2020 across the Shire incorporating the major towns of Cobram, Nathalia, Numurkah, Yarrawonga and surrounds. The Creative Hubs aim to support the delivery of the Arts and Cultural Strategy 2020 – 2026 and its identified action plan at the local level by developing and delivering annual Local Action Plans and contributing to the Shire wide focus on artistic and cultural development through participation in the Moira Creative Arts Hubs Network Group.

After an initial triennial round of funding, Council approved an additional three years of funding in May 2023 (\$30,000 per year). Applications were opened to the four existing Creative Hubs to apply for a 2023 – 2024 funding allocation (\$30,000). All four Hubs applied, submitting comprehensive Action Plans for the next 12 months, and scoring well from the four assessors.

Based on the information above, the recommendation is that Council endorse the Nathalia and Cobram Hubs to receive their 2024/25 funding.

4. Issues

There are no issues associated with this report.

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1. A WELCOMING AND INCLUSIVE PLACE

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(TEAM LEADER BUSINESS SUPPORT,
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MCDONALD)
(DIRECTOR COMMUNITY SCOTT WILLIAMS)

MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

5. Strategic Alignment

Council Plan

1. A welcoming and inclusive place

1.02 Our artistic, cultural programs and services will promote inclusiveness, social wellbeing and reflect the needs and values of communities

6. Internal & External Engagement

Engagement (who did you engage with?)

Internal Manager Community Wellbeing / Team
Leader Administration / Acting Team
Leader Community Development, Arts and Culture

Feedback

On going consultation and feedback
Consultation about Smarty Grants
portal and acquittals

External Regional Arts Victoria

Consultation and assistance with
Creative Hubs

The four Arts Hubs, at quarterly networking
meetings

Acquittals and Action Plans

7. Budget / Financial Considerations

Provide Nathalia and Cobram Creative Hubs Year 2 funding, totalling \$60,000.

8. Risk & Mitigation

The recommendation aims to reduce the financial risks associated with providing ongoing funding where there is evidence that the Creative Hub may not be able to deliver on the actions. The Community Wellbeing Team will continue to work with the Creative Hubs to provide guidance and assistance on delivering their action plans.

9. Conclusion

The Arts and Culture Strategy 2020 – 2026 states that *“Up to Four Arts Hubs will be funded across the Shire to deliver the Action Plan in a localised format to best meet the needs and values of their communities.”* After assessing the most recent acquittals and applications, it has been determined that Council consider funding the Nathalia and Cobram Creative Hubs for Year 2 funding. Council will continue to work with the Creative Hubs to provide guidance and assistance on delivering their action plans.

Attachments

1 Triennial Funding Application Guidelines

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ATTACHMENT No [1] - Triennial Funding Application Guidelines



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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

Overview

The inaugural Arts and Culture Strategy 2020 - 2026 was adopted by Council in December 2019. This strategy guides the provision of a "service committed to actively shaping the future for Moira residents through arts and culture activities and programs..." and supports the delivery of *Pillar 1: A welcoming and Inclusive Place* in the Moira Shire Council Plan 2021 - 2025:

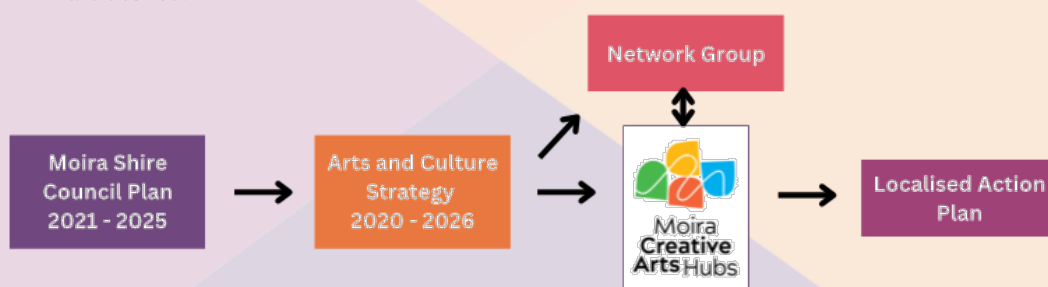
- 1.01** *We celebrate our communities' achievements and diversity*
- 1.02** *Our artistic, cultural programs and services will promote inclusiveness, social wellbeing and reflect the needs and values of communities*
- 1.03** *We will empower communities to craft their own vision of the future and support their efforts to be more resilient*
- 1.04** *We value and respect the culture of our traditional owners*
- 1.05** *We will value and recognise the history and heritage of our towns and buildings*
- 1.06** *Recreation, sports facilities, programs and services respond to our diverse and emerging community needs*
- 1.07** *We promote the health and wellbeing of our communities*
- 1.08** *Gender equality is embedded in Council policy and decision making*

For further information, please see Moira Shire Council's Arts and Culture Strategy 2020 - 2026.

The Moira Creative Arts Hubs (Creative Hubs) were established in 2020 across the Shire incorporating the major towns of Cobram, Nathalia, Numurkah, Yarrawonga and surrounds. The Creative Hubs aim to support the delivery of the Arts and Cultural Strategy and its identified action plan at the local level by developing and delivering annual Local Action Plans and contributing to the shire wide focus on artistic and cultural development through participation in the Moira Creative Arts Hubs Network Group.

The 2024 - 2026 triennial funding for the Creative Hubs will be via an invitation to existing Creative Hubs to apply to continue to be part of the program. Applicants must demonstrate capacity to develop and implement initiatives that deliver the actions and programs identified in the Arts and Culture Strategy 2020 - 2026 action plan in a localised setting.

Up to four Creative Hubs will be funded across the Shire and applications which seek to encourage, develop or enhance new or existing collaboration and creative opportunities are desired.



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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

What is a Moira Creative Arts Hub?

An established organisation, a collaboration or association comprised of a broad range of members (not limited to members that live within that locality) that deliver arts programs and activities within each town and surrounding district.

A Creative Hub includes an established or newly created creative space (physical and/or virtual) which provides for the centralised coordination of programs and activities.

As per the Arts and Culture Strategy 2020 - 2026, it is expected that Creative Hubs in Moira, will provide professional development and economic opportunities for arts groups and individual arts practitioners. The Hub will encourage the broader community and regional visitor's access to the arts in each local setting.

Moira Creative Arts Hubs Aims

The Creative Hubs will deliver an agreed Local Action Plan that progresses at the local level, the directions of Council's Arts and Culture Strategy 2020 - 2026 and its action plan. The Creative Hubs Local Action Plans will aim to:

1. Develop inclusive programs and activities valuing the culture of First Nations Peoples and support First Nations artists through engagement.
2. Provide affordable exhibition, studio and intimate performance opportunities to artists and creative practitioners.
3. Provide professional development opportunities to build local creative expertise and strengthen artists' community engagement.
4. Build knowledge and understanding of the culturally diverse Moira identity.
5. Support youth focused programs.
6. Provide sales opportunities to support local creative economies.
7. Contribute to an arts directory.
8. Engage with communities by actively listening to their changing needs and expectations.
9. Develop and deliver programs to encourage community interaction.
10. Consider Creative Recovery opportunities when developing programs for local communities.
11. Provide broader community and regional visitors' access to the arts in each local setting.

Evaluation

As part of the approval of the Creative Hubs applications and Local Action Plans, the above Aims will be agreed and used to evaluate the success of these in delivering against the vision of the Arts and Culture Strategy.

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

The acquittal process will require Creative Hubs to report on:

- The delivery of their Actions Plans and how they have achieved or worked towards the Aims; and
- Funding expenditure and augmentation of income derived from alternative sources.

Application Eligibility

For applicants to be eligible to apply for Creative Hub funding, they must:

- Have an Australian Business Number (ABN) or have a community organisation who is willing to auspice the application and accept responsibility for the administration of the funding;
- Be an incorporated 'not for profit' community organisation with open membership to residents in Moira Shire or a Moira Shire Council delegated Committee;
- Hold public liability insurance to cover the project or event, up to \$20 million dollars minimum;
- Have satisfactorily accounted to Council for the expenditure of any previous Council funding;
- Submit a compliant application;
- Have relevant management plans in place, including: risk, project, event and financial;
- Agree to and act in accordance with:
 - All relevant Local Laws
 - Federal and State legislation and Standards, including but not limited to
 - Accounting and auditing requirements;
 - Equal Opportunity Act 2010;
 - Anti-discrimination laws;
 - Victorian Charter of Human Rights and Responsibilities Act 2006;
 - Disability Act 2006;
 - Occupational Health and Safety Act 2004;
 - Gender Equality Act 2020;
 - Privacy, Confidentiality and Freedom of Information laws;
 - Registration or accreditation of professional employees; and
 - Preparation and dissemination of annual reports.

Organisations and individuals in the below categories are ineligible to apply for Creative Hub funding:

- Private profit-making organisations and individuals*;
- Organisations, events or activities that are considered by Council to be the funding responsibility of other levels of Government (State or Federal government agencies, primary, secondary or tertiary educational facilities)*;
- Community organisations that receive direct income from electronic gaming machines*; or
- Political or Religious groups for the purposes of these activities

*Noting that these are eligible to be members of a consortia application.

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

Funding

Moira Shire Council will provide funding on a Triennial basis. The funding is intended to augment income derived from alternative sources which may include:

- Generated fees/income;
- Applicant cash contribution;
- Council's Community Strengthening Grants or any other relevant grants or sponsorships;
- Business sponsorship; and/or
- Grant income from other funding partners such as state or federal government or philanthropic organisations.

Moira Shire will financially support the development and delivery of the four Creative Hubs and their programs over the financial years 2024 – 2026 inclusive. Each Creative Hub will receive annual funding of \$30,000 per year. Applications can be made to form a Creative Hub spanning more than one area. If successful, the Creative Hub will be allocated the funds for each of the designated area covered (i.e. two areas = \$60,000 per annum).

Annual funding can be used to:

- Contribute to the operational expenses of the Creative Hub and the delivery of its Action Plan. Up to 60% of annual funding can be used for this purpose as per the following breakdown:
 - up to 30% of annual funding can be used for staffing;
 - up to 30% of annual funding can be used for rental costs;
- Business Plan development and Governance training;
- Programs and activities which deliver on the Arts and Culture Strategy 2021 – 2026 Action Plan with the following exceptions - projects, events or activities that:
 - Run at a profit that is not reinvested back into the community organisations or their next event;
 - Are being funded by other parts of Council (some exceptions may apply by agreement);
 - Are run by (or involved with) political or religious groups seeking to promote core beliefs;
 - Are a clear duplication of existing local services (without relevant justification);
 - Are closed to the general public, meaning that relevant community members may not freely access them;
 - Use funds for interstate or overseas travel;
 - Are for funding of prizes, sponsorships, donations or gifts (some exceptions may apply by agreement);
 - Will have a detrimental impact on the environment;
 - Use funds for spaces or projects primarily for non-creative uses;
 - Constitute business as usual services, activities and operations outside Creative Hub operations; and/or
 - Constitute routine repairs and maintenance.

Council may consider funding projects/events held outside of Moira Shire, particularly in the two cross border communities of Cobram-Barooga and Yarrawonga-Mulwala, where economic benefit to Moira Shire can be demonstrated.

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

Triennial Agreement, Annual Acquittal and Reporting

Successful applicants will be required to enter into a Triennial Funding Agreement with Council. This document will detail Terms and Conditions of the grant including:

- Evidence of risk, project, event, HR and financial management plans
- Management of payments and application of GST
- Requirements for the annual acquittal of all funds supporting the Creative Hubs activities as detailed in the Moira Creative Hub Action Plan.
- Requirements for monthly updates to Council in relation to Creative Hub Activity (delivery of Action Plan) that may include provision of:
 - promotional material to support the promotion of Creative Hubs across Moira Shire
 - data, testimonials and general information to support case study development
 - general update that programs are running on track and no new information is available
- Requirements for annual program evaluation as described earlier in the Evaluation section of this document.
- Timelines for reporting.

Application Process

Eligible applicants can apply for Moira Creative Arts Hubs funding by completing an online application form via SmartyGrants. The website is

<https://moira.smartygrants.com.au>. If you are a first-time user of SmartyGrants you will need to register. We suggest you use an organisational email address to register to ensure all your applications are in one place and can be accessed over time by relevant committee members.

It is important that each of the sections above are completed fully and that all supporting documentation is attached. To prepare your application, applicants should:

- Read Triennial Creative Hub Funding Guidelines and the Application Form thoroughly;
- Refer to Moira Shire Council Plan 2021 - 2025 and Arts and Culture Strategy 2020 - 2026 for background and referencing information;
- Discuss your application and questions with Moira Shire Council Officers – Lead Officer, Creative Hubs Liaison; Team Leader Community Development, Arts and Culture; or Administration Support Officer – Community;
- Fill in the application form through SmartyGrants using these guidelines; and
- Submit your completed application by 11:59pm on Monday 3 July, 2023.

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

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The overall process and timeframe for the applications are as follows:

- Wednesday 7 June, 2023 - Applications open through SmartyGrants.
- Wednesday 7 June, 2023 - Monday 3 July, 2023 - Council Officers available to assist applicants.
- Monday 3 July, 2023 - Applications to be submitted via SmartyGrants.
- The Assessment Panel assess applications based on aims and assessment criteria. The assessment panel will consist of Moira Shire officers and one industry peer.
- Date TBC - Applications go to the Executive Leadership Team and/or Council for endorsement. Successful and unsuccessful applicants notified immediately after meeting.
- Successful applicants will be required to enter into a funding agreement with Council.

The application has been broken down into the following sections:

- Section A: Information and Eligibility
- Section B: Contact Details
- Section C: Creative Hub Action Plan Year 1 Round 2 (Proposed)
- Section D: Budget
- Section E: Supporting Documents
- Section F: Application Checklist and Declaration

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

Assessment Criteria

Assessment Criteria is directly based on the Moira Creative Arts Hubs Aims, as outlined below. Allocation of funding is not guaranteed. Each Application will be assessed against the following criteria:

| | Moira Creative Arts Hubs Aims | Moira Creative Arts Hub application demonstrates |
|----|---|--|
| 1 | Develop inclusive programs and activities valuing the culture of First Nations Peoples and support First Nations artists through engagement | <p>Expertise and capacity to successfully manage and evaluate the Creative Hub</p> <p>Expected outcomes and evaluation methods</p> <p>Evidence of the local community needs the Creative Hub will meet and how</p> <p>Who the primary beneficiaries are</p> <p>Evidence of partners and collaborative relationships</p> <p>Consideration of sustainability</p> <p>Opportunities to promote accessibility, inclusiveness and/or equity</p> <p>The capacity the Creative Hub has for future growth</p> |
| 2 | Provide affordable exhibition, studio and intimate performance opportunities to artists and creative practitioners | |
| 3 | Provide professional development opportunities to build local creative expertise and strengthen artists' community engagement | |
| 4 | Build knowledge and understanding of the culturally diverse Moira identity | |
| 5 | Support youth focused programs | |
| 6 | Provide sales opportunities to support local creative economies | |
| 7 | Contribute to an arts directory | |
| 8 | Engage with communities by actively listening to their changing needs and expectations | |
| 9 | Develop and deliver programs to encourage community interaction | |
| 10 | Consider Creative Recovery opportunities when developing programs for local communities | |
| 11 | Provide broader community and regional visitors' access to the arts in each local setting | |

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MOIRA SHIRE CREATIVE HUBS UPDATE (cont'd)

ATTACHMENT No [1] - Triennial Funding Application Guidelines

Assessment Panel

The Assessment Panel is made up of relevant Officers and one independent industry peer. The Assessment Panel will conduct the initial assessment of the applications, with endorsement from Council.

Notification Process

Notification of successful and unsuccessful applications will take place immediately following the Council Meeting.

Successful applicants will be notified by:

- Email notification via SmartyGrants. Successful applicants will be required to enter into a funding agreement with Council.

Unsuccessful applicants will be notified by:

- Initial email via SmartyGrants including details of Contact Officer to discuss the application and provide feedback.

Review and Evaluation

Successful applicants will be required to enter into a three year funding agreement with Council. The funding agreement requirements will include the acquittal of the twelve-month funding and a report based on the year's programs. Reporting will include details of activities, participation numbers and evaluation outcomes of each of the Creative Hubs and their programs and activities. It is expected that report timelines will be adhered to as set out and agreed in the funding agreement.

Feedback

All applicants are encouraged to call for feedback on their application prior to submitting or post-outcome if not successful.

In order to continually improve the manner of funding allocations, feedback from the community regarding the criteria, timing and targeting of this funding is encouraged. Any comments regarding these matters should be directed to:

Manager Community
Moira Shire Council
PO Box 578, Cobram VIC 3644
or via email grants@moira.vic.gov.au

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 9.4.1
(PROJECT MANAGER, CONSTRUCTION
AND ASSETS, PAUL DIFFEY)
(DIRECTOR INFRASTRUCTURE, RACHAEL
GADD)

PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH

Recommendation

That Council, in accordance with Schedule 4, Section 10 of the Road Management Act:

1. Endorses the commencement of that 28-day statutory consultation of the proposal to close McDonald Street (Numurkah) at the northern leg of Quinn Street and establish McDonald Street between Quinn Street and Knox Street as a one-way street as shown in concept plan attachment 1.
2. Approves public notices of the proposed changes to be published in the Numurkah Leader, Cobram Courier and Shepparton News
3. Authorises the CEO to undertake the administrative procedures necessary to enable Council to carry out its functions under section 223 of the Local Government Act 2020; and
4. Authorises the CEO to establish a committee of staff delegates to hear any persons wishing to be heard in support of their written submissions, on a date to be determined by the CEO following the 28-day consultation period.

1. Executive Summary

As part of the Level Crossing Upgrade Program V/line is currently planning to upgrade the Quinn Street Level Crossing in Numurkah. These works incorporate the installation of new boom barriers, flashing lights and axle counter signaling technology to control the operation of the boom barriers and flashing lights.

The proximity of existing McDonald Street side roads to the proposed level crossing will impact the ability of providing a fully compliant and safe design solution from a Rail Infrastructure Safety Standards. This is due to the risk of a road rail collision due to the proximity of side road entrance to the level crossing.

V/Line has requested that Council consider that a permanent road closure in McDonald Street north of Quinn Street is established and McDonald Street south of Quinn Street be made one way only so vehicles can no longer exit McDonald Street entering onto Quinn Street Numurkah.

The purpose of this report is to commence stakeholder and community engagement on the proposal to restrict access from McDonald Street onto Quinn Street in Numurkah.

2. Conflict of interest declaration

There are no officer conflicts of interest either real or perceived to be declared.

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GADD)

PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

3. Background & Context

Level Crossing Upgrade Program

The Victorian State Funded Level Crossing Upgrade Program consists of important regional safety improvements through the upgrade of dangerous and unprotected level crossings. The program is led and delivered by V/Line but covers multiple rail operators including Australian Rail Track Corporation (ARTC) and Puffing Billy Railway.

To date, V/Line has upgraded over 50 sites. The positive impact to the surrounding residents and neighbourhoods is a safe and reliable level crossing allowing communities to travel to one another safely and stay connected.

As part of this program three level crossings in Numurkah township have been selected as part of the next roll out of this program. These are the level crossings on Nathalia-Katamatite Road, Quinn Street and Exhibition Street. This upgrade will see V/Line construct boom gates and associated signal hardware to improve road safety and operation of the level crossings.

The Nathalia-Katamatite Road and Exhibition Street crossings have been slated for the 2025/26 financial year rollout, as part of the 2024/25 roll out the crossing on Quinn Street Numurkah is proposed to be upgraded.

Quinn Street Level Crossing

The level crossing on Quinn Street is unusual as the train line runs through a crossroad intersection with McDonald Street on a diagonal from southwest to northeast corner, effectively creating a 6-way intersection.

See aerial photograph below:



As per current ARTC design guidelines for level crossings a minimum offset of 26m would ideally be required from intersections to level crossings to avoid queuing from the level crossing across the intersection and provide enough storage for long vehicles without compromising the intersection.

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PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

The existing layout is a road safety risk as vehicles may enter the intersection without checking and be struck by a train when turning. The lack of flashers and boom gates at the intersection combine with irregular train services on the Tocomwal Line compounds this situation as drivers may not anticipate the approach of a train to the intersection.

Another safety concern is the from the proximity of the train line to the level crossing will require any vehicle longer than a car needing to turn left being required to cross the road center line when leaving McDonald Street onto Quinn Street. This will create potential unexpected conflicts with vehicles travelling on Quinn Street. An analysis of crash history at the site shows this type of collision has occurred a number of times, mostly recently in 2020 when one person was injured. If the intersection of McDonald and Quinn Street were to remain open, then this risk will be increased due to the need to narrow the intersection for the installation of the boom gates requiring vehicles to pull out further into oncoming traffic when turning left.

There are other operational issues with the intersection and train line being in such proximity such as queuing across the intersection impeding traffic flow. And lack of pedestrian path.

Proposed Upgrade

To address the existing transport safety concerns at the intersection VLine have developed plans to install boom gates with flashing lights to warn of the approach of trains and stop traffic when a train is approaching or crossing the intersection.

Due to the proximity of the intersection to the train line, design standards require the boom gates to be installed within the existing carriageway on McDonald Street on both the northern and southern legs. It has been identified that there is no way to continue access out of McDonald Street without left hand turning vehicles needing to cross into the path oncoming traffic. From a road safety and engineering point of view this would expose the community to unnecessary risk.

Proposal – Northern leg

VLine are proposing to close the northern leg of the McDonald Street intersection to through traffic. This will include the construction of a court bowl in front of 16 McDonald Street. Based on the Moira Shire Engineering Department assessment of the intersection the closure is the preferred outcome from a road safety and traffic operation perspective.

This will restrict access to residents of McDonald Street and Dolphin Street as they will need to travel via Stewart Street for vehicle access to Quinn Street. Council officers estimated the additional travel time for residents will be under 1 minute per trip.

It is also noted that rat running through McDonald Street between Quinn Street and Saxton Street has been a concern of residents in this section of McDonald Street for many years. Through this closure there will be an end to the rat run, which will improve residential amenity in McDonald Street.

In addition to this consultation the creation of a cul-de-sac at the northern end of McDonald Street will result in this section of road required to be re-named in accordance with section 3.2.5 of the Naming Rules for Places in Victoria 2022. The re-naming of this section of the road will be necessary as emergency service vehicles will no longer be able to navigate the entire course of the road from one end to the other. A separate consultation process will be undertaken in relation to the naming of the road following a decision on the proposed closure.

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PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

Proposal – Southern leg

Similar to the northern leg, VLine are requesting the restriction of access to the southern leg of McDonald Street. Due to the number of businesses along McDonald Street south of Quinn Street it is proposed to retain access into McDonald Street from Quinn Street but restrict vehicle movements to one way access only on McDonald Street between Quinn and Knox Streets. This will enable the removal of vehicles needing to turn out of McDonald Street and cross the train line.

VLine have advised that they did investigate a court bowl south of the intersection and were unable to fit it in due to the narrow road reservation and presence of services. Council's Engineering Department are currently reviewing this.

A concept design is attached for reference.

Way forward

As Council is the Coordinating Authority under the Road Management Act for McDonald Street and Quinn Street, VLine are requesting Council initiate the process for the closure of the intersection of Quinn Street and McDonald Street for the northern leg and partial closure and travel restriction on the southern leg.

Under the Department of Transport Guidelines for schedule 4 of the Road Management Act Council is required to seek a Memorandum of Authorisation from the Department for the closure of the northern leg and travel restriction on the southern leg.

Under section 223 of the Local Government Act Council is required to provide at least 28 days to seek feedback from the following groups:

- Affected residents and property owners in Quinn Street, McDonald Street, Dolphin Street
- Utility service authorities who have assets in McDonald Street or Quinn Street
- Local Emergency Services
- Public Transport operators
- Interested community members

To evaluate any submissions Council will need to form a committee comprising of the following officers:

- Manager Engineering
- Manager Governance and Performance

Other Council staff from the above departments will assist in carrying out the consultation, providing technical advice and preparation of any reports.

Any party who provides a response will have opportunity to speak their submission or nominate a representative to voice their opinion on the proposal to the committee. Council will authorize the Chief Executive Officer to nominate a suitable date within 28 days of the closing of submissions to hear stakeholder feedback.

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(DIRECTOR INFRASTRUCTURE, RACHAEL
GADD)

PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

To achieve the above Council's Engineering Department propose the following community engagement which will be coordinated through the Communications and Engagement Department and following Council's processes for adopting new strategies:

- Create a Moiramatters engagement page.
- Write to residents of McDonald, Dolphin and Quinn streets advising of VLines proposal seeking feedback through the Moiramatters or direct mail to Council.
- Write to public transport operators, utility services, and emergency services requesting feedback on the proposal directly to Council officers.
- Public notice in the Numurkah Leader, Shepparton News and Cobram Courier.
- Advertise on Council's website and social media pages.
- Provide at least 2 Drop-in sessions at the Numurkah Civic Centre to give stakeholders a chance to engage with Council staff on the proposal or assist with their submissions.

It is proposed for engagement to be carried out through September 2024 with meeting to assess proposals being held in October 2024. The report to Council will be tabled at either the October or November Council meetings.

4. Issues

The proposal will address ongoing public safety and operational concerns at the Quinn St/McDonald St level crossing. It will also address rat running issues reported by residents of McDonald Street over the years.

Under the Local Government Act and Road Management Act Council need to follow a prescribed process in considering this matter.

An MOA from DTP will be required before the changes can take effect.

5. Strategic Alignment

Legislation

Local Government Act (1989, 2020)
Road Management Act (2004)
Road Safety Act (1986)
Integrated Transport Act (2010)

FILE NO:
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GOVERNANCE

ITEM NO: 9.4.1
(PROJECT MANAGER, CONSTRUCTION
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(DIRECTOR INFRASTRUCTURE, RACHAEL
GADD)

PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

Council Plan

- | | |
|---|--|
| 2. A Diverse and dynamic economy | We advocate for the provision of essential infrastructure including energy supply, digital connectivity and transport services |
| 4. Customer focused and responsive | To provide, renew and maintain a diverse network of assets that are safe, efficient and accessible |
| 5. Transparent and accountable governance | Our decisions will be evidence-based, financially viable, and for the longer term |
| | We responsibly manage our business, health, and safety risks |
| | We will be transparent, inclusive, responsive and accessible when engaging with the community |
| | We will strive to provide a safe, compliant, and well-planned built environment based on a sound strategic platform |

6. Internal & External Engagement

| | | |
|------------|------------------------|--|
| Engagement | | Feedback |
| Internal | Engineering Department | Supportive of measure. Would like to see a pedestrian link installed on each side of Quinn |
| | Operations | No objections to the proposal |
| | Waste Management | |
| External | VLine | Project Sponsor |

7. Budget / Financial Considerations

Nil, all costs of works will be VLines responsibility under the Level Crossing Upgrade Program.

8. Risk & Mitigation

N/A

9. Conclusion

Council's Engineering Department have reviewed the proposal and are supportive of the closure due to road safety and traffic operations issues at the site.

As coordinating road authority for all roads effected by the proposal, Council will need to undertake stakeholder engagement prior to making final decision.

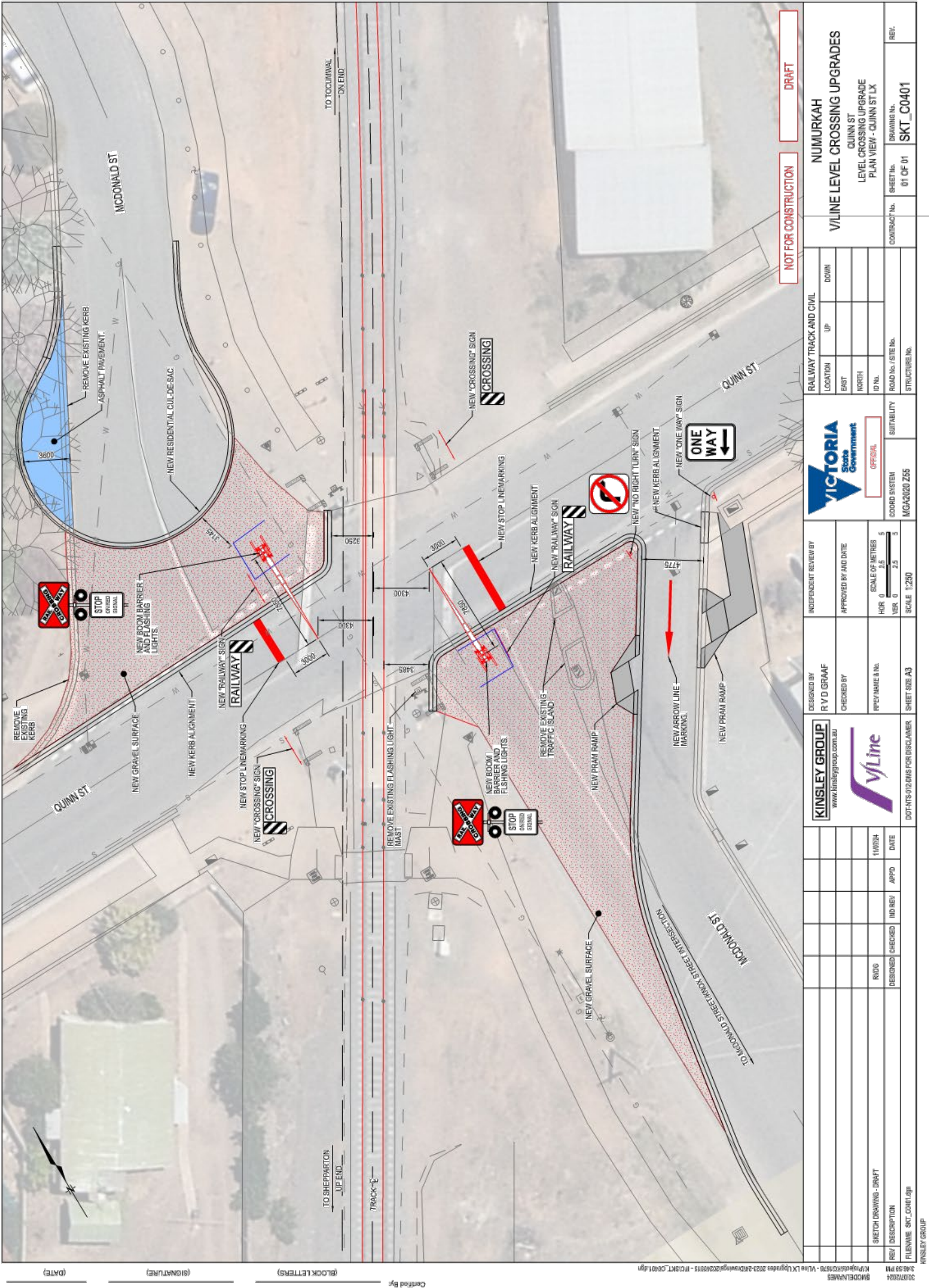
Attachments

- 1 Quinn Street Level Crossing Concept Drawings

| | |
|---|---|
| FILE NO: 5. TRANSPARENT AND ACCOUNTABLE GOVERNANCE | ITEM NO: 9.4.1 (PROJECT MANAGER, CONSTRUCTION AND ASSETS, PAUL DIFFEY) (DIRECTOR INFRASTRUCTURE, RACHAEL GADD) |
|---|---|

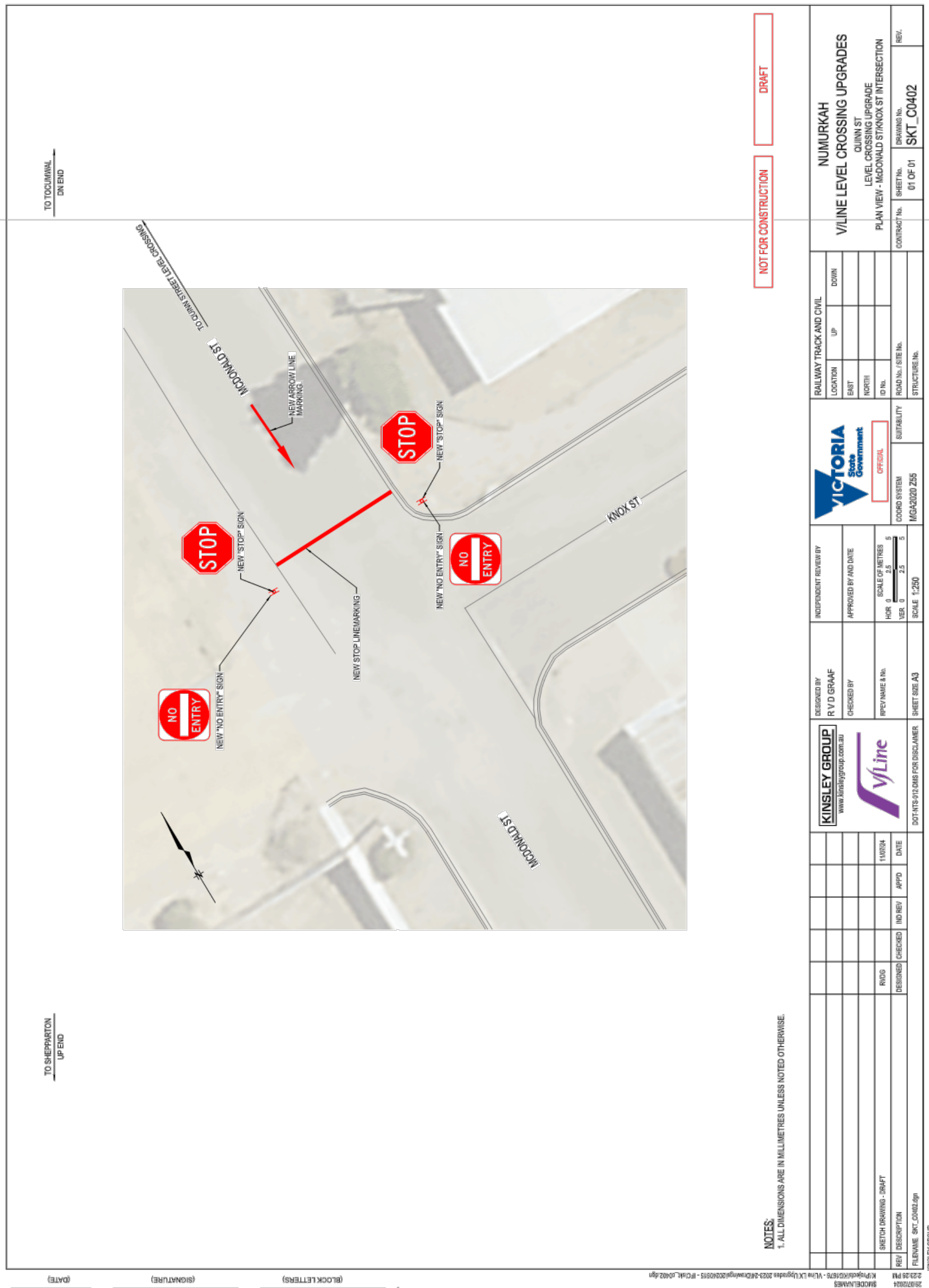
PROPOSAL TO CLOSE MCDONALD STREET NUMURKAH (cont'd)

ATTACHMENT No [1] - Quinn Street Level Crossing Concept Drawings



ITEM NO: 9.4.1
(PROJECT MANAGER, CONSTRUCTION AND ASSETS, PAUL
DIFFEY)
(DIRECTOR INFRASTRUCTURE, RACHAEL GADD)

ATTACHMENT No [1] - Quinn Street Level Crossing Concept Drawings



FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 9.4.2
(PROCUREMENT OFFICER, LISA KNIGHT)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS BRIDGE, NATHALIA

Recommendation

That Council:

1. Note the need to replace Bartrop's Bridge Griffiths Lane, Kotupna and Bourke's Bridge on Murray Road, Nathalia due to their deteriorating condition.
2. Note the funding commitment from the Federal Department of Infrastructure, Transport, Regional Development and Communications for the replacement of the two bridges prior to 23 November 2025.
3. Award contract C011/24 – Design and Construction of Bourke's and Bartrop's Bridge, Nathalia to Murray Constructions Pty Ltd (ABN 61 003 546 629) for the lump sum of \$2,940,175.00 ex GST.
4. Note the estimated funding shortfall of \$1,192,192 - including a contingency allowance - and authorise officers to refer this commitment to the 2025/26 budget planning process as a prior commitment.
5. Authorises officers to formally request additional funding support from the Department of Infrastructure, Transport, Regional Development and Communications in response to the cost escalation; and
6. Authorise the Chief Executive Officer to sign the contract documents.

1. Executive Summary

Moira Shire Council (Council) invited tenders from suitably qualified and experienced contractors to provide full detail design documentation for construction purposes for the demolition and replacement of Bartrop's Bridge on Griffiths Lane, Kotupna and Bourke's Bridge on Murray Road, Nathalia.

The Tender Evaluation Panel met and is recommending awarding the Contract to Murray Constructions Pty Ltd (ABN 61 003 546 629) for the lump sum of \$2,940,175.00 (Excl. GST).

The Contract sum is in excess of the funding approved via the 2024/25 Council Budget and it is recommended that the funding shortfall (\$1,192,192) including a contingency allowance be referred to the 2025/26 budget planning as a prior commitment.

It is also recommended that officers engage with the Federal Department of Infrastructure, Transport, Regional Development and Communications to seek additional funding support in response to the cost escalation.

2. Conflict of interest declaration

There was no conflict of interest declared for this tender evaluation process.

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ITEM NO: 9.4.2
(PROCUREMENT OFFICER, LISA KNIGHT)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

**C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS
BRIDGE, NATHALIA**
(cont'd)

3. Collaborative Procurement

As these services are specific to Moira Shire Council it was determined that a collaborative procurement approach was not appropriate.

4. Background & Context

In 2015 Council carried out an audit of bridges in Moira Shire and identified several existing bridges in need of replacement due to poor condition or no longer able to perform at the required level of service for their purpose.

Murray Road Bridge "Bourke's Bridge" in Nathalia and Griffiths Lane Bridge "Bartrop's Bridge" in Kotupna were two structures identified in need of replacement.

In response to this Audit, Council submitted a Federal Department of Infrastructure, Transport, Regional Development and Communications funding application via the Heavy Vehicle Safety and Productivity Program.

The funding application was successful, with Council receiving \$896,355 towards Bartrops Bridge and \$1,285,832 towards Bourkes Bridge on the basis the Department would fund 80% of the project cost, with Council funding the balance.

The funding agreement commits Council to replace both structures in full and they show signs of fatigue and are yielding under repeated loading. The bridges are no longer capable of servicing heavy vehicles associated with agribusiness in the area while the CFA has expressed concern about the load limitations currently in place.

Current advice suggests that if works are not carried out Council would have to further reduce load limits and, in time, potentially close the bridges until improvement works are completed.

5. Contract Details

This is a lump sum contract with works to be completed by 23 November 2025.

6. Date of Public Notice

| Paper | Date |
|----------------------|--------------|
| The Age | 2 March 2024 |
| Border Mail | 2 March 2024 |
| Shepparton News | 5 March 2024 |
| Cobram Courier | 6 March 2024 |
| Numurkah Leader | 6 March 2024 |
| Yarrawonga Chronicle | 6 March 2024 |
| Social Media | 2 March 2024 |

Submissions closed on 8 May 2024.

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(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

**C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS
BRIDGE, NATHALIA**
(cont'd)

7. Receipt of Tenders

4 submissions were received.

8. Supervision

Superintendent – Manager Project Delivery

Superintendent Representative – Project Manager

9. Panel Membership

- Manager Project Delivery
- Project Manager
- Project Manager

The Procurement Coordinator moderated the tender evaluation.

10. Non-conforming tenders

No submissions were deemed non-conforming.

11. Procurement Plan

The following evaluation criteria and weightings were used:

| Weighted Evaluation Criteria | Weighting |
|--|----------------|
| Tendered Price | 40% |
| Compliance with Specification | 10% |
| Availability of Skills and Resources | 10% |
| Track Record | 5% |
| Management Schedules | 10% |
| Environment, Traffic & Site Management | 7% |
| Timeframes | 8% |
| Contribution of Local Economy | 10% |
| TOTAL | 100.00% |

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**C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS
BRIDGE, NATHALIA**
(cont'd)

12. Issues

The two projects were tendered as a single package – not as separable portions – on the basis the two bridges:

- Are in equally poor condition.
- Require a similar scope of works and are in the same general location.
- Are funded through the same Federal grants program. and
- Offer economies of scale associated with a single provider performing the work.

The tender response has, however, identified a shortfall in funding required to deliver the projects in full and while the decision to tender as a single package is sound, it does mean that the two projects cannot be separated post-tender.

On this basis, the options are to:

- a) Award the Contract based on the recommendation of the Tender Evaluation Panel and source additional funding (Recommended); or
- b) Do not award the tender and continue to manage the bridges until such time as funding can be secured.

Officers are recommending that Council award the Contract on the basis that:

- The bridges are in poor condition and will further deteriorate and no longer be in a condition to provide the required level of service to the community.
- Council will be required to return the funding to the Federal Government should it not proceed.
(Note: per the funding agreement with the Federal Government, it is possible further funding could be received)
- The bridges are considered essential infrastructure to the community and if Council were to defer the works, it would only be delaying the cost to replace the bridges into future years.
- The project is to be delivered across two financial years, therefore the funding commitment required to deliver the works in full can be accommodated as part of the 2025/26 budget planning.
- The decision to award the Contract does not impact the 2024/25 budget.

A detailed summary of project funding is included in Item 15 below.

13. Strategic Alignment

Council Plan

5. Transparent and
accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations. The processes undertaken to award the contract meet the legislative and policy requirements relating to procurement and tendering.

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ITEM NO: 9.4.2
(PROCUREMENT OFFICER, LISA KNIGHT)
(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

**C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS
BRIDGE, NATHALIA**
(cont'd)

14. Internal & External Engagement

| Engagement (who did you engage with?) | Feedback |
|--|--|
| Internal Evaluation Panel | Each member of the Evaluation Panel participated and contributed to the evaluation and moderation of the tender. |
| External N/A | N/A |

15. Budget / Financial Considerations

(All figures Excl. GST)

Costs associated with the planning and design for the two bridge projects were incurred during the 2022/23 and 2023/24 financial years at a cost of \$29,660.59 and \$75,138.64 respectively.

While each project has been allocated funding within the 2024/25 Budget, for the purposes of tendering and awarding a contract, the bridges are considered a single project and budgets have been aggregated.

The projected expenditure can be attributed to cost escalations being far greater than could have been reasonably anticipated at the time the funding request was submitted to the Federal Government, particularly for roads and infrastructure materials.

It is proposed that Bourkes Bridge will be delivered first and will be completed in 2024/25 while Bartrops Bridge will be completed in 2025/26 however no funding was identified in future years as part of the 2024/25 budget preparation.

Subject to Council awarding the Contract, the funding shortfall will be referred to the 2025/26 budget planning process as a prior commitment. (Refer table below)

| Project | Recommended Contract Sum | 2024/25 budget | Proposed 2025/26 funding |
|-------------------------|--------------------------|--------------------|--------------------------|
| Bourkes Bridge Renewal | \$2,940,174 | \$1,172,000 | |
| Bartrops Bridge Renewal | | \$870,000 | \$1,192,191 |
| Contingency* | \$294,017 | | |
| Total | \$3,234,191 | \$2,042,000 | |
| Current Shortfall | | (\$1,192,191) | |
| Proposed shortfall | | | \$0 |

* Note: Use of the contingency amount will be administered under delegation and in accordance with the Conditions of Contract.

A credit report was conducted which did not indicate any risks associated with the preferred tenderer.

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(ACTING DIRECTOR CORPORATE
PERFORMANCE EVA SALIB)

**C011/24 - DESIGN AND CONSTRUCTION OF BOURKES AND BARTROPS
BRIDGE, NATHALIA**
(cont'd)

16. Risk & Mitigation

Project Delivery

To minimise the risks associated with the works under contract, the following conditions must be met:

- Design Management Strategy
- Construction Management Strategy
- Traffic Management Strategy
- Environmental Management Strategy
- Occupational Health and Safety - Site Safety Strategy
- Utility Services Management Strategy

Financial Sustainability

Subject to Council awarding the contract, Council officers will submit a variation report to the Federal Bridge Renewal Program requesting additional funding to respond to the cost escalation.

17. Conclusion

After consideration of the submissions, including price and specification requirements, the evaluation panel recommends Murray Constructions Pty Ltd as the successful tenderer.

Attachments

- 1 Appendix A - Evaluation Summary (Confidential) - *printed in separate document*
- 2 Appendix B - Budget Summary (Confidential) - *printed in separate document*
- 3 Appendix C - Credit Report (Confidential) - *printed in separate document*

FILE NO:
5. TRANSPARENT AND ACCOUNTABLE
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ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR THE PERIOD 1 APRIL TO 30 JUNE 2024

Recommendation

That Council note the Quarterly Report to the Minister for Local Government for the period 1 April to 30 June 2024 that highlights the achievements against the Ministerial Statement of Expectations for the Panel of Administrators for 2024.

1. Executive Summary

The Quarterly Report to the Minister for Local Government provides an update on the progress to achieve the objectives of the Ministerial Statement of Expectations for the period 1 April to 30 June 2024:

The key priorities and objectives to be actioned in 2024 by the Panel of Administrators is as follows:

- Acquit all recommendations from the Moira Shire Council Commission of Inquiry Report.
- Finalise recruitment, selection and on boarding of a new Chief Executive Officer.
- Finalise and implement a comprehensive strategy for deliberative engagement in the development of Council's Budget.
- Develop and implement a Traditional Owner recognition and engagement strategy.
- Review and establish a comprehensive approach to managing the CEO's performance.
- Establish a comprehensive Customer Experience Strategy to address historical low levels of community satisfaction with the Council.
- Review Council's Council Plan and 10 Year Financial Plan.
- Implement a strategy to create a safe, respectful and inclusive workplace culture.
- Design and implement a Moira Shire Community Engagement process.
- Finalise an MOU with the Moira Shire education and health sectors to foster stronger collaboration and cooperation.
- Design and implement a Moira Shire Advocacy program.

2. Conflict of interest declaration

There are no conflicts of interest declarations to consider.

3. Background & Context

The Panel of Administrators worked together with the Hon Melissa Horne MP, Minister for Local Government to formalise their priorities for 2024 which will ensure Council continues to make positive progress in restoring good governance. These priorities are documented in a Ministerial Statement of Expectations that will provide the reporting framework and format to monitor the progress of Moira Shire Council in 2024.

This Quarterly Report provides an update on the progress made towards achieving those priorities for the period 1 April to 30 June 2024.

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(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)

Key Achievements

The following activities have been achieved against the Ministerial Statement of Expectations from 1 January 2024 to 30 June 2024:

- The new Chief Executive Officer, Matthew Morgan, commenced on 22 January 2024 and completed an onboarding program including engagement with all staff, understanding the organisations strategic priorities and values and setting expectations.
- The Memorandum of Understanding with Moira Shire Council and the health and education sector was finalised.
- Work commenced on the development of a Reconciliation Action Plan.
- Implementation of several strategies to improve workplace health and safety and culture.
- A community engagement process was implemented.
- The completion of two Recommendations from the Commission of Inquiry Report.
- The development of the 2024-2025 Advocacy Plan.

4. Issues

The Statement of Expectations may be amended at any time at the discretion of the Minister for Local Government.

5. Strategic Alignment

This report aligns with the Council Plan objective of Transparent and Accountable Governance.

6. Internal & External Engagement

The updates have been obtained through consultation with relevant Managers/Officers.

7. Budget / Financial Considerations

There are no budget or financial considerations associated with this report.

8. Risk & Mitigation

The Statement sets out the Minister's expectations jointly developed with the Panel of Administrators to deliver key priorities and objectives for the Council.

9. Conclusion

The Quarterly Report to the Minister for Local Government provides an update against the achievements of the key priorities and objectives outlined in the Ministerial Statement of Expectations throughout the reporting period of 1 April to 30 June 2024.

Attachments

- 1 Quarterly Report to the Minister for Local Government - April to June 2024

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ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**



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ITEM NO: 10.1.1
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GOVERNANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

Acknowledgment of Country

The Moira Shire acknowledges the traditional custodians of country. We acknowledge their continuing connection to the land, water and community and pay our respects to them and their cultures and to their elders past, present and emerging

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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

BACKGROUND

This Quarterly Report to the Minister for Local Government, the Hon Melissa Horne MP, covers achievements and activities of Moira Shire Council against the Ministerial Statement of Expectations for the period 1 April to 30 June 2024.

Moira Shire Council entered a period of Administration in March 2023 under the *Local Government (Moira Shire Council) Act 2023*, following the dismissal of the Council and the appointment of a Panel of Administrators.

The role of the Panel during Council's period under Administration is not only to perform all the functions, powers and duties of Council, but also to restore good governance to Moira Shire Council so that elections can be held in 2028.

The Ministerial Statement of Expectations provides a list of 11 key priorities and objectives to be actioned by the Panel of Administrators in 2024.

This report provides an overview of progress in delivering against the Ministerial Statement of Expectations, including engagement and advocacy within the community and other details as requested by the Minister for Local Government.

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(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)

**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

CHAIR ADMINISTRATOR MESSAGE

I am pleased to present Moira Shire Council's Quarterly Report to the Minister for Local Government for the period 1 April to 30 June 2024.

The Panel of Administrators worked together with the Hon Melissa Horne MP, Minister for Local Government to formalise our priorities. This resulted in a Statement of Expectations for implementation in 2024 to ensure Council continues to make positive improvements. Positive progress has been made on a number of the Administrator Priorities, as detailed in this report.

Commencing in November 2023 with an extensive community deliberative engagement approach, Council finalised its 2024 -25 Budget in June. With more than 200 community engagements in the development of the draft Budget including the use of a new digital engagement platform and public hearing of submissions, Administrators were pleased to approve the Budget at the 24 June Scheduled Council meeting.

This quarter has also seen the development of the Council's 2024 – 2025 Advocacy Plan, prepared in support of Council's vision to be a welcoming, healthy and sustainable community that encourages diversity, business ingenuity, and inclusion. The 2024 – 2025 Advocacy Plan outlines Council's strategic approach to promoting positive change and improving the quality of life for all our residents. Seven strategic advocacy priorities have been identified spanning a range of locally critical areas, each chosen for its significant impact on the wellbeing and future of our Moira communities.

Work continues on Council's Traditional Owner Recognition and Engagement Strategy as well as a new Customer Experience Strategy. The latter is due to be finalised in August 2024. We have now received results of the 2024 Local Government Community Satisfaction Survey and these results will be used as a key input in the development of the Council's Customer Experience Strategy.

Substantial work has been progressed in the past quarter in our quest to create a safe, respectful and inclusive workplace. This has included the ongoing, comprehensive review of employee-related policies and procedures in close collaboration with the Australian Services Union. A new Employee Code of Conduct has also been finalised and launched following extensive staff consultation.

The development of a new Council Plan will commence in the coming quarter which will be supported by a review of Council's 10-year Financial plan and Asset Management Plan. The 10-year Financial Plan will be revisited each year as part of the annual budget process. It is expected that the review of the Council Plan and 10-Year Financial Plan will commence in Quarter 3 2024.

Council supported several key community events this quarter including Refugee Week, National Volunteer Week and Risk Assessment Workshops, aimed at community volunteers. We welcomed 11 new citizens to our Shire at a Citizenship Ceremony in May, and turned on the new, AFL-standard lights at the Numurkah Showgrounds Oval – this project is expected to encourage greater participation, allowing for more equitable and inclusive participation for those utilising this community facility.

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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
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Council is proud to have taken the lead in facilitating an inaugural Moira Gender-Based Violence Forum – an opportunity for local decision-makers to come together to discuss matters relating to family and gender-based violence within the Moira Shire community. This advocacy work will continue, with another forum scheduled to take place in July.

We have also continued an active advocacy approach to improve road safety across the municipality in addition to working with the Murray Region Group of Councils and the State Government in opposing the Commonwealth Government's approach to open market buybacks of water entitlements.

The Panel of Administrators remain focused on restoring good governance and best practice within Council for the benefit of the community.

Dr Graeme Emonson PSM
Chair Administrator

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
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ITEM NO: 10.1.1
(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)
(ACTING DIRECTOR CORPORATE
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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

ADMINISTRATOR PRIORITIES PROGRESS

During the second Quarter of 2024, 1 additional priority initiative has been completed (6 completed in total) and progress has been made in the remaining 5 priorities.

The Panel of Administrators worked with the Hon Melissa Horne MP, Minister for Local Government to formalise their priorities for 2024. This will ensure Council continues to make positive progress in restoring good governance.

The Panel is committed to a long term, strategic approach to ensure positive progress is made on behalf of, and in partnership with, the Moira community.

One of the main priorities for the Panel was to finalise the recruitment, selection and onboarding of a new Chief Executive Officer. We are pleased to report this has occurred with Chief Executive Officer, Matthew Morgan being appointed in December 2023, and commencing on 22 January 2024. Quarter 2 has seen the CEO complete a comprehensive onboarding program. This has included familiarisation with Council's operations and establishing relationships within the organisation, the broader community and the local government sector.

The priorities detailed in the 2024 Ministerial Statement of Expectations are:

1. Acquit all recommendations from the Moira Shire Council Commission of Inquiry Report.
2. Finalise recruitment, selection, and onboarding for the role of Chief Executive Officer.
3. Finalise and implement a comprehensive strategy for deliberative engagement in the development of Council's 2024-2025 Budget.
4. Develop and implement a Traditional Owner recognition and engagement strategy.
5. Review and establish a comprehensive approach to managing the CEO's performance.
6. Establish a comprehensive Customer Experience Strategy to address historical low levels of community satisfaction with the Council.
7. Review Council's Council Plan and 10 Year Financial Plan.
8. Implement a strategy to create a safe, respectful and inclusive workplace culture.
9. Design and implement a Moira Shire Community Engagement Process.
10. Finalise an MoU with the Moira Shire education and health sectors to foster stronger collaboration and cooperation.
11. Design and implement a Moira Shire Advocacy Program.

Progress on the priorities is detailed within this report.

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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

**PRIORITY INITIATIVES
COMPLETE (6)**



- Priority 2**
CEO Recruitment and Selection
- Priority 3**
Deliberative engagement for the Budget
- Priority 5**
CEO Performance Plan
- Priority 9**
Community Engagement Process
- Priority 10**
MOU with health and education
- Priority 11**
Moirā Shire Advocacy Program

**PRIORITY INITIATIVES
IN PROGRESS (5)**



- Priority 1**
Commission of Inquiry Recommendations
- Priority 4**
Traditional Owners Engagement Strategy
- Priority 6**
Customer Experience Strategy
- Priority 7**
Council Plan and 10 Year Financial Plan
- Priority 8**
Safe, Respectful & inclusive workplace

A detailed update on progress of priority initiatives in progress is listed further in this report.

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ITEM NO: 10.1.1
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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
THE PERIOD 1 APRIL TO 30 JUNE 2024 (cont'd)**

**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
April to June 2024**

**PRIORITY 1 - Acquit all recommendations from
the Moira Shire Council Commission of Inquiry
Report.**



IN PROGRESS

The table below provides details of the status of recommendations from the Commission of Inquiry report. Of the **nine** recommendations, **seven** have been completed, **one** is in progress and **one** is scheduled to commence in 2025.

| | |
|----|---|
| 1 | Recommendation <i>That Moira Shire Council be dismissed, and an interim Administrator or Administrators be appointed immediately for a period of six month.</i> STATUS: Complete |
| 2 | Recommendation <i>That one or more Administrators then be appointed for a further period of five years beyond two local government election cycles to ensure the restoration of good governance to the Shire in accordance with the Local Government Act.</i> STATUS: Complete |
| 3 | Recommendation <i>That a full and complete external audit be undertaken of Council's management policies and practices including procurement.</i> STATUS: Complete |
| 4 | Recommendation <i>That the interim Administrator or Administrators overhaul the Key Performance Indicators of the CEO and review her performance having regard to the findings of this report.</i> STATUS: Complete |
| 5. | Recommendation <i>That the interim Administrator or Administrators overhaul the Council's Corporate, Governance and Performance Division giving priority attention to the governance and human resources functions including the use of disciplinary processes having regard to the findings of this Report.</i> STATUS: Complete Progress Made in Quarter 2 A new Governance staffing structure has been implemented as part of an organisational restructure and includes a Governance Coordinator role and additional resources to support this area. The Human Resources function has also been supported with the appointment of an Executive Manager People and Culture. |

FILE NO:
**5. TRANSPARENT AND ACCOUNTABLE
GOVERNANCE**

ITEM NO: 10.1.1
**(EXECUTIVE MANAGER CORPORATE
GOVERNANCE, AMANDA CHADWICK)**
**(ACTING DIRECTOR CORPORATE
PERFORMANCE, EVA SALIB)**

**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
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**ATTACHMENT No [1] - Quarterly Report to the Minister for Local Government -
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| | |
|----|---|
| | Staff disciplinary processes have now been reviewed and are now being applied to ensure that all grievances are handled in accordance with approved grievance procedures including investigations and procedural fairness where applicable. |
| 6 | <p>Recommendation</p> <p><i>That consideration be given to a further Local Representation Review of Moira Shire by the Victorian Electoral Commission.</i></p> <p>STATUS: Scheduled to commence in 2025</p> |
| 7 | <p>Recommendation</p> <p><i>That the defence currently being conducted by Moira Shire Council to the proceedings by Mr. Mangan in the Federal Court of Australia be discontinued forthwith.</i></p> <p>STATUS: Complete</p> |
| 8. | <p>Recommendation</p> <p><i>That the Moira Shire Council Employee Code of Conduct adopted 2017 and the Recruitment, Selection Policy and Procedures documents adopted 8 August 2022 be rewritten comprehensively.</i></p> <p>STATUS: Complete</p> <p>Progress Made in Quarter 2</p> <p>The comprehensive review of the Moira Shire Employee Code of Conduct and the Recruitment and Selection Policy and Procedure have been completed with all documents now being implemented.</p> |
| 9 | <p>Recommendation</p> <p><i>That Moira Shire Council, whilst under administration, implement a community leadership and civic participation program to:</i></p> <p><i>9.1. develop emerging community leaders in building community capacity;</i></p> <p><i>9.2. encourage and support community participation in civic life; and</i></p> <p><i>9.3. strengthen engagement and relationships between the community and the council.</i></p> <p>STATUS: In progress</p> <p>Progress Made in Quarter 2</p> <p>Council has engaged a facilitator to design and implement the community leadership and civic participation program. Dates have been confirmed for commencement of the program in September 2024.</p> |

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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
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**PRIORITY 4 - Develop and implement a Traditional
Owner recognition and engagement strategy.**



IN PROGRESS

Council has prepared a project scope for the development of a Reconciliation Action Plan (RAP) and is working with Emergency Recovery Victoria to identify suitably qualified consultants to assist with the development and implementation of this Plan.

In preparation for the RAP several meetings have occurred with the interim Chief Executive Officer of the Yorta Yorta Nations Aboriginal Corporation which is a Registered Aboriginal Party for the lands on which the Moira Shire rests.

Short term actions are underway whilst the development of the RAP is undertaken. These actions include the delivery of cultural awareness training for Moira Shire Council employees.

It is expected that the RAP will be finalised by May 2025.



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**PRIORITY 6 - Establish a comprehensive
Customer Experience Strategy to address historical
low levels of community satisfaction with the
Council.**



IN PROGRESS

Council participated in the annual Local Government Community Satisfaction Survey in early 2024.

The Survey was conducted by JWS Research and commenced from 29 January. The survey involved approximately 400 telephone interviews among a representative sample of Moira residents.

Council has received the results of this survey and is currently analysing the data. The survey results will be used as a key input in the development of Council's comprehensive Customer Experience Strategy.

It is expected that the Customer Experience Strategy will be finalised in August 2024.



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**PRIORITY 7- Review Council's Council Plan and
10 Year Financial Plan.**



IN PROGRESS

Council adopted its 2024 - 25 Budget in June 2024. As part of the development of the Budget, the 10-year Financial Plan was also updated so the financial health of the organisation can be projected, based on current forecasts and assumptions. The revised Financial Plan will be reviewed by Council's Audit and Risk Committee in July 2024.

Council will commence the development of a new Council Plan in Quarter 3 2024 to redefine Council's focus in the coming years.

The new Council Plan will be supported by a refreshed, robust 10-year Financial Plan and Asset Management Plan, with a revised annual budget process to include the review of the 10-year Financial Plan each year.

It is expected that the review of the Council Plan and 10 Year Financial Plan will be finalised in Quarter 1 2025.



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**PRIORITY 8 - Implement a strategy to create a
safe, respectful, and inclusive workplace culture.**



IN PROGRESS

Substantial work is progressing with respect to the creation of a safe, respectful and inclusive workplace within Moira Shire Council. This work is being carried out in consultation with relevant Unions and WorkSafe.

A review of all people-related policies and procedures is progressing. A new Employee Code of Conduct has recently been finalised and launched across the organisation following extensive staff consultation. The organisation's staff Orientation Program has been revised with a strong focus on the new Code, ensuring all staff are aware of the conduct-related expectations placed on them as an employee of Council.

Significant progress has been made with respect to filling organisational vacancies, with 17 new staff commencing with the organisation in the past quarter. Recruitment activities continue to ensure remaining vacant roles will be addressed in the coming months. Council's Workforce Plan has been revised and an Attraction Strategy is being developed, along with a program of work aimed at retaining employees.

A formalised staff leadership program has been developed and an inaugural leadership development day is planned for late August 2024.

Additional areas of work include the introduction of a Health and Wellbeing Program for all employees. Results from a recent staff survey indicate that employees at Moira Shire Council rate more favourably than comparable organisations with respect to personal health and wellbeing. This is a strong indicator of the positive progress that is being made.

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**QUARTERLY REPORT TO THE MINISTER FOR LOCAL GOVERNMENT FOR
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PRIORITY 11 - Design and implement a Moira Shire Advocacy Program



A 2024 – 2025 Advocacy Plan has been prepared in support of Council's vision to be a welcoming, healthy, and sustainable community that encourages diversity, business ingenuity, and inclusion. The 2024 – 2025 Advocacy Plan outlines Council's strategic approach to promoting positive change and improving the quality of life for all our residents. The plan was endorsed by Council on 26 June 2024.

The 2024 – 2025 Advocacy Plan focuses on seven priorities:

1. Road Safety
2. Water Buy Backs
3. Family & Gender-Based Violence
4. Disaster Readiness
5. Housing
6. Digital Connectivity
7. Yarrawonga-Mulwala Bridge Replacement

Road Safety

Road safety remains a key issue for our community, with a significant number of road crash fatalities in recent years. Council is seeking further investment in several areas to enhance safety and save lives on our roads.

Water Buybacks

Open market water buybacks as a result of the Federal Government's 'Restoring Our Rivers' legislation will have significant socio-economic impacts on our communities. We believe that the Federal Government has grossly underestimated the detrimental socio-economic realities of open market water buy backs. Council is working closely with the State Government in advocating strongly to mitigate the negative impacts which are expected to occur.

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MOIRA SHIRE ADVOCACY PROGRAM (Cont)

Family & Gender-Based Violence

The prevalence of family and gender-based violence within our community is disturbing, with Victoria Police reporting that these incidents make up approximately 70% of their workload within our district. We believe changes can be made that will reduce the frequency of family and gender-based violence and ultimately save lives. We are advocating for a 24-hour policing presence across Moira Shire, and for enhanced tracking and monitoring of violence perpetrators.

Disaster Readiness

Our community requires significant support and investment from both State and Federal Governments to prepare for disasters, particularly flood events. We are susceptible to severe flooding with several townships subject to inundation during major events. We are advocating for increased investment in all aspects of disaster readiness, response and recovery.

Housing

Our community has very few rental properties available in our townships, and the affordability of what is available is challenging for many residents. Worker accommodation is in critically short supply, and many industries cannot attract workers due to the lack of affordable housing. Social housing availability and condition is an issue within our community.

Digital Connectivity

Approximately 32,000 residents are spread across our vast rural district with many having access to poor or no mobile and internet connectivity. Substantial connectivity improvements are required to improve our region's productivity and liveability.

Yarrawonga-Mulwala Bridge

Constructed 100 years ago, the Yarrawonga-Mulwala Bridge does not adequately service the needs of the local community, the transport industry or other general road users given its design is not compliant with current standards and questions exist around its long-term structural integrity. Council is advocating for the replacement of the existing bridge to be given high priority by the Victorian, New South Wales and Federal Governments.

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ADMINISTRATOR ENGAGEMENT WITH THE COMMUNITY

During the period 1 April to 30 June 2024, the Panel of Administrators attended more than 20 significant events, ceremonies and meetings in the community.

These events included:

- One citizenship ceremony
- Moira Shire Active April Launch
- Numurkah Flood Levee Tour
- Moira Community Achiever Awards Ceremony
- Anzac Day services across the municipality
- Yarrawonga Powerboat Spectacular and Fair
- Cobram Community Fundraiser "Love your sister"
- Tour of Back 2 Earth Composting facility
- Numurkah Open Libraries launch
- Tour of Booths Transport, Strathmerton
- Yarrawonga Football Netball Club Gender Based Violence Campaign
- Yarrawonga Neighbourhood House and Yarrawonga Mulwala Community and Learning Centre Talking Café
- CPE Construction Zeman Steel Beam assembly robot launch
- Tour of Former Yarrawonga Primary School Site
- Australia's Biggest Morning Tea Barmah Heritage and Education Centre
- Opening of the Bullanginya Dreaming initiative
- Family and Gender Based Forums
- Tourism Networking Breakfast
- Official opening of Numurkah Recreation Reserve Lighting project
- Site tour of Tungamah
- Tungamah Bowls club tour

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FILE NO: VARIOUS

ITEM NO: 14

URGENT BUSINESS**7.4. Urgent business**

(1) If the Agenda for a Meeting makes provision for urgent business, business cannot be admitted as Urgent Business other than by resolution of Council and only then if:

- (a) It relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- (b) deferring the item until the next Meeting will mean a decision on the item will not have any effect on the matter; or
- (c) the item involves a matter of urgency as determined by the Chief Executive Officer; and
- (d) it cannot be addressed through an operational service request process.
- (e) the matter does not:
 - substantially affect the levels of Council service;
 - commit Council to significant expenditure not included in the adopted budget;
 - establish or amend Council Policy; or
 - commit Council to any contractual arrangement.

(2) A Councillor proposing a matter be admitted as urgent business must lodge it in writing to the Chief Executive Officer four (4) hours prior to the Meeting.

(3) The Chief Executive Officer will advise the Mayor of any matter he or she determines appropriate for Council to consider admitting as urgent business.