



GANNAWARRA

Shire Council

Wednesday, 28 June 2017

7:00pm

Kerang Council Chambers

AGENDA

Ordinary Council Meeting

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	Nil	

1 ACKNOWLEDGEMENT OF COUNTRY

I would like to take this time to acknowledge the Traditional Custodians of the land, and pay my respect to elders both past and present

2 OPENING DECLARATION

We, the Councillors of the Shire of Gannawarra, declare that we will undertake the duties of the office of Councillor, in the best interests of our community, and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Ordinary Meeting - 17 May 2017

Special Meeting - 13 June 2017

5 DECLARATION OF CONFLICT OF INTEREST

The *Local Government Amendment (Councillor Conduct and Other Matters) Act 2008*.

A Councillor, member of a special committee, or member of Council staff has a conflict of interest in a matter if he or she has a *direct interest* or an *indirect interest* in that matter.

A person has a direct interest in a matter if there is a likelihood that the benefits, obligations, opportunities or circumstances of the person would be directly altered if the matter is decided in a particular way. This includes where there is a likelihood that the person will receive a direct benefit or loss that can be measured in financial terms or that the residential amenity of the person will be directly affected if the matter is decided in a particular way.

A person has an indirect interest in a matter if the person has:

- a close association in the matter because a family member, a relative or a member of their household has a direct or indirect interest in the matter
- an indirect financial interest in the matter
- a conflicting duty – although there are circumstances where a person does not have a indirect interest because of a conflicting duty
- received an ‘applicable gift’
- become an interested party in the matter by initiating civil proceedings or becoming a party to civil proceedings in relation to the matter.

Disclosure of conflict of interest

If a Councillor or member of a special committee has a conflict of interest in a matter which is to be or is likely to be considered at a meeting of the Council or special committee, the Councillor or member must:

- if he or she will be present at the meeting, make a full disclosure of that interest by advising of the class and nature of the interest to either –

- the Council or special committee immediately before the matter is considered at the meeting, *or*
- in writing to the Chief Executive Officer (CEO). Where the disclosure is made to the CEO in writing, the Councillor or member need only disclose the class of interest to the meeting, immediately before the matter is considered.
- if he or she will not be present at the meeting, make a full disclosure to the CEO or Chairperson of the meeting, in writing, of the class and nature of the interest. If a Chairperson is given a written disclosure, he or she must give the written disclosure to the CEO.
- The CEO must keep written disclosures in a secure place for 3 years after the date the Councillor or member of the special committee who made the disclosure ceases to be a Councillor or member, and destroy the written disclosure when the 3 year period expires.
- While the matter is being considered or any vote taken, the Councillor or member of a special committee with the conflict of interest must leave the room and notify the Mayor or Chairperson of the special committee he or she is doing so. The Mayor or Chairperson must notify the Councillor or member that he or she may return to the room after consideration of the matter and all votes have been cast.
- A CEO or Chairperson of a special committee must record in the minutes of the meeting the declaration of the conflict of interest, the class of the interest and, if the Councillor or member has disclosed the nature of the interest to the meeting, the nature of the interest.
- A failure by a Councillor or member to comply with section 79 of the Act may result in a penalty of up to 100 penalty units and disqualification under section 29(2) of the Act.

6 QUESTION TIME

Question Time at Council meetings enables an opportunity for members of the public in the gallery to address questions to the Council of the Shire of Gannawarra.

QUESTIONS FROM THE GALLERY

- All questions are to be directed to the Chair.
- Members of the public may ask questions from the gallery and should provide their name (and organisation if relevant) at the beginning of their questions.
- There is a maximum number of 3 questions of up to 2 minutes each.
- Chair will respond or refer to Councillor or CEO.
- Sometimes a Councillor/officer may indicate that they require further time to research an answer. In this case, the answer will be provided in writing generally within 10 days.
- Where a question cannot be answered on the spot, the person is asked to write out their questions on a form provided to enable an accurate response to be prepared.
- Questions will be answered at the meeting, or later in writing, unless the Chairperson has determined that the relevant question relates to:
 - Personal matters
 - The personal hardship of any resident or ratepayers
 - Industrial matters
 - Contractual matters
 - Proposed developments
 - Legal advice

- Matters affecting the security of council property
 - An issue outside the Gannawarra Shire Council core business
 - Or any other matter which the Council considers would prejudice it or any person
 - A matter which may disadvantage the Council or any other person
 - Is defamatory, indecent, abusive or objectionable in language or substance
 - Is repetitive of a question already answered (whether at the same or an earlier meeting)
 - Is asked to embarrass an officer or another Councillor
-
- No debate or discussion of questions or answers shall be permitted and all questions and answers shall be as brief as possible.

7 ASSEMBLY OF COUNCILLORS

7.1 ASSEMBLY OF COUNCILLORS 18 MAY 2017 TO 28 JUNE 2017

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments: 1 **Assembly of Councillors Record Form - 06 June 2017**
2 **Assembly of Councillors Record Form - 13 June 2017**

RECOMMENDATION

That Council notes the records of Assembly of Councillors from 18 May, 2017 to 28 June, 2017.

EXECUTIVE SUMMARY

To present to Council the Assembly of Councillors Record Forms – Kerang Council Chambers.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2013/2017 – Leadership and Governance – Compliance with legislative requirements.

BACKGROUND INFORMATION

In accordance with Section 76A of the *Local Government Act 1989* the definition of an Assembly of Councillors is:

A meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the following exercise of a delegated authority and which is either of the following:

1. A meeting at which matters are considered that are intended or likely to be the subject of a Council decision or the following exercise of a delegated authority and which is either of the following:
2. A meeting of an advisory committee where at least one Councillor is present.
3. If a meeting fits either of these types the procedures applying to an Assembly of Councillors must be complied with, irrespective of any name or description given to the committee or meeting. Not all gatherings or meetings at which Councillors are present will constitute Assembly of Councillors.

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CONSULTATION

Consultation with Councillors and staff has occurred to ensure the accuracy of the Assemblies of Councillors records.

CONCLUSION

To ensure compliance with Section 76A of the *Local Government Act 1989* it is recommended that Council note the Assemblies of Councillors records as outlined in this report.




Assembly of Councillors Record Form

Tuesday	Tuesday, 06 June 2017
Time:	5:30pm - 6:30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Charlie Gillingham, Cr Sonia Wright, Cr Mark Arians, Cr Jodie Basile and Cr Steve Tasker
Apologies	Cr Brian Gibson, Cr Lorraine Learmonth
In Attendance: (Officers)	Eric Braslis, Mandy Hutchinson, Geoff Rollinson, Tom O'Reilly
Matters Discussed:	<ul style="list-style-type: none"> Gannawarra Shire Council Proposed Annual Budget 2017/2018 – Hearing of Submissions Draft 2017-2021 Council Plan – Hearing of Submissions
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes).



Assembly of Councillors Record Form

Date:	Tuesday, 13 June 2017
Time:	9:30am - 1:30pm and 3.45pm to 4.30pm
Location:	Council Chambers, Kerang
In Attendance: (Councillors)	Cr Brian Gibson, Cr Sonia Wright, Cr Charlie Gillingham, Cr Mark Ariens, Cr Steve Tasker and Cr Jodie Basile (arrived at 4pm)
Apologies	Cr Lorraine Learmonth
In Attendance: (Officers)	Eric Braslis, Tom O'Reilly, Mandy Hutchinson, Geoff Rollinson, Katrina Thorne, Sid Hutchinson, Stevie Pearce, Alissa Harrower, Kellie Burmeister, Peter Bergman and Jo Haw
Matters Discussed:	Gavin Quinn and Kerry Young – Roadsafe Central Murray's Variable Messaging System Project presentation Adoption of 2017/2021 Council Plan Adoption of proposed budget Murray Explored Project Council Policy Review Road Management Plan 2017 Community Satisfaction Survey Application for Planning Permit P17.020 Application for Planning Permit P17.021 Domestic Animal Management Plan Koondrook Depot Site – Future Operations Community Sports Infrastructure Fund – Project Proposals by Council Lakes Strategic Planning Update Aged Care Update including NDIS
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Eric Braslis – Chief Executive Officer 

This form MUST be completed by the attending Council Officer and returned immediately to Manager Governance for filing (See over for Explanation/Notes)

8 BUSINESS REPORTS FOR DECISION

8.1 DOMESTIC ANIMAL MANAGEMENT PLAN - ANNUAL REVIEW

Author: Geoff Rollinson, Director Infrastructure Services

Authoriser: Geoff Rollinson, Director Infrastructure Services

Attachments: 1 DAM Plan Evaluation

RECOMMENDATION

That Council note the annual review of the domestic animal management plan.

EXECUTIVE SUMMARY

Council is required to review the DAM Plan on an annual basis and report on the performance measures against the evaluations/targets identified in the current DAM Plan.

BACKGROUND

The Domestic Animal Management Plan (DAM Plan) is a statutory requirement for every Victorian municipality under the *Domestic Animal Act 1994*. It is intended to provide Gannawarra Shire Council with a management plan for all dogs, cats and domestic animal businesses within the municipality. Gannawarra Shire Council's existing DAM Plan was adopted by Council in November 2016.

POLICY CONTEXT

Healthy Liveable Communities. Develop and maintain safe environments.

DISCUSSION

The plan addresses responsible pet ownership and animal welfare by focussing on registration, identification, dog attacks, nuisance behaviour, dangerous, menacing and restricted breed dogs, and animal businesses. It also deals with Council's domestic animal control services, authorised officer training, emergency management and matters relating to the enforcement, compliance and evaluation of the Council's control measures.

Council is required to include in their annual report, in accordance with Section 68A (3)(c) of the *Domestic Animal Act 1994*, a review on the performance measures against the activity/evaluation tables contained in the DAM Plan. Activities include educational programs, increased registrations of domestic animals, reduction of animals at large, decreased numbers of dog attacks, increases in compliance and levels of community satisfaction as a measure of success. The list of activities in the current DAMP and their updated evaluations is found as Attachment 1.

CONSULTATION

Consultation has occurred with Council officers and the Department of Economic Development, Jobs and Resources (DEDJTR). Under the *Domestic Animal Act 1994*, there is no requirement for the plan to be advertised for public comment following annual reviews.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Council's Domestic Animal Management Plan (DAM Plan) identifies strategies, current situation, future objectives and service activities to be undertaken to achieve Council's priority goals over the period of the plan. The annual review of the existing plan has been completed.

4 Training of Authorised Officers	
<p>Context This section outlines programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district.</p>	
<p>Objective Gannawarra Shire Council is committed to the training and development of all employees. Animal Management Officers are required to hold or be undertaking the relevant statutory training of Certificate IV in Statutory Compliance and Certificate IV in Animal Control and Regulation.</p>	
<p>In addition Gannawarra Shire Council requires that officers attend the following training as programmed or offered:</p> <ul style="list-style-type: none"> • OH&S training – dealing with aggressive customers • Customer service training – conflict resolution, telephone techniques • Department of Economic Development, Jobs, Transport and Resources (DEDJTR) – training and information days (various topics) • Dealing with Difficult Customers • First Aid • Induction program • Industry training – animal handling, animal assessment, statement taking • Traffic control 	
<p>Evaluation</p>	
<p>Training in past 12 months Russell Barnes Local Laws Team Leader DEDJTR animal management seminar NEACO Seminar</p> <p>Jeff Hogg Local Laws Officer DEDJTR animal management seminar NEACO Seminar</p> <p>Jan Farrell Local Laws Administration Officer Advanced Excel training DEDJTR animal management seminar Microsoft Word training</p> <p>Shane Leerson Casual Local Laws Officer Mentoring and training from current staff DEDJTR animal management seminar Commenced Cert IV Government (Statutory Compliance) and Animal Control and Regulation</p>	<p>Gaps identified: Staff require ongoing training in all of these areas Animal handling training Animal behaviour Dealing with difficult/aggressive customers Customer service training - conflict resolution / telephone technique Training in statement taking / interviewing techniques / creating a Court brief Case Management / investigation Traffic control for dealing with animals on the road Report writing</p>

5 Registration and identification		
<p>Context This section outlines programs, services and strategies to encourage the registration and identification of dogs and cats.</p>		
<p>Objective To maximise the number of dog and cat registrations within the municipality.</p>		
Activity	When	Evaluation
Increase in the number of animal registrations each year	Ongoing	Increasing numbers of registrations annually Refer to table 5.1
<p>Evaluation</p> <p>The number of dogs registered with Council has remained stable in 2016, despite regular patrols and enforcement.</p> <p>The number of cats registered has remained stable in the last 12 month period. There is now lower tolerance of the community to wandering cats. The community is frequently participating in cat trapping programs, and more cats with microchips are being trapped. When registered with Council, identifiable cats are returned to their owner.</p> <p>There is still a belief in the community that a microchip is a council registration, and this may be a reason that many dogs and cats are not registered.</p> <p>Education of both cat and dog owners regarding their responsibilities needs to remain a priority. Better understanding of microchipping and registration has assisted Officers in a 8% increase in returning the pet to its owner.(as shown in table 6.1)</p> <p>Overdue animal registration renewals remain an issue. The use of desk top messaging enables us to send a SMS message for overdue registration. This has assisted in seeking compliance. A total of 25 infringements were issued in 2016, with six of these matters escalating to the Magistrates’ Court. All matters were found in favour of Council.</p>		
Owners of animals that are unregistered and unidentified are brought into compliance with the requirements of the Act	Ongoing	Decrease number of unidentified domestic animals in Gannawarra Shire Council
<p>Evaluation</p> <p>Renewal notices for animal registration were issued in February 2017 and were due for payment by 10 April. Media releases were issued by Council in late March and early April 2017.</p> <p>Messages on hold also contained a message regarding animal registration renewals which are due by 10 April 2017.</p>		

Registration and identification	<p>An advertising campaign was run on the local radio station through March/ April 2017 In addition reminder notices issued after 18 April each year. Refer to table 5.2 for data. Mail returned to sender is followed up with phone calls and property visits and redirected to owner if possible.</p> <p>Phone calls and desk top SMS messages are made to all animal owners who are due to receive infringements. A property visit is made for those who cannot be reached due to no phone or disconnected phone.</p> <p>Infringements to be issued mid June for 'failure to renew' registration and all unpaid infringements are followed up in the Magistrates Court.</p> <p>A combination of infringements issued in 2015 and follow up from officers in 2016 has shown an improvement in compliance, especially from repeat offenders.</p>		
	Increase animal owner awareness of requirement to renew animal registration	Refer to Animal registration timeline	A reduction in overdue renewals for animal registration. Information in Council's animal registration register to be current.
	<p>Evaluation</p> <p>Refer to table 5.2 Despite a very extensive media campaign the quantity of reminder notices issued increased by 58.2%.</p>		
	Ensure that all impounded animals are microchipped and registered prior to their release.	Ongoing	Increased quantity of identifiable domestic animals in the shire
<p>Evaluation</p> <p>Large numbers of domestic animals within the shire are unidentifiable. This is due to owners believing domestic animals can remain unregistered until they are detected.</p> <p>All of unregistered, unidentifiable (or owners uncontactable) dogs at large were placed in pound. An animal is microchipped and registered with Council to be released from the Pound.</p> <p>Owners of unregistered domestic animals identified during property visits are issued with a Notice to Comply to register their animals with Council. Failure to comply will result in an infringement for 'Failure to register'.</p> <p>Community education is required around registration and microchipping as some owners believe that once the animal is microchipped, it is registered with Council.</p>			

Table 5.1				
Animal registration	2013	2014	2015	2016
No. of registered dogs	2403	2314	2246	2194
No. of registered cats	409	397	409	399
No. of registered declared dogs	0	0	0	0
	2812	2711	2655	2593

Table 5.2			
Animal registration renewal enforcement	2014	2015	2016
Reminder notices issued	280	206	326
		26.5% reduction	58.2% increase

Table 5.3				
Infringements issued	2013	2014	2015	2016
Failure to register	6	0	2	6
Failure to renew registration	1	98	6	25

Table 9.1				
Impounded animals euthanised	2013	2014	2015	2016
No. of dogs euthanised*/no. of dogs impounded	52/86	33/98	6/85	12/94
	60%	34%	7%	13%
No. of cats euthanised*/no. of cats impounded	0/5	10/16	2/35	3/33
	0%	63%	6%	10%
No. of Wild cats euthanised/no. of wildcats impounded	61/61	69/69	58/58	172/172
	100%	100%	100%	100%

*In 2016, 12 dogs have been euthanised. The reasons for euthanasia included extremely poor health/old age, poor temperament/unsuitable for rehousing and involved in attack.
The three cats euthanised were unsuitable for rehousing due to poor temperament.
Note - euthanised total includes surrendered animals which were euthanised due to reasons listed above

6 Nuisance animals		
Context This section outlines programs, services and strategies to minimise the potential for dogs and cats to create a nuisance.		
Objective To support and encourage animal owners to manage their domestic animals in a responsible way which minimises the potential for nuisance complaints.		
Performance measures:		
Activity	When	Evaluation
Work with complainants to ensure that the appropriate steps including investigation, recording and communication of events are met	As required	All nuisance complaints are investigated and completed
Evaluation		
326 dog complaints and 270 complaints regarding cats were investigated and completed. Issues followed up were dog at large, barking and wildcats being the bulk of the complaints.		
There has been a large increase in the number of wildcats. This is due to community attitude change toward wildcat population and a realization of the impact wildcats have on the environment. Complaints about dogs at large after hour has increased even though the numbers of dogs at large are less. Community acceptance wandering dogs has changed.		
Continue to work with owners of identified nuisance animals to ensure that all compliance requirements are met	As required	All complaints are followed up in accordance with legislation
Evaluation		
Information is provided by Local Laws Officer on training available, relevant websites, products available (such as citronella collars, toys for enrichment for the animals), fencing and barking dog remedies. The option to surrender the animal for rehoming. Cat trapping program is provided by Officers. Owner education on cat runs and other solutions is available.		
Suitable domestic animals to be rehoused under Section 84Y agreement	As animals are available for rehousing	Reduction in quantity of domestic animals euthanised after impoundment.
Evaluation		
In 2016, 13% of dogs and 10% of cats were euthanised after impoundment. The increase from 2015 is due to a number of dogs surrendered to Council that were involved in attacks that were unsuitable for rehoming. This is a significant improvement on the statistics from 2014, which were 34% for dogs and 63% of cats.		

Nuisance animals	Undertake routine patrols across the municipality	Daily	Officers patrol towns in the shire on a daily basis
	Evaluation		
	<p>Local Laws Officers patrol the shire for domestic animal issues when resources are available. Dogs and cats at large are still a large ongoing problem and more community education is required. The reason for reports of domestic animals at large after hours include;</p> <ul style="list-style-type: none"> • community tolerance to dogs at large • during holiday periods children not closing gate; or • animals owners leaving their dogs at home when on holidays; or • less interaction time for animals during the colder months owners preferring to stay indoors. <p>Ongoing education is being undertaken by officers in all of these areas.</p>		
	Review of Policy No. 068 to reduce community confusion over off-leash areas	2017	Policy reviewed and adopted by Council
	Evaluation		
	<p>Policy No.068 has been reviewed. Changes to Policy No.068 were reviewed and adopted on 18/11/2015. The policy was gazetted on 10/12/2015.</p> <p>Changes included:</p> <ul style="list-style-type: none"> • That Council prohibit dogs from the following areas unless otherwise sign posted: • Secured playgrounds • That Council permit dogs in the following areas, but only on a leash (unless otherwise sign posted): • Gilrule Park 		
	Reduce domestic animal excrement in public places	ongoing	less complaints regarding animal excrement in public places
	Evaluation		
	<p>Less complaints have been received regarding domestic animal excrement in public places During patrols Officers stop to talk to animal owners regarding dogs on leash, requirement to carry a litter device and any other relevant issues.</p>		
	Continue education regarding responsible pet ownership in the community	ongoing	Reduced number of complaints regarding animal nuisance
Evaluation			
<p>In addition to the above, Officers often talk to animal owners regarding other relevant responsible pet ownership matters which need to be addressed.</p> <p>Media releases throughout the year were focussed on dogs at large, dog attacks and animal registration</p>			

Nuisance animals	To educate community about wildcat issues to assist in reduction of number of wildcats	ongoing	Reduced number of wildcats impounded
	Evaluation		
	<p>One on one education is given to the complainant and animal owner when complaints are received or traps are issued. Council Officers also speak to identified cat owners following trapping / impoundment, and provide relevant information.</p> <p>Cat run information / brochures are provided to cat owners.</p> <p>Additional community education is required regarding 'unowned' cats, as people feeding wildcats are supporting the wildcat population. This impacts on the safety of domestic cats, and increases the risk of feline diseases being spread.</p> <p>Public education has now led to an increase of wildcat trapping by the community which has reduced the number and impact of wild cats on the environment.</p> <p>Additional community education is required regarding wildcat issues including:</p> <ul style="list-style-type: none"> • destruction of native fauna; • spread of disease through domestic cat population; • injuries to domestic cats from fighting; • excrement and spraying; • home invasions by wildcats; • unwanted pregnancies / overpopulation, and • Council wildcat trapping program. 		

Table 6.1					
Impounded animals		2013	2014	2015	2016
Dogs	Impounded	86	98	85	94
	Surrendered	34	24	47	42
	Holding for Police				1
	Returned to owner	68	60	60	72
	Rehoused	0	29	65	53
	Euthanised	52	33	6	12
	Escaped / stolen from pound	0	0	1	0
Cats	Impounded	5	16	35	33
	Surrendered	0	5	49	39
	Holding for Police				2
	Returned to owner	5	3	5	9
	Rehoused	0	7	76	61
	Euthanised	0	10	2	3
	Escaped from pound / unassisted death	0	1	1	1
Wildcats	Impounded	61	69	58	172
	Euthanised	61	69	58	172

Table 6.2					
Nuisance categories		2013	2014	2015	2016
Dog at large		321	328	283	132
Cat at large (cats impounded plus wildcats)		66	85	93	205
Animal noise/nuisance		277	168	59	54

Table 6.3					
Infringements issued		2013	2014	2015	2016
Dog at large during daytime		11	7	7	2
Dog at large during night time		0	0	0	2

Dog - outcomes
Chart 6.1

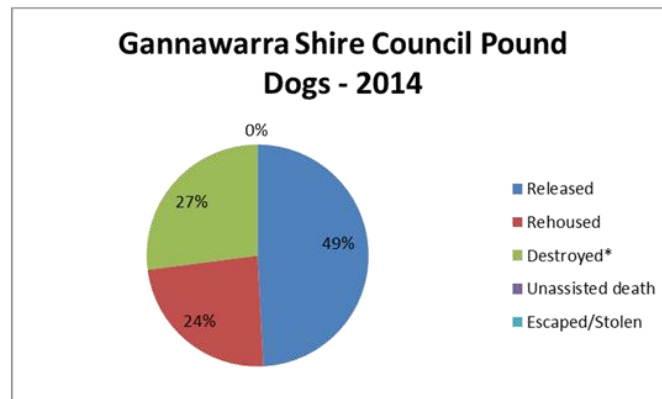


Chart 6.2

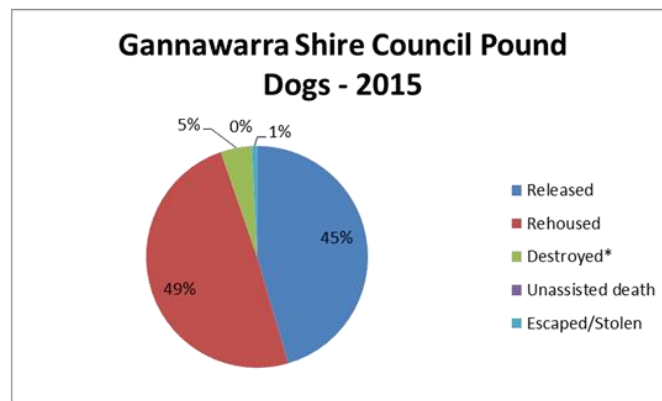
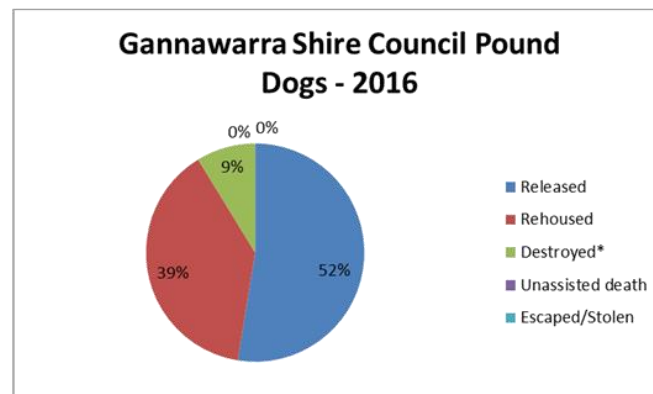


Chart 6.3



Cat - outcomes
Chart 6.4

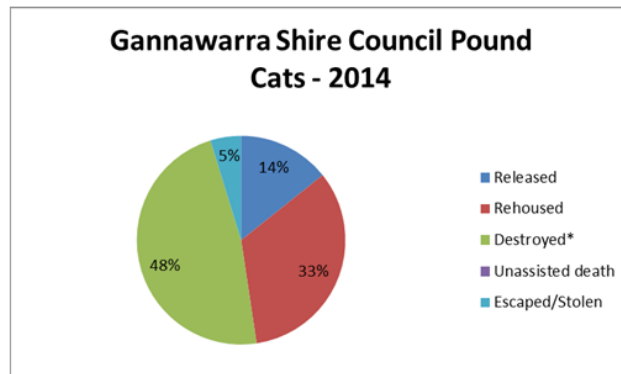


Chart 6.5

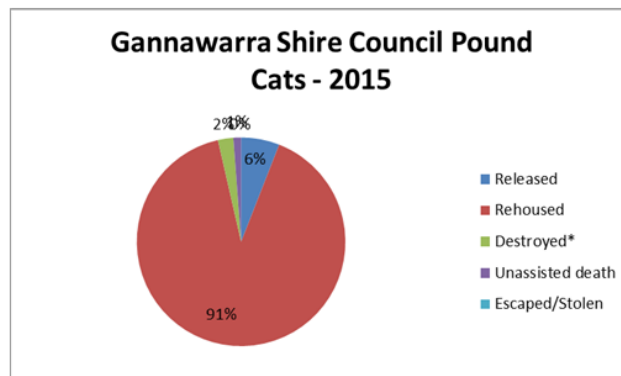
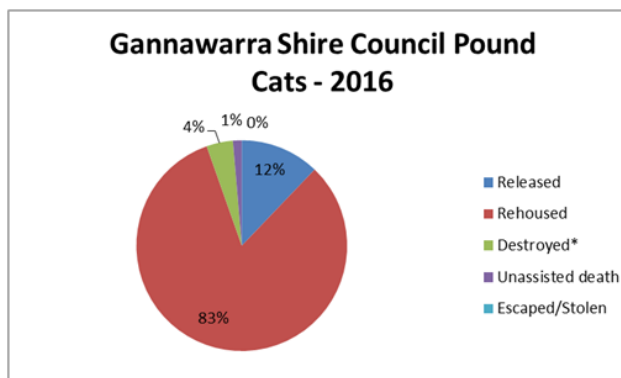


Chart 6.6



7 Dog attacks		
Context This section outlines programs, services and strategies to minimise the risk of attacks by dogs on people and animals.		
Objective To minimise the number of dog attacks across the municipality		
Performance measures:		
Activity	When	Evaluation
Provide out of hours on call service for dog attacks	As required	Continue to provide on call service in all areas of the shire outside of office hours
Evaluation		
16 dog attacks, six of these attacks were attend after hours in 2016 Refer to table 7.1		
Undertake routine patrols across the municipality	Daily	Officers patrol towns in the shire on a daily basis
Evaluation		
As many as possible patrols are carried out as resources are available. These patrols include rural and urban areas.		
Continue education regarding responsible pet ownership in the community	ongoing	Reduced number of reported dog attacks
Evaluation		
One on one education to identified dog owners occurred following seizure/impoundment, and providing relevant information regarding off leash areas, confinement and enrichment. Confinement of dogs by owners is a priority to Council officers. The occurrences of wandering dogs' increases risk to other pets, humans and livestock, Council officers have placed importance on the need for dogs to be confined. Officers will continue to encourage people to have their dogs de-sexed, as this helps to reduce the tendency of a male dog to wander. The fee for registration of an unsterilised dog or cat is three times the fee for a sterilised dog or cat. This will also be a factor in encouraging animal owners to sterilise their domestic animal. A greater emphasis will be placed on declaration of dogs menacing or dangerous if they are involved in attacks.		
encourage local Vet Clinics to report dog attacks to Council	ongoing	increased number of reports from local vets regarding dog attacks
Evaluation		
Ongoing, dog attacks are being reported to Council.		
create a register to record specific details of dog attacks	June 2014	Register is created and maintained by Officers

Evaluation
Register has been created and maintained this allows officers to see possible trends and repeat offenders. Often when a dog attack is reported, officers find that it is a recurrence of an offence that went unreported. If the initial attacks had been reported, subsequent attacks may have been avoided. Education is required to encourage community members to report dogs at large, dogs rushing and dog attacks of all types (minor or serious).

Table 7.1				
Dog Attacks	2013	2014	2015	2016
No. of reported dog on animals attacks	14	10	11	6
No. of reported dog on people attacks	1	4	9	8
No. of reported dog on livestock attacks	17	9	6	2
TOTAL	32	23	26	16

8 Dangerous, menacing and restricted breed dogs		
Context This section outlines programs, services and strategies to effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with this Act and the regulations.		
Objective To minimise the risks of dog attack to the community from dangerous dogs and to ensure that those dogs that are declared dangerous, menacing and those of restricted breed are kept in accordance with the legislation.		
Performance measures:		
Activity	When	Evaluation
All locations where dangerous dogs are kept will be identified on Council's Exponare mapping system	As required	Council's Exponare mapping system to be updated to record the properties where dangerous dogs are kept
Evaluation		
No declared dangerous dogs are currently identified within, or registered with Gannawarra Shire Council. Refer to table 8.1		
All declared dangerous dogs will be reported to Council via a formal Council report	As required	All dogs that officers declare as dangerous are reported to council in accordance with the requirements of the Act
Evaluation		
No declared dogs are currently identified within, or registered with Gannawarra Shire Council		
All residences where dangerous dogs are kept will be clearly identified to the public	As required	Officers will ensure that the requirements of the Act are met in regard to the identification of properties where dangerous dog are kept
Evaluation		
No declared dangerous dogs are currently identified within, or registered with Gannawarra Shire Council		

Table 8.1				
Animal registration	2013	2014	2015	2016
No. of registered dogs.	2403	2314	2246	2194
No. of registered declared dogs	0	0	0	0

9 Overpopulation and high euthanasia		
Context This section outlines programs, services and strategies to address any over-population and high euthanasia rates for dogs and cats.		
Objective To reduce euthanasia rates through responsible pet ownership that includes identification and registration.		
Performance measures:		
Activity	When	Evaluation
Reduction in the numbers/percentages of animals that are euthanised	annually	Numbers are reduced through increased registration and identification
Evaluation		
<p>As the numbers show in the Table 9.1 the number of euthanised animal has been significantly reduced. Council's pound and euthanasia policies are guided by the <i>Domestic Animals Act 1994</i>. Council policy is to wherever possible return any lost or seized at-large animal to its owner. However all unregistered dogs and cats are impounded to ensure microchipping and registration before release.</p> <p>The high euthanasia rate has been addressed with the implementation of a Section 84Y agreement with an animal rehoming organisation. This program has been very successful with the rehoming of 147 dogs and 144 cats during the period of this plan. The table 9.2 above clearly indicates that the high level of euthanasia of impounded animals in Gannawarra Shire in past has been addressed and is now within community expectations. A total of 291 animals have been rehoused to responsible pet owners. This is a good outcome for both the animals and Council.</p> <p>Wildcats are still a major focus of officers with the large numbers trapped each year. Unfortunately there will continue to be high euthanasia rates due to them being unsuitable for rehoming.</p>		
Details of all unidentified impounded animals are placed on the Council website	Within two days of impounding	Record of website Pound updates will confirm dates are within these requirements
Evaluation		
<p>Details of all unidentified impounded animals are placed on the Council website by Local Laws Administration Officer within two working days of impounding the animal.</p> <p>A focus needs to be placed on responsible cat ownership. There is a large numbers of cats that are unclaimed each year.</p> <p>If a cat or a dog is microchipped, owner details are obtained from the microchip registry. These animals are rehoused after 8 days if unclaimed.</p>		
Continuance of Section 84Y agreement/s with approved animal rescue organisation/s	ongoing	Quantity of domestic animals euthanised is reduced through rehousing of suitable animals
Evaluation		
<p>Section 84Y agreement was initiated with a suitable rehoming organisation in September 2014. The number of animals' euthanised has reduced substantially. With the new rehousing program and the requirement to keep cats for eight days this has brought up an issue of the number of cat holding facilities. The cat pound requires increased capacity to overcome this problem.</p>		

Table 9.1				
Impounded animals euthanised	2013	2014	2015	2016
No. of dogs euthanised*/no. of dogs impounded	52/86 60%	33/98 34%	6/85 7%	12/94 13%
No. of cats euthanised*/no. of cats impounded	0/5 0%	10/16 63%	2/35 6%	3/33 10%
No. of Wild cats euthanised/no. of wildcats impounded	61/61 100%	69/69 100%	58/58 100%	172/172 100%
<p><i>In 2016, 12 dogs have been euthanised. The reasons for euthanasia included extremely poor health/old age, poor temperament/unsuitable for rehousing and involved in attack.</i></p> <p><i>The three cats euthanised were unsuitable for rehousing due to poor temperament.</i></p> <p><i>*Note - euthanised total includes surrendered animals which were euthanised due to reasons listed above</i></p>				

Table 9.2					
Pound Data 2013-2016	2013	2014	2014	2016	Total
Dogs rehoused	0	29	65	53	147
Cats rehoused	0	7	76	61	144
Total	0	36	141	114	291

10 Domestic Animal Businesses		
Context This section outline programs, services and strategies which the Council intends to pursue in its municipal district to ensure that people comply with this Act, the regulations and any related legislation.		
Objective To work in partnership with domestic animal businesses to achieve Council’s domestic animal management goals and to meet the requirements under the <i>Domestic Animals Act 1994</i> and approved Codes of Practice.		
Performance measures:		
Activity	When	Evaluation
Ensure all domestic animal Businesses (DAB) within the shire are registered and comply with the legislation	April 10 annually	Annual permit renewals are sent to existing DAB in March each year for issue of permit by 10 April. Unregistered DAB identified by Council Officers are required to apply for registration and meet requirements of relevant Code of Practice
Evaluation		
No external Domestic Animal Businesses are currently registered with Gannawarra Shire Council. The Council Pound is registered as a Domestic Animal Business.		
Ensure all businesses undergo annual audits	As required	Existing DAB will be audited every 12 months
Evaluation		
No external Domestic Animal Businesses are currently registered with Gannawarra Shire Council.		
Review Council website in relation to Domestic Animals Business to provide “online” application forms and the latest information available from the Bureau of Animal Welfare	As required	Website contains current application forms and the latest information available from the Bureau of Animal Welfare
Evaluation		
Website contains current application forms and the latest information available from the Bureau of Animal Welfare		
Ensure planning compliance information is provided to those applicants who require it in order to establish their business	As required	Planning information is provided to all applicants or interested parties to ensure that compliance with the Act and relevant coded are met when businesses are being established
Evaluation		
Local Laws and Planning departments are working closely together across a number of areas which require compliance activities. Increased inter-departmental communications		

Ensure that all pet shops, breeders, shelters and pounds have current information regarding identification and registration	Ongoing	Officers continue to work with all businesses to ensure that they have access to current information
Evaluation		
There are no pet shops, domestic animal shelters, or Domestic Animal Breeding businesses in the Gannawarra Shire. Council will seek compliance from businesses which are not currently registered. The only Pound is operated by Council and has access to current information regarding identification and registration.		

11 Other Matters		
Context This section provides for the review of other matters related to the management of dogs and cats in the Council's municipal district.		
Objective Provision for emergency management planning for domestic animals should be included within the MEMP. Council might also develop separate plan / procedures / contact lists as appropriate by the Emergency Management Committee of Council. Local Laws to reflect community needs and include changes in relevant legislation. Council Policy No. 068 to be concise and easily understood by the community.		
Performance measures		
Activity	When	Evaluation
Create EAMP to be attached to MEMP	June 2017	EAMP completed
Evaluation		
The plan has been completed and to be submitted to Municipal Emergency Management Planning Committee.		
Monitor and amend Local Laws to ensure they are consistent with community needs and reflect changes in relevant legislation.	Ongoing	· Local Laws are consistent with community needs · Local Laws reflect changes in relevant legislation
Evaluation		
There have been no changes in relevant legislation.		
Review and amend Council Policy No. 068	Commenced process May 2014	Amended Council Policy No. 068 adopted by Council
Evaluation		
Completed		
Include Council Policy No. 068 in: <ul style="list-style-type: none"> • Media articles and on-hold messages • animal registration renewal document • website updates 	Ongoing	· Record numbers of media articles · information included on animal registration renewal document · website updates
Evaluation		
Off leash and animal registration have been added to on hold messages, regular media releases and website.		

Information source

<p>5. Registration and Identification</p> <p>Table Animal registrations</p> <p>Data from Lynx Rating Manager Reporting date: 1 January to 31 December</p>
<p>6. Nuisance animals</p> <p>Table Impounded Animals</p> <p>Data from Pound Data document kept by GSC Local Laws department Reporting date: 1 January to 31 December</p>
<p>7. Dog attacks</p> <p>Table Gannawarra Shire Council - Dog Attacks</p> <p>Prior to 2015/2016: Data from Animal Control Data document kept by GSC Local Laws Officers</p> <p>From 2015/2016: Data from Local Laws Action Request program</p> <p>Reporting date: 1 January to 31 December</p>
<p>8. Dangerous, menacing and restricted breed dogs</p> <p>Table Animal registration</p> <p>Data from Lynx Rating Manager Reporting date: 1 January to 31 December</p>
<p>9. Overpopulation and high euthanasia</p> <p>Table Impounded animals</p> <p>Data from Domestic Animal Pound Data document Reporting date: 1 January to 31 December</p>

8.2 APPLICATION FOR PLANNING PERMIT P17.021 - NOTICE OF DECISION TO APPROVE.

Author: Kellie Burmeister, Statutory Planning Officer

Authoriser: Peter Bergman, Manager Planning and Regulatory Services

Applicant: Next Level Cohuna

Owner: Luke Diss and Brianna Cook

Proposal: Use of land for a restricted recreation facility (health club) and reduction in car parking spaces required.

Location: 13-15 Market Street, Cohuna

Attachments:

- 1 Aerial Photograph of Site
- 2 Proposed Floor Plan

RECOMMENDATION

That Council approve Planning Application P17.021 for the use of land for a restricted recreation facility (health club) and reduction in car parking spaces required and issue a Notice of Decision subject to the following conditions:

1. Amended Plans Required

Before the use starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:

a) Use Management Plan as required by Condition 2.

2. Use Management Plan

Prior to the use coming into operation, a Use Management Plan must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The Use Management Plan must address the following matters to the satisfaction of the Responsible Authority:

a) Client access arrangements to the premises during hours when staff are not present on the site.

b) Security arrangements including provision for CCTV cameras.

c) Management of music equipment when staff are not present at the premises.

d) No group fitness classes to be undertaken outside the hours of supervision or the premises.

e) No amplified music outside the hours of supervision or the premises.

f) Complaints handling procedure.

3. Layout not to be Altered

The use as shown on the endorsed plan must not be altered or modified without the prior written consent of the Responsible Authority except where specifically varied by conditions of this permit.

4. Expiry of Permit

This permit will expire if the use is not started within two years of the date of this permit. The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within three months afterwards.

5. Number of Patrons

Not more than 30 customers and two staff members may be present at anyone time.

6. After Hours Access

All after hours access is to be from the Market Street entry and no access is permitted from the rear car parking area.

7. Noise

Noise emitted from the premises must not exceed limits prescribed by the State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2.

8. Amenity

The use and development of the site must be managed so that the amenity of the area is not detrimentally affected, through the:

a) Transport of materials, goods or commodities to or from the land;

b) Appearance of any building, works or materials;

- c) Emission of noise, artificial light, vibration, wastewater or waste products;
- d) Presence of vermin.

9. Control of Light Spill

External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

10. Signage

Details of any proposed signage must be submitted to and approved by the Responsible Authority prior to the use coming into operation.

11. Environmental Health Officer

- a) If food is to be prepared and sold on the premises, the premises must comply with the *Food Act 1984* and FSANZ Food Standards Code, and
- b) The applicant must register the premises with Council if any food is to be sold at the premises.

NOTE 1: A BUILDING PERMIT MUST BE OBTAINED PRIOR TO COMMENCING ANY BUILDING WORKS.

NOTE 2: ALL BUILDING WORKS MUST COMPLY WITH THE VICTORIAN BUILDING REGULATIONS.

EXECUTIVE SUMMARY

This report is being presented to Council to determine a planning application for the use of land for a restricted recreation facility (health club) and reduction in car parking spaces required at 13-15 Market Street, Cohuna. The application was advertised to surrounding property owners and occupiers and five written objections were received. The proposal is considered to be appropriate for the site and consistent with the provisions of the Gannawarra Planning Scheme. The application has therefore been recommended for approval by Council officers.

PURPOSE

To seek Council's decision on planning application P17.021 for the use of land for a restricted recreation facility (health club) and reduction in car parking spaces required.

DECLARATIONS OF CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

Council Plan 2013/2017 – Sustainable Environments – Adopt appropriate planning mechanisms to support sustainable land use and development.

BACKGROUND INFORMATION

The subject site has a total area of approximately 633 square metres and is located along Market Street, within the central business district of Cohuna. The building was previously occupied by a Supermarket and has been vacant for approximately 10 years. The businesses within the area range from retail shops, offices and cafes. A hotel, motel and bottle shop are located directly opposite the site. Dwellings are located south along King Edward Street.

The proposed change of use will involve internal building alterations which do not trigger the need for a planning permit. No external building works are proposed.

The proposed health club will have free weights, cardio equipment such as running machines, bikes and treadmills as well as small group fitness classes such as spin, pilates, yoga, etc.

The proposed facility will be supervised between the hours of 6.30am and 6.30pm Monday to Friday and 8.00am to 12noon on Saturday and Sunday. The health club will have 24 hour scan key access for members during all other hours.

CONSULTATION

The application was advertised by mail to adjoining property owners and occupiers and a sign was placed onsite. Five written objections were received; these have previously been provided to Councillors.

A mediation meeting was held in the Gannawarra Shire Council Cohuna Community Meeting Room on 21 June 2017. The applicant outlined the proposal in more detail and the objectors present were able to articulate their concerns.

ASSESSMENT

The subject land is situated within a Commercial 1 Zone (C1Z) under the Gannawarra Planning Scheme. The use of land for Restricted Recreation Facility can be considered within this zone pursuant to Clause 35.07-1. The purpose of the C1Z is *"to create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses"*.

The land is also affected by an Environmental Significance Overlay Schedule 4 (ESO4). The purpose of the schedule to this overlay is *"to identify land in urban and non-urban areas which is potentially liable to inundation by overland flow or sheet flooding and is likely to suffer from poor drainage which could inhibit development"*.

The application was referred internally to Council's Engineering, Building and Environmental Health Departments who offered no objection to the proposal subject to conditions.

The issues identified within the objections include:

- The application stated the rear parking was "currently unutilised". This is completely incorrect. The bulk of the businesses on this corner use this parking area, on any given business day there can be 10 to 15 vehicles in the back area. As there are two eateries there are many delivery trucks in this area every day as well as council garbage truck. Decreasing this space is going to make this a dangerous area for our deliveries and cars.
- A new clinic was established twelve months ago, bringing in three new health practitioners to town with two more in the planning stage. There is a rehabilitative gym and many exercises classes. The new premises planned is suggesting the same thing. The proposed premises is going to put considerable financial strain on all of the existing similar businesses in town.
- All the current instructors live in our local precinct and this is their primary income. With a population of less than 2000 people in Cohuna and only 50% under 65, there are not enough people to support two exercise based businesses.
- The applicant already has an established facility in Echuca so his primary income is already certain. The applicant intends to bring staff from Echuca to man the new facility.
- Potential loud music playing 24 hours a day.

- There is no need for a 24 hour business in town as there is no demand. Most people move to a country town for peace and quiet and a focus on lifestyle not on business. This would seriously detract from many of the attractive qualities of our town.
- No objection to a “gym” providing weight training, however, strongly object to the proposed running of fitness classes which are already run by varying local fitness instructors.
- Bringing in out of town business that employs out of town employee’s to take over services that are currently being run by local community is not going to be an asset for the town.
- The addition of another gym with the same classes as the existing, will be detrimental to both parties. Cohuna is not big enough for both to survive.
- Concerns that the business will operate 24/7 and will be playing loud music.
- The parking and noise will greatly affect the peace and quiet of the immediate area, not to mention the interruption to the residents sleep if they are coming in at all hours of the day and night.
- Objection to the proposed six car parking spaces that are facing towards the property at 11 Market Street. This area is to assist with goods deliveries, rubbish bins and tenant parking.

DISCUSSION

This proposal has been assessed against the zone and policy provisions of the Gannawarra Planning Scheme.

The site is situated within a Commercial 1 Zone. Purposes of this zone are:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To create vibrant mixed used commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

It is considered that the use is consistent with the purposes of the zone and that conditions can be incorporated into any approval to further demonstrate this.

Decision Guidelines of Clause 65 require the consideration of the purpose of the zone, the orderly planning of the area and the effect of a proposal on the amenity of the area. It is considered that this proposal is consistent with the purpose of the zone and will not result in any amenity issues for the area.

Issues raised in the objections received can be dealt with by the inclusion of conditions to alleviate concerns.

The State Planning Policy Framework (SPPF)

Clause 17.01-1 Business – The objective is “to encourage development which meet the communities’ needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities”. The proposal is considered to be consistent with the state planning policy.

Local Planning Policy Framework (LPPF)

Clause 21.08-1 Commercial development – Objective 1 is “to provide for planned development and physical improvement in the retail centres of Kerang, Cohuna and Koondrook, which is integrated with existing retailing and is based on good urban design principles, to maximise levels of services, tourist visitation and trade”. One of the strategies is to “accommodate new retail and commercial development in or abutting existing commercial areas”. The proposal is again consistent with local planning policy.

Particular Provisions

Clause 52.06 Car Parking – One of the purposes is “to ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality”.

A restricted recreation facility is not listed within the car parking requirement table. Similarities could be drawn from a place of assembly which requires 0.3 car spaces to each patron permitted. The maximum number of patrons expected onsite at any one time is 30, therefore it could be reasonably expected to require 10 car parking spaces.

The building was previously occupied by a supermarket and no on-site car parking was provided. There are approximately 35 on street car parks on the east and west side of Market Street between King George and King Edward Streets.

A council owned, sealed car park is provided behind the subject site which provides car parking for businesses and customers along, Market Street, King George Street and King Edward Street.

The key usage times are likely to be in the morning and evening, before and after work. Limited patronage is expected outside these key times.

There is ample availability of on street car parking nearby the subject site and it's expected that there will be multi-purpose trips, ie patrons going to the supermarket, or other shops after attending the health club. Some patrons will walk or cycle. Others may share a vehicle, eg partners, friends, workmates, etc. Some will be dropped off before a session and collected at the completion.

Objections based on competition of like uses cannot be considered in a Commercial Zone. There are examples of a number of the same type of businesses existing in Cohuna, eg banks, cafes, etc.

OPTION ANALYSIS

Council has two options in relation to this report:

1. To approve Planning Application P16.087 and issue a Notice of Decision to issue a planning permit subject to appropriate conditions. The objectors have the opportunity to appeal Council's decision at VCAT.
2. To refuse Planning Application P16.087 and issue a Notice of Refusal stating the grounds of refusal. The application then has the opportunity to appeal Council's decision at VCAT.

RISK IMPLICATIONS

There are no risk implications to Council.

FINANCIAL IMPLICATIONS

N/A

CONCLUSION

The proposed use and development is considered to be appropriate for this site. The application was advertised to surrounding property owners and occupiers and five written objections were received.

A mediation meeting was held to further understand the issues raised by the objectors.

It is considered that the proposal is consistent with the Gannawarra Planning Scheme, in particular the State Planning Policy Framework and Local Planning Policy Framework and the purpose of the Commercial 1 Zone.

The principle of improving the community's health and wellbeing is supported.

There is some opportunity for the overlap of classes and facilities to be limited by co-operation between the existing and proposed businesses.

Given the above, it is recommended that the application be approved subject to conditions as outlined earlier in this report (see recommendation).



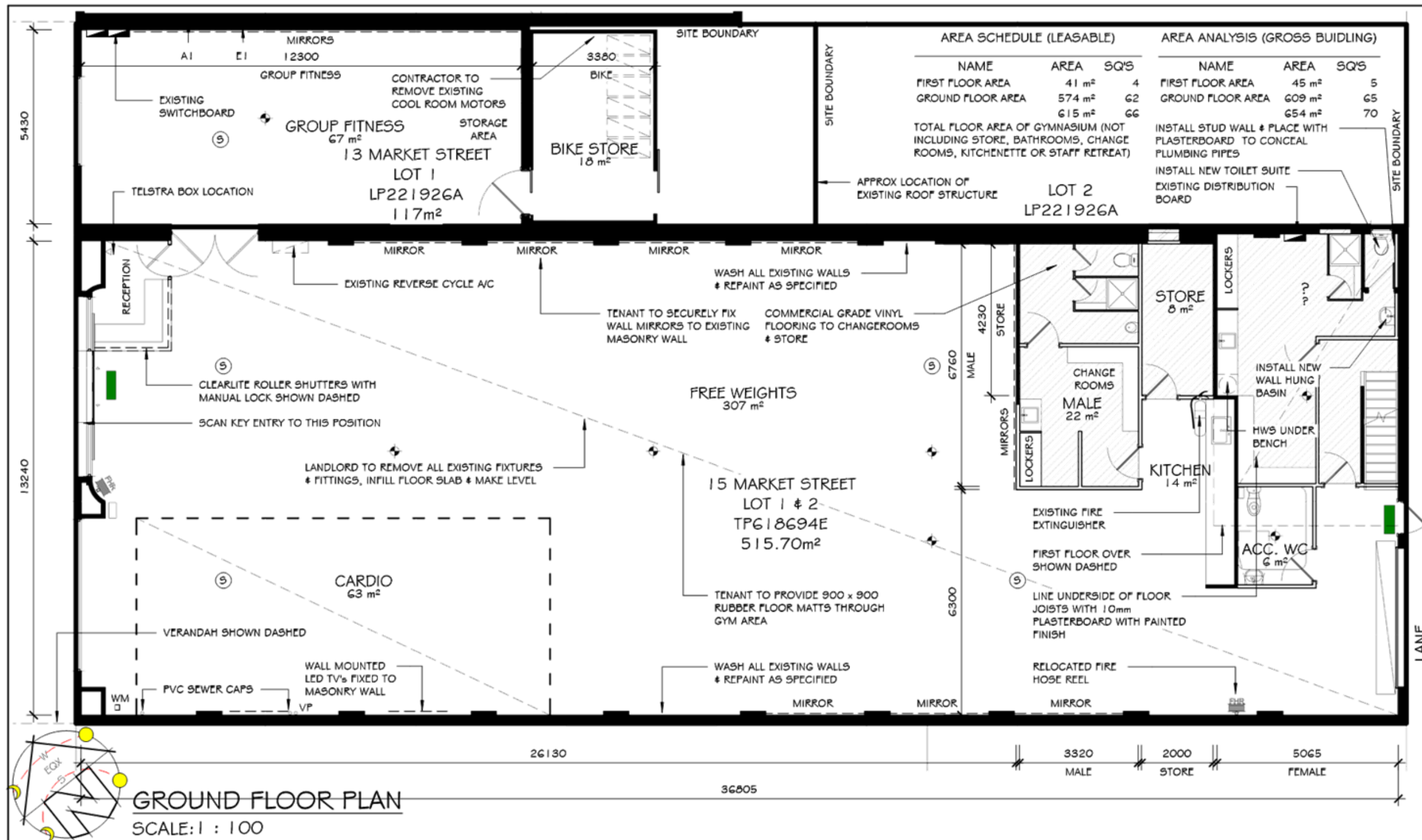
Map



Map Zoom: 0.2136 km

About this Document	Disclaimer
<p>This map has been created for the purpose of showing basic locality information over Gannawarra Shire Council. Property boundary line network data is supplied by State Government. Any error should be reported to the GIS Section, Gannawarra Shire Council.</p>	<p>This map is a representation of the information currently held by Gannawarra Shire Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated.</p>

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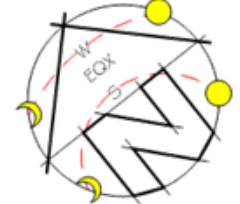
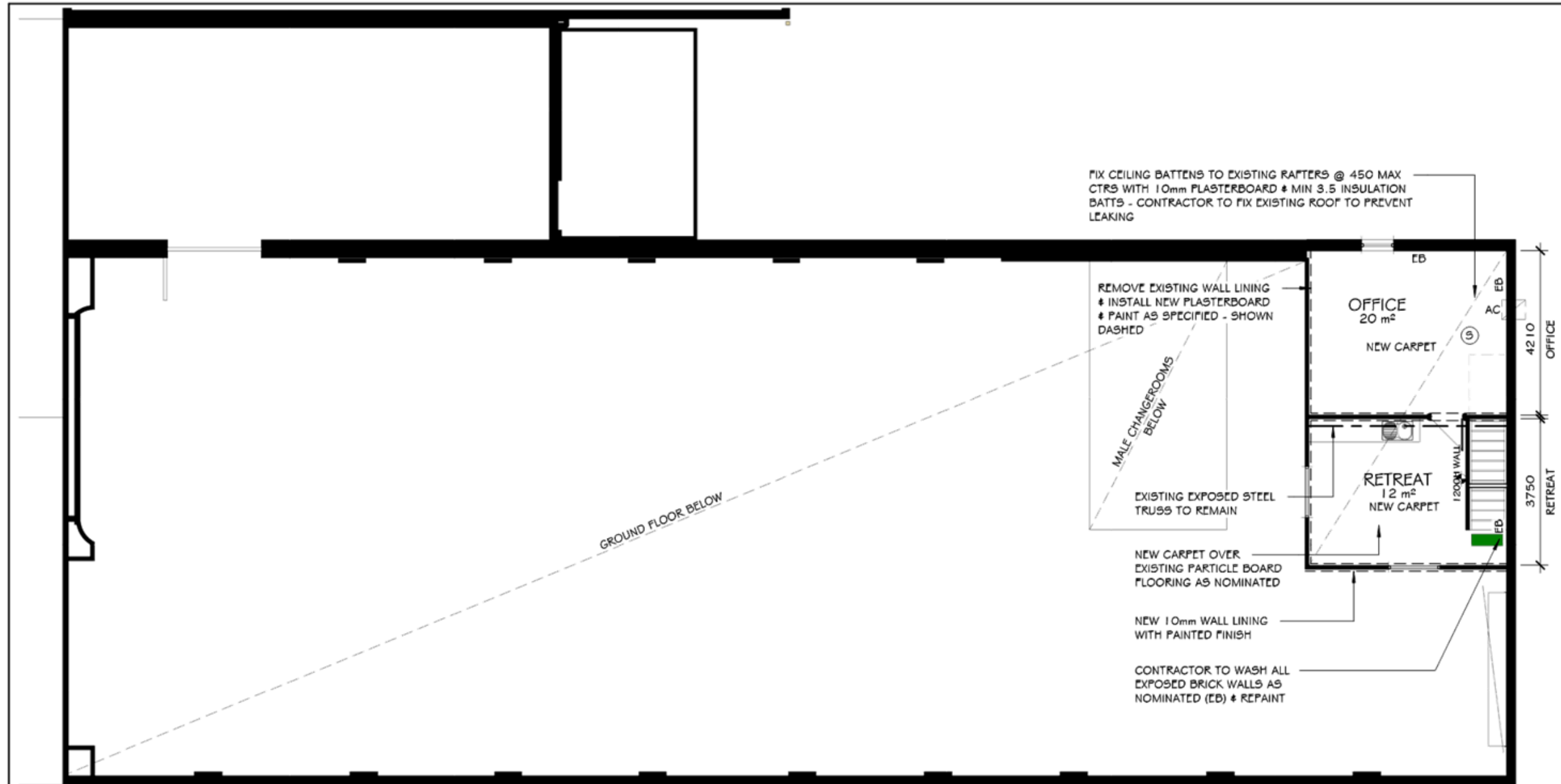
edg ecotecture design group
3-5/ 33 Nish Street, Echuca 3564
admin@ecotecturedesign.com.au
03 54807884

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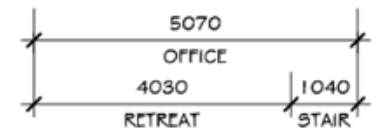
REFURBISHMENT FOR PROPOSED GYM 13 - 15 MARKET STREET COHUNA VIC 3568

TOWN PLANNING		MEMBER bda Building Designers Association Victoria
Project number	2017-0007	
Date	MARCH 2017	TP04 Sheet TP04 Of TP07
Drawn by	MCL	
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ABN. 58 918 283 483		

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FIRST FLOOR PLAN
SCALE: 1 : 100



edg ecotecture design group
3-5/ 33 Nish Street, Echuca 3564
admin@ecotecturedesign.com.au
03 54807884

No.	Description	Date

REFURBISHMENT FOR PROPOSED GYM 13 - 15 MARKET STREET COHUNA VIC 3568

TOWN PLANNING		MEMBER bda Building Designers Association Victoria
Project number	2017-0007	
Date	MARCH 2017	
Drawn by	JLM	
Scale	1 : 100	TP05 Sheet TP05 Of TP07
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8.3 2017 COMMUNITY SATISFACTION SURVEY

Author: Katrina Thorne, Community Development Officer
Authoriser: Mandy Hutchinson, Director Community Wellbeing
Attachments: Nil

RECOMMENDATION

That Council:

- 1. Receive the 2017 Community Satisfaction Survey for our Shire.**
 - 2. Acknowledge that Gannawarra Shire rated statistically significantly higher than the average rating for councils State-wide and in the Small Rural Shires group for overall performance.**
 - 3. Note that our top 3 performance areas are Appearance of Public Places, Elderly Support Services and Recreational Facilities.**
 - 4. Recognises that although Council did not experience any significant rating decline, identified areas for improvement include Sealed Local Roads, Lobbying and Consultation and Engagement.**
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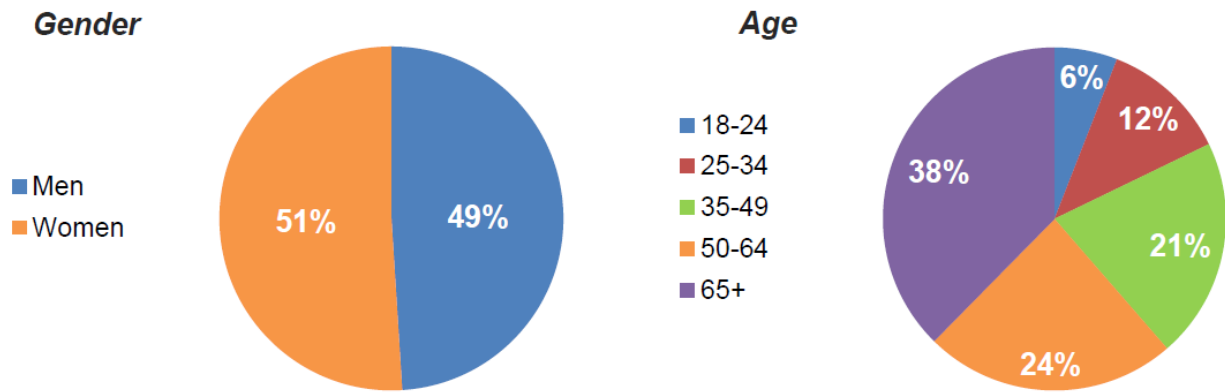
EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the results from the 2017 Community Satisfaction Survey which was conducted over a period from 1 February to 30 March 2017.

BACKGROUND

Each year Local Government Victoria (LGV) coordinates a State-wide Local Government Community Satisfaction Survey throughout Victorian local government areas. The main objectives of the survey are to assess the performance of Gannawarra Shire Council across a range of measures and to seek insight into the ways to provide improved or more efficient service delivery. The survey also provides Council with a means to fulfil some of our statutory reporting requirements.

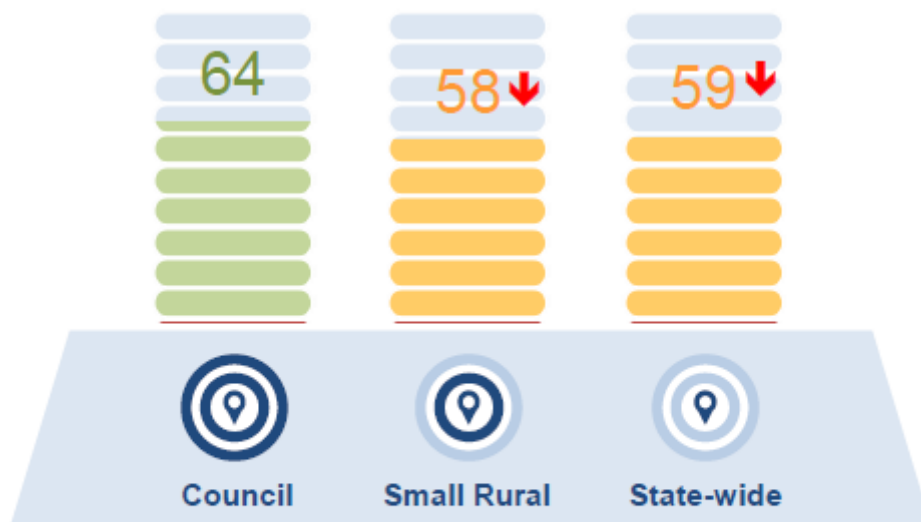
The survey is conducted via telephone and involves a random survey of residents in Gannawarra Shire aged 18 or over. A total of 400 interviews were completed with a representative sample of residents achieved by including minimum quotas of gender within the various age groups.



The survey is divided into two areas including core performance measures and individual service areas, with the results benchmarked against prior year results, State-wide averages and other small rural shires.

Gannawarra Shire Council has again maintained its high performance over the last 12 months with performance on all five core measures – overall job performance, community consultation, customer service, advocacy and overall Council direction – significantly high than Small Rural Shires and State-wide averages.

The overall performance for 2017 was measured at 64 index points which was an increase from 63 recorded in 2016. This performance measure is higher than the Small Rural Shires average of 58 and 5 points higher than the state-wide average of 59. A total of 58% of respondents rated Council’s overall performance as ‘very good’ or ‘good’, with only 10% rating Council as ‘very poor’ or ‘poor’.



OVERALL COUNCIL PERFORMANCE

Results shown are index scores out of 100.

The results of the core performance measures shows that Gannawarra’s performance remained largely stable compared to 2016 results.

Council’s core service area of customer service has again performed strongly with 30% rating Council’s customer service ‘very good; and a further 39% rating customer service as ‘good’. Council is performing well on most individual service areas, particularly on the appearance of public areas, elderly support services and recreational facilities.

TOP 3 PERFORMING AREAS



It should be noted that for the 2017 Survey, Council chose to run additional data analysis by ward. A notable difference across geographic cohorts within Gannawarra is evident on the performance measure *Sealed Local Roads*. Avoca Ward residents rate Council significantly lower than average on sealed local roads, whilst Patchell Ward residents rate Council significantly higher in this service area.

Areas where Council is performing well

The *Appearance of Public Areas* has consistently been rated in the top two performing services areas for Council. With an index score of 75, a total of 75% of residents rated Council’s performance as ‘very good’ or ‘good’ and shows that Council is significantly higher than the State-wide average.

Council is well regarded in the *Elderly Support Services* area with the 2017 rating consistent with the 2016 results and over 60% of residents rating Council’s performance as ‘very good’ or ‘good’.

Recreational Facilities rated higher than other service areas and 70% of resident’s rate Council’s performance as ‘very good’ or ‘good’.

Areas that Council needs to focus on

While Council did not experience any significant ratings decline in 2017, the area that stands out as being most in need of Council attention is the condition of sealed local roads. Perceptions do appear to differ by location, and ratings on this measure declined three index points in the past year.

Lobbying is the second lowest rated service area, however has increased one index point since 2016.

Consultation and engagement and making community decisions are both rated with an index score of 60, making them the next two lowest rated service areas.

Summary of Core Measures – detailed analysis

Performance Measures	Gannawarra 2017	Gannawarra 2016	Small Rural 2017	State-wide 2017	Highest score	Lowest score
OVERALL PERFORMANCE	64	63	58	59	Aged 18-34 years	Avoca Ward
COMMUNITY CONSULTATION (Community consultation and engagement)	60	60	55	55	Aged 18-34 years	Aged 50-64 years
ADVOCACY (Lobbying on behalf of the community)	58	57	55	54	Aged 18-34 years	Aged 50-64 years
MAKING COMMUNITY DECISIONS (Decisions made in the interest of the community)	60	59	55	54	Aged 18-34 years	Aged 50-64 years
SEALED LOCAL ROADS (Condition of sealed local roads)	51	54	50	53	Patchell Ward	Avoca Ward
CUSTOMER SERVICE	72	73	69	69	Women, Aged 65+ years	Aged 35-49 years
OVERALL COUNCIL DIRECTION	57	54	52	53	Aged 18-34 years	Aged 35-49 years, Yarran Ward, Men

POLICY CONTEXT

The Community Satisfaction survey provides Council with a means to fulfil some of our statutory reporting requirements, including Council Plan reporting.

DISCUSSION

This is an independent survey conducted by Local Government Victoria. No consultation is required.

CONSULTATION

This is an independent survey conducted by Local Government Victoria. No consultation is required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter

CONCLUSION

Gannawarra Shire Council’s results for the 2017 Community Satisfaction Survey were largely stable compared with the 2016 Survey results and once again showed Council rating higher than the Small Rural Shires and State-wide averages in most categories. Although there are some variations in customer satisfaction levels between specific performance and service areas, the overall result demonstrates that Council is sustainably maintaining its position of providing a high level of resident satisfaction. The 2017 results do highlight service areas that Council need to focus on in the future and the development of the new four year Council Plan will go some way in allowing Council to address its vision and future prospects for our community.

8.4 ROAD MANAGEMENT PLAN - ADOPTION**Author: Geoff Rollinson, Director Infrastructure Services****Authoriser: Geoff Rollinson, Director Infrastructure Services****Attachments: 1 Draft Road Management Plan (under separate cover)****RECOMMENDATION****That Council adopt the Road Management Plan 2017.**

EXECUTIVE SUMMARY

Council has a statutory requirement to review its Road Management Plan within six months after each general election or by the next 30 June, whichever is the later.

The purpose of the Road Management Plan is to establish a management system to assist the Council to meet its Road Management Act duties based on its policy and operational objectives and having regard to available resources. The Road Management Plan sets out Council's statutory requirements in relation to inspection repair and maintenance of Council roads and does not set out levels of service required by the road user.

Council offices have undertaken a review of Council's current Road Management Plan and publicly advised the reviewed and amended document for public comment as set out in the *Road Management Act 2004*.

As no public submissions were received it is recommended to adopt the Road Management Plan 2017.

BACKGROUND

The purpose of a Road Management Plan as defined by the *Road Management Act 2004* is:

1. *To establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and*
2. *To set the relevant standards and relation to the discharge of duties in the performance of these road management functions.*

Council at its Ordinary Meeting on 15 March 2017 resolved to

1. Commence the review of the Road Management Plan.
2. Place a notice in the Government Gazette and local newspapers advising of the review of the Road Management Plan.

It is important to note that the Road Management Plan sets out Council's statutory requirements in relation to inspection, repair and maintenance of Council roads. These functions and requirements are separate to the desired levels of service and standards of construction specified in the underlying Asset Management Plans.

During the review changes made to the Road Management Plan are:

Appendix 2 – Intervention Levels

INTERVENTION LEVELS – SEALED ROADS

Service Code	Item	Defect Levels when Intervention is Required	Classification	Version 3	March 2017			
				Target Response Time	Target Response Time			
PH	Pothole Patching	Repair if hole >50mm deep or 400mm diameter.	Link	Within 10 working days	Within 4 weeks			
			Collector	Within 15 working days	Within 5 weeks			
			Access-Major	Within 20 working days	Within 8 weeks			
			Access-Minor	No seal in this Category	No Change			
			Ancillary Areas	6 weeks	No Change			
US	Unsealed Shoulders	a) Repair scours >75mm measured by a 1.2 m straight edge over a 20m length of shoulder. b) Any pothole > 50mm deep x 400 mm diameter.	Link	a) 3 months b) 1 month	No Change			
			Collector	a) 3 months b) 1 month	No Change			
			Access-Major	Programmed	No Change			
			Access-Minor	N/A	No Change			
			Ancillary Areas	Programmed	No Change			
			SW	Sweeping	Any area > 40m ² that has build-up that is visible in the travel path and/or is a potential hazard to vehicles or pedestrians.	Link	4 weeks	No Change
						Collector	16 weeks	No Change
Access-Major	16 weeks	No Change						
Access-Minor	No seal in this Category	No Change						
Ancillary	Programmed	No Change						
ER	Edge Repair	Repair Edge of break >200mm laterally or drop off > 75mm.	Link	4 weeks	8 weeks			
			Collector	8 weeks	16 weeks			
			Access-Major	16 weeks	No Change			
			Access-Minor	No seal in this Category	No Change			
			Ancillary	16 weeks	No Change			

INTERVENTION LEVELS – SEALED ROADS

Service Code	Item	Defect Levels when Intervention is Required	Classification	Version 3	March 2017
				Target Response Time	Target Response Time
PF	Pavement Failure (digouts)	When area is cracked and deformed and likely to deteriorate. Areas <25m ² and > 50mm deep (Link), > 75mm deep (Other classifications) under a 1.2m straight edge.	Link	8 weeks	16 weeks
			Collector	12 weeks	24 weeks
			Access-Major	16 weeks	32 weeks
			Access-Minor	No seal in this Category	No Change
			Ancillary	24 weeks	32 weeks
WL	Weed and sucker Control	Weeds and suckers obstructing vision of motorists at intersections and curves to be removed.	Link	4 weeks	No Change
			Collector	12 weeks	No Change
			Access-Major	12 weeks	No Change
			Access-Minor	No seal in this Category	No Change
			Ancillary	12 weeks	No Change
E	Emergency	When any call is received which reports public safety in jeopardy. Includes all work arising from emergency incidents including flood, fires, storms, traffic accidents, roads blocked by rubbish or animals and waste that may impact on the safety of the public and protection of the asset.	Link	4 hours	No Change
			Collector	4 hours	No Change
			Access-Major	4 hours	No Change
			Access-Minor	No seal in this Category	No Change
			Ancillary	8 hours	No Change

INTERVENTION LEVELS – GRAVEL ROADS INCLUDING UNSEALED URBAN ROADS

Service Code	Item	Defect Levels when Intervention is Required	Classification	Version 3 Target Rectification Response Time	March 2017 Target Rectification Response Time
GPH	Pot Holes	Holes 75mm deep and/or 400mm diameter.	Link	No gravel Link Roads	No Change
			Collector	8 weeks	
			Access-Major	12 weeks	No Change
			Access-Minor	Programmed	No Change
			Ancillary	Programmed	No Change
WR	Rutting	Rutting concentration for a length of road and average depth exceeding 75mm in any 100m2:	Link	No gravel Link Roads	No Change
			Collector	4 weeks	Programmed*
			Access-Major	16 weeks	Programmed*
			Access-Minor	Programmed	No Change
			Ancillary	Programmed	No Change
C	Corrugations	Corrugation concentration for a length of road and average depth exceeding 50mm for 20% of road area in any 100m	Link	No gravel Link Roads	No Change
			Collector	Programmed	No Change
			Access-Major	Programmed	No Change
			Access-Minor	Programmed	No Change
			Ancillary	Programmed	No Change
SS	Slippery Surface	Any Part	Link	No gravel Link Roads	No Change
			Collector	Programmed	No Change
			Access-Major	Programmed	No Change
			Access-Minor	Programmed	No Change
			Ancillary	Programmed	No Change

** In relation to rutting and corrugations, the repair method on unsealed roads is GRADING. This is done on a rotational basis, generally – Collectors twice per year and Access Major once per year.*

INTERVENTION LEVELS – GRAVEL ROADS INCLUDING UNSEALED URBAN ROADS

Service Code	Item	Defect Levels when Intervention is Required	Classification	Version 3 Target Rectification Response Time	March 2017 Target Rectification Response Time
SC	Surface Scour	Area if long or transverse scouring exceeds 75mm depth >100m ² (Version 3 – applied to areas greater than 25m ²)	Link	No gravel Link Roads	No Change
			Collector	4 weeks	8 weeks
			Access-Major	16 weeks	No Change
			Access-Minor	N/A	No Change
			Ancillary	N/A	No Change
GE	Emergency	When any call is received which reports public safety in jeopardy. Includes all work arising from emergency incidents including flood, fires, storms, traffic accidents, roads blocked by rubbish or animals and waste that may impact on the safety of the public and protection of the asset.	Link	No gravel Link Roads	No Change
			Collector	4 hours	No Change
			Access-Major	4 hours	No Change
			Access-Minor	4 hours	No Change
			Ancillary	8 hours	No Change

INTERVENTION LEVELS – FOOTPATHS and SIGNS

Service Code	Item	Defect Levels when Intervention is Required	Classification	Version 3 Target Rectification Response Time	March 2017 Target Rectification Response Time
FP	Footpath	Concrete: Vertical displacement between two adjacent surfaces is greater than 20mm. Asphalt: Tree root or similar displacement greater than 75 mm.	Category 1	1 month	No Change
			Category 2	3 months	No Change
			Category 3	Programmed	No Change
GP	Guideposts	Where Council has installed guideposts to the Council's Standard replace if more than 20% of these posts are missing.	Link	4 weeks	6 weeks
			Collector	6 weeks	8 weeks
			Access-Major	8 weeks	16 weeks
			Access-Minor	12 weeks	16 weeks
			Ancillary	12 weeks	16 weeks
LM	Linemarking	All linemarking to be repainted as per program.	Link	Annual Program	No Change
			Collector	Annual Program	No Change
			Access-Major	2 years	No Change
			Access-Minor	No seal in this category	No Change
			Ancillary	2 years	No Change
RS	Regulatory Signs	Replace regulatory signs (Parking Signs excepted) that are missing or illegible at 100m at night using low beam or are illegible at 100 metres in daylight.	Link	2 weeks	4 weeks
			Collector	2 weeks	4 weeks
			Access-Major	4 weeks	6 weeks
			Access-Minor	4 weeks	6 weeks
			Ancillary	4 weeks	6 weeks
DS	Directional Signs	Replace directional signs (street name plates excepted) that are missing, or illegible at 100m using low beam at night or are illegible at 100 metres in daylight.	Link	4 weeks	6 weeks
			Collector	6 weeks	No Change
			Access-Major	8 weeks	No Change
			Access-Minor	12 weeks	No Change
			Ancillary	12 weeks	No Change
AS	Advisory Signs	Replace advisory signs that are missing, or illegible at 100m using low beam at night or are illegible at 100 metres in daylight.	Link	4 weeks	6 weeks
			Collector	6 weeks	No Change
			Access-Major	8 weeks	No Change
			Access-Minor	12 weeks	No Change
			Ancillary	12 weeks	No Change

For all missing signs, the timing may be variable due to the promptness of ordering and supply.

Appendix 3 -

Inspection Frequencies Roads

INSPECTION TYPE	FREQUENCY – Day Inspection						
	Link	Collector	Access-Major	Access-Minor	Ancillary Road Area	Not Responsible	
March 2017 RM Act Plan Inspections	No Change	13 Weeks	No Change	No Change	No Change	No Change	
Version 3 RM Act Plan Inspections	13 Weeks	26 Weeks	26 Weeks	52 Weeks	26 Weeks	N/A	
Or as soon as reasonably practicable thereafter							
Reactive interventions and risk strategies “reactive inspections”	The Shire will respond as soon as reasonably practicable following receipt of a possible RM Act defect.					N/A	

INSPECTION TYPE	FREQUENCY – Night Inspection						
	Link	Collector	Access-Major	Access-Minor	Ancillary Road Area	NOT RESPONSIBLE	
March 2017 Safety/Hazard Inspection	No Change	No Change	No Change	No Change	No Change	No Change	
Version 3 Safety/Hazard Inspection	52 weeks	52 weeks	N/A	N/A	N/A	N/A	

Inspection Frequencies Footpaths

FOOTPATH INSPECTION	FREQUENCY		
	Category 1	Category 2	Category 3
March 2017 Defect Inspection	No Change	No Change	No Change
Defect Inspection	13 Weeks	13 Weeks	26 Weeks

POLICY CONTEXT

The Road Management Plan specifies that among other requirements, inspections, schedules, maintenance and repair for Council's road infrastructure must maintain the infrastructure at an appropriate standard.

Data collection and analysis continues to improve since the adoption of the original plan in 2004, along with the generation and adoption of a number of other asset management plans.

DISCUSSION

The Road Management (General) Regulations 2005 require that a municipal Council must conduct a review of its Road Management Plan within the period referred to in section 125(1)(b) of the Local Government Act 1989, being within 6 months after each general election or by the next 30 June, whichever is the later.

In conducting a review of the road management plan a road authority (Council) must ensure that the standards in relation to, and the priorities to be given to the inspection, maintenance and repair of the roads and classes of roads to which the plan applies, are appropriate.

CONSULTATION

The review of the Road Management Plan has been undertaken in consultation with relevant Council Officers and subject matter experts.

As part of the review process public notices were published in the Government Gazette on 13 April 2017, the Gannawarra Times on 25 April 2017 and Councils website advising of the review process and providing the opportunity for public comment in accordance with section 223 of the *Local Government Act 1989*. No public comments were received.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Road Management Plan review process is now complete and Council should resolve to adopt the Road Management Plan 2017 and give notice of its decision.

8.5 COUNCIL POLICY REVIEW - ENDORSEMENT

Author: Alissa Harrower, Governance and Compliance Coordinator

Authoriser: Tom O'Reilly, Director Corporate Services

Attachments:

- 1 Policy No. 083 - Email, Internet and Intranet
- 2 Policy No. 109 - Procurement
- 3 Policy No. 119 - Children Services
- 4 Policy No. 120 - Community Care
- 5 Policy No. 127 - Compliance

RECOMMENDATION

That Council endorse the following reviewed policies:

- Policy No. 083 – Email, Internet and Intranet
- Policy No. 109 – Procurement
- Policy No. 119 – Children Services
- Policy No. 120 – Community Care
- Policy No. 127 – Compliance

EXECUTIVE SUMMARY

Council officers undertake regular reviews of Council policies to ensure they are up to date and reflective of current practices. This report addresses the following policies which have recently been reviewed:

- Policy No. 083 – Email, Internet and Intranet
- Policy No. 109 – Procurement
- Policy No. 119 – Children Services
- Policy No. 120 – Community Care
- Policy No. 127 – Compliance

BACKGROUND

Council officers undertake regular reviews of Council policies to ensure compliance with relevant legislation and that they are reflective of current practice. Reviewed policies are presented to Council for endorsement, or repeal if it has been determined the policy is no longer required.

POLICY CONTEXT

Council Plan 2013/2017 – Effective Leadership and Management: Council maximises its financial capability whilst paying close attention to risk factors and statutory requirements.

DISCUSSION

Policy No	Policy Name	Comments
083	Email, Internet and Intranet	Changes to legislation, processes and org structure reflected throughout the policy.
109	Procurement	Minimal changes relating to change in reference to legislation and noting no changes to purchasing limits or financial thresholds.
119	Children Services	Minor changes have been made to reflect current organisational structure.
120	Community Care	Minor changes have been made to reflect current organisational structure.
127	Compliance	Minor changes have been made to reflect current organisational structure.

CONSULTATION

Council's Executive Leadership and Management Teams have been involved in the review of these policies.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

This report addresses recently reviewed policies for the consideration of Council to ensure compliance with relevant legislation and that they are reflective of current practice.



Email, Internet and Intranet

COUNCIL POLICY NO. 083

1. INTRODUCTION

Email, internet and intranet services form part of the official business communication of Gannawarra Shire Council and as such email, internet and intranet services are governed by the same legislative requirements as all records.

Email messages, internet and intranet postings contain information about business activities and therefore can function as evidence of business transactions in a court of law. The records may also be required by Royal Commissions, auditors and other people/bodies to whom they may be subject and/or who request documents under Freedom of Information legislation.

Electronic communication systems cannot be isolated from Council's records management system.

2. POLICY STATEMENT

Email, internet and intranet services are the property of Gannawarra Shire Council and are provided to employees to be used primarily for legitimate business purposes.

Staff members with email access are responsible for archiving to records all relevant emails, sent or received.

All email, internet and intranet services including the data and messages contained within or transmitted via them are the property of Council and are primarily intended for business use only. Employees are advised that they do not have any personal or proprietary rights over such email, internet and intranet services. Council cannot guarantee the privacy or confidentiality of any email messages sent internally or via the Internet.

Council reserves the right, at any time and without the consent of the user, to inspect, monitor, examine, copy, store, forward, delete, filter and disclose the contents of email messages, internet and intranet history, especially in relation to subpoenas and legal disclosures.

Only the Chief Executive Officer or Director Corporate Services may instruct Information Technology staff to provide access to staff email messages, internet or intranet history.

3. POLICY PURPOSE

The purpose of this policy is to ensure the proper use of Gannawarra Shire Council's email, internet and intranet systems.

This policy applies to all Council employees, councillors, contractors, consultants, temporary and casual staff, and other authorised personnel of Gannawarra Shire Council.

Council makes email, internet and intranet services available to its staff so that they may efficiently share and exchange information in the pursuit of Council's goals and objectives.

Council is a diversified organisation where staff work varying hours and days. Email, internet and intranet services allow Council staff to overcome the barriers of time and space in communication.

4. POLICY

4.1 Email as Official Records

Email messages are official records of Council's business; legislation requires Council to be accountable for that business.

Transactions that provide evidence of business activities and are required for ongoing business should be documented in Council's records management system to provide an official record of:

- What happened
- What was decided
- What advice was given
- Who was involved
- When it happened
- Order of events and decisions

4.2 Internet and Intranet

Approved and current official Council public documents are posted on the Internet (website) and are readily available for members of the community and staff alike.

Approved and current official Council internal documents are posted on the Intranet and should in all circumstances be the first port of call for employee related policies and procedures.

4.3 Information Privacy

Sensitive or personal information transmitted by email, internet and intranet services cannot be guaranteed to be completely private as there is always potential for it to be read by or redirected to unauthorised persons.

Email, internet and intranet systems should not be assumed to be secure. When storing and communicating sensitive information or data, consideration must be given to how best to protect it.

Council information and information belonging to others, such as Council customers and suppliers must be protected from unauthorised or accidental disclosure, modification, damage or destruction, consistent with Council policy and the Privacy and Data Protection Act 2014.

The most effective method of protecting stored information is within Council's records management system.

4.4 Management of Email

Email messages like other business records have different values, some are needed for ongoing business and others have only short-term value.

The value of an email message is determined by whether it relates to a business transaction/activity or contains information only or is a private message.

An electronic document becomes an electronic record when it takes part in a business transaction; records that document business activity are vital for supporting informed decision making and ensuring accountability.

Business transactions should be documented in Council's records management system. Email messages must be retained in accordance with approved retention periods as listed in the Local Government and General Administration Records Retention and Disposal Authorities.

The recipient of an email message must determine if the message is considered to be a business transaction that should be captured as an official record.

4.5 Management of Internet and Intranet Content

Following appropriate training, staff in positions required to manage website content may post updates, however all new content must be approved by a member of Council's communications team as website user manager, via the inbuilt workflows.

All staff may, and in fact are encouraged to, post content to the Intranet. Valid content includes internal-only documents and policies, links to professional and government bodies, official, social and charity events, and general information of an official or social nature. Department managers are responsible for ensuring information on the

Intranet pertaining to their respective department functions is current, accurate and appropriate.

The Intranet Message Board may be used for both professional and social purposes providing all postings remain appropriate (see 4.8. Inappropriate Use of Email, Internet and Intranet).

4.6 General Use of Email, Internet and Intranet

Reasonable personal use of Council's email, internet and intranet services is expected. Personal use is a privilege, which must be balanced in terms of operational needs; its use must be appropriate, lawful, efficient and ethical.

Any opinions expressed in email messages or internet and intranet postings, where they are not business related, should be specifically noted as personal opinions and not those of Council.

Email messages, together with internet and intranet postings must be treated in the same way as written correspondence on Council letterhead; only employees with specific delegated authority may commit the Council to any action or expenditure.

4.7 Defamation Law

Forwarding a defamatory email makes the forwarder liable as a joint publisher of the original material. Council may be exposed to liability in relation to defamatory emails sent by users of its computers.

Under no circumstances should email messages with defamatory content be forwarded. If in doubt, speak with your manager.

4.8 Inappropriate Use of Email, Internet and Intranet

- Using email, internet and intranet services for excessive non-business purposes.
- Sending 'chain' letters, 'hoax' mail or other mischievous use.
- Using email, internet and intranet services to solicit outside business ventures or actions.
- Using email, internet and intranet services to distribute software which is inconsistent with any vendor's licence agreement.
- Using email, internet and intranet services to request, access, transmit or convey fraudulent, illegal, offensive, sexually explicit, threatening, abusive or harassing materials.
- Using email, internet and intranet services to defame individuals, groups or organisations.
- Using email, internet and intranet services to harass, abuse, intimidate or interfere with the ability of others to conduct Council business.
- Accessing data without authorisation or attempt to breach any security measures within a system, attempting to intercept data transmissions without authorisation.
- Sending email messages or posting internet and/or intranet content of a defamatory nature.
- Use of email, internet and intranet services to disclose or transmit any classified, staff in confidence, commercial in confidence, restricted or sensitive material.

5. VIOLATIONS AND AUDITING OF THIS POLICY

Council employees who violate this policy will be subject to disciplinary action.

Violating this policy may also contravene the law and subject the employee or Council to criminal or civil actions..

6. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*



7. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna office or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333

Records – Document Profile No. 14/00456

Originally adopted: 2003

Reviewed: 25/06/2008

Reviewed: 15/09/2010

Reviewed: 28/06/2017

To be reviewed by: 2022

Minute Book Reference: 6625

Minute Book Reference: 8285

Minute Book Reference:





Procurement

COUNCIL POLICY NO. 109

1. PRINCIPLES

1.1. Background

Gannawarra Shire Council recognises that:

- Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for the purchase of all goods, services and works by Council, will enhance achievement of Council objectives, including, sustainable and social Procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
- The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities
 - guidelines giving effect to those principles
 - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process)
 - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement.
- Council's contracting, purchasing and contract management activities endeavour to:
 - support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment and corporate social responsibility
 - take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives
 - provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner
 - achieve value for money and quality in the acquisition of goods, services and works by the Council
 - ensure that risk is identified, assessed and managed at all stages of the procurement process
 - use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities
 - use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of the Council
 - comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

1.2. Scope

This Procurement Policy is made under Section 186A of the *Local Government Act 1989*. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186A of the Act requires the Council to prepare, approve and comply with a Procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and temporary employees, contractors and consultants while engaged by the Council.

The Act and the Procurement Policy of the Council is the primary reference point for how all procurement should be performed.

1.3. Purpose

The purpose of this Policy is to:

- provide policy and guidance to the Council to allow consistency and control over Procurement activities
- demonstrate accountability to rate payers
- provide guidance on ethical behaviour in public sector purchasing
- demonstrate the application of elements of best practice in purchasing
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.4. Treatment of GST

All monetary values stated in this policy include GST except where specifically stated otherwise.

1.5. Definitions and Abbreviations

Term	Definition
Act	<i>Local Government Act 1989.</i>
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, methodologies and process information.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Council Staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A Procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Category Management	A 'Category' is an area of spend determined by known market boundaries separating different products, services or industries. Category management recognises that suppliers within a certain market are likely to have similarities which enable a tailored approach to procurement.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
e-Procurement	e-Procurement is integral to the overall development of procurement processes and involves the use of an electronic system/s to acquire and pay for supplies, services and works.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Social Procurement	Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.



Term	Definition
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods and/or services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements
Best Value	Best value in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council’s priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

2. EFFECTIVE LEGISLATIVE AND POLICY COMPLIANCE AND CONTROL

2.1. Ethics and Probity

2.1.1 Requirement

The Council’s Procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

2.1.2 Conduct of Councillors and Council Staff

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness
- not seek or receive personal gain
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information
- present the highest standards of professionalism and probity
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest
- provide all suppliers and tenderers with the same information and equal opportunity
- be able to account for all decisions and provide feedback on them.

2.1.3 Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

2.1.4 Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interest’s conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

Avoid conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates.



Declare that there is no conflict of interest. Where future conflicts, or relevant private interests arise, Council staff must make their manager, or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific Procurement exercise.

Observe prevailing Council guidelines on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

2.1.5 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.6 Gifts and Hospitality

No Councillor or member of Council staff shall, either directly or indirectly solicit or accept gifts or presents from any member of the public involved with any matter that is connected with the duties of the officer, or in which the Council is interested.

Councillors and Council staff must exercise the utmost discretion in accepting hospitality from contractors or their representatives, or from organisations, firms or individuals with whom they have official dealings. Councillors and Council staff should also avoid the ambiguous situation created by visiting the premises of a contractor, organisation, firm or individual uninvited and/or not on official business.

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.

2.1.7 Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- allocated Council budgets for proposed tenders
- information disclosed by organisations in tenders, quotation or during tender negotiations
- all information that is Commercial in Confidence information
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations
- discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

2.1.8 Local Benefit

Where applicable, Council will include a weighted evaluation criterion on tenders and contracts so that an assessment of the local benefit generated in awarding the works can be determined.

Local benefit is defined as the benefit generated in accepting goods or services in terms of:

- Employment generated within the municipality
- Materials or goods purchased from businesses within the municipality
- Economic benefit to local business or the community.

Generally the weighted value of 'Local Benefit' will be 10% of the overall score; however it may be as high as 15% where deemed appropriate.



Where this criterion applies, bidders are encouraged to provide detail on the following, or any other benefit, that will be generated. This detail will be used for the purpose of evaluating the local benefit derived by accepting the tender:

- Percentage of materials to be purchased from within the Gannawarra Shire
- Details of local subcontractors that would be engaged and percentage of project value that they would be conducting
- Business ownership i.e. township(s) in which business is operated and township(s) in which owners reside.
- Accommodation/hospitality services that will be utilised whilst carrying out works
- Employment benefits that will occur within the Gannawarra Shire
- Ability for maintenance to be carried out by local businesses.

Successful bidders may be asked to prove the benefits stated at any time during the contract or tender period.

2.2. Governance

2.2.1 Structure

The Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council
- ensure that the Council's procurement structure:
 - is flexible enough to purchase in a timely manner the diverse range of material, goods, works and services required by Council
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote
 - encourages competition.

2.2.2 Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act
- The Council's policies
- The Council's Code of Conduct
- Local Government Procurement Best Practice Guidelines
- Other relevant legislative requirements such as but not limited to the *Trade Practices Act*, *Goods Act* and the *Environmental Protection Act*.

2.2.3 Methods

The Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- purchasing card and/or credit card
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds
- under contract following a tender process
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies
- other arrangements authorised by the Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies.

The Council may, at the CEO's discretion and based on the complexity and cost of the project, conduct one stage or multi-stage tenders.

Typically a multi-stage tender process will commence with a registration of interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.



2.2.4 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council staff must not disclose allocated tender budgets to suppliers.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

2.3 Procurement Processes and Thresholds

2.3.1 Process

Council procurement processes are based on a number of principles:

- Best Value

The benefits of the purchase are weighted against the costs necessary for the optimum result for the Council and local community. The Council is not required to accept the lowest tender. Instead, the Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to both the overall objectives of the Council and requirements of the *Local Government Act*.

Best value is often mistaken for meaning the lowest price, however, in terms of the contracting process, best value requires us to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision so far as is practicable. It follows that the delivery of best value is dependent upon Council priorities.

Achieving best value also requires *challenging* the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, *comparing* service provision options against all those available, *consulting* with key stakeholders and ensuring *competition* in the open market.

Achieving best value for money must be the basis of all procurement decisions within the Council.

- Open and Fair Competition

All suppliers are treated fairly in an open and transparent manner and have access to the same information.

- Accountability

The Council maintains consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policy and procedures as set out in this policy and other related, relevant Council documents.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

- Risk Management

Strategies for managing risks associated with all procurement processes are in place and consistent

- Probity and Transparency



All Council procurement processes must be conducted in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

2.3.2 Minimum Spend Competition Thresholds NOTE: These thresholds are GST inclusive

2.3.2.1 Tenders

Purchase of all goods and services for which the estimated expenditure exceeds \$150,000, and building and construction works for which the estimated expenditure exceeds \$200,000, must be undertaken by public tender.

The tender thresholds apply to cumulative spend.

However, should the CEO consider that the nature of the requirement and the characteristics of the market are such that the public tender process would lead to a better result for the Council, public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds.

Formal contracts must be advertised and submitted to the tender box. Exemptions to tendering obligations:

- Emergency – Council may enter into a contract up to or beyond the limits above for the provision of goods, services or works without first putting that contract to public tender if Council resolves that the contract must be entered into because of an emergency.
- Ministerial Exemption – the requirements of Section 186A do not apply if a contract is entered into according to arrangements approved by the Minister.

2.3.2.2 Quotations

Purchase of goods and services up to a total of \$150,000 and works having a total valuation of up to \$200,000 may be undertaken using the procurement by quotation method as described below:

- Single transaction items with a value up to \$10,000 – Request for Quotation As a matter of good practice, it is desirable to obtain a minimum of one written quotation and ensure the details are recorded before placing an order (similar details should be recorded where more than one supplier has quoted) and documented in the document management system. However, it is recognised that this is not always practical for reasons of administrative efficiency. If it is not possible to obtain a written quotation, every effort must be made to ensure the process followed in the circumstances is responsible, transparent and accountable.
- Single transactions between \$10,000 and up to \$50,000 - A minimum of two written quotations must be received. Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value for money outcome. Details of the suppliers contacted and their quotations must be recorded on the Quote Record Form. The successful supplier's original quotation must be maintained in the document management system.
- Items with a value between \$50,000 to \$150,000/\$200,000 – Request for Quotation.

Council will receive a minimum of three written quotations.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value for money outcome. Details of the suppliers contacted and their quotations must be recorded on the Quote Record Form. The successful supplier's original quotation must be maintained in the document management system.

Three quotes will not be required in instances where it is obviously impractical e.g. single realistic supplier of a required brand name product, highly specialised work or emergency situations.

Details of the suppliers contacted and their quotations must be recorded on at least a simple spreadsheet or similar document in the Council's Records system.



Exemptions to the policy for obtaining quotations

- Sole Supplier – The Council deals with a number of sole suppliers where there is no market to test and obtain multiple quotations, including professional memberships, water supply, catchment management, and advertising.
- Legal Services – are exempt from the requirements of Section 186A the Act
- Public Advertising - Quotations may be advertised at the Council staff member’s discretion in addition to the methods above. This may occur when a field of potential tenderers hasn’t been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices, etc.

2.3.2.3 Purchases through an Existing Council or Collaborative Purchasing Scheme

Collaborative Purchasing involves the use of aggregated purchasing arrangements with other councils or bodies to enhance achievement of Council objectives such as sustainable and socially responsible procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.

Value of Purchase	Minimum Process	Specification	Need to enter into Contract
Where an existing contract itemises costs for works, goods or services	Proceed with purchase	Not required	Contract already exists. Provide Purchase Order only.
Where existing contract does not itemise cost or works, goods or services	Proceed with purchase following receipt of three written quotations	At delegated Business Unit Manager’s discretion. Reference should be made to the original contract	At delegated Business Unit Manager’s discretion depending on original contract. Provide Purchase Order.

2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which Council staff are permitted to work. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.4.2 Delegations

2.4.2.1 Council Staff

The Council shall maintain a documented scheme of procurement delegations, identifying the Council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of the Council and their respective delegations contained in Financial Delegations policies

- Acceptance of tenders
- Acceptance of quotes
- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Appointment to register of pre-qualified suppliers
- Credit Card purchases
- Procedural exceptions.



2.4.2.2 Delegations Reserved for the Council

Commitments and processes which exceed the CEO's delegation and which must be approved by the Council are:

- Tender recommendations and Contract approval for all expenditure over \$250,000 in value.
- Variations and contract term extensions (requiring additional budget).

2.5 Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end
- transparency in the procurement process
- a clearly documented audit trail exists for procurement activities
- appropriate authorisations are obtained and documented
- systems are in place for appropriate monitoring and performance measurement.

2.6 Risk Management

2.6.1 General

Risk Management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance the Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

2.6.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes the Council to risk.

The Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses
- requiring security deposits where appropriate
- referring specifications to relevant experts
- requiring contractual agreement before allowing the commencement of work
- use of or reference to relevant Australian Standards (or equivalent)
- effectively managing the contract including monitoring and enforcing performance.

2.7 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in the Council Delegations.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the Council to risk and thus must be authorised by the appropriate member of Council staff listed in the Council Delegations.

2.8 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.9 Category Management

The Council has a Category Management approach to procurement which brings together expertise from across the Council to identify the most appropriate and effective approach to deliver the Council's outcomes through sourcing and supply arrangements.

The main objective of category management is to reach a point where all or a very high percentage of the Council's spend within a category is being channelled through approved arrangements, aligned with strategic priorities such that value is maximised on every dollar of expenditure.



2.10 Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system monitoring and achieving the responsibilities and obligations of both parties under the contract
- providing a means for the early recognition of issues and performance problems and the identification of solutions
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives value for money.

2.11 e-Procurement

e-Procurement is integral to the overall development of procurement processes and involves the use of Council's IPOS electronic system to order, receive and pay for supplies, services and works.

By utilising e-procurement Council aims to:

- reduce transaction costs
- achieve greater leverage
- make processes more efficient
- improve management information and visibility of spend
- increase control and consistency of processes
- improve spend compliance.

3. DEMONSTRATE SUSTAINED VALUE

3.1 Integration with Council Strategy

The Council procurement strategy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment, and
- receiving good quality and well managed Council services that are value for money.

3.2 Achieving Best Value

3.2.1 Requirement

The Council's procurement activities will be carried out on the basis of obtaining best value. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of best value.

3.2.2 Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle
- effective use of competition
- using aggregated contracts where appropriate
- identifying and rectifying inefficiencies in procurement processes
- developing cost efficient tender processes including appropriate use of e-solutions
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:

- ensures impartiality and objectivity
- clearly defines the Council's requirements
- encourages the use of standard products
- encourages sustainability
- eliminates unnecessarily stringent requirements.

3.3 Performance Measures and Continuous Improvement

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Procurement procedures, practices and costs will be benchmarked externally. Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers
- Facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4 Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts. This means Council maximising the benefits of the services they provide across the community and minimising the negative aspects of their activities.

The Council integrates CSR into its organisational policies and practices through social procurement, sustainability and diversity.

3.4.1 Social Procurement

Social Procurement generates positive outcomes by building on initiatives already undertaken by the Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of the Council.

The Council is committed to Social Procurement by:

- Ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives
- Achieving greater value for money across the community through the use of effective procurement
- Ensuring all businesses have the same opportunity to tender for Council contracts
- Enhancing partnerships with other Councils, suppliers and community stakeholders
- Building and maintaining a strong community by exploring ways to generate local employment (particularly among disadvantaged residents) and further strengthening the local economy
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade.



3.5 Sustainability

3.5.1 General

The Council is committed to achieving sustainability and ensuring it monitors and reports on Council activities and programs that have an impact on or contribute to the environment including but not limited to the following:

- waste management
- recycling
- energy management
- emission management
- water conservation
- green building design
- procurement.

3.5.2 Sustainable Procurement

The Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, and services and works.

In addition, the Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. The Council aims to achieve this by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner
- Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
- Selecting products / services that have minimal effect on the depletion of natural resources and biodiversity
- Giving a preference to fair-trade, or equivalent, and ethically sourced and produced goods and services
- Working more effectively with local suppliers to ensure they are encouraged to bid for the Council's business in line with the Procurement Policy
- Ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured
- Comply with all Australian regulations and legislation and ensuring our suppliers do the same
- Training all Council staff on sustainability considerations within the procurement process.

3.6 Diversity

Promoting equality through procurement can improve competition, best value, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

4. APPLY A CONSISTENT AND STANDARD APPROACH

The Council will provide effective and efficient commercial arrangements for the acquisition of goods and services

4.1 Standard Processes

The Council will provide effective commercial arrangements covering standard products and provision of standard services across the Council to enable employees to source requirements in an efficient manner.

This will be achieved via establishing the following:

- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements)

- Reporting requirements
- Application of standard contract terms and conditions.

4.2 Performance Indicators

A list of performance indicators will be developed to measure procurement performance. They will include criteria such as:

- The proportion of spend against corporate contracts
- User and supplier satisfaction levels
- Knowledge and skill of Council employees in procurement process
- Level of compliance and understanding of Council procurement policies
- Measuring the success of procurement initiatives e.g. procurement cards.

4.3 Management Information

The Council seeks to improve its performance by capturing and analysing procurement management information in a variety of areas, including:

- Volume of spend
- Number of transactions per supplier
- Compliance
- Supplier performance
- User satisfaction
- Category management
- Green spend.

The Council will also use external sources of management information to assist with the procurement decision making process including:

- Benchmarking data
- Information from professional bodies such as the Chartered Institute of Purchasing and Supply Australia
- Supplier reports.

5. BUILD AND MAINTAIN SUPPLY RELATIONSHIPS

Council recognises that in order to achieve sustainable value, a strategic assessment of the appropriate 'channel to market' should be undertaken – whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

5.1 Developing and Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering the Council's services and works requirements.

Council needs to interact with the market and our suppliers in particular to understand their views and what enables and encourages diverse parts of the market to bid for work with the Council. At the same time Council will ensure that its relationship with strategic suppliers is mutually productive and that goals are shared. Council aims to develop a relationship with suppliers that creates mutually advantageous, flexible and long term relations based on the quality of performance and financial savings.

5.2 Supply Market Development

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Local businesses
- Green suppliers
- Small to medium sized enterprises (SME's)
- Social enterprises
- Ethnic and minority business
- Voluntary and community organisations.

5.3 Relationship Management

The Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across the Council
- Criticality of goods / services, to the delivery of the Council's services
- Availability of substitutes.

5.4 Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to the Council. The external website will be updated and provide:

- Information about Council and how to become an approved supplier
- A list of existing and forthcoming contract opportunities, projected over a number of years
- Guidelines for doing business with Council
- Standard documentation used in the procurement process
- Links to other relevant sites.

6. REVIEW PROCESS

The Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

7. RELATED DOCUMENTS

- Department of Environment, Land, Water and Planning (DEWLP) – Local Government Procurement Best Practice Guidelines
- Local Government Act 1989 specifically including:
 - Section 186 (Restriction on power to enter into contracts)
 - Section 186A (Procurement Policy)
 - Section 3C (Objectives of the Council)
 - Section 98 (Delegations)
 - Section 140 (Accounts and Records)
 - Sections 77A, 77B, 78, 78A to 78E, 79, 79B to D, 80, 80A to C and 95 (Conflict of Interest)
- Council Policy No. 078 Code of Conduct and Values for Elected Members
- Employee Policy No. 034 Code of conduct for employees
- Council's Corporate Credit Card Procedures
- Council's Finance Procedures -Accounts Payable
- Independent Broad-based Anti-corruption (IBAC) Act 2011
- Relevant provisions of the Competition and Consumer Act 2010

8. POLICY REVIEW

Council will review this policy annually in accordance with section 186A (7) of the *Local Government Act 1989*.

At the time of review, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

9. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna offices or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.



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To be reviewed	2018		





CHILDREN SERVICES

COUNCIL POLICY NO. 119

1. POLICY

Gannawarra Shire Council, Children's Services provide long day care, family day care and a kindergarten program to children in our community.

Gannawarra Shire Council will be guided by the National Quality Standards which aims to promote:

- the safety, health and wellbeing of children
- a focus on achieving outcomes for children through high-quality educational programs
- families' understanding of what distinguishes a quality service.

In order to meet the National Quality Standards, Gannawarra Shire Council Children's Services will:

- Provide an educational program and practice that is stimulating, engaging and enhances children's learning and development.
- Safeguard and promote every child's health and wellbeing with whom there is a service responsibility.
- Provide a physical environment that is safe, suitable and provides a rich and diverse range of experiences which promote children's learning and development.
- Provide staffing arrangements that create a safe and predictable environment for children and support warm, respectful relationships.
- Develop and maintain responsive and respectful relationships with children that promote children's sense of security and belonging and free them to explore the environment and engage in learning.
- Support sensitive and responsive relationship building with other children and adults to promote children's sense of security and belonging.
- Develop and maintain collaborative relationships with families to achieve quality outcomes for children.

A range of procedures have been developed and performance measures identified to support meeting the National Quality Standards. These will form part of the Children's Services Quality Improvement Plan which will be reviewed as needed, but at least every three years.

2. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time it was developed, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

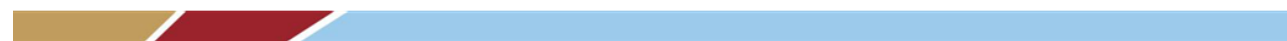
3. FURTHER INFORMATION

Members of the public may inspect all policies at the Gannawarra Shire Council's Kerang and Cohuna office or online at www.gannawarra.vic.gov.au

Any enquiries in relation to this policy should be directed to the Director Community Wellbeing on (03) 5450 933

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COMMUNITY CARE SERVICES

COUNCIL POLICY NO. 120

1. POLICY

Gannawarra Shire Council, Community Care Services provide a range of basic support services to eligible and brokered (business) clients who are experiencing difficulties in managing daily tasks and wish to continue living at home.

Community Care Services will be guided by the following three Standards:

1. Demonstrated effective management processes based on a continuous improvement approach to service management, planning and delivery.
2. Demonstrated commitment to clients and their carers/families regarding appropriate access and service delivery.
3. Demonstrated commitment to consult with clients and their carers/families regarding their rights and responsibilities.

In order to meet the above three standards Gannawarra Shire Council Community Care Services will:

- implement corporate governance processes that are accountable to stakeholders;
- develop systems to identify and ensure compliance with funded program guidelines, relevant legislation, regulatory requirements and professional standards;
- develop effective information management systems;
- understand and engage with the community in which it operates and reflect this in service planning and development;
- actively pursue and demonstrate continuous improvement in all aspects of service management and delivery;
- actively work to identify and address potential risk, to ensure the safety of clients, staff and the organisation;
- manage human resources to ensure that adequate numbers of appropriately skilled and trained staff / volunteers are available for the safe delivery of care and services to clients;
- manage physical resources for the safe delivery of care and services to clients and organisation personnel;
- ensure each client's access to services is based on consultation with the client (and/or their representative), equity, consideration of available resources and program eligibility;
- ensure each client participates in an assessment appropriate to the complexity of their needs and with consideration of their cultural and linguistic diversity;
- ensure each client and/or their representative, participates in the development of a care/service plan that is based on assessed needs and is provided with the care and/or services described in their plan;
- ensure each client's needs are monitored and regularly reviewed taking into account relevant program guidelines and in accordance with the complexity of the client's needs. Each clients' care plan is reviewed in consultation with them;
- ensure Community Care Services refer client's and/or their representative to other providers as appropriate;

- ensure each client, or prospective client, is provided with information (initially and on an ongoing basis) in a format appropriate to their needs to assist them to make service choices and gain an understanding of the services available to them and their rights and responsibilities;
- ensure each client's right to privacy, dignity and confidentiality is respected including in the collection, use and disclosure of personal information;
- ensure complaints and client feedback are dealt with fairly, promptly, confidentially and without retribution;
- ensure each client and/or their representative's choice of advocate is respected by Community Care Services and will, if required, assist the client and/or their representative to access an advocate; and
- ensure the independence of client's is supported, fostered and encouraged.

A range of procedures have been developed and performance measures identified to support meeting the Community Care standards. These will form part of the Community Care Quality Improvement Plan which will be reviewed as needed, but at least every three years.

2. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time it was developed, this policy was compliant with the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

3. FURTHER INFORMATION

Members of the public may inspect all policies at Gannawarra Shire Council's Kerang and Cohuna office or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Community Wellbeing on (03) 5450 9333.

Records – Document Profile No. 14/00486
Originally adopted: 30/03/2013
Reviewed: 28/06/2017
To be reviewed by: 2022

Minute Book Reference: 9787
Minute Book Reference:



Compliance

COUNCIL POLICY NO. 127

1. POLICY PURPOSE

To document Gannawarra Shire Council's commitment to managing compliance.

2. SCOPE

This policy applies to:

1. Gannawarra Shire Councillors, employees, contractors and volunteers
2. Compliance with legislation, regulations, industry codes; Council policy, agreements and other organisational requirements; and Council values identified in the Council Plan.

3. POLICY

Gannawarra Shire Council, through its Executive Leadership Team, is committed to:

- managing compliance in accordance with the Australian Standard for Compliance Programs (AS 3806-2006) and to a level appropriate to the compliance obligations arising from the activities of and services provided by Council.
- making available sufficient resources to develop, implement, maintain and improve a compliance program. Resources include financial and human resources, access to external advice and specialised skills, organisational infrastructure, reference material, professional development and technology.
- identifying and assessing compliance obligations. Compliance obligations to be managed will be regularly monitored for currency and relevance to Council activities and services, and prioritised against the risk of compliance failure.
- clearly articulating and assigning responsibility for identified compliant outcomes to ensure employees fully understand and carry out compliance obligations effectively. Councillors and members of the Executive Leadership Team and Managers will lead by example by adhering to and actively supporting compliance and by achieving compliance within their areas of responsibility. Employees will achieve compliance within their areas of responsibility and relevant to their positions. Contractors and volunteers will achieve compliance relevant to the activities they are undertaking.
- identifying and addressing competence and training needs to enable employees to fulfil their compliance obligations. Methods of achieving competence will include education, training and work experience; each method will be routinely assessed for effectiveness.
- encouraging behaviours that support compliance. Council acknowledges behaviours that support achievement of compliance objectives as well as reporting of compliance failures will result in continual improvement in compliance performance.
- ensuring controls are in place to manage the identified compliance obligations and achieve desired behaviours. Control methods will support the integration of compliance obligations into operating and

- administrative procedures and include specific arrangements to deal with compliance failures that could arise.
- monitoring, measuring and reporting on the performance of the compliance program. Monitoring of the program will include effectiveness of training and allocation of responsibilities and currency of compliance obligations. Monitoring of compliance performance will include compliance failures and 'near misses'. Performance measures will be relevant to Council's compliance program. Reporting will be full and frank; align with existing Council reporting mechanisms; and include a process of enabling remedial action to be taken.
- demonstrating the compliance program through both documentation and practice. Accurate, up-to-date records of Council's compliance activities will be maintained in Council's electronic records management system, including complaints, disputes and alleged compliance failures and steps taken to resolve them.
- ensuring the compliance program is regularly reviewed to confirm its continued suitability, adequacy and effectiveness and review findings and recommendations are appropriately communicated and actioned.

4. POLICY REVIEW

Council will review this policy as required but always within two years after a general election of the Council.

At the time it was developed, this policy was compliant with the Victorian Charter of Human Rights and Responsibilities Act 2006.

5. FURTHER INFORMATION

Members of the public may inspect all Council policies at Gannawarra Shire Council's Kerang and Cohuna Offices, or online at www.gannawarra.vic.gov.au.

Any enquiries in relation to this policy should be directed to the Director Corporate Services on (03) 5450 9333.

Records – Document Profile No. 14/02213
 Originally adopted: 17/09/2014
 Reviewed: 28/06/2017
 To be reviewed by: 2022

Minute Book Reference: 11022
 Minute Book Reference:



8.6 MURRAY EXPLORED PROJECT - BIOSCAN REPORT

Author: Stevie Pearce, Administration Support Officer

Authoriser: Geoff Rollinson, Director Infrastructure Services

Attachments: 1 Murray Explored Report - Final Version (under separate cover)

RECOMMENDATION

That Council adopt The Murray Explored Bioscan Report and support the future programmed activities.

EXECUTIVE SUMMARY

To present to Council the findings of the Bioscan survey which was carried out across the Gunbower National Park and Gunbower State Forest, the Murray River and surrounding areas.

BACKGROUND

In 1856 William Blandowski, whom was the first scientist appointed to the newly opened Victorian Museum, undertook his first major expedition to the Murray River with basecamp established in the Gannawarra region. During the scientific expedition 17,000 animal specimens were collected. Blandowski worked with the First Peoples of the area to collect a wide range of wildlife specimens and documented the daily life of the Aboriginal people.

Unlike the ill-fated Burke and Wills expedition all members of Blandowski's party returned safely to Melbourne. However, unfortunately through serious personal disagreements and scientific controversies in Melbourne the expedition and its findings were largely forgotten until the 21st century.

To mark the 160th anniversary of the Blandowski expedition Gannawarra Shire Council and Museums Victoria, in conjunction with Parks Victoria, DELWP and NCCMA, partnered together to raise awareness of the regions unique ecosystem and its profound cultural history by participating in the Murray Explored Project.

POLICY CONTEXT

Council Plan 2013/2017 – Strong and Diverse Economy – Focus economic development resources on areas where a competitive advantage exists.

DISCUSSION

From the 10-17 October 2016 a team of Museum Victoria's wildlife experts, biologists, live animal handlers, historians, Aboriginal curators and communicators, science educators and wildlife photographers and videographers set up basecamp in Cohuna and carried out a series of biodiversity surveys across the Shire.

As part of the project Museums Victoria also held a number of community events, throughout the week, including the Blandowski history day, a schools community day and a science discoveries

evening. A presentation was also streamed live from the Melbourne Museum to a number of schools in Victoria, before the Bioscan officially commenced, on the 15 September 2016.

At the conclusion of the Bioscan, Museum Victoria's team of scientists recorded over 300 species across the survey sites. This included 120 bird species, more than 100 moth species and a rich diversity of reptiles and amphibians.

Following on from the Murray Explored fieldwork, Museums Victoria have prepared a report which presents the context and results of the biodiversity surveys. The Murray Explored report explores the history of the Blandowski expedition, describes the program of community engagement events that were carried out during the same week as the surveys and presents the findings of the biodiversity surveys.

The Bioscan report is an important resource which will assist in raising local awareness of the Shires unique ecosystems. Furthermore, the resources and findings from the Bioscan can be used as promotional tools to encourage tourists to visit the region. An example of this is demonstrated through the short film clip, which was produced by Museums Victoria, which provides a snapshot of the Murray Explored Project and promotes the Shires diverse natural habitat. A resource such as this could be played at the Gateway Centre to encourage tourists to explore the region.

Now that the first phase of the Murray Explored Project has been successfully completed it is necessary to start considering how we can promote the results of the Bioscan on a broader scale i.e. release of Museums Victoria Gannawarra Wildlife Field App, conducting a series of smaller surveys throughout the Shire, screening history and science short films at the Gateway Centre or hosting a wildlife photography competition.

CONSULTATION

No consultation was required to occur for this matter.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The Bioscan report and associated materials, which have been compiled by Museums Victoria following the Bioscan, are important resources which will assist in raising local awareness of our Shires unique ecosystem. In addition the resources and findings, from the Bioscan, could be used as promotional tools to encourage tourists to visit the region.

Following on from the success of the 2016 Bioscan, and in order to ensure that the research findings are readily available for continuous use by the public, it is necessary to investigate possible initiatives which could promote the Bioscan results on a broader scale. This may include discussions regarding the possibility of developing an App based on the Bioscan and the wildlife found around the Shire, discussions regarding the possibility of conducting a follow-up mini bioscan in the future, discussions around screening short films at the Gateway Centre and discussions regarding the possibility of hosting a wildlife photography competition.

An additional report, which focuses on the future initiatives to promote the results of the Bioscan to local residents and offers advice on how this information could potentially be utilised to offer unique tourism experiences, is currently being prepared. This follow up report will be presented to Council in the near future.

8.7 ADOPTION OF THE 2017/2021 COUNCIL PLAN

Author: Katrina Thorne, Community Development Officer

Authoriser: Mandy Hutchinson, Director Community Wellbeing

Attachments: 1 Letter from DHHS - request for GSC exemption reply
2 Draft 2017/2021 Council Plan (amended) (under separate cover)

RECOMMENDATION

1. That Council, having advertised the Draft 2017/2021 Council Plan and having considered all submissions received in respect of the Council Plan, resolves to adopt, as presented, the 2017/2021 Council Plan, inclusive of the changes outlined in this report.
 2. Council officers write to all submitters acknowledging their submission and responding to their suggestions.
-

EXECUTIVE SUMMARY

Council is required to prepare and approve a four year Council Plan by 30 June 2017.

BACKGROUND

The Council Plan serves as a 'road map' to focus Council's activities over the next four years as we continue to work towards a liveable, productive, and sustainable municipality where opportunities are provided for all. A Council Plan is a requirement of the *Local Government Act 1989*. This Council Plan also includes the Municipal Public Health and Wellbeing Plan that identifies goals and strategies based on evidence for creating a local community in which people can achieve maximum health and wellbeing. A Municipal Public Health and Wellbeing Plan is a requirement of the *Public Health and Wellbeing Act 2008*.

POLICY CONTEXT

The Council Plan is a legislative requirement under Section 125 of the *Local Government Act 1989* and must include:

- The strategic objectives of the Council
- Strategies for achieving the objectives for at least the next 4 years
- Strategic indicators for monitoring the achievement of the objectives
- A Strategic Resource Plan

Additionally, Council consulted the community on the draft Council Plan. Under Section 223, a *person has a right to make a submission under section 223 on the proposed Council Plan*. Council received eight submissions with two submitters requested to be heard. This occurred on Tuesday 13 June 2017.

DISCUSSION

Following the October 2016 Council election, officers have been working with Councillors to develop the 2017/2021 Council Plan. Workshops and discussions in November and December 2016 and February and March 2017 were held.

Concurrently community consultation occurred, with the key consistent messages being heard for a focus on:

- Waterfront development
- Increased tourism, arts and culture
- Improvements to streetscapes
- Our heritage to be emphasised

The vision of the plan is: *Building upon our strengths of people, place and pride to inspire a positive future together.*

Five Key Focus Areas are proposed in the new Council Plan:

- Connectivity
- Economic Diversity, Growth and Prosperity
- Sustainable Natural and Built Environments
- Good Governance and a Healthy Organisation
- Strong Healthy Communities

Each Focus Area is then further broken down into the following measures:

- Strategic Objectives
- Strategies - noting some of the areas Council will focus on
- Strategic Indicators - setting out some of the ways Council and the community can measure progress towards the Strategic Objectives
- Community Goals and Priority Actions that illustrate some of the ways that the Strategic Objectives will be achieved over the next four years.

Subsequent Plans and Annual Budgets will operationalise the Council Plan, detailing Council activity and initiatives that year.

Under Section 27 of the *Public Health and Wellbeing Act* Council is able to apply for an exemption to prepare a stand-alone Municipal Health and Wellbeing Plan provided evidence that all matters specified in Section 26 (2) of the *Public Health and Wellbeing Act* have been satisfactorily met. Council received a letter from Department of Health and Human Services Chief Preventative Health Officer on 19 June 2017 granting the exemption, providing two amendments are included to the Council Plan which are detailed in the table below.

CONSULTATION

To guide Council and community discussion a booklet titled "Let's Start A Conversation..." was developed and utilised when Council officers met with the community. A copy of this booklet is available via Council's [website](#).

From December 2016 to April 2017 Councillors and Council staff met with nine community planning groups/progress associations on four occasions each across the Gannawarra Shire, with

these groups inviting a cross section of their individual communities along to be part of the conversation. This has resulted in the development of nine community profiles, which became the core of our Council Plan.

Council advisory groups, including the Seniors Advisory Group, Youth Council, Kerang Elders, Gannawarra Local Agency Meeting and Early Years Board, were also consulted. Council Managers consulted with their work teams and encouraged input into the planning processes.

A community survey in hard copy and on-line enabled individual input as did conversation boards placed at flexible and fixed locations around the Gannawarra Shire. This was particularly beneficial in enabling input from community members who may not normally have their voices heard at community meetings or through surveys.

Through all these mediums we have engaged with close to 500 community members. This is what our community told us:

We want our communities to remain strong and independent but we recognise that we are small in number and need to work with, and support, other communities – we want to be unified. We want to accept diversity, look after our most vulnerable, improve what we have and build on our strengths.

We want to be fresh and think outside the square but we need a bit of help with ideas and how to go about achieving a new and exciting future.

We are up for a change BUT we love our heritage and our natural environment and we want to have the old melded with the new.

Most of all we want to be involved and listened to when decisions are made that impact on our lives and determine our future.

Brings us with you on the journey.

You can't do it without us...

A 'Research Information Report' to reflect the feedback received was presented to Councillors on 20 February 2017 to help guide Council Plan conversations. A copy of this document is available on Council's [website](#).

A full day consultation and several subsequent meetings with Councillors and Council Officers developing the key priority areas, strategic objectives, strategies and indicators have occurred.

People making formal submissions on the draft Council Plan and Budget presented their submissions at the 13 June 2017 Special Council meeting. Community consultation and discussion is important in testing that the ideas and direction in the Council Plan resonate with our residents, businesses and stakeholders.

After discussion with Councillors and feedback from submissions and the community, Council Officers recommend making the following changes to the Council Plan:

Page Number	Proposed Change	Source
Page 2	Include a diagram which demonstrates the alignment between the Council Plan, Municipal Health and Wellbeing Plan and Municipal Strategic Statement in guiding Council decision making and the subsequent implementation of	Department of Health and Human Services

	strategies and actions listed in the plan	
Page 12	<p>Focus Area: Connectivity</p> <p>Strategy section: People</p> <p>Proposed change: Add 'Murrabit Market' to the listed events in dot point 2 under 'Encourage and build community events'</p>	Council officers
Page 22	<p>Focus Area: Sustainable Natural & Built Environment</p> <p>Strategy section: Natural Environments</p> <p>Proposed change: Add a <i>priority action:</i> 'Advocate to State Government to enforce the management of boxthorns on private land'</p>	Murrabit Association Advancement
Page 22	<p>Focus Area: Sustainable Natural & Built Environment</p> <p>Strategy section: Sustainable Environments</p> <p>Proposed change: Add a priority action: 'Design and develop a stormwater installation plan for Murrabit and advocate for funding.'</p>	Murrabit Association Advancement
Page 26	<p>Focus Area: Good Governance and a Healthy Organisation</p> <p>Strategy section: Leadership</p> <p>Proposed change: Add a <i>priority action:</i> 'Development of a Gender Equity Policy'</p>	Women's Health Loddon Mallee
Page 31	<p>Focus Area: Strong Healthy Communities</p> <p>Strategy section: Partner Priorities</p> <p>Proposed change: After consultation with partners some slight changes were made to the wording of partner priorities, but the intent remains the same.</p> <p>Women's Health Loddon Mallee has been added as a partner.</p> <p>Adding the word 'family' to the dot point '<i>Preventing family violence</i>'</p>	<p>Southern Mallee Primary Care Partnership</p> <p>Northern District Community Health</p> <p>Women's Health Loddon Mallee</p> <p>Department of Health and Human Services</p>
Page 32	<p>Review and Evaluation</p> <p>Proposed change: Reporting will be undertaken twice annually rather than quarterly</p>	Council Executive Team
Page 45	<p>Community Profile: Cohuna</p> <p>Requested change: Community goals</p> <p>Under <i>Tourism</i> add to the wording of the goal</p> <p>A Blandowski exhibition/cultural centre based</p>	Cohuna Progress Association

	around Gunbower Island - capitalise on Murray Explored work, <i>'including the development of a film about Blandowski's life'</i> .	
Page 50	Community Profile: Lake Charm Requested change: Community goals Under <i>Tourism</i> add a dot point 'Turning lane for Lake Charm East Rd/Murray Valley Highway'	Lake Charm Community Group
Page 51-52	Community Profile: Murrabit Requested change: What are our challenges? 1) Add 'and sporting clubs' to dot point one Requested change: Community Goals 1) Re-word the first line under <i>'Streetscapes, park upgrades and beautification'</i> to read 'Install a town stormwater system that includes drainage at the Murrabit Hall/Market site and removal of open cut road side drains. 2) Re-word the second line under <i>'Connections and Infrastructure'</i> to read 'Establish a trail between Murrabit and Koondrook through Guttrum and Benwell Forests and create a sealed bike/walking track between Murrabit township and the Murray River	Murrabit Advancement Association
Page 55	Community profile: Lalbert Requested change: Remove the word 'quaint' from the <i>About Us</i> section	Lalbert Community Development Group

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter

CONCLUSION

The Council Plan 2017/2021 represents Council's understanding of the opportunities and challenges faced by Gannawarra and how we can work to best achieve what is important to the community. With a focus on harnessing the strengths of *people, place and pride*, this plan attempts to be aspirational, measurable and cognisant of the financial constraints facing local government. Community engagement over the last month has overwhelmingly supported the direction of Council, and with some great feedback, and changes made, the Council Plan is ready for adoption.



Department of Health and Human Services

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ADD/17/10648

Mr Eric Braslis
Chief Executive Officer
Gannawarra Shire Council
PO Box 287
KERANG VICTORIA 3579

Dear Mr Braslis

Thank you for your letter of 20 April 2017. Your request for exemption from complying with Section 26 (2) of the *Public Health and Wellbeing Act 2008*, relating to the preparation of a Municipal Public Health and Wellbeing Plan, is approved.

The Department of Health and Human Services North Division has reviewed the documentation supplied and sought information from Council officers on the Councils' planning process and practices for including public health and wellbeing matters in the Council Plan. This information has been considered against the requirements of the Public Health and Wellbeing Act and the associated planning guides provided to councils.

The department is satisfied that the draft Gannawarra Shire Council Plan 2017–2021 broadly addresses the matters specified in section 26(2) of the Public Health and Wellbeing Act. While the core requirements for an exemption have been met, I would ask that you include the amendments described below.

It is evident that council has been involved in the development of several background documents which examine the health status and health determinants of the local community. It recommended the Gannawarra Health and Wellbeing profile is either referenced directly within the Council Plan, or included as an appendix to the Plan, pending its update in the coming months.

I would also ask that you directly cite the Municipal Strategic Statement within your Council Plan, and its governance with the Council Plan and Municipal public health and wellbeing plan. This articulation is important to demonstrate the alignment between these plans to guide council decision-making, and the subsequent implementation of strategies and actions listed in the plan.

I commend Gannawarra Shire Council's active leadership in place based primary prevention initiatives and including the Loddon Gannawarra Health Needs Assessment; Gannawarra Health and Wellbeing Network and the Long Paddock Protocol. Gannawarra Shire Council is also a valued partner in numerous regional and state level networks I commend the Council



on pursuing the integration of public health and wellbeing goals across Council. The department is committed to supporting councils and other stakeholders to undertake high quality public health and wellbeing planning, implementation and evaluation and I encourage you to continue to work closely with the department over the duration of this plan.

I look forward to receiving a final copy of the Council Plan once adopted by Council. I would also welcome hearing of your progress with implementation and of the health and wellbeing outcomes for the community. This knowledge will be important to state government in the development of the next Victorian Public Health and Wellbeing Plan due for release in 2019, as well as monitoring and reporting on our collective health and wellbeing efforts as part of the *Victorian public health and wellbeing outcomes framework*.

Should you have any questions, please contact Mr Tim Fry, Manager, Population Health and Planning, North Division on 03 9412 5315 or email tim.fry@dhhs.vic.gov.au

Yours sincerely



Dr Bruce Bolam
Chief Preventive Health Officer
Prevention, Population Health and Place Branch
Community Participation, Sport and Recreation, Health and Wellbeing

/ / 2017

cc: Annette Toohey, Acting Health Director, North Division
Tim Fry, Population Health and Planning Manager, North Division

8.8 ADOPTION OF THE PROPOSED 2017/18 BUDGET

Author: Sid Hutchinson, Manager Finance
Authoriser: Tom O'Reilly, Director Corporate Services
Attachments: Nil

RECOMMENDATION

That Council, having advertised the Proposed Annual Budget 2017/18 and having considered all submissions received in respect of such Budget, resolves;

1. To adopt as presented the Gannawarra Shire Council Annual Budget 2017/18 for the purpose of Section 127 of the *Local Government Act 1989*, with the following adjustments:
 - a) Reduce the Grants – Capital by \$42,000 to reflect the advance payment for Local Roads to Market in 2016/17. Reduce Capital grants in the Capital Works Program by \$42,000 and increase Council’s contribution by \$42,000.
 - b) Increase the Capital Koondrook Nature Based Tourism Hub Project Cost by \$450,000, increase the Grants - Capital by \$200,000 and increase Council’s contribution to the project from \$150,000 to \$400,000.
 - c) Increase works carried forward from 2016/17 by \$300,000 in the Plant Replacement Program.
 - d) That Grants – Operating be reduced by \$2,621,581 to reflect the 50% advance payment received in 2016/17 of the 2017/18 grant from the Victorian Grants Commission.

2. That an amount of \$12,182,944 be declared as the amount which Council intends to raise by general rates (or annual service charge later described in this resolution), which amount is calculated as follows:

General Rates	\$9,775,000
Municipal Charge	\$631,000
Waste & Recyclables Collection	\$1,777,000

3. That a General Rate be declared for the period commencing on 1 July 2017 and concluding on 30 June 2018.

4. That it be further declared that, subject to paragraph 5 of this Part, the General Rate be raised by the application of a uniform rate.

5. That a percentage of 0.6454% be specified as the percentage of the uniform rate (which percentage may be alternatively expressed as 0.006454 cents in the \$).

- 6. That it be confirmed that the General Rate for all rateable land within the municipal district be determined by multiplying the Capital Improved Value of each rateable land by that percentage (so that the amount payable be 0.006454 cents in the \$ of the Capital Improved Value).
- 7. That it be recorded that Council considers that a differential rate will provide equitable distribution of the rate burden across all levels of the community.

7.1 That a differential rate be declared for that rateable land having the characteristics specified below which will form the criteria for the differential rate so declared:

- 7.1.1 Dryland Farm Rate to apply to all properties which satisfy the meaning of 'farm land' as defined in the Valuation of Land Act 1960 and which are not in declared irrigation districts.
- 7.1.2 Irrigation District Farm Rate to apply to all properties which satisfy the meaning of 'farm land' as defined in the Valuation of Land Act 1960 and which are greater than 10HA in declared irrigation districts.
- 7.1.3 Commercial/Industrial land to all properties used primarily for commercial/industrial purposes.

7.2 That the differential rate be determined by multiplying the Capital Improved Value of the rateable land categorised in 7.2 by the percentage indicated on the following table:

Dryland Farm	0.5389%
Irrigation District Farm	0.6454%
Commercial/Industrial	0.6724%
Cultural and Recreational	0.3227%

7.3 It be further recorded that the objectives of the differential rate is to provide equitable distribution of the rate burden across all levels of the community.

8. That an annual service charge be declared for the period commencing on 1 July 2017 and concluding on 30 June 2018;

- 8.1 That the annual service charge be declared for the collection and disposal of domestic refuse within the municipal district and the collection, transportation and receival charge for recyclable materials;
- 8.2 That the annual service charge be the sum of \$480 per 240 litre domestic garbage bin and 240 litre recycling service and \$334 per 120 litre domestic garbage bin and 240 litre recycling service for each rateable property (or part) in respect of which

an annual service charge may be levied within the Shire and where a service is available and \$480 per 240 litre domestic garbage bin and 240 litre recycling service and \$334 per 120 litre domestic garbage bin and 240 litre recycling service for each residential property (or part) in respect of which an annual service charge may be levied for properties within the townships of Kerang, Cohuna, Leitchville, Koondrook, Quambatook, Murrabit, Mystic Park and Lalbert; and

- 8.3 That the following criteria be the criteria which forms the basis of the annual service charge so declared:
 - 8.4 That the annual service charge apply to each rateable residential property other than vacant land within the townships listed above and other properties by agreement and that where more than one bin is required, the charge be based on the above charges multiplied by the number of bins.
 - 8.5 That the annual service charge be the sum of \$53 per 240 litre domestic greenwaste bin for each rateable property (or part) in respect of which an annual service charge may be levied within the Shire where the service is provided.
9. That an annual municipal charge be declared for the period commencing 1 July 2017 and concluding on 30 June 2018;
- 9.1 That the annual municipal charge be declared for the provision of Council administrative support services within the Shire of Gannawarra;
 - 9.2 That the annual municipal charge be the sum of \$100 for each property in respect of which an annual municipal charge may be levied; and
 - 9.3 That the following criteria be the criteria which forms the basis of the annual municipal charge so declared that the annual municipal charge apply to each rateable property within the Shire of Gannawarra.
10. That the rates and charges must be paid:
- 10.1 In full by 15 February 2017; or
 - 10.2 By four equal instalments by the following dates: 30 September 2017, 30 November 2017, 28 February 2018 and 30 May 2018.
11. That in accordance with Section 172 of the Local Government Act 1989, the rate of interest which is payable on the rates and charges which have not been paid on or before the dates specified is currently set at 10% per annum from the date the rates and charges are declared.
12. In accordance with Section 4(4) of the Cultural and Recreational Lands Act 1963, that the rate for all rateable properties within the municipal district that meet the definition of cultural and recreation land be determined by multiplying the Capital Improved Value of each rateable land by 50% of the general rate percentage so that the amount

payable be 0.003227 cents in the \$ of the Capital Improved Value. For organisations that meet the definition as prescribed in the Cultural and Recreation Lands Act 1963:

13. The Director Corporate Services of Council be authorised to levy and recover the general rates and annual service charges described earlier in this resolution in accordance with the Local Government Act 1989.

13.1 That Council adopts the Capital Works Plan for 2017/18. Taking note of the change in the Local Roads to Market, Koondrook Nature Based Tourism Hub and Plant Replacement.

EXECUTIVE SUMMARY

To present to the Council the Proposed Annual Budget for 2017/18.

BACKGROUND

The Budget Process

In order to ensure the best use of limited resources, to provide effective local government services to the community and to ensure the responsible financial management of those resources, Council is required under the Local Government Act 1989 to prepare a budget annually. Before adopting the Budget, Council must give public notice of its intention to adopt the Budget and invite public submissions. Members of the public may make written submissions within 28 days of the notice and, if they so desire, request to be heard in support of their submission. The Council must allow a person to be heard and must take submissions into consideration when adopting the Budget.

At the close of submissions 67 submissions were received with 21 submitters requesting to address Council in support of their submission. Council held a Special Council Meeting on 13 June, 2017 to hear the submissions.

2017/2018 Budget

The Budget has been prepared in accordance with the requirements of the Local Government Act 1989. The Budget seeks to achieve the actions and activities set out in the Council Plan by balancing the demand for services and infrastructure with the community's capacity to pay.

The proposed increase in rate revenue for the 2017/18 financial year is 2 percent in line with the order by the Minister for Local Government on 19 December 2016 under the Fair Go Rates System. The Budget has been structured to maintain existing service levels, deliver grant subsidized projects aimed at promoting liveability and sustainability within the municipality and provide a contribution towards the renewal of Council's infrastructure.

Budget principles

Guidelines were prepared and distributed to all Council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- Existing fees and charges to be increased in line with CPI or market levels
- Grants to be based on confirmed funding levels
- New revenue sources to be identified where possible
- HACC fees and charges have been reviewed in line with the Commonwealth Home Support Program
- Service levels to be maintained at 2016/17 levels with the aim to use less resources with an emphasis on innovation and efficiency
- Contract labour to be minimized
- Construction and material costs to increase in line with the Engineering Construction Index
- No new initiatives or new employee proposals are proposed
- Real savings in expenditure and increases in revenue identified in 2016/17 to be preserved
- Operating revenues and expenses arising from completed 2016/17 capital projects to be included

Capital Works

The total capital works program for the 2017/18 year is proposed to be \$9.83 million of which \$710k relates to projects which will be carried forward from the 2016/17 year. The carried forward component is fully funded from the 2016/17 Budget.

Of the \$9.83 million of capital funding required, \$6.54 million is Council funded (including asset sales) and \$3.29 million from external grants to be received during 2017/2018. Grants received but not yet spent by 30 June 2017 form part of Council's cash reserves to fund the following year's capital program. Section 6 of the Proposed Budget document provides a complete listing of the capital works program.

Major capital infrastructure projects in excess of \$200,000 including projects carried forward from 2016/2017, include:

Gravel Re-sheeting Program	1,010,000
Road Rehabilitation Program	1,000,000
Plant and Vehicle Replacement	1,625,000
Bitumen Road Reseals	835,000
Koondrook Nature Based Tourism Hub	1,200,000
Quambatook Township Flood Mitigation*	500,000
Koondrook Caravan Park Roads and Drainage (Stage 2)	350,000
Kerang CBD Streetscape	350,000
Sport, Recreation and Leisure Program	250,000
IT Replacement Program	220,000

*Subject to external funding

Capital Funding

As a result of the funding advice received concerning Local Roads to Market and the Koondrook Nature Based Tourism Hub the amount shown in the budget document of \$3.136 million will be adjusted to \$3.294 million.

Valuations

Council is required to revalue all properties within the Shire every two years. The revaluation was undertaken as at 1 January 2016. This valuation will apply for the 2016/17 and 2017/18 rating years.

Rates

The existing rating structure comprises four differential rates (Residential, Commercial/Industrial, Farmland Irrigation District and Farmland Dryland) and a rate concession for Recreational Land. These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Act.

Under the Cultural and Recreational Lands Act 1963, provision is made for a Council to grant a rating concession to any "recreational lands" which meet the test of being "rateable land" under the Act.

Council's aim is to provide greater equity across the different rating sectors within the municipality. In line with equity principles Council has determined to apply a \$100.00 municipal charge as well as differential rates to dryland farms (16.50% lower than the general rate), irrigated farms (same as the general rate) and the commercial/industrial sector (4.18% higher than the general rate). This will see an overall increase in total revenue raised from the general rate, dryland farm, irrigated farm and commercial/industrial sectors of 2.0%.

Council also has a kerbside collection charge as allowed under the Act.

The following table summarises the rates to be applied for the 2017/18 year.

Rate type	How applied	2016/17
Residential rates	Cents in \$ of CIV	0.006454
Commercial/Industrial rates	Cents in \$ of CIV	0.006724
Farmland (Irrigated >10ha) rates	Cents in \$ of CIV	0.006454
Farmland (Dryland) rates	Cents in \$ of CIV	0.005389
Cultural and Recreation Land	Cents in \$ of CIV	0.003227
Municipal charge	\$ per property	\$100
Kerbside collection charge 120 litre	\$ per property	\$334
Kerbside collection charge 240 litre	\$ per property	\$480
Greenwaste collection	\$ per property	\$53

Garbage Charges

The cost of the existing 120L kerbside collection services will increase by 2.1% from \$327 to \$334, the 240L service by 1.9% from \$471 to \$480 and the greenwaste collection will increase by 1.9% from \$52 to \$53.

Total Comprehensive Result

The total comprehensive result in the Comprehensive Income Statement has been adjusted from \$2.946 million to \$482k after taking into account the advance payments for Local Roads to Market (\$42k) and Victorian Grants Commission (\$2.622 million) and the increase in expected grant funding for the Koondrook Nature Based Tourism Hub (\$200k).

Council Plan

The Budget will resource the implementation of the Council Plan for 2017/18.

Councillor and Mayoral Allowances

The Budget has provided for a CPI increase for the Mayoral allowance and Councillor allowance. The actual increase paid will be in accordance with instruction from the Minister for Local Government Circular.

POLICY CONTEXT

Council Plan 2017/2021 – Effective Leadership and Management – Council maximises its financial capability whilst paying close attention to risk factors and statutory requirements.

CONSULTATION

Internal: The Proposed Budget was prepared in consultation with the Senior Management Team and relevant Council Officers. The draft Proposed Budget document was also circulated to the Internal Audit Committee who provided in principle support for the Proposed Annual Budget 2017/18.

External: Council has undertaken a public consultation process under Section 223 of the Local Government Act 1989.

The Proposed Budget 2017/18 has been available for viewing on Council's website, at Council Offices and local libraries for viewing from 21 April 2017 to 29 May 2017.

Information sessions were held with the respective Progress Associations and community groups at Kerang, Cohuna, Koondrook, Leitchville, Quambatook, Lalbert, Lake Charm and Murrabit and Macorna.

Community members were invited to make a submission on the Proposed Budget. At the close of submissions 67 submissions had been made with 21 submitters requesting to be heard by Council in support of their submission.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

Council has prepared the Proposed Budget in accordance with Section 127 of the *Local Government Act 1989* and undertaken all requirements under the *Local Government Act 1989*; including undertaking the statutory advertising process, the call for submissions, and providing the opportunity for submissions to be considered prior to adoption.

9 INFORMATION REPORTS

Nil

10 URGENT ITEMS

11 NOTICES OF MOTION

Nil

12 DELEGATES REPORTS**12.1 DELEGATES REPORT - 18 MAY 2017 TO 28 JUNE 2017****Author: Allison Peace, Administration Assistant - Chief Executive Office****Authoriser: Eric Braslis, CEO****Attachments: Nil****EXECUTIVE SUMMARY**

Delegate Reports from 18 May 2017 to 28 June 2017

Cr Brian Gibson

18 May	Interview MixxFM Radio
21 May	Official Guest - Opening Kerang Golf Club
23 May	Meeting – CEO Gannawarra Shire Attend PLA Vic/Tas Region Awards Dinner – Creswick
30 May	Meeting – CEO
31 May	Attend Reconciliation Week event - Kerang Meeting dinner – MRCG – Mildura
01 June	Meeting MRGC – Mildura
02 June	Attend HARP Award Ceremony – Melbourne
05 June	Attend Kerang Rail Disaster Memorial service – Kerang
08 June	Meeting – Neighbouring Councils – Barham
09 June	Meeting – Loddon Campaspe – Castlemaine Meeting – MAV Rural North Central – Castlemaine
13 June	Meeting – Audit Committee
14 June	Meeting – Murray PHN Chair – Kerang
15 June	Interview MixxFM Radio
19-21 June	Conference – ALGA – Canberra
27 June	Meeting with CEO

Cr Mark Arians

24 May	Meeting – Kerang Progress Association
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Cr Jodie Basile

01 June	Meeting MAV Transport Infrastructure Committee – Melbourne
05 June	Attend Kerang Rail Disaster Memorial service - Kerang
22 June	Dinner Meeting – LGBTI Equality Roadshow - Kerang

Cr Charlie Gillingham

19 May	Attend - Kerang Agricultural Society Deb Ball
21 May	Meeting – Dryland rate meeting – Sandhill Lake Fire Station
23 May	Meeting – Kerang Lakes Development Group – Lake Charm
24 May	Attend National Simultaneous Storytime – Lake Charm
02 June	Attend Reconciliation event – Koondrook
05 June	Meeting – Lalbert Community - Lalbert
21 June	Meeting – Kerang Lakes Development Group – Lake Charm

Cr Lorraine Learmonth

18 May Meeting – MAV Arts & Culture Committee - Melbourne
 22 June Dinner Meeting – LGBTI Equality Roadshow - Kerang

Cr Steve Tasker

08 May Meeting – Community Council Plan and Budget – Koondrook
 24 May Meeting – Murrabit Cross Community – Murrabit
 02 June Attend Reconciliation event – Koondrook

Cr Sonia Wright

18 May Meeting – CVGA Board Meeting – Kyneton
 24 May Breakfast meeting – LLEN - Cohuna
 29-30 May Conference – Communities in Control – Melbourne
 01 June Attend Leitchville Lions Club Change Over dinner
 02 June Attend Reconciliation service - Cohuna
 05 June Attend Kerang Rail Disaster Memorial service – Kerang
 06 June Meeting – Leitchville Library
 07 June Meeting – Leitchville Progress Association
 19 June Meeting – Cohuna & District Progress Association

This table represents attendances by two or more Councillors at the following Council functions:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
Council Briefing (22 May)	✓	✓	✓	✓	A	✓	✓
Council Briefing (06 June)	A	✓	✓	✓	A	✓	✓
Council Briefing (13 June)	✓	✓	✓	✓	A	✓	✓
Special Council Meeting (13 June)	✓	✓	✓	✓	A	✓	✓
Council Briefing (26 June)	✓	✓	✓	✓	✓	✓	✓
Ordinary Council Meeting (28 June)	✓	✓	✓	✓	✓	✓	✓

A=Apology

13 CONFIDENTIAL ITEMS

Nil