



GANNAWARRA

Shire Council

Wednesday, 16 October 2019

6:30pm

Council Chambers

Kerang

AGENDA

Ordinary Council Meeting

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Nil

Stacy Williams
ACTING CHIEF EXECUTIVE OFFICER

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 - 18 September, 2019

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.
- because their residential amenity is likely to be altered if the matter is decided in a particular way.

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 three 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 three 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 three questions of up to two 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 SEPTEMBER, 2019 TO 15 OCTOBER, 2019

Author: Mel Scott, Executive Assistant - Chief Executive Office

Authoriser: Stacy Williams, Acting CEO

Attachments: 1 Assembly of Councillors - 3 October 2019
2 Assembly of Councillors - 7 October 2019

RECOMMENDATION

That Council note the records of Assembly of Councillors from 18 September, 2019 to 15 October, 2019.

EXECUTIVE SUMMARY

This report presents to Council written records of Assembly of Councillors in accordance with Section 80A of the *Local Government Act 1989*.

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 2017-2021: Good Governance and a Healthy Organisation.

BACKGROUND INFORMATION

In accordance with Section 80A of the *Local Government Act 1989* a written record of assembly of councillors must be reported at an Ordinary Council meeting and minuted as soon as practicable.

The record must include:

1. The names of all Councillors and members of Council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a councillor attending
4. Whether a councillor who has disclosed a conflict of interest left the assembly.

CONSULTATION

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

CONCLUSION

To ensure compliance with Section 80A of the *Local Government Act 1989*, it is recommended that Council note the Assembly of Councillors records as outlined in this report.



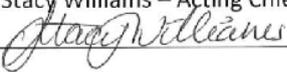
Assembly of Councillors Record Form

Date:	Thursday, 3 October, 2019
Time:	5.00pm -7:10pm
Location:	Kerang Council Chambers
In Attendance: (Councillors)	Cr Lorraine Learmonth Cr Charlie Gillingham Cr Mark Arians Cr Jodie Basile Cr Brian Gibson Cr Sonia Wright
Apologies:	Cr Steve Tasker
In Attendance: (Officers)	Stacy Williams Geoff Rollinson Phil Higgins Lisa Clue Mel Scott
In Attendance: (Other)	David Thompson – Hunt & Hunt Lawyers
Matters Discussed:	Workshop – ‘Bullying and inappropriate conduct in the workplace’
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Completed By:	Stacy Williams – Acting Chief Executive Officer 



Assembly of Councillors Record Form

Date:	Monday, 7 October, 2019
Time:	9.00am -12:45pm
Location:	Kerang Council Chambers
In Attendance: (Councillors)	Cr Lorraine Learmonth Cr Charlie Gillingham Cr Mark Arians Cr Jodie Basile Cr Brian Gibson Cr Sonia Wright
Apologies:	Cr Steve Tasker
In Attendance: (Officers)	Stacy Williams, Geoff Rollinson, Phil Higgins, Narelle O’Donoghue, Wade Williams, Sid Hutchinson, Stevie Pearce, Mel Scott, Katrina Thorne, Brent Heitbaum
In Attendance: (Other)	Nil
Matters Discussed:	<p>Council Reports:</p> <ul style="list-style-type: none"> • Community Grants 2019 • 2019 Annual Report – Receive and note • Information and Communications Technology (ICT) Strategy <p>Councillor Updates:</p> <ul style="list-style-type: none"> • Loddon Mallee Region Move it Project Update • Major Community Project Fund Guidelines • Proposed 2020/2021 Budget Timetable • Local Government Rating Review • Information and Communication Technology (ICT) Service Review • Continuous Improvement Report Briefing • Amendment VC161 • Mayoral Election • Live Streaming/Recording of Council Meetings • 2020 Australia Day Arrangements – Community Group of the Year • Murray River Region Tourism Limited Extension of 2017-2020 MOU Funding Agreement <p>Councillor Strategic Briefing Update:</p> <ul style="list-style-type: none"> • Capital Projects – Heat Map • 2019/2020 Capital Works Program Update • Strategic Projects – Towards 2025 <p>Councillor Issues Raised</p>

<p>Conflict of Interest Disclosures (Councillors)</p>	<p>Cr Basile disclosed a Conflict of Interest in relation to Item 1.1 – Community Grants 2019 for the Kerang Parkrun and left the room during the discussion.</p> <p>Cr Gillingham disclosed a Conflict of Interest in relation to Item 1.1 – Community Grants 2019 for the Northern District Community Health, Lake Charm Hall Committee and Kerang Lakes Community Group and left the room during the discussion.</p> <p>Cr Ariens disclosed a Conflict of Interest in relation to Item 1.1 – Community Grants 2019 for the Rotary Club of Kerang Inc. and Cohuna Freemasons Lodge and left the room during the discussion.</p>
<p>Conflict of Interest Disclosures (Officers)</p>	<p>Acting Director Community Wellbeing, Narelle O’Donoghue disclosed a Conflict of Interest in relation to Item 1.1 – Community Grants 2019 and left the room for the discussion.</p>
<p>Completed By:</p>	<p>Stacy Williams – Acting Chief Executive Officer</p> 

8 BUSINESS REPORTS FOR DECISION

8.1 COMMUNITY EVENTS GRANTS 2019

Author: Katrina Thorne, Communications and Engagement Coordinator

Authoriser: Stacy Williams, Acting CEO

Attachments: 1 2019 Council Community Event Grant recommendations
2 Revised guidelines - Community Event Grants 2020

RECOMMENDATION

That Council

1. Approve allocation of the 2019 Council Community Events Grants, totalling \$18,000.
2. Endorse reviewed and updated Community Grant guidelines for the 2020 Community Events Grants program.

EXECUTIVE SUMMARY

The 2019 Council Community Grants program closed for applications on 31 August, 2019.

A total of eight applications were received for the Community Events category with seven deemed eligible against the grant criteria to be assessed for recommendation.

Council officers have undertaken an assessment of the applications submitted. This assessment has included the eligibility criteria set by Council within the grant guidelines, weighting of eligible projects against the application requirements and how projects align with Council’s 2017-2021 Council Plan, Community Profiles and other strategies.

The purpose of this report is to advise Council of eligible applications received in the 2019 Community Events Grants Program and seek approval of applications totalling \$18,000.

BACKGROUND

The revised framework for Council’s Community Grants program was approved by Council in November, 2017 as follows:

	Allocated	Total of applications received this round
SmartyGrants fee:	\$7,500	
Community category (new):	\$64,500	\$147,303.93
Events category (new):	\$18,000	\$27,550
TOTAL	\$90,000	\$174,853.93

A listing of applications recommended for funding is included as an attachment to this report.

It is recommended that six applications submitted to the Events category be approved by Council. Each of these applications has demonstrated compliance with Council’s overall objectives. Applications have been assessed as meeting the eligibility criteria set by Council in the grant guidelines and have submitted complete applications that have included letters of support and quotes where applicable. They support the objectives of the Council Plan 2017-2021, Community Profiles and other Council strategies.

In this funding round, the recommendations focus on developing both new events and complement and grow existing events, both large and small.

Applications recommended for approval would find it difficult to compete for grant support from external funding sources, or have made unsuccessful attempts to secure external funding in the past.

Successful applicants will be invited to a civic ceremony being held on Thursday, 24 October, 2019 in Kerang to be formally acknowledged and awarded their grant funding.

As a result of the 2019 Community Events Grants round, which was not only heavily oversubscribed, but also saw a number of applications deemed ineligible, an identified need to further build the capacity of community groups to apply for the program is clear.

Common areas where applications fell short included:

- Failure to link with the Council Plan 2017-2021 and/or Community Profiles
- Failure to provide supporting evidence to the application (i.e. quotes, letters etc)
- Failure to correctly complete the budget section

An identified action within the Council Plan 2017-2021 is to *Support the community's capacity to prepare funding applications* (Focus Area 4 – Good Governance and a Healthy Organisation). Council officers will continue to work with the community and evaluate an appropriate format to bring groups together to assist in this area.

In administering this round of Community Grants, Council officers have recognised a number of identified improvements for updating the Guidelines to ensure continued enhancement of the program for our community. These identified improvements relate to the following areas:

- Essential Criteria clarification and consistency throughout the program, which is better reflected through the assessment process
- Auspicing Criteria, clarification on criteria for organisations
- Clarity around eligibility when applicants have outstanding project acquittals
- Clarity around applications in multiple streams in the one round
- Improvements to the SmartyGrants portal for applicants, particularly in the budgeting section

Updated Community Events Grant Program guidelines have been attached to this report for endorsement in preparation for the August, 2020 round of funding.

POLICY CONTEXT

The Council Community Events Grants program aligns with the 2017-2021 Council Plan Key Focus Areas: Connectivity and Strong Healthy Communities - Strategic Objectives of 'Support volunteer participation to meet the needs of our community', 'Encourage and build community events' and 'Provide a range of opportunities that promote active and healthy lifestyles and social connectedness'.

DISCUSSION

Council's Community Events Grants Program has undertaken a cross-departmental assessment process, ensuring impartial and objective feedback has been received for all eligible applications.

A panel was engaged to assess the Community Event applications included officers from service areas such as environmental health, economic development and tourism, governance and compliance, library services and operational services.

CONSULTATION

The Council Community Grants program was advertised in local print and social media as well as on Council's website for the period 1 August, 2019 through to the closing date of 31 August, 2019.

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.

CONCLUSION

The 2019 Council Community Grants program saw a positive response from community groups across the Gannawarra Shire with this round of funding heavily oversubscribed for the amount of funding available for distribution.

Projects recommended for approval have demonstrated compliance with relevant community profile priorities and will address clearly identified community needs. These projects, if supported by Council, will also assist community driven initiatives that enable and support increased community pride, morale and volunteerism.

Recommendations - Community Events Grant

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CEAUG1901	Combined churches Men's Breakfast	Men's mental health Programme	<p>Cohuna Combined Churches hold a men's breakfast on the second saturday of the even months of the calendar year.</p> <p>It is proposed to conduct a mental health forum at at these breakfasts.</p> <p>We are seeking an amount that will allow to stage this event for the next year' as we will require travel payment for guest speakers and other necessities.</p>	\$2,000.00	Recommended for funding	\$ 2,000.00
CEAUG1907	Cohuna Neighbourhood House	Cohuna Community Support events	<p>Our project will support three community events: the Welcome to Newcomers Community BBQ; the Community Christmas Lunch and the Cohuna Town Garage Sale. All three events aim to boost the community spirit, welcome newcomers and tourists, and connect people, groups and businesses during the dairy/water crisis.</p>	\$4,500.00	Recommended for funding	\$ 4,500.00
CEAUG1909	Rotary Club of Kerang Inc	Historical Plaques	<p>The Club recognises that there are several homes and buildings of historical significance around Kerang. Our project intends to attach descriptive plaques to these buildings to alert everyone of the importance as is the case at places like Maldon & Port Fairy. The position of these plaques will be detailed on the Rotary Town Map at Atkinson Park</p>	\$4,750.00	Recommended for funding	\$ 2,200.00
CEAUG1910	Northern District Community Health	Art at the Park	<p>This project will engage youth in a collaborative creative arts project at the Kerang Skate Park, beautifying the area and creating a sense of belonging. Young people will learn artistic skills and create a piece of art that encapsulates Kerang and the Gannawarra Shire creating ownership over their space, for many years to come.</p>	\$2,500.00	Recommended for funding	\$ 2,500.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CEAUG1911	Lake Charm Arts and Culture Association Inc	Charm Pop Up Cafe	A special Pop Up Cafe with a difference will be held at Lake Charm Hall and open to visitors and locals of the Kerang Lakes region. Traditional afternoon tea will be offered at decorated themed tables using reused crockery. The event will have a guest speaker, musician or demonstration. Our local history collections will also be on display.	\$1,800.00	Recommended for funding	\$ 1,800.00
CEAUG1913	Murrabit Advancement Association In	Murrabit Country Market - Movable Art & Mirrors	Create a series of movable local flora/fauna art panels and distortion mirrors to add colour, vibrancy and a children's activity to the Murrabit Country Market.	\$5,000.00	Recommended for funding	\$ 5,000.00
						\$ 18,000.00

COMMUNITY GRANTS PROGRAM

GUIDELINES 2017 – 2021



EVENTS

Through its Community Grants Program events support, Council provides the opportunity for financial support for groups and organisations to encourage new, innovative events to become established.

These GUIDELINES will assist applicants to develop their application, and understand the process once applications are submitted.

How to develop your application and apply

- Council's Community Grants Program opens for applications annually.
- The Program is advertised in local media and on Council's Facebook Page and website.
- Read these guidelines (*also available on Council's website*)
- Discuss your project with Council's Community Engagement Team.
- If eligible under the guidelines, begin your application via the online Grants Portal at <https://gannawarra.smartygrants.com.au/>. Write your application as though no-one knows about your project, provide adequate detail and information.
- Review your application and how it links with the relevant Community Profile and Council Plan 2017 - 2021 (*copies of this document is available on Council's website*)
- Obtain and attach quotes (if required) and complete budget, making sure income equals expenditure and in-kind income is offset by in-kind expenses. Include any written pledges of donated material/equipment.
- Submit your application via the online Grants Portal as detailed above

How much can I apply for?

1. Community Events (up to \$500 per application)

To support community events, including one-off celebrations, which generate community participation in the Gannawarra Shire Council.

2. Minor Events (up to \$2,000 per application)

To assist in conducting events which generate tourism activity.

3. Major Events (up to \$5,000 per application)

To assist in conducting special events which generate significant tourism activity and provide an increased public profile for the Gannawarra Shire Council.

- Groups/organisations may submit an application in both funding streams within the one round. For example, one group could apply for an Event Grant AND a Community Support Grant in the one round. **(Please note, applicants who have current outstanding projects that have not been acquitted are INELIGIBLE to apply for any rounds of funding in the same stream until their project acquittal has been received and approved by Council. For example, if you have an outstanding projects in the Event stream you are unable to apply for further event funding, but you could apply for Community Support funding. This includes Auspicing applications for other groups/organisations.)**

What could be funded?

Events that:

- Show the ability to have strong economic benefit and encourage visitation to the region
- Promote and encourage community participation across all sectors of the community
- Strengthen and develop community skills
- Celebrate diversity
- Reduce the isolation of individuals and groups within a community
- Are innovative, creative and inclusive celebrations of community
- Are inclusive and accessible to all members of the community, including youth and older persons
- Demonstrate partnerships with other local groups and individuals
- Successful funding through the event category does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing events.

Am I eligible?

(Last reviewed September 2019)



- Incorporated organisations/groups or those auspiced by an incorporated body.
- Organisations/groups who have a limited capacity to raise funds.
- Organisations/groups located within the Gannawarra Shire Council area and who primarily serve residents of the Gannawarra Shire Council.
- Organisations/groups that are located outside the Gannawarra Shire Council who provide a service that primarily impacts upon Gannawarra Shire Council residents (evidence of this service may be required by external groups, organisations and individuals).
- Applicants previously funded by Council, who have satisfactorily fulfilled previous requirements regarding financial accountability and reporting.
- Schools are ineligible to apply.
- Applications for the purposes of State Government leverage are ineligible.
- Meeting the Eligibility Criteria is not a guarantee of funding. The decision made by Council is final. Successful funding through this program does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing events.
- Council will not be responsible for any expenses incurred as a result of an applicant's anticipation of successful funding.

Essential Criteria – this criteria MUST be met to be deemed eligible for assessment

- Address priority projects/actions from the Council Plan 2017 – 2021 and/or the Community Profiles
- Fosters ongoing community development which increases skills, knowledge and awareness, and engages community members in meaningful participation and involvement in community life
- Events which are sustainable (i.e. without Council support) and create long-term benefits for the community
- Innovative or new events, especially those which are based on partnerships and collaboration
- Events that engage a wide cross-section of the local community and those that can also reflect the diversity of interests of the people of Gannawarra Shire
- Events are to be held and acquitted within 12 months of receipt of funds.
- Preference will be given to applicants who provide a cash contribution.
- In-kind contributions cannot exceed 25% of the total project cost.
- Project budget has been completed correctly, with income equalling expenditure and in-kind income is offset by in-kind expenses.

How do applications get assessed?

- After discussing your application with Council, applicants submit a completed application.
- Community Event Grant application is received.
- Council officers assess applications against Essential Criteria and make recommendations.
- If applications are deemed eligible, they are presented to Council for a final decision at an Ordinary Council meeting.
- All applicants will be notified of the outcome of their application within 8 weeks of its receipt at Council.

What happens if my application is successful?

- Applicants will be notified within 8 weeks of the submission date.
- Funded projects are to be completed and acquitted within 12 months of receipt of the funds, unless an extension of time is approved for exceptional circumstances by Council. Requests for variations must be made in writing to Council.
- Successful applicants will need to acknowledge council's support. For example, an official Gannawarra Shire Council logo must be used on any promotional material or at any official events associated with the activity and on any produced literature.
- Successful applicants will need to submit a project acquittal to report on how the grant was spent.

Further information

If you require any further information or need clarification on anything listed in these guidelines, please visit Council's website www.gannawarra.vic.gov.au or contact Council on 03 5450 9333 or via email council@gannawarra.vic.gov.au.

(Last reviewed September 2019)

8.2 COMMUNITY SUPPORT GRANTS 2019

Author: Katrina Thorne, Communications and Engagement Coordinator

Authoriser: Stacy Williams, Acting CEO

- Attachments:**
- 1 2019 Council Community Support Grant recommendations
 - 2 Revised guidelines - Community Support Grants 2020

RECOMMENDATION

That Council

- 1. Approve allocation of the 2019 Council Community Support Grants, totalling \$64,500.
- 2. Endorse reviewed and updated Community Grant guidelines for the 2020 Community Support Grants program.

EXECUTIVE SUMMARY

The 2019 Council Community Grants program closed for applications on 31 August, 2019.

A total of 38 applications were received for the Community Support category, with 25 deemed eligible against the grant criteria to be assessed for recommendation.

Council officers have undertaken an assessment of the applications submitted. This assessment has included the eligibility criteria set by Council within the grant guidelines, weighting of eligible projects against the application requirements and how projects align with Council’s 2017-2021 Council Plan, Community Profiles and other strategies.

The purpose of this report is to advise Council of eligible applications received in the 2019 Community Support Grants Program and seek approval of applications totalling \$64,500.

BACKGROUND

The revised framework for Council’s Community Grants program was approved by Council in November 2017 as follows:

	Allocated	Total of applications received this round
SmartyGrants fee:	\$7,500	
Community category (new):	\$64,500	\$147,303.93
Events category (new):	\$18,000	\$27,550
TOTAL	\$90,000	\$174,853.93

A listing of applications recommended for funding is included as an attachment to this report.

It is recommended that 17 applications submitted to the Community Support category be approved by Council. Each of these applications has demonstrated compliance with Council’s overall objectives. Applications have been assessed as meeting the eligibility criteria set by Council in the grant guidelines and have submitted complete applications that have included letters of support and quotes where applicable. They support the objectives of the Council Plan 2017-2021, Community Profiles and other Council strategies.

In this funding round, the recommended projects include projects which focus on improvements to community facilities and buildings, equipment to support local volunteer groups amongst other initiatives.

Applications recommended for approval would find it difficult to compete for grant support from external funding sources, or have made unsuccessful attempts to secure external funding in the past.

Successful applicants will be invited to a civic ceremony being held on Thursday, 24 October, 2019 in Kerang to be formally acknowledged and awarded their grant funding.

As a result of the 2019 Community Grants round, which was not only heavily oversubscribed, but also saw a significant number of applications deemed ineligible, an identified need to further build the capacity of community groups to apply for the program is clear.

Common areas where applications fell short included:

- Failure to link with the Council Plan 2017-2021 and/or Community Profiles
- Failure to provide supporting evidence to the application (i.e. quotes, letters etc)
- Failure to correctly complete the budget section

An identified action within the Council Plan 2017-2021 is to *Support the community's capacity to prepare funding applications* (Focus Area 4 – Good Governance and a Healthy Organisation). Council officers will continue to work with the community and evaluate an appropriate format to bring groups together to assist in this area.

In administering this round of Community Grants, Council officers have recognised a number of identified improvements for updating the Guidelines to ensure continued enhancement of the program for our community. These identified improvements relate to the following areas:

- Essential Criteria clarification and consistency throughout the program, which is better reflected through the assessment process
- Auspicing Criteria, clarification on criteria for organisations
- Clarity around eligibility when applicants have outstanding project acquittals
- Clarity around applications in multiple streams in the one round
- Improvements to the SmartyGrants portal for applicants, particularly in the budgeting section

Updated Community Support Grant Program guidelines have been attached to this report for endorsement in preparation for the August, 2020 round of funding.

POLICY CONTEXT

The Council Community Grants program aligns with the 2017-2021 Council Plan Key Focus Areas: Connectivity and Strong Healthy Communities - Strategic Objectives of 'Support volunteer participation to meet the needs of our community', 'Encourage and build community events' and 'Provide a range of opportunities that promote active and healthy lifestyles and social connectedness'.

DISCUSSION

Council's Community Grants Program has undertaken a cross-departmental assessment process, ensuring impartial and objective feedback has been received for all eligible applications.

Separate panels were engaged to assess the Community Support applications and the Community Event applications and included officers from service areas such as environmental health, economic development and tourism, governance and compliance, library services and operational services.

CONSULTATION

The Council Community Grants program was advertised in local print and social media as well as on Council's website for the period 1 August, 2019 through to the closing date of 31 August, 2019.

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.

CONCLUSION

The 2019 Council Community Grants program saw a positive response from community groups across the Gannawarra Shire with this round of funding heavily oversubscribed for the amount of funding available for distribution.

Projects recommended for approval have demonstrated compliance with relevant community profile priorities and will address clearly identified community needs. These projects, if supported by Council, will also assist community driven initiatives that enable and support increased community pride, morale and volunteerism.

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Recommendations - Community Support Grant

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1901	Cohuna & District Leos Club	Finishing the donut van	The fitting of extra shelving in the donut van will make it a much safer working place as more utensils will be able to be stored when not in use. As there is a limited amount of work space it is important to keep this area clear.	\$1,500.00	Recommended for funding	\$ 1,500.00
CSAug1903	Kerang Cemetary Trust	Kerang Cemetery New Lawn Section	The installation of a new vehicle crossover and driveway to access the cemetery from Patchell Street at the Carbine Street intersection, is necessary to help facilitate the current expansion of the lawn section. It will improve the functionality and safety for people attending funerals through the development of a carpark, which will reduce the need for vehicles to park at the intersection of Westblade Avenue. The carpark is planned in the South East corner of the Cemetery that runs along Patchell Street from the Trafalgar Street corner. While this section of Patchell Street has kerb and channel, the crossover at the Carbine Street entrance is in disrepair, as it has sunk and subsequently cracked and is in need of replacement. It is currently and will continue to be the main access point for heavy equipment for the continuing development, also the access for delivery of our soil supplies.	\$5,000.00	Recommended for funding	\$ 5,000.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1904	Murrabit Playgroup	Sustainability for Murrabit Early Childhood Learning	<p>Support for the installation of solar power for the Murrabit PlayGroup Building, ensuring that volunteer hours are used for proactive community participation and childhood education activities, leading to the sustainable use, financial viability and longevity of the early childcare service for the community.</p> <p>Volunteer fatigue is an issue in our small community, with many families supporting many different local community groups, so anything we can do to help sustainably improve budgets is beneficial for the service and ultimately the community in the long run.</p> <p>This project will support and advocate for sustainable and renewable energy industries within the Shire by supporting local installers, and also encourage an environmentally sustainable community by promoting the benefits of renewable energy.</p> <p>The ability for volunteers to focus on participatory activities will assist in growing the community centre, ensuring it is welcoming, inclusive and safe for all.</p>	\$4,700.00	Recommended for funding	\$ 4,700.00
CSAug1907	Lions Club of Kerang	Defibrillator	<p>The Lions Club of Kerang needs a new Defibrillator as the existing machine we have is now obsolete and has no service or accessories available. Our Club has carried the Defibrillator in our Catering van since 2007 to ALL community functions that we attend in the Shire of Gannawarra and fortunately we have NOT had to use it but it is an essential machine to have just in case of a cardiac incident. Events that the Lions attend regularly include the monthly Kerang community markets, Kerang Show N' Shine, Carols by Candlelight and the New Year's Eve Carnival in the Park. We believe that it is essential that we DEFINITELY have a defibrillator on hand in case of an emergency even if other groups may or may not have one also. As the leading Service club organization in the world, Lions believe we should lead by example.</p>	\$1,500.00	Recommended for funding	\$ 1,500.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1908	Quambatook Bowling Club	Shade and Security Fence	Our club's north fence and shade structure has fallen in to disrepair and is in danger of falling over . Bowls is the only summer sport available to people in Quambatook and we would like to attract more people of all ages , particularly families , to play , but to do so we need a secure area and plenty of shade through the hot summer months .	\$5,000.00	Recommended for funding	\$ 5,000.00
CSAug1911	PARKRUN INC	parkrun for Kerang	<p>The overriding goal of hosting a parkrun event at Kerang is to encourage the health and wellbeing of community members in the Kerang region. It will allow the community to access a free, timed 5k group run every weekend where participants will have the choice to run, walk or volunteer at each event, promoting a healthy lifestyle and improving social cohesion in the community.</p> <p>parkrun is an inclusive activity that aims to engage people from all backgrounds and of all fitness levels, abilities and ages, both as volunteers and as runners, irrespective of gender, socio-economic status, ethnicity, disability, or mental health status.</p> <p>We are seeking funding from the Gannawarra Shire Council to cover the costs associated with the start-up of this event. This includes volunteer vests, event flags, cones, first-aid equipment including a defibrillator, as well as software, licence fees, insurance, and event support from parkrun among other items.</p>	\$5,000.00	Recommended for funding	\$ 5,000.00
CSAug1912	Kerang Lakes Community Development Group	Lake Charm Shelters Stage 2	The Kerang Lakes Community Development Group will be coordinating the erection of two 3*3m kit shelters on concrete slabs around the foreshore of the Kerang Lakes, in partnership with The Lake Charm Landcare group and The Lake Charm Foreshore Committee. The previous shelters erected have been very popular with locals and visitors. Native vegetation will provide shelter around the structures. Picnic settings will be installed within each shelter. This is a part of a community strategic plan for the Kerang Lakes and is coordinated and funded by volunteers. It is also in line with shire plans.	\$5,000.00	Recommended for funding	\$ 5,000.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1917	Lake Charm Hall Committee	Lake Charm Hall East Verandah	Our project is to construct a 4m wide verandah along the full 15m length of the east end of the hall. This will be a continuation of the verandah on the north side of the hall and will provide much needed shade and shelter along the east end. Our kitchen/meeting room will then be completely shaded keeping it considerably cooler and reducing glare, thus lowering cooling and lighting costs. The east verandah will give broad shelter over the hall's main entrance and in particular, the access ramp will be completely under cover from the elements improving safety. Addition of the east verandah will also increase our available covered outdoor space.	\$5,000.00	Recommended for funding	\$ 5,000.00
CSAug1918	Cohuna Little Athletics	Cohuna Rec Reserve Oval 2 Hot Water Service	The current Cohuna Little Athletics clubroom is only serviced by large storage type hot water systems. These are very expensive to run given the limited need in the clubroom kitchen. The aim of this grant is to install a small 25 litre electric instant HWS in the kitchen to allow for washing of dishes and general kitchen duties/cleaning. This will benefit not only our Centre but all users of the facility now and in the future.	\$1,617.88	Recommended for funding	\$ 1,617.88
CSAug1919	Murrabit Men's Shed	Watch this Space! - Murrabit Men's Shed Secure Storage Project	Provide a designated secure storage space for valuable items to provide more room within the Men's Shed workshop. This additional space will enable more multi-purpose work spaces for members, expand the programs offered to attract additional members, and provide a clutter free and safer work environment.	\$5,000.00	Recommended for funding	\$ 5,000.00
CSAug1923	Appin South Fire Brigade	Unifying the Community of Appin	We would like to improve the social fabric of our district and make our fire shed an inviting place for the community to meet. We wish to purchase a bbq, 4 tables, 20 chairs, an urn, a microwave, a dishwasher, crockery and cutlery, a heater and a bench to keep everything in away from rodents. This will allow us to have community gatherings and be comfortable while unifying the district.	\$3,329.55	Recommended for funding	\$ 3,329.55

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1928	Quambatook District Share Shop	Signage	Quambatook shop needs signage, a large sign at the front of the shop and one on the side of the shop that will be seen as you come into Quambatook and also and a large a frame board for outside.	\$5,000.00	Recommended for funding	\$ 795.00
CSAug1929	Golden Rivers Artists	ART EXTENSION & MICRO JUNIORS 2019-2020	This project will extend the successful Junior division of Golden Rivers Artists to include Primary school children from Grades 2 through to 6. It offers activities and membership diversity for Primary aged children, including access to visual arts materials, allowing them to extend on their passion for the Visual Arts. It will also build on the hugely successful activities of the Golden Rivers Artists both senior and junior divisions which include workshops, skill building, exhibitions celebrating with the community members success within the visual arts and inclusiveness of community. This project will also assist with the venue costs and materials required to host workshops and gatherings.	\$5,000.00	Recommended for funding	\$ 2,726.45
CSAug1931	Kerang Golf Club Inc Bowling Club	Rink Markers	Purchase of Spring Loaded Boundary Marker Pegs and Spring Loaded Rink Markers will allow people of all disabilities to play lawn bowls in a safer environment. This project will increase skills, knowledge and awareness and will enable people of all disabilities to learn in a meaningful participation and involvement in lawn bowls. With the markers they will be in a position to distinguish the rinks and boundaries of the areas in which they are playing.	\$949.00	Recommended for funding	\$ 949.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1933	Cohuna Uniting Church	Uniting Church Kitchen Upgrade	This project will provide a much needed upgrade to a well used kitchen at the Cohuna Uniting Church. This upgrade will provide a huge benefit to the community users of the kitchen for the many functions held there each year. This will provide benefit on a weekly basis for the Church members who utilise the kitchen for services. Other large community functions & events that book the Church Hall facility will also benefit from the upgrade. The upgrade will provide all new kitchen cabinetry, storage, bench tops, appliances, instant hot water unit & compliant non-slip vinyl flooring. This upgrade will ensure that the kitchen is a safe & usable asset for the Cohuna community to use into the future.	\$5,000.00	Recommended for funding	\$ 5,000.00
CSAug1934	Cohuna Kangas Football Netball Club	New Combi-oven for kitchen	This project will provide a much needed asset to the kitchen at the Cohuna Recreation Reserve main pavilion. This oven will provide a huge benefit to the catering capacity of the kitchen for the many functions held there each year. This will provide benefit on a weekly basis during Football/Netball season to cater for dinners after training & fortnightly benefit for the catering necessary for game day. Other large club & community functions will also benefit from the increased catering capacity. This will also provide a significant boost for the many volunteers who work in the kitchen, making their job much more efficient & enjoyable.	\$5,000.00	Recommended for funding	\$ 3,382.12
CSAug1937	Cycling Without Age Kerang	Cycling Without Age Kerang Bike Storage	Cycling Without Age Kerang is in desperate need of a storage shed for our bike. We are looking to erect a storage facility for our triobike ride service in a more secure, central location than we have access to at present. One that also has enough space for storage of our equipment and a workshop. We have the one triobike at the moment, but have exciting plans to add a second bike to our fleet in 2020. This will make storage of the bikes at the homes of our Captains all the more inconvenient.	\$4,000.00	Recommended for funding	\$ 4,000.00

App ID	Applicant	Project Name	Project Summary	Amount requested	Recommendation	Amount recommended to be funded
CSAug1943	Murrabit Recreation Reserve Committee of Management	Murrabit Recreation Reserve Masterplan - Stage 1	Complete stage 1 of a Masterplan for the Murrabit Recreation Reserve which will include a site feature survey and preparation of architectural plans.	\$5,000.00	Recommended for funding	\$ 5,000.00
						\$ 64,500.00

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COMMUNITY GRANTS PROGRAM

GUIDELINES 2017 – 2021

COMMUNITY SUPPORT

Through its Community Grants Program, Council provides the opportunity for financial support for groups and organisations to undertake projects, programs and activities identified within their Community Profile and/or Council's Plan 2017 - 2021 which will contribute to the municipality and support Council's vision to build upon our strengths of people, place and pride to inspire a positive future together.

These GUIDELINES will assist applicants to develop their application, and understand the process once applications are submitted.

How to develop your application and apply

- Council's Community Grants Program opens for applications annually.
- The Program is advertised in local media and on Council's Facebook Page and website.
- Read these guidelines (*also available on Council's website*)
- Discuss your project with Council's Community Engagement Team.
- If eligible under the guidelines, begin your application via the online Grants Portal at <https://gannawarra.smartygrants.com.au/>. Write your application as though no-one knows about your project, provide detail and information.
- Review your application and how it links with the relevant Community Profile and Council Plan 2017 - 2021 (*copies of this document is available on Council's website*)
- Obtain and attach quotes and complete budget, making sure income equals expenditure and in-kind income is offset by in-kind expenses. Include any written pledges of donated material/equipment.
- Submit your application via the online Grants Portal as detailed above

How much can I apply for?

- Applicants can apply for up to \$5,000 per application.
- Groups/organisations may submit an application in both funding streams within the one round. For example, one group could apply for an Event Grant AND a Community Support Grant in the one round. ***(Please note, applicants who have current outstanding projects that have not been acquitted are INELIGIBLE to apply for any rounds of funding in the same stream until their project acquittal has been received and approved by Council. For example, if you have an outstanding projects in the Event stream you are unable to apply for further event funding, but you could apply for Community Support funding. This includes Auspicing applications for other groups/organisations.)***

What could be funded?

- Purchase of new equipment or materials.
- Programs supporting the development of the group, providing opportunities to share skills and encourage participation.
- Programs that address access issues for people with disabilities, cultural and linguistically diverse backgrounds and disadvantaged groups.
- Programs that improve social connectedness and/or physical or mental health, and provide access to recreation and leisure opportunities for all ages, particularly youth.
- Programs and activities that contribute to strengthening communities within the Gannawarra Shire Council and create new opportunities for community participation in social, learning and civic activities.
- Programs that encourage volunteering and achieve a range of practical outcomes that directly benefit volunteers by making their work easier, safer and more enjoyable.
- Projects which help protect and restore the natural environment and include projects that build community appreciation and knowledge.
- Projects that support our historical past and the development of arts and culture initiatives.

(Last reviewed September 2019)



Am I eligible?

- Incorporated organisations/groups or those auspiced by an incorporated body.
- Organisations/groups who have a limited capacity to raise funds.
- Organisations/groups located within the Gannawarra Shire Council area and who primarily serve residents of the Gannawarra Shire Council.
- Organisations/groups that are located outside the Gannawarra Shire Council who provide a service that primarily impacts upon Gannawarra Shire Council residents (evidence of this service may be required by external groups, organisations and individuals).
- Applicants previously funded by Council, who have satisfactorily fulfilled previous requirements regarding financial accountability and reporting.
- Schools are ineligible to apply.
- Applications for the purposes of State Government leverage are ineligible.
- Meeting the Eligibility Criteria is not a guarantee of funding. The decision made by Council is final. Successful funding through this program does not imply ongoing funding. Groups should always work towards a sustainable funding model for ongoing projects.
- Council will not be responsible for any expenses incurred as a result of an applicant’s anticipation of successful funding.

Essential Criteria - this criteria MUST be met to be deemed eligible for assessment

- Address priority projects/actions from the Council Plan 2017 – 2021 and/or the Community Profiles.
- Fosters ongoing community development which increases skills, knowledge and awareness, and engages community members in meaningful participation and involvement in community life.
- Projects which are sustainable (i.e. without Council support) and create long-term benefits for the community.
- Innovative or new projects, especially those which are based on partnerships and collaboration.
- Projects that engage a wide cross-section of the local community and those that can also reflect the diversity of interests and improve access and inclusion of the people of Gannawarra Shire.
- Projects are to be completed and acquitted within 12 months of receipt of funds.
- Preference will be given to applicants who provide a cash contribution.
- In-kind contributions cannot exceed 25% of the total project cost.
- Project budget has been completed correctly, with income equalling expenditure and in-kind income is offset by in-kind expenses.

What will NOT be funded

- Activities, programs or projects with the objective of making financial profit, i.e. commercial businesses.
- Projects considered to be a primary role and responsibility of another level of government.
 - For example, if your application is for purchasing a uniform for your sports club, you should attempt to apply for the Sporting Uniforms program through Sport and Recreation Victoria prior to approaching Council’s Community Grants.
- Recurrent operating or maintenance costs for day-to-day operations of the organisation/group
 - For example, power/water bills, telephone, internet, computer products, office/stationary supplies etc
- Salaries, where the salary forms part of the organisation’s usual responsibility (not including instructor or tuition fees).
- Projects which have already been completed or for costs that have already been expended
 - This includes any on-ground preparation works that may not strictly be what the funding is for, i.e. digging up foundations when the funding is for the actual installation of drainage.
- Projects that are clearly a duplication of an existing service, program, project or event.
- Travelling allowances, e.g. petrol costs, bus hire etc.
- Projects which have a political or religious purpose and objective.
- Projects that are deemed to be inappropriate and offensive.
- Commercial activities.
- Prizes/trophies.

(Last reviewed September 2019)



- Multiple/recurrent applications from community group/organisation, e.g. new tennis balls every year for a tennis club.
- Projects or activities that benefit a single person only.
- You receive funding for the project through another Council program/sponsorship.
- Your organisation supports or the intended purpose of your project promotes gambling or alcohol, drugs, or tobacco use.

Do I need a permit?

- Applicants need to be aware that certain projects may trigger the requirement for a permit or multiple permits from Council or other organisations (e.g. land managers) prior to commencing any works.
- Early consultation will assist the applicant in determining a more accurate cost of a project.

How do applications get assessed?

- After discussing your application with Council, applicants submit a completed application.
- Community Grant application is received.
- Council officers assess applications against Essential Criteria and make recommendations.
- If applications are deemed eligible, they are presented to Council for a final decision at an Ordinary Council meeting.
- All applicants will be notified of the outcome of their application within 8 weeks of its receipt at Council.

What happens if my application is successful?

- Applicants will be notified within 8 weeks of the submission date.
- Funded projects are to be completed and acquitted within 12 months of receipt of the funds, unless an extension of time is approved for exceptional circumstances by Council. Requests for variations must be made in writing to Council.
- Successful applicants will need to acknowledge council's support. For example, an official Gannawarra Shire Council logo must be used on any promotional material or at any official events associated with the activity and on any produced literature.
- Successful applicants will need to submit an acquittal to report on how the grant was spent.

Further information

If you require any further information or need clarification on anything listed in these guidelines, please visit Council's website www.gannawarra.vic.gov.au or contact Council on 03 5450 9333 or via email council@gannawarra.vic.gov.au.

(Last reviewed September 2019)

8.3 2019 ANNUAL REPORT - RECEIVE AND NOTE

Author: Katrina Thorne, Communications and Engagement Coordinator

Authoriser: Stacy Williams, Acting CEO

Attachments: 1 2019 Gannawarra Shire Annual Report (under separate cover)

RECOMMENDATION**That Council**

1. Receive the 2019 Gannawarra Shire Annual Report and note that it was submitted to the Local Government Minister prior to 30 September, 2019.
2. Make the 2019 Gannawarra Shire Annual Report publically available and provide a copy to the State Library of Victoria.

EXECUTIVE SUMMARY

The Gannawarra Shire Council 2019 Annual Report has been completed. The Independent Auditor's Reports for both the 2018/19 Financial Statements and 2018/19 Performance Statement were received on 23 September, 2019. A copy of the report was submitted to the Minister for Local Government on 26 September, 2019. The report meets the requirements of the *Local Government Act 1989* and public notice has been given in accordance with the Act that the report will be received by Council at this meeting.

BACKGROUND

Council is required under Section 131 of the *Local Government Act 1989* to prepare an Annual Report and provide it to the Local Government Minister within three months of the end of each financial year or such longer period as the Minister may permit in a particular case. It must contain:

1. A report of its operations during the financial year
2. Audited standard statements for the financial year
3. Audited financial statements of the financial year
4. A copy of the performance statement prepared under Section 132
5. A copy of the report on the performance statement prepared under Section 133

As per Section 134 of the *Local Government Act 1989*, 14 days public notice has been given advising that the Annual Report will be received by Council at this meeting and that copies of the Annual Report can be obtained either at Council's Customer Service Centres or on Council's website.

POLICY CONTEXT

Council is required under Section 131 of the *Local Government Act 1989* to prepare an Annual Report and provide it to the Local Government Minister within three months of the end of each financial year or such longer period as the Minister may permit in a particular case.

DISCUSSION

The preparation of the Annual Report is a requirement of the *Local Government Act 1989*.

CONSULTATION

The Department of Environment, Land, Water and Planning has produced a Local Government Better Practice Guide for both the Report of Operations and the Performance Reporting, which has been closely followed in the production of the Gannawarra Shire Annual Report.

A range of resources have been used to gather the information in the Annual Report including the Australian Bureau of Statistics Census 2016, Council Minutes, media releases and other reporting documents for the past financial year.

Council's Executive Leadership Team and Management Team have been consulted as to the accuracy of the information relating to their areas of expertise.

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.

CONCLUSION

The 2019 Gannawarra Shire Annual Report was submitted to the Minister for Local Government as per Section 131 of the *Local Government Act 1989* and is now presented to Council for final endorsement prior to printing and wider distribution.

8.4 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STRATEGY

Author: Phil Higgins, Director Corporate Services

Authoriser: Phil Higgins, Director Corporate Services

Attachments: 1 ICT Strategy

RECOMMENDATION

That Council adopt the Information and Communication Technology Strategy.

EXECUTIVE SUMMARY

The Information and Communication Technology (ICT) Strategy is a key document to digitally transform the organisation. The outcomes of the strategy are to provide reliable and accessible services to our staff, so that they can assist our community in doing business with the Council easily.

BACKGROUND

The development of the ICT Strategy has involved several versions and considerable consultation, due to various ICT issues that needed to be addressed. These versions included:

- Initial consultation with staff to address user requirements;
- Additional focus to address network performance, asset renewal and updating the operating platform; and
- External review to ensure that the strategic direction is appropriate and project timing is based on importance.

The ICT Strategy is based around four key themes, and these are:

- Empower employees – ICT needs to provide a 24/7 service. Our employees are engaged in enhancing and improving the ICT system;
- Engage customers – outward facing services that allow our customers to do business with the Council easily;
- Optimise operations – modern, simple, improve performance and reduce duplication; and
- Transform products – innovate with agility.

POLICY CONTEXT

In the Council Plan 2017-2021, a priority action of Council is to develop and implement an Information Technology Strategy to embrace opportunities to adopt digital transformation.

DISCUSSION

Key components of the ICT Strategy initially include:

- Network to be simplified and modernised to a sound, supported state;
- Implement a new software defined network that allows connection anytime and anywhere; and
- Modernise the desktop environment.

CONSULTATION

A series of workshops involving staff from across the organisation, were held during 2018. Prior to the workshops, staff and Councillors were invited to participate in a survey which involved questions about the ICT facilities and the service provided. In August, 2019 a customer survey for ICT was undertaken.

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.

CONCLUSION

The ICT Strategy sets a clear direction for the Council to simplify and modernise the ICT network and systems to provide accessible and reliable services for our customers.



Technology for
Regional Australia
redefined.

ICT STRATEGY (Draft)
Gannawarra Shire Council
September 2019

149 Fenaughty Street, Kyabram 3620
308 Maude Street, Shepparton 3630
+61 3 5852 3122 | info@acomputing.com.au



Microsoft Australia Partner Awards | **Winner**
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1. Introduction

The Gannawarra Shire Council (GSC) Information and Communication Technology (ICT) Strategy is intended to provide guidance to the organisation on the direction for technology related investment during the 2019 – 2024 period.

The strategy sets a clear direction for the investment and ongoing management in technology needed for technology to enable GSC to meet its strategic objectives as well as respond to changes in the technology and public sector environment.

Gannawarra Shire Council has completed a considerable amount of groundwork for the development of an ICT strategy including consultation with staff (including surveys), development of a draft ICT strategy and external report to address immediate issues.

With recent survey and consultation having been completed, Advance Computing focussed on review of the existing draft ICT strategy, feedback from the Executive Leadership Team and from site visits, experience in supporting GSC's IT operationally over the past several months and our knowledge of best practice and industry leading ICT solutions.

2. Organisational Context

Clearly defining and understanding the organisational context is critical as it sets a business-based framework within which any proposed investment in and ongoing use of technology can be assessed ensuring that ICT supports and enables Gannawarra Shire Council to achieve its organisational objectives.

2.1 Vision

Building upon our strengths of people, place and pride to inspire a positive future together.

2.2 Mission

Together with our community we will capitalise on our natural assets, support our business and agriculture sector and deliver quality services to our community.

2.3 Values

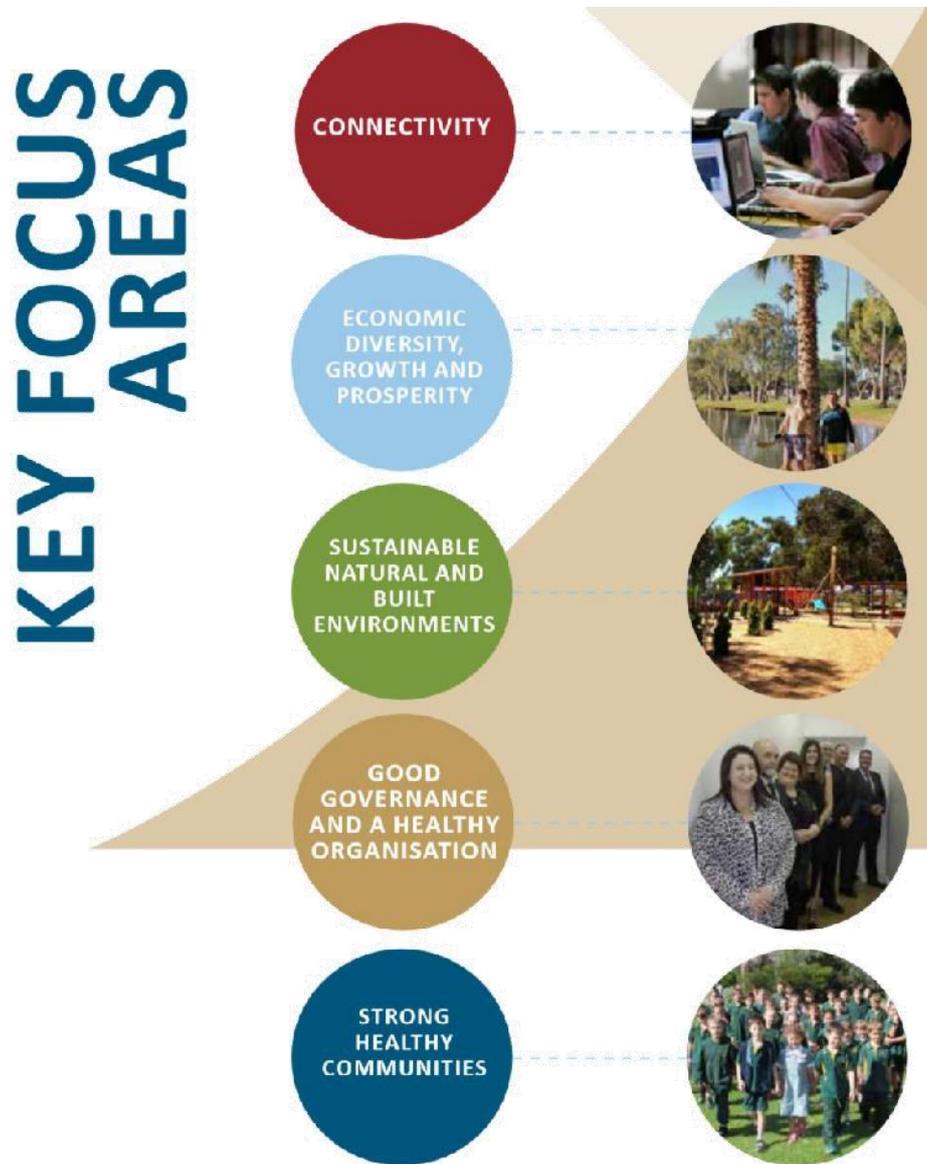
Be Collaborative - We will work closely with our community using our collective skills and knowledge to build a positive future. Together with our partners we will deliver great things for our community.

Be Resourceful - We will be resourceful and resilient, employing creative problem solving to our challenges. We will plan and be prepared for when opportunities present.

Be Innovative - We will embrace new ideas and technology to deliver quality services to our community at a lower cost. We will make time to consider the big issues and actively seek creative solutions....

And we will listen - We will listen to our community and use our collective knowledge and sound judgement to respond and close the loop

2.4 Strategic Priorities



3. Executive Summary

Gannawarra Shire Council values collaboration, resourcefulness and innovation and it's with this in-mind the ICT strategic objectives are to:



This is underpinned by a common approach that includes:

Fit for purpose: Appropriate Business applications, review current licensing first

Reduce hardware capital: Delivering software and services in a Cloud first model, locating only select or required services locally

Integrated & standardised: Common security models and frameworks, integrated data, analytics/insights and reporting

Feedback & consultation: ICT empowering GSC

Adequate & ongoing training

4. Year 1 (2019/20) - Connect & Consolidate

The focus for Year 1 is to bring systems to a supported state and as a platform for innovation. This commences with retirement and removal of old hardware and systems (Windows Server 2003/2008, Windows 7 and Office 2010) and consolidation of servers to simplify ongoing support and maintenance.

The implementation of a new software defined network removes issues with remote access & connections, allowing GSC staff to connect to required systems and applications regardless of location and regardless of communication method (NBN, 4G, wireless etc).

The desktop environment will be modernised as part of the Modern Workplace with Microsoft Windows 10, Exchange Online with anti-spam & security, Office 2016, Microsoft Teams for Internal communication and external collaboration and Intune to simplify management and replacement.

Purchase of 1 replacement DELL blade will remove the requirement for server hardware capital expenditure until 2021/22.

Initiative	Strategic Objective	Budget Estimate	Budget Estimate Annual	Description
Implement Cisco Meraki SD-WAN network across all sites	Empower employees	\$30,000	\$12,500	Network connectivity for all sites and simple but controlled access for tablets/laptops in the field.
Migrate remaining sites to NBN	Optimise operations	\$2,000	\$0	Remove old copper network links, reduce reliance on radio technology and give more flexibility for network changes.
Upgrade to Office 2013 / Exchange 2013	Empower employees	\$15,000	\$0	Required for AltusECM Upgrade and Stage 1 of Modern Workplace
AltusECM	Optimise operations	\$2,000	\$0	Required version upgrade, adds functionality with capturing emails
Migrate to Microsoft Exchange Online	Empower employees	\$15,000	\$90,000	Stage 2 of Modern Workplace, move email to the cloud & ongoing licensing for 150 users of Microsoft 365
Upgrade to Windows 10, Teams, Office 2016 & Intune	Empower employees & Optimise Operations	\$25,000	(Included above)	Stage 3 of Modern Workplace
Design/specify/tender for a phone system & integrated unified communication solution	Empower employees	\$100,000	\$0	Stage 4 of Modern Workplace. Investment required due to NBN cutover. Improved efficiency of call handling/sharing between locations.
Additional DELL Server blade	Optimise operations	\$15,000	\$0	Replace one out of warranty Kerang server
Consolidate & upgrade servers	Optimise operations	\$80,000	\$0	Simplify IT management, remove unsupported servers, resolve Microsoft licensing shortfall. Licensing & services.
TOTAL		\$284,000	\$102,500	

5. Year 2 (2020/21) - Extend

Year 2 sees the introduction of a customer service & engagement portal to improve the online experience for the community and allow them to deal with council at any time from any location.

ITVision modules not already in use are reviewed for fit for purpose and adopted if appropriate.

Initiative	Strategic Objective	Budget Estimate	Budget Estimate Annual	Description
Design/spec and tender Customer Service/Customer Engagement portal including event/resource booking	Engage customers & Transform Products	\$50,000	\$5,000	Improve communications with the community and enhance the on-line experience for the community
Implement Microsoft Azure	Optimise operations & Empower employees	\$10,000	\$10,000	Centralise and locate software/services close to required users
Replace existing site-to-site wireless links	Optimise operations	\$20,000	\$0	Existing links out of warranty, replace with new equivalents
Implement improved Intranet solution	Empower employees	\$5,000	\$0	Improve staff collaboration and access to staff details, availability etc.
Restructure network drives including image management via Teams/SharePoint, security scheme and ECM content	Optimise operations	\$15,000	\$0	Simplify information access
Develop a mapping dataset expansion and integration plan	Empower employees	\$0	\$0	Mapping dataset improvements
Review and Implement (if appropriate) any of the ITVision modules not already taken up through other Projects/Initiatives, leading with SQL Server Backend Option. Community Information & Bookings, Rates Debt Recovery, SQL Server Backend Option, Customer Requests On-line, Payments to Website, Workshop Management System, Altus Mobile Requisitions, Altus Mobile Customer Service, Altus Mobile Dog Control, Altus Enterprise Risk Management, Altus Contract Management System, Altus On-line Timesheets	Empower employees, Transform products & Optimise operations	\$25,000	\$10,000	Bring ITVision products in to common platform
TOTAL		\$125,000	\$25,000	

6. Year 3 (2021/22) – Data & Analytics

Year 3 focuses on centralising data requirements, the introduction of software integration and enterprise wide reporting to internally realise the value of GSC’s data and empower staff to make more informed decisions.

SynergySoft modules not already in use are reviewed for fit for purpose and adopted if appropriate.

Initiative	Strategic Objective	Budget Estimate	Budget Estimate Annual	Description
Review and Implement (if appropriate) any of the SynergySoft modules not already taken up through other Projects/Initiatives: Workflow Engine, Automated Emails, Excel Automation, Report Scheduling, Emailing from Report Manager, Abandoned Vehicle Register, Cemeteries, DIY Development, Dog Pound Register, Easy Budgeting Tool, Electoral Roll, Email Debtor Invoices / Statements, Email Rates functionality, Grant, Loans, Mapping Enquiry, Report Manager, Stores, On-line Master Enquiry, Synergy On-line Suite, Work Orders, Workflow Process, On Demand Recording	Empower employees, Engage customers & Transform products	\$25,000	\$0	Streamline and optimise business processes
Implement customer service / customer engagement portal for issue logging	Engage customers	\$20,000	\$10,000	Reduce turnaround on requests, improve community satisfaction
Establish data warehouse including software integration	Empower employees & Optimise operations	\$20,000	\$1,000	Centralise data management and implement enterprise wide integration & reporting
Data analytics / Big Data	Empower employees & Optimise operations	\$25,000	\$2,000	Ability to extract full value from data available and empower staff to make more informed decisions
Increase use of tablets for data collection / inspections (Local Laws, Environmental Health, Roads & Buildings)	Empower employees	\$20,000	\$1,000	Improved information quality and staff productivity
Rollout public kiosk facilities for council transactions & interaction	Engage customers	\$10,000	\$2,000	Extends online council transactions to those without their own devices
TOTAL		\$120,000	\$16,000	

7. Year 4 (2022/23) – Customer Management & Learning

Year 4 focusses on leveraging the existing customer engagement portal via a Customer Relationship Management (CRM) system to streamline interaction between Council and the community.

A learning management system for the delivery of staff training is introduced.

Initiative	Strategic Objective	Budget Estimate	Budget Estimate Annual	Description
Review Confirm asset management and asset maintenance functionality and identify implement improvements	Empower employees	\$10,000	\$2,000	Improved asset management/maintenance outcomes & improved staff productivity
Tender/select a training development and delivery platform and learning management system for staff onboarding and ongoing certification	Empower employees	\$40,000	\$10,000	Provides a platform for improving delivery of training and for meeting regulatory compliance requirements in addition to integration with HR
Design/specify/tender for a Customer Relationship Management (CRM) with links to the Customer Engagement Portal	Optimise operations & Engage customers	\$50,000	\$10,000	Streamline and optimise interactions with community, tourism operators ensuring relevant staff are aware of and can take ownership of council communications
TOTAL		\$100,000	\$22,000	

8. Year 5 (2023/24) – Self Service Data & IoT

Year 5 focusses on extending Council’s range of data and services (as appropriate) to business to promote further economic growth.

Initiative	Strategic Objective	Budget Estimate	Budget Estimate Annual	Description
Community technology provision – IoT, Smart Cities, community group management applications	Transform products & Engage customers	\$50,000	\$5,000	Increased attractiveness of Shire
Self-serve community . tourism / business GIS dataset	Transform products & Engage customers	\$20,000	\$2,000	Increased attractiveness of Shire
Provide capability for libraries to become business support centres	Engage customers & Transform products	\$10,000	\$2,000	Encourage and support new business in the Shire by providing support and facilities
Implement a Lease Management system	Optimise operations	\$10,000	\$2,000	Improve management of council resources and ensure compliance and financial obligations are met
TOTAL		\$90,000	\$11,000	

9. Investment Summary

	Year 1	Year 2	Year 3	Year 4	Year 5
Capital	\$284,000	\$125,000	\$120,000	\$100,000	\$90,000
Ongoing	\$102,500	\$102,500	\$102,500	\$102,500	\$102,500
Ongoing		\$25,000	\$25,000	\$25,000	\$25,000
Ongoing			\$16,000	\$16,000	\$16,000
Ongoing				\$22,000	\$22,000
Ongoing					\$11,000
TOTAL	\$386,500	\$252,000	\$263,500	\$255,500	\$266,500

9 INFORMATION REPORTS

Nil

10 URGENT ITEMS

11 NOTICES OF MOTION

Nil

12 DELEGATES REPORTS

12.1 DELEGATES REPORTS - 18 SEPTEMBER, 2019 TO 15 OCTOBER, 2019

Author: Mel Scott, Executive Assistant - Chief Executive Office

Authoriser: Stacy Williams, Acting CEO

Attachments: Nil

EXECUTIVE SUMMARY

Delegates Reports from 18 September, 2019 to 15 October, 2019.

Cr Lorraine Learmonth

18 September	Picasso and His Dog – Kerang
19 September	Rail Freight Alliance Meeting – Melbourne
20 September	Social Meal - Cohuna
23 September	Meeting with Neville Goulding to discuss Kow Swamp – Kerang
24 September	Kerang Lakes Community Development Committee Meeting – Lake Charm
25 September	2019 National Police Remembrance Day – Kerang
1 October	Social Meal – Quambatook
2 October	Leitchville Progress Association Meeting – Leitchville
3 October	Workshop ‘Bullying and inappropriate conduct in the workplace’ – Kerang
4 October	Independent Murray Darling Basin Socioeconomic Panel Meeting – Cohuna
8 October	Social Lunch – Lalbert Australian Citizenship Ceremony – Kerang
9 October	5 Ways to Wellbeing Walk and Talk Event – Kerang Seniors Concert – Kerang
10 October	Premier’s Sustainability Awards – Melbourne
11 October	Energising Regional Australia Conference – Bendigo
14 October	Meeting with Campaspe Shire Council to discuss Kow Swamp – Leitchville
15 October	Gannawarra Community Resilience Committee Meeting – Kerang

Cr Sonia Wright

- 2 October Leitchville Progress Association Meeting – Leitchville
- 3 October Workshop ‘Bullying and inappropriate conduct in the workplace’ - Kerang
- 8 October Australian Citizenship Ceremony – Kerang

Cr Charlie Gillingham

- 24 September Kerang Lakes Community Development Committee Meeting – Lake Charm
- 3 October Workshop ‘Bullying and inappropriate conduct in the workplace’ - Kerang
- 14 October Quambatook Community Resource Centre Committee AGM – Quambatook

Cr Mark Arians

- 25 September Kerang Progress Association Meeting – Kerang
- 3 October Workshop ‘Bullying and inappropriate conduct in the workplace’ - Kerang
- 11 October National Local Government Councillors Mental Health Conference – Melbourne

Cr Brian Gibson

- 19 September MAV Transport and Infrastructure Committee Meeting – Melbourne
- 3 October Workshop ‘Bullying and inappropriate conduct in the workplace’ – Kerang
- 8 October Australian Citizenship Ceremony – Kerang
- 15 October Gannawarra Community Resilience Committee Meeting – Kerang

Cr Jodie Basile

- 3 October Workshop ‘Bullying and inappropriate conduct in the workplace’ - Kerang
- 8 October Australian Citizenship Ceremony – Kerang

This table represents attendances at Council meetings and briefings:

Function Attended	Councillor (✓)						
	Gibson	Arians	Basile	Gillingham	Learmonth	Tasker	Wright
Ordinary Council Meeting (18 September)	✓	✓	A	✓	✓	✓	✓
Council Briefing and Strategic Briefing (7 October)	✓	✓	✓	✓	✓	A	✓

A = Apology

13 CONFIDENTIAL ITEMS

Nil