



COVID 19

**Actions and efforts to reduce the spread of COVID 19
among staff, community members and visitors**

**Updated 7 December 2020
Changes to take effect from 7 December
(unless otherwise identified in Plan)**

Containers SC14 and SC 271

Council Meetings:

- Council Meetings and Workshops to be held in Chambers of Jerilderie and Darlington Point, with physical distancing rules of 2 sq metres adhered to. Meetings open to public where physical distancing rules permit. 4 sq metre distancing applies.
- In person deputations only permitted as determined by Mayor and General Manager

Critical Services:

- Water Supply is a critical service
- Waste Water is a critical service
- Waste collection and disposal is a critical service

Operation of Critical Services:

- Licenced and accredited operators should avoid, where practicable, working together. The only times they should work together is when both need to perform tasks that cannot be performed by the assistance of a non-accredited person.
- Licenced and accredited operators can perform any other duties.
- The COVID-19 virus has been found in sewerage systems in Australia and overseas. Additional precautions are to be taken for anyone having to work in or near waste water (sewerage).

Essential Services:

- Bendigo Bank
- Development & Building Applications & Inspections
- Road Maintenance
- Maintenance of Public Areas
- Finance and Corporate Functions
- Maintenance of Plant and Fleet
- Weed Control
- Responding to Menacing or Nuisance Dogs
- Managing Funeral Grave Sites
- Meals on Wheels (Darlington Point and Coleambally)
- Emergency Management
- Stock Control
- Opening, closing and road access
- Public Health Inspections
- Responding to safety requests

Social distancing (indoor/outdoor):

- Keeping a distance of at least 1.5m
- 4 sqm space requirement to be adhered too, unless, under certain circumstances, Public Health Order allows 2 sq metres
- No shaking of hands
- No kissing/hugging
- No personal touch of any kind

Gatherings:

- No gatherings of more than 100 persons
 - o If a function or meeting could potentially have more than 100 persons present, you are unable to attend.
 - o 4 sqm indoor/outdoor space requirement to be adhered to (unless Public Health Order allows 2 sq metres), keeping a distance of at least 1.5m

Meetings:

- Restrictions on personal meetings
- Meetings with external stakeholders (eg RMS) within the Council office environment and travelling together in vehicles (eg for road inspections) is permitted. However, the area of their origin of travel needs to be identified so as not to be placing staff well-being at risk.
- Do not hold face to face meetings with persons from a declared hot spot by a jurisdiction (QLD, VIC, NSW, ACT, TAS, SA, NT)

Hygiene practices:

- Regular washing of hands
- Use of hand sanitizer
- Sneezing or coughing into clean tissue, dispose of immediately, then sanitize or clean your hands
- Hourly or before use wiping down surfaces and objects with disinfectant:
 - o Benches
 - o Door knobs
 - o Phones
 - o Computers
 - o Debit and credit cards
 - o ATM
 - o EFTPOS
 - o Printers
 - o Filing cabinets
 - o Taps
 - o Basins
 - o Fridges
 - o Pens
 - o Steering wheels
 - o Gear shifts
 - o Door handles
 - o Dashes
 - o Arm rests
 - o Hand tools and equipment
 - o Anything which can keep the virus active

(COVID 19 lingers for up to 4 hours on copper surfaces, 24 hours on cardboard, 48 hours on steel surfaces and 72 hours on plastic)

- Do not share food or drinks of any kind

Offices:

- Coleambally, Jerilderie and Darlington Point offices open to public:
 - o 8.30am to 12.00pm and 1.00pm to 5.00pm weekdays (Coly closed 1.00pm – 2.00pm)
 - o During office midday closure entire office to be sanitised
 - o 3 members of public only at a time allowed entry to office
 - o All staff are to return to the office, provided physical distancing is adhered to - 1 person per 2 sq metres indoor space requirement with a distance of at least 1.5m (unless staff provide medical advice which states otherwise).

In effect 14 December 2020.
- Office cleaner responsible for cleaning and sanitizing offices after 5.00pm and before 8.30am

- Staff who respond to customers responsible for cleaning and sanitising touch points
- Extra care and attention to PPE whilst sanitizing
- No eating or drinking at your desks
- No family or community members in the office area
- Development Applications across Murrumbidgee Council contact Kelly
- Service requests or complaints contact
 - Jerilderie - Bryan Payne 0428 579095
 - Darlington Point & Coleambally – Shane Curphey 0427 684166

Public Facilities in Operation (controlled by Council):

- Library (has a COVID-19 Safe Plan)
- Swimming Pools
- Gymnasiums
- John McInnes Square
- Skate Parks
- Water fountains
- Halls /Venues
- Museums
- Facilities run by a third party will not have a Council direction, they must decide themselves based on advice provided by the State and Federal Government
- Playgrounds
- Outside exercise equipment
- Public BBQ's
- Signage on public seating and tables
- Public Toilets (all to have once daily cleaning schedule)
 - Darlington Point: Toilet block behind Murrumbidgee Shire Hall and near Punt Hotel both operational.
 - Coleambally: John McInnes Square and Lions Park Toilets – both operational.
 - Jerilderie: 63 Jerilderie Street (next to bakery) and Elliott Park both operational
 - All other public toilets (eg Monash Park disabled toilet)

Council Leased Facilities: To be repealed 31 December 2020

- Waive the lease payments on all facilities operated by businesses in properties owned by Council. Effective 1st April 2020 until repealed.
- Sports teams not charged for facility use.

Working from home:

- All staff are to return to the office, provided physical distancing is adhered to - 1 person per 2 sq metres indoor space requirement with a distance of at least 1.5m (unless staff provide medical advice which states otherwise).
In effect 14 December 2020.

Front line Personnel:

- Each time of handling cash, hands must be disinfected with hand sanitiser
- Please request the use of credit or debit cards and do not handle others cards
- After each card transaction sanitize the EFTPOS machine
- Sanitise any pens or equipment used by members of the public after each use

Travelling to and from job sites:

- Legal limit of vehicle capacity to be adhered to
- Keep air circulating via windows whilst travelling

All Staff:

- During this time, staff may be asked to perform functions which are not normally your day to day functions. You are expected to perform, as we place our efforts into maintaining our services, especially our critical service.
- No employee will be asked to perform a task they are not capable of performing.
- Working closely with each other may be unavoidable, key is to not place others at risk. If you feel any of the symptoms, do not undertake these tasks. Better still stay at home, and seek medical advice.

Approaches by members of the public:

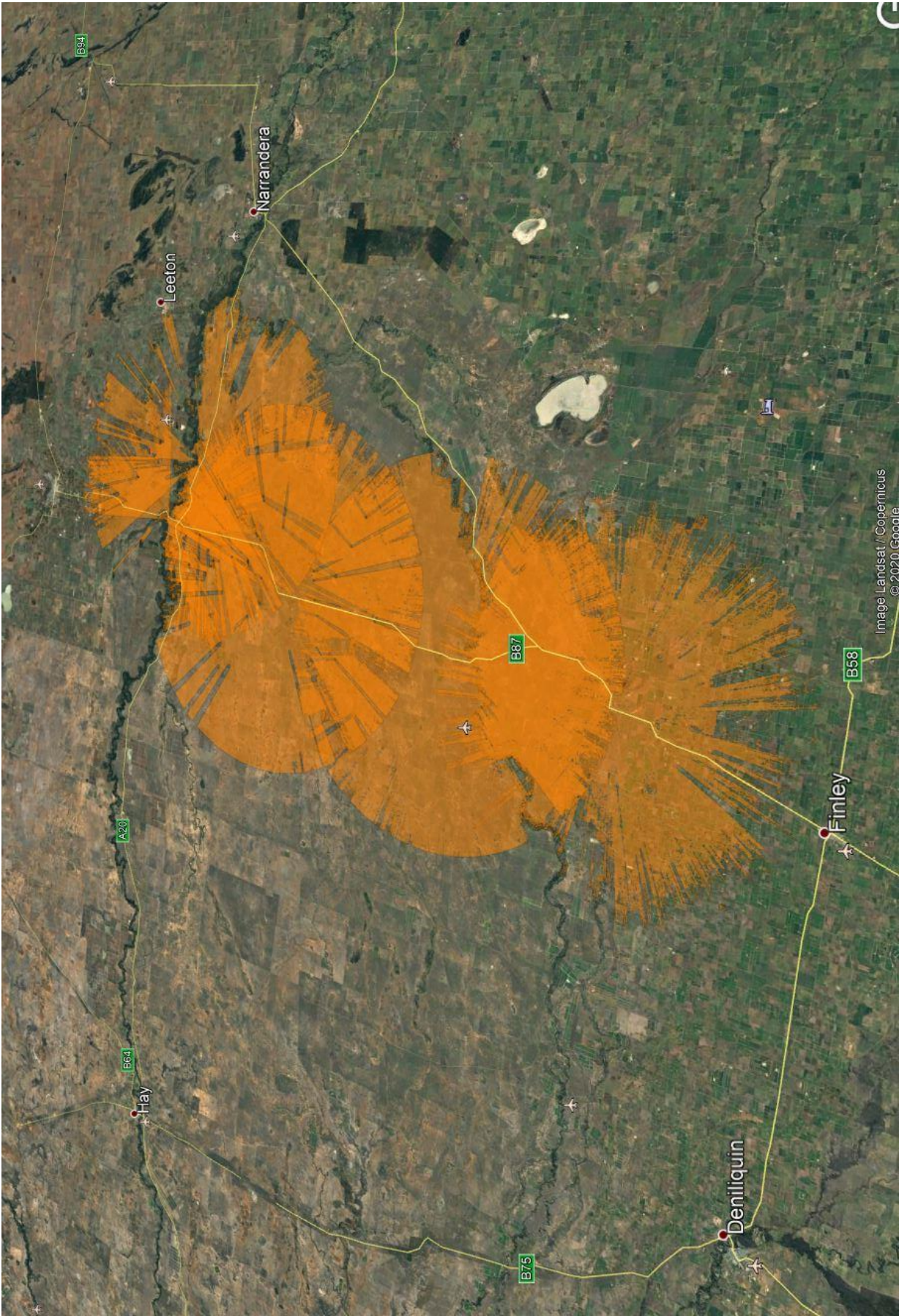
- If you are approached by members of the public please ensure you follow the social distancing rules
 - o Be courteous and respectful
 - o If they encroach on your social distancing space, ask them to stop
 - o If they continue to approach, and the job site is safe to do so take security in a vehicle. If no vehicle leave the area and call the police
 - Coleambally Police Station (02) 6954 4104
 - Darlington Point Police Station (02) 6968 4144
 - Jerilderie Police Station (03) 5886 1244

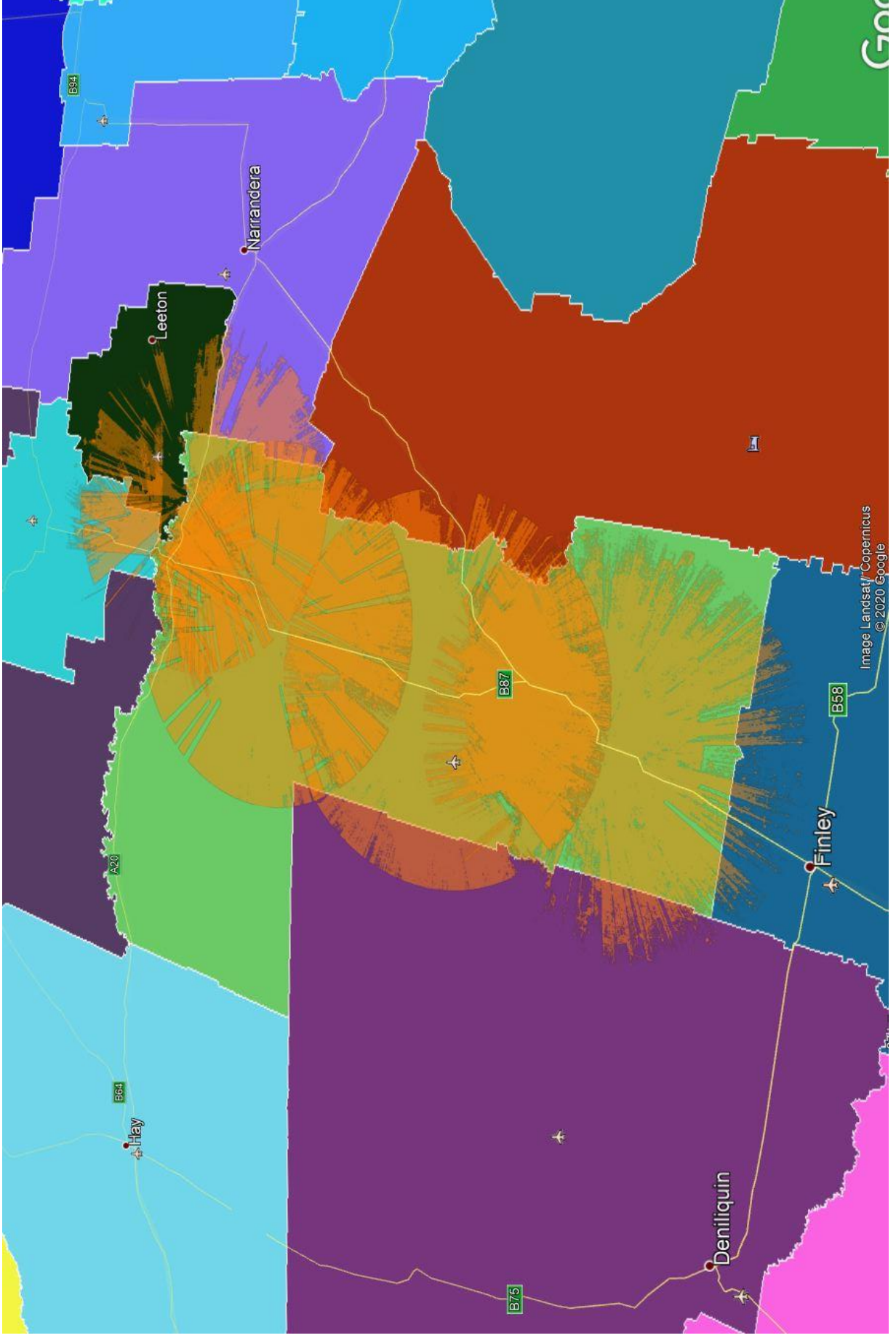
Special Leave Provision:

- Leave resulting from suspicion or actual COVID 19 exposure will be borne by a special leave provision. No employee will be required to take Sick, Annual or Long Service Leave. Staff who are concerned they may have contracted COVID 19 should contact the Department of Health's National Coronavirus Helpline, 1800 020 080
- Medical certificates will not be required.
- Requirement to isolate because of returning from overseas or exposure to a known source, or on advice of the medical profession will be via a special leave provision.
- If you display symptoms of COVID 19 self-isolate, speak to a medical professional. If determined not likely to be COVID 19, return to work if you are fit to do so.

- Flexible working arrangements will be made, early starts, late finishes, rostered days etc. Any arrangement where the employee is not performing duties or has been told not to come to work will be paid via the special leave provision.

The above is subject to change at any time, at the direction of the General Manager.

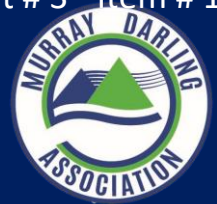




Murray Darling Association

Change of Name Consultation

Frequently Asked Questions



The Murray Darling Association (MDA) is currently consulting with members and stakeholders regarding a proposal to include the words Local Government in the name of the MDA, that is to say: Murray-Darling Local Government Association.

To support the consultation process, please find below an FAQ and [an analysis of LGA entities, memberships and charter](#).

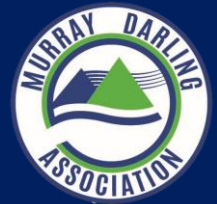
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Murray Darling Association

Change of Name Consultation

Frequently Asked Questions



1. Why is the Murray Darling Association (MDA) considering a change of name to the Murray-Darling Local Government Association (Murray-Darling LGA)?

Consistent feedback from members and stakeholders in recent years has identified that the MDA needs to

- reduce confusion of identity between the Murray Darling Association (MDA) and the Murray Darling Basin Authority (MDBA);
- clarify our identity as an association *that represents the interests of local government at state and federal level in the management of Basin resources* (Purpose - Part 3 of our Constitution).
- better reflect and describe the role, purpose, context and work of the association;
- accurately identify the MDA as an inter-jurisdictional association of councils operating across the Murray-Darling Basin.
- Build membership of councils
- support the association's ability to compete for grant and project funding
- support regional and state LGA's by further elevating regional and state priorities to the Basin and National scale.

2. Aren't all LGAs required to be registered as local government entities, and to be defined in state acts of Parliament?

No.

An analysis of LGAs shows a variety of legislation under which they operate. For example, [ALGA](#) is an Australian Public Company; [ALGWA](#) is an Other Unincorporated Entity, and its Constitution refers to Consumer Affairs Victoria; [LGAQ](#) is an Australian Public Company registered under the Commonwealth Corporations Act, [LG NSW](#) is registered federally under the Fair Work (Registered Organisations) Act 2009 (Cth) and in NSW under the Industrial Relations Act 1996. [LGA SA](#) and the [MAV](#) are both Local Government Entities, [LGA SA](#) is constituted as a body corporate and a public authority pursuant to the Local Government Act 1999 while the [MAV](#) is an Association incorporated by an Act of the Parliament of Victoria, Australia, known as the Municipal MAV Act 1907..

Like the MRLGA, the MDA is an Other Incorporated Entity. The MDA is incorporated under the Association's Incorporation Act 1984 NSW and is required to operate in accordance with the rules of its [Constitution](#).

A full comparison & analysis of regional, state and national Local Government Associations (LGAs) can be found at the end of this document.

3. Will the name change lead to confusion and misunderstandings about the roles, functions and memberships of the MDA and other LGAs?

No.

Each LGA across all jurisdictions has its own unique role, functions, and membership arrangements. For each LGA, these are described in their charter or constitution. The one thing we all have in common is that we serve the interests of local government.

Murray Darling Association

Change of Name Consultation

Frequently Asked Questions



Adopting the name **Murray-Darling Local Government Association** will assist in clarifying the roles, functions and memberships of the MDA, and avoid confusion with other LGAs.

4. The MDA's constitution states its purpose as representing the interests of local government...at state and federal level in the management of Basin resources. Is this focus too narrow for an LGA?

No.

As noted in FAQ 3, each LGA has its own unique role, functions, and membership arrangements. The MDA's role is to represent the interests of local government...at state and federal level in the management of Basin resources. Those resources include water, land, energy and community.

The MDA provides a unique role representing the interests of local government in a highly specialized area, providing additional support for the position of regional and state LGAs in relation to Basin Plan implementation and policy relating to water, land, energy and community provides a vital service to councils and other LGAs across the Basin.

With our MOU with the MDBA, our Relationship Agreement with the CSIRO, and our partnering arrangements with the OneBasin CRC bid and other interjurisdictional initiatives the MDA is uniquely positioned to strengthen the regional and state priorities of partner LGAs building alignment and delivering value to member councils and LGAs.

Link to [Vision 2025](#)

5. Are there any legal risks or barriers to the name-change?

No.

There is no legal impediment to the name change, and it has in fact the name **Murray-Darling Local Government Association** was legally approved and registered some years ago.

Approval was granted in 2019 and the name is Murray-Darling Local Government Association was registered to the MDA by ASIC on advice from the Commonwealth Minister for Finance, and Minister for Local Government.

Consultation is required to assist our members to determine whether to **adopt** the name change.

6. Not all councils in the Murray-Darling basin are members. Does this mean the MDA is not truly representative of local government?

No.

Membership to most, if not all LGAs is at the discretion of individual councils. Most LGA's have a range of membership categories. Most also have both member and non-member councils within their jurisdiction. Our engagement and service is highly inclusive of member and non-member councils.

Murray Darling Association

Change of Name Consultation

Frequently Asked Questions



7. Will our membership categories need to change? Why / Why not?

No.

The MDA currently has 4 membership categories: Council Organizations, Non-council Organizations, Individuals, and Life Members. Currently there is one member in the non-council organization and approximately 10-12 members each in the Individual and Life Member categories.

Based on feedback gathered during our consultation our board has considered that it may be appropriate to amend the Constitution to ensure only local government members vote at the Annual General Meeting, ensuring integrity and probity of our governance arrangements while still valuing the contribution of individual and organization members.

8. The MDA has multiple membership categories. Is there a risk that interest groups can unduly influence the MDA?

No.

See FAQ 7.

9. Will individual members still be welcome at the MDA.

Yes.

See FAQ 7.

The MDA has a strong and proud tradition of listening to and benefiting from the experience, and expertise of individual members – including past councilors, technical and industry experts and even the current serving Deputy Prime Minister.

10. Do we need another LGA? What is the MDA's point of difference?

Yes.

See FAQ 4.

11. I am not a member of the MDA. Can I still participate in the consultation process?

Yes.

The decision on whether or not to adopt use of the name Murray-Darling Local Government Association is ultimately a decision for our members, and only members will be entitled to vote on the matter.

However, we value the views, opinions, and sentiment of all our stakeholder and have determined that it is important to consult as widely as possible.

12. How does the MDA ensure rigorous consultation with elected members, council staff and full council meetings before making decisions?

Through the region meeting system, member councils delegate representative rights on many matters to their delegates.

Murray Darling Association

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On matters of substance, including nomination of a chair/board member; voting rights and delegations; development adoption of position statements and motions to conference are all required to be put to council, and by resolution of the region.

Voting on some less substantial matters relies on delegation. The MDA undertakes substantial consultation with member councils and in fact broader stakeholders.

As with all LGA's, consultation is an area the MDA strives for continuous improvement. However, current practice of the MDA aligns with, and in many cases exceeds that of equivalent state and territory LGAs.

13. Some of the state LGAs have indicated that they don't support the change. Could the name change impact current relationships?

Yes.

We are working hard to ensure the impact is positive. Managing relationships is a key focus of all councils and LGAs, none more so than at the MDA.

Some concern has been expressed among non-member councils and state based LGAs. We are working hard to work through any concerns with the LGAs.

Fostering good relationships and working collaboratively with councils and LGAs is essential to achieve good outcomes for councils everywhere. We are particularly keen to build on the positive relationship we have with the state based LGA's to collaborate on supporting the challenges experienced by rural and regional councils impacted by changes to water availability in the Murray-Darling Basin.

We will continue to work collaboratively with all councils and LGAs.

14. The MDA started life as the Murray-Valley Development League, then changed to the Murray Darling Association in 1983. Will this be the last change?

The MDA was first incorporated in 1944 to assist local government to exercise a collective voice in the Federal Parliament on a range of issues relevant to councils across the Murray Valley (NSW, Vic, SA), including legislation on the Snowy River Diversion and the associated hydro-electricity scheme.

In August 1992 the organization resolved to broaden its reach to include all councils of the Murray Darling Basin, changing its name from the Murray Valley Development League to the Murray Darling Association.

It is important for the MDA's name and practice to future focused, relevant and reflect the role of the organisation.

15. Is the MDA considering other options for a name change?

No.

Murray Darling Association

Change of Name Consultation

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The Murray Darling Association is a good name, and that name enjoys a solid reputation in the sector. There is no proposal to change the name other than to better reflect its role in **local government** by incorporating those words into its existing name.

Over the last two years, the MDA has consulted with members and stakeholders on this matter, using informal consultation, board meetings, our strategic advisory group, and at our annual strategic planning workshops in 2019 and 2020.

At its 2020 Annual General Meeting, the Murray Darling Association membership resolved at [Motion 2020-5.18](#) to *commence consultation with its members on affirming the identity of the association as a representative of **local government** by incorporating the words local government words into its name.*

16. Okay, so you are consulting. Who are you consulting with, and what happens next?

Following the 2020 AGM, the board adopted a consultation and engagement strategy that includes the distribution of a survey to our members, and further consultation with those LGAs that responded to our initial correspondence in 2019. The strategy also welcomes feedback from interested stakeholders and the community.

Following consultation all feedback will be considered at the 2021 annual strategic planning workshop. The board will then determine whether to call an EGM to adopt the use of the name

Murray-Darling Local Government Association. Any change to the constitution will be required to be put to a general meeting of the membership.

A decision will be made on this matter at an Extraordinary General Meeting (EGM) next year. The EGM will not be called until conclusion of consultation in February 2021.

17. What's in it for my council?

Local government and the communities of the Murray-Darling Basin must lead the way in water management, agriculture, energy efficiency and innovation if we are to have safe, secure and equitable distribution of water.

Severe drought and bushfires, evolving water markets, climate change, emerging developments in energy, agriculture, water infrastructure and now COVID-19 all form the backdrop to these extraordinary times.

Now, more than ever before, local government has a critical role to play in the management of Basin resources if we are to ensure our communities enjoy safe secure water supply, sustainability, vibrancy and prosperity of our local communities for future generations.

The achievements of the MDA have significantly enhanced the position of local government in the determining policy settings that impact every council and community in the Basin, making local leadership a national priority.

Murray Darling Association

Change of Name Consultation

Frequently Asked Questions



Our strategic plan, [Vision 2025](#) aligns the vision and priority of councils, regions and governments across the Murray-Darling Basin.

18. Did the Murray Darling Association (MDA) undertake any preparations prior to going to consultation?

Yes.

- In recent years the Murray Darling Association has received consistent feedback from members, and at all levels of government and community that the MDA needs to strengthen its identity as association that represents the interests of local government at state and federal level in the management of Basin resources, as described in Part 3 of our Constitution, by incorporating the words 'local government' into our name.
- In 2019, the board resolved to inquire into any implications that may arise if such a change was to occur. Our inquiries revealed that use of the words local government in a name requires Ministerial approval.
- In October 2019, approval was granted by Minister Frydenberg and ASIC on advice from Minister Coulton, Federal Minister for Local Government for the Murray Darling Association to register the name Murray-Darling Local Government Association. Strong support has also been expressed by the Deputy Prime Minister The Hon Michael McCormack, and many of our Mayors and regional chairs across the Basin. This left only for the membership to consider the matter.
- In December 2019, the MDA wrote to all state and national LGA's to alert them to the proposal and seek their feedback as a valued colleague in the sector and providing assurance our aim is to strengthen rather than diminish role of LGA's.
- State LGAs responded with an objection on the basis that it will create confusion and misunderstanding about the roles, functions, and memberships of the MDA and the other LGAs. The board noted those responses in January 2020 and resolved to consider the matter in detail at the MDAs annual strategic planning workshop.
- At its 2020 Annual General Meeting held in September this year, the Murray Darling Association membership resolved at Motion 2020-5.18 to consult with its members on affirming the identity of the association as a representative of local government by incorporating the words local government into its name.
- To give effect to that motion, the MDA launched a consultation and engagement strategy that included the distribution of a survey to our members and invited further consultation with those LGAs that responded to our initial correspondence in 2019. The strategy also welcomes feedback from interested stakeholders and the community.



Comparison & Analysis of Regional, State and National Local Government Associations (LGAs)

admin@mda.asn.au
www.mda.asn.au
T: (03) 5480 3805
ABN: 64 636 490 493
PO BOX 1268
Echuca, Vic 3564

LGA	ABN	Entity Type	Members	Governance & Reporting
Local Government NSW (LG NSW)	49 853 913 882	Other Unincorporated Entity	<ul style="list-style-type: none"> NSW Local Councils associate members 	LGNSW is registered federally under the Fair Work (Registered Organisations) Act 2009 (Cth) and in NSW under the Industrial Relations Act 1996. Each act requires compliance with a set of rules that govern how the Association operates. The rules cover object and powers, memberships, control and governance, the annual conference, the Board, finance and auditing. (Annual Report 2019/20)
Local Government Association of South Australia (LGA SA)	83 058 386 353	Local Government Entity	<ul style="list-style-type: none"> Councils Community Councils 	Local Government Association of South Australia is constituted as a body corporate and a public authority pursuant to the Local Government Act 1999. (LGASA Constitution and Rules)
Local Government Association of Queensland (LGAQ)	11 010 883 293	Australian Public Company	<ul style="list-style-type: none"> Brisbane City Council local governments constituted under the Local Government Act 2009. 	The LGAQ is a public company limited by guarantee registered under the Commonwealth Corporations Act 2001, and is required to operate in accordance with the provisions of the Constitution . It is a not-for-profit association set up solely to serve the state's 77 councils and their individual needs (Extract – Annual Report 2020, p3.)
Municipal Association of Victoria (MAV)	24 326 561 315	Local Government Entity	<ul style="list-style-type: none"> Participating member councils non-participating member Councils. 	The MAV is an Association incorporated by an Act of the Parliament of Victoria, Australia, known as the Municipal MAV Act 1907. (Annual Financial Report 2020) The association is required to operate in accordance with the MAV Rules 2013 .

“If we can achieve two things: a new standard for community consultation, and the practical inclusion of local government - as a sector in the decision-making framework of Basin Governments, then local communities really will be at the heart of the Basin Plan, and local leadership will deliver our national priorities.”

Murray Darling Association: National Conference 2020



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Australian Local Government Association (ALGA)	31 008 613 876	Australian Public Company	<ul style="list-style-type: none"> Local Government NSW Local Government Association of Northern Territory Local Government Association of Queensland Local Government Association of South Australia Local Government Association of Tasmania Municipal Association of Victoria Western Australian Local Government Association 	ALGA is a federation of state and territory local government associations. (ALGA website) No Annual Report has been found on the website. No governance or reporting information has been found on the website.
Australian Local Government Women's Association (ALGWA)	58 853 856 904	Other Unincorporated Entity	Membership of ALGWA is open to anyone interested in supporting women's participation in Local Government. Membership includes elected Councillors, Local Government Employees, former Mayors and Councillors, individual Councils and Shires and intending candidates for Local Government elections.	The Association is incorporated under Consumer Affairs Victoria and is required to operate in accordance with it's Constitution .
Murray-Darling Local Government Association (MDA)	64 636 490 493	Other Incorporated Entity	<ul style="list-style-type: none"> Local government entity Organisation Individual Member Life Member 	The Association is incorporated under the Association's <i>Incorporation Act 1984 NSW</i> and is required to operate in accordance with the rules of its Constitution .

"If we can achieve two things: a new standard for community consultation, and the practical inclusion of local government - as a sector in the decision-making framework of Basin Governments, then local communities really will be at the heart of the Basin Plan, and local leadership will deliver our national priorities."

Murray Darling Association: National Conference 2020



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admin@mda.asn.au
www.mda.asn.au
T: (03) 5480 3805
ABN: 64 636 490 493
PO BOX 1268
Echuca, Vic 3564

Sample of Regional Organisations of Councils/Local Government Associations			
Murray and Mallee Local Government Association (MRLGA) South Australia	78 714 181 490	Other Incorporated Entity <ul style="list-style-type: none"> • The Berri Barmera Council, • The Coorong District Council, • The District Council of Karoonda East Murray, • District Council of Loxton Waikerie, • The Mid Murray Council, • The Rural City of Murray Bridge, • The Renmark Paringa Council, and • The Southern Mallee District Council 	The Association has been formed as a subsidiary under the Local Government Act 1999 (SA) and as such, must comply with the provisions of the Act as described in it's Charter .
Riverina and Murray Joint Organisation (RAMJO) NSW	70 595 075 058	Local Government Statutory Authority <ul style="list-style-type: none"> • Albury City Council • Berrigan Shire Council • Carrathool Shire Council • Edward River Council • Federation Council • Griffith City Council • Hay Shire Council • Leeton Shire Council • Murray River Council • Murrumbidgee Council • Narrandera Shire Council 	The Riverina and Murray Joint Organisation (RAMJO) has been proclaimed by the NSW State Government as a Body Corporate under the provisions of the Local Government Act 1993, and operates in accordance with its Charter .

"If we can achieve two things: a new standard for community consultation, and the practical inclusion of local government - as a sector in the decision-making framework of Basin Governments, then local communities really will be at the heart of the Basin Plan, and local leadership will deliver our national priorities."

Murray Darling Association: National Conference 2020



Time in Lieu and Flexible RDO Policy

	Name	Position	Signature	Date
Responsible Officer	Sue Mitchell	Manager, Corporate & Community Services		
Authorised By	John Scarce	General Manager		

Date adopted by Council Version 1	
Minute No XXXXXX	
Document Revision History	
Next Review Date:	October 2022?
Review Date:	
Minute Number:	
Review Date:	
Minute Number:	

December 2020

Aim

To provide for:

1. flexibility when scheduled Rostered Days Off (RDO) can be taken;
2. how time in lieu can be applied as an alternative to being paid overtime for extra hours worked as directed; and,
3. acknowledgement of discretionary effort by staff.

Application

Applies to administrative, professional and specialist staff of Murrumbidgee Council working a 35 hour week.

Objective

This policy:

- enables staff, with prior approval from their Manager, to bank time for extra hours worked instead of receiving overtime payment when directed to work extra hours;
- enables staff, with prior approval from their Manager, to bank scheduled RDOs to be taken at a later, mutually agreeable time;
- does not diminish the need for considering and meeting operational needs when it is being applied;
- recognises the importance of flexibility for staff in the contemporary workplace and acknowledges discretionary effort applied by staff; and,
- does not override or replace any related entitlement in the Local Government (State) Award 2020 (Award), or any replacement Award.

Definitions

Time in Lieu: A situation where a staff member is directed by their Manager to work more than their rostered normal hours and there is agreement with the Manager that the extra hours so worked are designated as time in lieu (as opposed to receiving overtime payment) and such time to be taken off work at a later time agreed between the Manager and staff member. Time banked and taken as time in lieu is at time for time (no penalty uplift is applied). *Prior* approval by the Manager must be evident.

Award: Local Government (State) Award 2020, or any replacement Award

Policy

Employees can, ***with prior approval from their Manager***, on the leave credit form elect to bank:

1. Time in lieu for overtime that the employee has been directed by their Manager to work (Award provision) up to a maximum of 40 hours, (subject to Point 4 below) after which extra hours worked will be paid for at overtime rates;
2. Up to a maximum of five (5) RDOs, (subject to point 4 below);
3. Banking time under provisions 1 and 2 of this Policy is possible only if the staff member has less than 6 weeks annual leave accrued. For clarity, if a staff member has 6 weeks or more annual leave accrued they are not able to bank time in lieu or bank RDOs.

4. Maximum time banked cannot exceed 40 hours – this may comprise:
 - a. all time in lieu, or
 - b. all RDOs, or
 - c. a combination of both time in lieu and RDOs.
5. All banked time must be taken before taking annual and/or long service leave.

Staff with time in lieu banked in accordance with 1 above:

- may be directed to take all or some of the time off in accordance with Award Clause 20. Overtime A. General (vi)(b)(1) provided two (2) weeks' notice is given to the employee, or at an earlier time where there is agreement between employer and the staff member; and,
- must take the time off, whether directed or not, at a time mutually agreeable to the staff member and their Manager, being cognisant of operational and business requirements

Any RDOs banked in accordance with points 2 and 4 above:

- must not exceed a maximum of 5 at any one time;
- must be taken at a time mutually agreeable to the staff member and their Manager, being cognisant of operational and business requirements; and,
- will not be converted to overtime payment (this is separate from being directed to work on a scheduled RDO which is covered by an Award provision).

Managing Arrangements and Records

Banking of RDOs and extra hours that will be claimed as time in lieu must be recorded on the respective time sheet and dedicated form. Similarly, any banked RDO and time in lieu taken off must be recorded in the respective time sheet and on the dedicated form. The Manager must approve the timesheet and form. Approving the timesheet approves the hours worked, any banking or taking of RDOs and any time in lieu arrangements claimed, all under the provisions of this policy.

The Manager and staff member are to monitor the agreed arrangements and ensure compliance with the provisions of this policy and documents are properly approved and recorded.

Termination of Employment

In the event of a staff member ceasing employment with Murrumbidgee Council and that staff member has approved banked time in lieu and/or approved banked RDOs, the:

- banked time in lieu may be claimed as part or all of the required notice period, or;
- banked RDOs may be claimed as part or all of the required notice period, or;
- banked time in lieu and banked RDOs may be claimed as part or all of the notice period, or;
- staff member may work out the required notice period and be paid out for the banked time in lieu and/or RDOs at the appropriate (Award) rate.

Acknowledgement of Discretionary Hours (End of Calendar Year)

To acknowledge discretionary effort and extra hours worked by staff during the calendar year that have not otherwise been recognised and rewarded (including under this Policy), employees will be entitled to take off the normal work days that fall between Christmas Day and Boxing Day public holidays and the New Year's Day public holiday. That is, the rostered work days that do not fall on declared public holidays (normally three (3) days). This will be without any requirement to take accrued annual leave for this time off. If a normal RDO falls in this period this RDO will be taken on the first working day after this break.

Related Documents and Legislation

- Local Government Act 1993
- Local Government (State) Award 2020

Review

Review of the policy will be undertaken every Council term following the date of its adoption.



Motor Vehicle Policy

	Name	Position	Signature	Date
Responsible Officer	Vicki Sutton	Finance Manager		
Authorised By	John Scarce	General Manager		

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1. INTRODUCTION

The policy is intended to establish Council policy and guidelines for the provision of motor vehicles to employees. The Council constantly assesses the cost-benefit implications in maintaining a motor vehicle fleet including the payment of goods & services and fringe benefit taxes. The ongoing provision of motor vehicles may therefore change depending upon the circumstances prevailing at the time and the overall cost-benefit to the Council.

2. POLICY OBJECTIVE

Through this policy, Council aims to achieve the following outcomes:

- a) Manage the fleet in an equitable and cost effective manner, providing best value for money.
- b) Provide employee benefits to assist in the task of attracting and retaining talent.

3. SCOPE

This policy applies to Staff of Council (Excluding the General Manager) who qualify for the use of a Council private or commuter use motor vehicle.

This Policy does not repeal any other policies relating to Motor Vehicle usage, and will work in parallel with any existing Policies until the existing policies are no longer relevant.

Employees may elect to stay on the existing Motor Vehicle Policy or elect to transition to the Motor Vehicle Policy 2021 on 1 April 2021. Any new hires or requests for a Motor Vehicle will be assessed under the Motor Vehicle Policy 2021, from 1 November 2020.

4. DEFINITIONS

Director

For the purpose of this policy, a Director is defined as an officer who has been identified by the General Manager and listed in schedule 1.

Manager

For the purpose of this policy, a Manager is defined as an officer who has been identified by the General Manager and listed in schedule 1.

Overseer/ Plant & Workshop Manager

For the purpose of this policy, an Overseer/Plant & Workshop Manager is defined as an officer who has been identified by the General Manager and listed in schedule 1.

Partner

A person who is formally nominated as the 'partner' of an employee who has access to a council private use vehicle.

5. POLICY STATEMENT

It is Councils intention to provide motor vehicles in an equitable and cost effective manner, providing best value for money to Council, the community & with consideration for the impact on the environment.

6. ENVIRONMENTAL SUSTAINABILITY

Council is committed to minimising the environmental impact of the motor vehicle fleet. The vehicle procurement process will include an assessment of all vehicles using the Federal Government's 'Green Vehicle Guide'. Wherever practicable, Council will aim to purchase vehicle models with superior emissions standards and fuel consumption ratings.

7. ENTITLEMENT

7.1 POOL USE

Council vehicles which are provided to employees with a private use element under this policy are not available as pool vehicles.

7.2 ALLOCATION CRITERIA

Staff positions will be allocated motor vehicles in accordance with the following criteria:

Group 1, Group 2, & Group 3

Motor vehicles may be provided to employees on a private use basis within these groups in accordance with the agreed terms included in this policy.

Please note that Group 1 and Group 2 have the option of applying for a Novated Lease. For more information relating to Novated Leases, please see Clause 21 of this policy.

Group 4 (Staff requiring a vehicle to perform function)

Motor vehicles may be allocated to staff positions on a commuter basis only, where it can be substantially and materially demonstrated that:

- (a) The occupant of the position requires the continual daily use of a vehicle during working hours as an integral part of the position. That is, the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle.

Furthermore, in all cases, it must be demonstrated that:

1. Demand for a vehicle cannot be substantially met from within the motor vehicle pool, and
2. Non-allocation will compromise the efficiency of the position.

The above will be determined and approved by the General Manager only, with input from the relevant immediate Supervisor, Manager or Director if required.

Staff residing outside of Murrumbidgee Council Area are not eligible for commuter use.

Group 5 (Vehicle for on call)

Where an employee is on call, a vehicle can be taken home, so as to respond promptly to call outs, with the same criteria as commuter use.

All groups

On the resignation, retirement, redeployment, transfer or other separation of existing employees from positions which currently have a motor vehicle allocated, it will be necessary for the relevant Manager to undertake a reassessment of vehicle allocation to the position in accordance with the above criteria and make a determination on whether to reapply for allocation of a vehicle to the vacated position.

Any employee affected by redeployment will have their entitlement to a vehicle reassessed in accordance with the above criteria and the terms and conditions of their existing employment.

Employees disqualified from holding a driver's licence for any reason, will be removed from this scheme and will not be permitted to drive any Council vehicle during the period of disqualification. I removed the loss of job sentence as that is looked after elsewhere

Employees applying for internal vacancies should note that their current position's entitlement to a vehicle is not transferable to another position. This is in accordance with the Local Government (State) Award.

7.3 ASSESSMENT & SUBMISSION

For positions below Group 3, the relevant Manager or Director will:

- a) Document an assessment of the requirement for a vehicle to be allocated to the position, consistent with the preceding (7.2) criteria.
- b) Further to Clause (a) above, an Application for the Allocation of a Motor Vehicle form (as included in this policy) must be completed along with an Employee Requisition for all new employees.
- c) Forward the application to the General Manager for determination. This determination will take into account not only the nominated criteria but also the availability of resources to acquire, maintain and operate the vehicle.

No employee will be eligible for the allocation of more than one (1) motor vehicle at a time.

7.4 VARIATION

The General Manager may apply or vary this policy in respect of the entitlement and allocation of vehicles to any employee.

8. MAKES AND MODELS OF VEHICLES

The overriding requirement is to ensure that the vehicle purchased meets the needs of the position while minimising the total cost of the vehicle to Council. Except for specialised work purposes, Council vehicles will be automatic, four door passenger sedans, wagons or SUV. Standard inclusions will be air conditioning, tow bars, parking sensors, seat covers, floor mats, boot liners, mud flaps, first aid kit, fire extinguisher and cruise control. The available selection of vehicle will be from the list in Table 1 of this policy.

Table 1 stipulates the type of vehicle that is available for the employee level. It must be noted that the precise make and models within each vehicle type/category will be determined by the General Manager or their delegate on a case-by-case basis dependent on availability, market conditions, servicing centre proximity, vehicle running costs and depreciation considerations.

Table 1:

LEVEL	CAR GROUP STANDARD	Employee Benefit (GST Inclusive)
Group 1 (Full Private Use)	Vehicle to a maximum value of \$70,000 inclusive of (stamp duty, Luxury Tax and dealer delivery costs, exclusive of GST and Registration)	Up to 20,000 KM private Use per annum Reportable FBT Up to \$28,000
Group 2 (Full Private Use)	Vehicle to a maximum value of \$50,000 inclusive of (stamp duty, Luxury Tax and dealer delivery costs, exclusive of GST and Registration)	Up to 15,000 KM private Use per annum Reportable FBT Up to \$20,000
Group 3 (Full Private Use)	Type of vehicle determined by the General Manager or their delegate where primary consideration is work/duty suitability – such as a utility.	Up to 10,000 KM private use per annum Reportable FBT Up to \$15,000
Group 4 (Commuter Use)	Type of vehicle determined by the General Manager or their delegate where primary consideration is work/duty suitability – such as a utility.	Up to 2,000 KM commuter Use per annum Reportable FBT Nil (Provided total employee reportable FBT is below \$2,000)
Group 5 (On Call, limited commuter use)	Type of vehicle determined by the General Manager or their delegate where primary consideration is work/duty suitability – such as a utility.	Up To 1,000 KM commuter Use per annum Reportable FBT Nil (Provided total employee reportable FBT is below \$2,000)

Log books must be kept accurately recording the work and private use for the Private Use and commuter use vehicle.

Calculation of private use and payments for amounts above the employee benefit.

Formula:

$\$KM = \text{total operating cost} / \text{total KM's}$

$\text{Total KM} - \text{Work KM} = \text{Private KM}$

$\text{Private KM} - \text{Private KM of Benefit} = \text{Residual Private KM to be paid at \$KM}$ (Negative answer = 0)

Example:

Total Operating Cost = Fuel, Oil, Repair, Registration and Insurance Costs + purchase price of vehicle X 25% (Deemed Depreciation) + purchase price of vehicle X 5.37% (imputed interest)

Fuel \$8,000, Oil \$200, Repairs \$700, Registration \$1,200, Insurance, \$950, cost of vehicle \$50,000. Total 55,000 KM, Private KM Driven 16,000 KM Employee Benefit 15,000 KM

$\$0.48 \text{ KM} = \$26,235 / 55,000 \text{ KM} (\$KM)$

$16,000 - 15,000 = 1,000 \text{ KM}$ (Residual KM Private Use)

$1,000 \times \$0.48 = \480 (Amount to be paid for excess private use)

The calculation will be undertaken quarterly within the FBT Financial Year by extrapolating each month to equal 12 months. Example end of 3rd Month total KM and Work and Private KM to this date will be multiplied by 4, to equal 12 months. With each month adjustments made to excess charges paid, so at the end of the year there is only a small amount to pay or be refunded. All payments are in after tax dollars.

Example

End of 3rd month

Total Operating costs (3 Months) = \$7,000, (12 Months) = \$28,000

KM Driven (3 Months) = 14,000 KM, (12 Months) = 56,000 KM

Private KM (3 Months) = 3,000 KM, (12 Months) = 12,000 KM

9. FRINGE BENEFITS TAX (FBT)

FBT Calculation

There are two methods of calculating council's FBT liability with regards to car fringe benefits. Council will, at its discretion, calculate the most appropriate method.

All vehicles which fall under groups (1 – 5) must maintain a logbook identifying all work related as well as all personnel (including commuter use).

Where applicable according to FBT regulations, an amount may be placed upon your

statement of earnings. This amount may not directly relate to the private use benefit received under this policy.

10. OPTIMUM REPLACEMENT PERIODS

Changing motor vehicle market conditions necessitate a constant review of Whole of Life costs and optimum replacement criteria. In view of changing trends in the new and used vehicle markets, the replacement period for vehicles will be recommended by the plant committee to the General Manager. Please note that there is no set time or number of kilometres when Council must replace vehicles. Vehicle change-over cycles are being constantly monitored and will determine the appropriate vehicle replacement cycle depending on the following:

- General market conditions
- Local market conditions
- Model release dates
- Pending price increases from dealers
- Warranty conditions
- Capital and whole of life costs
- Government contract requirements (if any & if applicable)
- Special deals available at the time

11. REPLACEMENT MOTOR VEHICLES & DISPOSAL OF MOTOR VEHICLES

Disposal of vehicles will be conducted via one of the following methods: tender / trade-in / auction, with the method chosen to be at the discretion of the General Manager or their delegate.

12. PRIVATE USE OF COUNCIL VEHICLE

All Council vehicles (other than vehicles under a novated lease) are to be available for official Council business use whilst employees are on duty i.e. the council vehicle must be at work whilst the employee is at work.

For all Groups (1 – 5), Council is responsible for all costs - registration, insurance, maintenance, fuel or any other expenditure approved by Council.

For all Groups (1 – 3), employees are entitled to grant permission to other persons to drive the Council vehicle whilst on private use and without the employee being present, provided such person(s) are fully licensed and are related to the employee (immediate family i.e. parents, partner, children and siblings). When the employee is present in the vehicle any competent fully licensed driver may drive the vehicle.

For all Groups (1 – 3), employees with private use are able to take the vehicle to any State or Territory within the Commonwealth of Australia.

For all Groups (4-5), the vehicle is not able to be taken outside of the Murrumbidgee Council Area, for commuter or on call use.

Under no circumstances are Council vehicles to be driven by “L” plate drivers. Council vehicles are not permitted to compete in any car rally or competitions. In the case of Four Wheel Drive (4WD) vehicles, whilst the recreational use of the vehicle for “four wheel driving” is allowed, please be aware of the Fair Wear and Tear conditions as included in this policy.

Where an employee is leaving the employment of Council, the vehicle must be returned on or prior to the last day in attendance at the workplace, in a clean and tidy state.

13. COMMUTER USE OF MOTOR VEHICLES

Vehicles which are provided under a commuter use arrangement are to only be used for the employee to travel from work (home town depot or job site) to home (usual residential address within Murrumbidgee Council LGA) and back to work (home town depot or job site) again using the most direct route.

There is no ability to stop at a shop even if the shop is on the direct route home.

There is no ability to stop to drop off another employee of Council, unless they are being picked up and taken directly to a job site or taken home directly from a job site.

There is no ability for anyone other than an employee of Council to be a passenger or driver of the vehicle.

14. EMPLOYEE CONTRIBUTIONS

All employees who have private use of a Council motor vehicle will be required to sign the declaration found at the end of this policy. The amount required to pay for excess KM will be calculated quarterly as per the formula indicated in section 8 of this policy. The amount (if any) will be at a post-tax rate from the employee's fortnightly earnings. It will be directly debited under the authorization given by the employee by the declaration form. For amounts of \$300 or less, it will be deducted from the first pay after the calculation, amounts greater than \$300, will be deducted at the amount of \$300 per fortnight until fully paid. Employees can elect to have an identified amount taken from their pay fortnightly in advance to be applied to any private use, at the end of the FBT financial year should there be a positive balance the employee can request that it be paid out, or carried forward to the next FBT financial year.

It should be noted that the Australian Taxation Office has determined that driving a Council vehicle only between work and the employee's home is considered private use unless the vehicle is a panel van or utility designed to carry more than one (1) tonne and is required for work purposes.

The private use calculations is not dependent on the vehicle being a vehicle which is or is not eligible for FBT, excess private use will be charged, the only difference is that the employee will not have an FBT grossed up figure on their PAYG Summary which relates to motor vehicles.

15. MAINTENANCE OF MOTOR VEHICLE

Vehicles are to be maintained in a condition that portrays Council in a positive manner i.e. clean, tidy and well maintained. It is the responsibility of each employee allocated a vehicle to ensure that it is serviced and cleaned regularly and checked for unreasonable wear and tear.

Regular inspection of vehicles will be undertaken, and where a request to clean a vehicle is not acted upon within three (3) working days, Council may have the vehicle cleaned and detailed, with the cost being charged to the employee. Unreasonable wear and tear which cannot be claimed on insurance may be charged at cost to the employee. Refer to Attachment 1 for definition of acceptable wear and tear.

In the event that an employee, who is allocated a vehicle is leaving Council, HR will notify the relevant Manager of the employee's final day when known and during the employee's final week, an inspection of the vehicle will be undertaken. Any unreasonable wear and tear will be identified and dealt with before the staff member leaves Council (refer attachment 1) and if appropriate, arrangements made for payment to Council by the relevant employee.

You are required to notify the General Manager or their delegate of defects in the operation of the vehicle within three (3) days of the incident or damage to the vehicle however minor. This may entail the completion of a damage report.

In the case of staff using Pool vehicles, all such staff will be required to acknowledge that they have read and understood the fair wear and tear conditions that form part of this policy.

Employees may only obtain an emergency replacement hire vehicle with the approval of the General Manager or their delegate. The hiring of a vehicle will occur in extreme cases only and is intended to cover damage or mechanical failure of Council vehicles and not to cover normal servicing and maintenance. Hiring of vehicles may not replace other arrangements, which would otherwise suffice, and employees need to first consult the General Manager or their delegate for availability of other vehicles prior to requesting to hire a vehicle.

If approval is gained from the General Manager or their delegate to hire a vehicle, the vehicle hired will be the most economical option available, given the particular circumstances of the individual at the time and may not necessarily match that provided by the Council.

16. PROCEDURES TO BE FOLLOWED

Motor vehicles are to be provided in accordance with the procedures contained in this Motor Vehicle policy.

All employees who are given approval for the use of any Council vehicle are to sign the declaration at the end of this policy that states that they have read and understood the contents of this policy and how it relates to them. This declaration will be distributed for resigning on an annual basis.

17. SMOKING IN COUNCIL VEHICLES AND ANIMALS IN COUNCIL VEHICLES

At no time and under no circumstance is smoking permitted in Council vehicles. This also applies to passengers. Non-compliance of this will lead to a breach of Council's motor vehicle policy agreement, which can ultimately lead to the termination of the agreement.

The transport of animals in Council cars, whilst not encouraged, should be kept to a minimum (other than Ranger's vehicles) and all efforts must be made to protect the vehicle upholstery and carpet. The wear and tear provisions included in this policy will also apply to damage caused by animals travelling in Council cars.

18. INSURANCE

An excess of up to \$1,000 will be payable by the employee for second and subsequent at fault or deemed at fault insurance claims occurring outside working hours in any twelve (12) month period.

NOTE: Should Council insurers decline responsibility for any accident involving the motor vehicle while on private use or commuter use, the employee will be liable for all costs resulting from the accident associated with the claim.

19. USE OF FUEL CARD

Council will supply all vehicles with a fuel credit card.

The fuel credit card shall be used at all times when fueling Council's vehicles. This must be done at service stations that accept the issued fuel card.

Employees are requested to fuel their vehicles to a full tank each time the Card is used. The speedometer reading is to be given to the service station operator at the time of fueling. This practice is compulsory as it assists in vehicle management. Consistent failure of not recording speedometer readings will be deemed as a breach of conditions and may result in disciplinary action.

(a) Other Purchases

The Fuel Card shall only be used for the purchase of fuel for Council vehicles, as well as oil and other transmission fluids if required. No other purchases are permitted on the fuel card.

The use of this card for obtaining bonus points (i.e. Fly buys Points) is prohibited, as Council will be liable for Fringe Benefits Tax.

(b) Card Cancellation

Fuel Cards must be surrendered to the General Manager or their delegate upon termination of employment. Lost Cards must be reported immediately to the General Manager or their delegate who will facilitate the cancellation of the Card.

Misuse of a Fuel Card, in any way, will result in disciplinary action. This will be deemed as a breach of the motor vehicle policy agreement.

20. REPORTABLE FRINGE BENEFITS

Reportable fringe benefits were introduced by the ATO on 1 April 1999. It requires employers to record the grossed up taxable value of a fringe benefit on an employee's Payment Summary where the total taxable value of the fringe benefit exceeds \$2,000.

Employees are advised to obtain their own advice regarding this issue from a financial planner or tax agent prior to the acceptance of a Council vehicle. Employees should be aware of the implications of any fringe benefit prior to the acceptance of a Council vehicle. Therefore, it is required that employees sign the declaration attached to this policy, which states that they understand and accept the implications of having a reportable fringe benefit.

This policy indicates (table 1) that the up-to benefit as it relates to reportable FBT for each group is based on the statutory method, which will be the maximum. The operating cost may yield a lower reportable FBT assigned to individual's Payment Summary.

21. NOVATED LEASES

A Novated Lease is a three-way agreement between the employee, the employer and a lease company. For further information please refer to the separate Novated Lease Policy.

22. GENERAL CONDITIONS

- a) Accessories other than standard vehicle inclusions may be considered, however the employee will need to demonstrate the need for such an accessory to their Manager prior to requesting approval for the accessory. If it is deemed that Council will benefit from the addition of the accessory, the Council will fund; if the addition of the accessory is found not to benefit the Council, it will be funded by the employee, provided it can be removed without damaging the vehicle or causing it to lose value. The accessory will be removed upon disposal and installed at Council cost to the new vehicle. If it cannot be removed and the employee requests the accessory on the replacement vehicle the employee shall pay for the item and its installation. No accessory is to be fitted to any private use vehicle without the express prior permission of the General Manager or their delegate.
- b) Wherever possible, vehicles are to be garaged off-street at the employee's expense.
- c) In the event of an employee's driver's licence being cancelled, suspended or not renewed, the private and commuter use vehicle will be withdrawn. The employee must advise Council of any licence cancellation, suspension or non-renewal immediately.
- d) Employees are required to obey all traffic and parking laws, with any infringements being the employee's responsibility. Employees are not able to seek legal protection or reimbursement from Council for any penalty incurred.

23. IMPLEMENTATION

Roles and Responsibilities

Whilst the General Manager, Directors and Managers are directly responsible for the implementation of this policy, all staff are to ensure that this policy is adhered to.

Support and Advice

The main contact for advice regarding this policy is the General Manager.

Communication

All amendments to this policy will be reported to the General Manager for approval. Prior to a report going to the General Manager, appropriate internal consultation will be undertaken.

Procedures and Forms

The necessary applications and forms required for participation in Council's vehicle scheme are attached to this policy.

24. REVIEW

This policy will be reviewed annually and if changes are deemed necessary; employees will be notified accordingly. The review process will also ensure that:

- (a) The policy is operating equitably;
- (b) The policy is meeting the needs of Council with regard to attracting and retaining suitably qualified personnel; and
- (c) Appropriate costs are being recovered.

DECLARATION

I have read and understand the above Motor Vehicle Policy and hereby agree to these conditions. I accept and understand the fair wear and tear definition. I understand and accept the implications of having a motor vehicle and the implications regarding Reportable Fringe Benefits. I also agree with the private use calculation and to having said amount deducted from my pay as and when it arises:

Calculation of private use and payments for amounts above the employee benefit.

Formula:

$\$KM = \text{total operating cost} / \text{total KM's}$

$\text{Total KM} - \text{Work KM} = \text{Private KM}$

$\text{Private KM} - \text{KM of Benefit} = \text{Residual KM to be paid at } \$KM \text{ (Negative answer} = 0)$

Signature of Employee

Date

A copy of this form is to be forwarded to Human Resources.

General Manager or delegate to complete

Vehicle Description	
Registration	
Date Received	
Starting Odometer Reading:	
Driver's Name	
Department	

ATTACHMENT 1

WEAR & TEAR DEFINITIONS

Acceptable condition means good appearance and sound mechanical order throughout with regard to distance travelled and the age of the vehicle. Council may bill the restoration charges on an actual cost basis to compensate for any loss in resale value due to unreasonable damage.

The following damage is deemed to be REASONABLE WEAR AND TEAR

- Superficial scratches to paintwork.
- Stone chipping to front and lower sides of the vehicle.
- Stone chippings to headlight glass and indicator lenses unless either is broken.
- Stone chippings to windscreen.
- Superficial scratches and scuffs to the interior, bumpers and plastic door strips.
- Minor paint blemishes.

The following are examples of unreasonable wear and tear

- **Bodywork** - dents and impact damage.
- **Interior** - significant tears, rips, cuts, cigarette burns and irremovable stains.
- **Equipment** - disfiguring marks resulting from the removal of accessories not sanctioned by council.
- **Mechanical** - mechanical damage which is due to driver neglect or abuse.
- **Missing items** - items such as spare wheel, which are not on the vehicle at the return, will be charged at cost.

Where a vehicle is returned in an unsatisfactory condition, the General Manager or their delegate will obtain a quotation for restoration. If it is determined that the employee is responsible for the damage, the vehicle will be repaired and charged to the employee.

In the case of a dispute, an independent assessor will be engaged, the cost of which may be shared equally by Council and the employee. In general terms, the independent assessor's recommendation will be final.

If an employee is taking control of a vehicle that has been previously utilised by another staff member, then it is that employee's responsibility to inform the General Manager or their delegate of any unreasonable wear and tear applicable to the vehicle prior to taking possession.

ATTACHMENT 2

APPLICATION FOR THE ALLOCATION OF A MOTOR VEHICLE

POSITION: _____
(For which a motor vehicle is sought)

DIVISION: _____ SECTION: _____

SALARY GRADE: _____ BUDGETED COST: Yes / No

POLICY GROUP: (1 – 5):

CRITERIA:

Demonstrate how the position requires the use of a vehicle during working hours as an integral part of the position, i.e. the position cannot be effectively and efficiently performed without the permanent assignment of a vehicle:

MOTOR VEHICLE POOL:

Indicate how demand for a vehicle has not been, or cannot be, substantially met from within the motor vehicle pool as per stated policies and procedures:

POSITION INTEGRITY & EFFICIENCY:

Indicate how the non-allocation will compromise the integrity and efficiency of the position:

MARKET FORCES (Where Applicable):

Please demonstrate why the allocation of a motor vehicle is necessary to attract suitably qualified people to this position:

Submission by:

Manager

Date

DETERMINATION BY THE GENERAL MANAGER:

To Manager _____ Date: _____

Your application for the allocation of a motor vehicle to the position of:

_____ has been /not been
approved.

Reasons why your application has not been successful include:

Copy to be forwarded to Human Resources

Schedule 1 List of Positions and group assigned

Group 1 – Director of Infrastructure

Group 2 – Operations Manager – Construction

- **Operations Manager – Maintenance**
- **Manager Planning and Environment**
- **Asset Manager**
- **Finance Manager**
- **Manager Corporate & Community**
- **Economic & Tourism Development Manager**

Group 3 – Overseer – Construction

- **Overseer – maintenance**
- **Plant & Workshop Manager**

Group 4 – Staff requiring vehicle to perform a function

Group 5 – On Call vehicle

Scheduled as amended by the General Manager as and when changes are implemented

Effective: 1 January 2020

MURRUMBIDGEE COUNCIL

2020/2021 COMMUNITY SERVICES BUDGET AS AT 30/11/2020

	BUDGET INCOME	BUDGET EXP	INCOME 30/11/2020	%	EXP 30/11/2020	%
HOME MODIFICATIONS						
CHSP Grant Funding	\$80,901.58		\$40,450.80	50.0%		
Client Contributions - Maintenance	\$7,956.64		\$1,845.00	23.2%		
Client Contributions - Modifications	\$45,000.00		\$27,948.36	62.1%		
Wages		\$37,735.20			\$13,266.81	35.2%
Wages Oncosts		\$15,094.08			\$5,306.72	35.2%
Contractors - Maintenance		\$11,028.94			\$5,960.00	54.0%
Contractors - Modifications		\$70,000.00			\$54,381.50	77.7%
	\$133,858.22	\$133,858.22	\$70,244.16	52.5%	\$78,915.03	59.0%
COMMUNITY TRANSPORT						
CHSP Grant Funding	\$51,803.30		\$25,901.66	50.0%		
Client Contributions	\$20,800.00		\$3,589.00	17.3%		
DVA Client Contributions	\$2,200.00		\$145.86	6.6%		
Transport for Health	\$15,000.00		\$5,060.90	33.7%		
Transport for NSW	\$10,000.00		\$1,457.60	14.6%		
Full Cost Recovery Transport(Packages)	\$3,634.11		\$1,841.60	50.7%		
Wages		\$31,026.72			\$16,791.97	54.1%
Wages Oncosts		\$12,410.69			\$5,391.20	43.4%
Bus Hire		\$0.00			\$0.00	0.0%
Volunteer Support - CHSP		\$30,707.60			\$17,175.53	55.9%
Provision of Service - DVA		\$2,090.00			\$825.30	39.5%
Provision of Service - Transport fHealth		\$14,250.00			\$4,724.30	33.2%
Provision of Service - Transport fNSW		\$9,500.00			\$104.30	1.1%
Provision of Service - Packages		\$3,452.40			\$2,665.10	77.2%
	\$103,437.41	\$103,437.41	\$37,996.62	36.7%	\$47,677.70	46.1%
RESPIRE						
CHSP Grant Funding	\$30,300.20		\$15,150.10	50.0%		
Client Contributions	\$3,800.00		\$0.00	0.0%		
Wages - Darlington Point		\$10,901.28			\$2,712.43	24.9%
Wages Oncosts - Darlington Point		\$4,360.51			\$1,084.97	24.9%
Wages - Coleambally		\$12,578.40			\$7,445.50	59.2%
Wages Oncosts - Coleambally		\$5,031.36			\$2,555.50	50.8%
Morning Tea/Craft Supplies		\$1,228.65			\$302.26	24.6%
	\$34,100.20	\$34,100.20	\$15,150.10	44.4%	\$14,100.66	41.4%
MEALS ON WHEELS						
CHSP Grant Funding	\$24,108.35		\$14,429.40	59.9%		
Client Contributions - Respite Meals	\$3,371.33		\$0.00	0.0%		
Client Contributions - Frozen Meals	\$3,840.00		\$925.00	24.1%		
Wages - Darlington Point		\$4,192.80			\$0.00	0.0%
Wages Oncosts - Darlington Point		\$1,677.12			\$0.00	0.0%
Wages - Coleambally		\$12,578.40			\$2,371.82	18.9%
Wages Oncosts - Coleambally		\$5,031.36			\$549.54	10.9%
Frozen Meals - NMOW		\$3,840.00			\$1,746.55	45.5%
Respite Meals		\$4,000.00			\$0.00	0.0%
	\$31,319.68	\$31,319.68	\$15,354.40	49.0%	\$4,667.91	14.9%
TOTAL BUDGET	\$302,715.51	\$302,715.51	\$138,745.28	45.8%	\$145,361.30	48.0%

DESTINATION INSPIRATION

EVENTS & MENTORING PROGRAM

DESTINATION INSPIRATION PROGRAM

Destination Riverina Murray and Murray Regional Tourism have partnered to deliver a series of five Destination Inspiration events across the Riverina Murray region in February and March 2021. The events will be followed by a mentoring program that provides hands-on support to build the capacity and capabilities of tourism businesses towards the development of new visitor experiences.

Participants at the Destination Inspiration event series who want to advance their ideas will be invited to express their interest in participating in the one-on-one mentoring program. The 6-month program will have spaces for up to 15 participants and is designed to accelerate the product development process and progress ideas into new or enhanced experiences for visitors to the region.

The Destination Inspiration Event Series and Mentoring Program is supported by the Commonwealth Government's Building Better Regions Fund.

OBJECTIVES

1. To motivate and inspire the development of new tourism businesses or the enhancement of existing tourism businesses.
2. To educate and inform participants about what consumers expect from a visitor experience and what is considered best practice.
3. For people to leave the event thinking "I've got a great idea. If they can do it, I can too. I'm going to take the next step."
4. To provide participants with resources and support to make it happen.
5. To increase the amount of high quality / hero tourism businesses and experiences in the Riverina Murray region.

LOCATIONS AND DATES

- Mildura on Tuesday February 23, 2021
- Moama on Wednesday February 24, 2021
- Albury on Thursday February 25, 2021
- Griffith on Monday March 1, 2021
- Wagga Wagga on Tuesday March 2, 2021

SPEAKERS

- Each event is anchored by a panel of tourism operators (local and national) who have done exceptional things in the tourism space – people who have developed a tourism business from the ground up, who have experienced challenges and setbacks along the way but who are now thriving. These operators will share their stories and deliver their key insights, lessons and learnings in order to inspire the participants to create their own tourism business.
- Tourism Australia will speak about the Signature Experiences of Australia Program, explaining what kind of Australian experiences are sold to the world, and what international consumers expect from an Australian travel experience.
- Destination NSW and Visit Victoria will provide practical knowledge and resources to help turn a business idea into reality.
- Karen Oliver from KO Tourism will introduce the Mentoring Program and explain how to kick start a new or expanded tourism business.

COST

Event participation is \$40 and includes morning tea, lunch, and drinks.

Participants will be provided with a digital toolkit including:

- Destination NSW resources including the Develop, Promote, Sell series and resources from Visit Victoria.
- Business development resources from Destination Riverina Murray and Murray Regional Tourism.
- An invitation to apply for the Mentoring Program.
- A list of key contacts for government and non-government organisations who can help you progress your tourism business idea.

THE MENTORING PROGRAM

The Mentoring Program will supercharge the development of new tourism products and establishment of new tourism businesses in the Riverina Murray region.

Applicants will be required to submit an expression of interest in the program and outline their idea for a new or expanded visitor experience. From the EOIs received the Destination Riverina Murray and Murray Regional Tourism teams will select 15 participants to be supported through a 6-month program of intensive business development to bring their idea to market and to become an active participant in the region's tourism industry.

- The EOI process will open February 23, 2021 and will close at the end of March 2021.
- 15 participants across the Riverina Murray region will be selected at a cost of \$450 per participant.
- The Mentoring Program will begin in May/June and finish in late 2021 and will be delivered in a combination of in-person, online and telephone sessions.

TICKETS

Purchase your ticket now for the event nearest you:

- [Mildura](#)
- [Moama](#)
- [Albury](#)
- [Griffith](#)
- [Wagga Wagga](#)



THE RIVERINA

MINUTES OF AN ANNUAL GENERAL MEETING OF MEMBERS OF THRIVE RIVERINA INC.

Tumut Golf Club

On Tuesday 10th November at 10am

PRESENT:

Brent Lawrence (Chair)
Miriam Hewson (Deputy Chair)
Tiffany Thornton (Director, also Narrandera Shire Council)
Rachel Whiting (Director, also RDA Riverina, ZOOM)
Miriam Crane (Director, also Cootamundra-Gundagai Regional Council)
Marina Uys (Director, also Bland Shire Council)
Matt Lucas (Industry Director, The Coffee Pedaler)
Sara Johnston (Executive Officer, also RDA Riverina)
Toneale O'Connell (Narrandera Shire Council)
Sophie Gairn (Snowy Valleys Council)
Kylie Bradley (Snowy Valleys Council)
Laura Munro (Coolamon Shire Council)
Craig Sinclair (Temora Shire Council)
Matt Holt (Lockhart Shire Council)
Richie Robinson (Destination Riverina Murray)
Sarah Hope (Destination Riverina Murray)
Gaylene Stephens (Hay Shire Council, ZOOM)
Ali McLean (Hay Shire Council, ZOOM)
Kellie Dissegna (Murrumbidgee Shire Council, ZOOM)
Matt Pete (Industry Director, Whitton Malthouse, ZOOM)

APOLOGIES:

Katie O'Neill (Destination Riverina Murray)
Alison Jardine (Carrathool Shire Council)
John Randall (Carrathool Shire Council)
Cr Ruth McRae (Murrumbidgee Shire Council)

ITEM 1 – Opening and welcome

Item 1.1 – Welcome and apologies

The Chair of the meeting welcomed everybody and opened the meeting at 10.12am. Apologies were noted.

Item 1.2 – Declarations of Interest

None declared.

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ITEM 2 – Minutes of previous meeting

Item 2.1 – Minutes of Annual General Meeting held on 19 November 2019

The Minutes of the Annual General Meeting held on 19 November 2019, previously circulated to members by email, were noted.

The Chair provided a recap of the main items from the last meeting and subsequent actions.

It was RESOLVED to accept the minutes of the previous Annual General Meeting held on 19 November 2019.

ITEM 3 – Chair's Report

The Chair provided a report on the previous 12 months (Appendix 1).

ITEM 4– Treasurer's Report

The Treasurer provided a financial report on the last financial year (Appendix 2).

ITEM 5– Election of Office Bearers not required

ITEM 6– Special Resolution

Motion: Should Thrive Riverina Incorporated change our name to Visit Riverina?

It was resolved that the meeting approve a name change for Thrive Riverina Inc to Visit Riverina Inc.

ITEM 7 – General Business

None.

Meeting close

There being no further business, the meeting closed at 10.39am. The next meeting will be on Tuesday 16th November 2021 TBC.

Signed as a correct record.



__19/11/2020__

Chair
Brent Lawrence

Date

THE RIVERINA

Appendix 1

Good Morning Everyone,

I'm pleased to be sharing with you my first report as Chair of Thrive Riverina after being elected to the role last November.

None of us could have ever predicted the year that we've all had from a work point of view due to the challenges largely presented to us by COVID-19. In saying that though, it has still been a year of progress and great achievements for Thrive Riverina and you, our valued members.

Over the past 12 months I'm pleased to report that the Board with the support of our hardworking Executive Officer Sara Johnston have made a more significant commitment from a resourcing perspective to increase the work that has needed to be done to increase awareness and our following for our Visit Riverina social media platforms. Sincere thanks to Richie Robinson and his team at Destination Riverina Murray whom we have also received additional inkind support from one of his staff members Katie O'Neill as well to support Sara with increase our social media activity remained consistent.

Thank you very much ladies for your significant contributions and efforts in the digital marketing space and we look forward to sharing positive results with you in the Members Meeting today from the work done in this space.

Growing our membership base has also been a very pleasing achievement and I would like to sincerely thank Coolamon Shire Council and Hay Shire Council for the good faith and commitment they have each shown in re-joining our membership-based organisation for the 2020/21 Financial Year after not being members for quite a few years. Together as small Councils we are stronger as one collective voice.

Furthering our strong working relationship with Destination Riverina Murray, the Board worked in close consultation to formalise this relationship through the development of an MOU so that each organisation had clarity around what its core activities were. This framework will be updated on an as needs basis and thanks to Richie and the DRM Board for their support in finalising this important document.

Through tough times for many of our tourism operators we each have had a big responsibility in our respective roles to be positive and innovative in our response to the COVID-19 situation and do everything that we possibly can to ensure that the Riverina region continues on its path to become a destination of choice for our target visitors both now and in the years to come.

With the shutdown of international and many domestic aviation providers the time to visit predominately drive tourism-based regional areas such as the Riverina region has never been more prevalent.

Growing the profile of our eleven member Councils in the Sydney, Melbourne and Canberra markets through collaborative marketing campaigns with Destination Riverina Murray, Destination NSW and industry partners was also identified in our 2020-21 Thrive Riverina Strategic Plan as a key priority.

Over the past few months in particular the Board has been working really hard behind the scenes to lead the process of seeking the formal commitment and buyin of our member Councils and industry partner Whitton Malt House to support DNSW to develop a campaign blueprint for a Thrive Riverina led Love NSW collaborative campaign to the value of \$70000, which will be in market late Summer/early Autumn 2021. The development of this campaign blueprint has involved extensive consultation with members and significant coordination and advocacy from members of the Thrive Board as well as you in your roles as member LGA's in providing your feedback. Thank you all so much for your unwavering support and valuable input.

In my 16 years in the local government tourism industry I have never seen Councils working together more than we do now, it is simply wonderful to see. The Love NSW campaign is just one example of a large group of Councils areas and industry coming together, with other new marketing collectives such

THE RIVERINA

as the Canola Trails and Murrumbidgee Trails (being officially launched next Wednesday morning) just two further examples of Council areas pooling their resources together to market and promote more effectively.

I have received a few really encouraging reports from member Councils about the large influx of visitor numbers that they have had in recent times since COVID restrictions have eased. As you are all aware, regional tourism destinations including the Riverina are expected to benefit significantly over the next 2-3 years and it is so important that we continue to position our region to capitalise in the growth on visitation to our region.

A subcommittee of the Board was established to develop a Visit Riverina Social Media Competition to be run from mid-November through until mid-December. The purpose of this campaign is to increase followers, increase exposure and to increase the photo library for Thrive. The subcommittee will provide a more detailed overview on this competition in the Members Meeting to follow this meeting.

I would also like to personally thank all my fellow directors for your support throughout 2020 - Deputy Chair Miriam Hewson, Treasurer Miriam Crane and Directors Tiffany Thornton, Marina Uys, Matt Lucas, Rachel Whiting and Matthew Pete. These people have volunteered countless hours of their time in online meetings and workshops to help ensure that our member's priorities are being consistently worked towards. Thanks again team!

Finally, I would like to extend my thanks to you, our valued member Councils, who have continued to see the value in working as a region for the collective benefit of tourism promotion. Your support in advocating on our behalf to your respective Councillors and Senior Management Teams has been crucial in ensuring our organisations viability to deliver tangible outcomes for the Riverina. Your ideas for the continuous improvement of Thrive Riverina as an organisation are always warmly welcomed.

Best wishes for the next 12 months and I look forward to continuing to be a strong regional voice for you in the final year of my term as Chair of Thrive Riverina.

Brent Lawrence

Chair, Thrive Riverina.

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Appendix 2

Financial Report 2019/20

During the 2019/20 Financial Year Thrive Riverina again met the ATO ruling that charities and associations trading less than \$250,000 do not have to undergo an independent financial audit, and as such one was not prepared.

The main 2019/20 financial activities included the website upgrade which represents a large portion of the expenditure out (\$11,000).

Operating costs (July – September) included Articulate Pear Digital Support \$1512.50; other Projects \$2,777.50; and Executive Officer/ Handover \$11,000.

Operating costs (September – June) included RDA Riverina Executive Officer, Digital Support and Handover \$19,580.

Thrive Riverina maintained its lean operating model in 2019/20 with modest operating costs associated with our partnership with RDA Riverina who provided professional support to our operations. In the main parts their support enabled us to have a social media presence, issue email Inside the Riverina Event and Product Newsletters and maintain our website as well as continue to handle our operating obligations, including insurance (\$2510), financial affairs, secretarial and legal.

As of 30 June 2020, net assets were \$51,046.97, as opposed to \$40,582.16 at 30 June 2019. A large amount of membership income was invoiced for payment in July 2020.

On the 1st July we have a healthy membership of 11 LGAs.

Miriam Crane
Treasurer

THE RIVERINA

MINUTES OF A MEETING OF DIRECTORS OF THRIVE RIVERINA INC.

Tumut Golf Club

On Tuesday 10th November at 1.30pm

PRESENT:

- Brent Lawrence (Chair)
- Miriam Hewson (Deputy Chair)
- Tiffany Thornton
- Rachel Whiting (Zoom)
- Miriam Crane
- Marina Uys
- Matt Lucas
- Matt Pete (Zoom)
- Sara Johnston (Executive Officer)

APOLOGIES:

ITEM 1 – Opening and welcome

Item 1.1 – Welcome and apologies

The Chair of the meeting noted that a quorum was present and opened the meeting at 1.45pm.

Item 1.2 – Declarations of Interest

None declared.

ITEM 2 – Minutes of previous meeting

Item 2.1 – Minutes of Board meeting on 18 August 2020

The Minutes of the Board meeting held on 20 October 2020, previously circulated to Directors by email, were noted.

The Chair provided a recap of the main items from the last board meeting and subsequent discussions.

It was RESOLVED to accept the minutes of the previous board meeting held on 20 October 2020.

Item 2.2 – Actions arising from previous meeting

None.

ITEM 3 – 2021 Meeting Dates

The board accepted the proposed meeting dates.

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ITEM 4– Discussion from items raised in member’s meeting

Website – Updates are mostly done (SVC outstanding), EO to review with Tiffany to remove non-member content. Chair to contact non-members to let them know.

Some disappointment that destination inspiration events are in non-member LGAs, but perhaps difficult with numbers and Covid restrictions.

Question re: how to approach taking content down.

Director Crane suggesting moving Borambola to CGRC LGA page – as it’s a Gundagai region wine.

Competition Boosting Posting budget – the board decided to let things happen organically.

Demographic make up of communication channel audiences – EO to compile and send out to stakeholders.

Campaign to drive newsletter subscription after the social media competition.

Add subscribe to the newsletter option to the form for the competition.

EO to Send mailchimp link to subscribe to Miriam.

Everyone to think about possibility of private members before next year. Associate members if LGA is not a member?

LoveNSW Campaign model could be replicated with other LGAs.

It was RESOLVED to:

EO and Tiffany to remove the non-member content except for Borambola which will be moved under Cootamundra-Gundagai. Chair to contact non-members. **Action 2020/11-01**

EO to compile demographic info on communication channel audiences and send out to stakeholders. **Action 2020/11-02**

Director Hewson to add newsletter subscription to competition form, EO to send link. **Action 2020/11-03**

All board members to consider possibility of private members/industry members prior to next meeting in 2021. **Action 2020/11-04.**

ITEM 5– RDA Riverina + Taste Riverina Food Directory Project

The EO provided an overview of the project at the previous meeting. The Board agreed in principle to the use of Coast Studios support hours to enable to project to progress, and extension of EO hours.

ITEM 6– Finance Report

The EO presented the cashflow spreadsheet and items paid by debit card for the board members to review.

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It was **RESOLVED** that the finance report be accepted.

ITEM 7 – General Business

Director Hewson raised the idea of who will be future directors and who is going to be Chair? We need to prepare the person for that role.

Matt from Lockhart, Laura from Coolamon, Ali from Hay, Kellie from Murrumbidgee are all possible candidates who may be interested. Need to plan for continuity of the board, however there will only be one new person this time – problem could occur on next changeover.

Still one vacancy for an industry director. Could try and get Josh or Sophie from Nimbo Fork?

Develop a manual for the Chair's position?

Need to update our MOU with DRM to reflect the new name.

EO to register new business name of Visit Riverina.

It was **RESOLVED** that:

The Chair will develop a manual for the Chair's position. **Action 2020/11-05.**

The EO will register the new business name of Visit Riverina. **Action 2020/11-06.**

The Chair will liaise with DRM to update the MOU. **Action 2020/11-07.**

Meeting close

There being no further business, the meeting closed at 2.34pm. The next meeting will be TBD on 16th February TBC.

Signed as a correct record.



__19/11/2020__

Chair
Brent Lawrence

Date

NOTES OF A REGIONAL TOURISM MEETING OF MEMBERS OF THRIVE RIVERINA INC.

Tumut Golf Club

On Tuesday 10th November at 10.30am

PRESENT:

Brent Lawrence (Chair)
Miriam Hewson (Deputy Chair)
Tiffany Thornton (Director, also Narrandera Shire Council)
Rachel Whiting (Director, also RDA Riverina)
Miriam Crane (Director, also Cootamundra-Gundagai Regional Council)
Marina Uys (Director, also Bland Shire Council)
Matt Lucas (Industry Director, The Coffee Pedaler)
Sara Johnston (Executive Officer, also RDA Riverina)
Toneale O'Connell (Narrandera Shire Council)
Sophie Gairn (Snowy Valleys Council)
Kylie Bradley (Snowy Valleys Council)
Laura Munro (Coolamon Shire Council)
Craig Sinclair (Temora Shire Council)
Matt Holt (Lockhart Shire Council)
Richie Robinson (Destination Riverina Murray)
Sarah Hope (Destination Riverina Murray)
Gaylene Stephens (Hay Shire Council, ZOOM)
Ali McLean (Hay Shire Council, ZOOM)
Kellie Dissegna (Murrumbidgee Shire Council, ZOOM)
Matt Pete (Industry Director, Whitton Malthouse, ZOOM)

APOLOGIES:

Katie O'Neill (Destination Riverina Murray)
Alison Jardine (Carrathool Shire Council)
John Randall (Carrathool Shire Council)
Cr Ruth McRae (Murrumbidgee Shire Council)

ITEM 1 – Opening and welcome

The Chair opened the meeting at 10.50 am and welcomed the attendees. Apologies were noted.

ITEM 2 – Now's the time to Love NSW collaborative marketing campaign

The Chair provided an overview of the progress of the Love NSW collaborative marketing campaign. The DNSW team have provided draft itineraries. After feedback will be provided to members for feedback. Cooperative agreement has been signed. Invoicing expected early next year.

ITEM 3 – Digital Marketing Results Presentation

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The EO presented the results of Thrive's digital marketing activities, including a comparison of 2020 year to date with 2019. A copy of this presentation has been sent to all members and stakeholders.

ITEM 4– RDA Riverina + Taste Riverina Food Directory Project

The EO presented an overview of the RDA Riverina + Taste Riverina Food Directory Project, which has just completed Stage 1. The Food Directory Project will enable an online directory of food-related businesses to be published on The Riverina website, to be used by business and industry, and tourists and residents.

ITEM 5– Visit Riverina Social Media Competition Update

Director Hewson provided an overview of the upcoming social media competition. The members discussed the possibility of using paid promotions in the campaign. The purpose of the competition is to gain new, high quality images for our photo library.

ITEM 6– Presentation from host – Snowy Valleys Council

Director Hewson gave an overview of activities in the Snowy Valleys Council area.

This time last year we had finished the photo and video shoot that would be our big tourism focus for 2020, with the video planned to release in February. Lots of other projects set to launch, including update of Snowy Valleys Way, new tourism app, Tumbarumba to Rosewood Rail Trail opening April, Hume and Hovell Track upgrades and promotion. The team had worked really hard in 2019 so that 2020 was going to be our year. Then bushfires happened - staff evacuated, homes under threat, our team was redeployed to assist: running distribution centres for food, no phone lines, trying to get the right information to the community.

Our team got in touch with DNSW, DRM, DPC, Regional NSW while fires were still ranging - media focus was on the South Coast, and we wanted to make sure they weren't forgotten. We had to ensure that the right people knew our story. Extremely large area burnt. Most of the SVC region was fire affected. Forestry and related industries biggest employer. Kylie Bradley (Coordinator Place Activation) sat on Southern NSW Recovery Committee for Tourism and Small Business, and for Driver Industries, while Kylie and Miriam both sat on the local Tourism and Small Business Bushfire Recovery subcommittee.

Funding streams and priorities: There was a perception that entire region was burnt and no reason for visitors to come. \$250,000 in bushfire funding decided to spend on events. Some were run before COVID-19 shutdown. VISY had \$1M through FRRR for community groups. \$250,000 changed due to cancelled events. Business photography funding that SVC can use and businesses can use, encourage more digital awareness, workshops and mentoring.

Despite COVID-19 and bushfires things are looking really positive here. Over 10,000 trips have now been taken on the rail trail. A few new businesses have opened in Tumbarumba as a result. Riverglade Caravan Park in Tumut had best winter ever, October long weekend more visitors than ever in the visitor centre. Matt Lucas had single biggest sales day ever on October long weekend at the Coffee Pedaler. Apple Thief Cider funding over \$3M, Batlow Caravan Park almost \$4M itinerant worker accommodation. Courabyra cellar door expansion. SVC team has had these as long-term plans, they didn't just happen. Worked really hard with support of many others to get here. Need to manage expectations of the community. Could be de-merger in the next 12 months?! Whatever happens, they've shown that they can still get stuff done, and wanted to reiterate the importance of having a plan, and strategic documents to guide those plans (that can be changed as needed) in a crisis. Director Hewson showed the Visit Snowy Valleys tourism video made by For the People.

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ITEM 7 – Destination Riverina Murray Presentation

Richie Robinson and Sarah Hope from DRM gave a presentation on DRM's activities.

Industry is in a state of recovery. Two streams – support and development, and marketing and promotions. Love NSW State-Wide campaign. \$70k from the Riverina into this campaign. Underlying focus will be road trips. 28 itineraries on visit NSW are being updated. Re-formatted the user experience and whole system. Live today/tomorrow. Official launch week commencing 29th November. Please check that road trips going through Riverina are accurate. Can also add road trips to those 28 as well, e.g. add Canola Trail. Industry briefing early December for the campaign. Webinar format. Head of marketing DNSW will present to all of industry. Antje will communicate this Thursday.

Recent media:

Hayden Quinn Taste of Australia. Promoted through the TV series and through Hayden's social media.

Upcoming media:

Australian Geographic are here in SVC now.

Three Blue Ducks taking over restaurant at Nimbo Fork, doing a tv series out next year and just filmed an episode on SVC and Holbrook where they source some of their produce.

Regional Job Creation Fund – funding for Tourism experiences. \$100,000 to \$10 M. Farm stays with unique experiences might get funding but mostly not accommodation. Business needs to demonstrate that they are going to employ more people. EOI initially. Needs minimum of 5 new jobs.

Southern Cross Austereo Marketing Opportunity (Hit 93.1 and Hit 99.7)

68,000 listeners and 32,000 social media followers. Each week Hit will focus on upcoming events and spotlight feature businesses and locations with a local "What's On" segment.

Client investment \$500 per week. LGAs could buy in. 5 segments per week, 5 operators only \$100 each.

They also post on social media. 5 spots per week, could potentially add more events into it.

Destination Inspiration Event Series

Motivating and inspiring new tourism products or enhancing existing tourism products. 5 events, Mildura, Moama, Albury, Griffith, Wagga. Feb/March 2021. Please share the events through all of your comms channels. If you know anyone who might be able to apply to this program please get them along to the event. All LGAs welcome to attend the event. On Thursday update will share launch video 3.5 minute, six case studies of businesses, can use this in comms as well. Councils can also sponsor successful applicants – perhaps based on size of business. Matt Holt from Lockhart is paying for 6 businesses to attend.

Creating bookable products online – shortlist of 10 businesses who are almost there but not quite, help to install booking engine into website etc. E.g. Bundyi cultural tours has booking function but user experience isn't great, needs to be more functional. June Liquorice Factory, tours 10am every day, but can't book them. Winery tours etc. Can also be new experiences that can be booked online.

Visit NSW has been listing Riverina and Murray as towns, not destinations.

Will be putting an issues paper forward. Currently in Country NSW. The Riverina is a destination, not a town.

ITEM 8 – Riverina Map

Cartoscope are going to stop producing free maps. They are popular because they show the smaller roadways as well as major attractions and town centre. The Riverina wide map is the most valuable. Big map is important. There is an option to buy the copyright through Cartoscope. The map says copyright is DPI, so not sure what they are selling. Opportunity to reproduce it with branding from the Riverina.

THE RIVERINA

1 side could be state-based, then for each DM could be that region, ties directly to road trips campaign. DNSW may be developing a map. Some LGAs are currently out of maps. Others have still got some. SVC currently speaking with NPs about creating one that goes from Gundagai to Victorian border.

Matt Holt suggests whole of Riverina Murray would be better. Craig Sinclair suggests we hold off until we find out what DNSW are doing. Lockhart is happy to contribute to whole of Riverina map, as is SVC.

ITEM 9– General Business

Craig Sinclair – is there value in created training videos 3,4,5 mins to train VIC staff? What's on offer, how long does it take to get there, what other things are there? For VIC volunteers, branded with Riverina branding. Casey is doing video walkthroughs of CGRC. Discuss format of videos to ensure consistency. Major regional attractions. New and valuable. Induction and onboarding or re-training older volunteers. Can get operators to make them and then we just format with Riverina branding. Could put on YouTube or Vimeo. Or secure area on the riverina website?

Request for minutes of members meeting and AGM out a little bit quicker if possible – e.g. a fortnight.

The Chair raised to think about how we can engage non-member councils – ways to approach them. Matt Holt would like a mechanism for private businesses to join as well – even if the LGA is not participating. Maybe could be sponsors. Could be project-based. E.g. like Whitton Malthouse.

We need to review the content on The Riverina and remove non-members. EO to speak to Tiffany and grant access.

Meeting Close

There being no further business, the meeting closed at 12.50pm.

Next meeting Tuesday 20th April TBC.