

STRATHBOGIE SHIRE COUNCIL



Notice is hereby given that a Meeting of the Strathbogie Shire Council will be held on Tuesday 14 December 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Chair: Laura Binks (Mayor) *(Mount Wombat Ward)*

Councillors: David Andrews *(Lake Nagambie Ward)*
Reg Dickinson *(Lake Nagambie Ward)*
Sally Hayes-Burke *(Seven Creeks Ward)*
Kristy Hourigan *(Seven Creeks Ward)*
Paul Murray *(Hughes Creek Ward)*
Chris Raeburn *(Honeysuckle Creek Ward)*

Municipal Monitor: Janet Dore

Officers: Julie Salomon Chief Executive Officer (CEO)
David Roff Director, Corporate Operations (DCO)
Amanda Tingay Director, Community and Planning (DCP)
Dawn Bray Executive Manager, Governance and Customer Service (EMGCS)
Kristin Favaloro Executive Manager, Communications and Engagement (EMCE)

The gallery will be open to the public, however, members of the public who wish to attend must be fully COVID-19 vaccinated and check-in, either by Council's QR code or by signing in manually. Members of the public will also be required to provide / show their proof of vaccination status.

Community members are also encouraged to watch the livestreaming of the meeting online at www.strathbogie.vic.gov.au

Questions for the Ordinary Council Meeting must be submitted by **12 noon on Tuesday 14 December 2021** by emailing info@strathbogie.vic.gov.au. Questions will be read out by the Mayor during the Public Question Time component of the meeting and responded to in the usual way by Councillors and/or Officers.

1. Welcome
2. Acknowledgement of Traditional Land Owners

We acknowledge the Traditional Custodians of the places we live, work and play.

We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging.

Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

3. Apologies / Leave of Absence
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings

RECOMMENDATION

That the Minutes of the Council meeting held on Tuesday 16 November 2021 be confirmed.

6. Petitions

7. Reports of Mayor and Councillors and Delegates

As per Recommendation 2 of a report presented to Council on Tuesday 18 May 2021 –

2. *Receive a written report from Cr Laura Binks upon the completion of the Mastery of Business and Empathy as required by section 17.2 of the Council Expenses Policy identifying the key issues discussed, issues of relevance to the Shire and the community benefit gained by the completion of the course.*

the following report has been provided by Councillor Laura Binks

Councillor Laura Binks - Professional Development Report

Mastery of Business and Empathy - Small Giants Academy 2021

In January of 2021 I was one of 30 people accepted into the Small Giants Academy inaugural leadership course, the Mastery of Business and Empathy (MBE).

Developed in Australia in partnership with global champions across disciplines, the MBE reinvents and extends the traditional MBA. The program equips leaders with a renewed and regenerative understanding of leadership, including the tools, strategies and philosophies to successfully lead a purposeful organisation and chart a hopeful, galvanising vision for the future. The MBE is a transformative opportunity to delve into our inner lives, to learn regenerative leadership practices, and to develop life-long connections.

Whilst not an accredited course, the curriculum offered, the facilitators guiding the learning, the guest faculty presenting specialised sessions, the community of fellow students and our commitment to peer to peer learning far exceeded all my educational expectations. At times, working outside the status quo is required to truly be able to explore bold new ideas, test theories of change and chart a hopeful new course. The Mastery of Business and Empathy is that space, working beyond the confines of accreditation.

For the past 10 months I have spent Thursday evenings online in the MBE virtual classroom joined by a diverse cohort including people from the fields of medicine, science, art, health, finance, energy, technology, agriculture, education, environment, law, horticulture, spirituality, social work, no-for-profit and corporate, with me flying the local government flag.

The overall learning intention for the year was 'together, we lead with strong minds, open hearts and ready hands, in service of the Next Economy.' A three day immersive session, the Prologue, opened the year where we explored how each of us as leaders in our fields would form a community over the coming 10 months and work towards actualising our vision of the good society.

7. Reports of Mayor and Councillors and Delegates (cont.)

Councillor Laura Binks - Professional Development Report (cont.)

We moved then into the first five modules, each running for four to five weeks. We began by understanding Our Context and how we have arrived where we are before delving into Leadership and Theories Of Change. With our minds stretching into new ways of leading, we studied Decision Making and Strategy, Governance and our fifth module, Operations.

The middle of the year provided another three day immersive weekend where we reflected on what we had learnt to date, and how we have and continue to grow as humans with spirits, hearts and curious minds. After this re-centering and reflective Interlude, we unpacked Community, People and Culture, got deep into the business of Finance and finished the year with Storytelling and Communications.

Of the 50 guest faculty who joined us throughout the year, I continue to circle back to the teachings of Kate Raworth, Renegade Economist, England; Gayle Hardie, Co-founder, Global Leadership Foundation, Australia; Hugh Mackay, Social Psychologist and Author, Australia; Dr Julia Kim, Program Director, Gross National Happiness Centre, Bhutan; Rangimarie Price, Director, The Connective, New Zealand; Dr Jane Goodall DBE, Founder, The Jane Goodall Institute, Ethologist, UN Messenger of Peace, England; Dane O'Shanassy, Country Director, Patagonia, Australia; Catherine Ingram, Author and President, Living Dharma, Australia; Vandana Shiva, Physicist, Author, Philosopher and Activist, India; Sahish Kumar, Founder, Schumacher College, England.

My year studying the MBE has built my confidence to lead and be of service to the municipality of Strathbogie Shire. My growth during the year, supported by the course facilitators and fellow students, was instrumental in accepting the nomination to the role of Mayor.

Dr Jane Goodall told us "What you do in your life makes a difference. You get to choose what kind of difference you wish to make."

I choose to be of service to humanity and planet earth. I choose to do so with love in my heart, a curious mind and ready hands.

I look forward to bringing my learnings to Strathbogie Shire and to my year ahead as Mayor.

MOTION

That the report be noted and accepted, in accordance with the Council Expenses Policy.

7. Reports of Mayor and Councillors and Delegates (cont.)

As per Recommendation 2 of a report presented to Council on Tuesday 18 May 2021 –

2. *Receive a written report from Councillor Sally Hayes-Burke upon completion of the upon the completion of the program as required by section 17.2 of the Council Expenses Policy identifying the key issues discussed, issues of relevance to the Shire and the community benefit gained by the completion of the course..*

the following report has been provided by Councillor Sally Hayes-Burke

Councillor Sally Hayes-Burke - Professional Development Report

Report to Council on the benefits of the Ruth McGowan coaching sessions

My intention going into the group coaching program with Ruth McGowan was to educate and immerse myself in learning to be the best possible councillor for my constituency. Through the group coaching and mentorship of Ruth McGowan I have learnt some key lessons which have supported me significantly in being professional and adapting to the leadership role of councillor. I had 8 group coaching sessions over 8 months with Ruth.

Ruth is very experienced in the government sector having been a Mayor and subsequently coach for many Mayors, CEOs and government organisational leaders.

Early in the program I was able to clarify my purpose as a councillor and understand the role and demands of a councillor, while also setting goals for my community.

Having never been in politics before I was taught skills in political intelligence and strategic networking which are a critical part of politics at all levels of government. I now understand the importance of building positive political skills rather than negative 'game-playing'.

The coaching had a strong focus on good governance, which means transparency in decision making. I analysed the 2016 Victorian Ombudsman's report on this topic. I now have an appreciation for the recommendations around topics such Notices of Motion, committee members, managing the risks of unseen influences, when to close meetings (or not) and avoiding secrecy. Several of the recommendations were picked up in the new Local Government Act.

I was given many helpful tools that assisted me in in dealing with difficult matters within the community and managing complaints while always ensuring that the community is getting the information they need. I was given guidance on how to speak publicly and engage with my constituents and fellow councillors. I am better able to pitch my ideas to my fellow councillors and think at a strategic level. I have learnt how to build positive relationships with key stakeholders.

I was educated about the significance of 0% rate rises through the 2020 FinPro report by Local Government Finance Professionals and understand how the long-term financial impacts of such a decision are substantial.

7. Reports of Mayor and Councillors and Delegates (cont.)

Councillor Sally Hayes-Burke - Professional Development Report (cont.)

Though these coaching sessions I gained a lot of confidence to help me practice good governance, undertake due diligence in my role as councillor, make decisions for the benefit of the municipality and work to the best of my ability for the community.

Through the coaching I built a trusted network of councillors throughout the State who I can learn from and bounce ideas off. The role of Councillor can be somewhat isolating so having these relationships has proven to be extremely advantageous as I navigated my way through my first year as councillor. I also have Ruth as a mentor who continues to impart her wisdom and expertise should I call on it.

Ruth nurtures a culture of respectful and inclusive behaviour which it what allowed me to see the need for the introduction of a Charter of Mutual Respect in our Shire and it has now been successfully implemented.

The outcome of this coaching is a councillor who is effectively supported to grow as a more effective community leader and communicator. The resulting transformation has flow-on effects to the council organisation and community. Research has found organisations that employ coaches for executive leaders have a considerable return on investment of at least 7:1.

MOTION

That the report be noted and accepted, in accordance with the Council Expenses Policy.

8. Public Question Time

Public Question Time will be conducted as per Rule 31 of Strathbogie Shire Council's Governance Rules. A copy of the required form for completion and lodgment, and associated Procedural Guidelines, are attached for information.

As the questions are a permanent public record and to meet the requirements of the Privacy and Data Protection Act 2014, only the initials of the person asking the question will be used together with a Council reference number.

9. Officer Reports

- 9.1 Strategic and Statutory
- 9.2 Community
- 9.3 Infrastructure
- 9.4 Corporate
- 9.5 Governance and Customer Service
- 9.6 Executive

10. Notices of Motion

11. Notices of Rescission

12. Urgent Business

13. Confidential Business

Julie Salomon

CHIEF EXECUTIVE OFFICER

10 December 2021

Council does not generally permit individuals to make audio recordings of meetings. Individuals are required to make a written request addressed to the Council (Director, Corporate Operations) should they seek to obtain permission to do so.

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 15 February 2022, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Please note: there will not be a monthly meeting held in January 2022.



Council Ref. / 2021

Public Question Time Form Ordinary Council Meeting

Strathbogrie Shire Council has allocated a time for the public to ask questions in the business of an Ordinary Meeting of the Council.

How to ask a question:

Questions submitted to Council must be:

- (a) in writing, state the name, address and telephone number of the person submitting the question and generally be on this form, approved by Council; and
- (b) submitted to Council in person or electronically.

The Chair may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read. Please refer to the back of this form for procedural guidelines.

Question/s: (please print clearly with a maximum of 25 words)

1.....

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2.....

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Name:

Address:

Telephone Number:

Signature: (signature not required if submitted by email)

Date of Ordinary Council Meeting:

Privacy Declaration: Personal information is collected on this form to allow Council to undertake follow-up / response and to confirm identity for future reference where necessary. The questioner's initials only, together with a question reference number, will be included in Council's Minutes. Council Minutes are a public document which will be published on Council's Website and are available for public scrutiny at any time. Other personal details included on this form will not be included in the Minutes and will be kept for Council reference only, unless disclosure is required for law enforcement purposes or under any other statutory requirement

Public Question Time – as per Rule 31 of the Strathbogie Shire Council Governance Rules

31. QUESTION TIME

- 31.1 There must be a public question time at every Council meeting fixed under Rule 19 to enable members of the public to submit questions to Council.
- 31.2 Sub-Rule 31.1 does not apply during any:
- 31.2.1 period when a meeting is closed to members of the public in accordance with section 66(2) of the Act; or
- 31.2.2 election period.
- 31.3 Public question time will not exceed 30 minutes in duration.
- 31.4 Questions submitted to Council must meet all of the following:
- (a) be in writing and state the name and address of the person submitting the question;
- (b) be generally be in a form approved or permitted by Council; and
- (c) be lodged either by delivery to Council's main office, or electronically at the prescribed email address prior to 12 noon on the day of the Council meeting.
- 31.5 No person may submit more than two questions at any one meeting.
- 31.6 If a person has submitted two questions to a meeting, the second question may:
- 31.6.1 at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
- 31.6.2 not be asked if the time allotted for public question time has expired and Council has not resolved to extend the time allocated for public questions.
- 31.7 If the person who has submitted the question is not present at the meeting the Chair, or a member of Council staff nominated by the Chair, will read out the question on the person's behalf if the person has elected not to participate in the meeting either by way of the live streaming software or by teleconference.
- 31.8 A question may be disallowed by the Chair if the Chair determines that it:
- (a) relates to a matter outside the duties, functions and powers of Council;
- (b) Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
- (c) deals with a subject matter already answered;
- (d) is aimed at embarrassing a Councillor or a member of Council staff;
- (e) relates to personnel matters;
- (f) relates to the personal hardship of any resident or ratepayer;
- (g) relates to industrial matters;
- (h) relates to contractual matters;
- (i) relates to proposed developments;
- (j) relates to legal advice;
- (k) relates to matters affecting the security of Council property; or
- (l) relates to any other matter which Council considers would prejudice Council or any person.
- 31.9 Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.
- 31.10 All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- 31.11 Like questions may be grouped together and a single answer provided.
- 31.12 The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- 31.13 A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question within five (5) working days and the answer included in the following Council meeting's agenda.
- 31.14 A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

REPORTS INDEX

		Page No.
9.	OFFICER REPORTS	
9.1	Strategic and Statutory Planning	
9.1.1	Planning Permit Application No. P2019-106 - Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666	1
9.1.2	Planning Permit Application No. P2021-068 - Native Vegetation Removal (Mullers Road Stages 1 and 2)	54
9.1.3	Planning Applications Received and Planning Applications Determined - 1 to 30 November	86
9.2	Community	
9.2.1	Domestic Animal Management Plan	96
9.2.2	2022 Australia Day Awards – Determination of the Shire-wide award recipients	173
9.2.3	Community Grant Funding Round 2 2021/2022 Allocations	179
9.2.4	Action Group Funding Round 2 2021/22	189
9.2.5	Euroa Gathering and Growing Space	195
9.2.6	Regional Tourism Investment Fund - Council contribution	206
9.3	Infrastructure	
9.3.1	Updated Special Rate and Charge Scheme Policy	212
9.3.2	Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software	247
9.4	Corporate	
9.4.1	Review of Audit and Risk Committee Charter	255
9.4.2	Investment and Cash Management Policy	272
9.4.3	Council Policy Review - Procurement Policy	283
9.5	Governance and Customer Service	
9.5.1	Councillor Conference and Training Expense Requests	309
9.5.2	Draft Complaints Policy	316
9.5.3	Monthly Performance Report	333
9.6	Executive	
9.6.1	Strathbogrie Shire Council Annual Report 2020-21	351

10.	NOTICES OF MOTION	476
11.	NOTICES OF RESCISSION	476
12.	URGENT BUSINESS	476
13.	CONFIDENTIAL BUSINESS	476
	CONFIDENTIAL APPENDICES	
	<i>APPENDICES DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, CLAUSE 3 OF THE LOCAL GOVERNMENT ACT 2020</i>	
	(f) <i>personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs</i>	
	Appendix 1: 2022 Australia Day Awards – Determination of the Shire-wide award recipients	
	(g) <i>private commercial information, being information provided by a business, commercial or financial undertaking that—</i> (ii) <i>if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</i>	
	Appendix 2: Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software	

9. OFFICER REPORTS

9.1 STRATEGIC AND STATUTORY PLANNING

9.1.1 Planning Permit Application No. P2019-106 - Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the use and development of a residential village at 40 Brock Street in Euroa.
- The application was advertised initially with eight (8) objections being received. A subsequent revision to the proposal was readvertised, with three (3) of the objections being withdrawn, leaving five (5) objections standing. Further detail is contained within this report.
- The application has not been assessed within the sixty-day statutory timeframe due to a number of matters including objections that required assessing, further information from referral authorities that required responses and all this during the constraints of Covid.
- The revised proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the General Residential Zone Schedule 1 Zone and the Land Subject to Inundation Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Planning Permit in accordance with the Officer's recommendation.

RECOMMENDATION

That Council -

- 1. Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation as detailed in the Delegate Report; and***
- 2. Note the Delegate Report, including the following conditions.***

Endorsed Plans and Permit:

- 1. The use and development must be carried out in accordance with the endorsed plans and permit and must not be altered without the prior written consent of the Responsible Authority.***

General Amenity Provision:

- 2. The use and development must be managed so that the amenity of the area or locality, in the opinion of the Responsible Authority, is not detrimentally affected, through the:***
 - a) transport of materials, goods or commodities to or from the land;***
 - b) appearance of any building, works or materials;***

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

- c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
- d) presence of vermin.*

Neat and Tidy Site:

- 3. The subject land must be kept neat and tidy at all times and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.*

Garbage Storage and Management:

- 4. Provision must be made on site for the storage of garbage bins and this area must be screened from the public view to the satisfaction of the Responsible Authority and must not be used for any other purpose. Garbage bins for collection must be placed in the allocated areas as follows –*
 - Campbell Street 16 bins*
 - Brock Street 18 bins*
 - McKenna Street 21 bins*
 - Hinton Street 21 bins*

The bins must be removed as soon as practicable after pick up/emptying and returned to the designated areas on site.

Landscaping Plan:

- 5. Prior to the commencement of works, a Landscape Plan for the subject land must be submitted to and approved by the Responsible Authority. An endorsed copy of the plan must form part of this permit. The submitted plan must;*
 - a) provide a screen of plantings on and around the boundaries between the use on site and surrounding uses (see the boundary fencing requirement);*
 - b) provide plantings throughout the site for aesthetic and cooling purposes;*
 - c) show the internal public areas including all furniture proposed including barbecue areas and walking/bike paths;*
 - d) show the fencing for the perimeter of the site that includes a range of fencing styles allowing landscaping at points so as not to create a solid view of the same fencing for more than 40 metre intervals along all boundaries;*
 - e) show details of the entrance points regarding landscaping, signage, walls/fencing;*
 - f) include any communal bin storage area on site, with screening;*
 - g) show the post boxes if proposed within the site entrance;*
 - h) all proposed internal lighting detailing style and layout;*
 - i) include the use of indigenous/locally sourced native species (or alternatively where appropriate specify, predominate use of indigenous/native species) in new plantings;*

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

- j) where exotic species are proposed, provide justification for use instead of native species;*
- k) include a schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;*
- l) the method of preparing, draining, watering and maintaining the landscaped area;*
- m) the weed management program.*

Completion of Landscaping:

- 6. Prior to the commencement of the use of the site, or as approved in writing with the Responsible Authority, the landscaping works as shown on the endorsed plan/s, must be carried out and completed to the satisfaction of the Responsible Authority.**

Maintenance of Landscaping on Council's Road Reserves:

- 7. Maintenance of any vegetation on Council's road reserve must be for a minimum of two years including two summer periods from the date of Acceptance of Works by Council or until the owner/permit holder can demonstrate the planting have been established to the satisfaction of the Responsible Authority. Any dead, dying or diseased vegetation are to be replaced within this period.**

Landscaping Maintenance:

- 8. The landscaping on the endorsed plans must be maintained to the satisfaction of the Responsible Authority including that any dead, diseased or damaged plants are to be replaced.**

Protection of Trees to be Retained:

- 9. During construction all trees to be retained must be protected by fencing around the radius of the Tree Protection Zone and no storage, dumping, equipment including vehicles is to encroach into the Tree Protection Zone, which must stay in place until all construction is completed on site.**
- 10. Prior to the commencement of works on site, the permit holder must advise all persons undertaking works and development (including removal and management of native vegetation) on site of all relevant permit conditions and statutory requirements or approvals.**

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

Native Vegetation Removal:

11. The native vegetation permitted to be removed, destroyed or lopped under this permit is 0.179 hectares of native vegetation, which is comprised of:

- a) 0 large tree(s).**

Offsets to be secured:

12. To offset the removal of 0.179 hectares of native vegetation, the permit holder must secure the following native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017):

- a) A general offset of 0.033 general habitat units:**
 - i) Goulburn Broken Catchment Management Authority (CMA) or Strathbogie Shire Council vicinity; and**
 - ii) with a minimum strategic biodiversity value of at least 0.176.**

Provide evidence of offsets:

13. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the Responsible Authority. This evidence must be one or both of the following:

- a) an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site, or**
- b) credit extract(s) allocated to the permit from the Native Vegetation Credit Register.**

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Environment, Land, Water and Planning.

Where the offset includes a first party offset(s), the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

Engineering:

Construction Management Plan

14. Prior to the commencement of the development, including demolition and excavation, a Construction Management Plan must be submitted to and endorsed by the Responsible Authority. The plan must provide details of the following:-

- a. Hours for construction activity in accordance with any other condition of this Permit;**
- b. Measures to control noise, dust, water and sediment laden runoff;**
- c. Measures to inform adjacent residents of work schedules, etc.**
- d. Measures relating to removal of hazardous or dangerous material from the site, where applicable.**
- e. A plan showing the location of parking areas for construction and sub- contractors' vehicles on and surrounding the site, to ensure that vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by sub-constructors / tradespersons upon completion of such areas, without delay;**
- f. A Traffic Management Plan showing truck routes to and from the site;**
- g. Swept path analysis demonstrating the ability for trucks to enter and exit the site in a safe manner for the largest anticipated truck associated with the construction;**
- h. A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;**
- i. Measures to ensure that sub-constructors / tradespersons operating on the site are aware of the contents of the Construction Management Plan;**
- j. Contact details of key construction site staff;**
- k. A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like, noting that Council does not support site sheds on Council road reserves; and**
- l. Any other relevant matters.**

Roads, Pathways and Common Access

15. Prior to the commencement of works, a Traffic Management Strategy and investigation must be submitted as per Clause 9 of the IDM via a qualified engineer. The strategy, including the traffic impact assessment report and professional recommendations will be considered as part of the design.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

- 16. Prior to the commencement of works, construction plans for all proposed roadways and pathways must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will form a part of the permit. The plans must be drawn to scale with dimensions and three hard copies and an electronic copy must be provided. The plans must show: -**
 - a) The road reserve, carriageway and verge widths**
 - b) All infrastructure including drainage, concrete footpath, kerb and channel, public lighting and utility services**
 - c) Vehicle crossing for each lot**
 - d) Street tree locations**
 - e) All surface details including contours**
 - f) Proposed court bowls**
 - g) All relevant road signage and line marking**
 - h) Speed limit signs as appropriate.**
- 17. The final design parameters for the roadways and pathways must be based on Council's Infrastructure Design Manual (IDM) as modified from time to time, all to the satisfaction of the Responsible Authority. All works shall conform to plans and specifications prepared by a qualified engineer at Owner's expense and approved by the Responsible authority. A list of specific details and requirements are as follows: -**
 - a) Pram crossings must be provided at all intersections to the satisfaction of the responsible authority.**
 - b) Include in the design plans recommendations resulting from any required Traffic Impact Assessment.**
 - c) Provide temporary turnaround areas for roads terminated at stage boundaries. The size must be sufficient to turn service and emergency vehicles around without reversing. A minimum of 250mm depth of approved crushed rock material is required.**
 - d) A pavement design must be submitted for the entire road network by a suitably qualified engineer in accordance with clause 12.7 of the IDM. Irrespective of such design a minimum pavement depth of 250mm must be provided in an approved material. Council requires that the pavement wearing course be in accordance with Clause 12.7.16.**
 - e) Design of roads and footpath must be accessible to people with disabilities and include tactile ground surface indicators, and kerb ramps required for the safe movement of people with disabilities as per relevant Australian Standards.**
 - f) The Vehicle crossings to the subject allotments from the road must be constructed at a location and of a size and standard satisfactory to the Responsible Authority.**
 - g) Subsoil drainage installed for all kerb and channel.**

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

18. Prior to the use commencing, vehicular crossings for each lot must be constructed in accordance with the endorsed plans to the satisfaction of the Responsible Authority, and must comply with the following: -

- a. Standard concrete residential vehicular crossings, as per standard drawing SD240 of the Infrastructure Design Manual, must be constructed at right angles to the common access road to suit the proposed driveways, and tie in with the new kerb and channel.**
- b. Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;**
- c. Crossings shall be either combined or at least 9 metres apart.**
- d. The entrance to the common access must be in accordance with Councils current standard for industrial vehicle crossings with reference made to standard drawing SD250.**

19. For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans

Urban Vehicle Crossing Location

20. Prior to the use commencing the permit holder must obtain a vehicle crossing permit from the responsible authority for each lot and construct the vehicle crossing in accordance with the requirements.

21. Standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed.

22. The vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.

23. Any new, relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. Final location of vehicle crossing must be approved by Responsible Authority via vehicle crossing permit. Refer to Clause 12.9.1 "Urban Vehicle Crossings" of the Infrastructure Design Manual. Where there is no existing kerb and channel in the street refer to standard drawing SD255.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

Urban Drainage – Works

Drainage Discharge Plan

24. Before any of the development commences a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The information submitted must show the details listed in the council's Infrastructure Design Manual (IDM) and be designed in accordance with the requirements of that manual.

The information and plans must include:

- a) details of how the works on the land are to be drained and/or retarded.**
- b) Catchment plans showing where the sub-catchments are draining to**
- c) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority**
- d) independent drainage for each lot**
- e) location and direction of overland flow paths within the development**
- f) underground pipe drains conveying stormwater to the legal point of discharge for each allotment**
- g) measures to enhance stormwater discharge quality from the site and protect downstream waterways Including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;**
- h) documentation demonstrating approval from the relevant authority for the legal point of discharge.**
- i) the details of the incorporation of water sensitive urban design in accordance with clause 20.3.1 of the Infrastructure Design Manual.**
- j) maintenance schedules for treatment elements.**

25. Before the use commences, all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority.

26. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.

27. A qualified engineer is to prepare a Stormwater Impact Assessment Report [SIAR] and/ or Stormwater Management Assessment Report [SMAR] in accordance with the requirements of clause 11 of the Infrastructure Design Manual.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

28. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -

- **Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and**
- **Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)**

29. For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans.

30. A qualified engineer is to check the capacity of the existing council stormwater drainage point to enable the system to receive flows from the new development.

Protection of Council Assets

31. Prior to the commencement of works, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit

32. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -

- **Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and**
- **Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)**

33. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

34. The permit holder shall ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by vehicles moving along the access road and/or within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority. The development shall not have an adverse impact on existing or future air quality.

35. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.

36. The earthworks and lot filling must be as per the guidelines specified in Council's Infrastructure Design Manual, to the satisfaction of the Responsible Authority.

Engineering Plan Checking Fee

37. Prior to the use commencing, payment must be made to the Responsible Authority of an engineering design checking fee of up to 0.75% of the value of documented works, the amount to be determined by the Responsible Authority.

Goulburn Valley Water:

38. The Corporation considers the proposed development should be connected to both water supply and wastewater facilities and the following conditions are applied -

- **Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment;**
- **Provision of separate water supply meters to each tenement within the development, located at the property boundary and to the satisfaction of Goulburn Valley Region Water Corporation;**
- **Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment;**
- **Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation; (The works may include, but not be limited to the construction of a sewerage pumping station, rising mains and gravity mains);**
- **Connection of all sanitary fixtures within the development to reticulated sewerage, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.**

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

- *All works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage', and to the satisfaction of the Corporation's Property Services Section;*
- *Provision of easements in favour of the Goulburn Valley Region Water Corporation over all proposed sewer mains located within private property;*
- *Pursuant to Section 36 of the Subdivision Act, if the Corporation considers that, for the economical and efficient subdivision and servicing of the land covered by the Application for Permit, it requires the owner of the land to acquire an easement over other land in the vicinity. That is, any land not owned by the Developer through which a sewerage extension servicing the development is to be located, easements shall be created in favour of the Corporation;*
- *The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request;*

Goulburn Broken Catchment Management Authority:

39. *The finished floor level of each proposed residential unit must be constructed at least 300 millimetres above the relevant 100-year ARI flood level (as shown in Figure 1), or higher level deemed necessary by the responsible authority.*

Country Fire Authority:

Hydrants

40. *Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured around lot boundaries.*

41. *The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority. Note – CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site (www.cfa.vic.gov.au).*

Roads

42. *Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.*

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

43. Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.

44. Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

Creation of Easements and Reserves:

45. All required easements and reserves must be created on title and the person benefitting from the direction must lodge a certified plan at the Titles Office for registration.

Consolidation of Lots:

46. Prior to the use commencing the lots must be consolidated to the satisfaction of the Responsible Authority.

Use and Development Expiry:

47. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the issued date of this permit.**
- b) The development is not completed within four years of the issued date of this permit.**
- c) The use is not commenced within four years of the issued date of this permit.**
- d) If commenced, the use is then discontinued for a period of two years or more.**

In accordance with Section 69 of the Planning and Environment Act 1987 an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Planning Note/s

- This proposal has been assessed against Clause 55 and has satisfied the Objectives.**
- This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.**

Goulburn Valley Water Planning Note

- Should the applicant wish to subdivide each tenement onto separate titles in the future, provision of appropriate servicing arrangements to facilitate a future subdivision proposal should be investigated as part of this development.**
- The applicant should contact the Corporation to discuss current and future proposals for this development.**

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

- *Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the estate development. However, as any future stages of the development will be connected to the Corporation's water supply and sewerage systems independently of this stage, the Corporation reserves the right to revise any conditions applicable to any subsequent stages lodged.*

Goulburn Broken Catchment Management Authority Planning Notes

- *The Authority's best estimate of the 100-year ARI flood level for the location described above ranges from 173.4 metres AHD to 173.9 metres AHD as indicated in Figure 1, which was established from Euroa Post Flood Mapping and Intelligence Project (2015) and the Granite Creeks Regional Flood Mapping Study (2019).*
- *Based on the available ground surface level information, flood depths across the site are generally less than 0.3 metres during a 100-year ARI (1% AEP) type flood event. However, flood depths of up to 0.5 metres are possible in the western and north eastern portions of the property (shown with the blue colours in Figure 1) during a 100-year ARI (1% AEP) type flood event.*
- *Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.*

Country Fire Authority Planning Notes

- *The inclusion of Fire Hydrants (either above or below ground) is to provide life safety for occupants, fire fighters and the community. Existing fire hydrants do not provide adequate coverage to all dwellings.*

Purpose and background

The applicant is applying to use and develop the land for a residential village on the subject site at 40 Brock Street in Euroa. The site is located within established residential development, within close proximity to the main town centre, and with access to a range of services.

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

Unit 1 Modified
144.48m²

Unit 2
134.36m²

Unit 3
134.36m²

Notes:
- Rubbish collection on Campbell Street for the 5 Western internal units. Rubbish collection on Eastern end of Brock Street for the 5 Eastern internal units.

Notes:
- Caravan & Boat Parking shown throughout development to be 1.8m high unless otherwise noted.
- All fences running into Brock Street Southern boundary to be tapered down to 1.2m high.
- 3000 litre rainwater tank plumbing to toilets and Laundry of all units.

Site area: 13,472m²
Unit Design 1: 18
Unit Design 2: 10
Unit Design 3: 9
TOTAL UNITS: 37

Notes:
- Site 11, 27 & 37 are marked on this plan to be used as temporary site office / display homes

Site area: 13,472m²
Total building area (inc. Rinkard): 5533.1m² (24% site coverage)
Impermeable area (roads, driveway etc): 1939m²
Permeable area: 8008m² (51.7% of site)

Site plan details include:
- Streets: Campbell Street, Heron Street, Brock Street
- Parks: Central Park, Northern Park, Western Park
- Parking: Car Park, Caravan & Boat Parking
- Infrastructure: Pipes (450mm approx), Overhead Powerline
- Unit numbers: 1-37
- Dimensions: Various boundary and internal dimensions (e.g., 173.00, 173.03, 173.08, 173.12, 173.16, 173.19, 173.22, 173.24, 173.26, 173.28, 173.30, 173.32, 173.34, 173.36, 173.38, 173.40, 173.42, 173.44, 173.46, 173.48, 173.50, 173.52, 173.54, 173.56, 173.58, 173.60, 173.62, 173.64, 173.66, 173.68, 173.70, 173.72, 173.74, 173.76, 173.78, 173.80, 173.82, 173.84, 173.86, 173.88, 173.90, 173.92, 173.94, 173.96, 173.98, 174.00)

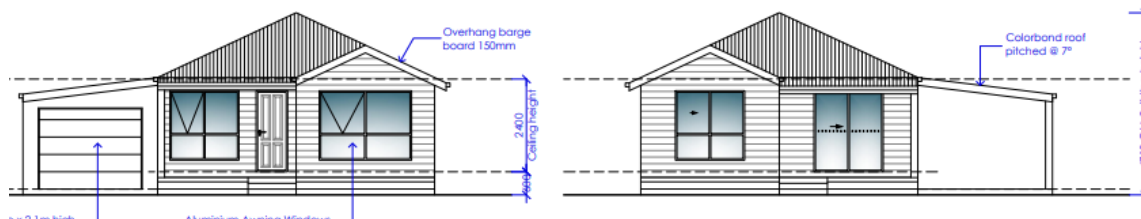
Residential Village - Brock St Euroa

16th August 2021 Version

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

The units proposed comprising two and three bedrooms each with own carport



The proposal includes limited removal of native vegetation including a number of small trees/saplings along the fence line and four, small trees within the site. Two large trees will be retained as agreed with the Department of Environment, Land, Water and Planning.

Landscaping is required to enhance the native vegetation and aesthetics throughout the site and along the boundaries, as required by council. Fencing around the site boundaries is required to be varied and with plantings to break up any great lengths of potential mono- fencing.

The proposal requires the connection of the utilities to the site and easements will be provided.

A central road and path layout is proposed to allow one way traffic from Brock Street through the village and out again onto Brock Street. This will be a private road and path network for the village.

Car parking is wholly provided on site for the residents and any visitors.

Deliveries and emergency vehicles will be accommodated as the roads will be constructed to the required standards.

The site will be provided with drainage management, lighting, hydrants, and a communal area.

Garbage bins will be put out for collection into allocated areas in specific numbers and removed as soon as they have been emptied.

Thirty seven, two and three bedroom dwellings are proposed which will be single storey and utilise colours and materials that are complementary to the surrounds. Detailed plans are attached.

A site visit was carried out on a number of occasions to look at the site and the surrounds.

9.1.1 Planning Permit Application No. P2019-106
- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Council is a Responsible Authority under the Planning and Environment Act 1987 (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of land within the municipality.

Under delegated authority of Council, Council Officers determine some matters.

Any application that receives one or more objection is heard before Council

SUMMARY OF KEY ISSUES

- The proposal is for a residential village and is a Section 2 Use under the zone and has to meet the Objectives of Clause 55 and be assessed against planning policy and result in an outcome that integrates into the established residential area.
- The land is identified as being exposed to flooding and the proposal has been referred to the relevant floodplain manager who has not objected and provided conditions.
- Objections have been received and these must be considered and where possible addressed. Five objectors have indicated that their objections stand.
- DELWP were concerned about the proposed vegetation removal and worked with the applicant to revise the proposal to retain two, large trees on site and minimise overall removal.

Officers Response:

It is considered appropriate to allow approval for the proposed use and development of a residential village given the application has been assessed against all the relevant policy and the argument weights in favour of support. The proposal has been assessed against Clause 55 and meets all the objectives. (See the Delegate Report for more detailed consideration).

It is recommended that conditions be included on any planning permit issued to ensure that:

- Drainage and civil infrastructure is addressed.
- Offsets are required.
- Vegetation is enhanced.
- The residential amenity is protected and the site kept neat and tidy.
- Utilities are provided.
- The flood risk is addressed.

The conditions proposed address concerns of the objectors.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making.

Individual applications consider these requirements through assessment phase of each application as per the Planning and Environment Act 1987 and the provisions of the Strathbogrie Planning Scheme. The application was advertised to adjacent and nearby owners and occupiers.

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by:

- Placing a sign the on site
- Sending letters to adjoining land owners
- In addition, advertising was also placed on Council's website.

Council officers are satisfied that the notification has been carried out correctly. In addition, officers undertook a site visit on a number of occasions. Consultation was carried out with the objectors and the application and further information of this consultation can be found within the attached Delegate Report.

POLICY CONSIDERATIONS

Council Plans and Policies

There are no implications on the Council Plan or any Council Policies as a result of this decision.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

The state policies are considered in the attached Delegate Report.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

This proposal is being considered under Section 61 of the Planning and Environment Act 1987.

Conflict of Interest Declaration

All officers and contractors involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

9.1.1 Planning Permit Application No. P2019-106

- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

This application is being heard by Council as the proposal has five (5) objections to the proposed use and development of land for a dwelling. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district including mitigation and planning for climate change risks, is to be promoted.

Economic

This proposal is supported by the planning scheme and state policy to allow for projected population growth to be accommodated in appropriate locations throughout the region. The economic implications are positive for the region and locality.

Social

The proposal will provide for diversity and an increase in residents to become part of the existing community, supporting the local economy, the local schools and potentially bringing skilled and professional people into the town to complement the existing. There is lots of potential for positive outcomes due to new residents. This proposal allows for a more diverse and potentially more affordable housing choice.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and referred to DELWP who have had substantial input leading to a revised outcome for the native vegetation. Landscaping will enhance the suburban environment leading to increased greening and cooling of the area.

Climate change

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, with the assessment that the proposal will not have an impact on climate change within the municipality, as all works will be required to comply with relevant legislation. The flood risk has been assessed by the relevant floodplain manager and the vegetation has been assessed by the relevant authority, leading to outcomes that will lessen the risk and improve the vegetation cover with offsets provided as per regulations and landscaping provided directly on site to effect cooling and carbon drawdown. The dwellings have potential for solar installations and Environmentally Sustainable Design outcomes.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications with this proposal. The application is being assessed in accordance with relevant legislation, and all parties will be afforded all relevant rights of appeal at the Victorian Civil and Administrative Tribunal.

- 9.1.1 Planning Permit Application No. P2019-106
- Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation ~ 40 Brock Street, Euroa VIC 3666 (cont.)

CONCLUSION

After due assessment of all the relevant factors, it is considered appropriate to issue a Notice of Decision to Grant a Permit, subject to conditions, in accordance with the Officer recommendation.

ATTACHMENTS

Attachment 1: Delegate Report

Attachment 2: Site and Elevation Plans Doc ID 750830

Attachment 3: Locality Map

ATTACHMENT 1:

Planning Report – Delegate

Application Details:

Application is for:	Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation
Applicant's/Owner's Name:	Cameron Ross T&C Developments
Date Received:	02 October 2019
Statutory Days:	More than 60 days (373 in total)
Application Number:	P2019-106
Planner: Name, title & department	Gillian Williamson Principal Planner Planning and Investment Department
Land/Address:	40 Brock Street, Euroa VIC 3666 Lot 2 PS300725 CA2, 3 & 4 Sec 54 Township of Euroa Parish of Euroa
Zoning:	General Residential Zone Schedule 1
Overlays:	Land Subject to Inundation Overlay
BPA	Yes
Is a CHMP required?	No There is no Area of Cultural Heritage Sensitivity
Is it within an Open Potable Catchment Area?	No
Under what clause(s) is a permit required? (include description)	<p><u>General Residential Zone Schedule 1</u> Pursuant to Clause 32.08-2 a permit is required to Use the land for a Residential Village. Pursuant to Clause 32.08-6 a permit is required to construct two or more dwellings.</p> <p><u>Land Subject to Inundation Overlay</u> Pursuant to Clause 44.04-2 a permit is required to construct buildings and carry out works.</p> <p><u>Easements, Restrictions and Reserves</u> Pursuant to Clause 52.02 a permit is required to create easements, roads and park reserves. Easements for sewerage and drainage will be required to service the site. There is a park reserve proposed. Roads will be created. This is all private land and will be managed not by council but by the Village management.</p>

	<u>Native Vegetation</u> Pursuant to Clause 52.17 a permit is required to remove, destroy or lop native vegetation including dead native vegetation.
Restrictive covenants on the title?	No
Current use and development:	Vacant

Disclosure of Conflicts of Interest in relation to advice provided in this report

After reading the definitions of a general or material conflict of interest as defined by the *Local Government Act 2020*, do you have a conflict of interest?

Yes ☐

(if YES, please complete a Conflict of Interest and Declaration Making Declaration form)

No ☒

Recommendation

That Council

- having caused notice of Planning Application No. P2019-106 to be given under Section 52 of the *Planning and Environment Act 1987* and or the planning scheme
- and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to **Issue a Notice of Decision to Grant a Permit** under the provisions of Clause 32.08, Clause 44.04, Clause 52.02 and Clause 52.17 of the Strathbogie Planning Scheme in respect of the land known as **40 Brock Street, Euroa VIC 3666**, for the **Use and development of land for a residential village; creation of easements and reserves; and the removal of native vegetation**, in accordance with endorsed plans, subject to the following conditions:\

Conditions:

Endorsed Plans and Permit:

1. The use and development must be carried out in accordance with the endorsed plans and permit, and must not be altered without the prior written consent of the Responsible Authority.

General Amenity Provision:

2. The use and development must be managed so that the amenity of the area or locality, in the opinion of the Responsible Authority, is not detrimentally affected, through the:
 - a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works or materials;

- c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
- d) presence of vermin.

Neat and Tidy Site:

- 3. The subject land must be kept neat and tidy at all times and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.

Garbage Storage and Management:

- 4. Provision must be made on site for the storage of garbage bins and this area must be screened from the public view to the satisfaction of the Responsible Authority and must not be used for any other purpose. Garbage bins for collection must be placed in the allocated areas as follows –
 - Campbell Street 16 bins
 - Brock Street 18 bins
 - McKenna Street 21 bins
 - Hinton Street 21 binsThe bins must be removed as soon as practicable after pick up/emptying and returned to the designated areas on site.

Landscaping Plan:

- 5. Prior to the commencement of works, a Landscape Plan for the subject land must be submitted to and approved by the Responsible Authority. An endorsed copy of the plan must form part of this permit. The submitted plan must;
 - a) provide a screen of plantings on and around the boundaries between the use on site and surrounding uses (see the boundary fencing requirement);
 - b) provide plantings throughout the site for aesthetic and cooling purposes;
 - c) show the internal public areas including all furniture proposed including barbecue areas and walking/bike paths;
 - d) show the fencing for the perimeter of the site that includes a range of fencing styles allowing landscaping at points so as not to create a solid view of the same fencing for more than 40 metre intervals along all boundaries;
 - e) show details of the entrance points regarding landscaping, signage, walls/fencing;
 - f) include any communal bin storage area on site, with screening;
 - g) show the post boxes if proposed within the site entrance;
 - h) all proposed internal lighting detailing style and layout;
 - i) include the use of indigenous/locally sourced native species (or alternatively where appropriate specify, predominate use of indigenous/native species) in new plantings;
 - j) where exotic species are proposed, provide justification for use instead of native species;

- k) include a schedule of all proposed trees, shrubs and ground cover, which will include the location, number and size at maturity of all plants, the botanical names of such plants and the location of all areas to be covered by grass, lawn or other surface materials as specified;
- l) the method of preparing, draining, watering and maintaining the landscaped area;
- m) the weed management program.

Completion of Landscaping:

- 6. Prior to the commencement of the use of the site, or as approved in writing with the Responsible Authority, the landscaping works as shown on the endorsed plan/s, must be carried out and completed to the satisfaction of the Responsible Authority.

Maintenance of Landscaping on Council's Road Reserves:

- 7. Maintenance of any vegetation on Council's road reserve must be for a minimum of two years including two summer periods from the date of Acceptance of Works by Council or until the owner/permit holder can demonstrate the planting have been established to the satisfaction of the Responsible Authority. Any dead, dying or diseased vegetation are to be replaced within this period.

Landscaping Maintenance:

- 8. The landscaping on the endorsed plans must be maintained to the satisfaction of the Responsible Authority including that any dead, diseased or damaged plants are to be replaced.

Protection of Trees to be Retained:

- 9. During construction all trees to be retained must be protected by fencing around the radius of the Tree Protection Zone and no storage, dumping, equipment including vehicles is to encroach into the Tree Protection Zone, which must stay in place until all construction is completed on site.
- 10. Prior to the commencement of works on site, the permit holder must advise all persons undertaking works and development (including removal and management of native vegetation) on site of all relevant permit conditions and statutory requirements or approvals.

Native Vegetation Removal:

- 11. The native vegetation permitted to be removed, destroyed or lopped under this permit is 0.179 hectares of native vegetation, which is comprised of:
 - a) 0 large tree(s).

Offsets to be secured:

12. To offset the removal of 0.179 hectares of native vegetation, the permit holder must secure the following native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017):

- a. A general offset of 0.033 general habitat units:
 - i. Goulburn Broken Catchment Management Authority (CMA) or Strathbogrie Shire Council vicinity; and
 - ii. with a minimum strategic biodiversity value of at least 0.176.

Provide evidence of offsets:

13. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of the Responsible Authority. This evidence must be one or both of the following:

- 1. an established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site, or
- 2. credit extract(s) allocated to the permit from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Environment, Land, Water and Planning.

Where the offset includes a first party offset(s), the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Engineering:

Construction Management Plan

14. Prior to the commencement of the development, including demolition and excavation, a Construction Management Plan must be submitted to and endorsed by the Responsible Authority. The plan must provide details of the following:-

- a. Hours for construction activity in accordance with any other condition of this Permit;
- b. Measures to control noise, dust, water and sediment laden runoff;
- c. Measures to inform adjacent residents of work schedules, etc.
- d. Measures relating to removal of hazardous or dangerous material from the site, where applicable.
- e. A plan showing the location of parking areas for construction and sub-contractors' vehicles on and surrounding the site, to ensure that vehicles

associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by sub-constructors / tradespersons upon completion of such areas, without delay;

- f. A Traffic Management Plan showing truck routes to and from the site;
- g. Swept path analysis demonstrating the ability for trucks to enter and exit the site in a safe manner for the largest anticipated truck associated with the construction;
- h. A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;
- i. Measures to ensure that sub-contractors / tradespersons operating on the site are aware of the contents of the Construction Management Plan;
- j. Contact details of key construction site staff;
- k. A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like, noting that Council does not support site sheds on Council road reserves; and
- l. Any other relevant matters.

Roads, Pathways and Common Access

- 15. Prior to the commencement of works, a Traffic Management Strategy and investigation must be submitted as per Clause 9 of the IDM via a qualified engineer. The strategy, including the traffic impact assessment report and professional recommendations will be considered as part of the design.
- 16. Prior to the commencement of works, construction plans for all proposed roadways and pathways must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will form a part of the permit. The plans must be drawn to scale with dimensions and three hard copies and an electronic copy must be provided. The plans must show: -
 - a) The road reserve, carriageway and verge widths
 - b) All infrastructure including drainage, concrete footpath, kerb and channel, public lighting and utility services
 - c) Vehicle crossing for each lot
 - d) Street tree locations
 - e) All surface details including contours
 - f) Proposed court bowls
 - g) All relevant road signage and line marking
 - h) Speed limit signs as appropriate.
- 17. The final design parameters for the roadways and pathways must be based on Council's Infrastructure Design Manual (IDM) as modified from time to time, all to the satisfaction of the Responsible Authority. All works shall conform to plans and specifications prepared by a qualified engineer at Owner's expense and approved by the Responsible authority. A list of specific details and requirements are as follows: -

- a) Pram crossings must be provided at all intersections to the satisfaction of the responsible authority.
 - b) Include in the design plans recommendations resulting from any required Traffic Impact Assessment.
 - c) Provide temporary turnaround areas for roads terminated at stage boundaries. The size must be sufficient to turn service and emergency vehicles around without reversing. A minimum of 250mm depth of approved crushed rock material is required.
 - d) A pavement design must be submitted for the entire road network by a suitably qualified engineer in accordance with clause 12.7 of the IDM. Irrespective of such design a minimum pavement depth of 250mm must be provided in an approved material. Council requires that the pavement wearing course be in accordance with Clause 12.7.16.
 - e) Design of roads and footpath must be accessible to people with disabilities and include tactile ground surface indicators, and kerb ramps required for the safe movement of people with disabilities as per relevant Australian Standards.
 - f) The Vehicle crossings to the subject allotments from the road must be constructed at a location and of a size and standard satisfactory to the Responsible Authority.
 - g) Subsoil drainage installed for all kerb and channel.
18. Prior to the use commencing, vehicular crossings for each lot must be constructed in accordance with the endorsed plans to the satisfaction of the Responsible Authority, and must comply with the following: -
- a. Standard concrete residential vehicular crossings, as per standard drawing SD240 of the Infrastructure Design Manual, must be constructed at right angles to the common access road to suit the proposed driveways, and tie in with the new kerb and channel.
 - b. Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;
 - c. Crossings shall be either combined or at least 9 metres apart.
 - d. The entrance to the common access must be in accordance with Councils current standard for industrial vehicle crossings with reference made to standard drawing SD250.
19. For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans

Urban Vehicle Crossing Location

20. Prior to the use commencing the permit holder must obtain a vehicle crossing permit from the responsible authority for each lot and construct the vehicle crossing in accordance with the requirements.
21. Standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed.

22. The vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.
23. Any new, relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. Final location of vehicle crossing must be approved by Responsible Authority via vehicle crossing permit. Refer to Clause 12.9.1 "Urban Vehicle Crossings" of the Infrastructure Design Manual. Where there is no existing kerb and channel in the street refer to standard drawing SD255.

Urban Drainage – Works

Drainage Discharge Plan

24. Before any of the development commences a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. *The information submitted must show the details listed in the council's Infrastructure Design Manual (IDM) and be designed in accordance with the requirements of that manual.*

The information and plans must include:

- a) details of how the works on the land are to be drained **and/or** retarded.
- b) Catchment plans showing where the sub-catchments are draining to
- c) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority
- d) independent drainage for each lot
- e) location and direction of overland flow paths within the development
- f) underground pipe drains conveying stormwater to the legal point of discharge for each allotment
- g) measures to enhance stormwater discharge quality from the site and protect downstream waterways Including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;
- h) documentation demonstrating approval from the relevant authority for the legal point of discharge.
- i) the details of the incorporation of water sensitive urban design in accordance with clause 20.3.1 of the Infrastructure Design Manual.
- j) maintenance schedules for treatment elements.

25. Before the use commences, all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority.

26. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.

27. A qualified engineer is to prepare a Stormwater Impact Assessment Report [SIAR] and/ or Stormwater Management Assessment Report [SMAR] in accordance with the requirements of clause 11 of the Infrastructure Design Manual.
28. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -
 - Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and
 - Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)
29. For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans.
30. A qualified engineer is to check the capacity of the existing council stormwater drainage point to enable the system to receive flows from the new development.

Protection of Council Assets

31. Prior to the commencement of works, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit
32. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -
 - Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and
 - Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)
33. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.
34. The permit holder shall ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by vehicles moving along the access road and/or within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority. The development shall not have an adverse impact on existing or future air quality.

35. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.
36. The earthworks and lot filling must be as per the guidelines specified in Council's Infrastructure Design Manual, to the satisfaction of the Responsible Authority.

Engineering Plan Checking Fee

37. Prior to the use commencing, payment must be made to the Responsible Authority of an engineering design checking fee of up to 0.75% of the value of documented works, the amount to be determined by the Responsible Authority.

Goulburn Valley Water:

38. The Corporation considers the proposed development should be connected to both water supply and wastewater facilities and the following conditions are applied -
 - Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment;
 - Provision of separate water supply meters to each tenement within the development, located at the property boundary and to the satisfaction of Goulburn Valley Region Water Corporation;
 - Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment;
 - Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation; (The works may include, but not be limited to the construction of a sewerage pumping station, rising mains and gravity mains);
 - Connection of all sanitary fixtures within the development to reticulated sewerage, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.
 - All works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage', and to the satisfaction of the Corporation's Property Services Section;
 - Provision of easements in favour of the Goulburn Valley Region Water Corporation over all proposed sewer mains located within private property;
 - Pursuant to Section 36 of the Subdivision Act, if the Corporation considers that, for the economical and efficient subdivision and servicing of the land covered by the Application for Permit, it requires the owner of the land to acquire an easement over other land in the vicinity. That is, any land not owned by the Developer through which a sewerage extension servicing the development is to be located, easements shall be created in favour of the Corporation;
 - The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request;

Goulburn Broken Catchment Management Authority:

39. The finished floor level of each proposed residential unit must be constructed at least 300 millimetres above the relevant 100-year ARI flood level (as shown in Figure 1), or higher level deemed necessary by the responsible authority.

Country Fire Authority:

Hydrants

40. Above or below ground operable hydrants must be provided. The maximum distance between these hydrants and the rear of all building envelopes (or in the absence of building envelopes, the rear of the lots) must be 120 metres and the hydrants must be no more than 200 metres apart. These distances must be measured around lot boundaries.
41. The hydrants must be identified with marker posts and road reflectors as applicable to the satisfaction of the Country Fire Authority. Note – CFA's requirements for identification of hydrants are specified in 'Identification of Street Hydrants for Firefighting Purposes' available under publications on the CFA web site (www.cfa.vic.gov.au).

Roads

42. Roads must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
43. Have a minimum trafficable width of 3.5 metres and be clear of encroachments for at least 0.5 metres on each side and 4 metres above the access way.
44. Roads more than 60m in length from the nearest intersection must have a turning circle with a minimum radius of 8m (including roll-over kerbs if they are provided) T or Y heads of dimensions specified by the CFA may be used as alternatives.

Creation of Easements and Reserves:

45. All required easements and reserves must be created on title and the person benefitting from the direction must lodge a certified plan at the Titles Office for registration.

Consolidation of Lots:

46. Prior to the use commencing the lots must be consolidated to the satisfaction of the Responsible Authority.

Use and Development Expiry:

47. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the issued date of this permit.
- b) The development is not completed within four years of the issued date of this permit.
- c) The use is not commenced within four years of the issued date of this permit.
- d) If commenced, the use is then discontinued for a period of two years or more.

In accordance with Section 69 of the *Planning and Environment Act 1987* an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Planning Note/s

- This proposal has been assessed against Clause 55 and has satisfied the Objectives.
- This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

Goulburn Valley Water Planning Note

- Should the applicant wish to subdivide each tenement onto separate titles in the future, provision of appropriate servicing arrangements to facilitate a future subdivision proposal should be investigated as part of this development.
- The applicant should contact the Corporation to discuss current and future proposals for this development.
- Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the estate development. However, as any future stages of the development will be connected to the Corporation's water supply and sewerage systems independently of this stage, the Corporation reserves the right to revise any conditions applicable to any subsequent stages lodged.

Goulburn Broken Catchment Management Authority Planning Notes

- The Authority's best estimate of the 100-year ARI flood level for the location described above ranges from 173.4 metres AHD to 173.9 metres AHD as indicated in Figure 1, which was established from Euroa Post Flood Mapping and Intelligence Project (2015) and the Granite Creeks Regional Flood Mapping Study (2019).
- Based on the available ground surface level information, flood depths across the site are generally less than 0.3 metres during a 100-year ARI (1% AEP) type flood event. However, flood depths of up to 0.5 metres are possible in the western and north eastern portions of the property (shown with the blue colours in Figure 1) during a 100-year ARI (1% AEP) type flood event.
- Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.

Country Fire Authority Planning Notes

- The inclusion of Fire Hydrants (either above or below ground) is to provide life safety for occupants, fire fighters and the community. Existing fire hydrants do not provide adequate coverage to all dwellings.

Proposal

The proposal is to use and develop the land for a residential village that will comprise up to thirty seven, two and three bedroom units, all providing their own carparking, with access to and from Brock Street to an internal road network and pathways. The internal roads will be private roads and paths set amongst landscaping incorporating a community area. The address will be 40 Brock Street and the units will have unit numbers. The units facing Brock Street will have direct access to Brock Street whilst the other units will access from the internal road network. Around the boundaries of the village a variety of fencing styles with some plantings is proposed.

The proposal also requires native vegetation to be removed. This has been assessed in accordance with the Native Vegetation Guidelines 2017. The site is currently covered by exotic grasses and native trees. The development has been designed to avoid the loss of two of the largest trees on the site minimise the loss overall. A number of young trees along the fence lines are to be removed and four, small, scattered trees and two small canopy trees within the site. An offset will be provided for the vegetation lost.

The proposal also includes the creation of easements and reserves and these are for sewer and drainage requirements and the stormwater detention basin.

The proposal was revised in response to objections and DELWP feedback. There was originally 38 dwellings proposed however a redesign to allow for two large trees to be retained resulted in 37 dwellings on site proposed. There is adequate car parking on site located at each dwelling and also in an area set aside for car parking. Some of the dwellings have been re-orientated to better take advantage of solar access. Stormwater will be detained and managed on site now not by a basin but by tanks at every dwelling. Bin collection points have been identified.

Subject site & locality

The subject site is located within the township of Euroa, is zoned for residential development, and measures approximately 1.5ha in area and is adjacent to established residential development.

It is within easy walking, biking and driving distance of the main town centre and also has access to public transport and the major road networks. Shepparton is only 30 minutes easy drive from Euroa and is a regional centre with all the expected services. Euroa itself offers a range of services to serve residents and visitor needs.

Permit/Site History

There has been no prior planning permit activity recorded at the subject site according to Council's current systems.

Public Notification

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by

- Sending letters to adjoining land owners
- Placing (a) sign on site

The notification has been carried out correctly. The proposal was advertised in April 2021 and eight objections were received to Council. The applicant was advised and a revised proposal was re advertised in August 2021. Three objections were withdrawn. The remaining five objections raise the following issues –

Concerns	Officer Response
Drainage impacts	A drainage plan is required to address the requirements of stormwater management across the site with the development and it will be managed according to the requirements of the IDM. There should not be detrimental impact on the surrounding areas.
Tree removal – the town needs to keep established trees	DELWP and the applicant carried out a site visit to try to minimise the native vegetation removal and two large trees are being retained within the site along with some trees around the boundary. An offset will be paid for the vegetation removed. Landscaping will enhance the vegetation on and around the site.
Overcrowding – too many dwellings	This is a residential village and compactness is a common feature. The proposal has been assessed against Clause 55 and is concluded to meet all the Objectives. This village offers diversity in housing choice, potentially addressing demand and affordability. It is supported positively by the planning scheme. It is in an appropriate location being in close proximity to the town centre where greater intensity of dwellings is supported by the planning scheme. This development allows for space and landscaping around the dwellings on site, along with a communal area.
Garbage bins – congestion along streets and the impact on the aesthetics	The bins will be stored at each individual unit and then a limited number which is conditioned on the permit, on each street for collection. The time they are out is limited so the impact on the aesthetics is considered to be minimal and limited in time.

Increase in traffic and reduced car parking	<p>There will obviously be an increase in both vehicular and pedestrian traffic, and how that looks is dependent on the demographic range that resides here. This development responds to the planning policy which directs population growth to towns such as Euroa as it is established and offers access to a range of services, jobs and public transport. This development is not a retirement village, rather it is a residential village that may have a range of demographics. The layout does manage the traffic flow in that it is one way which minimises impact on any one access point.</p> <p>All car parking can be accommodated on site. Each dwelling provides for its residents and there is also extra car park area on site away from the dwellings.</p>
Increased noise	<p>There is always the potential for increased noise from new development, particularly during the construction phase. However the village is contained and there will be landscaping throughout to buffer noise. It is hardly likely that there will be the usual regular noises in the suburbs such as mowers, chain saws, revving cars and bikes, loud music etc given the dwellings are on small, low maintenance lots.</p>
Devaluation of properties	<p>This is not a planning consideration and given the current housing market regarding demand and availability, along with current policy, this development is highly unlikely to have a negative impact on surrounding house prices.</p>
Not complementary to current neighbourhood character	<p>The development will produce single storey dwellings set amongst a garden setting in an appropriately zoned area for residential growth. The dwellings fronting Brock Street will have direct access to that street and the entrance to the village is attractive with the internal road network requiring a one-way movement through the site. This will complement the existing neighbourhood character and align with the planning policy and strategic direction for growth in the Hume Region and Euroa.</p>
No footpaths	<p>Engineering conditions require plans that include footpaths. Footpaths are civil infrastructure managed by internal policy and the IDM and the plans provided to council must satisfy the Engineering requirements.</p>
Impact on current availability of resources	<p>The utility providers have expressed no concerns with provision of services.</p>

External materials of the buildings / quality / durability	The dwellings will be constructed as are other dwellings. The plans indicate materials and colours that match with what currently exists and what is trending. The building regs require compliance for structural safety.
Positioning of main access and egress points	The entrance and exit are separated, and the internal roads are one way only. This allows for the dissipation of traffic along Brock Street. The houses fronting Brock Street will be like any other development that might occur with regards to access.
Fire hydrants, emergency vehicle access	The CFA have requirements that must be complied with.
Street lighting	Street lighting is required.
Fencing	A landscaping condition has required a range of matters to be implemented that will allow for an aesthetically pleasing and cooling site as well as providing a buffer between the village and the surrounds. A screen of plantings around the boundaries and a variety of fencing styles at the boundaries so as not to create a solid view of the same fencing for no more than 40m intervals.

To conclude, the objections raised valid points and to a large extent the concerns raised can be addressed by the revised plan and conditions on permit.

Consultation

The previous planning officer who was assessing this proposal had a mediation meeting with one of the objectors.

Referrals

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	GBCMA – conditional consent DELWP – final response no objection, no conditions
Section 52 Notices	GVW – conditions AusNet – conditions APA – no response CFA – conditions

Internal Council Referrals	Advice/Response/Conditions
Asset Services	Conditions

Assessment

The zoning of the land and any relevant overlay provisions

General Residential Zone

The purpose of this zone is to encourage development that respects the neighbourhood character of an area and also encourage a diversity of housing types and housing growth in locations offering good access to services and transport. It also allows for a range of other uses in appropriate locations.

Pursuant to Clause 32.08-2 a permit is required to use the land for a residential village (any other use not in Section 1 or 3) and Clause 32.08-6 to construct two or more dwellings on a lot. A development must meet the requirements of Clause 55.

Appropriate decision guidelines are considered to be –

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone.*
- *Any other decision guidelines specified in a schedule to this zone.*
- *The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*
- *For the construction and extension of one dwelling on a lot, the objectives, standards and decision guidelines of Clause 54.*
- *For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings, the objectives, standards and decision guidelines of Clause 55. This does not apply to an apartment development of five or more storeys, excluding a basement.*

Officer Response

The proposal accords with a majority of relevant policy that favours support and that is discussed later in the report. It also supports the purpose of the zone by providing a diversity of housing types, for residential use, in a location that allows good access to services and transport, given that this is within the township itself that offers a public bus service and access to the rail transport. There is also easy access to the Hume Freeway. With regards to the existing neighbourhood character, this proposal provides residential housing in single storey dwellings set in a landscaped garden setting, with frontages to the road along Brock Street, reflecting the surrounding developments.

The proposal is contained within the site and separated from surrounding development so will have no direct impact on these surrounding buildings.

The proposal has been assessed against Clause 55 and is found to satisfy the objectives overall.

Land Subject to Inundation Overlay

The purpose of this overlay is to identify flood prone land and ensure that any development maintains the free passage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and minimises the potential risk to life and health and safety associated with the development. Its purpose is also to protect water quality and waterways.

Pursuant to Clause 44.04-2 a permit is required to construct a building and carry out works.

An application must be referred to the relevant floodplain management authority under Section 55.

An application is exempted from notice requirements and review rights under this overlay.

Appropriate decision guidelines are considered to be –

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *Any local floodplain development plan.*
- *Any comments from the relevant floodplain management authority.*
- *The existing use and development of the land.*
- *Whether the proposed use or development could be located on flood-free land or land with a lesser flood hazard outside this overlay.*
- *Alternative design or flood proofing responses.*
- *The susceptibility of the development to flooding and flood damage.*
- *The potential flood risk to life, health and safety associated with the development.*
- *Flood risk factors to consider include:*
 - *The frequency, duration, extent, depth and velocity of flooding of the site and accessway.*
 - *The flood warning time available.*
 - *Tidal patterns.*
 - *Coastal inundation and erosion.*
 - *The danger to the occupants of the development, other floodplain residents and emergency personnel if the site or accessway is flooded.*
- *The effect of the development on redirecting or obstructing floodwater, stormwater or drainage water and the effect of the development on reducing flood storage and increasing flood levels and flow velocities.*
- *The effect of the development on river, marine and coastal health values including wetlands, natural habitat, stream stability, erosion, environmental flows, water quality, estuaries and sites of scientific significance.*
- *Any other matters specified in a schedule to this overlay.*

Officer Response

The Strathbogie Local Floodplain Development Plan 2003 applies to Euroa and goes over the history of flooding in this area from the 1900s to the floods in the 1990s. It identifies that the flood impacts were great and that new buildings must not obstruct natural flow paths or drainage lines and proposes finished floor levels. The proposal has been referred

to the Goulburn Broken Catchment Management Authority (GBCMA) who have not objected and have given a condition that requires finished floor levels.

The flooding potential has also recently been re assessed by the GBCMA and the revised overlays will be implemented under planning scheme amendment C052 and this subsequently shows the overlay lessened in impact and application over the subject site.

It is therefore considered that the assessment of the risk of flooding and impact on water health and quality has been assessed, and it is concluded it can be supported.

The Planning Policy Framework

Clause 11 Settlement – planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community infrastructure and facilities. Planning is directed to recognise and contribute towards health, wellbeing, safety, diversity of choice, economic viability, high standard of urban design and amenity, energy efficiency, protection of environmentally sensitive areas and natural resources, accessibility, land use and transport integration. Planning is to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.

Clause 11.01-1S Settlement – the objective is to promote sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements.

Clause 12 – Environmental and Landscape Values – Planning should help to protect the health of ecological systems and biodiversity they support and conserve areas with identified environmental and landscape values.

Clause 13.Environmental Risks and Amenity – Planning should strengthen the resilience and safety of communities by adopting a best practice environmental management and risk management approach. Planning should identify, prevent and minimise the risk of harm to the environment, human health and amenity by ensuring land use and development compatibility with effective controls to prevent or mitigate significant impacts. Planning should ensure development and risk mitigation does not detrimentally interfere with important natural processes. Planning should prepare for and respond to the impacts of climate change.

Clause 13.02 Bushfire – this policy applies to land that is within a bushfire management overlay, a bushfire prone area and the use or development has potential to create a bushfire hazard. The objective is to strengthen the resilience of settlements and communities to bushfire through risk based planning that prioritises the protection of human life.

Clause 13.03 Floodplain Management – The objective is to assist the protection of life, property and community infrastructure from flood hazard, by avoiding intensifying through inappropriate located use and development.

Clause 16 Housing – Planning should provide for housing diversity and ensure efficient provision of supporting infrastructure. Planning for housing should include the provision of land for affordable housing.

Clause 16.01 Residential Development – the objective is to facilitate well located, integrated and diverse housing that meets community needs. This is to be achieved by increasing the proportion of housing in designated location in established urban areas including under utilised urban land, encouraging higher density housing development on land located near to jobs, services and public transport. Planning is to facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.

Clause 21.01 Municipal Profile – this policy identifies the shire as accommodating population growth into the future, continuing to assist the protection and enhancement of the natural environment, ensuring the services and social infrastructure are available, recognising the opportunities for growth and focusing on renewing aging infrastructure.

Clause 21.02 Sustainable Settlement – this policy identifies the growth and demographics of the shire currently and into the future and raises key issues including management and control of flooding matters, provision of reticulated services to growing settlements, bushfire hazard, climate change impacts, pressure to develop farming land for rural lifestyle, protection of the views and vistas, aging drainage infrastructure renewal, improving public transport and accommodation for visitors. the objectives are to have consistent planning across the municipality that represents and respect the natural and built environment, to preserve and protect small settlements and to manage rural development.

Clause 21.03-2 Euroa – the objectives are to develop Euroa as a visitor destination, to maintain and enhance the village appeal and strengthen the relationship with the rural hinterland by showcasing events and activities.

Clause 21.04 – Sustainable Environment – the policy recognises the significance of flora and fauna, health of soil and waterways and understand these resources need to be protected and enhanced. The objectives are to anticipate and adapt to climate change, manage water resources, protect and enhance the natural environment, protect and manage floodplain and minimise risk to life, property and environment from bushfire.

Officer Response

This subject site is ideally located within a settlement that has access to services, transport and jobs and is zoned appropriately for residential development. This is an under utilised residentially zoned lot that has great potential to provide for a diversity of choice for housing that also could potentially supply more affordable housing. The current utility providers have responded to the development with no concerns as to being able to provide their services. This proposal will not impact on the desire to maintain the village atmosphere of the centre of town as it is located just outside the main commercial area.

The development requires removal of some native vegetation on site, however the required considerations have been worked through and the removal has been minimised. Two

large trees in the site and trees around the boundary are to be retained and landscaping will enhance the site and surrounds.

The site is not identified as being exposed to a high bushfire risk as the surrounds are developed or being developed at a reasonable pace, minimising the exposure to bushfire hazard. The CFA have not identified a high risk and have given standard conditions for provision of hydrants and access for emergency vehicles.

The flooding risk has been assessed by the floodplain management authority and it is concluded that if the proposal complies with the condition for finished floor levels, the risk is minimised.

Relevant Particular Provisions

Clause 52.02 Easements, Restrictions and Reserves

The purpose is to enable the removal and variation of an easement or restriction.

Pursuant to Clause 52.02 a permit is required before a person proceeds under Section 23 of the *Subdivision Act 1988* to create an easement and reserve.

Before deciding on an application, in addition the decision guidelines at Clause 65, the Responsible Authority must consider the interests of affected people.

Section 23 of the *Subdivision Act 1988* provides that either the council or the person benefitting from the direction must lodge a certified plan at the Titles Office for registration.

Clause 52.17 Native Vegetation

The purpose is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the three step approach in accordance with the Guidelines 2017 – avoid, minimise, offset.

Pursuant to Clause 52.17-1 a permit is required to remove, destroy or lop native vegetation, including dead native vegetation, unless exempted.

The Decision Guidelines are found at Chapter 7, Page 24 of the '*Guidelines for the removal, destruction or lopping of native vegetation*' and are:

- *Efforts to avoid the removal of, and minimise the impacts on, native vegetation should be commensurate with the biodiversity and other values of the native vegetation, and should focus on areas of native vegetation that have the most value. Taking this into account consider whether:*
 - *the site has been subject to a regional or landscape scale strategic planning process that appropriately avoided and minimised impacts on native vegetation*
 - *the proposed use or development has been appropriately sited or designed to avoid and minimise impacts on native*

vegetation • feasible opportunities exist to further avoid and minimise impacts on native vegetation without undermining the key objectives of the proposal

- *The role of native vegetation to be removed in: • Protecting water quality and waterway and riparian ecosystems, particularly within 30 metres of a wetland or waterway in a special water supply catchment area listed in the Catchment and Land Protection Act 1994. • Preventing land degradation, including soil erosion, salination, acidity, instability and water logging particularly: - where ground slopes are more than 20 per cent - on land which is subject to soil erosion or slippage - in harsh environments, such as coastal or alpine areas. • Preventing adverse effects on groundwater quality, particularly on land: - where groundwater recharge to saline water tables occurs - that is in proximity to a discharge area - that is a known recharge area*
- *The need to manage native vegetation to preserve identified landscape values*
- *Whether any part of the native vegetation to be removed, destroyed or lopped is protected under the Aboriginal Heritage Act 2006.*
- *The need to remove, destroy or lop native vegetation to create defensible space to reduce the risk of bushfire to life and property, having regard to other available bushfire risk mitigation measures.*
- *Whether the native vegetation to be removed is in accordance with any Property Vegetation Plan that applies to the site.*
- *Whether an offset that meets the offset requirements for the native vegetation to be removed has been identified and can be secured in accordance with the Guidelines.*
- *For applications in both the Intermediate and Detailed Assessment Pathway only – consider the impacts on biodiversity based on the following values of the native vegetation to be removed: • The extent. • The condition score. • The strategic biodiversity value score. • The number and circumference of any large trees. • Whether it includes an endangered Ecological Vegetation Class. • Whether it includes sensitive wetlands or coastal areas.*

The applicants provided a report that was in accordance with the requirements of the Guidelines 2017 and determined the Assessment Pathway as Detailed. This was referred to DELWP who initially objected. The applicants and DELWP met on site to go through what revisions could be made to minimise the impact. DELWP concluded they were satisfied with the proposed changes to minimise. Two large trees, importantly, were retained due to a revised design.

2.4 Native Vegetation Removal (NVR) Report

The details of the NVR report for the removal of four small, scattered trees and two small canopy trees are as follows (refer to appendix 4 - attachment)

Assessment Pathway	Detailed Assessment Pathway
Extent including past and proposed	0.179 hectares
Extent of past removal	0.000 hectares
Extent of proposed removal	0.179 hectares
Number of large trees to be removed	0
Location category of proposed removal	Location 2
	The native vegetation is in an area mapped as an endangered ecological vegetation class (EVC). Removal of less than 0.5 hectares of native vegetation will not have a significant impact on any habitat for a rare or threatened species (NVR report – appendix 4).

2.4.1 Offset Requirement

The offset requirement that will apply if the native vegetation is approved to be removed.

General offset amount	0.033 general habitat units
Vicinity	Goulburn Broken CMA or Strathbogie Shire Council
Minimum strategic biodiversity value score	0.176
Large trees	0 large trees

The offset will be met through the purchase of a third-party offset.

Clause 55 Two or More Dwellings on a Lot and Residential Buildings

A development must meet all the objectives and should meet all of the standards.

The proposal has been assessed against Clause 55 and it is considered to meet all the objectives. The document is a technical document and is recorded in the application file.

The decision guidelines of Clause 65

Before deciding on an application or approval of a plan the responsible authority must consider as appropriate:

The matters set out in section 60 of the Act.	These have been considered and the proposal has been assessed against all relevant policy.
Any significant effects the environment, including the contamination of land, may have on the use or development.	There is no record of the land having a previous use or activities that may have led to contamination.
The Municipal Planning Strategy and the Planning Policy Framework.	Assessed against the planning policy – within this report.
The purpose of the zone, overlay or other provision.	Assessed against and the proposal is considered to support the purpose of the GRZ, can minimise the risk to flooding and meets the objectives of the particular and general provisions.
Any matter required to be considered in the zone, overlay or other provision.	Addressed
The orderly planning of the area.	It will result in an orderly planning outcome.
The effect on the environment, human health and amenity of the area.	The effect will be overall positive in that it provides for choice in housing and should accommodate demand for housing in an established settlement with access to services.
The proximity of the land to any public land.	No
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	Unknown
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	Stormwater will be managed on site.
The extent and character of native vegetation and the likelihood of its destruction.	Native vegetation is to be removed to the minimum extent with offsets being provided and landscaping to enhance.
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	Landscaping will be required.
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	Flooding has been assessed and the risk can be minimised.
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	The access points and internal roads will be able to accommodate emergency and other vehicles.

Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)

Hume Regional Growth Plan 2014 – identifies the challenges to provide for residential growth - can provide land for residential development for at least the next 15 years.

Relevant incorporated, reference or adopted documents

The proposal is relevant to the following documents:

- Strathbogie Local Floodplain Development Plan 2003 – discussed under the overlay.
- Euroa Neighbourhood Character Study March 2008 – incorporated into the local policy and assessed in the report.
- Euroa Structure Plan 2010 – incorporated into the local policy and assessed in the report.
- Euroa Township Strategy 2020 – this strategy will set a strategic framework to manage and guide future development through to 2040.

These documents are reflected into the local policy against which the proposal has been assessed.

Relevant Planning Scheme amendments

C052 revises the flood mapping for Euroa and subsequently minimises the extent of the Land Subject to Inundation Overlay across the subject site.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Summary of Key Issues and Assessment

- The design and layout and meeting the Objectives of Clause 55.
- The weighting of the argument against the relevant policy.
- The flooding potential.
- Addressing the objections.
- The need for a good planning outcome to integrate this development into the established residential area.

Officer Response:

The proposal has been assessed against all the relevant policy with an Officer Response and the argument weights in favour as discussed throughout the report.

Conclusion

After due assessment of all the relevant factors, it is considered appropriate to grant a planning permit, subject to conditions.

Declaration:

In making this decision as a delegated Officer, I declare that I have had regard to the decision-making requirements of the Strathbogrie Shire Council's Governance Rules 2020 outlined by Rule 6 and have:

Made a fair, balanced, ethical and impartial decision - Sub Rule 6(c)(i)

☒

Made a decision based on merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations- Sub Rule 6 (c)(ii)

☒

Applied the principles of natural justice to my decision, ensuring any person whose rights will be directly affected by the decision has been entitled to communicate their views and have their interests considered - Sub Rule 6(d)

N/A

Identified the person or persons whose rights will be directly affected
Sub Rule 6(e)(i)

☒

Given notice of the decision Council must make under Sub Rule G(e)(i)

N/A

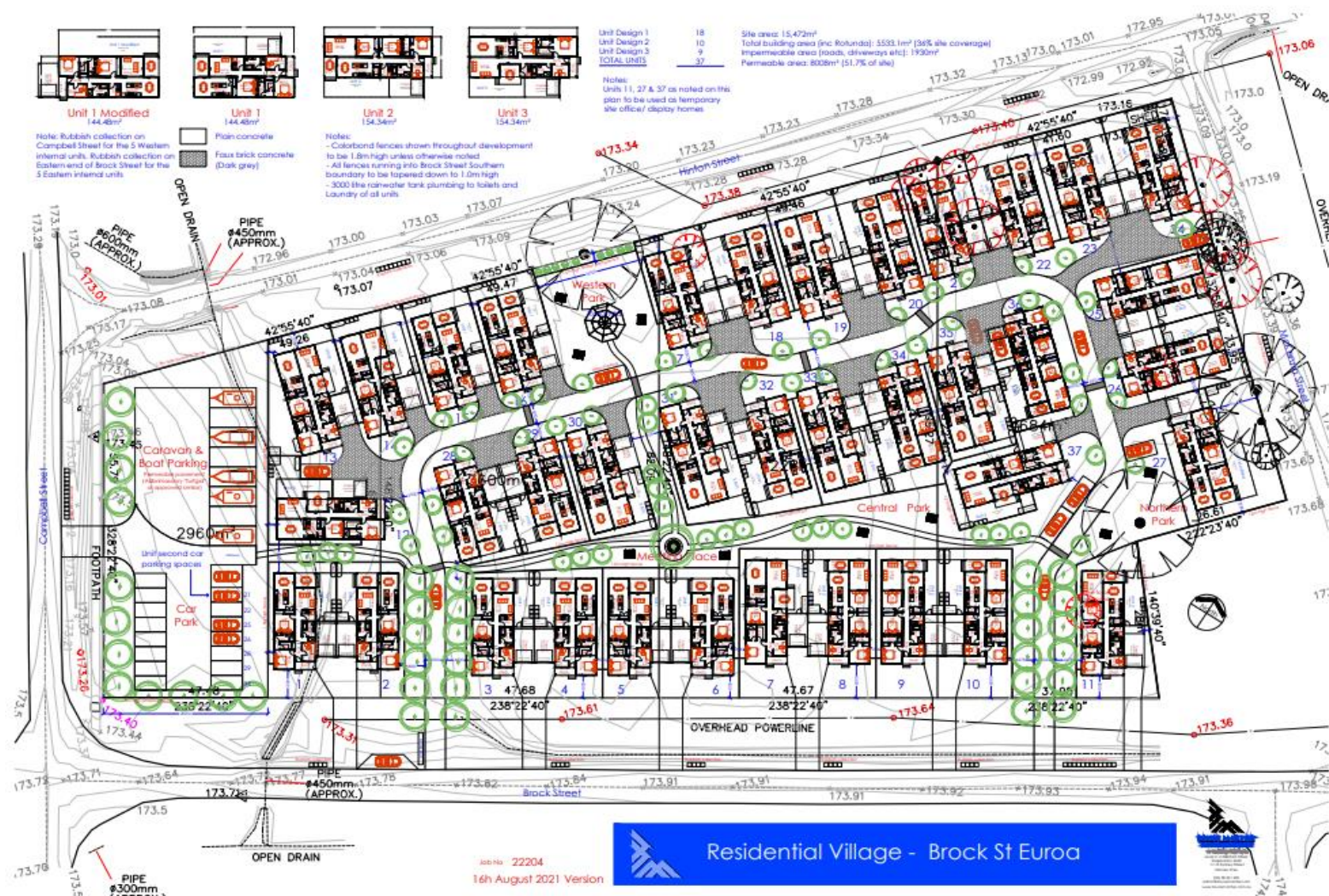
Ensured that such person(s) have had an opportunity to communicate their views and have their interests considered before I made the decision - Sub Rule 6(e)(i)

N/A

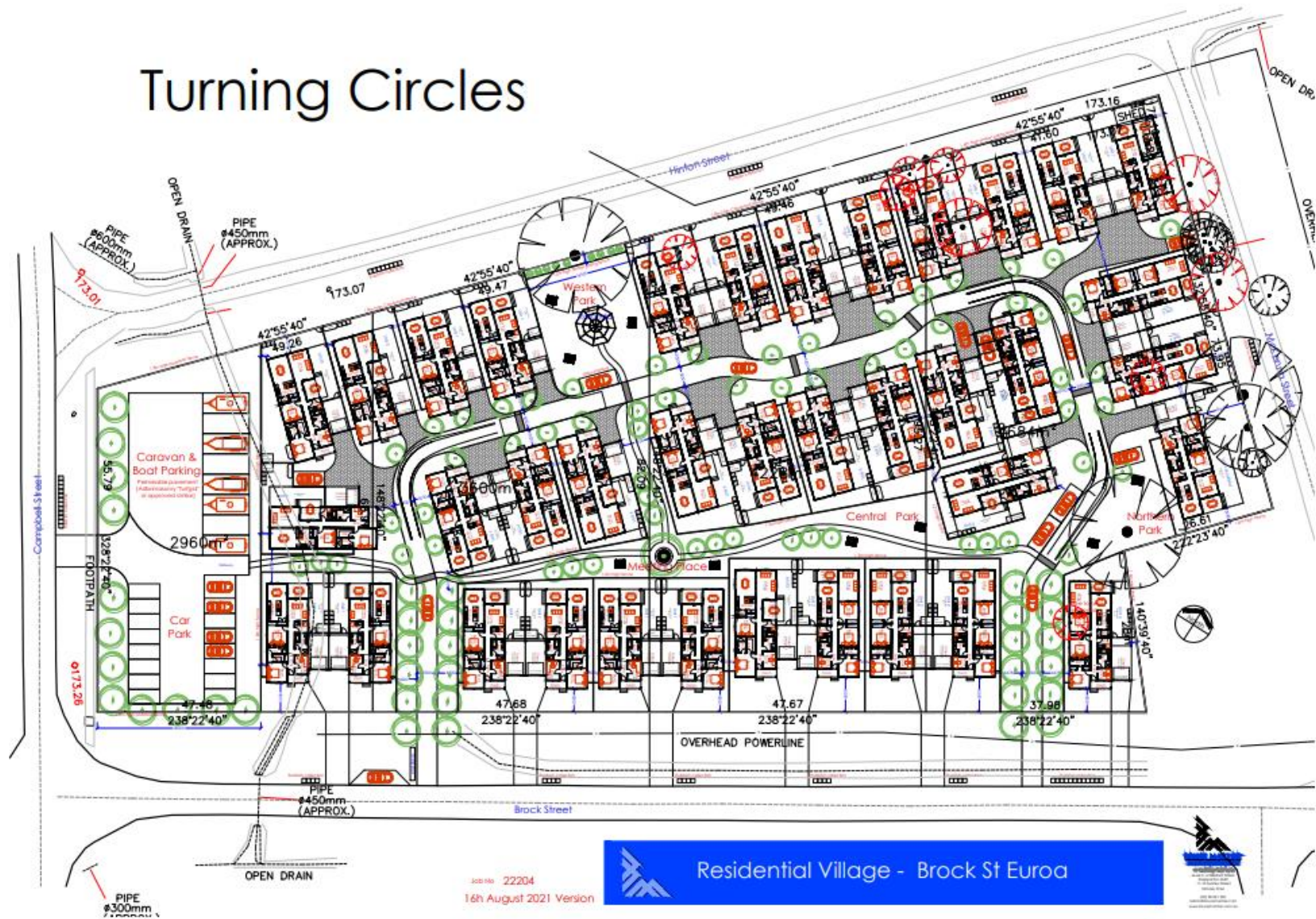
Included information about how I've met these Sub Rules in my delegate report-
Sub Rule 6(e)(iv)

☒

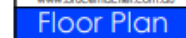
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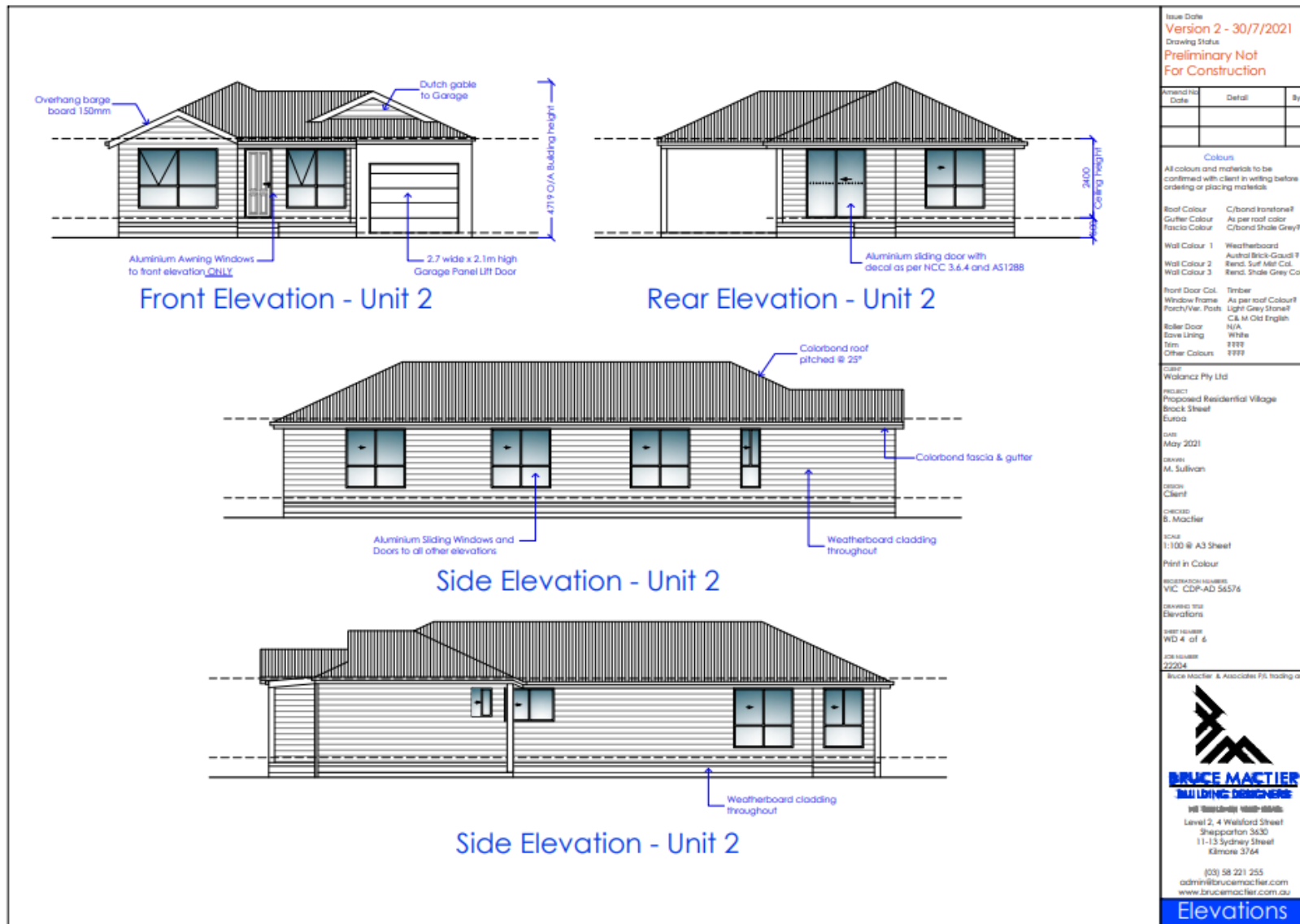
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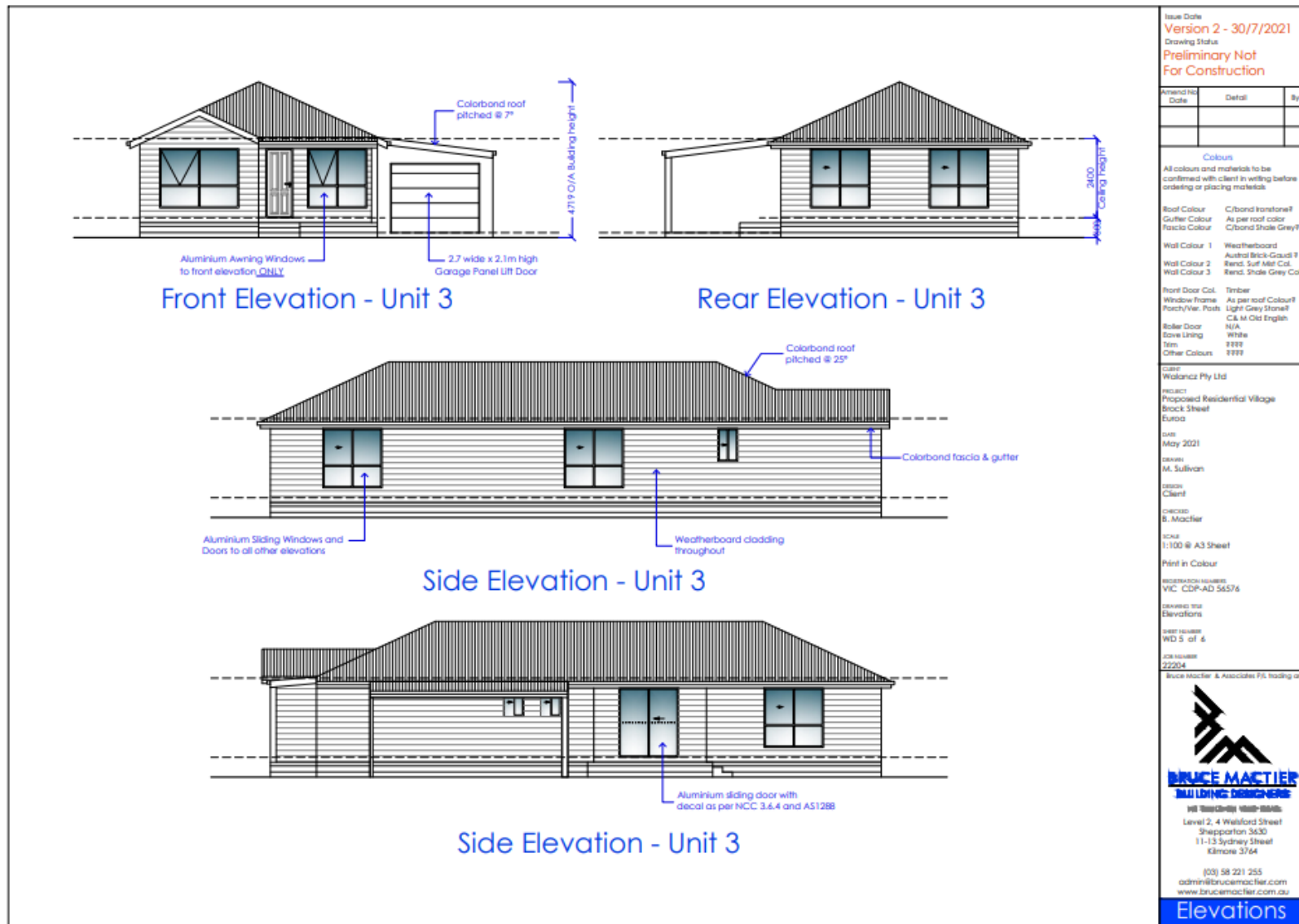


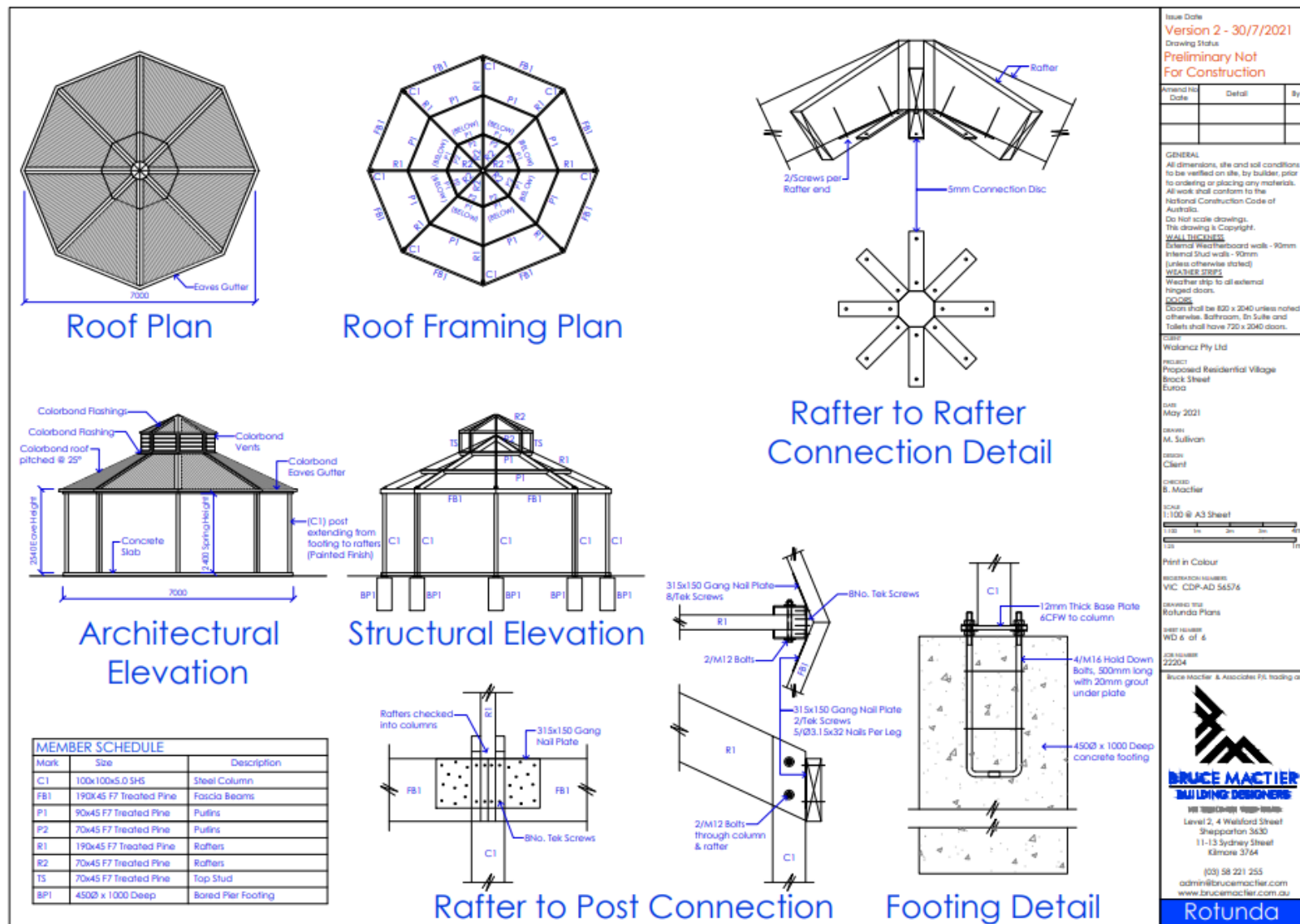












ATTACHMENT 3:



9.1.2 **Planning Permit Application No. P2021-068** **- Native Vegetation Removal (Mullers Road Stages 1 and 2)**

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is to remove native vegetation to the minimum extent to allow for the upgrade and widening of Mullers Road in two stages. Mullers Road provides a regular route for a number of vehicle types including trucks traversing from nearby wineries.
- Twenty-two trees are proposed to be removed, 13 of which are identified as *Large* with the remaining identified as *Scattered Trees* or *Patches*. The trees comprise Grey Box, Yellow Box and Red River Gum. These will be offset within the catchment area or within the Shire.

Mullers Road provides a regular route for a number of vehicle types including trucks traversing from nearby wineries. The upgrade of the road will enhance safety through the provision of road widening and the implementation of safety barriers.

- The application was advertised, and four objections were received. Further detail is contained within this report. The objections have been considered and raise valid planning concerns to which responses have been given.
- The application has not been assessed within the sixty day statutory time frame due to the need to work with the Department of Environment, Land, Water and Planning to ensure the amount of vegetation to be removed was to the minimum extent necessary for the required road safety upgrades.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, and the particular provision relating to Native Vegetation.

APPLICATION DETAILS

Application is for:	Native Vegetation Removal
Applicant's/Owner's Name:	Strathbogie Shire Council
Date Received:	05 May 2021
Statutory Days:	78
Application Number:	P2021-068
Planner: Name, title & department	Gillian Williamson Planning and Investment Department
Land/Address:	Mullers Road Nagambie VIC 3606
Zoning:	Farming Zone
Overlays:	No Overlay
Is a Cultural Heritage Management Plan (CHMP) required?	No
Is it within an Open Potable Catchment Area?	No

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Under what clause(s) is a permit required? (include description)	Pursuant to Clause 52.17 a permit is required to remove, destroy or lop native vegetation including dead vegetation. An application must comply with the requirements specified in the Guidelines. An application for removal of native vegetation in Crown Land which is occupied or managed by the responsible authority must be referred to DELWP as a Section 55 Recommending referral under Clause 66.02-2.
Restrictive covenants on the title?	There is no title given it is a road reserve
Current use and development:	Road

RECOMMENDATION

That Council

Having caused notice of Planning Application No. P2021-068 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of Clause 52.17 of the Strathbogie Planning Scheme in respect of the land known as Mullers Road Nagambie VIC 3608, for Native Vegetation Removal in accordance with endorsed plans, subject to the following conditions:

Conditions:

Endorsed Report/Plans:

- 1. The removal of vegetation must be carried out as shown in the endorsed plan and report and must not be altered without the prior written consent of the Responsible Authority.***

No additional native vegetation removal:

- 2. The removal of native vegetation must only occur to the extent permitted as shown on the endorsed plan and report (whether or not to comply with any statute, statutory rule or regulations or for any other reason), except with the formal written consent of the Responsible Authority.***
- 3. The removal must not cause damage to other native vegetation to be retained and to drainage lines, waterways and/or watercourses.***

Retention and use of coarse woody debris:

- 4. Large limbs and trunks over 250mm diameter and stumps of trees approved for removal must be retained as logs to create habitat and dispersed throughout the offset area or at another location by written agreement with and to the satisfaction of the Responsible Authority.***

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Department of Environment, Land, Water and Planning:
Notification of permit conditions

5. *Before works start, the permit holder must advise all persons undertaking the vegetation removal works on site of all permit conditions pertaining to native vegetation protection.*

Protection of native vegetation to be retained

6. *Before works start, a native vegetation protection fence must be erected around all native vegetation to be retained within 15 metres of the works area. The fence must be constructed of star pickets and paraweb or similar, to the satisfaction of the responsible authority and the Department of Environment, Land, Water and Planning. The protection fence must remain in place until all works are completed to the satisfaction of the department.*
7. *Except with the written consent of the department, within the area of native vegetation to be retained and any tree protection zone associated with the permitted use and/or development, the following is prohibited:*
- a) vehicular or pedestrian access;*
 - b) trenching or soil excavation;*
 - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products;*
 - d) construction of entry and exit pits for underground services; or*
 - e) any other actions or activities that may result in adverse impacts to retained native vegetation.*

Native vegetation offsets

8. *The total area of native vegetation permitted to be removed is 0.927 hectares comprised of*
- a) 0.178 hectares of patch native vegetation including 2 large trees, with a strategic biodiversity value of 0.557 and 0.486 (2 patches).*
 - b) 11 scattered large trees*
 - c) 2 scattered small trees.*
9. *To offset the removal of 0.927 hectares of native vegetation the permit holder must secure a native vegetation offset(s) that meets all the following:*
- a) A general offset of 0.198 general habitat units located within the Goulburn Broken Catchment Management Authority boundary or Strathbogrie Shire Council municipal district;*
 - b) have a Strategic Biodiversity Value score of at least 0.341.*
 - c) provide protection for at least 13 large trees*
 - d) must be in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (DELWP, 2017).*

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Offset evidence

10. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of the responsible authority. This evidence must be an established first party offset site. This must include:

- a) a security agreement signed by both parties, and**
- b) a management plan detailing the 10-year management actions and ongoing management of the site;**

to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority. Every year, for ten years, after the responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to the department. An offset site condition statement, including photographs must be included in this notification;

and/or

- c) credit extract(s) allocated to meet the requirements of the permit from the Native Vegetation Credit Register.**

11. A copy of the offset evidence must be endorsed by the responsible authority and form part of this permit.

12. Within 30 days of endorsement of the offset evidence by the responsible authority, the permit holder must provide a copy of the endorsed offset evidence to the Department of Environment, Land, Water and Planning at p&a.north@delwp.vic.gov.au.

Expiry:

- 13. This permit will expire if one of the following circumstances applies:**
- a) The removal of the native vegetation is not started within two years of the issue date of this permit.**
 - b) The removal of the native vegetation is not completed within four years of the issue date of this permit.**

In accordance with Section 69 of the Planning and Environment Act 1987 an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Planning Notes

Department of Environment, Land, Water and Planning Notes

• *The department advises that works or other activities on public land, which may affect protected native plants, will require a Protected Flora Licence or Permit under the Flora and Fauna Guarantee (FFG) Act 1988. All native vegetation likely to be affected should be checked against the Protected Flora List (DELWP 2017) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the regional DELWP office (p&a.north@delwp.vic.gov.au) or contact Wendy Sherlock on 0439353249.*

• *Offset requirements are determined in accordance with DELWP (2017) Guidelines for the removal, destruction or lopping of native vegetation. Proposed offset sites must meet eligibility requirements including land use, bushfire risk, quality of vegetation and size of revegetation site. Please visit <https://www.environment.vic.gov.au/native-vegetation/native-vegetation> for further information.*

PROPOSAL

The proposal is for the removal of native vegetation along Mullers Road for stages 1 and 2 of a road upgrade by council. Mullers Road provides a regular route for a number of vehicle types including trucks traversing from nearby wineries. The upgrade of the road will enhance safety through the provision road widening and the implementation of safety barriers.

The application has satisfied the information requirements at Clause 52.17 and clearly describes the native vegetation to be removed and the offset requirements. Strathbogie Shire Council is proposing a reconstruction of 5.11km of Mullers Road in Nagambie in two stages. Stage 1 is 4.27km from O'Neils Road to Nook Road and Stage 2 is 0.84km from Nooks Road to Vickers Road. The works involve widening the road, installation of barriers and the removal of native vegetation. The majority of stage 1 works have been completed with the vegetation removal remaining outstanding. There was no planning permit required for the actual road works.

A total of 22 trees are required to be removed after a detailed survey and careful consideration – 19 trees for stage 1 and 3 trees for stage 2 – to enable the new road width of 3.6m, based upon the *Austroads Guide to Road Safety Pt 6A: Implementing Road Safety Audits (2019)*.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Subject site: Mullers Road



Figure 2-2 Aerial image of the extent of the proposed Stage 1 and 2 work areas on Mullers Road Nagambie (Image from ESRI Australia 2021).

The site was visited by the Biodiversity Assessing Officer in May and September 2021 to draw up the Biodiversity Report and under the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) there are two categories of native vegetation considered being *Scattered Trees* or *Patches*.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Of the 22 trees for removal, 13 are considered *Large* (according to the EVC benchmark for Plains Grassy Woodland EVC) and are in Stage 1. The remaining trees that are not considered *Large*, are contained within native vegetation *Patches* in both Stages 1 and 2. Overall, 19 trees are in Stage 1, and 3 in Stage 2.

The 22 trees are a mix of Grey Box, Yellow Box and Red River Gum.

Stage 1 Large trees and Patch

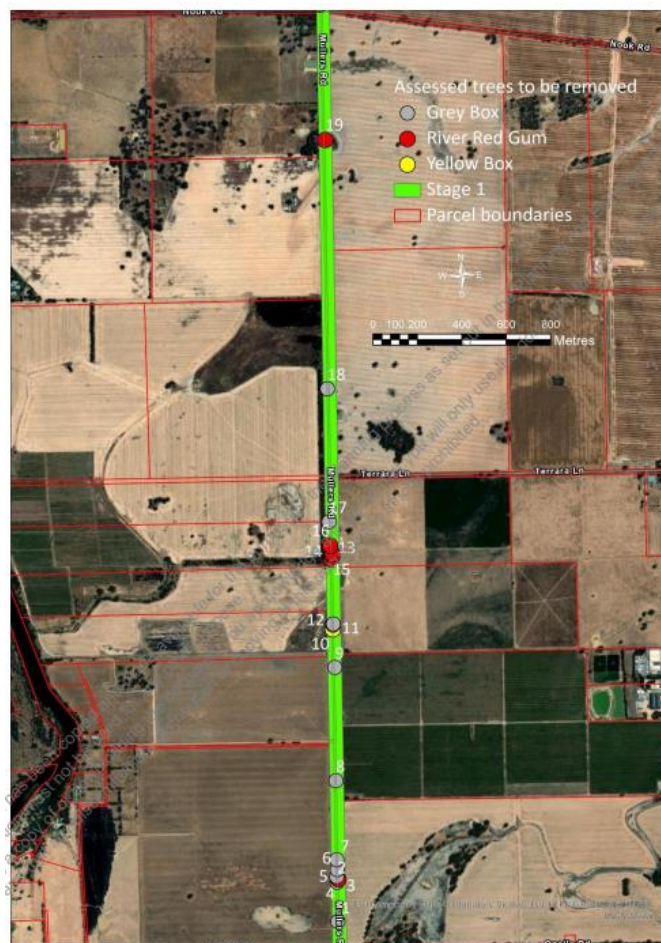
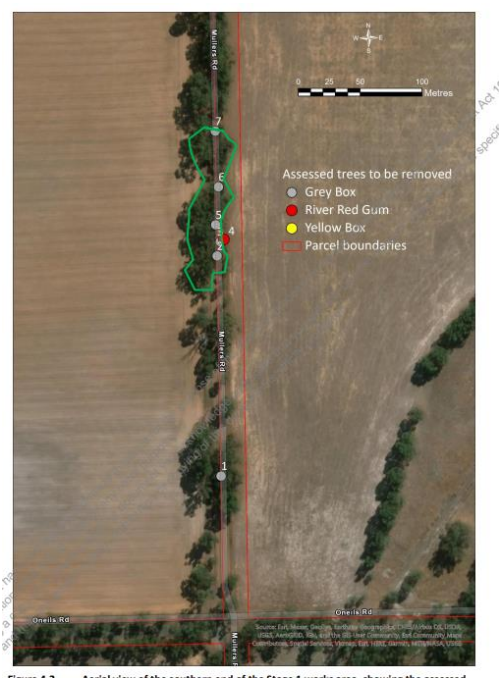


Figure 4-1 Aerial view of the assessed Stage 1, showing all assessed indigenous trees proposed for clearance. Aerial image from ESRI Australia (2021).

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)



Stage 2 Patch



9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

SUBJECT SITE AND LOCALITY

Mullers Road is located to the south of Nagambie township, joining Vickers Road to the north and Mitchellstown Road to the south.

PERMIT/SITE HISTORY

A search of Council's electronic records showed no previous planning permit history associated with Mullers Road.

PUBLIC NOTIFICATION

The application has been advertised pursuant to Section 52 of the *Planning and Environment Act 1987*, by

- Sending letters to adjoining and nearby landowners
- Council website

The notification has been carried out correctly.

Four objections have been received. The key issues that were raised in the objections are:

• Public sentiment has moved on well beyond 2017 (with reference to the Guidelines for the removal, destruction or lopping of native vegetation 2017).
• There is no justification for the removal of the trees.
• Road is singular corridor of critical native vegetation linking existing and future roadside corridors and landowner Landcare funded plantations.
• There appears no indication from the Nagambie Growth Management Strategy 2020 that this section of Mullers Road is identified as requiring upgrading.
• The Growth Strategy identifies land to the east of Mullers Road as residential and if this proceeds the logical and safest strategic is to design the road network to move traffic from this area to High Street. Tourism should also be encouraged to move from destinations via High Street.
• Speed and tonnage limited.
• It cannot be disregarded that this stretch of native corridor is critical to the Brolga population.
• Request the Shire to acknowledge the sentiment of the local community, environmentalists and the Australian people and take a leadership role in recognising, protecting and enhancing the native roadside vegetation and the role this play in protecting threatened flora and fauna.
• Current engagement between conservation group and private land owners to establish wildlife corridors which include linking Mullers Road and removal of native vegetation is not acceptable. A reduction in speed and larger vehicles directed to use wider roads is a simple solution.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

COMMUNITY ENGAGEMENT

Planning officers have communicated with the applicant and the objectors throughout the application process to gain an understanding of the objectors concerns and the aims of the road upgrade project, in order to ensure a balanced outcome and that any decision on the application achieves a net community benefit. A mediation meeting was not held.

REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	DELWP pursuant to Clause 66.02-2 – conditional consent
Section 52 Notices	Nil

Internal Council Referrals	Advice/Response/Conditions
Asset Services	Nil

ASSESSMENT

The zoning of the land and any relevant overlay provisions:

Farming Zone

The zone does not trigger the need for a planning permit.

Overlays

There are no overlays.

The Planning Policy Framework (PPF) and The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies

Clause 12 Environmental and Landscape Values – planning should help to protect the health of ecological systems and the biodiversity they support and conserve areas with identified environmental and landscape values.

Clause 12.01 Biodiversity – the objective is to assist the protection of Victoria's biodiversity and ensure that decision making takes into account the impacts of land use and development, considering cumulative impacts, fragmentation of habitat. Planning is to assist in the protection and management of important areas of biodiversity, the establishment of links through native vegetation corridor projects.

Planning is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation and this is to be achieved by ensuring decisions apply the three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)*.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Clause 12.01 Municipal Profile – recognises that the Shire is located amidst picturesque environs and two relevant key influences are sustainability and environment, citing the picturesque nature of the shire and the increasing pressures from development on the environment and the need to protect water, native vegetation and fauna.

Clause 21.04 Sustainable Environment – this policy recognises the significance of native flora and fauna, the health of soil and waterways and understand that these resources need to be protected and enhanced into the future, providing a stronger future for all.

Within the Shire are endangered ecosystems, wetlands and significant remnant vegetation with threatened species. It identifies that remaining native vegetation outside large state management public areas occurs mainly on roadsides and also on some private land. It is recognised that past clearing and ongoing incremental losses have meant many species are threatened with extinction. The objective is to protect and enhance the natural environment.

Relevant Particular Provisions

Clause 52.17 Native Vegetation

The purpose is to ensure there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is to be achieved by apply a three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)* -

1. *Avoid the removal, destruction or lopping of native vegetation.*
2. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
3. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*

And to manage the removal, destruction or lopping to minimise land and water degradation.

Pursuant to Clause 52.17-1 a permit is required to remove, destroy or lop native vegetation, including dead native vegetation, unless exempted.

An application must comply with the requirements specified in the *Guidelines*. Before deciding on an application, in addition to Clause 65, the responsible authority must consider the *Guidelines*.

The biodiversity impacts must be offset and a condition placed on any permit to issue must specify the offset and timing to secure the offset.

An application must be accompanied by a Native Vegetation Removal report, a report that addresses topographic and land information, a site assessment, rare or threatened species, includes recent photographs, any informs of past removal of native vegetation, the assessment against avoid, minimise, and an offset statement.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Given the native vegetation removal was in Crown road reserve it was required to be referred to DELWP.

The decision guidelines of Clause 65.01 Approval of an Application / Plan

The matters set out in section 60 of the Act.	These have been considered in the report.
Any significant effects the environment, including the contamination of land, may have on the use or development.	Unknown.
The Municipal Planning Strategy and the Planning Policy Framework.	These have been considered in the report.
The purpose of the zone, overlay or other provision.	Considered in the report.
Any matter required to be considered in the zone, overlay or other provision.	As above.
The orderly planning of the area.	It is considered that the proposal can be considered, is not prohibited and is a requirement to allow for works to be undertaken for net community benefit.
The effect on the environment, human health and amenity of the area.	The fact that the three step approach has been undertaken as required and DELWP are satisfied that it has, with the amount of vegetation to be removed minimised and offsets to be provided, that the effect on the environment, human health and amenity of the area is minimised.
The proximity of the land to any public land.	This is a public road.
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	Unknown however the removal of any vegetation always has potential to impact on these matters.
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	The development is for a road and drainage provisions will be implemented.
The extent and character of native vegetation and the likelihood of its destruction.	The extent has been assessed in a satisfactory manner and referred to DELWP who have given conditional consent.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	A large extent of native vegetation has been protected so that it is not required to be removed.
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	There are no overlays to suggest there is a heightened risk from flood, erosion or fire.
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	Not applicable.

Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)
Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)

Relevant incorporated, reference or adopted documents

There are no relevant incorporated, reference or adopted documents.

Relevant Planning Scheme amendments

There are no relevant planning scheme amendments.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

POLICY CONSIDERATIONS

Council Plans and Policies

There are no implications on the Council Plan or any Council Policies as a result of this decision.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

The state policies are considered in the *Planning Policy Framework* section (above) from the Strathbogie Planning Scheme.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

This proposal is being considered against all relevant policy in the Strathbogie Planning Scheme and the Planning and Environment Act 1987.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

This application is being heard by Council as the proposal has four objections. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

There are no economic implications from the proposal or as a result of this application.

Social

It is concluded that the requirement for the upgrade of the road is of net community benefit and that the assessment minimising removal of native vegetation to allow this development, supports the objectives of planning, relevant policy and Clause 52.17.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and Strathbogie Planning Scheme.

Climate change

The policy directs planning to ensure that there is no net loss as a result of removal, destruction or lopping and this is achieved through the three step process in accordance with the *Guidelines*. The applicant provided a Biodiversity Report that covered all the requirements under the *Guidelines* and this was referred to DELWP who were satisfied that the process had been carried out in accordance with the *Guidelines*. An offset is being provided and this will be located within the catchment area or the shire itself.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications with this proposal. The application is being assessed in accordance with relevant legislation, and all parties will be afforded all relevant rights of appeal at the Victorian Civil and Administrative Tribunal.

SUMMARY OF KEY ISSUES

- Has the site been assessed to avoid and minimise the amount of native vegetation in respect of the proposed development?
- The objections.

Officer Response:

The policy directs planning to protect the health of ecological systems and Victoria's biodiversity. Planning must ensure that decision making takes into account the impacts of land use and development, considering cumulative impacts and any fragmentation of habitat. In response to these policies, it is considered that the safety aspects of maintaining and upgrading Mullers Road and the need to remove the minimal amount of vegetation possible, has been worked through and the outcome is that a large number of trees are retained and protected by proposed barriers, leaving 22 trees for removal. There are no cumulative impacts that have been informed from prior vegetation removal and this area is already fragmented (as informed by the Biodiversity Report), but is being revegetated by community groups to create wildlife corridors connectivity and enhance the biodiversity generally.

The policy directs planning to ensure that there is no net loss as a result of removal, destruction or lopping and this is achieved through the three step process in accordance with the *Guidelines*. The applicant provided a Biodiversity Report that covered all the requirements under the *Guidelines* and this was referred to DELWP who were satisfied that the process had been carried out in accordance with the *Guidelines*. An offset is being provided and this will be located within the catchment area or the shire itself.

It is concluded that the requirement for the upgrade of the road is of net community benefit and that the assessment minimising removal of native vegetation to allow this development, supports the objectives of planning, relevant policy and Clause 52.17.

The objections are relevant and pertinent to the policy directives to planning and they have been considered. The Officer Responses are based on the statutory processes and regulatory policy. The Engineering based objections such as speed, design, alternative routes allowed for review from them, which is included in the Officer Responses.

9.1.2 Planning Permit Application No. P2021-068
- Native Vegetation Removal (Mullers Road Stages 1 and 2) (cont.)

CONCLUSION

After due assessment of all the relevant factors, it is considered appropriate to issue a Notice of Decision to grant a permit, subject to conditions, in accordance with the officer recommendation.

ATTACHMENTS

Attachment 1: Delegate Report

ATTACHMENT 1:

Planning Report – Delegate

Application Details:

Application is for:	Native Vegetation Removal (Mullers Road Stages 1 & 2)
Applicant's/Owner's Name:	Strathbogie Shire Council
Date Received:	05 May 2021
Statutory Days:	78
Application Number:	P2021-068
Planner: Name, title & department	Gillian Williamson Principal Planner Planning and Investment Department
Land/Address:	Mullers Road Nagambie VIC 3608
Zoning:	Farming Zone
Overlays:	No Overlay
Is a CHMP required?	No
Is it within an Open Potable Catchment Area?	No
Under what clause(s) is a permit required? (include description)	Pursuant to Clause 52.17 a permit is required to remove, destroy or lop native vegetation including dead vegetation. An application must comply with the requirements specified in the Guidelines. An application for removal of native vegetation in Crown Land which is occupied or managed by the responsible authority must be referred to DELWP as a Section 55 Recommending referral under Clause 66.02-2.
Restrictive covenants on the title?	There is no title given it is a road reserve
Adjacent to Road Zone Cat 1 or 2	No
Status of Road on Road Register	Council managed road
Adjacent to Public Land	It is Crown Land
Current use and development:	Road

Application Checklist:

Application form <input checked="" type="checkbox"/>	Title enclosed <input type="checkbox"/>	Fee paid <input checked="" type="checkbox"/>
Site Plan <input checked="" type="checkbox"/>	Plans of Proposal <input type="checkbox"/>	Planning Report <input checked="" type="checkbox"/>
Supporting Information <input checked="" type="checkbox"/>	Effluent Disposal <input type="checkbox"/>	Other <input type="checkbox"/>

Disclosure of Conflicts of Interest in relation to advice provided in this report

After reading the definitions of a general or material conflict of interest as defined by the *Local Government Act 2020*, do you have a conflict of interest?

Yes ☐

(if YES, please complete a Conflict of Interest and Declaration Making Declaration form)

No ☒

Recommendation

That Council;

- having caused notice of Planning Application No. P2021-068 to be given under Section 52 of the *Planning and Environment Act 1987*; and
- having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to **Issue a Notice of Decision to Grant a Permit** under the provisions of Clause 52.17 of the Strathbogrie Planning Scheme in respect of the land known as **Mullers Road Nagambie VIC 3608**, for **Native Vegetation Removal (Mullers Road Stages 1 & 2)**, in accordance with endorsed plans, subject to the following conditions:

Conditions:

Endorsed Report/Plans:

1. The removal of vegetation must be carried out as shown in the endorsed plans/s / report and must not be altered without the prior written consent of the Responsible Authority.

No additional native vegetation removal:

2. The removal of native vegetation must only occur to the extent permitted as shown on the endorsed plan/s / report (whether or not to comply with any statute, statutory rule or regulations or for any other reason), except with the formal written consent of the Responsible Authority.
3. The removal must not cause damage to other native vegetation to be retained and to drainage lines, waterways and/or watercourses.

Retention and use of coarse woody debris:

4. Large limbs and trunks over 250mm diameter and stumps of trees approved for removal must be retained as logs to create habitat and dispersed throughout the offset area or at another location by written agreement with and to the satisfaction of the Responsible Authority.

Department of Environment, Land, Water and Planning:

Notification of permit conditions

5. Before works start, the permit holder must advise all persons undertaking the vegetation removal works on site of all permit conditions pertaining to native vegetation protection.

Protection of native vegetation to be retained

6. Before works start, a native vegetation protection fence must be erected around all native vegetation to be retained within 15 metres of the works area. The fence must be constructed of star pickets and paraweb or similar, to the satisfaction of

the responsible authority and the Department of Environment, Land, Water and Planning. The protection fence must remain in place until all works are completed to the satisfaction of the department.

7. Except with the written consent of the department, within the area of native vegetation to be retained and any tree protection zone associated with the permitted use and/or development, the following is prohibited:
 - a) vehicular or pedestrian access;
 - b) trenching or soil excavation;
 - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products;
 - d) construction of entry and exit pits for underground services; or
 - e) any other actions or activities that may result in adverse impacts to retained native vegetation.

Native vegetation offsets

8. The total area of native vegetation permitted to be removed is 0.927 hectares comprised of
 - a) 0.178 hectares of patch native vegetation including 2 large trees, with a strategic biodiversity value of 0.557 and 0.486 (2 patches).
 - b) 11 scattered large trees
 - c) 2 scattered small trees.
9. To offset the removal of 0.927 hectares of native vegetation the permit holder must secure a native vegetation offset(s) that meets all the following:
 - a) A general offset of 0.198 general habitat units located within the Goulburn Broken Catchment Management Authority boundary or Strathbogrie Shire Council municipal district;
 - b) have a Strategic Biodiversity Value score of at least 0.341.
 - c) provide protection for at least 13 large trees
 - d) must be in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (DELWP, 2017).

Offset evidence

10. Before any native vegetation is removed, evidence that the required offset for the project has been secured must be provided to the satisfaction of the responsible authority. This evidence must be an established first party offset site. This must include:
 - a) a security agreement signed by both parties, and
 - b) a management plan detailing the 10-year management actions and ongoing management of the site;

to the satisfaction of the Department of Environment, Land, Water and Planning and approved by the Responsible Authority. Every year, for ten years, after the responsible authority has approved the offset management plan, the applicant must provide notification of the management actions undertaken towards implementing the offset management plan, to the department. An offset site condition statement, including photographs must be included in this notification; and/or

c) credit extract(s) allocated to meet the requirements of the permit from the Native Vegetation Credit Register.

11. A copy of the offset evidence must be endorsed by the responsible authority and form part of this permit.
12. Within 30 days of endorsement of the offset evidence by the responsible authority, the permit holder must provide a copy of the endorsed offset evidence to the Department of Environment, Land, Water and Planning at p&a.north@delwp.vic.gov.au.

Expiry:

13. This permit will expire if one of the following circumstances applies:
 - a) The removal of the native vegetation is not started within two years of the issue date of this permit.
 - b) The removal of the native vegetation is not completed within four years of the issue date of this permit.In accordance with Section 69 of the *Planning and Environment Act 1987* an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Planning Notes

Department of Environment, Land, Water and Planning Notes

- The department advises that works or other activities on public land, which may affect protected native plants, will require a Protected Flora Licence or Permit under the Flora and Fauna Guarantee (FFG) Act 1988. All native vegetation likely to be affected should be checked against the Protected Flora List (DELWP 2017) to determine whether FFG approvals are required. Protected Flora Permits can be obtained from the regional DELWP office (p&a.north@delwp.vic.gov.au) or contact Wendy Sherlock on 0439353249.
- Offset requirements are determined in accordance with DELWP (2017) *Guidelines for the removal, destruction or lopping of native vegetation*. Proposed offset sites must meet eligibility requirements including land use, bushfire risk, quality of vegetation and size of revegetation site. Please visit <https://www.environment.vic.gov.au/native-vegetation/native-vegetation> for further information.

Proposal

The proposal is for the removal of native vegetation along Mullers Road for stages 1 and 2 of a road upgrade by council.

The application has satisfied the information requirements at Clause 52.17 and clearly describes the native vegetation to be removed and the offset requirements.

Strathbogie Shire Council is proposing a reconstruction of 5.11km of Mullers Road in Nagambie in two stages. Stage 1 is 4.27km from O'Neils Road to Nook Road and Stage 2 is 0.84km from Nooks Road to Vickers Road. The works involve widening the road, installation of barriers and the removal of native vegetation.

A total of 22 trees are required to be removed after a detailed survey and careful consideration – 19 trees for stage 1 and 3 trees for stage 2 – to enable the new road width of 3.6m, based upon the *Austrroads Guide to Road Safety Pt 6A: Implementing Road Safety Audits (2019)*.

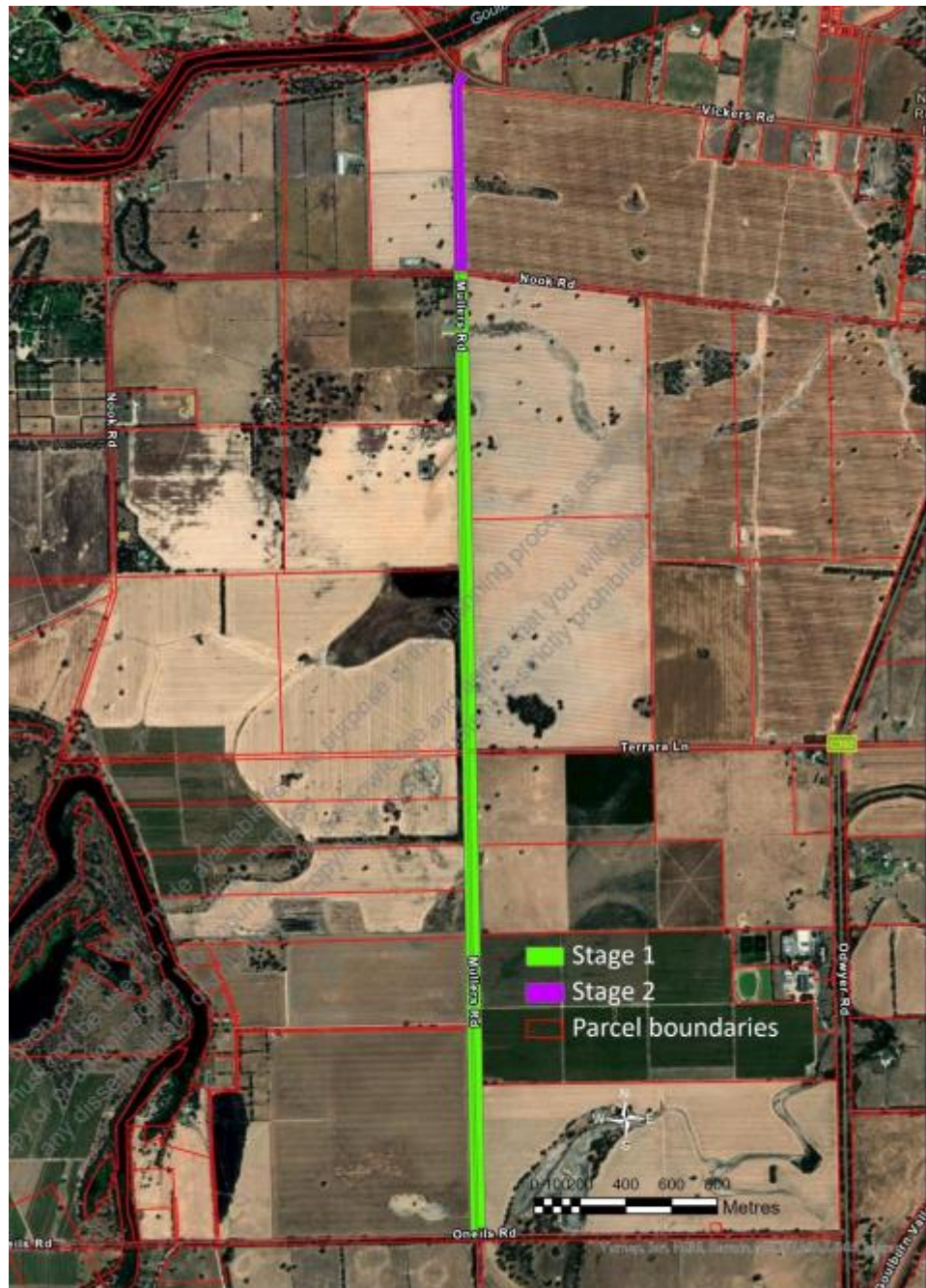


Figure 2-2 Aerial image of the extent of the proposed Stage 1 and 2 works areas on Mullers Road Nagambie (Image from ESRI Australia 2021).

The site was visited by the Biodiversity Assessing Officer in May and September 2021 to draw up the Biodiversity Report and under the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017) there are two categories of native vegetation considered being *Scattered Trees* or *Patches*.

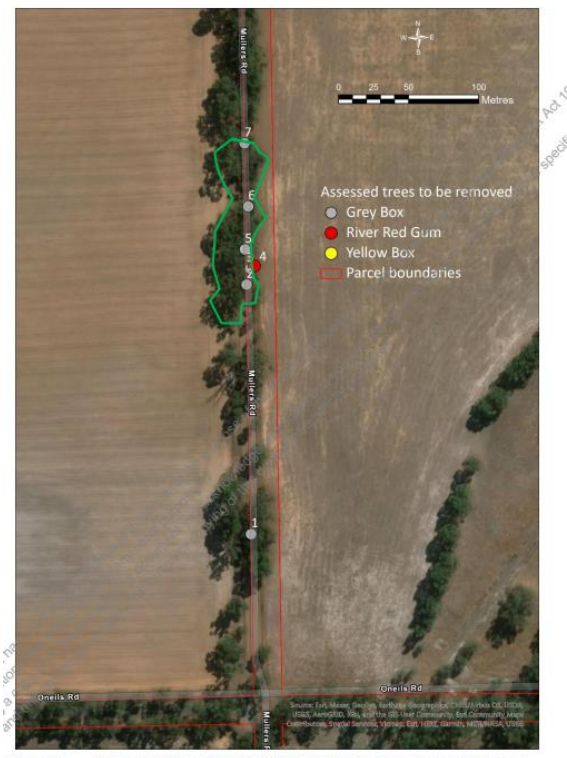
Of the 22 trees for removal, 13 are considered *Large* (according to the EVC benchmark for Plains Grassy Woodland EVC) and are in Stage 1. The remaining trees that are not considered *Large*, are contained within native vegetation *Patches* in both Stages 1 and 2. Overall, 19 trees are in Stage 1, and 3 in Stage 2.

The 22 trees are a mix of Grey Box, Yellow Box and Red River Gum.

Stage 1 Large trees and Patch



Figure 4-1 Aerial view of the assessed Stage 1, showing all assessed indigenous trees proposed for clearance. Aerial image from ESRI Australia (2021).



Stage 2 Patch



Subject site & locality

Inspection date/s: 12/10/2021 but a number of occasions along that road	Officer: Gillian Williamson	Area of land: Mullers Road
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Mullers Road is located to the south of Nagambie township, joining Vickers Road to the north and Mitchellstown Road to the south.

Permit/Site History

A search of Council's planning electronic records results in the following planning permits being issued for the site:

Further Information

Further Information Required:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
FI Requested: 29 June 2021	FI Received: Finalised when received DELWP referral response on 18/11/2021	

Advertising/Public Notification

Is notification/advertisement required under section 52? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt				
Please provide comment				
Advertised by:		<input checked="" type="checkbox"/> Council		<input type="checkbox"/> Applicant
Site plan selected:		<input checked="" type="checkbox"/> Site plan selected		Doc ID:730587
		<input checked="" type="checkbox"/> Owner Occupier list		
Add Instructions on Spear		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Letters:Yes	Signs: No	Paper: No	Sent: 12/8/2021 and re advertised 6/10/2021	
Objections received?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Number:4

The proposal was advertised by sending letters to all adjoining property owners and occupiers along Mullers Road. No sign was placed because there was no specific site to place one. The proposal was also put up on Council's website.

Four objections have been received and the concerns raised are –

Objection	Officer Response
<ul style="list-style-type: none"> Public sentiment has moved on well beyond 2017 (with reference to the Guidelines for the removal, destruction or lopping of native vegetation 2017). 	<ul style="list-style-type: none"> The Guidelines 2017 are the current guidelines under state legislation.
<ul style="list-style-type: none"> There is no justification for the removal of the trees. 	<ul style="list-style-type: none"> Council's Engineers have responded that the road is required to be upgraded as it is an important connecting road and is used by emergency services, school buses, heavy vehicles associated with tourism and industry, and residents and visitors. The road is a default 100km. The upgrade is part of ongoing maintenance for safety. The safety barriers have allowed the retention of a larger number of trees. DELWP are satisfied that the assessment process has satisfied the requirements of Clause 52.17 and have consented to the removal of the 22 trees.
<ul style="list-style-type: none"> Road is singular corridor of critical native vegetation linking existing and future roadside corridors and landowner Landcare funded plantations. 	<ul style="list-style-type: none"> The Biodiversity Report identifies the vegetation along Mullers Road as consisting of indigenous trees that provide a low diversity and simplified structural habitat and there are relatively minimal opportunities for fauna occupation.
<ul style="list-style-type: none"> There appears no indication from the Nagambie Growth Management Strategy 2020 that this section of Mullers Road is identified as requiring upgrading. 	<ul style="list-style-type: none"> The Engineers have identified that the road requires upgrading for safety reasons.
<ul style="list-style-type: none"> The Growth Strategy identifies land to the east of Mullers Road as residential and if this proceeds the logical and safest strategic is to design the road network to move traffic from this area to High Street. Tourism should also be encouraged to move from destinations via High Street. 	<ul style="list-style-type: none"> The Council has identified this section of road as requiring a safety upgrade via its Capital Works Program.
<ul style="list-style-type: none"> Speed and tonnage limited. 	<ul style="list-style-type: none"> Set by Department of Transport

<ul style="list-style-type: none"> It cannot be disregarded that this stretch of native corridor is critical to the Brolga population. 	<ul style="list-style-type: none"> The Biodiversity Report refers to the Brolga along with a number of other species and informs that these species would be able to utilise the land around this area due to the available habitat, for infrequent foraging or hunting. Their likelihood of presence is tabled in the report as being unlikely. <ul style="list-style-type: none"> It is noted that evidence has been provided in pictorial form of brolga in the locality.
<ul style="list-style-type: none"> Request the Shire to acknowledge the sentiment of the local community, environmentalists and the Australian people and take a leadership role in recognising, protecting and enhancing the native roadside vegetation and the role this play in protecting threatened flora and fauna. 	<ul style="list-style-type: none"> The concern of the community regarding the environment and climate change impacts and Climate Emergency declaration is acknowledged. This proposal is assessed against statutory legislation and all the requirements have been met, resulting in a large number of trees being retained and a minimal number having to be removed, but offset within the catchment area or the shire.
<ul style="list-style-type: none"> Current engagement between conservation group and private land owners to establish wildlife corridors which include linking Mullers Road and removal of native vegetation is not acceptable. A reduction in speed and larger vehicles directed to use wider roads is a simple solution. 	<ul style="list-style-type: none"> The council supports engagement between community groups and qualified group
<ul style="list-style-type: none"> Mullers Road will be turned into a racing strip. 	<ul style="list-style-type: none"> Road users are required to be compliant with the road rules in Victoria and any non compliance would be a police matter.

Consultation

A mediation meeting was not held.

Planning officers have communicated with the applicant and the objectors throughout the application process to gain an understanding of the objectors concerns and the aims of the road upgrade project, in order to ensure a balanced outcome and that any decision on the application achieves a net community benefit.

Referrals

External Referrals/Notices required by the Planning Scheme:

REFERRALS					
Add instructions on SPEAR:				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Referrals Authority	Type of Referral	Referral Clause and Description	Additional Instructions	Date sent	Date received including Advice/Response/Condition
DELWP	Section 55	Clause 66.02-2 To remove, destroy or lop vegetation on Crown land which is occupied or managed by the responsible authority		12/8/2021	18/11/2021 Conditional consent

Assessment

The zoning of the land and any relevant overlay provisions

Farming Zone

The zone does not trigger the need for a planning permit.

Overlays

There are no overlays.

The Planning Policy Framework (PPF) and The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies

Clause 12 Environmental and Landscape Values – planning should help to protect the health of ecological systems and the biodiversity they support and conserve areas with identified environmental and landscape values.

Clause 12.01 Biodiversity – the objective is to assist the protection of Victoria's biodiversity and ensure that decision making takes into account the impacts of land use and development, considering cumulative impacts, fragmentation of habitat. Planning is to assist in the protection and management of important areas of biodiversity, the establishment of links through native vegetation corridor projects.

Planning is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation and this is to be achieved by ensuring

decisions apply the three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)*.

Clause 12.01 Municipal Profile – recognises that the Shire is located amidst picturesque environs and two relevant key influences are sustainability and environment, citing the picturesque nature of the shire and the increasing pressures from development on the environment and the need to protect water, native vegetation and fauna.

Clause 21.04 Sustainable Environment – this policy recognises the significance of native flora and fauna, the health of soil and waterways and understand that these resources need to be protected and enhanced into the future, providing a stronger future for all.

Within the Shire are endangered ecosystems, wetlands and significant remnant vegetation with threatened species. It identifies that remaining native vegetation outside large state management public areas occurs mainly on roadsides and also on some private land. It is recognised that past clearing and ongoing incremental losses have meant many species are threatened with extinction. The objective is to protect and enhance the natural environment.

Relevant Particular Provisions

Clause 52.17 Native Vegetation

The purpose is to ensure there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is to be achieved by apply a three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)* -

4. *Avoid the removal, destruction or lopping of native vegetation.*
5. *Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.*
6. *Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.*

And to manage the removal, destruction or lopping to minimise land and water degradation.

Pursuant to Clause 52.17-1 a permit is required to remove, destroy or lop native vegetation, including dead native vegetation, unless exempted.

An application must comply with the requirements specified in the *Guidelines*.

Before deciding on an application, in addition to Clause 65, the responsible authority must consider the *Guidelines*.

The biodiversity impacts must be offset and a condition placed on any permit to issue must specify the offset and timing to secure the offset.

An application must be accompanied by an Native Vegetation Removal report, a report that addresses topographic and land information, a site assessment, rare or threatened

species, includes recent photographs, any informs of past removal of native vegetation, the assessment against avoid, minimise, and an offset statement.

Given the native vegetation removal was in Crown road reserve it was required to be referred to DELWP.

The decision guidelines of Clause 65.01 Approval of an Application / Plan

The matters set out in section 60 of the Act.	These have been considered in the report.
Any significant effects the environment, including the contamination of land, may have on the use or development.	Unknown.
The Municipal Planning Strategy and the Planning Policy Framework.	These have been considered in the report.
The purpose of the zone, overlay or other provision.	Considered in the report.
Any matter required to be considered in the zone, overlay or other provision.	As above.
The orderly planning of the area.	It is considered that the proposal can be considered, is not prohibited and is a requirement to allow for works to be undertaken for net community benefit.
The effect on the environment, human health and amenity of the area.	The fact that the three step approach has been undertaken as required and DELWP are satisfied that it has, with the amount of vegetation to be removed minimised and offsets to be provided, that the effect on the environment, human health and amenity of the area is minimised.
The proximity of the land to any public land.	This is a public road.
Factors likely to cause or contribute to land degradation, salinity or reduce water quality.	Unknown however the removal of any vegetation always has potential to impact on these matters.
Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.	The development is for a road and drainage provisions will be implemented.

The extent and character of native vegetation and the likelihood of its destruction.	The extent has been assessed in a satisfactory manner and referred to DELWP who have given conditional consent.
Whether native vegetation is to be or can be protected, planted or allowed to regenerate.	A large extent of native vegetation has been protected so that it is not required to be removed.
The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.	There are no overlays to suggest there is a heightened risk from flood, erosion or fire.
The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.	Not applicable.

Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)

Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)

Relevant incorporated, reference or adopted documents

There are no relevant incorporated, reference or adopted documents.

Relevant Planning Scheme amendments

There are no relevant planning scheme amendments.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation.

Strategic Links – policy implications and relevance to Council Plan

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

Summary of Key Issues and Assessment

- Has the site been assessed to avoid and minimise the amount of native vegetation in respect of the proposed development?
- The objections.

Officer Response:

The policy directs planning to protect the health of ecological systems and Victoria's biodiversity. Planning must ensure that decision making takes into account the impacts of land use and development, considering cumulative impacts and any fragmentation of habitat. In response to these policies, it is considered that the safety aspects of maintaining and upgrading Mullers Road and the need to remove the minimal amount of vegetation possible, has been worked through and the outcome is that a large number of trees are retained and protected by proposed barriers, leaving 22 trees for removal. There are no cumulative impacts that have been informed from prior vegetation removal and this area is already fragmented (as informed by the Biodiversity Report), but is being

revegetated by community groups to create wildlife corridors connectivity and enhance the biodiversity generally.

The policy directs planning to ensure that there is no net loss as a result of removal, destruction or lopping and this is achieved through the three step process in accordance with the *Guidelines*. The applicant provided a Biodiversity Report that covered all the requirements under the *Guidelines* and this was referred to DELWP who were satisfied that the process had been carried out in accordance with the *Guidelines*. An offset is being provided and this will be located within the catchment area or the shire itself.

Council has carefully considered the potential losses of native vegetation and employed appropriate avoidance strategies by proposing safety barriers, which have minimised the number of trees having to be removed to 22, with over 100 being retained due to the avoiding strategy.

It is concluded that the requirement for the upgrade of the road is of net community benefit and that the assessment minimising removal of native vegetation to allow this development, supports the objectives of planning, relevant policy and Clause 52.17.

Conclusion

After due assessment of all the relevant factors, it is considered appropriate to grant a planning permit, subject to conditions.

Decision:

Delegate Report	<input type="checkbox"/>	Council Report	Yes
Recommendation:	Notice of Decision to Grant a Permit		
Determination:		Determination Date:	

Endorsed Plans:

Date:	Plan Numbers:

Declaration:

In making this decision as a delegated Officer, I declare that I have had regard to the decision-making requirements of the Strathbogie Shire Council's Governance Rules 2020 outlined by Rule 6 and have:

Made a fair, balanced, ethical and impartial decision - Sub Rule 6(c)(i)

☒

Made a decision based on merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations- Sub Rule 6 (c)(ii)

☒

Applied the principles of natural justice to my decision, ensuring any person whose rights will be directly affected by the decision has been entitled to communicate their views and have their interests considered - Sub Rule 6(d)

N/A

Identified the person or persons whose rights will be directly affected
Sub Rule 6(e)(i)

☒

Given notice of the decision Council must make under Sub Rule G(e)(i)
N/A

Ensured that such person(s) have had an opportunity to communicate their views and
have their interests considered before I made the decision - Sub Rule 6(e)(i)
N/A

Included information about how I've met these Sub Rules in my delegate report-
Sub Rule 6(e)(iv)

☒

9.1.3 Planning Applications Received and Planning Applications Determined - 1 to 30 November 2021

Author: Manager Planning & Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period 1 to 30 November 2021. provided for information. The latest Planning Permit Activity Performance Figures are also attached (Attachment 3).

It is noted that there were 20 new planning applications received during the reporting period.

During the reporting period there were 18 planning permit applications decided upon. This included 2 applications that were withdrawn, and 1 planning application that lapsed.

RECOMMENDATION

That Council:

- 1. Note that there were 20 new planning applications received, and 18 planning permit applications decided on under delegation during the period 1st to 30th November 2021.***
- 2. Note the report.***

PURPOSE AND BACKGROUND

To report to Council on the current planning application activity and matters considered under delegation.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Council is a Responsible Authority under the *Planning and Environment Act 1987* (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of Council, Council officers determine some matters.

Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. The statistics presented do not represent all development activity in the municipality. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

9.1.3 Planning Applications Received and Planning Applications Determined
- 1 to 30 November 2021 (cont.)

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making.

Individual applications consider these requirements through assessment phase of each application as per the Planning and Environment Act 1987 and the provisions of the Strathbogie Planning Scheme.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

This report continues to demonstrate that Council is being transparent in its position in relation to all applications received and determined by the Council.

CONCLUSION

This report is provided for Council to note the current planning application activity.

ATTACHMENTS

Attachment 1: Planning Applications Received

Attachment 2: Planning Applications Determined

Attachment 3: Planning Permit Activity Performance Figures

ATTACHMENT 1:

Planning Applications Received

Monday, 1 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
4-6 Longwood Road, Avenel VIC 3664	P2021-198	Five (5) Lot Subdivision – vacant land directly north of the newsagents	\$0.00

Thursday, 4 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2135 Euroa-Mansfield Road, Gooram VIC 3666	P2021-202	Use and Development of land for a dwelling – relocatable dwelling of 54.9ha	\$280,000.00
6 Fleming Road, Arcadia South VIC 3631	P2021-203	Use and development of land for a dwelling – new dwelling on 20ha	\$300,000.00

Friday, 5 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
118 Cherry Tree Road, Bailieston VIC 3608	P2021-205	Native vegetation removal – removal of small amount of vegetation to allow vehicle access for a dwelling. Location of access has been chosen to avoid the removal of any large trees.	\$0.00
36 Kennedy Street, Euroa VIC 3666	P2021-206	Addition to a Nursing Home to provide for an addition 3 beds.	\$490,000.00
74-94 Tarcombe Street, Euroa VIC 3666	P2021-218	Development of land for an additional warehouse/enclosed storage area for Euroa Clay Products (497sqm) and removal of native vegetation – 3 small trees (previous planning permit expired)	\$25,000.00

Sunday, 7 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
106 Horseshoe Bend Lane, Euroa VIC 3666	P2021-204	Re-subdivision of existing five (5) lots to three (3) lots and use and development of two (2) lots each for a dwelling	\$850,000.00

Tuesday, 9 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1948 Euroa-Strathbogie Road, Strathbogie VIC 3666	P2021-207	Development of land for a shed (Agricultural)	\$15,000.00

Wednesday, 10 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
190 Kippings Road, Strathbogie VIC 3666	P2021-208	Addition to a Dwelling and Construction of a Shed	\$80,000.00
405 Oak Valley Road, Longwood VIC 3665	P2021-209	Two Lot Subdivision (Dwelling Excision) -to create a 4ha lot and a 42.5ha lot.	\$0.00

Tuesday, 16 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2 Boundary Road South, Euroa VIC 3666	P2021-212	Development of land for an extension to a dwelling	\$150,000.00
8 Withers Street, Longwood VIC 3665	P2021-210	Development of land for an extension to an existing dwelling	\$60,000.00

Wednesday, 17 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
21 Cowslip Street, Violet Town VIC 3669	P2021-213	Two (2) lot subdivision – to create 2 500sqm residential allotments	\$0.00

Thursday, 18 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
Creightons Creek Road, Creightons Creek VIC 3666	P2021-211	Use and Construction of a GPS Ground Station for collection of survey and weather data	\$80,000.00

Monday, 22 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
298 Mitchellstown Road, Tabilk VIC 3607	P2021-188	Native Vegetation Removal at Yulong Horse Stud – removal of 4 trees (including 3 large grey box trees) to facilitate internal road upgrades.	\$0.00

Tuesday, 23 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
58-64 Brock Street, Euroa VIC 3666	P2021-214	Seven (7) lot subdivision – to create new residential allotments on vacant residential land.	\$0.00
665 Creightons Creek Road, Creightons Creek VIC 3666	P2021-215	VicSmart Construction of a farm shed	\$92,000.00

Wednesday, 24 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
32 Hunter Street, Euroa VIC 3666	P2021-217	Development of land for a dwelling in the Floodway Overlay	\$350,000.00

Friday, 26 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
45 Wattlevale Road, Bailieston VIC 3608	P2021-216	Storage Area and Viewing Platform (Recreational Boating Facility) – Private facility	\$30,000.00

Monday, 29 November 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1678 Merton-Strathbogie Road, Strathbogie VIC 3666	P2021-219	Two (2) lot subdivision – to create a 9ha lot for an existing dwelling and a 40ha lot	\$0.00

ATTACHMENT 2:

Planning Applications Determined

1/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
7 Hill Close, Ruffy VIC 3666	P2021-091	Use and Development of land for a dwelling and access (for Crown Allotment 7 Section G)	\$200,000.00	NOD

5/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
115 Grenada Road, Mangalore VIC 3663	P2021-131	Native Vegetation Removal – 4 trees (3 large), River Red Gum, Grey Box & Yellow Box to facilitate expansion of an existing horse breeding facility (Yulong Park). The extension was design to avoid the removal of additional large grey box trees.	\$0.00	Issued
203 Goulburn Weir Road, Goulburn Weir VIC 3608	P2021-136	Two (2) lot re- subdivision	\$0.00	Issued

9/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1653 Creightons Creek Road, Creightons Creek VIC 3666	P2021-179	VicSmart Construction of a Shed	\$127,180.00	Issued

11/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1425 Euroa-Mansfield Road, Gooram VIC 3666	P2021-168	Development of land for a dwelling	\$217,000.00	Issued

12/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
101 Siems Road, Euroa VIC 3666	P2021-137	Development of Shed and 160,00L Water Tank	\$15,000.00	Withdrawn
1042 Bonnie Doon Road, Boho South VIC 3669	P2021-201	Development of land for a dwelling (Replacement)	\$380,000.00	Issued
11 Magiltan Drive, Strathbogie VIC 3666	P2021-127	Development of land for a single dwelling	\$185,000.00	Issued

17/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
334 Moffitt Road, Arcadia South VIC 3631	P2021-099	Use and development of land for a dwelling and a shed	\$480,000.00	Issued

19/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
42 Marie Street, Locksley VIC 3665	P2020-152	Restricted recreation facility – 4 horse event per year	\$0.00	Issued

22/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
28 McGregor Avenue, Nagambie VIC 3608	P2021-123	Development of Three Dwellings	\$650,000.00	Issued

23/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1796 Northwood Road, Tabilk VIC 3607	P2021-032	Addition to a Dwelling	\$365,000.00	Issued
367 Walkers Road, Moglonemby VIC 3666	P2021-117	Use of land for a store and craft beer production and sales	\$0.00	Issued
Burkes Road, Moorilim VIC 3610	P2021-100	Use and Development for a Dwelling and Earthmoving Contractor Depot (dwelling, garage and tanks, workshop, machinery shed and tanks)	\$550,000.00	Lapsed

25/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
454 Longwood-Gobur Road, Creightons Creek VIC 3666	P2021-159	Development of land for an extension to a dwelling	\$30,000.00	Issued

26/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
665 Creightons Creek Road, Creightons Creek VIC 3666	P2021-215	VicSmart Construction of a farm shed	\$92,000.00	Withdrawn

29/11/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2a Down Street, Longwood VIC 3665	P2021-111	Shipping container store for the Longwood Beer, Wine and Cider Festival	\$3,850.00	Issued
70 Allason Road, Strathbogie VIC 3666	P2021-095	Two (2) Lot Re-Subdivision	\$0.00	Issued

ATTACHMENT 3:

Latest Planning Permit Activity Performance Figures

Performance figures

	This Month	Last Month	Financial Year to Date	Rural Average	SMR Average
Applications with: ⓘ					
Public notice	<u>12</u>	<u>8</u>	<u>34</u>	12	6
Further information	<u>15</u>	<u>9</u>	<u>49</u>	14	7
Referrals	<u>12</u>	<u>8</u>	<u>34</u>	11	7
Submissions	<u>2</u>	<u>0</u>	<u>5</u>	2	1
Financial ⓘ					
Total value of fees for applications received	\$23,875	\$31,298	\$99,815	\$32,735	\$14,779
Average fee per application received	\$918	\$1,010	\$916	\$1,032	\$871
Total estimated cost of works for permits issued	\$2,009,111	\$2,331,000	\$14,310,232	\$8,710,021	\$3,377,990
Average cost of works per permit issued	\$57,403	\$116,550	\$136,288	\$331,810	\$219,452
Processing times ⓘ					
Average gross days to Responsible Authority determination	60	99	73	96	82
Median processing days to Responsible Authority determination	47	86	55	62	53
Completed within sixty days	96.2%	72.7%	82.3%	72.7%	76.5%
Average gross days to final outcome	74	96	80	103	84
Median processing days to final outcome	55	86	59	63	53
VicSmart applications ⓘ					
Received	<u>6</u>	<u>4</u>	<u>14</u>	5	3
Completed	<u>8</u>	<u>0</u>	<u>18</u>	5	4
Completed within ten days	87.5%	0.0%	72.2%	82.7%	84.9%

9.2 COMMUNITY

9.2.1 Domestic Animal Management Plan

Author: Team Leader Compliance

Responsible Director: Director Corporate Services

EXECUTIVE SUMMARY

The *Domestic Animals Act 1994* (the Act) requires Council to prepare a Domestic Animal Management Plan every four years.

The plan must set out a method for evaluating whether the animal management services provided by council are adequate to give effect to requirements of the Act and the Domestic Animal Regulations 2015. The plan must also outline programs for the training of authorised officers along with programs, services, and strategies to address the key issues in relation to responsible pet ownership within the municipality.

The development of a draft Strathbogie Shire Domestic Animal Management Plan was completed after considering the results of a public survey to establish the priorities and feedback of the community in relation to domestic animals within the municipal district. Public engagement provided Council with a variety of options to consider, but also provided Council with feedback from personal experiences with domestic animals in the community, or engagement with Authorised Officers attending to domestic animal issues in the community.

Council considered all options put forward by community members and developed a draft plan that will meet the needs of the community that it serves and will publish an evaluation of the implementation of the plan in the Council annual report.

To further assist and inform the development of the 2021-2025 Strathbogie Shire Domestic Animal Management Plan, Council put the draft plan on public exhibition for a final period of 14 days to seek further submissions from the community prior to adopting the plan, noting that significant feedback has already been received.

At the completion of the 14 day period, council considered all submissions forwarded, and found that all submissions received had already been addressed in the draft plan over the life of the document. The online survey returned 100% support for the draft plan.

RECOMMENDATION

That Council:

- 1. Note the results of reports detailing the outcomes of the public exhibition of the draft 2021-2025 Strathbogie Shire Domestic Animal Management Plan; and***
- 2. Endorse the draft Domestic Animal Management Plan for the 2021-2025 period in accordance with section 68A of the Domestic Animals Act 1994.***

9.2.1 Domestic Animal Management Plan (cont.)

PURPOSE AND BACKGROUND

Under Section 68A of the *Domestic Animals Act 1994* (the Act), every Council in Victoria is required to produce a Domestic Animal Management Plan (DAMP) which will be renewed every four years. The current DAMP was adopted by Council in 2017. This report seeks Council's endorsement of the current draft DAMP, stage four (4) of the four (4) stage engagement approach as detailed in the Consultation and Engagement Plan (refer Attachment 1).

ISSUES, OPTIONS AND DISCUSSION

The results of stage three (3) of council's engagement approach clearly identified a number of issues that have already been addressed in the draft plan. The prominent issues within the community remain in relation to the responsible ownership of domestic animals.

Domestic animals (dogs and cats) wandering at large was clearly identified as the biggest risk to the community of the Strathbogie Shire. The draft plan had considered these findings and proposed methods to address these issues within the community. The results of the community engagement indicated 100% support for the proposed DAMP for the 2021-2025 period.

Process:

The development of the draft Strathbogie Shire Domestic Animal Management Plan has been completed after considering the results of a public survey to establish the priorities and feedback from the community in relation to domestic animals within the municipal district. Public consultation provided Council with a variety of options to consider, but also provided Council with some negative feedback from personal experiences with domestic animals in the community, or engagement with Authorised Officers attending to domestic animal issues in the community.

Council has considered all options put forward by community members and developed a plan that will meet the needs of the community that it serves.

Nine (9) submissions were received throughout the consultation process identifying three (3) issues in the municipality. The three (3) issues highlighted were:

- Additional dog parks across the Shire;
- Dogs and cats wandering at large;
- Consideration of a municipality wide cat curfew.

All three (3) issues have already been addressed in the DAMP and will form a major part of the works to be undertaken across the life of the plan.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

We have previously adopted an engagement plan and associated communications campaign that would ensure our residents were clear on how to have their say and feel confident in providing their feedback.

9.2.1 Domestic Animal Management Plan (cont.)

This plan takes a four-stage approach to community engagement to which stages one (1), two (2) and three (3) have now been completed. This means we have developed a draft plan with the community and are now seeking council to adopt the plan as a final Strathbogie Shire Domestic Animal Management Plan for the 2021-2025 period.

The stages, goals, and tools we are using are summarised in the table below:

Stage	Goal	Tools and methods
One	<ul style="list-style-type: none"> To education our community about the DAMP. To inform our community a new DAMP is being prepared. To ensure the community understands how to participate. To provide communications that encourage people to participate. 	<ul style="list-style-type: none"> Media release Fact sheets Website copy Advertising Social Media Posters
Two	<ul style="list-style-type: none"> To educate our community about the role of a DAMP. To provide our community with the opportunity to provide input into the development of the Draft DAMP. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Fact sheets Share Strathbogie online engagement Letters to key stakeholders seeking feedback
Three	<ul style="list-style-type: none"> To show the community how their input, provided during stage two, helped inform the Draft DAMP. To provide the community with further opportunity to have their say on the Draft DAMP. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Share Strathbogie online engagement Letters to key stakeholders seeking feedback
Four	<ul style="list-style-type: none"> To provide the community with an updated DAMP. To provide the community with information on how their feedback was used to develop the DAMP. 	<ul style="list-style-type: none"> Website content Social Media Media release Advertising My Strathbogie Bulletin Letters / emails to stakeholders Share Strathbogie online engagement

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

9.2.1 Domestic Animal Management Plan (cont.)

Section 68A of the *Domestic Animals Act 1994* states that each Council ***must***, in consultation with the Secretary, prepare a domestic animal management plan on 4 December 2021 and at the end of each period of four years after that day.

Every Council ***must*** (a) review its domestic animal management plan annually and, if appropriate, amend the plan; and (b) provide the Secretary with a copy of the plan and any amendments to the plan; and (c) publish an evaluation of its implementation of the plan in its annual report

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report will sign a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

This matter will be considered in a Council meeting open to the public as the primary target audience is the Strathbogie Shire community, pet related businesses and the many community groups within our region.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

An overview of economic, social, and environmental issues and initiatives has been considered after the public consultation took place, and during the drafting phase of the four-year plan.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

Our draft Domestic Animal Management Plan outlines the key issues, objectives, and priorities for how cats and dogs will be managed in our Shire. The plan covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves
- How well information provided by Council about pets and animal management addresses the needs of residents

9.2.1 Domestic Animal Management Plan (cont.)

COLLABORATION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

This is a plan that is relevant to the needs of the Strathbogie Shire community only, and collaboration with other councils or statutory bodies is not required to formulate this plan.

HUMAN RIGHTS CONSIDERATIONS

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

Any human rights issues will be considered once the draft Domestic Animal Management Plan has been further developed for council to consider adopting.

CONCLUSION

In accordance with the adopted Community Engagement Plan for the development of the Domestic Animal Management Plan it is recommended that Council adopts the final draft Domestic Animal Management Plan that will benefit the residents and business operators within our municipality.

ATTACHMENTS

Attachment 1: Community and Engagement Plan

Attachment 2: Community and Engagement Report

Attachment 3: Share Strathbogie Feedback Report

Attachment 4: Share Strathbogie Submission Report

ATTACHMENT 1:



I

DOMESTIC ANIMAL MANAGEMENT PLAN

Communications and Engagement Plan

June 2021

Document control

Document information

Document name	Domestic Animal Management Plan – Communications and Engagement Plan
Reference	719803
Document owner	Kristin Favaloro

Document updates

Document approved for issue

Role	Name	Date
Document Approver	Kristin Favaloro EM C&E	
Document Approver	Jason McConkey Team Leader Compliance	
Document Approver	David Roff Director Corporate Operations	

Contents

1.	Background	3
2.	Approach	4
2.1.	Depth of engagement.....	5
2.2.	Engagement Plan.....	6
3.	Audience	8
4.	Key messages	8
4.1.	The key points.....	8
4.2.	Detail about the DAMP.....	8
4.3.	Have your say	9
4.4.	Frequently asked questions	9
5.	Spokesperson	10
6.1.	Media release.....	10
6.2.	Social media.....	11
6.3.	Email seeking feedback	12
6.4.	Share Strathbogie Content.....	12
6.4.1.	Tools: Survey and submission form.....	13
7.	Action plan.....	17
8.	Stakeholder groups	18
9.	Materials list	18

*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT
SYNCRONISHED TO THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

1. Background

Under Section 68A of the Domestic Animals Act 1994 (the Act), every Council in Victoria is required to produce a Domestic Animal Management Plan (plan) which will be renewed every four years. The current DAMP was adopted by Council in 2017.

The plan is required to outline the services, programs and policies the Council has established to address the administration of the Act and the management of dogs and cats in their community. The specific requirements are:

- 1) Every Council must prepare at four yearly intervals a Domestic Animal Management Plan.
- 2) A Domestic Animal Management Plan prepared by a Council must:
 - a) set out a method for evaluating whether the animal control services provided by the Council in its municipal district are adequate to give effect to the requirements of this Act and the regulations
 - b) outline programs for the training of authorised officers to ensure that they can properly administer and enforce the requirements of this Act in the Council's municipal district
 - c) outline programs, services and strategies which the Council intends to pursue in its municipal district to:
 - i. promote and encourage the responsible ownership and dogs and cats
 - ii. ensure that people comply with the Act, the regulations and any related legislation
 - iii. minimise the risk of attacks by dogs on people and animals
 - iv. address any over-population and high euthanasia rates for dogs and cats
 - v. encourage the registration and identification of dogs and cats
 - vi. minimise the potential for dogs and cats to create a nuisance
 - vii. effectively identify all dangerous dogs, menacing dogs and restricted breed dogs and to ensure those dogs are kept in compliance with the Act and regulations.
 - d) provide for the review of existing orders made under this Act and local laws that relate to the Council's municipal district with a view to determining whether any further orders or local laws dealing with the management of dogs and cats in the municipal district are desirable.
 - e) provide for the review of any other matters related to the management of dogs and cats in the Council's municipal district that it thinks necessary.
 - f) provide for the periodic review of any program, service, strategy or review outlined under the plan.
- 3) Every Council must:
 - a) review its Domestic Animal Management Plan annually and if appropriate amend the plan
 - b) provide the Secretary (person who is head of the Department of Economic Development, Jobs, Transport and Resources (DEDJTR)) with a copy of the plan and any amendments to the plan
 - c) publish an evaluation of its implementation of the plan in its annual report.

2. Approach

Please note this section, and 2.1 Depth of Engagement, is to be copied and paste into the officer's Council Report to describe the Community Engagement approach.

We have planned an engagement program and associated communications campaign that will ensure our residents are clear on how to have their say and feel confident in providing their feedback.

We will use our digital engagement platform www.share.strathbogie.vic.gov.au to survey residents and we'll ensure information on the survey is available on social media and all of Council's communications channels, along with paid advertising in our Council update and a media release issued to all media.

We'll also create posters encouraging residents to participate, and letting them know how, and will distribute them in areas pet owners use frequently (such as dog parks, walking tracks and vet clinics).

This plan takes a four-stage approach to community engagement – which will ensure community input into the development of the draft plan. This means we're developing a draft plan with the community, not simply releasing a draft plan for consultation.

The stages, goals and tools to be used are summarised in the table below:

Stage	Goal	Tools and methods
One	<ul style="list-style-type: none"> To education our community about the DAMP. To inform our community a new DAMP is being prepared. To ensure the community understands how to participate. To provide communications that encourage people to participate. 	<ul style="list-style-type: none"> Media release Fact sheets Website copy Advertising Social Media Posters
Two	<ul style="list-style-type: none"> To educate our community about the role of a DAMP. To provide our community with the opportunity to provide input into the development of the Draft DAMP. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Fact sheets Share Strathbogie online engagement Letters to key stakeholders seeking feedback
Three	<ul style="list-style-type: none"> To show the community how their input, provided during stage two, helped inform the Draft DAMP. To provide the community with further opportunity to have their say on the Draft DAMP. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Share Strathbogie online engagement Letters to key stakeholders seeking feedback
Four	<ul style="list-style-type: none"> To provide the community with an updated DAMP. 	<ul style="list-style-type: none"> Website content Social Media Media release Advertising My Strathbogie Bulletin

	<ul style="list-style-type: none">• To provide the community with information on how their feedback was used to develop the DAMP.	<ul style="list-style-type: none">• Letters / emails to stakeholders• Share Strathbogie online engagement
--	---	--

2.1. Depth of engagement

Depth: Involve

Public participation goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Promise to the public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

2.2. Engagement Plan

Project stage	Engagement purpose	Engagement goals	Tools and methods	Success criteria	Evaluation
One	Inform	<ul style="list-style-type: none"> To education our community about the DAMP. To inform our community a new DAMP is being prepared. To ensure the community understands how to participate. To provide communications that encourage people to participate. 	<ul style="list-style-type: none"> Media release Fact sheets Website copy Advertising Social Media Posters at key locations in townships 	<ul style="list-style-type: none"> Strathbogie Shire residents are informed of the review 	<ul style="list-style-type: none"> Strong social media reach and engagement. Community speaks in support of Council's approach.
Two	Engage To work with the community to improve our DAMP.	<ul style="list-style-type: none"> To educate our community about the role of a DAMP. To provide our community with the opportunity to provide input into the development of the Draft DAMP. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Fact sheets Share Strathbogie online engagement Letters to key stakeholders seeking feedback 	<ul style="list-style-type: none"> Submissions received via info@strathbogie.vic.gov.au. Strong participation on Share Strathbogie engagement platform 	<ul style="list-style-type: none"> Community and stakeholders speak in support of Council and the approach Good participation in survey
Three	Engage To work with the community to improve our DAMP.	<ul style="list-style-type: none"> To show the community how their input, provided during stage two, helped inform the Draft DAMP. To provide the community with further opportunity to have their say. 	<ul style="list-style-type: none"> Media release Website copy Advertising Social Media Share Strathbogie online engagement Letters to key stakeholders seeking feedback Draft DAMP 	<ul style="list-style-type: none"> Submissions received via info@strathbogie.vic.gov.au. Strong participation on Share Strathbogie engagement platform 	<ul style="list-style-type: none"> Community and stakeholders speak in support of Council and the approach Participation on Share Strathbogie

Four	Closing the loop	<ul style="list-style-type: none">• To provide the community with an updated DAMP• To provide the community with information on how their feedback was used to develop the DAMP.	<ul style="list-style-type: none">• Website content• Social Media• Media release• Advertising• My Strathbogie Bulletin• Letters / emails to stakeholders• Share Strathbogie online engagement• Engagement report	<ul style="list-style-type: none">• The community feels it has been part of the process in developing Council's new DAMP and is supportive of its approach	<ul style="list-style-type: none">• Community and stakeholders speak in support of Council
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3. Audience

The primary target audience for stage one of this plan is the Strathbogrie Shire community. The secondary audience is pet related businesses and community groups in our region.

4. Key messages

4.1. The key points

Our Domestic Animal Management Plan (DAMP) outlines the key issues, objectives and priorities for how cats and dogs will be managed in our Shire. The plan covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves
- How well information provided by Council about pets and animal management addresses the needs of residents

We are now conducting a four-year review of the plan and to do this we need your help.

We encourage locals to visit www.share.strathbogrie.vic.gov.au to share their thoughts, feedback and advice.

4.2. Detail about the DAMP

Councils are responsible for developing a domestic animal management plan which:

- promotes responsible pet ownership and the welfare of dogs and cats in the community
- protects the community and the environment from nuisance dogs and cats
- identifies a method to evaluate whether the animal management services provided by them are adequate
- outlines the training programs for their Authorised Officers to ensure these Officers are capable in administering and enforcing the provisions of the Domestic Animals Act 1994 (the Act).

The plan provides information on the daily operation of the Council, the current programs Council has in place and the policies the Council has adopted for the following standards of animal management to:

- promote and encourage the responsible ownership of dogs and cats
- ensure that people comply with this Act, the regulations and any related legislation
- minimise the risk of attacks by dogs on people and animals
- address any over-population and high euthanasia rates for dogs and cats
- encourage the registration and identification of dogs and cats
- minimise the potential for dogs and cats to create a nuisance
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with the Act and the Regulations.

The plan identifies the current local laws and orders made under the Act and reviews them for effectiveness. Council reviews the plan annually and publishes an evaluation of the implementation of their plan in the Council's annual report. The plan, including new initiatives, is required to be fully reviewed every four years – and for Strathbogie Shire Council this is now.

4.3. Have your say

Strathbogie Shire is now seeking your input as we complete our four-year review of our Domestic Animal Management Plan (DAMP). You can have your say by:

- Visiting www.share.strathbogie.vic.gov.au and filling in a survey or submission form.
- Writing to us at PO Box 177, Euroa VIC 3666.

4.4. Frequently asked questions

What is a Domestic Animal Management Plan?

Our Domestic Animal Management Plan (DAMP) outlines the key issues, objectives and priorities for how cats and dogs will be managed in our Shire. The plan covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves
- How well information provided by Council about pets and animal management addresses the needs of residents

What does a DAMP do?

The plan provides information on the daily operation of the Council, the current programs Council has in place and the policies the Council has adopted for the following standards of animal management to:

- promote and encourage the responsible ownership of dogs and cats
- ensure that people comply with this Act, the regulations and any related legislation
- minimise the risk of attacks by dogs on people and animals
- address any over-population and high euthanasia rates for dogs and cats
- encourage the registration and identification of dogs and cats
- minimise the potential for dogs and cats to create a nuisance
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with the Act and the Regulations.

Why do we need a DAMP?

A DAMP provides information on the daily operation of the Council, the current programs Council has in place and the policies the Council has adopted for the following standards of animal management to:

- promote responsible pet ownership and the welfare of dogs and cats in the community
- protect the community and the environment from nuisance dogs and cats

- identify a method to evaluate whether the animal management services provided by them are adequate
- outline the training programs for their Authorised Officers to ensure these Officers are capable in administering and enforcing the provisions of the Domestic Animals Act 1994 (the Act).

Why are you reviewing the current DAMP?

Under Section 68A of the Domestic Animals Act 1994 (the Act), every Council in Victoria is required to produce a Domestic Animal Management Plan which will be renewed every four years. The current DAMP was adopted by Council in 2017, so is due for review.

How can I have my say?

We are now seeking your input as we complete our four-year review of our Domestic Animal Management Plan (DAMP). You can have your say by:

- Visiting www.share.strathbogie.vic.gov.au and filling in a survey or submission form.
- Writing to us at PO Box 177, Euroa VIC 3666.

5. Spokesperson

Spokespeople for this plan, include:

- Mayor, Cr Chris Raeburn
- Director Corporate Operations David Roff
- Team Leader Compliance Jason McConkey

6. Communications materials

6.1. Media release

How do you think domestic dogs and cats should be managed in Strathbogie Shire?

Is the registration process clear and simple? Are there enough places for your dog to play?

These are just some of the questions Strathbogie Shire Council is asking residents as it works to review its Domestic Animal Management Plan.

Strathbogie Shire Council Mayor, Cr Chris Raeburn, said the plan outlined the key issues, objectives and priorities for how cats and dogs would be managed in our Shire.

"We know that pets are important to people living in our Shire, so we want to make sure we're working with our community to develop a management plan that meets their needs," Cr Raeburn said.

"We've seen such a positive reaction to the recent opening of the Euroa Off-Leash Dog Park we're keen to hear how else we can improve our services.

"We have a bit of an internal motto happening at the Shire at the moment and that's 'We can do better', but we need our community's input to get there."

The plan covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves, and
- How well information provided by Council about pets and animal management addresses the needs of residents.

Locals are encouraged to visit www.share.strathbogrie.vic.gov.au to share their thoughts, feedback and advice. Here you can read the current plan, complete a survey or make a submission to the Domestic Animal Management Plan.

6.2. Social media

Date	Content	Image
TBC	<p>How do you think domestic dogs and cats should be managed in Strathbogrie Shire?</p> <p>Is the registration process clear and simple? Are there enough places for your dog to play?</p> <p>These are just some of the questions we're asking as we review our Domestic Animal Management Plan.</p> <p>The plan outlined the key issues, objectives and priorities for how cats and dogs are managed in our Shire.</p> <p>We'd love your thoughts feedback and advice. Go to www.share.strathbogrie.vic.gov.au for more info and to have your say.</p>	Infographic
TBC	<p>Did you know our Domestic Animal Management Plan is essentially the rule book for how we managed dogs and cats in our Shire?</p> <p>It covers issues like:</p> <ul style="list-style-type: none"> • The importance of pets to Shire residents • Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds) • Ideas and resources to help locals manage and care for their pets • Dogs in parks and reserves, and • How well information provided by Council about pets and animal management addresses the needs of residents. <p>Our plan is now under review and we want your input to make it better.</p>	Headshot of Reg

	Head to www.share.strathbogie.vic.gov.au to learn more, take our survey and have your say.	
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6.3. Email seeking feedback

We're writing to let you know we're currently reviewing our Domestic Animal Management Plan and we wanted to let you know how to have a say.

The plan outlines the key issues, objectives and priorities for how cats and dogs would be managed in our Shire. It covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves, and
- How well information provided by Council about pets and animal management addresses the needs of residents.

We know that pets are important to people living in our Shire, so we want to make sure we're working with our community to develop a management plan that meets their needs.

We've seen such a positive reaction to the recent opening of the Euroa Off-Leash Dog Park we're keen to hear how else we can improve our services.

We have a bit of an internal motto happening at the Shire at the moment and that's 'We can do better', but we need our community's input to get there.

We encourage you to visit www.share.strathbogie.vic.gov.au to share their thoughts, feedback and advice. Here you can read the current plan, complete a survey or make a submission to the Domestic Animal Management Plan.

Thank you for participating.

Kind regards

Chris Raeburn
Mayor
Strathbogie Shire

6.4. Share Strathbogie Content

We're currently reviewing our Domestic Animal Management Plan and we want your feedback, thoughts and advice.

The plan outlines the key issues, objectives and priorities for how cats and dogs would be managed in our Shire. It covers issues such as:

- The importance of pets to Shire residents

- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves, and
- How well information provided by Council about pets and animal management addresses the needs of residents.

We know that pets are important to people living in our Shire, so we want to make sure we're working with our community to develop a management plan that meets their needs.

We've seen such a positive reaction to the recent opening of the Euroa Off-Leash Dog Park we're keen to hear how else we can improve our services.

We have a bit of an internal motto happening at the Shire at the moment and that's 'We can do better', but we need our community's input to get there.

6.4.1. Tools: Survey and submission form.

Survey questions

General

1. What are the important animal management issues that council should focus on (check box – select more than one):
 - respond to nuisance dogs/cats reports
 - educate the community about responsible pet ownership
 - provide dog poo bags and bins at parks where people walk their dogs
 - provide dog off-leash areas
 - rangers patrolling parks and public areas
 - communications about pets
 - don't know
 - Other (free space)
2. Is there an area in which we should focus our actions to encourage responsible pet ownership? (free space)

Communications

3. When it comes to communications about responsible pet ownership, council is:
(options)
 - not communicating enough
 - communicating the right amount
 - communicating too much
 - I have further feedback (free space)
4. How do you want to get information about responsible pet ownership? (check box – can select more than one)
 - council's website
 - veterinary clinics
 - social media
 - emails
 - text message
 - information received with registration renewal notice
 - don't know
 - other (please specify – free space)

5. I want to know more about (check box – can select more than one)

- caring for pets
- what my registrations fees pay for
- microchipping
- lost pets and pound services
- dog friendly parks, walks and trails
- obedience training
- pet interest groups (dog walking groups)
- park patrols/enforcement
- council services
- complaints management
- other (please specify – free space)

Public spaces

6. What aspects are most important to you when you are sharing parks and public spaces with pets? (check box – can select more than one)

- dogs can socialise freely with other dogs
- owners and families can play freely with their dogs
- dogs can exercise even if their owners cannot
- families can go to the park together and do different things
- fenced off-lead areas
- unfenced dog areas
- dogs are kept on-lead
- bags and bins are available for animal waste
- other (please specify – free space)

7. The number of off-lead parks in Strathbogie Shire is (options)

- not enough, we need more
- the right amount
- too many, they should be reduced.
- Not sure
- I have an idea (free space)

8. Are there any other parks that should be considered for off-lead areas? (yes/no, if yes provide free space)

9. Would you like set times for off-lead areas in some parks? This would mean that there would be set times when dogs could be off lead and at all other times required to be on lead in the park .

- yes
- no
- not sure
- comment *text box*

10. If we were to consider set off-lead times in some parks, what options would you prefer?

- off-lead from 6am to 8am and 6pm to 8pm
- off lead from 7pm to 7am (overnight)
- not sure
- free space

11. Should all parks and reserves be off-lead (with the exception of native bushland) and all other public places be on lead?

- yes
- no
- don't know
- free space

Compliance

12. If your pet is not registered with Council, why not?

- costs too much
- didn't know I had to
- forgot
- I don't get any benefit
- other (please specify – free space)

13. What, if any, compliance or nuisance issues have you experienced in the past 12 months?
(options – more than one)

- barking dogs
- wandering dogs
- wandering cats
- dogs not being under effective control of the owner in public spaces
- dog owners not cleaning up their dog's waste in public spaces
- welfare or treatment of an animal in my neighbourhood
- other (specify)

14. If you have notified council's rangers, were you satisfied with the outcome?

- yes
- no
- not sure
- I have some further feedback – free space

15. The amount of Ranger patrols are (options)

- not enough, we need more
- the right amount
- too many, they should be reduced.
- don't know
- I have a comment – free space

16. What times do you think should be priorities for Rangers to patrol?

- weekends
- weekday evenings (after work)
- weekday early mornings (before work)
- weekdays – 7.45am – 5 pm and random patrols on weekends
- after school sports
- not sure
- comment – free space

17. How can council help ensure dogs are under effective control in public spaces?

- more Ranger patrols
- increase fines / enforcement
- more education
- more/improved fenced off lead dog areas
- more signs
- it's not a problem
- not sure

- comment – free space

18. How can council help ensure people clean up after the dogs in public spaces?

- more bag dispensers and bins in parks
- more Ranger patrols
- increased fines / enforcement
- more education
- more signs
- it's not a problem
- don't know
- comment – free space

19. When pets are found wondering, should council issue a warning for first-time offenders

- yes, warnings are appropriate for first time offenders
- no, they should be fined
- don't know
- comment – free space

20. In the event of a serious dog attack being proven and/or the owner convicted of the offence of serious dog attack, what action should council take?

- the offending dog be destroyed
- the offending dog be declared dangerous; (this means the dog is kept in a secure enclosure, and always kept on lead and muzzled when outside the enclosure)
- determine the outcome for the offending dog on a case by case basis
- not sure
- comment – free space

Additional feedback

21. Do you have any general or additional comments about animal management?
(free space)

22. Where in the council do you live?

- (free space)

23. What best describes you?

- Pet owner
- Non-pet owner
- Vet or veterinary nurse
- Work in another pet related industry (trainer, dog walker, retailer)
- Other (please specify – free space)

7. Action plan

Due Date	Release Date	Activity	Audience	Materials Required	Responsibility	Status
28/6/21	21/7/21	Launch Share Strathbogie content	Public	<ul style="list-style-type: none"> Share Strathbogie Content Survey questions 	Cass Douglas	In progress
28/6/21	21/7/21	Inform Councillors and Customer Service team	<ul style="list-style-type: none"> Councillors Customer Service Team 	<ul style="list-style-type: none"> C&E Alert 	Kristin Favalaro	In progress
28/6/21	21/7/21	Release Media release and story in eNews	Public	<ul style="list-style-type: none"> Media Release 	Tara Whitsed	In progress
28/6/21	21/7/21	Social Media	Public	<ul style="list-style-type: none"> Social media content 	Cass Douglas	In progress
28/6/21	TBC	Advertising	<ul style="list-style-type: none"> Nagambie Voice Euroa Gazette 	<ul style="list-style-type: none"> Advertising content 	Kristin Favalaro	In progress
28/6/21	21/7/21	Drive community feedback (posters in key areas)	Public	<ul style="list-style-type: none"> Poster 	Jason McConkey	In progress
28/6/21	21/7/21	Letter seeking feedback	Key stakeholders (identified in section 8)	<ul style="list-style-type: none"> Letter 	Kristin Favalaro	In progress

8. Stakeholder groups

Name	Group	Email address
Names of contact persons removed for the purpose of this report	Avenel Active Inc	Email addresses have been removed for the purpose of this report
	Euroa Community Action Group	
	Graytown Community Action Group Inc	
	Longwood Action Group Inc	
	Nagambie Community Action Group	
	Ruffy Community Action Group	
	Strathbogie Tableland Action Group	
	Violet Town Action Group Inc	
	Ace Vets Euroa	
	Strathbogie Vet Clinic	
	Victorian Central Veterinary Group, Nagambie	

9. Materials list

Material	Document number

ATTACHMENT 2:

Engagement Report



Domestic Animal Management Plan

Background

Under Section 68A of the Domestic Animals Act 1994 (the Act), every Council in Victoria is required to produce a Domestic Animal Management Plan (plan) which will be renewed every four years. The plan covers issues such as:

- The importance of pets to Shire residents
- Concerns about animal-related matters (nuisance animals, dog attacks, dangerous dogs and restricted breeds)
- Ideas and resources to help locals manage and care for their pets
- Dogs in parks and reserves, and
- How well information provided by Council about pets and animal management addresses the needs of residents.

The Engagement Approach

Our planned engagement program and associated communications campaign will ensure our residents are clear on how to have their say and feel confident in providing their feedback.

Our plan takes a four-stage approach to community engagement – which will ensure community input into the development of the draft plan. This means we're developing a draft plan with the community, not simply releasing a draft plan for consultation.

The stages, goals and tools to be used are summarised in the table below. Stage one and two are complete:

Stage	Goal	Tools and methods
One	<ul style="list-style-type: none">• To education our community about the DAMP.• To inform our community a new DAMP is being prepared.• To ensure the community understands how to participate.• To provide communications that encourage people to participate.	<ul style="list-style-type: none">• Media release• Fact sheets• Website copy• Advertising• Social Media• Posters
Two	<ul style="list-style-type: none">• To educate our community about the role of a DAMP.• To provide our community with the opportunity to provide input into the development of the Draft DAMP.	<ul style="list-style-type: none">• Media release• Website copy• Advertising• Social Media• Fact sheets• Share Strathbogie online engagement• Letters to key stakeholders seeking feedback
Three	<ul style="list-style-type: none">• To show the community how their input, provided during stage two, helped inform the Draft DAMP.	<ul style="list-style-type: none">• Media release• Website copy

Engagement Report



	<ul style="list-style-type: none">To provide the community with further opportunity to have their say on the Draft DAMP.	<ul style="list-style-type: none">AdvertisingSocial MediaShare Strathbogie online engagementLetters to key stakeholders seeking feedback
Four	<ul style="list-style-type: none">To provide the community with an updated DAMP.To provide the community with information on how their feedback was used to develop the DAMP.	<ul style="list-style-type: none">Website contentSocial MediaMedia releaseAdvertisingMy Strathbogie BulletinLetters / emails to stakeholdersShare Strathbogie online engagement

Depth of engagement

Depth: Involve

Public participation goal: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Promise to the public: We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

Participation and reach

- Sixty-one contributors participated in the DAMP survey on www.share.strathbogie.vic.gov.au
- There were 218 page views on the project
- A social media reach of 5507 was achieved with an engagement score of 452.

Recommendations

Council Officers to develop a Draft Domestic Animal Management Plan to be released for community consultation (stage three of the engagement plan). Key themes to be investigated for inclusion in the draft include:

- A focus on responding to nuisance dogs and cat reports
- Education and communication about responsible pet ownership, with a focus on social media
- Greater availability of poo bags and bins
- Investigate off-leash times in Shire parks and walks
- More regular ranger patrols
- Stronger fines for those consistently doing the wrong thing
- Warnings for first time offenders

For detailed survey data please see following report.

ATTACHMENT 3:



SHARE STRATHBOGRIE

Share Strathbogrie
Survey Results

Domestic Animal Management Plan

29th July 2021 - 27th August 2021



POWERED BY:
The **HiVE**

Share Strathbogie

Report Type: Form Results Summary

Date Range: 29-07-2021 - 27-08-2021

Exported: 30-08-2021

Closed

Domestic Animal Management Survey
Domestic Animal Management Plan

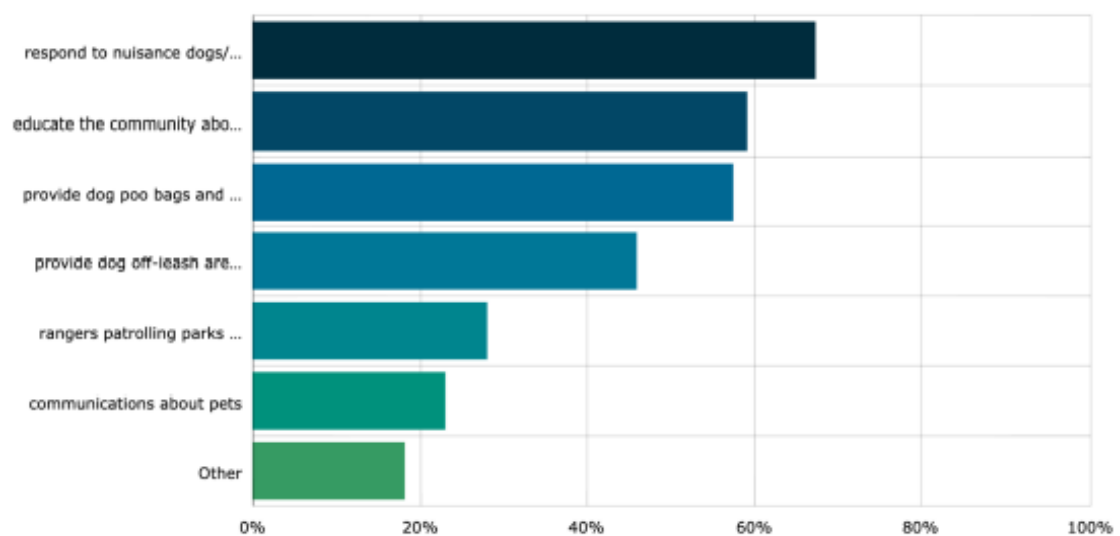
57
Contributors

61
Contributions

Contribution summary

1. What are the important animal management issues that council should focus on? Required

Multi Choice | Skipped: 0 | Answered: 61 (100%)



Answer choices	Percent	Count
respond to nuisance dogs/cats reports	67.21%	41
educate the community about responsible pet ownership	59.02%	36
provide dog poo bags and bins at parks where people walk their dogs	57.38%	35
provide dog off-leash areas	45.90%	28
rangers patrolling parks and public areas	27.87%	17
communications about pets	22.95%	14
Other	18.03%	11

1. What are the important animal management issues that council should focus on?	
Selected answer: Other	
1	Protecting stock and wildlife from domestic animal attacks
2	Restrict cats to their property boundary, I've live many country towns that have cats restricted to their yard. Also I've had cats of my own and restricted them to my property boundary very easily
3	DABs
4	More microchip days or encourage people to bring their dogs and check their details are up to date on their respective registry
5	We have enough laws and regulation re animals and pet so will you please focus on maintaining our roads and footpaths, please.
6	The fact that many people care about the local wildlife and irresponsible pet ownership (mostly cats and dogs) can heavily impact local wildlife populations.
7	24 hour cat curfew
8	Stray dogs
9	Have an actual pound in the shire our rates are high enough without travelling to Shepparton to get your pet back in f they get out.
10	provide water stations ,human and pet around walking tracks and parks refurbish and reinstate local pound
11	Curfew for cats to protect native wildlife

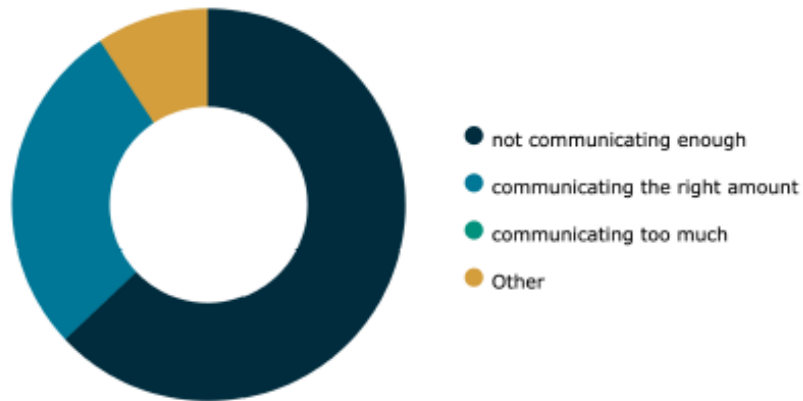
2. Is there an area in which we should focus our actions to encourage responsible pet ownership? <i>Long Text Skipped: 20 Answered: 41 (67.2%)</i>	
1	All domestic pets, including cats, should not be allowed outside without a lead. If they cannot be restrained in the owners yard, then it should be an indoor cat. No exceptions.
2	Dogs roaming the streets !!
3	Providing at least ONE dog park per main township.
4	Avenel- constant complaints online about dogs roaming the streets
5	With the increase of tree changers there in semi rural areas there has been an increase of stock attacks. This goes mainly unreported. Encouraging reporting of stock attacks and putting in place actions to reduce these with the onus of prevention on the domestic animal owner would be a positive move.
6	Understanding that dogs need to be leashed outside the owners property. Walking my on lead dog is a nightmare as she is defensive when other dogs off lease!
7	Responsible pet walking - education around risks of walking dog off lead for all involved i.e. alot of people walk dogs off lead because they are "nice" but what they don't realise is maybe another dog on lead isn't as nice or can react if a dog off lead races towards it Responsible ways of ensuring dogs don't escape/nuisance cats can be etc
8	The shire has a great ranger who responds promptly and is always polite I think for dogs there is excellent facilities However more bins on the apex track would be good Cats however seem to be able to roam It would be good if they too were told / made to be kept in the owners yard I don't have a cat but my neighbours vCard leaves a mess at my place and kills the birds I attract to my garden
9	Some pet owners need to realise that there dog off lead may be friendly but some dogs don't like being rushed at when they are on lead.
10	Responding to calls about animal welfare to be able to provide evidence ASAP to the RSPCA since they're so far away.
11	More local education on general pet care and responsible pet ownership, potentially look at subsidised desexing for lower socioeconomic families if they complete some informal educational course?
12	Prevent cats straying beyond their homes and killing native birds and animals.
13	To stop wandering and aggressive unrestrained doges
14	- Off leash park in Avenel. - Roaming dogs and dogs at large that come onto your property.

15	<p>The value of desexing pets - offering low income earners subsidises for desexing their pets, reducing the number of animals in pounds/shelters.</p> <p>Socialisation of pets / what this looks like / obedience clubs locally that people can further the education and socialisation of dogs after puppy preschool.</p> <p>Dog/pet friendly towns - Main Street cafes, pet friendly markets. Many travellers travel with pets and can't attend the VT market as they can't take their pet with them or leave them in the car/van.</p> <p>Other markets across Victoria are dog friendly. Shouldn't ban all dog's because of a small few who have behaved badly</p>
16	<p>The entire Apex walking track. I walk the track every day between the White Street end and the Rockies. Almost every day I see people walking their dogs off lead.</p>
17	<p>The biggest issue I have as a dog owner is when I am walking my dog on the lead and other dogs off lead run up to me on the walking track. People need to understand the dangers posed by off leash dogs. Given the high percentage of dog ownership in our shire, maybe we could establish a dog obedience club. It would be a good place to learn about dog behaviour and might have a flow on effect in the community.</p>
18	<p>Presently pet owners are charged for a full year registration when pet is obtained part way through that period (i.e. should be pro rata)</p> <p>Reduce the annual pet registration fee then encourage more people to register with the Shire. (Many other councils charge a lower annual pet registration fee compared to Strathbogie Shire and also pro rata for part year registration.)</p>
19	<p>Livestock</p>
20	<p>I would like to see better pet controls in place . . . Our region is a wildlife haven - domestic animals continue to decimate our wildlife populations . . .</p> <p>1) Cats should be kept in well-designed/ well-constructed cages - as is happening in many places already https://theconversation.com/one-cat-one-year-110-native-animals-lock-up-your-pet-its-a-killing-machine-138412</p> <p>2) Dogs are often poorly managed - with many owners losing interest after the initial novelty of "having a dog" wears off. Repeated messaging about the on-going responsibilities of pet ownership must occur.</p> <p>3) Irresponsible pet ownership should result in greater penalties.</p>
21	<p>People need to be aware that there are fines for walking dogs off leash and for not picking up after their dogs. So many people still continue to walk dogs off leash and not pick up their poop!</p>
22	<p>Education Support Desexing incentives - cost is far too expensive for the battler and every child deserves the live of a pet 🐾</p>
23	<p>Yes in Tabilk specifically in regards to striking other peoples animals, cats being loose and horses without shelter or rugs in winter.</p>
24	<p>Avenel residents allow dogs to roam freely and still think they are good and responsible owners. The respond varies "it's always been like that" or "he Just wants to be friendly". My small dog is always leashed, is extremely protective of me and senses my anxiety. It is nothing to run across 3 different roaming dogs on our daily walks. That impacts on my enjoyment and health. Perhaps education of owners is the answer</p>

25	Encourage more farmers to desex and microchip their dogs.
26	Avenel has become difficult for people to exercise and walk around streets because of unrestrained dogs and barking dogs behind fenced and gates that walking an anxious activity. We know of many instances where people have been threatened by unrestrained dogs and in a few cases bitten requiring doctor's visit.
27	Cats kill at night I'd like to see it mandatory that cats are indoors at night Then I'd like to see cat night patrols and those cats confiscated
28	Do something about the known offenders in town that breed and release unregistered, fertile cats!
29	Council needs to fine owners of cats that are known to have undersexed cats and allowed to wander the neighbourhood. We have neighbour in Nagambie on Ross Street that we have made constant complaints about and have at 30+ cats caught and picked up by the Ranger. He has at least 10 new kittens again.
30	I think council should focus on enforcing the laws associated with pet ownership such as stray dogs and cats that are out after dark. I also think that council should consider prohibiting dogs from all weekend markets not just Violet Town. This is my opinion as I feel it can be dangerous if there are too many dogs in a public place.
31	Cats must be kept locked up, not allow free reign to kill, which they must do by nature (I like cats, but....). Dogs also ought be kept close, registered and tagged electronically. Owners fined for not looking after them and keeping them at home.
32	Cat curfews.
33	Offer a desexing discount to pensioners we pay enough on rates to fund this program lots of other shires offer this service.
34	Frequently dogs and cats, unaccompanied by owners, are seen wandering the streets. Unsafe for the animal and for people driving and walking in the area. Also, the mess animals leave is left on residents' properties and public areas, not picked up by irresponsible owners. More compliance in securing pets in properties is needed.
35	Education of pet dog owners. Ensuring dogs not used for breeding are neutered by the age of 1yr. Educate children how to respond and greet dogs Provide off leash areas Ensure dogs in all areas other than off leash areas are on a leash and under control.
36	educate people to exercise dogs daily and socially for an hour at least and list suitable reliable town dogs, i.e., NOT hard jaw hunting types, NOT immature working bred dogs unless an active owner is home and can give them hours and kilometres as well as if no one is home don't leave your pet home alone for days, or even extended hours find a pet sitter or take the dog with you. lonely, bored dogs get into trouble and are barkers, anxious and plain miserable often escapees

37	Dog off the leash areas
38	Barking dogs and roaming cats are a constant nuisance, so education of owners is needed. Difficult job I know.
39	I would recommend that the Shire ensure that all domestic cats are confined at all times within the owners property, either by keeping them inside or by having suitable external cat runs. The Shire should also mandate the desexing/chipping and vaccination of all cats and kittens
40	We walk around Honeysuckle Creek and in VT each day and always have our dog on a lead. We have experienced aggressive dogs off leash and owners who don't appear to understand that they are required to have their dogs on a lead and to pick up after their dogs. One of the incidents involved three large dogs coming down from Hurt Street which was reported but we still don't know what action was taken despite following up several times and we still don't walk over there.
41	The Avenel Facebook page is a forum for animals at large in Avenel. The majority of animals are dogs and it appears that there is a lack of responsibility by owners of dogs. With the increase of new residents this issue needs to be attended to.

3. When it comes to communications about responsible pet ownership, council is... Required
Multi Choice | Skipped: 7 | Answered: 54 (88.5%)

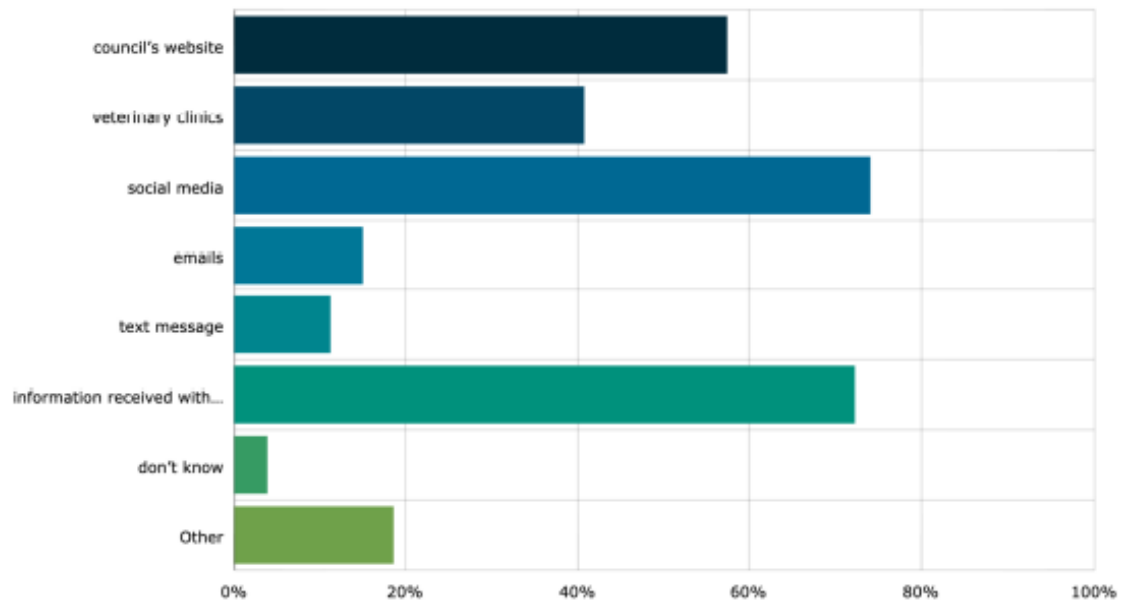


Answer choices	Percent	Count
not communicating enough	62.96%	34
communicating the right amount	27.78%	15
communicating too much	0%	0
Other	9.26%	5
Total	100.00%	54

Selected Answer: Other / I have further feedback

1	This could be expensive for Council to manage/afford - pet registrations should be higher to cover the costs
2	There's nothing in my area that is a problem with pets, with the exception of a neighbour's Alsatian
3	When my pet got out when I was moving I contacted the ranger for him to close the case after 24 hours with nothing done to notify the public about him. Then I had to go to Shepparton to pick him up as he was not registered as a missing pet.
4	even our local councillor was unaware that the pound had closed TRANSPARENCY ?,PUBLIC INFORMATION?
5	Rangers don't know the rules and if they do, they ignore them

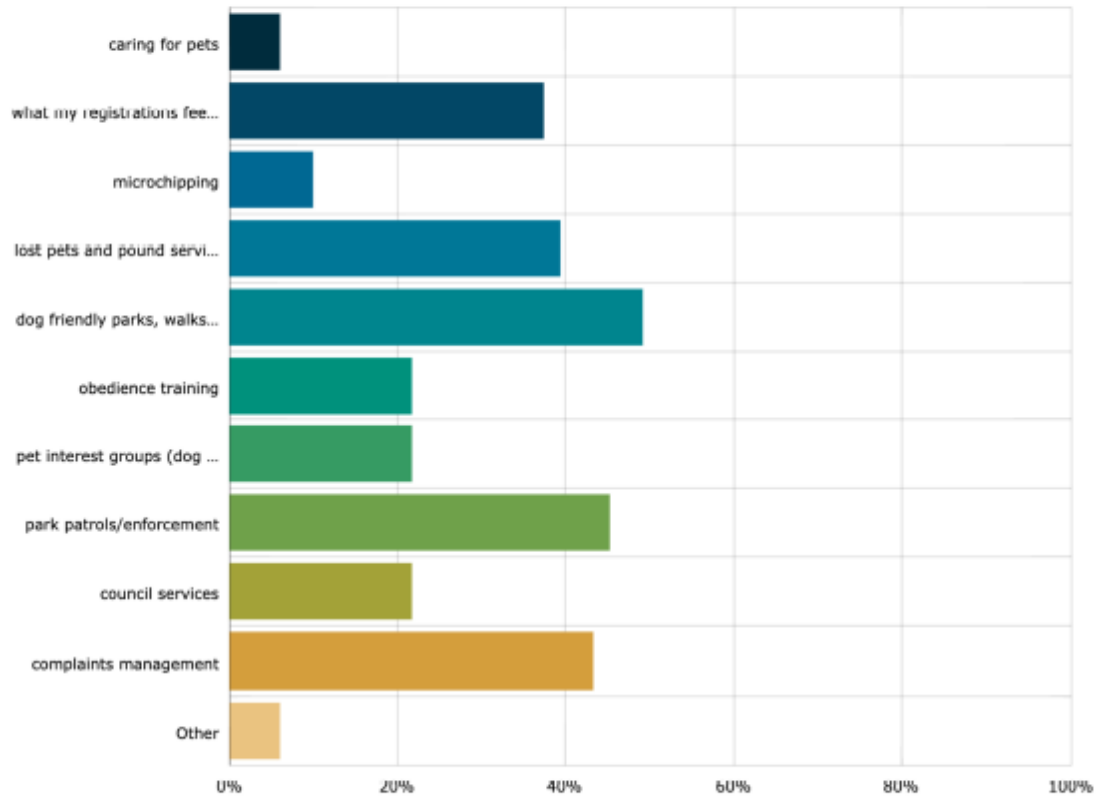
4. How do you want to get information about responsible pet ownership? Required
Multi Choice | Skipped: 7 | Answered: 54 (88.5%)



Answer choices	Percent	Count
council's website	57.41%	31
veterinary clinics	40.74%	22
social media	74.07%	40
emails	14.81%	8
text message	11.11%	6
information received with registration renewal notice	72.22%	39
don't know	3.70%	2
Other	18.52%	10

4. How do you want to get information about responsible pet ownership?	
Selected Answer: Other	
1	Local newspaper
2	Agriculture Victoria website
3	Quarterly reminders relevant to the resealable
4	I believe relevant information around the extinction rates of wild species should be given greater airplay.
5	Door knocking and personally seeing the people complaining or sending a newsletter.
6	Local paper.
7	Community Dogs Day Out Events
8	I am a responsible pet owner
9	ALL NEW RESIDENTS TO SHIRE SHOULD RECIEVE A WELCOME PACKAGE , ALL USEFUL INFORMATION ,IE PETS BINS COUNCEL PHONE ,CONTACTS ,POLICE AMBO ,LOCAL MAP ,MADICAL INFO ,HUB ETC PLEASE BE MINDFUL THAT NOT EVERYONE HAS A SMART PHONE AD MORE USE SHOULD BE MADE OF THE NEWSPAPER AND COMMUNITY NOTICEBOARD
20	Pop Up stands in towns with a council person present. More patrols by the Ranger/s (maybe more Rangers)

5. I want to know more about... Required
Multi Choice | Skipped: 10 | Answered: 51 (83.6%)

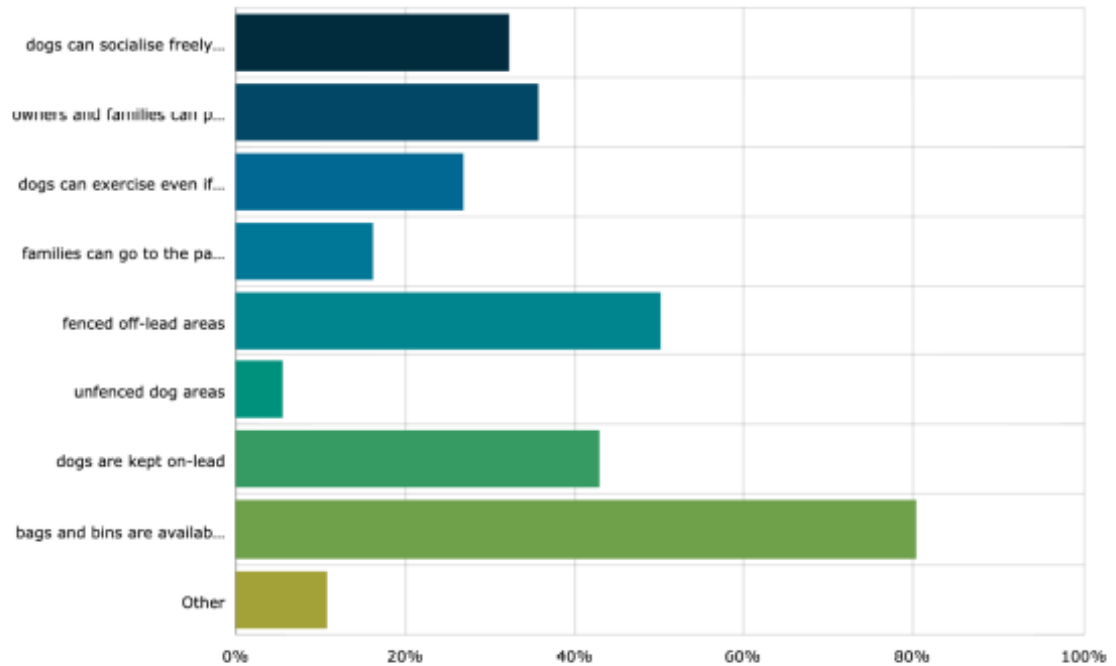


Answer choices	Percent	Count
caring for pets	5.88%	3
what my registrations fees pay fo	37.25%	19
microchipping	9.80%	5
lost pets and pound services	39.22%	20
dog friendly parks, walks and trails	49.02%	25
obedience training	21.57%	11
pet interest groups (dog walking groups)	21.57%	11
park patrols/enforcement	45.10%	23
council services	21.57%	11

complaints management	43.14%	22
Other	5.68%	3

Selected Answer: Other	
1	How many cats/dogs can a household have? This information does not appear easy to find on website.
2	Please display ranger contact details in prominent spots ie council rates notice ,sale yards ,tip , approach and departure points of town
3	CAT OWNERS RESPONSIBILITY

6. What aspects are most important to you when you are sharing parks and public spaces with pets? Required
Multi Choice | Skipped: 5 | Answered: 56 (91.6%)

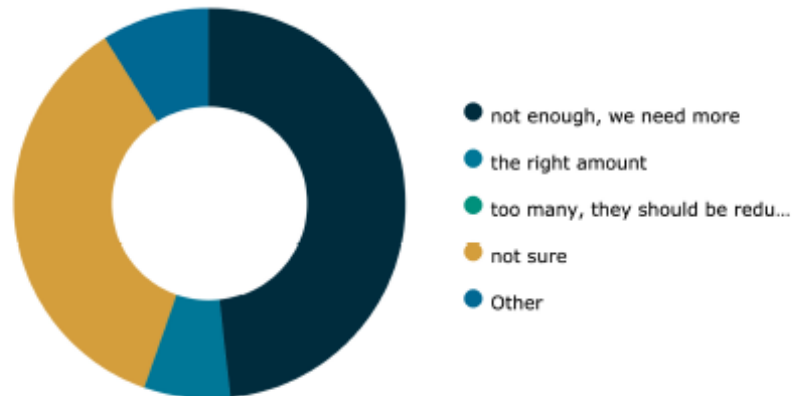


Answer choices	Percent	Count
dogs can socialise freely with other dogs	32.14%	18
owners and families can play freely with their dogs	35.71%	20
dogs can exercise even if their owners cannot	26.79%	15
families can go to the park together and do different things	16.07%	9
fenced off-lead areas	50.00%	28
unfenced dog areas	5.36%	3
dogs are kept on-lead	42.86%	24
bags and bins are available for animal waste	80.36%	45
Other	10.71%	6

6. What aspects are most important to you when you are sharing parks and public spaces with pets?	
Selected Answer: Other	
1	I don't understand the question of "what aspects are the most important". Living in Nagambie I don't have access to any parks or public spaces where my dog can play freely, either with me, other dogs or families.
2	Thank you for the Euroa dog park. It's very gratefully received.
3	Dogs being under control 'full stop'. Just because you're in a 'leash free' area, doesn't mean your dog can run riot. Must be watched at all times & under voice control !!
4	The dog and I use Shadforth Reserve at least six times a week with the only issue being mobs of kangaroos at certain times of the years. There are at least two mobs managed by big male Roos which might deter people using the reserve. Or might encourage a bad element to sool their dogs onto the Roos. That hasn't happened yet to my knowledge.
5	Off leash areas are free from dog droppings. In the event of an outbreak of parvo or similar notice is displayed
6	water

7. The number of off-lead parks in Strathbogie Shire is... Required

Multi Choice | Skipped: 5 | Answered: 56 (91.8%)



Answer choices	Percent	Count
not enough, we need more	48.21%	27
the right amount	7.14%	4
too many, they should be reduced	0%	0
not sure	35.71%	20
Other	8.93%	5
Total	100.00%	56

Selected Answer: Other / I have an idea

1	I don't know of any areas
2	1 in Euroa is enough, but there needs to be more in other towns.
3	I don't know where the off lead shire parks are, but I understand the Arboretum is off lead. I haven't yet been to the off lead area behind Euroa Showgrounds but someone told me it is just a grass area. My idea would be to include some challenges for the dogs such as jumps, things to run through, hay bales etc etc.
4	Is there any ? If so where ?
5	a dog needs acres , the showgrounds area may be huge to miniature but to a bigger dog its waay too small

8. Are there any other parks that should be considered for off-lead areas? Required
Multi Choice | Skipped: 14 | Answered: 47 (77%)



Answer choices	Percent	Count
no	55.32%	26
Other	44.68%	21
Total	100.00%	47

Selected Answer: Other = Yes (please specify)

1	Other parks than what parks? Question doesn't make sense. 🤔
2	Somewhere in Avenel? Unsure where it could be though
3	Areas that f the apex track
4	The creek reserve in Avenel. Or football ovals ect
5	Stewart Park, Avenel or build one.
6	Balmattum hill reserve, apex walking track
7	Any fenced off area on the proviso that there are no other people or dogs around and the owner has control of dog. and they pick up the dogs excrement.

8	Shadforth reserve
9	If people own dogs that are not under control then they should be on a lead
10	There is none in Nagambie, so ANYWHERE would be good
11	Nagambie needs one
12	Avenel
13	One in other towns
14	All parks that don't have playgrounds in the immediate vicinity.
15	Balmattum hill , arboretum ,waterboard track garden ranges ?
16	Not sure
17	The existing off lead park could be split into multiple areas so that more people could utilise it at the same time. The addition of agility type equipment, obstacles would make the space more fun for two legged and four legged users
18	Nagambie need one
19	Old Tennis court in VT
20	All Strathbogie
21	Nagambie

9. Would you like set times for off-lead areas in some parks? Required
Multi Choice | Skipped: 5 | Answered: 56 (91.8%)

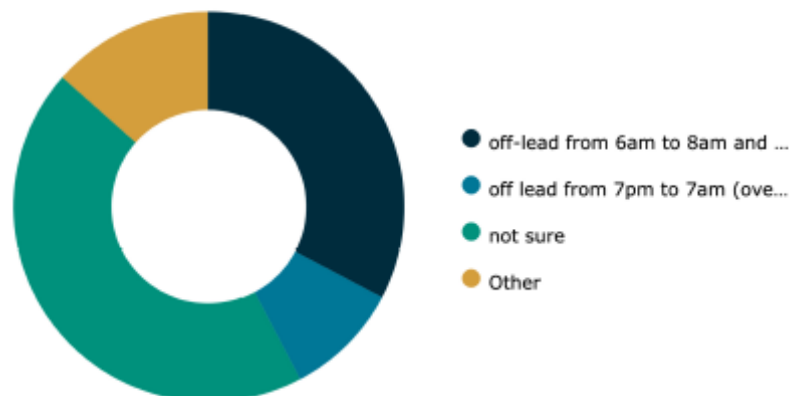


Answer choices	Percent	Count
yes	23.21%	13
no	35.71%	20
no sure	32.14%	18
Other	8.93%	5
Total	100.00%	56

Selected Answer: Other = Comment

1	Yes, this would allow for shared use of spaces to suit more users
2	I think unless an area is fenced dogs should be on lead at all times
3	alternate to give everyone a fair go ie am /pm week one week two
4	As per above if the space was divided into more areas there could be on lead and off lead areas or areas for small and large dogs so that all patrons could enjoy the space at the same time.
5	Yes if it increases the amount of off leash social opportunities

10. If we were to consider set off-lead times in some parks, what options would you prefer? Required
Multi Choice | Skipped: 9 | Answered: 52 (85.2%)



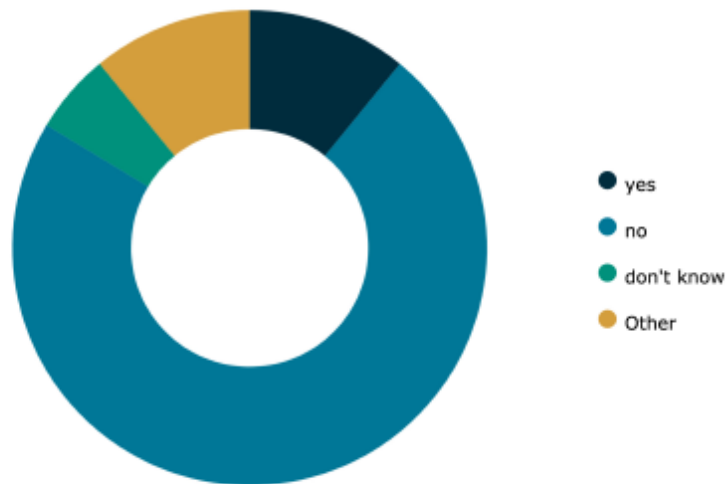
Answer choices	Percent	Count
off-lead from 6am to 8am and 6pm to 8pm	32.69%	17
off lead from 7pm to 7am (overnight)	9.62%	5
not sure	44.23%	23
Other	13.46%	7
Total	100.00%	52

Selected Answer: Other (please specify)

1	It's a horrible idea as so many dogs in our area are untrained, aggressive and unsocialised. If you decided on times, some dog owners would just stay away as there is an overwhelming risk their dog would get attacked or injured by another dog, who now suddenly is "allowed" to be off leash.
2	Off lead 6am to 8am and then off lead 4pm to 7pm when it's not daylight savings.
3	Most of our parks are also home to a range of native birds and mammals - their survival must come before that of domestic pets.
4	5am- 10pm
5	This requires persons to comply with regulations. I doubt compliance would occur (current covid restrictions demonstrate this completely)
6	alternate to give everyone a chance
7	In a small Town the shady walking areas are limited and the times people tend to use them are based around their work and family schedule, so just have fenced off-leash areas please.

11. Should all parks and reserves be off-lead (with the exception of native bushland) and all other public places be on lead?
Required

Multi Choice | Skipped: 6 | Answered: 55 (90.2%)

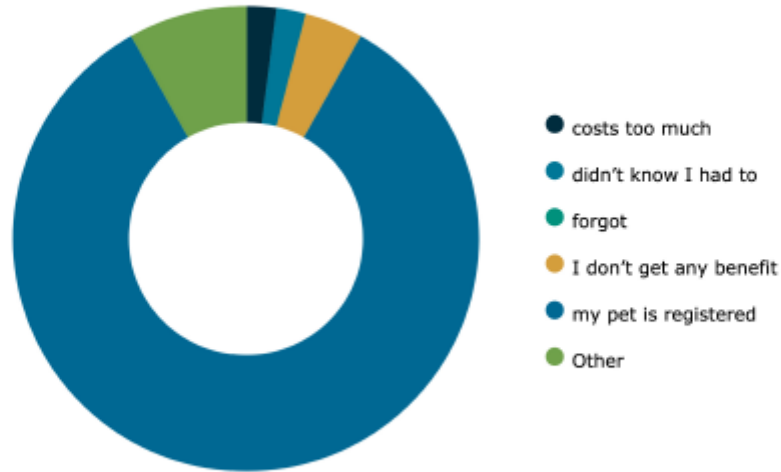


Answer choices	Percent	Count
yes	10.91%	6
no	72.73%	40
don't know	5.45%	3
Other	10.91%	6
Total	100.00%	55

Selected Answer: Other (please specify)

1	No I don't think they should be because not all people can walk their dogs off lead for behavioural and safety reasons, this would limit those people
2	Possibly, but would need more information/details to make a decision
3	I think children/ aggressive people should be on leads or under control in public areas first. Secondly dogs under voice control or shown to be under control should be exempt from this ruling
4	How could you possibly police that as the dogs would roam outside the areas.
5	Native bushland should be too. Most dogs are hopeless hunters. It's the cats you've gotta worry about.
6	definitely on lead on footpaths and main street

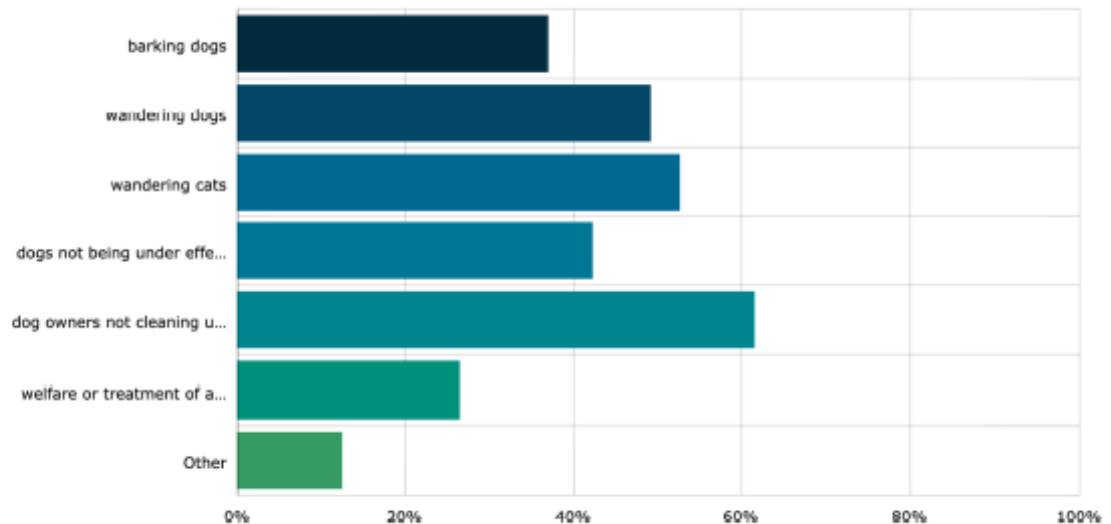
12. If your pet is not registered with Council, why not? Required
Multi Choice | Skipped: 12 | Answered: 49 (80.3%)



Answer choices	Percent	Count
costs too much	2.04%	1
didn't know I had to	2.04%	1
forgot	0%	0
I don't get any benefit	4.08%	2
my pet is registered	83.67%	41
Other	8.16%	4
Total	100.00%	49

Selected Answer: Other (please specify)	
1	No pets
2	no dog
3	I don't have a pet
4	don't have any

13. What, if any, compliance or nuisance issues have you experienced in the past 12 months? Required
Multi Choice | Skipped: 4 | Answered: 57 (93.4%)



Answer choices	Percent	Count
barking dogs	36.84%	21
wandering dogs	49.12%	28
wandering cats	52.63%	30
dogs not being under effective control of the owner in public spaces	42.11%	24
dog owners not cleaning up their dog's waste in public spaces	61.40%	35
welfare or treatment of an animal in my neighbourhood	26.32%	15
Other	12.28%	7

13. What, if any, compliance or nuisance issues have you experienced in the past 12 months?

Selected Answer: Other (please specify)

1	Aggressive dogs attacking my dog and friends and family members.
2	Dog attacks on other animals
3	the number of dogs taken to Binney St.
4	School children taunting neighbourhood dogs through fencing, whilst walking to & from school.
5	Constantly having to hire a cat trap to capture nuisance cats from neighbour that has constant litters with no fines outcome from council of know offender.
6	As well as dogs, also neighbourhood cats allowed to wander and leave their waste in my yard.
7	Our son was attacked by a neighbours dog. The neighbours dogs continue to bark and disturb houses close to these dogs

14. If you have notified council's rangers, were you satisfied with the outcome? Required
Multi Choice | Skipped: 12 | Answered: 49 (80.3%)

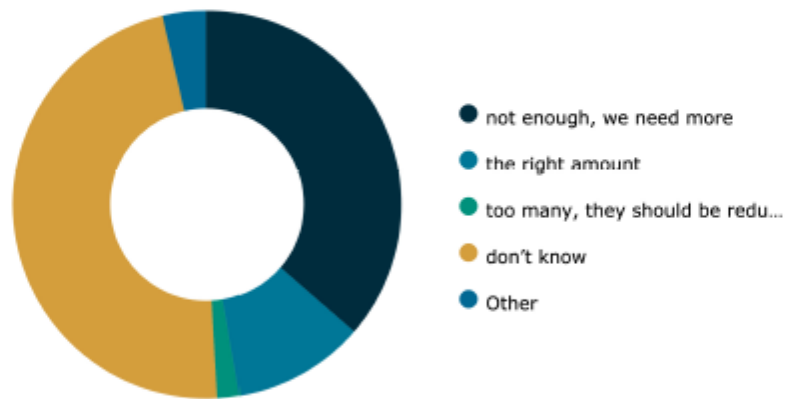


Answer choices	Percent	Count
yes	30.61%	15
no	18.37%	9
not sure	38.78%	19
Other	12.24%	6
Total	100.00%	49

Selected Answer: Other = I have some further feedback:

1	I reached out to Agriculture Victoria who referred it to the ranger. The ranger had no power to do anything which is why I didn't contact them first. I often see the ranger around and think he does a good job. I like the education and assistance before enforcement approach he uses.
2	I have been told there is no point notifying shire as they won't do anything.
3	Constant complaints made by numerous residents in street with no outcome.
4	No. Numerous complaints about feral cat issue in Blayney lane and nothing is being done.
5	I would like to be able to speak to the person responsible for animal management within the Shire
6	Didn't listen and didn't CARE

15. The amount of Ranger patrols are... Required
Multi Choice | Skipped: 6 | Answered: 55 (90.2%)

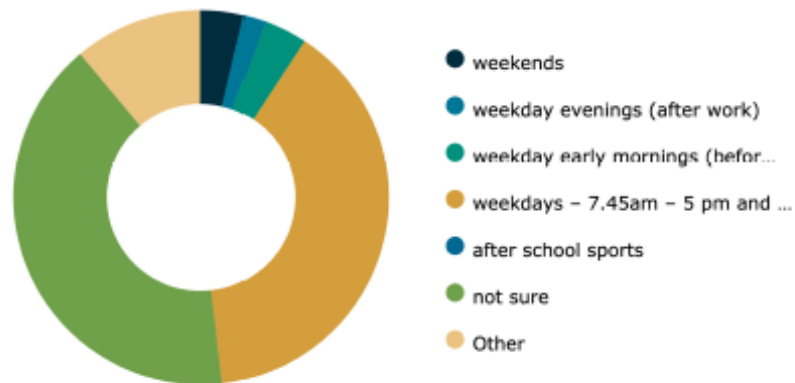


Answer choices	Percent	Count
not enough, we need more	36.36%	20
the right amount	10.91%	6
too many, they should be reduced	1.82%	1
don't know	47.27%	26
Other	3.64%	2
Total	100.00%	55

Selected Answer: Other = I have a comment

1	I think Norm does as many patrols as he can. But more would be better
2	Large animals on roads are a problem, especially with newcomers to country life

16. What times do you think should be priorities for Rangers to patrol? Required
Multi Choice | Skipped: 7 | Answered: 54 (88.5%)



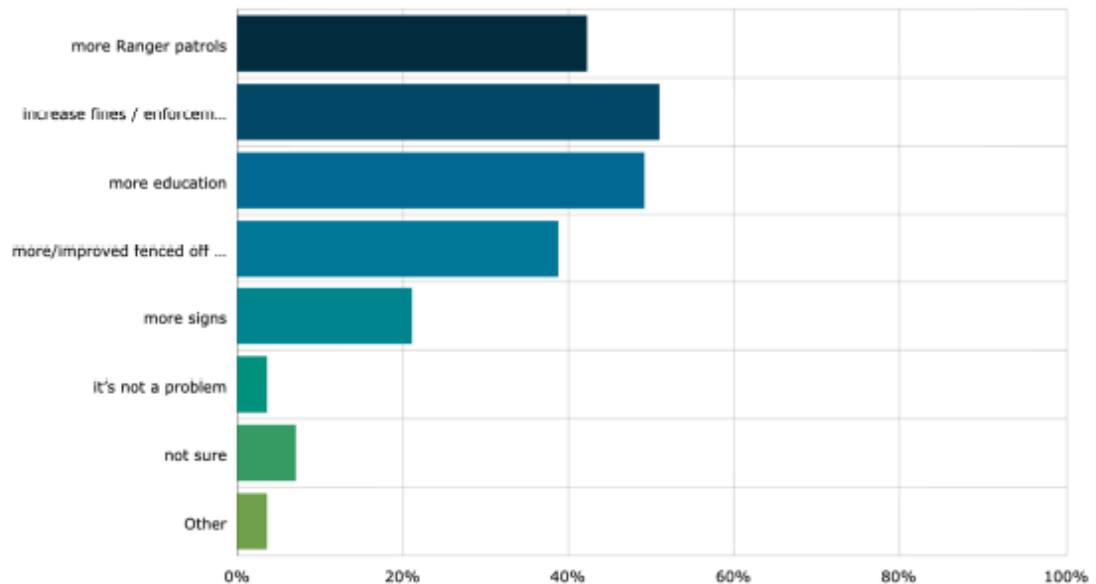
Answer choices	Percent	Count
weekends	3.70%	2
weekday evenings (after work)	1.85%	1
weekday early mornings (before work)	3.70%	2
weekdays - 7.45am - 5 pm and random patrols on weekends	38.89%	21
after school sports	0%	0
not sure	40.74%	22
Other	11.11%	6
Total	100.00%	54

16. What times do you think should be priorities for Rangers to patrol?

Selected Answer: Other (please specify)

1	Rangers need a life too!
2	I think patrols should be random, not at set times.
3	Randomly
4	any job involving animals requires seven day a week on call. we need two rangers
5	Should be on call our RATES ARE HIGH ENOUGH.
6	Random and ask the ranger to check on the Avenel FB page re wandering animals.

17. How can council help ensure dogs are under effective control in public spaces? Required
Multi Choice | Skipped: 4 | Answered: 57 (93.4%)

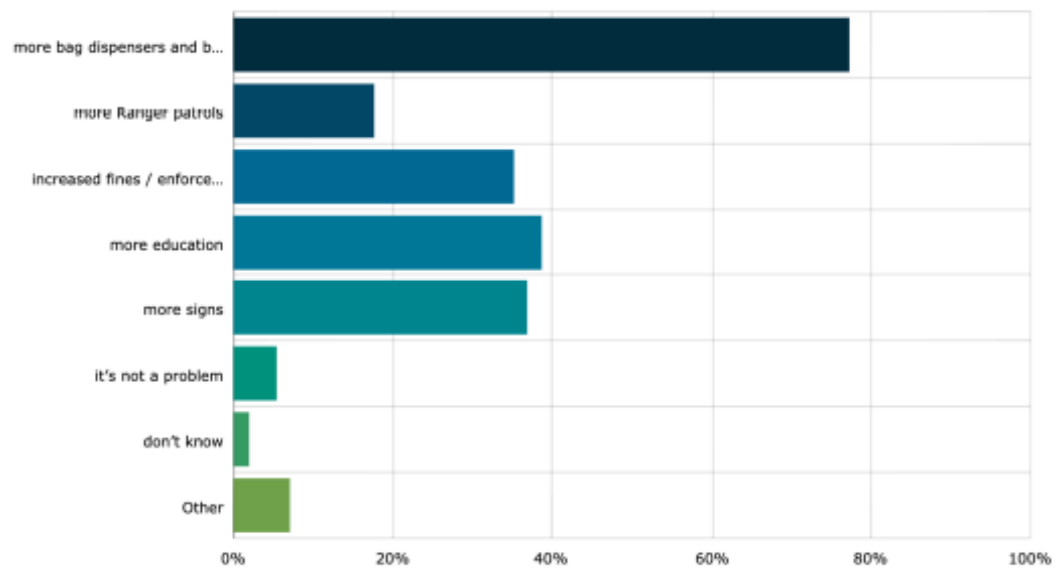


Answer choices	Percent	Count
more Ranger patrols	42.11%	24
increase fines / enforcement	50.88%	29
more education	49.12%	28
more/improved fenced off lead dog areas	38.60%	22
more signs	21.05%	12
it's not a problem	3.51%	2
not sure	7.02%	4
Other	3.51%	2

Selected Answer: Other (please specify)

1	Encourage people to record others not picking up after their dogs and send it to the council.
2	Offer courses for dog discipline and care.

18. How can council help ensure people clean up after the dogs in public spaces? Required
Multi Choice | Skipped: 4 | Answered: 57 (93.4%)

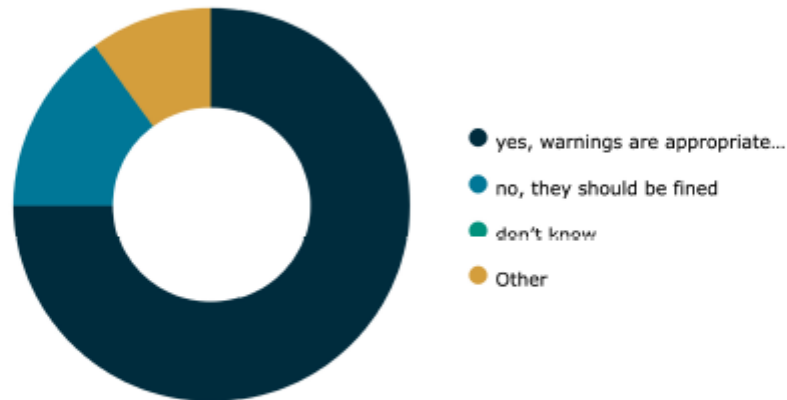


Answer choices	Percent	Count
more bag dispensers and bins in parks	77.19%	44
more Ranger patrols	17.54%	10
increased fines / enforcement	35.09%	20
more education	38.60%	22
more signs	36.84%	21
it's not a problem	5.26%	3
don't know	1.75%	1
Other	7.02%	4

Selected Answer: Other (please specify)

1	I find the roaming dogs the biggest issue
2	Definitely more bins along the Apex walking track, including the Rockies end.
3	council could give a roll of biodegradable bags with pet registration. People pick up the waste put it in a plastic bag and throw it off the track.
4	Security cameras

19. When pets are found wondering, should council issue a warning for first-time offenders Required
Multi Choice | Skipped: 1 | Answered: 60 (98.4%)



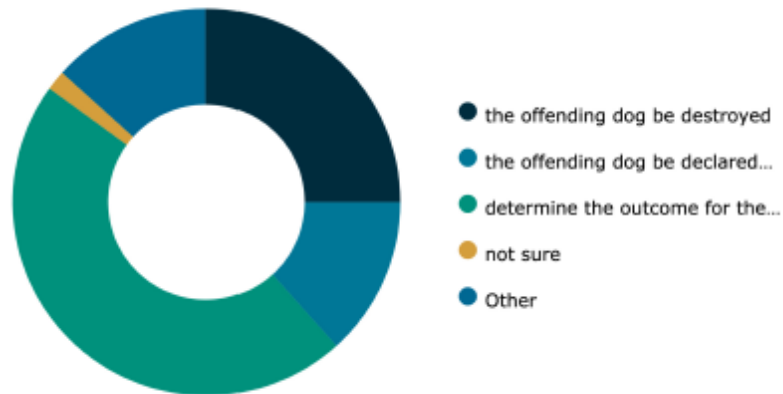
Answer choices	Percent	Count
yes, warnings are appropriate for first time offenders	75.00%	45
no, they should be fined	15.00%	9
don't know	0%	0
Other	10.00%	6
Total	100.00%	60

Selected Answer: Other (please specify)

1	Not sure "wondering" dogs are a problem... Possibly "wandering" dogs, however. And yes, a warning is fine.
2	For being curious! If found wandering however, I think education and suggestions on appropriate confinement would be preferable.
3	*Wandering Education and ensure animal is chipped
4	All pet owners should sign up to a duty of care when registering their animals. If they breach that responsibility, there must be a meaningful penalty.
5	Give a warning but make sure pet is desexed and microchipped as a condition of warning.
6	help/ advice with strategies to keep the animal happy and with its owner

20. In the event of a serious dog attack being proven and/or the owner convicted of the offence of serious dog attack, what action should council take? Required

Multi Choice | Skipped: 1 | Answered: 60 (98.4%)



Answer choices	Percent	Count
the offending dog be destroyed	25.00%	15
the offending dog be declared dangerous; (this means the dog is kept in a secure enclosure, and always kept on lead and muzzled when outside the enclosure)	13.33%	8
determine the outcome for the offending dog on a case by case basis	46.67%	28
not sure	1.67%	1
Other	13.33%	8
Total	100.00%	60

20. In the event of a serious dog attack being proven and/or the owner convicted of the offence of serious dog attack, what action should council take?

Selected Answer: Other (please specify)

1	case by case. If the dog attacks someone in defence, on its own property or it is a guard dog on duty it is acceptable without issue
2	Put the owner down
3	Determine the outcome on a case by case basis which involves thorough and independent assessment, reviewing all circumstances
4	Probably the owners laziness not the dogs fault
5	The offending human destroyed.
6	Determined on a case by case basis. The dog may simply need to be relocated. Destroying the dog (what a disgusting term for it), should never be an option really.
7	once a killer always a killer ,in respect to stock ,but humans can be provocative so stock worriers should be put down and the others assessed
8	What about cat attacks on the wildlife!!!

21. Do you have any general or additional comments about animal management?
Long Text | Skipped: 27 | Answered: 34 (55.7%)

1	Put a ban in place that cats, just like dogs, cannot wander outside of their property. We are a wildlife haven. Cats kill millions of native animals every year. Including domestic cats. Get with the times. Do the right thing. Ban cats from wandering.
2	Fenced in area for dogs to go off lead would be ideal - Avenel
3	The appears to be community apathy "its always been ok to let dogs and cats roam" If anyone dares to say differently they are shouted down.
4	No, just that in Avenel, dogs escaping from yards and wandering seems to be an issue. Also people walking dogs off lead at Stewart's Park.
5	There is always a lot about dogs but nothing about cats. Dog owners must keep there dogs in a yard but cats wonder at will
6	Too many roaming dogs in Euroa; especially ones that run out at cars and people and other dogs from an unfenced yard just around from Branjee Rd; nothing is ever done about that blue staffy! It's dangerous!
7	I think the Ranger does a great job however they can't be everywhere at once. More education on just simple things for example what to do when people find a stray dog or cat; what happens when an animal is impounded; what happens when the impounded animal is not claimed. These simple Q & As would help allay a lot of people's ill conceived perceptions that all animals are destroyed when impounded, that they "must not" report found animals to the shire or ranger; instead that if they contact the shire, most pets are happily reconnected with their owners. The Animals of Mitchell Shire have a terrific Facebook page that is highly effective at advertising stray or lost animals and stock. If you have someone interested in undertaking and maintaining a similar fb page, this would be a very simple way of educating the general public.
8	My main concern is cats killing wildlife. Cats should be contained at their home, not allowed to roam freely. People not complying with cat control should be fined and educated. There should be a limit on the number of cats each home can have. Shire Rangers need to enforce this limit strictly. Cats should be sterilised, unless Registered breeder.
9	There is quite a few repeat offender dogs that are out and about in Avenel on a regular basis. There is one big dog in particular in Hughes St who will kill a little dog if he comes across it as he's tried it before. Not a safe place to walk. This dog will also jump the fence into Scobie St to chase you if he's not chained up.
10	I think the introduction of fines for non desexed pets needs to be a consideration if we want to have real impact on the number of animals ending up in shelters or euthanised. There are circumstances that would allow exemption from desexing but fir the vast majority it should be compulsory
11	I think the biggest issue that needs addressing is dogs being walked off lead, which leads to dog attacks (dogs attacking other on lead dogs).

12	I would love to see a curfew for cats, our pet birds and wild birds on our property have been killed by neighbour's cats.
13	No
14	Not sure why this survey is so focused on domestic animals. Drive around the roads and see sheep, cattle, horses, pigs roaming around for days and people are notified on Facebook. Landowners are becoming complacent about keeping their livestock under control and adequate fencing provided. With more Melbourne people owning land up this way they are not being responsible for their animals or fences and it gives the local landowners and generations of family farmers a bad name.
15	I believe there is a very poor attitude by many pet owners to the impacts their pets have on other people (who choose not to have domestic pets). There is growing acknowledgment of the disastrous impacts of cats on local wildlife and a shift towards 24 hour containment. This is heartening, but as usual - the responsible owners are not the problem. As with many pet dogs, those owners who quickly tire of the responsibility to exercise their pet, are usually the ones whose dogs bark endlessly, or escape frequently. Incentives to share pets should be encouraged - to minimize numbers of uncared-for animals.
16	i believe we need more rangers patrolling as I have seen so many people walking dogs off leash with out any regard to others that walk dogs on the lead. As the owner of a service dog, my dog feels threatened when he is on his lead and approached by a dog off the lead and so many owners do NOT have voice control over their dog. Also people need to be made aware that there are fines for not picking up their dog excrement. More signage definitely needed. So many nature strips are unsafe to walk on with dog poo left behind. Bins need to be provide along the Apex walking track. Most responsible dog owners do tend to carry their own doggy doo bags.
17	Council run training classes to deal with problem pets/ owners before someone gets hurt or pets get put down
18	I believe cats are the worst here as owners are not penalised for them wandering having fights and killing native wildlife. We need a effective solution for cats more than dogs at current.
19	Please do something about the wandering dog situation in Strathbogie
20	Cattle out on roads is a growing issue. - Euroa
21	Covid has bought about a big increase in dog ownership with many owners not willing to control or manage their dogs. There are many times dogs roam around the streets without owners and bark continuously because owners are at work or out. – Avenel
22	Do something about the known cat breeders
23	Listen and act on complaints by rate payers/residents.
24	Pet ownership is a privilege, AND a responsibility. Not to be taken for granted. Animal welfare is important, as is freedom of others to not be bothered or harassed by these animals.

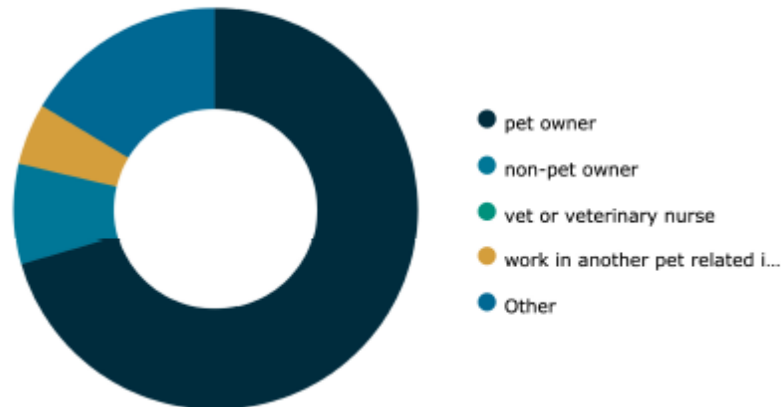
25	Cats wandering the neighbourhood at all hours and killing native birds and animals are my biggest concern.
26	<p>The amount of farm animals that are out after hours and the ranger won't respond to will eventually kill a person. We need a ranger that's available every day 24/7</p> <p>So maybe hire more rangers rather than office staff. The shire has a surplus budget. And our rates have just significantly increased in a global pandemic so use that money to help the actual residents.</p> <p>- Euroa</p>
27	<p>very disappointed that the pound was closed ,having previously offered to found a friends of the pound group</p> <p>there is a real need to educate the people of this district ,not only about pets but all livestock especially SLOW DOWN this is a rural area , horses are flight animals and easily startled , go through fences stop the air brakes ,horns and revving and if there is stock on the road ,open a gate and put them in ; a real problem now with farmers forced to padlock gates so more displays or ranger contacts would be handy</p>
28	Well done Strathbogie Shire on a Shire that is pet friendly and pet owner friendly. We love living here.
29	We need an off the leash park for dog so socialise - Nagambie
30	<p>My name is Ian Crook. I am the CEO of the Cat Protection Society of Victoria based in Greensborough. The Society has been in existence for 75 years and provides clinic and shelter/pound services. The Society has strict guidelines in regard to the responsible ownership of cats and kittens:</p> <p>i) All domestic cats and kittens must be desexed/vaccinated and microchipped</p> <p>ii) All domestic cats and kittens must be confined at all times</p> <p>The Society values highly the benefits that domestic animals provide to their owners (particularly in time of hardship like Covid), but at the same time we acknowledge that domestic cats and feral cats can be a nuisance and cause environmental damage if they are not controlled/managed. The Society has worked closely with our local Councils to support desexing programs and to provide educational material.</p> <p>I would be happy to further engage with Council if this would help. My number is 0417526667</p>
31	Restrictions on poultry ownership should be eased
32	I would really appreciate and welcome a tougher stance by Council in relation to off-leash and uncontrolled dogs. For the people who neglect their responsibility in relation to their pets, there appears to be little or no consequence. For me, who always has my dog on a leash and takes my responsibility seriously, my options for walking her safely continue to reduce. Please consider what behaviour and community you wish to foster when you are framing your policies and making your decisions.
33	We have written plenty of emails to council.
34	There's an increase in pet ownership since COVID lockdown however there is a lack of pet friendly social opportunities within the shire. Most pets are under stimulated and escape due to a lack of proper exercise and outdoor social interaction. There are A LOT of loose cats and attacks on wildlife are frequent

22. Where in the council do you live? Required
Short Text | Skipped: 0 | Answered: 61 (100%)

Townships:			
Avenel	12	Euroa	14
Longwood	5	Nagambie	8
Strathbogie	4	Violet Town	9
Other:			
Township	Creek Drive	Shire of Strathbogie	Tabilk
Sheans Creek	Highlands	Residential	Strathbogie road
South			

23. What best describes you? Required

Multi Choice | Skipped: 0 | Answered: 61 (100%)



Answer choices	Percent	Count
pet owner	70.49%	43
non-pet owner	8.20%	5
vet or veterinary nurse	0%	0
work in another pet related industry (trainer, dog walker, retailer)	4.92%	3
Other	16.39%	10
Total	100.00%	61

Selected Answer: Other (please specify)			
1	Past pet owner, dogs and cats	2	Native animal lover
2	Academic	4	Farmer
5	Pet Owner & work in animal related industry	6	Pet owner, who has worked in various animal industries, in different roles for 30+ years
7	Pet owner & primary producer	8	CEO Cat Protection Society of Victoria
9	All the above and a wildlife rescuer and rehabilitator	10	farmer / pet owner

ATTACHMENT 4:



The poster features a dark blue background. At the top, a teal horizontal band contains the 'SHARE STRATHBOGIE' logo on the left and the text 'Share Strathbogie Submissions' on the right. The logo consists of a white speech bubble with the words 'SHARE STRATHBOGIE' in bold, black, sans-serif capital letters. Below the teal band, the title 'Draft Domestic Animal Management Plan' is written in large, bold, white sans-serif font. Underneath the title, the dates '22nd October 2021 - 5th November 2021' are displayed in a smaller, white sans-serif font. In the lower-left quadrant, there is a close-up photograph of a brown and tan dog's head, looking upwards and to the left. In the bottom right corner, the text 'POWERED BY' is in small white capital letters above the 'The HiVE' logo, which includes a blue hexagonal icon with a white pattern and the words 'The HiVE' in white and blue sans-serif font.

SHARE STRATHBOGIE

Share Strathbogie Submissions

Draft Domestic Animal Management Plan

22nd October 2021 - 5th November 2021

POWERED BY The **HiVE**

Draft Domestic Animal Management Plan

Project Performance

Share Strathbogie

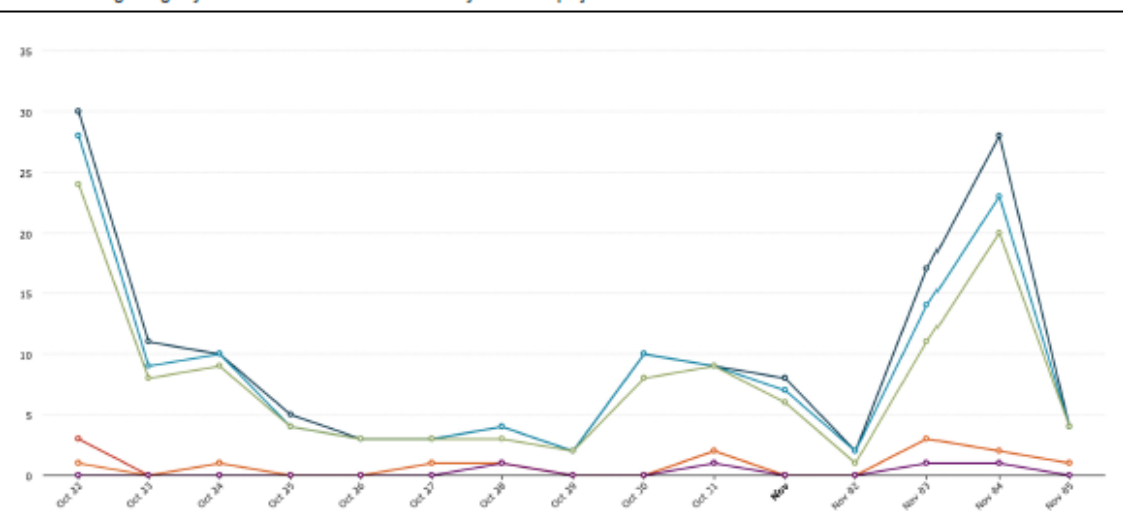
Report Type: Project

Project Name: Domestic Animal Management Plan

Date Range: 22-10-2021 - 05-11-2021

Performance Summary

Information regarding key visitation and utilisation metrics for your Site or projects.



146

Views

132

Visits

105

Visitors

16

Contributions

13

Contributors

4

Followers

Views - The number of times a Visitor views any page on a Site.

Visits - The number of end-user sessions associated with a single Visitor.

Visitors - The number of unique public or end-users to a Site. A Visitor is only counted once, even if they visit a Site several times in one day.

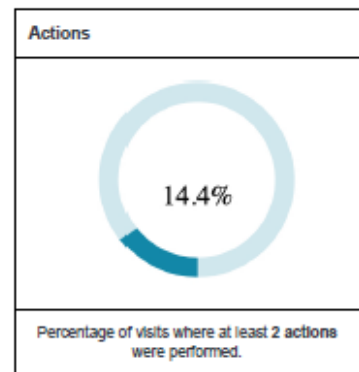
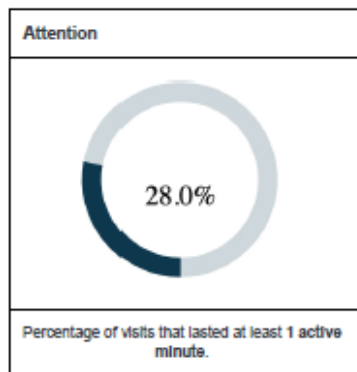
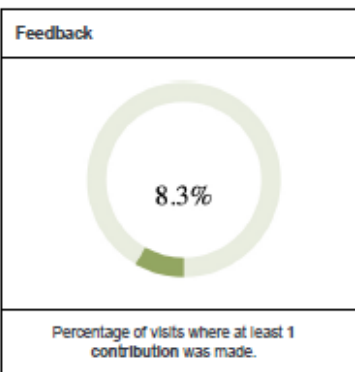
Contributions - The total number of responses or feedback collected through the participation tools.

Contributors - The unique number of Visitors who have left feedback or Contributions on a Site through the participation tools.

Followers - The number of Visitors who have 'subscribed' to a project using the 'Follow' button.


Conversions


Information regarding how well your engagement websites converted Visitors to perform defined key actions.



Participation

Information regarding how people have participated in your projects and activities.

Contributions by Activity Contributions by Activity is a breakdown of contributions across each tool			
Activity	Contributions		%
 Form	14	<div style="width: 100%;"></div>	100%

Top Activities Top Activities is the top 5 tools that received the highest contributions			
Activity	Page Name	Contributions	Contributors
 Form	Domestic Animal Management Plan	8	8

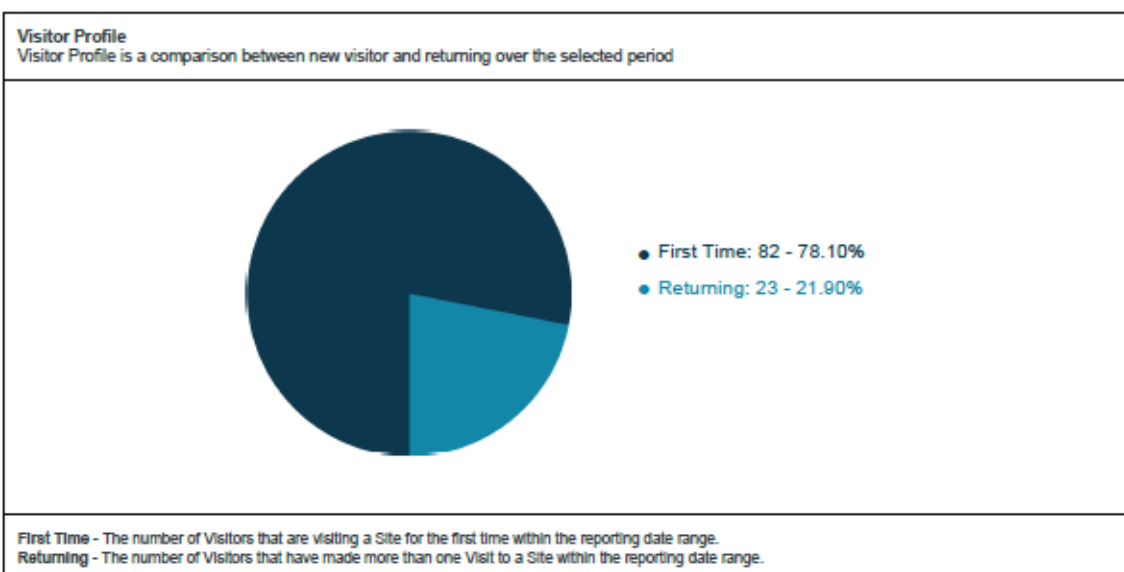
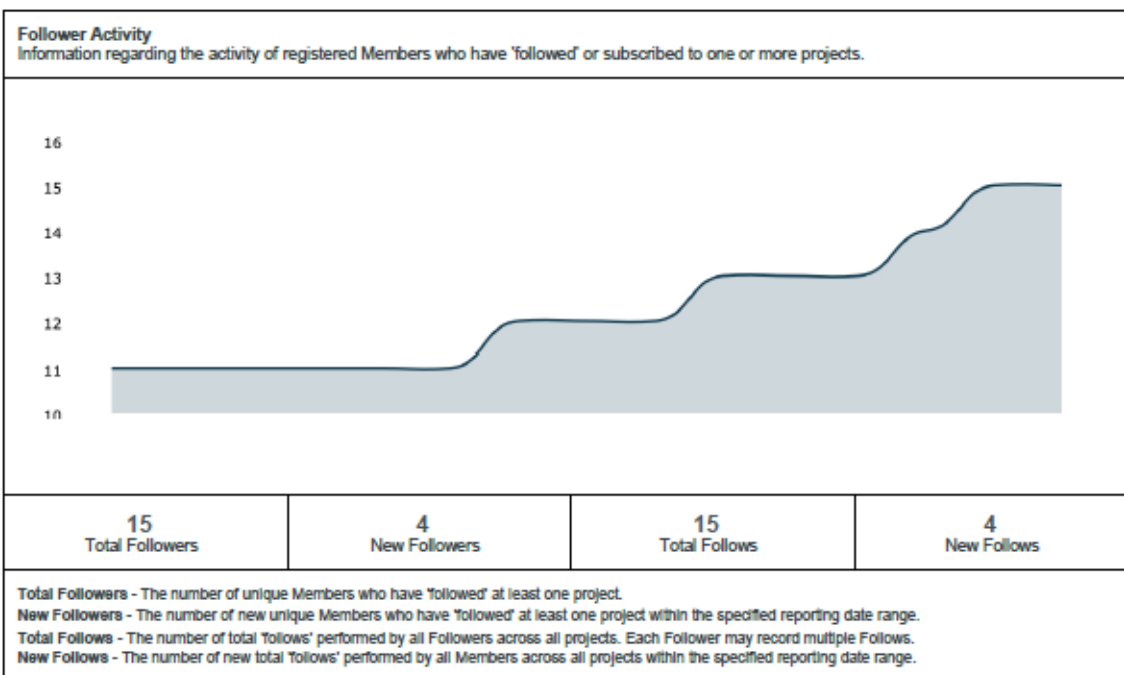
Projects

The current number and status of your Site's projects (e.g. engagement websites)

Engagement Time			Top Visited Pages Summary information for the top five most visited Pages.			
0 Days	3 Hours	34 Minutes	Page Name	Visitation %	Visits	Visitors
			Domestic Animal Management Plan	99.2%	131	105
Nov 3rd 2021 Peak Visitation Date		Thursday Peak Visitation Day				

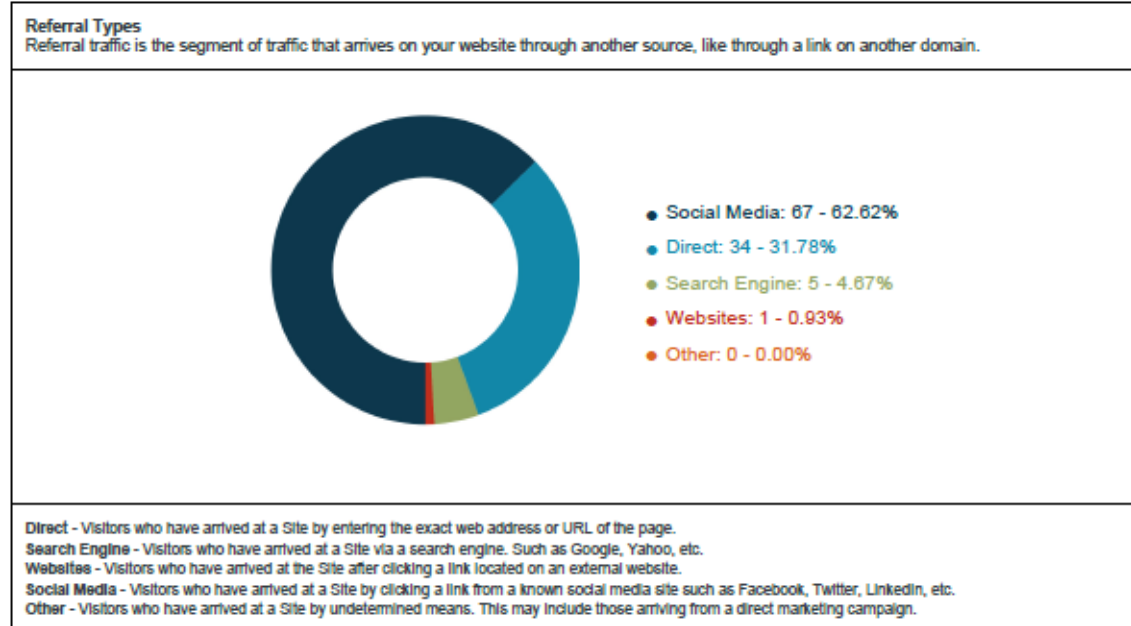
People

Information regarding who has participated in your projects and activities.



Acquisition

Information regarding the method by which Visitors arrived to your Site or projects.



Draft Domestic Animal Management Plan

Submissions

Share Strathbogrie

Report Type: Form Results Summary

Date Range: 22-10-2021 - 05-11-2021

Open

Did we capture your feedback?

[Domestic Animal Management Plan](#)

4
Contributors

6
Contributions

Contribution summary

1. Please show your level of support Required

Rating | Skipped: 0 | Answered: 6 (100%)



1	2	3	4	5	Count	Weighted average
0%	0%	0%	0%	100.00%	6	5.00
0	0	0	0	6		

Share Strathbogie

Report Type: Form Results Summary

Date Range: 22-10-2021 - 05-11-2021

Closed

Draft Domestic Animal Management Plan - Submission
[Domestic Animal Management Plan](#)

9
Contributors

9
Contributions

Contribution ID	Submission
#786	It would be amazing to have an off leash dog park in Nagambie. I have read the plan and I am not sure why it would take 3-4 years to implement. I understand there is a lot of planning etc needed but would be great if the process timeframe could be reduced. Thank you.
#828	<p>Currently Elloura beach and walking tracks, to it, are used by a large number of dog owners who do not pick up their dogs faeces. Dogs should be banned from public bathing areas. They are not compatible with Community health standards. Unfortunately the Elloura beach and swimming area is a haven for large numbers of dog owners to bring their dogs to, then let them run freely in the beach area and surrounds. It is commonplace for people to lying on their beach towels and then have dogs walk and sniff the public. I have seen in larger towners (Yarrawonga foreshore) and Eastern Beach Geelong, signage prohibiting dogs from their beaches because they are for Public Bathing. This needs to be adopted at Elloura Beach also. I proposed recently for an Off The Leash Park for Dogs in Nagambie which wasn't acted on by Strathbogie Shire when they invited ratepayers to propose ideas. Its well over due. Euroa I believe has one. Why not in Nagambie?</p> <p>In response I was told the Ranger would pay more visits to the beach area. He did visit on a few days when the weather was less than attractive (and unlikely to have anyone on the beach) which was the case. It was a tokenary effort at best. The police have been far more supportive when dog owners had their dogs running wild on public holidays. The police at least stop and get out of their cars when there are problems. I have not seen a Strathbogie Ranger actually set foot on the Elloura Beach area let alone speak to anyone in this area. The Ranger when he does drive through is away as quick as he comes in. I have only seen him a handful of times in my nearly 7 years as a resident opposite the Elloura beach but never when anyone is on the beach and never stop.</p> <p>Please don't hesitate to contact me if you require further clarification.</p>
#841	I think we are in desperate need of a Lead free park in Nagambie. Most people have a dog in our town and we have nowhere to let them off for a good run or play, if dogs aren't exercised and socialized they become a problem. In a town like Nagambie surely there is space to allow the creation of an area for this type.
#846	<p>From my perspective as a Dog Trainer the following ideas could address some of the issues raised in the survey.</p> <p>A Facebook equivalent to "Animals of Mitchell Shire" to connect lost or wandering dogs with their owners more quickly.</p> <p>A Foster care network like "Shepparton Animal Rescue and Rehoming (SAAR)" to minimise the need for dogs to go into a potentially stressful pound/shelter environment. Possibly taking pressure of a busy Ranger.</p> <p>More education for dog owners to bring them up to date with new science-based, humane methods of dog training, that use positive reinforcement. Subsidies or incentives for owners who enrol in a puppy class, training or education. For example, a discounted registration fee.</p>

#849	<p>Thank you for the opportunity to contribute to the Domestic Animal Management Plan for Strathbogie Shire. I am a dog owner and resident in Violet Town.</p> <p>My experience locally with domestic animals relates mostly to dogs. I walk my dog morning and night every day (on leash). I take my responsibility to my dog and the community seriously as a pet owner.</p> <p>In the last 18 months, I have been rushed at by dogs five times, once when walking near the caravan park where a large dog ran out and barked at me - I was afraid so I turned around and walked home. It seemed that there was no one with the dog - I believe it came out of the back of the caravan park. Another time I was in my front yard and three other times when I was walking with my dog.</p> <p>Whilst two of these matters were reported, due to the lack of any effective action, I have not reported again as it seems not worthwhile.</p> <p>The most recent incident involved a young man walking a dog off lead when I was pruning in the front yard, the dog came toward me and I said, "get out," it then rushed toward me barking and hackles up. I growled at it to get away and it stopped about 2 metres from me but kept barking viciously at me. I called to the young man to put his dog on a leash, but he ignored me as he walked past then called "(dog's name) come here." The dog kept barking at me and the second or third time the dog was called, it went to its owner.</p> <p>I have real concerns for the safety of people, and especially children when these dog owners do not take any responsibility for their dogs. I would like to see a better response in the plan to dog incidents with more action taken. I note that no person has been taken to court and held to account for their irresponsible behaviour concerning their dogs. Whilst the draft plan speaks to "investigating" the benefits of promoting Court outcomes, the message would become clearer to the people who flaunt the rules if there were people held to account in the court. Whilst promoting the outcomes is a good idea, the real strength of these enforcements is that word of mouth in small towns is the best way to get a message across. I would like Council to also patrol early morning and afternoon very regularly when many people have their dogs off lead. I often change my route to avoid off leash dogs when I walk in the parkland along Honeysuckle Creek. I would like to see someone from Council to both warn and educate these dog owners and perhaps hand out on-the-spot fines for serial offenders.</p> <p>I understand that many dog owners do not have the skills to train their dogs to walk on a lead, and I think that the reason many don't have their dog on a lead is because the dog pulls and makes it is frustrating for the owner. Could Council have a crack down on off leash dogs that is preceded by advertising prior to the crack down, that Council was making arrangements for a dog trainer to provide a workshop to teach people how to train their dog to walk on a lead. This gives people notice that the off leash practice is unacceptable and provides an educational opportunity to those who wish to continue to walk their dogs. Something like "take the lead" could be promoted showing Council taking leadership on dog control, and dog owners taking a lead when they walk their dogs.</p> <p>The other key reason dogs are walked off leash seems to be that the people do not like to pick up after their dogs. I have seen on many occasions off leash dogs squatting to defecate and the owner simply turns away pretending not to see it. It is unfortunate that our public spaces are unnecessarily soiled because of these thoughtless dog owners. If action to clamp down on off leash dogs is taken, it would be good to see one or two more dog litter bag stations in Violet Town.</p> <p>I have heard that the old tennis courts in Violet Town are being ear-marked for an off leash area. If an area is provided for off leash activities, then this would deliver a message that there is an appropriate place for off leash dogs and outside that area, the use of a leash is required. I believe that it would make the job of the council staff patrolling to refer people to the off leash area as an option rather than the only option being to have their dog on a lead.</p>
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	<p>Violet Town provides newcomers with a welcome pack on arrival in town. It would be nice to set the tone about dog and cat ownership with information (written in a friendly format) on the expectations of owners, to be included in the welcome pack as a separate information booklet.</p> <p>The curfew for cats I believe is a good idea and would welcome that. On the occasions where cats have been a nuisance on our property (e.g. in the chook house) it has been in the late afternoon and evening. I am also aware that cats are responsible for killing birds locally and would like to see the preservation of our birdlife be considered as a high priority and the implementation of cat curfews implemented.</p>
#866	<p>My only concern are cats wandering both during the daytime and at night. I would ask Council to enact a ban on cats being out after dark (not to just 'consult with the community' on this issue, as stated in the draft plan). The damage to small reptiles and birds is catastrophic by these cats both in the daytime and at night.</p> <p>Yes, agree, incentives for owners to keep their cars enclosed 24/7.</p> <p>Encourage desexing of all domestic cats.</p> <p>Council to be more proactive in trapping and euthanising feral cats.</p>
#881	<p>I wish to express my view re: domestic cats. I am in favour of a night-time curfew, but not of a daytime curfew. Further, a cat merely walking through another person's garden is NOT behaving as a nuisance cat, especially since cats usually avoid people, children, and other animals unless actively encouraged or attacked. This is totally different from potentially dangerous dogs who enter another property. The idea that merely walking over boundaries (which is entirely natural and appropriate behaviour for cats, and since cats are not easily confined by fences as dogs are) could prompt trapping is ridiculous.</p> <p>I am, however, in favour of subsidised desexing if cats, especially for pensioners and Centrelink recipients.</p>
#887	<p>1. What are the important animal management issues that council should focus on?</p> <ul style="list-style-type: none"> other: There must be greater awareness around the impacts of pets – particularly in relation to ownership and care. We have a feral animal population because the novelty of pet ownership can be short-lived. The fact that many people really care about the local wildlife - and irresponsible pet ownership (mostly cats and dogs) adversely impacts these local wildlife populations - must be given real consideration. <p>2. Is there an area in which we should focus our actions to encourage responsible pet ownership?</p> <p>I would like to see better pet controls in place . . . Our region is a wildlife haven – yet domestic animals continue to decimate our wildlife populations . .</p> <p>1) Cats should be kept in well-designed/ well-constructed cages - as is happening in many places already https://theconversation.com/one-cat-one-year-110-native-animals-lock-up-your-pet-its-a-killing-machine-138412</p> <p>2) Dogs are often poorly managed - with many owners losing interest after the initial novelty of "having a dog" wears off. Repeated messaging about the on-going responsibilities of pet ownership must occur.</p> <p>3) Irresponsible pet ownership should result in greater penalties. Unfortunately Covid lockdowns triggered an increase in pet ownership – which may alter once people get the opportunity to travel again – and the responsibility of a pet proves an encumbrance.</p> <p>4) Information around the "caring" for native animals - instead of domestic animals - could be promoted. The numbers of our many native species, (which can be very cute</p>

	<p>- think bandicoots, phascogales, etc) would not be so depleted, if we paid more attention to their needs.</p>
	<p>Communications</p>
	<p>3. When it comes to communications about responsible pet ownership, council is... other: This could be expensive for Council to manage/afford - pet registrations should be higher to cover the costs.</p>
	<p>4. How do you want to get information about responsible pet ownership?</p>
	<ul style="list-style-type: none"> other: I believe relevant information around the extinction rates of wild species should be given greater airplay. Strathbogie also is home to significant populations of some of our "wilder creatures" eg. Greater Gliders, Powerful Owls, Phascogales and Gliders – yet most people would not be aware of this. These species should be celebrated so our community is aware of what we actually have right here in our backyard. . . .
	<p>5. I want to know more about... How other Councils manage this issue.</p>
	<p>Public spaces</p>
	<p>6. What aspects are most important to you when you are sharing parks and public spaces with pets?</p>
	<ul style="list-style-type: none"> fenced off-lead areas
	<p>7. The number of off-lead parks in Strathbogie Shire is... One - recently created at the Showgrounds. I think this is a positive step and is a safe and acceptable way to interact, for those who have and like dogs, without others being impacted.</p>
	<p>8. Are there any other parks that should be considered for off-lead areas? No – signage is required as it is clear that most dog-owners default to the off-lead option when in doubt.</p>
	<p>9. Would you like set times for off-lead areas in some parks? No</p>
	<p>10. If we were to consider set off-lead times in some parks, what options would you prefer? other: Most of our parks are also home to a range of native birds and mammals – whose numbers are impacted negatively by domestic and feral animals. Native species survival must come before that of domestic pets.</p>
	<p>11. Should all parks and reserves be off-lead (with the exception of native bushland) and all other public places be on lead? No</p>
	<p>Compliance</p>
	<p>12. If your pet is not registered with Council, why not? No answer</p>
	<p>13. What, if any, compliance or nuisance issues have you experienced in the past 12 months?</p>

	<ul style="list-style-type: none"> • barking dogs • wandering cats • dogs not being under effective control of the owner in public spaces • dog owners not cleaning up their dog's waste in public spaces • dogs off-lead in places where signage clearly indicates it is not permitted – this can be confronting/dangerous for little kids, older people and those with disabilities. As well, many people prefer not to be startled /affronted by boisterous or untrained dogs.
	<p>14. If you have notified council's rangers, were you satisfied with the outcome?</p> <p>No answer</p>
	<p>15. The amount of Ranger patrols are...</p> <p>No answer</p>
	<p>16. What times do you think should be priorities for Rangers to patrol?</p> <p>No answer</p>
	<p>17. How can council help ensure dogs are under effective control in public spaces?</p> <ul style="list-style-type: none"> • increased fines / enforcement • more education
	<p>18. How can council help ensure people clean up after the dogs in public spaces?</p> <ul style="list-style-type: none"> • increased fines / enforcement • more education
	<p>19. When pets are found wondering, should council issue a warning for first-time offenders</p> <p>other: All pet owners should sign up to a duty of care when registering their animals. If they breach that responsibility there must be a meaningful penalty.</p>
	<p>20. In the event of a serious dog attack being proven and/or the owner convicted of the offence of serious dog attack, what action should council take?</p> <p>The offending dog should be destroyed</p>
	<p>Additional feedback</p>
	<p>21. Do you have any general or additional comments about animal management?</p> <p>I believe there is a very poor attitude by many pet owners to the impacts their pets have on other people (who choose not to have domestic pets). There is growing acknowledgment of the disastrous impacts of cats on local wildlife and a shift towards 24 hour containment. This is heartening, but as usual - the responsible owners are not the problem. As with many pet dogs, those owners who quickly tire of the responsibility to exercise their pet, are usually the ones whose dogs bark endlessly, or escape frequently. Incentives to share pets should be encouraged - to minimize numbers of uncared-for animals.</p>
	<p>23. What best describes you?</p> <p>other: Native animal lover</p>

<p>Email Submission</p> <p><i>(some content redacted to ensure no identifiable information)</i></p>	<p>My apologies Strathbogie Council for not submitting anything during the time space for making a submission on this very important subject matter. I was unaware of submission closing dates.</p> <p>Since arriving in the township of Strathbogie, I have had no end of trouble with feral and owned cats making a nuisance of themselves on my property.</p> <p>I congratulate Strathbogie council on proposing and hopefully adopting these comprehensive animal regulations, but must insist that they be enforced as comprehensively as councils finances allow.</p> <p>Over the seven years that we have owned this block, I could never figure out why there were so many dead parrot carcasses strewn around my block, when we were absentee owners.</p> <p>My aspirations for our little chunk of land is that it becomes habitat friendly for frogs birds lizards snakes and other native creatures and so far all I have encountered is one cat owner who thinks it's ok to allow her cats to roam at all hours.</p> <p>Welcome to Strathbogie!!!! Cheers and thankyou Sincerely for taking on board my submission.</p>
<p>END OF SUBMISSIONS</p>	

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients

Author: Manager Tourism and Community Services

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Australia Day Events are held within the municipality each year by community groups for Avenel, Euroa, Longwood, Nagambie, Strathbogie (Tablelands) and Violet Town. Each event honours and acknowledges individuals and groups who have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

Our community Australia Day Events are supported by Council in the following ways:

- Advertising and distribution of award nominations;
- Coordination and coordination of nominations for awards by officers;
- Selection of Shire-wide award recipients by Councillors;
- Assistance and approval of Event Management Plans by officers;
- Coordination of official Australia Day Ambassadors from the Australia Day Council; and
- Allocation of funding to each township's Australia Day Committee from the annual adopted budget.

Nominees are called for and local community award recipients are selected by each town's Australia Day Committee. It is Council's role to select the Shire Ward Award recipients for each category from the list of local community award recipients provided by each committee.

In 2022 the Shire-wide award recipients will be presented at their relevant town award ceremony. It should be noted that the Strathbogie Tablelands Australia Day Committee have elected to have a celebration event without any award recipients, due to their award nominee declining the acceptance of the nomination.

RECOMMENDATION

That Council:

1. ***Review the list of township Australia Day award recipients to select the overall Shire-wide award recipients for each of the six (6) award categories as follows:***
 - a. Community Organisation of the Year;***
 - b. Junior Citizen of the Year (under 15 years at 26/01/2022);***
 - c. Young Citizen of the Year (between 15-25 years at 26/01/2022);***
 - d. Citizen of the Year (over 25 years at 26/01/2022);***
 - e. Senior Citizen of the Year (over 65 years at 26/01/2022);***
 - f. Event of the Year (Event occurred after 27/01/2021)***
2. ***Endorse that the selected Shire-wide award recipients will remain confidential until they are officially announced on Australia Day, 26th January 2022, in keeping with the protocol of the Australia Day Council.***

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients (cont.)

PURPOSE AND BACKGROUND

Australia Day nominations are called for each year to recognise individuals, groups and organisations for their contribution throughout the year.

Australia Day Nominations opened on 20 September 2021 and closed on 1 November 2021 and were promoted with both print and social media amongst the community.

The community in each town have the opportunity to nominate community members, organisations & events that deserve recognition for their efforts during the year. The standard awards include:

- Community Organisation of the Year
- Junior Citizen of the Year (under 15 years at 26/01/2022)
- Young Citizen of the Year (between 15-25 years at 26/01/2022)
- Citizen of the Year (over 25 years at 26/01/2022)
- Senior Citizen of the Year (over 65 years at 26/01/2022)
- Event of the Year (Event occurred after 27/01/2021)

The nominations from the community are all submitted to the relevant officer in the Tourism and Community Services department.

Officers then forward the award nominations to the Australia Day committee of each town, so they can select the winners. The committee will then give the winner's names for each applicable category to Council, so Councillors can determine the shire-wide award winners. The shire-wide awards are announced at the corresponding town awards ceremony. As per the revised process there will be no separate Shire-wide award ceremony in 2022.

Some committees may choose to have additional awards, but these awards will not be part of the Shire-wide awards.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations

All nominees are submitted to the relevant Tourism and Community Services department officer for collation and distribution back to the Australia Day committee of each town, so that these committees can then select the award winners. The award winner's names are then provided to Council, to enable the Councillors to select the overall Shire-wide award winners in each of the six (6) categories.

All individual nominations received by the township Australia Day Committees are assessed against the following criteria:

- The nominated person must be an Australian Citizen.
- The nominated person must have made a significant contribution to the town worthy of recognition.
- The nominated person must not have received any remuneration for their work, that is, it must be voluntary.

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients (cont.)

- Consider how long the nominated person made the major commitment for.
- The level of excellence that the person has demonstrated in their chosen field.
- The impact of the person's contribution towards a particular field, locality, community, or humanity at large.
- A person is allowed to be nominated if they live outside the shire / town as long as the voluntary work they do is within the shire / town.
- For 'Junior Citizen' nominations, the person must be under 15 years at 26/01/22
- For 'Young Citizen' nominations, the person must be between 15 & 25 years at 26/01/22
- For 'Citizen' nominations, the person must be over 25 years at 26/01/22
- For 'Senior Citizen' nominations the person must be over 65 years at 26/01/2022
- NB. A person who has won an award previously can be nominated again.

Councillors will need to consider the same criteria when assessing for the Shire-wide award winners.

Presentation of the Shire-wide awards are announced at the corresponding town awards ceremony and presented by the Mayor or local Ward Councillor/s if the Mayor is unable to attend. Each town's Australia Day Committee advises Council if an Ambassador is required at their event from the official Ambassador list provided by the Australia Day Council, or alternatively if the town will organise for a local Ambassador to speak at their event.

To date, only Nagambie and Strathbogie have chosen to have an Ambassador from the official Australia Day Ambassador list, and they will choose the Ambassador from a list of selected candidates via an online portal.

Some township committees may choose to have additional awards, however these awards do not form a part of the Shire-wide awards.

The impacts of COVID-19 require that these events operate under COVIDsafe guidelines and operate in accordance with the State Government restrictions that are in place at the time of the events. To support our towns in delivering a COVIDsafe event, Strathbogie Shire is again requesting funding from the Australia Day Council Grant to facilitate the delivery of COVIDsafe events. The funding will be utilised to assist each town's committee with undertaking a COVIDsafe event:

- Applicable COVIDsafe signage
- Branded hand sanitiser stations
- Appropriate cleaning products
- Branded portable water station
- Physical barriers and guides
- COVID Marshalls

Some of these items will also be able to be utilised and loaned out to our community as 'in-kind' support and utilised at other planned community events in the future.

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients (cont.)

Table 1: Timetable for Township Australia Day Events

TOWN	VIOLET TOWN	AVENEL	NAGAMBIE	STRATHBOGIE	EUROA	LONGWOOD
Time	7:30am Breakfast 9:00am Ceremony	9:30am Ceremony 10.30 Morning tea	8:00am Sausage sizzle 9:00am Ceremony	10:30am Morning tea 12:00pm BBQ	12:00pm Ceremony 1:00pm BBQ	6:00pm BBQ 7:00pm Ceremony
Location	Violet Town Community Complex, 35 Cowslip Street	Jubilee Park, Livingstone Street	Nagambie Rowing Club - 301 High Street	Strathbogrie Memorial Hall, Main Street	RSL Park, Kirkland Avenue	Longwood Community Centre & Recreation Reserve

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

Australia Day Award Nominations for 2022 opened on 20 September 2021 and closed on 1 November 2021 and were promoted with both print and social media amongst the community. Each townships Australia Day nominations have been reviewed by the relevant Australia Day Committee who have chosen the winners for their township from the nominations that have been submitted by the community. The Councillors then choose the Shire-wide winners from the township winners for each of the six (6) main award categories.

POLICY CONSIDERATIONS

Council Plans and Policies

The key strategic focus area that links in with the implementation of the Australia Day Events is as follows:

- Strategic Focus Area 1: Engage. Create. Unite.
 - Strategy – We create welcoming social and creative spaces where people can connect.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

The Strathbogrie Shire Australia Day Events follow the protocols and recommendations as put forward by the National Australia Day Council.

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients (cont.)

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

In the interest of transparency and open and honest communication with our community the process of how the six (6) Shire-wide winners is documented in this report. The final award winners selected will remain confidential until they are officially announced within the public domain on Australia Day, 26th January 2022, in keeping with the protocol of the National Australia Day Council.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

Council has provided an allocation of \$7,000 from the 2021/22 adopted Budget and have applied for \$20,000 in funding from the National Australia Day Council to assist with the implementation of COVIDsafe events. It is considered that there will be no further financial implications outside of this financial year's budget allocation.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

Items purchased as a part of the funding obtained via the National Australia Day Council in 2021 (such as the hand sanitiser dispensers, portable hygiene stations and portable water stations) will be able to be utilised by a variety of community groups who conduct events across the Shire. Should we be successful in obtaining this grant also in 2022, a similar arrangement will apply. This will in turn assist with keeping costs down for these community groups, provide COVIDsafe event options and ensure consumer confidence in the attendance at events, providing an economic benefit, flow on effect to the township and the region.

9.2.2 2022 Australia Day Awards – Determination of the Shire-wide award recipients (cont.)

Social

These important township Australia Day events will further assist with rebuilding the sense of community that has been tested during the lockdown period of the COVID-19 pandemic. Social isolation has been challenging for many within our community and conducting the COVIDsafe Australia Day events in each township will assist in rebuilding the social connectedness within both their own and the wider communities.

Environmental

These events will follow the protocol of the Waste Wise Event Guidelines to ensure minimal impact to the environment.

Climate change

These events will follow the protocol of the Waste Wise Event Guidelines to ensure minimal impact to the environment and to assist in the mitigation of climate change.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

Council have again applied for funding from the National Australia Day Council to assist our community with still being able to conduct their township Australia Day celebrations in a safe and inclusive way, and in working with them to identify what their needs are and where they may need additional assistance as a result of COVID-19.

COLLABORATION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

Council continues to collaborate with our community to ensure continuous improvement of this event and to ensure that the Australia Day Events are conducted in a safe and inclusive way.

HUMAN RIGHTS CONSIDERATIONS

The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

CONCLUSION

Australia Day events are an important community occasions to recognise and celebrate the achievements and contributions of members within each town's community. This report seeks Council support for the Shire-wide award recipients for the 2022 celebrations.

APPENDICES

Appendix 1: List of Township Australia Day Award Recipients and Detailed list of township award winners and their nomination, information background -
CONFIDENTIAL

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Strathbogie Shire Councils Community Grants Program aims to provide an opportunity for community groups to undertake projects that complement the focus areas of Council and encourage participation in a community activity at all stages of the project from planning to completion.

The 2021/22 Community Grants Program commenced with Round 1 in June 2021 with 17 successful applicants and a total of \$57,593 funds distributed. At the 17th August 2021 meeting, Council authorised officers to proceed with a second round of the 2021/22 Community Grants Program which opened on the 1st of October 2021 and closed on the 31st of October 2021.

In accordance with the Strathbogie Shire Council Community Grant Guidelines, applications were invited under one of four below categories:

- Active and Healthy Communities
- Arts and Culture
- Environment and Sustainability
- Facilities and Infrastructure.

The total budget allocation for Round 2 of the 2021/2022 Community Grants Program is \$20,000. A total of six (6) applicants have been received. Following the evaluation process, it is recommended that Council support four (4) community projects with an expenditure totalling \$19,070.00 and the remaining funding of \$930 be allocated to the Small Projects Grants Program.

RECOMMENDATION

That Council:

- 1 Award funding to four (4) applicants for the total sum of \$19,070 to the following organisations;***

<i><u>Applicant /Organisation</u></i>	<i><u>Funding</u></i>
<i>Avenel Kindergarten</i>	<i>\$5,000.00</i>
<i>Longwood Football Netball Club</i>	<i>\$5,000.00</i>
<i>Nagambie Cricket Club</i>	<i>\$4,070.00</i>
<i>Violet Town Community House</i>	<i>\$5,000.00</i>

- 2 Authorise Officers to allocate remaining \$930.00 funds from Round 2 to the Small Projects Grants Program.***

PURPOSE AND BACKGROUND

The purpose of this report is to seek approval from Council of the following funding recommendations for Round 2 of the 2021/22 Community Grants Program.

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

A total of six (6) submissions were received for Round 2 of the 2021-22 Community Grants Program, requesting a total funding amount of \$24,781.

The 2021/22 Round 2 applications have been assessed by a Council Officer Assessment Panel which comprised of the following:

- Manager Tourism, Arts and Culture
- Coordinator Community Services and Inclusion
- Community Development Officer.

The applications were evaluated and scored against the funding criteria as detailed below:

- Alignment to Community Grants Outcomes and Strategic Plan (30% weighting)
- Community Need (20% weighting)
- Organisational Capacity (20% weighting)
- Access and Equity (15% weighting)
- Budget (15% weighting)

The officer assessment panel have recommended that four (4) projects receive funding, with two (2) projects not recommended for funding.

The four (4) eligible applications recommended for funding were received under the Facilities and Infrastructure category, requesting \$19,070. Eligible applications were not received for the remaining categories.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The two (2) projects that have not been recommended for funding are as follows, full details of their application can be found in Attachment 2:

- Euroa Friendlies Reserve Committee application for a defibrillator with a funding request of \$750.00. Due to the Friendlies Reservice being successful in Round 1 of the 2021-22 Community Grants Program the application has not been recommended for funding in Round 2. In addition, officers have worked with the Committee to find an alternative suitable funding source for this project.
- The Old Colonists' Association of Victoria application for signage at Currie Park with a funding request of \$4,961.00, did not adequately answer all questions in the grant application which is a requirement for eligibility. The question not answered was in relation to the current funds available to them and providing a current bank statement. Officers contacted The Old Colonists' Association and obtained the missing information, the bank statements that were supplied showed the Old Colonists' Association of Victoria has more than sufficient funds to undertake the project themselves and as a result are not recommended for funding.

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

Three of the four applications have accompanying funding conditions as detailed in Attachment 1. All funding conditions relate to the applicant engaging with relevant Council departments from operations, assets and planning.

The terms and conditions for all grants will require grant recipients to formally recognise Strathbogie Shire Council. All facilities and infrastructure grants will also include requirement that any works being carried out on our buildings by a Committee of Management must be carried out by qualified tradespeople or professional and provide all relevant certificates of compliance and must also provide proof of double vaccinated status.

Table 1 below provides a summary of the officer assessment panel recommendations:

Table 1: Summary of Proposed Grant Recipients

Applicant /Organisation	Name and Project Description	Proposed Funding
Avenel Kindergarten	Expansion of stage area to allow access to children of all ages and abilities.	\$5,000.00
Longwood Football Netball Club	Netball Court Lighting for new Netball Court	\$5,000.00
Nagambie Cricket Club	Replace worn synthetic strips on two practice nets	\$4,070.00
Violet Town Community House	Blinds and Split System to transform Arts Hub into an all year around venue.	\$5,000.00

Attachment 1 provides further detail of the proposed 2021-22 Community Grant recommendations. Attachment 2 provides details of the projects not recommended for funding.

The total remaining funds should the recommendations be adopted by Council will total \$930. It is proposed that the remaining grant pool of \$930 is applied to the Small Projects Grants Program.

The Small Projects Grants program is to be made available for applicants throughout the year for projects up to the value of \$1000. Groups are only eligible to receive this grant once per year and are not eligible for a Small Project Grant if they are currently expending other Strathbogie Shire Community Grant Funds. Small Project Grants must meet the criteria for one of the four Community Grant Categories:

- Active & Healthy Communities
- Arts & Culture
- Environmental & Sustainability
- Facilities & Infrastructure.

Projects must be acquitted within six months of the submission of their Terms and Conditions unless otherwise negotiated with the Manager of Tourism and Community Services.

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

Applications are accepted through the remainder of the financial year (or until funding allocation is exhausted) and are assessed on a monthly basis. Applications should be received before 12 pm on the last Monday of the month.

Applications will then be assessed, and recommendations presented to Council at a further Council Meeting. Any application received after 12pm on the last Monday of the month will be assessed the following month.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

A four stage communications plan was developed with a simple overarching goal. We wanted to show our community that with small financial support many good things could be achieved for the benefit of our communities.

The table below outlines the four stages in the communications and engagement plan. The first three stages are now complete.

Stage	Goal	Tools and methods
One Inform	To inform the community that Round-2 of the 2021/22 Community Grant Program is now open. To remind the community about Grant Program timelines	<ul style="list-style-type: none"> • Media release • Social media • eNews • Website content • Advertising
Two Engage	To provide applicants with the opportunity to seek feedback and assistance from Council Officers on their applications.	<ul style="list-style-type: none"> • Media release • Social Media • eNews • Website content • Advertising
Three Inform	To keep applicants up to date on the process and what to expect	<ul style="list-style-type: none"> • Acknowledgement letter
Four Inform	To inform applicants and the community of the projects which received grants	<ul style="list-style-type: none"> • Letter successful • Letter unsuccessful • Media release • Social media • Advertising • Website content • eNews

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

- *Council Plan Strategic focus area 1: Engage. Create. Unite*
 - *Our Community's goals - In the future we foster and support creative responses in the community*
 - *Our Strategies to achieve these goals – we create welcoming and creative spaces where people can connect.*

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Round 2 of the 2021/22 Community Grants applications have been assessed against an updated weighted scorecard to ensure consistency, equity and transparency across the program.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

In the interest of transparency and open and honest communication with our community it is recommended that the attached Round 2 of the 2021/2022 Community Grants Program – Applications Recommended for Funding be released to the public providing an understanding of the assessment process and outcomes of the program.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

It is not considered that there are any further financial implications involved other than those already outlined in this report.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

Economic

The distribution of funds through Round 2 of the 2021/22 Community Grants Program will greatly assist community groups progress with projects that would otherwise be unable to go ahead due to lack funding. All projects will support improvements to facilities and promote participation and engagement which will have a positive impact on the Shire's economic future.

Social

The awarding of funding for these groups will further assist with rebuilding the sense of community that has been challenged during the various lockdown periods throughout the COVID-19 pandemic.

Environmental

Despite Officers encouraging submissions for projects under the Environment and Sustainability category no submissions were received. All applicants regardless of category their projects were submitted under were required to describe how the project will contribute to environmental and sustainable outcomes and benefits in the Strathbogie Shire.

Climate change

All submissions have been assessed with a climate change lens applied. Applicants have been encouraged to use environmentally friendly products. Efficient LED lighting will be used for the Longwood Football/Netball Club Netball Court project and the Violet Town Community House will be purchasing an energy efficient split system for the Art Hub project if funding is approved.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

An updated Community Grant Guidelines document was created for the 2021-22 Community Grants Program. The updates included a new look and feel and presented information in an easy to digest format. For transparency purposes the updated guidelines included the addition of the weighted scorecard to be used by the assessment panel.

Council Officers have recognised further improvements for next year's program. These include simplifying the application process for the community by incorporating more checklist style questions to target appropriate responses. Furthermore, this will also improve the assessment process making it more efficient.

HUMAN RIGHTS CONSIDERATIONS

It is not considered that there are any Human Rights that will be impacted as a result of Round 2 of the 2021/22 Community Grant program.

CONCLUSION

It is recommended that Council endorse the recommendation to award funding to the four (4) successful applicants for Round-2 of the 2021/22 Community Grants Program to support the community in their ongoing projects.

9.2.3 Community Grant Funding Round 2 2021/2022 Allocations (cont.)

ATTACHMENTS

Attachment 1: Round-2 2021/22 Community Grant Program – Applications Recommended for funding

Attachment 2: Round-2 2021/22 Community Grant Program – Applications Not Recommended for funding

ATTACHMENT 1:

Round-2 2021-22 Community Grant Program – Applications Recommended for funding

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Avenel Kindergarten	Avenel Kindergarten takes Centre Stage	Expansion of the current 'stage area' to allow access to children of all ages and abilities, allowing increased flexibility of use by supported playgroup, kindergarten and school-aged children.	\$5,000.00	\$5,945.00	\$5,000.00	Will require sign off from the Assets and Operations Teams
Longwood Football Netball Club	Netball Court Lighting for New Netball Court	The Longwood Football Netball Club is currently constructing a second netball court which requires lighting to enable all netball teams to train at the same time. The netball court lighting that is being used requires upgrading.	\$5,000.00	\$30,800.00	\$5,000.00	Requires appropriate permits and approvals from Council before funds can be released.
Nagambie Cricket Club	Nagambie Cricket Club net restoration	Replace the worn synthetic carpet strips in two of the three cricket nets with a new synthetic carpet that will cover the entire pitch surface.	\$4,070.00	\$8,140.00	\$4,070.00	Approval of installation required by the Assets Department.

Violet Town Community House	Transforming the Violet Town Community House Arts Hub to an all-year around facility	This project will transform the portable classroom that is our Arts Hub into an all-year around venue. With the additions of internal blinds and a split air-conditioning system, it will allow access for a range of groups throughout the whole year for them to carry out their community art projects.	\$5,000.00	\$5,780.00	\$5,000.00	
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ATTACHMENT 2:

2021-22 Community Grant Program –Applications Not Recommended for funding

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Comments
Euroa Friendlies Reserve Committee of Management	Friendlies Defibrillator	A defibrillator is required to be accessed by sporting groups and their families.	\$750.00	\$1,497.05	\$0.00	Due to the applicant being successful in Round 1 this project has not been recommended. In addition, officers have worked with the Committee to find an alternative suitable funding source for this project.
Old Colonists' Association of Victoria	Currie Park Signage Project	The Currie Park signage project will install a signage throughout our retirement village. Signage will assist ambulances and visitors to find their way around to residents' units, the community room and the office. It will also encourage people in vehicles to reduce their speed.	\$4,961.00	\$4,961.00	\$0.00	Did not fully answer all questions in the grant application. Bank Statement also showed the Old Colonists' Association of Victoria has sufficient funds to undertake the project themselves.

9.2.4 Action Group Funding Round 2 2021/22

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The purpose of the Action Group Funding Allocation is to provide an opportunity for Action Groups to undertake projects that complement the focus areas of Council and encourage participation in community activity. Project submissions are to be based on the Action Groups strategic plans. This year there are a number of groups in the final year of their strategic plan, with some groups completing all actions highlighted in their respective plans. To continue to support these Action Groups, submissions were accepted for projects not listed in the strategic plan providing the Action Group could demonstrate community support for the suggested project.

The 2021 funding allocation for Strathbogie Shire Council's eight Action Groups opened on 1 August 2021 and closed on the 27 August 2021 with applications received from Graytown Action Group, Avenel Action Group and Euroa Action Group. No applications were received from Strathbogie, Longwood, Ruffy or Nagambie Action Groups. Officers were authorised at the September Council meeting to continue consultation with Action Groups who did not submit projects and re-open funding for a second round for these groups only commencing 22 September 2021, closing 19 November 2021 with recommendations of funding allocations to be put forward in the December 2021 Council Meeting.

The total budget allocation for the 2021-2022 Action Group Funding is \$70,000, with \$20,000 of this allocation attributed toward administration costs, festivities, and community engagement with each individual action group receiving \$2,500. The remaining \$50,000 is made available to support community projects. For Round 2 there is \$32,136 remaining funds. Should the round 2 applications be supported, a total of \$22,536 will be remaining.

RECOMMENDATION

That Council:

- 1. Award funding to two (2) projects, for the total sum of \$9,600 to Longwood Action Group; and***
- 2. Endorse Officers to work with Action Groups to utilise the remaining budget allocation of \$22,536 before 30 June 2022 through -***
 - (a) community capacity training opportunities***
 - (b) assisting in the preparation of community plans by providing (but not limited to) graphic design.***

9.2.4 Action Group Funding Round 2 2021/22 (cont.)

PURPOSE AND BACKGROUND

Action Group Funding Allocation is structured to provide an opportunity for Action Groups to undertake projects that complement the focus areas of Council and encourage participation in community activity. Action Groups are able to apply for multiple projects up to the value of \$5,000 per project.

Round 2 was necessary as the initial funding round was under subscribed with four Action Groups not submitting projects for funding. Council Officers have worked with each of the Action Groups over the past three (3) months encouraging them to apply for funding and supporting them to shape future projects. Unfortunately, no applications were received from Ruffy, Strathbogie or Nagambie. These groups are currently in a reforming phase and as such, not in a position to deliver projects prior to end of financial year.

Round 2 2021-22 applications have been assessed by Council Officers which comprised of the following:

- Coordinator Community Services and Inclusion; and
- Community Development Officer.

The applications were evaluated and scored against the funding criteria as detailed below:

- Alignment to Community Plan and Council Plan (40% weighting)
- Community Need (25% weighting)
- Demonstrated Community Capacity (20% weighting)
- Budget (15% weighting).

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Of the submission received from the Longwood Action Group, the assessment panel have viewed the projects and deemed that, while , are two separate projects and meet the guidelines for funding. The two projects are as follows:

Project 1: The Water Tank – Returning History to Longwood (\$4,600 requested)

The old water tank is a unique piece of Longwood History. A structure some 8 metres high which has been on a farm in Locksley. It has kindly been donated by its owners to the Longwood Action Group so that this piece of Longwood History can be returned to its home. The Water Tank will provide a unique feature for Longwood and will mark the beginning of the Longwood Art Project. Funding is required to transport and relocate the Water Tank back to Longwood. It is proposed to locate the Water Tank on the parkland at the intersection of Down and Maxfield Streets, subject to approval.

9.2.4 Action Group Funding Round 2 2021/22 (cont.)

Project 2: Starting Our Art Trail - Bringing our Water Tank to Life (\$5,000 requested)

Once in Longwood, it is only the start of the new life of the old Water Tank. The Tank requires some structural work to replace some of the original metal of the bowl, prior to it being transformed into the first feature of the proposed Longwood Art Trail. This work will see the Tank come to life by featuring Longwood history reimagined in a very Longwood art way.

Attachment 1 provides further detail of the proposed Round 2, 2021-22 Action Group Funding recommendations.

Three (3) of the Action Groups elected not proceed with funding applications. Please find a summary below of the challenges in not proceeding at this time:

- Strathbogie Action Group – Currently in recess. Determined there were no projects they currently wished to proceed with while in recess.
- Ruffy Action Group – New leadership, reviewing the current strategic plans and decided not to proceed with projects until community engagement had been undertaken.
- Nagambie Action Group – Starting to re-establish the action group again, currently completing acquittals from prior funding with the help of Council Officers.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

Council's Community Development Officer called and emailed each of the four (4) Action Groups which had not submitted applications in Round 1 to advise them that there would be an opportunity to apply through Round 2 of the grants.

Officers also followed up by phone to offer support throughout the application process and offered to meet in person with each, Longwood was the only group that took up this offer. A final reminder of the round closing was also sent to the secretary in the final week of the round.

POLICY CONSIDERATIONS

Council Plans and Policies

- *Council Plan – Strategic Focus Area 1: Engage. Create. Unite*
 - *Our Community Goals: In the future we foster and support creative responses in the community*
 - *Our Strategies – we create welcoming social and creative spaces where people can connect.*

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

9.2.4 Action Group Funding Round 2 2021/22 (cont.)

The 2021-22 Applications have been assessed against an updated weighted scorecard to ensure consistency, equity and transparency across the program.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

In the interest of transparency and open and honest communication with our community it is recommended that the attached 2021-2022 Action Group Funding Program – Applications Recommended for funding be released to the public providing an understanding of the assessment process and outcomes of the program.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

It is not considered that there are any further financial implications involved other than those already outlined in this report.

Should the recommended projects be endorsed by Council, it is proposed that Officers work with Action Groups to identify training opportunities that build community capacity that can be delivered to/with action groups before the end of the financial year, within the remaining budget allocation of \$22,536. Training and development initiatives will be reported to Council.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

The distribution of funds through the 2021-22 Action Group Funding Program will greatly assist community groups progress with projects that would otherwise be unable to go ahead due to lack funding. Longwood's projects will support the beginning of the proposed Art trail with the potential to bring increased economic benefits to the Shire.

Social

The awarding of funding for these groups will further assist with rebuilding the sense of community that has been challenged during the various lockdown periods throughout the COVID-19 pandemic.

9.2.4 Action Group Funding Round 2 2021/22 (cont.)

Environmental

The application from the Longwood Action Group supports the environment through upcycling of metal and using it in a new functional way via art.

Climate change

The proposed artwork will use a combination of new and recycled materials in support of climate change.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

An updated Action Group Funding Guidelines document was created for the 2021-22 Program. The updates included a new look and feel and presented information in an accessible format.

For transparency purposes the updated guidelines included the addition of the weighted scorecard to be used as well as the minor changes adopted by Council at the June Council Meeting. These included removing the funding allocation based on population but instead on project merit. Council Officers will continue to review the funding allocation process for further improvements in future year programs including the timing of application for this funding.

HUMAN RIGHTS CONSIDERATIONS

It is not considered that there are any Human Rights that will be impacted as a result of the 2021-22 Action Group Funding Program.

CONCLUSION

It is recommended that Council endorse the recommendation to award funding to the Longwood Action Group for the 2021-22 Action Group Funding Program.

ATTACHMENTS

Attachment 1: Round 2 2021-22 Action Group Funding Program – Applications Recommended for funding

ATTACHMENT 1:

Round 2 2021-22 Action Group Funding Program – Applications Recommended for funding

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Longwood Action Group	The Water Tank - Returning History to Longwood	Relocation of the Longwood water tank from Locksley to Longwood	\$4,600	\$4,600	\$4,600	Relevant permits and approvals required for installation at final location
Longwood Action Group	Starting Our Art Trail - Bringing the Water Tank to Life	Structural work to repair some of the original metal of the tank to enable it to be transformed into the first feature of the proposed Longwood Art Trail.	\$5000	\$5,000	\$5,000	None

9.2.5 Euroa Gathering and Growing Space

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The Euroa Action Group Committee (ECAG) were successful in securing a budget allocation of \$10,000 for a community gathering and growing space in Council's 2021/22 Budget via a submission to the 'Pitch My Project' initiative.

At the 21 September 2021 Meeting, Council approved for Council Officers to work with ECAG to progress the concept of a community garden at 16A Bury Street by undertaking consultation with surrounding residents and community members, with Officers to provide a subsequent report outlining a summary of the community engagement and recommended next steps in response to community feedback.

Subject Site: 16A Bury Street, Euroa



There were two (2) submissions made as part of the consultation process, raising concern regarding the proposed location of the community garden. Officers met onsite to discuss concerns, and a detailed response of concerns raised is provided within this report.

Whilst it is acknowledged that not all concerns have been resolved, ECAG have indicated that they are committed to working with the broader community to ensure the community gathering and growing space is a welcoming, safe and useable space for all.

9.2.5 Euroa Gathering and Growing Space (cont.)

RECOMMENDATION

That Council –

- 1. Authorise officers to develop a formal governance arrangement between Council and the Euroa Community Action Group for the use of 16A Brock Street Euroa for the establishment and purpose of the Euroa Gathering and Growing Space.***
- 2. Incorporate in the formal governance arrangement a provision for Council to cease the arrangement, with a 12 month notice period, to return the land to Council's management if required for any future community infrastructure need.***

PURPOSE AND BACKGROUND

Community gardens are an important part of building resilient communities. They build connection, increase food security, and can support with a range of mental health and wellbeing outcomes.

Community gardens offer a shared space for people to come together to help build a vibrant, diverse community who connect, share and grow through local food production and cultivation.

The key outcomes of the proposed Euroa Community Gathering and Growing space include:

- to increase the opportunities for building intergenerational relationships through the practice of growing food leading to stronger mental health and wellbeing outcomes;
- to develop local food production skills that can be shared between people to increase knowledge and wisdom about food and nature;
- to generate sufficient food that increases food security and healthy living options; and
- to build the garden in a way that is environmentally sustainable and provides approaches to inspire locals to be more sustainable in their homes.

The Euroa Action Group Committee (ECAG) were successful in securing a budget allocation of \$10,000 for a community gathering and growing space in Council's 2021/22 Budget via a submission to the 'Pitch My Project' initiative. The vision of ECAG is to revitalise an underutilised space in Euroa to create a community gathering place where people can connect through food and companionship.

Following the adoption of the 2021/22 Council Budget, Council Officers have met with ECAG to identify potential sites to house the community gathering and growing space. Key attributes of the required land that would suit a community garden include:

- At least 500 square metres in size
- Well lit, safe and accessible by roads and footpaths
- Access to water mains
- Close to main street and local community facilities.

9.2.5 Euroa Gathering and Growing Space (cont.)

A parcel of land was identified for the proposed community gathering and growing space at 16A Bury Street, Euroa and is owned by Council. This parcel of land encompasses the Euroa swimming pool and runs through to Brock Street. Within the parcel of land, there is an underutilised vacant section within the land adjacent to Brock Street. The parcel of land meets all of the above requirements and has not been utilised since such time as the netball courts were decommissioned many years ago.

At the 21 September 2021 Council Meeting, Council resolved to:

Continue to work with the Euroa Community Action Group to progress the concept of a community garden at 16A Bury Street, Euroa by;

- a) undertaking consultation with surrounding residents and community members regarding a community garden on this site; and*
- b) receiving a report from officers outlining a summary of the community engagement and recommended next steps in response to community feedback.*

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

In progressing with the use of 16A Bury Street, Euroa (owned by Council) as a potential site to establish a community garden a number of considerations have been explored:

Planning and Building considerations:

The land is subject to the following planning Overlays and Planning Zones:

- Land Subject to Inundation Overlay (LSIO)
- General Residential Zone (GRZI)
- Urban Floodway Zone (UFZ)
- Public Park and Recreation Zone (PPRZ)

The use of a community garden at this site is aligned with the planning zones for the parcel of land considering it is low intensity and will be used for agriculture and recreational purposes. Urban development is generally not encouraged in urban floodway zones leaving the land underutilised. There are no requirements for planning or building permits for the current proposed garden. Should ECAG wish to construct a rotunda or sheds, a building permit will be required.

Water and a new meter will need to be connected to the site with an approximate cost of \$1,500. This cost is to be covered by the \$10,000 assigned by Council for the project in the 2021/22 Council Budget. Ongoing water costs will be at the cost of ECAG. This will be stipulated in the governance agreement. The governance agreement will outline all requirements for the use of the land, detailing responsibilities, and costs of the tenant.

9.2.5 Euroa Gathering and Growing Space (cont.)

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

Consultation was undertaken during September and October 2021. The target audience for engagement were Euroa residents, specifically those of Brock Street and surrounds, local organisations including Design Euroa, Friends of the Sevens, the Arboretum, Euroa Schools and Kindergartens.

The key elements of the engagement plan are detailed in table 1 below.

Table 1: Engagement Plan

Engagement purpose	Engagement goals	Tools and methods	Evaluation
<p>Inform and engage</p> <p>To liaise with our stakeholders to inform them of the changed procedure.</p> <p>To keep the community fully informed.</p>	<p>To ensure the residents in the area around Brock Street understand the future plans of the old skate park and know how to provide feedback.</p> <p>To provide clear, simple to understand narratives and communications.</p> <p>To collaborate with the community to help gather ideas, prioritise inclusion to the gather and grow space and encourage the community to get involved.</p>	<ul style="list-style-type: none"> Website copy Media release Share Strathbogie Advertising Social Media Letters to local residents Engagements sessions by ECAG 	<ul style="list-style-type: none"> The community of Euroa is excited about the opportunity to be involved and have a community garden space Community and stakeholders speak in support of Council and its approach to encourage environmentally active people to use the space and grow foodstuffs.

Consultation with nearby residents and the broader community was recently undertaken, with submissions for feedback closing on the 22 October 2021. Two objections were received from neighbouring properties. Director of Community & Planning and Coordinator of Community Services & Inclusion have met with residents on site to discuss concerns.

9.2.5 Euroa Gathering and Growing Space (cont.)

The table below lists the of concerns raised by residents and the Council Officer response.

Table 2: Community Concerns and Council Response

Concerns Raised by Community	Council Response
Limited parking	Adequate off street parking is available. Users of the garden will also be encouraging people to use sustainable personal transport eg. walking and bike riding to the site.
Littering	Formal agreement will outline the responsibility of the site to be maintained including the management of waste.
Noisy, disruptive behaviour at all hours of the day and night	Noise impact to surrounding residents is deemed to be minimal. The community gathering and growing space will operate within reasonable timeframes during the week and on weekends. The proposed activity on the land is not deemed to be of disruptive behaviour. Should ECAG wish to hold an event on the site it would need approval from Council in line with the events policy and framework and consideration would be given to the disruption to residents in such instances.
Is the space to be open access at all times	The space will be open at all times. Fencing off the area will not occur. ECAG want the space to be welcoming and access for all.
Will there be any security?	No. While we appreciate there is a small minority of people in our community that may disrespect the space we trust in our community overall to respect and value the garden, just as we see with other well maintained outdoor spaces across the Shire.
Concern of proximity of residential housing	The community gathering and growing space will be contained to the current asphalted area, which provides adequate distancing from residential houses. The activities that will be undertaken in the current design of the space are low impact to residents
Toilet facilities	There won't be toilet facilities on site. Users will need to access the public toilet facilities located on Brock St which is 350m away. Users have advised that in most instances people will come and garden for a few hours and then go home, making the need for toilet facilities a low priority.

9.2.5 Euroa Gathering and Growing Space (cont.)

Composting material placements in relation to neighbouring houses	These will be placed on the asphalt and an appropriate distance from residential housing. Composting if done correctly does not emit strong odours. It should have a fairly neutral earthy smell, similar to the way that grass smells after a rainstorm.
Water usage	The garden will be designed to have a water efficient set up, with wicking beds and indigenous plants. The tenant (ECAG) will be responsible for the water costs and adhering to water restrictions in place.
Why will this project succeed when previous attempts at community gardens have not been successful	<p>ECAG's design and management is more than just a garden, it's an opportunity to create a space that will provide opportunities for building relationships across the community. ECAG have a strong established governance model with demonstrated community support and are looking at creating a real point of difference from other gardens that have not succeeded by making this a space where people can gather and feel good.</p> <p>Discussions are already being had within ECAG have how they can maintain enthusiasm across generations for the continued success of the garden.</p>
Has an impact assessment been done	Consideration has been given to a number of possible locations for the proposed community garden, with 16A Brock Street being the most appropriate as detailed in this report.
Impact to easement access of properties onto the land	As the community gathering and growing space will be contained within the current asphalted area of the land there will be no impact to the easement of current properties. This has been factored in on the initial concept plans.
Lighting	No lighting is currently planned for the site.
Safety of residents	Encourage ECAG to ensure that the design/layout of the garden/infrastructure is done so in accordance with Crime Prevention Through Environment Design principles.
Not appropriate use of the site	The site is subject to Public Park and Recreation Zoning so options for use on the site are limited.

9.2.5 Euroa Gathering and Growing Space (cont.)

<p>Concern that there is not the need for a community garden in Euroa as everyone has their own gardens. Concern that there is not the community support for it</p>	<p>Everyone may have their own gardens but as mentioned previously this is more than just a garden, it's about creating an outdoor space where people want to spend time to meet and connect. Getting people outside to meet the community and improve the community health and wellbeing.</p>
<p>Alternative option on parcel of land opposite listed as 24A Brock St.</p> <p><i>Please refer Image 1 below</i></p>	<p>This parcel of land has been reviewed by Officers. There was historically a community garden contained in the old netball courts behind the youth building at 24 Brock St. This garden was designed in metal beds and is not deemed suitable. The concept of ECAG's garden is to be welcoming to all, to be inviting and sustainable. This location is not suitable because of the enclosed fencing and restrictions of the site in building the garden in an environmentally sustainable way.</p> <p>Outside of this space as a continuation of 24A Brock St down to Hinton Street. There is a large vacant block that was also considered as a potential location but lacks visibility and foot traffic which the proposed site provides. This is important to encourage wider community use.</p> <p>Future plans for revitalisation of 24A Brock St are currently being investigated.</p>
<p>Alternative option at Lion's Park Euroa – 19A Bury St.</p> <p><i>Please refer Image 2 below</i></p>	<p>Raised by residents as a potential location due to the infrastructure already in place, namely toilet facilities and playground for kids as well as some shade and picnic tables.</p> <p>On review with ECAG the purpose of this project is to create a new outdoor space for the community, not just about putting in a garden. Creating it at the Brock St site will help to beautify the area and add value to the area.</p> <p>The Lions Park is limited by space and will potentially take away options for other recreational opportunities in the park.</p>

9.2.5 Euroa Gathering and Growing Space (cont.)

Image 1. 24A Brock St – location considered

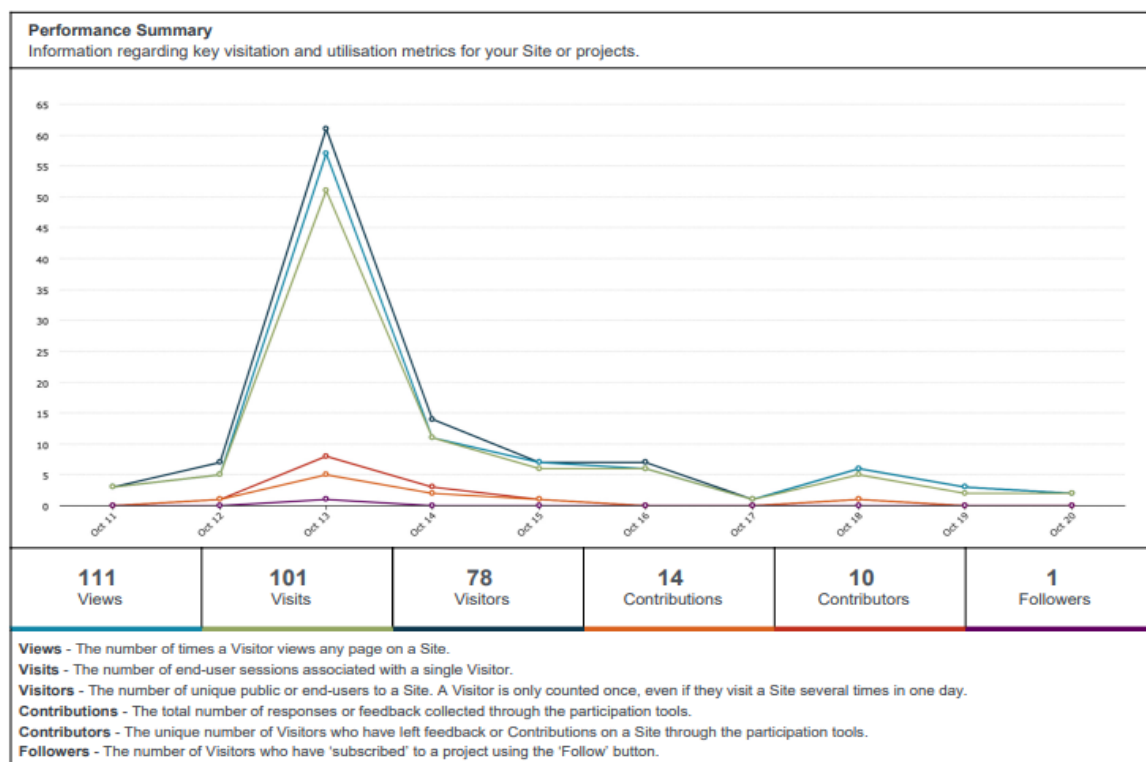


Image 2. 19A Bury Street, Euroa Lion's Park – location considered



9.2.5 Euroa Gathering and Growing Space (cont.)

Share Strathbogie data demonstrates active engagement from the community with input into the concept of the space. Please find below graph of site visits for this project as at 22nd October 2021.



Whilst it is acknowledged that not all concerns have been resolved, ECAG have indicated that they are committed to working with the broader community to ensure the community gathering and growing space is a welcoming, safe and useable space for all.

POLICY CONSIDERATIONS

Council Plans and Policies

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:

- Strategic Focus Area 1: Engage.Create.Unite
 - o Our community's goals: We create welcoming social spaces where people can connect
 - o Our strategies to achieve: We create welcoming social and creative spaces where people can connect

In addition, the recent Strathbogie Shire Council Engagement Report, which informed the development of a Community Vision and Council Plan, identifies the community's top service priorities in Euroa as the Environment (2nd), climate change (4th) and parks and garden (5th).

9.2.5 Euroa Gathering and Growing Space (cont.)

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

There is no specific legislation governing the establishment of a community garden, however under the Local Government Act 2020 Council must be accountable for how public funds are spent and governance arrangements around decision making.

Should the Euroa Community Gathering and Growing Space proceed, to formalise governance arrangements, a written agreement would be put in place between Council and the ECAG to outline responsibilities of each party.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

In the interest of transparency and open and honest communication with our community, it is important that this matter is acknowledged and discussed in a public forum providing full disclosure to the community.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

A budget allocation of \$10,000 has been made in the 2021/22 Council budget for the development of a community gathering and growing space. Through preliminary discussions with ECAG, ongoing maintenance and operational costs for the community gathering and growing space will be the responsibility of Euroa Community Action Group, which includes the cost of utilities used on site.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

Community gardens deliver economic benefits to the community by providing fresh locally produced food. Food can be sold at the farmers market or on site to raise funds for continued improvement of the garden.

9.2.5 Euroa Gathering and Growing Space (cont.)

Social

Community gardens have the potential to have a strong impact on social outcomes in the community by connecting people through food and education. Gardens provide a space for intergenerational interactions and provide an opportunity to educate the community on the importance of local food production, how to build gardens as well as creating a space to gather and work together.

Expected outcomes to be seen include:

- a stronger sense of community and improved community health and well-being due to the increase in community connections driving down social isolation;
- providing the community access to fresh, nutritious locally produced food;
- increasing physical activity through garden maintenance activities; and
- improved mental health and promote relaxation.

Environmental

Community gardens can help reduce negative environmental impacts by promoting sustainable agriculture; reducing food miles and transportation costs; reducing water runoff and improving air and soil quality.

Climate change

Community garden will have positive climate change impact for the community by reducing our carbon footprint through the release of oxygen back into the environment from the green space created by the garden and the reduction in food miles of the locally grown produce.

CONCLUSION

The proposed community gathering and growing space has the potential to deliver positive change to the health and well-being for the Euroa Community. The position of the land being easily accessible and visible will lend itself to high utilisation by the community. Whilst it is acknowledged that not all concerns have been resolved, ECAG have indicated that they are committed to working with the broader community to ensure the community gathering and growing space is a welcoming, safe and useable space for all.

9.2.6 Regional Tourism Investment Fund - Council contribution

Author: Economic Development and Projects Coordinator

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Released on the 11 November 2021, the Regional Tourism Investment Fund delivered by the Department of Jobs, Precincts and Regions is a state-wide competitive Victoria Government program that will support new and innovative tourism infrastructure projects that will increase visitation, drive private investment and deliver more jobs.

Pillars relevant to the Regional Tourism Investment Fund – Competitive Round are:

1. Nature - experiences and products that activate regional Victoria's natural assets such as forests, parks, alpine areas, wildlife, geothermal and natural mineral springs, coastlines, rivers, lakes and oceans, and contribute to a healthy and resilient environment.
2. Epicurean - culinary and gastronomic experiences and products that highlight provenance and demonstrate innovation, including agricultural and regenerative farming experiences, cellar doors, distilleries and breweries.
3. Arts and Culture - experiences and products that enable the visitor to engage with art and culture in new and innovative ways, such as museums, storytelling, multicultural centres, art and heritage trails, public art installations, galleries and creative venues
4. First Peoples' led experiences - prioritising the world's oldest, continuous living culture that will contribute the future of Victorian tourism, through the creation of immersive experiences and products that are driven by Aboriginal self-determination.

Council Officers have reviewed the priority projects within the community against the specified criteria funding stream to determine 'shovel ready' projects for inclusion within a funding application with a first stage Expression of Interest due on 7 January 2022 and application due on 14 January 2022. It is proposed that Council support Go Nagambie in their quest for an application to establish a thoroughbred statue park/walk at Jacobson Outlook overlooking Lake Nagambie.

RECOMMENDATION

That Council provisionally allocate a Council contribution from the Council Budget pending the successful outcome of Go Nagambie's Expression of Interest and subsequent application to the 2022 Regional Tourism Investment Fund through:

- a) ***Allocating \$250,000 for the provision of landscaping and associated works;***
- b) ***Providing in-kind Project Management to oversee the delivery of the project including communication and engagement support;***

9.2.6 Regional Tourism Investment Fund - Council contribution (cont.)

RECOMMENDATION (cont.)

- c) *Committing to be the owner and maintain the asset/s once the project is complete for those asset/s on Council land; and***
- d) *Providing a letter of support to Go Nagambie for the funding application outlining Council's commitment.***

PURPOSE AND BACKGROUND

This report provides information around the requirements of the Regional Tourism Investment Fund (RTIF) – Competitive Round and seeks a provisional financial commitment from Council should the nominated project be awarded funding by the Department of Jobs, Precincts and Regions (DJPR).

The RTIF – Competitive Round will drive the recovery and sustainability of regional Victoria's visitor economy by catalysing private and public investment and facilitating new and innovative tourism infrastructure projects.

The objectives of the RTIF – Competitive Round are:

- Deliver strategic tourism infrastructure projects that will increase visitation, improve quality of customer experience, and increase visitor yield and length of stay.
- Deliver projects that broaden Victoria's tourism offering, and support and encourage year round visitation and dispersal across regional Victoria.
- Leverage and facilitate private sector investment, including through strengthening public tourism infrastructure.
- Drive new jobs and improved outcomes for the State's visitor economy.

Projects funded through the RTIF – Competitive Round must support the delivery of the outcomes identified for the Tourism Infrastructure Program, which has three outcome metrics:

1. Increased yield (an increase in the total spend per visitor);
2. Dispersal across seasons and regions (strengthening year-round visitation and visitor dispersal across regions); and
3. Increased volume (growth in visitor numbers, repeat visitation and/or length of stay).

The Regional Tourism Investment Fund priorities in this funding round are as follows:

1. Nature - experiences and products that activate regional Victoria's natural assets such as forests, parks, alpine areas, wildlife, geothermal and natural mineral springs, coastlines, rivers, lakes and oceans, and contribute to a healthy and resilient environment.
2. Epicurean - culinary and gastronomic experiences and products that highlight provenance and demonstrate innovation, including agricultural and regenerative farming experiences, cellar doors, distilleries and breweries.

9.2.6 Regional Tourism Investment Fund - Council contribution (cont.)

3. Arts and Culture - experiences and products that enable the visitor to engage with art and culture in new and innovative ways, such as museums, storytelling, multicultural centres, art and heritage trails, public art installations, galleries and creative venues
4. First Peoples' led experiences - prioritising the world's oldest, continuous living culture that will contribute the future of Victorian tourism, through the creation of immersive experiences and products that are driven by Aboriginal self-determination.

To be eligible for funding under the RTIF – Competitive Round, a project must be:

- New tourism infrastructure and/ or significant enhancements that build on existing infrastructure; or
- Enabling infrastructure that directly and demonstrably unlocks private tourism investment.

Eligible applicants may seek funding for up to \$10 million per project, with a minimum funding amount of \$150,000 per project. Co-contributions are required as part of the Regional Tourism Investment Fund (RTIF) grant funding.

The following funding commitment ratio is required:

Applicant	Maximum funding ratios for co-contributions	Notes
Public, not-for-profit <ul style="list-style-type: none"> • Local and State Government entities • Incorporated associations • Not-for-profit organisations 	Tier 2 location Up to RTIF \$3:\$1 other	Projects located across both a Tier 1 and Tier 2 location will be considered on a case-by-case basis. Strathbogie is deemed a Tier 2 location

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

In review of the priorities and criteria listed for the RTIP, the following project has been identified as having the most appropriate alignment with the funding stream as listed: *Champion Horse Statue Park – Thoroughbred Walk*.

Building on the existing Black Caviar statue at Lake Nagambie and the Black Caviar (tourism) Trail, this application would see the installation of up to four additional locally bred champion horse statues overlooking Lake Nagambie at Jacobson's Park over a two-year timeframe. The new horse statues would be professionally sculptured in bronze as per the Black Caviar statue. Lead by Go Nagambie, this project has the support from stud farms in the area. The project would create an opportunity to provide a unique tourist experience in the Strathbogie region by demonstrating and showcasing the strong thoroughbred breeding industry that is unique to our Shire and as the preeminent thoroughbred centre in Victoria. It is proposed over time and as funding becomes available, that the horse statue park would continue to expand, honouring the local thoroughbred success stories stemming from our region.

9.2.6 Regional Tourism Investment Fund - Council contribution (cont.)

It is proposed that officer work in collaboration with Go Nagambie in the preparation of this application. Any resourcing required to support the preparation of the EoI will be sourced through existing budget resources.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

High level community consultation for this project has recently been undertaken as part of the draft Nagambie Streetscape Plan. In the recent streetscape survey participants were asked about their views on the "Opportunity for a Thoroughbred Walk" which celebrates the historical racing and breeding credentials of the region with the Black Caviar Statue being a centrepiece. 72% of respondents indicating that they find the concept acceptable with 47% indicating "I like it".

Further consultation will take place with local Nagambie community groups and traders in relation to the specific requirements for the horse statue park.

POLICY CONSIDERATIONS

Council Plans and Policies

The following goals of the Council Plan have been identified:

- Strategic focus area 1: We are inspired by our creatives and celebrate art and culture
 - Strategies: We support a vibrant arts and culture scene through a clear framework enabling the community to lead its ongoing diversity and growth
 - Strategies: We create welcoming social and creative spaces where people can connect.

Arts and Culture Strategy 2019-2023

- Goal Two – To increase the capacity of the community to lead and deliver arts and cultural experiences, by supporting opportunities for growth and learning.
 - Our approach – we will explore the possibility of permanent art spaces in the Shire
 - We will work with community to develop engaging open spaces that encourage interaction through public art and events.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

The following document will also be reviewed as part of the RTIF application:

- Goulburn Valley Sub Regional Plan (The Hume Strategy for sustainable communities 2010-2020).

9.2.6 Regional Tourism Investment Fund - Council contribution (cont.)

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

In the interest of transparency and open and honest communication with our community it is recommended that this application for funding be acknowledged in a public forum providing full disclosure of the project being put forward for funding and the amount of Council contribution to be allocated in the funding application.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

The budget considerations and Council contribution in the funding application towards the project as described are summarised below:

- a) Allocating \$250,000 for the provision of landscaping and associated works to be identified through Councils midyear budget review;
- b) providing in-kind Project Management to oversee the delivery of the project including communication and engagement support;
- c) Committing to be the owner and maintain the asset/s once the project is complete for those asset/s on Council land;
- d) Provide a letter of support to Go Nagambie for the funding application outlining Council's commitment.

It is requested that Council agree to make these funds provisionally available should the application for funding of these projects with the Department Jobs, Precincts and Regions be successful. Please note that officers recommend that these projects and Councils funding will not be progressed securing the remaining funding from State Government.

It is proposed that the Thoroughbred Breeders from with our region will also contribute financially to this project as a further leverage for state government funding.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

9.2.6 Regional Tourism Investment Fund - Council contribution (cont.)

Economic

The project would create an opportunity to provide a unique tourist experience in the Strathbogrie region by demonstrating and showcasing the strong thoroughbred breeding industry that is unique to our community. It is proposed over time and as funding becomes available, that the horse statue park would continue to expand, honouring the local thoroughbred success stories stemming from our region. The development of this precinct provides employment opportunities and an economic boost throughout the construction period.

Social

This project provides an opportunity for people to come together to enjoy a creative space and learn more about the rich equine culture in the Strathbogrie region.

Environmental

Universal design will form a part of the funding application and ensure incorporation of this principle in line with best practice.

Climate Change

As highlighted above, universal design will form a part of the funding application. The project will also look to include appropriate plantings/vegetation as part of any landscaping and beautification works around the statues.

COLLABORATION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

Go Nagambie, with support from Council, will undertake collaboration with relevant external stakeholders to ensure that the project to be submitted for funding in the RTIF program adequately align with the priorities, objectives and criteria of this program.

HUMAN RIGHTS CONSIDERATIONS

The author of this report considers that the recommendation does not limit any human rights under the *Victorian Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The Regional Tourism Investment Fund – Competitive Round is an opportunity to apply for financial assistance to deliver a unique tourism infrastructure project that will support new and innovative tourism infrastructure that will increase visitation, drive private investment and deliver more jobs.

ATTACHMENTS

Nil.

9.3 INFRASTRUCTURE

9.3.1 Updated Special Rate and Charge Scheme Policy

Author: Manager Asset Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

As part of Council's regular program of reviewing policies and procedures, the Special Rate and Charge Scheme Policy has been reviewed and amended for Council's approval.

The purpose of this report is to adopt the amended Special Charge Scheme Policy.

Document/s pertaining to this Council Report:

- Special Charge Scheme Policy (existing)
- Special Rate and Charge Scheme Policy 2021 (revised)
- Special Rates and Charges - Ministerial Guidelines, Local Government Victoria.

Special charge schemes are used to partially or completely fund new infrastructure works where there is a clear benefit to nearby properties, that is above and beyond the benefit to the general community, such as for constructing footpaths, roads, kerbs and channels or drains. Council has historically used special charge schemes to provide infrastructure that otherwise would not have been built through rate revenue alone. Special charge schemes can be initiated by either Council or the Community.

This policy is to be used as a strategic and procedural tool to assist and guide with the creation and implementation of all special charge schemes for infrastructure works projects in a fair, equitable and consistent manner.

RECOMMENDATION

That Council adopt the revised Special Rate and Charge Scheme Policy 2021.

PURPOSE AND BACKGROUND

Policies and procedures are living documents that grow and adapt with Council. While the core elements of policy may stay the same, details do change within the Local Government industry and the organisation.

Policies are a means to: -

- communicate important information
- clarify functions and responsibilities
- manage change
- promote consistency of practice
- meet Council requirements and standards
- ensure decision-making is transparent.

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

Policies and procedures are only as effective as they are able to be applied and therefore known and understood by all relevant Council personnel and the community, where relevant, and regularly reviewed and/or updated.

Regularly reviewing policies and procedures keeps Council up to date with regulations, technology, and industry best practices. Policy review ensures that Council policies are consistent and effective.

Council's existing Special Rate and Charge Scheme Policy (refer Attachment 1) was due for renewal in 2016. An internal review of the Policy has been undertaken and summary of changes to the policy can be found below.

The revised Special Rate and Charge Scheme Policy 2021 (refer Attachment 2) is designed to assist Council and its residents to develop an environment that meets the community's needs for access, amenity and safety. The revised Special Rate and Charge Scheme Policy 2021 (the Policy) operates within a legislative framework that recognises that there is a responsibility on those deriving a special benefit from the development of infrastructure to contribute to its development and operation. Following construction, it is generally Council's responsibility to maintain the asset to the appropriate standard.

This Policy is based on, and consistent with, the Ministerial Guideline about special rates and charges (refer Attachment 3).

The 'Special Charge Scheme' legislation under Section 163 of the Local Government Act 1989 (the Act 1989), enables a Council to recover the cost of the works from property owners, for works that will be of special benefit to them.

The new Local Government Act 2020 (the Act 2020) is being introduced gradually over four tranches. At the time of writing this report, the provisions of the Local Government Act 1989 remain in place in relation to council powers for Special Rate and Special Charge.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The Local Government Act 1989 provides Council with the ability to introduce a Special Charge Scheme whereby landowner contributions can be sought for infrastructure improvement projects such as roads, footpaths and drainage. A Special Charge Scheme may also be considered for township development and traffic management projects.

A Special Charge Scheme is generally introduced where the works proposed are to the special benefit of a defined group of properties. Special Charge Schemes can be Council or Community initiated.

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

The Special Rate and Charge Scheme Policy 2021 has been updated to: -

- implement the special charge scheme process in an effective manner that is fair to all.
- maximise opportunities for community participation and consultation.
- guide the financial contribution of Council.
- guide the efficient and effective use of Council resources.
- promote transparency, accountability and consistency in Council decision making.
- ensure compliance with the requirements of the Local Government Act 1989 and 2020

If Council determines to abandon a scheme at any stage, Council has three choices, being: -

1. Fund the project from general rate revenue; or
2. Seek funds from other external sources such as State or Federal Government by way of grants; or
3. Not complete the project.

Not funding a project that could or should be subject of a special charge has the potential to limit Council's ability to fund other important capital works projects or delivery of other core Council services. The proposed policy assists Council in the funding of projects.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

The purpose of this report is to inform the community of the proposed updated Special Charge Scheme, which follows strict legislative obligations and seeks the consultation with the effected property owners during the entire process. Should a Special Charge Scheme be initiated by Council or the community, the affected property owners shall be surveyed to determine a support of greater than 60% of the scheme proposal. Council, where instigated, may choose to proceed without majority support if it considers there are compelling reasons relating to issues such as safety, health, public benefit, or amenity.

All external communication will be on the Strathbogrie Shire Council Website, social media and Council's regular media columns.

POLICY CONSIDERATIONS

Council Plans and Policies

Council Plan 2021-25:

Strategic focus area 1: Engage. Create. Unite.

Goal 2 – To foster and support creative responses in the community.

Key Strategy – Our innovative community engagement framework ensures all of our municipal community has an opportunity to influence and shape Council strategy and operations.

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

Strategic focus area 2: Live. Access. Connect.

Goal 2 – Our people and places are connected.

Key Strategy – Our integrated service and infrastructure planning enables Council to adapt to and meet changing needs and a growing population.

Asset Management Policy

Asset upgrade – is the enhancement of an existing Asset to provide a higher level of service or to increase the life of an existing asset beyond its original life.

Asset expansion – is the extension of the capacity of an existing asset to provide benefits to new users at the same standard as is currently provided to existing beneficiaries.

Asset new – is the creation of a new asset which provides a service that does not currently exist.

Asset Management Strategy

Ensure the Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

The new *Local Government Act 2020* is being introduced gradually over four tranches. At the time of writing this report, the provisions of the *Local Government Act 1989* remain in place in relation to council powers over roads. Further, the requirements for public submissions to be lodged under section 223 of the Act still remain in place.

The following provisions of the *Local Government Act 1989* are relevant and at this stage, are continuing indefinitely: -

- 163. Special rate and special charge
- 163A. Submissions concerning special rates and charges
- 163B. Objection Process relating to certain special rates and charges
- 164. Discontinuance of the works and projects for a special rate or special charge
- 165. Receipt of excess money
- 166. Variation of special rate or special charge
- 185. Application to VCAT
- 185AA. Application for declaration
- 223. Right to make submission

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

Local Government Act 2020 particularly sections:

- 55. Community engagement policy
- 56. The community engagement principles

- Planning and Environment Act 1987;
- Strathbogie Shire Asset Management Policy;
- Strathbogie Shire Community Engagement Strategy;
- Strathbogie Shire Procurement Policy;
- Strathbogie Shire Rates and Charges Collection and Hardship Policy;
- Special Rates and Charges Ministerial Guidelines including worked examples – September 2004;
- Various determinations by the Victorian Civil and Administrative Tribunal and other Courts;

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

Decisions made by Council will be: -

- undertaken in accordance with the Local Government Act 2020 and the Strathbogie Shire Council Governance Rules;
- will be conducted in an open and transparent forum with information available via Council reports,

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

In implementing Special Charge Schemes, Council will initially be responsible for outlaying all costs associated with the project. The costs, which could be significant, will require up front funding from Council before some costs can be recovered under legislation. This may take a number of years.

If Council decides to abandon a Special Charge Scheme, all costs up to abandonment will be borne by Council.

Financial capability to deliver Special Charge Schemes will be assessed annually as part of the annual budget process.

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

Special Charge Schemes are designed to apportion costs in cases when defined ratepayer beneficiaries can be identified in a catchment area. The application of Special Charge Schemes thereby reduces the costs of an asset provision to the broader community by Council.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

In implementing Special Charge Schemes, Council will initially be responsible for outlaying all costs associated with the project. The costs, which could be significant, will require up front funding from Council before some costs can be recovered under legislation. This may take a number of years.

Social

Under Special Charge Schemes, property owners will benefit from works that improve roads, kerb and channel, drainage and footpaths adjacent to their properties.

Benefits could include the reduction of noise and dust, protection from drainage run-off, improved property access, improved road safety and general improvements to the amenity of the property.

Environmental

Forming part of any proposed works, environmental impacts shall be taken into account, including reducing the ecological footprint of new assets, and resourcing efficient materials and construction methodologies.

Climate change

The effects of climate change pose a significant risk to infrastructure, as extreme weather events such as heatwaves, droughts, bushfires, storm surges and flooding become more frequent. This results in physical, service and financial risk.

Changes in climate will have an inevitable impact on the long-term performance of infrastructure, which in turn affects the entire asset management planning process. Council is commencing to make the asset planning process stronger to improve resilience and readiness to prepare for climate-related and other unforeseen events.

Council is making resilience part of asset development and design by taking the following three actions: -

- Incorporate risk assessments and adaptation strategies into capital budgets at the start of a project.
- Take a layered approach in applying adaptation strategies.
- Developing a resilience scorecard and rating system.

9.3.1 Updated Special Rate and Charge Scheme Policy (cont.)

HUMAN RIGHTS CONSIDERATIONS

The *Charter of Human Rights and Responsibilities Act 2006* is a consideration when reporting to Council. The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

CONCLUSION

The Ministerial Guidelines suggests that Councils adopt a Special Charge Scheme Policy which is consistent with both the Local Government Act 1989, and the Ministerial Guidelines. This Policy review addresses these requirements.

ATTACHMENTS

Attachment 1: Special Charge Scheme Policy (current)

Attachment 2: Special Rates and Charge Scheme Policy 2021 (updated)

Attachment 3: Special Rates and Charges - Ministerial Guidelines, Local Government Victoria

ATTACHMENT 1:

Special Charge Scheme Policy (current)



SPECIAL RATE AND CHARGE SCHEME POLICY

COUNCIL POLICY	
Effective Date:	15/02/2005
Last Review:	
Current Review:	October 2013
Adopted by Council:	22/10/2013
Next Review Date:	2016
Responsible Officer	Director Asset Services

POLICY STATEMENT

This policy is designed to assist Council and its residents develop a built environment that meets the community's needs for access, amenity and safety. This policy operates within a legislative framework that recognizes that there is a responsibility on those deriving a special benefit from the development of infrastructure to contribute to its development and operation. Following construction, it is generally Council's responsibility to maintain the asset to the appropriate standard.

This policy is based on, and consistent with, the Ministerial Guideline about special rates and charges.

OBJECTIVES

The primary objective of this policy is to assist Council's residents develop appropriate local access infrastructure, including roads, footpaths and drainage (along with kerb and channel and underground drainage) to suit the community's current and future needs and desires.

Projected key outcomes of the policy are:

- minimal community conflict;
- open and transparent processes;
- fair and equitable costs apportionment;
- infrastructure in accordance with Council's Plan, and Council's Asset Management Plan, and complementary to the *Road Management Act 2004*.

Development of infrastructure in accordance with this policy will ensure that costs match results and help Council and the local community to develop their asset responsibilities.

SCOPE

This policy applies to the development of works and services including roads, footpaths, kerb and channel, and drainage throughout the Shire.

DEFINITIONS

"Ministerial Guideline" refers to the Special Rates and Charges Ministerial Guideline - September 2004.

"special benefit" means a benefit that is additional to or greater than the benefit to other properties. While special benefits are considered to accrue to properties, the actual measurable benefits are provided to the owner and or occupiers of the properties. For example, an increase in a property's value is a special benefit.

"special rate or charge scheme" means a special rate or charge under section 163 of the Act.

Section 163(1) provides that a council may declare a special rate or charge (or a combination of both) for the purposes of

- defraying any expenses, or
- repaying any advance made to or debt incurred or loan raised by the council

-

in relation to the performance of a function or the exercise of a power of the council, if the council considers that the performance of the function or the exercise of the power is or will be of *special benefit* to the persons required to pay the special rate or charge.

"The Act" means the *Local Government Act* 1989.

CONSULTATION

Council will consult with affected ratepayers prior to commencing the statutory process for the declaration of a special rate or charge.

Council will also, in accordance with sections 163 and 223 of the Act, consult in an open and honest manner with all ratepayers.

STATUTORY PROCEDURE

The requirements of sections 163 and 223 of the Act will be applied where a special rate or charge is to be declared. Following adoption by Council, a special rate and/or charge scheme shall be designed, tendered, constructed and finalized in the shortest practical time.

The statutory process involves -

- public notice about the proposed special rate or charge;
- notice to the persons who will be liable to pay the special rate or charge;
- an invitation to the public to make a submission about the proposed special rate or charge, along with the right to appear before a meeting of Council (or a committee); and
- consideration of any submissions made when deciding whether to proceed with the special rate or charge.

COUNCIL BUDGET

Council will make provision for special rates or charge schemes in its Annual Budget and forward Financial Plan. The allocation will be based on the projected program as endorsed by Council on an annual basis.

COSTS

Maximum levy

The Act restricts the amount Council may levy as part of a special rate or charge scheme.

Section 163(2A) provides that the total amount of the special rates and charges to be levied must not exceed the amount calculated in accordance with the formula -

$$R \times C = S$$

where -

R is the benefit ratio determined by the council in accordance with sub-section (2B);

C is the total cost of the performance of the function or exercise of the power under sub-section (1);

S is the maximum total amount that may be levied from all the persons who are liable to pay the special rates or special charges.

Sub-section 2(B) provides:

The benefit ratio is the estimated proportion of the total benefits of the scheme to which the performance of the function or the exercise of the power relates, including special benefits and community benefits, that will accrue as special benefits to all the persons who are liable to pay the special rates or charges.

The Ministerial Guideline sets out how to determine the benefit ratio (R) and the cost (C). In particular, the benefit ratio is to be calculated as follows:

$$= R$$

$$\frac{\text{TSB (in)}}{\text{TSB (in)} + \text{TSB (out)} + \text{TCB}}$$

Where -

TSB (in) is the estimated total special benefit for those properties that the council proposes to include in the scheme.

TSB (out) is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.

TCB is the estimated total community benefit.

This formula will always result in an amount (S) less than the actual cost (C) where there exists a TSB (out) and/or TCB.

Apportionment

There is no one method for apportioning costs - that is, the criteria to be used as a basis for levying a special rate or charge.

However, Council is committed to ensuring that costs will be apportioned reasonably and equitably, and in accordance with the objectives in the Local Government Charter (Part 1A of the Act). In this context, equitably does not always mean equally.

There are a range of methods that can be used when apportioning costs. For instance, Council may apportion costs by developing special benefit units. It may also rely on land value, or land size. Often, where roads are involved the frontage of a property, along with land size, will be relied on.

Ultimately, the type of scheme involved will determine how Council will apportion costs in a special charge scheme.

OBJECTIONS

Any person may make a submission to Council when a special rate or charge is proposed - S223 (see above).

Further, where Council decides to levy a special rate or charge that exceeds two thirds of the total cost of the performance of the function or exercise of the power (s163B) -

- any person who is to be required to pay the special rate or charge, is entitled to object; and
- Council cannot make the proposed declaration if it receives objections from persons who will be required to pay the levy in respect of a majority of the rateable properties.

Where Council is to levy a special rate or charge under section 163B, Council will provide public notice about which persons may object, how to object, and that objection must be lodged within 28 days of the day on which the public notice is published.

RESPONSIBILITY

Assets Services Directorate

ATTACHMENT 2:

Special Rate and Charge Scheme Policy 2021

SPECIAL RATE AND CHARGE SCHEME POLICY



COUNCIL POLICY	
Document ID:	
Effective Date:	15 th February 2005
Last Review:	22 nd October 2013
Current Review:	September 2021
Adopted by Council:	
Next Review Date:	2024
Responsible Officer/s:	Director Community & Planning

1 PURPOSE

Special charge schemes are used to partially or completely fund new infrastructure works where there is a clear benefit to nearby properties, that is above and beyond the benefit to the general community. Council has historically used special charge schemes to provide infrastructure that otherwise would not have been built through rate revenue alone.

This policy is to be used as a strategic and procedural tool to assist and guide with the creation and implementation of all special charge schemes for infrastructure works projects in a fair, equitable and consistent manner.

2 SCOPE

This policy, together with referenced documents, covers special charge schemes for: -

- Road construction (full or partial e.g. kerb and channel),
- Footpath construction,
- Drainage works,
- Car park construction, and
- Other infrastructure as identified.

The 'Special Charge Scheme' legislation under Section 163 of the Local Government Act 1989 (the Act 1989), enables a Council to recover the cost of the works from property owners, for works that will be of special benefit to them. The statutory process for special charge schemes is summarised in Figure 2, attached.

The new Local Government Act 2020 (the Act 2020) is being introduced gradually over four tranches. At the time of writing this report, the provisions of the Local Government Act 1989 remain in place in relation to council powers for Special Rate and Special Charge.

3 OBJECTIVES

- To implement the special charge scheme process in an effective manner that is fair to all.
- To maximise opportunities for community participation and consultation.
- To guide the financial contribution of Council.
- To guide the efficient and effective use of Council resources.
- To promote transparency, accountability and consistency in Council decision making.
- To ensure compliance with the requirements of the Local Government Act 1989.

4 POLICY STATEMENT

This policy is designed to assist Council and its residents to develop an environment that meets the community's needs for access, amenity and safety. This policy operates within a legislative framework that recognises that there is a responsibility on those deriving a special benefit from the development of infrastructure to contribute to its development and operation. Following construction, it is generally Council's responsibility to maintain the asset to the appropriate standard.

This policy is based on, and consistent with, the Ministerial Guideline about special rates and charges.

5 PROCEDURE

5.1. Scheme Initiation:

A special charge scheme may be proposed by one of two streams, as described below. The sequence of events for each stream is different; however they both contain the same consultation steps – see Figure 1, attached.

5.1.1 Council Initiated:

The special charge scheme process may be recommended by Council in accordance with their relevant infrastructure strategy.

A special charge scheme may also be initiated by Council where the proposed works are not identified in an infrastructure strategy but are otherwise identified as a priority for construction through instances of public safety or reasonable amenity.

The pre-scheme process is as follows: -

1. Instigation report to Council.
2. Develop concept plans, cost estimates, draft apportionment.
3. Conduct property owner information sessions.
4. Survey of property owners (other than for Public Health Drainage or High-Risk Works schemes). The survey results are not binding. Council may choose to proceed without majority support if it considers there are compelling reasons relating to issues such as safety, health, public benefit, or amenity.
5. Begin statutory process - Intention to Declare a Special Charge Scheme report to Council.

5.1.2 Community Initiated:

The special charge scheme process may be initiated after receiving a request from a member of the public, residents within the area, businesses, commercial property owners and/or other interested and affected parties.

Following a request from the community to initiate a special charge scheme, a strong level of support by those affected by the proposed works would need to be obtained by council, this would be demonstrated through individual emails or letters being sent to council.

The pre-scheme process is as follows: -

1. Council receives the requests for works from the community.
2. Survey of property owners. In order to move to the next stage, 60% of survey respondents need to be in favour of the scheme proposal.
3. Instigation report to Council.
4. Develop concept plans, cost estimates, draft apportionment.
5. Property owner information sessions.
6. Begin statutory process - Intention to Declare a Special Charge Scheme report to Council.

5.2. Instigation:

The Instigation step in a special charge scheme includes a report to Council that considers progressing with the scheme proposal. The content of the Instigation report will differ slightly between Council Initiated and Community Initiated schemes due to the difference in the pre-scheme processes.

From time to time, infrastructure works may be required to address issues that pose an unacceptably high risk to either the general public or to individual property owners. Examples of high-risk issues include but are not limited to; flooding, pooling of stormwater runoff, or slope instability (i.e. risk of landslide). Such issues would typically be addressed by improving drainage and road infrastructure that may still be appropriately funded by a special charge scheme.

Officers may recommend that the proposed works be declared a Public Health Drainage Scheme or High-Risk Works Scheme for the purposes of this policy.

If Council agrees to instigate a special charge scheme, Officers will develop and provide affected parties with: -

- Conceptual designs,
- Scheme procedures and implementation processes,
- Apportionment of costs to all included properties,
- Estimated engineering and administration costs, and
- Information on how to make a submission and/or objection.

Should Council decide not to proceed with a special charge scheme then the property owners will be advised.

5.2.1 Council Initiated:

Instigation reports for Council Initiated schemes are governed by the relevant Infrastructure Strategy or a previous decision made by council in relation to infrastructure works.

The report will usually include the scope of proposed works, indicative costs, Council's contribution and information regarding a Public Health Drainage or High-Risk Works declaration (where applicable).

5.2.2 Community Initiated:

Instigation reports for Community Initiated schemes will include the results of the property owner survey, the scope of proposed works, and indicative costs.

5.3. Intention to Declare:

A report is prepared in which Council is invited to consider to resolve an intention to declare a special charge scheme.

Should Council resolve an intention to declare a special charge scheme, a public notice must be published and forwarded to persons who will be liable to pay the special charge in accordance with the requirements of the Act 1989.

The report will also indicate the manner in which Council proposes to deal with community engagement under sections 55 and 56 of the Local Government Act 2020 and any submissions it receives under section 223 of the Act 1989.

Submissions received within the consultation period will be considered by Council. Submissions must be in writing, in response to a notice of intention to declare a special charge, and the submitter may request to be heard by a Committee of Council.

In the case where no submissions have been lodged, Council may resolve to proceed to declare the special charge scheme.

Submissions received after the closing date may not be accepted. Correspondence received after a report to a Section 223 Committee has been finalised will not be accepted as a submission for reporting or analysis purposes. This does not limit a person's normal right to correspond with councillors.

5.3.1 Apportionment Principles:

The special charge apportioned to a land parcel, is not intended to be a reflection of the special benefit that property receives, nor is it required to be tied to the level of special benefit. Each special charge scheme stands alone when considering the apportionment criteria and distribution method; what is considered a reasonable apportionment for one scheme may be considered unreasonable if applied to another scheme.

The Act 1989 does not provide details on how costs are to be apportioned. It only requires that a property must receive a special benefit from the works for a special charge to be levied. It is therefore up to Council to determine an appropriate method of apportionment provided that the apportionment is reasonable.

In determining the apportionment of costs for each property, Council may consider frontage, area, benefit, existing or potential access, town planning zoning, and any other criteria considered relevant and appropriate for a particular scheme.

Council will declare a preferred method of apportionment when resolving an intention to declare a special charge scheme. To ensure the method is appropriate, the apportionment should generally be in line with previous determinations of the Victorian Civil and Administrative Tribunal (VCAT).

5.3.2 Scope of Works:

The scope of works is largely dependent on the location of each scheme, but generally includes: all works, materials, charges, overheads and costs to build the infrastructure, including project management, design, traffic management, nature strip works, drainage works, kerb and channel, street furniture, landscaping services, lighting etc.

5.3.3 Council Contribution:

When proposed Infrastructure would provide a comparable benefit for both the broader community and local properties, these schemes would be implemented on the basis of property owners contributing 50% of the total scheme cost.

Where Infrastructure provides some benefit to the broader community but is predominantly beneficial to the properties within the scheme, these schemes would be implemented on the basis of property owners contributing 65% of the total scheme cost.

Infrastructure that has little or no broader community benefit, Councils' contribution shall be zero, typically limited to Community initiated special charge schemes and is subject to the support criteria outlined in clause 5.1 Scheme Initiation. These schemes will usually trigger the right to object.

Councils' contribution may be guided by the relevant infrastructure strategy and the broader community benefit. Should Council be required to contribute to the special charge scheme, the timing of the project will be dependent on sufficient funds being available in the Capital Works Program.

5.3.4 Affordability Measures:

From time to time, there may be special charge scheme proposals where the special charge to property owners is unusually high. This may occur in schemes that include large

Crown land parcels such as state or national parks (which cannot be charged – section 221 of the Act 1989), or where construction costs are unusually high due to difficult terrain. Council will contribute an amount in addition to its normal contribution (in clause 5.3.3 above) to improve the affordability of the special charges for all property owners in such schemes.

5.4. Declaration:

Following the intention to declare, Council considers the written and verbal submissions that are before it. Reports to Council do not make any assumptions with regard to a property owner who has not made a submission. Council may resolve to: -

- Abandon the proposed special charge scheme by not giving effect to the proposed declaration to levy the special charge and not proceeding with the works, or
- Abandon the proposed special charge scheme and prepare a new special charge scheme, due to the need to significantly modify the original scheme; or
- Proceed to declare the proposed special charge scheme, with or without variations to the original proposal.

All persons who have made a submission and all persons affected by the special charge scheme must be advised of Council's decisions and be provided with the reasons for the decision.

Should Council resolve to declare the special charge scheme, it must send a notice to those persons who are required to pay the special charge in accordance with section 163(4) of the Act 1989. Council's resolution to declare a special charge must include: -

- The wards, uses or areas for which the special rate or special charge is declared; and
- A description of the function to be performed or the power to be exercised; and
- The total cost of the performance of the function or the exercise of the power; and
- The total amount of the special rates and special charges to be levied; and
- The land in relation to which the special rate or special charge is declared; and
- The manner in which the special rate or special charge will be assessed and levied; and
- Details of the period for which the special rate or special charge will remain in force.

5.4.1 Appeal:

Persons liable to pay a special charge have the right to appeal to VCAT for review of Council's decision on merits or administrative grounds. Applications for a merits review must be limited to the grounds defined in section 185(2)(b) of the Act 1989. All applications will be administered by VCAT and must be submitted within 30 days of the notice levying the special charge being issued. Applications for an administrative law review are made under section 185AA of the Act 1989 and should also be submitted within 30 days of the notice levying the special charge being issued.

5.4.2 Implementation Process:

The construction of works for the special charge scheme must proceed in accordance with the Procurement Policy. Following the engagement of a contractor by Council, the community is to be advised that works will be undertaken, including details of the approximate timing of works, contact details for the contractor and the Council Officer supervising the works.

Following the decision of Council to proceed with the scheme and its implementation through the procurement process, a Notice Requiring Payment will be served on all contributors indicating all of the relevant details.

The notice shall clearly indicate that this request for payment is based on the estimated total cost of the scheme.

At the same time the property database shall be updated so that all new Land Information Certificates show the potential for a further charge on the property after finalisation.

Owners with a demonstrated and genuine financial hardship are to be considered on a case-by-case basis in accordance with Council's Rates and Charges Collection and Hardship Policy.

5.4.3 Instalment Plans:

Council shall allow all contributors to pay their special charge in quarterly instalments. Paying by instalments will accrue interest charged at the Commonwealth Bank 5-year Fixed Mortgage Interest Rate at the date of declaration of the Scheme, plus 1% for administration costs.

The length of a special charge payment plan is determined by the value of the principal special charge according to the below table. The payment plan term begins when the first Notice Requiring Payment falls due.

Special charge	Maximum payment plan term
Up to \$5,000	4 years
\$5,000 to \$15,000	7 years
\$15,000 to \$25,000	12 years
Greater than \$25,000	15 years

5.4.4 Discontinuance of a Declared Scheme:

Once a special charge scheme has been declared, it may be discontinued only by a resolution of Council (under section 164 the Act 1989). Council may exercise its discretion to discontinue a scheme in the absence of an officer report and recommendation.

Officers may recommend that Council discontinue a special charge scheme in circumstances where: -

- there are engineering concerns requiring additional funding that cannot be otherwise absorbed in Council's Capital Works Budget;
- project conditions change such that sections or elements of the works are no longer required (i.e. due to construction by a developer or other party/authority); and
- funding conditions change (i.e. grant monies are secured that negate the need for a special charge).

5.5. Finalisation:

Special charge schemes shall be reconciled upon practical completion of the contracted works for the scheme.

Once reconciled, a report to Council shall include the following: -

- that the works are complete and the costs are finalised,
- that the final apportioned costs are presented for adoption by Council, and
- where any variation has occurred between the estimate (at the time of the intention to declare) and the final apportioned cost, the detail of such variation.

Persons liable for a special charge will be liable for an increase of no more than 5% of the estimated special charge. Council will bear the balance of any variation in excess of 5% of the total scheme estimated cost apportioned to properties.

If a variation to a special charge result in a reduction of the estimated charge, Council will: -

- If the special charge has not been paid in full (i.e. is subject to a payment plan), reduce the balance of the charge owing, or
- If the special charge has been paid in full, refund the variation to the current owners of the relevant land. In accordance with section 165 of the Act 1989, Council does not have discretion to refund a special charge variation to any other person (including circumstances where a previous owner has paid the estimated special charge).

In any case where the special charge is varied by any amount, notice is required to be given to all affected parties pursuant to section 166 (2) of the Act 1989.

6 DEFINITIONS

- **Apportionment** – The method of distributing the special charges amongst persons liable to pay (usually the owner of the land that receives the special benefit but can include a commercial tenant such as a business). It is calculated in a manner reasonable for all properties within a scheme. Apportionment does not include Council's contribution.
- **Council Officer** – A person who is appointed by the Chief Executive Officer to enable the functions of Council.
- **Declaration** – Council considers a report to levy the relevant properties with a special charge. The report includes all the information from the intention to declare report, public submissions and Section 223 Committee report if applicable.

- **High Risk Works Schemes** – Applies to poor infrastructure conditions (lose of shape; failed pavement areas) and/or structural failures (subsidence; slope instability), where these impact on the safety for their users.
- **Initiation** – The preparatory step for the Shire in the development of a special charge scheme, where interest is identified by way of a request or an outcome of the relevant strategies.
- **Instigation** – The step following initiation, where a Council report is prepared seeking endorsement for the preparation of a special charge scheme.
- **Intention to declare** – The first step in the statutory process (section 163(1A) of the Act 1989), where Council considers a report which includes all relevant information on the proposed scheme.

- **Objection** – Correspondence in writing, from a person liable for a special charge, which expressly objects to a scheme. The right to object applies only to special charge schemes that are not drainage schemes required for reasons of public health and where Council is recovering more than two thirds of the total scheme cost (section 163B of the Act 1989).

Please note: The right of objection is in addition to the right to make a submission. If a person is opposed to a scheme where the right to object does not apply, the person may make a submission stating their opposition.

- **Property owner** – For the purposes of this policy, and unless stated otherwise, a reference to 'property owner' is a reference to the person(s) or entity (deceased estate, company, proprietor, business, etc.) that is responsible for paying a special charge.
- **Public Health Drainage Scheme** – Drainage Scheme comprise of a catchment-based drainage strategy outlining the functional designs of the relevant infrastructure required to service public health issues i.e. saturated soil (destabilising foundations), uncontrolled overland flow (causing sewer to overflow) and water ponding for extended periods.
- **Reasonable** – In the context of the Act 1989 and special charge schemes, 'reasonable' is effectively a legal test defined by case law.
- **Special benefit** – Applies to land rather than to a person. Special benefit occurs when land receives a benefit from the works that is over and above the benefit received by the general community. For example, members of the general community may use (and therefore generally benefit from) a road constructed by special charge scheme; however, the land adjacent the newly constructed road receives a special benefit due to the improved property access, drainage and property values, as those benefits do not apply to the broader community.
- **Special Charge** – A monetary charge levied in relation to a parcel of land for the purposes of constructing a particular infrastructure project from which the land enjoys a special benefit.
- **Special Rate or Charge Scheme** – A special charge scheme is a funding method that allows Council to recover the whole or a part of the cost of infrastructure works from businesses or property owners who will gain a special benefit from the works. A special charge scheme shall be in accordance with the Special Rate and Special Charge provisions of the Local Government Act.
- **Submission** – Correspondence in writing, from any person, in response to Council's public notice of intention to declare a special charge (section 163A of the Act 1989). The

submission may be (completely, partially or a combination of) in favour of, neutral to, opposed to, or provide comment on any aspect of the special charge scheme proposal.

- **VCAT** – The Victorian Civil and Administrative Tribunal – a tribunal that hears and decides civil and administrative legal cases in Victoria.

7 RELATED LEGISLATION & DOCUMENTATION

- Local Government Act 1989 particularly (but not limited to) sections:
 - 163. Special rate and special charge
 - 163A. Submissions concerning special rates and charges
 - 163B. Objection Process relating to certain special rates and charges
 - 164. Discontinuance of the works and projects for a special rate or special charge
 - 165. Receipt of excess money
 - 166. Variation of special rate or special charge
 - 185. Application to VCAT
 - 185AA. Application for declaration
 - 223. Right to make submission
- Local Government Act 2020 particularly sections:
 - 55. Community engagement policy
 - 56. The community engagement principles
- Planning and Environment Act 1987;
- Strathbogrie Shire Asset Management Policy;
- Strathbogrie Shire Community Engagement Strategy;
- Strathbogrie Shire Procurement Policy;
- Strathbogrie Shire Rates and Charges Collection and Hardship Policy;
- Special Rates and Charges Ministerial Guidelines including worked examples – September 2004;
- Various determinations by the Victorian Civil and Administrative Tribunal and other Courts;

8 CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010:

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

9 FEEDBACK

Council staff and community may provide feedback about this document by emailing info@strathbogrie.vic.gov.au.

Figure 1 – Consultation Process Flow Chart

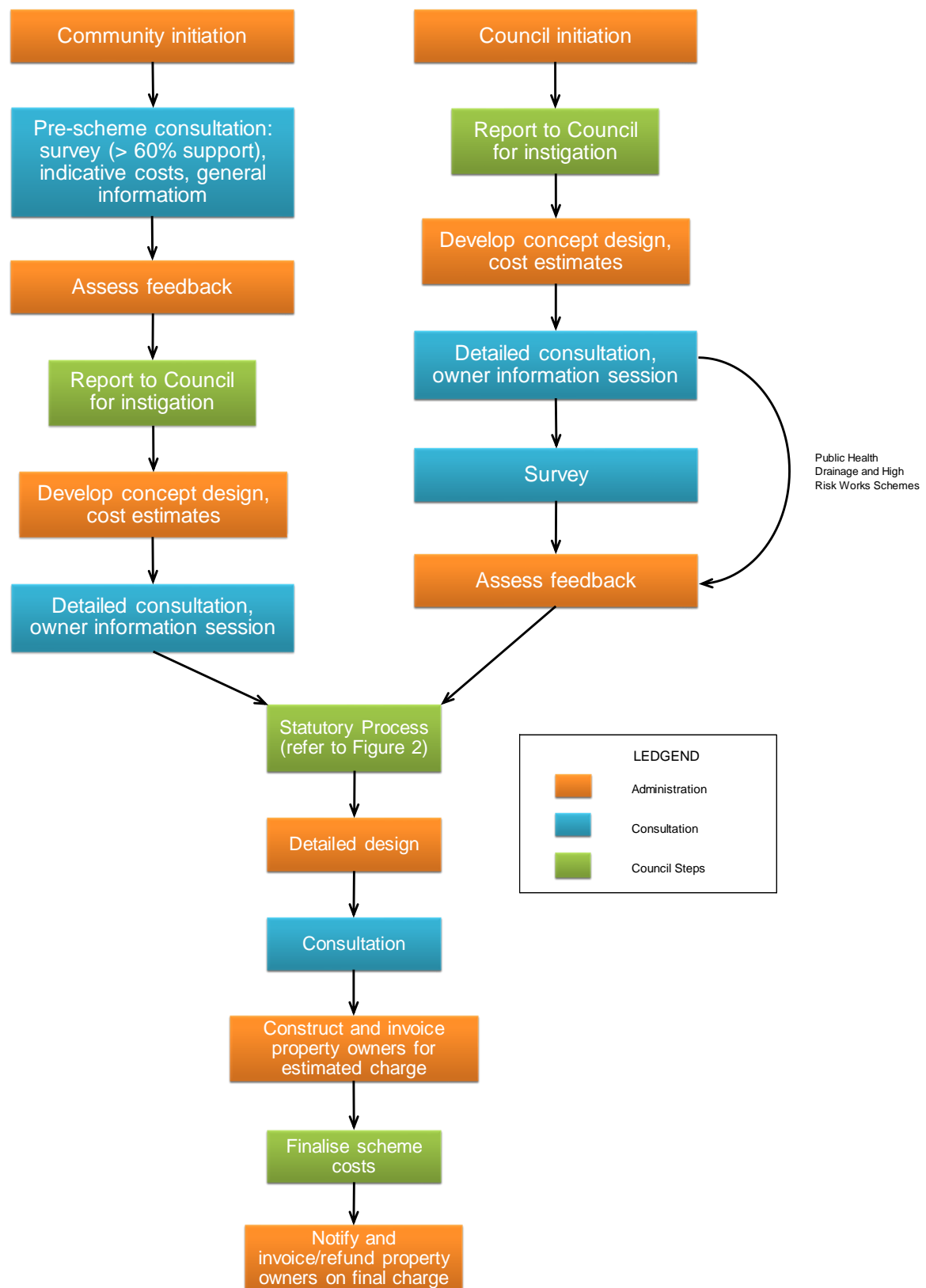
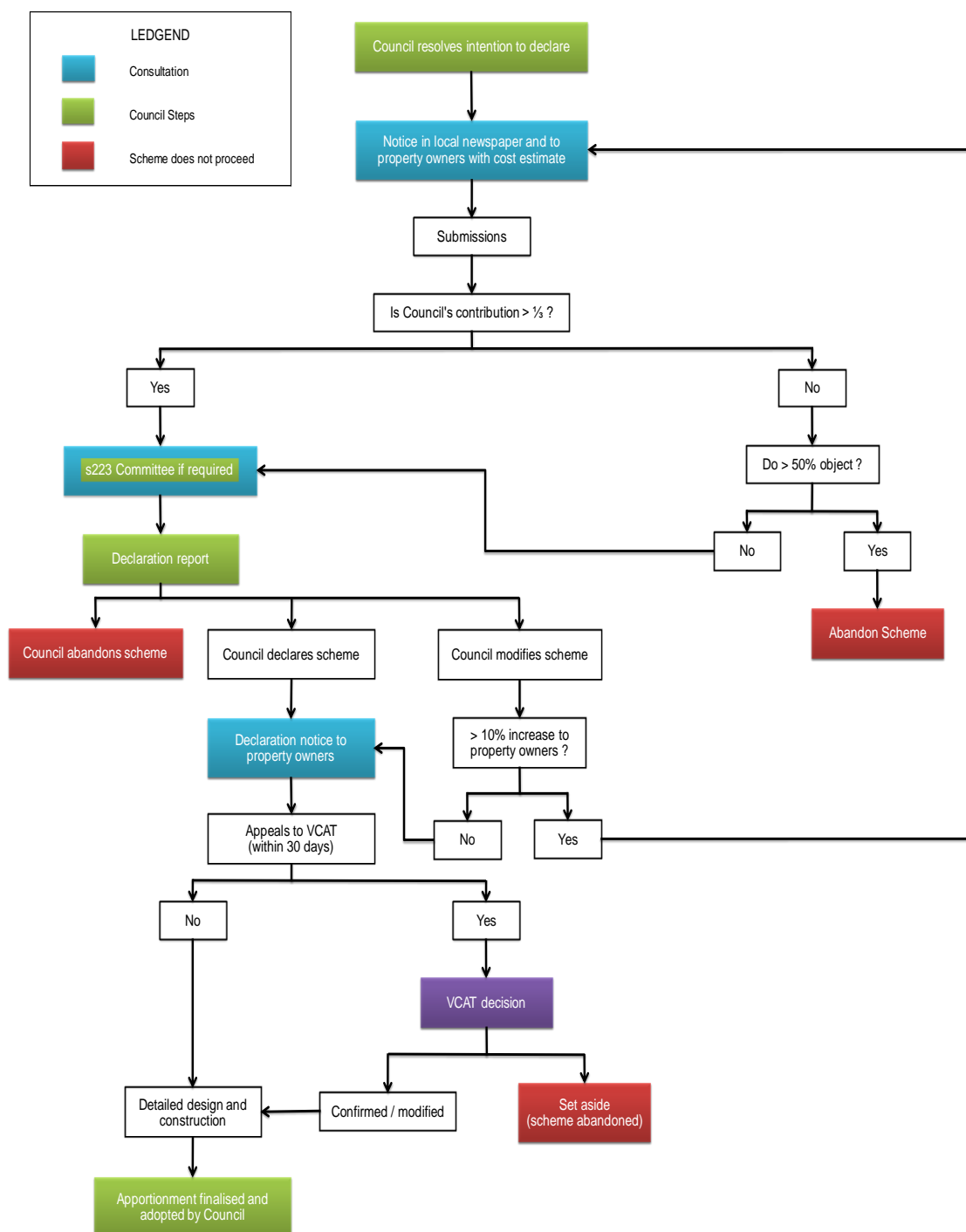


Figure 2 – Statutory Process Flow Chart



ATTACHMENT 3:

Special Rates and Charges – Ministerial Guidelines, Local Government Victoria

Special Rates and Special Charges

Local Government Act 1989 – SECTION 163(2C), Calculating Maximum Total Levy
Ministerial Guideline – September 2004

Preface to Ministerial Guideline on Special Rates and Charges

INTRODUCTION

The attached Ministerial Guideline has been prepared to assist and guide Councils in complying with new provisions of the Local Government Act 1989 (the Act) relating to the levying of Special Rates and Special Charges. It specifically addresses the method of calculating the maximum amount that a Council may levy as a special rate or charge.

The amendments to the Act made by the Local Government (Democratic Reform) Act 2003 had the following objectives:

- To ensure fairness and equity by requiring Councils to formally consider the proportion of the benefits of a proposed works or services that will provide special benefits for the people included in the scheme,
- To maximise opportunities for participation in consultation on proposed schemes and to provide objection rights where it is proposed that the affected people should contribute over two thirds of total costs.
- To ensure councils retain the ability to recover reasonable contributions from people who will derive special benefits from particular works or services so that those special benefits do not need to be subsidised by general ratepayers.

THE AMENDMENTS

The amendments made to the special rates and charges provisions of the Act include the following:

- A proposed declaration must include a description of the works or services to be provided, the total cost of the works or services and the total amount of the special rates and charges to be levied. (This is in addition to information already required)
- When a council gives public notice of a proposed special rate or charge it must, within 3 working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
- Before declaring a scheme, a council must determine the “total amount” of the special rates and charges to be levied. The total amount may not exceed the maximum total amount calculated by the formula $R \times C = S$; where R is the benefit ratio, C is the total cost of the works or service and S is the total maximum amount.
- If a council proposes to levy a total amount that exceeds two thirds of the total cost the affected ratepayers have a right to object and if the council receives objections from a majority of those ratepayers within 28 days of the public notice it may not declare the scheme. (This is in addition to the existing section 223 consultation process)

- If a council proposes to alter a declared special rate or charge in a way that will require an additional person(s) to pay, or that will involve a material increase in the amount that a person has to pay, it must give public notice of the proposal and consider public submissions, in accordance with section 223 of the Act.

COVERAGE OF THE GUIDELINE

The Ministerial Guideline specifically deals with the calculation of the maximum total amount that a council may levy as a special rate or special charge. It therefore deals with the calculation of the total cost of the works or services and the estimation of the benefit ratio (Sections 163(2A) and 163(2B) of the Act).

It should be noted that the guideline does not deal with the following matters:

- Consultation processes between councils and people affected by proposed special rate or charge schemes,
- The new notification and objection procedures in the Act, except where they are related to or affected by the total cost, the benefit ratio or the maximum total levy,
- or
- The criteria used for the apportionment of special rates and charges between the people required to pay the rate or charge.

USING THE GUIDELINE

This Guideline is intended to assist Councils in preparing proposed declarations for special rates and charges schemes. While not having the same force as the Act, the Guideline should be considered by a council when developing a special rate or special charge scheme.

It is acknowledged that special rate and charge schemes can vary significantly and that it is not possible to cover all situations in a guideline. Subject to the requirements of the Act, councils are empowered to exercise discretion in developing special rate and charge schemes. In exercising their discretion, however, councils should take the Guideline into account to avoid the risk of having their decisions set aside by the VCAT or a court by reason of having failed to take into account a relevant consideration.

APPORTIONMENT

The guideline does not deal with the criteria to be used as a basis for levying a special rate or charge. This is commonly referred to as “apportionment”. The following matters should be noted, however:

- The determination of apportionment criteria is a separate process from the calculation of the maximum total levy.
- While benefit is the fundamental criterion for determining the proportion of total costs that may be recovered under a special rate or charge, it is not necessarily the appropriate criterion for determining apportionment.
- Councils should have regard to the objective in the Local Government Charter (Part 1A of the Act), to “ensure the equitable imposition of rates and charges” when deciding on apportionment criteria.

- Prior consultation with affected people should enable councils to develop equitable and appropriate apportionment criteria in a proposed declaration.
- A person required to pay a special rate or charge continues to have the right to request a review by VCAT on the basis that the apportionment is unreasonable.

MAXIMUM LEVY

The Guideline provides assistance for councils calculating the maximum total levy applicable to a special rate or charge scheme. While maximum total levy is the highest total amount that a council may recover as a special rate or charge, a council is not required to recover that maximum amount and may decide, at its own discretion, to levy a lower amount than the maximum total levy.

CONSULTATION

Generally, councils that establish special rate and charge schemes have well developed public consultation processes that significantly exceed the minimum requirements of the Act. This approach is highly recommended. Experience shows that open and effective consultation with the community, particularly with the people who will be included in a proposed scheme, results in higher success rates and greater public satisfaction.

COUNCIL POLICIES

While not essential, it is desirable for Councils that intend to establish special rate and special charge schemes to develop and adopt policies and procedures to ensure reasonable and consistent practices. It is essential that any such policies or procedures be consistent with the new provisions of the Act and it is recommended that they be consistent with the Ministerial Guideline.

Local Government Act 1989 - Section 163(2C)

Special Rates and Special Charges: Calculating Maximum Total Levy

Ministerial Guideline

(Published in the Government Gazette on 23 September 2004)

INTRODUCTION

1. This Guideline is made under section 163(2C) of the Local Government Act 1989 (the Act). It relates to the application of sections 163(2), 163(2A) and 163(2B) of the Act. It specifically addresses the calculation of the maximum total amount that may be levied as a special rate or special charge (referred to as the “*maximum total levy*”).
2. Some terminology used in this Guideline should be noted:
 - a. “*Scheme*” refers to a special rate or special charge scheme.
 - b. “*Works or services*” refers to the functions or powers being exercised by the Council for which it is proposed to levy a special rate or charge.
 - c. “*Property*” refers to property in the form of land.
3. The calculation of the *maximum total levy* requires the following:
 - a. Calculation of the “*total cost*” of the works or services,
 - b. Calculation of the “*benefit ratio*”, which depends on reasonable estimates of:
 - “*Total special benefits*” to properties included in the scheme,
 - “*Total special benefits*” to properties not included in the scheme (if any), and
 - “*Total community benefits*” (if any).

STEPS IN CALCULATION

4. The following steps apply to the calculation of the maximum total levy.
 - A. DEFINE PURPOSE
 - B. ENSURE COHERENCE.
 - C. CALCULATE TOTAL COST
 - D. IDENTIFY SPECIAL BENEFICIARIES
 - E. DETERMINE PROPERTIES TO INCLUDE
 - F. ESTIMATE TOTAL SPECIAL BENEFITS
 - G. ESTIMATE COMMUNITY BENEFITS
 - H. CALCULATE THE “BENEFIT RATIO”
 - I. CALCULATE THE MAXIMUM TOTAL LEVY

A. Define Purpose

5. The purpose, or purposes, of the proposed works or services should be clearly defined at the outset. The purpose should describe the reasons why the proposed works or services are proposed.
6. The description of the purpose would normally take account of the following:
 - a. Reasons why the works or services are considered necessary or appropriate, noting any relevant background information.
 - b. Who has proposed that the works or services be undertaken and including the following information;
 - If the works or services have been proposed by the council, the relevant council policy or resolution.
 - If the works or services were requested by a person or people other than the council, an indication of whether those people are proposed to be included in the scheme and what reasons they have given for requesting the works or services.
7. A scheme may serve multiple purposes and can be proposed by multiple parties.

B. Ensure Coherence

8. For the purposes of calculating the maximum total levy, and therefore total cost and benefit ratio, the works or services for which the special rate or charge is proposed should have a natural coherence.
9. Proposed works or services can be considered to have a natural coherence if:
 - a. They will be physically or logically connected, or
 - b. They will provide special benefits, of a related nature, to a common, or overlapping, group of properties.

C. Calculate total cost

10. The “*total cost*” is the aggregate cost of defraying expenses related to providing the works or services and establishing the scheme.
11. The following should apply to the calculation of the “*total cost*”:
 - a. Costs included in the *total cost* must be for purposes in section 163(1) of the Act, and
 - b. Costs included in the *total cost* may only be for expenses listed in section 163(6) of the Act, and
 - c. Costs included in the *total cost* should be based on actual expenses that have been incurred, or reasonable estimates of expenses expected to be incurred. (For example, any interest should be based on estimated actual interest costs rather than on prescribed penalty interest rates)
 - d. Costs included in the *total cost* may relate to known activities but not to activities that are purely speculative or hypothetical in nature. (For example, provision for incidental costs related to the proposed works might be included but not costs related to possible legal proceedings that may or may not occur)

D. Identify special beneficiaries

12. The council should identify, as far as possible, which properties will receive a special benefit from the proposed works or services. A *“special benefit”* is considered to be provided to a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.
13. It is important to note that, while special benefits are considered to accrue to properties, the actual measurable benefits are provided to the owners and/or occupiers of the properties (see also paragraph 23.a).
14. Special benefits should be benefits that are either tangible benefits to the owners or occupiers of the properties that are not remote, or they should be clear benefits to those owners or occupiers that were identified in the defined purpose of the works or services (paragraph 5). Types of benefits included as special benefits generally include services provided for the properties, identifiable improvements in physical or environmental amenity, improved access, improved safety or economic benefits.
15. A special benefit may be considered to exist if it would reasonably be expected to benefit the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

E. Determine properties to include

16. Having identified which properties will receive *special benefits*, the council must decide which properties to include in the scheme. The properties included in the scheme will be those that are required to pay the special rate or charge.
17. If a property will receive a *special benefit* but is not included in the scheme, the calculation of the benefit ratio will result in the council paying the share of costs related to the special benefits for those properties.
18. The council is not required to levy a special rate or charge on any or every property that will receive a *special benefit*. A property with a special benefit may be excluded from the scheme for any of the following reasons:
 - a. The council is unable to levy a special rate or charge on the property,
 - b. The owner of the property has already contributed to the costs of the works through a development levy,
 - c. The council considers that there are particular advantages for the municipality in excluding the property from the scheme,
 - d. The council considers that the special benefits for the property are marginal and would not warrant including the property in the scheme, or
 - e. Any other reason that the council considers appropriate.

F. Estimate total special benefits

19. Total special benefits can be defined to include two parts, as follows:

$$TSB = TSB(in) + TSB(out)$$

- **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit.
- **TSB (in)** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
- **TSB (out)** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.

20. In estimating the total special benefits for properties that will be included in the scheme, particular attention should be paid to:

- a. The identified purpose of the proposed works or services, and
- b. Specific benefits relevant to the type of works or services proposed.

21. There is no single or prescribed method for estimating total special benefits. However, whatever method is used, it is essential that the comparative weightings attributed to different types of benefits are reasonable and are applied consistently by a Council. It is also essential that consistent weightings are used between those properties that are included in the scheme and those that are not included.

22. It is particularly important to note that, while it may sometimes be useful to estimate special benefits on a property by property basis, this is not always necessary. The calculation of the benefit ratio only requires aggregate estimates of total special benefits for properties included in the scheme and for properties excluded from the scheme.

23. The following matters should be noted in calculating “total special benefits”

- a. While changes in property values are considered to be an indication that a special benefit exists, this is generally derived from benefits provided to the owners or occupiers of the property. To avoid double counting, changes in property values should not normally be included in the calculation of total special benefits.
- b. Where the services or works proposed under a scheme include benefits to people who are servicing or accessing properties that are identified as having special benefits, the benefits to those people may be included as special benefits to the properties rather than as community benefits.

G. Estimate total community benefit

24. Before calculating the benefit ratio, a Council must consider if the proposed works or services will provide “community benefits”. Not all schemes have community benefits.

25. **Community benefits** are considered to exist where the works or services will provide tangible and direct benefits to people in the broader community. These will generally derive from the provision of facilities or services that are generally available to people, other than owners or occupiers of properties with special benefits.

26. Where there is a use or amenity value to people in the broader community that is a clear, tangible and direct, the Council should attribute a community benefit. The council should also attribute a community benefit where it identified in the defined purpose of the works or services (paragraph 5).
27. Councils should use a method of estimating community benefits that is reasonable and consistent in comparison to the estimates of special benefits. In making these estimates, care should be taken to avoid double counting. If a benefit is identified as a special benefit it should not also be counted as a community benefit.

H. Calculating the benefit ratio

28. The benefit ratio is calculated as follows:

$$\frac{TSB(in)}{TSB(in) + TSB(out) + TCB} = R$$

- ***TSB (in)*** is the estimated total special benefit for those properties that the council proposes to include in the scheme
- ***TSB (out)*** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
- ***TCB*** is the estimated total community benefit,
- ***R*** is the benefit ratio.

I. Calculating the Maximum Total Levy

29. Having calculated the total cost and the benefit ratio, the Council is required to calculate the maximum total levy, in accordance with section 163(2A) of the Act.

$$R \times C = S$$

- ***R*** is the benefit ratio
- ***C*** is the total cost
- ***S*** is the maximum total levy.

30. A council may not levy a special rate or charge to recover an amount that exceeds the maximum total levy. However, a council may decide to levy a lower amount.

SCHEME TYPES

31. The principles and processes outlined in this guideline will apply differently in different types of schemes recognising that complexities and variances occur with each scheme.
32. In general there are three main types of schemes:
 - a. Works Schemes, that involve the construction of an item, or items of infrastructure,
 - b. Service schemes that provide a particular service or bundle of related services, and
 - c. Special purpose fund schemes, where the monies raised by the special rate or charge go into a fund for a specified purpose and may include a mixture of works and/or services.

A. Works Schemes

33. Works schemes are schemes that involve the construction of an item, or items, of infrastructure, such as roads, (including road pavement, footpath, kerb and channel, etc.) drains or car parks.
34. Benefits to be taken into account in a works scheme are usually related to improved amenity, safety, environment or usage value. As with all schemes, any benefits identified in the defined purpose should be taken into account in estimating total special benefits and total community benefit.
35. Consideration of the special benefits and community benefits should take account of changes in usage that are realistically expected to occur following the construction of the works.
 - a. Future benefits should be limited to those that can arise under existing laws, planning schemes, permits and approvals.
 - b. Future benefits should be limited to benefits that may arise within reasonable timeframes.

ROADS

36. The construction of a road may generally include the various components of a road, such as the road pavement, kerb and channel, drains and drainage pits, nature strips and street trees, signage, line marking, traffic management devices, and footpaths.
37. When estimating the total special benefits associated with the construction of a road, a Council may take account of the following:
 - a. The primary purpose for which the road is being constructed.
 - b. Improved access to properties by owners, occupiers, visitors and services,
 - c. Improved safety such as improved traffic delineation, improved sight distance, road surface and road width, reduced road flooding,
 - d. Improved physical or environmental amenity for the owners or occupiers, which may result from such works due to landscape treatments, removal of open drains and stagnant water, reduced property flooding, removal of dust,
 - e. Impact on any community facilities that may derive a special benefit from the works.

Where properties with special benefits have been excluded from the scheme, these factors should be applied consistently to those properties, wherever relevant.
38. When estimating the level of community benefit associated with the construction of a road, a Council should take account of:
 - a. The primary purpose for which the road is being constructed,
 - b. Actual and expected usage of the constructed works, with a possible exception where the users are accessing or servicing properties with special benefits,
 - c. Expected impacts on projected road usage from factors such as growth, major development or traffic generators that are located outside of the scheme works,

- d. Road function/classification and subsequent design standards and the extent that those standards are influenced by the degree of community usage of the works over and above that, may be attributed to properties within a scheme,
- e. Extent of other works such as bicycle lanes and parking lanes, increasing the standard above that that would normally apply if only providing local property access.

DRAINS

- 39. In drainage schemes or works involving drainage infrastructure the key criteria for assessing total special benefits, includes an assessment of discharge and protection benefit to properties. This may relate to properties included in the scheme as well as properties not included in the scheme.
- 40. Factors that may be considered to provide a community benefit include improved drainage capacity, improved environment amenity due to such matters as water quality, reduction in erosion, reduction in flooding and improved health and hygiene.

B. Service Schemes

- 41. Service schemes are schemes that provide a particular service or bundle of related services that provide a special benefit.
- 42. Benefits to be taken into account in service schemes are primarily the special benefits to the direct users of the services. When estimating total special benefits and any community benefits for service schemes, the following consideration may apply:
 - a. Who requested the service and what is its primary purpose?
 - b. Which group of people might be reasonably expected to pay for the service if it were commercially available?

RETAIL PROMOTIONS

- 43. Where services are provided for purpose of promoting or supporting business activities, such as in retail centres or shopping strips, the affected businesses would frequently be considered to be the main, or sole, beneficiaries. This will be particularly appropriate where the scheme has been proposed by business associations and the services are tailored to the needs of the affected businesses.
- 44. Any benefits for customers of the businesses that are included in the scheme would normally be included in the total special benefits to those businesses, in accordance with paragraph 23.b.

SERVICES GENERALLY AVAILABLE

- 45. Special rate and charge schemes are not generally used for services that are generally available to other people. This is because special rates and charges are only applicable where there is a special benefit.

46. However, there may be cases where a higher level of service is required for a particular area or group of properties and it may be appropriate to levy a special rate or charge. This might apply, for example, where ratepayers require maintenance of the road adjoining their properties at a higher standard than is generally provided for roads of a similar type and classification.
47. In such cases, it is important to ensure that the special rate or charge does not apply to the portion of the service that is generally available to other people. Therefore, the calculation of the maximum total levy, the total cost and the benefit ratio should be restricted to that part of the service that is over and above the level of service generally available to other people.

C. Special Purpose Fund Schemes

48. Special purpose fund schemes are where the monies raised by the rate or charge go into a fund to be used for a specified purpose. In these schemes, the precise services and/or works are not fully specified in advance and a process is therefore established to allocate the funds raised. An example of this type of scheme could be a shopping centre promotion scheme, where a council directs and empowers a committee to allocate the funds.
49. Particular care should be taken when defining the purpose of special purpose fund schemes as the calculation of the maximum total levy, the total cost and the benefit ratio need to be based on the defined purpose.
50. When estimating total special benefits and any community benefits a council should consider the defined purpose of the scheme. It should also take account of advice in this guideline relevant to the types of works or services proposed or planned under the scheme.
51. It is essential that any funds raised under a special purpose fund scheme are utilised fully in accordance with the defined purpose of the scheme.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software

Author: Manager Asset Planning

Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

Council is seeking to procure a predictive modelling software that fully integrates with Council's current Asset Information Management System (AIMS), "CONFIRM" and outsourced management service for a 12-month period, with an option for two one-year extension. This service will provide Council access to advanced asset management software and the technical resources required to manage complex asset class data.

A selected company will assist Council to undertake asset predictive modelling to develop its capital renewal program. Prediction modelling and capital works programs will be delivered using a standard industry advanced asset management system which optimises the long-term renewal, displays consequences and produces a ten-year recommendation for multiple renewal treatments.

Through public advertisement in local and state newspapers, Council invited tenders for the services under Contract No. 21/22-26, for the Provision of Predictive Modelling Software and Management Services. Three Consultants submitted tenders for the service. These tenders have been assessed and evaluated by Council Officers and a summary of results is shown in the tables 1 and 2 below.

RECOMMENDATION

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 21/22-26 for the Provision of Predictive Modelling Software & Management Services;***
- 2. Awards the tender for Contract No 21/22-26 for the Provision of Predictive Modelling Software & Management Services to Assetic Australia Proprietary Limited for a total amount of \$80,000 + GST;***
- 3. Authorises officers to advise the unsuccessful tenderers;***
- 4. Authorises the Chief Executive Officer or her delegate to execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council;***
- 5. Note that services will commence early January 2022; and***
- 6. Authorise the Chief Executive Officer to approve up to and including two single year extensions if required only upon the recommendation from the Director of Corporate Operations, for the value of the management service required.***

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

PURPOSE AND BACKGROUND

Purpose

Council is seeking the provision of an asset life cycle modelling solution that interfaces with CONFIRM that supports development of forward financial programs, a variety of multi-year forecasts and capital planning, in line with: -

- VAGO requirements,
- Local Government Act 2020,
- Victorian Government Asset Management Accountability Framework,
- Australian Accounting Standards and
- International Infrastructure Management Manual (IIMM) and ISO 55000 – Asset management.

Background

Current prediction modelling for Council's assets, developed through utilising the Moloney AIMS, provides Council with an Asset Condition Index to determine its annual renewal expenditure. Given the high cost of maintaining Assets, it is believed an advanced optimisation strategy, targeting specific Multi-Criteria Analysis (Council Plan Fit / Risk Reduction Assessment / Environmental Impact Reduction / Community Impact Assessment) and specific defects, is a more productive method for planning and delivering asset works than using an index score system (0-10) that assumes a fix worst first is the best approach.

The ISO 55000 standard for Asset Management states that the effective control and governance of assets by organisations is essential to realise value through managing risk and opportunity, in order to achieve the desired balance of cost, risk and performance.

Strathbogie Shire must understand asset condition, risk, and life cycle costs of its assets to improve asset renewal decision making and achieve sustainability in community asset performance. Council faces the challenge of managing the on-going deterioration of numerous assets, utilised to supply services. Council has many asset types with different time scales of deterioration, being affected by a vast array of environmental and operational context and having differing impacts on the operations and budgets.

This report seeks Council approval of the recommendations on Tender Evaluation process for Contract No 21/22-26 for the Provision of Predictive Modelling Software and Management Services, and to award the contract to the highest scoring tenderer as detailed in this report.

TENDER PROCESS

The public tender was released on <https://www.eprocure.com.au/strathbogie/> website on the 29th October 2021. The tender was advertised in Saturday's The Age newspaper (state-wide reach), and Shepparton News in the week following release.

The public tender was open for submissions for 27 days in total. By the close of tenders at 4.00pm on 24th November 2021, three tender submissions had been received.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

All tender submissions were accessed for their compliance including the contractual terms and conditions and the requirements of the response schedules, and all tender submissions were deemed conforming, albeit one tenderer failing to provide adequate detailed information, including price.

Table 1 below lists the tenders that were received at the close of the advertised tender period.

Table 1: Tender Submissions Received

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
Assetic Australia Proprietary Ltd
CountERPart Solutions Pty Ltd
iEngineering Australia Pty Ltd

Table 2 below lists the tender offer (excluding GST) at the close of the advertised tender period.

Table 2: Tender Offers Received (excl GST)

Tender Offers Received at Close of Tender Period (excl GST) in lowest to highest order
\$80,000
\$103,500
Price not submitted

Panel Assessment Process

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to release of the Tender documentation. The evaluation panel members were nominated prior to release of the tender submissions for evaluation. The panel signed 'Conflict of Interest' statements prior to the evaluation panel viewing the submitted tenders.

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council staff members: -

1. Director Community & Planning
2. Manager Asset Planning
3. Technical Officer – Asset Planning

The principle that underlies the awarding of all Council contracts is that a contract is awarded on the basis of providing the overall Best Value, offering the most benefit to the community and the greatest advantage to Council.

Strathbogie Shire Council mandates 60% weighting on submitted tender pricing, ensuring that pricing is prioritised in the tender evaluation decision. A tenderer must provide good qualitative submissions to be successful.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

The tenders were assessed and evaluated against the following criteria and weightings:

- Tendered Price (60%)
This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of 60% is applied, unless a Council exemption is sought.

All submissions were given a weighted score for their submitted price based on a comparative assessment of pricing for all tenders. The comparative assessment awards the highest evaluation score (60%) to the lowest priced tender submission. The subsequent tender submissions received reduced evaluation scores based on the percentage difference between them and the lowest priced tender.
- Capability, Capacity, Experience, Personnel CVs, Technical brief and compliance (30%)
Due to the high level of technical skills required to provide this service, a weighting of 30% was allocated to this criterion.
- Local Content, Strathbogie Shire Regional Benefit, Social Procurement (10%)
In accordance with Procurement Guidelines and being consistent with value for money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

TABLE 3: *Evaluation Criteria*

Criteria	Weighting (%)
Price	60
Capability, Capacity, Experience, Personnel CVs, Technical brief and compliance	30
Local Content, Strathbogie Shire Regional Benefit, Social Procurement	10
Total	100

ISSUES, OPTIONS AND DISCUSSION

Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed tenderers submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement & Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Tuesday 30th November 2021, the Panel members and the Moderator met for the tender moderation meeting.

Panel Assessment Summary

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations.

At the completion of the tender evaluation process, Assetic Australia Proprietary Limited attained the top ranking with a total score of 85.50%.

Assetic's tendered price is the lowest tendered price and they performed well within the qualitative assessment. The Tender Evaluation Panel was therefore satisfied that their tender represents the best value outcome for Council.

The company is based in Melbourne Victoria. They have 14 years of experience in Strategic Asset Management and facilitation of Asset Management Policy, Strategy and Plans. Assetic have undertaken similar services to Greater Shepparton City Council, Shire of Campaspe and Mansfield Shire Council, including another eight Victorian municipalities. They have demonstrated their capability and capacity in their tender submission to complete the required services as specified in the tender documents.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

The matter under consideration did not warrant a community consultation process at this time.

POLICY CONSIDERATIONS

Council Plans and Policies

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan.

This report is consistent with the Strathbogie Shire Council Procurement Policy.

Council Plan 2021-25:

Strategic focus area 2: Live. Access. Connect.

Goal 2 – Our people and places are connected.

Key Strategy – Our integrated service and infrastructure planning enables Council to adapt to and meet changing needs and a growing population.

Asset Management Strategy

Ensure the Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

The regional, state and national plans or policies relevant to the report are as follows: -

- Asset Management Accountability Framework (AMAF) – Victorian Department of Treasury and Finance
- The Local Government Act 1989 & 2020 (“Act”) sets out the role, purpose, responsibilities and powers of local governments, including the provision of significant long life infrastructure
- The Council Plan, which includes Council’s long term strategic objectives and vision for the future. The Council Plan is further supported by a long term financial plan and asset management plans to help ensure sustainable service delivery.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

The recommendation has no legal or statutory implications which require the consideration of Council.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

It is considered that this report meets Council’s Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules;
- will be conducted in an open and transparent forum with information available via Council reports,

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

The operational budget allocation for 2021-2022 (condition assessments) is \$ 140,000, where \$58,000 has been allocated for Roads and Bridges assessments, which will allow for the implementation of the Predictive Modelling Software and Management Services without impacting the current budget.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

The Predictive Modelling will determine the need and timing of preventative or remedial action to prevent loss of service or economic loss.

Social

The Predictive Modelling will optimise capital and maintenance expenditure based on the social value of avoiding a failure, while achieving the best possible asset service level and condition outcomes.

Environmental

The Predictive Modelling can consider specific local environmental conditions for its development in identifying suitable predictive parameters for deterioration trends.

Climate change

Part of the service provided will be the ability to model the effects of climate change and resilience planning on deterioration rates.

HUMAN RIGHTS CONSIDERATIONS

The Charter of Human Rights and Responsibilities Act 2006 is a consideration when reporting to Council. The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

CONCLUSION

By utilising this software solution and services, Council shall be able to develop asset management plans using financial optimisation and support the development of funding models to showcase how service levels can be maintained using optimised funding across various asset types.

Council invited tenders for Contract No. 21/22-26, for the Provision of Predictive Modelling Software and Management Services. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract for the Provision of Predictive Modelling Software and Management Services to Assetic Australia Proprietary Limited.

9.3.2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software (cont.)

ATTACHMENTS

Appendix 2: Tender Evaluation for Contract No. 21/22-26, for the Provision of Predictive Modelling Software and Management Services – CONFIDENTIAL

9.4 CORPORATE

9.4.1 Review of Audit and Risk Committee Charter

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

As part of its Work Plan, Council's Audit and Risk Committee is required to review its Charter and this was done at the Committee's meeting of 21 September 2021.

Several amendments to the Charter are recommended which have been incorporated in the attached document:

- 3.2 - note that Councillor member term to expire at Annual Statutory Council meeting; and
- Reference to Local Government Act 2020 Section 40(2) to include Report to Audit and Risk Committee on reimbursement of Councillor expenses

Discussion also occurred on the process for authorisation of Chief Executive Officer expenses to ensure oversight and transparency.

RECOMMENDATION

That Council endorse changes to the Audit and Risk Committee Charter as proposed by the Committee.

PURPOSE AND BACKGROUND

The purpose of this report is to seek Council endorsement of amendments to the Audit & Risk Committee Charter (the Charter) as proposed by the Audit and Risk Committee.

ISSUES, OPTIONS AND DISCUSSION

Having reviewed the Charter, the Audit and Risk Committee recommend the following changes, which have been incorporated in the attached document:

- 3.2 - note that Councillor member term to expire at Annual Statutory Council meeting
- Reference to Local Government Act 2020 Section 40(2) to include Report to Audit and Risk Committee on reimbursement of Councillor expenses

Discussion also occurred on the process for authorisation of Chief Executive Officer expenses but it was noted that Chief Executive Officer does not have a Council Credit Card and there is a separate process whereby the Director Corporate Operations and Executive Manager Governance and Customer Service review any Chief Executive Officer costs, none of which have been sought to date.

9.4.1 Review of Audit and Risk Committee Charter (cont.)

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

Community Engagement is not considered necessary in respect of this matter.

POLICY CONSIDERATIONS

Council Plans and Policies

Strategic Focus Area 6

Accountable. Transparent. Responsible

Strategies

- *Achieve the highest level of good governance across the organisation and as an elected Council*
- *Be accountable for the decisions we make and the quality of service we deliver*
- *Maximise public transparency and accountability around our performance and decision making processes*

LEGAL CONSIDERATIONS

Under the Local Government Act 2020 Council is required to maintain an Audit and Risk Committee.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

The Audit and Risk Committee provides an oversight role over Council's activities ensuring a level of transparency.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

There are no budget impacts arising from this proposal, other than what is already budgeted.

9.4.1 Review of Audit and Risk Committee Charter (cont.)

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

An active Audit and Risk Committee assists in ensuring the sustainability of Council in a range of forms.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

By providing independent oversight Council's operations, the Audit and Risk Committee assists in achieving Continuous improvement to Council's processes.

COLLABORATION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

Collaboration with external bodies was not considered necessary on this occasion.

CONCLUSION

As part of its Work Plan Council's Audit and Risk Committee is required to review its Charter and this was done at the Committee's meeting of 21 September 2021. Following this review, it is considered that the proposed amendments strengthen the Audit and Risk Committee Charter.

ATTACHMENTS

Attachment 1: Revised Audit and Risk Committee Charter

ATTACHMENT 1:



AUDIT & RISK COMMITTEE CHARTER

Adopted by Council 14 December 2021

Contents

1	Purpose	4
2	Authority	4
3	Membership	5
3.1	Other Committee attendees	5
3.2	Term of membership	5
3.3	Induction and training	6
3.4	Payment of a stipend	6
3.5	Notice requirements	6
4	Functions	6
4.1	Monitor the compliance of Council policies and procedures with the overarching governance principles and the Local Government Act 2020 and the regulations and any ministerial directions (section 54(2a))	6
4.2	Monitor Council financial and performance reporting (section 54(2b))	7
4.3	Monitor and provide advice on risk management and fraud prevention systems and controls (section 54(2c))	7
4.4	Oversee internal audit function (section 54(2d))	8
4.5	Oversee external audit function (section 54(2d))	9
4.6	Monitor internal controls	10
4.7	Monitor compliance with relevant laws and regulations	10
5	Authority of the Committee	10
6	Evaluating the Committee's Performance	10
6.1	Annual Committee Performance Report	10
6.2	Review of Independent Member's performance if seeking additional terms	11
7	Reporting	11
7.1	Annual Committee Performance Report	11
7.2	Biannual Audit and Risk Report	11
8	Administrative Arrangements	11
8.1	Meetings	11
8.2	Planning	11
8.3	Quorum	12
8.4	Minutes and Agendas	12
9	Conflicts of Interest	12
10	Misuse of Position	13
11	Confidential Information	13
12	Recruitment	14

13 Induction	14
14 Review of the Committee Charter	14

Strathbogie Shire Council has established an Audit and Risk Committee (the Committee) in compliance with section 53(1) of the *Local Government Act 2020* (the Act).

1 Purpose

Council is committed to good governance, public transparency and accountability to its community. The Audit and Risk Committee is established to achieve the Overarching Governance Principles of the *Local Government Act 2020* (the Act) and has a focus on strengthening Council's governance and risk management frameworks, monitoring the organisation's financial management and to help drive continuous improvement.

The Committee is designated as an advisory committee under section 53(2) of the Act and does not have any delegated powers, executive powers, management functions or delegated financial responsibilities.

The Committee's role is to:

- monitor compliance of Council policies and procedures with the overarching governance principles the Act, its regulations and any Ministerial directions, other relevant laws and regulations
- monitor Council financial and performance reporting
- monitor and provide advice on risk management and fraud prevention systems and controls
- oversee internal and external audit functions
- monitor the achievement of the highest standards of corporate governance including monitoring compliance with Council's Code of Conduct.

The Committee will engage with management in a constructive and professional manner in discharging its responsibilities and formulating its advice to the Council.

The Committee operates to advise the Council on how best to fulfil its responsibilities and facilitate decision making by providing a forum for improving communication between the Council members and senior management, finance, risk and compliance managers, internal auditors and external auditors.

2 Authority

The Council authorises the Committee, within its responsibilities, to:

- perform its activities within the scope of this Charter
- obtain any information it requires from any Council, management or other external party (subject to any legal obligation to protect information)
- discuss any matters with the Victorian Auditor General's Office (VAGO), or other external parties (subject to confidentiality considerations)
- request the attendance of any official, including Councillors and Council Officers, at Committee meetings
- obtain legal or other professional advice at the entity's expense, as considered necessary to meet its responsibilities
- seek resolution on any disagreements between management and the external auditors on financial reporting
- seek resolution of any disagreement between management and the internal

auditors on internal audit recommendations.

3 Membership

The Committee is comprised of six voting members (two Councillors and four independent external members), appointed by Council. In accordance with the Act the Members must:

- include members who are Councillors of the Council
- consist of a majority of members who are not Councillors of the Council and who collectively have:
 - expertise in financial management and risk
 - experience in public sector management
- not be a member of Council staff.

The Council will appoint the Chair of the Committee, who in accordance with section 53 of the Act:

- must not be a Councillor
- must not be a member of Council staff.

In the absence of the Chair, the Committee will elect a temporary Chair for the meeting from the remaining independent members who are present.

Voting members of the Committee will act in accordance with the Councillor Code of Conduct.

3.1 Other Committee attendees

The Council or Council Officers, Chief Executive Officer, Director Corporate Operations, Executive Manager Governance & Customer Service, Manager Finance, Risk Coordinator or other management representatives may attend meetings as advisers or observers but will not be members of the committee.

A representative(s) of the VAGO will be invited to attend meetings of the Committee as an observer and to build a constructive and open relationship with the Office. Such a representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (Section 125) and conflict of interest (Part 6, Division 2) as outlined within this Charter and the Act.

A representative(s) of the appointed internal audit contractor will be invited to attend meetings of the Committee, as an observer. Such a representative will be required to act in accordance with the governance principles in addition to the obligations of confidentiality (Section 125) and conflict of interest (Part 6, Division 2) as outlined within the Act.

The Mayor of Council or Chief Executive Officer of Council and other Council Officers may attend committee meetings, and when they elect to do so, will require copies of committee papers.

3.2 Term of membership

Membership of the committee will be reviewed at least every three years by the Council with the aim of ensuring an appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of qualifications, knowledge, skills and experience.

Councillor members will be appointed for a one-year term of office with their term expiring at the Statutory Meeting of Council. They may be reappointed.

The initial appointment of independent Committee members shall be for a three-year period.

The position for an independent member(s) will be publicly advertised at the end of each term. This does not preclude existing members from being re-appointed through a competitive process.

Council may reappoint current independent members if exceptional circumstances are considered to exist.

Where possible, the end of the terms of Independent Members will be staggered to avoid losing continuity in the Committee's membership.

3.3 Induction and training

The Committee will adopt and maintain a program of induction, training and awareness-raising for its members, with the objective of enabling the Committee to keep abreast of contemporary developments and leading practices in relation to its functions.

3.4 Payment of a stipend

Pursuant to section 53(6) of the Act, the Council will pay a stipend to independent committee members. This stipend will be based on a per annum amount, determined by the Council, which will be indexed in alignment with the rate cap % each 1 July.

Once every three years the Chief Executive Officer will benchmark the stipend paid to Independent Members against other small rural councils in the Hume region to inform the review of stipend amounts by the Council. The first benchmarking exercise will be undertaken at the start of the new Audit and Risk Committee's term.

3.5 Notice requirements

Twenty eight (28) day's written notice must be given:

- By Council to a member of its intention to propose to remove them from the Committee and provide that member with the opportunity to be heard at a Council meeting which is open to the public, if that member so requests
- By a committee member should they wish to resign from the committee
- By a committee member should they not be seeking a further term.

4 Functions

In accordance with section 54(2) of the Act, the functions and responsibilities of the Committee include:

4.1 Monitor the compliance of Council policies and procedures with the overarching governance principles and the Local Government Act 2020 and the regulations and any ministerial directions (section 54(2a))

4.1.1 Monitor Council processes for compliance of Council policies and procedures.

Monitor reimbursements of expenses of Councillors and members of a delegated committee as required under Section 40(2) of the Local Government Act 2020

4.1.2 Assess the Council's procurement framework with a focus on the probity and transparency of policies and procedures/processes.

4.1.3 Assess the Council's policy framework and procedures to ensure the embedding of the governance principles.

4.1.4 Monitor the implementation of financial management policies, including they are aligned with the achievement of the Act's financial management principles.

- 4.1.5 Review the CEO Employment and Remuneration Policy Employment Matters Policy annually as per section 45 of the Act.
- 4.1.6 Monitor work by the council to mitigate and plan for climate change risk.
- 4.1.7 Monitor the achievement of the highest standards of corporate governance including monitoring compliance with Council's Code of Conduct,
- 4.1.8 Review issues relating to national competition policy and Local Government Performance Reporting Framework.

4.2 Monitor Council financial and performance reporting (section 54(2b))

- 4.2.1 Review the appropriateness of the systems and procedures in place for collecting and analysing information and data for the purposes of measuring the performance of individual programs and activities to monitor progress in implementing the Council Plan and Community Vision.
- 4.2.2 Review management's processes for ensuring and monitoring compliance with legislation and other requirements on the external reporting by the Council of financial and non-financial information, performance reporting under the Act, and other relevant legislation.
- 4.2.3 Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements.
- 4.2.4 Assess internal control systems covering the public release of information.
- 4.2.5 Assess any changes to Council's accounting policies and procedures and the methods of applying them, with the input of management, external and internal auditors, ensuring that they are in accordance with the stated financial reporting framework.
- 4.2.6 Review the appropriateness of accounting policies and disclosures to present a true and fair view.
- 4.2.7 Review the financial reporting provided to Council and monitor the financial performance and sustainability of Council.
- 4.2.8 Assess reports from internal and external auditors that make recommendations about the quality of financial reports such as actual and potential material audit adjustments, financial report disclosures, non-compliance with legislation and regulations, internal control issues.
- 4.2.9 Recommend to the Council whether the financial report including the performance statement section of the Annual Report should be approved based on the Committee's assessment of them.

4.3 Monitor and provide advice on risk management and fraud prevention systems and controls (section 54(2c))

- 4.3.1 Monitor the implementation of the Risk Management Strategy and progress in managing risk identified on the Risk Register priorities. The progress against these documents will be reported to the Committee at each meeting.
- 4.3.2 Review and recommend enhancements to Council's policy for the oversight and management of business risks.
- 4.3.3 Review management's overall risk profile, risk management framework and implementation strategy and advise Council of any concerns regarding the appropriate resourcing of the required actions.
- 4.3.4 Receive regular risk reports, which:

- provide an overview of management of each strategic risk by strategic risk owners
- identify key risks, the status and the effectiveness of the risk management systems to ensure that identified risks are monitored and new risks are identified, mitigated and reported.

4.3.5 Assess Council processes for management's identification and control of material risks, including business, financial and legal compliance risks in accordance with Council's identified tolerance for risk particularly in the following areas:

- potential non-compliance with legislation regulations and standards and Council's policies
- important accounting judgements or estimates that prove to be wrong
- litigation and claims
- fraud and theft
- significant business risks recognising that responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the Council.

4.3.6 Assess adequacy of Council process to manage insurable risks.

4.3.7 Review whether the Council has a current and active business continuity plan and disaster recovery plan which is tested periodically as determined by the plan.

4.3.8 Ascertain whether fraud risks have been:

- identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud risks
- included in the assessment of the risk profile of the Council and have been appropriately addressed.

4.3.9 Receive summary reports from management on all suspected and actual frauds, thefts and material breaches of legislation, ensuring reporting to the Council and/or relevant authorities.

4.3.10 Monitor the Council's fraud prevention and detection framework, including any action taken with respect to actual and suspected instances of fraud.

4.3.11 Monitor management's efforts to create and maintain a strong internal control environment, including the design and implementation of anti-fraud strategies and programs, conduct of fraud awareness seminars or training courses to increase staff awareness of activities that amount to fraud.

4.4 Oversee internal audit function (section 54(2d))

4.4.1 Review the Internal Audit Charter regularly to determine that it provides an appropriate functional and organisational framework to enable Council's internal audit function to operate effectively and without limitations.

4.4.2 Recommend to Council the appropriate method for the provision of the internal audit function including the evaluation criteria and the appointment of the contractor.

4.4.3 Monitor the performance and ongoing effectiveness of the contractor, which

can include making a recommendation to Council to terminate the contractor should performance not meet the standards set out in the contract.

- 4.4.4 Monitor the implementation of a three-year internal audit improvement plan. The progress against this plan will be reported to the Committee at each meeting.
- 4.4.5 Review the allocation of internal audit resources through the Strategic Annual Internal Audit Plan, against Council's Audit Universe, 3-year Audit Plan, Assurance Map and Council's strategic risks.
- 4.4.6 Assess if there has been any obstruction to the work reported through to the Committee.
- 4.4.7 Review the planning and scope for each internal audit to ensure that the audit objectives and scope are fit for purpose.
- 4.4.8 Provide the opportunity for Committee members to meet with the internal auditors without management being present.
- 4.4.9 Review the reporting on completed internal audits, seeking clarification through critical analysis to assure the Committee that management is responding adequately to the findings and key risks are mitigated.
- 4.4.10 Monitor the progress of the strategic annual internal audit plan and work program and consider the implications of internal audit findings for the control and operating environment.
- 4.4.11 Monitor the implementation of internal audit's findings and recommendations.
- 4.4.12 Require Internal Audit contractor to conduct periodic testing of whether audit actions reported as completed by management have been effectively implemented.

4.5 Oversee external audit function (section 54(2d))

- 4.5.1 Seek information from the external auditor to outline the external audit plan including proposed audit strategies and how they might relate to identified risk areas, discuss audit results and consider the implications of the external audit findings for the control environment.
- 4.5.2 Ask the external auditor if there have been any significant resolved or unresolved disagreements with management.
- 4.5.3 Monitor and critique management's response to the external auditor's findings and recommendations.
- 4.5.4 Sight all representation letters signed by management and consider the completeness and appropriateness of the information provided.
- 4.5.5 Provide the opportunity for committee members to meet with the external auditor and/or officers of the VAGO as the need arises without management being present.
- 4.5.6 Maintain an awareness of local government performance audits undertaken by the VAGO and ensure recommendations are brought to the attention of the Council for action/implementation where appropriate.
- 4.5.7 Provide advice to management on action to be taken on significant issues raised in relevant VAGO reports or better practice guides.
- 4.5.8 Provide feedback to the VAGO on draft strategies, reports and opportunities for improvement.

4.6 Monitor internal controls

- 4.6.1 Review the effectiveness of the Council's internal control system with management and the internal and external auditors.
- 4.6.2 Assess whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.
- 4.6.3 Should the need arise, meet periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the Council's control environment.

4.7 Monitor compliance with relevant laws and regulations

- 4.7.1 Monitor Council's processes regarding compliance with legislation and regulations.
- 4.7.2 Comply with legislative and regulatory requirements imposed on audit committee members, including not misusing their position (section 123 of the Act) to gain an advantage for themselves or another or to cause detriment to the Council and disclosing conflicts of interest (section 125 of the Act)
- 4.7.3 Monitor ethical standards and related party transactions by determining whether the systems of control are adequate.

5 Authority of the Committee

The Committee does not have any delegated powers from Council or any delegated financial responsibilities.

All recommendations of the Committee shall be referred to the Council for review and noting, other than the:

- three-year Internal Audit Plan
- planning and terms of reference for internal audits that do not require the approval of the Council
- management responses to audit recommendations arising from Internal Audit Reports.

The Committee has the authority to review the Annual Financial Statements and Performance Statement and provide advice to the Council. The Committee can recommend to Council its approval 'in principal', the signing of the Annual Financial Statements and Performance Statement.

6 Evaluating the Committee's Performance

6.1 Annual Committee Performance Report

The Committee will undertake an annual assessment of its own performance against the Audit and Risk Committee Charter in accordance with section 54(4a) of the Act. This assessment will be reported in accordance with section 8 of this Charter.

The Chief Executive Officer will assist the Committee in undertaking a broader 360 degree self-assessment of its performance every three years. This review will invite feedback from the Council, each Committee member, Council's Executive Leadership Team, Council's appointed Internal Auditors, the VAGO, and any other relevant stakeholders. The self-assessment will be reported through the Annual Committee Performance Report.

6.2 Review of Independent Member's performance if seeking additional terms

The Chair, in conjunction with the Chief Executive Officer, will undertake formal reviews of the performance and independence of Independent Members in the event that the member wishes to seek reappointment for an additional term in response to expressions of interest being called from the wider community for the Committee vacancy.

7 Reporting

7.1 Annual Committee Performance Report

The Committee will prepare an Annual Committee Performance Report that includes an assessment of the Committee's performance against the Audit and Risk Committee Charter in accordance with Section 54(4a) of the Act. This report will be provided to the Chief Executive Officer for presentation to Council in accordance with Section 54(4b) of the Act. This report will be made available to the public via Council's website.

The Chair of the Committee, or a representative on behalf of the Committee, will present this Annual Committee Performance Report to an informal Councillor briefing prior to the report being presented to Council.

7.2 Biannual Audit and Risk Report

The Committee will prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes the Committee's findings and recommendations in accordance with section 54(5a) of the Act, along with the agreed actions. This report will be provided to the Chief Executive Officer for reporting to Council twice a year in July and January.

The Chair of the Committee, or a representative on behalf of the Committee, will present the Annual Internal Audit Plan to a Councillor Briefing prior to commencement of the financial year.

8 Administrative Arrangements

8.1 Meetings

The Committee must meet at least every quarter. One or more additional meetings may be held to review the Council's annual financial statements and performance statement, or to meet other responsibilities of the committee.

All committee members are expected to attend each meeting, in person or via tele-or-video conference. Failure to attend a meeting may result in non-payment of members fees for the associated quarter but this will be at the discretion of the Chief Executive Officer and Committee Chair.

The Chair has discretion to decide if a meeting will be held following the receipt of a request by another Independent Member, internal auditor or the VAGO.

8.2 Planning

The Committee will develop a forward meeting schedule that includes the dates and location for each meeting for the forthcoming year.

In accordance with section 54(3) of the Act the Committee will develop an annual work program that includes the timing of reporting for all of the responsibilities outlined in this Charter.

8.3 Quorum

A quorum will consist of a majority of Committee members, with a minimum of 2 independent members and 1 Councillor. The quorum must be in attendance at all times during the meeting. If a quorum cannot be achieved at the commencement of the meeting, or maintained during a meeting, the Chair will call a meeting at the earliest possible time to deal with the unfinished business on the agenda.

8.4 Minutes and Agendas

In accordance with section 54(6a) of the Act, the CEO will appoint a Council Officer to provide support to the Committee to ensure:

- the agenda for each meeting is approved by the Chief Executive in consultation with the Committee Chair
- the agenda and supporting papers are circulated, at least one week before the meeting
- the minutes of the meetings are prepared and maintained.

Minutes must be reviewed by both the Chief Executive Officer of Council and the Committee Chair and circulated within two weeks of the meeting to each member and committee observers, as appropriate.

In alignment with the Meeting Procedure Local Law (to be replaced by the Governance Rules by 1 September 2020), Public Transparency principles and Governance principles in the Act, summary minutes from each Committee meeting are to be presented to Council for review and noting after each Committee meeting summarising progress, matters discussed and any issues the Committee wishes to share with all Councillors.

Internal audit reports and external audit reports will not be made public unless a recommendation from the Committee is passed by Council to do so.

Pursuant to section 54(6b) of the Act, the Chief Executive Officer is required to table reports upon request by the chairperson of the Audit and Risk Committee.

9 Conflicts of Interest

Committee recommendations must be transparent and accountable, protect the public interest, maintain the integrity of the Committee and Council and enable the public to be confident that the Committee is performing its duties properly.

If a conflict of interest exists, it must be declared and managed.

Division 2 of Part 6 of the Local Government Act 2020 applies to Independent Members in the same way it does to members of any delegated Committee. An independent member has a conflict of interest if they have:

- a general conflict of interest within the meaning of section 127 of the Act
- a material conflict of interest within the meaning of section 128 of the Act.

Committee members are required to provide written declarations relating to their material personal interests to the Chair by completing Council's Conflict of Interest Form. This declaration and information will be forwarded by the Chair to the Executive Manager, Governance & Customer Service for review and recording.

External members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Council, in consultation with the Chair, should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

At the beginning of each committee meeting, members will be required to declare any material personal interests that may apply to specific matters on the meeting agenda.

Where the Independent member believes, after consultation with the Chair, that the conflict cannot be appropriately managed the member must leave the meeting prior to any discussion or debate on the matter in which they have declared an interest.

The time of exit will be noted in the minutes, along with the reason for the Independent Member's temporary absence from the meeting. The Chair will ask for the Independent Member to re-join the meeting when the matter has been finalised. The time of re-entry to the meeting will be noted in the minutes.

The Chair is also responsible for deciding if he/she should excuse themselves from the meeting or from the committee's consideration of the relevant agenda item(s).

If a quorum cannot be maintained due to declarations of conflict of interest, the provisions of clause 24 of the Strathbogie Shire Governance Rules will apply.

10 Misuse of Position

Section 123 of the *Local Government Act 2020* applies to Independent Members in that the Independent Member must not intentionally misuse their position -

- a to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person
- b to cause, or attempt to cause, detriment to the Council or another person.

11 Confidential Information

Section 125 of the *Local Government Act 2020* applies to Independent Members and the requirements include:

- (1) Unless subsection (2) or (3) applies, a person who is, or has been, an Independent Member must not intentionally or recklessly disclose information that the person knows, or should reasonably know, is confidential information.
- (2) Subsection (1) does not apply if the information that is disclosed is information that the Council has determined should be publicly available.
- (3) A person who is, or has been, an Independent Member may disclose information that the person knows, or should reasonably know, is confidential information in the following circumstances—
 - (a) for the purposes of any legal proceedings arising out of this Act
 - (b) to a court or tribunal in the course of legal proceedings
 - (c) pursuant to an order of a court or tribunal
 - (d) in the course of an internal arbitration and for the purposes of the internal arbitration process
 - (e) in the course of a Councillor Conduct Panel hearing and for the purposes of the hearing

- (f) to a Municipal Monitor to the extent reasonably required by the Municipal Monitor
- (g) to the Chief Municipal Inspector to the extent reasonably required by the Chief Municipal Inspector
- (h) to a Commission of Inquiry to the extent reasonably required by the Commission of Inquiry
- (i) to the extent reasonably required by a law enforcement agency.

12 Recruitment

A position description for independent members will be established and maintained for each of the four independent member positions. The position description will include a matrix skills assessment that identifies the particular blend of skills and experience required for each particular role.

13 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

14 Review of the Committee Charter

At least once a year the Committee will review this charter. This review will include consultation with the Council.

Any substantive changes to the charter will be recommended by the Committee and must be formally considered and adopted by the Council.

Mark Freudenstein , Chair
Member

Paul Ayton Dobson, Independent

Alistair Thomson, Independent Member

Alister Purbrick, Independent Member

Cr Paul Murray, Councillor Member

Cr David Andrews, Councillor Member

9.4.2 Investment and Cash Management Policy

Author: Senior Finance Officer

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

Council's cash holdings fluctuate during the year depending on factors such as timing of rate receipts and other income including grants, capital works programming as well as operational expenses.

Council manages its cash flow to fund expenditure needs but also to invest funds to greatest advantage.

There is a need for a policy to guide the investment of Council funds and to govern such investments taking into account factors such as:

- Rate of return
- Risk profile
- Compliance with legislative and other obligations
- Other objectives of Council

RECOMMENDATION

That Council adopt the revised Investment and Cash Management Policy.

PURPOSE AND BACKGROUND

The intent of this policy is to outline Strathbogie Shire Council's investment policy in a document designed to provide guidance on various matters to be considered when investing surplus funds, with the objective to maximize earning within approved risk guidelines and to ensure security of funds.

The Investment Policy was last reviewed in 2016 and since then there have been changes which affect its operation which include:

- The introduction of the Local Government Act 2020
- Changes to some government policies
- Increased attention to matters such as ethical investing

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Council's cash holdings fluctuate during the year depending on factors such as timing of rate receipts and other income including grants, capital works programming as well as operational expenses.

9.4.2 Investment and Cash Management Policy (cont.)

Council manages its cash flow to fund expenditure needs but also to invest funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met. While exercising the power to invest, priority is to be given to the preservation of capital; liquidity; and the return of investment. There is a need for a policy to govern such investments taking into account factors such as:

- Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters;
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring costs due to the unanticipated early sale of an investment;
- The investment is expected to achieve a prudent rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles;
- Return on Investment. The expected return on investments will be monitored and compared to the Annual Budget and quarterly report; and
- Compliance with legislative and other obligations including other key objectives of Council as determined by Council resolution.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision-making.

There has not been any external consultation involved in the preparation of this report as community engagement is not considered necessary in respect of this matter.

POLICY CONSIDERATIONS

Council Plans and Policies

Strategic Focus Area 6 - Accountable. Transparent. Responsible

Associated and relevant strategies are:

- Achieve the highest level of good governance across the organisation and as an elected Council
- Maximise public transparency and accountability around our performance and decision-making processes
- Be financially responsible, achieving the greatest possible community benefit from the programs, initiatives and services we fund

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9, part 2, division 6, part 41 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

9.4.2 Investment and Cash Management Policy (cont.)

The Local Government Act 2020 has several provisions that are relevant as detailed below:

Section 102 Financial policies

- (1) A Council must prepare and adopt financial policies that give effect to the financial management principles.
- (2) A financial policy must include any matters prescribed by the regulations.

Section 103 Investments

A Council may invest any money—

- (a) in Government securities of the Commonwealth; and
- (b) in securities guaranteed by the Government of Victoria; and
- (c) with an ADI; and
- (d) with any financial institution guaranteed by the Government of Victoria; and
- (e) on deposit with an eligible money market dealer within the meaning of the Corporations Act; and
- (f) in any other manner approved by the Minister, either generally or specifically, to be an authorised manner of investment for the purposes of this section.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 66 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

To ensure transparency and accountability in decision making, the adoption of the Investment Policy will be considered in an open Council meeting.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

Investment of Council funds is aimed at maximising returns whilst doing so in a way that ensures investments are secure.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

Investment of Council funds allows financial institutions to use those funds to promote economic activity through lending to customers

9.4.2 Investment and Cash Management Policy (cont.)

Environmental/Climate change

This relates to the issue of ethical investing and at times it is difficult and impractical to determine the final destination of funds that Council may “lend” to a financial institution from funds investing by Council.

The Policy contains the following provisions:

While achieving primary objectives and investment terms and diversification requirements specified in this document, where possible, Council shall refrain from investment in activities or in financial institutions that would conflict with Strathbogie Shire Council’s ethical and responsible investment duty to its community.

All investment decisions will be made having regard to its impact on social, economic and environment outcomes.

- *Council encourages investment of its financial resources in areas which promote human welfare, dignity and respect, and the best interests of the Strathbogie Shire community.*
- *Council will avoid investments which cause injustice and suffering, infringe fundamental human rights or cause unacceptable damage to the natural environment.*

Council recognizes that there will be occasions when companies inadvertently breach some of the principles and where genuine efforts are made to rectify the breaches. Council will not prohibit investment in a company where a breach of the principles, in relation to its products or services, is immaterial; the breach may also be balanced by other positive actions. The materiality of the breach is determined by reference to its proportion of the company’s activities, the proportion of the industry in which the excluded activity operates, and/or whether the activity is clearly of an egregious nature regardless of this proportion.

If any institutions that Council has investments with come under any unethical category, the investment will be divested as soon as practical.

Of interest is a recent article in “The Australian” which indicated that the four (4) major banks were aiming to eliminate exposure to the coal industry by 2030. There is a growing trend for institutions becoming more “socially aware” and having policies that reflect that trend and expectation from community and clients.

Whilst the majority of Council investments reside in banks, which currently invest in financial institutions, which fund fossil fuel projects, Council Commits to adopt a positive screening approach for Council’s investment with financial institutions by actively investing with fossil free financial institutions within the parameters of Council’s investment policy.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

It is considered that revised Policy improves on the previous version and aligns with the *Local Government Act 2020* and other relevant requirements.

9.4.2 Investment and Cash Management Policy (cont.)

HUMAN RIGHTS CONSIDERATIONS

The Policy contains the following provisions:

- Council encourages investment of its financial resources in areas which promote human welfare, dignity and respect, and the best interests of the Strathbogie Shire community.
- Council will avoid investments which cause injustice and suffering, infringe fundamental human rights or cause unacceptable damage to the natural environment.

CONCLUSION

The report recommends adoption of an updated Investment and Cash Management Policy

ATTACHMENTS

Attachment 1: Investment and Cash Management Policy

ATTACHMENT 1:



INVESTMENT AND CASH MANAGEMENT POLICY

COUNCIL POLICY	
Effective Date:	31/12/2021
Last Review:	April 2016
Current Review:	November 2021
Adopted by Council:	14/12/2021
Next Review Date:	Biennially
Responsible Officer/s:	Director Corporate Operations

Policy Statement

The Strathbogie Shire Council is committed to ensuring that its investments and cash management meet policy guidelines for legal requirements and that financial resources are managed in an appropriate, open and transparent manner.

Council staff who have been delegated authority to invest Council funds must ensure that all funds invested meet the requirements as set out in this policy. Any decision must be as per the delegation of authority and taken in full compliance with the Council's legal obligations.

Delegation of authority is provided as per the Strathbogie Shire Council Instrument of Sub-Delegation by the Chief Executive Officer in relation to both investing funds and authorization limits for sending funds via Electronic Funds Transfer (EFT).

Policy Objective

Objectives:

- The primary objective of investment decisions is the security of funds by managing exposure to risk.
- All funds are invested in accordance with legislative requirements and Council policy.
- Effective internal controls are in place to minimise investment risk and unauthorised appropriation of Council funds.
- All investment transactions are appropriately authorised and documented.
- Return on investment is to be achieved whilst ensuring sufficient liquidity for Council's day to day operational commitments.
- Achieve investment diversification and achieve benchmark thresholds specified in this document.
- Ensure investments decisions are made after having regard to Council's ethical and responsible investment duty to its community.

Relevant Legislation:

- Council investments will be made in accordance with Section 103 of the Local Government Act 2020.
- Any future ministerial releases or legislative changes in relation to investments for local government.

Suitable Investments:

- Strathbogie Shire Council will use the prudent person rule when investing funds.
 - All investments must be made with the judgment and care which a person of prudence, discretion and intelligence exercises in the management of their own affairs. This means not using speculation, and considering the probable safety of their capital and income to be derived.
- The following types of investments will be acceptable options for Council funds:
 - Cash/At-Call with Council's main banking institution.
 - Term deposits with authorized deposit-taking institutions such as licensed banks, building societies or credit unions.
 - State/Commonwealth Government bonds, debentures, or securities, treasury bonds, treasury notes, treasury indexed bonds.

- Bank bills.
- This Policy prohibits any speculation type investing including investing in shares that legislation would allow under ministerial release.
- No foreign investments will be undertaken as part of Council's investment portfolio.
- Council must invest in financial institutions that are covered by the Australian Government "Guarantee Scheme for Large Deposits" and "Wholesale Funds Appropriation Act 2009 (Cth)".

Ethical and Responsible Investments

While achieving primary objectives and investment terms and diversification requirements specified in this document, where possible, Council shall refrain from investment in activities or in financial institutions that would conflict with Strathbogie Shire Council's ethical and responsible investment duty to its community.

All investment decisions will be made having regard to its impact on social, economic and environment outcomes.

- Council encourages investment of its financial resources in areas which promote human welfare, dignity and respect, and the best interests of the Strathbogie Shire community.
- Council will avoid investments which cause injustice and suffering, infringe fundamental human rights or cause unacceptable damage to the natural environment.

Council recognizes that there will be occasions when companies inadvertently breach some of the principles and where genuine efforts are made to rectify the breaches. Council will not prohibit investment in a company where a breach of the principles, in relation to its products or services, is immaterial; the breach may also be balanced by other positive actions. The materiality of the breach is determined by reference to its proportion of the company's activities, the proportion of the industry in which the excluded activity operates, and/or whether the activity is clearly of an egregious nature regardless of this proportion.

If any institutions that Council has investments with come under any unethical category, the investment will be divested as soon as practical.

Investment Terms and Diversification:

- The following table shows allocation restrictions and investment limits. It provides current Standard & Poor's Short-Term credit ratings per category, investment limits for the total amount invested with each institution and investment proportions of total investment portfolios.

Standard & Poors Short-Term Rating*	Individual Institution Limit	Maximum Investment Proportion
A-1+	40%	100%
A-1	30%	100%
A-2	15%	40%

*Refer Table 1 for rating explanation by Standard & Poors

In addition to the data contained in the above table, an upper limit of \$2 million can be invested with the Goulburn Murray Credit Union (GMCU). However, investment with GMCU should not exceed 30% of total investments.

- No single investment body shall hold in excess of 40 per cent of Council's non-cash total investments. However, should the need arise to exceed this limit, the approval of the Chief Executive Officer or Director Corporate Operations must be obtained and Council is to be advised as soon as practical.
 - Non-cash investments includes all investments other than cash/at-call investments which will be held with Strathbogie Shire Council's main banking institution.
 - There is no limit to the percentage held with the Strathbogie Shire Council's main banking institution in cash/at-call.
 - If redemption of funds causes a shift in percentage of funds held with any single investment body to exceed 40 per cent at reporting date, investments will be moved to correct the imbalance upon either (a) next investment maturity date, or (b) next opportunity where funds are available for investment, including use of at-call funds if necessary – whichever occurs first.
- If any institutions that Council has investments are downgraded such that they no longer meet the guidelines of this Policy, the investment will be divested as soon as practical.
- The term of investments will be determined by interest rates and projected cash flow commitments. 'Short-term' generally means period with an original maturity of no more than 365 days.

Selection of Investments:

- At least two (2) quotes must be obtained from authorized financial institutions for any new investment, unless alternatives are not available.
- Selection and acceptance of an investment offer will have regard to types allowed within this Policy, rate of return, term, administrative costs, cash flow requirements and also need for diversity in investment of Council funds.
- Investments must be denominated in Australian dollars.

Selection of Funds Managers / Financial Intermediaries:

- Fund managers and financial intermediaries will be selected using the following criteria:
 - Meet 'Investment Terms and Diversification' criteria specified above.
 - Capability to handle Council's investments both in competency and capacity.
 - Certification of having read and understood relevant legislation including:
 - The Local Government Act Section 103 pertaining to local government investments
 - Any Ministerial releases in relation to investments for local government
 - The Strathbogie Shire Council Investment Policy.

Benchmarks:

- A minimum "average rate of return" must be achieved greater than the Strathbogie Shire Council's main banking institutions "at call" rate of return.
- The benchmark rates to be used for average rate of return monthly reporting is the 90 day BBSW at the end of the reporting month.

Cash Management:

- Cash flows and cash balances will be reviewed daily.
- Current balances will be maintained with the principle of achieving as near as practical to a zero balance once current cash flow commitments are taken into account.
- Sufficient funds to meet short term cash requirements will be invested in an “at call” account with the Council’s transactional banker.
- The balance of funds considered to be surplus to the Council’s immediate cash requirements will be invested in accordance with the guidelines in this Policy.
- All investments, including rolling movements, will be recorded in Council’s investment register and general ledger as required.

Reporting:

- Monthly reports provided to the Executive Management Team showing valuation and return on investments.
 - Report will include, but is not limited to, percentage and amount per institution, term, earning rates compared to benchmarks and S&P rating, along with any necessary narrative to clarify the report.
 - Report will also note compliance with policy, or any breaches of policy, that occur or are likely on the report and steps being taken to remediate the issue.
- Report any breach of this Policy as soon as practical upon discovery of breach to Director Corporate Operations or Manager - Finance.
- This also applies to any investments made via Funds Managers or financial intermediaries.
- Register will be updated daily to enable ad-hoc reports upon request.
- A summary of investments and percentages will be included as part of quarterly Council finance performance report.
- Reports to Audit Committee quarterly
 - Quarterly report of investment performance report will be produced to the audit committee.

Delegations

- Authority for implementation of the Policy is delegated by the Council to the Chief Executive Officer in accordance with the Local Government Act 2020.
- Authority for the day-to-day management of the Council’s investment portfolio may be delegated by the Chief Executive Officer to Council Officers.

Policy Review:

This Policy is to be reviewed for the following circumstances:

- Bi-annually from the date of Council adoption
- Legislative changes (i.e. to the Local Government Act)
- Performance (i.e. where Council’s portfolio is not measuring favorably against benchmarks, a review of the Policy may be required)

Table 1 – Standard and Poors Short-Term Issuer Credit Ratings

Short-Term Issuer Credit Ratings	
Category	Definition
A-1	An obligor rated 'A-1' has strong capacity to meet its financial commitments. It is rated in the highest category by S&P Global Ratings. Within this category, certain obligors are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitments is extremely strong.
A-2	An obligor rated 'A-2' has satisfactory capacity to meet its financial commitments. However, it is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in the highest rating category.
A-3	An obligor rated 'A-3' has adequate capacity to meet its financial obligations. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments.
B	An obligor rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties that could lead to the obligor's inadequate capacity to meet its financial commitments.
C	An obligor rated 'C' is currently vulnerable to nonpayment that would result in an 'SD' or 'D' issuer rating and is dependent upon favorable business, financial, and economic conditions to meet its financial commitments.
SD and D	An obligor is rated 'SD' (selective default) or 'D' if S&P Global Ratings considers there to be a default on one or more of its financial obligations, whether long- or short-term, including rated and unrated obligations but excluding hybrid instruments classified as regulatory capital or in nonpayment according to terms. A 'D' rating is assigned when S&P Global Ratings believes that the default will be a general default and that the obligor will fail to pay all or substantially all of its obligations as they come due. An 'SD' rating is assigned when S&P Global Ratings believes that the obligor has selectively defaulted on a specific issue or class of obligations but it will continue to meet its payment obligations on other issues or classes of obligations in a timely manner. A rating on an obligor is lowered to 'D' or 'SD' if it is conducting a distressed exchange offer.

9.4.3 Council Policy Review - Procurement Policy

Author: Procurement and Tender Officer

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

Strathbogie Shire Council is committed to providing Best Value Procurement outcomes for the community. An important element in achieving this is through the responsible procurement of goods, services and works.

The Local Government Act 2020 (the Act) requires all Victorian councils must have a Procurement Policy in place by 31 December 2021 that meets all the requirements outlined in the Act. The Act allows Council, amongst other things, to set its own Policy thresholds and exemptions for public tendering and requires Council to review the Policy at least once during each four year term of Council.

Our current Procurement Policy (adopted at the 16 February 2021 Council meeting) meets most of these requirements, so officers have used this policy as the basis for developing a new policy and are proposing a number of changes to the wording and structure of the policy.

Whilst there is no change to the overall intent of the policy, some changes to spend amount purchase processes have been incorporated. When evaluating goods, services and works, a balanced approach will continue to be adopted by Council to give due consideration to multiple factors including, but not limited to:

- Value for money;
- Benefit to the community; and
- Environmental sustainability.

RECOMMENDATION

That Council adopts the draft 2021 Procurement Policy in accordance with the requirement for all Victorian councils to have a Procurement Policy in place by 31 December 2021 that meets all the requirements under the Local Government Act 2020.

PURPOSE AND BACKGROUND

Council adopted its latest version of the Procurement Policy on 16 February 2021 under the provisions of the *Local Government Act 1989*.

With the Local Government Act 2020 (the Act) provisions now in force, all Victorian councils must have a Procurement Policy in place by 31 December 2021 that meets all the requirements of the under the Local Government Act 2020.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

9.4.3 Council Policy Review - Procurement Policy (cont.)

Strathbogie Shire Council is committed to providing Best Value Procurement outcomes for the community. An important element in achieving this is through the responsible procurement of goods, services and works.

Under the Act, all Victorian councils must have a Procurement Policy in place by 31 December 2021 that meets all the requirements outlined in the Act.

Our current Procurement Policy, adopted at the 16 February 2021 Council meeting), meets most of these requirements, so officers have used this policy as the basis for developing a new policy and are proposing a number of changes to the wording and structure of the policy.

Once adopted, the Act requires the Procurement Policy to be reviewed least once in each four-year term of the Council.

Following the review of the Procurement Policy, it is proposed to amend the Policy accordingly:

Proposed Change	Comments
Treatment of GST	<p>All monetary values stated in this policy include GST unless specifically stated otherwise.</p> <p>This is in line with the Hume Regional Procurement Excellence Network (Hume RPEN) member Councils. The efficiency gain is the quoted price is standard with the Financial Delegation thresholds.</p>
Increase of works awarded under Panel of Supplier Contract Arrangements from \$50,000 to maximum \$150K and \$200 for Works.	<p>Price threshold for awarding of project works under a Panel of Suppliers contract to \$150K and \$200K for works. In adopting this amendment, due diligence will be undertaken when Council goes out to tender and suppliers enter into a contract.</p>
Pricing Evaluation	<p>Change of mandatory price weighting to 50% (from 60%), this ensure a more balanced weighting on overall product and service delivery excellence rather than simply price.</p> <p>It is anticipated that this should increase meeting delivery targets, and reduce contract variations.</p>

9.4.3 Council Policy Review - Procurement Policy (cont.)

Social Procurement	<p>Inclusion of wording to support:</p> <ul style="list-style-type: none"> • Implementation of the MOU with Taungurung Land and Waters Council (TLaWC) for Council to develop weighting system to assist goals and also meet our obligations ensuring value for money under The Act. • Creating local employment and training opportunities • Promoting gender equality (including adherence to the Gender Equality Act 2020) • Ensuring that local suppliers, social enterprises and first nations businesses are well positioned to prosper in the local economy
Sustainable Procurement	Inclusion of Sustainable Procurement Objectives allowing for the inclusion of Economic and Environmental Sustainability Objectives in all Request for Tenders (commencing at \$150K).
Definitions	Increased and updating of Definitions and more procedural definitions in Requests for Quotations (RFQ) and Requests for Tender (RFT)
Panel of Suppliers	Improvement in Tender Evaluation process for Panel of Suppliers, and, removal of initial pricing evaluation in the Tender Evaluation Process of the Panel of Supplier Contract Agreements. This improvement will remove the inefficiency of non-like to non-like pricing comparisons, however ensuring provisions for like for like pricing comparison at the second stage (quotation stage) prior to awarding works.
Update of Standards	Other standards have been updated to be in line with current benchmarking statements such as OHS and contract management.

The recommended changes put controls in place ensuring probity and governance processes occur; providing protection to both Council Officers and Council.

9.4.3 Council Policy Review - Procurement Policy (cont.)

Options for prompt purchasing are still available for low to mid value purchasing but the strengthening of governance processes for assessment of appropriateness is provided for.

When evaluating goods, services and works, a balanced approach will be adopted by Council to give due consideration to multiple factors including, but not limited to:

- Value for money;
- Benefit to the community; and
- Environmental sustainability

Value for money does not necessarily mean the cheapest price. Goods, services and works procured by Council will be considered in the context of price and quality. Consideration will also be given to the life cycle cost including ongoing operating and disposal costs.

When considering *benefit to the community*, Council will consider opportunities to sustain local employment. When different products are of comparable price and quality, products having more local content will be given precedence.

When considering *environmental sustainability*, Council will give preference to goods, services and works that will advance the use of resources having higher recycled or reused content and which are responsibly sourced. A whole life cycle cost consideration will also be given to these products in terms of the impact on the environment throughout the entire life cycle.

COMMUNITY ENGAGEMENT

One of the Overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

No community consultation has been undertaken as this is relating to legal matters pertaining internal operations of procurement processes within Council.

LEGAL CONSIDERATIONS

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 108 of the Local Government Act 2020 (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy.

Section 108(5) of the Act also requires Council to review its Procurement Policy at least once in the four year term of the Council.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

9.4.3 Council Policy Review - Procurement Policy (cont.)

Transparency

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

An implication of adopting the Draft Procurement Policy will ensure that Strathbogie Shire is improving its transparency by providing more in depth process of Tender Evaluation Processes, allowing for suppliers to be aware and more trusting of the process.

FINANCIAL VIABILITY CONSIDERATIONS

The draft Procurement Policy provides guidelines allowing for Council to achieve Best Value in all aspects of procurement.

SUSTAINABILITY CONSIDERATIONS

Environmental considerations are made during Tender processes; Tenderers are asked to provide and were assessed on their Environmental Policies as a component of the Quality Management Schedules.

Supporting our local economies through Local Content/Economic Benefit tender evaluations helps sustain our communities. Council will encourage the participation of local Suppliers in our Tender processing by ensuring that at least 50% (if possible) are invited to participate in providing quotes for any works within our Panel of Supplier Arrangements.

Economic

The recommended changes to the Procurement Policy will have no significant economic implications on the wider community however it does provide support to and increase emphasis to local businesses and social procurement within the municipal district.

Social

The proposed Procurement Policy supports improved social outcomes for Council through the mandatory requirement of social sustainability being factored into tender evaluation weightings. With a greater emphasis on social and local business, it is hoped it will improve:

- (a) sense of community – e.g. cultural activities, stakeholder participation, recognition of diversity, cultural heritage and/or social cohesion;
- (b) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications

Environmental

Environmental / Amenity Implications

The proposed Procurement Policy supports improved Environmental and Amenity Implications outcomes for Council through new Sustainable Procurement Objectives, which include collaborative procurement where possible, consideration of environmental performance and whole of life costs in our procurement decisions.

9.4.3 Council Policy Review - Procurement Policy (cont.)

INNOVATION AND CONTINUOUS IMPROVMENT

This proposed changes to the Procurement Policy represents a significant improvement in strengthening and providing clarity to the procurement purchasing threshold within regards to Panel of Suppliers, by increasing efficiency of the time taken to evaluate Panel of Supplier Tenders. Pricing comparison at the initial stage of evaluation was highly inefficient and without merit as it was comparing non-like for like services/rates. Pricing comparison will continue to be weighted heavily (50%) before the award of any works occurs.

CONCLUSION

The Local Government Act 2020 requires all Victorian councils must have a Procurement Policy in place by 31 December 2021 that meets all the requirements outlined in the Act. The Act allows Council, amongst other things, to set its own Policy thresholds and exemptions for public tendering and requires Council to review the Procurement Policy at least once during each four year term of Council. The proposed Procurement Policy further improves the robustness and transparency of procurement activity at Strathbogie Shire Council.

ATTACHMENTS

Attachment 1: Draft Procurement Policy

ATTACHMENT 1:



PROCUREMENT POLICY

COUNCIL POLICY	
Document ID	407023
Effective Date:	18 November 2014
Last Review:	May 2018
Current Review:	October 2021
Adopted by Council:	16 December 2021
Next Review Date:	Annually
Responsible Officer/s:	Director Corporate Operations Procurement and Contracts Officer

Term	Definition
The Act	Local Government Act 2020.
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Procurement Australasia, Municipal Association of Victoria (MAV), Regional Purchasing Excellence Network Hume Region (RPEN Hume) or local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Council	Strathbogie Shire Council
Councillors	Council's elected representatives (the Mayor and Councillors) or Administrator(s) appointed to act in this capacity.
Council Staff	Includes all Council officers, temporary employees, contractors, volunteers and consultants while engaged by Council.
IBAC	The Independent Broad-based Anti-corruption Commission
Indigenous Business	An Indigenous Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s) (consistent with Supply Nation's definition).
Regional Business	A commercial business with an operational premises that is physically located within the municipal borders Strathbogie Shire, or neighbouring municipalities, or Hume corridor.
Probity within Government	The term "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation, are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.

Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Schedule of Rates Contract	A standing offer arrangement based on a Schedule of Rates contract that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Request for Quotation (RFQ) Process	The process of inviting parties from either a select list or via public advertisement and to submit an offer by RFQ followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria. A RFQ is for a lower amount than a full Tender process, and documentation and opening time is shorter.
Request for Tender (RFT) Process	<p>The process of inviting parties from either a select list or via public advertisement to submit an offer by tender followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with predetermined evaluation criteria. Total Contract Sum The potential total value of the contract including:</p> <ul style="list-style-type: none"> • costs for the full term of the contract, including any options for either party to extend the contract; • applicable goods and services tax (GST); • anticipated contingency allowances or variations; • all other known, anticipated and reasonably foreseeable costs.
Value for Money	<p>Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:</p> <ul style="list-style-type: none"> • Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support; and • Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works

Contents

Procurement Policy	6
Purpose:	6
Policy Statement	7
Principles	7
Integration with Council Strategy	7
Value for Money	7
Benefit to the Community	7
Environmental Sustainability	7
Fair and Honest Dealing	8
Probity, Accountability and Transparency	8
GST	8
Applicability	8
Conflict of Interest	8
Governance, Standards & Policy Control:	9
Governance	9
Conduct of Councillors and Council Staff (Ethics and Probity)	9
Standards	9
Reporting Suspicious Activities	10
Complaints Handling	10
Local Procurement	10
Social Procurement	11
Sustainable Procurement	12
Sustainable Procurement Objectives	12
Sustainable Procurement Tender Schedules - Waste Disposal Plan and Recycled Product Declaration	13
Procurement methods	13
Purchasing From Panel Of Supplier Contract Agreements	14
Procurement Thresholds	15
Procedural Definitions:	16
Exemptions	16
Price Evaluation Weighting	18
Price Evaluation Weighting - Panel of Supplier Contracts	18
CEO Approval Under Exceptional Circumstances And Delegations Reserved For The Council	18
Delegation Of Procurement Authority	18
Cumulative Spend	18
Order Splitting	18
Occupational Health And Safety	19
Risk Management	19

Contract Management.....	19
Performance Measures And Continuous Improvement	19
Disclosure Of Information	20
External Reference Material	20
Dispute Resolution	20
Charter Of Human Rights And Responsibilities Act 2006 And The Equal Opportunity Act 2010.....	20
Review.....	20

*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT SYNCHRONISED
WITH THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

Procurement Policy

Strathbogie Shire's Procurement Policy has been written under Section 108 of the Local Government Act 2020 (the Act). The Act requires Strathbogie Shire Council (Council) to:

- Develop and adopt a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services, and works by Council by December 2021,
- Review its Procurement Policy at least once during each 4 year term of Council,
- Nominate a threshold value for public Tenders and Request for Quotations.

Purpose:

The purpose of this Policy is to:

- provide guidance to Council and the community to allow clear consistency, efficiencies, and good governance over procurement activities;
- provide guidance on ethical behaviour in Council procurement activities;
- ensure the application of best practice in procurement activities;
- increase the probability of obtaining value for money when purchasing goods, services or works; and
- demonstrate accountability and transparency to rate payers through open and fair competition.

Objective

This Policy is consistent with the requirements of S108(2) of the Act and will:

- Seek to promote open and fair competition and provide Value for Money;
- Provide clear guidelines to the Council to allow consistency and control over procurement activities;
- Demonstrate accountability to ratepayers and residents;
- Provide guidance on ethical behaviour in public sector procurement;
- Demonstrate the application of best practice in procurement activities;
- Demonstrate the consideration of sustainability in procurement with respect to social, economic and environmental factors;
- Increase the probability of obtaining the best outcome for the municipal community when procuring goods and services; and to
- Seek to undertake collaborative procurement in accordance with this Policy;

These objectives will be achieved by requiring, that Council's contracting, purchasing and contract management activities:

- Support Strathbogie Shire Council's corporate strategies, aims and objectives;
- Span the whole life cycle of an acquisition and take sustainability considerations into account;
- Achieve demonstrable Value for Money;

- Are conducted in, and demonstrate an impartial, fair and ethical manner;
- Seek continual improvement through innovative and technological initiatives; and
- Generate and support Local Business through inclusion wherever practicable.

This Policy applies to all Council contracting and procurement activities and is binding upon Council, Council Staff (including temporary employees), contractors and consultants while engaged by the Council.

Policy Statement

Council recognizes that a procurement policy and its associated guidelines will support the achievement of the Council's strategic procurement objectives.

Council is committed to ensuring its purchasing practices are sustainable, efficient and deliver value for money, while encouraging a competitive environment for suppliers and seek to support local enterprise to provide current and long-term benefit to the community.

Principles

Council's purchasing practices ensure a balanced approach and are based on the following principles:

- ***Integration with Council Strategy***

Council's procurement strategy shall support the aims and objectives of Council's current Council Plan. The principle of responsible financial management must be applied to all procurement activities, including ensuring that existing funds within an approved budget, or a Council Resolution, is established prior to the commencement of any procurement action. Approvals for all variations (either individual or cumulative) will be in accordance with Council's Procurement Guidelines.

- ***Value for Money***

Council's Procurement activities will be carried out on the basis of obtaining value for money. Value for money is centered on obtaining the best quality and value for the price and ensuring that the quality of the goods and services meets Council's criteria with regards to policy, performance, risk, and cost constraints. *Value for money* does not necessarily mean the cheapest price. Goods, services and works procured by Council will be considered in the context of price and quality. Consideration will also be given to the life cycle cost including ongoing operating and disposal costs.

- ***Benefit to the Community***

Council will consider opportunities to sustain local employment. When different products are of comparable price and quality, products having more local content will be given precedence.

- ***Environmental Sustainability***

Council will give preference to goods, services and works that will advance the use of resources having higher recycled or reused content and which are responsibly sourced. A whole life cycle cost consideration will also be given to these products in terms of the impact on the environment throughout the entire life cycle.

- ***Fair and Honest Dealing***

All prospective contractors, consultants and suppliers will be afforded an equal opportunity to submit a tender or quote. Impartiality must be maintained throughout the procurement process. Any suspected improper conduct, including suspected fraud, corruption, substantial mismanagement of public resources, risk to public health and safety, risk to

the environment, or detrimental action should be managed in accordance with Council's internal policies and processes.

- ***Probity, Accountability and Transparency***

Accountability in procurement means being able to justify and provide evidence of the process followed. An independent third party must be able to see clearly that a process has been followed and that the process was fair and reasonable.

Council Staff must be able to account for all procurement decisions and ensure all procurement activities leave an audit trail for monitoring and reporting purposes.

GST

Treatment of GST All monetary values stated in this policy include GST unless specifically stated otherwise

Applicability

This Policy applies to all contracting and procurement activities at the Council and is applicable to Councillors and Council Staff.

It is recognised this will enhance achievement of the Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining Value for Money, leading to a better result in the provision of goods, services and works for the benefit of the community.

This Policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes. The Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

Conflict of Interest

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

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

- Avoid conflicts, whether actual, potential, or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council Staff, plus their relatives and close associates
- Declare that there is no conflict of interest. Where future conflicts, or relevant private interests arise, Council Staff must make their manager and the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific procurement activity

- Observe prevailing Council policy and guidelines on how to prevent or deal with conflict of interest situations; and not utilise any procurement related information whether or not for personal gain.

Governance, Standards & Policy Control:

Governance

Council shall establish a procurement management responsibility structure and delegations ensuring accountability, traceability and auditability of all procurement decisions made by Council. Council's procurement structure should:

- ensure flexibility to purchase in a timely and efficient manner the diverse range of material, goods, works and services required by Council;
- ensure that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
- encourage competition; and
- incorporate strategies for managing risks associated with all procurements and be applied consistently.
- ensures Council undertakes good record keeping allowing for accountability and transparency to the community. that transparency and good record keeping are undertaken

Conduct of Councillors and Council Staff (Ethics and Probity)

Council's procurement activities will be performed with integrity, and in an ethical and transparent manner.

Councillors and Council Staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

Standards

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

- Local Government Act 2020
- Competition and Consumer Act 2010 Australian Standards
- Conflicts of Interest Policy/Guidelines
- Fraud policy
- Councillor Code of Conduct
- Staff Code of Conduct
- Corporate Card Policy
- Gifts, benefits and Hospitality Policy

- Occupational Health and Safety Policy
- Risk Management Policy
- MOU Strathbogie Shire and Taungurung Land and Water Council Oct 2021

Other relevant legislative requirements.

Reporting Suspicious Activities

All Councillors, Council Staff and Council suppliers are required at all times to act honestly and with integrity and to safeguard the public resources for which they are responsible.

Council is committed to protecting all revenue, expenditure and assets from any attempt to gain illegal benefits (financial or otherwise). Council will take all reasonable steps to protect those who assist Council by providing information about suspected fraud. This will include confidentiality of identity and protection from harassment, to the extent possible.

Suspected improper conduct, collusion, offers of bribes, commissions and any other irregular approaches from suppliers, prospective suppliers or other individuals will be investigated and reported in accordance with Council's internal policies and processes.

The CEO must notify IBAC of any matter they suspect on reasonable grounds to involve corrupt conduct occurring or having occurred in accordance with mandatory reporting requirements under the Independent Broad-based Anti-Corruption Commission Act 2011.

Complaints Handling

Members of the public and suppliers, are encouraged to report known or suspected incidences of improper conduct to the CEO. Councillors and Council Staff will report and manage complaints in accordance with Council's internal policies and processes.

Local Procurement

Consistent with value for money and benefit to the community principles, where different products are of comparable price and quality can be sourced either locally or regionally, preference will be given to local suppliers.

Council recognises that local businesses are an integral part of the community and is committed to improving opportunities for local suppliers to compete for Council contracts, while still achieving value for money. To encourage a focus on local economy, including supporting local employment and local businesses:

- Council officers should seek at least 1 quotation(s) from a local supplier(s), if available and at least 50% quotations submissions from local suppliers during stage 2 of works quotation process of Panel of Suppliers Contract Arrangements;
- For all purchases within the formal Request for Quotation and Request for Tender process Local Content/Regional Benefit' evaluation criteria must have a weighting of at least 10%.

This will help support local businesses and provide confidence within the local economy.

In order to quantify this 10% allowance the following questions must be asked of tenders:

1. *Does your business have a head office or branch within the Strathbogie Shire?* (scoring guide - head office = 10/10, branch 8/10, Hume Region 5/10)

2. *What percentage of your employees reside within Strathbogie Shire?* (scoring guide - 100% = 10/10, 50% = 5/10 etc)
3. *What is the total Contract spend within Strathbogie Shire, please itemise?* (scoring guide - 90% of Contract spend = 9/10, 60% of Contract spend = 6/10 etc)

All local business statements must be declared by Tenderer and verified by the Tender Evaluation Panel. This will result in businesses who are based within Strathbogie Shire, who employ locals and who intend to spend the full amount of Contract spend within the Shire, obtaining up to a 10% advantage compared to those located outside the Shire.

The use of these processes must be fully documented in the quotation and tender evaluation reports when used. Using the local procurement process, if, for example a supplier scores 8,5 and 6 for the above three questions they score 6.33%.

Social Procurement

Consideration of social procurement, as part of the procurement selection criteria provides an opportunity to generate positive social outcomes in addition to the delivery of goods, services and works. Including Social Sustainability criteria aligns with Council's social objectives to help enhance partnerships with community and first nations stakeholders, build stronger communities and helps to address structural and systemic inequality.

Memorandum of Understanding – Council and Taungurung Land and Waters Council

As per the Memorandum of Understanding between Strathbogie Shire Council & Taungurung Land and Waters Council dated 28 October 2021, in an order to

- (a) Support TLaWC's aspirations to achieve economic independence for the Taungurung people; and
- (b) Support local business, and local jobs;

The Council will provide the Taungurung Land and Waters Council (TLaWC) with the opportunity to apply for Contracts providing works or services to the council and develop a 'weighting system' within its procurement guidelines to assist TLaWC in achieving goals (a) and (b) above, while acknowledging Council's obligations to ensure value for money under the Local Government Act 2020, the need to comply with the provisions of Council's obligations to comply with the National Competition Policy and Principles.

When evaluating Social Sustainability and in addition to local sustainability and first nations people, evaluation panels should consider the following:

- Employment and training - creating local employment opportunities through clauses and specifications in Council contracts. Developing practical training to build long-term employment opportunities.
- Gender Equality - promoting gender equality (including adherence to the Gender Equality Act 2020 where applicable) and encouraging women's full and equal participation. Gender equality is proven to increase business performance and deliver diversity of thought leading to more innovative solutions.
- Diversity and Social Inclusion - ensuring all businesses have the same opportunity to tender for Council contracts. Ensuring that the supply markets around essential and key services for Council remains diverse and vibrant. Ensuring that local suppliers such as small to medium-sized enterprises, social enterprises and first nations businesses (refer above) are well positioned to prosper in the local economy.

- Service innovation - fostering a new social economy, addressing service gaps by piloting joint ventures between councils and external partners.

Sustainable Procurement

Council is committed to enhancing the environment by adopting the principles of environmentally sustainable procurement and will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.

Sustainable Procurement Objectives

Consistent with the principle of Environmental Sustainability, Council's procurement activities will be undertaken having regard to Sustainable Procurement objectives as detailed below in Table 1. The ability to meet or exceed the standards detailed in the table below must be considered in the preparation of specifications and the evaluation of **RFQs or Tenders for Panel of Supplier Contracts or Contract values \$150,000 or more.**

These standards for all other procurement activities.

Table 1: Sustainable Procurement Objectives

Objectives	Standards to be applied in pursuit of objectives
Economic prosperity	Pursuing & examining the options for collaborative procurement
	Using aggregated contracts where appropriate
	Encouraging effective use of open and fair competition
	Developing, implementing, and managing procurement strategies that support the co-ordination and streamlining of activities throughout the project/asset lifecycle
	Working with suppliers to create relationships that are professional and productive and are appropriate to the value and importance of the goods, services and works being acquired
Environmental Sustainability	Ensuring all procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured
	Encouraging waste reduction and resource recovery, including recycling activities
	Incorporating energy and resource efficiency in the built environment
	Identify, monitor, and minimise emissions and explore opportunities to reduce energy consumption
	Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner
	Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
	Selecting products/services that have minimal effect on the depletion of natural resources and biodiversity
Environmental sustainability	Ensuring all procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured
	Encouraging waste reduction and resource recovery, including recycling activities
	Incorporating energy and resource efficiency in the built environment
	Identify, monitor, and minimise emissions opportunities to reduce energy consumption

Sustainable Procurement Tender Schedules - Waste Disposal Plan and Recycled Product Declaration

As a mechanism for implementing the Objectives, two new Schedules will be introduced for Tenderer submission on Construction, Service and Projects for **RFQs or Tenders for Panel of Supplier Contracts or Contract values \$150,000 or more.**

- ***Waste Management Plan Schedule***

Tenderer to outline appropriate materials and recycling for each stream identified.

- ***Product Source and Recycled Percentage Declaration Schedule***

Tenderer to supply a declared list of products that will be used in the project, the recycled materials percentage (the target of percentage recycled would depend on current capabilities in the industry), and where are they sourced.

Procurement methods

Council's standard methods for procuring goods, services and works shall be by:

- petty cash, or corporate credit or debit card or purchase order for low value simple purchases;
- an email quotation process for purchases;
- a short form contract following a public Request for Quotation (RFQ), which is open for submissions for minimum 10 business days.
- a short form contract following a public Request for Tender (RFT), which is open for submissions for minimum 24 business days (3 ½ weeks).
- Contracts and arrangements established by another government entity, local authority or group purchasing scheme. E.g. Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA) etc. This includes contracts covering Federal, State or Local Government Purchasing. Contract extensions granted for the purpose of aligning expiry dates for collaborative engagements.
- other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority.

Purchasing From Panel Of Supplier Contract Agreements

Council is committed to adopting efficient work practices and reducing, wherever possible, the time and resources involved in procurement activities whilst also ensuring best value and effective risk management.

Panel of Supplier Panel Tender Evaluation, Council recommendation and Awarding works

When awarding works through a Panel of Supplier Contract, Council will ask tenderers to submit a Schedule of Rates, indicative methodology, traffic management plans (if necessary), OH&S, Environmental and Management policy and plans.

Panel of Supplier Contract Agreements should be entered into via a public Tender Process. Once awarded, these Contracts should be Council's primary source of Goods and Services offered, and Council should make every endeavor to use these Contractors to supply goods and services.

A two stage evaluation an process must be undertaken. The initial stage (Stage one) is evaluation of qualitative submission and is to be undertaken to make a recommendation to Council for Contract Award. At this point the recommendations are made to Council.

Stage 2 is evaluation of pricing (taken from the submitted Schedule of Rates) and methodology specific to the project to be undertaken, and Regional Benefit.

Due to the broad and varied make-up of Schedule of Rates supplied by Suppliers applying to be awarded our Panel of Supplier Contracts, pricing weighting will be applied at the standard 50% at the second stage of evaluation; when awarding individual project quotation submissions under the Contract. This process increases efficiency during the Tender Evaluation Process, and allows for relative comparison of like for like pricing.

For this reason, where a panel or standing offer agreement has been established through a competitive and open process, the purchasing thresholds to support purchases through these existing agreements are set as follows:

Table 2: Procurement Thresholds

Value (incl of GST)	Procurement Threshold
\$0 - \$150,000 for Goods and Services \$0-\$200,000 (Works)	<p>Issue a request in writing (letter or email) to a minimum of two panel suppliers (depending on Procurement Thresholds – see Table 3 below). Response must be written (email, letter, or text). Rationale for selecting successful respondent documented.</p> <p>Due to the broad and varied make-up of Schedule of Rates supplied by Suppliers applying to be awarded our Panel of Supplier Contracts, pricing weighting can be applied at the standard 50% at the second stage of evaluation; when awarding evaluating individual project quotation submissions under the Contract.</p> <p>This process increases efficiency during the Tender Evaluation Process, and allows for relative comparison of like for like pricing.</p> <p>Council officers should seek at least 50% of Local Supplier quotations during stage 2 of works quotation process of Panel of Suppliers Contract Arrangements;</p> <p>If successful response is verbal, it must also be confirmed by the Council officer via email.</p>
\$150,000+ (Goods and Services) and \$200,000 (Works)	Public open RFQ or Tender

Procurement Thresholds

Purchases of goods and services or works are subject to the following thresholds, including GST, in total. Council will procure goods based on the method as detailed in Table 3 below.

Table 3: Procurement Delegation and Procurement Method Threshold Table

Expenditure Thresholds (inc. GST)	1 Quote	2 Written Email Quotes	3 Written Quotes	Public Tender	Approval Process	Procurement Method
<\$1,000	<input type="checkbox"/>				Delegated Staff	Minimum one verbal quote (must be documented)
\$1,000 - \$10,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delegated Staff	Request for Quotation (RFQ) (email)
\$10,001 - \$50,000 (Goods or Services & Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELT approval required via ELT approval form Procurement Plan and purchasing risk assessment	Minimum 3 Request for Quotation (RFQ) or Formal Request for Quotation (RFQ) - Short form Contract
\$50,001 - \$100,000 NICHE SUPPLIERS (Goods or Services & Works)						Formal Select (Invitation Only) RFQ (Minimum 3 written quotations) ** evidence limited suppliers MUST be recorded
\$50,001 - \$150,000 (Goods or Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO	Formal Request for Tender (RFT) (high risk/high complexity)
\$100,001 - \$200,000 (Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO	
\$150,001 - 200,001 + (Goods or Services & Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council	Formal Request for Tender (RFT) (high risk/high complexity)
\$150,001 + \$250,000 (Goods or Services & Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO	Exceptional Circumstances ONLY* - where delay due to timing of Council report poses an unacceptable risk. Report to Council detailing expenditure at the next scheduled Council meeting.

Note: * Where the CEO has determined that a contract must be entered into because of a declared emergency; disaster impacting life, property or to ensure business continuity.

- ***Procedural Definitions:***

RFQ – Request for Quotation via email

An informal email to suppliers (minimum three), can be self-managed or with support from Procurement and Tenders Officer

Formal RFQ – Request for Quotation

A formal public Request for Quotation (RFQ) process providing RFQ Contract, Online Schedules and Specification Documents using on line tender portal eProcure via the Procurement and Tenders Officer. Standard opening is 9am Friday morning, Advertising in Public Notices with Saturday's Age upon opening plus local newspapers if required, closing 4pm Friday (10 business days). A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release.

Formal Select RFQ – Select (Invite only) Request for Quote for Niche Suppliers.

A formal private quotation process using Contract, Schedule and Specification Documents using on line tender portal eProcure via the Procurement and Tenders Officer. Minimum opening period is 10 working days. A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release.

RFT – Request for Tender

A formal public tender process using Contract, Schedule and Specification Documents for more complex higher value projects >\$100,001+, using on line tender portal eProcure via the Procurement and Tenders Officer. Standard opening is 9am Friday morning, Advertising in Public Notices with Saturday's Age upon opening plus local newspapers if required, closing 4pm Wednesday (19 business days). A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release

Exemptions

Exemptions to procurement threshold methods may be sought from the Executive Leadership Team (ELT) in accordance with Table 4 below. Officers are to provide a detailed report to ELT for their review and make themselves available to answer questions during the ELT meeting. Support from the Procurement and Tenders Officer can also be requested with the process. Any exemptions must be signed off the CEO.

Table 4: Exemptions for approval by ELT

Exemption Type	Explanation, limitations, responsibilities and approvals
A contract made because of genuine emergency or hardship	Where the Council has resolved that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency).
Collaborative engagement	<p>Contracts and arrangements established by another government entity, local authority or group purchasing scheme. E.g. Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA) etc.</p> <p>This includes contracts covering Federal, State or Local Government Purchasing. Contract extensions granted for the purpose of aligning expiry dates for collaborative engagements.</p>
Novated Contracts	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken upon the new party.
Extension of contracts while Council is at market	<p>Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected.</p> <ul style="list-style-type: none"> • This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Professional services unsuitable for Tender	Issues based advice which is unable to be quantified. All other legal advice. Planned services will be subject to quotation or tender process in accordance with this policy. Insurance.
Information technology, software renewals	Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software, who holds the intellectual property rights to the software.
Regional Waste and Resource Recovery Groups	Situations where a Regional Waste and Resource Recovery Group constituted the Environment Protection Act 1970 had already conducted a public tender for and on behalf of its member councils.
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.
Statutory Compulsory Monopoly Insurance Schemes	Motor vehicle compulsory third party WorkCover

Specific Council exemptions will be reviewed and updated this Policy from time to time, as per the Policy Review Process

Price Evaluation Weighting

Submitted pricing for formal RFQs and RFTs must have an evaluation weighting of a minimum of 50%.

Requests for a reduction in the 50% pricing weighting must be approved by Council via Council resolution. A detailed report outlining the reasons must firstly be endorsed by ELT prior to presentation to Council.

Price Evaluation Weighting - Panel of Supplier Contracts

Due to the broad and varied make-up of Schedule of Rates supplied by Suppliers applying to be awarded our Panel of Supplier Contracts, pricing weighting can be applied at the minimum standard of 50% at the second stage of evaluation; when awarding evaluating individual project quotation submissions under the Contract. This process increases efficiency during the Tender Evaluation Process, and allows for relative comparison of like for like pricing.

Officers can opt in to apply the pricing comparison at Tender award if it better allows for Value for Money.

CEO Approval Under Exceptional Circumstances And Delegations Reserved For The Council

The Chief Executive Officer can approve Contracts that are up to \$250,000 in exceptional circumstances, this is to be used ONLY when the CEO agrees that delaying award due to timing of Council report poses an unacceptable risk in circumstances such as (but not limited to): contracts that must be entered into due to a declared emergency; emergency disaster impacting life and/or property; or to ensure business continuity. Where this provision is exercised, the CEO must advise Councillors via email as soon as practicable and prepare a report to Council at the next scheduled meeting or at an extraordinary meeting if required.

Delegation Of Procurement Authority

Council procurement activities are undertaken using Financial Delegations, allowing Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. Please refer to:

<https://magiq.edrms/docs/~D753738?Login=True> (Procurement Quick Reference Guide)

Cumulative Spend

Council will monitor cumulative spend with suppliers at least annually. If expenditure with a supplier or a number of suppliers providing similar goods, services and works is ongoing in nature and the cumulative spend is likely to exceed the tendering threshold over a two year period, then Council will review the opportunity to pursue a contract for such goods, services and works through a competitive process.

Order Splitting

Suppliers, contractors and Council staff must not request, encourage or facilitate the prohibited act of 'order splitting' (splitting one order into a succession of orders) for the purpose of obtaining the goods or services under a financial delegation level or procurement delegation level for any goods, services or works.

Occupational Health And Safety

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors. Council requires all its contractors and suppliers to share and demonstrate this commitment to providing a safe and healthy environment.

All Contractors are required to complete Strathbogie Shire Council's online OH&S induction.

Risk Management

Risk management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, works and services. Council will minimise its risk exposure by measures such as:

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

Contract Management

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

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

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

Performance Measures And Continuous Improvement

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

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

Disclosure Of Information

Councillors and Council staff must protect and not disclose information received by Council that is declared Commercial in Confidence by the CEO.

External Reference Material

- Procurement Best Practice Guidelines
- MAV Model procurement policy

Dispute Resolution

Any Dispute arising from the application of this policy will be referred to the Chief Executive Officer for investigation and resolution.

Charter Of Human Rights And Responsibilities Act 2006 And The Equal Opportunity Act 2010

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedom of citizens. The Charter gives legal protection to twenty fundamental human rights under its four key values that include freedom, respect, equality and dignity.

Review

In accordance with the Act, Council must review and approve the Procurement Policy, at least once in each Council term. Any change or update which materially impacts and/or alters this policy must be approved by Council.

9.5 GOVERNANCE AND CUSTOMER SERVICE

9.5.1 Councillor Conference and Training Expense Requests

Author: Policy Research and Councillor Support Officer

Responsible Director: Executive Manager of Governance and Customer Service

EXECUTIVE SUMMARY

As per the Council Expenses Policy, Councillors are entitled to claim training and development and conference attendance expenses of up to \$1,500 per financial year to participate and complete reputable industry programs that may assist in their performance of duties and responsibilities as representatives for Local Government.

On 1 November 2021, Cr Laura Binks (Mount Wombat Ward) expressed her intention to attend and participate in the *Rainbow Local Government Conference* on Saturday 5 February 2022 at St Kilda Town Hall to gain a deeper understanding of meaningful approaches and practices that foster an inclusive and nurturing culture of safety and acceptance in the council workplace and community.

Cr Binks submitted a signed and dated *Conference and training expense request form* for formal decision-making, as she has already received the maximum expenses threshold for this financial year. As the result, all expense requests for formal review in this report exceed the annual Policy expense limit and therefore require formal review prior to program funding approval and participation commencing.

All expense requests for formal review in this report exceed the annual Policy expense limit and therefore require formal review prior to program funding approval and participation commencing.

This report is submitted for consideration and determination given that Cr Binks has exhausted the annual \$1,500 threshold outlined in the Council Expenses Policy Section 17.2 for the 2021/22 financial year. Her annual allocation has been put towards her Mastery of Business and Empathy facilitated by Small Giants Academy.

RECOMMENDATION

That Council:

- 1. Note that Cr Laura Binks (Mount Wombat Ward) has fully exhausted her annual \$1,500 training and development allowance towards her Mastery of Business and Empathy facilitated by the Small Giants Academy;***
- 2. Endorse a further allocation of \$559.35 towards the conference fees, accommodation, car park, travel and meal expenses for the training and development requested; and***
- 3. Receive a written report from Cr Laura Binks upon the completion of the conference.***

9.5.1 Councillor Conference and Training Expense Requests (cont.)

PURPOSE AND BACKGROUND

Rainbow Local Government is a campaign coordinated by the Victorian Pride Lobby. The Lobby is a community-based advocacy group that works towards equality, social justice and advancing human rights for lesbian, gay, queer, bisexual and same-sex attracted Victorians. They work constructively, cooperatively and respectfully with transgender, intersex, asexual and other organisations that support their organisation's mission and vision.

In 2016 and 2020, the Rainbow Local Government campaign worked to increase the number of openly LGBTIQ+ candidates and identify candidates who will stand for the rights of LGBTIQ+ Victorians. As a result there is now far greater LGBTIQ+ representation and awareness in councils across Victoria. This conference is designed to help Victorian Council's to deliver through meaningful action and uphold the rights, safety, and inclusion of LGBTIQ+ Victorians in their local community.

The Rainbow Local Government Conference is for Councillors, Council officers, Members of Council LGBTIQ+ advisory committees and more. Councillor and officer training and development programs, seminars and conferences are held annually to enable participants to enhance, grow and develop skills, knowledge, and practices to carry out Local Government roles and responsibilities to industry standard.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The Rainbow Local Government Conference will help support elected councillors to achieve real change for LGBTIQ+ people in their community. It will also support the council officers who are responsible for both raising community issues with council and implementing council decisions.

Attendees will hear from advocates and experts on a wide range of topics including:

- engaging with the LGBTIQ+ community appropriately and raise LGBTIQ+ priorities;
- use of evidence and human stories to support proposals;
- planning for LGBTIQ+ inclusion at the local level and develop action plans to create visible displays of inclusion and garner support for local pride events; and
- nurturing a culture of safety and acceptance in the workplace and community.

Guest speakers will include: Todd Fernando, Commissioner for LGBTIQ+ Communities, and the Hon. Shaun Leane MP, Minister for Local Government.

This conference is open to current councillors and council officers of Victorian Local Government organisations and community members who sit on council LGBTIQ+ advisory committees.

9.5.1 Councillor Conference and Training Expense Requests (cont.)

Although most conferences are typically on a weekday, this event has been scheduled on Saturday 5 February, 2022 to allow councillors and council officers to attend outside of their work schedule for higher attendance and outcomes.

Should Cr Binks' conference expenses request not be supported, Cr Binks may consider the cost of attending through private funding in this instance.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision-making.

There has not been any external consultation involved in the preparation of this report as Councillors and/or Officers are entitled to apply for training and development expenses as per the Council Expenses Policy, as part of the Local Government Act 2020, Part 2, Division 6, Section 41. Internal consultation has taken place between Cr Laura Binks, Cr Sally Hayes-Burke and the Executive Manager Governance and Customer Service, and forms were submitted to the Policy Research and Councillor Support Officer for review and processing for the creation of this report.

POLICY CONSIDERATIONS

Council Plans and Policies

Councillor Binks' expense request is submitted for formal review according to the Council Expenses Policy 2019, Part 3, section 17, Conference and Training Expenses and section 19 related to Meal Allowances.

As outlined in the policy, all professional development expenditure should always be tested against the following criteria:

- Is it directly relevant to the councillor's role?
- Will the learning take place and be utilised during the councillor's term of office?
- Is it in the interest of the community?
- Is there sufficient budget allocation by Council?
- Demonstrated public benefit as distinguished from private benefit.

As per the Strathbogie Shire Council Expenses Policy Cr Laura Binks formally submitted a request form on 1 November 2021 to attend the Rainbow Local Government Conference that will be facilitated in-person in February, 2022.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

Regional, state and national plans/policies that are relevant to the report/issue are-

- Victorian Local Government Act, 2020
- Victorian Registration and Qualification Authority
- Victorian Local Government Inspectorate

9.5.1 Councillor Conference and Training Expense Requests (cont.)

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9, part 2, division 6, part 41 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Council may rely on its general power under s.10 of the Act which provides that subject to any limitations or restrictions imposed by the Act or any other Act, Council has the power to do all things necessary or convenient to be done in connection with the performance of its role.

Conflict of Interest Declaration

All officers involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 66 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

The purpose of this report is to present all relevant information in an open and transparent context for decision-makers to review and consider. Council encourages and supports Officers and Councillors to pursue development and training opportunities to benefit them in performing their role and duties, so long as this is formally requested and adhered to the Council Expenses Policy.

Through legislated policy and guidelines, the *Issues, options and discussion* and *Financial considerations* sections of this report aim to raise points of interest that may influence decision-makers in presenting all facts that are for and against the recommendations presented.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

All costs associated with this expense request have been obtained in line with the Council Procurement Policy and in written format. The quotes obtained from accommodation providers are indicative at the time this report was written and may be subject to change according to availability.

Total anticipated expenses for Cr Laura Binks to attend the Rainbow Local Government Conference in St Kilda, Victoria in February 2022 amount to **\$559.35**.

9.5.1 Councillor Conference and Training Expense Requests (cont.)

The break-down of expenses is as follows:

- Rainbow Local Government Conference registration = **\$100.00**
- 2 x Night's of accommodation 4-6 February, 2022 (average based on attached quotes) = **\$319.35**
- 2 x Night's of Car parking 4-6 February 2022 (average based on attached quotes) = **\$30.00**
- Meal allowances: 2 x Breakfast and 1x Dinner at Expenses Policy section 19 threshold of \$30 per person for breakfast and \$50 per person for dinner = **\$110.00**

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Economic

Strathbogie Shire's industry, employment, tourism and education networks benefit from Council leadership on social inclusion and equity.

Social

This conference would provide enriching social networking opportunities for participants from and relating to the Local Government sector. Learning, shared experiences, ideas and challenges will be a part of the conference program and participation framework, which will be beneficial to Cr Binks and the Strathbogie Shire community under her leadership ethos "I am also really interested in social inclusion, ensuring that we have a community that is respectful and inclusive and that everyone can feel welcome and feel like they belong."

Environmental

As the Rainbow Local Government Conference is delivered in person and through online registration and digital references, the environmental impacts and considerations pertaining to potential Council expense and Councillor participation are minimal in nature.

Climate change

Council Officers have reviewed expense options in line with Strathbogie Shire Council's Declaration against a Climate Emergency and have acquired and considered practices and costs in line with sustainable and environmentally friendly options, where possible.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

Cr Binks' expense request aligns to the Local Government legislation in which she seeks to attend the Rainbow Local Government Conference to assist in her leadership role as Councillor and now Mayor with a continuous improvement outlook.

9.5.1 Councillor Conference and Training Expense Requests (cont.)

HUMAN RIGHTS CONSIDERATIONS

The *Charter of Human Rights and Responsibilities Act 2006* lists some 20 substantive rights, including:

- (i) recognition and equality before the law;
- (ii) right to life;
- (iii) protection from torture and cruel, inhuman or degrading treatment;
- (iv) freedom from forced work;
- (v) freedom of movement;
- (vi) privacy and reputation;
- (vii) freedom of thought, conscience, religion and belief;
- (viii) freedom of expression;
- (ix) peaceful assembly and freedom of association;
- (x) protection of families and children;
- (xi) taking part in public life;
- (xii) cultural rights;
- (xii) property rights;
- (xiii) rights to liberty and security of person; and
- (xiv) fair hearing; and

These rights are broadly grouped into four themes:

- (i) freedom;
- (ii) respect;
- (iii) equality; and
- (iv) dignity.

CONCLUSION

This report recommends Cr Laura Binks' expenses are endorsed by Council and that Cr Binks provides a written report to Council to reflect all skills, knowledge and learnings gained from the Rainbow Local Government Conference participation. This should also be reflected in her roles through decision-making as Mayor and Mount Wombat Ward Councillor for the whole community of Strathbogie Shire.

ATTACHMENTS

Attachment 1: Rainbow Local Government Conference 2022 event description

ATTACHMENT 1:



Event description

The Rainbow Local Government Conference will help support elected councillors to achieve real change for LGBTQIA+ people in their community. It will also support the council officers who are responsible for both raising community issues with council, and implementing council decisions.

Attendees will hear from advocates and experts on a wide range of topics including how to:

- engage with the LGBTQIA+ community appropriately and raise LGBTQIA+ priorities
- use evidence and human stories to support proposals
- plan for LGBTQIA+ inclusion at the local level and develop action plans
- create visible displays of inclusion and garner support for local pride events, and
- nurture a culture of safety and acceptance in the workplace and community.

There will be a packed speaker line-up including Todd Fernando, Commissioner for LGBTQIA+ Communities, and Shaun Leane, Minister for Local Government - plus loads more. Stay tuned for speaker updates!

The Conference is for:

- Councillors
- Council officers
- Members of council LGBTQIA+ advisory committees.

9.5.2 Draft Complaints Policy

Author: Executive Manager, Governance & Customer Service

EXECUTIVE SUMMARY

Section 107 of the *Local Government Act 2020* (the Act) requires Council to prepare and adopt a complaints policy.

Council's stance is that complaints are welcomed as a way of continually improving the services and facilities we provide. We want to create a culture where complaints are easy to make and are dealt with quickly, with remedies put into place where appropriate.

The Policy must set out processes for dealing with complaints, reviewing the complaint, internal review processes and discretion around refusal to deal with complaints where a third-party review is available (such as planning permit applications).

The Victorian Ombudsman has dedicated a number of investigations and reports into how councils across Victoria deal with complaints from the community. The draft policy is based on the recommendations from the Ombudsman's *Councils and Complaints – a Good Practice Guide*, second edition July 2021.

The draft policy makes it clear that all complaints will be independently reviewed by someone who was not involved in the action, decision or service that is the subject of the complaint.

While we aim to deal with complaints at the first point of contact, this is not always possible, and so if a longer and more detailed investigation is required the matter will be referred to an officer for action. The policy outlines how complainants will be kept up to date with progress of the investigation.

A complaints register will be created to track the number, type and resolution of complaints, which will in turn be reported to the Executive Leadership Team and Council's Audit and Risk Committee on a quarterly basis. This will assist Council in identifying if there are any areas for improvement, further review or changes to the way we provide services.

The policy also aligns with and cross references Council's Mutual Respect Charter by identifying what constitutes unreasonable conduct by a customer or complainant. Such behaviour includes disrespectful behaviour, lack of cooperation, repeated complaints about issues that have been responded to. There are examples in recent times of inappropriate behaviour from members of the public and it is appropriate that the community understand what is unreasonable conduct.

It is recommended that the draft policy be adopted by Council and that quarterly reports to the Executive Leadership Team and Council's Audit and Risk Committee commences in March 2022.

9.5.2 Draft Complaints Policy (cont.)

RECOMMENDATION

That Council:

- 1. Adopt the draft Complaints Policy, which has been prepared in accordance with section 107 of the Local Government Act 2020;***
- 2. Seek officers to prepare quarterly reports regarding the Complaints Register for the Audit and Risk Committee from March 2022 onwards.***

PURPOSE AND BACKGROUND

The adoption of a Complaints Policy is a requirement under the new Local Government Act 2020 as part of its governance and integrity drive and sets out minimum standards for its content.

The draft policy has been developed in accordance with the Act and has also been informed by the Victorian Ombudsman's Councils and Complaints – a Good Practice Guide, second edition July 2021.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that priority is to be given to achieving the best outcomes for the municipal community, including future generations.

The development of the policy has been informed through:

- attendance by Officers at workshops provided by Local Government Victoria (LGV) around the requirements of the new Local Government Act 2020;
- a review of best practice policies posted on LGV's Engage Victoria portal and good practice guides published by the Victorian Ombudsman; and
- reviewing policies and models for independent input into the review of complaints adopted by other Councils.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making.

Development of procedures around the handling of customer complaints is an internal matter. Community input has not been sought given its operational nature.

POLICY CONSIDERATIONS

Council Plans and Policies

The development of this policy implements action 6.1.12 of the 2021-25 Council Plan, under Strategic Focus Area 6 – Accountable. Transparent. Responsible.

9.5.2 Draft Complaints Policy (cont.)

Its preparation and adoption is consistent with the strategies outlined in the Council Plan to achieve these goals:

- Achieve the highest level of good governance across the organisation and as an elected Council
- Deliver responsive and timely customer service across the organisation in line with the timeframes set out in our Customer Service Charter
- Be accountable for the decisions we make and the quality of service we deliver
- Maximise public transparency and accountability around our performance and decision making processes.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

The development of the policy has been informed by State guidance and other examples of similar policies from other councils.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

While being a principles-based Act, the new Local Government Act 2020 sets out the following minimum requirements for the complaints policy under section 107(1). The policy must include:

- (a) a process for dealing with complaints made to the Council; and
- (b) a process for reviewing any action, decision or service in respect of which the complaint is made; and
- (c) a discretion for the Council to refuse to deal with a complaint which is otherwise subject to statutory review; and
- (d) the prescribed processes for dealing with complaints about the Council; and
- (e) the prescribed processes for internal review of complaints made to a Council; and
- (f) the prescribed processes for exercising the discretion referred to in paragraph (c); and
- (g) any other matter prescribed by the regulation.

The Act requires a policy to be adopted by 31 December 2021.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

9.5.2 Draft Complaints Policy (cont.)

Setting out how complaints will be dealt with, what unreasonable behaviour by complainants is and how the information on the complaints register will be reported to the Executive and the Audit and Risk Committee is in keeping with Council's Public Transparency Policy and the principles of the Act.

The independent review of complaints ensures that all matters are investigated fully and the complainant informed of the decision and any remedial action to be taken by Council in response to their concerns.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

There are no significant financial implications arising out of the adoption of this policy and the additional work created by the development and reporting of a complaints register will be undertaken from within existing resources.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

There are no direct sustainability considerations arising out of the adoption of the policy, however it may be that complaints made about actions, decisions and services may relate to sustainability. This will be identified through the quarterly reporting system.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

The adoption of this policy is a continuation of the implementation of good governance and transparency principles under the new Act.

COLLABORATION

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

This policy has been informed by information provided by LGV, the Victorian Ombudsman and through reviewing a wide range of similar policies recently adopted by other councils across Victoria.

HUMAN RIGHTS CONSIDERATIONS

The adoption of this policy is consistent with the substantive rights set out by the Charter of Human Rights and Responsibilities Act 2006, including:

- recognition and equality
- privacy and reputation
- fair hearing.

9.5.2 Draft Complaints Policy (cont.)

CONCLUSION

The adoption of the Complaints Policy ensures Council is compliant with the *Local Government Act 2020* and seeks to provide for a fair, consistent and transparent approach to dealing with complaints about decisions, actions and services.

ATTACHMENTS

Attachment 1: Draft Complaints Policy

ATTACHMENT 1:



COMPLAINTS POLICY

COUNCIL POLICY	
Document ID:	755046
Effective Date:	
Last Review:	-
Current Review	November 2021
Adopted by Council:	December 2021
Next Review Date:	December 2023
Responsible Officer/s:	Executive Manager Governance & Customer Service

Contents

1. INTRODUCTION	2
2. POLICY POSITION	2
3. DEFINITIONS	2
4. EXTERNAL REFERENCES.....	3
5. RELATED COUNCIL DOCUMENTS	3
6. POLICY OBJECTIVES	3
7. RESPONSIBILITIES	3
8. WHAT IS A COMPLAINT?	4
9. HOW TO MAKE A COMPLAINT	5
10. OUR COMPLAINT PROCESS	5
11. UNREASONABLE CONDUCT BY CUSTOMERS	9
12. HOW WE LEARN FROM COMPLAINTS	10
13. YOUR PRIVACY	10
14. REVIEW OF THIS POLICY	11
15. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010.....	11

*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT
SYNCHRONISED WITH THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

1. INTRODUCTION

Strathbogie Shire Council (Council) accepts complaints as an important part of community feedback and uses this information to improve our services to the community.

This policy has been developed in accordance with section 107 of the Local Government Act 2020 (the Act) and is based on the Victorian Ombudsman's Councils and Complaints – a Good Practice Guide Second Edition July 2021.

2. POLICY POSITION

Dealing with complaints is a core part of Council business.

We value complaints as a means to constantly improve our service delivery. We encourage people to contact us when they have a problem with our services, actions, decisions and policies.

Council is committed to:

- enabling members of the public to make complaints about the Council
- responding to complaints by taking action to resolve complaints as quickly as possible
- learning from complaints to improve our services
- ensuring there is an independent process for reviewing complaints that is independent of the person who took the action, made the decision or provided the service that is the subject of the complaint.

We treat every complaint on its individual merits, through clear and consistent processes.

This policy applies to all complaints from members of the public about Council staff, Council contractors and decisions made by Council and its delegates.

This policy does not apply to complaints about individual Councillors. Complaints about individual Councillors will be managed according to our Councillor Code of Conduct.

3. DEFINITIONS

Council staff	means any person employed by the Council to carry out the functions of the Council and Council's CEO including contractors and volunteers.
The Council	means the body of Councillors elected under the Local Government Act 2020
Council	means the Strathbogie Shire Council
Complaint	means an expression of dissatisfaction with <ul style="list-style-type: none">• the quality of an action, decision or service provided by Council staff or a delegate of Council

- a delay by Council staff in taking an action, making a decision or delivering a service
- a policy or decision made by the Council or delegated officer, excluding those decisions where appeal rights to a third party (such as the Victorian Civil and Administrative Tribunal) is available as a review mechanism.

Request for service

means contact with the Council to seek assistance, access to a new service, advice or to inform / make a report about something for which Council has responsibility.

Ombudsman

means the Victorian Ombudsman.

4. EXTERNAL REFERENCES

Local Government Act 2020

Victorian Ombudsman's 'Councils and Complaints – A good practice guide 2021'

Privacy and Data Protection Act 2014

5. RELATED COUNCIL DOCUMENTS

Customer Service Charter

Protected Disclosure Policy

Privacy and Data Protection Policy

Staff Code of Conduct CEO Directive

Mutual Respect Charter

6. POLICY OBJECTIVES

This policy aims to:

- encourage the receipt of complaints where our services, decision making processes or behaviour do not meet community and customer expectations as a means of continuous improvement and public transparency
- provide a standardised approach to managing customer complaints
- provide a framework for the management of complaints and feedback with a view to continually improving services, systems and capabilities
- increase the level of customer satisfaction by resolving issues in an effective, fair, respectful and professional manner
- ensure all statutory requirements are satisfied, and escalation options for customers are communicated clearly
- ensure an independent review mechanism is available for all complainants
- analyse complaints and provide quarterly reports to the Executive Leadership Team and Council's Audit and Risk Committee as a means of identifying trends, responses and areas for improvement.

7. RESPONSIBILITIES

All Council staff, Councillors and Council contractors are responsible for contributing to our complaints process:

Role	Responsibilities
Chief Executive Officer	<ul style="list-style-type: none"> Promoting positive behaviours and practices relating to enabling, responding to and learning from complaints. Supporting service improvements that arise from complaints. Reviewing and publishing complaint data.
Executive Leadership Team and Management Group	<ul style="list-style-type: none"> Recruiting, training and empowering staff to resolve complaints promptly and in accordance with the Council's policies and procedures. Managing conflicts of interest in the complaint process. Reporting on and identifying improvements from complaint data. Supporting staff who deal with complaints.
Team Leader Community Relations	<ul style="list-style-type: none"> Creation of a complaints register Ongoing management of a complaints register Provision of quarterly complaints monitoring reports to the Executive Leadership Team and Council's Audit and Risk Committee.
All Council staff	<ul style="list-style-type: none"> Familiarising themselves with the policy and the Council's complaint process. Assisting members of the public to make a complaint. Treating members of the public respectfully and professionally.
Councillors	<ul style="list-style-type: none"> Familiarising themselves with this policy and the Council's complaint process. Referring complaints to Council staff to be dealt with in accordance with our processes.

Contractors and Volunteers	<ul style="list-style-type: none">• Familiarising themselves with this policy and the Council's complaint process.• Cooperating with the Council's complaint handling processes.
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8. WHAT IS A COMPLAINT?

A complaint includes a communication (verbal or written) to Council which expresses dissatisfaction about:

- the quality of an action, decision or service provided by Council staff or a Council Contractor
- a delay by Council staff or a Council Contractor in taking an action, making a decision or delivering a service
- a policy or decision made by the Council, Council staff or a Council contractor.

9. HOW TO MAKE A COMPLAINT

Any member of the public can make a complaint. Complaints can be made by:

Telephone	1800 065 993 or 03 5795 0000
Online	Via the 'Report an Issue' button on our website www.strathbogie.vic.gov.au
Email	info@strathbogie.vic.gov.au
Post	PO Box 177, Euroa VIC 3666
In person	Main Office - 109A Binney Street Euroa Nagambie Office - 293 High Street, Nagambie

We are committed to making sure our complaint process is accessible to everyone.

Please tell us if you have specific communication needs or barriers and we can assist you by:

- using an assistance service, such as an interpreter or TTY (for free)
- talking with you if you have trouble reading or writing
- communicating with another person acting on your behalf if you cannot make the complaint yourself.

Help us to help you

When submitting a complaint, we can respond to your concerns more quickly if you are able to provide us with information such as:

Your name and contact information -you can complain anonymously, but this limits how we can respond to your complaint

- Identify clearly the action, decision, service or policy you are complaining about and why you are dissatisfied

- Give us relevant details, such as dates, times, location or reference numbers, and documents that support your complaint
- The outcome you are seeking from making your complaint
- Whether you have any special communication needs.

10. OUR COMPLAINT PROCESS

As a means of adopting best practice, as outlined by the Victorian Ombudsman guidelines, we will follow a four-tier approach to handling complaints, as shown in Figure 1.

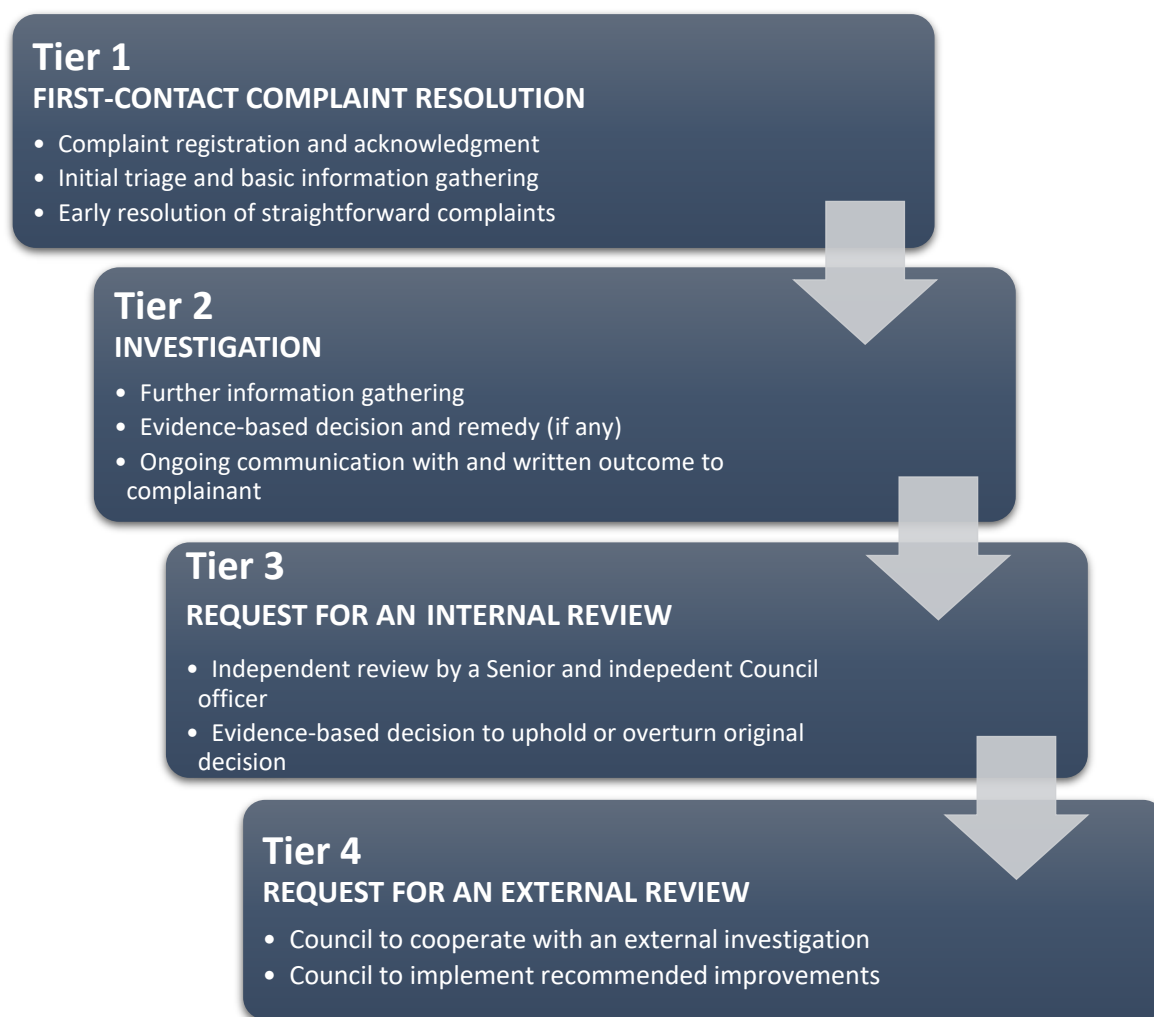


Figure 1 Four tier complaints process

TIER 1 – FIRST CONTACT COMPLAINT RESOLUTION

Step 1 – Receipt of complaint

When you complain to us, we will record and acknowledge your complaint and provide you with a reference number. We also need to know what your preferred method of communication is – whether it is by telephone, email or by letter – so we can get in touch with you.

Step 2 – Assessing the complaint

We will initially assess your complaint to decide how we will handle it. We may need to contact you to seek further clarification or information and this may happen while we are talking with you should you be lodging your complaint over the phone or in person.

After our initial assessment of the information you have provided us, we may:

- take direct action to resolve your complaint
- refer your complaint to the relevant team or manager for investigation
- decline to deal with your complaint if you have a right to a statutory review of your complaint (such as right of appeal to the Victorian Administrative and Civil Appeals Tribunal (VCAT)).

Step 3 – Resolving your complaint at first contact if possible

Where possible, we will attempt to resolve your complaint at the time you first contact us. If we decide no further action is to be taken in response to your complaint, we will explain why, and, where possible, inform you about other options should you wish to take the matter further with an external body.

If we cannot resolve your complaint quickly, we will refer it to the relevant team member or manager to investigate. We will tell you who you can contact about the investigation. It will be someone who has not been involved in the action, decision or service that is the source of your complaint to ensure there is independence throughout the investigation.

Matters that are subject to separate review processes under legislation

As part of the initial review of your complaint, if we identify that you have raised an issue where a statutory review process is in place; for example a decision on a planning permit application, amendment to the planning scheme or the issue of an infringement, the complaint will not be processed and information will be provided to you as to how you can pursue the matter through these other review processes set out by the relevant legislation.

TEIR 2 - INVESTIGATION

Where we cannot resolve your complaint at the first point of contact, we aim to complete investigations within 30 calendar days. We will tell you if the investigation will take longer.

We will update you every 30 calendar days about progress until the investigation is completed by your preferred contact method – either by telephone, email or letter.

We will inform you of the outcome of your complaint and explain the reasons for our decision.

As part of the investigation, we will:

- assess the information against relevant legislation, policies and procedures
- refer to Council documents and records
- meet affected parties to consider possible solutions
- advise you in writing of the outcome and our reasons.

We require our staff to be respectful and responsive in all of their communications with members of the public in accordance with Council's Mutual Respect Charter. We expect

the same of you when you communicate with our staff. A copy of this policy can be accessed through the following link: [20210921 Mutual Respect Charter.pdf \(strathbogrie.vic.gov.au\)](https://www.strathbogrie.vic.gov.au/20210921_Mutual_Respect_Charter.pdf)

We may change the way we communicate with you if your behaviour or conduct raises health, safety, resource or equity issues for Council staff involved in the complaints process.

TEIR 3 – REQUEST FOR AN INTERNAL REVIEW

If you are dissatisfied with our decision and how we responded to your complaint, you can request an internal review.

The internal review will be conducted by a Senior Council officer who has not had prior involvement with your complaint.

We will inform you of the outcome of the internal review and explain our reasons within 30 calendar days of the date of your letter.

TEIR 4 – REQUEST FOR AN EXTERNAL REVIEW

If you are dissatisfied with how we have responded to your complaint you have the right to request an external review.

There are external bodies that can deal with different types of complaints about us.

You can request an external review from the following organisations:

Nature of Complaint	Organisation to contact for an external review
Actions or decisions of a Council, Council staff and contractors. This includes failure to consider human rights or failure to act compatibly with a human right under the <i>Charter of Human Rights and Responsibilities Act 2006</i> (Vic).	Victorian Ombudsman www.ombudsman.vic.gov.au
Breaches of the Local Government Act.	Local Government Inspectorate www.lgi.vic.gov.au
Breach of privacy. Complaint about freedom of information application.	Office of the Victorian Information Commission www.ovic.vic.gov.au

Corruption or public interest disclosure ("whistle blower") complaints.	Independent Broad-based Anti-Corruption Commission www.ibac.vic.gov.au
Discrimination	Victorian Human Rights and Equal Opportunity Commission www.humanrights.vic.gov.au
Council Elections	Victorian Electoral Commission www.vec.vic.gov.au

11. UNREASONABLE CONDUCT BY CUSTOMERS/COMPLAINANTS

Unreasonable conduct by customers is any behaviour which, because of its nature or frequency, raises substantial health, safety, wellbeing, resource or equity issues for our organisation, our people, other service users and customers or the customer themselves. It is behaviour that is inconsistent with Council's Mutual Respect Charter.

Unreasonable conduct by customers can be categorised as the following:

Unreasonable persistence	Unreasonable persistence is continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the Council, our people, services, time and/or resources and where a complaint about the same issue, action, decision or service has already been investigated and responded to.
Unreasonable demands	Unreasonable demands are demands (express or implied) that are made by a customer that have a disproportionate and unreasonable impact on our people, services, time and/or resources.
Unreasonable lack of cooperation	Unreasonable lack of cooperation is an unwillingness and/or failure by a customer to provide relevant or organised information in order to cooperate with our organisation, staff, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources
Unreasonable arguments	Unreasonable arguments include any arguments that are not based on reason or logic, that are incomprehensible, false or inflammatory, trivial or incoherent and that disproportionately and unreasonably impact

upon our organisation, staff, services, time and/or resources.

Unreasonable behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a customer is – because it unreasonably compromises the health, safety, wellbeing and security of our people, other service users or the customer themselves.

As set out in our Mutual Respect Charter, Council has a zero-tolerance policy towards harm, abuse or threats directed towards our staff, contractors, volunteers and Councillors. Any conduct of this kind will be dealt with under this policy and in accordance with our Occupational Health and Safety Management system policies and procedures.

Responding to and managing unreasonable conduct by a customer

Unreasonable conduct by a customer will generally be managed by limiting or adapting the ways that we interact with and/or deliver services to customers by restricting:

Who they have contact with	For example, limiting a customer to a sole contact person in our organisation.
What they can raise with us	For example, restricting the subject matter of communications that we will consider and respond to.
When they can have contact	Limiting a customer's contact with our organisation to, for example, a particular time, day or length of time, or curbing the frequency of their contact with us.
Where they can make contact	For example, limiting the locations where we will conduct face-to-face interviews to secured facilities of the office.
How they can make contact	Limiting or modifying the forms of contact that the customer can have with us. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating our services altogether.

When using the restrictions provided in this section, we recognise that discretion will need to be used to adapt them to suit a customer's personal circumstances, level of competency, literacy skills etc. In this regard, we also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

12. HOW WE LEARN FROM COMPLAINTS

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing.

We will regularly analyse our complaint data to identify trends and potential issues that deserve further attention. We will use this information to come up with solutions about how we can improve our services.

To assist with this process, quarterly reports will be submitted to our Executive Leadership Team and Council's Audit and Risk Committee analysing the nature of the complaints, how they were resolved and any trends that indicate service improvements are required. These reports will be available to the public through the Council Agenda and Minutes process.

We will be open and transparent about the complaints we have received, and what we have done to resolve them.

13. YOUR PRIVACY

We keep your personal information secure. We use your information to respond to your complaint and may also analyse the information you have provided for the purpose of improving services that relate to your complaint.

Where we publish complaint data, personal information is removed.

When you complain to us, we ask you to provide, and we will record:

- your name and contact details
- whether you have any communication or assistance needs that can be reasonably accommodated
- demographic information to help us understand the needs of our community (if you consent to giving us this information)
- what you are complaining about
- what outcome you are seeking.

14. REVIEW OF THIS POLICY

This policy will be reviewed two years from the date of adoption by the Executive Manager Governance and Customer Service, with proposed amendments presented to Council for consideration.

15. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

9.5.3 Monthly Performance Report

The December 2021 Monthly Performance Report includes reports as follows:-

- Building Department – November 2021 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - November 2021
- Customer Enquiry Analysis Report – Report for November 2021
- Waste Management Reporting ~ Year to Date – November 2021
- Actioning of Council Reports Resolutions – Council Meeting 19 November 2021
- Outstanding Actions of Council Resolutions to 30 November 2021
- Review of Council Policies and Adoption of new Policies – November/December 2021
- Records of Informal Council Briefings / Meetings – 1 to 30 November 2021

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

RECOMMENDATION

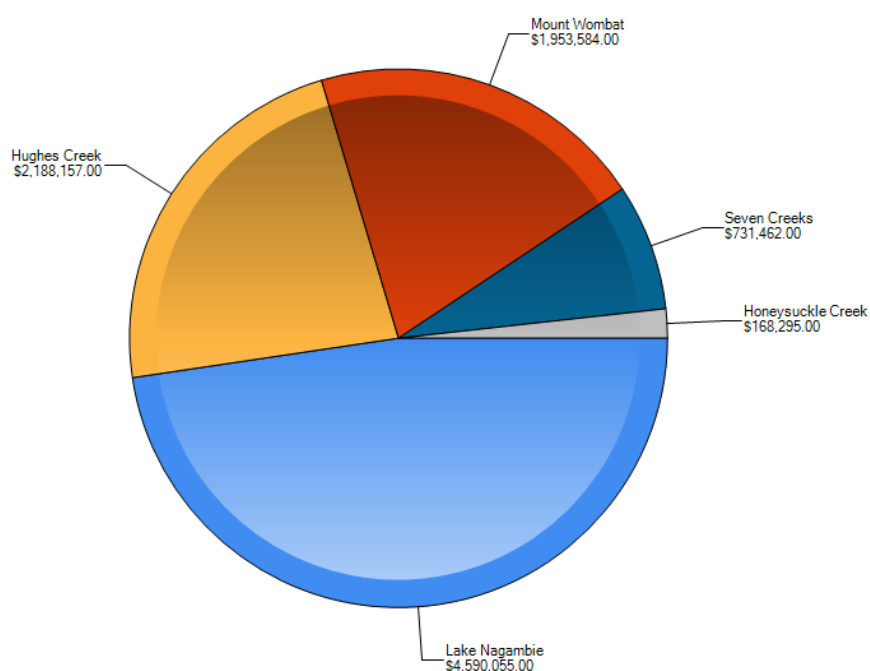
That the report be noted.

BUILDING ACTIVITY

NOVEMBER 2021

A report on new building permits recorded in Council's building permit register in November 2021

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	4	\$168,295
Hughes Creek	8	\$2,188,157
Lake Nagambie	14	\$4,590,055
Mount Wombat	6	\$1,953,584
Seven Creeks	5	\$731,462
	37	\$9,631,553



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
4339135212545	7/11/2021	Construction of	Verandah	Earlston	\$4,500.00
4458580049997	15/11/2021	Construction of	Shed	Earlston	\$36,390.00
5151948297757	16/11/2021	Construction of	Shed	Violet Town	\$72,027.00
7571397261674	5/11/2021	Construction of	Shed	Violet Town	\$55,378.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2737077968155	16/11/2021	Construction of	Swimming Pool, Swimming Pool Barrier	Mangalore	\$98,600.00
3734249214779	6/11/2021	Construction of	Dwelling & Garage	Avenel	\$322,981.00
3744500048444	15/11/2021	Construction of	Dwelling & Carport	Longwood	\$464,931.00
5129498394498	27/10/2021	Construction of	Dwelling & Garage	Avenel	\$451,700.00
5413467755264	18/11/2021	Construction of	Dwelling & Garage	Avenel	\$532,139.00
7145123862235	15/11/2021	Construction of	Alfresco Area	Avenel	\$29,075.00
7352442080171	29/10/2021	Construction of	Dwelling & Garage	Avenel	\$261,373.00
9240339151121/0	17/11/2021	Construction of	Shed	Avenel	\$27,358.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1334831495589	29/10/2021	Demolition of	Dwelling	Mitchellstown	\$22,500.00
1494130168871	6/11/2021	Construction of	Detached Dwelling & Garage	Nagambie	\$348,334.00
1727992662511	1/11/2021	Construction of	Dwelling & Garage	Nagambie	\$737,635.00
1816402584256	24/11/2021	Construction of	Dwelling & Garage	Nagambie	\$343,497.00
4171437375211	11/11/2021	Demolition of	Dwelling	Mitchellstown	\$26,000.00
4301842246183	14/11/2021	Construction of	Horse Shelter	Nagambie	\$70,500.00
4372536785464	11/11/2021	Demolition of	Dwelling	Nagambie	\$13,690.00
4747634275825	12/11/2021	Construction of	Shed	Kirwans Bridge	\$14,000.00
5184532319372	17/11/2021	Construction of	Dwelling & Garage	Nagambie	\$746,889.00
5571974088774	23/10/2021	Construction of	Shed	Bailleston	\$212,500.00
5642314524949	17/11/2021	Construction of	Shed	Tabilk	\$20,800.00
7069817029060	25/10/2021	Construction of	Dwelling & Garage	Nagambie	\$393,710.00
7448541364374	29/10/2021	Alterations & Additions to	Dwelling	Bailleston	\$250,000.00
9224366987105	29/10/2021	Construction of	Dwelling	Bailleston	\$1,390,000.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
3777912071555	12/11/2021	Construction of	Farm Shed	Creightons Creek	\$127,188.00
4607025802423	5/11/2021	Construction of	Dwelling & Carport	Ruffy	\$1,336,533.00
4615113676064	19/11/2021	Construction of	Deck	Longwood East	\$37,303.00
5060978297118	23/11/2021	Construction of	Shed	Strathbogie	\$53,480.00
5315837235860	17/11/2021	Re-erection of	Dwelling	Gooram	\$108,500.00
9917810052091	13/11/2021	Construction of	Dwelling	Kelvin View	\$290,580.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2869145179007	25/11/2021	Construction of	Dwelling & Garage	Euroa	\$352,444.00
5724526226347	8/11/2021	Construction of	Dwelling & Garage	Euroa	\$303,106.00
6786244779445	23/11/2021	Construction of	Garage	Euroa	\$11,192.00
8296104395289	28/10/2021	Installation of	Swimming Pool and Fence	Euroa	\$32,220.00
8356392820214	23/11/2021	Construction of	Shed	Euroa	\$32,500.00

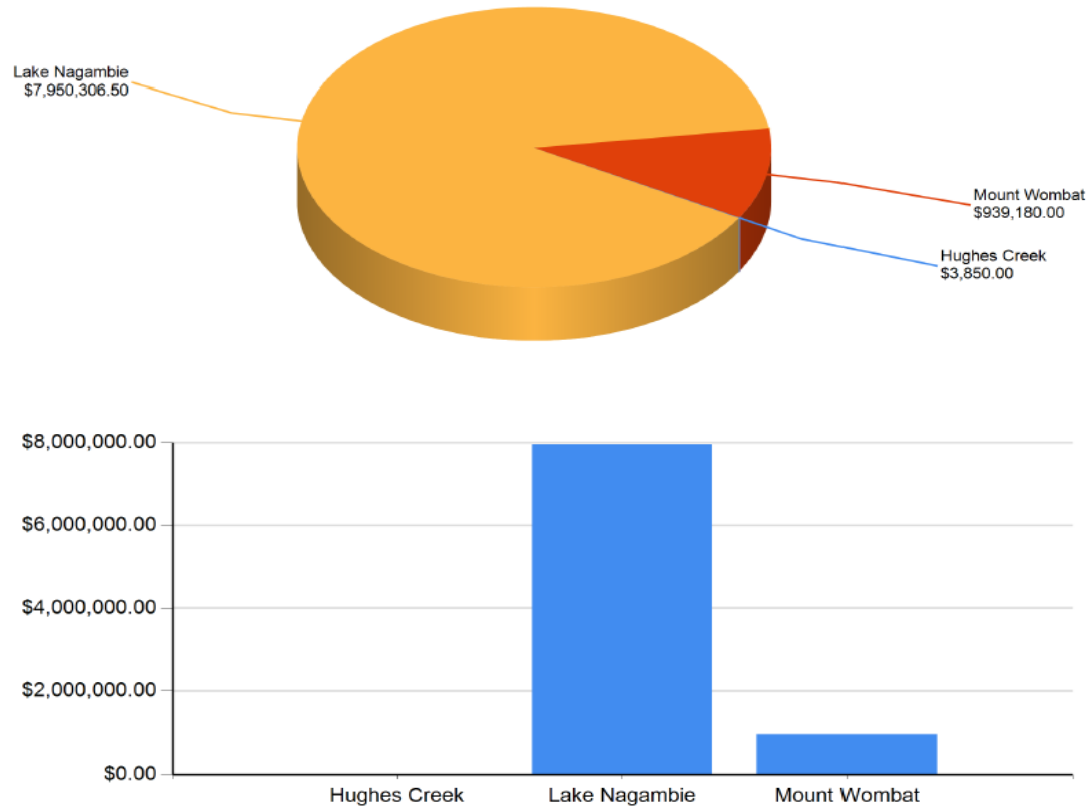
PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)
NOVEMBER 2021



Planning Applications Determined

November 2021

Hughes Creek	\$3,850.00
Longwood	\$3,850.00
Lake Nagambie	\$7,950,306.50
Arcadia South	\$480,000.00
Mangalore	\$15,306.50
Nagambie	\$6,440,000.00
Nagambie	\$650,000.00
Tabilk	\$365,000.00
Mount Wombat	\$939,180.00
Boho South	\$380,000.00
Creightons Creek	\$30,000.00
Creightons Creek	\$127,180.00
Gooram	\$217,000.00
Strathbogrie	\$185,000.00
Total Value	\$8,893,336.50



CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR NOVEMBER 2021



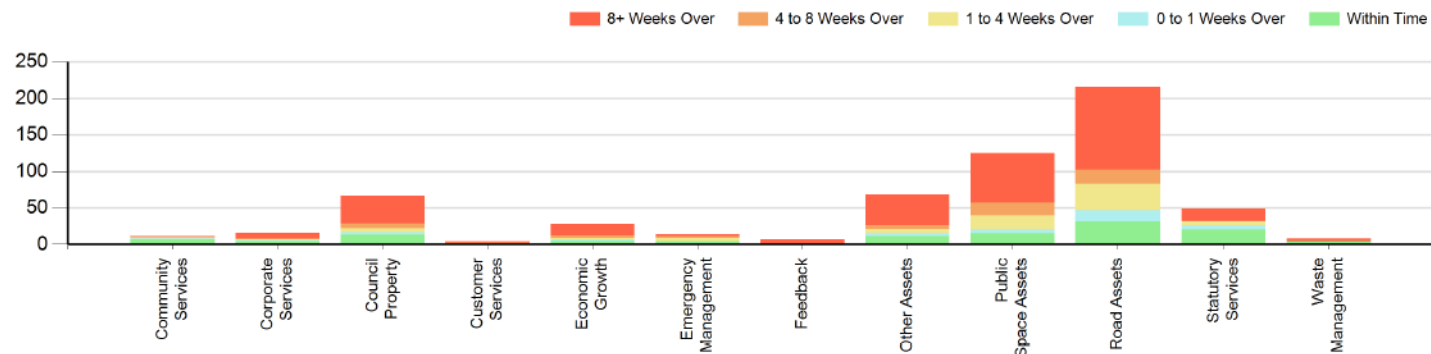
Request Throughput Analysis

01/11/2021 to 30/11/2021

C N O R	Complete / New	> 80%	50-80%	< 50%
	Overdue / Remaining	< 33%	34-70%	> 70%

Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	6	84	79	11	✓	7	4	⚠	0	<div></div>
Corporate Services	29	84	96	17	✓	4	13	✗	0	<div></div>
Council Property	74	56	58	71	✓	13	57	✗	1	<div></div>
Customer Services	5	12	13	4	✓	0	4	✗	0	<div></div>
Economic Growth	37	249	257	29	✓	5	24	✗	0	<div></div>
Emergency Management	16	49	51	14	✓	4	10	✗	0	<div></div>
Feedback	7	3	3	7	✓	0	7	✗	0	<div></div>
Other Assets	58	37	26	69	⚠	11	58	✗	0	<div></div>
Public Space Assets	129	58	55	125	✓	15	110	✗	7	<div></div>
Road Assets	178	100	60	218	⚠	31	187	✗	0	<div></div>
Statutory Services	36	128	112	52	✓	20	32	⚠	0	<div></div>
Waste Management	5	26	23	8	✓	4	4	⚠	0	<div></div>
Total	580	886	833	625		114	510		8	

Request Ageing



Service Usage








2020	August			1		2			1	3	3		1
	September			1						3	6		
	October		1			2				1	5		
	November			3						2	2		
	December			2						6	2		
2021	January		3	3		1				2		1	1
	February			1						5	4	1	
	March	1		4		2			4	3	4	1	
	April		1	1	1				5	1	13	1	
	May			2			2	1	5	3	11	2	
	June			4		1		1	10	4	7	1	
	July		1	4		3		2	14	4	19	2	
	August		2	7		2		1	2	9	14	3	1
	September			5	1	5	1		3	16	18	2	
	October	1	1	8	2	1	5		5	23	28	4	
	November	9	8	23		10	6	1	20	27	66	31	4
Total		11	17	72	4	29	14	7	69	132	218	52	8

Definitions




Service Area	Grouping of services by area of responsibility
Existing	Requests open prior to reporting period
New	Requests made during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

**Complete
New** An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

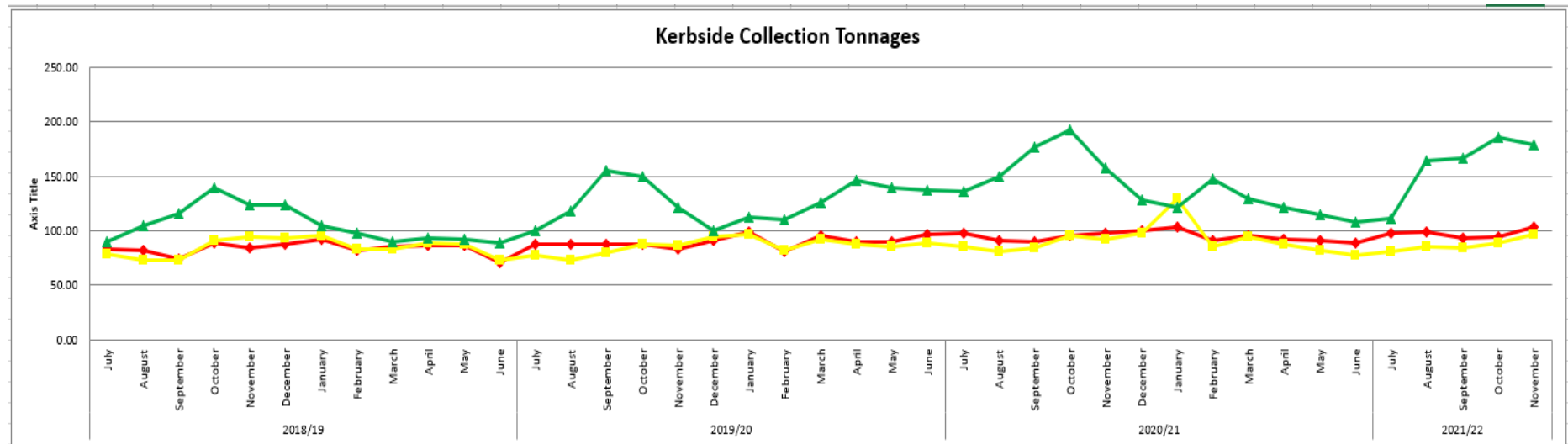
			
$\frac{C}{N}$ Complete / New	> 80%	50-80%	< 50%

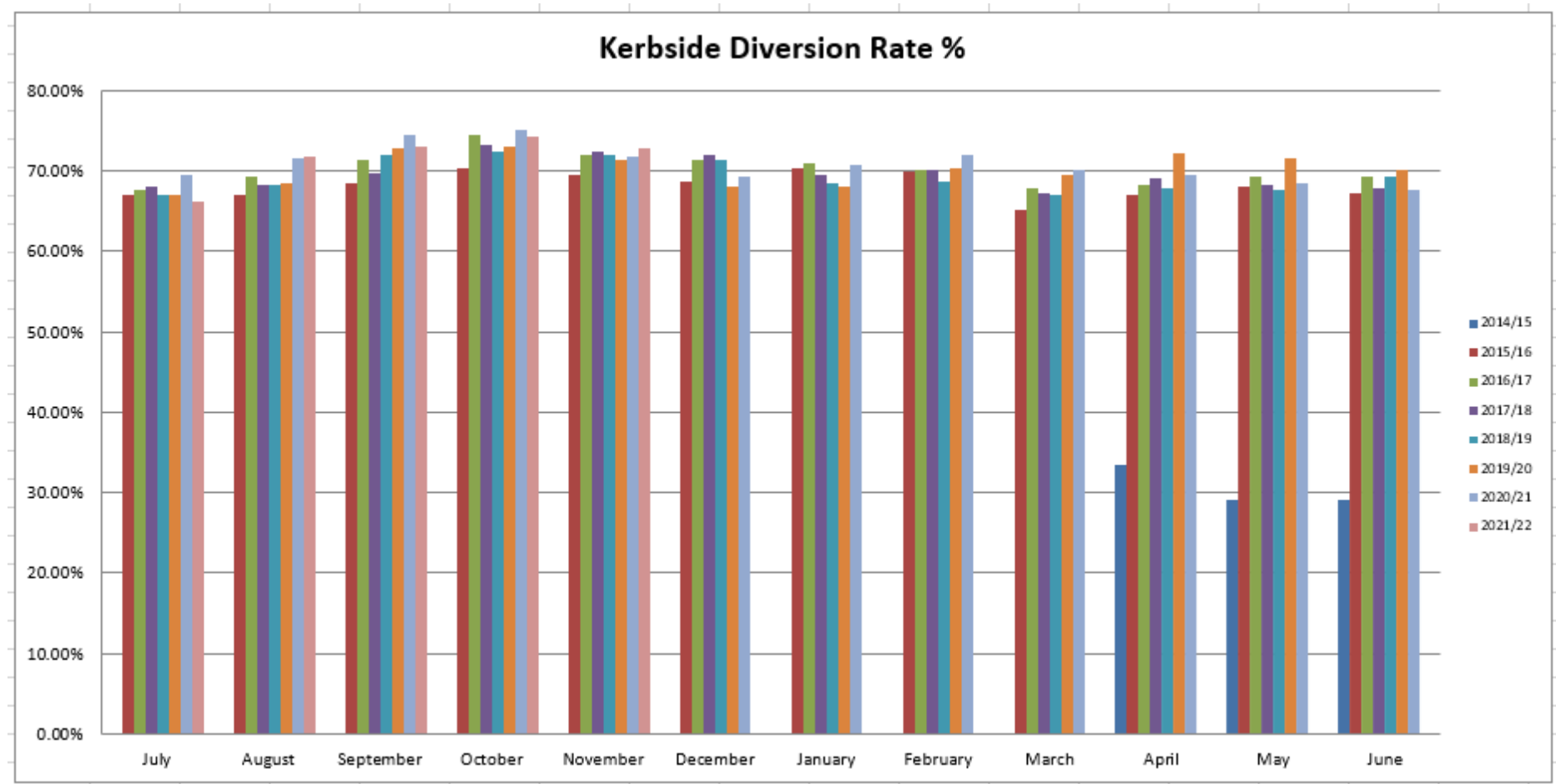
Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

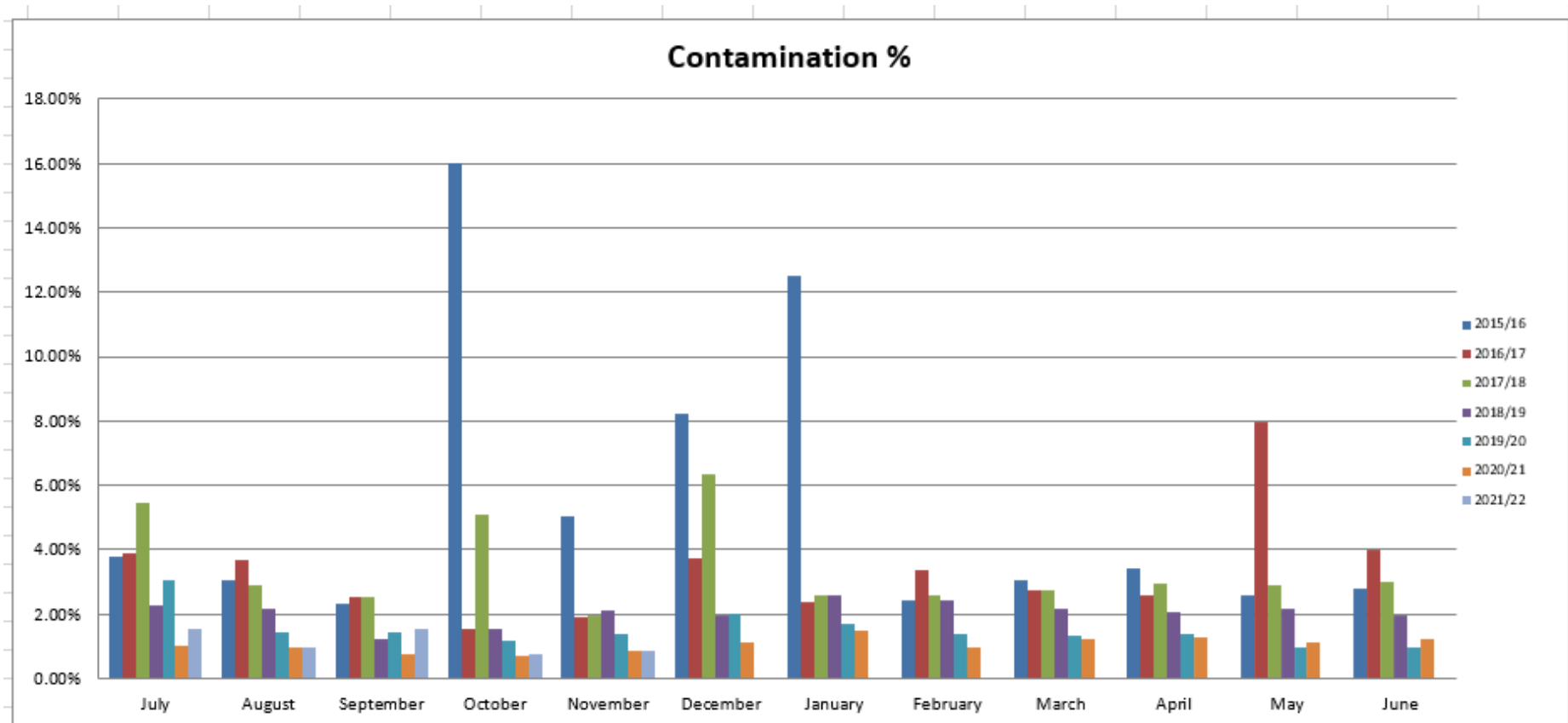
**Overdue
Remaining** An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

			
$\frac{O}{R}$ Overdue / Remaining	< 33%	34-70%	> 70%

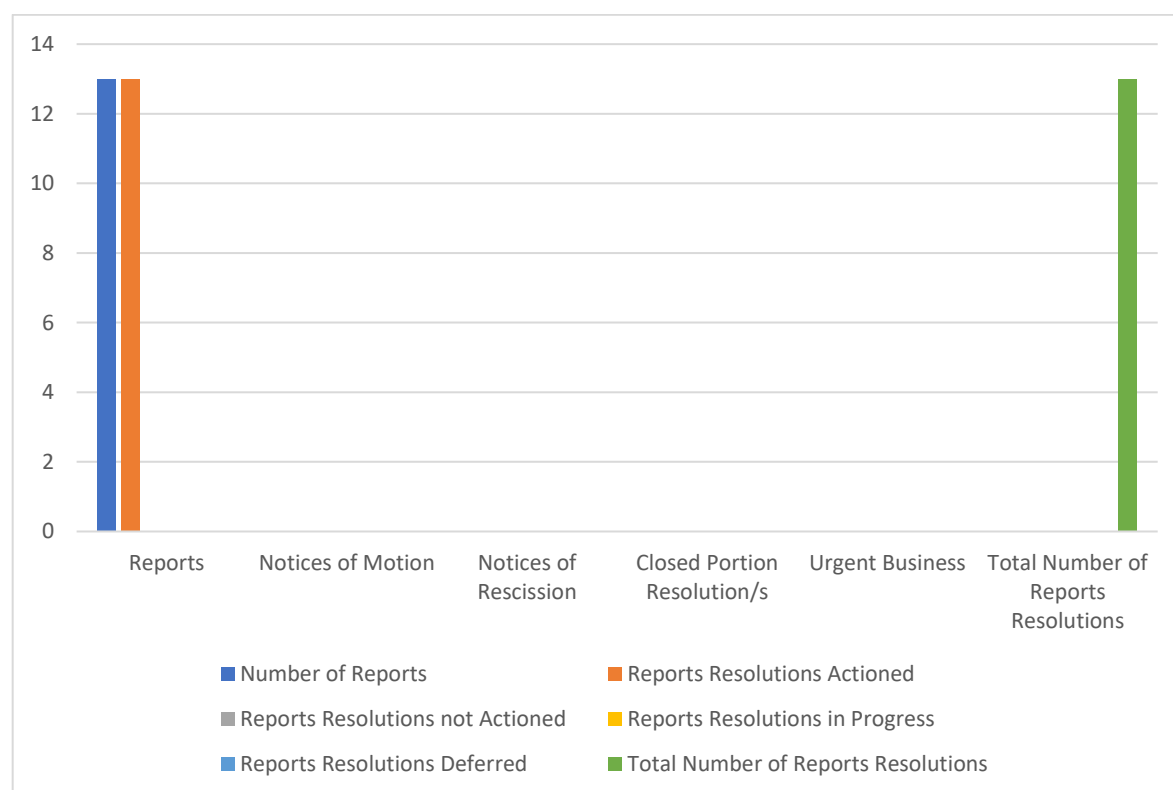
WASTE MANAGEMENT REPORTING **YEAR TO DATE - NOVEMBER 2021**







ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – 16 NOVEMBER 2021



OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO 30 NOVEMBER 2021

This Report is to advise the Executive Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No.	Description
16 March 2021	9.15	Reduction in Load Limit for Kirwans Bridge <i>Recommendation 5 -</i> <u><i>Officer Update:</i></u> <i>Quotes being considered for installation of a camera system.</i>
20 April 2021	10.1	Notice of Motion - Climate Emergency Declaration <u><i>Officer Update:</i></u> <i>The online forum for Developing a Climate Change Action Plan is now live on Share Strathbogie. We have also begun a social media campaign to promote interest and hear views. Once this consultation has been completed, a draft Climate Change Action Plan will be developed and presented to Council.</i>
19 October 2021	9.2.11	Mangalore Airport Inland Rail – Freight Intermodal Business Case - Letters yet to be sent to Members of Parliament
19 October 2021	9.2.12	Regional Co-Investment Fund - Letters yet to be sent to Local and Federal Members of Parliament

REVIEW OF EXISTING COUNCIL POLICIES AND ADOPTION OF NEW POLICIES

Review of Policy / New Policy	Policy Name	Details
Review	Updated Special Rate and Charge Scheme Policy	Refer to Item 9.3.1
Review	Investment and Cash Management Policy	Refer to Item 9.4.2
Review	Procurement Policy Review	Refer to Item 9.4.3
New	Draft Complaints Policy	Refer to Item 9.5.2

RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS

For period 1 to 30 November 2021

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 9 November 2021

Time: 11.00 a.m. – 3.45 p.m.

Attendees:

Councillors

Chris Raeburn
David Andrews
Laura Binks
Reg Dickinson
Sally Hayes-Burke
Kristy Hourigan
Paul Murray

Municipal Monitor

Janet Dore

Officers

Julie Salomon (Chief Executive Officer)
David Roff (Director, Corporate Operations)
Amanda Tingay (Director, Community and Planning)
Dawn Bray (Executive Manager, Governance and Customer Service)
Kristin Favaloro (Executive Manager, Communications and Engagement)
Uwe Paffrath (Manager, Asset Planning) (*Item 3*)
Molly Odgers (Environment and Waste Co-Ordinator) and Steve Cooper (Economic Development and Projects Co-Ordinator) (*Item 4*)

Apologies

Nil

1. Councillors / MM / CEO Only Discussions
2. Councillors / MM Only Discussions
3. Special Rates and Charges Scheme
4. ARENA Regional Australia Microgrid Pilots Projects (RAMPP)
5. Review of draft Agendas for November 2021 Statutory Meeting and Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s - NIL

Officer/s – NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 16 November 2021

Time: 1.45 p.m. – 4.30 p.m. / 6.00 p.m. – 8.19 p.m.

Attendees:

Councillors

Laura Binks
David Andrews
Reg Dickinson
Sally Hayes-Burke
Kristy Hourigan
Paul Murray
Chris Raeburn

Municipal Monitor

Janet Dore

Officers

Julie Salomon (Chief Executive Officer)
David Roff (Director, Corporate Operations)
Amanda Tingay (Director, Community and Planning)
Dawn Bray (Executive Manager, Governance and Customer Service)
Kristin Favaloro (Executive Manager, Communications and Engagement)

Apologies

Nil

1. Councillors / MM / CEO Only Discussions
2. Go Nagambie – presentation of Council Plan Submission
3. & 4. Presentations by Council Plan Submitters
5. Items for Discussion
6. Annual Statutory Council Meeting
7. November Council meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s - NIL

Officer/s – NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 23 November 2021

Time: 12.30 p.m. – 4.30 p.m.

Attendees:

Councillors

Laura Binks
David Andrews
Reg Dickinson
Sally Hayes-Burke
Kristy Hourigan
Paul Murray
Chris Raeburn

Municipal Monitor

Janet Dore

Officers

Julie Salomon (Chief Executive Officer)
David Roff (Director, Corporate Operations)
Amanda Tingay (Director, Community and Planning)
Dawn Bray (Executive Manager, Governance and Customer Service) *(left meetings at 1.00 p.m.)*
Kristin Favaloro (Executive Manager, Communications and Engagement)
Claire Taylor (Manager, Tourism and Community Services) *(Item 3)*

Apologies

Nil

1. Land Capacity Assessments / Domestic Wastewater Management Plan
2. Nagambie Thoroughbred Statues Park / Walk
3. Review of Australia Day Nominations
4. Items for Discussion
5. Kirwans Bridge Community Panel Presentation
6. Australia Day Messaging
7. Avenel Subdivision / VCAT Outcome

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s - NIL

Officer/s – NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 30 November 2021

Time: 10.30 a.m. – 4.00 p.m.

Attendees:

Councillors

Laura Binks
David Andrews
Reg Dickinson
Sally Hayes-Burke
Kristy Hourigan
Paul Murray
Chris Raeburn

Municipal Monitor

Janet Dore

Officers

Julie Salomon (Chief Executive Officer)
David Roff (Director, Corporate Operations)
Amanda Tingay (Director, Community and Planning)
Dawn Bray (Executive Manager, Governance and Customer Service) *(left meetings at 1.00 p.m.)*
Kristin Favaloro (Executive Manager, Communications and Engagement)
Bruce Rowley (Manager, Project Delivery) *(Item 6)*
Claire Taylor (Manager, Tourism and Community Services) *(Item 7)*
Steve Cooper (Economic Development and Projects Co-Ordinator) *(Item 8 & 9)*

Apologies

Nil

1. Councillors / MM Discussions
2. Procurement Policy Review
3. Revenue and Rating Plan
4. Briefing on Planning Application/s for presentation to December Council Meeting
5. Box Grove Development Plan Update
6. Capital Works / Projects
7. Sponsorship Policy
8. Tourism EOI Infrastructure Grants
9. Outdoor Trading Activation

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s - NIL

Officer/s – NIL

9.6 EXECUTIVE

9.6.1 Strathbogrie Shire Council Annual Report 2020-2021

Author: Executive Manager Communication and Engagement

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Annual Report is a requirement under the Section 131 of the Local Government Act 1989 requires Council to prepare an Annual Report for the financial year just completed.

A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister.

Council's Annual Report for the Financial Year 2020-2021 was forwarded to the Minister on Tuesday 30 November 2021.

RECOMMENDATION

That Council note the Strathbogrie Shire Council Annual Report 2020-2021 for the year ended 30 June 2021, as attached to this report, including the Financial Statements and Performance Statement, as certified by the Auditor General.

PURPOSE AND BACKGROUND

The Victorian Local Government Act (1989) requires all Councils to present an Annual Report to the Minister by 30 September each year. This year an extension has been granted due to COVID-19 until the end of November.

Importantly, the Annual Report provides an account of Council's performance to our community. It details Council achievements against the goals of the Council Plan and our performance against stipulated measures.

It further provides an account of Council's financial management during the previous financial year.

The Annual Report is also an opportunity to acknowledge all the great activities that have happened across the municipality and note the challenges of COVID-19 that have impacted on operations during the year.

The Annual Report 2020-2021 contains:

- A report on the operations of the Council including highlights throughout the year
- Audited Financial Statements and Performance Statement
- Other general information required by the Local Government (Finance and Reporting) Regulations 2004 and the Local Government Act

9.6.1 Strathbogie Shire Council Annual Report 2020-2021 (cont.)

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations. A feature of this year's Annual Report is our year in review. It outlines a series of achievements by Council in the 2020-21 year.

Some of these include:

- **The Strathbogie Story.** In the early days of the pandemic in 2020, Council launched www.strathbogiestory.com. The project's aim was to help us overcome feelings of isolation and loneliness. We linked members of our community via video storytelling, sharing local children's story books, and helping many connect to loved ones outside our region via our free Strathbogie Story postcards.
- **Helping our community recover.** After extensive consultation and feedback Council showed it was listening and acting on its community's concerns, with a zero increase in rates a feature of the 2020/21 Budget. In recognition of challenges being faced by hospitality businesses as a result of the COVID-19 pandemic, fees for registered premises were set at zero, while Council also refunded fees for the 2019/20 financial year.
- **Working for Victoria success.** As part of the Victorian Government's Working for Victoria program Strathbogie Shire was given funding to employ 43 staff for six months. The outdoor staff carried out many extra activities including painting at the saleyards in Euroa. They also revitalised many of the community gardens and planted natives in the lake wall at Nagambie.
- **Supporting local business.** Council provided Go Nagambie and Euroa Chamber of Business and Commerce with \$30,000 each to help businesses that have struggled as a result of the coronavirus pandemic and to provide professional services to support their recovery.
- **Delivering for our community.** Council's new project management approach paid dividends in the 2020/21 year with 84 per cent of our capital works program delivered. Highlights of the past year's capital works projects included the installation of a new pedestrian bridge from the Memorial Oval to the Friendlies Oval in Euroa, the expansion of the Euroa RSL Clubrooms, upgrades to the netball and multi-purpose court at the Violet Town Football Netball Club.
- **A place for pets to play.** In May we officially opened the Euroa Off-Leash Dog Park at the Euroa Showgrounds. The park was great news for the community who had strongly advocated for an off-leash area.
- **A new approach to communications and engagement.** In 2020 Council showed its commitment to genuine community engagement was more than just talk. Council is working hard to ensure our community's thoughts, feedback, advice and expectations are reflected in the decisions we make. We want our community to trust we're making decisions with them.

9.6.1 Strathbogie Shire Council Annual Report 2020-2021 (cont.)

- **Community Satisfaction results improved.** Council received its highest rating overall performance in 10 years' participating in the Local Government Community Satisfaction Survey (CSS), with a significant improvement on 2020 results. This year Council achieved an overall satisfaction rating of 57, up a statistically significant seven points from 50 in 2020, and our highest level to date.
- **Advocating for issues that matter.** Council's advocacy program has been strong, brave and achieved results. We have advocated strongly for and achieved:
 - the Australian Rail Track Corporation (ARTC) to involve the community in the decision-making process on the future solution of the Anderson St Bridge and step back in the process to explore more options.
 - Council attended the Joint Standing Committee inquiry into the National Broadband Network (NBN) to say the struggle for internet speed and reliability in our region was unacceptable. We appealed to the committee to consult and collaborate with the Strathbogie Shire region.
 - A \$3 million grant for the completion of the Nagambie Foreshore Walk
 - We worked with the Longwood community to stop super-loaded trucks travelling through our townships headed for the Westgate Tunnel Project
 - Made a submission to the Department of Environment, Land, Water and Planning regarding the development of Renewable Energy Zones.
 - Ensured the provision of enhanced mobile telecommunication coverage at Graytown, Ruffy, Creighton's Creek, Avenel, Avenel South and Euroa North and work is ongoing in this field and further improvements being pursued.
 - Funding continuation of the Goulburn Region Queensland Fruit Fly Control Program, and
 - For Strathbogie Shire to be aligned with a regional tourism board to ensure we are not left out of essential market positioning.
- **Declaring a Climate Emergency.** In April 2020, Council endorsed a Notice of Motion to declare a Climate Emergency. Strathbogie Shire was the 100th Council in Australia to declare a Climate Emergency and just the third to pass this Notice of Motion unanimously.

COMMUNITY ENGAGEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making.

The Executive Leadership Team, Senior Leadership Group and Council officers were all consulted in the preparation of the 2020-2021 Annual Report. No external consultation is required.

9.6.1 Strathbogie Shire Council Annual Report 2020-2021 (cont.)

POLICY CONSIDERATIONS

This recommendation is consistent with the Budget 2020-21 and the Council Plan 2017-21.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 98 of the Local Government Act 2020 requires Council to prepare an Annual Report for the financial year just completed. A copy of this report must be provided to the Minister for Local Government within three months of the end of the financial year and the Council must then consider the report at a meeting of the Council within one month of its provision to the Minister.

Conflict of Interest Declaration

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report.

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

The 2020-21 Annual Report is being discussed in a Council meeting open to the public. The document ensures full transparency on Council's achievements against the final year of 2017-21 Council Plan, along with Audited Financial Statements and Performance Statement.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the ongoing financial viability of the Council is to be ensured.

The Annual Report provided to the Minister for Local Government included the financial statements for 2020–21 and the Auditor General's audit.

SUSTAINABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

A full version of the Annual Report 2020–21 was published on the Council's website at www.strathbogie.voc.gov.au. Council also provided an electronic version to the Minister for Local Government.

Economic

There are no economic implications associated with this report

9.6.1 Strathbogie Shire Council Annual Report 2020-2021 (cont.)

Social

There are no social implications associated with this report

Environmental

A full version of the Annual Report 2020–21 was published on the Council's website at www.strathbogie.voc.gov.au. Council also provided an electronic version to the Minister for Local Government.

Climate change

A full version of the Annual Report 2020–21 was published on the Council's website at www.strathbogie.voc.gov.au. Council also provided an electronic version to the Minister for Local Government.

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the overarching governance principles in section 9 of the Local Government Act 2020 is the pursuit of innovation and continuous improvement.

The design of the Annual Report and Financial Report is an in-house cost as Council has a part-time graphic designer on staff.

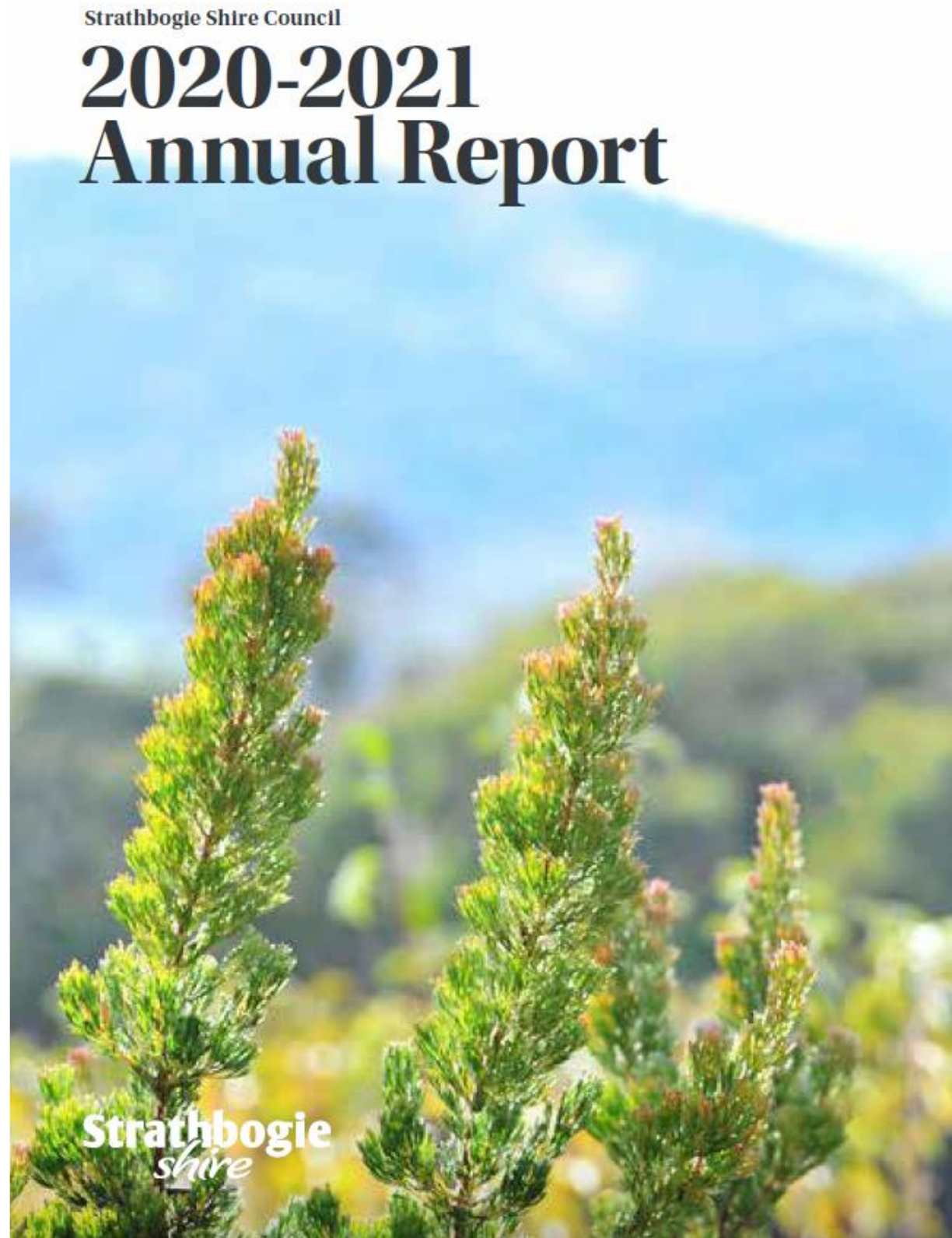
CONCLUSION

That Council receives and considers the Strathbogie Shire Council Annual Report 2020-2021 for the year ended 30 June 2021, including the Financial Statements and Performance Statement, as certified by the Auditor-General. Council's Annual Report for the Financial Year 2020-2021 was forwarded to the Minister on Tuesday 30 November 2021.

ATTACHMENTS

Attachment 1: Strathbogie Shire Council Annual Report 2020-21.

ATTACHMENT 1:



Acknowledgement of Country

Strathbogie Shire Council acknowledges the traditional custodians of the lands on which we strive, the peoples of the rivers and the hills of the Strathbogie Shire region who walked these lands for generations.

We pay our respects to the elders of the past, and the speakers of the first words, who lived in harmony with this country.

We acknowledge the elders of the present, who seek to regain their culture, and to teach the elders of the future their law, their history and their language.

We pay our respects to them and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

We honour their spirit – and the memory, culture, art and science of the world's oldest living culture through 60,000 years.





2020-2021 Annual Report

Contents

Acknowledgement of Country	2
Introduction	4
Our vision for our community	5
Our year in review	6
Delivering capital works for our community	9
Challenges and Future Outlook	10
Fast facts	12
A Message from the Mayor and CEO	13
Financial Performance Summary	14
Our Council	16
Our People	17
Our Organisation	18
Our Staff	19
People and Culture	20
Delivering our Council Plan	22
Operational Performance Summary	22
Goal 1: To enhance community health and wellbeing	25
Goal 2: To sustainably manage our natural and built environment	29
Goal 3: To provide quality infrastructure	33
Goal 4: To support and drive economic development	37
Goal 5: To be a high performing Shire	41
Governance	45
Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021	49
Performance Statement	57
Financial Report	76

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Introduction

The Strathbogie Shire Council Annual Report 2020/21 provides a comprehensive account of our performance from 1 July 2020 to 30 June 2021.

With a population of almost 11,000 people, our Shire covers about 3,300 square kilometres and is located about 125km to the north of Melbourne CBD.

Key natural features of the region include the granite rock formations in the Strathbogie Ranges, the Goulburn River system, Nagambie Lakes, Gooram Falls and the cascading Polly McQuinns.

Our vision for our community

Our Vision:

Together we are building a flourishing community.

Our Mission:

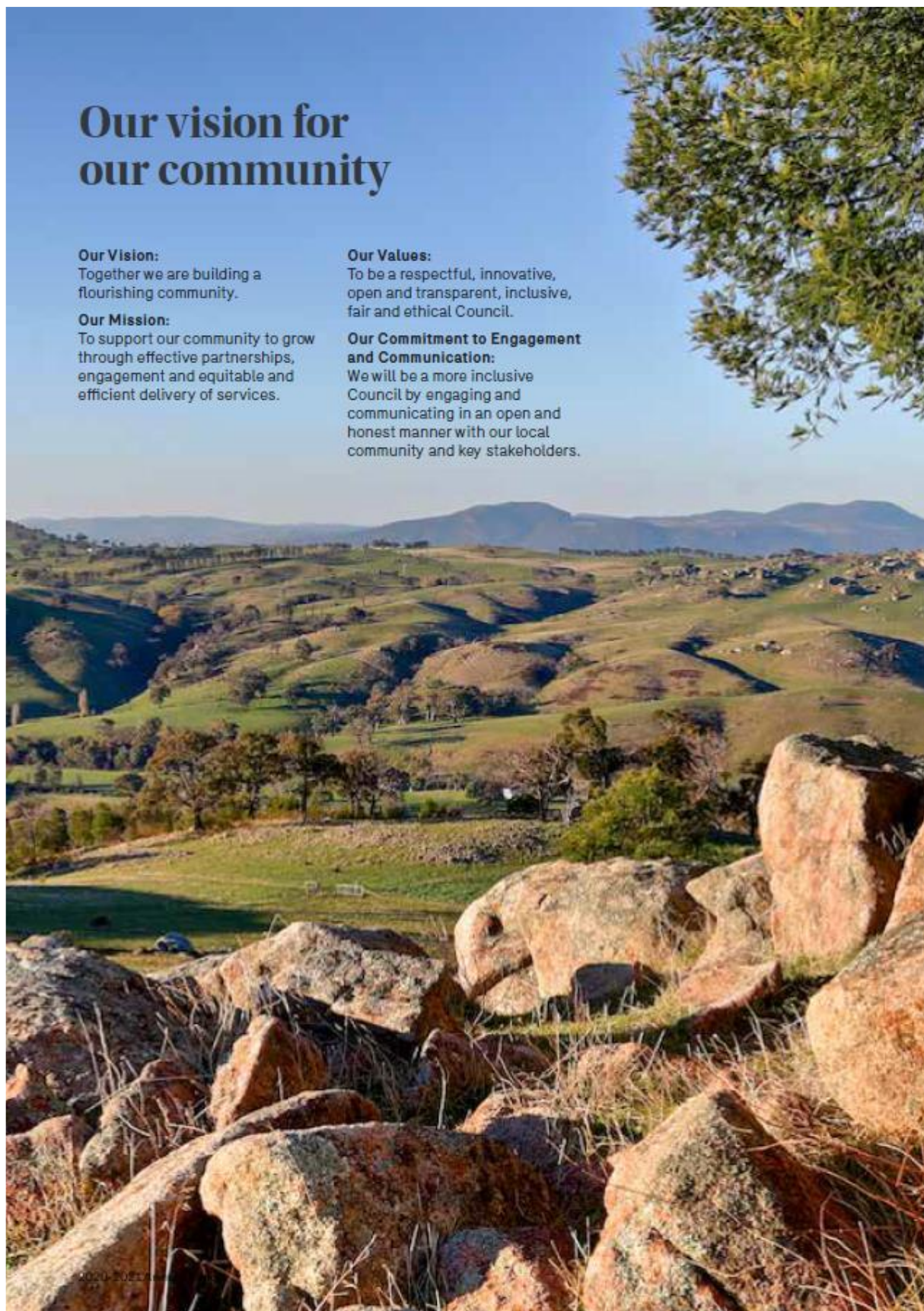
To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services.

Our Values:

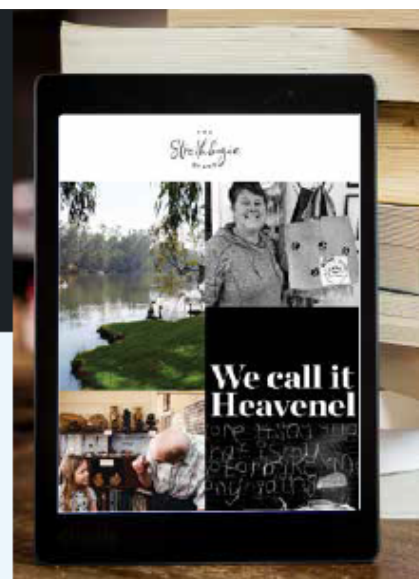
To be a respectful, innovative, open and transparent, inclusive, fair and ethical Council.

Our Commitment to Engagement and Communication:

We will be a more inclusive Council by engaging and communicating in an open and honest manner with our local community and key stakeholders.



Our year in review



Sharing the Strathbogrie Story

Strathbogrie Shire Council is proud of how our community has stood up to the ongoing challenges of coronavirus (COVID-19) in 2020/21.

We've been champions of physical distancing, face masks, hand sanitisation, constant signing in with QR codes, staying at home during lockdowns, and booking in COVID vaccinations when eligible.

We've come together as a community to look after our family, friends and neighbours. In the early days of the pandemic in 2020, Council launched The Strathbogrie Story.

The project's aim was to help us overcome feelings of isolation and loneliness. We linked members of our community via video storytelling, sharing local children's story books, and helping many connect to loved ones outside our region via our free Strathbogrie Story postcards.

The Strathbogrie Story was overwhelmingly positive. Sending a clear message to our community that we were in it together. Visit www.strathbogriestory.com.au to learn more.



Strathbogrie Shire Council

Helping our community recover

After extensive consultation and feedback Council showed it was listening and acting on its community's concerns, with a zero increase in rates a feature of the 2020/21 Budget.

In recognition of challenges being faced by hospitality businesses as a result of the COVID-19 pandemic, fees for registered premises were set at zero, while Council also refunded fees for the 2019/20 financial year.

Working for Victoria success

As part of the Victorian Government's Working for Victoria program Strathbogrie Shire was given funding to employ 43 staff for six months.

The outdoor staff carrying out many extra activities including painting at the saleyards in Euroa. They also revitalised many of the community gardens and planted natives in the lake wall at Nagambie.

The team landscaped areas around Kirwan's Bridge and the Avenel skate park and deep cleaned all the community halls and installed safety bollards.

Their work allowed Council to create the RE3 program which was to Reset Reboot and Revitalise the Shire.

Supporting local business

Council provided Go Nagambie and Euroa Chamber of Business and Commerce with \$30,000 each to help businesses that have struggled as a result of the coronavirus pandemic and to provide professional services to support their recovery.

The funds were used to provide free membership for 12 months to all registered businesses in the Shire and their surrounding localities. It allowed businesses to seek support and assistance from within their own business community.

Go Nagambie's funding was used through businesses in the Nagambie, Avenel, Mitchellstown and Graytown areas. The Euroa Chamber's funding was shared across Euroa, Longwood, Strathbogrie, Violet Town and Ruffy and surrounding area businesses.

Delivering for our community

Council's new project management approach paid dividends in the 2020/21 year with 84 per cent of our capital works program delivered.

Highlights of the past year's capital works projects included the installation of a new pedestrian bridge from the Memorial Oval to the Friendlies Oval in Euroa, the expansion of the Euroa RSL



Clubrooms, upgrades to the netball and multi-purpose court at the Violet Town Football Netball Club.

Other exciting projects included the completion of the Violet Town Skate Park and Violet Town Recreation Reserve Toilet Facilities.

Council also ensured added safety to its communities with the addition of a Kiss & Go Bus Stop at St John's Primary School in Euroa, the major culvert renewal on Upton Rd, upgrades to various tracks and trails and the completion of Stage 1 of the Fixing Country Roads project.

A place for pets to play

In May we officially opened the Euroa Off-Leash Dog Park at the Euroa Showgrounds. The park was great news for the community who had strongly advocated for an off-leash area.

Council knows there are many benefits to off-leash dog parks – both for dogs and their owners. They provide the opportunity for dogs to exercise, socialise, practice training, play and just generally burn off energy.



2020-2021 Annual Report

A new approach to communications and engagement

In 2020 Council showed its commitment to genuine community engagement was more than just talk.

Council is working hard to ensure our community's thoughts, feedback, advice and expectations are reflected in the decisions we make. We want our community to trust we're making decisions with them.

Highlights of the 2020/21 year include:

- A series of eight face-to-face sessions called, Share Strathbogie, in which we visited townships throughout the Shire.
- The launch of our dedicated online community engagement platform www.share.strathbogie.vic.gov.au. Here our community is contributing ideas, providing feedback and exchanging views with others on key decisions and priorities for our community.
- The adoption of a Community Engagement Policy that ensures deliberative engagement methods are used to develop the Community Vision, Council Plan and Financial Plan.
- An innovative Pitch My Project initiative that resulted in more than 10 community led projects included in the 2021/22 Budget.

Community Satisfaction results improve

Council received its highest rating overall performance in 10 years' participating in the Local Government Community Satisfaction Survey (CSS), with a significant improvement on 2020 results.

Council achieved an overall satisfaction rating of 57, up a statistically significant seven points from 50 in 2020, and our highest level to date.

On most individual service areas, performance rating remained the same with exceptions to waste management and local streets and footpaths, where ratings improved significantly.

The 2021 CSS was conducted from February 8 to March 18 in 2021 via a random telephone survey of 400 Strathbogie Shire residents aged 18+ years old.

Council's focus on The Four Cs – customer service, community decisions, consultation and engagement and communication – will continue into the future.





Advocating for issues that matter

Council's advocacy program has been strong, brave and achieved results.

We have advocated strongly for the Australian Rail Track Corporation (ARTC) to involve the community in the decision-making process on the future solution of the Anderson St Bridge.

As a Council we asked for our community to be involved in a meaningful way and for the ARTC to take a step back in the process, which has already identified an overpass as the preferred solution.

We achieved both these goals.

Council also attended the Joint Standing Committee inquiry into the National Broadband Network (NBN) to say the struggle for internet speed and reliability in our region was unacceptable.

Our Mayor, Cr Chris Raeburn, spoke to the committee at its public hearing, saying if something was not done our region would be left behind in the digital race and miss out on economic development opportunities.



Strathbogie Shire Council

Cr Raeburn appealed to the committee to consult and collaborate with the Strathbogie Shire region.

We also achieve this goal.

Our advocacy also achieved \$3 million grant for the completion of the Nagambie Foreshore Walk, we worked with the Longwood community to stop super-loaded trucks travelling through our townships headed for the Westgate Tunnel Project and made a submission to the Department of Environment, Land, Water and Planning regarding the development of Renewable Energy Zones.

Our advocacy has ensured the provision of enhanced mobile telecommunication coverage at Graytown, Ruffy, Creighton's Creek, Avenel, Avenel South and Euroa North and work is ongoing in this field and further improvements being pursued.

We have also advocated strongly for the funding continuation of the Goulburn Region Queensland Fruit Fly Control Program and for Strathbogie Shire to be aligned with a regional tourism board to ensure we are not left out of essential market positioning.



Declaring a Climate Emergency

In April 2021, Council endorsed a Notice of Motion to declare a Climate Emergency.

The Notice of Motion was moved by Councillor Sally Hayes-Burke, seconded by Cr Reg Dickinson and supported by all Councillors.

Strathbogie Shire was the 100th Council in Australia to declare a Climate Emergency and just the third to pass this Notice of Motion unanimously.

It came after Climate Change and the Environment were ranked as the second and fifth service priority by the community during Council's Share Strathbogie community engagement program.

The next steps are for Strathbogie Shire to engage with the community to set priorities in a Climate Change Action Plan.



- **Delivered 81 capital works projects**
- **Created benefits across the Shire**
- **\$14 million of projects for our community**

Council's new project management approach paid dividends in the 2020/21 financial year with 84 per cent of our capital works program delivered.

The success is attributed to a project management framework, implemented in the same year, that allowed projects to be planned, managed and governed from beginning to end.

As an organisation Council hasn't always been known for getting projects delivered. We hope these results show we're working hard on improving our processes and delivering for our community.

The community can expect to see further changes in the capital works area with more time spent engaging with the community, planning, scoping and costing projects before kick-off.

We are overwhelmingly aware that we are spending ratepayers' money and we don't take that responsibility lightly.

Highlights of the past year's capital works projects included the installation of a new pedestrian

bridge from the Memorial Oval to the Friendlies Oval in Euroa, the expansion of the Euroa RSL Clubrooms, upgrades to the netball and multi-purpose court at the Violet Town Football Netball Club.

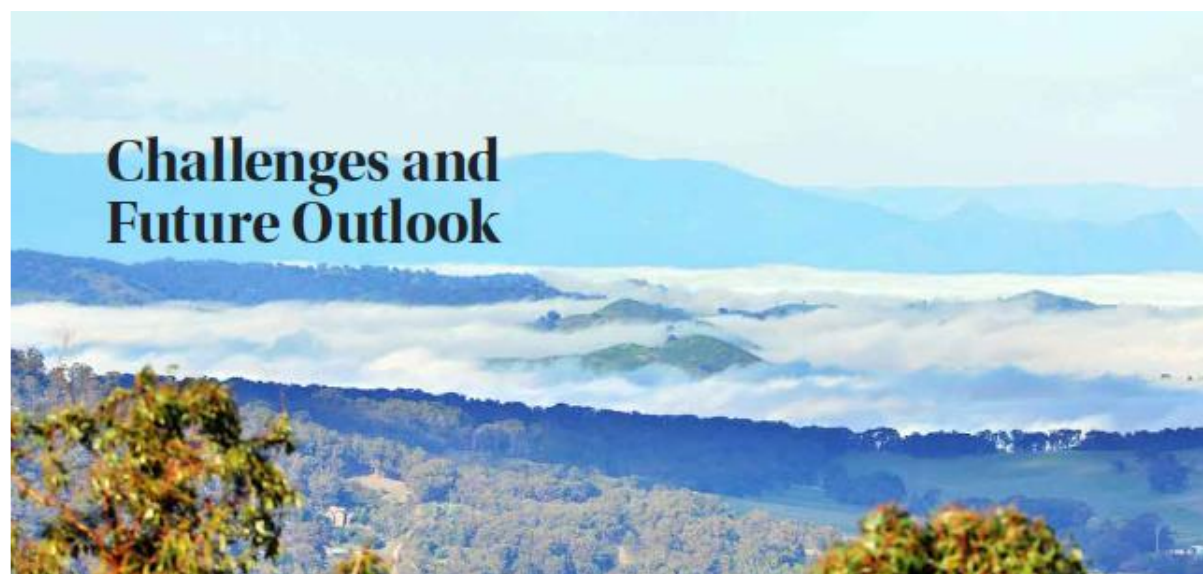
Other exciting projects included the completion of the Violet Town Skate Park and Violet Town Recreation Reserve Toilet Facilities.

Council also ensured added safety to its communities with the addition of a Kiss & Go Bus Stop at St Johns Primary School in Euroa, the major culvert renewal on Upton Rd, upgrades to various tracks and trails and the completion of Stage 1 of the Fixing Country Roads project.

These capital works projects are demonstrating improved liveability and amenities for residents in our Shire.

Council is now looking forward to delivering more exciting capital works projects in 2021/22.





Challenges and Future Outlook

COVID-19 has had a profound impact on cities and countries across the world and Strathbogie Shire is no exception.

Our region has experienced job losses, staff being stood down and businesses being forced to close.

Our 2020/21 Budget was prepared with coronavirus at the forefront. It included rate relief for business and our community.

We also knew providing support to our community during the coronavirus pandemic was not limited to financial assistance.

Helping to Reset, Reboot and Revitalise our communities would take much more.

This is why we launched the RE3 project – to support our community through the pandemic and to flourish on the other side.

RE3
RESET
REBOOT
REVITALISE

Why we needed to act

Impact of our economy

Local businesses reported a substantial decrease in economic output. Some have reported a downturn in income so significant they are unable to meet rental and credit commitments. We know:

- 25 per cent of businesses applied for job keeper payments with a greater number applying for other government assistance measures
- There was a seven per cent increase in unemployment across the Shire.

Impact on our community

Our community worked hard to follow restrictions and help keep us all safe. Major events across the Shire were cancelled. Community groups and sporting activities stopped.

However, in doing our bit to stop the spread of the virus, came feelings of isolation and loneliness.

We were constantly reminded of the significant number of older people in our community without access to technology.

We knew that, more than ever, we must talk about mental health and look out for our friends, family and loved ones.

Impact of our workers

Strathbogie Shire initially established a strict two-team routine to keep our staff and our organisation as safe as we can. This meant operating two teams across our entire business – working from the office, and from home, on alternating weeks.

As restrictions changed our workforce changed. For much of the year all those who could work from home, did, and are continuing to do so.



















What we did

Council established a three-phase community recovery program – the RE3 project to Reset, Reboot and Revitalise our community.

Reset

This phase was focussed on communication. We ensured our community had access to the information it needed to stay safe during the coronavirus (COVID-19) pandemic. It established communication channels with our community to make sure they know where, and how, to get credible information about restrictions.

We established a COVID-19 page on our website to ensure our community has a one-stop-shop for information about impacts to local services.

RESET	REBOOT	REVITALISE	
 <p>Established communications channels</p>	 <p>Working for Victoria</p>	 <p>Engage with community to learn, heal and flourish</p>	<p>We used social media to drive safety messages and continue to generate updates to reinforce our messages.</p>
 <p>Regular video updates</p>	 <p>The Strathbogie Story</p>	 <p>Improve access to services</p>	<p>Reboot</p> <p>The phase is rapidly responding - and rapidly changing - as we continue to adapt to meet our community's needs.</p>
 <p>Rate relief for business and community</p>	 <p>Taking services and community engagement online</p>	 <p>Ensure our community is heard</p>	<p>In the reboot phase we are firmly focussed on tackling feelings of isolation and loneliness and looking out for the mental health of our community.</p>
 <p>Health promotion</p>	 <p>Access to health services</p>	 <p>Economic Development Strategy</p>	<p>Our projects were - and continue to be - focussed on driving community connection. Our staff are focussed on ensuring access to services and keeping our community safe.</p>
 <p>Signage to keep people safe</p>	 <p>Capital works power on</p>	 <p>Taking customer service online</p>	<p>Revitalise</p> <p>This is the forward-looking phase. With the coronavirus pandemic continuing the actions and opportunities in phase three are yet to be fully outlined.</p>
 <p>Launch RE3 project</p>	 <p>Streamlined community grants</p>		<p>However, we are ensuring access to services is easy, this includes (but is not limited to) health services, playgroups and maternal health services and mental health services.</p>
 <p>Financial hardship support</p>			<p>We are developing an Economic Development Strategy that further supports, stimulates and strengthens the local economy.</p>
			<p>And, we are taking customer services like forms and payments online, through the development of a new website.</p>

Fast facts

We deliver a wide range of infrastructure, services and programs to the Strathbogie Shire community.

In 2020/21 this included:

Hosted the Australian Rowing Team at Lake Nagambie for

Olympic
Games preparation

Pedigree Dog Show at Longwood attracted

874

dogs and owners from across Victoria.

Collected

1,130.82

tonnes of kerbside waste

Collected

1,088.76

tonnes of kerbside recyclables

Collected

1,681.32

tonnes of Food Organics and Garden Organics (FOGO)

Achieved a record low Food Organics and Garden Organics FOGO contamination rate of

1.0 %

Achieved a recycling contamination rate of

8.07 %

(compared to stage average of between 15 to 20 per cent)

Managed

10,341

customer requests

Our customer service team answered

22,718

phone calls

Achieved a reach of

68,531

on our social media channels

Achieved

65,873

post engagements

Gained

409

new followers

www.share.strathbogie.viv.gov.au achieved

1,924

views in just three months

We sought community input on 10 projects through Share Strathbogie in three months

We also maintained:

- 2,207 km of roads (1470 km unsealed, 737 km sealed)
- 521 bridges and culverts
- 296 buildings and structures
- 13 community halls
- 394SQM garden beds
- 15 public toilets
- 28 playgrounds
- 11 sports grounds
- 40 hard courts and bowling greens
- 4 aquatic centres
- 4 kindergartens
- 4 Maternal Child Health Centres
- 7 transfer stations
- 15,240 street trees



A Message from the Mayor and CEO

Last year this message focussed on the challenges of 2019/20.

We spoke about the impacts of coronavirus (COVID-19) on our community, job losses, businesses being forced to close during lock downs and unforeseen hardship.

As we sit down to pen this year's message not much has changed.

Ongoing COVID restrictions, closures, disruption and challenges have made the last 12 months hard.

However, we are proud of the response provided by our community, our staff and our Council.

We have maintained our service delivery, through lock downs, transitioning to a new way of doing business online, over the phone and face-to-face wherever possible.

As a Council with six of the seven first-time Councillors, we have continued to operate online and ensure the important projects that support our community have been delivered.

In fact, our capital works program during 2020/21 has been a huge success. We've delivered more projects and we're on-time and on-budget.

Our organisation's commitment to the Four Cs – that's customer service, communications, community decisions and consultation and engagement – has continued.

We have strengthened community representation in our decision making, by implementing best practice engagement programs.

We hope you have visited our online engagement platform www.share.strathbogie.vic.gov.au to share your thoughts, feedback and advice.

Our goal is to increase opportunities for genuine, meaningful and informed participation.

And while we know we have more to do, we hope you can see the change.

Finally, we wish to thank our community for its support during the past 12 months.

Thank you for working with us, working with each other and showing your commitment to our region.

Like you, we know Strathbogie Shire, our townships and our people are truly special.

Perhaps our community said it best during our Share Strathbogie sessions when they said:

"It's the people. It's the environment. It's just the vibe."

Chris Raeburn
Mayor

Julie Salomon
Chief Executive Officer



Financial Performance Summary

Long-term financial sustainability is a key objective of Council's financial plan. Strathbogie Shire continues to be in a strong financial position. A summary of our performance is outlined below. Detailed information relating to Council's financial performance is included with the Financial Statements and Performance Statement sections of this report.

Operating position

The balance sheet indicates our assets are more than adequate to meet liabilities, which is an important measure of liquidity.

Debt levels continue to be closely managed with debt decreasing to \$0.28 million at 30 June 2021.

Debt levels remain low when comparing to Strathbogie Shire's asset base of \$282.91 million, providing borrowing capacity for the future. The operating surplus was \$6.36 million and the underlying position remains sound.

Strathbogie Shire's revenue was \$37.32 million with rates and charges raising \$20.08 million, based on 7,756 assessments. The reliance on rate revenue in 2020/21 was 54 per cent compared with 59 per cent in 2019/20.

The strong financial position reflects sound financial management and Shire's commitment to infrastructure renewal and financial sustainability. It also strengthens our financial capacity to deliver on the objectives and strategies of the Council Plan and Financial Plan.

Net operating result

Strathbogie Shire achieved an operating surplus of \$6.36 million compared to a budgeted surplus of \$3.36 million. The major reason for this variance was contributed assets from new developments and supplementary rates from the same.

Capital expenditure

Strathbogie Shire invested \$10.43 million into capital works. The capital works program funds the ongoing renewal of our existing physical assets of \$4.39 million, as well as the construction of some new community assets: \$1.50 million and the upgrade and expansion of existing assets \$4.54 million.

Infrastructure works included roads (\$5.16 million), bridges (\$0.29 million), parks and open space (\$1.75 million), drains (\$1.22 million), footpaths and cycleways (\$0.25 million), buildings (\$0.56 million)

Borrowings

No new borrowings were undertaken in 2020/21. The Shire has low levels of debt when comparing borrowings to non-current assets. The outstanding loan amount as at 30 June 2021 was \$0.28 million.

Cash and other financial assets

Cash and current assets at 30 June 2021 totalled \$26.49 million. Strathbogie Shire's liquidity position – (current assets / current liabilities) continues to be very strong with a ratio of 2.16:1.

This ratio means we have \$2.16 of cash and current assets for every \$1.00 of current liabilities. This ratio is slightly lower than 2020 (2.65:1) due to higher expenditure on capital works. Legislative restrictions on Strathbogie Shire's cash at 30 June 2021 total \$0.55 million. This statutory obligation means Strathbogie Shire must set aside sufficient cash to fund amounts held in trust and developer levies.

Our Council



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Mount Wombat Ward

Cr Laura Binks

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Hughes Creek Ward

Cr Paul Murray

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Seven Creeks Ward

Cr Kristy Hourigan

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Lake Nagambie ward

Cr Reg Dickinson

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Seven Creeks Ward

Cr Sally Hayes-Burke

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Lake Nagambie Ward

Cr Melanie Likos

Resigned August 2021

Our People



Chief Executive Officer

Julie Salomon

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**Executive Manager
Governance and
Customer Service**

**Acting Executive
Manager People
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Dawn Bray

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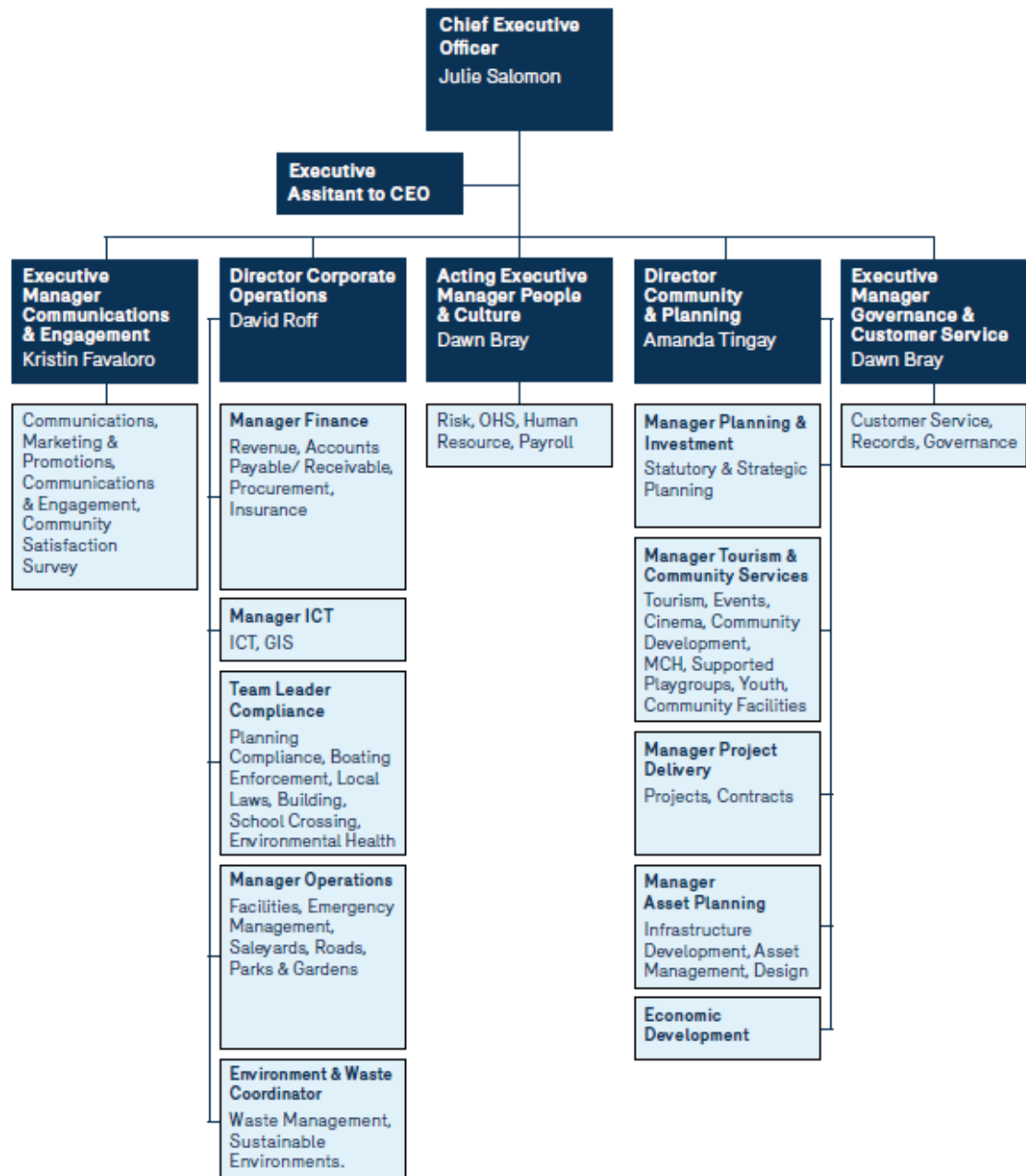


**Director Community
and Planning**

Amanda Tingay

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strathbogrie.vic.gov.au

Our Organisation



Our Staff

The table below shows the number of full-time equivalent staff in each department.

	Executive FTE	Corporate	Community and Planning	People and Culture	Communication and Engagement	Governance and Customer Service	Total FTE
Permanent Full Time (F)	2	13	6	2	3	3	29
Permanent Full Time (M)	0	51	11	1	0	0	63
Permanent Part Time (F)	0	4.91	5.15	1.44	3.03	4.85	19.38
Permanent Part Time (M)	0	2.59	0.6	0	0	0	3.19
Casual (F)	0	1.76	0	0	0	0.58	2.34
Casual (M)	0	2.5	0	0	0	0	2.5
Total	2	75.76	22.75	4.44	6.03	8.43	119.41

The table below shows the number of full-time equivalent staff in each banding.

	Band 1	Band 2	Band 3	Band 4 FTE	Band 5	Band 6 FTE	Band 7	Band 8	All Other FTE	Total FTE
Permanent Full Time (F)	0	0	2	3	4	8	4	3	8	32
Permanent Full Time (M)	0	0	28	7	6	3	5	3	8	60
Permanent Part Time (F)	0	0.28	0	6.91	4.02	6.22	0.68	0	1.27	19.38
Permanent Part Time (M)	0	2.59	0	0	0.6	0	0	0	0	3.19
Casual (F)	0.65	1.11	0	0.58	0	0	0	0	0	2.34
Casual (M)	0.44	0.46	1.6	0	0	0	0	0	0	2.5
Total	1.09	4.44	31.6	17.46	14.62	17.22	0.68	6	17.27	119.41



COVID-19 Pandemic

The COVID-19 Pandemic has been a challenging time for Strathbogie Shire employees and volunteers. Since March 2020 we have seen many changes to the way we work through enacting our Business Continuity Plan and transitioning to working from home arrangements, splitting our workforce into Team 1 and Team 2 arrangements, and returning to the workplace in line with Government restrictions.

We also had periods when we closed our doors to the public and closed our Cinema and Visitor Information Centres in line with Government restrictions.

Strathbogie Shire understood that these were anxious and challenging times for our employees having to change the way they worked and, in some cases, needing to home school children or care for others.

Council's primary goal was the welfare and safety of staff during this period and flexible working arrangements were offered such as working different hours, offering alternate duties and accessing various leave options.

Staff were also encouraged to access Council's Employee Assistance Program (EAP) counselling service. The EAP is a free and confidential counselling

service offered by employers to their employees to support their wellbeing in the workplace and in their personal lives.

The service offers initial support and assistance to individuals and groups of employees who have personal and/or work-related issues that may impact on their well-being, work performance, safety, individual and workplace morale and psychological health.

Council continues to work through the challenges the pandemic has thrown at us, but overall are proud of our achievements during this difficult period.

Professional development

To ensure a highly skilled and productive workforce, the Shire provides many avenues for professional development and personal growth.

Opportunities to improve the capacity of the organisation and enhance skill levels are considered against identified strategic objectives and assessment of training needs, which are identified through individual performance and development plans.

Although the past year has been difficult to provide training opportunities to our employees due to the pandemic, there has been an increase of webinars and e-learning. We were still able to

provide compliance training to 70 employees during 2020-21 including First Aid, CPR, Traffic Management, Health and Safety Representative, and Emergency Warden Training.

Recognition of years of service

Strathbogie Shire values the important role its staff play in the success of the organisation. During 2020-2021 numerous staff service awards were presented in recognition of key service milestones. These included:

- One employee for 40 years
- One employee for 30 years
- Two employees for 20 years
- Two employees for 15 years
- Three employees for 10 years
- Five employees for five years

VAGO Sexual Harassment in Local Government Audit

In June 2020, the Victorian Auditor-General's Office conducted a survey on the subject of Sexual Harassment within the Local Government sector. This confidential survey was sent to staff and Councillors with supporting encouragement for all to complete. Of the 79 Victorian local Councils, Strathbogie Shire were one of the 75 that participated.



Broadly speaking VAGO concluded that:

- Councils are not providing workplaces free from sexual harassment
- More than one in four Councillors and Council staff surveyed said they had experienced sexual harassment in the last 12 months
- Although Councils have the tools that could prevent these experiences, they do not use them to their full advantage

The report made 12 recommendations to Councils which included:

- the introduction of mandatory training on sexual harassment for staff and Councillors
- a review of Council complaint procedures
- and improved record keeping of said complaints

Council adopted an Action Plan relating to these 12 recommendations in February 2021 which will see improvements made in this space. A stand-alone Sexual Harassment Policy was adopted in May 2021 and has now been rolled out across the organisation. Organisation-wide training has been scheduled for late 2021.

Gender Equality Act 2020

The Gender Equality Act 2020 commenced on 31 March 2021 and provides legislation to promote gender equality in our policies, programs and services. As a leader in the community, Council should role model gender equality in the public we serve.

Council began conducting a workplace gender audit in June 2021 to collect data through an employee experience survey and workforce data. This audit will be used to develop a four year Gender Equality Action Plan (GEAP) by the end of 2021 and will provide strategies and measures to make change based on results.

Working for Victoria Project

Strathbogie Shire Council received funding for up to 43 new jobs through the Victorian Government's Working for Victoria initiative to assist those impacted by the COVID-19 pandemic.

The new six-month roles were created to provide support to our community in areas such as planning and assets, information technology, communications, project management, maintenance and repairs, community engagement initiatives and cleaning to help the community get back on its feet.

Strathbogie Shire was able to employ 41 new employees of the 43 positions we received funding for, with the majority of those employed living locally within our municipality.

Overall the project was very successful for both Strathbogie Shire and the individuals employed to assist during a difficult period and respond to the challenges of the COVID-19 pandemic.



Delivering our Council Plan

The following reviews the performance of the Shire against the Council Plan including results achieved in relation to the strategic indicators included in the Council Plan. To summarise our operational performance in the last year of our Council Plan we achieved:

72%

of actions are 100% complete

10%

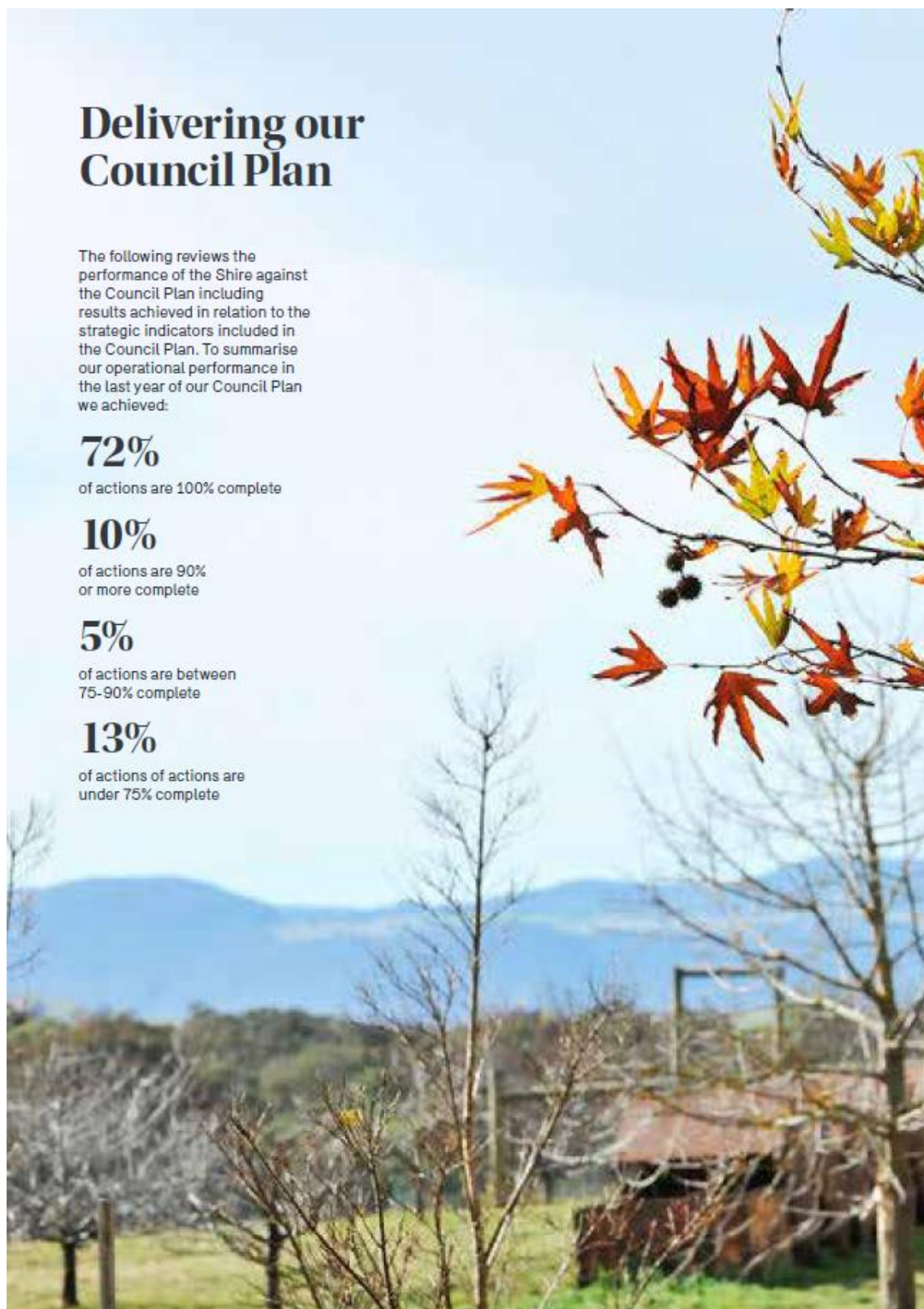
of actions are 90%
or more complete

5%

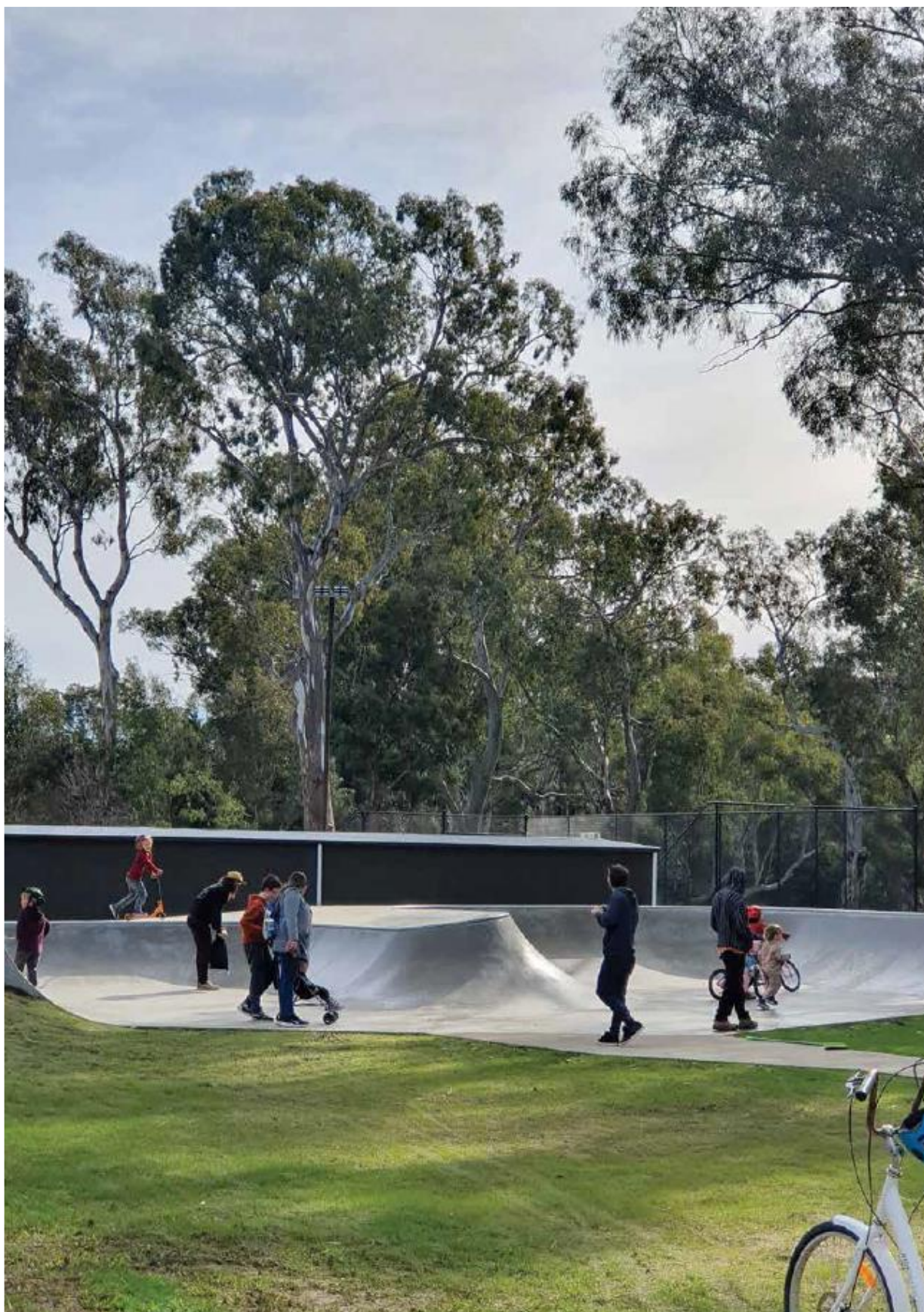
of actions are between
75-90% complete

13%

of actions of actions are
under 75% complete







Council Plan – Goal 1:

To enhance community health and wellbeing



Strategy 1.1: Plan for the improved community health, wellbeing and liveability

Action	Percentage complete	Comments
Work with the Strathbogie Health and Community Services Consortium to determine future direction.	100%	Achievements include: • Partnership developed with Euroa Health and Nagambie Health • Two blocks of land transferred to Nagambie Health
Undertake self-assessment under Workplace and Equality and Respect Standards.	100%	Achievements include: • Gender equality training for Councillors and staff • Meeting all requirements of the Gender Equality Act
Review parking arrangements at Avenel Pre-School and Maternal Child and Health.	100%	Improvement works complete
Continue to review and implement priorities from the Walking Tracks and Trails Strategy.	90%	Achievements include: • 11 priority tracks and trails mapped • Promotion on Victoria Walks website, Great Walks magazine, and Council's communications channels
Seek grant funding to accelerate improvements to the footpath network.	100%	All relevant grant funding identified and information provided to relevant team
Commence new planning cycle for Municipal Public Health and Wellbeing Plan (MPHWP).	100%	Achievements include: • Application to integrate the MPHWP into Council Plan sought and granted. • Community engagement complete through Share Strathbogie.
Prioritise actions within the Play and Recreation Framework to allocate available budget to locations	100%	Funding allocated to priority actions
Work with community to implement provision of dogs off leash areas	100%	Euroa Off-Leash Dog Park opened and operational
Promote responsible pet ownership through the implementation of Council's Domestic Animal Management Plan 2017-21	95%	Promotional work is ongoing and will be incorporated in revised Domestic Animal Management Plan review.
Review Council's Community and Meeting Procedure Local Laws - to reflect contemporary issues	100%	Community Local Law No.2 adopted by Council September 2020.
Complete MOU with Nagambie Health for delivery of Nagambie Ageing Hub	90%	Council to proceed and agreement in draft.

Council Plan – Goal 1: To enhance community health and wellbeing

Strategy 1.2: Engage and participate with the community in Council / Community initiatives

Action	Percentage complete	Comments
Continue to support local community planning processes across the Shire including implementation	75%	Progress affected by COVID-19 pandemic. Achievements include: <ul style="list-style-type: none"> • Workshop with all action groups • Workshop with all committees of management • Funding provided to action groups through CASI initiative
Review status of Recreation Reserve Master Plans	40%	Progress affected by COVID-19 pandemic. Achievements include: <ul style="list-style-type: none"> • Stage one of Friendlies Precinct works complete • Stage two Friendlies masterplan works underway • Actively working with Longwood Recreation Reserve to seek funding.
Achieve funding and deliver Nagambie Youth Hub	100%	Achievements include: <ul style="list-style-type: none"> • Youth hub complete • Disabled toilet access provided • Funding achieved and work complete on adjacent Nagambie Active Hub

Strategy 1.3: Enhance community resilience, including supporting and increasing the participation of volunteers

Action	Percentage complete	Comments
Negotiate MOUs with indigenous representative groups with the aim of developing Reconciliation Action Plans	75%	Community engagement complete with significant input achieved. Report to be presented to Council in September 2021.
Review public transport options within the Shire	50%	Progress impacted by COVID-19 pandemic. Working with public and private transport operators, along with actions groups.
Recognise and profile the importance of volunteers in our local community	100%	Achievements include: <ul style="list-style-type: none"> • Successful advertising campaign for new volunteers • National Volunteer Week celebration
Seek funding for provision of emergency power at relief centres, places of last resort within the Shire	75%	Funding application successful to purchase portable generators to power all sites.

Council Plan – Goal 1: To enhance community health and wellbeing

Continue consultation with Fire Brigade Captains to explore Fire Management Planning and CFA Best Practice	100%	Achievements include: <ul style="list-style-type: none"> • Fire Management Plan Review complete • Roadside spraying program complete • Fire inspections complete and infringements issued. • Fire brigade group officers meetings ongoing
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Strategy 1.4: Support and drive community, arts and cultural events

Action	Percentage complete	Comments
Continue implementation of Shire wide youth programs that focus on cultural activities, training and development, pathways to employment and civic participation	100%	Achievements include: <ul style="list-style-type: none"> • Nagambie Youth Hub complete • Youth Officer on board • Youth event at GoFish • Youth movie night
Investigate potential for art work on Nagambie Water Tower	100%	Artist engaged to complete art work at the Nagambie Youth Hub Building, after water tower deemed unsuitable.
Begin implementation of Tourism Arts and Culture Strategy Action Plan	100%	Achievements include: <ul style="list-style-type: none"> • Delivery of ArtsACTION program in collaboration with seven Councils • 12-month action plan developed • Recruitment drive for Arts and Culture Officer





Council Plan – Goal 2:

To sustainably manage our natural and built environment



Strategy 2.1: Promote and support sustainable environmental initiatives

Action	Percentage complete	Comments
Continue to support Landcare groups and Catchment Management Networks to target weed and pest animal management on roadsides	100%	Achievements include: <ul style="list-style-type: none"> Roadside Weeds and Pest Program complete Action underway to secure further funding
Complete work with event organisers to implement Zero Waste events	100%	Achievements include: <ul style="list-style-type: none"> Waste Wise Event Guide adopted Waste Wise Events Policy adopted
Support sustainable energy initiatives in the Strathbogie Shire in conjunction with the Environment and Sustainable Development Advisory Committee	100%	Achievements include: <ul style="list-style-type: none"> Council signed onto Victorian Energy Collaboration Agreement (VECO) to commit 100 per cent of its energy supplied from renewables Climate Emergency declaration
Support Clean Up Australia Day	100%	Achievements include: <ul style="list-style-type: none"> Clean up Australia Day undertaken Fee waivers at transfer stations on this day Further Clean up event at Euroa Secondary College undertaken
Continue to support the Goulburn Broken Greenhouse Alliance (GBGA)	100%	Achievements include: <ul style="list-style-type: none"> Active member of GBGA Growing Cooler Climates project lead Funding secured for Naturally Cooler Towns project
Implement the recommendations of Council's Domestic Wastewater Management Plan, including working with Goulburn Valley Water to explore small town sewer schemes	10%	Yet to be substantially progressed due to competing priorities and delays in developing the software for identifying the best treatment for small sewer schemes

Council Plan – Goal 2: To sustainably manage our natural and built environment

Strategy 2.2: Mitigate and adapt to a changing climate

Action	Percentage complete	Comments
Implement initiatives within the Sustainable Strathbogrie 2030 Plan	100%	Achievements include: <ul style="list-style-type: none"> • Implementation of program to record, analyse and report Council's energy, water, fleet and waste emissions and financial. • Signed onto VECO agreement to purchase Council's power from 100 per cent renewables. • Climate Emergency declaration
Identify priorities for flood mitigation/drainage in Violet Town	100%	Achievements include: <ul style="list-style-type: none"> • Pit and pipe survey • Shiffner Street Drainage Design • Violet Town Drainage Strategy to Bypass Town Centre
Include urban forestry into urban design frameworks to increase the shaded environment of our townships and implement pilot program	100%	Achievements include: <ul style="list-style-type: none"> • Community planting days completed in Euroa, Nagambie and Violet Town. Potential future sites identified and documented.
Partner with agencies (Catchment Management Authority, Agriculture Victoria, Goulburn-Murray Water, Goulburn Valley Water) to deliver a series of listening posts for farmers to identify issues of concern and how they can be addressed	100%	Achievements included: <ul style="list-style-type: none"> • Proactive partnerships with local Landcare groups to deliver education to landowners on land management issues.

Strategy 2.3: Protect and enhance our natural environmental assets

Action	Percentage complete	Comments
Review/Implement Tree Management Guidelines	95%	Draft document is now complete with assessment and risk mapping underway.
Continue to assist new landowners in land management through New Residents booklet, website and other means	100%	Achievements include: <ul style="list-style-type: none"> • Clear and concise information on Council's website • Partnerships with Euroa Arboretum, Landcare and Catchment Management Authorities to deliver training for small lot landowners.

Council Plan – Goal 2: To sustainably manage our natural and built environment

Strategy 2.4: Protect and enhance our built environment

Action	Percentage complete	Comments
Implement priority actions from the Stormwater Management Plan	100%	Achievements include: <ul style="list-style-type: none"> • Stormwater Drains Design Program • Pit and pipe renewal program • Bank, Queen and Belmont Streets, upgrade works • Nagambie Industrial Estate scoping study • McGregor Avenue Retarding Basin Upgrade • Flood levee easements • Ballantyne Road Retention Basin design • Boundary Road South upgrade • Castel Creek Floodplain Management Plan and levee monitoring • Nagambie open space and recreation reserve alternative water supply feasibility study.
Develop Guidelines and priority locations for improvements to street lighting in accordance with adopted policy	100%	Street Lighting Policy adopted.

Strategy 2.5: Provide efficient and effective waste management programs

Action	Percentage complete	Comments
Implement expanded kerbside collection on collection routes as identified in the Waste Management Strategy	100%	Achievements include: <ul style="list-style-type: none"> • Routes were extended to meet sufficient demand from residents • Ongoing investigations of route extensions continue.
Work with Goulburn-Murray Water to review and implement improved waste collection techniques on our waterways	100%	Achievements include: <ul style="list-style-type: none"> • Clean Up Australia Day at Lake Nagambie



Council Plan – Goal 3:

To provide quality infrastructure



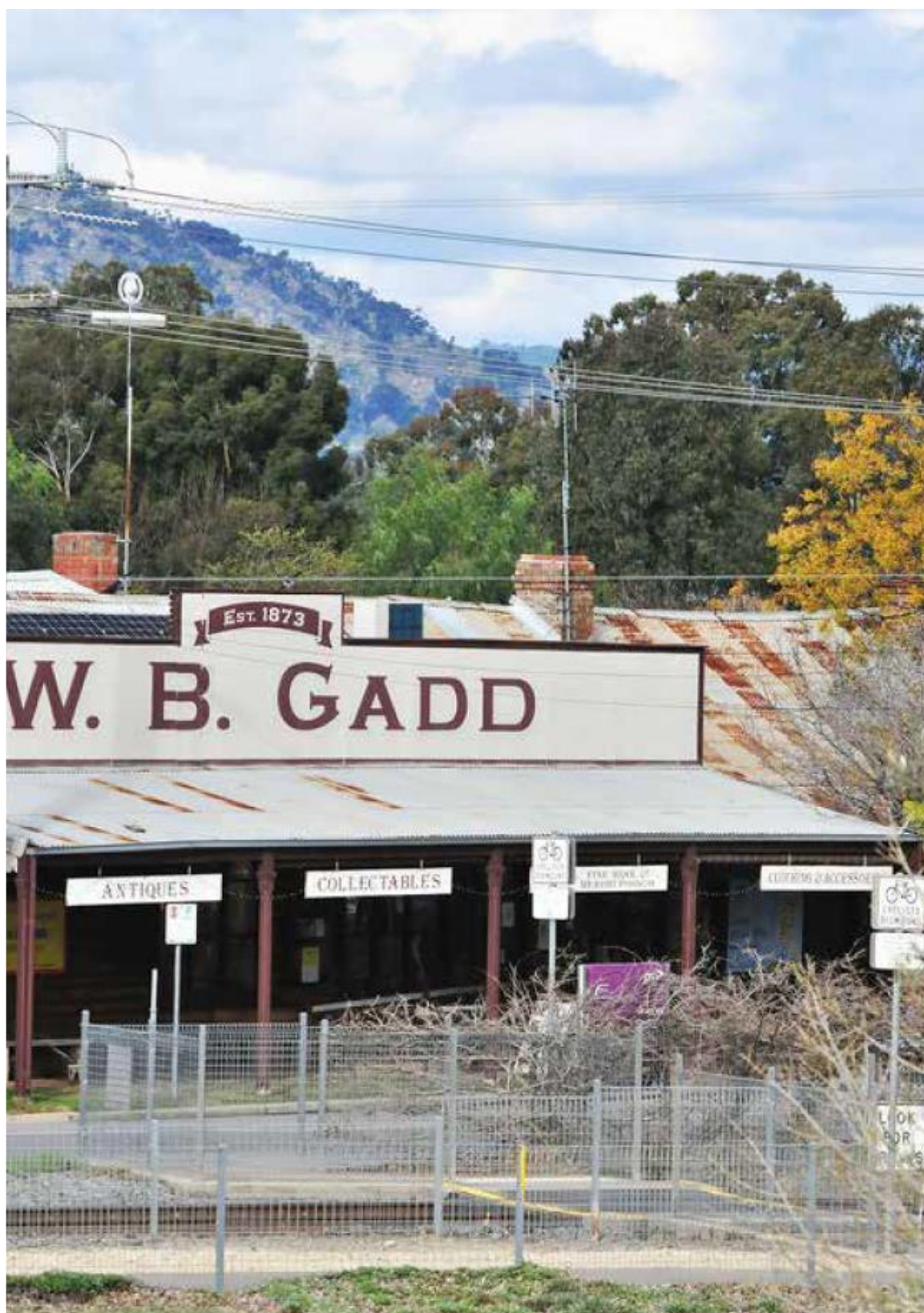
Strategy 3.1: Provide best practice management of all assets including roads, bridges and facilities

Action	Percentage complete	Comments
Review Council asset list to ensure ongoing need	100%	Achievements include: <ul style="list-style-type: none"> Report identifying Council owned properties complete Identified land advertised for sale.
Complete survey and design for footpaths, kerb and channelling and parking at the east end of Bank, Belmont, Queen Street, Avenel	100%	Achievements include: <ul style="list-style-type: none"> Community consultation on concept design Approval granted by Rural Roads Victoria Tender advertised and awarded Work complete
Target major capital works projects to seek government funding to reduce Council's costs	100%	Achievements include: <ul style="list-style-type: none"> Funding for Nagambie Youth Hub (\$250,000) Funding for Nagambie-Locksley Road bridge works (\$600,000) Federal Government funding approved for Local Roads and Community Infrastructure (\$1.2 million) Funding for Nagambie Foreshore Path granted (\$3 million)
Progress review of Nagambie Growth Management Plan	100%	Achievements include: <ul style="list-style-type: none"> Plan review complete Main Street Plan scope of works complete Tender released and awarded
Formalise Euroa parking arrangements after adoption of Euroa Township Strategy	10%	Initial review of five key recommendations within Euroa Strategic Plan complete. No further progress due to competing priorities.
Continue support of Roads Advisory Committee	50%	On hold as Council reviews engagement approach, including advisory committees.
Prioritise outcomes of condition assessment of public toilets	40%	Achievements include: <ul style="list-style-type: none"> Public toilet condition assessment complete. No further progress due to competing priorities.
Implement extension of angle parking in Nagambie including 2-hour limit in appropriate locations	100%	Achievements include: <ul style="list-style-type: none"> Signage plan completed, procured and implemented in 2020.

Council Plan – Goal 3: To provide quality infrastructure

Strategy 3.2: Provide passive and active recreational facilities

Action	Percentage complete	Comments
Investigate and consult in relation to providing link bridge at Rockies over the Seven Creeks in Euroa and over Hughes Creek between Kent Street and Watson Street in Avenel	100%	Achievements include: <ul style="list-style-type: none"> Funding for Rockies Bridge secured Community engagement through Euroa's Share Strathbogie sessions Rockies Bridge to be constructed 2021/22 Hughes Creek Bridge work halted by flooding concerns raised by environmental authority.
Construct pedestrian bridge linking Memorial Oval and Friendlies Reserve in Euroa	100%	Achievements include: <ul style="list-style-type: none"> Works completed on time and within budget Community communications complete
Continue to implement outcomes of the Community Pools Strategy	100%	Achievements include: <ul style="list-style-type: none"> Belgravia Leisure engaged to manage pools for 2021/22 season New approach to pool communications through establishment of social media pages and websites Pools working party formed Point of sale computer systems and attendance tracking implemented Shade sales in Euroa and Avenel installed. Works to repair Avenel Pool underway.
Seek Stage 2 funding for Stage 2 boardwalk Seven Creeks Park in Euroa	100%	Achievements include: <ul style="list-style-type: none"> Three funding submissions made. One unsuccessful, two in progress
Progress priority projects identified in the Nagambie Tourism Infrastructure Business Case	100%	Achievements include: <ul style="list-style-type: none"> Funding applications made for rowing course deepening, peninsula extension, foreshore walk unsuccessful. Further funding application for \$3 million foreshore walk was successful





Council Plan – Goal 4:

To support and drive economic development



Strategy 4.1: Promote and support local business and produce

Action	Percentage complete	Comments
Promote local businesses through a Bi-Annual Business Awards program	100%	On hold with both groups asking to delay during coronavirus pandemic
Support and engage with local representative business groups	80%	Achievements include: <ul style="list-style-type: none"> Establishment of regular email bulletin to more than 750 local businesses Funding released to Go Nagambie and Euroa Chamber of Commerce to support membership and COVID recovery Continued engagement with local business groups

Strategy 4.2: Support tourism and business development

Action	Percentage complete	Comments
Review results of Longwood free camping trial and implement	90%	Achievements include: <ul style="list-style-type: none"> Longwood free camping endorsed and operational
Partner with business groups to develop support programs	100%	Achievements include: <ul style="list-style-type: none"> Establishment of regular email bulletin to more than 750 local businesses Funding released to Go Nagambie and Euroa Chamber of Commerce to support membership and COVID recovery Continued engagement with local business groups
Continue to promote smaller communities through presence on the Strathbogie Shire website, the investigation of interpretive signs and historical information and other mediums	100%	Achievements include: <ul style="list-style-type: none"> Website map update to include smaller towns Township based promotional podcasts – focussing on hospitality opportunities released Promotional campaign underway.
Implement Policy on town entry and roadside signage	90%	Achievements include: <ul style="list-style-type: none"> Boundary, Town Entry and District Signage Policy adopted
Ensure appropriate involvement in new regional tourism structure	100%	Achievements include: <ul style="list-style-type: none"> Advocacy through letters and meetings with relevant Ministers asking for Strathbogie Shire to be recognised on Regional Tourism Board
Install a dump point in Nagambie	100%	Achievement include: <ul style="list-style-type: none"> Investigation of location complete Installation of dump point complete

Council Plan – Goal 4: To support and drive economic development

Strategy 4.3: Provide innovative and sustainable land use planning

Action	Percentage complete	Comments
Seek funding to review rural land use/rural residential strategy	100%	Achievements include: <ul style="list-style-type: none"> • Advocacy work with relevant Ministers • No funding available to date • Allocation to progress review in 2021/22 Budget
Review, in conjunction with the community, to identify options for footpath, roads and kerb and channel works in Cowslip Street, Violet Town, similar to works identified for Bank Street, Avenel	40%	Achievements include: <ul style="list-style-type: none"> • Research into Violet Town Development Plan • Supporting documentation review • Discussions progressed with relevant stakeholders • Next steps Council to progress data collection and prepare concept designs. • Progress limited while other projects prioritised.
Review Violet Town Master Plan 2020/21	50%	Achievements include: <ul style="list-style-type: none"> • Internal review to determine on-ground assets. • Further work to be completed. Project on hold due to project prioritisation.

Strategy 4.4: Attract new residents

Action	Percentage complete	Comments
Review effectiveness of rating incentive package in new residents to the Strathbogie Shire	100%	Data shows limited uptake and 2021/22 Budget allocation discontinued.

Strategy 4.5: Grow investment and employment opportunities

Action	Percentage complete	Comments
Review, update and resource the Economic Development Master Plan and implement priority actions	30%	Achievements include: <ul style="list-style-type: none"> • Economic profile complete • Economic Strategy Development underway.





Council Plan – Goal 5:

To be a high performing Shire



Strategy 5.1: To proactively develop and deliver quality services that achieve high customer satisfaction

Action	Percentage complete	Comments
Continue to enhance customer experiences through ongoing development of customer relationship management system	100%	Achievements include: <ul style="list-style-type: none"> • Work to improve website functionality ongoing • Online payment system launched • Councillor portal improvements made • Working with organisation to improve performance around responding to customers.

Strategy 5.2: Continue to focus on operational efficiencies

Action	Percentage complete	Comments
Develop framework for service planning inclusive of community consultation	100%	Achievements include: <ul style="list-style-type: none"> • Eight Share Strathbogie face-to-face engagement sessions complete • Community Engagement Policy review to include deliberative engagement approach and principles adopted in February 2021.
Continue to explore opportunities through collaboration with other Councils in service delivery	100%	Achievements include: <ul style="list-style-type: none"> • Digital transformation working group established with representatives from Mansfield, Murrindindi and Strathbogie Shires. • Funding submission complete and submitted.
Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change	100%	Achievements include: <ul style="list-style-type: none"> • Structure implemented with focus on Communications and Engagement, Governance and Customer Service and People and Culture • KPIs to support Customer Charter introduced • Leadership culture program complete
Prioritise outcomes of ICT strategy to aid business transformation through finalisation of "Roadmap"	90%	Achievements include: <ul style="list-style-type: none"> • Discussions on regional collaborations underway

Council Plan – Goal 5: To be a high performing Shire

Develop Action Plan to address outcomes of the 2020 Community Satisfaction Survey in order to improve customer service and address areas of concern	100%	<p>Achievements include:</p> <ul style="list-style-type: none"> Action plan developed to focus on 'The Four Cs' – Customer Service, Communications, Consultation and Engagement and Community Decisions. Through this we have: <ul style="list-style-type: none"> Community Engagement Strategy updated to include deliberative engagement for development of Community Vision and Council Plan Developed a set of engagement principals our plans and projects with the community must adhere to Launched online engagement platform Share Strathbogie Revamped and redesigned all communications channels including newsletter, advertising, eNews, social media. 2021 Community Satisfaction Survey up a statistically significant seven points to all time high rating.
Improve access to 'in the field' software and hardware for key Council functions to improve response times to permit applications and customer queries	95%	<p>Achievements include:</p> <ul style="list-style-type: none"> Environmental Health and Building applications final testing in progress

Strategy 5.3: Continue to create a secure investment environment through sound financial management

Action	Percentage complete	Comments
Implement training in relation to Procurement and Contract Management Guidelines	100%	<p>Achievements include:</p> <ul style="list-style-type: none"> Procurement plan review complete Procurement Policy updated and adopted Procurement training complete
Refine Long Term Financial Plan covering Ten Year period	100%	<p>Achievements include:</p> <ul style="list-style-type: none"> Long term financial plan completed as part of 2021/22 Budget process Finalised and adopted with 2021/22 Budget
Develop and implement Project Management Framework	100%	<p>Achievements include:</p> <ul style="list-style-type: none"> Project Management Framework complete Significant increase in projects delivered in 2020/21.

Council Plan – Goal 5: To be a high performing Shire

Strategy 5.4: To be equitable and fair in all decision-making processes

Action	Percentage complete	Comments
Ensure strategies are developed in conjunction with key stakeholders on a regional basis - i.e. Hume Region Local Government Network	100%	Achievements include: <ul style="list-style-type: none"> • Participation in Hume Region Local Government Network • Participation in network's strategic workshop to set priorities and advocacy agenda on key regional issues • Draft strategy and advocacy agenda complete
Promote open and transparent reporting of Council decision making including Know Your Council Data	100%	Achievements include: <ul style="list-style-type: none"> • 2019/20 Results uploaded

Strategy 5.5: To communicate and engage effectively with our community and key stakeholders

Action	Percentage complete	Comments
Implement Communications and Engagement Strategy including training	100%	Achievements include: <ul style="list-style-type: none"> • Community Engagement Strategy Policy updated to include deliberative engagement for development of Community Vision and Council Plan • Developed a set of engagement principals our plans and projects with the community must adhere to • Launch of online engagement platform Share Strathbogie • Embedding community engagement in the Project Management Framework • Eight face-to-face Share Strathbogie sessions complete • Proactive media calendar established • Engagement plan that ensured input into Draft Budget. • Launched Pitch my Project initiative to allow the community to pitch projects and ideas to include in the 2021/22 Budget • Revamped MyStrathbogie Bulletin • Launch of monthly eNews • Community column in Euroa Gazette and Nagambie Voice

Council Plan – Goal 5: To be a high performing Shire

Work with local business associations to develop a Shire-wide skills bank that values and recognises local knowledge	20%	Achievements include: <ul style="list-style-type: none"> • Work progressing with GoTAFE to launch mobile facilities across Shire. Launch to occur September 2021. • Further work not progressed due to coronavirus restrictions.
Actively seek partnerships to achieve our Council Plan	100%	Achievements include advocacy meetings with: <ul style="list-style-type: none"> • Strathbogie Shire community • Members of Parliament • Regional stakeholder groups including: <ul style="list-style-type: none"> – Goulburn Regional Partnerships – Hume Region Local Government Network – Regional Development Victoria – Regional Development Australia – Go Nagambie – Euroa Chamber of Commerce – Other stakeholders as required

2021 Strathbogie Shire Councillors



Governance

In Victorian, Councils are constituted under the Act to provide leadership for the good governance of the municipal district and the local community. Council has a number of roles including:

- Taking into account the diverse needs of the local community in decision-making
- Providing leadership by establishing strategic objectives and monitoring achievements
- Ensuring that resources are managed in a responsible and accountable manner
- Advocating the interests of the local community to other communities and governments
- Fostering community cohesion and encouraging active participation in civic life.

Council is committed to effective and sustainable forms of democratic and corporate governance as the key to ensuring that Council and its administration meet the community's priorities. The community has many opportunities to provide input into Council's decision-making processes including community consultation, public forums such as the ability to make submissions to Council and ask questions at Council meetings.

Council's formal decision-making processes are conducted through council meetings. Council delegates the majority of its decision-making to Council staff. These delegations are exercised in accordance with adopted Council policies.

Our focus on good governance

This year saw a significant focus on good governance following the

general election of 24 October 2020 and the induction of the newly elected Council, which saw six new Councillors being elected for the first time.

An intensive induction program was delivered to the Council, following their swearing in on 17 November 2020, as per the new requirements under the Local Government Act 2020 (the Act). Further, Councillors signed declarations that they had completed the mandatory training as required under section 32 of the Act at a Council meeting held on 18 May 2021.

The induction process delivered intensive training on the following topics:

- The role of a Councillor, a Mayor and a Deputy Mayor
- The role of the Chief Executive Officer
- Practices, protocols or policies in relation to the interaction between Council staff and Councillors
- Overarching governance principles and the supporting principles outlined by the Local Government Act 2020
- Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021. What constitutes misconduct, serious misconduct and gross misconduct under the Local Government Act 2020, as outlined in the new Councillor Code of Conduct. Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct
- Engagement and reconciliation

with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.

- Giving effect to gender equality, diversity
- Overview of all department functions, responsibilities, key legislation and key projects/initiatives
- Overview of key Council policies and directives.
- Overview of the integrated strategic planning framework, including sound financial planning
- Strategic and Statutory Planning 101
- Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies
- Audit and Risk Committee Charter, with a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee
- Delegation instruments and how they work
- Community Engagement Policy and Strategy
- Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.
- Public interest disclosure policy and procedures
- Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and conflicts of interest)
- Meetings procedures, Governance Rules and good

Governance

decision making workshop

- Recognising and managing conflicts of interest
- Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance
- Overview of capital project planning and delivery framework.
- Customer service initiatives and logging requests on behalf of the community through the Councillor Portal.

Adoption of new policies

The introduction of a new Local Government Act in 2020 saw the development of a suite of strategic documents and policies during the year, in accordance with timelines and requirements prescribed by the Act including:

- Councillor Code of Conduct
- Council Gift, Benefits and Hospitality Policy
- Community Engagement Policy
- Annual Budget
- Rating and Revenue Plan.

Code of Conduct

In accordance with section 139 on the Act a new Councillor Code of Conduct was adopted by Council on 16 February 2021.

The Code forms the foundation for Council's firm commitment to good governance as it discharges the duty of a council prescribed by section 8 of the Act, which is to govern for the benefit and wellbeing of the whole Strathbogie Shire community: that is those who live here, our ratepayers, visitors, traditional owners of the land and those who conduct businesses or activities across our diverse shire.

The Code sets out the values and

behaviours to be adhered to at all times as a means of abiding by the following prescribed codes of conduct under the Act:

- Prescribed Standard of Conduct 1 - Treatment of others
- Prescribed Standard of Conduct 2 - Performing the role of Councillor
- Prescribed Standard of Conduct 3 - Compliance with good governance measures
- Prescribed Standard of Conduct 4 - Councillor must not discredit or mislead Council or public
- Prescribed Standard of Conduct 5 - Standards do not limit robust political debate.

The code's development was driven by the elected Council through two intensive workshops and includes and informal internal resolution processes that may be enacted should disagreements arise between Councillors or if a complaint is received about Councillor conduct not being in line with this Code.

The Code has an emphasis on addressing any issues or tensions that may arise from time to time quickly, in a respectful manner and with the objective of developing a mutual understanding of the impact the alleged behaviour has had on others. A more formal internal arbitration process is also outlined if a party seeks a finding of misconduct through the appointment of an internal arbiter by the Principal Councillor Conduct Officer, which is one of the mandatory requirements prescribed by the Act.

Conflict of Interest

Councillors are elected by the residents and ratepayers to act in the best interests of the

community. This is a position of trust that requires Councillors to act in the public interest. When a Council delegates its powers to a Council officer or a committee, the committee or officer also needs to act in the public interest.

A conflict of interest occurs when a personal or private interest might compromise the ability to act in the public interest. A conflict of interest exists even if no improper act results from it. Sections 127 and 128 of the Act provide clarity around what constitutes a general and material conflict of interest.

Council has a comprehensive procedure in place to accommodate the disclosure of a conflict of interest by both Councillors and delegated officers. Declaration of a conflict of interest is a standard agenda item for all council and meetings.

Smart forms are provided to all Councillors and delegated officers to use to make the declaration process as easy and transparent as possible. These forms are then reviewed by the Executive Manager, Governance & Customer Service and the Chief Executive Officer. These forms are then recorded on conflict of interest register.

While the procedures vary depending on the particular circumstances, once a conflict has been declared the Councillor excludes themselves from any discussion or debate on the matter and leaves the meeting (whether it be a formal Council meeting or an informal briefing). Instances where Councillors have left a meeting due to a conflict of interest are recorded in the minutes for that meeting.

During 2020-21, 14 conflicts of interest were declared at council meetings.

Governance

Council Meetings

**Previous Council: Councillor Attendances At Council And Planning Committee Meetings.
1 July 2020 to 30 October 2020**

Councillor	Ordinary Council Meeting	Special Council Meeting	Planning Committee	Total
Cr Amanda McClaren	4	3	1	8
Cr Malcolm Little	4	3	2	9
Cr John Mason	4	3	2	9
Cr Alistair Thomson	4	3	2	9
Cr Graeme Williams	4	3	2	9
Cr Robert Gardner	4	3	2	9
Cr Chris Raeburn	4	3	2	9
Number Of Meetings	4	3	2	9

**Current Council: Councillor Attendances At Council Meetings.
1 November 2020 to 30 June 2021**

Councillor	Council Meetings	Extraordinary Council Meetings	Total
Cr Laura Binks	8	5	13
Cr Reg Dickinson	8	5	13
Cr Sally Hayes-Burke	8	5	13
Cr Kristy Hourigan	8	3	11
Cr Melanis Likos	7	5	12
Cr Paul Murray	8	5	13
Cr Chris Raeburn	7	3	10
Number Of Meetings	8	5	13

Governance

Councillor Allowances

In accordance with Section 39 of the Act and the Council Expenses Policy 2021, Councillors are entitled to receive an allowance while performing their duty as a Councillor. The Mayor is also entitled to receive a higher allowance.

The State Government sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of each Council. In this instance Strathbogie Shire Council is recognised as a category one Council – Small Rural Shire.

The following table contains details of current allowances fixed for the Mayor and Councillors, noting that there was a general election in October 2020 and therefore allowances to the former Council are also included.

Current allowances fixed for the Mayor and Councillors.

Councillor	Allowance
Cr Amanda McClaren (former Mayor) (retired)	\$19683
Cr Malcolm Little (retired)	\$6558.41
Cr Mick Williams (retired)	\$6558.41
Cr Alistair Thomson (retired)	\$6558.41
Cr John Mason (former Deputy Mayor) (retired)	\$6558.41
Cr Robert Gardner (retired)	\$6558.41
Cr Chris Raeburn (Mayor) (served on former Council as well)	\$46,682.71
Cr Melanie Likos (former Deputy Mayor)	\$13,085.36
Cr Kristy Hourigan	\$13,085.36
Cr Laura Binks	\$13,085.36
Cr Paul Murray	\$13,085.36
Cr Reg Dickinson	\$13,085.36
Cr Sally Hayes-Burke	\$13,085.36

Notes for Councillor expenses table (page 49)

Car Mileage*	excludes depreciation for Mayoral vehicle excludes expenditure from Mayor's fuel card from Council's assets system excludes \$200 monthly payment from Mayor as vehicle contribution includes vehicle registration costs and maintenance
IT and Comms**	includes hardware costs
Conferences & Training***	excludes Councillor induction program required under the Local Government Act 2020

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

Report of annual expenses and reimbursements

In accordance with Section 40 of the Act, Council is required to reimburse a Councillor for expenses incurred whilst performing their duties as a Councillor.

Council is also required to adopt and maintain a policy in relation

to the reimbursement of expenses for Councillors. Council's Gifts, Benefits and Hospitality Policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties. Council also publishes in its Annual Report the

details of the expenses, including reimbursement of expenses for each Councillor paid by the Council.

The details of the expenses including reimbursement of expenses for each Councillor and member of a Council committee paid by the Council for the 2020-21 year are set out in the following table.

Councillor expenses

Year 2020-21	Child-family care	Travel	Car Mileage*	IT and Comms**	Conferences & Training***	Other	Total expenses
Mayor Raeburn (returning Councillor sworn in 17 November 2020)	\$0.00	\$0.00	\$86.03	\$3,796.47	\$1,420.91	\$0.00	\$5,303.41
Cr Binks (sworn in 17 November 2020)	\$0.00	\$0.00	\$1,509.84	\$3,730.74	\$827.27	\$0.00	\$6,067.85
Cr Dickinson (sworn in 17 November 2020)	\$0.00	\$0.00	\$1,852.56	\$3,691.09	\$0.00	\$0.00	\$5,543.65
Cr Hayes Burke (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,582.63	\$4,454.55	\$0.00	\$8,037.18
Cr Hourigan (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,607.48	\$0.00	\$0.00	\$3,607.48
Deputy Mayor Likos (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,593.42	\$340.91	\$0.00	\$3,934.33
Cr Murray (sworn in 17 November 2020)	\$0.00	\$0.00	\$2,607.12	\$3,476.99	\$150.00	\$0.00	\$6,234.11
Mayor McClaren (retired October 2020)	\$0.00	\$0.00	\$471.75	\$144.67	\$0.00	\$0.00	\$616.42
Cr Thomson (retired October 2020)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cr Little (retired October 2020)	\$0.00	\$0.00	\$714.68	\$172.09	\$0.00	\$25.45	\$912.22
Cr Gardner (retired October 2020)	\$0.00	\$0.00	\$0.00	\$71.34	\$0.00	\$0.00	\$71.34
Cr Williams (retired October 2020)	\$0.00	\$0.00	\$0.00	\$192.68	\$0.00	\$0.00	\$192.68
Cr Mason (retired October 2020)	\$0.00	\$0.00	\$0.00	\$159.94	\$0.00	\$0.00	\$159.94

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

Management

Council has implemented a statutory and better practice framework to strengthen its management framework. Having strong governance and management frameworks leads to better decision making by council.

The Act requires council to undertake an assessment against the prescribed governance and management checklist and include this in its report of operations.

Council's Governance and Management Checklist results are set out in the section below.

The following items have been highlighted as important components of the management framework.

Council's Governance and Management Checklist

Governance and Management Item	Status
Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act
Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation
Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the Act
Asset Plan (plan that sets out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act
Revenue and Rating Plan (plan setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act
Annual budget (plan setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 94 of the Act
Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation
Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation
Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986
Procurement policy (policy outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council)	Adopted in accordance with section 108 of the Act
Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation
Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation
Audit and Risk Committee (advisory committee of Council under section 53 and 54 of the Act)	Established in accordance with section 53 of the Act
Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged
Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Current framework in operation
Council Plan report (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report
Financial reporting (quarterly statements to Council under section 138(1) of the Local Government Act 1989 comparing budgeted revenue and expenditure with actual revenue and expenditure.)	Quarterly statements presented to Council in accordance with section 138(1) of the 1989 Act
Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Risk reports prepared and presented
Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the 1989 Act)	Performance reports prepared and presented
Annual report (annual report under sections 131, 132 and 133 of the Local Government Act 1989 to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the 1989 Act
Councillor Code of Conduct (Code setting out the standards of conduct to be followed by Councillors and other matters.)	Code of conduct reviewed and adopted in accordance with section 139 of the Act
Delegations (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act
Meeting procedures (Governance Rules governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

Audit and Risk Committee

The Audit and Risk Committee's role is to oversee and monitor the effectiveness of Council in carrying out the responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

The Audit Committee comprises four external members and two Councillors. Independent members are appointed for a three year term and the Chair is elected from the independent members.

During the year long term Chair Claire Taranto resigned as did Geoff Dobson. A recruitment process was undertaken and Alistair Thomson and Paul Ayton were appointed. Following the 2020 Council election, Councillors Paul Murray and Sally Hayes-Burke were appointed to the Committee. A new Chair was to be elected at the meeting in July 2021.

The Audit and Risk Committee met five times during the last financial year. Attending the meetings were the Internal Audit contractor, Chief Executive Officer, Director of Community and Planning, Director Corporate Operations and Finance Manager. Other management representatives attend as required to present reports

Recommendations from each Audit and Risk Committee meeting are subsequently reported to and considered by Council.

Internal Audit

The Shire's internal audit function provides independent and objective assurance that ensure appropriate processes and controls are in place. The function

is resourced by an external provider – AFS and Associates. A risk based three year Internal Audit Plan is revised annually to ensure that the audit resources remain focussed on the appropriate areas. The review process considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment, prior audit coverage and outcomes and management input.

The Internal Audit Plan is reviewed and approved by the Audit and Risk Committee annually.

The responsible Director/ Executive Manager for each area reviewed is required to attend the Audit and Risk Committee meeting to respond to questions in relation to any review affecting their area. All audit issues identified are risk rated. Recommendations are assigned to the responsible Director/Executive and tracked in Council's Electronic Document Management System. Directors/ Executive Managers provide status updates that are reviewed by the Internal Auditor and reported to the Executive Leadership Team and the Audit and Risk Committee.

Council conducted the following reviews in 2020/21:

- Depot Operations
- Tree Management
- Events Management
- Infrastructure Asset Management
- Purchasing Cards

The Committee also considered:

- Review of Risk Profile
- Review of Risk Register
- Review of Risk Training program
- Annual Budget and Financial Statements

- Investment and Cash Management Policy
- Revised Charter for Committee
- Committee Work Plan
- Councillor Expenses
- Human Resources Indicators
- Committee Membership and Recruitment
- COVID-19 Hardship Provisions

External Auditors

Strathbogie Shire is externally audited by the Victorian Auditor General. For the 2020/21 year, the annual external audit of Council's Financial Statements and Performance Statement was conducted by the Victorian Auditor General's Office. The external auditors attend Audit Committee meetings during the year to present the annual Audit Plan and Independent Audit Report. The external audit management letter and responses are provided to the Audit Committee.

Risk Management

In April 2021, Strathbogie Shire Council formally adopted its Business Continuity Plan. This crucial document details how the organisation will deal with business interruption in the face of a catastrophic event. Having used the recent pandemic of Covid-19 as a testing point, the benefits of a regimented process for the continuation of service delivery was evident.

Council adopted the Risk Management Policy and Enterprise Management Framework in line with best practice in the management of business enterprise risks, and current AS/ NZS 31000 guidelines. The policy applies to all areas of Council operations and includes Council,

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

Councillors, wider staff, contractors and volunteers undertaking any function for or on behalf of Council.

Council continues and reinforces its commitment to the management to reduce the impact of risk on achieving Council's objectives minimising any interruption to the business, and confidently pursuing opportunities that are identified. Council's Strategic Risk Register has been created bringing this requirement in line with the International Standards for Risk Management ISO 3100:2018.

Council endeavours to manage risk by achieving the following scope and objectives:

- Establish objectives with Council
- Review against the Council Plan
- Conduct a review against that Australian Standards AS/NZS ISO13000:2018

While the creation of a new Council Plan may steer our focus to new areas, our risks points remain unaffected. As an organisation that delivers for the community, we remain committed to ensuring we achieve results while maintaining a balance that is both bold and creative, but measured and managed. The overall goal for Council's Risk Profile is to minimise surprises within our operations.

Statutory information

The following information is provided in accordance with legislative and other requirements applying to Council.

Documents available for public inspection

Council is committed to achieving the public interest principles set out in section 58 of the Local

Government Act 2020, which are:

- (a) Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- (b) Council information must be publicly available unless—
 - (i) the information is confidential by virtue of this Act or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest;
- (c) Council information must be understandable and accessible to members of the municipal community;
- (d) public awareness of the availability of Council information must be facilitated.

A range of information is available for public inspection upon request at the Euroa Customer Service Centre at 109A Binney Street Euroa in accordance with Council's Public Transparency Policy and the information which must be publicly available under sections 11(8) and 135(1) of the Act, including:

- A document containing details of overseas or interstate travel (other than interstate travel by land for less than three days) undertaken in an official capacity by Councillor or any member of Council staff in the previous 12 months
- minutes of ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of

section 77(2) of the Act

- the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act
- a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act
- a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease
- a register maintained under section 224(1A) of the Act of authorised officers appointed under that section
- a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

Council's Public Transparency Policy 2020 outlines our aim to provide ease of access to as much Council held information as possible, while not breaching privacy legislation.

Council will, through this policy, abide by and implement the following public transparency principles, as outlined by section 57(2) of the Act:

- (a) Council decision making processes must be transparent except when the Council is

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

dealing with information that is confidential by virtue of this Act or any other Act

- (b) Council information must be publicly available unless:
 - (i) the information is confidential under the Act or any other Act; or
 - (ii) public availability of the information would be contrary to the public interest
- (c) Council information must be understandable and accessible to members of the municipal community
- (d) public awareness of the availability of Council information must be facilitated.

Best Value

In accordance with section 208B(f) of the Act, at least once every year a Council must report to its community on what it has done to ensure that it has given effect to the Best Value Principles. Council incorporates Best Value Principles through regular business planning and performance monitoring processes and through a commitment to continuous improvement and innovation which is supported by our Sustainable Excellence Program. To further reflect Council's commitment to Best Value, Council has commenced the design and planning of a Service Planning Program which is being rolled out to the whole organisation. This program provides additional review and improvement mechanisms to ensure that Council's services achieve best practice standards in regards to service performance.

The following Best Value initiatives were undertaken during 2021-22:

- budget process – development of guidelines and processes for fees and charges
- improved reporting on cumulative spend and orders raised without purchase orders
- reporting to Council each month on the contracts and tenders approved by Officers under delegation each month
- commencement of the preparation of a new project management framework to overhaul how capital works projects are delivered by planning/designing/scoping in Year 1 and delivery in Year 2 (avoiding project scope creep and the need for variations given specification requirements)
- business planning – development and implementation of integrated approach to business planning
- inclusion of customer service focussed key performance indicators identified by the Customer Service Charter in all staff annual performance plans to improve timelines and accountability for resolving customer enquiries
- monthly reporting to the Executive Leadership Team and Council relating to response timelines to customer requests and correspondence.

Contracts

Strathbogie Shire entered into a contract valued at \$150,000 or more for services without engaging in a competitive process. The Shire did not complete Contract 12/13-23 after the specified six months and continued engaging the contractor until 2020-2021 financial year. Council has secured funding to resource this function in-house

and is currently undertaking the recruitment process. No contracts for \$200,000 or more for works of a kind specified in section 186(5)(a) and (c) of the Act were entered into without engaging in a competitive process.

Council directly engaged a Consultant for NBN and mobile connectivity services without conducting a competitive written quotation process, estimated value \$30,000.

Disability Action

In accordance with section 38 of the Disability Act 2006, as Council has prepared a Disability Action Plan it must report on the implementation of this plan in its Annual Report. Council has incorporated the Disability Action Plan into the Municipal Public Health and Well-being 'Liveability Plan'.

The Liveability Plan 2017-2021 has been created to address health and wellbeing challenges and pursue opportunities to improve future outcomes for individuals and the community across the life course. The key actions implemented during 2020-2021 include:

- Advocating for programs to increase awareness
- Careers week social media support
- Shine Like a Sunflower (June 2021) to raise awareness and support of Scleroderma by lighting trees up in yellow across our parks. Nearly 6,000 people across Australia live with scleroderma. Scleroderma is Chronic hardening and tightening of the skin and connective tissues.
- Implementation of the Community Connector Role from August 2020 - June 2020.

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

- Support was provided across three categories:
- Emotional support such as regular chats with a like-minded local.
- Practical help such as running errands or helping people to video chat with friends and family.
- Social activities such as linking into online book clubs, fitness groups or volunteering opportunities.

Domestic Animal Management Plan

In accordance with the *Domestic Animals Act 1994*, Strathbogie Shire is required to prepare a Domestic Animal Management Plan at four yearly intervals. The Shire's current Domestic Animal Management Plan 2017-2021 was adopted by Council in 2017 and was last reviewed in 2020. This plan expires in the coming months.

The purpose of the plan is to guide Council's planning and decision making in relation to regulatory controls and service provisions that promote the value of responsible pet ownership and high standards in animal welfare.

In accordance with the current plan, Council delivered its first dedicated off-leash dog park to the residents of Euroa in 2021.

Council also facilitated a formal agreement with the City of Greater Shepparton to provide pound services to ensure that any animal in the care of Council is being housed in accordance with the Animal Welfare Code of Practice.

Council is currently undertaking public consultation to establish the key issues in order to develop its action plans for the coming four years 2021-2025. Once the draft plan is developed, it will be pre-

sented to Council to be adopted by no later than December 2021.

Food Act Ministerial Directions

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any Ministerial Directions received during the financial year in its Annual Report. No such Ministerial Directions were received by Council during the 2020-2021 financial year.

Road Management Act Ministerial Direction

In accordance with section 22 of the *Road Management Act 2004*, Council must publish a copy or summary of any Ministerial direction in its Annual Report. No such Ministerial Directions were received by Council during the 2020-21 financial year.

Freedom of Information

In accordance with section 7(4AA) (a) and 7(4AA)(b) of the *Freedom of Information Act 1982*, Council is required to publish certain statements in its annual report or separately such as on its website, concerning its functions and information available. Council has chosen to publish the statements separately however provides the following summary of the application and operation of the *Freedom of Information Act 1982*.

Access to documents may be obtained through written request to the Freedom of Information Officer, as detailed in section 17 of the *Freedom of Information Act 1982* and in summary as follows:

- it should be in writing
- it should be accompanied by the appropriate application fee (the fee may be waived in certain

circumstances).

- it should identify as clearly as possible which document is being requested

Requests for documents in the possession of Council should be addressed to the Freedom of Information Officer. Requests can also be lodged online or by email.

During 2020-21, nine (9) Freedom of Information requests were lodged; seven (7) were granted in part, one (1) was denied in full and one (1) was not finalised until after 30 June 2021.

In accordance with our Public Transparency Policy, we will try and release information without the need to lodge an FOI request. However, where information is requested that contains personal information or information from third parties, a freedom of information request will need to be lodged.

Access charges may also apply once documents have been processed and a decision on access is made (e.g. photocopying and search and retrieval charges).

Further information regarding FOI can be found at Strathbogie Shire Council website.

Protected Disclosure Procedures

- In accordance with section 69 of the *Protected Disclosure Act 2012* a Council must include in their annual report information about how to access the procedures established by the Council under Part 9 of that Act. It is also required to provide certain information about the number and types of protected disclosures complaints investigated during the financial year.

Councillor Support, Resources, Reimbursements and Reporting of Expenses Policy 2021

The *Protected Disclosure Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available Council's website.

Council adopted its Public Interest Disclosures Policy in August 2020, which outlines the following objectives:

Council meets its legislated obligations under the Public Interest Disclosures Act 2012 in relation to the receipt, initial assessment and any subsequent referral of a public interest disclosure to IBAC or another investigative entity.

- that Council employees and the community are provided with clear and consistent advice as to how a disclosure can be made, how it will be assessed and referred to an investigative entity if need be

- that a culture is created across the organisation that encourages and values the reporting of suspected improper conduct, detrimental action or corruption
- that operational priority is given to the receipt, assessment and referral of any public interest disclosure
- that a consistent and effective system is in place for the receipt and initial assessment of all disclosures made to Council
- that robust and consistent procedures are in place to protect the confidentiality and safety of the person making the public interest disclosure
- that the person making the public interest disclosure is kept informed of the progress of their complaint, is supported throughout the process and that no reprisals will result from them making the disclosure

- that processes are in place to protect the confidentiality and wellbeing of the person(s) whom are the subject of the disclosure and those cooperating with any investigation into the matter.

There were no public interest disclosures received by officers appointed to receive disclosures, or by the Independent Broad-based Anti-Corruption Commission (IBAC) during 2020-21.

Infrastructure and Development Contributions

Council does not have a Developer Contributions Plan in place. An amount of \$76,220 was received as Open Space Contribution as were Contributed Assets of \$1,363,611.

Strathbogie Shire Council

Performance Statement

For the year ended
30 June 2021

Strathbogie
shire



Performance Statement

For the year ended 30 June 2021

Description of municipality

Strathbogie Shire is a rural municipality with the town of Euroa located 164 km north of the Melbourne CBD and covers 330,326 hectares. We have diverse and picturesque communities served by townships such as Euroa, Nagambie, Violet Town, Avenel, Longwood, Ruffy and Strathbogie with a population of over 10,000 and growing. The Shire has an ageing population with 38% of residents aged 60 years and over. Approximately eight out of ten residents were born in Australia and about 5% of people came from countries where English was not their first language.

The Strathbogie Shire has a rural economic base of wool, grain, sheep and cattle production, extensive vineyards, world class wineries and a wide range of intensive cool climate horticultural enterprises. The region is also known as the Horse Capital of Victoria due to its ever expanding horse industry. Thoroughbred breeding studs are the cornerstone of this important industry, with many prestigious Melbourne Cup winners bred and trained in the shire. Nagambie is also the birthplace of Black Caviar, the world champion horse, and now has a life-size bronze statue sitting pride of place at Jacobson's Outlook.

Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its operations:

Council received additional \$750K capital grant from Federal Government under RLCIP for roads constructions. Also received non recurrent capital grants totalling \$1.08 million for various initiatives for economic support. Part of this is an additional 33 parttime staffing positions for Working for Victoria grant funding of \$1.40 million and received over two financial years (2019/20 and 20/21).

Council has refunded \$43K food/health registration fees to support businesses. Council also applied zero percent rate increase for 20/21 financial year. There are no noticeable impact for asset revaluation due to Covid 19. There was a positive impact to delivery of large capital works due to additional grant fundings and additional staffing from Working for Victoria grant.

Customer service and other possible services were moved to online environment, library services were closed and council halls and other community facilities were also closed during this period. There were no other business disruptions for the operations of the council during the year. Overall impact to the council's operations during the last year has been immaterial even with the considerable impact to service that comes with having to be closed to the public.

Sustainable Capacity Indicators

For the year ended 30 June 2021

Indicator / measure [formula]	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Population					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$3,031.18	\$2,691.78	\$2,647.81	\$2,816.59	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$24,569.20	\$24,376.51	\$23,056.21	\$25,715.25	
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	4.41	4.49	4.89	4.98	
Own-source revenue					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,972.55	\$1,991.64	\$1,991.84	\$2,015.06	
Recurrent grants					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$747.68	\$671.58	\$766.72	\$780.29	
Disadvantage					
<i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	4.00	4.00	4.00	4.00	

Workforce turnover					
<i>Percentage of staff turnover</i>	8.5%	17.4%	20.6%	10.9%	Number of resignations reduced from 26 in 2019/20 to 13 in 2020/21
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100					

Definitions

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

Performance Statement

Service Performance Indicators

For the year ended 30 June 2021

Service/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
Aquatic Facilities Utilisation <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	3.44	2.90	1.82	1.08	Availability of facilities was disrupted due to Covid 19 restrictions
Animal Management Health and safety <i>Animal management prosecutions</i> [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	0%	0%	
Food Safety Health and safety <i>Critical and major non-compliance outcome notifications</i>	0.00%	100.00%	86.67%	100.00%	

Performance Statement

[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100					Council was notified in relation to 12 premises and all were followed up
Governance Satisfaction <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	48	55	49	52	
Libraries Participation <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100	22.30%	23.32%	24.17%	24.99%	
Maternal and Child Health (MCH) Participation <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100 Participation <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	77.87%	73.96%	73.94%	77.63%	Attendance reduced from 17 to 14 persons

Performance Statement

Roads Satisfaction <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	47	51	51	51	
Statutory Planning Decision making <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	0.00%	0.00%	50.00%	0.00%	No appeals to VCAT were received during the year
Waste Collection Waste diversion <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	69.75%	69.41%	70.27%	71.01%	

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Financial Performance Indicators

For the year ended 30 June 2021

Dimension/indicator/measure	Results	Results	Results	Results	Forecasts				Material Variations and Comments
	2018	2019	2020	2021	2022	2023	2024	2025	
Efficiency									
Expenditure level									
<i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,961.38	\$3,581.75	\$3,568.25	\$3,991.75	\$3,969.22	\$3,970.49	\$4,042.30	\$4,107.81	
Revenue level									
<i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges) / Number of property assessments]	New in 2020	New in 2020	\$2,141.75	\$2,226.26	\$2,298.66	\$2,338.11	\$2,378.25	\$2,419.08	
Liquidity									
Working capital									
<i>Current assets compared to current liabilities</i>	281.00%	215.08%	264.74%	216.46%	138.13%	126.02%	120.64%	108.59%	Ratio was affected in 2020/21 by increased liability for unearned income (\$2.3 m), Increased landfill and leave provisions \$(.89 m) increased Creditors (\$1.025m) and reduced debtors (\$.530 m)

<p>[Current assets / Current liabilities] x100</p> <p>Unrestricted cash</p> <p><i>Unrestricted cash compared to current liabilities</i></p> <p>[Unrestricted cash / Current liabilities] x100</p>									
	138.10%	91.96%	-14.86%	14.68%	81.09%	74.98%	71.70%	59.07%	
									Variation is affected by the classification of investments at 30 June whether as Cash and Cash equivalents or Other financial assets, based on maturity. Cash and cash equivalents used in this ratio
Obligations									
<p>Loans and borrowings</p> <p><i>Loans and borrowings compared to rates</i></p> <p>[Interest bearing loans and borrowings / Rate revenue] x100</p> <p><i>Loans and borrowings repayments compared to rates</i></p>									
	3.73%	2.65%	1.86%	1.41%	23.83%	21.49%	19.21%	17.42%	
									Council has budgeted to borrow \$5 m in 2021/22 to rehabilitate the Violet Town landfill. This will increase borrowings, which are then expected to reduce over coming years
	3.05%	1.17%	0.82%	0.53%	2.70%	2.30%	2.25%	1.77%	Council has budgeted to borrow \$5 m in 2021/22 to rehabilitate the Violet Town landfill. This will increase borrowings, which are then

									expected to reduce over coming years
<p>[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100</p> <p>Indebtedness</p> <p><i>Non-current liabilities compared to own source revenue</i></p> <p>[Non-current liabilities / Own source revenue] x100</p> <p>Asset renewal and upgrade</p> <p><i>Asset renewal and upgrade compared to depreciation</i></p> <p>[Asset renewal and asset upgrade expense / Asset depreciation] x100</p>	30.38%	24.74%	26.79%	25.06%	35.30%	33.01%	30.48%	28.33%	
<p>Operating position</p> <p>Adjusted underlying result</p> <p><i>Adjusted underlying surplus (or deficit)</i></p>	New in 2020	New in 2020	107.16%	128.19%	293.75%	153.11%	119.61%	121.41%	Expenditure on renewal and upgrade increased from \$6.46 m in 2019/20 to \$8.016 m in 2021/22
	-6.33%	1.03%	9.07%	3.32%	-2.18%	-0.87%	-1.27%	-2.03%	This indicator is affected by adjustment in 2020/21 for Non monetary contributions and Capital contributions \$1.376 m (2019/20 nil) . In 2021/22 adjustment is made for unearned income.
[Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100									

Stability									
Rates concentration									
<i>Rates compared to adjusted underlying revenue</i>	62.16%	65.73%	63.15%	62.72%	68.08%	68.33%	68.53%	69.11%	
[Rate revenue / Adjusted underlying revenue] x100									
Rates effort									
<i>Rates compared to property values</i>	0.64%	0.58%	0.56%	0.49%	0.49%	0.50%	0.51%	0.51%	
[Rate revenue / Capital improved value of rateable properties in the municipality] x100									
Retired indicators	Results	Results	Results						
<i>Service / indicator / measure</i>	2018	2019	2020						Comments
Animal Management									
Health and safety									
<i>Animal management prosecutions</i>	0	0	Retired in 2020	Retired in 2020					This measure was replaced by AM7 from 1 July 2019.
[Number of successful animal management prosecutions]									
Efficiency									
Revenue level									
<i>Average residential rate per residential property assessment</i>	\$1,998.20	\$2,035.00	Retired in 2020	Retired in 2020	\$0.00	\$0.00	\$0.00	\$0.00	This measure was replaced by E4 from 1 July 2019.
[Residential rate revenue / Number of residential property assessments]									

Obligations									
<i>Asset renewal</i>									
<i>Asset renewal compared to depreciation</i>	147.87%	147.17%	Retired in 2020	Retired in 2020	0.00%	0.00%	0.00%	0.00%	This measure was replaced by O5 in 1 July 2019.
[Asset renewal expense / Asset depreciation] x100									

Other Information

For the year ended 30 June 2021

1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 29 June 2021 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).



Upul Sathurusinghe CPA

Principal Accounting Officer

Dated: 21 September 2021

Performance Statement

In our opinion, the accompanying performance statement of the Strathbogie Shire Council for the year ended 30 June 2021 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

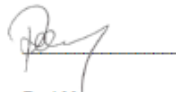
We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.



Chris Raeburn

Councillor

Dated: 21 September 2021



Paul Murray

Councillor

Dated: 21 September 2021



Julie Salomon

Chief Executive Officer

Dated: 21 September 2021

Performance Statement



Independent Auditor's Report

To the Councillors of Strathbogrie Shire Council

Opinion	<p>I have audited the accompanying performance statement of Strathbogrie Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2021 • sustainable capacity indicators for the year ended 30 June 2021 • service performance indicators for the year ended 30 June 2021 • financial performance indicators for the year ended 30 June 2021 • other information and • the certification of the performance statement. <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2021 in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>


Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
15 October 2021



Sanchu Chummar
as delegate for the Auditor-General of Victoria

Strathbogie Shire Council

Annual Financial Report

For the year ended
30 June 2021

Strathbogie
shire

**Strathbogie Shire Council
Financial Report
Table of Contents**

FINANCIAL REPORT		Page
Certification of the Financial Statements		2
Financial Statements		
Comprehensive Income Statement		5
Balance Sheet		6
Statement of Changes in Equity		7
Statement of Cash Flows		8
Statement of Capital Works		9
Overview		10
Notes to Financial Statements		
Note 1	Performance against budget	11
	1.1. Income and expenditure	11
	1.2. Capital works	13
Note 2	Analysis of Council results by program	14
Note 3	Funding for the delivery of our services	16
	3.1. Rates and charges	16
	3.2. Statutory fees and fines	16
	3.3. User fees	16
	3.4. Funding from other levels of government	16
	3.5. Contributions	18
	3.6. Net gain/(loss) on disposal of property, infrastructure, plant and equipment	18
	3.7. Other Income	19
Note 4	The cost of delivering services	19
	4.1. Employee costs	19
	4.2. Materials and services	19
	4.3. Depreciation	20
	4.4. Amortisation - Intangible assets	20
	4.5. Amortisation - Right of use assets	20
	4.6. Bad and doubtful debts	20
	4.7. Borrowing costs	20
	4.8. Finance Costs - Leases	20
	4.9. Other expenses	21
Note 5	Our financial position	21
	5.1. Financial assets	21
	5.2. Non-financial assets	23
	5.3. Payables	23
	5.4. Interest-bearing liabilities	24
	5.5. Provisions	24
	5.6. Financing arrangements	25
	5.7. Commitments	26
	5.8. Leases	26
Note 6	Assets we manage	27
	6.1. Non current assets classified as held for sale	27
	6.2. Property, infrastructure plant and equipment	28
	6.3. Investments in associates, joint arrangements and subsidiaries	35
Note 7	People and relationships	36
	7.1. Council and key management remuneration	36
	7.2. Related party disclosure	37
Note 8	Managing uncertainties	38
	8.1. Contingent assets and liabilities	38
	8.2. Change in accounting standards	39
	8.3. Financial Instruments	39
	8.4. Fair value measurement	41
	8.5. Events occurring after balance date	41
Note 9	Other matters	42
	9.1. Reserves	42
	9.2. Reconciliation of cash flows from operating activities to surplus/(deficit)	43
	9.3. Superannuation	43
Note 10	Change in accounting policy	45

Strathbogrie Shire Council
2020/2021 Financial Report

Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, the *Australian Accounting Standards* and other mandatory professional reporting requirements.



Upul Sathurusinghe CPA
Principal Accounting Officer
Date : 21 September 2021
Euroa

In our opinion the accompanying financial statements present fairly the financial transactions of the Strathbogrie Shire Council for the year ended 30 June 2021 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Chris Raeburn
Councillor
Date : 21 September 2021
Euroa



Paul Murray
Councillor
Date : 21 September 2021
Euroa



Julie Salomon
Chief Executive Officer
Date : 21 September 2021
Euroa



Victorian Auditor-General's Office


Independent Auditor's Report

To the Councillors of Strathbogrie Shire Council

Opinion	<p>I have audited the financial report of Strathbogrie Shire Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2021 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2021 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none">• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors• conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation. <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE
15 October 2021


Sanchu Chummar
as delegate for the Auditor-General of Victoria

Strathbogie Shire Council
2020/2021 Financial Report

**Comprehensive Income Statement
For the Year Ended 30 June 2021**

	Note	2021 \$	2020 \$
Income			
Rates and charges	3.1	20,085,572	19,824,720
Statutory fees and fines	3.2	661,449	401,657
User fees	3.3	747,079	663,298
Grants - operating	3.4	7,714,366	7,405,568
Grants - capital	3.4	5,785,233	4,174,796
Contributions - monetary	3.5	311,706	355,983
Contributions - Non-monetary	3.5	1,363,611	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	143,869	99,764
Share of net profits (or loss) of associates and joint ventures	6.3	28,141	8,714
Other income	3.7	483,808	474,943
Total income		37,324,834	33,409,443
Expenses			
Employee costs	4.1	12,078,311	10,334,811
Materials and services	4.2	11,812,354	11,318,010
Depreciation	4.3	6,253,090	6,030,978
Amortisation - intangible assets	4.4	64,669	59,845
Amortisation - right of use assets	4.5	236,078	199,732
Bad and doubtful debts	4.6	13,430	50,233
Borrowing costs	4.7	20,556	25,783
Finance costs - leases	4.8	21,744	21,467
Other expenses	4.9	459,546	505,109
Total expenses		30,959,778	28,545,968
Surplus/(deficit) for the year		6,365,056	4,863,475
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment/(decrement)	6.2	(3,226,510)	(17,565,870)
Items that may be reclassified to surplus or deficit in future periods			
Total comprehensive result		3,138,546	(12,702,395)

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Strathbogrie Shire Council
2020/2021 Financial Report**Balance Sheet
As at 30 June 2021**

	Note	2021 \$	2020 \$
Assets			
Current assets			
Cash and cash equivalents	5.1	5,550,069	2,873,672
Trade and other receivables	5.1	2,588,020	3,118,075
Other financial assets	5.1	17,350,000	13,704,764
Non-current assets classified as held for sale	6.1	417,384	690,384
Other assets	5.2	590,030	762,932
Total current assets		26,495,503	21,149,827
Non-current assets			
Trade and other receivables	5.1	43,096	57,513
Other financial assets	5.1	2,032	2,032
Investments in associates, joint arrangements and subsidiaries	6.3	255,287	227,146
Property, infrastructure, plant and equipment	6.2	282,911,031	280,818,278
Right-of-use assets	5.8	636,453	872,530
Intangible assets	5.2	79,167	106,703
Total non-current assets		283,927,066	282,084,203
Total assets		310,422,569	303,234,030
Liabilities			
Current liabilities			
Trade and other payables	5.3	3,179,808	2,154,303
Trust funds and deposits	5.3	500,056	381,474
Unearned income	5.3	3,706,727	1,441,712
Provisions	5.5	4,584,145	3,695,814
Interest-bearing liabilities	5.4	91,000	86,116
Lease liabilities	5.8	178,337	230,029
Total current liabilities		12,240,073	7,989,448
Non-current liabilities			
Trust funds and deposits	5.3	55,166	64,203
Provisions	5.5	4,830,380	4,752,639
Interest-bearing liabilities	5.4	191,425	282,425
Lease liabilities	5.8	474,083	652,421
Total non-current liabilities		5,551,054	5,751,688
Total liabilities		17,791,127	13,741,137
Net assets		292,631,442	289,492,893
Equity			
Accumulated surplus		105,291,524	98,252,685
Reserves	9.1	187,339,918	191,240,208
Total Equity		292,631,442	289,492,893

The above balance sheet should be read in conjunction with the accompanying notes.

Strathbogrie Shire Council
2020/2021 Financial Report

**Statement of Changes in Equity
For the Year Ended 30 June 2021**

	Note	Total \$	Accumulated Surplus \$	Revaluation Reserve \$	Other Reserves \$
2021					
Balance at beginning of the financial year		289,492,892	98,252,684	190,381,250	858,958
Adjusted Opening balance		289,492,892	98,252,684	190,381,250	858,958
Surplus/(deficit) for the year		6,365,056	6,365,056	-	-
Net asset revaluation increment/(decrement)	6.2	(3,226,510)	-	(3,226,510)	-
Transfers to other reserves	9.1	-	(76,220)	-	76,220
Transfers from other reserves	9.1	-	750,000	-	(750,000)
		292,631,442	105,291,520	187,154,740	185,178
Balance at end of the financial year		292,631,442	105,291,520	187,154,740	185,178

		Total \$	Accumulated Surplus \$	Revaluation Reserve \$	Other Reserves \$
2020					
Balance at beginning of the financial year		295,750,650	93,389,208	201,502,484	858,958
Adjusted Opening balance		295,750,650	93,389,208	201,502,484	858,958
Surplus/(deficit) for the year		4,863,476	4,863,476	-	-
Net asset revaluation increment/(decrement)	6.2	(17,565,870)	-	(17,565,870)	-
Assets recognised first time	6.2	6,444,636	-	6,444,636	-
		289,492,892	98,252,684	190,381,250	858,958
Balance at end of the financial year		289,492,892	98,252,684	190,381,250	858,958

The above statement of changes in equity should be read in conjunction with the accompanying notes.

Strathbogie Shire Council
2020/2021 Financial ReportStatement of Cash Flows
For the Year Ended 30 June 2021

	Note	2021 Inflows/ (Outflows) \$	2020 Inflows/ (Outflows) \$
Cash flows from operating activities			
Rates and charges		20,077,132	19,149,820
Statutory fees and fines		661,449	401,657
User fees		775,129	527,310
Grants - operating		7,112,385	9,091,084
Grants - capital		9,396,650	5,585,329
Contributions - monetary		308,524	359,165
Interest received		107,922	179,278
Trust funds and deposits taken		2,030,176	1,703,481
Other receipts		405,025	459,685
Net GST refund/payment		1,779,939	1,781,544
Employee costs		(11,112,240)	(10,209,745)
Materials and services		(12,601,893)	(13,843,090)
Trust funds and deposits repaid		(1,920,631)	(1,985,486)
Other payments		(446,896)	(334,169)
Net cash provided by/(used in) operating activities		16,572,871	12,875,863
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(10,398,956)	(6,770,973)
Payments for intangible assets	5.2 (b)	(37,132)	(31,629)
Proceeds from sale of property, infrastructure, plant and equipment		543,296	262,134
Payments for investments - Other Financial Assets		(3,645,236)	(13,704,764)
Net cash provided by/(used in) investing activities		(13,538,028)	(20,245,232)
Cash flows from financing activities			
Finance costs		(20,556)	(25,783)
Repayment of borrowings		(86,116)	(136,373)
Repayment of lease liabilities		(251,774)	(211,279)
Net cash provided by/(used in) financing activities		(358,446)	(373,435)
Net increase (decrease) in cash and cash equivalents		2,676,397	(7,742,804)
Cash and cash equivalents at the beginning of the financial year		2,873,672	10,616,477
Cash and cash equivalents at the end of the financial year		5,550,069	2,873,672
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above statement of cash flows should be read in conjunction with the accompanying notes.

Strathbogie Shire Council
2020/2021 Financial Report

**Statement of Capital Works
For the Year Ended 30 June 2021**

	2021	2020
	\$	\$
Property		
Buildings	564,676	1,104,510
Total property	564,676	1,104,510
Plant and equipment		
Heritage plant and equipment		
Plant, machinery and equipment	905,373	353,183
Fixtures, fittings and furniture	242,289	223,985
Intangible Assets	37,132	31,629
Total plant and equipment	1,184,794	608,796
Infrastructure		
Roads	5,163,945	3,219,159
Bridges and culverts	299,308	206,434
Footpaths and cycleways	246,431	317,817
Drainage	1,221,609	132,183
Recreational, leisure and community facilities	1,155,029	-
Parks, open space and streetscapes	600,296	1,213,703
Total infrastructure	8,686,618	5,089,297
Total capital works expenditure	10,436,089	6,802,602
Represented by:		
New asset expenditure	1,500,807	340,246
Asset renewal expenditure	4,395,768	4,863,710
Asset expansion expenditure	918,884	-
Asset upgrade expenditure	3,620,630	1,598,646
Total capital works expenditure	10,436,089	6,802,602

The above statement of capital works should be read in conjunction with the accompanying notes.

OVERVIEW

Introduction

The Strathbogie Shire Council was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at the corner of Binney and Bury Streets, Euroa, Victoria 3666.

Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989, and the Local Government (Planning and Reporting) Regulations 2014.

Significant accounting policies

(a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

(b) Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its financial operations:

Council received additional \$756K capital grant from Federal Government under RLCIP for roads constructions. Also received non recurrent capital grants totalling \$1.08 million for various initiatives for economic support. Part of this is an additional 33 parttime staffing positions for Working for Victoria grant funding of \$1.40 million and received over two financial years (2019/20 and 20/21).

Council has refunded \$43K food/health registration fees. Council also applied zero percent rate increase for 20/21 financial year. There are no noticeable impact for asset revaluation due to Covid 19. There was a positive impact to delivery of large capital works due to additional grant fundings and additional staffing from Working for Victoria grant. Customer service and other possible services were moved to online environment. There were no other business disruptions during the year. overall impact to the council's operations during the last year has been immaterial even with the considerable impact to service that comes with having to be closed to the public.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

1.1 Income and expenditure

	Budget 2021 \$	Actual 2021 \$	Variance 2021 \$	Variance 2021 %	Ref
Income					
Rates and charges	19,942,000	20,085,572	143,572	1%	1
Statutory fees and fines	494,000	661,449	167,449	34%	2
User fees	602,000	747,079	145,079	24%	3
Grants - operating	8,416,000	7,714,366	(701,634)	-8%	4
Grants - capital	5,214,000	5,785,233	571,233	11%	5
Contributions - monetary	275,000	311,706	36,706	13%	6
Contributions - non-monetary	-	1,363,611	1,363,611	100%	7
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	(839,000)	143,869	982,869	-117%	8
Share of net profits/(losses) of associates and joint ventures	-	28,141	28,141	100%	
Other income	424,000	483,808	59,808	14%	9
Total income	34,528,000	37,324,834	2,796,834	8%	
Expenses					
Employee costs	12,167,000	12,078,311	88,689	1%	
Materials and services	12,581,000	11,812,354	768,646	6%	10
Depreciation	5,835,000	6,253,090	(418,090)	-7%	11
Amortisation - intangible assets	-	64,669	(64,669)	100%	
Amortisation - Right of use assets	227,000	236,078	(9,078)	-4%	
Bad and doubtful debts	1,000	13,430	(12,430)	-1243%	12
Borrowing costs	20,000	20,556	(556)	-3%	
Finance costs - Leases	26,000	21,744	4,256	16%	
Other expenses	303,000	459,546	(156,546)	-52%	14
Total expenses	31,160,000	30,959,778	200,222	1%	
Surplus/(deficit) for the year	3,368,000	6,365,056	2,996,612	77%	

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

(i) Explanation of material variations

Income

1	Rates and charges	Increase in rates income due to supplementary rates from new subdivisions.
2	Statutory fees and fines	Favourable variance due to increase in subdivision fees (\$108k), planning application fees (\$36k) and health registration fees (\$27k).
3	User fees	Favourable variance due to increased income from tip fees (\$66k), saleyard fees (\$34k) and lease income (\$33k).
4	Grants - operating	Less than budgeted operating grant is due to part of working for Victoria grant income recorded in 2019/20 (\$752k) and underutilised working for Victoria grant (\$623k) which partly offset with unbudgeted grants; local government outdoor eating & entertainment (\$250k), community connector program (\$124k), business concierge & hospitality support (\$60k), women building surveyors program grant (\$75k), greening Euroa (\$65k), GoFish Nagambie (\$30k) and additional grants receipt for municipal emergency management (\$73k).
5	Grants - capital	Increase in capital grant income is mainly due to receipt of fixing country roads grants (\$1,364k) which was originally budgeted in 2019/20 year. This partly offset by grants not yet received local road and community infrastructure funding grants (\$683k) and drought funding grants (\$200k). The balance amount offset by un-earned income carried forward.
6	Contributions-monetary	More than budgeted due to increased developer contributions (\$19k) and maintenance contribution received (\$18k).
7	Contributions -non-monetary	Greater than budget by \$1,364k due to greater than anticipated Developer Gifted Assets received such as Vickers Road estate (\$790k) and Vineyard estate (\$523k).
8	Gain on disposal of Assets	Gain on sale of assets is mainly due to better price received on disposal of vehicles at secondhand market and better price received from sale of plant and equipments at auctions.
9	Other income	More than budgeted mainly due more than budgeted income protection insurance income (\$95k) which partly offset by decrease in miscellaneous income.

Expenses

10	Materials and services	Materials and services less than budgeted due to savings in assets maintenance expenses (\$277k), savings in external contractor expenses (\$804k), savings in utility expenditure (\$128k) and savings in training and development expense (\$100k). This partly offset by increase in landfill provision (\$538k).
11	Depreciation/Amortisation	Due to increased depreciation expenditure in buildings (\$160k) and infrastructure assets (\$284k).
12	Bad and doubtful debts	Increase in bad and doubtful debts is mainly due to write off of long outstanding unrecoverable debtor balances which include infringement/penalty charges, Health/Food registration fees and hiring income.
14	Other expenses	Due to election expenses (\$111k) and councillor conference and training expenses (\$33k) which were originally budgeted under materials and services.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

Capital works

	Budget 2021 \$	Actual 2021 \$	Variance \$	Variance %	Ref
Property					
Buildings	978,000	564,676	(413,324)	-42%	1
Total property	978,000	564,676	(413,324)	-42%	
Plant and equipment					
Plant, machinery and equipment	1,262,000	942,505	(319,495)	-25%	2
Fixtures, fittings and furniture	570,000	242,289	(327,711)	-57%	3
Total plant and equipment	1,832,000	1,184,794	(647,206)	-35%	
Infrastructure					
Roads	6,613,000	5,163,945	(1,449,055)	-22%	4
Bridges	513,000	299,308	(213,692)	-42%	5
Footpaths and cycleways	378,000	246,431	(131,569)	-35%	6
Drainage	1,031,000	1,221,609	190,609	18%	7
Recreational, Leisure & Community Facilities	1,332,000	1,155,029	(176,971)	-13%	8
Parks, open space and streetscapes	2,827,000	600,296	(2,226,704)	-79%	9
Total infrastructure	12,694,000	8,686,618	(4,007,382)	-32%	
Total capital works expenditure	15,504,000	10,436,089	(5,067,911)	-33%	
Represented by:					
New asset expenditure	2,296,000	1,500,807	(795,193)	-35%	
Asset renewal expenditure	9,559,000	4,395,768	(5,163,232)	-54%	
Asset expansion expenditure	2,507,000	918,884	(1,588,116)	-63%	
Asset upgrade expenditure	1,142,000	3,620,630	2,478,630	217%	
Total capital works expenditure	15,504,000	10,436,089	(5,067,911)	-33%	

(i) Explanation of material variations

Ref	Item	Explanation
1	Buildings	Due to projects that were carried forward to 2021/22 year - sealeys sprinkler systems and truck wash (214k), Euroa tennis club - Sewer Design (\$88k) and Euroa civic centre Roof cladding (\$80k).
2	Plant, machinery and equipment	Surplus due to delayed replacement of greder (\$230k) and large loader (\$104k).
3	Fixtures, fittings and furniture	Cinema seating replacement delayed to 21/22 (\$130k) and other IT replacement (\$150k).
4	Roads	Savings in resal (\$461k), zero class (\$143k), rehabilitation (\$87k), re-sheet (\$63k) and kerb & channel (\$36k) programs. Reclassification of general budget allocation (\$259k). Work in progress projects that need to be carried forward; Creek Junction Road (\$401k) and Harrys Creek/Bonnie Doon Road (\$346k) intersection realignments and Nagambie Industrial Estate Drainage (\$53k). Partly offset by increased expenditure in fixing Country Roads - Mullers Road, Nagambie (\$440k).
5	Bridges	Not proceed with bridges & major culverts program (\$450k) due to tenders received were too high. Partly offset by Harrys Creek Road Major Culvert work (\$236k) part of which originally budgeted under roads.
6	Footpaths and cycleways	Savings in footpath renewal (\$41) and tracks & trails (\$28k) programs. Work in progress project Rockies Pedestrian Footbridge (\$48k) and projects not undertaken due to heritage vegetation overlay Strathbogie township footpaths (\$25k).
7	Drainage	Increased expenditure in Euroa - Augment Castle Creek Levee \$313k which partly offset by savings in drought funding projects (\$118k).
8	Recreational, Leisure & Community Facilities	Work in progress project Strathbogie recreation reserve clubhouse pavilion (\$246k) and Nagambie Recreation Reserve netball court/carpark (\$52k) which partly offset by increased expenditure in Violet town skate park (\$80k) and Violet town market infrastructure (\$31k).
9	Parks, open space and streetscapes	Work in progress projects drought funding (236k), Nagambie foreshore walk (\$77k), streetscapes renewal (\$599k), Nagambie active space (\$70k), Nagambie splash park (\$43k). Projects not started or not progressed (\$195k) and project management expenses which were allocated among projects (\$400k).

Note 2 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

2 (a) Community & Planning

Community & Planning provides high quality community focused programs. Service areas include maternal and child health, youth, seniors, community grants, arts and culture, tourism and economic development programs. It also includes strategic and statutory land use planning.

Corporate Leadership

Corporate Leadership provides effective governance, policy development, communication and human resources.

Corporate Operations

Corporate Operations provides strategic and financial management of the organisation. Service areas include regulatory services, local laws, financial management, emergency management, assets management, operations and emergency management.

Mayor & Councillors

Mayor & Councillors provides services for mayor and elected members.

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

2 (b) Summary of revenues, expenses, assets and capital expenses by program

	Income	Expenses	Surplus/(Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
2021					
Community & Planning	3,579,189	(4,817,662)	(1,238,472)	3,044,230	48,304,962
Corporate Leadership	97,646	(3,143,282)	(3,045,636)	-	31,516,559
Corporate Operations	33,641,635	(22,586,026)	11,055,609	10,455,369	226,461,965
Mayor & Councillors	6,363	(412,809)	(406,445)	-	4,139,083
	37,324,834	(30,959,778)	6,365,056	13,499,599	310,422,569
	Income	Expenses	Surplus/(Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
2020					
Community & Planning	2,119,604	(4,391,647)	(2,272,043)	1,636,548	46,650,962
Corporate Leadership	26,081	(2,273,961)	(2,247,880)	-	24,155,509
Corporate Operations	31,257,163	(21,570,860)	9,686,303	9,943,816	229,139,857
Mayor & Councillors	6,595	(309,499)	(302,904)	-	3,287,702
	33,409,443	(28,545,967)	4,863,476	11,580,364	303,234,030

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021	2020
	\$	\$
Note 3 Funding for the delivery of our services		
3.1 Rates and charges		
Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the valuation of the land and all improvements on the land.		
The valuation base used to calculate general rates for 2020/21 was \$3.689 million (2019/20 \$3.514 million).		
General rates	17,266,867	16,220,930
Municipal charge	-	913,057
Waste management charge	2,818,705	2,689,797
Special rates and charges	-	936
Total rates and charges	20,085,572	19,824,720
The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will be first applied in the rating year commencing 1 July 2020.		
Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.		
3.2 Statutory fees and fines		
Building fees	119,489	66,113
Planning fees	395,119	217,164
Health registrations	27,463	14,212
Animal registrations	98,088	83,824
Land information certificates	20,762	16,983
Fire Prevention Notice Infringements	528	3,361
Total statutory fees and fines	661,449	401,657
Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.		
3.3 User fees		
Tip fees	190,006	148,373
Nagambie Lakes events	11,910	20,320
Saleyard operations revenue	253,464	231,965
Swimming pools revenue	3,148	10,193
Rentlease Charges	118,323	93,337
Euroa Cinema	23,687	54,520
Septic tank fees	20,234	14,787
Other user charges and contributions	126,307	89,803
Total user fees	747,079	663,298
User fees by timing of revenue recognition		
User fees recognised at a point in time	747,079	663,298
Total user fees	747,079	663,298
User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.		
3.4 Funding from other levels of government		
Grants were received in respect of the following :		
Summary of grants		
Commonwealth funded grants	9,640,626	8,659,624
State funded grants	3,858,973	2,920,740
Total grants received	13,499,599	11,580,364

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

	2021 \$	2020 \$
(a) Operating Grants		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants	5,773,874	5,592,672
Senior Citizens Grants	-	2,600
<i>Recurrent - State Government</i>		
Maternal & Child Health	221,404	196,893
Community Safety	18,673	9,763
Youth	76,658	94,167
Pests and Plants Program	60,231	60,231
Municipal Emergency Resource Programme	133,200	60,000
Supported Playgroup	60,638	34,981
Vulnerable Persons Register	18,216	17,947
Boat Ramp Maintenance	170	8,500
School Crossing Supervision	30,205	24,696
Other	25,241	4,960
Total recurrent operating grants	6,418,510	6,107,410
<i>Non-recurrent - Commonwealth Government</i>		
Environmental planning	-	5,000
Tourism & Events	51,100	-
<i>Non-recurrent - State Government</i>		
LGA Small Scale Infrastructure Grant	-	10,395
Economic Development	60,000	-
Greening Euroa	65,350	-
Environment	10,000	-
Tourism & Events	250,000	-
Emergency & Disaster Management	121,006	378,861
Working for Victoria	645,899	751,631
Planning and Business Case	2,500	59,271
Creative Victoria-Youth	-	25,000
Water/Waterways Management	-	28,000
Rural Council Victoria Summit	-	40,000
Other	90,000	-
Total non-recurrent operating grants	1,295,856	1,288,158
Total operating grants	7,714,366	7,405,568
(b) Capital Grants		
<i>Recurrent - Commonwealth Government</i>		
Roads to recovery	2,159,352	2,159,352
Total recurrent capital grants	2,159,352	2,159,352
<i>Non-recurrent - Commonwealth Government</i>		
Drought Funding	900,000	900,000
Infrastructure Funding Grant	756,300	-

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021 \$	2020 \$
Non-recurrent - State Government		
Roads and Bridges	1,503,668	886,194
Buildings	99,633	175,000
Recreation	325,000	59,300
Footpaths	-	33,000
Pick My Project	-	9,950
Other Flood Recovery Grants	41,280	18,720
Flood Event 12/2017-Capital *	-	(127,125)
Environment - Capital	-	60,406
Total non-recurrent capital grants	3,625,881	2,015,444
Total capital grants	5,785,233	4,174,796
(c) Unspent grants received on condition that they be spent in a specific manner		
Operating		
Balance at start of year	273,582	30,000
Received during the financial year and remained unspent at balance date	160,800	273,582
Received in prior years and spent during the financial year	(129,210)	(30,000)
Balance at year end	305,172	273,582
Capital		
Balance at start of year	1,164,948	0
Received during the financial year and remained unspent at balance date	3,401,555	1,164,948
Received in prior years and spent during the financial year	(1,164,948)	0
Balance at year end	3,401,555	1,164,948

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

* 2020 - Debit balance in grant income is due to reversal of excess income accrued in 2018/19 which include flood event grant \$112,125 and Southern Aurora Memorial Garden grant \$15,000.

3.5 Contributions

Monetary	311,706	355,983
Non-monetary	1,363,611	-
Total contributions	1,675,317	355,983

Contributions of non monetary assets were received in relation to the following asset classes.

Roads	330,009	-
Kerb & Channel	102,560	-
Footpath	278,450	-
Drainage	601,892	-
Land under roads	50,700	-
Total non-monetary contributions	1,363,611	-

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	543,296	262,134
Written down value of assets disposed	(399,427)	(162,370)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	143,869	99,764

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021	2020
	\$	\$
3.7 Other income		
Interest	105,520	182,861
Interest on rates	122,904	101,606
Diesel rebate	65,917	64,318
Insurance recoveries	95,576	22,586
Other	93,891	103,572
Total other income	483,808	474,943

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services**4.1 (a) Employee costs**

Wages and salaries	10,592,117	8,981,109
WorkCover	190,742	173,593
Superannuation	954,747	828,063
Fringe benefits tax	84,695	134,925
Other	256,010	217,121
Total employee costs	12,078,311	10,334,811

(b) Superannuation

Council made contributions to the following funds:

Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	59,242	61,144
Employer contributions - other funds	-	-
	59,242	61,144

Employer contributions payable at reporting date.

Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	428,532	422,704
Employer contributions - other funds	449,024	326,921
	877,556	749,625

Employer contributions payable at reporting date.

Refer to note 9.3 for further information relating to Council's superannuation obligations.

4.2 Materials and services

Building maintenance	648,836	441,156
General maintenance *	4,205,400	4,108,108
Utilities	297,979	267,025
Office administration	1,555,734	1,493,265
Information technology	760,836	687,652
Insurance	374,095	326,537
Consultants	1,055,114	1,235,190
Legal fees	140,411	134,774
Emergency Expense	21,389	434,399
Waste Management	2,752,560	2,189,904
Total materials and services	11,812,354	11,318,010

* General maintenance include, but not limited to, maintenance of road canopy and trees (\$919k), maintenance of infrastructure (\$801k), materials (\$365k), professional service fees (332k), and plant expenses.

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

	2021	2020
	\$	\$
4.3 Depreciation		
Property	1,030,464	985,866
Plant and equipment	444,487	442,201
Furniture and Equipment	187,672	161,768
Infrastructure	4,590,467	4,441,143
Total depreciation	6,253,090	6,030,978

Refer to note 5.2(c), 5.6 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - Intangible assets

Software	64,669	59,845
Total Amortisation - Intangible assets	64,669	59,845

4.5 Amortisation - Right of use assets

Property	9,206	9,206
Plant and equipment	226,872	190,526
Total Amortisation - Right of use assets	236,078	199,732

4.6 Bad and doubtful debts

Rates debtors	-	429
Other debtors	13,430	49,804
Total bad and doubtful debts	13,430	50,233

Movement in provisions for doubtful debts

Balance at the beginning of the year	35,831	7,025
New provisions recognised during the year	7,436	28,806
Amounts already provided for and written off as uncollectible	(31,710)	-
Amounts provided for but recovered during the year	(1,984)	-
Balance at end of year	9,573	35,831

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

4.7 Borrowing costs

Interest - Borrowings	20,556	25,783
Total borrowing costs	20,556	25,783

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

4.8 Finance Costs - Leases

Interest - Lease Liabilities	21,744	21,467
Total finance costs	21,744	21,467

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021	2020
	\$	\$
4.9 Other expenses		
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	41,600	48,400
Auditors' remuneration - Internal	57,743	50,890
Councillors' allowances	193,618	196,479
Other Councillor expenses	43,388	11,724
WDV of Infrastructure Assets Renewed	12,650	170,940
Election Expenses	110,547	26,676
Total other expenses	459,546	505,109

Note 5 Our financial position**5.1 Financial assets****(a) Cash and cash equivalents**

Cash on hand	1,293	1,827
Cash at bank	2,948,776	1,621,845
Term deposits	2,600,000	1,250,000
Total cash and cash equivalents	5,550,069	2,873,672

(b) Other financial assets

Share in MAV Purchasing Scheme	2,032	2,032
Term deposits - current	17,350,000	13,704,764
Total other financial assets	17,352,032	13,706,796
Total financial assets	22,902,101	16,580,468

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

- Trust funds and deposits (Note 5.3)	555,222	445,677
Total restricted funds	555,222	445,677
Total unrestricted cash and cash equivalents	4,994,847	2,427,995

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

- Cash held to fund carried forward capital works	3,198,000	3,498,000
- Open space reserve	185,178	108,958
- Caravan Park (operating and capital expense)	112,391	73,289
Total funds subject to intended allocations	3,495,569	3,680,247

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Strathbogrie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

	2021 \$	2020 \$
(c) Trade and other receivables		
Current		
Rates debtors	2,157,164	2,134,307
Special rate assessment	11,886	9,184
Net GST Receivable	142,794	212,575
Other debtors	285,749	797,840
Provision for doubtful debts - other debtors	(9,573)	(35,831)
Total current trade and other receivables	2,588,020	3,118,075
Non-current		
Statutory receivables		
Special rate scheme	43,096	57,513
Total non-current trade and other receivables	43,096	57,513
Total trade and other receivables	2,631,116	3,175,588

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	23,618	504,879
Past due by up to 30 days	72,204	2,454
Past due between 31 and 180 days	46,350	163,932
Past due between 181 and 365 days	128,910	43,255
Past due by more than 1 year	14,667	83,320
Total trade and other receivables	285,749	797,840

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

5.2 Non-financial assets	2021	2020
(a) Other assets	\$	\$
Prepayments	407,803	255,819
Accrued income	172,897	501,824
Inventories	9,330	5,289
Total other assets	590,030	762,932
(b) Intangible assets		
Software	79,167	106,703
Total intangible assets	79,167	106,703
	Software	Total
Gross carrying amount		
Balance at 1 July 2020	920,048	920,048
Other additions	37,132	37,132
Balance at 1 July 2021	957,180	957,180
Accumulated amortisation and impairment		
Balance at 1 July 2020	813,344	813,344
Amortisation expense	64,669	64,669
Balance at 1 July 2021	878,013	878,013
Net book value at 30 June 2020	106,704	106,704
Net book value at 30 June 2021	79,167	79,167

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

5.3 Payables		
(a) Trade and other payables		
Trade payables	2,642,774	1,646,384
Accrued expenses	537,034	507,919
Total trade and other payables	3,179,808	2,154,303
(b) Trust funds and deposits		
Current		
Fire services levy	67,292	114,670
Retention amounts	185,683	133,432
Other refundable deposits	247,081	133,372
Total Current trust funds and deposits	500,056	381,474
Non-current		
Trust funds bequested	55,166	64,203
Total Non-Current trust funds and deposits	55,166	64,203
Total trust funds and deposits	555,222	445,677
(c) Unearned income		
Grants received in advance - operating	305,172	273,582
Grants received in advance - capital	3,401,555	1,164,948
Other	-	3,182
Total unearned income	3,706,727	1,441,712

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a <<monthly>> basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

Strathbogrie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

5.4 Interest-bearing liabilities

	2021	2020
	\$	\$
Current		
Borrowings - secured	91,000	86,116
	<u>91,000</u>	<u>86,116</u>
Non-current		
Borrowings - secured	191,425	282,425
	<u>191,425</u>	<u>282,425</u>
Total	<u>282,425</u>	<u>368,541</u>

Borrowings are secured by a registered charge over the council rates on the Personal Property Security Register.

(a) The maturity profile for Council's borrowings is:

Not later than one year	91,000	86,116
Later than one year and not later than five years	191,425	282,425
Later than five years	-	-
	<u>282,425</u>	<u>368,541</u>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

5.5 Provisions

	Employee	Landfill restoration	Total
	\$	\$	\$
2021			
Balance at beginning of the financial year	2,850,990	5,597,463	8,448,453
Additional provisions	1,248,695	-	1,248,695
Amounts used	(756,028)	-	(756,028)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(64,630)	538,034	473,404
Balance at the end of the financial year	<u>3,279,027</u>	<u>6,135,497</u>	<u>9,414,524</u>
2020			
Balance at beginning of the financial year	2,746,190	5,577,198	8,323,388
Additional provisions	1,030,226	-	1,030,226
Amounts used	(888,515)	-	(888,515)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(36,911)	20,265	(16,646)
Balance at the end of the financial year	<u>2,850,990</u>	<u>5,597,463</u>	<u>8,448,453</u>

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021	2020
	\$	\$
(a) Employee provisions		
Current provisions expected to be wholly settled within 12 months		
Annual leave	745,568	415,968
Long service leave	203,181	34,103
Other	31,444	31,444
	<u>980,193</u>	<u>481,515</u>
Current provisions expected to be wholly settled after 12 months		
Annual leave	571,070	578,246
Long service leave	1,410,446	1,551,652
	<u>1,981,516</u>	<u>2,129,898</u>
Total current employee provisions	2,961,709	2,611,413
Non-current		
Long service leave	317,318	239,577
Total non-current employee provisions	317,318	239,577
Aggregate carrying amount of employee provisions:		
Current	2,961,709	2,611,413
Non-current	317,318	239,577
Total aggregate carrying amount of employee provisions	3,279,027	2,850,990

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

	2021	2020
	%	%
Key assumptions:		
- discount rate	0.88%	0.87%
- index rate	1.70%	1.60%
(b) Landfill restoration	\$	\$
Current	1,622,436	1,084,402
Non-current	4,513,062	4,513,062
	<u>6,135,498</u>	<u>5,597,464</u>

Council is obligated to restore (landfill) site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

	2021	2020
	%	%
Key assumptions:		
- discount rate	0.88%	0.87%
- index rate	1.90%	1.25%

5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30th June 2021.

Bank overdraft	1,145,000	2,290,000
Loan facilities	282,424	368,541
Credit card facilities	100,000	100,000
Total facilities	1,527,424	2,758,541
Used facilities	(290,214)	(376,363)
Unused facilities	1,237,210	2,382,178

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year	Later than 1 year and not later than 2 years	Later than 2 years and not later than 5 years	Later than 5 years	Total
	\$	\$	\$	\$	\$
2021					
Operating					
Open space management	20,381	-	-	-	20,381
Governance	393,800	250,320	74,250	-	718,370
Human Resources	15,172	-	-	-	15,172
Emergency management	53,228	-	-	-	53,228
Finance	49,142	-	-	-	49,142
Environment & Waste	47,457	47,457	47,457	-	142,371
Total	579,180	297,777	121,707	-	998,664
Capital					
Roads	1,890,621	-	-	-	1,890,621
Total	1,890,621	-	-	-	1,890,621
2020					
Operating					
Open space management	219,391	-	-	-	219,391
Governance	90,497	-	-	-	90,497
Home care services	13,992	13,609	-	-	27,601
Cleaning contracts for council buildings	44,553	44,553	122	-	89,228
Total	368,433	58,162	122	-	426,717
Capital					
Total	-	-	-	-	-

5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets

	Property	Plant & Equipment	Total
	\$	\$	\$
Balance at 1 July 2019	36,822	644,775	681,597
Additions	-	390,665	390,665
Amortisation charge	(9,206)	(190,526)	(199,732)
Balance at 30 June 2020	27,616	844,914	872,530
Balance at 1 July 2020	27,616	844,914	872,530
Additions	-	-	-
Amortisation charge	(9,206)	(226,871)	(236,077)
Balance at 30 June 2021	18,410	618,043	636,453

Lease Liabilities

	2021	2020
	\$	\$
Maturity analysis - contractual undiscounted cash flows		
Less than one year	194,393	250,791
One to five years	492,559	690,556
More than five years	-	-
Total undiscounted lease liabilities as at 30 June:	686,952	941,347

Lease liabilities included in the Balance Sheet at 30 June:

Current	178,337	230,029
Non-current	474,083	652,421
Total lease liabilities	652,420	882,450

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2021	2020
	\$	\$
Expenses relating to:		
Short-term leases	16,490	16,564
Leases of low value assets	-	-
Total	16,490	16,564
Variable lease payments (not included in measurement of lease liabilities)	-	-

Note 6 Assets we manage**6.1 Non current assets classified as held for sale**

	2021	2020
	\$	\$
Cost of acquisition	417,384	690,384
Total non current assets classified as held for sale	417,384	690,384

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2020 \$	Additions \$	Contributions \$	Revaluation \$	Depreciation \$	Disposal \$	Write-off \$	Transfers/ Reclassification \$	At Fair Value 30 June 2021 \$
Property	62,053,057	1,518,292	50,700	(3,568,236)	(1,030,463)	-	-	66,839	59,090,189
Plant and equipment	4,553,083	1,147,662	-	-	(632,159)	(126,427)	(892)	-	4,941,267
Infrastructure	213,027,957	4,226,006	1,312,911	341,726	(4,590,467)	(12,650)	-	402,341	214,707,824
Work in progress	1,184,182	3,507,016	-	-	-	-	(50,266)	(469,180)	4,171,752
	280,818,278	10,398,976	1,363,611	(3,226,510)	(6,253,089)	(139,077)	(51,158)	-	282,911,031

Summary of Work in Progress

	Opening WIP \$	Additions \$	Write-off \$	Transfers/ Reclassification \$	Closing WIP \$
Property	267,896	48,409	(41,366)	(211,060)	63,879
Plant and equipment	-	-	-	-	-
Infrastructure	916,286	3,456,607	(8,900)	(258,120)	4,107,873
Total	1,184,182	3,507,016	(50,266)	(469,180)	4,171,752

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

(a) Property

	Land - specialised	Land - non specialised	Land under roads	Total Land	Buildings - specialised	Buildings - non specialised	Total Buildings	Cultural and heritage assets	Work In Progress	Total Property
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2020	26,172,407	5,861,777	214,065	32,248,249	60,872,450	3,305,676	64,178,127	2,298,900	267,896	98,993,172
Accumulated depreciation at 1 July 2020	-	-	-	-	(35,705,541)	(1,093,144)	(36,798,685)	-	-	(36,798,685)
	26,172,407	5,861,777	214,065	32,248,249	25,166,910	2,212,532	27,379,442	2,298,900	267,896	62,194,487
Movements in fair value										
Additions	-	-	-	-	1,518,292	-	1,518,292	-	48,409	1,566,701
Contributions	-	-	50,700	50,700	-	-	-	-	-	50,700
Reclassification	-	-	-	-	-	-	-	-	(17,755)	(17,755)
Revaluation	(2,308,459)	(1,146,777)	-	(3,453,236)	-	-	-	-	-	(3,453,236)
Disposal	-	-	-	-	-	-	-	-	-	-
Write-off	-	-	-	-	-	-	-	-	(41,366)	(41,366)
Prior year revaluation adjustment	-	-	-	-	(715,000)	-	(715,000)	-	-	(715,000)
Transfers	-	-	-	-	193,305	-	193,305	-	(193,305)	-
	(2,308,459)	(1,146,777)	50,700	(3,402,536)	996,597	-	996,597	-	(204,017)	(2,609,956)
Movements in accumulated depreciation										
Depreciation and amortisation	-	-	-	-	(1,030,463)	-	(1,030,463)	-	-	(1,030,463)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	-
Prior year revaluation adjustment	-	-	-	-	600,000	-	600,000	-	-	600,000
Transfers	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	(430,463)	-	(430,463)	-	-	(430,463)
At fair value 30 June 2021	23,865,948	4,715,000	264,765	28,845,713	61,869,047	3,305,676	65,174,723	2,298,900	63,879	96,383,216
Accumulated depreciation at 30 June 2021	-	-	-	-	(36,136,003)	(1,093,144)	(37,229,148)	-	-	(37,229,148)
	23,865,948	4,715,000	264,765	28,845,713	25,733,044	2,212,532	27,945,576	2,298,900	63,879	59,154,068

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

(b) Plant and Equipment

	Plant machinery and equipment	Fixtures fittings and furniture	Cultural and heritage assets - Arts & Monuments	Total plant and equipment
	\$	\$	\$	\$
At fair value 1 July 2020	4,844,549	3,843,365	2,146,950	10,834,864
Accumulated depreciation at 1 July 2020	(3,149,116)	(3,132,665)	-	(6,281,781)
	1,695,434	710,699	2,146,950	4,553,083
Movements in fair value				
Additions	942,505	205,157	-	1,147,662
Contributions	-	-	-	-
Revaluation	-	-	-	-
Disposal	(778,781)	-	-	(778,781)
Write-off	(892)	-	-	(892)
Transfer	888,419	(888,419)	-	-
	1,051,251	(683,262)	-	367,989
Movements in accumulated depreciation				
Depreciation and amortisation	(444,487)	(187,672)	-	(632,159)
Accumulated depreciation of disposals	852,353	-	-	852,353
Transfer	(813,344)	813,344	-	-
	(605,478)	625,672	-	20,194
At fair value 30 June 2021	5,895,800	3,160,103	2,146,950	11,202,853
Accumulated depreciation at 30 June 2021	(3,754,593)	(2,506,993)	-	(6,261,586)
	2,141,207	653,109	2,146,950	4,941,267

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Kerb and channel	Parks open spaces and streetscapes	Cultural and heritage assets	Work In Progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2020	195,330,942	62,743,426	4,906,219	16,378,089	6,597,907	22,012,886	2,288,263	916,286	311,174,020
Accumulated depreciation at 1 July 2020	(57,900,801)	(19,267,341)	(1,445,484)	(4,433,107)	(2,638,782)	(11,417,787)	-	-	(97,103,311)
	137,430,142	43,476,085	3,460,735	11,944,983	3,959,115	10,595,099	2,288,263	916,286	214,070,709
Movements in fair value									
Additions	1,951,242	930,302	224,197	827,281	64,286	228,698	-	3,458,607	7,684,613
Contributions	330,009	-	278,450	601,892	102,560	-	-	-	1,312,911
Reclassification	-	-	-	-	-	-	-	17,755	17,755
Revaluation	-	-	-	-	-	(1,368,419)	-	-	(1,368,419)
Disposal	-	(79,634)	-	-	-	-	-	-	(79,634)
Write-off	-	-	-	-	-	-	-	(8,900)	(8,900)
Transfers	9,541	103,288	19,081	114,978	-	28,988	-	(275,875)	-
	2,290,792	953,956	521,728	1,544,151	166,846	(1,110,733)	-	3,191,587	7,558,326
Movements in accumulated depreciation									
Depreciation and amortisation	(3,049,218)	(645,696)	(108,338)	(158,397)	(113,109)	(515,709)	-	-	(4,590,467)
Accumulated depreciation of disposals	-	66,984	-	-	-	-	-	-	66,984
Revaluation	-	-	-	-	-	1,710,145	-	-	1,710,145
Transfers	-	-	-	-	-	-	-	-	-
	(3,049,218)	(578,712)	(108,338)	(158,397)	(113,109)	1,194,436	-	-	(2,813,338)
At fair value 30 June 2021	197,621,734	63,697,382	5,427,948	17,922,240	6,764,753	20,902,153	2,288,263	4,107,873	318,732,346
Accumulated depreciation at 30 June 2021	(60,950,019)	(19,846,053)	(1,553,822)	(4,591,504)	(2,751,901)	(10,223,351)	-	-	(99,916,649)
	136,671,716	43,851,329	3,874,126	13,330,736	4,012,852	10,678,802	2,288,263	4,107,873	218,815,697

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition. Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit
Asset recognition thresholds and depreciation periods		\$
Property		
land	-	10,000
Buildings		
buildings	10 to 100 years	5,000
Plant and Equipment		
plant, machinery and equipment	2 to 20 years	1,000
furniture and equipment	2 to 10 years	1,000
leased plant and equipment including right of use assets	3 to 5 years	5,000
Infrastructure		
road pavements - sealed	40 to 130 years	5,000
road pavements - unsealed	25 to 40 years	5,000
road seals	18 to 40 years	5,000
formation and earthworks	100 years	5,000
bridges deck	50 to 120 years	5,000
bridges substructure	60 to 250 years	5,000
culverts	60 to 250 years	5,000
footpaths	10 to 60 years	5,000
drainage	100 years	5,000
parks open spaces and streetscapes	15 to 100 years	5,000
kerb and channel	50 to 100 years	5,000
cultural and heritage assets	-	5,000

Land under roads

Council recognises land under roads it controls at fair value.

Depreciation and amortisation

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Leasehold improvements

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, there are no leasehold improvements.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021**Valuation of land and buildings**

Valuation of land were undertaken by a qualified independent valuer APV Valuers & Assets Management in June 2021. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Depending upon the nature of the specific assets the valuation approach has included the adoption of a singular or multiple techniques; Market approach or Cost approach. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobio (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Land and building asset values disclosed in the financial statements are not expected to be materially impacted by COVID-19 as at 30 June 2021. A formal revaluation was undertaken for buildings and structures in June 2020 and land in June 2021.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Land	-	4,715,000	-	Jun-21
Specialised land	-	-	23,865,948	Jun-21
Land under roads	-	-	264,765	Jun-18
Heritage Buildings	-	-	2,298,900	Jun-20
Buildings & site improvements	-	2,212,532	25,733,044	Jun-20
Total	-	6,927,532	52,162,657	

Valuation of infrastructure

The valuation is at fair value as at 30 June 2020 plus all 2020/21 additions at cost and is based on replacement cost less accumulated depreciation as at the date of valuation. The base valuation of infrastructure assets conducted at 30 June 2020 was made by Uwe PaRath, Certified Municipal Engineer.

Parks, open space and streetscapes were assessed as part of the 2020-2021 Open Spaces condition assessment contract by external Contractors Morphum Environmental (Bruce Stephens Level 3 Playground Assessor). Replacement unit rates have been applied to the asset condition to arrive at revaluation figure as at 30th June and reviewed by Uwe PaRath, Certified Municipal Engineer.

The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Roads	-	-	136,671,716	Jun-19
Bridges	-	-	43,851,329	Jun-19
Footpaths and cycleways	-	-	3,674,126	Jun-19
Drainage	-	-	13,330,736	Jun-19
Kerb and channel	-	-	4,012,852	Jun-19
Parks, open space and streetscapes	-	-	10,678,802	Jun-21
Total	-	-	212,419,561	

Description of significant unobservable inputs into level 3 valuations

Specialised land and land under roads is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 85% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.48 and \$666 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$200 to \$700 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Strathbogie Shire Council
2020/2021 Financial Report

Notes to the Financial Report
For the Year Ended 30 June 2021

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 18 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2021	2020
	\$	\$
Reconciliation of specialised land		
Parks and reserves	17,220,948	19,287,996
Waste management	1,514,000	937,303
Civic centres	2,441,000	2,448,870
Council depots	1,100,000	673,883
Caravan parks	950,000	2,086,281
Pre schools	390,000	399,599
Saleyards	250,000	338,475
Total specialised land	23,865,948	26,172,407

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

	2021 \$	2020 \$
6.3 Investments in associates, joint arrangements and subsidiaries		
(a) Investments in associates		
- Goulburn Valley Regional Library Corporation	255,287	227,146
Goulburn Valley Regional Library Corporation		
Background		
The Goulburn Valley Regional Library Corporation was formed under the provisions of section 196 of the Local Government Act 1989 on 15/09/2009 to provide library services within the local government area of Strathbogie Shire, Moira Shire and City of Greater Shepparton. Council holds 9.89% (2019/20 9.86%) of equity in the Corporation. Council has two directors on the board of nine. Council has the ability to influence rather than control its operations.		
Fair value of Council's investment in Goulburn Valley Library Corporation	<u>255,287</u>	<u>227,146</u>
Council's share of accumulated surplus/(deficit)		
Council's share of accumulated surplus/(deficit) at start of year	227,146	218,432
Reported surplus/(deficit) for year	28,141	8,714
Council's share of accumulated surplus/(deficit) at end of year	<u>255,287</u>	<u>227,146</u>
Movement in carrying value of specific investment		
Carrying value of investment at start of year	227,146	218,432
Share of surplus/(deficit) for year	28,141	8,714
Share of asset revaluation	-	-
Distributions received	-	-
Carrying value of investment at end of year	<u>255,287</u>	<u>227,146</u>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

Committees of management

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

Avenel Memorial Hall
Creighton's Creek Recreation Reserve
Euroa Band Hall
Euroa Friendlies Reserve
Gooram Soldiers' Memorial Hall
Longwood Community Centre
Miepoll Public Hall
Moglonemby Hall
Nagambie Recreation Reserve
Ruffy Recreation Reserve
Strathbogie Memorial Hall
Strathbogie Recreation Reserve
Tableland Community Centre Committee (Ruffy)
Violet Town Recreation Reserve

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

		2021	2020
		No.	No.
Note 7 People and relationships			
7.1 Council and key management remuneration			
(a) Related Parties			
Parent entity			
Strathbogie Shire Council is the parent entity.			
Subsidiaries and Associates			
Interests in subsidiaries and associates are detailed in Note 6.3.			
(b) Key Management Personnel			
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:			
Councillors	Cr Chris Raeburn (from 1/7/2020 to 23/10/2020, and from 17/11/2020)		
	Cr Melanie Likos (from 17/11/2020)		
	Cr Kristy Hourigan (from 17/11/2020)		
	Cr Laura Binks (from 17/11/2020)		
	Cr Paul Murray (from 17/11/2020)		
	Cr Reg Dickinson (from 17/11/2020)		
	Cr Sally Hayes-Burke (from 17/11/2020)		
	Amanda McLaren (from 1/7/2020 to 23/10/2020)		
	John Mason (from 1/7/2020 to 23/10/2020)		
	Malcolm Little (from 1/7/2020 to 23/10/2020)		
	Alistair Thomson (from 1/7/2020 to 23/10/2020)		
	Greame (Mick) Williams (from 1/7/2020 to 23/10/2020)		
	Robert 'Bob' Gardner (from 1/7/2020 to 23/10/2020)		
	Chief Executive Officer		
	Director - Corporate Operations		
	Director - Community & Planning *		
	Executive Manager People & Culture		
	Executive Manager Governance & Customer Service		
	Executive Manager Communications and Engagement		
Total Number of Councillors		13	9
Total of Chief Executive Officer and other Key Management Personnel		6	8
Total Number of Key Management Personnel ^a		19	17
^a Director - Community & Planning role was filled by two individuals and an acting officer during the year.			
(c) Remuneration of Key Management Personnel		2021	2020
		\$	\$
Total remuneration of key management personnel was as follows:			
Short-term benefits		1,305,834	1,071,634
Long-term benefits		12,459	92,910
Post employment benefits		124,606	68,187
Termination benefits		15,720	-
Total		1,458,619	1,232,731
The numbers of key management personnel whose total remuneration from Council and any related entities, fell within the following bands:			
		2021	2020
		No.	No.
\$1 - \$9,999		5	3
\$10,000 - \$19,999		6	1
\$20,000 - \$29,999		1	5
\$30,000 - \$39,999		1	1
\$50,000 - \$59,999		1	-
\$60,000 - \$69,999		-	1
\$80,000 - \$89,999		-	1
\$100,000 - \$109,999		1	2
\$110,000 - \$119,999		1	-
\$170,000 - \$179,999		2	-
\$180,000 - \$189,999		1	1
\$200,000 - \$209,999		1	-
\$210,000 - \$219,999		-	1
\$260,000 - \$269,999		1	-
\$280,000 - \$289,999		-	1
Total ^a		21	17
^a Director - Community & Planning role was filled by two individuals and an acting officer during the year.			

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

(d) Senior Officer Remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

Income Range:	2021 No.	2020 No.
\$150,000 - \$159,999	2	-
\$160,000 - \$169,999	1	-
\$170,000 - \$179,999	-	3
	<u>3</u>	<u>3</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to:	476,101	527,879

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

Other Related Party Expenses **	12,852	47,940
Euroa Carevan Park - Operating and Capital Expenses *	52,134	-
Euroa Carevan Park - Lease Income *	68,629	-

(b) Outstanding balances with related parties

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties

Euroa Carevan Park - Sundry Debtors (Lease) *	96,672	-
---	--------	---

(c) Loans to/from related parties

There are no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party.

(d) Commitments to/from related parties

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Euroa Carevan Park - Commitments to related parties - Amount allocated for specific purposes *	112,391	-
--	---------	---

* On 26 June 2013 Council entered into a lease agreement with a tenant for 21 years for Euroa Carevan park and subsequently the lease agreement was transferred to the new tenant Lily Ann Pty Ltd on 27 February 2017. Councillor Kristy Hourigan is a director of Lily Ann Pty Ltd and Kristy Hourigan became a Councillor from 17/11/2020. There has been no change to the terms and conditions of the lease agreement during the year.

**Related to transactions with related parties to former Councillor Mick Williams (\$3,300) and Councillor Sally Hayes-Burke (\$9,552).

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

(a) Contingent liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, Strathbogie Shire Council has paid no unfunded liability payments to Vision Super during the 2020/21 year (2019/20 \$0). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$0.

Landfill

Council do not have operational landfill. However council will have to carry out site rehabilitation works at Violet Town old landfill in the future. At balance date Council is unable to accurately assess the financial implications of such works. Contractor has been appointed to estimate the cost of such works. Currently council has a budget of \$5 million for the future works.

Insurance claims

There are no any major insurance claims that could have a material impact on future operations.

Legal matters

There are no any major legal matters that could have a material impact on future operations.

Building cladding

Council does not exposed to any potential contingents that may exist in relation to rectification works or other matters associated with building cladding that may have the potential to adversely impact on Council.

Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

MAV WorkCare

In November 2017, the Victorian WorkCover Authority (the Authority) granted the Municipal Association of Victoria (MAV) a three-year self-insurance licence allowing it to provide workers' compensation insurance to Victorian councils. When the MAV WorkCare Scheme commenced, there were 31 inaugural members, including the MAV.

In accordance with the Authority's decision not to renew the MAV's self-insurance licence, the MAV WorkCare Scheme ceased operation on 30 June 2021. The MAV is continuing to support the orderly transition of claims management responsibilities to the Authority.

Council was a participant of the MAV WorkCare Scheme.

The MAV WorkCare Scheme participation agreement stated that each participant would remain liable to make further contributions to the Scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability would continue whether or not the participant remained a participant in future insurance years.

The net financial impact on Council as a result of the cessation of the MAV WorkCare Scheme for the 2020-21 financial year is yet to be determined. Any obligation is dependent upon the Authority's initial actuarial assessment of the tail claims liabilities of the MAV WorkCare Scheme.

In accordance with the Workplace Injury Rehabilitation and Compensation Act 2013, there is a six-year liability period following the cessation of the MAV WorkCare Scheme. During the liability period, adjustment payments may be required (or received) by Council. The determination of any adjustment payments is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by the Authority.

(b) Guarantees for loans to other entities

Council does not have any financial guarantees.

(c) Bank Guarantees

Council carry outstanding bank guarantees of \$21,653 for development projects as at 30th June 2021. These bank guarantees will be cancelled upon satisfactory completion of projects.

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 0.25% and - 0.25% in market interest rates (AUD) from year-end rates of 0.33%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

8.4 Fair value measurement

Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

Councillor Melanie Likos (Deputy Mayor) resigned as Councillor for the Lake Nagambie Ward on 17 August 2021. Under the Local Government Act 2020, a vacancy in the Lake Nagambie Ward now exists. A countback of votes will be undertaken for Lake Nagambie Ward and will be carried out by the Victorian Electoral Commission in accordance with Division 8 of the Act to appoint a new Councillor.

On 15 July 2021 the Victorian State Government in response to COVID-19 imposed stage 5 restrictions on Victoria from Friday 16 July 2021. No adjustments to balances are required as at 30 June 2021.

All receivables and payables balances along with actual impacts on revenue and expenses and asset values are not expected to be further impacted by these events.

Disclosures regarding COVID-19 have been made in the relevant notes to the statements.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

Note 9 Other matters

9.1 Reserves

	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
	\$	\$	\$
(a) Asset revaluation reserves			
2021			
Property			
Land and land improvements	27,268,862	(3,453,236)	23,815,626
Buildings	27,073,316	(115,000)	26,958,316
	54,342,178	(3,568,236)	50,773,942
Plant and Equipment			
Cultural and heritage assets	1,541,200		1,541,200
Infrastructure			
Roads	89,369,647	-	89,369,647
Bridges	30,085,240	-	30,085,240
Footpaths and cycleways	1,600,498		1,600,498
Drainage	4,026,118	-	4,026,118
Parks, open space and streetscapes	6,444,635	341,726	6,786,361
Kerb and Channel	2,954,641		2,954,641
Other infrastructure	17,093	-	17,093
	134,497,872	341,726	134,839,598
Total asset revaluation reserves	190,381,250	(3,226,510)	187,154,740
2020			
Property			
Land and land improvements	27,268,863	-	27,268,863
Buildings	46,180,386	(19,107,070)	27,073,316
	73,449,248	(19,107,070)	54,342,179
Plant and Equipment			
Cultural and heritage assets	-	1,541,200	1,541,200
Infrastructure			
Roads	89,369,647	-	89,369,647
Bridges	30,085,240	-	30,085,240
Footpaths and cycleways	1,600,498	-	1,600,498
Drainage	4,026,118	-	4,026,118
Parks, open space and streetscapes	-	6,444,635	6,444,635
Kerb and Channel	2,954,641	-	2,954,641
Other infrastructure	17,093	-	17,093
	128,053,237	6,444,635	134,497,872
Total asset revaluation reserves	201,502,485	(11,121,235)	190,381,250

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$	\$	\$	\$
(b) Other reserves				
2021				
Bridge replacement reserve	750,000	-	(750,000)	-
Open space reserve	108,958	76,220	-	185,178
Total Other reserves	858,958	76,220	(750,000)	185,178
2020				
Bridge replacement reserve	750,000	-	-	750,000
Open space reserve	108,958	-	-	108,958
Total Other reserves	858,958	-	-	858,958

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	2021 \$	2020 \$
Surplus/(deficit) for the year	6,365,056	4,863,476
Depreciation/amortisation	6,553,837	6,290,556
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(143,869)	(99,764)
Written down value of infrastructure assets replaced	12,650	170,940
Contributions - Non-monetary assets	(1,363,611)	-
Borrowing costs/Finance Cost	42,300	47,250
Share of net profits of associates	(28,141)	(8,714)
Other	51,140	67,490
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	544,472	440,555
Trust funds and other deposits received (repaid)	109,545	(304,013)
(Increase)/decrease in prepayments	(151,984)	(16,713)
Increase/(decrease) in accrued income	328,927	784,221
Increase/(decrease) in trade and other payables	1,025,505	(934,717)
(Decrease)/increase in other liabilities	2,265,015	1,441,712
(Increase)/decrease in inventories	(4,041)	8,519
Increase/(decrease) in provisions	966,071	125,065
Net cash provided by/(used in) operating activities	16,572,871	12,875,863

9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

Accumulation

Council makes both employer and employee contributions to The Fund's accumulation category, Vision MySuper/Vision Super Saver, on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Strathbogie Shire Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 Employee Benefits.

Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

- Net investment returns 5.6% pa
- Salary information 2.5% pa for two years and 2.75% pa thereafter
- Price inflation (CPI) 2.0% pa.

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the estimated VBI at 30th June 2021 was 109.7%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions**Regular contributions**

On the basis of the results of the 2020 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019/2020). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Strathbogie Shire Council
2020/2021 Financial ReportNotes to the Financial Report
For the Year Ended 30 June 2021**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2020 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2020 (Triennial) \$m	2019 (Interim) \$m
- A VBI Surplus	100.0	151.3
- A total service liability surplus	200.0	233.4
- A discounted accrued benefits surplus	217.8	256.7

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2019).

The 2021 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021.

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

Scheme	Type of Scheme	Rate	2021 \$	2020 \$
Vision super	Defined benefit	9.50%	59,242	61,144
Vision super	Accumulation fund	9.50%	428,532	422,704
Other funds	Accumulation fund	9.50%	452,098	326,921

Council hasn't paid any unfunded liability payments to Vision Super in 2019/20 or 2020/21. Council does not expect to pay to the Defined Benefit category of Vision Super for the year ending 30 June 2022.

10 Change in accounting policy

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)

Council has adopted AASB 1059 Service Concession Arrangements: Grantors, from 1 July 2020. This has resulted in no changes in accounting policies and adjustments to any amounts recognised in the financial statements. Council does not consider it has any assets which are subject to Service Concession arrangements.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)

Council has adopted AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material, from 1 July 2020. All information has been disclosed where material in nature, amount and impact to ensure primary users of the general purpose financial statements are informed and can make decisions on the basis of the information disclosed regarding the entity.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)

Council has adopted AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework from 1 July 2020. These financial statements present fairly the financial position, financial performance and cash flows of Council. There is a fair presentation of the effect of transactions, other events and conditions in accordance with the definitions and recognition criteria for assets, liabilities, income and expenses set out in the conceptual Framework for financial reporting.

It is not expected that these standards will have any significant impact on council.

10. NOTICES OF MOTION

11. NOTICES OF RESCISSION

12. URGENT BUSINESS

13. CONFIDENTIAL BUSINESS

Confidential Appendices

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

- (f) *personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs*

C.A. 1 2022 Australia Day Awards – Determination of the Shire-wide award recipients

- (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*

- (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

C.A. 2 Tender for Contract No. 21/22-26: 2021-22 Predictive Modelling Software

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 15 February 2022, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Please note: there will not be a monthly meeting held in January 2022.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT P.M.