



STRATHBOGIE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL
HELD ON TUESDAY 19 SEPTEMBER 2017 AT THE GRAYTOWN COMMUNITY
CENTRE (1487 SOUTH COSTERFIELD-GRAYTOWN ROAD, GRAYTOWN),
COMMENCING AT 5.00 P.M.**

Councillors:	Amanda McClaren (Chair)	(Lake Nagambie Ward)
	Malcolm Little	(Hughes Creek Ward)
	John Mason	(Seven Creeks Ward)
	Kate Stothers	(Honeysuckle Creek Ward)
	Debra Swan	(Lake Nagambie Ward)
	Alistair Thomson	(Mount Wombat Ward)
	Graeme (Mick) Williams	(Seven Creeks Ward)

Officers:	Steve Crawcour - Chief Executive Officer (CEO)
	Roy Hetherington - Director, Asset Services (DAS)
	David Roff - Director, Corporate and Liveability (DCL)

BUSINESS

1. Welcome
2. Acknowledgement of Traditional Land Owners
*'I acknowledge the Traditional Owners of the land on which we are meeting.
I pay my respects to their Elders, past and present'*
3. Apologies

Phil Howard - Director, Sustainable Development (DSD)
4. Confirmation of Minutes of a Special Meeting of Council held on Tuesday 8 August 2017 and the Ordinary Meeting of Council held on Tuesday 15 August 2017

113/17 CRS LITTLE/WILLIAMS : *That the Minutes of a Special Meeting of Council held on Tuesday 8 August 2017 and the Ordinary Meeting of Council held on Tuesday 15 August 2017 be confirmed*

CARRIED

5. Disclosure of Interests

Nil

A handwritten signature in black ink, appearing to be a stylized name, located in the bottom right corner of the page.

6. Petitions

Nil

7. Reports of Mayor and Councillors and Delegates

The Mayor and Councillors provided verbal reports on meetings / events attended over the past month.

8. Public Question Time

Public Question Time will be conducted as per Strathbogie Shire Council's Meeting Procedure Local Law No. 1, Clause 32

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

Council Ref: GS: 33/2017

Reponses provided by DAS, DCL, MCR

I refer to your questions raised at the Public Question Time component of the Ordinary Council meeting held at Graytown on 19th September 2017, and advise as follows: -

Roads

- Since the meeting held with Graytown residents on 25th September 2016 Council has followed up on the identified actions: -
 - Potholing in the South Costerfield – Graytown Road and part of Bull Lane
 - Segafredos Lane low level crossing maintenance, and
 - Gravel resheeting work in the 2016/17 program on South Costerfield – Graytown Road and Bull Lane (refer Council letter of 25th September 2016).
- Council has commenced a program to raise the road category for maintenance, under the Road Management Plan, from Class 0 to Class 1 for roads servicing existing houses.
Under the program: -
 - Moran Court has been reclassified to Class 1
 - Kennedys Lane will receive drainage improvement works during 2017/18 and, upon completion of the works, will be reclassified to Class 1.
 - The South Costerfield – Graytown Road (from Cochrans Road to 4.7km) is identified for upgrade to Class 1 in future years as budget funding becomes available.

Segafredos Lane is already classified as Class 1 from South Costerfield – Graytown Road to Kennedys Lane. Segafredos Lane, beyond Kennedys Lane, is not Public Road maintainable by Council.

Spring Creek Road is also classified as Class 1 from the Heathcote – Nagambie Road, a distance of 4.6km.

8. Public Question Time (cont.)

- Routine road maintenance in the Graytown area is programmed for the period 20th November to 1st December 2017. Roadside vegetation will be maintained to provide intersection sight distance and to provide a clearance envelope to guide post width in accordance with the Road Management Plan. Council has commenced the annual Shirewide roadside spraying program to control vegetation growth on shoulders.
- Council has considered the matter of raised dust on unsealed roads which have been resheeted with Nagambie Quarry materials. The attached report examined Wattlevale Road; the findings are equally applicable to the South Costerfield – Graytown Road. It is proposed to treat both roads with dust suppressant prior to the forthcoming summer and to monitor the need for retreatment in future years.

Graytown Entrance Signage

The new signage on the Heathcote – Nagambie Road was noted prior to the Council meeting. It was assumed that the new signage was the result of the Graytown Action Group request to VicRoads as previously proposed. Council will follow the matter up with VicRoads on the Communities behalf. Would you please mark the preferred location of signage on the enclosed map and return to Council.

Graytown Township Map

A map is currently being prepared and will be uploaded to the website.

Court Signage

The Reynolds Court and Kennedys Lane street signs will be altered to indicate a “No Through Road”.

Community Bus

We are currently reviewing what is available within the community and the Council Plan has an action “to host a transport forum with transport service providers to discuss improvements to transport links across the Shire. Whilst this is scheduled for 2018/19, it would not prevent the Graytown community talking direct with the Community House.

Another option worth looking at is the “Tolmie Offers A Seat to Town” project which is an organised car pooling arrangement set up by the community at Tolmie near Mansfield. There is some information on the internet.

Public Toilets and Power Supply

The provision of an upgraded toilet at the Graytown Community Centre will be considered by Council. The matter will be brought forward for further discussion with the Action Group as soon as possible after that time.

Tree at the Graytown Community Centre

Council will attend to trimming of the tree to reduce the risk of damage occurring to the building. This work will be completed by the end of the year.

Thank you for drawing attention to these matters. I look forward to following up each item with you as listed.

8. Public Question Time (cont.)

Response/s to Public Questions raised (Taken on Notice) at Ordinary Council meeting held on Tuesday 15 August 2017

Council Ref: ED: 29 / 2017

I am writing to request that the elected members of the Shire of Strathbogie Council read and consider this letter, at your next available Council meeting. I request a written reply to reach me before 01.09.17. Please reply to the questions below, regarding a new, small locally owned and operated business. This is the mobile coffee selling van of Mrs Lisa Mooney of Euroa, which was due to commence trading on Friday 21 July 2017.

1. Why did your Council refuse to grant Mrs Mooney a local law permit to trade?
2. What action does Mrs Mooney need to take to have your Council reconsider its refusal to provide her with a written permit to trade?
3. What are all of the conditions which Mrs Mooney's coffee van business would be required to meet, in order for her to commence trading as soon as possible?

At what date has your Council provided in writing to Mrs Mooney, the details of all conditions which her business must meet, in order to trade?

Response provided by DSD

Thank you for your correspondence dated 31 July 2017 (received by Council: 4th August 2017) in relation to the operation of a Coffee Bird Van in Euroa.

We are very pleased to confirm that that Ms Mooney has been approved to proceed on a trial basis for three months commencing next Thursday.

Ms Mooney will operate at the Kirkland Avenue location from 10am – 3pm every Thursday and Friday subject to:

- *Monitoring reports being provided to Council on a weekly basis*
- *Feedback received from residents and local businesses regarding the operation*
- *Review of the trial at the end of the three month period*

The local law permit for Ms Mooney was not revoked, it was subject to traffic and safety issues being resolved, which we now feel are satisfactory for the commencement of the trial.

We wish Ms Mooney all the best in this endeavour and look forward to seeing the results of this trial moving forward.

If you have any concerns, or if there is anything else we can assist with, please do not hesitate to contact me directly on 0418 336 078.

8. Public Question Time (cont.)

Council Ref: TM: 30/2017

1. What is the clearance of vegetation for the boundary fence line?
(It is noted that the matter verbally raised by the submitter was in relation to who has responsibility for fencing between a VicRoads freeway and local service road)
2. Why is Bell Street, Euroa, being issued a Drainage Notice, when the problem is elsewhere?

Responses provided by ADAS

1. *This question would need clarification before an answer could be provided.
However, the matter raised verbally regarding responsibility for fencing between a freeway and local service road may be answered as follows:
Council is not responsible for the fencing on a local road; it is the responsibility of the adjacent land owner which, in this case, would be VicRoads. VicRoads has been asked to clarify whether they actively maintain a fence in this situation.*
2. *The drainage works required in Bell St are necessary to re-open the floodway south of Bell St. The restored floodway will be shaped along the rear boundaries of properties and have capacity to pass the 100 year flood event. This will stop the flooding which currently occurs across the middle of several allotments.
Drainage Notices are being issued to all properties where works are required.*

Council Ref: AK: 31/2017

1. When Is the hoarding in Binney Street coming down. Should have been down months ago.
2. Some effort should be made to make motorists obey the double lines in Binney Street.

Response provided by DCL

1. *The developer has been requested to remove the hoardings .This would be the position unless an application for a new permit is received and approved.*

Response provided by ADAS

2. *Council has erected additional 'No U-Turn' signs to remind drivers that they should not be crossing the centre line.*

The matter has previously been referred to Vitoria Police requesting that they periodically monitor and encourage compliance.

8. Public Question Time (cont.)

Council Ref: GM: 32/2017

Four years ago when the proposal to roof the saleyards I was concerned as to the ownership, titles, building, access etc and asked for a copy of the Asset Register.

These records listed a number of properties where the land was owned by The Crown and the improvements capitalised in the Council Books, among them the Euroa Saleyards and the Swimming Centre, the Regatta Centre at Nagambie. The Strathbogie Asset Director and I discussed these matters and it was agreed that he would investigate these particular items and report back. Some time elapsed, eventually in September 2014 I received a letter stating that "the map of the Shire showing Council owned property is expected to be completed in January 2015". In the meantime Stage 1 of the roofing was commenced costing \$500,000, repositioning of the power in abeyance.

Now 2016 a second stage of the roofing was in place, another \$500,000 spent and the power relocated after in depth discussions. STILL nothing re the titles so after hearing a further roofing stage was being proposed, again \$500,000 I made enquiries as to the then current position of the titles.

With nothing to show on this subject and TWO AND A HALF YEARS having elapsed I asked at the Council June Meeting for an update while questioning the valuing of Council owned improvements on these Crown Lands. Still nothing, so in August 2017 I again posed the question this time I received an answer stating "the conversion of government road, closed by the Euroa Shire in 1949, into a freehold title, is not yet finalised. Council Solicitors are working on the conversion".

This answer does not, repeat not, answer the questions raised while ratepayers money continues to be spent.

Response provided by DCL

I refer to your question/s raised at the Public Question Time component of the Strathbogie Shire Council's Ordinary Council meeting held on Tuesday 15 August 2017.

I advise that I have contacted Council's solicitors to gain clarification on the status of the conversion of the titles for the government road within the saleyards and have been advised that the process is not yet complete, but is relatively straightforward.

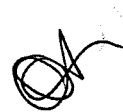


9. Reports of Council Officers
 - 9.1 Climate Change
 - 9.2 Infrastructure
 - 9.3 Private Enterprise
 - 9.4 Public Institutions
 - 9.5 Housing and Recreation
 - 9.6 Tourism
 - 9.7 Organisation
10. Notices of Motion
11. Urgent Business
12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2)(d) of the Local Government Act 1989
13. Confirmation of 'Closed Portion' Decision/s

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting, as per Local Law No. 1 - Meeting Procedure (2014) or as updated from time to time through Council Resolution

NEXT MEETING


The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 17 October 2017 at the Avenel Memorial Hall (15 Queen Street, Avenel), commencing at 6.00 p.m.



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9. REPORTS

9.2 INFRASTRUCTURE

9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme

Author and Department

Director Asset Services / Asset Services Directorate

Disclosure of Conflicts of Interest in Relation to Advice Provided in this Report

The author of this report and officers/contractors providing advice in relation to this report do not have any direct or indirect interest in this matter as provided for and in accordance with the *Local Government Act 1989*.

Summary

This report has been prepared to commence the formal statutory procedures under the *Local Government Act 1989 (Act)* to declare a Special Charge under section 163 of the Act for the purposes of constructing and improving a part of Campbell Street, between Clifton and Bury Streets, and a part of the western section of Palmer Avenue, Euroa (being for works associated with the provision of kerb and channel, nature strips and constructed driveways) at the cost of benefiting landowners (**Scheme**). The Scheme has been developed in consultation with residents and landowners and the consultation process has identified that the Scheme is well supported.

RECOMMENDATION

That Council:

1. Commences the statutory process under section 163 of the *Local Government Act 1989 (Act)* to declare at its ordinary meeting to be held on 21 November 2017 a Special Charge Scheme for the purposes of constructing a part of Campbell Street, between Clifton and Bury Streets, and a part of the western section of Palmer Avenue, Euroa (and being for works associated with the provision of kerb and channel, nature strips and constructed driveways) (*Special Charge or Scheme*).
2. In accordance with sections 163(1A) and 163B(3) of the Act, directs that public notices be given in the '*Euroa Gazette*' and '*The Age*' newspapers of the intention of Council to declare at the ordinary meeting of Council to be held Tuesday, 21 November 2017 a Special Charge in accordance with the proposed declaration of Special Charge in the form of the attachment to this resolution (*Proposed Declaration of Special Charge*) (Attachment A and including Schedule 1 and Schedule 2) and the statement pursuant to section 163(2)(a), (2A) and (2B) of the Act (*Calculation of Maximum Total Levy*) (Attachment B) such Special Charge to be for the purposes specified in paragraph 1.

9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme (cont.)

RECOMMENDATION (cont.)

3. Further directs that in accordance with section 163(1C) of the Act, separate letters enclosing a copy of the public notices be sent to the owners of the properties referred to and set out in the schedule of properties set out in Schedule 2 to the Proposed Declaration of Special Charge advising of the intention of the Council to declare the Special Charge at its ordinary Council meeting to be held on Tuesday, 21 November 2017, the amount for which the property owner will be liable as set out in Schedule 2, the basis of the calculation and distribution of the Special Charge and notifying such persons that any submissions and/or objections in writing in relation to the Proposed Declaration of Special Charge must be received by Thursday, 26 October 2017 and will be considered and/or taken into account by Council in accordance with sections 163(A), 163(B) and 223 of the Act.
4. Resolves to hear any persons who in their written submissions under section 223 of the Act have requested that they be heard in support of their submissions at a special meeting of the Council to be held at *the Euroa Community Conference Centre, Bury Street, Euroa* at 5pm on Tuesday, 31 October 2017.
5. Authorises the Council's Director Asset Services (or the person for the time being acting in that position) to carry out any and all other administrative procedures necessary to enable Council to carry out its functions under section 163A and section 163(1A), (1B) and (1C) and sections 163B and 223 of the Act.

114/16 **CRS WILLIAMS/MASON** : *That the Recommendation be adopted.*

CARRIED

Background

Council is planning at its own cost and expense to undertake general road pavement and drainage improvement works in parts of Campbell Street and Palmer Avenue, Euroa and it is also (separately) proposing to include kerb and channel, nature strip and driveway construction and improvement works in (and as a part of) these works as a landowner-funded Special Charge Scheme cost.

Council has previously 'introduced' the overall project to affected residents via a 'Special Charge Scheme Process' document. The document identified the benefits, the consultation and design processes and the proposed time-frames.

With strong resident support evident for the project, Council has now been able to complete the design and develop the Scheme as proposed.

9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme (cont.)

The activities conducted to date are summarised as follows:

2016	Survey and Preliminary Design by GMR Engineering Services
March 8, 2017	Update meeting – consideration of concept, preliminary costings and proposed process.
March 15, 2017	Initial questionnaire sent to the 8 landowners involved. 6 positive responses were returned. 2 questionnaires were not returned.
June 20, 2017	Council decision to commence consultation with property owners in accordance with the scheme process document.
July 19, 2017	Initial information session: - Identified design detail, proposed works and criteria - Set out scheme timeframe - Proposed a task group. Instead agreed to hold individual meetings on site to finalise works proposals.
July 19 to August 4, 2017	Site Meetings
August 9, 2017	Final Information Session - Presentation of final design, scheme maps and proposed apportionment per property.

Officer Comments

Resident attitudes

Council's initiative has clearly been well received by the landowners.

'Benefit Ratio' and Ministerial Guidelines

The development of the Scheme has proceeded in accordance with the Act and the Ministerial Guidelines on Special Rates and Charges (**Ministerial Guidelines**).

Before proposing to make a declaration of Special Charge, Council is required to determine the total amount of the Special Charges to be levied and the criteria to be used as the basis for declaring the Special Charges.

For the purposes of determining the total amount of the Special Charges to be levied, Council is required to apply a 'benefit ratio' formula in order to ensure that the total amount of the Special Charges to be levied on landowners does not exceed the amount calculated in accordance with the formula set out in the Act.

The 'benefit ratio' formula 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 of the persons who are liable to pay the Special Charges.

The recommended response to the requirements of the Act and the Ministerial Guidelines in relation to the calculation of the 'benefit ratio' is set out in the document attached to this Report and titled 'Calculation of Total Maximum Levy' (**Attachment B**).

9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme (cont.)

Scheme Criteria and Apportionment

The criteria for defining the nature and scope of the works and apportioning and distributing the costs are as follows –

- 'Access' Works
It is proposed that each property (as defined by title) will be provided with a standard vehicle layback in the kerb and channel and located to support efficient driveway construction either as part of the Scheme or as an optional construction at the same time as the Scheme, or as a future project. It is proposed that each property with an established dwelling will be provided with a standard concrete driveway extending from the vehicle layback to the title boundary.
- 'Frontage' Works
It is proposed that all properties will receive kerb and channel and nature strip construction along their 'frontage'.
- 'Apportionment'
'Access' works are proposed to be apportioned by the area of concrete driveway. 'Frontage' works are proposed to be apportioned by property boundary dimensions, with side boundary liability reduced by 50%.
- 'Optional' Works
Access requirements for properties in the area appear to be variable, ranging from minimal requirement to that of duplicated access points.

The criteria have been developed in the interests of overall fairness with the Scheme and to allow for landowners to opt-in for additional works, such as a second concrete driveway provided during the construction period and at the same construction cost.

Special Benefit

It is considered that each rateable property included in the Scheme area that is required to pay the Special Charge will receive a special benefit through the provision of proper, safe and suitable roads and property services.

It is also considered that there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit over and above, or greater than, the benefit that is available to persons who are not subject to the Special Charge and, directly and indirectly, the works to be provided will enhance or maintain the value and the use, occupation and enjoyment of the properties included in the Scheme, through the provision of proper, safe and suitable roads.



9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme (cont.)

Basis of Distribution of Special Charge Amongst those Persons Liable to Pay

The method of distribution of the Special Charge amongst those persons who are liable to pay the Special Charge is based on a method which provides for the length of the frontage which a property in the Scheme has to the works being provided under the Scheme plus 50% for sideage, with an additional 'benefit unit' being applied to those properties which are being provided with a constructed vehicle crossing.

This results in the properties in the Scheme being liable for those charges set out alongside each property in the schedule forming a part of the proposed declaration of Special Charge (being **Schedule 2**).

Other options for distribution of the Special Charge were trialled by Council officers (for comparative purposes), however, it is considered that the basis of distribution upon which the Scheme is being recommended to Council is, objectively, the fairest and most reasonable amongst *all of the persons who are liable to pay the Special Charge*. The other methods of distribution trialled are set out in **Attachment C**.

Necessity to Construct the Roads

It is also considered that – having regard to the history of this matter and the condition of the roads – the works being proposed for the construction of the roads are necessary, reasonable, not excessive, sufficient suitable and not too costly, having regard to the locality and environment and the use of the roads.

Alternative Options

The landowners have considered the option of a second driveway and options to locate vehicle entrances. It is considered that the final design being presented to Council best fits the landowners' needs.

Council does have the option of not proceeding with the Scheme, however, if Council were to decide not to proceed with the Scheme, it is considered that such a decision, based on the consultation undertaken to date, would disappoint a majority of landowners.

Risk Management

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

A risk of 'cost overrun' in the construction phase does exist. However, the Act allows Council to pass onto Scheme contributors cost increases that do not result in an increase in the liability of a person to pay the Special Charge by more than 10% (otherwise a fresh declaration by Council would be required).

Strategic Links – Policy Implications and Relevance to the Council Plan

The author of this report considers that the report and its recommendation are consistent with Council Policies, other key strategic documents and the Council Plan.

9.2.1 Proposed Campbell Street/Palmer Avenue, Euroa, Special Charge Scheme (cont.)

It is also considered that the works being proposed under the Scheme are consistent with the Strathbogrie Planning Scheme and relevant policies and objectives set out in the planning scheme

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) Implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget consideration other than those discussed.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council other than those set out in this report.

Consultation

Consultation with residents and landowners has been strong in developing the Scheme. The statutory section 223 process will now lead to formal consideration and potential adoption of the Scheme.

Attachments

- **Attachment A** – Proposed Declaration of Special Charge (including **Schedule 1** to the Proposed Declaration of Special Charge (Plan of Scheme Area) and **Schedule 2** to the Proposed Declaration of Special Charge (Listing of Rateable Properties and Amounts Payable by Special Charge Contributors).
- **Attachment B** – Calculation of Total Maximum Levy
- **Attachment C** – Trialling of Methods of Distribution and Apportionment

ATTACHMENT A

PROPOSED DECLARATION OF SPECIAL CHARGE FOR THE PURPOSE OF CONSTRUCTING AND IMPROVING A PART OF CAMPBELL STREET, BETWEEN CLIFTON AND BURY STREETS, AND A PART OF THE WESTERN END OF PALMER AVENUE, EUROA

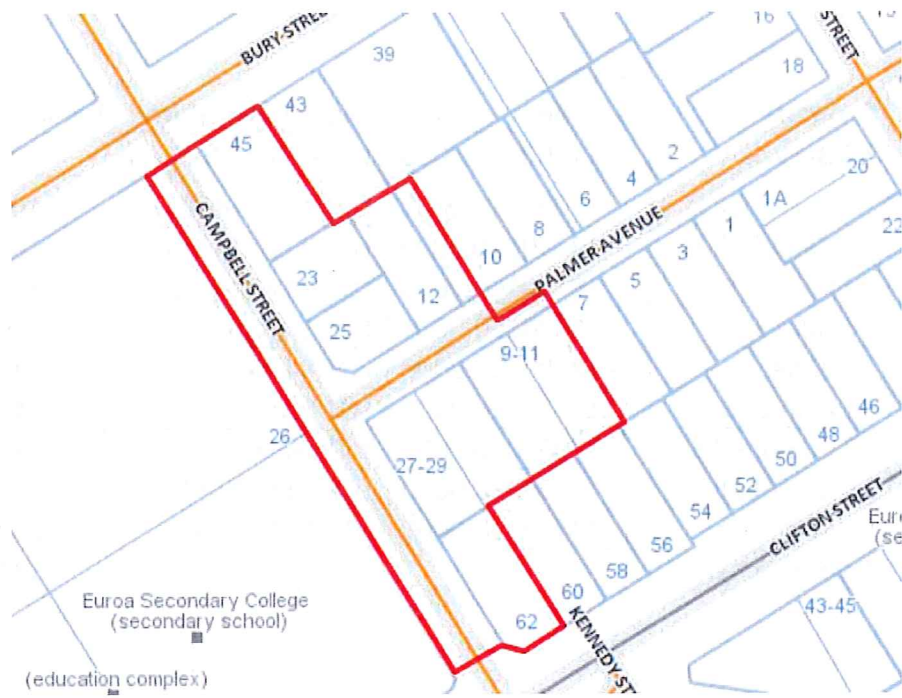
1. Strathbogie Shire Council (**Council**) at its ordinary meeting to be held on 21 November 2017 proposes to declare a Special Charge (**Special Charge**) under section 163(1) of the *Local Government Act* 1989 (**Act**) for the purpose of defraying expenses to be incurred by the Council in relation to the construction and improvement of a part of Campbell Street, between Clifton and Bury Streets, and a part of the western end of Palmer Avenue, Euroa such works involving the provision of kerb and channel, nature strips and constructed driveways (**Roads or Scheme**).
2. The criteria which form the basis of the Special Charge are the ownership of rateable land in the area of the Scheme, which land based on frontage modified where appropriate (in relation to kerb and channel and nature strips) and area modified where appropriate (in relation to constructed driveways) has by way of abuttal to (or access from) the Roads.
3. The Council considers that –
 - (a) each rateable property included in the Scheme area that is required to pay the Special Charge will receive a special benefit through the provision of proper, safe and suitable roads and property services; and
 - (b) there will be a special benefit to the persons required to pay the Special Charge because there will be a benefit over and above, or greater than, the benefit that is available to persons who are not subject to the Special Charge and, directly and indirectly, the works to be provided will enhance or maintain the value and the use, occupation and enjoyment of the properties included in the Scheme, through the provision of proper, safe and suitable roads.
4. In proposing the declaration of the Special Charge, the Council is performing functions and exercising powers in relation to the peace, order and good government of the municipal district of the Strathbogie Shire, in particular the provision of proper, safe and suitable roads and property services in the area for which it is proposed the Special Charge will be declared.
5. The total cost of the performance of the functions and the exercise of the powers (and the amount which the Council intends to declare, levy and spend) is an amount of **\$45,211.46** (being the estimated cost of the Scheme works to be undertaken) and the Council also intends to declare and levy by way of the Special Charge an amount of **\$45,211.46**.
6. The Special Charge will commence on 1 July 2018.
7. For the period of the Scheme, the Special Charge will be assessed by calculating a Special Charge that is based on the length of the frontage of the properties included in the Scheme and the area of the driveway access which a property included in the Scheme has to the Roads.

8. The area for which the Special Charge is to be declared is all of the land shown on the plan set out in the Schedule forming a part of this proposed declaration of Special Charge (**Schedule 1**). A detailed plan of the Scheme area is available for inspection at the Council offices during normal business hours.
9. The land in relation to which the Special Charge is to be declared is all of the rateable land described in the listing of rateable properties set out in the Schedule forming a part of this proposed declaration of Special Charge (**Schedule 2**).
10. The Special Charge will be declared, assessed and levied in accordance with the amounts set out alongside each property in the Schedule forming a part of this declaration (**Schedule 2**) such amounts having been assessed based on the criteria and methodology set out in paragraphs 2 and 7.
11. The Special Charge will be levied by the Council sending a notice of levy annually to the persons who are liable to pay the Special Charge.
12. Because the performance of the function and exercise of the power in respect of which the Special Charge is to be declared and levied relates substantially to capital works, the Special Charge will be levied on the basis of an instalment plan being given to ratepayers which will require that –
 - Quarterly instalments are to be paid over a 10 year period, or as otherwise negotiated; and
 - Quarterly instalments will include a component for reasonable interest costs, the total of which will not exceed the estimate borrowing cost of Council in respect of the construction of the Roads by more than 1%.
13. The Council will consider cases of financial and other hardship and reconsider other payment options for the Special Charge. There will be no incentives given for payment of the Special Charge before the due dates for payment.
14. For the purposes of having determined the total amount of the Special Charges to be levied under the Scheme, the Council considers and formally determines for the purposes of sections 163(2)(a), (2A) and (2B) of the Act (and in accordance with the Calculation of the Maximum Total Levy) that the estimated proportion of the total benefits of the Scheme to which the performance of the functions and exercise of powers relate (including all special benefits and community benefits) that will accrue as special benefits to all of the persons who are liable to pay the Special Charge is in a ratio of 1:1 or 100%. This is on the basis that, in the opinion of the Council, there are no properties in the Scheme area which receive a special benefit and which are not required to pay the Special Charge and there are no clear, tangible and direct broader community benefits.



SCHEDULE 1

Campbell/Palmer Special Charge Scheme
Plan of Scheme Area



SCHEDULE 2

Campbell/Palmer Special Charge Scheme **Listing of Rateable Properties and Amounts Payable by Special Charge Contributors**

Property	Assessment Number	Legal Description	Total
45 Bury St	11800120.0000	LOT 1 TP163222	7717.80
23 Campbell St	12000010.0000	LOT 1 LP124033	4625.84
25 Campbell St	12000020.0000	LOT 2 LP124033	6688.92
12 Palmer St	18150100.0000	LOT 3 LP124033	3208.64
39 Bury St	11800100.0000	LOT 1 TP162242F	495.78
9 Palmer St	12000025.0000	LOT 8 LP17479	2437.59
11 Palmer St	12000025.0000	LOT 9 LP17479	2437.59
27 Campbell St	12000030.0000	LOT 10 LP17479	1219.46
29 Campbell St	12000030.0000	LOT 11 LP17479	8753.34
62 Clifton St	12400150.0000	LOT 1 TP555074	7626.51
Cost of Scheme			45211.46

ATTACHMENT B

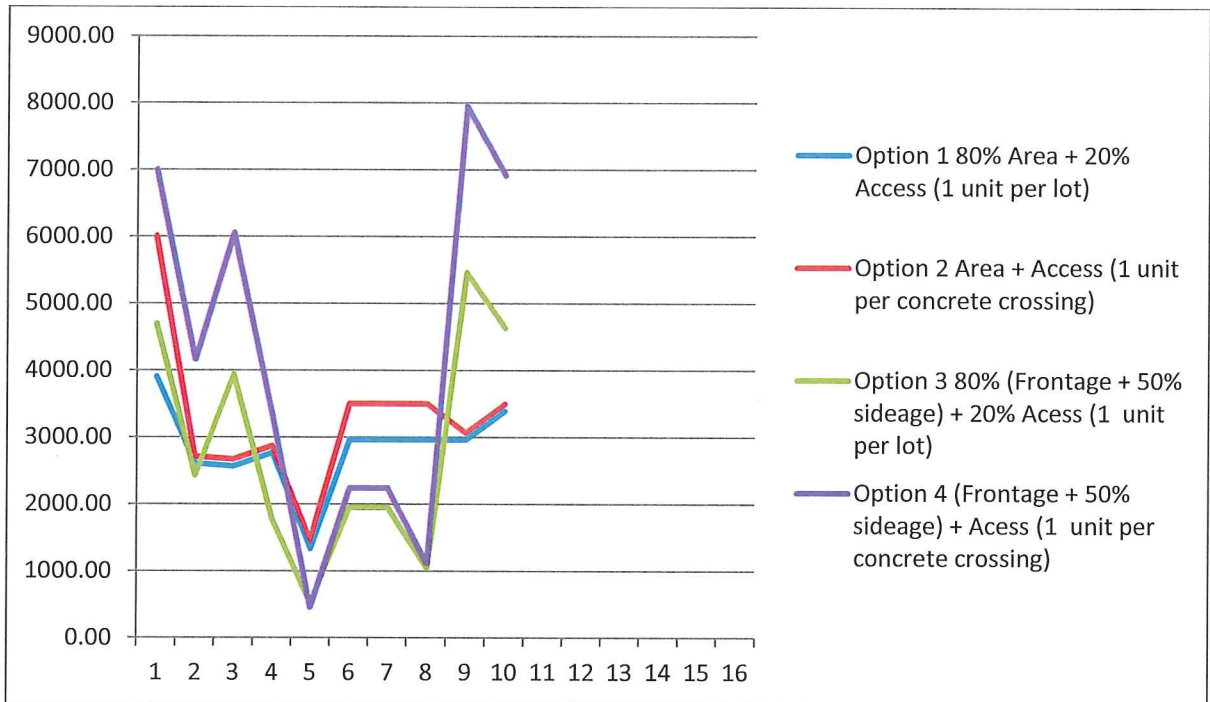
H Benefit Ratio (R)

$$\begin{aligned} R &= \frac{\text{TSB (in)}}{\text{TSB (in) + TSB (out) + TCB}} \\ &= \frac{10}{10 + 0 + 0} \\ &= 100\% \end{aligned}$$

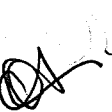
I Maximum Total Levy

$$\begin{aligned} S &= R \times C \\ &= 100\% \times \$45,211.46 \\ &= \$45,211.46 \end{aligned}$$

ATTACHMENT C



9.6	Tourism Reports Index	
9.6.1	Tourism, Arts and Culture Advisory Group	14



9.6 TOURISM

9.6.1 Tourism, Arts and Culture Advisory Group

Author and Department

Director, Sustainable Development / Sustainable Development

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

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

Further to the report tabled at the August meeting of Council which resolved the membership of the Tourism, Arts and Culture Advisory Group (TACAG); the Council, as per Clause 7.1 of the Charter, must appoint a Chairperson for the Advisory Group.

There was an inaugural meeting of the TACAG held earlier this month, for which a temporary Chair was nominated as per Clause 7.3 *In the absence of the Chairperson, the Committee may elect one of the members to preside as Chairperson at the meeting.*

The permanent Chair must be one of the member Councillors being Cr Debra Swan or Cr Alistair Thomson, who were appointed at the Statutory Meeting of Council at the beginning of the current term of Councillors.

RECOMMENDATION

For Decision.

CRS SWAN/STOTHERS -

That Councillor Alistair Thomson be appointed Chair of the Tourism, Arts and Culture Advisory Group.

115/17

ON BEING PUT, THE MOTION WAS CARRIED

Background

The Committee shall be an advisory group of Council and not a decision making body. The Council will review the Committee charter within 12 months after the election of Councillors; which is every four years.

The Committee consists of the following representatives:

- Councillors (2)
- Council Officers (2, Team Leader – Tourism, Arts and Culture and Manager Liveability)
- Business Enterprise Euroa (1 Representative)
- Nagambie Lakes Tourism and Commerce (1 Representative)
- Goulburn River Valley Tourism Association (1 Representative)
- Community representatives (6 by expression of interest)

9.6.1 Tourism, Arts and Culture Advisory Group (cont.)

The Council or Committee may second people with technical expertise as required for a temporary period.

Extract from TACAG Charter:

Chairperson

7.1 *The Council will appoint a Councillor as Chairperson of the Committee to preside at all meetings at which he/she is present.*

7.2 *In the absence of the Chairperson, the Committee may elect one of the members to preside as Chairperson at the meeting.*

7.3 *The role of the Chairperson shall be:*

(a) To chair all meetings of the Committee.

(b) To act as the liaison person between the Committee and Council.

Alternative Options

Council must appoint a member Councillor of the TACAG to be the Chairperson. The Councillor members are Cr Debra Swan and Cr Alistair Thomson.

Risk Management

There are no risk management issues associated with the appointment of a Chairperson.

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.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

There are no financial or budgetary implications.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community. However, good governance of the committee will assist Council and the community with economic initiatives.

Environmental / Amenity

The author of this report considers that the recommendation will assist in the improvement and promotion of tourism, art and cultural activities by the appointment of a Chairperson to manage meetings as per the Charter.

Community Implications

The author of this report considers that a resolution to appoint a Chairperson will ensure more community input into the decision making of Council and increase tourism, arts and cultural awareness by good governance of meetings.

9.6.1 Tourism, Arts and Culture Advisory Group (cont.)

Victorian Charter of Human Rights and Responsibilities Act 2006

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*.

Legal / Statutory Implications

The appointment of a Chairperson is in accordance with the TACAG Charter and *Local Government Act 1989*.

Consultation

Community consultation is not required.

Attachments

Nil



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9.7 ORGANISATION

9.7.1 Christmas 2017 / New Year 2018 Office Closure

Author & Department

Chief Executive Officer / Executive Services Directorate

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

The author of this report and officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Council's usual practice has been to close the Council Offices over the Christmas / New Year break to allow staff to use accrued leave or rostered days off without impact to the community. The normal afterhours and emergency services operations would continue without impact to the community.

RECOMMENDATION

For Decision.

CRS WILLIAMS/SWAN -

That the Christmas 2017 / New Year 2018 office closure, as outlined below, be endorsed, viz : offices closure at 1pm on Friday 22nd December 2017, and re-open at 9am on Tuesday 2nd January 2018.

116/17

ON BEING PUT, THE MOTION WAS CARRIED

Background

Council has in the past allowed staff to take leave, used rostered days off or use their Enterprise Bargaining Agreement (EBA) entitlements over the Christmas / New Year break whilst the offices have been closed.

This report seeks Council endorsement to close the offices over the Christmas / New Year break as follows:

- Offices close on Friday 22nd December 2017 at 1pm (Staff to take leave).
- Offices closed Monday 25th December 2017 and Tuesday 26th December 2017 - Public Holidays.
- Offices closed Wednesday 27th December 2017 to Friday 29th December 2017 (Staff to take leave).
- Offices closed Monday 1st January 2018 - New Year's Day Public Holiday.
- Offices reopen Tuesday 2nd January 2018 at 9am.

9.7.1 Christmas 2017 / New Year 2018 Office Closure (cont.)

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. The following alternatives have been identified for the consideration of Council.

- That the Council Offices remain open over the Christmas / New Year break with the exclusion of Public Holidays, eg. 3 days.

Risk Management

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

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.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that there is no capital or recurrent budget considerations as it meets Council's current EBA and wellbeing requirements.

Economic Implications

The author of this report considers that there are no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that there are no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that there is no significant community or social implications for Council or the broader community as all after hours and emergency services remain in operation on a rostered basis.

Victorian Charter of Human Rights and Responsibilities Act 2006

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.

Legal / Statutory Implications

The author of this report considers that there are no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

Nil.

9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie “Sufferfest” Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management

Authors: Technical Officer - Engineering
Economic Development Officer

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

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 1989*.

Summary

The Nagambie On Water (NOW) Festival Committee and Event People (triathlon organising body) are seeking Council and VicRoads approval to conduct a combined Nagambie On Water (NOW) Festival and Nagambie “Sufferfest” Triathlon over the weekend of Saturday 3rd / Sunday 4th March 2018.

These proposed events will require Council support for partial and full road closures of VicRoads arterial roads (High Street and Grimwade Road, Nagambie), Council approval of a detour route on local shire roads (Goulburn Street, Filson Street and Vine Street), and also Council approval for one full road closure (Hayshed Road).

RECOMMENDATION

1. **That Council approve the short term full road closure of the following road on Sunday 4th March 2018:**
 - **Hayshed Road (between Grimwade Road and Goulburn Weir Road) between the hours of 6.00am to 12.00pm**

under Section 207 and Schedule 11, Clause 10 (1) (b) of the Local Government Act 1989 “Power to place obstruction or barriers on a road temporarily”.
2. **That Council approve the short term detour of High Street north bound traffic to be implemented via Goulburn Street, Filson Street and Vine Street on Saturday 3rd March 2018 between the hours of 6.00am and 5.30pm and also on Sunday 4th March 2018 between the hours of 6.00am and 2.00pm**
3. **That Council provide support for the VicRoads approved closure of the northbound section of High Street C392 (between Goulburn Street roundabout and Vine Street) on Saturday 3rd March 2018 between the hours of 6.00am and 5.30pm and on Sunday 4th March 2018 between the hours of 6.00am and 2.00pm.**

9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management (cont.)

RECOMMENDATION (cont.)

4. That Council provide support for the VicRoads approved full road closure of Grimwade Road C392 (between Racecourse Road and the northern freeway interchange) on Sunday 4th March 2018 between the hours of 6.00am and 12.00pm.

117/17 CRS SWAN/LITTLE : That the Recommendation be adopted.

CARRIED

Background:

- Council has been approached by the Nagambie On Water (NOW) Festival Committee and Scott Hollow (Event People) seeking Council and VicRoads approval to conduct a combined festival and triathlon event in Nagambie on the weekend of Saturday 3rd and Sunday 4th March 2018
- The NOW Festival Committee have been granted "in principle" approval by VicRoads to close the northbound section of High Street (between Goulburn Street roundabout and Vine Street) on Saturday 3rd March, 2018 between the hours of 6.00am and 5.30pm for the purposes of conducting a street festival and market.
- Prior to notifying the NOW Festival Committee with approval to proceed with in-depth event planning, VicRoads are seeking confirmation from Council that they are in support of the above road closure, and that Council approves of a detour for High Street north bound traffic to be implemented via Goulburn Street, Filson Street and Vine Street on Saturday 4th March between 6.00am and 5.30pm. This would be the same detour treatment which was employed for the 2017 triathlon event.
- Council has assessed the proposed Saturday / Sunday detour route for suitable heavy vehicle turning movements. The proposed detour route would be suitable for buses and 19.0 m semi-trailers, however the northbound turning movement for a 26.0 m B-Double at the Filson Street / Vine Street intersection will not be possible. Traffic survey data collected by Council in 2013 indicates that generally only a very low number of B-Doubles travel northward on High Street on Saturdays 6.00am to 5.30pm (1 B-Double recorded) or Sundays 6.00am to 2.00pm (2 B-Doubles recorded). Appropriate messages and locations of variable message signs (VMS) would alleviate this issue.

9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management (cont.)

- Scott Hollow (Event People) has been granted "in principle" approval by VicRoads for the following road closures and traffic management activities to take place on Sunday 4th March, 2018, for the purpose of conducting a triathlon:
 - Closure of High Street northbound lane (between Goulburn Street roundabout and end of divided section just north of Vale Street) from 6.00am to 2.00pm
 - Full road closure of Grimwade Road (between Racecourse Road and Goulburn Valley Freeway northern interchange) from 6.00am to 12.00pm
 - Half road closure of High Street undivided section (between end of divided section just north of Vale Street and Racecourse Road) from 6.00am to 12.00pm. Vehicle traffic between these two points will be controlled and queued by traffic controllers. The west side of High Street will be utilised by the cycling leg of the triathlon, and the east side will be for stop / go controlled single lane northbound and southbound vehicles.
- Scott Hollow (Event People) is also seeking Council approval for the following local shire road closure:
 - Full road closure of Hayshed Road (between Grimwade Road and Goulburn Weir Road) from 6.00am to 12.00pm
- Prior to notifying Scott Hollow (Event People) with approval to proceed with in-depth event planning, VicRoads are seeking confirmation from Council that they are in support of the above road closures, and that Council approves of a detour for High Street north bound traffic to be implemented via Goulburn Street, Filson Street and Vine Street on Sunday 5th March between 6.00am and 2.00pm. This would be the same detour treatment which was employed for the 2017 triathlon event.
- For the previous January 2017 triathlon event, VicRoads permitted northbound traffic to travel on Grimwade Road (between Racecourse Road and the northern freeway interchange) during the event. Vehicles traveling southwards on the GV Freeway intending to access Nagambie were directed to the southern freeway interchange. An event safety audit undertaken by Council officers on the day of the 2017 event indicated that this situation created a significant risk to competitors, and subsequently VicRoads now intend to approve full closure of this section of Grimwade Road for the 2018 event.
- The triathlon event comprises of three legs (swimming, running and bicycle riding). The swimming leg will be conducted in Nagambie Lake. The running leg will be conducted on footpaths in the Elloura estate. The bicycle riding leg will be conducted on both VicRoads and Council roads.
- The transition area for the bicycle riding leg will be located on the closed section of High Street, between the Goulburn Street roundabout and Marie Street.

9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management (cont.)

- The triathlon finish line will be a gantry on the High St near Jacobson's Outlook to maximise the economic impact on the Nagambie's businesses.
- In the week leading up to these proposed events the organisers will implement variable message signs, approved by VicRoads / Council to inform road users of the proposed road closures. These will be located on north and south GV Freeway approaches to Nagambie, and on all VicRoads arterial road entrances to Nagambie (ODwyer Road, Vickers Road and Grimwade Road)
- Prior to the event, the organisers will place local newspaper advertisements to inform the public of the proposed road closures.
- The NOW Festival Committee and Scott Hollow (Event People) will be liaising with Nagambie Lakes Tourism & Commerce to speak to businesses and provide them with details of the event.
- Scott Hollow (Event People) will be undertaking a letter drop to all Nagambie postal addresses to notify them of the proposed road closures and impact on local traffic movements on Sunday 4th March

Alternative Options:

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified

Risk Management:

The organisers of these events are required to provide Council and VicRoads with detailed event management and traffic management plans, a thorough risk assessment and evidence of the required public liability insurance policies. The relevant officers within Council and VicRoads will assess all of this submitted documentation and determine that all of the required measures are in place for these events to take place safely.

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.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications:

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications:

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management (cont.)

Economic Implications:

These events will attract a significant number of people to Nagambie, both from within the local community and also from further afield. The influx of patrons attending these events will provide significant economic benefits to many local businesses.

Environmental / Amenity Implications:

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications:

- A church service will be taking place at St. Malachys Catholic Church (363 High Street) while the road closures, detours and altered traffic flow conditions will be taking place on High Street for the triathlon event on Sunday 4th March.
- The northbound lane of High Street between Goulburn Street and Vine Street will be closed for the duration of both events on Saturday 3rd March and Sunday 4th March. The only on-street car parking available along this section of High Street for these periods will be on the southbound lanes on the opposite side of the road.
- Some local residents may experience vehicle transit delays on both Saturday 3rd March and Sunday 4th March as a result of the proposed altered traffic conditions
- All traffic entering and exiting Nagambie from/to the GV Freeway for the duration of the triathlon event on Sunday 4th March between the hours of 6.00am to 12.00pm will only be able to do so via the southern freeway interchange at Mitchellstown Road.

Victorian Charter of Human Rights and Responsibilities Act 2006:

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.

Legal / Statutory Implications:

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council, other than the exercise of powers under the Local Government Act 1989.

Consultation:

This matter will require Council consideration and community consultation:

- Both event organisers will be liaising with Nagambie Lakes Tourism & Commerce to speak to businesses and provide them with details of these events and road closures.
- All Nagambie postal addresses will be notified with letter drops.
- Notification of these events and road closures will be advertised in the local media.
- There will also be VMS (Variable Message Signs) placed at strategic places in order to inform people in the week leading up to the event.



9.7.2 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon – Proposed VicRoads / Council Road Closures and Traffic Management (cont.)


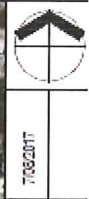
- A church service will be taking place at St. Malachys Catholic Church (363 High Street) while the road closures, detours and altered traffic flow conditions will be taking place on High Street for the triathlon event on Sunday 4th March. The organiser of this event will be required to notify St. Malachys Catholic Church in person of the impact of these arrangements on access and parking availability to churchgoers.

Attachments:

- NOW Festival Proposed Detour Route and Road Closure Plan
- Sufferfest Nagambie Township Detour Route and Road Closure Plan





	Design: Dees Stravencas Approved:	<h3>NOW Festival - Saturday 3rd March, 2018</h3> <h3>Proposed Detour Route and Road Closure</h3>	<p>Disclaimer Note This map is a representation of the information currently held by Strathbogie Shire Council. While every effort has been made to ensure the accuracy of the information, the Council does not accept liability for any loss, cost, damage or injury, however arising or connected with the use of this data. Any feedback or comments or errors would be appreciated. Contents: Council Information © Strathbogie Shire Council Contains: Vermap Information © State of Victoria, Department of Environment, Land, Water & Planning.</p>	7/08/2017 
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9.7.3 Adoption of 2016/2017 Annual Financial Report

Author & Department

Director, Corporate and Liveability / Corporate and Liveability Directorate

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

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Local Government Act 1989 requires that Council pass a resolution giving its approval to the Annual Financial Report prior to formal submission to the Auditor-General Victoria and the Minister. The Act further requires that Council must authorise two Councillors to approve the Report.

Draft copies of the Annual Financial Report have been circulated to Councillors with this report for their consideration, and are tabled for information purposes.

RECOMMENDATION

That Council:

1. **Notes the Recommendation of the Audit Committee;**
2. **Approve *in principle* the 2016/2017 Annual Financial Report;**
3. **Authorise Councillors McClaren and Thomson to sign the 2016/2017 Annual Financial Report;**
4. **Authorise the Chief Executive Officer, Steve Crawcour, to make minor amendments to the 2016/2017 Annual Financial Report, if required. and brief Council if amendments are made; and**
4. **Authorise the Chief Executive Officer, Steve Crawcour, to certify the 2016/2017 Annual Financial Report;**
5. **Upon receipt of the Auditor's Certified Report, submit the Annual Report to the Minister and make the Annual Report available for public inspection.**

118/17 CRS THOMSON/MASON : That the Recommendation be adopted.

CARRIED

Background

The Victorian Auditor-General's Office has completed the external audit of the 2016/2017 Financial Report.



9.7.3 Adoption of 2016/2017 Annual Financial Report (cont.)

The Annual Financial Report consisting of the Financial Statements and Notes (refer Appendix A) has been prepared in accordance with relevant legislation, applicable Australian Accounting Standards and other related accounting guidelines.

The Audit Committee, at its meeting on Friday 15 September 2017, in accordance with the Local Government Act 1989, having reviewed the Annual Financial Report consisting of the Financial Statements and Notes, was expected to have recommended that Council adopt the 2016/2017 Annual Financial Report on an "in principle" basis, and this will be reported on verbally to the Council meeting.

The Victorian Auditor-General's certification is anticipated in late September 2017.

Discussion

The Annual Financial Report is prepared strictly in accordance with the applicable Australian Accounting Standard which includes the Australian equivalent to International Financial Reporting Standards (AIFRS). These Standards require the preparation of five mandatory statements. These statements include –

- "Comprehensive Income Statement" (Operating – Accrual Statement). This comprises non-cash items such as Depreciation and cost of goods (assets) sold, and excludes Capital Expenditure and Transfers to and from Other Reserves.
- "Balance Sheet" which lists Councils' assets and liabilities. It indicates the overall financial position of Council.
- "Statement of Changes in Equity". This indicates movement in Council's Reserve Funds.
- "Statement of Cash Flows". This indicates all cash expended and received for all activities during the financial year.
- "Statement of Capital Works" which details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, infrastructure, plant and equipment by each category of asset.

For the 2016/2017 financial year, Council is also required to prepare two "Budget Comparison Notes" with variance explanations to the 2016/2017 Annual Budget. These being –

1. Income and Expenditure
2. Capital Works

The following analysis of the 2016/2017 Annual Financial Report is at a macro level, which reflects the nature of the Report's disclosures. It is not designed nor intended to be used as a Management report that provides details of programs, or resultant variances. No analysis has been provided for the Statement of Changes in Equity.

9.7.3 Adoption of 2016/2017 Annual Financial Report (cont.)

1. Income Statement

The operating result represents the accrual accounting treatments, which includes the non-cash items of depreciation and cost of goods (assets) sold, but excludes expenditure on Capital items, loan proceeds and loan principal repayments and transfers to and from other reserves.

For the year ended 30 June 2017, Council reported a net surplus of \$5,179,350, which was affected principally by grant revenue received in advance, reduced borrowing costs and a decrease in the written down value of infrastructure assets.

2. Balance Sheet

Council's Balance Sheet indicates that Council's overall financial position and its cash and liquidity position is sound and within acceptable financial parameters.

Council's cash position as at 30 June 2017 was represented by cash on hand and investment of \$14.44 million. This represents an increase in cash holdings of \$3.68m million during the 2016/17 financial year, primarily the result of grants received in advance. A number of capital works will be carried over into the 2017/18 financial year.

The value of Council's property, infrastructure, plant and equipment non-current assets as at 30 June 2017 is \$286 million, an increase of \$12 million from 30 June 2016, due primarily to the revaluation of Council's property and infrastructure assets and the acquisition of assets as part of Council's capital works program.

Council's end-of-year working capital ratio is 2.44%, which is greater than the target ratio of 1.5:1. This ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities.

3. Cash Flow Statement

Cash flow is favorable primarily due to under expenditure in capital works as a result of a number of projects carried forward to 2016/2017.

4. Statement of Capital Works

Capital expenditure for the year ended 30 June 2017 was \$4.454 million below the budget for 2016/2017. A major element of this related to timing of works under what is a significant bridge renewal program. Projects totalling \$4.454 million will be carried forward into the 2017/2018 financial year. Council completed \$6.608 million worth of projects for 2016/2017.

9.7.3 Adoption of 2016/2017 Annual Financial Report (cont.)

Risk Management

Council has addressed any risks associated with the preparation of the reports by applying accepted accounting standards, where applicable.

Strategic Links – policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The statements have been prepared using the Local Government Model Report 2015 as issued by Local Government Victoria.

Financial / Budgetary Implications

The financial results are shown in the statements.

Economic Implications

The report has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The report has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The report has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The proposal is consistent with sections 131 and 132 of the Local Government Act 1989 which, amongst other things, requires the Council to “certify the statements in their final form”.

Consultation

Council staff and Council’s external auditor, the Victorian Auditor-General’s Office and Council’s Audit Committee have been consulted as part of the preparation of these reports.

Attachments

- Appendix A: Annual Financial Report 2016/2017 (separately circulated)

9.7.4 Adoption of Performance Statement 2016/2017 and Governance and Management Checklist 2016/2017

Author& Department

Director, Corporate and Liveability / Corporate and Liveability Directorate

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

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Local Government Act 1989 requires that Council pass a resolution giving its approval to the Performance Statement 2016/2017 and Governance and Management Checklist prior to formal submission to the Auditor-General Victoria and the Minister. The Act further requires that Council must authorise two Councillors to approve the Report.

Draft copies of the Performance Statement 2016/2017 and Governance and Management Checklist have been circulated to Councillors with this report for their consideration, and are tabled for information purposes.

RECOMMENDATION

1. That Council adopt, in principle, the –
 - a) Performance Statement 2016/2017.
 - b) Governance and Management Checklist 2016/2017.
2. That Council authorise Councillors McClaren and Thomson to sign the 2016/2017 Performance Statement.

119/17 CRS THOMSON/STOTHERS : That the Recommendation be adopted.

CARRIED

Background

Under Section 131 of the Local Government Act 1989, the Annual Budget 2016/2017 included a list of prescribed indicators of service performance, financial and sustainable capacity performance required by regulations to be reported against in the performance statement. The Performance Statement represents an independent certification of Council's results against the prescribed indicators. In addition, Section 131 requires Council to report on Council's assessment against the prescribed governance and management checklist for 2016/2017.

Discussion

This is the third year of operation of the Local Government Performance Reporting Framework (LGPRF). There is a comparison between 2014/2015, 2015/2016 and 2016/2017 with comments detailing any variances. All data was collected according to the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

9.7.4 Adoption of Performance Statement 2016/2017 and Governance and Management Checklist 2016/2017 (cont.)

Subject to Council adopting the recommendation in this report, the Performance Statement will be forwarded to the Victorian Auditor-General for certification. It is also a statutory requirement for Council to include the Performance Statement in the Annual Report 2016/2017.

Risk Management

Council has addressed any risks associated with the preparation of the reports by applying accepted accounting standards, where applicable.

Strategic Links – policy implications and relevance to Council Plan

The report is consistent with Council Policies, key strategic documents and the Council Plan.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The statements have been prepared using the Local Government Model Report 2016 as issued by Local Government Victoria.

Financial / Budgetary Implications

The financial results are shown in the statements.

Economic Implications

The report has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The report has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The report has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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

Legal / Statutory Implications

The proposal is consistent with sections 131 and 132 of the Local Government Act 1989 which, amongst other things, requires the Council to “certify the statements in their final form”.

Consultation

Council staff and Council’s external auditor, the Victorian Auditor-General’s Office and Council’s Audit Committee have been consulted as part of the preparation of these reports.

9.7.4 Adoption of Performance Statement 2016/2017 and Governance and Management Checklist 2016/2017 (cont.)

Conclusion

The Chief Executive Officer and two Councillors are required to sign the Performance Statement (refer Appendix A – separately circulated). It is recommended that Council adopt, in principle, the Performance Statement shown as Appendix A.

The Chief Executive Officer and one Councillor are required to sign the Governance and Management Checklist (refer Appendix B – separately circulated). It is recommended that Council adopt, in principle, the Governance and Management Checklist shown as Appendix B).

Appendices

- Appendix A: Strathbogie Shire Council Performance Statement 2016/2017 (separately circulated)
- Appendix B: Governance and Management Checklist 2016/2017 (separately circulated)



9.7.5 Strathbogie Municipal Emergency Management Planning Committee - Minutes of the Meeting held on Wednesday 16 August 2017

Author & Department

Municipal Emergency Manager / Asset Services Directorate

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

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

The Strathbogie Municipal Emergency Management Planning Committee (MEMPC) is a Council Committee that meets 4 times per year.

The minutes from the meeting held on Wednesday 16th August 2017 are attached for Councillor's information.

RECOMMENDATION

That the report be noted.

120/17 CRS SWAN/LITTLE : That the Recommendation be adopted.

CARRIED

Background

The purpose of the Strathbogie Shire Municipal Emergency Planning Committee (MEMPC) is to provide a municipal-level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to emergency management and ensure that the plans of individual agencies are linked and complement each other.

The development and maintenance of a Municipal Emergency Management Plan (MEMPC) and its sub-plans is one of the core functions of the MEMPC.

This Committee currently meets 4 times per year.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

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.

9.7.5 Strathbogie Municipal Emergency Management Planning Committee
- Minutes of the Meeting held on Wednesday 16 August 2017 (cont.)

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.

Victorian Charter of Human Rights and Responsibilities Act 2006

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.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

- Minutes from Municipal Emergency Management Planning Committee held on Wednesday 16th August.



**Meeting of the Municipal Emergency Management Planning
Committee to be held on Thursday, 16 August at 10am in the
Community Conference Centre, Euroa Civic Centre
Entrance via Bury Street, Euroa.**

MINUTES

Present:

Mayor– Amanda McClaren (Chairman)
Shaun Kool – Thales
John Newlands – VICSES
Ken Ross – Municipal Emergency Manager, Strathbogrie Shire Council
Deb Ellis – Municipal Recovery Manager, Strathbogrie Shire Council
Brendan Purcell – DELWP
Mark Nordbye – DHHS
Joel Hughes – VICPOL – MERC
Lachlan King – DEDJTR/AG Vic
Brain Moffatt – Euroa Ambulance
John Morris – Euroa Ambulance
Deanne McMartin

1. Welcome
2. Apologies – John Leben, Bronwyn Allen, Michael Downie, Wayne Sullivan
3. Minutes from Previous Meeting – 25 May 2017
Minutes accepted
MOVED Deb Ellis SECONDED Brendan Purcell
4. Business Arising
 - Contact list review
 - Review contact list to ensure we have the correct agencies and people.
 - Review of Strathbogrie Municipal Emergency Management Plan
 - Core group to review plan and incorporate audit recommendations
 - Main role is in preparation and prevention - ongoing
 - John Newland to amended transport plan – glitch in the system
 - Agreement to incorporate two new sub-plans - "Mass Gathering" (Joel and Mark Myers) and "Hazardous Freight Transport" – Divisional Committee seeking advice from Counter Terrorism Department (Melbourne).
 - 3 year structured meeting schedule – Committee discussion for process and start time. Ken suggested we start as soon as possible as we have an audit next year. November meeting as the start process.
 - Action – Ken Ross discuss 3 year plan next meeting. Level 1 simulation review with all agencies on a 12 month basis to go into plan.
 - A.E.D App – A.E.D mapping app. Mayor Amanda McClaren said that we should identify the locations requiring A.E.D's
5. Correspondence In (tabled)
 -

A handwritten signature in black ink, located in the bottom right corner of the page.

6. Agency Reports

- Council adopting new process to capture and respond to Level 1 incidents - ongoing
- Recent Granite Creek Flood Study needs to be incorporated into Flood Sub- Plan – not completed
- CERA report is available on the SES website
- Joel reported that Euroa Police have a new Superintendent Matthew Ryan.
- Preparing for fire season
- Multi agent response - Joel reported 4 incidents that occurred between Saturday and Monday.
- Hang glider accident – Locksley
- Elderly man drowning suicide – Euroa
- 2 x House fires

7. Strathbogie Fire Management Planning Committee (Sub Committee report)

- Fire prevention notices need to be escalated via written letter to the minister under the CFA Act for action. Committee agreed.
- Batteries for smoke alarms for vulnerable people.
- Media release notice for assistance. Contact Ken to arrange batteries for smoke alarms for the vulnerable via the CFA contact.
- DHHS funding available for vulnerable people.

8. Flood sub-plan – Formation of Committee

- Form sub-committee as the need arises

9. MEMP – Review

- Emergency Management Committee. Ken made enquiries, who are right people for the Committee. Mayor Amanda suggested inviting the Defence Force from Puckapunyal and Councillors. Other agencies such as GV Water etc.
- Red Cross
- Issues around confidentiality and issues that may arise from this.
- Advertise for community representative for the Committee as an option with a due process for selection
- Ken to do some further research into options, look at neighbouring LGA's. Hold over to next year for discussion

10. Level One incidents (Single Incident Events) – Ken Ross

- Level one incidents - low level impact to only single house/family impact
- Local services, CFA, Police and SES. Local Government is lead agency in these incidents
- Draft of processes/procedures for level one incidents was developed
- Deb reported that we have had 4 level one incidents since the last Committee meeting. We responded to all of them providing information for payment support, providing clothing and accommodation. Follow up call a month after the event to provide support.
- Nexus direct contact is Suzanne Miller.

11. Meeting Closed

12. Next Meeting 15th November 2017

9.7.6 Strathbogie Shire Australia Day Award Ceremonies

Author & Department

Economic Development Officer / Sustainable Development Department

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

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

An Australia Day Workshop was held on Tuesday 25 July with the Councillors, representatives from the Australia Day town committees and the Economic Development Officer who coordinates the 6 ceremonies around the Shire.

Below are the 4 outcomes from the workshop, as possible changes to be made to the current Australia Day process:

1. Presenting Shire-wide awards to the recipients at their local event (potentially eliminating the rationale for a Shire-wide event) and announcing Shire-wide recipients at all events.
2. Conducting any citizenship ceremonies in rotating locations or at a central location.
3. Reviewing of the 'Nominations Form' by Council.
4. Ensuring that funding meets the costs of the events that have higher attendance levels (currently there is flat funding regardless of attendance).

RECOMMENDATION

That a decision is made for each of the four (4) items listed above in the 'Summary' section.

CRS THOMSON/WILLIAMS -

That Council resolves:-

- 1. That the Shire discontinue the Shire-wide event and present Shire-wide awards at the local event of the recipient.**
- 2. That Strathbogie Shire Council will decide the location of Australia Day citizenship ceremonies at the Statutory Council Meeting.**
- 3. That the nominations form attached to the Agenda be approved.**
- 4. That the additional funding allocated to the Shire-wide event is distributed equally among the local Australia Day Committees.**

9.7.6 Strathbogie Shire Australia Day Award Ceremonies (cont.)

RECOMMENDATION (cont.)

CRS STOTHERS/SWAN -

Amendment:

That an additional Recommendation be added to the above Motion, being:-

- 5. That Council investigate the indigenous community's appetite to change the date of Australia Day in the Shire of Strathbogie by hosting a forum for them to express their views on this issue to Council. Individuals and representatives from the indigenous community would be invited to attend and present at the forum and it would be held within 6 to 8 weeks' time.**

121/17

ON BEING PUT, THE MOTION WAS CARRIED

Councillor Mason called for a Division

For the Motion

Kate Stothers
Alistair Thomson
Debra Swan
Amanda McClaren

Against the Motion

Graeme Williams
Malcolm Little
John Mason

Background

The discussion points at the Australia Day Workshop were:

- Shire-wide ceremony
- Town ceremonies
- Awards
- Nominations
- Difficulties
- Possible improvements

The current process is as follows:

Each town community has the opportunity to nominate community members, organisations and events that deserve recognition for their efforts during the year.

9.7.6 Strathbogie Shire Australia Day Award Ceremonies (cont.)

The standard award categories include:

1. Community Organisation of the Year
2. Community Event of the Year
3. Junior Citizen of the Year
4. Young Citizen of the Year
5. Citizen of the Year

- All the nominations are then submitted to Council.
- Council forwards award nominations to each town Australia Day committee, so they can select the winners.
- Each town committee then gives the winner's names to Council, so the Councillors can select the Shire-wide award winners. The Shire-wide winners are chosen at a Closed Council Meeting.
- The Shire-wide awards are announced at the Shire-wide ceremony (which rotates through the 6 towns alphabetically).

There are 6 town ceremonies and they are all held at different times, decided by each town committee:

Town Award Ceremonies (in time order)

Town	Activity 1	Activity 2	Activity 3
Violet Town*	7:30am Breakfast	9:00am Ceremony	
Avenel	9:30am Ceremony	10:30am Morning Tea	
Nagambie	9:30am Sausage Sizzle	10:00am Ceremony	11:00am Sausage Sizzle
Strathbogie	9:30am Ceremony	10:30am Morning Tea	12:00pm BBQ
Euroa	12:00pm Ceremony	1:00pm BBQ	
Longwood	5:00pm Children's games	6:00pm BBQ	7:00pm Ceremony

* In 2018, Violet Town is scheduled to hold the Shire-wide ceremony

The Mayor presents the Shire-wide awards and conducts any Citizenship ceremonies at the Shire-wide event. Due to the timing of ceremonies as well as geographic constraints often winners of the Shire-wide awards can't also attend their own town ceremony. It also means the Mayor may not be able to attend the town(s) ceremony in their Ward.

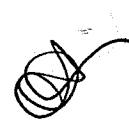
Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. The following alternatives have been identified for the consideration of Council.

1. Continue to manage the 2018 Australia Day Award Ceremonies as per normal
2. Make changes to the 2019 Australia Day Award Ceremonies

Risk Management

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



9.7.6 Strathbogie Shire Australia Day Award Ceremonies (cont.)

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.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

If there is a change to the current Australia Day Award Ceremony funding model, there could potentially be a change to the budget in order to accommodate this.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

Many community members are committed to the Australia Day Awards and Ceremonies. If changes are made to the current Australia Day process, some community members may not agree with these changes.

Victorian Charter of Human Rights and Responsibilities Act 2006

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.

Legal / Statutory Implications

The author of this report considers that the recommendation has no legal or statutory implications which require the consideration of Council.

Consultation

This matter will not require community consultation. The Australia Day Workshop, which this document refers to, provided excellent consultation with each town committee. This workshop gave each representative from the town committees an opportunity to put forward their general thoughts, suggestions and concerns. NB. The Strathbogie committee was invited but did not attend.

Attachments

- 2017 Nomination Form with the nominating criteria on the back page.





Celebrate
what's
great!



2017 Australia Day Award Nomination Form

Nominations close 5pm Wednesday 2 November 2016 <u>Late nominations will not be accepted</u> Please lodge with the Economic Development Officer, Strathbogie Shire Council, info@strathbogie.vic.gov.au or 109A Binney Street Euroa or PO Box 177, Euroa 3666			
Nomination			
Town	<input type="checkbox"/> Avenel <input type="checkbox"/> Nagambie	<input type="checkbox"/> Euroa <input type="checkbox"/> Strathbogie	<input type="checkbox"/> Longwood <input type="checkbox"/> Violet Town
Category	<input type="checkbox"/> Community Organisation of the Year <input type="checkbox"/> Community Event of the Year <i>(event occurred after 27/01/2016)</i> <input type="checkbox"/> Junior Citizen of the Year <i>(under 15 yrs at 26/01/2017)</i> <input type="checkbox"/> Young Citizen of the Year <i>(between 15 - 25 yrs at 26/01/2017)</i> <input type="checkbox"/> Citizen of the Year <i>(over 25 yrs at 26/01/2017)</i>		
Nominated Person			
Name		Phone	
Email			
Address			
Parent / Guardian <i>(junior / young citizens)</i>		Date of birth <i>(junior / young citizens)</i>	
Community Organisation / Event			
Organisation/Event			
Event date <i>(if applicable)</i>			
Contact person		Phone	
Email			
Address			
Nominator			
Your name		Your phone	
Your email			
Your address			

Reason for Nomination <i>(Please write a concise statement below – you may add extra sheet if necessary)</i>

Judging Process

- The town winners will be chosen by the town Australia Day committee. Their decision is final.
- The Shire-wide winners will be chosen from the list of town winners by the Strathbogrie Shire Councilors.

Criteria

Please use these criteria when nominating a person, group or event.

All nominations received will be 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 has not have received any remuneration for their work, ie it must be voluntary.
- How long has 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, group community of humanity at large.
- A person who has won an award previously can be nominated again.
- Has the nominated person's contribution been recognised elsewhere (e.g. in the media, by other awards, interest groups or local councils).
- 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.
- The criteria regarding age shall be decided by the Australia Day Council.
 - Junior Citizen of the Year (under 15 years of age at 26 Jan 2017)
 - Young Citizen of the Year (between 15 and 25 years of age at 26 Jan 2017)
 - Citizen of the Year (over 25 years of age at 26 Jan 2017)

Community Organisation and Event of the Year *(event occurred after 27/01/2016)*

- Has provided significant positive impact on the town's community
- Has demonstrated a high level of excellence and innovation



9.7.7 Food Premises Inspection Fees - Request for Exemption

Author & Department

Director Corporate and Liveability / Corporate and Liveability Department

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

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the Local Government Act 1989.

Summary

This report assesses a request to waive fees associated with local people wanting to sell food at the Nightmare Festival in Violet Town in November 2017. It is expected that there may be 4-5 people wanting to do this.

RECOMMENDATION

That Council determine a position on the request for the waiving of fees.

Cr Stothers advised Council that the group had withdrawn the request and, therefore, the recommendation was not needed.

Background

The Food Act in Victoria requires that anyone selling food is required to register and comply with requirements for the preparation and handling of food:

Under the Act "Food" means:

- anything that people eat or drink
- live, raw, prepared or partly prepared food
- live animals and plants
- ingredients of a food, including additives to a food
- drinks, including water, alcohol, milk, tea, coffee, fruit juice and soft drinks
- chewing gum, including ingredients and additives.

'Sale' has a very broad meaning. Some of the most common situations it covers include:

- being paid to provide food to people or businesses, or receiving other valuable consideration, such as from a retail or wholesale premises or at a market or from a stall or van or as a caterer
- selling food whether for a profit or as a fundraiser for charity
- offering or displaying food for sale, even if you don't sell any
- selling food to someone who is going to re-sell it
- receiving food or storing food in order to sell it

9.7.7 Food Premises Inspection Fees - Request for Exemption (cont.)

Council sets fees for licensing and requires people to register through an on line "Streatrader" system run by State Government.

There is a requirement for Council to assess each application and fees are currently set at:

- For a single event for sporting clubs/community groups (not for profit), there is a fee of \$50.

Higher Risk foods (Class 2) attract a fee of \$124:

- If the trader makes the cakes with cream, custard or raw egg as a filling at a permanent place that they operate and then sell as unwrapped then class 2.
- Deep fried foods such as chips, dums, sims, spring rolls,
- Noodles, pasta, lasagne served on site (prepared and cooked either on site or off site, but placed in a bain-marie on site and served through the day.
- Casseroles or curries served on site prepared on or off site but placed in a bain-marie and served throughout the day.

Low risk foods (Class 3) attract a fee of \$70 and include food such as :

- Carbonated beverages
- Biscuits
- Cereals
- Frozen ice cream (not soft serve)
- Eggs in their shell
- Sandwiches containing high risk food (Strasbourg, ham, chicken loaf), vegetables/salads, meat or cheeses, provided they are pre-packaged or prepared offsite. The problem with preparation off-site is that the premises then has to be registered which costs even more.
- Prepackaged high risk food that is bought sealed before taken to premises and must remain in this original packaging until sold.
- Fruit/veg cut/sliced on site

Class 4 community groups (no fee applicable) are those that:

- operate a food stall selling biscuits, tea or coffee (with or without milk or soymilk)
- sell packaged or covered cakes (other than cakes with a cream filling) at a temporary premises
- sell low-risk foods prepackaged food such as jams and honey
- sell sausages that are cooked and served immediately.

Class 4 retailer – community groups include food stalls that sell prepackaged low-risk foods such as cooked cakes (cream-based cakes not permitted), jams and honey.

9.7.7 Food Premises Inspection Fees
- Request for Exemption (cont.)

The Environmental Health Officer would need to identify which Class that any food proposed to be sold fell into.

Alternative Options

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. The following alternatives have been identified for the consideration of Council:

- Waiving of the fee
- Not waiving the fee
- Seeing if people could be accommodated under the auspices of a community group who already have Streatrader certification

Risk Management

There is potential risk to the public if people become ill from purchase of food the subject of this report. Were this to occur Council may attract some liability.

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.

Best Value / National Competition Policy (NCP / Competition and Consumer Act 2010 (CCA) implications

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Competition and Consumer Act requirements.

Financial / Budgetary Implications

There will be some cost to Council in administration of the permit, with no income if the fee is waived. If there are five persons at \$124 each the revenue is less than \$1,000. There would be a precedent set but it is difficult to ascertain how often the same circumstances might occur in the future.

Economic Implications

The author of this report considers that the recommendation has no significant economic implications for Council or the broader community.

Environmental / Amenity Implications

The author of this report considers that the recommendation has no significant environmental or amenity implications for Council or the broader community.

Community Implications

The community/social implications of the report and recommendation

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community.



9.7.7 Food Premises Inspection Fees
- Request for Exemption (cont.)

Victorian Charter of Human Rights and Responsibilities Act 2006

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."

Legal / Statutory Implications

Food Act compliance would be satisfied through the Streatrader system.

Consultation

The author of this report considers that the matter under consideration did not warrant a community consultation process.

Attachments

Nil

9.7.8 **Business Management System**

The September 2017 Business Management System Report includes reports as follows:-

- Building Department – August 2017 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - August 2017
- Confirm Customer Enquiry Flow – Report for August 2017
- Waste Management Reporting ~ Year to Date - August 2017
- Actioning of Council Reports Resolutions – Status Report
- Outstanding Actions of Council Resolutions to 31 August 2017
- Review of Council Policies – August / September 2017
- Record of Assemblies of Councillors
- Record of Meetings of Section 86 Committees of Council received in the past month

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.

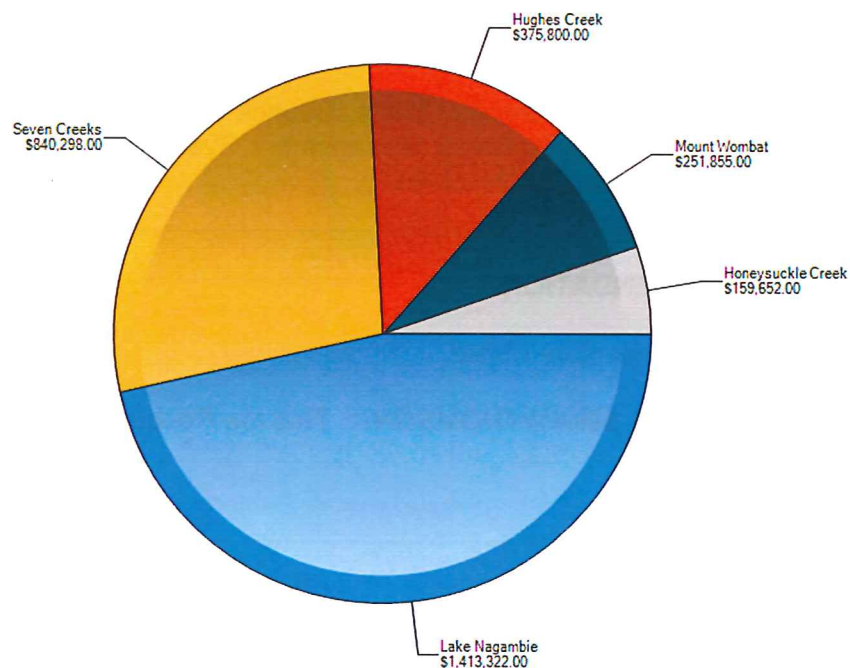
122/17 CRS SWAN/THOMSON : That the Recommendation be adopted.

CARRIED



BUILDING ACTIVITY AUGUST 2017

20 permits were lodged with Council for the month of August 2017 with a works value of \$3,540,902. The number of lodgments is on par with July figures however the value of the works increased by \$500,000. Hughes Creek, Lake Nagambie and Mount Wombat Wards all had four Building permits lodged with an approximate variation of \$227,000 in works value. The Seven Creeks ward had an increase in activity with seven permits with a value of \$1,086,899. The majority of the permits were for dwelling construction or improvements.



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20170536/0	11/08/2017	Construction of	Shed	Violet Town	\$15,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20170599/0	28/08/2017	Construction of	Dwelling & Garage	Avenel	\$214,918.00
20170613	31/08/2017	Construction of	Dwelling & Garage	Avenel	\$228,084.00
20172330/0	5/09/2017	Construction of	Dwelling & Garage	Avenel	\$200,000.00
20172331/0	5/09/2017	Construction of	Dwelling & Garage	Avenel	\$270,000.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20170155/0	14/08/2017	Construction of	Dwelling	Nagambie	\$290,000.00
20172304	8/08/2017	Restump of	Hall	Nagambie	\$22,500.00
20172309/0	14/08/2017	Construction of	Dwelling, Garage	Nagambie	\$385,355.00
20172319/0	24/08/2017	Construction of	Shed	Kirwans Bridge	\$142,269.00

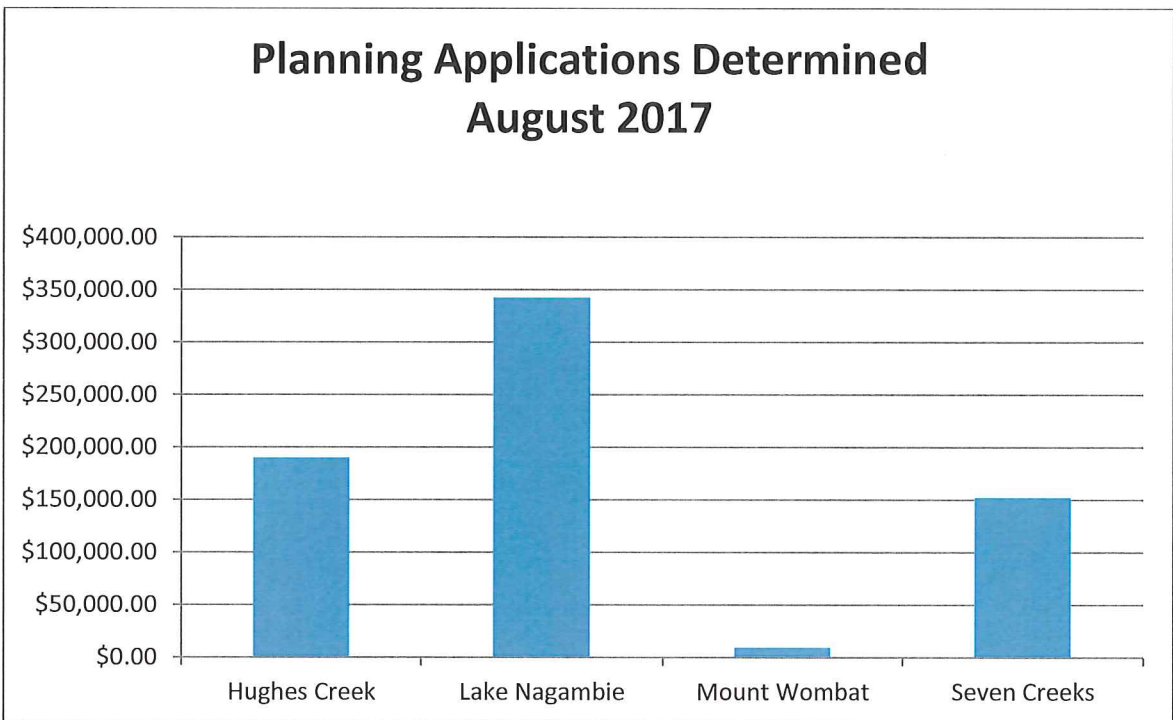
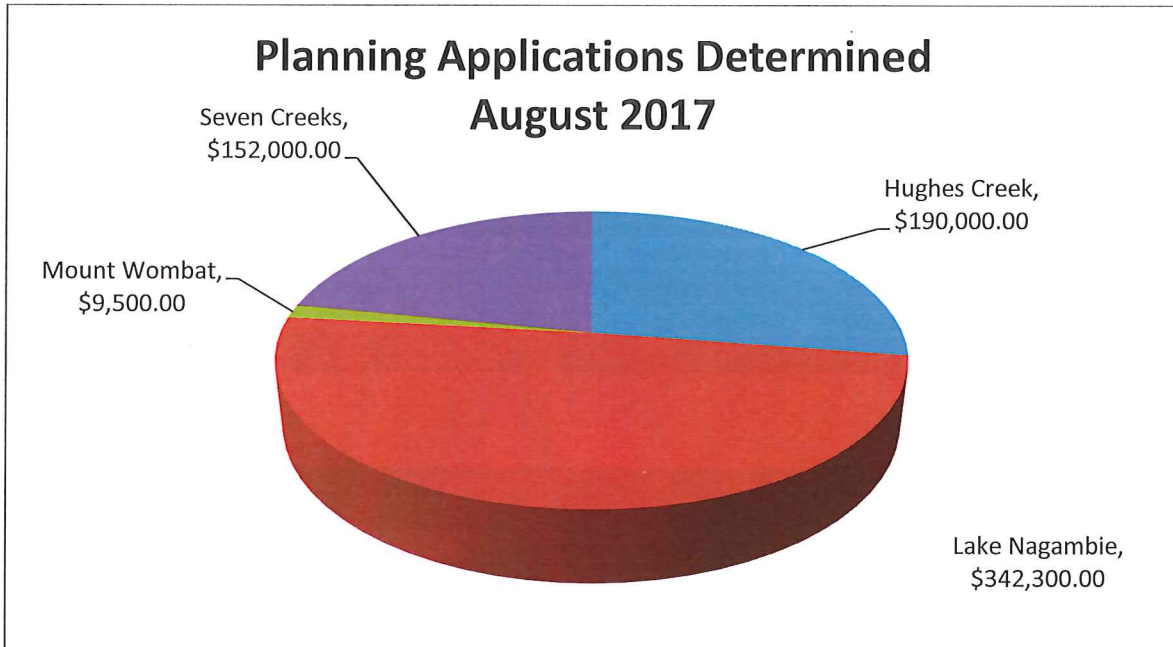
Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
20170257/0	30/08/2017	Construction of	Dwelling, Verandah & Deck	Creek Junction	\$262,167.00
20172311/0	24/08/2017	Extension to	Dwelling	Strathbogie	\$73,235.00
20172327/0	23/08/2017	Extension to	Farm Shed	Creightons Creek	\$9,000.00
20172568/0	24/08/2017	Construction of	Dwelling	Strathbogie	\$341,475.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
17/00085/0	14/08/2017	Construction of	Garage	Euroa	\$32,000.00
20170149/0	3/08/2017	Construction of	Shed	Miepoll	\$26,000.00
20170582/0	23/08/2017	Construction of	Dwelling & Garage	Euroa	\$505,162.00
20172284/0	3/08/2017	Construction of	Public Toilets	Euroa	\$126,775.00
20172301/0	4/08/2017	Construction of	Shed	Euroa	\$6,106.00
20172317/0	15/08/2017	Construction of	Dwelling	Euroa	\$240,856.00
20172323/0	30/08/2017	Extension to	Dwelling	Balmattum	\$150,000.00

PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)
AUGUST 2017



Planning Applications Determined

August 2017

Hughes Creek

Avenel	\$50,000.00
Avenel	\$60,000.00
Longwood	\$80,000.00

Lake Nagambie

Arcadia South	\$30,000.00
Goulburn Weir	\$9,800.00
Goulburn Weir	\$80,000.00
Kirwans Bridge	\$12,500.00
Kirwans Bridge	\$180,000.00
Nagambie	\$30,000.00

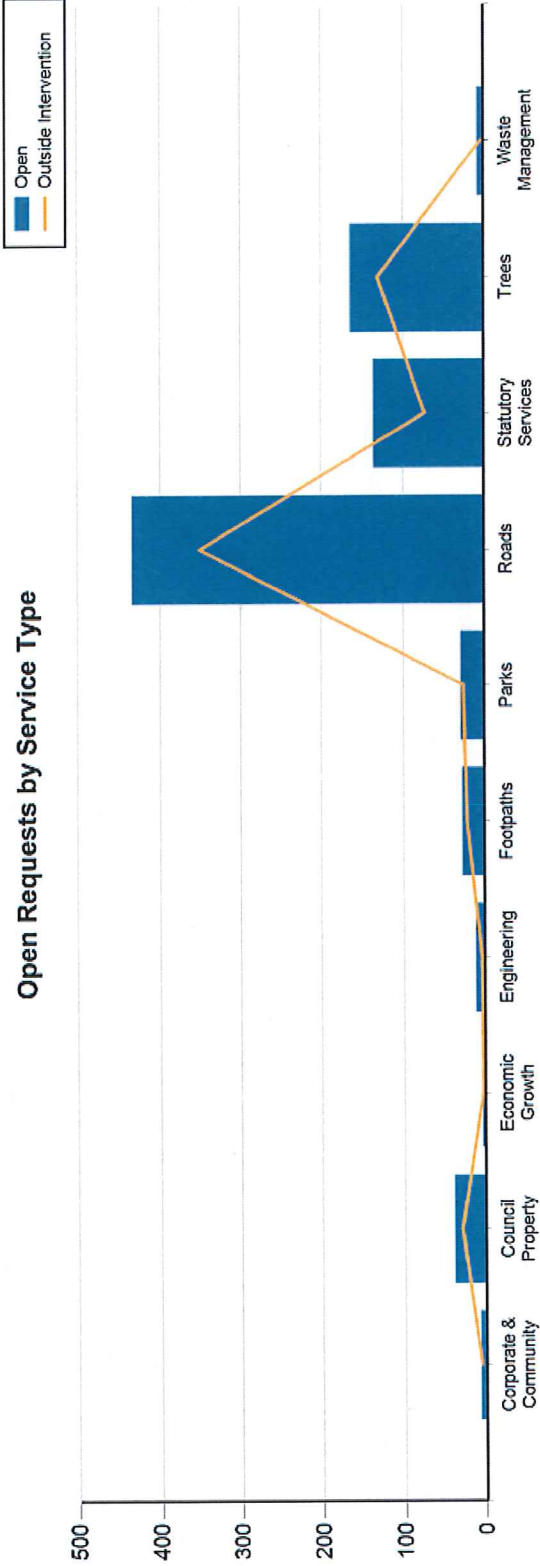
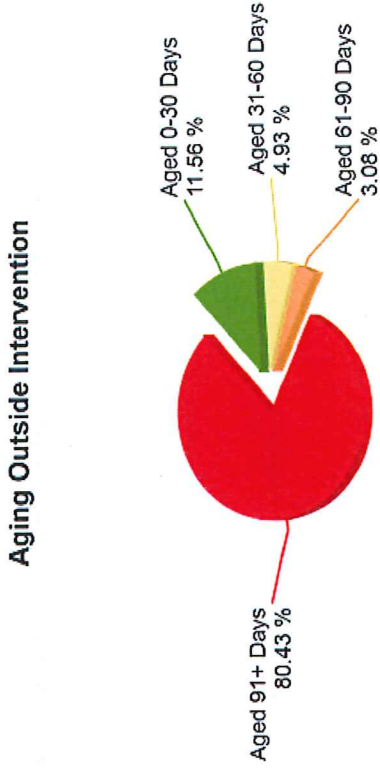
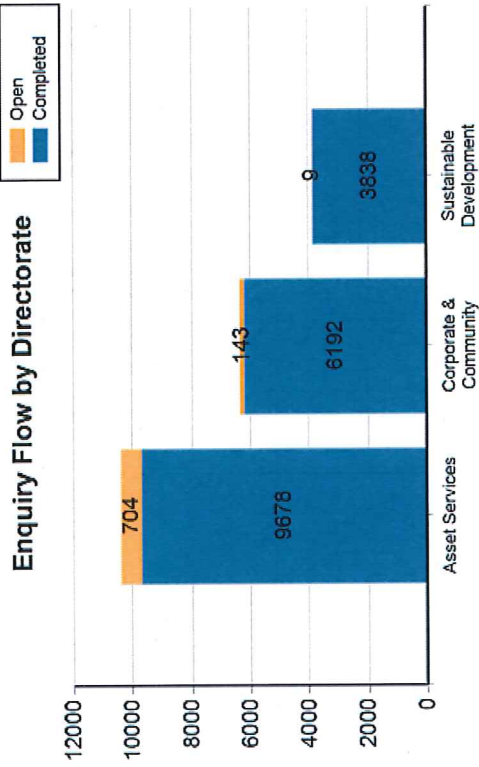
Mount Wombat

Strathbogie	\$9,500.00
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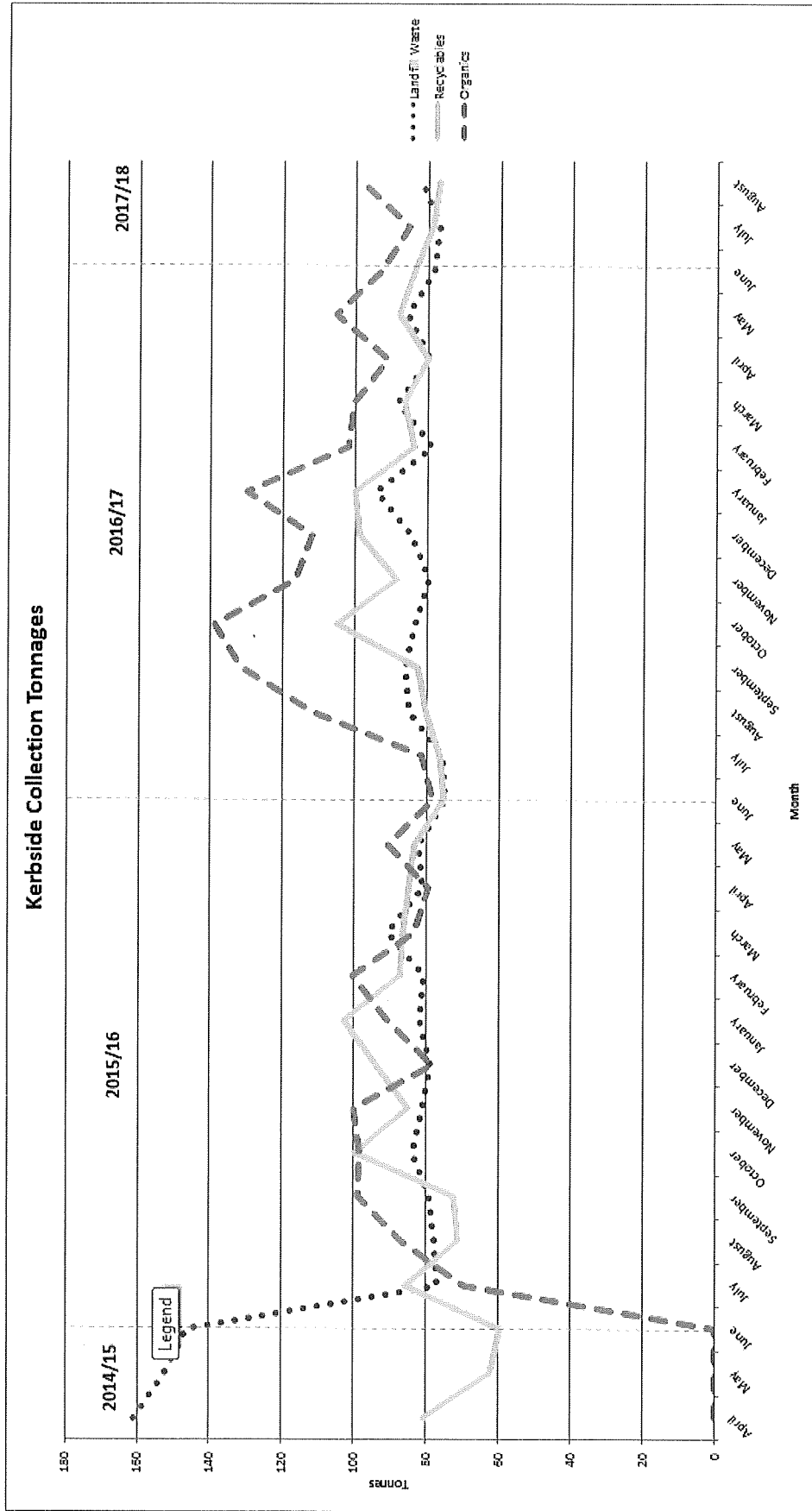
Seven Creeks

Euroa	\$150,000.00
Euroa	\$2,000.00
	\$693,800.00



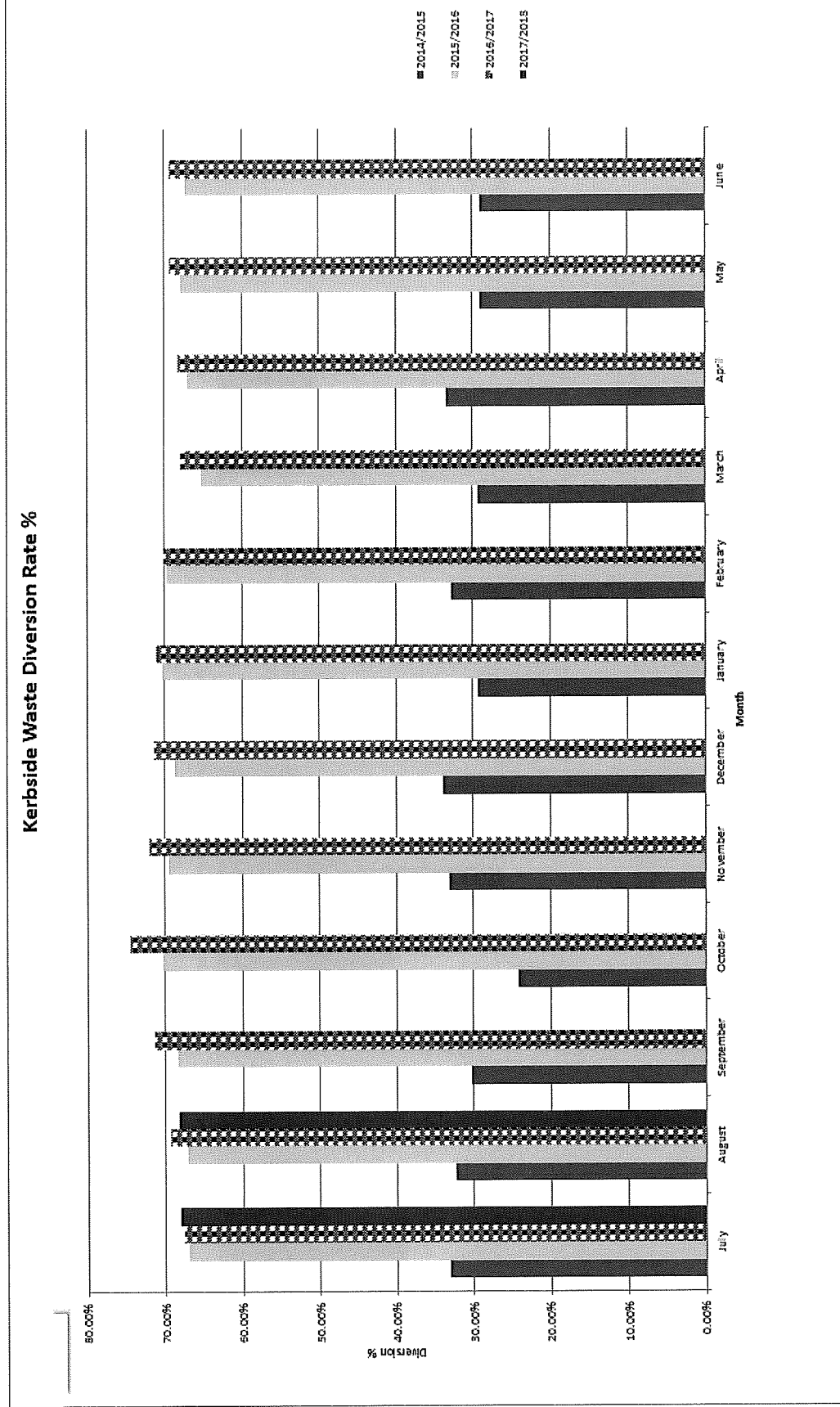


WASTE MANAGEMENT REPORTING
YEAR TO DATE - AUGUST 2017

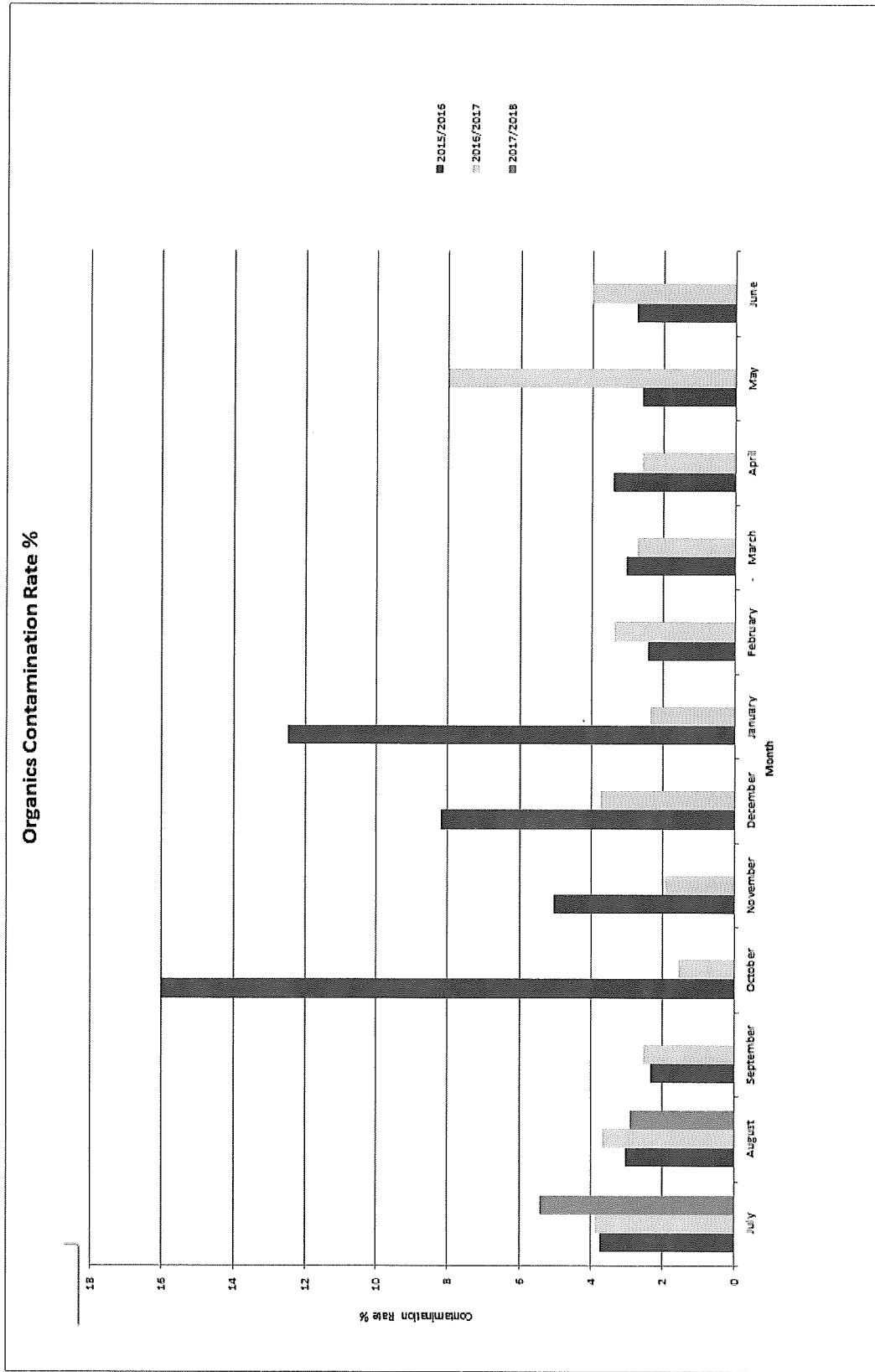


Consistent with previous years, August has seen a slight increase in landfill waste to produce higher tonnages than recyclables. Organics tonnages again show a sharp increase from July – August, however total tonnages are 11 tonnes less than August 2016, possibly due to a wetter / colder month.

An audit of the contents of 350 organics bins was conducted in mid-August, primarily to determine the percentage of food waste in our organic waste stream. Details should be available by the next monthly report.

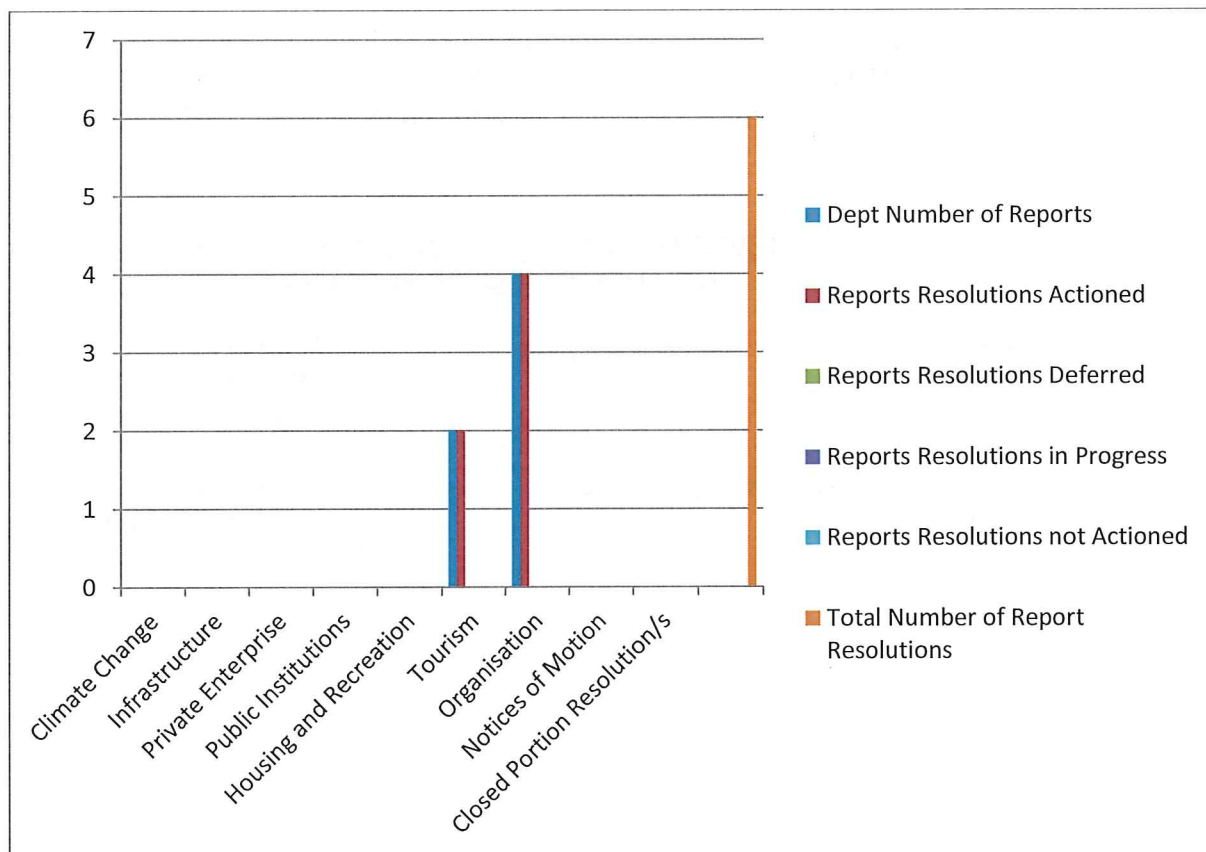


Diversion rates are calculated by dividing the total amount of material diverted from landfill by the total amount of material collected. We have seen a slight decrease in the diversion rate for August compared to last year, due primarily to tonnages of organics and recyclables collected being slightly lower than previous years.



August saw contamination levels at just under 3%, a vast improvement on preceding months. We have been closely monitoring bin contents during collection and have flagged with a number of property owners who have been regularly contaminating their organics bins. This communication appears to have reaped some positive results and we will continue to focus on this process to try to gain more consistent results.

ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – 15 AUGUST 2017



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 AUGUST 2017**

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 & Recommendation	Action to Date
<i>There are no report resolutions with outstanding actions yet to be finalised</i>		

**REVIEW OF EXISTING COUNCIL POLICIES
AND ADOPTION OF NEW POLICIES**

Period of Review	Policy Name	Review of Policy / New Policy	Outcome
July / August	Purchasing Card Policy	Review of Policy	Minor administrative amendments



RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 4 August 2017 to 7 September 2017

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 8 August 2017

Time: 1.30 p.m. - 5.45 p.m.

Attendees:

Councillors

Amanda McClaren

Malcolm Little

John Mason

Kate Stothers

Debra Swan

Alistair Thomson

Graeme (Mick) Williams

Officer/s

David Roff (Director, Corporate and Liveability)

Roy Hetherington (Director, Asset Services)

Purdey Wikman - Manager, Community Relations (*Item 2*)

Apologies

Steve Crawcour (Chief Executive Officer)

Phil Howard (Acting Chief Executive Officer / Director, Sustainable Development)

Matters discussed:

Declarations of Interests

1. Councillors Discussions
2. Rates Insert Flyer
3. Special Council Meeting Agenda Review
4. NBN Update - briefing by NBN Community Affairs Manager
5. Assembly of Councillors
 - 5.1 Mayor and CEO Meetings Attendances
 - 5.2 Councillors Meetings Attendances
 - 5.3 Targa High Country 2017 – Short Term Local Road Closures
 - 5.4 Euroa Football Netball Club - request for sponsorship / funding
 - 5.5 Euroa Memorial Oval Committee of Management - request for financial support for Euroa Spring Family Festival
 - 5.6 Dragon Boat Victoria - request for sponsorship of 2017 Nagambie Dragon Boat Regatta
 - 5.7 GMLLEN's Structured Workplace Learning Program
 - 5.8 Cyber Safety Opportunity
 - 5.9 Victoria Grants Commission - Regional Information Sessions

- 5.10 2018 Combined Nagambie On Water (NOW) Festival and Nagambie "Sufferfest" Triathlon - Proposed Traffic Management Plan and Road Closures
- 5.11 Boomerang Bags - request for funding to initiate proposal in Nagambie
- 5.12 Permit Guidelines
- 5.13 Building Matters
- 5.14 Air-conditioner at Saleyards Canteen
- 5.15 Matters raised by Cr Stothers
 - Hanneberys Road
 - Old Euroa Road
 - Table Drain - High Street, Violet Town
- 5.16 Matters raised by Cr Thomson
 - Good condition of Killeens Hill Road
- 6. Special Council Meeting - Receiving / Hearing of Submissions
~ Issuing of Drainage Notice under Section 200(1) of the Local Government Act 1989
- 7. Meeting with Business Euroa

Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?



Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 15 August 2017

Time: 12.30 p.m. - 5.45 p.m.

Attendees:

Councillors

Amanda McClaren

Malcolm Little

John Mason

Kate Stothers

Debra Swan

Alistair Thomson

Graeme (Mick) Williams

Officer/s

Phil Howard (Acting Chief Executive Officer / Director, Sustainable Development)

David Roff (Director, Corporate and Liveability)

Roy Hetherington (Director, Asset Services)

Purdey Wikman - Manager, Community Relations (*Item 3*)

Apologies

Steve Crawcour (Chief Executive Officer)

Matters discussed:

Declarations of Interests

1. Councillors Discussions
2. Councillors Discussions
3. Open Office / Customer Service Model Options
4. Council Agenda Review
5. Assembly of Councillors
 - 5.1 Mayor and CEO Meetings Attendances
 - 5.2 Councillors Meetings Attendances
 - 5.3 Strathbogie Shire Australia Day Ceremonies
 - 5.4 Nagambie Rowing Club - "Bridge to the Vines" Head of the Goulburn Regatta ~ request for Council's support
 - 5.5 Senator Bridget McKenzie - Decentralisation of Government Departments
 - 5.6 Tuesday 29 August - Scheduling of meetings
 - 5.7 Establishment of Calder Woodburn Memorial Avenue Advisory Committee
 - 5.8 Birkett Street Rail Underpass
 - 5.9 Special Council Meeting - Tuesday 31 October 2017
6. Informal Meeting with Community Members / Cuppa and Chat
7. Ordinary Council Meeting - Euroa

Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item No. 7 / 9.7.1	Cr Thomson	Yes



Record of Assembly of Councillors

Record in accordance with sections 77 and 80A(1) of the *Local Government Act 1989*

Note: Details of matters discussed at the meeting that have been designated confidential under section 77 of the Local Government Act 1989 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting]

Name of Meeting: Councillors Forum

Date of Meeting: Tuesday 22 August 2017

Time: 1.00 p.m. - 5.00 p.m.

Attendees:

Councillors

Amanda McClaren

Malcolm Little

John Mason

Kate Stothers

Debra Swan

Alistair Thomson

Graeme (Mick) Williams

Officer/s

Steve Crawcour (Chief Executive Officer)

Phil Howard (Director, Sustainable Development)

David Roff (Director, Corporate and Liveability)

Debra Ellis - Manager, Liveability (*Item 3*)

Apologies

Roy Hetherington (Director, Asset Services)

Matters discussed:

Declarations of Interests

1. Councillors Discussions
2. Planning Agenda Review
3. Euroa Skate Park Street Art Project (Show and Shine 2017)
4. Assembly of Councillors
 - 4.1 Mayor and CEO Meetings Attendances
 - 4.2 Councillors Meetings Attendances
 - 4.3 Euroa Arboretum - request for Council sponsorship / offer of facility for launch of Arts, Culture and Tourism initiatives
 - 4.4 Euroa Caravan Park - Proposed Swimming Pool
 - 4.5 Shotshell Planning Application - meetings with applicant and objectors Tuesday 29 August 2017
 - 4.6 Cr Thomson
Town Christmas Decorations
 - 4.7 Cr Swan
 - Discussion around City of Yarra decision on citizenship on Australia Day and subsequent response from federal govt.
 - Discussion regarding our role around the marriage equality vote - ie: do we have a position we should promote around voting
5. Planning Committee Meeting



Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item No. 4.3	Cr Stothers	Yes
Item No. 5 / 6.1	Cr Stothers	No



Record of Meetings of Section 86 Committees of Council

Minutes of Meetings received in the August / September 2017 Period

Name of Committee	Date of Meeting
Euroa Lawn Tennis Club	24/08/2016 (AGM) 19/07/2017
Strathbogie Tableland Action Group	03/07/2017
Longwood Community Centre	27/06/2017



10. NOTICES OF MOTION

11. URGENT BUSINESS

12. CLOSURE OF MEETING TO THE PUBLIC

6.23 p.m.

CRS WILLIAMS/LITTLE –

That Council, in conformance with Section 89(2) of the Local Government Act 1989, resolve to close the meeting to members of the public for the purpose of considering items relating to:-

- **Ground(s) under section 89(2):**
89(2)(Contractual Matters

C.P. 1 Contract 17-18-01 ~ Tender Evaluation Report
- Provision of Local Laws and Ranger Services

123/17

ON BEING PUT, THE MOTION WAS CARRIED

6.25 p.m.

CRS SWAN/WILLIAMS -

That Council open the meeting to members of the public and resume normal business.

125/17

ON BEING PUT, THE MOTION WAS CARRIED



13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

Closed Portion Decision/s -

**C.P. 1 Contract 17-18-01 ~ Tender Evaluation Report
- Provision of Local Laws and Ranger Services**

RECOMMENDATION

1. That the sole tender received from 4 Site Pty Ltd for Contract 17-18-01 – Provision of Local Laws and Ranger Services be accepted by Council, for three years for \$200,000.00 excluding GST, with CPI increases thereafter.
2. That Council endorses the signing and sealing of the contract documents once received.

124/17 CRS MASON/SWAN : That the Recommendation be adopted.

CARRIED

RECOMMENDATION

CRS LITTLE/SWAN -


That the decision/s of Council's 'Closed Portion' considerations be confirmed.

126/17

ON BEING PUT, THE MOTION WAS CARRIED

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.26 P.M.

Confirmed as being a true and accurate record of the Meeting


.....
Chair

17/10/2017.
.....
Date

