



STRATHBOGIE SHIRE COUNCIL

**MINUTES OF THE ORDINARY MEETING OF THE STRATHBOGIE SHIRE COUNCIL
HELD ON TUESDAY 17 MARCH 2020 AT THE EUROA COMMUNITY CONFERENCE
CENTRE, COMMENCING AT 6.00 P.M.**

Acting Chair:	John Mason (Deputy Mayor)	(Seven Creeks Ward)
Councillors:	Robert Gardner	(Lake Nagambie Ward)
	Malcolm Little	(Hughes Creek Ward)
	Alistair Thomson	(Mount Wombat Ward)
	Graeme Williams	(Seven Creeks Ward)
Officers:	Julie Salomon	Chief Executive Officer (CEO)
	Phil Howard	Director, Innovation and Performance (DIP)
	David Roff	Group Manager, Corporate and Community (GMCC)

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

Councillor Amanda McClaren (Mayor)	(Lake Nagambie Ward)
Councillor Graeme Williams	(Seven Creeks Ward)

The Acting Chair read a statement of behalf of Council in relation to Council's position / actions in relation to how Council has been / will be responding to the coronavirus pandemic

4. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 18 February 2020
- 65/20 **CRS THOMSON/LITTLE** : That the Minutes of the Ordinary Meeting of Council held on Tuesday 18 February 2020 be confirmed

CARRIED

A handwritten signature in black ink, consisting of a stylized 'S' or 'C' shape with a loop at the end.

5. Disclosure of Interests

Nil.

6. Petitions

A Petition was presented to the Mayor on Wednesday 11 March 2020 on behalf of the Ratepayers and Tenants of Industrial Crescent, Nagambie – 'Petition to have Industrial Crescent Roads Fixed'.

7. Reports of Mayor and Councillors and Delegates

The Deputy 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. A copy of the required form for completion and lodgment, and associated Procedural Guidelines, are attached for information.

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

Questions lodged prior to the meeting and responded to at the meeting –

Council Ref: TM: 54/2020

1. Fire Prevention Notice - Infringements

Some \$74,336 year 2018

" \$24,488 year 2019

When the Shire doesn't comply, return the funds and charges to whom the notice was served to.

Response provided by GMCC

Fire prevention – should you have specific examples where you believe that Council is non-compliant with fire prevention requirements, would you please advise so that these can be followed up.

2. Has the Shire applied 'Declaration of Drought?

Received \$1million 1st round

Received \$1 million 2nd round.

What is this going to be spent on within the Shire.

Response provided by GMCC

Drought funding – funding received from the Commonwealth under the Drought program is designed to create economic activity which assist the local economy. Council has agreed to expend its funds on a range of projects, including:

- *Improvements to water infrastructure at community facilities including tanks*
- *Improvements to Nagambie Regatta Centre precinct to assist in operation of events*
- *Repairs to Avenel Tennis Club*

8. Public Question Time (cont.)

Council Ref: TM: 54/2020 (cont.)

- *Improvements to Tracks and Trails in the Shire*
- *Additional footpaths*
- *Improvements at Euroa Saleyards including relocation of the truck wash*
- *Upgrade to community pavilion at Strathbogie Recreation Reserve*
- *Improved Aquatic facilities in Nagambie*
- *Extension to Euroa RSL*
- *Improved water supply to Nagambie Recreation Reserve*

Indicative budgets have been prepared and are being progressively refined.

Council Ref: RW: 55/2020

The questions raised relate to matters pertaining to actions/decisions of Goulburn Valley Water and were, consequently, disallowed, as per Clause (9)(a) of the Public Question Time Procedural Guidelines. Therefore, the questions raised will not be documented.

Questions raised and responded to at the meeting -
Nil.

Questions lodged prior to the meeting and Taken on Notice –
Nil.

Questions raised at the Meeting and Taken on Notice –

Council Ref: HP: 56/2020

Is there a testing station in Euroa?

Response/s to Public Questions Taken on Notice at Ordinary Council meeting held on Tuesday 18 February 2020

Council Ref: AM: 49/2020

Responses provided by EHRBP

Please provide:

- a. How many ratepayers are in the Shire?
The total number of Rateable Properties at the start the current rating period (2019/2020) was 7,810. Please note this figure includes individuals or businesses that have multiple rateable properties.
- b. How (many) administrative staff are employed by the Shire.
Currently there is 68 administrative staff at Council. This classification of administrative staff is all our indoor and clerical roles.
- c. How many outdoor staff does the Shire employ?
Currently there are 81 outdoor staff at Council. This classification is inclusive of works staff, transfer station staff, cleaners and lifeguards. A number of these staff members are casual or seasonal based on operational needs.

8. Public Question Time (cont.)

Council Ref: KH: 50/2020

1. Do Councillors believe that questions put by ratepayers to Council by email should receive a response, either in writing or by phone? And I don't mention the auto response saying we have received your email.
2. If so, why does this not happen? On some occasions, the Shire has carried out the request but not told the requester. On some occasions, part of the query was addressed by not a second query. On some occasions, nothing has happened.

Response provided by CEO

As I indicated at the meeting, on behalf of the administration for Strathbogie Shire, I sincerely apologise for our lack of responsiveness, because our current approach is simply just not good enough.

I absolutely agree that our community should receive a response to their questions/queries in a timely manner. One of my commitments to our community is that we will focus on improving our customer responsiveness and ensure that officers respond to all queries and close the loop. It will take some time to shift our current approach but I wish to assure you that we are certainly committed to ensuring that we respond to people, answer their questions or go out and meet them if that's a better way. The Executive Leadership Team and I will be monitoring our progress weekly and following up any outstanding correspondence. Over time, I hope that you will notice a significant improvement. As a member of our community, you deserve no less. I welcome you to provide feedback in six (6) months' time as a way of tracking our progress.

Council Ref: KH: 51/2020

When will the community meeting about flood mitigation be held in Violet Town? Could we have a date please. It is mentioned in the Shire's Strategic Plan.

Response provided by GMCC / MI

The Violet Town Flood Mitigation/Drainage meeting was held on Wednesday 9 May 2018, at the Violet Town Football/Netball Clubrooms.

In short, Council was looking into a Levee Scheme to reduce the properties flooded above floor from 64 to 17 during a 100 year ARI event and from 14 to 1 during a 10 year ARI event. Council suspended work due to risks arising from the Water Act liability framework. These related to financial loss though legal challenge from landowners due to: -

- *Flood water exceeding that modelled*
- *Compensation not received or not adequate, or*
- *Works not adequate.*

Council committed funding to the following impacted sites from the December 2016 flash flooding within the 2018/19 Budget: -

- *High Street*
- *Marys Lane and Lily Street*
- *Primrose Street*

8. Public Question Time (cont.)

Council Ref: WP: 52/2020

1. Harrisons Road Bridge across Swamp Creek
 05.02.20: my email to Shire
 06.02.20: D O'Connor and team announce their visit and inspect site. Prel.
 verdict: re-layer bridge surface from current funds, new ramps from next
 budget funds.
 Awaiting relevant action plan.

Response provided by GMCC

I confirm that two (2) officers met with you to discuss concerns with the culvert in question. Officers believe that agreement was reached that Council would brace the culverts and fill in the depression on either side of the approaches, as it is a high speed rural road. This work has been done with 7mm asphalt premix and fabricated steel bracing.

Officers will review the surface should these works not achieve a satisfactory result.

2. Shire's 'listening posts': as announced by Julie Salomon during her visit to Violet Town on January 30.
 When, where?

Response provided by CEO

Listening Posts are a great way of getting out into the community with the Councillors to really understand what some of the concerns are.

I can reassure you that we will commence these in April / May. We are planning this year to take the draft budget out to the community to directly seek their thoughts and comments and raise any other issues/concerns they may have. This will be great way of launching our listening posts on the same evening. You will definitely hear from the Mayor and Councillors when those will occur. We're very much committed to commencing them in April / May.

Council Ref: MM: 53/2020

1. Rates
 Why is the rates dept with holding answers to all my previous questions re rates???
- Maybe someone in the office can find them please...
2. Why is it that the council staff and councillors came into the VEC office while a candidate was doing their nomination ??
 This has happened twice in two days.

Responses provided by GMCC

1. *As advised at the Council meeting, two letters have been written to you seeking information, to which responses have not been received.
 I understand that you have made an appointment with the Chief Executive Officer and, hopefully, that will clarify matters.*
2. *In relation to your second point, I understand that you will receive separate correspondence on this matter.*

Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 18 February 2020 were documented in the Minutes of the meeting.



- 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

Nil.

11. Urgent Business

Nil.

12. Closure of Meeting to the Public to consider matters listed for consideration in accordance with Section 89(2) of the Local Government Act 1989

Nil

13. Confirmation of 'Closed Portion' Decision/s

N/A

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

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

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 21 April 2020, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Please Note: In the interests of public safety during the coronavirus, usual Council meeting arrangements may vary. Council will provide updates to the community in April 2020.



Council Ref. / 2020

Public Question Time Form Ordinary Council Meeting

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

How to ask a question:

Questions submitted to Council must be:

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

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

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

1.....
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.....

2.....
.....
.....
.....
.....

Name:

Address:

Telephone Number:

Signature: (signature not required if submitted by email)

Date of Ordinary Council Meeting:

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

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

Public Question Time - Procedural Guidelines

Question Time

- (1) There must be a public question time at every Ordinary meeting to enable members of the public to submit questions to Council.
- (2) Sub-clause (1) does not apply during any period when a meeting is closed to members of the public in accordance with section 89(2) of the Local Government Act 1989 (the Act).
- (3) Public question time will not exceed in duration any time limit imposed by the Chairperson, in the Chairperson's discretion in order to ensure that Council has sufficient time in which to transact Council business.
- (4) Questions submitted to Council must be:
 - a) in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and
 - b) submitted to Council in person or electronically.
- (5) No person may submit more than 2 questions at any 1 meeting.
- (6) If a person has submitted 2 questions to a meeting, the second question:
 - a) may, at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - b) may not be asked if the time allotted for public question has expired.
- (7) The Chair, a Councillor or a member of Council staff nominated by the Chair may read to those present at the meeting a question which has been submitted in accordance with this clause.
- (8) Notwithstanding sub-clause (6), the Chair may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.
- (9) A question may be disallowed by the Chair if the Chair determines that it:
 - a) relates to a matter outside the duties, functions and powers of Council;
 - b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - c) deals with a subject matter already answered;
 - d) is aimed at embarrassing a Councillor or a member of Council staff;
 - e) relates to personnel matters;
 - f) relates to the personal hardship of any resident or ratepayer;
 - g) relates to industrial matters;
 - h) relates to contractual matters that are commercial in confidence;
 - i) relates to proposed developments;
 - j) relates to legal advice;
 - k) relates to matters affecting the security of Council property; or
 - l) relates to any other matter which Council considers would prejudice Council or any person.
- (10) Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.
- (11) All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- (12) Like questions may be grouped together and a single answer provided.
- (13) The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- (14) A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent within 14 days to the person who asked the question.
- (15) A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

REPORTS INDEX

		Page No.
9.	REPORTS	
9.1	Climate Change	
9.2	Infrastructure	
9.3	Private Enterprise	
9.4	Public Institutions	
9.5	Housing and Recreation	
9.6	Tourism	
9.6.1	Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on Monday 10 February 2020	1
9.6.2	Tourism, Arts and Culture Advisory Group - Minutes of the Meeting held on Thursday 28 November 2019	8
9.7	Organisation	
9.7.1	Council Policy Review - Rates and Charges Collection and Hardship Policy	14
9.7.2	Ministerial Exemption and Contract Negotiations - Contract No. 14-15-21 ~ Recyclables Acceptance and Sorting	34
9.7.3	Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14	37
	MAV State Council Motion	
9.7.4	Business Management System	41
10.	NOTICES OF MOTION	59
11.	URGENT BUSINESS	59
12.	CLOSURE OF MEETING TO THE PUBLIC	59
13.	CONFIRMATION OF 'CLOSED PORTION' DECISION/S	59

9.6	Tourism Reports Index	
9.6.1	Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on Monday 10 February 2020	1
9.6.2	Tourism, Arts and Culture Advisory Group - Minutes of the Meeting held on Thursday 28 November 2019	8

9. REPORTS

9.6 TOURISM

9.6.1 Nagambie Waterways Advisory Committee - Draft Minutes of the Meeting held on Monday 10 February 2020

Author & Department

Visitor Economy & Events Coordinator / Corporate & Community 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

Attached are the draft meeting minutes of the Nagambie Waterways Advisory Committee held on 10 February 2020 for Council's endorsement.

RECOMMENDATION

That Council endorse the draft Minutes of the Nagambie Waterways Advisory Committee meeting held on 10 February 2020.

66/20 CRS GARDNER/LITTLE : That the Recommendation be adopted.

CARRIED

Background

The Strathbogie Shire Council has resolved to appoint a Special Committee to advise policy and direction for the Nagambie Waterway, to ensure that the activities on the Nagambie Waterways meet the objectives and the vision of Council.

The role of the Committee is to:

- Inform both Council and G-MW on relevant planning, strategy, and implementation.
- Recognise agency regulatory operational responsibilities, and the role of the Committee, through its members, in engagement with the representative communities to inform the processes.
- Ensure decision making demonstrates the principles of equity under Section 21 of the *Marine Safety Act* 2010 regarding the use of Victoria waterways.
- Work in a professional and cohesive manner in implementing agreed actions, through the framework of the committees' constituting order.
- Provide feedback to the respective organisations via formal reporting structures.

9.6.1 Nagambie Waterways Advisory Committee
- Draft Minutes of the Meeting held on Monday 10 February 2020 (cont.)

- Make recommendations relating to the Nagambie waterways to the Council and Goulburn-Murray Water on:
 - Short and Long term strategies related to the Nagambie Waterways
 - Any issues, risk management and other related considerations
 - Issues raised by the local community where required
 - Recreational and commercial activity
 - Assets and facility utilisation.

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. Specifically, under Goal #4 'To support and drive Economic Development', the key strategies are:

- to support tourism and business development
- to attract new residents
- to grow investment and employment opportunities.

Financial / Budgetary Implications

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

Economic Implications

Nagambie has always been an attractive destination for recreational boating, more so in recent years, as other regional water storages are closed due to factors such as drought and blue green algae. The fact that Lake Nagambie and the Goulburn River holds a relatively constant water level, encourages the boating public to visit the region and is a major economic driver for the town and the Shire.

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 environmental or amenity 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

9.6.1 Nagambie Waterways Advisory Committee
- Draft Minutes of the Meeting held on Monday 10 February 2020 (cont.)

Legal / Statutory Implications

The formation of the Advisory Group is governed by the Local Government Act 1989.

Community Engagement

The author of this report considers that the matter under consideration did not warrant a community engagement process because the stakeholder groups who are relevant to waterways management are represented on the committee and report back to their groups.

Attachments

Attachment 1: Draft Minutes of the meeting held on Monday 10 February 2020



ATTACHMENT 1:

**NAGAMBIE WATERWAYS STAKEHOLDER ADVISORY COMMITTEE GENERAL
MEETING**

held at the Nagambie Lakes Regatta Centre

On Monday 10 February 2020 at 5.00 pm

MEETING MINUTES

ATTENDED:

David Roff	Group Manager SSC (acting Chair)
Cr Bob Gardner	Councillor Strathbogie Shire Council
Libby Webster	Strathbogie Shire Council (Secretary)
Inspector Peter Koger	Victoria Police – Mitchell Division (VP)
Wally Cubbin	Nagambie Angling Club (NAC)
Robert Kean	Nagambie Riparians (NR)
The Hon. Patrick McNamara	Nagambie Rowing Club (NRC)
Lee Rowlands	Commercial Boating Operator (CBO)
Craig Stewart	Commercial Boating Operator (CBO)
Scott Wikman	Goulburn-Murray Water (GMW)
Ian Matheson	Goulburn Valley Water (GVW)

Apologies:

Cr. Amanda McClaren	Mayor Strathbogie Shire Council (Chair)
Alister Purbrick	Go Nagambie
John Beresford	Commercial Developers
Tony Hammond	Riparians

David Roff (SSC - Acting Chair) welcomed the members to the meeting and introduced Cr Bob Gardner as the newly appointed Councillor replacement for Debra Bower in the Lake Nagambie Ward.

2. **Conflicts of Interest** – none reported

3. **Review minutes of previous recorded Meeting 14 October 2019**

It was agreed that all matters arising were covered in the agenda. The December meeting was held onwater and no minutes were recorded by the Committee's Secretary.

The minutes of the meeting held on the 14/10/19 were tabled. Robert Kean (NR) moved the minutes from previous meeting be accepted as tabled and seconded by Ian Matheson (GVW), all in favour – carried.

4. **Nagambie Waterways Zoning and Speed Limits Review**

Wayne Hill from Life on the water reported that:

- The December on water meeting and tour of the river system with the stakeholders was very worthwhile and he gained a lot of valuable information
- He has spent seven days over summer both on the water and at boat ramps, observing behaviours and talking to boating community
- He has also been consulting with the various relevant stakeholder agencies including Maritime Safety and Water Police
- Wayne asked the committee to form a subcommittee to look at the first draft of the Risk document. Libby Webster to arrange
- From these investigations the 9 main issues appear to be straightforward and consistent speed zones, unlimited speed limits, speed and distance rules, direction of travel on the Lake, Aids to Navigation, with the impact of large wakes on other users, Improved / diversified towed sports areas, maintaining good event integration with other uses, managing river bank erosion.
- Strathbogie Shire (with Wayne Hill) have written to stakeholders such as DELWP and large peak bodies, asking if they have any new relevant strategies, so all these are taken into consideration
- Wayne Hill observed that on the busiest days the mix of boating was 30% fishing, 30% ski vessels, 30% PWC (these tend to be concentrated close to fuel and parking) 10% paddle craft.
- Some of the issues are caused by signs being in Knots and boat speedos often measured in Miles per Hour while PWCs speed is measured in Kilometres per Hour. Tinnies generally don't have speedos
- The new deep water boat ramp encourages boats to travel upstream, there is a need for signage at the ramp
- Equity for all waterways users is imperative
- Possibility of no wash speed zones
- New zones need to be clearly signed so no confusion for new users of the waterways

Comments from the committee were that it seemed quieter on the water this season. There was speculation that this was the 'Halo effect' as there had been visible presence of Compliance Officers including Water Police, MSV on the water.

5. **Compliance on the Waterways**

Libby Webster (SSC) tabled the report from 4Site re compliance on the waterways. David Roff (SSC) to follow up and get clarification on how many infringements had been recorded.

Libby Webster (SSC) reported there had been a combined enforcement taskforce on the water with VicPol, MSV and Boating Safety all on the water on the 1 February, conducting compliance checks.

6. **Stolen Wildlife**

David Roff (SSC) reported that there had been reports of cygnet swans being netted and taken away. Fisheries or DWELP have been contacted to investigate the issue, as they are the relevant agencies.

7. Funding Applications

David Roff (SSC) reported that the construction of the boardwalk from Jacobsons Outlook to Young Street has been put on hold. The Quantity Surveyor's report on the project, highlighted the extensive erosion along the bank which would have to be addressed as part of the construction, which made the project unviable at this stage.

The focus now is on investigation of the possible construction of the proposed pathway from Elloura Beach to the Regatta Centre as well as the feasibility of a Splash Park in the Bowl of the Lake. A Cultural Heritage Management Plan has been commissioned for the pathway. The Plan will inform the costings for the construction and give a way forward. At the same time the adjoining landowners will be consulted. This will allow allocation to be made in the 2020–21 capital works budget.

Works are about to commence on upgrades at the Regatta Centre - the contract to upgrade the conference room has been awarded, works to the boat park such as levelling the site, upgrade of the power and lighting, refurbishment of toilets, fencing, as well as sealing the roads and connecting of the PA systems are all in the plan.

8. Erosion of foreshore in the Bowl

GMW / Shire / GVW all have some responsibility for the land where the erosion is occurring. Ian Matheson (GVW) commented that the erosion near the town's sewerage pipes are a major issue.

9. GMW Update

Scott Wikman (GMW) reported that GMW were planning to drop the level of the lake again this Winter. GMW have had a lot of positive feedback that this process was helpful to landowners wishing to do works to structures in the water. At this stage GMW have no maintenance planned for the weir. The plan is to start lower the water level on the 15 May until the 15 August. T

There is currently a blue green algae warning in place in back waters at Turners Island.

10. GVW Update -

Ian Matheson (GVW) reported that GVW have established a water cartage system due to blue green algae. Violet Town and Euroa have significant water restrictions in place and are getting close to the need for GVW to start carting water into the town's reservoirs.

GVW have installed a new potable water standpipe outside Nagambie council depot in Goulburn Street. It is user pays with a minimum charge \$1 for 380 litres. This is a service that caravaners and campers access.

11. GoFish Update

Libby Webster (SSC) to circulate report

12. General Business

Libby Webster (SSC) reported that a Geelong rowing regatta had been cancelled due to the Barwon being closed with blue green algae. Yarrawonga and Lake Mulwala are also closed to water sports because of the presence of the algae.

Craig Stewart (CBO) asked if there could be consideration of time limits on water craft mooring at the Jacobsons Outlook boardwalk, as there is often congestion on weekends. Libby Webster (SSC) to speak to the local laws department to include it in the Shire's local laws review, which is currently being undertaken.

Peter Koger (VP) reported that the 2020 duck hunting season could be cancelled due to the prolonged drought.

CONFIRMED MEETING SCHEDULE FOR 2020:

Monday 20 April

Monday 15 June

Monday 10 August

Monday 12 October

Monday 14 December



9.6.2 Tourism, Arts and Culture Advisory Group
- Minutes of the Meeting held on Thursday 28 November 2019

Author & Department

Manager Arts, Culture and Economy

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

Attached are the draft minutes of the Tourism, Arts and Culture Advisory Group for the meeting held on Thursday 28 November, 2019.

RECOMMENDATION

That Council endorse the minutes of the Tourism, Arts and Culture Advisory Group meeting held on Thursday 28 November, 2019.

67/20 CRS THOMSON/GARDNER : That the Recommendation be adopted.

CARRIED

Background

The objectives of the Strathbogie Shire Council Tourism, Arts and Culture Advisory Group are:

- To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit.
- Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.

The role of the Committee is to carry out the following functions:

- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.
- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.

The Tourism, Arts and Culture Advisory Group Charter was adopted by Council on 15th of August, 2017 and reviewed and further adopted on 17th of September, 2019.

9.6.2 Tourism, Arts and Culture Advisory Group
- Minutes of the Meeting held on Thursday 28 November 2019 (cont.)

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.

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.

Legal / Statutory Implications

The formation of the Tourism, Arts and Culture Advisory Group is governed by the Local Government Act 1989.

Community Engagement

The author of this report considers that the matter under consideration did not warrant a community engagement process because there are no actions or decisions that have an impact on the community being made in the minutes.

Attachments

Attachment 1: Minutes of the Tourism, Arts and Culture Advisory Committee of Thursday 28 November, 2019



ATTACHMENT 1:

TOURISM, ARTS AND CULTURE ADVISORY GROUP MEETING MINUTES



Thursday 28 November, 2019

Tahbilk Winery Café, Tahbilk

11:00am – 12:00pm (Lunch to take place after the meeting if people would like to stay)

Anticipated Attendees

Cr Debra Bower	Councillor (Chair)	Kristen MacKenzie	Community Representative
Claire Taylor	Strathbogie Shire	Rosa Purbrick	Community Representative
Debra Ellis	Strathbogie Shire	Kathi Clark-Orsanic	Community Representative
Sissy Hoskin	Go Nagambie	Tess Noonan Egan	Community Representative

Apologies

Cr Amanda McClaren	Councillor	David Roff	Strathbogie Shire
Jill Hayes	Euroa Chamber of Commerce		

ITEM	PERSON RESPONSIBLE
1. WELCOME MEMBERS AND ACKNOWLEDGMENT OF COUNTRY Deb Bower (interim CHAIR) welcomed and paid recognition of traditional custodians of the land	CHAIR – Deb Bower
2. APOLOGIES – as above	
2a. ACCEPTANCE OF PREVIOUS MINUTES Acceptance of minutes from last meeting 03/10/19 Moved: Rosa Purbrick Seconded: Deb Ellis	
3. ACCEPTANCE OF PREVIOUS MINUTES (October 3)/ UPDATE OF ONGOING MATTERS <ul style="list-style-type: none"> Update on Urban Planning projects <ul style="list-style-type: none"> Nagambie Water Tower Nagambie Rail There is money allocated in current council budget for this project; what ideas are progressing? Currently have quotes for lighting and projection design which are too expensive at \$100,000 Question posed about whether further community consultation will need to be considered Suggestion that a working group needs to be formed to continue to drive this project Actions: <ul style="list-style-type: none"> Sissy will take on the coordination of this project moving forward and will establish a local working group for this project Claire to provide Sissy with information provide so far by GV Water and contact details to continue the discussion <ul style="list-style-type: none"> Update on Actions from previous minutes Update on TACAG membership as per revised adopted Charter 	Sissy Claire

<ul style="list-style-type: none"> Jill Hayes is the nominated representative from Euroa Chamber of Commerce and will be joining the group in 2020 No formal applications received for the 2 x community positions that are currently vacant <p>Actions:</p> <ul style="list-style-type: none"> <i>Members of the TACAG will follow up with their networks and we will readvertise in the new year for these community positions</i> 	<p>Tess/Kathi</p>
<p>4. ARTS AND CULTURE STRATEGY</p> <p>4.1 Review of feedback received</p> <p>4.2 Review of DRAFT strategy and 12 month action plan with amendments</p> <ul style="list-style-type: none"> Most feedback received was constructive There were some grammar and spelling comments and a couple of comments on some graphic design points Suggestions for inclusion of the consideration of both accessibility and creative recovery to be included, as well as further liaison and interaction with relevant peak bodies No further feedback from the TACAG members <p>Actions:</p> <ul style="list-style-type: none"> <i>Changes as outlined to be made and included in the final version that will go to Council Report which will be prepared by Dec 4th and will go to Council meeting for adoption</i> 	<p>Claire</p>
<p>5. RCV SUMMIT</p> <p>5.1 Discussions around projects required – Boomerang Bags, Bees Wax Wraps</p> <ul style="list-style-type: none"> Overview of RCV Summit provided Discussion around suggested 'take home' memento's to be provided to remain relevant to the theme of the Summit Boomerang Bags to be made and used (300) by delegates instead of corporate satchels Other suggestions of branded cooler bags for take home lunches on last day with beeswax wraps and also keep cups Looking at other sustainable packaging to ensure that the process as well as the product fits with the sustainable ethos of the summit Suggestion of using trees/seedlings from Euroa Arboretum as a take home gift <p>Actions:</p> <ul style="list-style-type: none"> <i>Claire to ask Libby to contact Boomerang Bag groups in both Nagambie and Euroa to ascertain their capacity to undertake this; 150 bags each group</i> <i>Claire to investigate logo patches; sew on, iron on, stencil?</i> <i>Rosa will talk to John about options for a stencil</i> <i>Sissy will talk to Gouge dry cleaning regarding sheets as a white background option</i> <i>Claire to further investigate sustainable options for lunch packaging</i> 	<p>Claire</p> <p>Claire Rosa Sissy</p> <p>Claire</p>
<p>6. REGIONAL ARTS VICTORIA</p> <p>6.1 RAV in Residence Program proposal</p> <ul style="list-style-type: none"> RAV would like assistance with funding to place a RAV Officer in the Shire for 2 nights as part of a pilot program RAV will deliver group sessions to interested creatives and potential 	

<p>one on one sessions sharing how RAV can help local artists and groups</p> <ul style="list-style-type: none"> ▪ Estimated cost for this is \$500 - \$800 ▪ Members expressed interest and support for this to occur ▪ Timing was suggested late March 2020 – last week, with mid week dates ▪ Butter Factory was also suggested as a possible venue for both the workshops and accommodation for this <p>Actions:</p> <ul style="list-style-type: none"> ▪ <i>Claire to follow up with RAV to let them know that we are interested and find out some more details.</i> 	<p>Claire</p>
<p>7. OTHER BUSINESS</p> <p>7.1 Tess</p> <ul style="list-style-type: none"> ▪ Informed the group that the bid she had been involved with for the Creative Victoria funding had been unsuccessful, however a group in Violet Town had been successful in getting through to the next round ▪ They are awaiting feedback from a meeting that they have scheduled and looking at what future opportunities may come up ▪ It was a very competitive process, with 171 applications and only 22 progressed through to the next round <p>7.2 Kathi</p> <ul style="list-style-type: none"> ▪ Discussion around the ARTC project. Has confirmed that Monash and Melbourne Polytechnic are running the project as a studio of creative design of what the proposed bridge might look like. Will have another update of this at the next meeting <p>7.3 Tess</p> <ul style="list-style-type: none"> ▪ Has been contacted by the working group behind the 2020 Euroa Music Festival to be held 16/17 October as they are wanting to incorporate some sort of arts aspect to compliment the festival. ▪ Tess is looking at large scale art installations, including some temporary. ▪ Further discussion about the region's events and possible ways of how these all complement each other. <p>7.4 Kathi and Kristen</p> <ul style="list-style-type: none"> ▪ Discussed the success of the Strathbogie Arts Festival in early November – team was well established and working collaborately together. ▪ The art installations along the creek walk were fabulous, and it also encouraged people to engage with the creek and the environment ▪ Council were appreciative of being kept in the loop of the activities 	<p>All members</p>
<p>8. MEETING CLOSED @ 12:05pm</p>	
<p>9. NEXT MEETING/S: February 2020 – Thursday 6 February, 2020 @ 2pm, Euroa Council Offices, Meeting Room 2</p> <p>Suggestion to send an invitation for the new CEO to attend</p>	

9.7	Organisation Reports Index	
9.7.1	Council Policy Review - Rates and Charges Collection and Hardship Policy	14
9.7.2	Ministerial Exemption and Contract Negotiations - Contract No. 14-15-21 ~ Recyclables Acceptance and Sorting	34
9.7.3	Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14	37
9.7.4	Business Management System	41



9.7 **ORGANISATION**

9.7.1 **Council Policy Review** **- Rates and Charges Collection and Hardship Policy**

Author & Department

Revenue Coordinator / Corporate and Community

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 proposes adoption of an updated Rates and Charge Collection Policy.

The purpose of this Policy is to establish a framework for Strathbogie Shire Council to manage and assist Ratepayers in:

- the payment of rates and charges, including the Fire Services Levy;
- applications to enter into special payment arrangements;
- applications for financial hardship;
- applications to defer payment of rates and charges;
- applications to have rates and charges waived; and
- levying of penalty interest on outstanding rates and charges.

RECOMMENDATION

That Council adopt the draft revised Rates and Charge Collection and Hardship Policy as attached to this report.

68/20 **CRS THOMSON/LITTLE** : *That the Recommendation be adopted.*

CARRIED

Background

Rates and associated charges are Council's largest source of revenue and it is necessary to have a Policy governing various aspects of the collection process including how to deal with cases of hardship.

The Policy covers areas such as:

- Payment arrangements
- Deferral or waiver
- Recovery processes including legal action

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 other than adoption of an updated Policy.

9.7.1 Council Policy Review
- Rates and Charges Collection and Hardship Policy (cont.)

Risk Management

The Policy will assist in managing risks associated with rate collection including issues of cash flow and well-being of the community.

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.

Financial / Budgetary Implications

The Policy will assist in recovery of the Council's largest source of revenue.

Economic Implications

The Policy will assist in managing community interactions with Council in relation to rate payments which will benefit the whole economy of the municipality by ensuring Council has the capacity to deliver services and infrastructure improvements.

Community Implications

The policy ensures that Council has a fair and reasonable process for collection of rates from its 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 collection of rates is governed by *the Local Government Act 1989*.

Community Engagement

The author of this report considers that the matter under consideration did not warrant a community engagement process because it is review of an existing internal procedure.

Attachments

Attachment 1: Rates and Charges Collection and Hardship Policy

Attachment 2: Rates and Charges Financial Hardship Application Form

ATTACHMENT 1:



DRAFT

RATES AND CHARGES COLLECTION AND HARDSHIP POLICY

COUNCIL POLICY	
Doc. ID	
Effective Date:	
Last Review:	August 2017
Current Review:	February 2020
Adopted by Council:	
Next Review Date:	February 2022
Responsible Officer/s:	Group Manager, Corporate & Community

RATES & CHARGES COLLECTION AND HARDSHIP POLICY

Purpose / Objective:

The purpose of this Policy is to establish a framework for Strathbogie Shire Council to manage and assist Ratepayers in:

- the payment of rates and charges, including the Fire Services Levy;
- applications to enter into special payment arrangements;
- applications for financial hardship;
- applications to defer payment of rates and charges;
- applications to have rates and charges waived; and
- levying of penalty interest on outstanding rates and charges.

Who Is Affected By This Policy?

The Rates and Charges Collection and Hardship Policy applies to all payments of rates and charges but particularly to applications to Council seeking alternate arrangements for payment of rates. Typical applicants for arrangements include, but are not limited to, ratepayers suffering financial or emotional hardship.

Background / Reasons For Policy:

- *The Local Government Act 1989* (the Act) provides legislated payment options to facilitate the payment of rates and charges. In addition to these, Council provides additional payment frequencies to assist ratepayers to manage their debts.
- The Policy allows Council to ensure that monies owed are recovered in a manner acceptable to Council and the person/organisation experiencing financial hardship. Hardship can arise in numerous ways for our community. Having the means available to temporarily assist the community member to allow them time to overcome their hardship in a sensible and sensitive way is appropriate.
- Under *Section 170* of the Act, Council may defer, in whole or part, any payment due on the grounds of hardship.
- The Act goes on to say Council may waive a whole or part of any rate or charge or interest if a person is suffering financial hardship (*Section 171*).
- The difference between a waiver and a deferral is that a deferral suspends payment for a period of time whereas a waiver permanently exempts payment of the fee or charge under discussion.
- Applications for waiver and deferral will be individually assessed against the criteria stated in this Policy.
- *Section 170* of the Act enables Council to defer the payment for rates, charges and interest;



- *Section 171* of the Act enables Council to waive the whole or part of any rate, charge or interest for particular classes of ratepayers e.g. pensioners;
- *Sections 171 & 171A* of the Act enable Council to waive rates and charges, based on financial hardship, upon application from the ratepayer;
- *Section 171 (4) (b)* of the Act states that: "A person may only apply for a waiver in respect of rateable land or a part of rateable land which is used exclusively for residential purposes by that person and is that person's sole or principle place of residence."
- *Section 172* of the Act enables Council to charge interest on unpaid rates and charges.
- *Section 181* of the Act, enables Council to sell land or cause land to be transferred to the Council to recover unpaid rates and charges

The penalty interest rate is fixed by the Attorney-General under *Section 2* of the *Penalty Interest Act 1983* and reviewed each year.

Scope:

This Policy applies to any person who is levied rates or charges, including the Fire Services Levy, within the municipality.

The Policy on waiving of rates and charges applies to rateable land used for residential purposes in accordance with *Section 171(4) (b)* of the Act.

The Policy applies to any costs associated with the rateable property including Animal Registrations, Fire Preventative Clearing, Government Regulatory fees and charges including Special Charge Scheme contributions which remain a charge on the property in certain circumstances.

This Policy does not deal with the waiving of hire charges for Council facilities or any other charges that are not related to rateable land used for residential purposes.

In certain circumstances it is sometimes necessary for a confidential report to be placed before Council to outline the reason why rates or charges (including special charges) on a particular property should remain as a charge with interest accruing, until such time as the property will be sold in the future.

These circumstances can apply to absentee owners who may be overseas, complex legal situations involving estates or the winding up of businesses or companies or the inability of a property owner to act due to adverse health circumstances.

Eventually the Council will recover all accrued rates and interest charges once the property is offered for sale.

Policy Content:

Section 167(1 & 2A) of the Act provides that a Council may allow a person to pay a rate or charge in 4 instalments or in a lump sum. Strathbogie Shire Council will accept a lump sum payment option however to avoid interest charges on rates, the lump sum payment must be paid on or before the 1st Instalment due date of 30th September.

For Ratepayers who pay by instalments, the due dates for payment in each financial year is set by the Minister and declared in the Government Gazette. They are as follows:

Payment Due Dates

First instalment	30 September
Second Instalment	30 November
Third Instalment	28 February
Fourth Instalment	31 May

If any of the above dates fall on a non-business day, the payment date is moved to the next business day.

1. Interest

Interest will be charged on all amounts that are overdue in accordance with Section 172 of the Act at the rate set under the *Penalty Interest Rates Act 1983*.

Payments received after the full payment due date will be charged interest from the date the rates and charges were declared.

Section 172 (2)(b)(iii) states that:

If the payment was payable either in instalments or in a lump sum and the first instalment was not paid by the date it was due, on and from the date on which the rate or charge was declared;

Instalment payments received after the instalment due dates will be charged interest from the instalment due date.

Section 172 (2) (b) (ii) states that:

If the payment was payable either in instalments or in a lump sum, and neither the first instalment nor the lump sum were paid by the dates, the first instalment or the lump sum were due, on and from the date on which each missed instalment was due:

Interest on overdue rates is calculated as follows;

25% of rates (interest back dated to 30 September)

25% of rates (interest back dated to 30 November)

25% of rates (interest back dated to 28 February)

25% of rates (interest backdated to 31 May)

2. Special Payment Arrangements

Where ratepayers are unable to make their payments by any of the standard options listed above, a Special Payment Arrangement may be entered into.

The initial review for a ratepayer to enter into a special payment arrangement sits with the Revenue Coordinator if the amount of the current year and any outstanding amounts will be paid by the 31st May.

If the arrangement will not see this payment being cleared, then the Finance Manager must approve the lesser payment amount.

These arrangements can be made at any time during the recovery process but are subject to the following conditions:

- All requests for Special Payment Arrangements are to be made in writing by the rate payer.
- Interest will continue to accrue on overdue amounts unless a waiver of interest application has been approved.
- Any default from the Special Payment Arrangement may result in legal action to recover the debt without further notice.
- Centrelink recipients granted approved for Special Payment Arrangements are requested to utilise to pay their arrangement via CentrePay.

Council will be flexible regarding the type of arrangement entered into in order to best suit the ratepayer's circumstances but as a minimum, payments over a 12-month period must cover the annual rates and charges and any interest applied to arrears. Ratepayers who are unable to make this minimum repayment should be assessed under the financial hardship provisions.

Approval to undertake Special Payment Arrangements will be under a delegation of authority by Council Officers:

Outstanding Value	Delegation
Less than \$1,000	Revenue Coordinator
\$1,001 - \$5,000	Finance Manager
\$5,001 - \$15,000	Group Manager, Corporate & Community
\$15,001 - \$25,000	Chief Executive Officer
Greater than \$25,000	Council

3. Policy on the deferral or waiver of rates or charges

Deferral:

Ratepayers may have rates and charges, or part thereof, deferred subject to compliance with the following conditions:

- Using the Council's "**Rates & Charges Financial Hardship Application Form**", the ratepayer must be able to demonstrate that they are experiencing undue and unusual financial hardship. Applicants will need to demonstrate having sought advice from an independent financial counselling service for assistance with making arrangements to pay bills, debt management, budgeting and planning for the future payment of charges.
- A confidential statement must be submitted by the ratepayer as evidence of such circumstances.
- The acceptance by the ratepayer that interest will accrue on the deferred rates and charges;
- Where a ratepayer has complied with above conditions, the rate or charge or part thereof may be deferred until the property is sold or transferred or the ratepayer's financial circumstances improves.

The ratepayer must request a review of eligibility for financial hardship relief, on an annual basis.

Assessment of financial hardship will be a subjective assessment having regard to the applicant's income and expenses and obligations.

Waiver and Deferral:

Rates and charges will generally not be waived. However, under *Section 171* of the Act, Council may waive rates and charges if Council considers that a ratepayer is suffering financial hardship. Ratepayers may have interest, or part thereof, waived subject to compliance with the following conditions:

- The ratepayer must be experiencing financial hardship.
- The property for which the interest waiver is being considered must be used exclusively for residential purposes and must be the ratepayer's principal place of residence in accordance with *Section 171 (4)* of the Act; and
- The ratepayer must request in writing a review for eligibility of financial hardship using the "**Rates & Charges Financial Hardship Application Form**".

Determination on applications for waiver of rates and charges will be subject to Council approval as per *Section 171* of the Act.

Determination on applications for waiver of interest charges will be subject to either CEO or Group Manager Corporate & Community approval.

Determination on applications for deferral of rates and charges will be subject to CEO approval. Being a recipient of Government assistance is not enough grounds for claiming financial hardship.

Assessment of financial hardship will be a subjective assessment having regard to the applicant's income and expenses and obligations.

If a deferral of rates and charges is approved:

- The property will be flagged as a rates deferment property and no debt recovery action will be taken; and
- A letter will be sent to the ratepayer annually seeking further application to confirm that the hardship still exists in accordance with the time frame of the deferral.

An indefinite deferral may result in the rates not being recovered until the sale of the property, or when the property is sold upon the ratepayer's death. Rates and charges are a first charge on a property and are always recoverable before any other charges on the property are paid.

The deferral will be deemed withdrawn based on any of the following conditions:

- The ratepayer advises that the hardship conditions no longer exist;
- Periodic confirmation of ongoing hardship is not received within 14 days of the due date of the request;
- The ratepayer no longer owns or occupies the property; and/or
- The ratepayer has defaulted in meeting any agreements with council in regard to the deferral.
- Full payment is made.

If a waiver of interest is approved:

- The property will be flagged as an interest waiver property; and
- Subject to repayment agreements, a letter will be sent to the ratepayer annually seeking further application to confirm that the hardship still exists in accordance with the time frame determined at the time the interest waiver was granted.

The waiver will cease to apply based on the same conditions of the deferral.

Note: Council has the authority to withdraw any agreement at its discretion.

If a waiver of rates is approved:

- The property record will be updated to reflect the write-off of the particular debt that has been waived and interest will therefore not accrue; and
- Future rates will continue to be applied to the property and a fresh application for waiver on hardship grounds will be required each year.

4. Reporting on application of the Policy

A report will be prepared at least annually for Council on the exercise of delegations under this Policy.

5. Rate Recovery Process

Where there is no Special Payment Arrangement or where there has been a default in a Special Payment Arrangement and where no approved financial hardship application exists, the following will occur:

Quarterly Instalments

Following the Instalment Due Date in any given rateable year a reminder notice will be issued to ratepayers who have more than \$250.00 rates outstanding, requesting payment within 14 Days.

Failure to respond to the notice of reminder (by making payment in full or requesting a suitable Special Payment Arrangement) will result in the account being referred to Council's debt collection agency for further action. Interest will be applied to the outstanding amount.

Action	Stages from Due Date
Reminder Letter	14 days
Interest Charged	0 days
Debt Collection Agency	21 days

Council's Debt Collection Agency will issue a Letter of Demand requesting payment within 21 days.

Solicitors Letter of Demand

Ratepayers who fail to respond to the Reminder Notice (by making payment in full or requesting a suitable Special Payment Arrangement) will be referred to Council's debt collection agency for a letter demanding payment within 21 days. These letters will generally only be issued on those ratepayers who have an amount outstanding of \$500.00 or more with legal costs to be incurred by the ratepayer.

Legal Action

Ratepayers who fail to respond to the Solicitor's letter will be referred for legal proceedings to be commenced. A summons (complaint) will be issued to those ratepayers who have an amount outstanding of \$1,000.00 or more as the costs of legal action are significant and are charged to the ratepayer. This amount will be reviewed annually in light of applicable court and legal fees. (Pursuant to the Magistrates Court civil procedure rules 2010 - scale of costs).

Once a debt has been placed in the hands of Council's debt collection agency, all negotiations with the ratepayer are to be handled by that agency. Copies of Rate Notices can be provided direct but should be recorded in the debt collector file for information.

Once the debt collection agency and their solicitors have prepared and lodged a summons/complaint with the Court for issue, the associated legal costs become chargeable. It is then served on the ratepayer who must, within 21 days from the date of service:

- pay the claim in full plus costs; or
- request a suitable Special Payment Arrangement; or
- Lodge a completed Notice of Defence with the Court (thereby giving notice of their intention to dispute the claim).

If, at the expiration of the 21 days, the ratepayer has failed to carry out any of the above, an application will be made to the Court for an Order against the ratepayer for the amount of the debt plus costs. Once an Order has been made, the following execution proceedings to recover the debt will be considered depending on the history of the ratepayer:

- Summons for Oral Examination (ratepayer is interviewed by the Clerk of Courts regarding their financial situation and intentions in relation to repaying the debt);
- Letter to mortgagee (a Court Order is not necessary but this action would normally only be taken after a debtor has failed to respond to an order being obtained);
- Rent demand (on the tenant of a rented property);
- Warrant to seize goods (some goods are not able to be seized like necessary household goods, tools of trade and low valued motor vehicles);
- Garnishee of wages;
- Centrepay/Centrelink payment;
- Sale of property (refer next section).

6. Sale of Property *Section 181* Local Government Act

In addition to the debt recovery procedures available through the legal system, under *Section 181* of the Act, Council has the power to sell land or cause land to be transferred to the Council to recover unpaid rates and charges.

Section 181 recovery action may apply if:

- there are Rates and Charges (including enforcement costs and interest) which are more than three years overdue; and
- there is no current arrangement for the payment of the overdue Rates and Charges; and
- there is a Court order requiring the payment or part-payment of the overdue Rates and Charges.

This action may be taken in the following circumstances:

- history of contact with the ratepayer;
- after giving regard to the ratepayer's debt repayment record;



- ability to repay the debt;
- their age;
- state of health; and
- family situation.

Before any land is sold or transferred, it must be approved by the Chief Executive Officer.

7. Confidentiality

Applications for consideration of financial hardship will be treated as strictly confidential in accordance with Council's Privacy Directive. An applicant is required to provide their personal information to Council on the approved "**Rates and Charges Financial Hardship Application Form**" and having met with a Financial Counsellor who will confirm to Council the ratepayer's current financial situation in relation to the hardship application. The Application is valid for 12 months and should be re-applied for should the approved hardship extend beyond the 12 months.

Strathbogie Shire Council and its Officers will treat all information provided by ratepayers and others under this Policy with the utmost of confidentiality as per the *Privacy & Data Protection Act 2014 (Vic)* which protects the personal information of individuals who provide their information to Victorian government departments including local councils.

8. Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.



HARDSHIP APPLICATION GUIDE

APPLICATION

Application must be made on the form provided by the Council for that purpose. Additional and supporting information can be attached to the application. If the person completing the application form is having any difficulty in completing the form, or are unsure of any matter, they should contact Council and the appropriate Officer will provide assistance.

CONFIDENTIALITY

All applications will be treated with the utmost respect and confidentiality. Applications are not a public document and the information provided will only be used in respect to the application and for no other purpose.

PROCESS

The application will be considered in conjunction with this Council Policy relating to applications of this type. A copy of the Policy is available for the applicant. Applicants are encouraged to meet with a Financial Counsellor for an interview prior to approval of any arrangements.

DECISION

Applicants will be advised in writing of the decision in respect to their application within one month of lodging it.

GENERAL

If after lodging an application the applicant wishes to discuss any aspect or perhaps add further information, they can contact the Council office and make appropriate arrangements via the Rates Department.

COUNCIL CONSIDERATION

It is possible that a Council Officer may contact the applicant to discuss the application and perhaps clarify a matter. This is a normal process and all responses will be dealt with confidentially and with respect.

COMPLETION OF FORM

To assist Council in determining the application, all questions must be answered. Blank responses will not be adequate. There will be one form completed for each Property Owner.



Definitions:

A deferral of payment – suspension in whole or in part of the payment for the period of time and subject to those conditions as determined by Council. The full amount will still be eventually recovered, and the outstanding amount will still incur interest.

A waiver – permanent exemption from the liability to pay the whole or part of any interest charge. Rates and charges will not be subject to a waiver except by council resolution. Council Officers will determine on applications for waiver of interest.

Rate rebate – a deduction from the sum to be paid. This deduction can be either a discount or a partial refund.

Summons (complaint) – demand for payment issued through the Magistrates Court incurring legal costs.

Summons for oral examination (ratepayer is interviewed by the Clerk of Courts regarding their financial situation and intentions in relation to repaying the debt);

Letter to mortgagee (a Court Order is not necessary, but this action would normally only be taken after a debtor has failed to respond to an order being obtained);

Rent demand (on the tenant of a rented property);

Warrant to seize goods (some goods are not able to be seized like necessary household goods, tools of trade and low valued motor cars).

References:

Council's Authorisations and Financial Delegations

Related Legislation

Local Government Act 1989

Penalty Interest Rate Act 1983

Fire Services Property Levy Act 2012

Civil Procedures Act 2010

Privacy & Data Protection Act 2014 (Vic)

Charter of Human Rights and Responsibilities Act 2006

Equal Opportunity Act 2010.

ATTACHMENT 2:



1800 065 993

109a Binney Street, Euroa VIC 3666
PO Box 177, Euroa VIC 3666
info@strathbogie.vic.gov.au
www.strathbogie.vic.gov.au

**RATES AND CHARGES FINANCIAL HARDSHIP
APPLICATION FORM**

APPLICATION FOR:

- ☐ Statutory declaration for persons suffering financial hardship
- ☐ Deferment of payment of rates
- ☐ Waiver of interest on rates

(One owner per form)

(Refer sections 156, 163, 170 and 171 Local Government Act 1989)

Rateable Property Address:

I
(Name in Full)

Of
(Address)

Occupation

Phone Numbers Mobile:

After Hours:

Business Hours:



www.strathbogie.vic.gov.au



1800 065 993

109a Binney Street, Euroa VIC 3666

PO Box 177, Euroa VIC 3666

info@strathbogie.vic.gov.au

www.strathbogie.vic.gov.au

DO SOLEMNLY AND SINCERELY DECLARE THAT:

- 1 I am the owner and occupier of the premises known as:

.....

- 2 The following are the particulars of all persons residing on the said premises:

Name	Relationship	Occupation

- 3 I receive the following amounts per week for:

a. Rental of rooms occupied:

b. Board and/or lodgings:

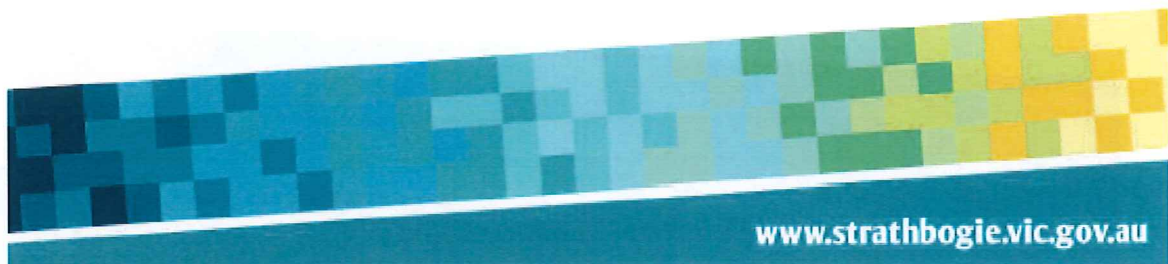
c. Rental of land:

- 4 I own the following assets:

a. Land and buildings:

b. Cash and/or funds held in any financial institution (including shares, unit in a Trust, etc):

c. Vehicles, other capital equipment etc:



www.strathbogie.vic.gov.au

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



1800 065 993
109a Binney Street, Euroa VIC 3666
PO Box 177, Euroa VIC 3666
info@strathbogie.vic.gov.au
www.strathbogie.vic.gov.au

5 My total income per annum from all sources is as follows:

- a. Salaries / Wages:
- b. Property:
- c. Bank Interest:
- d. Other interest:
- e. Pension (state type and amount:
- f. Other Centrelink Payments:
- g. From any other source:
- h. From State and/or Federal
Government Assistance Schemes:

TOTAL INCOME PER ANNUM:

6 I am responsible for the following dependants:

Name	Relationship	Occupation



1800 065 993
109a Binney Street, Euroa VIC 3666
PO Box 177, Euroa VIC 3666
info@strathbogie.vic.gov.au
www.strathbogie.vic.gov.au

- 7 The following financial obligations are associated with this property:

Mortgage – total amount outstanding:

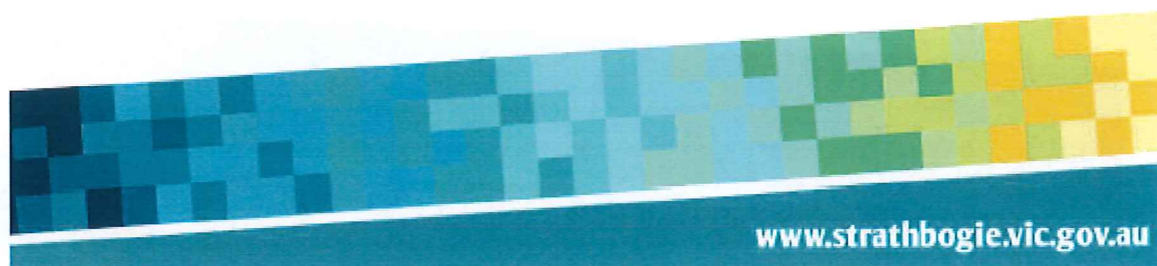
Monthly Repayments:

Other regular payments (please give details) eg Power, Water, etc:

Item	Regular Payment	Total Debt
EG Power	EG \$50.00/fortnight	EG \$1000.00

- 8 I have owned the property since:

- 9 I understand that this application applies to the Rates on this property and does not apply to Service Charges.





1800 065 993

109a Binney Street, Euroa VIC 3666

PO Box 177, Euroa VIC 3666

info@strathbogrie.vic.gov.au

www.strathbogrie.vic.gov.au

AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true by virtue of the provision of an Act of the Parliament of Victoria rendering persons making a false declaration liable for wilful and corrupt perjury.

DECLARED ATin the state of VICTORIA

THISDAY OFTwo thousand and

BEFORE ME (Justice of the Peace)

➤ **NOTE:** Council policy requires you to meet with a Financial Counsellor who can then advise Council on your current financial position. Please advise below the contact details for the Counsellor used:

Company:

Contact Name:

Contact Phone:

Application is hereby made for consideration by Council for concession in respect to the above property in which I reside.

SIGNED:

DATE:

www.strathbogrie.vic.gov.au



1800 065 993

109a Binney Street, Euroa VIC 3666

PO Box 177, Euroa VIC 3666

info@strathbogrie.vic.gov.au

www.strathbogrie.vic.gov.au

Your application will be treated with the utmost respect and confidentiality.

Your application is not a public document and the information is only used in respect to this application and for no other purpose.

- In conjunction with this application form, you should obtain and read a copy of the Strathbogrie Shire Council's *Rates and Charges Collection and Hardship CEO Directive*.
- Your application will be considered in conjunction with Council's Directive relating to applications of this type.
- Should your application be approved, no debt recovery action will be undertaken during the period of the approved application (12 months).
- You will be required to make an appointment with a financial counsellor* and advise Council of that meeting. Once the financial counsellor has discussed your situation with you, the counsellor is required to contact the Revenue Department on 1800 065 993 to confirm your current financial situation in relation to this hardship application.
- You will be advised in writing by Council of the decision in respect to your application within one month of lodging it.
- Your application is valid for a period of 12 months from the time of approval. You will be required to re-apply if you require consideration beyond that period.
- Rates and charges are the first charge on a property and are always recoverable before any other charges on the property are paid. Should your property be sold at any time during the agreement, the full payment of outstanding rates will apply.

*Primary Care Connect – Shepparton – 03 5823 3200

National Debt Helpline – 1800 007 007 (9:30am-4:30pm Monday to Friday)

Office Use Only

Date Received:

Property Assessment No:

General Rate for period: \$.....

Other Charges: \$.....

Interest to Date: \$.....

Total Amount Due: \$.....

www.strathbogrie.vic.gov.au

9.7.2 Ministerial Exemption and Contract Negotiations
- Contract No. 14-15-21 ~ Recyclables Acceptance and Sorting

Author and Department

Waste Management Officer / Community Assets

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 provides a background for Council on the current contract arrangements for Contract No. 14-15-21 Recyclables Acceptance and Sorting' and notes that officers have applied for a Ministerial exemption to extend the contract.

The purpose of this report is seek Council approval for the Chief Executive Officer to enter into the next stage of contract negotiations with Visy Paper Pty Ltd in relation to the existing contract variation agreement which was approved by Council on 12 June 2018 and on the 18 June 2019. This is dependent on whether or not Council is successful in receiving an exemption from Section 186 of the Local Government Act 1989, which it submitted on 24 February 2020.

RECOMMENDATION

That Council:

1. **Note that officers have applied for an exemption from tendering requirements from the Hon. Adem Somyurek MP, Minister for Local Government and Small Business in regard to extending Contract No. 14-15-21 'Recyclables Acceptance and Sorting' with Visy Paper Pty Ltd;**
2. **If successful, authorise the Chief Executive Officer to extend the Contract to 2025, as per the current conditions of the Amending Deed, dated 2 July 2018.**

69/20 **CRS THOMSON/GARDNER** : *That the Recommendation be adopted.*

CARRIED

Background

On 1 January 2018 China imposed restrictions on the import of recyclable materials into China which had significant impacts of the Victorian recycling market.

These restrictions impose lower contamination levels on imported recyclable materials and reduce the grant of import licenses. A high percentage of recyclable material generated in Victoria is unable to meet the lower contamination thresholds due to the style of co-mingled collections managed by Councils.

9.7.2 Ministerial Exemption and Contract Negotiations
- Contract No. 14-15-21 ~ Recyclables Acceptance and Sorting (cont.)

There are three main contractors in Victoria that collect and process recycling material from Local Government. Council is currently contracted to Visy Paper Pty Ltd who provides recyclables acceptance and processing services under Contract Number 14-15-21.

The original contract was for an initial term of nine (9) years with an option for Council to extend for a further twelve (12) months. The contract was due to expire in 2025 in line with Council's other collection and processing contracts.

In 2018 Council was granted an exemption from the Minister for Local Government from tendering requirements for this contract to ensure continuity of services for residents. This current exemption and corresponding Deed of Agreement expire in 2021 and officers have applied to the Hon. Adem Somayyeh MP, Minister for Local Government and Small Business, to extend this exemption for another four (4) years until 2025 so that it aligns with Council's other collection and processing contracts.

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

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

Statement indicating that Best Value, National Competition Policy and Competition and Consumer Act 2010 requirements have been considered and applied in development of the report and recommendation.

Financial / Budgetary Implications

The author of this report considers that the recommendation has no capital or recurrent budget considerations that have not already been mentioned above. In renegotiating any further contract extension with Visy Paper Pty Ltd, officers will ensure that this service continues to provide best value to council and the community.

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.

9.7.2 Ministerial Exemption and Contract Negotiations
- Contract No. 14-15-21 ~ Recyclables Acceptance and Sorting (cont.)

Community Implications

The author of this report considers that the recommendation has no significant community or social implications for Council or the broader community because bins will continue to be collected.

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 that have not been mentioned above.

Community Engagement

The author of this report considers that the recommendation has no community engagement implications for our community as their bins will continue to be collected and processed.



9.7.3 Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14

Author & Department

Projects and Contracts Co-ordinator / Community Assets 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

Strathbogie Shire Council invited tenders for the construction of the Bridge Design and Construct Friendlies Pedestrian - Contract No. 19-20-14.

Three companies submitted tenders for the project. Tenders have been assessed and evaluated by Council Officers and a summary of results is shown in the table below. Having given consideration to the results of the evaluation, it is recommended that Council accepts the tender submitted by Gradian Projects Pty Ltd.

RECOMMENDATION

That Council:

- 1. Awards the tender received from Gradian Projects Pty Ltd of 213 High Street Shepparton Victoria 3630 for Contract 19-20-14 – Bridge Design and Construct Friendlies Pedestrian, for a total amount of \$366,350.00 excluding GST (\$402,985.00 including GST);**
- 2. Authorises officers to advise the unsuccessful tenderers;**
- 3. Authorises the Chief Executive Officer to execute the contract agreement; and**
- 4. Notes that the contract will commence on 15 April 2020 and the expected completion date is 24 June 2020.**

70/20 CRS LITTLE/THOMSON : That the Recommendation be adopted.

CARRIED

Background

Tenders were invited from suitably qualified and experienced organisations to undertake Contract 19-20-14 – Bridge Design and Construct Friendlies Pedestrian.

9.7.3 Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14 (cont.)

Tenders were invited by advertising on "Tendersearch" via the Council website, and in the following newspapers:

- The Age
- Shepparton News
- Euroa Gazette
- Seymour Telegraph
- Wangaratta Chronicle

By close of tenders at 9.00am on Monday 24 February 2020, three tenders had been received.

The tenders were assessed by an evaluation panel consisting of the following Strathbogrie Shire Council staff members:

1. Manager Infrastructure;
2. Project Engineer;
3. Team Leader Building Health and Compliance Services; and
4. Projects and Contracts Coordinator.

The principle that underlies the awarding of all Council contracts is that a contract is awarded on the basis of providing the best value for money, offering the most benefit to the community and the greatest advantage to Council.

The tenders were assessed and evaluated against the following criteria and weightings:

- Tendered Price (40%)

This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of between 40% - 60% is applied.

All submissions were given a weighted score for their submitted price based on a comparative assessment of pricing for all tenders. The comparative assessment awarded the highest evaluation score to the lowest priced tender submission. The subsequent tender submissions received reduced evaluation scores based on the percentage difference between them and the lowest priced tender.

- Compliance with specification (10%)

Due to the importance for the tender to meet the specification, a weighting of 10% was allocated. This is standard for most contracts

- Quality / Environmental / OHS Systems (10%)

As this criteria is required to ensure that each tender mitigates risk to Council and community, a weighting of 10% was allocated. This is also standard for most contracts.

9.7.3 Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14 (cont.)

- Track Record (10%)

Experience in the industry and with Council on similar projects was provided a weighting of 10%.

- Design Suitability (25%)

The value of the design is important to ensure functionality and longevity of the asset, also considering lowest maintenance, and was allocated a weighting of 25%.

- Local Content (5%)

In accordance with Procurement Guidelines and being consistent with value for money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 5% was allocated to this tender.

Discussion

The final evaluation ranking (including price and non-financial criteria) had Gradian Projects Pty Ltd ranked as highest and as such the panel recommends them as representing the best value outcome for Council. The company appears experienced and capable of completing the contract as required, and although local to Shepparton have not been used by Strathbogie Shire previously. Their references are good and this is consistent with their project history.

Alternative Options

The evaluation panel providing advice in relation to this report has considered potential alternative courses of action and regard their recommendation as providing the best value for money, most benefit to the community and the greatest advantage to Council.

Risk Management

The author of this report considers that there are Risk Management factors relating to the report and recommendation. There is a potential delay of commencement on site in time for project completion by 30 June 2020 (funding agreement timing), due to the Cultural Heritage Management Plan, which is being discussed with the Sponsor. Similarly the Native Title Assessment is currently being advertised and is yet to close and be given approval.

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.

9.7.3 Tender for Bridge Design and Construct Friendlies Pedestrian ~ Contract No. 19-20-14 (cont.)

Financial / Budgetary Implications

The remaining budget for this project following design costs is \$381,000. The recommended tender price is \$366,350.00; which is within budget.

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



9.7.4 Business Management System

The March 2020 Business Management System Report includes reports as follows:-

- Building Department – February 2020 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – February 2020
- Customer Enquiry Analysis Report – Report for February 2020
- Waste Management Reporting ~ Year to Date - February 2020
- Actioning of Council Reports Resolutions – Council Meeting 18 February 2020
- Outstanding Actions of Council Resolutions to 29 February 2020
- Review of Council Policies and Adoption of new Policies – February/March 2020
- Record of Assemblies of Councillors
- Record of Minutes of Meetings of Special 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.

71/20 CRS LITTLE/GARDNER : That the Recommendation be adopted.

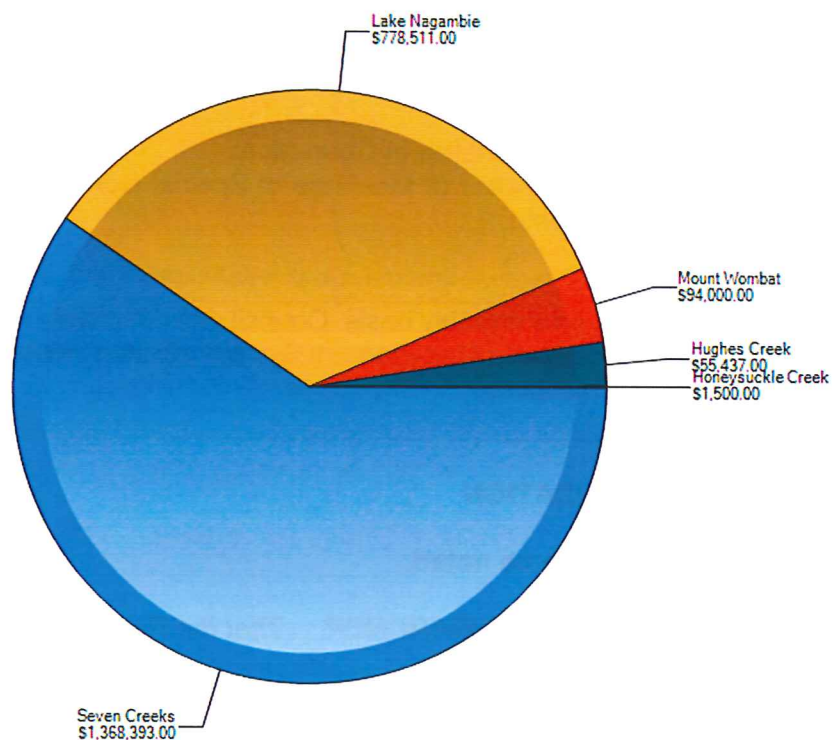
CARRIED



BUILDING ACTIVITY

FEBRUARY 2020

Fourteen (14) permits, with a works value of \$2,297,841, were lodged with Council in February. Nine of the fourteen permits are for works with a construction value of less than \$50,000; however the value of works for the replacement of one industrial chicken shed in Euroa is 41.75% of total value for the month.



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2310136757237	12/02/2020	Construction of	Swimming Pool Barrier	Violet Town	\$1,500.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2034682243463/0	20/02/2020	Construction of	Garage	Avenel	\$14,437.00
2472877292780	4/02/2020	Construction of	Shed	Avenel	\$15,500.00
7125606052834	20/02/2020	Construction of	Shed	Mangalore	\$14,500.00
7204960490152	21/02/2020	Construction of	Carport	Avenel	\$11,000.00

[Handwritten signature]

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2197517352137	19/02/2020	Construction of	Swimming Pool, Swimming Pool Barrier	Nagambie	\$46,000.00
2368069291872	23/02/2020	Construction of	Dwelling	Nagambie	\$395,000.00
6522917683799	18/02/2020	Construction of	Hanger	Wahring	\$35,236.00
7613489958270	14/02/2020	Construction of	Dwelling & Garage	Nagambie	\$302,275.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
24038716262876	6/02/2020	Completion of	Dwelling	Longwood	\$30,000.00
6764937457239	15/02/2020	Construction of	Shed	Longwood	\$64,000.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1594351431815	18/02/2020	Construction of	Dwelling & Garage	Euroa	\$396,092.00
5795464784515	1/02/2020	Construction of	Shed	Euroa	\$12,700.00
5951378285186	30/01/2020	Construction of	Shed	Euroa	\$959,601.00

**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL
IMPROVED VALUE)
FEBRUARY 2020**

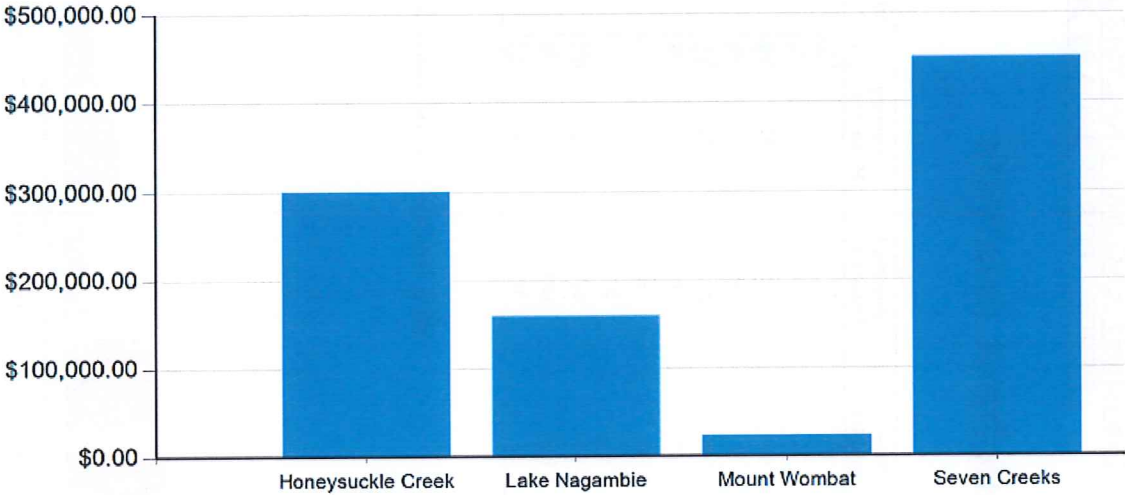
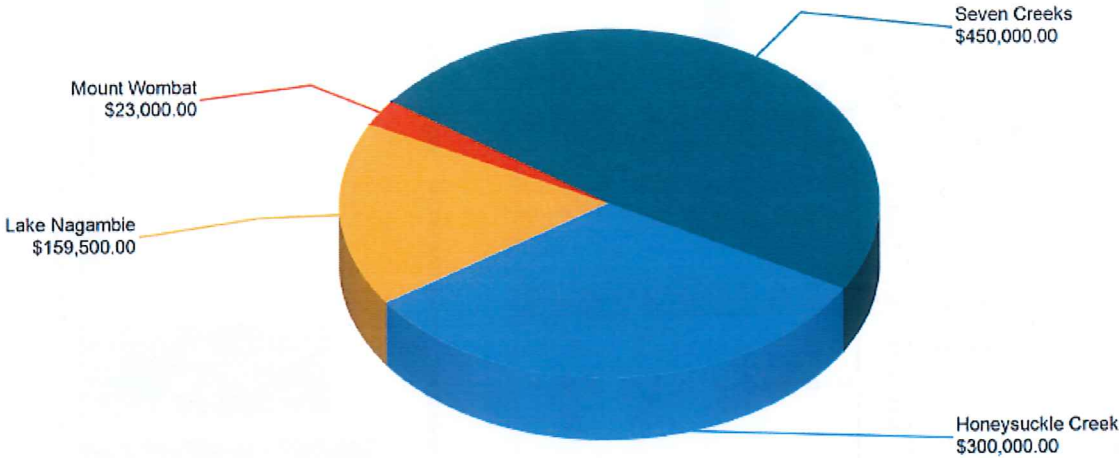


Planning Applications Determined

February 2020

Honeysuckle Creek	\$300,000.00
Balmattum	\$300,000.00
 Lake Nagambie	 \$159,500.00
Arcadia South	\$159,500.00
 Mount Wombat	 \$23,000.00
Strathbogie	\$3,000.00
Strathbogie	\$20,000.00
 Seven Creeks	 \$450,000.00
Euroa	\$400,000.00
Euroa	\$50,000.00
 Total Value	 \$932,500.00

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CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR FEBRUARY 2020



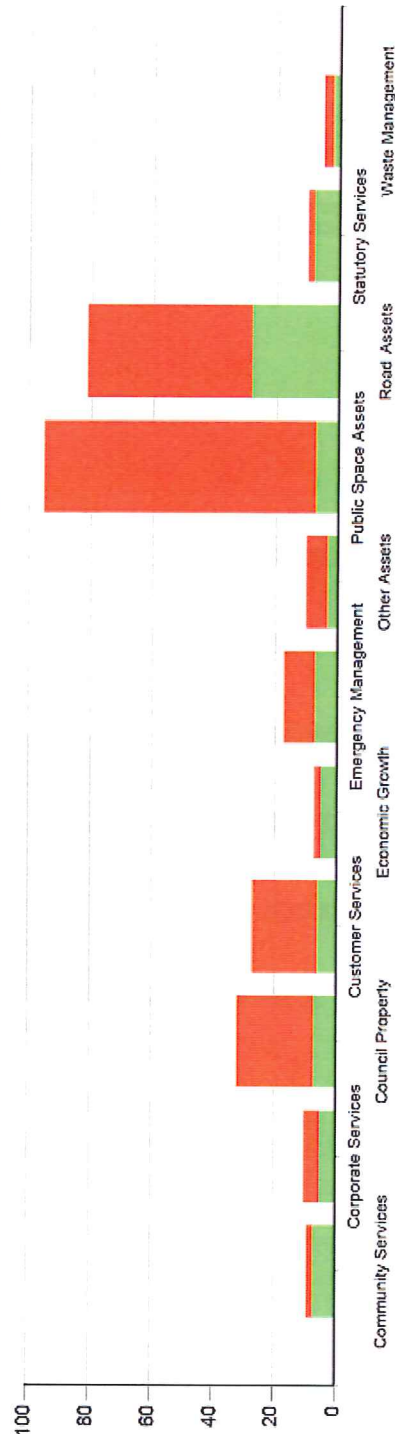
Request Throughput Analysis

01/02/2020 to 29/02/2020

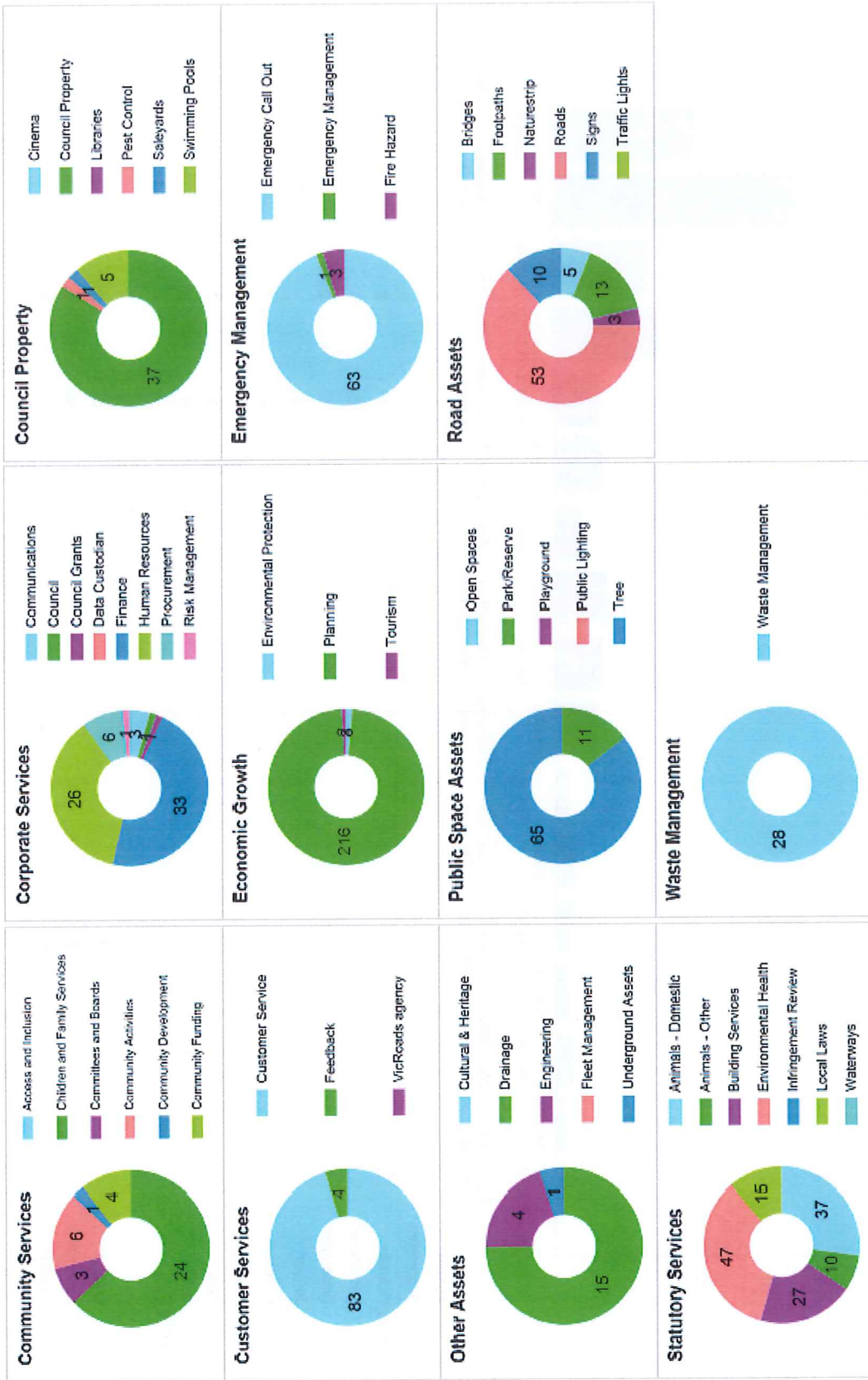


Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	5	38	31	12	✓	7	5	✓	0	50-80%
Corporate Services	30	71	86	15	✓	5	10	✓	0	50-80%
Council Property	63	44	42	65	✓	7	58	✗	0	34-70%
Customer Services	71	87	108	50	✓	6	44	✗	0	34-70%
Economic Growth	11	221	222	10	✓	5	5	✓	0	50-80%
Emergency Management	33	67	60	40	✓	7	33	✗	0	34-70%
Other Assets	15	20	15	20	✓	3	17	✗	0	34-70%
Public Space Assets	153	76	51	139	✓	7	132	✗	39	34-70%
Road Assets	112	84	67	127	✓	28	99	✗	2	34-70%
Statutory Services	21	136	138	17	✓	8	9	✓	2	50-80%
Waste Management	10	28	32	6	✓	2	4	✓	0	50-80%

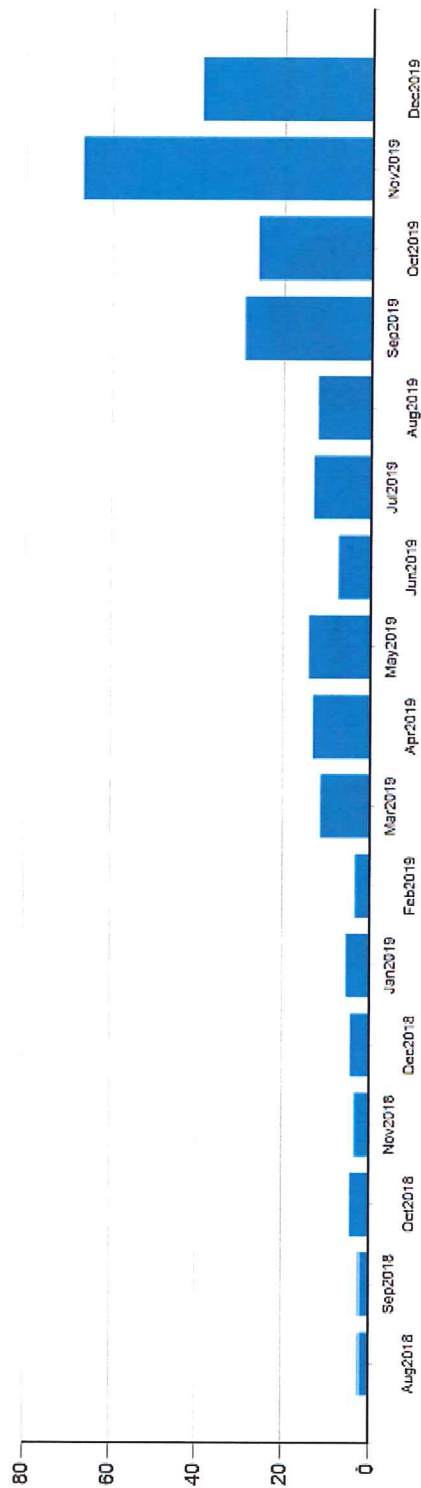
Request Ageing



Service Usage



Remaining Requests by Original Request Date



	Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
August											
September		1						2			
October			1					1	2		
November								2	1		
December		1						1	2		
January								3		2	
February								2	1		
March			1					5	5		
April								6	7		
May		1					1	6	6		
June								1	6		
July			1			1	2	5	3		1
August			2					5	5		
September			6	1		2	2	14	3		1
October			5		1		1	14	5		

2019	November		2	6	10	7		36	5	1
	December	2		4	10	1	2	15	4	
Total		2	5	26	21	2	8	119	55	3

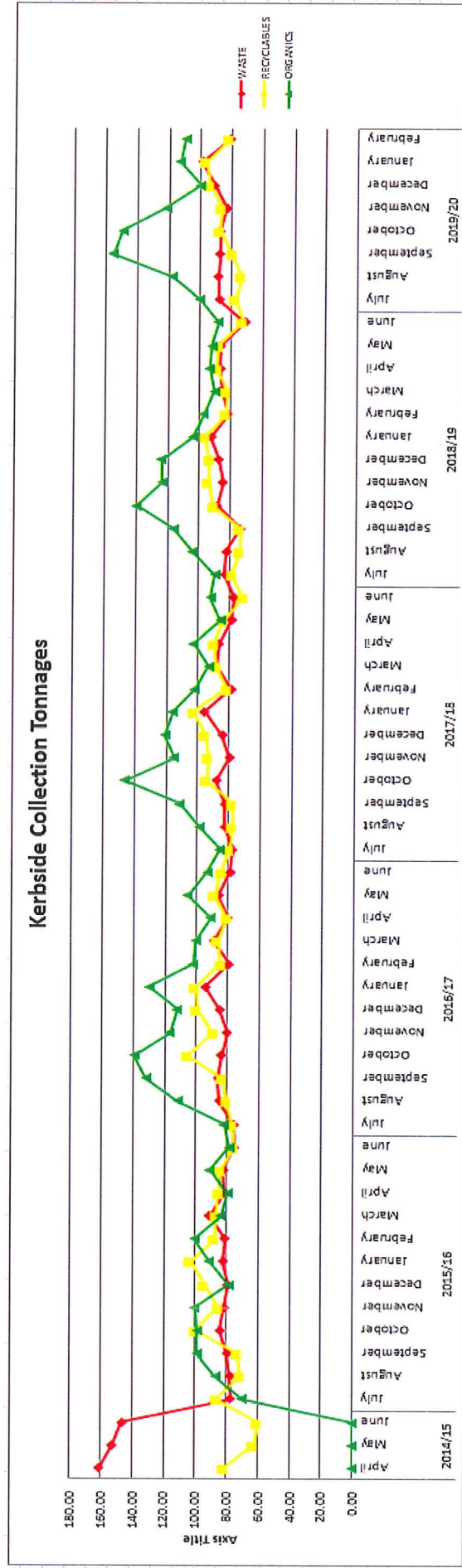
Definitions

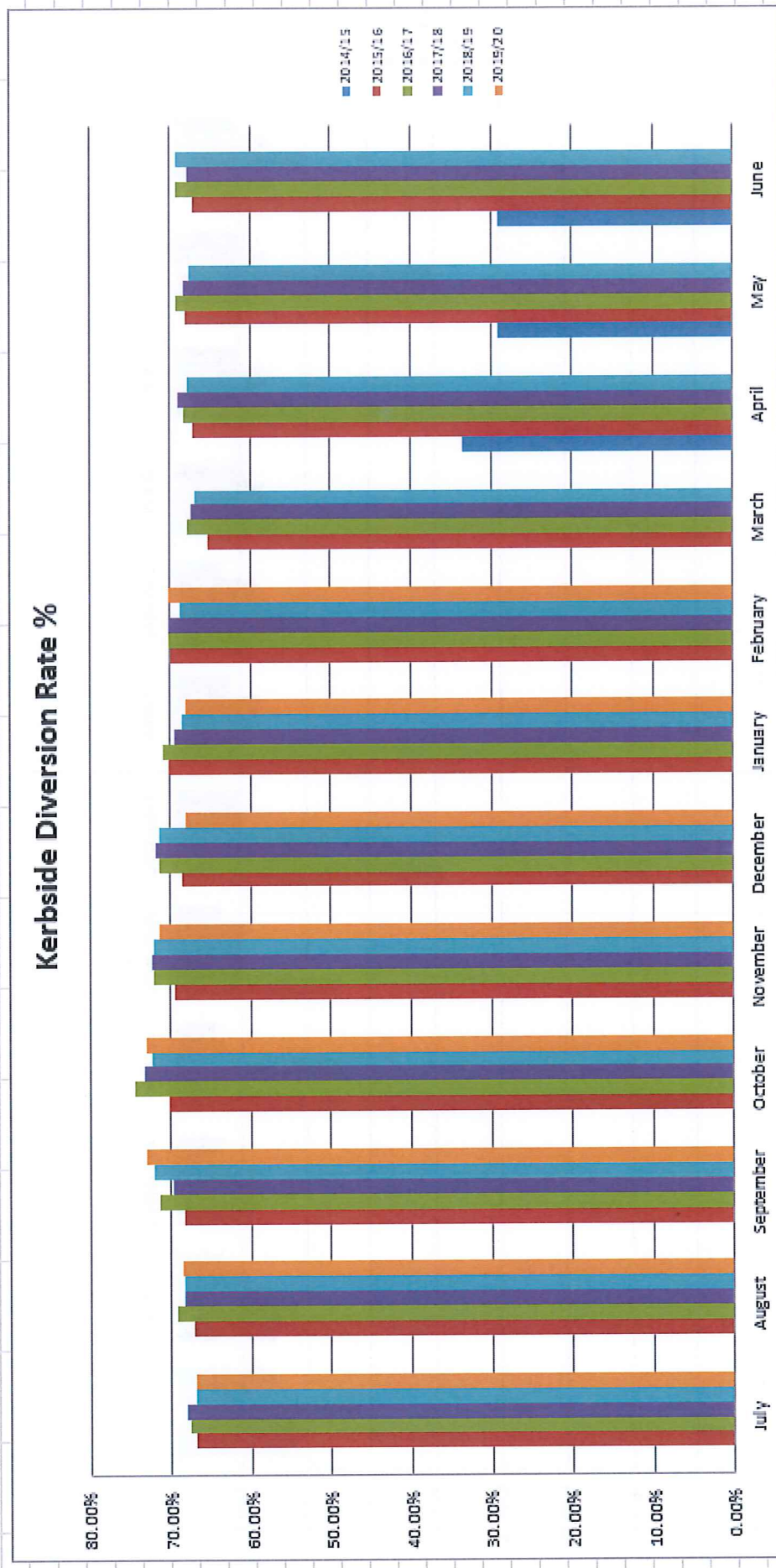
Service Area	Grouping of services by area of responsibility	Service	Activities that provide value to the customer
Existing	Requests open prior to reporting period	Remaining	Requests incomplete at end of reporting period
New	Requests made during reporting period	Completed	Requests completed during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period	Over Time	Remaining Requests where defined deadline is before the end of the reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.		
<u>Complete</u> New	An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.	<u>Overdue</u> Remaining	An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

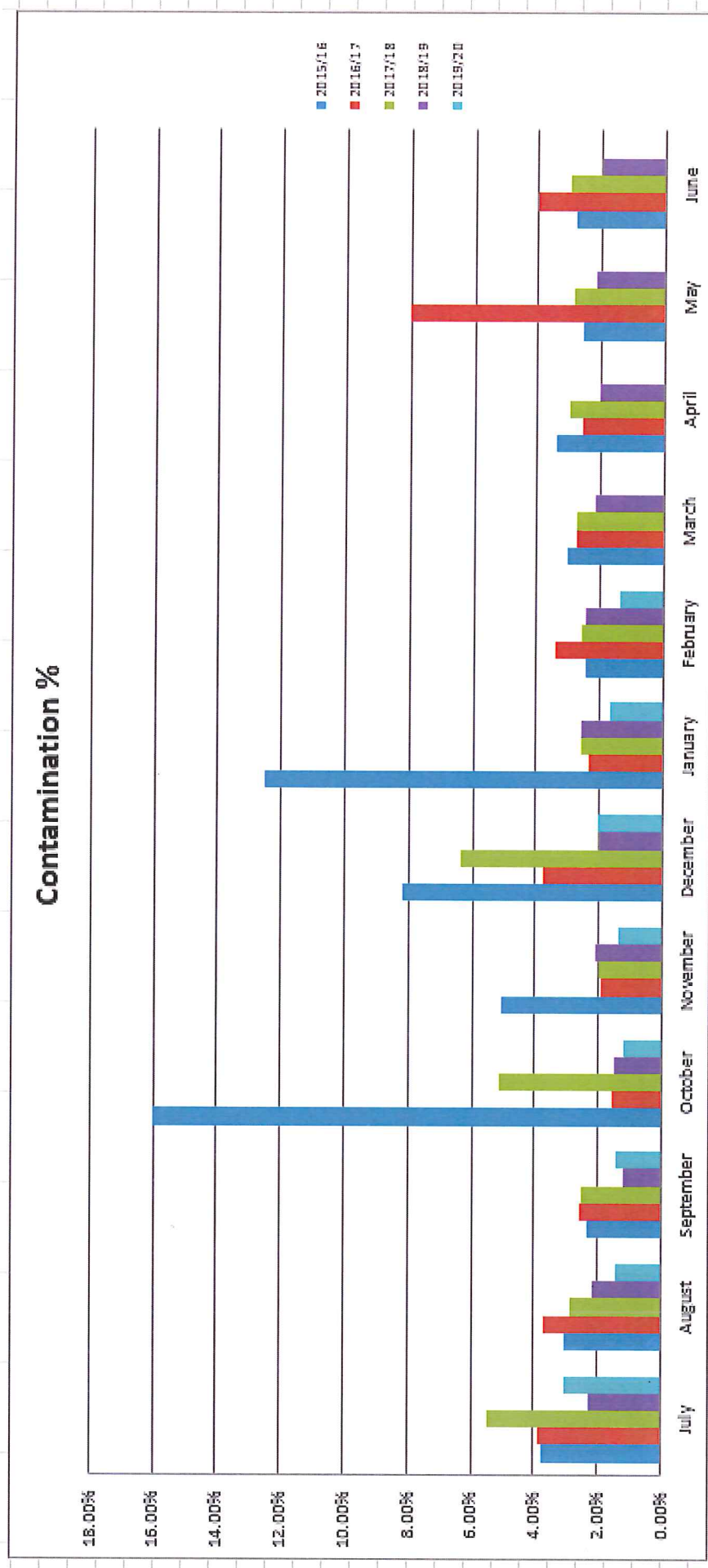
C Complete / New	> 80%	50-80%
N	< 50%	

O Overdue / Remaining	< 33%	34-70%
R	> 70%	

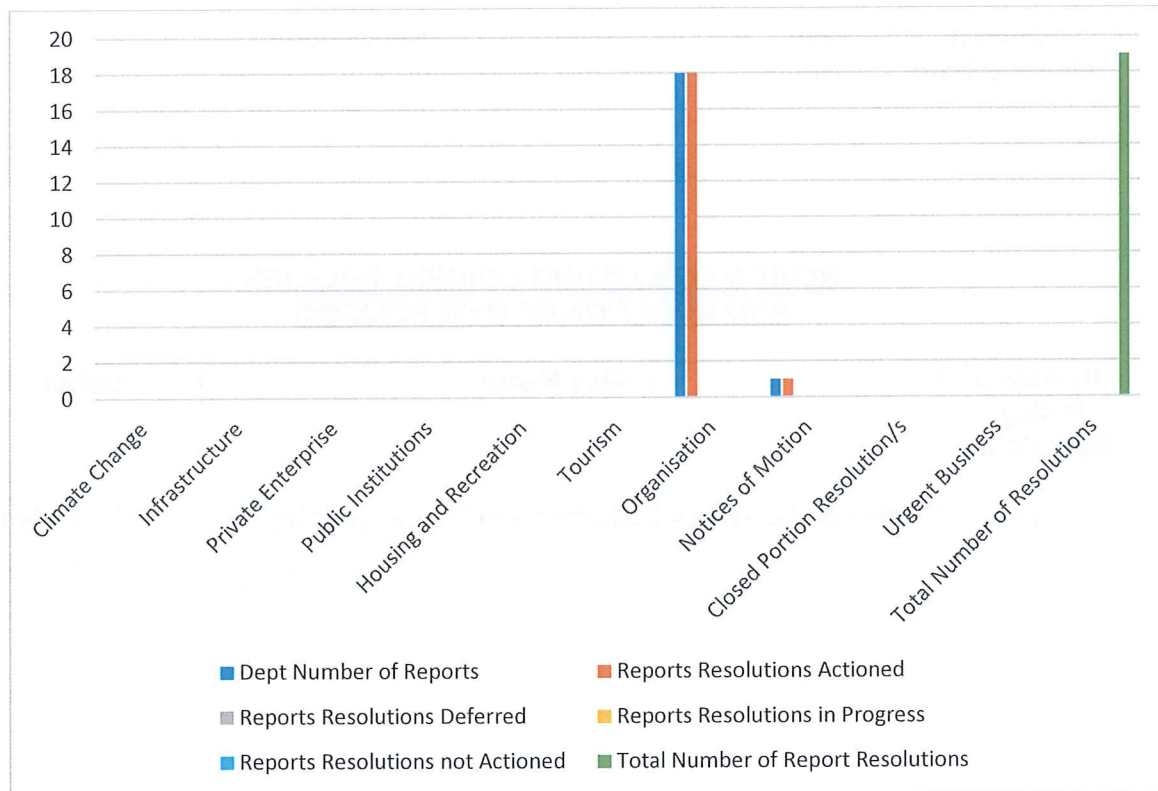
WASTE MANAGEMENT REPORTING
YEAR TO DATE - FEBRUARY 2020







ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – 18 FEBRUARY 2020



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
29 FEBRUARY 2020**

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
<i>Nil.</i>		

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

Review of Policy / New Policy	Policy Name	Details
Review	Rates and Charges Collection and Hardship Policy	Refer to Item 9.7.1

RECORDS OF ASSEMBLIES OF COUNCILLORS

For period 6 February to 4 March 2020

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: Assembly of Councillors

Date of Meeting: Tuesday 4 February 2020

Time: 1.00 p.m. (for Councillors only discussions)
2.00 p.m. (for AoC)

Attendees:

Councillors

Amanda McClaren
Robert Gardner
Malcolm Little
John Mason
Alistair Thomson
Graeme Williams

Officer/s

Julie Salomon (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager, Corporate and Community)
Jeff Saker (Group Manager, Community Assets)

Apologies

Nil

Declarations of Interest

1. Councillors Discussions
2. SES Clifton Street Facility
3. Wellness Centre Project Proposal – Future
4. Storm Damage
5. Budget Briefing
6. Items for Discussion
 - 6.1 ALGA 2020 National General Assembly – Motions
 - 6.2 Victorian Aboriginal Heritage Council
 - 6.3 Committees / Boards Portfolios (as vacated by Cr Bower)
 - Access and Disability Advisory Committee
 - Nagambie Waterways Advisory Committee
 - Tourism, Arts and Culture Advisory Committee
 - Goulburn Broken Greenhouse Alliance

- 6.3 Drought Communities Program Rounds 1 and 2
- 6.4 Greening Euroa Proposal
- 6.5 2020 Australia Day Honours
- 6.6 Inland Rail Project

Councillor/s - Declaration of Interest/s / Direct or Indirect - NIL

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

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

Matter No.	Names of Officer/s who disclosed interest	Did the Officer/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: Assembly of Councillors

Date of Meeting: Tuesday 11 February 2020

Time: 11.30 a.m. (for Councillors only discussions)
12.30 p.m. (for AoC)

Attendees:

Councillors

Amanda McClaren
Robert Gardner
Malcolm Little
John Mason
Alistair Thomson
Graeme Williams

Officer/s

Julie Salomon (Chief Executive Officer)
Phil Howard (Director, Innovation and Performance)
David Roff (Group Manager, Corporate and Community)

Apologies

Nil

1. Councillors Discussions
 2. Council Plan 2020 Review
- Declarations of Interest
3. Review of Draft February Ordinary Council Meeting Agenda
 4. Review of February Planning Committee Agenda
 5. Items for Discussion
 - 5.1 Council Meeting Reports Template
 - 5.2 Update on Euroa Friendlies Oval Redevelopment
 - 5.3 Update on Violet Town Recreation Reserve Toilet Block
 6. Meeting with Euroa Secondary College

Councillor/s - Declaration of Interest/s / Direct or Indirect

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 4 / 7.1	Cr McClaren	No
Item 3 / 9.7.14	Cr Thomson	Yes

Officer/s - Declaration of Interest/s / Direct or Indirect - NIL

RECORD OF MEETINGS OF SPECIAL COMMITTEES OF COUNCIL

Record of Minutes of Meetings received in the February / March 2020 Period

Name of Special Committee	Date of Meeting
Violet Town Hall Committee	10/02/20
Avenel Action Group	12/02/20
Longwood Community Centre Committee	26/02/19 14/01/20



10. NOTICES OF MOTION

Nil.

11. URGENT BUSINESS

Nil.

12. CLOSURE OF MEETING TO THE PUBLIC

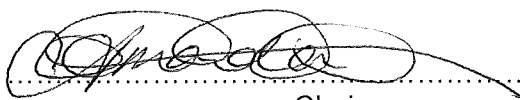
Nil.

13. CONFIRMATION OF 'CLOSED PORTION' DECISION/S

N/A

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.47 P.M.

Confirmed as being a true and accurate record of the Meeting


.....
Chair

21.04.2020
.....
Date

Q