



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that a Meeting of the Strathbogie Shire Council will be held, virtually, on Tuesday 20 April 2021, commencing at 6.00 p.m.

Chair:	Chris Raeburn (Mayor)	<i>(Honeysuckle Creek Ward)</i>
Councillors:	Melanie Likos (Deputy Mayor)	<i>(Lake Nagambie Ward)</i>
	Laura Binks	<i>(Mount Wombat Ward)</i>
	Reg Dickinson	<i>(Lake Nagambie Ward)</i>
	Sally Hayes-Burke	<i>(Seven Creeks Ward)</i>
	Kristy Hourigan	<i>(Seven Creeks Ward)</i>
	Paul Murray	<i>(Hughes Creek Ward)</i>
Officers:	Julie Salomon	Chief Executive Officer (CEO)
	David Roff	Director, Corporate Operations (DCO)
	Amanda Tingay	Director, Community and Planning (DCP)
	Dawn Bray	Executive Manager, Governance and Customer Service (EMGCS)
	Kristin Favaloro	Executive Manager, Communications and Engagement (EMCE)

Until further notice, all meetings conducted by Strathbogie Shire Council will be virtually, and live streamed on our website at www.strathbogie.vic.gov.au. This ensures we are meeting the Victorian Government's COVID-19 social distancing requirements to help keep our communities safe

We encourage all community members to watch the meeting online, given we have had to close the public gallery until further notice following legal advice around how to comply with COVID-19 social distancing rules.

Questions for the Ordinary Council Meeting can still be submitted, and will be read out by the Mayor during the Public Question Time component of the meeting and responded to in the usual way by Councillors and/or Officers. **Questions must be submitted by 12 noon on Tuesday 20 April 2021** by emailing info@strathbogie.vic.gov.au

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 / Leave of Absence
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings
- Council Meeting Tuesday 16 March 2021
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

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

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

Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 16 March 2021 were documented in the Minutes of the meeting.

9. Officer Reports
10. Notices of Motion
11. Notices of Rescission
12. Urgent Business
13. Confidential Business

Julie Salomon
CHIEF EXECUTIVE OFFICER

16 April 2021

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

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 18 May 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.



Council Ref. / 2021

Public Question Time Form Ordinary Council Meeting

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

How to ask a question:

Questions submitted to Council must be:

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

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

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

1.....
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.....
.....

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

Name:

Address:

Telephone Number:

Signature: (signature not required if submitted by email)

Date of Ordinary Council Meeting:

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

Public Question Time - 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 66(2) of the Local Government Act 2020 (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.

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	<p><i>APPENDICES DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, CLAUSE 3 OF THE LOCAL GOVERNMENT ACT 2020</i></p> <p><i>3 (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and</i></p> <p><i>3 (g) private commercial information, being information provided by a business, commercial or financial undertaking that—</i></p> <p><i>(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.</i></p>	
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9. OFFICER REPORTS

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669

Author: Town Planner

Responsible Director: Director Community and Planning

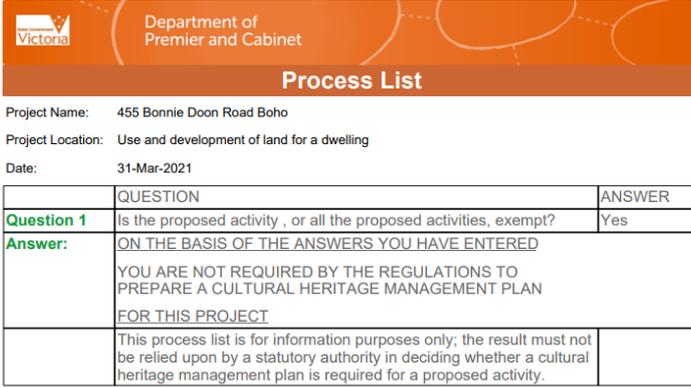
EXECUTIVE SUMMARY

- The proposal is for the use and development of land for a dwelling at 455 Bonnie Doon Road, Boho South.
- The application was advertised, and no objections were received.
- The application has not been assessed within the 60-day statutory timeframe due to increased applications received and Council Meeting dates (12 days outside of the statutory timeframe).
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Farming Zone and Bushfire Management Overlay.
- The application is being heard before Council due to the proposed dwelling being consider on a lot less than 40 hectares (35.02ha).
- It is recommended that Council resolve to issue a planning permit in accordance with the Officer's recommendation.

APPLICATION DETAILS

Application is for:	Use and development for a dwelling
Applicant's/Owner's Name:	Troy Spencer
Date Received:	14 January 2021 Application Received 18 January 2021 Fee Paid
Statutory Days:	72
Application Number:	P2021-013
Planner: Name, title & department	Trish Hall Town Planner Planning and Investment Department
Land/Address:	Lot 3 on Plan of Subdivision 340393, Certificate of Title Volume 10500 Folio 184 455 Bonnie Doon Road, Boho South VIC 3669
Zoning:	Farming Zone
Overlays:	Bushfire Management Overlay (Part)

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>Is a CHMP required?</p>	<p>No The subject site is within the Cultural Heritage Management Overlay, however; the proposed activity is exempt from requiring a Cultural Heritage Management Plan.</p> 
<p>Is it within an Open Potable Catchment Area?</p>	<p>Yes The subject site is within the Open Potable Water Catchment Area.</p>
<p>Under what clause(s) is a permit required? (include description)</p>	<p>Clause 35.07-1 Section 2 Use in the Farming Zone</p>
<p>Restrictive covenants on the title?</p>	<p>No</p>
<p>Current use and development:</p>	<p>Residence/Accommodation</p>

RECOMMENDATION

That Council

Having caused notice of Planning Application No. P2021-013 to be given under Section 52 of the *Planning and Environment Act 1987* and having considered all the matters required under Section 60 of the *Planning and Environment Act 1987* decides to Grant a Permit under the provisions of Clause 35.07-1 Section 2 Use in the Farming Zone of the Strathbogie Planning Scheme in respect of the land known as Lot 3 on Plan of Subdivision 340393, Certificate of Title Volume 10500 Folio 184, 455 Bonnie Doon Road, Boho South VIC 3669, for the use and development of land for a dwelling in accordance with endorsed plans, subject to the following conditions:

- 9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Endorsed Plans:

1. *The development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.*

Section 173 Agreement:

2. *Prior to the commencement of works a Section 173 Agreement must be entered into at no cost to Council, which ensures the following:*
 - (a) *Prevent subdivision of the land so as to excise the dwelling.*
 - (b) *Require that the use of the land for a dwelling must be undertaken in accordance with an agricultural use of the property in accordance with the Whole Farm Plan endorsed as part of this permit.*
 - (c) *The Owner acknowledges and accepts that the possibility of nuisance from adjoining or nearby agricultural operations may occur. The possible off site impacts include but are not limited to dust, noise, odour, waste, vibration, soot, smoke or the presence of vermin, from animal husbandry, animal waste, spray drift, agricultural machinery use, pumps, trucks and associated hours of operation.*

The Section 173 Agreement must be prepared by Council's solicitors, to the satisfaction of the Responsible Authority and must be recorded on the folio of the Register to the subject land pursuant to Section 181 of the Planning and Environment Act 1987.

Removal of Existing Dwelling:

3. *Prior to the issue of Certificate of Occupancy, the existing dwelling must be demolished to the satisfaction of the Responsible Authority.*
4. *Protection of native non planted vegetation during the removal of farmhouse.*

Engineering:

Rural Vehicle Crossing Location

- 5 *Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.*

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

6. ***The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.***

Internal Access Roads

7. ***Prior to the commencement of the use all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4 metres.***

Rural Drainage - Works

8. ***All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.***
9. ***Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -***
 - a. ***Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 1998); and***
 - b. ***Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991).***
10. ***Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).***

Council's Assets

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

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Health:

Septic Tanks Code of Practice

- 13. All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority.**
- 14. All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority.**
- 15. No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.**

Approval of wastewater disposal

- 16. Prior to installation/alterations works commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.**

Area of wastewater disposal

- 17. No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).**

Removal of Asbestos

- 18. A licensed asbestos removalist must:**
- **Have a waste transport certificate for the waste**
 - **Have a waste transport permit for the vehicle**
 - **Take the asbestos to a licensed landfill.**

Goulburn Murray Water

- 19. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).**
- 20. All wastewater from the dwelling must be treated and disposed of using an approved system. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.**
- 21. The wastewater disposal area must be located at least: 100m from any waterways, 40 metres from any drainage lines, 60 m from any dams, and 20 m from any bores.**

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

- 22. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.**
- 23. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on the minimum number of bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of Council's Environmental Health Department.**
- 24. The existing septic tank system must be decommissioned once the new system is installed and operational.**
- 25. No buildings are to be constructed within 30m of any waterways or on any drainage lines.**

Bushfire Protection Measures:

Water Supply

- 26. A minimum of 10,000 litres of effective water supply for firefighting purposes must be provided which meets the following requirements:**
 - Be stored in an above ground water tank constructed of concrete or metal.**
 - Have all fixed above ground water pipes and fittings required for firefighting purposes made of corrosive resistant metal.**
 - Include a separate outlet for occupant use.**
 - Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.**
 - Be located within 60 metres of the outer edge of the approved building.**
 - The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.**
 - Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64-millimetre CFA 3 thread per inch male fitting).**
 - Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).**

Access

- 27. Access for fire-fighting purposes must be provided which meets the following requirements:**
 - All weather construction.**
 - A load limit of at least 15 tonnes.**
 - Provide a minimum trafficable width of 3.5 metres**
 - Be clear of encroachments for at least 0.5 metre on each side and at least 4 metres vertically.**

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

- **Curves must have a minimum inner radius of 10 metres.**
- **The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.**
- **Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.**

Permit Expiry:

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

- (a) The development is not started within two (2) years of the date of this Permit,**
- (b) The development is not completed within four (4) years of the date of this Permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- **before the permit expires; or**
- **within six months afterwards if the use or development has not yet started; or**
- **within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Planning Notes:

- **This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**
- **This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.**
- **This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.**

Environmental Health Notes:

- **No detailed information has been provided regarding their onsite wastewater management system.**
- **Proposed existing wastewater system will be upgraded in accordance with a Land Capability Assessment. May need to be decommissioned if no longer in use.**
- **The property has a watercourse – stream running through the property. Therefore, the property has been identified as a Medium Risk Area (Minor Catchment Area).**
- **A Medium Risk Template - Land Capability Assessment must be provided for this proposal to determine if wastewater can be contained on site before any further comment can be made by the Environmental Health Unit.**

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

PROPOSAL

The application is for the use and development of land at 455 Bonnie Doon Road, Boho South for a dwelling. The subject site is identified as requiring a land size of 40 hectares for an as of right use for a dwelling under the Farming Zone in the Strathbogie Planning Scheme. The subject site has an area of 35.02 hectares.

The proposed dwelling is located on Lot 3 on Plan of Subdivision 340393, Certificate of Title Volume 10500 Folio 184 455 Bonnie Doon Road, Boho South VIC 3669. The dwelling is proposed to be sited to the southwest of the current disused farm house.

The new dwelling is proposed to be setback approximately 150 metres from the southern boundary and 253 metres from Bonnie Doon Road and the south western boundary. The proposed dwelling is located outside of the Bushfire Management Overlay.

The proposal meets the required setbacks in the Farming Zone it is more than 5 metres from the boundaries, 20 metres from the road, 100 metres from any waterway and neighbouring dwellings.

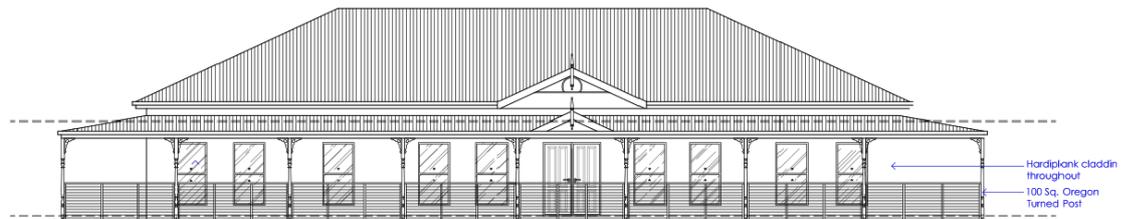
The proposed dwelling is within the Open Potable Water Catchment Area.



Proposed siting

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

The proposed dwelling contains a main bedroom, walk in robe and ensuite, with additional two bedrooms, rumpus, office, entry, laundry, bathroom, open meals; family and kitchen with wrap around veranda and alfresco. The dwelling is 26.13 metres by 18.27 metres. The dwelling is proposed single storey and will have a total area of 477.39 square metres.



Proposed dwelling

The application is being sought for a new dwelling as the existing dwelling does not have existing use rights as it is in disrepair and has not been used as a dwelling for more than 12 months. The applicants propose to build a new dwelling and remove the existing building as it is considered more cost effective and sustainable approach.

It is proposed a static water supply of 10,000 litres will be maintained within a galvanised iron water tank for firefighting purposes.

The landowners propose to grow commercial cut flowers whilst maintaining the production of beef cattle on site.

Livestock grazing is proposed to be carried out on the remaining 27.5 hectares that is not being used for infrastructure, native vegetation protection areas, and the cut flower enterprise. The land is currently used for 25 steers. It is proposed the land will be re-stocked with 12 cows and calves. It is estimated that supplementary feeding will occur for approximately 4 months of the year.

The cut flower enterprise will utilise the north western corner of the subject site and will consist of two 4000 square metre plots. These plots will be developed in a manner that allows for harvesting and maintenance. The land is identified as having little risk of degradation and able to support a wide range of uses due to the well-drained soil, slope and vegetation cover. Specific plants have been chosen that will thrive in the area due to the high rainfall.

Two three (3) hectare areas have been identified on plan to improve biodiversity of the native vegetation in the middle of the site including a waterway that feeds into the Honeysuckle Creek and along the rear eastern boundary and the riparian area of the Honeysuckle Creek. It is proposed local indigenous plant species will be planted within Areas 1 and 2.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

SUBJECT SITE AND LOCALITY

The subject site is located at 455 Bonnie Doon Road, Boho South VIC 3669 also formally known as at Lot 3 on Plan of Subdivision 340393, Certificate of Title Volume 10500 Folio 184. The subject site has a total area of approximately 35 hectares.

The land is undulating to hilly and irregular in shape.

The site is accessed via Bonnie Doon Road to the west, which is sealed. Bonnie Doon Road adjoins Harrys Creek Road (sealed) and Hume Freeway approximately 14.5 km to the north.

The subject site sits in the outer south eastern portion of Strathbogrie Shire, 2.7 km west of Benalla Rural City Council and 14 km north of Mansfield Shire.

The subject site is approximately 10 km north east of Strathbogrie Township, 13 km south of Violet Town and 17 km east of Euroa.

The subject site currently contains a dwelling in disrepair, associated shedding, stockyards and driveway.

The subject site is in a 40-hectare area for an as of right use for a dwelling. Surrounding lot sizes in the area vary, and some of the larger and smaller lots contain dwellings and shedding.

The adjoining lot to the north (431 Bonnie Doon Road) has an area of 2.2 hectares and contains a dwelling. Land on the opposite side of the road (474 and 534 Bonnie Doon Road) has an area of 1.8 hectares and 0.7 hectares and contain single dwellings.

The adjoining lot in the southern corner is within the Heritage Overlay 38, it measures 0.4 hectares, contains several structures and is utilised as a School Camp. It was previously the old Boho School site.

The State Forest is 350 metres to the north of the subject land.

The Honeysuckle Creek runs parallel approximately 190 metres west of the eastern boundary. A waterway that feeds into the creek system is located at the midway point of the property on the southern boundary. It traverses on the land for approximately 112 metres. The site also contains seasonal springs.

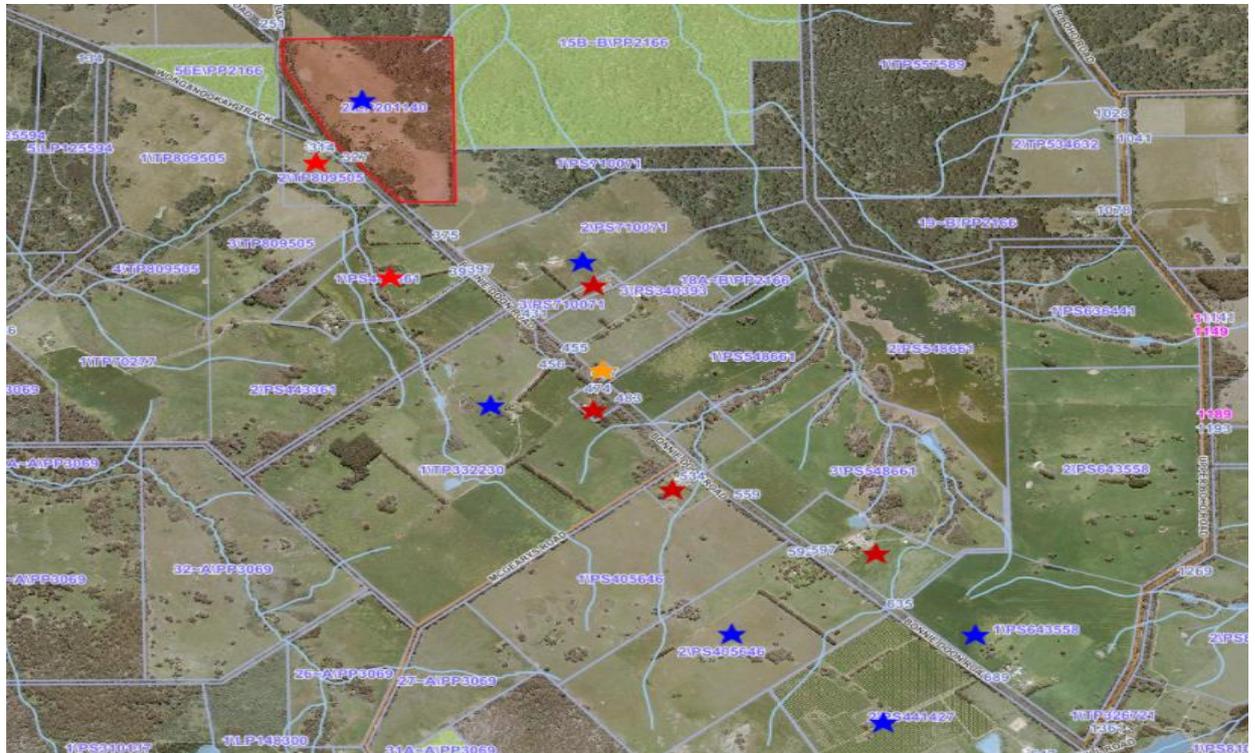
The property has two dams and has a licensed bore.

The site is partially affected by the Open Potable Water Catchment Area.

The subject site is grassed and heavily treed at the eastern end, the waterway which feeds into the Honeysuckle Creek is also treed. The road reserves (Bonnie Doon Road and the unnamed road reserve to the south) is heavily treed. The internal driveway is lined with trees. Trees are also located around the old house site and near the shedding.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

State Forest is located approximately 2.4 kms to the north, east and west.



-  Sites with dwellings less than 40 hectares
-  Sites with dwellings more than 40 hectares
-  Old Boho School Site

PERMIT/SITE HISTORY

A search of Council's electronic records showed the following planning permits issued for the site.

- P2012/033 Relocation of boundary between lots 1 & 2. Excision of 2ha with existing dwelling

PUBLIC NOTIFICATION

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

- Sending letters to adjoining and nearby landowners
- Placing (a) sign on site.

The notification has been carried out correctly.

No objections have been received.

COMMUNITY ENGAGEMENT

Public notification was provided and as there were no objections to the proposal, no further engagement was required with the community.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	Goulburn Murray Water – No objection subject to Conditions
Section 52 Notices	Nil

Internal Council Referrals	Advice/Response/Conditions
Asset Services	No Objection subject to Conditions
Environmental Health	No Objection subject to Conditions

ASSESSMENT

Farming Zone

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

Officer Comment:

The proposal has been assessed against the decision guidelines of the zone as follows:

Decision Guidelines	Officer Comments	Complies?
General Issues		
The Municipal Planning Strategy and the Planning Policy Framework.	Assessment against MPS & PPF is provided below.	✓ Yes

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>Any Regional Catchment Strategy and associated plan applying to the land</p>	<p>It is considered the proposal will not have any adverse impact on the local water catchment. The proposal is within the Open Potable Water Catchment Area. However; the proposed dwelling is located more than 100 metres from Honeysuckle Creek and any waterways. Standard drainage and environmental Health Conditions will be included on any planning permit that may be issued. The proposal is considered in accordance with the Goulburn Broken Regional Catchment Strategy 2004. Areas of land that have been assessed as Land Class 2, due to some risk of waterlogging and impact on vegetation have been identified for biodiversity improvements and livestock restrictions.</p>	<p>✓ Yes</p>
<p>The capability of the land to accommodate the proposed use or development, including the disposal of effluent.</p>	<p>A Land Capability Assessment has not been prepared as part of the application. The land is 35.02 hectares and is considered large enough to hold any wastewater from a single dwelling. The application has been referred to Council's Environmental Health Department and Goulburn Murray Water who have consented to this application, subject to conditions. The existing septic systems remains in place from the original dwelling which may be able to be used or retro fitted. Alternatively any new system will be required to adhere to Conditions recommended by the EHO and Goulburn Murray Water.</p>	<p>✓ Yes</p>
<p>How the use or development relates to sustainable land management</p>	<p>The subject site is in an area of 40 hectares for an as of right use for a dwelling. The site is 35.02 hectares and the proposal is to use the land for a dwelling in association with an agricultural pursuit and undertake conservation and biodiversity improvements. Relevant documents will be included and endorsed as part of any planning permit issued. (Whole Farm Plan). It is proposed the land will continue to be used for Beef Cattle production and a cut flower enterprise. Two plots have been set aside for the flower enterprise and six paddocks for the beef production and rotation. Two three (3) hectare areas are set aside to improve biodiversity of the site.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</p>	<p>The subject site is 35.02 hectares in area and abuts a small parcel to the north which has limited agricultural use and is used for rural living. The land in the area varies in size, smaller and larger lots have been developed with dwellings and are used for agriculture. The site already contains an older farmhouse that is in a state of disrepair and has not been used for some time. The development of a new dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The dwelling has been appropriately setback within the subject site and the existing dwelling is proposed to be removed and this will be conditioned on any planning permit issued.</p>	<p>✓ Yes</p>
<p>How the use and development make use of existing infrastructure and services.</p>	<p>The subject site already contains some shedding yards and existing internal roads. Conditions will be included on any planning permit issued to ensure the access meets the requirements of emergency vehicles and IDM standards. The proposed dwelling will be accessed from Bonnie Doon Road. Bonnie Doon Road is sealed and adjoins Harrys Creek Road and the Hume freeway to the north. A condition would be included on any planning permit issued that the vehicle crossing be constructed at a location and of a size and standard to the satisfactory to the Responsible Authority. Water, sewer and gas are not available to the subject site, alternative sources will be required to be provided on site. The proposed development may be able to use the existing infrastructure from the old farmhouse.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Agricultural issues and the impacts from non-agricultural uses		
<p>Whether the use or development will support and enhance agricultural production</p>	<p>The proposed dwelling is required to ensure the ongoing management of the land in association with beef production and a commercial cut flower enterprise. A Whole Farm Plan has been provided as part of the application.</p> <p>The dwelling will assist in the management of the proposed agricultural uses. The flowers will require watering and ongoing management, whilst the beef cattle will require constant monitoring to ensure their health and safety.</p> <p>The applicant has addressed soil, water, pests, land management, biodiversity and conservation on the site in conjunction with the construction of the dwelling.</p>	<p>✓ Yes</p>
<p>Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.</p>	<p>It is considered the application for a dwelling will not permanently remove the land from agricultural production.</p> <p>The land has an area of 35.02 hectares. It is considered the dwelling is appropriately located on the subject site and meets the required setbacks in the Farming Zone.</p> <p>A Whole Farm Plan has been prepared. The proposal includes six paddocks for stock rotation and two areas around riparian areas for vegetation protection. It is proposed the property will run 12 cows and calves.</p> <p>A Section 173 Agreement will be required on any planning permit issued preventing any future subdivision, or house lot excision. The agreement will also acknowledge agricultural pursuits being undertaken on the surrounding properties.</p> <p>Based on the information provided and assessment through this report it is considered the development will not adversely affect soil quality or permanently remove land from agricultural development.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</p>	<p>It is considered the proposed use and development will not limit the operation of adjoining and nearby agricultural uses.</p> <p>The dwelling location will not limit the expansion of the farming enterprise nor the surrounding lots.</p> <p>A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.</p> <p>The surrounding land uses are mixed agricultural uses, and rural residential living to the south.</p>	<p>✓ Yes</p>
<p>The capacity of the site to sustain the agricultural use</p>	<p>The subject site is 35.02 hectares contains two dams, a bore, waterways and springs. It is considered that given the size of the land and the footprint of the proposed dwelling the land will remain capable of sustaining agricultural uses.</p>	<p>✓ Yes</p>
<p>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</p>	<p>No detrimental impacts are likely to result from this proposal.</p>	<p>✓ Yes</p>
<p>Any integrated land management plan prepared for the site.</p>	<p>A Whole Farm Plan has been prepared and includes land management. The document will be endorsed as part of any planning permit that may be issued.</p> <p>Land identified as Class 2, due to some risk of waterlogging and impact on vegetation will be restricted from livestock use and management practices including fencing, revegetation works and management of pests and weeds will be undertaken to improve biodiversity.</p>	<p>✓ Yes</p>



9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Dwelling Issues		
<p>Whether the dwelling will result in the loss or fragmentation of productive agricultural land</p>	<p>The proposed dwelling will not result in the loss or fragmentation of productive agricultural land.</p> <p>The subject site is 35.02 hectares in size and therefore does not meet the 40 hectare requirement for an as of right use for a dwelling. However; the lot sizes in the area vary, and some of the smaller and larger lots contain dwellings and shedding.</p> <p>The site already contains an older farmhouse that will be demolished and replaced with a new dwelling.</p> <p>A planning permit is required for the use of land for a dwelling as the land is less than 40 hectares and the farm house does not have existing use rights due to a period where it has been unoccupied due to its condition.</p> <p>The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The dwelling has been appropriately setback and located within the subject site.</p>	<p>✓ Yes</p>
<p>Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.</p>	<p>The dwelling is proposed to be used in conjunction with an agricultural pursuit and is appropriately located on site.</p> <p>A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.</p>	<p>✓ Yes</p>
<p>Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.</p>	<p>The use of the land for a dwelling is unlikely to impact on the surrounding agricultural properties. The dwelling has been sited on the lot away from the boundaries to ensure little impact is made to the adjoining agricultural properties.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.</p>	<p>The subject site is 35.02 hectares. Lot sizes in the area vary, and some of the lots contain dwellings and shedding.</p> <p>The additional development of a new dwelling on this lot is unlikely to create any further detrimental impact on the adjoining land uses. The dwelling has been appropriately setback and located within the subject site and will replace the old farmhouse.</p> <p>A 173 agreement will be conditioned on any planning permit issued preventing any further subdivision and a Condition will require the removal of the farmhouse.</p>	<p>✓ Yes</p>
<p>Environmental Issues</p>		
<p>The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.</p>	<p>The dwelling has been sited appropriately on the site. The land is undulating. The proposed dwelling is located over 100 metres from the any waterways including Honeysuckle Creek. As discussed above land identified as Class 2, due to some risk of waterlogging and impact on vegetation will be restricted from livestock use and management practices including fencing, revegetation works and management of pests and weeds will be undertaken to improve biodiversity.</p> <p>The application was referred to Strathbogie Environmental Health Department and Goulburn Murray Water who does not object subject to conditions.</p> <p>Standard Conditions regarding drainage will be included on any planning permit that may be issued.</p>	<p>✓ Yes</p>
<p>The impact of the use or development on the flora and fauna on the site and its surrounds.</p>	<p>No native vegetation is proposed to be removed. The dwelling has been appropriately located on site and is clear of any trees.</p> <p>Conditions will be included on any planning permit issued to ensure the protection of native vegetation before, during and after the removal of the farmhouse.</p> <p>A Whole Farm Plan has been prepared and includes Land Management. Two areas have been identified for protection as discussed in this report.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</p>	<p>The proposal does not include the removal of any native vegetation, nor is it likely that it would lead to vegetation removal in the future.</p> <p>The dwelling is proposed to be located more than 100 metres from any identified waterway on the site.</p> <p>The applicant has provided details regarding Land Management. The application identifies areas of native vegetation for protection in two areas around the waterway and Honey suckle Creek to the east.</p> <p>A condition will be included on any planning permit issued highlighting the protection of any non-planted native vegetation during the removal of the existing farmhouse.</p>	<p>✓ Yes</p>
<p>The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.</p>	<p>On site effluent disposal will be carried out in accordance with the requirements of the Responsible Authority.</p>	<p>✓ Yes</p>
<p>Design and siting issues</p>		
<p>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</p>	<p>The proposed dwelling is located appropriately on the site, where it can be appropriately drained, and is located away from the boundaries and clear of vegetation. The new dwelling is proposed to be located to the southwest of the original farm house and on the southern side of the existing internal driveway.</p> <p>The farmhouse will be removed prior to Certificate of Occupancy as per Conditions.</p> <p>A Whole Farm Plan has been submitted as part of the application and gives in depth detail to the agricultural pursuits and land management practices to be undertaken on the land.</p>	<p>✓ Yes</p>
<p>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</p>	<p>The proposed siting is considered appropriate. All of the infrastructure will be located within one paddock.</p> <p>Should a permit be issued, a condition will be placed on the permit requiring muted tones on the exterior of the dwelling. The proposed dwelling is appropriately located on site and will be screened by trees in the road reserves.</p>	<p>✓ Yes</p>

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The proposed dwelling is unlikely to detract from the existing character and amenity values of the area. Permit conditions will require that muted materials are used. This will mitigate any potential adverse visual impacts from buildings. The site contains a farmhouse that will be removed and replaced with the new dwelling.	✓ Yes
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities	The proposed building is appropriately located on the site away from significant vegetation and significant physical features. The proposal utilises the existing road network.	✓ Yes
Whether the use and development will require traffic management measures.	As the proposal is for a single dwelling, it is deemed not necessary for there to be traffic management measures implemented.	✓ Yes

Bushfire Management Overlay

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.*
- *To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.*
- *To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.*

Officer Comment:

A planning permit is not required under the Bushfire Management Overlay.

The proposed access and dwelling are located outside of the Bushfire Management Overlay. Standard Bushfire Management Conditions will still be included on any planning permit issued due to the proximity to the State forest to the north.

The Planning Policy Framework (PPF)

Clause 13.02-1S Bushfire planning

- To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Officer Comment:

The subject site is partially affected by the Bushfire Management Overlay, within a bushfire prone area and approximately 360 metres from the State Forest. Standard bushfire protection conditions regarding water supply and access will be included on any planning permit issued.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Clause 13.04-2S Erosion and landslip

Objective

- To protect areas prone to erosion, landslip or other land degradation processes.

Officer Comment:

The subject site is not within the Erosion Management Overlay, however; Conditions will be included on any planning permit issued to ensure any works required for the construction of the dwelling and any ancillary services will be stabilised to the satisfaction of the Responsible Authority.

Clause 14.01-1S Protection of agricultural land

Objective

- To protect the state's agricultural base by preserving productive farmland.

Clause 14.01-2S Sustainable agricultural land use

Objective

- To encourage sustainable agricultural land use.

Officer Comment:

The site is approximately 35 hectares in area.

Land in the area of 40 hectares or more has an as of right use for a dwelling.

The site contains existing access, dwelling and shedding. The dwelling does not have existing use rights as it is in disrepair and has not been used for a period of twelve (12) months.

Honeysuckle Creek crosses the rear of the property. The land contains grasses and trees, the proposed buildings will be centrally located to the existing infrastructure and the existing dwelling is proposed to be removed. The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. The Whole Farm Plan which includes details of Farm Management will be endorsed a part of any Planning permit issued and any Conditions will include a Section 173 agreement prohibiting any future subdivision including house lot excision to prevent any proliferation of dwellings in the area. The neighbouring lots vary in size, and some of the larger and smaller lots within the Farming Zone contain dwellings.

The applicant proposes to use the land in conjunction with the dwelling for agricultural pursuits including beef cattle and the operation of a commercial cut flower enterprise.

The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The land already contained a dwelling even though this has not been used for a period of time. The dwelling has been appropriately setback on the site.

Clause 14.02-1S, Catchment planning and management

Objective

- To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Officer Comment:

The dwelling is proposed to be located 100 metres from any waterways and Honey Suckle Creek. Standard drainage conditions will be included on any planning permit issued. The dwelling is sited more than 100 metres from any waterways.

The Local Planning Policy Framework (LPPF) - including the Municipal Planning Strategy (MPS) and local planning policies

Clause 21.02-4 Rural Zones

Objective

- *To protect and maintain established farming areas.*
- *To ensure suitable land is available to provide for emerging rural enterprises, e.g. intensive animal husbandry, horticulture and equine industry.*

Officer Comment:

The subject site is in an area of 40 hectares for an as of right use for a dwelling. The land is slightly smaller measuring approximately 35 hectares. The land is proposed to be developed in a manner which will still be able to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. A condition will be included on any planning permit issued requiring Section 173 Agreement that acknowledges amenity impacts from surrounding agricultural pursuits.

Strathbogie Shire Planning Scheme outlines the minimum requirement for an as of right use for dwellings in the Farming Zone. The land sizes vary across the Shire from 40 hectares to 100 hectares dependant on the agricultural values of the land. Whilst this parcel is located in the 40-hectare area, land previously contained a dwelling which ceased use due to its condition, surrounding small and large lots have also been developed with dwellings.

Clause 21.02-6 Building Material – Muted Tones

Objective:

- *To ensure that all structures blend in with the surrounding environment and that the aesthetic amenity of the area is preserved and/or enhanced.*

Officer Comment:

The dwelling is proposed to be constructed of new materials. The materials are unlikely to impact the aesthetic amenity currently enjoyed in the area. Standard conditions will be included on any planning permit issued to ensure the materials are muted and non-reflective. As such, this proposed is consistent with this Local planning policy within the Strathbogie Planning Scheme.

Clause 22.01-3 Dwellings on small lots in the Farming Zone

Policies:

- *The construction of a new dwelling on an existing small lot will be discouraged unless it meets all the following requirements:*
 - *The lot is accessed by an all-weather road and has appropriate service provisions.*
 - *Emergency ingress and egress is at an appropriate standard.*

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

- *The dwelling will not inhibit the operation of agriculture and rural industries.*
- *The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards, and;*
- *Meets at least one of the following requirements:*
 - *The dwelling should be associated with a sustainable rural pursuit that requires a dwelling on the land to manage that pursuit. The application should be supported by a farm management plan that justifies the need for a dwelling to assist in the operation of the farm.*
 - *The applicant can substantiate that the land has no agricultural potential due to environmental significance and the dwelling is to be used in conjunction with sustainable land management and the significant vegetation is protected on title.*
 - *The lot has been identified in the Strathbogrie Shire Rural Residential Strategy, 2004 as rural residential; implying that that there is an historic use and development pattern. Consideration should be given to the recommendations in the Strategy.*
 - *The applicant is proposing to consolidate one or more lots in the same ownership with the subject land prior to the construction of the dwelling.*

Officer Comment:

The lot is accessed from Bonnie Doon Road (sealed). There is existing access that serviced the farm house Conditions will be included on any planning permit issued to ensure the existing access meets Councils IDM standards.

The applicant is proposing to set aside two areas of land for native vegetation protection. The dwelling is appropriately setback from the road, boundaries, waterways and neighbouring dwellings.

Any Native vegetation around the existing house site will be protected via Conditions.

A Section 173 Agreement included on title via conditions will ensure any future occupiers accept the potential of any adverse amenity impacts due to agricultural pursuits being undertaken on neighbouring sites. The agreement will also prevent further subdivision including house lot excision.

The subject site is not identified within the Strathbogrie Shire Rural Residential Strategy.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

An assessment of how the proposal complies with the relevant policy is as follows:

<i>Policy Requirement</i>	<i>Officer Comment</i>	<i>Complies?</i>
<i>The lot is accessed by an all-weather road and has appropriate service provisions.</i>	The lot is accessed from Bonnie Doon Road which is sealed. The road is sealed and therefore should provide all weather access. Bonnie Doon Road adjoins Harry Creek Road and the Hume Freeway to the North. Councils IDM standards and will be conditioned on any planning permit issued. The dwelling will be able to have an alternative source for connection to services and this will be conditioned on any planning permit issued. The property is large enough to contain onsite wastewater for a single dwelling.	✓ Yes
<i>Emergency ingress and egress is at an appropriate standard.</i>	The driveway will be required to meet the minimum trafficable width for safe ingress and egress of emergency vehicles.	✓ Yes
<i>The dwelling will not inhibit the operation of agriculture and rural industries</i>	The dwelling is setback appropriately setback on the subject site. The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. As discussed in the report the subject site does not meet the 40-hectare requirement in the Farming Zone, however the land is approximately 35 hectares in area. The land abuts a smaller parcel to the north that contains a dwelling and surrounding larger and smaller parcels contain dwellings and are used for ongoing agricultural production. The proposal is considered appropriate.	✓ Yes
<i>The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards</i>	The application has been referred to Environmental Health who do not object subject to conditions.	✓ Yes

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

<p><i>Meets at least one of the following requirements:</i></p> <ul style="list-style-type: none"> <i>The dwelling should be associated with a sustainable rural pursuit that requires a dwelling on the land to manage that pursuit. The application should be supported by a farm management plan that justifies the need for a dwelling to assist in the operation of the farm.</i> 	<p>The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework.</p>	<p>✓ Yes</p>
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The policy requires that a Section 173 Agreement condition be included on any planning permit issued to ensure subdivision of the land which increases the number of lots including house lot excision is prevented and that the property owner acknowledges and accepts that the possibility of some amenity impacts from adjoining and/or nearby land uses including agriculture.

Relevant Particular Provisions

There are no provisions considered applicable to this planning permit application.

The decision guidelines of Clause 65

Clause 65.01, *Approval of an application or plan*, states that; *before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:*

- The matters set out in Section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Officers Comment:

It is considered the proposal meets the matters set out in Section 60 of the Act, Municipal Planning Strategy, the Planning Policy Framework and the Farming Zone.

The dwelling meets the required setbacks in the Farming Zone, the new dwelling will replace the existing farm house. Existing use rights have not been applied due to the time lapsed and disrepair of the existing home.

The dwelling is not proposed within the Bushfire Management Overlay and Conditions will be included regarding defendable space, access and provision of water for fire fighting purposes because the land is in the Bushfire Prone Area, hilly terrain and proximity to State Forest.

It is considered the development is proposed in an orderly manner and will not affect the amenity of the area, the disused farm house will be removed and will be replaced by a new dwelling of muted tones. The proposal will not negatively impact the State Forest to the north or agricultural practices in the area. A Whole Farm Plan and land management practices has been supplied. Land more and less than 40 hectares in the area have been developed with single dwellings and shedding as rural lifestyle and ongoing agricultural pursuits.

Two areas have been set aside in the riparian areas for Native Vegetation protection Areas. The remaining land is proposed to be split into two plots for the Commercial Cut Flower enterprise, six paddocks for beef production and a house paddock including the existing house site, all of the shedding, driveway and proposed dwelling.

The proposal will not contribute to land degradation and standard conditions in relation to drainage and control of sediment and silt will be included on any planning permit issued.

The applicant has identified two areas for tree protection around the waterway and Honeysuckle Creek; in order to protect any riparian areas.

Relevant Particular Provisions

There are no relevant adopted State policies.

The decision guidelines of Clause 65

Clause 65.01, *Approval of an application or plan*, states that; *before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:*

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling
~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

This clause does not apply to a VicSmart application.

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

There are no relevant incorporated, reference or adopted documents.

Relevant incorporated, reference or adopted documents

There are no relevant incorporated, reference or adopted documents.

Relevant Planning Scheme amendments

There are no relevant Planning Scheme Amendments.

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

LEGAL CONSIDERATIONS

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

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

Conflict of Interest Declaration

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

Transparency

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

This application is being heard by Council as the proposal is for a dwelling on a small lot within the Farming Zone. The process to hear applications on lots under the minimum lot size provides transparency in our decision making.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The proposal is to construct a dwelling to support a new agricultural enterprise (cut flowers) and enhance an existing agricultural enterprise (beef production) within the municipality.

Social

There are no broader social implications from the proposed subdivision or as a result of this application.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987*. The applicant proposes to improve biodiversity on six (6) hectares of land which will be set aside for protection of native vegetation and riparian areas. The two areas will include pest and weed management and improvement as outlined in the land management procedures and on the Whole Farm Plan.

9.1 Planning Permit Application No. P2021-013- Use and development for a dwelling ~ 455 Bonnie Doon Road, Boho South VIC 3669 (cont.)

Climate change

The Strathbogrie Planning Scheme has incorporated broader considerations on Climate Change. In addition, Clause 13 of the Strathbogrie Planning Scheme addresses environmental risks and amenity which have been considered as part of the assessment of this application. All construction works will be required to comply with relevant legislation including the Infrastructure Design Manual and the *Environment Protection Act 1970*. The applicant proposes to protect and improve six (6) hectares of native vegetation as part of the Whole Farm Plan and proposed new dwelling.

HUMAN RIGHTS CONSIDERATIONS

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

SUMMARY OF KEY ISSUES

As discussed in the report, the subject site does not meet the 40-hectare requirement in the Farming Zone. However, it is considered the proposal is appropriate. The application is being sought for a dwelling to provide onsite management for a cut flower enterprise and beef cattle production. The applicant proposes land management techniques to eradicate pests and weeds to improve biodiversity on the subject land.

The subject site already contains associated infrastructure in the form of yards and shedding. The proposed dwelling is required for to undertake processes in association with the agricultural use, conservation protection methods in conjunction with weed and pest management. The applicant has provided a detailed response in the form a Whole Farm Plan which outlines land management practices this will be endorsed as part of any planning permit issued.

The applicant has demonstrated the land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. The dwelling is setback appropriately setback on the subject site. Consideration has also been given to the development on abutting and neighbouring land.

A Section 173 Agreement will be conditioned on any planning permit issued to prevent any future subdivision and acknowledges agricultural enterprise being carried out in the surrounding area.

With regard to the Bushfire Management Overlay: A planning permit is not required the proposal is located outside of the Bushfire Management Overlay.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Zone, and Overlay.

CONCLUSION

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

ATTACHMENTS

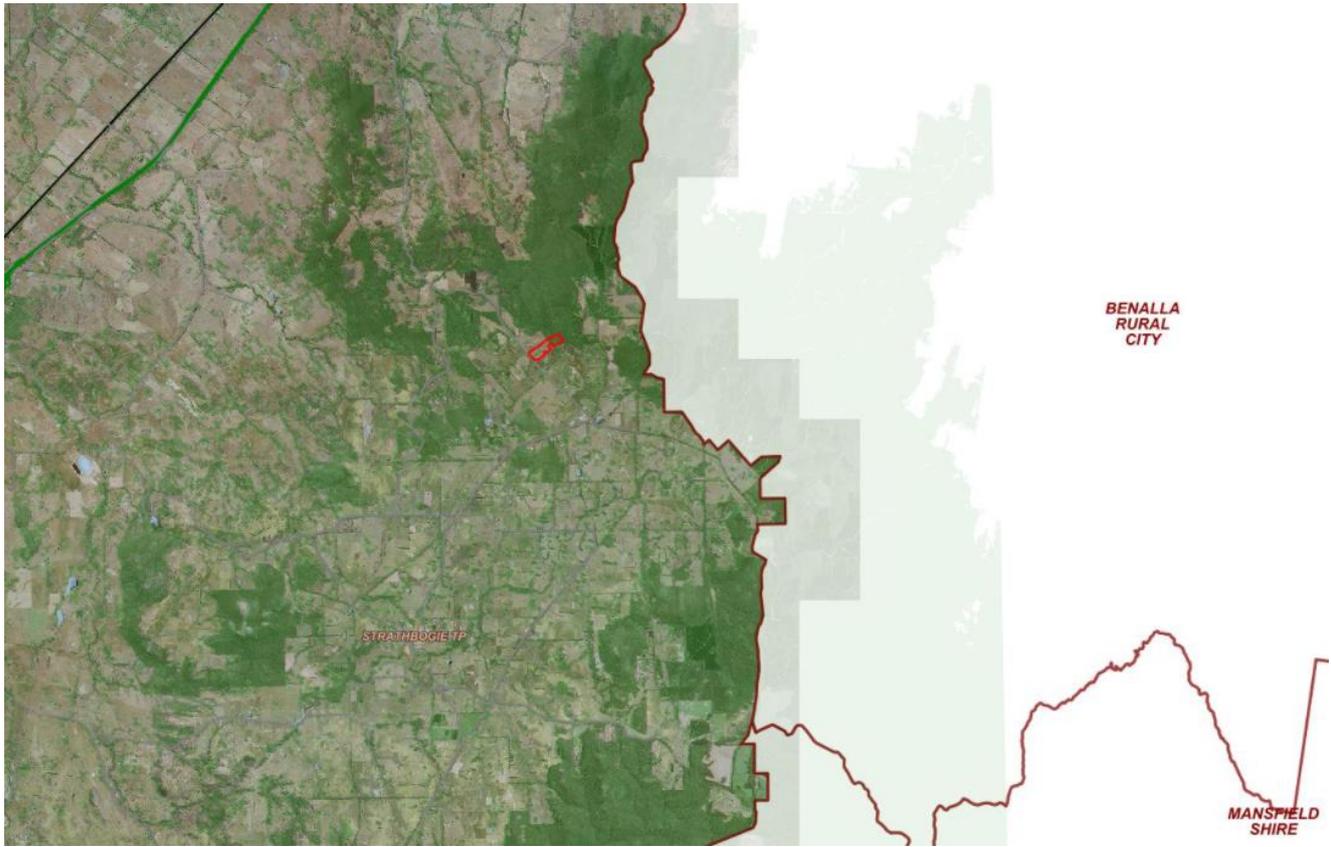
Attachment 1: Site plan

Attachment 2: locality plan.

ATTACHMENT 1:



ATTACHMENT 2:



**9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96 Birkett Street, Euroa VIC 3666**

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the use and development of land for a Two (2) Lot Subdivision; and a dwelling at 88-96 Birkett Street, Euroa VIC 3666.
- The site has an area of 2.4 hectares.
- The site is in the Farming Zone and Urban Floodway Zone and is affected by the Land Subject to Inundation Overlay.
- The application was advertised, and 1 objection was received. Further detail is contained within this report.
- The application was referred internally to Council's Asset Services and Environmental Health Departments who have consented to the proposal, subject to conditions.
- The application was referred externally to the Goulburn Broken Catchment Management Authority, who has consented to the proposal subject to conditions regarding the floor height of the dwelling.
- The application has not been assessed within the 60-day statutory timeframe due to increased applications received and Council Meeting dates (20 days outside of the statutory timeframe).
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Farming Zone and Urban Floodway Zone, Land Subject to Inundation Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

APPLICATION DETAILS

Application is for:	Use and development of land for a Two (2) Lot Subdivision and a dwelling
Applicant's/Owner's Name:	Troy Spencer, Planography
Date Received:	5 January 2021
Statutory Days:	80 Days
Application Number:	P2021-002
Planner: Name, title & department	Daniel Moloney Town Planner Planning & Investment
Land/Address:	Lot 1 on Title Plan 548573F, Certificate of Title Volume 01645 Folio 879. 88-96 Birkett Street, Euroa VIC 3666.
Zoning:	Farming Zone, Urban Floodway Zone
Overlays:	Land Subject to Inundation Overlay
Is a CHMP required?	No
Is it within an Open Potable Catchment Area?	No

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Under what clause(s) is a permit required? (include description)	Clause 35.07-1 Use and development of land for a dwelling on a small lot in the Farming Zone. Clause 35.07-3 Subdivision in the Farming Zone Clause 35.07-4 Buildings and works in the Farming Zone Clause 37.03-3 Subdivision in the Urban Floodway Zone Clause 44.04-2 Building and works in the Land Subject to Inundation Overlay Clause 44.04-3 Subdivision in the Land Subject to Inundation Overlay
Restrictive covenants on the title?	Nil
Current use and development:	Dwelling

RECOMMENDATION

That Council:

Having caused notice of Planning Application No. P2020-002 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of Clause, 35.07-1, Use and development of land for a dwelling in the Farming Zone, Clause 35.07-3 Subdivision in the Farming Zone, Clause 35.07-4 Buildings and works in the Farming Zone, Clause 37.03-3, subdivision in the Urban Floodway Zone, Clause 44.04-2 Building and works in the Land Subject to Inundation Overlay, Clause 44.04-3 Subdivision in the Land Subject to Inundation Overlay, of the Strathbogie Planning Scheme in respect of the land known as Lot 1 on Title Plan 548573F, Certificate of Title Volume 01645 Folio 879, 88-96 Birkett Street, Euroa VIC 3666, for the Use and Development of land for a Two (2) Lot Subdivision and a dwelling in accordance with endorsed plans, subject to the following conditions:

Conditions:

Endorsed Plans:

- 1. The development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.***

- 9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Section 173 Agreement

2. Prior to the issue of Statement of Compliance, the owner must enter into an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987 to the satisfaction of the Responsible Authority. Such agreement shall:

- a) Prevent subdivision, including house lot excision which increases the number of lots.**
- b) Acknowledge that a Planning Permit has been issued on the land of the proposed existing Lot for the Use of land for industry and that the Owner acknowledges and accepts that the possibility of nuisance from adjoining or nearby operations may occur. The possible off site impacts include but are not limited to dust, noise, odour, waste, vibration.**

The Section 173 Agreement must be prepared by Council's solicitors, to the satisfaction of the Responsible Authority and must be recorded on the folio of the Register to the subject land pursuant to Section 181 of the Planning and Environment Act 1987.

Environmental Health Conditions:

- 3. The property has a watercourse - stream running through the property. Therefore, the property has been identified as a Medium Risk Area (Minor Catchment Area). Prior to installation/alterations works commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.**
- 4. All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority. All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority. No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.**
- 5. All waste water and liquid are to be contained and treated on site by an approved septic tank system or equivalent. The system must be at least 300 metres from potable water supply. The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties, and must meet the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016).**

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

6. ***No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016).***

Engineering Conditions:

7. ***Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 “Rural Vehicle Crossings” of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.***
8. ***The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.***

Internal Access Roads

9. ***Prior to the issue of Statement of Compliance and the Certificate of Occupancy all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4 metres.***

Rural Drainage - Works

10. ***All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.***
11. ***Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991).***
12. ***Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).***

- 9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Council's Assets

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

Subdivision Conditions

- 14. Prior to the certification of plans under the Subdivision Act 1988, the landowner must complete and duly sign a Statutory Declaration agreeing to the Allocation of Street Numbers.**
- 15. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.**
- 16. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.**
- 17. Prior to the issue of a Statement of Compliance, the owner of the land must enter into an agreement with:**
- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**
 - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

- 9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

- 18. Prior to the issue of a Statement of Compliance under the Subdivision Act 1988, the owner of the land must provide written confirmation from:**
- a) A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and**
 - b) A suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Telecommunications and Media Authority, unless the applicant can demonstrate that the land is in an area where National Broadband Network will not be provided by optical fibre.**
- 19. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.**

Dwelling Conditions

- 20. Access to the dwelling approved by this permit must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.**
- 21. The dwelling approved by this permit must be connected to a reticulated sewerage system or if not available, the wastewater must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.**
- 22. The dwelling approved by this permit must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.**
- 23. The dwelling approved by this permit must be connected to a reticulated electricity supply or have an alternative energy source.**
- 24. The use and development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.**
- 25. The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition and be of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.**

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

26. The amenity of the area must not be detrimentally affected by the use, through the:

- (a) Appearance of any building, works or materials;**
- (b) Transport of materials, goods or commodities to or from the land;**
- (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;**
- (d) Presence of vermin, and;**
- (e) Others as appropriate.**

Goulburn Broken Catchment Management Authority

27. The finished floor level of the proposed dwelling must be constructed the higher level of:

- a. at least 300mm above the 100-year ARI Flood level of 171.8 metres AHD, i.e. 172.1 metres AHD, or higher level deemed necessary by the responsible authority.**

Permit Expiry

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

- (c) The development is not started within two (2) years of the date of this Permit,**
- (d) The development is not completed within four (4) years of the date of this Permit.**
- (e) the subdivision is not started (Certification) within two (2) years of the date of this permit;**
- (f) the subdivision is not completed (Statement of Compliance) within five (5) years of the date of Certification under the Subdivision Act 1988.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or**
- within six months afterwards if the use or development has not yet started; or**
- within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Planning Notes:

- This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**

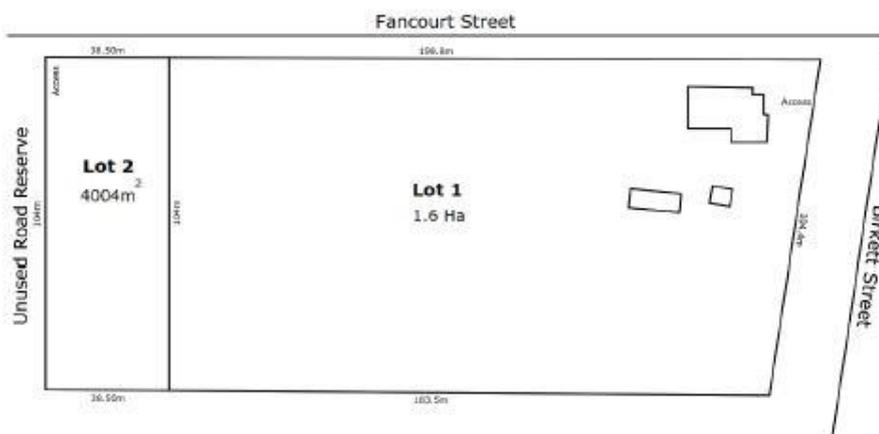
9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

- ***This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.***
- ***A Land Capability Assessment may be required and should be undertaken by a suitability qualified person. The Responsible Authority reserves the right to accept, reject or amend the recommendations of an LCA report. This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.***

PROPOSAL

An application has been received for a two (2) lot subdivision and the use and development of land for a dwelling on the subject site. The subdivision proposes to excise an existing dwelling on the subject site and the two lots will be configured as follows:

- Lot 1 – 1.6 hectares
- Lot 2 - 4,000 square metres



Access to proposed Lot 2 will be from Fancourt Street.

The application also proposes to use and develop Lot 2 for a dwelling. The proposed dwelling is a four-bedroom single storey brick home with an area of 353.96 square metres. The roof is proposed to be clad in Colourbond.

The proposed dwelling is to be located approximately 22.47 metres from Fancourt Street and approximately 5.69m from the western boundary.

Lot 1 is proposed to have the existing dwelling and associated shedding.

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

SUBJECT SITE AND LOCALITY

The subject site is located at 88-96 Birkett Street, Euroa. Formally known as Lot 1 on Title Plan 548573F, Certificate of Title Volume 01645 Folio 879, the land is approximately 2.4 hectares.

The site is prominently within the Farming Zone, and in part the Urban Floodway Zone to the south and south eastern corner of the lot. The site is also affected by the Land Subject to Inundation Overlay.

The site is located approximately 750m west of the centre of Euroa. The site is located on the urban fringe of Euroa. The property is adjoined by the General Residential Zone along Birkett Street and Fancourt Street, these properties within the General Residential Zone are on average 1500 square metres and are used in a residential way.

The site is rectangular in shape with a 104.4 metre frontage to Birkett Street and 240 metre frontage to Fancourt Street.

The site currently contains a single storey dwelling with associated shedding. The dwelling is set back approximately 11.4 metres from Birkett Street. The section of the site within the Urban Floodway Zone does have a small amount of vegetation. The rest of the site is clear of vegetation.

PERMIT/SITE HISTORY

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

- P2017/174 issued on 28/03/2013 for subdivision.
- P2018/093 issued on 31/01/2019 for the use and development of land for industry (repair and assembly) metal products and associated signage and a reduction in car parking requirements.

PUBLIC NOTIFICATION

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

- Sending letters to adjoining and nearby landowners
- Placing (a) sign on site.

The notification has been carried out correctly.

1 objection has been received. The key issues that were raised in the objection are:

- Medical disorder which prevents the objector from going to built up areas. Which then prevents the objector to going outside.

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

CONSULTATION

One objection was received during the notification period of the application.

The objection was formally acknowledged.

The objection did not provide any grounds upon which could be considered through a mediation process, however officers have attempted to make contact with the objector via telephone. Whilst the answering machine advised ‘don’t leave messages’ a message was left asking for the objector to call the officer.

Officers Assessment of the Grounds Objection:

This objector’s property is located within the General Residential Zone. The purpose of the General Residential Zone is applied to land in areas where growth and housing diversity is anticipated. It is expected that the type of housing provided will evolve over time to provide more diverse forms of housing, but not at the expense of existing open garden character.

It is considered that the application is consistent with the purpose of the zone.

REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	GBCMA provided no objection, subject to conditions
Section 52 Notices	N/A

Internal Council Referrals	Advice/Response/Conditions
Asset Services	No objection, subject to conditions
Environmental Health	Consent, subject to conditions

ASSESSMENT

Farming Zone

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Officer's Response:

A permit is required for the use and development of land for the purposes of a dwelling as the site is less than the minimum lot size (80 ha). A planning permit is required for the subdivision of land. The minimum lot size for subdivision in this area of the municipality is 80 hectares however a permit can be granted for lots under this size in the following circumstances:

- *The subdivision is to create a lot for an existing dwelling. The subdivision must be a two-lot subdivision.*
- *The subdivision is the re-subdivision of existing lots and the number of lots is not increased.*
- *The subdivision is by a public authority or utility service provider to create a lot for a utility installation.*

Although the proposed lots sizes are smaller than the minimum lot size in the Schedule to the Farming Zone, this proposal is considered appropriate given the development pattern and lot sizes in the immediate residential neighbourhood. This subdivision will create two parcels very similar in size to those to west and south of the land and will contribute to the existing amenity experienced in the area.

Given that the land or surrounding land is not used for agriculture, it is considered to be a good planning outcome to subdivide the land and allow a second dwelling.

A response to the decision guidelines of the Farming Zone is provided below:

General Issues	Complies	Officers Comment
<i>The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</i>	Yes	Assessment against PPF & LPPF is provided below.
<i>Any Regional Catchment Strategy and associated plan applying to the land.</i>	N/A	There is no relevant regional catchment strategy.
<i>The capability of the land to accommodate the proposed use or development, including the disposal of effluent.</i>	Yes	The site is considered capable of appropriately managing the proposed house lot excision and dwelling. Both lots will contain sufficient space for an onsite effluent disposal system to the satisfaction of the Responsible Authority.

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

<i>How the use or development relates to sustainable land management.</i>	Yes	The site has an area of approximately 2.4 hectares and is currently used primarily for residential purposes. There is no opportunity to use the land in a productive agriculture way due to surrounding residential land uses. The proposed dwelling is likely to ensure the land is maintained in terms of vermin and weeds.
<i>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</i>	Yes	The proposed vacant lot is considered to be a small lot suitable for a residential use. The proposed dwelling location allows for adequate setbacks from the adjoining boundaries.
<i>How the use and development makes use of existing infrastructure and service.</i>	Yes	Access for the new lot is proposed to be via Fancourt Street which is located on the northern boundary of the site.
Agricultural Issues		
<i>Whether the use or development will support and enhance agricultural production.</i>	Yes	The subject site has an area of approximately 2.4 hectares. The site is characterised by its surrounding residential and agricultural land uses. Given the size of the lots, surrounding land uses and proximity to the Euroa town centre it is unlikely that the larger lot containing the existing dwelling could be sustainably used for agriculture. Which is further evident by the previous application history for the site.
<i>Whether the use or development will permanently remove land from agricultural production.</i>	Yes	Given the size of the lot and surrounding residential development, it is considered that the subject site is already removed from agriculture. The proposed development is unlikely to have any impact on the potential future use of the land for agriculture. The proposed use and development of a dwelling and two lot subdivision will be in character of the area.

9.2 Planning Permit Application No. P2021-002
- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

<i>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</i>	Yes	Given the adjoining land uses and lot sizes there is unlikely to be any operation or expansion of agricultural land uses on adjoining or nearby properties.
<i>The capacity of the site to sustain the agricultural use.</i>	Yes	The site has limited capacity as detailed above due to its size and surrounding development.
<i>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</i>	Yes	The quality of the land in this area is generally considered productive. However as detailed above the lot has an area of approximately 2.4 hectares.
<i>Any integrated land management plan prepared for the site.</i>	n/a	No integrated land management plan has been prepared for the subject site.
Dwelling Issues	Complies	Officers Comment
<i>Whether the dwelling will result in the loss or fragmentation of productive agricultural land.</i>	Yes	As detailed above the dwelling is unlikely to result in the loss or fragmentation of productive agricultural land. It is considered that this has already occurred in part due to previous subdivision and residential development in the area.
<i>Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.</i>	Yes	The dwelling is surrounded by residential uses and the building envelope allows appropriate setback from all boundaries.
<i>Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.</i>	Yes	As detailed above the dwelling is not in proximity to large agricultural uses and is therefore unlikely to affect the operation and expansion of adjoining and nearby agricultural uses.
<i>The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.</i>	Yes	The site already adjoins the General Residential Zone and no large scale agriculture occurs in the surrounds area.

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- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Environmental issues		
<i>The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.</i>	Yes	The proposed dwelling is unlikely to significantly impact on the surrounding environment. The dwelling will be connected to an appropriate on-site waste-water disposal area to the satisfaction of the responsible authority.
<i>The impact of the use or development on the flora and fauna on the site and its surrounds.</i>	Yes	The proposal does not include the removal of any vegetation and is appropriately located not to damage or have any impact on the vegetation at the site.
<i>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</i>	Yes	The proposal does not include the removal of any vegetation.
<i>The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.</i>	Yes	On site effluent disposal will be provided to both lots to the satisfaction of the responsible authority.
Design and siting issue		
<i>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</i>	Yes	As detailed above the dwelling can be appropriately setback from the adjoining boundaries within the proposed building envelope.
<i>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</i>	Yes	The proposed siting and design are considered appropriate. Should a permit be issued, a condition will be placed on the permit requiring muted tones.
<i>The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.</i>	Yes	The proposed dwelling is unlikely to impact the character and appearance of the area.
<i>The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities.</i>	Yes	The proposed dwelling and associated infrastructure are appropriately located.

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<i>Whether the use and development will require traffic management measures.</i>	Yes	The application was referred to Councils Assets Department who raised no concerns in relation to traffic management measures. A single dwelling is unlikely to unreasonably increase traffic in the area.
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Urban Floodway Zone

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify waterways, major floodpaths, drainage depressions and high hazard areas which have the greatest risk and frequency of being affected by flooding.*
- *To ensure that any development maintains the free passage and temporary storage of floodwater, minimises flood damage and is compatible with flood hazard, local drainage conditions and the minimisation of soil erosion, sedimentation and silting.*
- *To reflect any declarations under Division 4 of Part 10 of the Water Act, 1989 if a declaration has been made.*
- *To protect water quality and waterways as natural resources in accordance with the provisions of relevant State Environment Protection Policies, and particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*

Officer's Response:

A permit is required for the subdivision of land pursuant to Clause 37.03-3 of the Urban Floodway Zone (UFZ). This subdivision is allowable as no new lots are being created entirely within the UFZ, nor is there any access through the UFZ, or any built form proposed within with the UFZ. The application has also been referred to the Goulburn Broken Catchment Management Authority who has consented to the proposal. Given this, the proposal is considered to be consistent with the purposes of the Urban Floodway Zone.

Land Subject to Inundation Overlay

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.*

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- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
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- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made. To protect water quality in accordance with the provisions of relevant State Environment Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria). To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

Officer's Response:

A permit is required for the subdivision of land, and for the development of land for a single dwelling pursuant to Clauses 44.04-2 and Clause 44.04-3 of the Land Subject to Inundation Overlay. As this area of land is not a flow path or a floodway, the development of the land is considered appropriate. The application was referred to the Goulburn Broken Catchment Management Authority who did not object to the application, subject to conditions. Given this, the application has been considered on its merit and should be granted a planning permit, subject to conditions.

The Planning Policy Framework (PPF)

Clause 13.03-1S Floodplain management
Objective

- *To assist the protection of: Life, property and community infrastructure from flood hazard. The natural flood carrying capacity of rivers, streams and floodways. The flood storage function of floodplains and waterways. Floodplain areas of environmental significance or of importance to river health.*

Clause 14.01-1S Protection of agricultural land
Objective

- To protect the state's agricultural base by preserving productive farmland.

Clause 14.01-2S Sustainable agricultural land use
Objective

- *To encourage sustainable agricultural land use.*

Clause 14.02-1S, Catchment planning and management
Objective

- *To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.*

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- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
Birkett Street, Euroa VIC 3666 (cont.)

Officer's Response:

The proposal is unlikely to create any significant flooding issues and has been consented to by the Goulburn Broken Catchment Management Authority. The application was referred to Council's Assets Services Department who have not raised any concerns with the proposal.

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

Clause 22.01 Housing and House Lot Excisions in Farming Zones

Objectives

- *To protect and maintain productive farming areas.*
- *To protect and promote sustainable use of privately owned land that includes high value or significant vegetation and waterways.*
- *To promote recognition of rural activities, e.g. tourism, wineries, equine and intensive agriculture.*
- *To promote the clustering of co-dependant uses.*
- *To protect the growth of rural activities against potential land use conflict.*
- *To ensure that rural production is not compromised by housing encroachment.*

Officer's Comment:

This proposal is considered to be consistent with this local policy as the subdivision of land is consistent with the surrounding development patterns and is unlikely to impact on the nearby agricultural uses in the area due to the distance between them. The lots are of sizes that are unable to sustain an agricultural use. The subject site is located within an area of land included in the Strathbogie Shire Rural Residential Strategy (2004) as an area of rural residential development. A residential development similar to the neighbouring properties along Birkett Street which is consistent with the strategy is considered to be an appropriate outcome for the site.

Clause 22.01-3 Dwellings on small lots in the Farming Zone

Policies:

- *The construction of a new dwelling on an existing small lot will be discouraged unless it meets all the following requirements:*
 - *The lot is accessed by an all-weather road and has appropriate service provisions.*
 - *Emergency ingress and egress is at an appropriate standard.*
 - *The dwelling will not inhibit the operation of agriculture and rural industries.*
 - *The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards, and;*

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- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
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- *Meets at least one of the following requirements:*
 - *The dwelling should be associated with a sustainable rural pursuit that requires a dwelling on the land to manage that pursuit. The application should be supported by a farm management plan that justifies the need for a dwelling to assist in the operation of the farm.*
 - *The applicant can substantiate that the land has no agricultural potential due to environmental significance and the dwelling is to be used in conjunction with sustainable land management and the significant vegetation is protected on title.*
 - *The lot has been identified in the Strathbogie Shire Rural Residential Strategy, 2004 as rural residential; implying that that there is an historic use and development pattern. Consideration should be given to the recommendations in the Strategy.*
 - *The applicant is proposing to consolidate one or more lots in the same ownership with the subject land prior to the construction of the dwelling.*

Officer Comment:

Fancourt Street is bitumen and is easily accessed from Birkett Street to the north east corner of the subject site.

It is considered the dwelling is appropriately setback on the subject site. A Section 173 Agreement included on title via conditions will ensure no further subdivision of site can occur including house lot excision for either lot.

Clause 21.02-6 *Building Material – Muted Tones*

Objective:

- *To ensure that all structures blend in with the surrounding environment and that the aesthetic amenity of the area is preserved and/or enhanced.*

Officer Comment:

The dwelling is proposed to be constructed of new materials. The materials are unlikely to impact the aesthetic amenity currently enjoyed in the area. Standard conditions will be included on any planning permit issued to ensure the materials are muted and non-reflective. As such, this proposed is consistent with this Local planning policy within the Strathbogie Planning Scheme.

Relevant Particular Provisions

There are no provisions considered applicable to this planning permit application.

The decision guidelines of Clause 65

Clause 65.01, *Approval of an application or plan*, states that; *before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:*

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*

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- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

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

There are no relevant incorporated, reference or adopted documents.

Relevant incorporated, reference or adopted documents

Rural Residential Strategy (2004)

The subject site is identified in the Rural Residential Strategy (2004) as part of an existing rural residential area which would be assessed in more detail for rezoning to fit the existing residential character.

Relevant Planning Scheme amendments

There are no other relevant planning scheme amendments.

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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Birkett Street, Euroa VIC 3666 (cont.)

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

LEGAL CONSIDERATIONS

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

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

Conflict of Interest Declaration

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

Transparency

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

This application is being heard by Council as the proposal has 1 objection. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The proposal will create an additional lot as well as develop the site for a single dwelling that would provide for increased capital improved value.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and is considered to have no negative impact on the environment.

Climate change

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change. In addition, Clause 13 of the Strathbogie Planning Scheme addresses environmental risks and amenity which have been considered as part of the assessment of this application.

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- Two (2) Lot Subdivision – Use and development of land for a dwelling ~ 88-96
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HUMAN RIGHTS CONSIDERATIONS

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

SUMMARY OF KEY ISSUES

With regard to the Farming Zone: The proposal is for a 2 lot subdivision (house lot excision) in the Farming zone and the use and development of land for a dwelling on the proposed new lot. Consideration has been given against relevant clauses of the scheme.

With regard to the Urban Floodway Zone: The proposal does not create a lot entirely within the zone and does not propose any structures to be built within the zone, therefore the application is consistent with the provisions of the zone.

With regard to the Land Subject to Inundation Overlay: The proposal has been referred to the relevant authority who consented to the proposal. Conditions have been placed within the recommendation.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Zones, and Overlay.

CONCLUSION

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

ATTACHMENTS

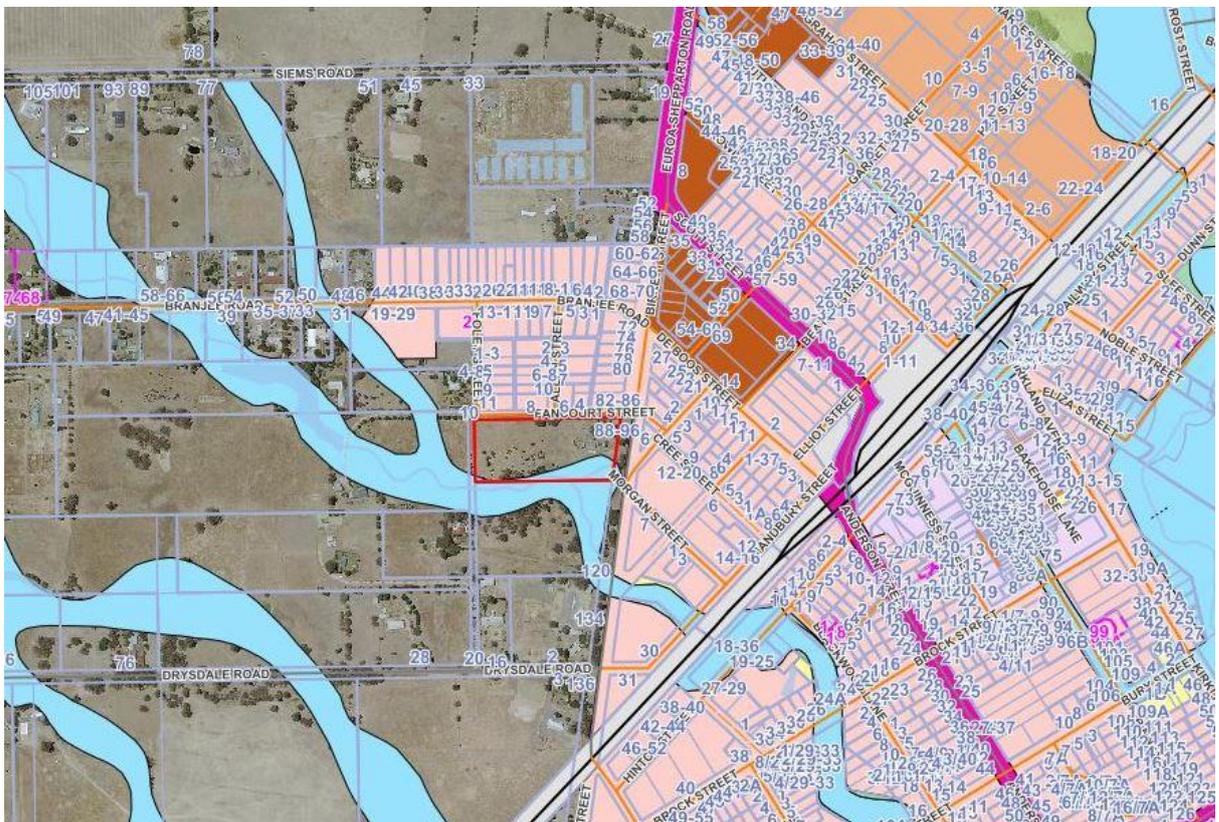
Attachment 1: Subject Land Map

Attachment 2: Locality Map

ATTACHMENT 1:



ATTACHMENT 2:



9.3 Planning Permit Application No. P2021-003
- Use and development of land for Landfill (Placement of ‘certified’ clean fill into Borrow Pit); Development of land for short term site office, one shipping container and two containers with roof kit; Creation of access from Road Zone Category 1 (RDZ1) ~ Grimwade Road, Nagambie VIC 3608, L1 PS701500 V4317 F351 Parish of Wahring

Author: Manager Planning & Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the Use and Development of land for landfill (Placement of certified clean fill to repatriate an existing borrow pit onsite). Planning approval is also sought for the associated development of land for a short-term relocatable site office and three shipping containers, a temporary roof kit will span two containers forming a temporary workspace. Access to the site is proposed from Grimwade Road, a Road Zone Category 1 (RDZ1) road.
- The application was advertised to adjoining and surrounding properties and a notice displayed onsite. Two (2) objections were received, further detail is contained within this report.
- The application has been assessed within the 60-day statutory timeframe.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Farming Zone and Road Zone Category 1.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a planning permit in accordance with the Officer’s recommendation.

APPLICATION DETAILS

Application is for:	Use and development of land for Landfill (Placement of ‘certified’ clean fill into Borrow Pit); Development of land for short term site office, one shipping container and two containers with roof kit; creation of access from Road Zone Category 1
Applicant’s/Owner’s Name:	Russell Varcoe
Date Received:	6 January 2021
Statutory Days:	56 days
Application Number:	P2021-003
Planner: Name, title & department	Ben Yates Contract Planner Planning & Investment
Land/Address:	Grimwade Road, Nagambie VIC 3608 Lot 1 PS701500
Zoning:	Clause 35.07 – Farming Zone
Overlays:	None
Is a CHMP required?	Partial coverage of areas of cultural heritage sensitivity (South East corner) - No CHMP required

- 9.3 Planning Permit Application No. P2021-003
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Is it within an Open Potable Catchment Area?	No
Under what clause(s) is a permit required? (include description)	Clause 35.07, Farming Zone – Planning permit required for use of land for refuse disposal (landfill) Clause 35.07, Farming Zone – Planning permit required for buildings and earthworks associated with a section 2 use Clause 52.29, Land Adjacent to Road Zone Cat 1 – Planning permit required for creation of access.
Restrictive covenants on the title?	None
Current use and development:	Vacant and undeveloped. The subject site forms part of a parcel of land that has remained undeveloped since material was removed from the site for the construction of the Nagambie By-Pass road from December 2009 until it was opened in April 2013.

RECOMMENDATION

That Council:

Having caused notice of Planning Application No. P2021-003_ to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to grant a Permit under the provisions of Clause 35.07 Farming Zone and Clause 52.29, Road Zone Category 1, of the Strathbogrie Planning Scheme in respect of the land known as Lot 1 on Plan 701500 V4317 F351 Parish of Wahring, for the Use and development of land for Landfill (Placement of 'certified' clean fill into Borrow Pit); Development of land for short term site office, one shipping container and two shipping containers with roof kit; creation of access from Road Zone Category 1 in accordance with endorsed plans, subject to the following conditions:

Conditions:

AMENDED PLANS REQUIRED

1. Prior to the commencement of the use and development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a digital copy (or 3 hard copies) must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to include:

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- Use and development of land for Landfill (Placement of 'certified' clean fill into Borrow Pit); Development of land for short term site office, one shipping container and two containers with roof kit; Creation of access from Road Zone Category 1 (RDZ1) ~ Grimwade Road, Nagambie VIC 3608, L1 PS701500 V4317 F351 Parish of Wahrung (cont.)

- a. Staging details and calculation of fill volumes for each stage
- b. Finished surface levels of fill to AHD
- c. A Site Management Plan in accordance with condition 2 of this permit
- d. A Stormwater management plan in accordance with condition 18 and 19 of this permit.

SITE MANAGEMENT PLAN

2. Prior to the commencement of the use and development, a Site Management Plan for the management and operation of the use of the site to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The Site management plan must include:
 - a. Details of fill certification process prior to delivery. Only certified clean fill in accordance with IWRG621 Soil Hazard Categorization and Management guidelines is to be admitted onsite.
 - b. A detailed delivery log of all materials delivered to the site. The material source, date of extraction and delivery time must be included, and certification certificates are to be registered against the delivery. The delivery log must be kept onsite and made available to Responsible Authority at all times.
 - c. Proposed monitoring systems for certification of clean-fill prior to arrival onsite.
 - d. Traffic movements to and from the site:
 - i. Proposed route to and from the site
 - ii. Expected number of traffic movements.
 - e. Staffing details.
 - f. Hours of operation.
 - g. Procedures to ensure that no significant adverse environmental impacts occur as a result of the use.
 - h. Identification of possible risks of operational failure and response measures to be implemented (Including monitoring of ground water).
 - i. Day to day management requirements for the operation of earth moving and compaction equipment.
 - j. Details of dust dispersal and site watering.

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- k. Details of revegetation process including topdressing, proposed pasture species and ongoing maintenance procedures. Strategies for the ongoing maintenance the site for a period of six (6) months after the use has been completed must be provided.

Test certificates confirming status of material to be deposited as clean-fill must be provided to staff prior to its delivery and acceptance to the site.

Certification of all fill to be delivered onsite can only be completed by a certified NATA practitioner (National Association of Testing Authorities).

The Site Management Plan must be reviewed annually to the satisfaction of the Responsible Authority and any consequential changes to the plan submitted to and approved by the Responsible Authority. The use must be conducted in accordance with the endorsed plan at all times.

GENERAL CONDITIONS

3. The amenity of the area must not be detrimentally affected by the development, through the:
 - a. Appearance of any building, works or materials;
 - b. Transport of materials, goods or commodities to or from the land;
 - c. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;
 - d. Presence of vermin, and;
 - e. Others as appropriate
4. The various activities forming parts of the use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
5. Placement of the shipping containers for the intended use as a temporary site office and workshop must avoid impacts upon native vegetation on the subject land.

NOISE ABATEMENT

6. Noise levels emanating from the land must comply with the requirements of the Environment Protection Authority's Information Bulletin No. N3/89 *Interim Guidelines for Control of Noise from Industry in Country Victoria*.

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NATIVE VEGETATION

7. **Prior to the commencement of works, a native vegetation protection fence must be erected around all native vegetation within 15 metres of the works area. This fence must be erected at:**
 - a. **(A radius of 12 times the diameter of the tree trunk at a height of 1.4 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the tree; and**
 - b. **Around the patch(es) of native vegetation at a minimum distance of 2 metres from retained native vegetation.**

The fence must be constructed of star pickets and paraweb or similar, to the satisfaction of the Responsible authority. The protection fence must remain in place until all works are completed to the satisfaction of the responsible authority.

8. **Any revegetation works at the site must utilise locally sourced indigenous species.**

TRUCK WHEEL WASH

9. **A truck wheel-wash or rumble grid must be installed and used so vehicles leaving the site do not deposit mud or other materials on roadways to the satisfaction of the Responsible Authority.**

COMPLETION OF THE USE AND DEVELOPMENT

10. **Upon completion of the use and development allowed by this permit, all structures, equipment, rubbish and debris are to be removed from the site to the satisfaction of the Responsible Authority.**
11. **The site must be reseeded in pastures appropriate to local conditions.**
12. **Finished site levels must be in accordance with the endorsed plans and to the satisfaction of the Responsible Authority.**
13. **Strathbogie Shire Council must be notified upon completion of the use and development allowed by this permit. A final site inspection will be conducted by the Responsible Authority 12 months after the completion date. If the site is not considered to be rehabilitated in accordance with the endorsed plans and endorsed site management plan, works to rectify any areas of non-compliance must be carried out to the satisfaction of the Responsible Authority.**

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ASSETS

- 14. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.**
- 15. Internal Access Roads**
Prior to the commencement of the use/issue of the Certificate of Occupancy/issue of the Certificate of Final Inspection all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4 metres.
- 16. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -**
- Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and
 - Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)
- Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).
- 17. Prior to the commencement of use and development, the permit applicant must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, streetlights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.**

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DEPARTMENT OF TRANSPORT

- 18. Only one access will be permitted from the subject land to Grimwade Road as shown on the endorsed plan. The access must be constructed and sealed in accordance with VicRoads guideline drawing GD4010 Typical Access to Rural Properties to cater for a 19m Semi Trailer as detailed in Table 2 - Access Setout Details.**
- 19. Before development starts the applicant must complete the following to the satisfaction of and at no cost to the Head, Transport for Victoria:**
- a. A detailed drainage design plan showing finished surface contours, drainage infrastructure and channels. When approved by the Head, Transport for Victoria, the plan must be endorsed by the Responsible Authority and will then form part of the permit.**
 - b. The access must be constructed and sealed in accordance with VicRoads guideline drawing GD4010 Typical Access to Rural Properties to cater for the 19m Semi Trailer as detailed in Table 2 - Access Setout Details.**
- 20. Unless otherwise agreed in writing by the Head, Transport for Victoria, the finished surface of the landfill and drainage infrastructure including channels must be completed in accordance with the endorsed detailed drainage design plan to the satisfaction of and at no cost to the Head, Transport for Victoria.**
- 21. The driveway must be maintained in a fit and proper state so as not to compromise the ability of vehicles to enter and exit the site in a safe manner or compromise operational efficiency of the road or public safety (eg. by spilling gravel onto the roadway).**

PERMIT EXPIRY

- 22. This permit will expire if one of the following circumstances applies:**
- (a) the approved use and development does not start within 2 years of the date of this permit; and**
 - (b) the approved development is not completed within 4 years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or
- within six months afterwards if the use or development has not yet started; or

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- **within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Planning notes:

- **This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**
- **This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.**
- **Department of Transport: Separate consent for works within the road reserve and the specifications of these works may be required under the Road Management Act.**

PROPOSAL

The applicant proposes the reinstatement of an existing borrow pit site that was originally used to supply fill for the construction of the Nagambie By-pass road.

'Certified' clean fill is to be transported from offsite to fill the borrow pit and complete repatriation works to restore the site to its former agricultural use. Temporary structures will be developed onsite to provide shelter for staff and workspaces. A new access is for heavy vehicles proposed from Grimwade road.

Clean 'certified' fill is to be transported from Cornfoot Bros Earthmoving Pty. Ltd. Located at 88 Freight Dr, Somerton and other civil works sites in northern Melbourne and will be deposited at the subject land and compacted.

- An estimated 502,180m³ of clean fill will be required to restore the property to its original condition.
- The applicant has asserted that all materials will be required to be tested before being accepted onsite with an EPA approved certificate of clean-fill provided before being allowed on site. This will be achieved by the materials meeting the thresholds contained within IWRG621 Soil Hazard Categorization and Management guidelines which was provided with the proposal.
- Once filled and compacted, the land will be revegetated/seeded with local seeds and the land returned to its previous agricultural use (grazing).

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- Proposed constructed fill design levels are to align with existing natural surface levels as to maintain pre-existing natural overland flow conditions. Other on-site water collection will be via a natural overland/subsurface flow into an existing basin/dam and will be used for irrigation of the site and other uses as maybe required in the future.
- The applicant proposed that stormwater is managed in accordance with natural stormwater runoff (as per pre-existing conditions) processes, with the overland flow being directed to the cut off swale drains abutting the Goulburn Valley Freeway to the east.

Operational Details:

'Certified' clean fill material will be delivered via road freight using a standard truck & dog (trailer) configuration. It is anticipated that approximately 6 loads of stock-piled clean fill material will be transported each day from the Somerton site.

Cornfoot Brothers earthmoving delivery drivers will generally be responsible for the levelling and compacting of loads on delivery to the site.

Fill is to be placed in 500mm lifts and compacted utilising a 816 compactor.

24 Hour, 7 Day access is proposed for vehicle access to the site to deposit materials. The site is proposed to be staffed by 1-2 employees, as required. Compaction and earthmoving operations to be restricted between the hours of 6am and 6pm.

A sump is proposed to be constructed inside the pit with a pump installed and a water truck/tanker (10,000l capacity) provided onsite for watering of the working area and internal roads.

The number of truck loads on any given day may vary depending upon the location of the sourcing of appropriate material. An estimated 5-15 loads of fill may be possible depending on the availability of local project loads.

Access

Access to the site is proposed from a Road Zone Category 1, Grimwade Road, via a new entry along the south-west boundary of the subject land. A 6m wide crossing and double gate entry is proposed to facilitate access.

Rumble strips will be installed internally on-site at the exit point to minimise debris being transported onto the arterial road network.

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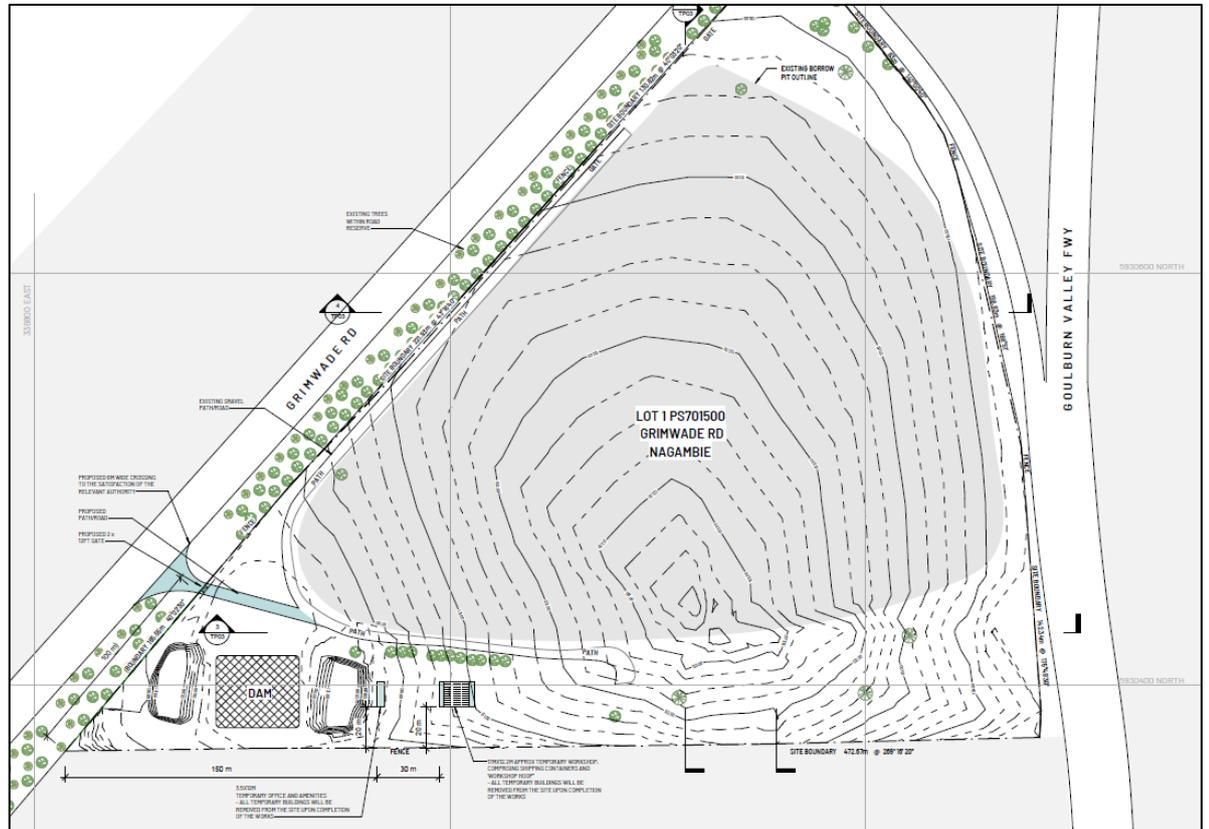


Figure 1 - Site Plan

Site Development

A temporary relocatable site office (12 metre x 3.5 metre) will be set up inside the new access entry point to monitor movements entering and exiting the site.

3 x temporary shipping containers (including a workshop hoop requiring 2 x shipping containers – refer below) will be located on the southern side of the existing dam.

The workshop loop will provide protection for the containers and create a covered work area to shelter personnel and equipment.

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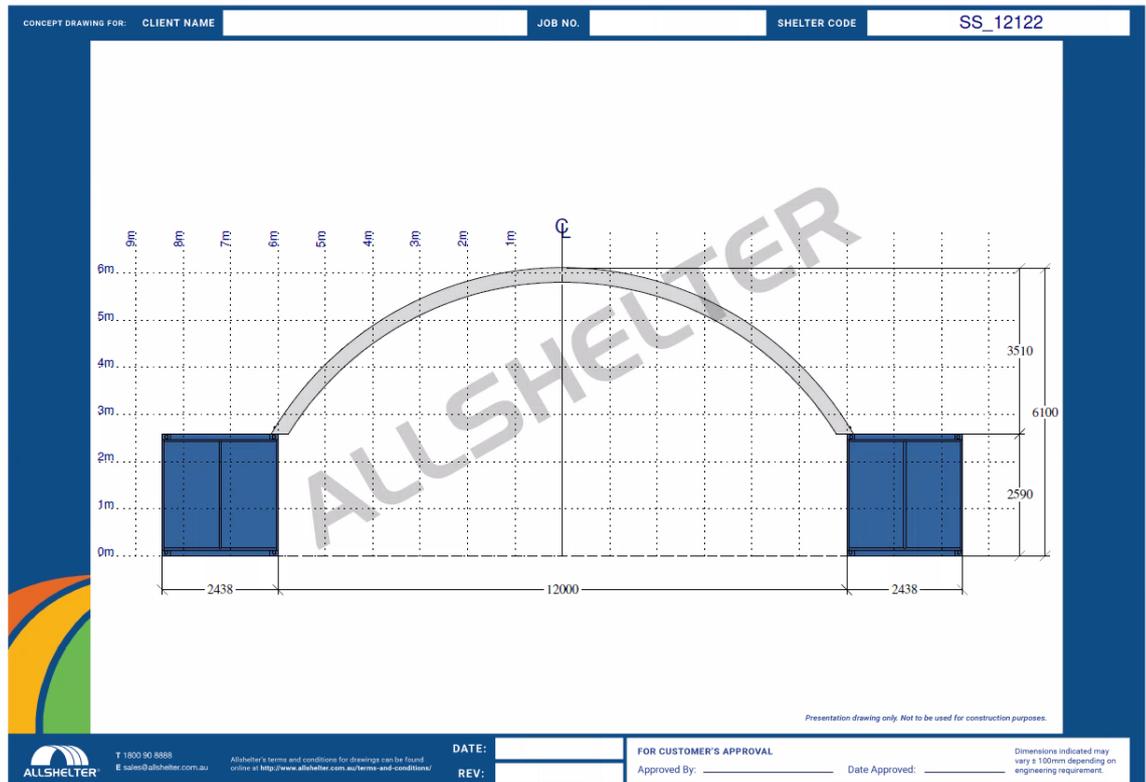


Figure 1: Workshop loop

SUBJECT SITE AND LOCALITY

The subject site is approximately 10 hectares in site area and located opposite the south-western corner of the interchange of the new Goulburn Valley Freeway (eastern side) and Grimwade Road (north-western boundary) approximately 3.5km north-east of Nagambie township.

Access to the site is currently available via gates from Grimwade road on the north-western boundary of the site.

The site contains an existing borrow pit where material was sourced/removed as part of the construction of the Nagambie Bypass, a 17km freeway to the east of the Nagambie township from Mitchellstown. An estimated 485,454m³ was extracted from the site to supplement earthworks for the bypass between 2010 and 2013.

An existing dam is located in the southwestern corner of the site which was most likely used as a sump for dust dispersion and watering of the site during construction of the Bypass. Scattered vegetation at various stages of maturity is located along the southernmost boundary and the northernmost corner of the subject site. A small waterbody has developed at the base of the borrow pit, which is most likely to be a soak that has formed from runoff from rainwater flows from the walls and base of the pit.

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Surrounding land-use is predominantly agriculture, farming activity is generally limited to fodder production or grazing at small to large scales depending on allotment sizes. No agricultural activity current occurs on the site. Allotments surrounding the site are generally used for the sole purposes of agriculture, the nearest dwelling is located approximately 275m south of the site.

PERMIT/SITE HISTORY

A search of Council's electronic records showed the following planning permit issued for the site: P2010/061 - Soil Extraction for Road Works - Nagambie Freeway.

PUBLIC NOTIFICATION

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

- Sending letters to adjoining and nearby landowners
- Placing (a) sign on site.

The notification has been carried out correctly.

Two (2) objections have been received. The key issues that were raised in the objections are:

- Potential for contaminated fill
- Impacts on ground water quality
- Integrity of auditing processes to ensure only clean fill is brought to the site and ongoing monitoring of soil and water quality onsite
- Sign off on repatriation/revegetation onsite – Objectors sought assurance that the site will be repatriated as per permit conditions and conditions to ensure ongoing monitoring of conditions onsite
- Loss of naturally occurring waterbody in the borrow pit and its contribution to biodiversity
- Management of stormwater from the site and potential for outflows into council assets and then flowing on into the river system.

Officer Response

Upon review of the objections and following conversations with the objectors and applicant, permit conditions have been placed within the officer recommendation which will be able to ensure that the operations of the site are monitored in accordance with a site management plan which must be submitted to the Responsible Authority.

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COMMUNITY ENGAGEMENT

A meeting was held onsite between council, the applicant and objectors on 22nd March 2021.

Some initial discussion also occurred between the applicant and one of the objectors with the view to it being removed. However, following discussions and the meeting both parties chose to maintain their objections.

REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	Department of Transport (Determining) – No objection, subject to conditions
Section 52 Notices	DELWP – Comment and advice on conditions only
	EPA – No comment
	Worksafe – No comment provided
	GBCMA – No objection, no conditions.
	GMW – No objection

Internal Council Referrals	Advice/Response/Conditions
Assets	No objection, subject to conditions

ASSESSMENT

Farming Zone

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*

To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

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Officer's Response:

The proposal has been assessed against the decision guidelines (as appropriate) as follows:

Decision Guidelines	Officer Comments	Complies?
General Issues		
The Municipal Planning Strategy and the Planning Policy Framework.	Assessment against MPS & PPF is provided below.	✓ Yes
Any Regional Catchment Strategy and associated plan applying to the land	Appropriate permit conditions to ensure the supply of certified clean fill and its ongoing monitoring onsite can ensure that the proposal can be implemented with no impact on groundwater. The proposal is considered in accordance with the Goulburn Broken Regional Catchment Strategy.	✓ Yes
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	Heavy vehicle access is available to the site via Grimwade Road and the surrounding road network. Traffic generated by vehicle movements to and from the site is not considered to result in any traffic congestion. The proposed temporary structures can be developed onsite with no impact on adjoining agricultural properties or vegetation onsite. No upgrades to the existing road network are required to accommodate the proposed use and development. The Department of Transport has provided their consent to the construction of a crossover to Grimwade road and provided design guidance.	✓ Yes
How the use or development relates to sustainable land management	When managed in accordance with an approved site management plan and combined with ongoing monitoring of water quality, the proposed fill, compaction and revegetation of the existing borrow put will result in a net environmental benefit to the site and surrounding area. Permit conditions enforcing use of temporary tree fencing will ensure no impacts on existing vegetation onsite allowing their continued contribution to maintaining groundwater quality.	✓ Yes

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Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	The land in its current form is not capable of sustaining an agricultural use in accordance with the Farming zone due to lack of available soils to produce grazing pastures, fodder or crops. The surrounding pattern of land is generally consistent with the farming zone and agriculture, and the proposed use and temporary development is unlikely to result in a conflict with these agricultural uses. The nearest dwelling is approximately 275m from the site, any amenity impacts are likely to be negligible. Routine watering of access roads and fill will ensure no dust impacts on adjoining properties or roads is created as a result of the proposal.	✓ Yes
How the use and development make use of existing infrastructure and services.	The proposal utilises existing transport networks to provide access for trucks transporting material to the site. The Department of transport has provided conditional consent to the proposal. Conditions requiring the development and approval of a detailed drainage design will ensure the proposal can be completed with no impacts on council drainage assets. The proposed crossover will be constructed in accordance with VicRoads guidance for crossovers to accommodate a 19m semi-trailer.	✓ Yes
Agricultural issues and the impacts from non-agricultural uses		
Whether the use or development will support and enhance agricultural production	Given the former works onsite to remove material, the proposal will allow for the repatriation of a degraded site and allow the property to be brought back into agricultural use in line with the purpose of the zone.	✓ Yes
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	Conditions requiring compulsory reporting of all certified fill arriving onsite will ensure the repatriation of the site can be completed with no impacts on soil quality. The project is not considered to result in any impacts on surrounding low-scale agricultural uses. Following completion, the site will be capable of sustaining agricultural uses consistent with the purpose of the Farming Zone.	✓ Yes

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<p>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</p>	<p>The proposed use and temporary development of the site is not considered to limit the operation or expansion of adjoining and nearby agricultural uses. Surrounding grazing, cropping or fodder production will be unaffected by vehicle movements and compactions operations. Limiting hours of operation for earthmoving equipment and compaction operations can ensure minimal noise impacts on stock in adjoining or nearby land.</p>	<p>✓ Yes</p>
<p>The capacity of the site to sustain the agricultural use</p>	<p>The agricultural capacity of the site is considered to be very low in its current state due to lack of pasture-bearing soil and the steep topography resulting from the construction of the existing borrow pit. When the repatriation is completed in accordance with an approved site management plan the site will be capable of sustaining an agricultural use consistent with the surrounding pattern of agricultural use. During the final phases of repatriation, conditions requiring the introduction of appropriate top-soil capable of sustaining new pastures or cropping can ensure the ongoing productivity of the allotment.</p>	<p>✓ Yes</p>
<p>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</p>	<p>The proposal will not compromise the ability of the surrounding land to access water or rural infrastructure. Conditions requiring strict adherence with EPA certification guidelines can ensure only clean-fill is delivered to site and no impact on soil quality results from the proposal.</p>	<p>✓ Yes</p>
<p>Any integrated land management plan prepared for the site.</p>	<p>A site management plan will be required to be submitted and endorsed by council prior to the commencement of the Use and development onsite. The site management plan will be required to specify certification processes for fill being brought onsite, delivery logs, hours of operation, staffing, staging of fill levels, compaction details, dust dispersion, revegetation and ongoing monitoring of conditions. Adherence with the strategies outlined in the plan will ensure a sustainable outcome for the site.</p>	<p>✓ Yes</p>

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Environmental Issues		
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	The subject site in its current condition is not considered to achieve a satisfactory environmental outcome. The proposal, when conducted in accordance with an approved site management plan can achieve a net environmental benefit for the area and the rehabilitation of agricultural land. Permit conditions requiring strict adherence to certification processes and regular auditing by council can ensure the proposal is completed with no impact on soil and water quality.	✓ Yes
The impact of the use or development on the flora and fauna on the site and its surrounds.	No native vegetation removal is proposed and referral comments from DELWP confirm that no threatened species are recorded on the subject land and adjoining parcels. Permit conditions requiring the construction of tree protection fencing around trees will ensure the placement of the temporary site office and shipping containers will not impact on the health and longevity of trees onsite.	✓ Yes
The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.	The proposal does not include the removal of any native vegetation, nor is it likely that it would lead to vegetation removal in the future. Tree protection fencing erected around vegetation onsite will ensure no impacts on native vegetation onsite.	✓ Yes

The Planning Policy Framework (PPF)

Clause 13.05-1S Noise abatement Objective

- *To assist the control of noise effects on sensitive land uses. Strategy is to ensure that development is not prejudiced and community amenity is not reduced by noise emissions, using a range of building design, urban design and land use separation techniques as appropriate to the land use functions and character of the area.*

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Officer's Response:

The proposal is unlikely to result in any unreasonable noise impacts on nearby properties due to ample setbacks to the nearest Sensitive use. Permit conditions requiring that earthmoving equipment and compaction equipment only operates during daylight hours will ensure no impacts on the amenity of dwellings and stock in surrounding land.

Clause 14.01-1S – Protection of Agricultural Land
Objective

- *To protect the state's agricultural base by preserving productive farmland*

Officer response

The proposal will enable to land to be put back into agricultural use upon the completion of the proposed works.

Clause 14.01-2S – Sustainable Agricultural Land Use
Objective

- *To encourage sustainable agricultural land use.*

Officer response

It is considered that by returning the site to it's previous use that the land will be able to be put back into it's previous purpose for agriculture.

Clause 14.02-1S Catchment planning and management
Objective

- *To assist the protection and restoration of catchments, water bodies, groundwater, and the marine environment.*

Clause 14.02-2S Water quality
Objective

- *To protect water quality*

Officer's Response:

The proposal is considered to be consistent with Victorian planning policy relating to the protection of agricultural land and the ongoing maintenance of water quality and overall catchment health.

The proposal restores the agricultural capacity of an environmentally degraded site, thereby contributing to the supply of agricultural land in the municipality and allowing for consolidation options with surrounding land.

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When conducted in accordance with an approved stormwater management plan, the proposal can be managed to avoid the outflow of stormwater into adjoining land or council assets. Certification and auditing processes of material prior to the arrival of fill onsite can ensure that no contaminated fill is deposited at the site that could potentially contaminate stormwater or groundwater flows. The applicant has agreed to the installation of water-quality monitoring for the ongoing monitoring of ground water quality onsite.

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

Clause 21.04 – Sustainable Environment

Clause 21.04-3 Water

Clause 21.06-2- Adapting and Diversifying agriculture

Officer's Response:

The proposal is considered to be in accordance with the abovementioned local policies. The fill and repatriation of an existing environmentally degraded site can achieve a more sustainable outcome for the area and prevent further degradation from erosion or salinity. Only clean-fill will be allowed onsite and certification monitoring processes can ensure the practise is carried out to the satisfaction of council and no impacts on water result from the repatriation of the site.

The rehabilitation of the site will restore the productive capacity of an agricultural allotment allowing for its ongoing contribution to the supply of smaller allotments to sustain innovate farming practises within the municipality

RELEVANT PARTICULAR PROVISIONS

Clause 52.29 - Land Adjacent to A Road Zone, Category 1, or A Public Acquisition Overlay For A Category 1 Road

This clause applies to land adjacent to a Road Zone, Category 1, or a Public Acquisition Overlay if the purpose of acquisition is for a Category 1 road.

Purpose

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

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Officer's Response:

The proposal includes the creation of a new crossover and accessway to Grimwade Road, a RDZ1 road. The proposed creation of access accords with the decision guidelines of the policy. Grimwade road and the surrounding road network are capable of supporting the traffic movements generated by the transport of fill to the site. The Department of Transport have provided their consent to the creation of access to Grimwade Road and provided design guidance to ensure the proposed crossover is constructed to allow the safe access and egress of heavy vehicles on Grimwade Road.

The decision guidelines of Clause 65

Clause 65.01, *Approval of an application or plan*, states that; *before deciding on an application or approval of a plan, the responsible authority must consider, as appropriate:*

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

The proposal is considered to be in accordance with the relevant decision guidelines of Clause 65. The proposed use and development can be completed in accordance with the purpose of the zone and with no impact on existing agricultural uses or the amenity of the area. Sufficient separation is available from earthworks and vegetation onsite to ensure no impacts on the long-term health of existing trees. The proposed repatriation of the site will allow for improved drainage of the allotment by reducing the potential for erosion resulting from stormwater flows into the existing borrow pit and restoring normal overland flows.

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

No relevant policies external to the Strathbogrie Planning scheme are applicable to the proposal.

Relevant incorporated, reference or adopted documents

There are no relevant incorporated, reference or adopted documents applicable to the proposal.

Relevant Planning Scheme amendments

There are no relevant planning scheme amendments that are applicable to the proposal.

Risk Management

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation. In particular, by providing condition number 2 of the recommendation.

Strategic Links – policy implications and relevance to Council Plan

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

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

LEGAL CONSIDERATIONS

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

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

Conflict of Interest Declaration

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

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Transparency

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

This application is being heard by Council as the proposal has 2 objections have been received to the proposal. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

SUSTAINABILITY CONSIDERATIONS

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

Economic

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

Social

There are no broader social implications from the proposed use and development or as a result of this application.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and subject to the proposed conditions any potential environmental impacts will be managed.

Climate change

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change. Of relevance is Clause 13 within the Strathbogie Planning Scheme which considers a broad range of considerations for Environmental Risks and Amenity. There are a number of permit conditions associated to this application that manage any potential environmental impacts.

HUMAN RIGHTS CONSIDERATIONS

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

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SUMMARY OF KEY ISSUES

With regard to the Farming Zone:

- The proposal takes advantage of existing transport infrastructure available to the site
- No land use conflicts will result from the use and development allowed by the permit.
- The proposal will not limit or prevent surrounding land from being used for the purposes of agriculture.
- The proposed use and development will allow for the restoration of an otherwise environmentally degraded site and allow for ongoing agricultural uses consistent with the purpose of the Farming Zone.
- Appropriate permit conditions and an approved site management plan will ensure the repatriation of the site can be completed with no impacts on soil or water quality.

With regard to the Road Zone Category 1:

VicRoads are the determining authority in relation to the proposed creation/alteration to a road zone category 1 road. The application has been referred to the authority and conditions have been provided and included within the recommendation.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework and Zones.

CONCLUSION

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

ATTACHMENTS

Attachment 1: Subject Land Map

Attachment 2: Locality Map

ATTACHMENT 1:



ATTACHMENT 2:



9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk

Author: Principal Planner/ Manager Planning & Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The permit was issued on 2 February 2010, with a requirement for certification to have been obtained by 2 February 2012.
- Four extensions of time have been issued for this permit, with an expiry date of 2 February 2020.
- An extension of time request was received in July 2020 for a further extension.
- The application is being heard before the Council due to the recommendation to refuse to grant an extension to the permit.
- It is recommended that Council resolve to issue a refusal to grant an extension to a Permit in accordance with the Officer's recommendation.

APPLICATION DETAILS

Application is for:	Use and development of land for a twelve (12) lot subdivision (Re-subdivision)
Applicant's/Owner's Name:	Donald Qu
Date Received:	14 July 2020 Further information requested on 7 August 2020
Statutory Days:	245
Application Number:	P2009/104
Planner: Name, title & department	Melissa Crane Principal Planner Planning and Investment Department
Land/Address:	Lot 1 of Plan of Subdivision 432454Y Certificate of Title Volume 05780 Folio 983, Lot 1 & 2 on Title Plan 665451R Certificate of Title Volume 08521 Folio 924, Crown Allotment 11B Section F Parish of Avenel Certificate of Title Volume 02705 Folio 865, Lots 1, 2, 3, 4, 5, 6, 7, 8, 8, 10, 11, 12, 13, 14, 15, 16 and 17 on Title Plan 878626T certificate of Title Volume 02725 Folio 995 297 Mitchellstown Road, Tabilk Victoria 3607
Zoning:	Farming Zone
Overlays:	Floodway Overlay, Land Subject to Inundation Overlay, Erosion Management Overlay, Bushfire Management Overlay
Is a CHMP required?	No
Is it within an Open Potable Catchment Area?	No
Under what clause(s) is a permit required? (include description)	Clause 35.07 FZ, Clause 44.01 EMO, Clause 44.04 LSIO, Clause 44.06 BMO/WMO, Clause 44.03 FO or RFO
Restrictive covenants on the title?	
Current use and development:	Agriculture

- 9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

RECOMMENDATION

That Council:

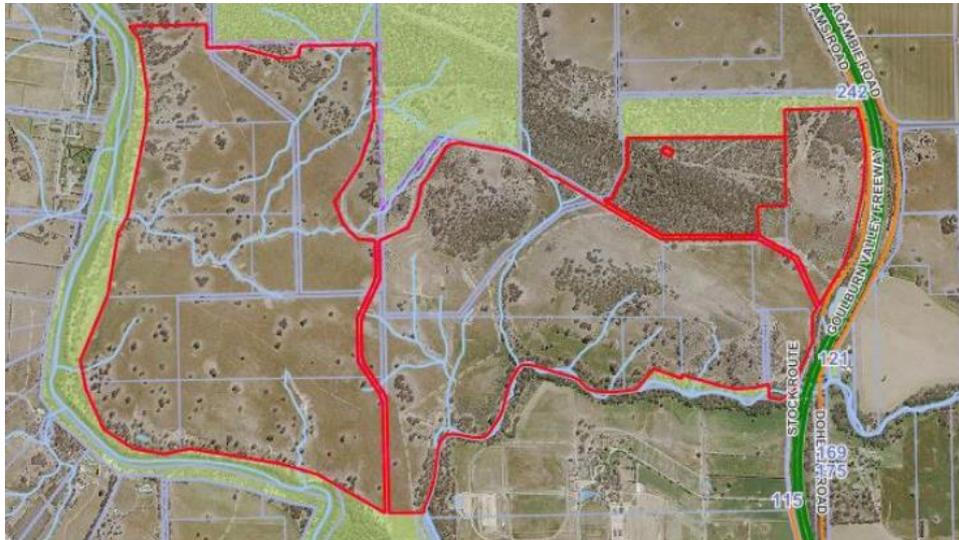
Having considered the extension request to Planning Permit P2009-104 under section 52 of the Planning and Environment Act 1987 and having considered all matters required under Section 69 of the Planning and Environment Act 1987 decide to issue a refusal to grant an extension to a permit in respect of the land known Lot 1 of Plan of Subdivision 432454Y Certificate of Title Volume 05780 Folio 983, Lot 1 & 2 on Title Plan 665451R Certificate of Title Volume 08521 Folio 924, Crown Allotment 11B Section F Parish of Avenel Certificate of Title Volume 02705 Folio 865, Lots 1, 2, 3, 4, 5, 6, 7, 8, 8, 10, 11, 12, 13, 14, 15, 16 and 17 on Title Plan 878626T certificate of Title Volume 02725 Folio 995, 297 Mitchellstown Road, Tabilk Victoria 3607, for the development of land for a twelve (12) lot subdivision.

PROPOSAL

An application has been received to extend planning permit P2009-104 for a further year to allow certification of the proposed plan of subdivision. The application for extension was supported with an application to amend the permit at the same time, in order to address the changes in planning policy since the permit was originally issued.

A third application was also lodged to address the subsequent native vegetation loss that would occur from the development of these allotments. Upon assessment of the proposal, the applicant has amended the new permit application, P2020-085, to be for the development of land for a twelve (12) lot subdivision and the removal of vegetation. This new application will include an assessment of the proposal against all the current planning controls.

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)



PERMIT/SITE HISTORY

No other planning permits have been issued for this site.

PUBLIC NOTIFICATION

No public notification was required for the assessment of this extension application.

COMMUNITY ENGAGEMENT

No consultation has been required to be undertaken.

REFERRALS

No referrals were undertaken as part of this assessment; however, all relevant authorities will be considered with the new permit application.

ASSESSMENT

The planning permit P2009-104 was issued on 21 February 2010, with the following condition in relation to expiry:

This Permit will expire if one of the following circumstances applies:

- (a) The Subdivision is not Certified within two (2) years of the date of this Permit; or
- (b) The Registration of the Subdivision is not completed within five (5) years of the date of this Permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the Permit expires or within three (3) months afterwards.

Four extensions to the permit have been granted, with the current expiry date on the permit being 2 February 2020. While this is more than 12 months ago, the extension request was lodged for this current assessment on 14 July 2020.

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

Although this is more than the 3 months after the expiry date listed on the permit, the *Planning and Environment Act 1987* was amended in 2013 to allow for extension requests to be considered within 6 months of the date of the expiry, regardless of what the permit condition may have stated. As such, a permit extension request was able to be lodged up until 2 August 2020.

At the time of lodgement, officers met with the applicant to discuss the various issues relating to the current permit. Council officers advised that further extensions were not likely to be supported, with a maximum extension of 12 months to obtain certification the only options that would be considered. This advice was based on the permit applicant addressing the concerns of Council, the Department of Environment, Land, Water and Planning and the Country Fire Authority. This resulted in the applicant asking the extension request to be placed on hold while they looked to obtain a new permit. This was agreed to, however now more than 12 months have passed since the permit expired, and an extension is no longer considered appropriate. The new application is being considered on permit application P2020-085, which is currently being assessed through the normal planning process.

The relevant test for assessing whether an extension to an existing permit should be approved is known as the 'Kantor Test', established in the seminal case of *Kantor v Murrindindi Shire Council* (1997) [18 AATR 285].

The principles under which an application is assessed can be summarised as:

- Whether there has been a change of planning policy.
- The probability of a permit issuing should a fresh application be made.
- The total elapses of time.
- Whether the landowner is seeking to warehouse the permit.
- Intervening circumstances as bearing upon grant or refusal (e.g. material changes to the site or what has been activated under the permit conditions).
- Whether the time limit originally imposed was adequate.
- The economic burden imposed on the landowner by the permit.

This is the fifth request for an extension.

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

An assessment against the principles is as follows:

Test	Comment	Meets test – Yes or No
Change in Planning Policy	<p>There have been a number of changes to planning policy since the permit was first issued, specifically the property is now partly in a Bushfire Management Overlay and the provisions around removal of native vegetation have changed requiring an assessment of consequential loss that may occur as part of a development.</p> <p>These items are not currently addressed in the permit conditions, and it is considered that an extension to this permit would not adequately address the planning policies that currently apply to the land.</p>	× No
Probability of new permit being issued	<p>The applicant has applied for a new planning permit to complete the subdivision, but the probability of a permit being issued with the current conditions is low.</p>	× No for the current permit conditions
Total lapse of Time	<p>In total 11 years have elapsed since planning permit P2009-104 was issued.</p>	× No
Has the applicant Warehoused the Permit	<p>The subdivision has been delayed due personal reasons and weather constraints. The applicant has employed the services of consulting land and engineering Surveyors and has taken significant steps in preparing for subdivision certification. The applicant has lodged plans for certification. Department of Environment, Land Water and Planning have not granted approval for Certification and the applicant is working towards resolving the issues.</p> <p>While they have been actively trying to complete the subdivision, the permit no longer reflects the controls that need to be addressed. As such, it is considered that the current permit holder has not warehoused the permit.</p>	✓ Yes
Intervening circumstances	<p>Personal reasons and weather have been cited as the reason the development is yet to commence. Department of Environment, Land Water and Planning would not grant approval for Certification on the current permit, and a new permit will need to be sought to address these concerns.</p>	× No
Original Planning Permit time limit adequacy	<p>The standard time limit was given with the application. This is considered adequate.</p>	× No

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

Economic burden imposed on applicant	There is unlikely to be an economic burden imposed on the applicant. The applicant has already paid the relevant fees for the new permit application.	✓ Yes
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Other relevant adopted State policies/strategies – (e.g. Melbourne 2030.)

There are no relevant adopted State policies.

Relevant incorporated, reference or adopted documents

There are no relevant incorporated, reference or adopted documents.

Relevant Planning Scheme amendments

There are no relevant planning scheme amendments.

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

The state policies are considered with due regard for the *Planning and Environment Act 1987*.

LEGAL CONSIDERATIONS

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

This application is being considered under Section 69 of the *Planning and Environment Act 1987*.

Conflict of Interest Declaration

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

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

Transparency

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

This application is being heard by Council due to the recommendation to refuse the extension. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The applicant has applied for a new permit, ensuring that the refusal will have no overall economic impact on Council.

Social

There are no broader social implications from the proposed subdivision or as a result of this refusal to extend the permit.

Environmental

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and a new permit application will allow greater consideration of the environmental impacts of the proposed subdivision beyond those considered 11 years ago.

Climate change

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, and the broader considerations for climate change will be undertaken in accordance with Clause 13.01 *Climate Change Impacts* of the Strathbogie Planning Scheme for the new application.

HUMAN RIGHTS CONSIDERATIONS

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

SUMMARY OF KEY ISSUES

With regard to the Farming Zone: The refusal of the extension does not take away the permit holders rights to apply for a new application, which will allow a current assessment of the proposal against the guidelines in place.

With regard to the Bushfire Management Overlay: The refusal of the extension will allow due consideration of the application against the BMO, which was not in place when this permit was issued.

9.4 Planning Permit Application No. P2009-104 - Development of Land for a twelve (12) Lot Subdivision (re-subdivision) ~ 297 Mitchellstown Road, Tabilk (cont.)

With regard to Clause 52.17, *Native Vegetation*: The refusal of the extension will allow due consideration of the application against the provisions of Clause 52.17, which have changed significantly since the permit was issued.

In summary, the extension request does not meet the principles outlined in the "Kantor Test" and should not be supported.

CONCLUSION

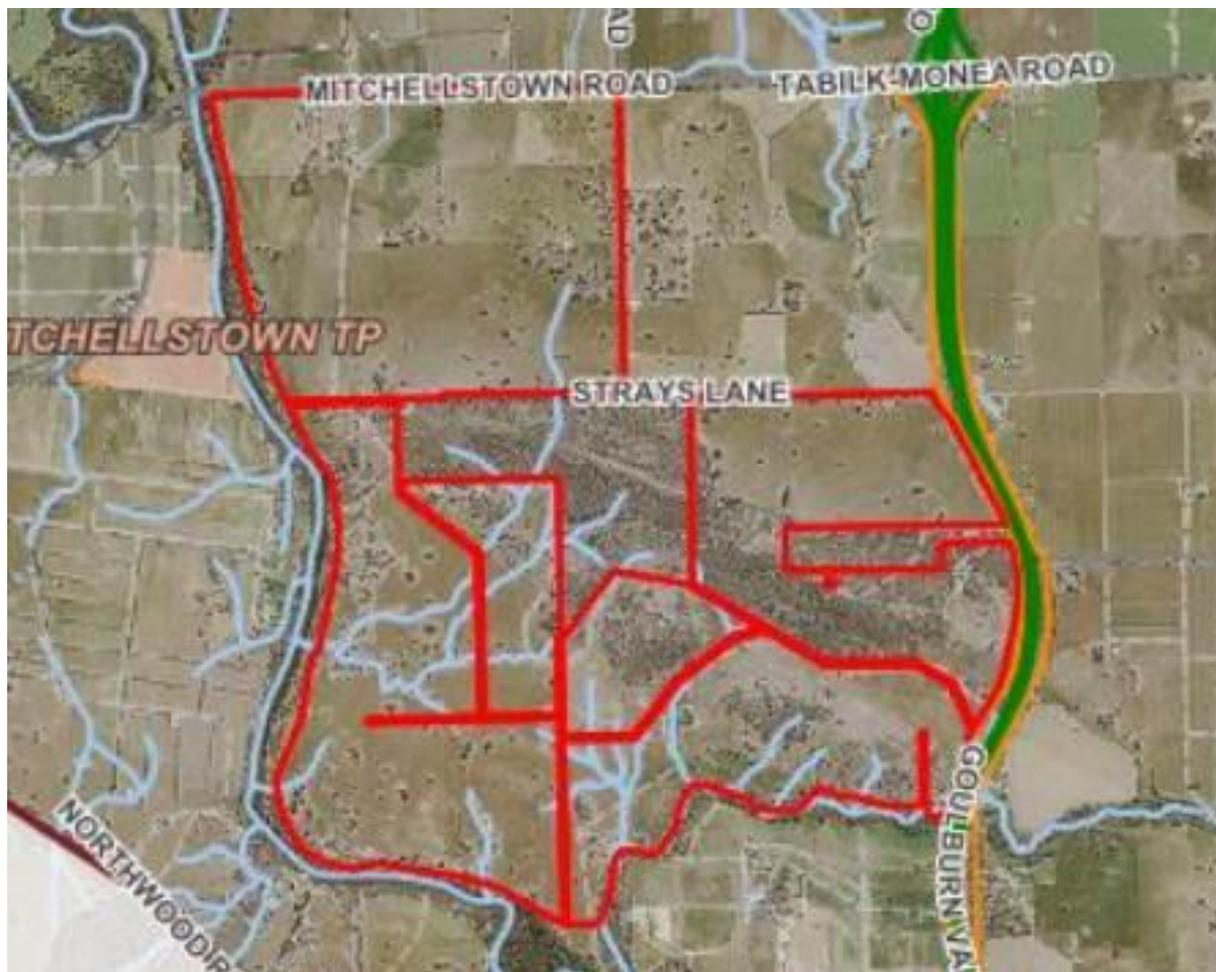
After due assessment of all the relevant factors, it is considered appropriate to issue a refusal to grant an extension to a planning permit, in accordance with the officer recommendation.

ATTACHMENTS

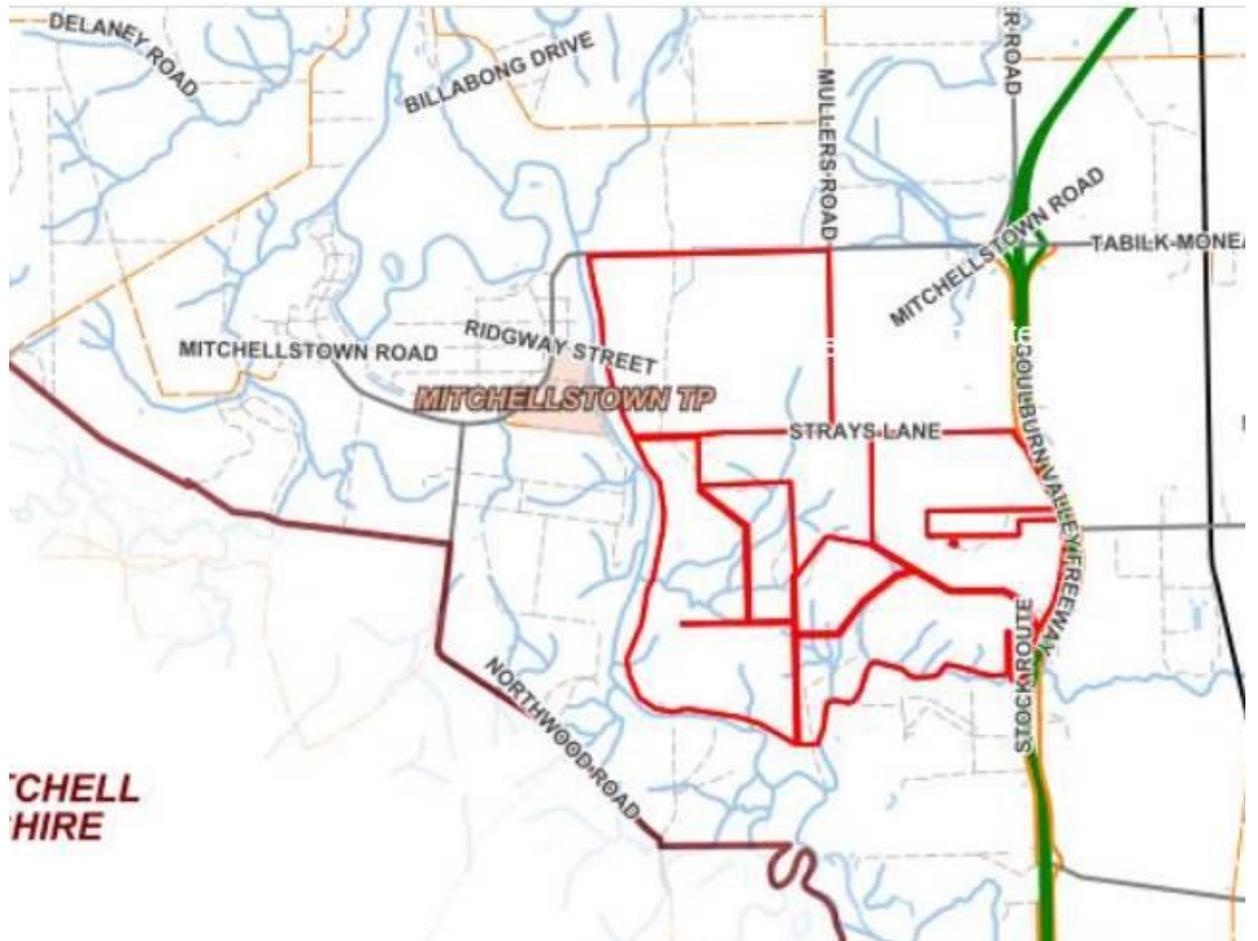
Attachment 1: Subject Land Map

Attachment 2: Locality Map

ATTACHMENT 1:



ATTACHMENT 2:



**9.5 Planning Applications Received and Planning Applications Determined
- 1 to 31 March 2021**

Responsible Officer: Manager Planning and Investment

Listings of Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period 1 to 31 March 2021 are provided for information.

It is noted that there were 23 planning applications received, and 20 planning applications determined, during this period.

RECOMMENDATION

That the report be noted.

ATTACHMENT 1:

Planning Applications Received

Tuesday, 2 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1796 Northwood Road, Tabilk VIC 3607	P2021-032	Development of land for an extension to existing dwelling	\$365,000.00

Wednesday, 3 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
134 Burrows Lane, Avenel VIC 3664	P2021-033	The use and development of land in regards to a Truffle Cafe and associated liquor licence.	\$510,000.00

Thursday, 4 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
73 Horseshoe Bend Lane, Kelvin View VIC 3666	P2021-034	Development of land for and extension to a dwelling	\$95,000.00

Tuesday, 9 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
654 Longwood-Mansfield Road, Creightons Creek VIC 3666	P2021-035	Development of land for a dwelling, track and septic system	\$50,000.00

Wednesday, 10 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
20 Drysdale Road, Euroa VIC 3666	P2021-037	Use and development of land for a second dwelling	\$220,000.00
54 Birkett Street, Euroa VIC 3666	P2021-036	Two (2) lot subdivision; Use and development of land for a second dwelling	\$380,000.00

Thursday, 11 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
194 Buntings Hill Road, Ruffy VIC 3666	P2021-038	Development of land for a shed (Hay Shed)	\$20,384.00

Friday, 12 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
12 Magiltan Drive, Strathbogie VIC 3666	P2021-039	Development of land for a dwelling	\$180,000.00
21 Filson Street, Nagambie VIC 3608	P2021-041	2 Lot Subdivision	\$0.00
52 Gregsons Road, Marraweeney VIC 3669	P2021-040	Construction of an 18 x 10 machinery and storage shed	\$27,000.00

Tuesday, 16 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
126 Spring Creek Road, Graytown VIC 3608	P2021-045	Development of land for an extension to a dwelling	\$70,000.00

Wednesday, 17 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
54 Jones Street, Avenel VIC 3664	P2021-044	Development of land for replacement signage	\$55,000.00

Thursday, 18 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1 Industrial Crescent, Nagambie VIC 3608	P2021-046	Construction of a Storage shed	\$75,000.00
9-13 Industrial Crescent, Nagambie VIC 3608	P2021-047	Construction of an Industrial Shed	\$22,801.00

Monday, 22 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
271 Tarnook Road, Baddaginnie VIC 3670	P2021-048	Development of land for an extension to a dwelling	\$0.00
Lobbs Lane, Nagambie VIC 3608	P2021-029	Subdivision of the land, removal of native vegetation and creation of a restriction on title	\$0.00

Tuesday, 23 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
839 Aerodrome Road, Avenel VIC 3664	P2021-042	Development of land for a shed (associated with a dwelling)	\$20,000.00

Thursday, 25 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
15-35 Stewart Street, Euroa VIC 3666	P2021-049	Twenty Eight (28) Lot Subdivision and removal of Native vegetation	\$0.00
Hume Freeway, Hume Freeway - Melbourne Bound (500m east of Oxenburys Road), LONGWOOD VIC 3665	P2021-043	Bridge strengthening works for Pranjip Creek Bridge, Hume Freeway, Longwood - DoT	\$1,000,000.00

Monday, 29 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
341 Galls Gap Road, Gooram VIC 3666	P2021-051	Development of land for new dwelling	\$0.00
533 Zanelli Road, Nagambie VIC 3608	P2021-050	Use and Development for a Mineral Processing Facility to process gold bearing ores and storage of tailings	\$2,000,000.00

Wednesday, 31 March 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2 Graves Street, Violet Town VIC 3669	P2021-054	two (2) lot subdivision of existing dwellings	\$0.00
446 Oak Valley Road, Longwood VIC 3665	P2021-053	Single storey extension to an existing dwelling	\$200,000.00

ATTACHMENT 2:

Planning Applications Determined

1/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
9 Moss Road, Goulburn Weir VIC 3608	P2021-026	Development of land for replacement signage	\$55,000.00	Issued

2/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
137 Forlonge Memorial Road, Euroa VIC 3666	P2021-004	Development of land for a dwelling extension and carport	\$95,000.00	Issued

3/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
599 Oak Valley Road, Upton Hill VIC 3664	P2021-001	Building and works for an extension to an existing dwelling	\$180,000.00	Issued

9/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
47 Branjee Road, Euroa VIC 3666	P2020-158	Use and development of land for a dwelling, studio, swimming pool, shed and carport	\$350,000.00	Issued
87 Anderson Street, Euroa VIC 3666	P2021-027	Development of land for an extension of an existing dwelling	\$95,000.00	Issued

16/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1/58 Blayney Lane, Nagambie VIC 3608	P2020-148	Use and development of land for a dwelling	\$1,200,000.00	NOD
12 Watson Street, Avenel VIC 3664	P2020-086	4 Lot Staged Subdivision (2 lots into 4); Creation of Access	\$0.00	NOD
1208 Reedy Lake Road, Whroo VIC 3612	P2017-121	Use and development of land for Group Accommodation (four new accommodation buildings, completion of one accommodation building; one administration and accommodation building), Managers residence and multipurpose shed; Development of land for field side shelter and shearing shed.	\$750,000.00	NOD
239 Cowells Lane, Euroa VIC 3666	P2020-140	Use and Development of land for a dwelling and a two (2) lot subdivision	\$350,000.00	NOD
30-38 Hovell Street, Avenel VIC 3664	P2020-069	Eleven (11) Lot Subdivision	\$0.00	NOD
40 River Street, Nagambie VIC 3608	P2020-115	Use and development of land for five (5) dwellings; Five (5) lot subdivision; Creation of easement	\$2,500,000.00	NOD
437 Creek Junction Road, Kithbrook VIC 3666	P2020-065	Use and development of land for a dwelling	\$0.00	Issued

18/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
126 Spring Creek Road, Graytown VIC 3608	P2021-045	Development of land for an extension to a dwelling	\$70,000.00	Issued
162 Arcadia Two Chain Road, Arcadia South VIC 3631	P2021-010	Development of land for an extension to a dwelling	\$85,667.00	Issued
27 Bury Street, Euroa VIC 3666	P2020-135	Use and development of land for two (2) dwellings and a two (2) lot subdivision	\$0.00	Issued

23/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
54 Jones Street, Avenel VIC 3664	P2021-044	Development of land for replacement signage	\$55,000.00	Issued

24/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
52 Gregsons Road, Marraweeney VIC 3669	P2021-040	Construction of an 18 x 10 machinery and storage shed	\$27,000.00	Issued

26/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
43 Meakins Avenue, Violet Town VIC 3669	P2020-156	Four (4) lot subdivision	\$0.00	Issued
9 Scobie Street South, Avenel VIC 3664	P2020-146	Two (2) Lot Subdivision	\$0.00	Issued

31/03/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
696 Galls Gap Road, Strathbogie VIC 3666	P2021-019	Develop land for a shed (Hayshed)	\$30,000.00	Issued

9.6 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment

Author: Manager Project Delivery, Senior Project Officer

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

An upgrade of Euroa/Strathbogie Road & Creek Junction Road intersection has become necessary to improve safety of road users at the intersection. This work was prioritised based on safety and is part of Strathbogie Shire Capital Work Program for the financial year 2020-21.

Through public advertisement in local and national newspapers, Council invited tenders for the Work under Contract No. 20/21-62, between 29 January 2021 and 24 February 2021. Five (5) tenderers submitted tenders for the work. These tenders have been assessed and evaluated by Council Officers, with the results showing Wrights Earthmoving Pty Ltd as the preferred tenderer.

RECOMMENDATION

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 20/21-62 Euroa/Strathbogie Road and Creek Junction Road Intersection Realignment.***
- 2. Awards the tender for Contract No 20/21-62 Euroa/Strathbogie Road and Creek Junction Road Intersection Realignment to Wrights Earthmoving Pty Ltd, of 1280 Broadford-Glenaroua Road, Glenaroua VIC 3764, for a total amount of \$203,147.49 (excluding GST).***
- 3. Authorises officers to advise the unsuccessful tenderers.***
- 4. Authorises the Chief Executive Officer to execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council.***
- 5. Notes the anticipated start date for a 12 weeks program is 10 May 2021, with an expected completion date of 30 July 2021.***

PURPOSE AND BACKGROUND

The purpose of this report is to award a tender for the works, Euroa/Strathbogie Road and Creek Junction Road Intersection Realignment, to the preferred tenderer following the tender evaluation process for contract number 20/21-62.

9.6 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment (cont.)

TENDER PROCESS

The public tender was released on “Tendersearch” via the Council website on the 29 January 2021. The tender was advertised in Saturday’s The Age newspaper (state-wide reach), Shepparton News, and Seymour Telegraph, in the week following release. By the close of tenders at 4.00pm on 24 February 2021, five (5) tender submissions had been received.

All tender submissions were accessed for their compliance including the contractual terms and conditions and the requirements of the response schedules, and all tender submissions were deemed conforming.

Table 1: Tender Submissions Received

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
JNR Civil Pty Ltd
Lincolns Earthmoving Pty Ltd
Miller Pipe and Civil Pty Ltd
O’Loughlin Excavations Pty Ltd
Wrights Earthmoving Pty Ltd

Table 2 below lists the tender offer (excluding GST) at the close of the advertised tender period.

Table 2: Tender Offers Received (excl GST)

Tender Offers Received at Close of Tender Period (excl GST) in lowest to highest order
\$203,147.49
\$351,977.55
\$384,510.00
\$399,722.97
\$456,052.00

Panel Assessment Process

In accordance with Council’s Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to release of the Tender documentation. The evaluation panel members were nominated prior to release of the tender submissions for evaluation. The panel signed ‘Conflict of Interest’ statements prior to the evaluation panel viewing the submitted tenders

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council staff members:

1. Senior Project Officer
2. Records Coordinator
3. Projects & Contracts Coordinator; and
4. Procurement & Tender Officer (moderating).

9.6 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment (cont.)

The Panel assessed each of the submissions in line with the selection criteria and best value for money principles.

TABLE 3: Evaluation Criteria

Criteria	Weighting (%)
Price	60
Qualifications / Skills & Experience	10
Compliance with Specification	5
Project Methodology	5
Management Schedules	10
Local Content	10
Total	100

Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed tenderers submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement & Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Thursday 11 March 2021 the Panel members and the Moderator met for the tender moderation meeting.

PANEL ASSESSMENT SUMMARY

At the completion of the tender evaluation process, Wrights Earthmoving Pty Ltd obtained the highest score. The company is based in Glenaroua but also have a branch of their operation in Euroa. They have ample experience in roadworks and general civil construction and have completed similar works for Strathbogie Shire Council in the past. They have demonstrated capability to complete works in the tender with minimal supervision based on their submitted documents. Their references are good and consistent with their declared project history.

COMMUNITY ENGAGEMENT

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

Before works commence, advertising will take place to inform community of the upcoming works.

9.6 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

- The *Council Plan* is relevant with the following:
 - Goal 3 - To provide quality infrastructure;
 - Key Strategy – Provide best practice management of all assets including roads, bridges and facilities;
 - Approach – Target major capital works projects to seek government funding to reduce Council's costs.

- *Asset Management Policy*
 - Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.

- *Asset Management Strategy*
 - Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

The advertising and assessment of the tender has been undertaken in accordance with Council's Procurement Policy 2021.

Conflict of Interest Declaration

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

Transparency

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by section 66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

9.6 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment (cont.)

An allocation of \$420,000 was made in Council's 2020/21 capital budget to complete this project. The savings associated with this tender will be redirected to other capital works projects within the 2020/21 program that have exceed their financial allocation.

SUSTAINABILITY CONSIDERATIONS

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

Economic

An upgrade of Euroa/Strathbogie Road & Creek Junction Road intersection has become necessary, to improve safety of road users at the intersection.

Social

The reconstruction work when completed would enable traffic flow of vehicles in a safer manner. Currently, merging into Euroa-Strathbogie traffic from Creek Junction Road is quite dangerous due to sharp angle at intersection coupled with the curvature of Euroa-Strathbogie Road at the intersection. This project when completed would therefore enhance safety for road users as its realignment would increase safer ingress and egress.

Environmental

The author of this report considers that the proposed works will not have a negative impact on the natural environment.

Climate change

The effects of climate change can be monitored upon the completion of works to provide information to future ongoing levels of service for any maintenance programs into the future.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

The reconstruction work will enable traffic flow of vehicles in a safer manner. Currently, merging into Euroa-Strathbogie traffic from Creek Junction Road is quite dangerous due to sharp angle at intersection coupled with the curvature of Euroa-Strathbogie Road at the intersection.

HUMAN RIGHTS CONSIDERATIONS

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 Contract No. 20/21-62: Euroa/Strathbogie Road & Creek Junction Road Intersection Re-alignment (cont.)

CONCLUSION

Council invited tenders for Contract No 20/21-62 - Euroa/Strathbogie Road and Creek Junction Road Intersection Realignment. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract award for the upgrade/re-construction of Euroa/Strathbogie Road and Creek.

ATTACHMENTS

Nil

APPENDICES

Appendix 1: Tender Evaluation for Contract No 20/21-62: Euroa/Strathbogie Road and Creek Junction Road Intersection Realignment - CONFIDENTIAL

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection Realignment

Author: Manager Project Delivery, Senior Project Officer

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This project is being raised to improve road safety for users at the intersection, and to protect existing road infrastructure against degradation. The work was prioritised on safety, environmental protection and is part of Strathbogie Shire Capital Work Program for the financial year 2020-21.

Through public advertisement in local and national newspapers, Council invited tenders for the work under Contract No. 20/21-65 between 19 February 2021 and 17 March 2021. Five (5) tenderers submitted tenders for the Work. These tenders have been assessed and evaluated by Council Officers, with the results showing Wrights Earthmoving Pty Ltd as the preferred tenderer.

RECOMMENDATION

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 20/21-65 Harrys Creek – Bonnie Doon Road Intersection Realignment.***
- 2. Awards the tender for Contract No 20/21-65 Harrys Creek – Bonnie Doon Road intersection Realignment – Lump Sum to Wrights Earthmoving Pty Ltd, of 1280 Broadford-Glenaroua Road, Glenaroua VIC 3764, for a total amount of \$320,469.36 (excluding GST).***
- 3. Authorises officers to advise the unsuccessful tenderers.***
- 4. Authorises the Chief Executive Officer to execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council.***
- 5. Notes the anticipated start date for a 12 weeks program is 10 May 2021, with an expected completion date of 30 July 2021.***

PURPOSE AND BACKGROUND

The purpose of this report is to award a tender for the above works, Harrys Creek – Bonnie Doon Road Intersection Realignment, to the preferred tenderer following the tender evaluation process for contract number 20/21-65.

DISCUSSION

One of the overarching governance principles in Section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations. Council would also like to consider longevity of the asset and minimising ongoing maintenance.

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection Realignment (cont.)

TENDER PROCESS

The public tender was released on “Tendersearch” via the Council website on the 19 February 2021. The tender was advertised in Saturday’s The Age newspaper (state-wide reach), Shepparton News, and Seymour Telegraph, in the week following release. By the close of tenders at 4.00pm on 17 March 2021, five (5) tender submissions had been received.

All tender submissions were accessed for their compliance including the contractual terms and conditions and the requirements of the response schedules, and all tender submissions were deemed conforming. The table below lists the tenders that were received at the close of the advertised tender period.

Table 1: Tender Submissions Received

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
GW & BR Crameri Pty Ltd
O’Loughlin Excavations Pty Ltd
One Stop Civil Pty Ltd
Seven Creeks Excavations Pty Ltd
Wrights Earthmoving Pty Ltd

Table 2 below lists the tender offer (excluding GST) at the close of the advertised tender period.

Table 2: Tender Offers Received (excl GST)

Tender Offers Received at Close of Tender Period (excl GST) in lowest to highest order
\$320,469.36
\$353,399.47
\$392,489.00
\$426,684.50
\$441,358.00

Panel Assessment Process

In accordance with Council’s Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to release of the Tender documentation. The evaluation panel members were nominated prior to release of the tender submissions for evaluation. The panel signed ‘Conflict of Interest’ statements prior to the evaluation panel viewing the submitted tenders

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council staff members:

1. Senior Project Officer
2. Projects & Contracts Coordinator
3. Director Community & Planning
4. Revenue Administrative Officer (moderating).

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection Realignment (cont.)

The Panel assessed each of the submissions in line with the selection criteria and best value for money principles.

TABLE 3: *Evaluation Criteria*

Criteria	Weighting (%)
Price	60
Qualifications / Skills & Experience	10
Compliance with Specification	5
Project Methodology	5
Management Schedules	10
Local Content	10
Total	100

Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed tenderers submitted schedules and attachments against the evaluation criteria. The Moderator (Revenue Administrative Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Monday 29 March 2021 the Panel members and the Moderator met for the tender moderation meeting.

Panel Assessment Summary

At the completion of the tender evaluation process, Wrights Earthmoving Pty Ltd attained the top ranking with a total score of 91.23%. Wrights Earthmoving offered the lowest tendered price giving them the highest score available on pricing of 60% and received a good qualitative score of 31.23% out of 40%.

The Tender Evaluation Panel was therefore satisfied that their tender represents the best value outcome for Council. The company is based in Glenaroua but also have a branch of their operation in Euroa. They have ample experience in roadworks and general civil construction and have completed similar works for Strathbogie Shire Council in the past. They have demonstrated capability to complete Works in the tender with minimal supervision based on their submitted documents. Their references are good and consistent with their declared project history.

COMMUNITY ENGAGEMENT

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

Before works commence, advertising will take place to inform community of the upcoming works.

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection Realignment (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

- The *Council Plan* is relevant with the following:
 - Goal 3 - To provide quality infrastructure;
 - Key Strategy – Provide best practice management of all assets including roads, bridges and facilities;
 - Approach – Target major capital works projects to seek government funding to reduce Council's costs.

- *Asset Management Policy*
 - Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.

- *Asset Management Strategy*
 - Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

The advertising and assessment of the tender has been undertaken in accordance with Council's Procurement Policy 2021.

Conflict of Interest Declaration

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

Transparency

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by section 66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection Realignment (cont.)

An allocation of \$394,390 was made in Council's 2020/21 capital budget to complete this project. The savings associated with this tender will be redirected to other capital works projects within the 2020/21 program that have exceed their financial allocation.

SUSTAINABILITY CONSIDERATIONS

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

Economic

This project will improve road safety for users at the intersection, and to protect existing road infrastructure against degradation.

Social

The realignment work when completed would improve safety of road users at the intersection.

Environmental

The author of this report considers that the proposed works will not have a negative impact on the natural environment.

Climate change

The effects of climate change can be monitored upon the completion of works to provide information to future ongoing levels of service for any maintenance programs into the future.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

This project will improve road safety for users at the intersection, and to protect existing road infrastructure against degradation.

HUMAN RIGHTS CONSIDERATIONS

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.

CONCLUSION

Council invited tenders for Contract No 20/21-65 - Harrys Creek – Bonnie Doon Road Intersection Realignment. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract for the construction work at Harrys Creek /Bonnie Doon Road Intersection.

9.7 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Road Intersection
Realignment (cont.)

ATTACHMENTS

Nil

APPENDICES

Appendix 2: Tender Evaluation for Contract No 20/21-65: Harrys Creek – Bonnie Doon Roads intersection Realignment - CONFIDENTIAL

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade

Author: Manager Project Delivery, Senior Project Officer

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This project is being raised to address the perennial road flooding and to generally improve environmental condition at the Bank Street/Queen Street/ Belmont Street intersections in Avenel. This project forms part of Council's adopted Capital Work Program for the financial year 2020-21.

Through public advertisement in local and national newspapers, Council invited tenders for the work under Contract 20/21-64, between 19/02/2021 and 17/03/2021. Seven (7) tenderers submitted tenders for the work. These tenders have been assessed and evaluated by Council Officers, with the results showing Wrights Earthmoving Pty Ltd as the preferred tenderer.

RECOMMENDATION

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 20/21-64 Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade.***
- 2. Awards the tender for Contract No 20/21-64 Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade to Wrights Earthmoving Pty Ltd, of 1280 Broadford-Glenaroua Road, Glenaroua VIC 3764, for a total amount of \$159,894.00 (excluding GST).***
- 3. Authorises officers to advise the unsuccessful tenderers.***
- 4. Authorises the Chief Executive Officer to execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council.***
- 5. Notes that the anticipated start date is 5 July 2021, with an expected completion date of 27 August 2021.***

PURPOSE AND BACKGROUND

The purpose of this report is to award a tender for the works, Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade, to the preferred tenderer following the tender evaluation process for contact number 20/21-64.

DISCUSSION

One of the overarching governance principles in Section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations. Council would also like to consider longevity of the asset and minimising ongoing maintenance.

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade (cont.)

TENDER PROCESS

The public tender was released on “Tendersearch” via the Council website on the 19 February 2021. The tender was advertised in Saturday’s The Age newspaper (state-wide reach), Shepparton News, and Seymour Telegraph, in the week following release. By the close of tenders at 4.00pm on 17 March 2021, seven (7) tender submissions had been received.

All tender submissions were accessed for their compliance including the contractual terms and conditions and the requirements of the response schedules, and all tender submissions were deemed conforming. The table below lists the tenders that were received at the close of the advertised tender period.

Table 1: Tender Submissions Received

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
Apex Earthworks Pty Ltd
InfraFirst Pty Ltd
O’Loughlin Excavations Pty Ltd
One Stop Civil Pty Ltd
Seven Creeks Excavations Pty Ltd
SR Engineering Pty Ltd
Wrights Earthmoving Pty Ltd

Table 2 below lists the tender offer (excluding GST) at the close of the advertised tender period.

Table 2: Tender Offers Received (excl GST)

Tender Offers Received at Close of Tender Period (excl GST) in lowest to highest order
\$159,894.01
\$174,920.00
\$193,722.26
\$218,058.10
\$260,657.10
\$301,177.00
\$329,846.01

Panel Assessment Process

In accordance with Council’s Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to release of the Tender documentation. The evaluation panel members were nominated prior to release of the tender submissions for evaluation. The panel signed ‘Conflict of Interest’ statements prior to the evaluation panel viewing the submitted tenders

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade (cont.)

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council staff members:

1. Senior Project Officer, Community Assets & Planning
2. Manager Infrastructure
3. Projects Officer, Community Assets & Planning, and
4. Procurement & Tender Officer, Finance (moderating).

The Panel assessed each of the submissions in line with the selection criteria and best value for money principals.

TABLE 3: Evaluation Criteria

Criteria	Weighting (%)
Price	60
Qualifications / Skills & Experience	10
Compliance with Specification	5
Project Methodology	5
Management Schedules	10
Local Content	10
Total	100

Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed tenderers submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement & Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Monday 29 March and Tuesday 30 March 2021 the Panel members and the Moderator met for the tender moderation meeting.

Panel Assessment Summary

At the completion of the tender evaluation process, Wrights Earthmoving Pty Ltd obtained the highest score. The company is based in Glenaroua but also have a branch of their operation in Euroa. They have ample experience in roadworks and general civil construction and have completed similar works for Strathbogie Shire Council in the past. They have demonstrated capability to complete works in the tender with minimal supervision based on their submitted documents. Their references are good and consistent with their declared project history.

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade (cont.)

COMMUNITY ENGAGEMENT

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

Before works commence, advertising will take place to inform community of the upcoming works.

POLICY CONSIDERATIONS

Council Plans and Policies

- The *Council Plan* is relevant with the following:
 - Goal 3 - To provide quality infrastructure;
 - Key Strategy – Provide best practice management of all assets including roads, bridges and facilities;
 - Approach – Target major capital works projects to seek government funding to reduce Council's costs.
- *Asset Management Policy*
 - Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.
- *Asset Management Strategy*
 - Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

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

Conflict of Interest Declaration

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

Transparency

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules;
- will be conducted in an open and transparent forum with information available via Council reports.

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade (cont.)

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

An allocation of \$202,700 was made in Council's 2020/21 capital budget to complete this project. The savings associated with this tender will be redirected to other capital works projects within the 2020/21 program that have exceed their financial allocation.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The reconstruction work when completed will improve environmental condition at the intersection. It would also serve to complement road expansion and intersection re-alignment work planned for the same location in near future.

Social

The author of this report considers that the proposed works will not have a negative impact on the social environment.

Environmental

The author of this report considers that the proposed works will not have a negative impact on the natural environment.

Climate change

The effects of climate change can be monitored upon the completion of works to provide information to future ongoing levels of service for any maintenance programs into the future.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

This project is being raised to address the perennial road flooding and to generally improve environmental condition at the Bank Street/Queen Street/Belmont Street intersections in Avenel.

HUMAN RIGHTS CONSIDERATIONS

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

9.8 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade (cont.)

CONCLUSION

Council invited tenders for Contract No 20/21-64 - Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract award for the upgrade of Bank Street/Queen Street/Belmont Street Avenel Drainage.

ATTACHMENTS

Nil

APPENDICES

Appendix 3: Tender Evaluation for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade – CONFIDENTIAL

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller

Author: Manager Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

As part of the Strathbogie Shire Council's approved 2020/21 plant replacement program, Council invited tenders through the MAV Contract Light Plant & Equipment-LP20091 using the MAV Vendorpanel portal.

Council Officers sought the supply of one Tractor to tow Heavy Roller with two options for tenderers to quote on specifications for Council's minimum tractor requirements (often referred to as base model standard options) and also for a tractor with additional functionalities ('nice to haves') options.

The tender process was Quotations commenced on 23 February 2021. At closing of the formal quotation period on 4pm 15 March 2021, three (3) suppliers had submitted quotations, totalling six quotations in all. Five (5) of these were evaluated by the tender evaluation panel to have met the tender specifications.

RECOMMENDATION

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 20/21-66 – supply and delivery of Tractor to tow heavy roller.***
- 2. Awards the tender for Contract No 20/21-66 to Bertoli's Farm Machinery Pty Ltd (198/200 Numurkah Road, Shepparton VIC 3630) via the MAV Light Plant & Equipment-LP20091 for supply of a Kubota M7152-60 Tractor with the options of; Counter weights, optional transmission and front axle suspension for a total cost \$141,080 excluding GST.***
- 3. Authorises the Chief Executive Officer to approve the purchase order for the amount of \$141,080 (plus GST).***
- 4. Notes that the Tractor Delivery will occur within four weeks of the order confirmation.***

PURPOSE AND BACKGROUND

The new tractor is part of the Council's approved 2020/21 plant replacement program to replace Plant No 86 – Kubota M135 Cab Tractor (part of the shoulder grader combination towing a 7T roller).

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

The existing tractor is owned by Council and has become unreliable over the last twenty-four months incurring high maintenance costs and is generally undersized to tow the heavy roller. It has from time to time caused disruption and delays to works programs and essential services hindering Councils ability to deliver them promptly and efficiently to our community.

ISSUES, OPTIONS AND DISCUSSION

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

To ensure services are provided to the community in a timely and acceptable manner as part of Council's approved 5 year replacement plan, tender specifications were prepared by Council officers (including plant operators) in conjunction with Council's specialist plant consultant for a replacement tractor to tow a heavy roller and work in conjunction with the small grader throughout the Shire primarily completing shoulder grading but also assisting with zero road upgrades.

Tender Process

The quotations to be considered in this report were sought on the 23 February 2021 via MAV Vendorpanel using the MAV Contract - Light Plant & Equipment-LP20091.

By close of quotations program at 4.00pm on 15th March 2021, three (3) suppliers had applied with six (6) offers provided for both the basic specifications and the higher, added option specification.

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening. The panel signed 'Conflict of interest' and 'Confidentiality' statements prior to the evaluation panel viewing the submitted tender.

All quotations were accessed for their compliance against the specifications and one quotation was deemed not complying to the minimum requirements.

Table 1 below lists the tenders that were received at the close of the advertised tender period.

Table 1

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
Bertoli's Farm Machinery – Kubota
Haeusler's - John Deere
John Sanderson Machinery - Massey Ferguson

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

Lump sum pricing was requested by Council. Table 2 below is a full list the pricing including the non-conforming quotation (excluding GST) at the close of the advertised quotation period.

Table 2

Lump Sum prices provided at Close of Quotation Period (excl GST) in lowest to highest order
\$115,455
\$141,080
\$151,506
\$165,000
\$207,000
\$280,500

Panel Assessment Process

The tender evaluation panel consisted of the following Strathbogrie Shire Council staff members:

1. Plant and Fleet Officer/Technical Officer
2. Plant and Fleet Manager/Operations Manager
3. Roads and Parks Coordinator
4. Procurement and Tenders Officer (moderator).

The Panel assessed each of the submissions in line with the selection criteria and best value for money principals.

Table 3. Selection Criteria

Criteria	Weighting (%)
Price	60
Compliance with specification	20
Timeline Availability	10
Local Content	10
Total	100

Evaluation Moderation Process

The purpose of the moderation meeting was to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed tenderers submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement and Tenders officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Tuesday 16 March 2021 the Panel members and the Moderator met for the tender moderation meeting.

PANEL ASSESSMENT SUMMARY

The result of the Panel evaluation and the subsequent moderation meeting was that Bertoli's Farm Machinery - Kubota M7152-60 with options;

- Counterweights
- optional transmission, and
- front axle suspension

represented best value for Council.

The addition of the options of Counterweights, Optimal Transmission and Front-end Suspension on the **Kubota M7152-60** offers significant improvements in the way works crews can manage routine rolling tasks and attend to registered defects. Counterweights provide a much more stable alternative to the standard water filled tyres and improve driver safety.

The optional transmission (automatic) provide greater driver flexibility as well as reduced operator error.

Improved front axle suspension is consistent with our current plant, provides safer operation and stability for driver and towed weight particularly for use on use on uncompacted, unsealed shoulder works.

The additions will also significantly improve the safety and longevity of the machine as well as improving the operator comfort by reducing fatigue and decreasing the likelihood of work cover claims.

The Kubota M7152-60 with the above-mentioned options received the highest combined qualitative score of 31%. A score of 18% out of 20% was awarded on Compliance with specifications, 8% out of a possible 10% on Delivery Time and 5% out of 10% on Local Content and Regional Benefit. The total score was 80.1% after the 49.1% (out of 60%) for pricing was added. The Evaluation Panel agreed that the Kubota M7152-60 with added options (listed above) represented best value for Council.

The highest-ranking overall quotation was the Bertoli's Farm Machinery base model Kubota M7152-60 Tractor which contained the minimum requirements only. The base model Kubota M7152-60 priced significantly cheaper than the recommended model with the 'nice to have' added options.

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

COMMUNITY ENGAGEMENT

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

Council engaged an Independent Plant Consultant to produce the specifications for the required tractor in line with Councils requirements and in consultation with Council staff (including operators). This was part of Councils approved 2020/21 plant replacement program.

As an essential work machine to enable the carrying out of Councils essential services and part of the replacement program the author of this report considers that the matter under consideration did not warrant any further community engagement.

POLICY CONSIDERATIONS

The tender and tender evaluation was undertaken in accordance with Council's Procurement Policy.

Conflict of Interest Declaration

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

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

LEGAL CONSIDERATIONS

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

The tender and tender evaluation was undertaken in accordance with Councils Procurement Policy 2021.

Transparency

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

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy and is to be decided in an open Council meeting, which ensures transparency in the process.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the ongoing financial viability of the Council is to be ensured.

The lump sum purchase costs are within the overall budget allowances for Plant and Fleet replacement in the 2020-21 Capital Budget.

Tractor cost -	\$141,080.00
Budgeted cost -	\$160,746.00
Total Cost	\$141,080.00
Total savings on Budget	\$ 19,666.00

Costs are excluding GST.

SUSTAINABILITY CONSIDERATIONS

Environmental considerations were considered during this Tender process; Tenderers were asked to provide and were assessed on their Environmental Policies as a component of the Quality Management Schedules.

The tender and tender evaluation was undertaken in accordance with Councils procurement policy.

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

INNOVATION AND CONTINUOUS IMPROVEMENT

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

The addition of the options of Counterweights, Optimal Transmission and Front-end Suspension on the Kubota M7152-60 offers significant improvements in the way works crews can manage routine rolling tasks, attend to registered defects and approach call outs. These additions mean that Operators require less skills to drive the machine due to the optimal transmission and better road handling capabilities. The additions will also improve the safety and longevity of the Machine.

HUMAN RIGHTS CONSIDERATIONS

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

9.9 Tender for Tender for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller (cont.)

CONCLUSION

Council invited submissions for the 2020-21 Supply and Delivery of one Tractor to tow Heavy Roller via the MAV Light Plant & Equipment – LP20091 Contract using the MAV Vendor panel portal.

The submitted quotations were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided specifications. It is proposed that Council endorses the recommendation that Council awards the quotation from Bertoli's Farm Machinery Pty Ltd via the MAV Light Plant & Equipment-LP20091 for supply of a Kubota M7152-60 Tractor with the options of; Counter weights, optional transmission and front axle suspension.

ATTACHMENTS

Nil

APPENDICES

Appendix 4: Tender Evaluation for Contract No. 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller – CONFIDENTIAL

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget)

Author: Manager Project Delivery

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of the status of request for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded as at 1 April 2021. This report specifically relates to works that form part of Council's 2020/21 capital works budget.

RECOMMENDATION

That Council note the:

- 1. Contracts awarded under delegated authority by the Chief Executive Officer.***
- 2. Contracts awarded under delegated authority by a Director.***
- 3. Contracts awarded under delegated authority by a Manager.***

PURPOSE AND BACKGROUND

In line with Council's approach to transparency and good governance, the Contracts Awarded Under Delegation report will be tabled for information purposes at each Council Meeting. The report details any contracts that have been awarded under delegated authority by the Chief Executive Officer, a Director, or a Manager within their approved financial threshold. This report specifically relates to works that form part of Council's approved 2020/21 capital works budget.

The report also details an update on the commencement time of projects that have previously been awarded by Council.

ISSUES, OPTIONS AND DISCUSSION

Any contract awarded under delegation is undertaken in line with Council's Procurement Policy. Through the *Instrument of Delegation to the Chief Executive Officer* the Council has delegated authority to the following:

- Chief Executive Officer – award a contract up to the value of \$150,000 for Goods and Services and \$200,000 for Works
- A Director – award a contract up to the value of \$50,000 for Goods and Services and \$50,00 for Works
- A Manager – award a contract up to the value of \$15,000 for Goods and Services and \$15,000 for Works.

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget) (cont.)

Tendered Contracts Awarded under Delegated Authority by the CEO

Contract No.	RFQ
Contract Name	<i>Violet Town Skate Park</i>
Contract Details	Lump Sum Contract for the construction of Skate Park Tulip Street Violet Town
Value Excluding GST	\$80,000
Awarded to	Haley Constructions Pty Ltd
Scheduled Commencement	April 2021
Scheduled Completion Date	June 2021

Tendered Contracts Awarded under Delegated Authority by a Director

Contract No.	RFQ
Contract Name	<i>Heritage Brick Drain Renewals, Eliza & Gobur St Euroa, Hurley St Longwood</i>
Contract Details	Repair existing Heritage Brick Drains
Value Excluding GST	\$31,575
Awarded to	BR Excavations
Scheduled Commencement	April 2021
Scheduled Completion Date	May2021

Contract No.	RFQ
Contract Name	<i>St Johns Primary School Kiss & Go Bus Stop</i>
Contract Details	Formalising and creating safe zone for bus drop off / pickup area off children
Value Excluding GST	\$33,645
Awarded to	Sevens Creek Excavations Pty Ltd
Scheduled Commencement	March2021
Scheduled Completion Date	April 2021

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget) (cont.)

Contract No.	RFQ
Contract Name	Swimming Pools Works Euroa
Contract Details	Supply & Install Shade Sails
Value Excluding GST	\$49,000
Awarded to	Fashionable Sail Shades
Scheduled Commencement	March 2021
Scheduled Completion Date	June 2021

Contract No.	RFQ
Contract Name	Swimming Pools Works Avenel
Contract Details	Supply & Install Shade Sails
Value Excluding GST	\$18,000
Awarded to	Fashionable Sail Shades
Scheduled Commencement	March 2021
Scheduled Completion Date	June 2021

Contract No.	RFQ
Contract Name	Memorial Oval Netball Court Repairs
Contract Details	Repair Playing Surface to Netball Court
Value Excluding GST	\$24,600
Awarded to	IDWALA Pty Ltd
Scheduled Commencement	March 2021
Scheduled Completion Date	June 2021

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget) (cont.)

Tendered Contracts Awarded under Delegated Authority by a Manager

Contract No.	RFQ
Contract Name	Swimming Pools Works Nagambie
Contract Details	Supply & Install Shade Sails
Value Excluding GST	\$11,000
Awarded to	Fashionable Sail Shades
Scheduled Commencement	February 2021
Scheduled Completion Date	April 2021

Contract No.	RFQ
Contract Name	Euroa Sewer Design
Contract Details	Prepare future sewer deign incorporating Euroa Tennis Club & Friendlies Reserve
Value Excluding GST	\$12,870
Awarded to	Chris Smith & Associates
Scheduled Commencement	April 2021
Scheduled Completion Date	May 2021

Tenders awarded by Council, scheduled commencement update

Contract No.	CN 20/21-14
Contract Name	Construction of House Protection Levee (approved at 16 March 2021 Council meeting)
Contract Details	Lump Sum Contract for the construction of House Flood Protection Levee Works
Value Excluding GST	\$246,817
Awarded to	BroMcc Civil Pty Ltd
Scheduled Commencement	April 2021
Scheduled Completion Date	May 2021

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget) (cont.)

COMMUNITY ENGAGEMENT

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

Consultation

Where required, external stakeholders have been engaged providing input on relevant projects.

Community Implications

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

Conflict of Interest Declaration

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

Transparency

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

This report demonstrates that Council is being transparent by providing information to the community regarding the awarding of any capital works contract.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured. The contracts awarded under delegation are projects that have formed part of Council's adopted 2020/21 budget.

SUSTAINABILITY CONSIDERATIONS

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

Economic

Works awarded under delegation provide an opportunity to generate great economic benefit using local contractors and the purchasing of materials and supplies. In addition, the enhancement of infrastructure continues to make our municipality a place of destination, one where people choose to live, work and play.

Social

Each project includes several social benefits to our community. Some of these benefits include enabling improve traffic flow, infrastructure that encourages health and wellbeing activities and amenity improvements.

9.10 Contracts Awarded Under Delegation (as approved in Council's 2020/21 capital works budget) (cont.)

Environmental

The works will be undertaken in line with an approved scope of works and ensure that the site is made good upon completion of the works.

Climate Change

The effects of climate change can be monitored upon the completion of works to provide information to future ongoing levels of service for any maintenance programs into the future.

HUMAN RIGHTS CONSIDERATIONS

This report considers that the recommendations do not limit any Human Rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

CONCLUSION

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer, Directors and Managers under delegated authority of the Council during the period 1 March 2021 to 1 April 2021.

ATTACHMENTS

Nil.

9.11 **Review and Adoption of Gifts, Benefits and Hospitality Policy**

Author: Executive Manager, Governance and Customer Service

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The *Local Government Act 2020* (the Act) requires Council to adopt a gift policy for Councillors by 24 April 2021. This new Act has maintained a number of provisions of the former *Local Government Act 1989* but introduces new terminology and requirements for the inclusion of procedures around the maintenance of a gift register. It also states that anonymous gifts must be declined.

To ensure compliance with the Act a review of the existing Gifts, Benefits and Hospitality Policy adopted by Council in December 2019 has been undertaken. This policy applies to Councillors, members of delegated committees and all members of Council staff to ensure consistent provisions and transparency apply to both the elected arm of Council and the Administration.

The best practice elements of the existing policy have been retained and augmented by the requirement to reflect the current practice of declaring all gifts, benefits and hospitality offered, declined and received regardless of their value. It is noted that many other councils and the Victorian Public Service use a disclosable gift threshold of \$50, however it is considered that maximum transparency and accountability is gained through requiring all gifts, benefits and hospitality, whether declined or received, to be declared.

Procedures around the current use of electronic workflows to approve the required Gift, Benefit and Hospitality Form and entry onto our Gift, Benefits and Hospitality Register have also been included in the revised policy.

Maximum transparency is also achieved through the ability for members of the community to request to view the Gifts, Benefits and Hospitality Register, reports to the Executive Leadership Team and Audit and Risk Committees regarding Register entries.

It is proposed that the policy be reviewed within two years, unless determined that an earlier review is required by Council.

This report seeks Council's adoption of the revised Gifts, Benefits and Hospitality Policy.

RECOMMENDATION

That Council:

- 1. Adopts the revised Gifts, Benefits and Hospitality Policy, which has been developed in accordance with sections 137 and 138 of the Local Government Act 2020.***
- 2. Informs the community of the adoption of the new Gifts, Benefits and Hospitality Policy via local newspapers, Council's website and social media.***

9.11 Review and Adoption of Gifts, Benefits and Hospitality Policy (cont.)

PURPOSE AND BACKGROUND

The purpose of this report is to ensure Council complies with new provisions under the Act relating to refusing anonymous gifts, inclusion of procedures relating to the maintenance of a gift register in a gift policy and application of the new definitions under the Act.

The current policy was developed in 2019 in response to the Victorian Auditor General's Office report into Fraud and Corruption Controls in Local Government and was endorsed by the Audit Committee prior to being adopted by Council in December 2019. The policy introduced significant cultural change in relation to the declaration and acceptance of gifts across the elected Council and administration.

ISSUES, OPTIONS AND DISCUSSION

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

The existing policy's development was informed by a significant amount of benchmarking against other councils and review of the Victorian Public Service's approach to gifts, benefits and hospitality. Reports on conflicts of interests and the acceptance of gifts published in recent years by the Victorian Ombudsman, the Independent Broad-based Anti-corruption Commission (IBAC) and the Inspectorate were also reviewed in the review of the policy.

Local Government Victoria has recently released guidance material as to how councils comply with the new gift provisions under the Act, which has been used to inform this review.

COMMUNITY ENGAGEMENT

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

This policy is largely operational in nature and does not trigger the need for a formal community engagement process either under Council's Community Engagement Policy nor the Local Government Act 2020.

It is proposed, however, that the community be informed of the adoption of the revised policy through local newspapers, social media and Council's website.

POLICY CONSIDERATIONS

Council Plans and Policies

Our Values and 2017-21 Council Plan highlight the need for openness, the highest ethical standards and transparency.

The Councillor Code of Conduct 2020 and Staff Code of Conduct 2019 both outline the high standards of behaviour that is to be achieved by all those elected as Councillors and involved in Council operations.

9.11 Review and Adoption of Gifts, Benefits and Hospitality Policy (cont.)

Regional, State and National Plans and Policies

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

Benchmarking against the way in which gifts, benefits and hospitality are managed at the Victorian Public Service and other councils has been undertaken to inform this policy review.

LEGAL CONSIDERATIONS

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

The policy has been revised to use the new terminology and provisions of the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020*.

Conflict of Interest Declaration

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

Transparency

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

The probity provisions of the existing policy, which includes reporting of gifts, benefits and hospitality to Council's Audit and Risk Committee and the ability for members of the public to request an inspection of the Gifts, Benefits and Hospitality Register, have been retained in this current review.

Further, the amended provisions to require all offers, refusals and acceptances of gifts, benefits and hospitality, regardless of their value, provides maximum transparency.

It is noted that the Victorian Public Service and other councils often adopt a minimum declaration value of \$50. It is not common practice for councils to identify gifts that have been declined and/or returned. In this way, our Shire achieves best practice and maximum public transparency.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

There are no significant impacts on Council's financial viability arising from this report.

9.11 Review and Adoption of Gifts, Benefits and Hospitality Policy (cont.)

SUSTAINABILITY CONSIDERATIONS

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

There are no significant impacts on sustainability issues arising from this report.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

As previously mentioned, there are a number of elements of the revised policy that build upon our existing requirements to reflect current practices of declaring all offered, refused and accepted gifts, benefits and hospitality. The procedures for the maintenance of a register also reflects the recent introduction of electronic approval workflows to ensure there is a clear audit trail for all declarations.

COLLABORATION

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

The 2019 policy was developed in consultation with the Victorian Auditor General's Office and with input from Council's Audit and Risk Committee.

HUMAN RIGHTS CONSIDERATIONS

There are no issues raised in this report that undermine the human rights under the *Charter of Human Rights and Responsibilities Act 2006*. The procedures for the declaration of gifts, benefits and hospitality, along with the maintenance of a public register, are considered to strike the right balance between people's rights and a need for Council to protect the broader public interest.

CONCLUSION

The existing Gifts, Benefits and Hospitality Policy, developed in response to the Fraud and Corruption Controls in Local Government Report by the Victorian Auditor General's Office, has been updated in accordance to meet the new requirements of sections 137 and 138 of the *Local Government Act 2020*.

Accordingly, this report seeks adoption of this updated policy and the promotion of its revision to the community to maximise public transparency and awareness of our best practice approach to this issue.

ATTACHMENTS

Attachment 1: Revised Draft Gifts, Benefits and Hospitality Policy

ATTACHMENT 1:



DRAFT GIFTS, BENEFITS AND HOSPITALITY POLICY

COUNCIL POLICY	
Document ID:	608496
Effective Date:	18 December 2019
Last Review:	
Current Review:	March 2021
Approved by Audit Committee:	22 November 2019
Adopted by Council:	17 December 2019
Next Review Date:	March 2023
Responsible Officer/s:	Executive Manger Governance & Customer Service

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

1. INTRODUCTION

This policy outlines the process for the acceptance, declaration and allocation of gifts, benefits and hospitality received by Strathbogie Shire Councillors, members of Council staff and members of delegated committees so that both the elected arm of Council and the administration abide by the same rules.

The policy has been developed in accordance with sections 137 and 138 of the *Local Government Act 2020* (the Act) in relation to the refusal or acceptance of gifts and the need for the adoption of a Councillor Gift Policy under the 2020 Act.

This policy is designed to assist when Councillors, members of Council staff, volunteers and contractors are:

- assessing whether acceptance of the gift, hospitality or benefit is appropriate
- ensuring that a declarable indirect conflict of interest is not created through the acceptance of gifts, hospitality or benefits
- declaring and recording the offer of the gift, hospitality or benefit.

It ensures Strathbogie Shire Council:

- registers the receipt of the gift, benefit or hospitality and maintains a gift register
- where appropriate, distributes the gift in an appropriate manner
- records all declined gifts, benefits or hospitality for maximum transparency and accountability
- has a system of review and reporting in place to assess compliance with this policy and to identify any potential issues of concern that require further action.

2. POLICY POSITION

This policy has been developed to ensure that public transparency and the principles of good governance and accountability are practiced by Councillors, members of Council staff and contractors when being offered gifts, benefits or hospitality in the course of their duties.

As a guiding principle, Councillors, members of Council staff and members of delegated committees must not accept a gift, benefit or hospitality if it could be perceived as being intended to, or likely to, influence him or her in the fair, impartial and efficient discharge of their duties.

Councillors, members of Council staff and members of delegated committees must take measures to avoid the generation of a conflict of interest as defined by the *Local Government Act 2020* through the acceptance of one or more gifts, benefits or hospitality that combine to an Disclosable Gift as defined by the Act, the Local Government (Governance and Integrity) Regulations 2020 and this policy.

Everyone must be mindful that a five year timeframe is applied by the Act for the acceptance of gifts from a person, company or body who has an interest in the activities or work undertaken by the Council (see Attachment 1).

The Chief Executive Officer (where the gift, benefit or hospitality is received by a Councillor, member of a delegated committee or a member of the Executive Leadership Team) or Departmental Manager (where the gift, benefit or hospitality is received by a member of Council staff) is responsible for authorising whether or not the gift, hospitality or benefit is to be returned to the donor, retained by the recipient or retained and placed in a 'pool' to be

shared by other staff and/or Councillors. Other options may include donating the gift to a local charity or not for profit organisation.

3. DEFINITIONS

Benefit	means something which is believed to be of value to the receiver, such as access to a sporting event, preferential treatment, access to confidential information, accommodation, personal services, and pleasure/vacation trips.
Conflict of Interest	means that a Councillor, member of a delegated committee or Council staff member has a conflict of interest when they have a personal or private interest that might compromise their ability to act in the public interest. A conflict of interest can exist even if no improper action results from it.
Disclosable gift	<p>Pursuant to Section 128 of the <i>Local Government Act 2020</i> and for the purpose of subsection 3(h) of the Act, disclosable gift means one or more gifts with a total value of, or more than, \$500 received from a person in the 5 years preceding the decision on the matter –</p> <ol style="list-style-type: none">a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; orb) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation – <p>but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.</p>
Disclosable gift threshold	means \$500 received from a person in the 5 years preceding the decision on the matter, or a higher amount or value prescribed by the regulations supporting the <i>Local Government Act 2020</i> .
Estimated value	means the known face value or estimated retail value.
Gift	<p>means an item, entertainment or other token of appreciation that is not deemed to be of a modest value.</p> <p>The following constitutes a gift:</p> <ul style="list-style-type: none">• goods and services given of a commercial value• property (real or otherwise)• transfers of money• loans of money or property• free services (tickets to events/conferences, accommodation, entertainment, sporting events etc)

	<ul style="list-style-type: none">• goods and services made available at heavily discounted prices.
Gifts of appreciation	means a gift that is presented to an individual to express thanks, such as flowers, chocolates or moderately priced alcohol and the like. These gifts are generally a one-off occurrence and below nominal value identified by this policy.
Hospitality	means a meal, food, drink, ticket to an event or any other type of service which: <ul style="list-style-type: none">• has a value greater than the nominal value identified in this policy; and• is not connected to the receiver's attendance on official Council business; and• which is a meal, drink, ticket or other type of service that is not offered to every participant (ie the Councillor, Council staff member or member of a delegated committee is being singled out for special treatment).
Indirect interest	means the source of an indirect conflict of interest for a Councillor, Council officer or member of a special committee under sections 77A and 78C of the <i>Local Government Act 1989</i> (see Attachment 1)
Member of Council staff	means people employed by Council, including contractors, and volunteers registered with Council.
Member of a delegated committee	means a member of a delegated committee appointed by Council under section 63 of the <i>Local Government Act 2020</i> .
Monetary gifts	means cash, cheques, money orders, travelers' cheques, direct deposits or items which can be easily converted to cash. This also includes loans of money. It also includes gift cards, lottery ticket, scratch and win cards and the like.
Nominal value	means an item with a face or estimated value of less than or equal to \$50.
Official gift	means a gift presented to the Shire or the Council and include gifts received from a Sister/Friendship City, organisations or corporations that are bestowing a corporate gift (plaques, plates, vases, trophies and artwork) or souvenirs.
Reasonable hospitality	means a meal or service provided by an organisation to a Councillor, member of Council staff or member of a delegated committee who attends a function or event in an official capacity and who receives the same hospitality or service offered to other guests.
the Act	means the <i>Local Government Act 2020</i> .
the Regulations	means the Local Government (Governance and Integrity) Regulations 2020.

Token gift, benefit or hospitality

means a gift, benefit or hospitality of nominal value as identified by this policy and infrequently received (up to two times in a 12-month period).

Token gifts, benefits or hospitality may include low-priced promotional items, souvenirs or corporate gifts such as pens, mugs, gifts of single bottles of reasonable priced alcohol, free or subsidised meals of a modest nature, invitations to appropriate corporate or social functions organised by community groups or organisations, door prizes at conferences, trade shows etc.

4. EXTERNAL REFERENCES

Local Government Act 2020

Local Government (Governance and Integrity) Regulations 2020

Fraud and Corruption Controls – Local Government, Victorian Auditor General of Victoria, June 2019

5. RELATED COUNCIL DOCUMENTS

Councillor Code of Conduct 2020

Fraud and Corruption Policy 2017

Discretionary Expenditure Policy (2017) and Guide (February 2019)

Procurement Policy 2020 and Procurement Procedures 2013

Public Transparency Policy 2020

Staff Code of Conduct April 2019

Strathbogie Shire Council Governance Rules 2020

Council's delegations instruments, particularly the financial delegations instrument.

6. POLICY OBJECTIVES

This policy and its procedures apply to all Strathbogie Shire Council operations and are designed to:

- protect individuals from unknowingly creating a conflict of interest under the Act
- ensure compliance with the Act and its Regulations at all times
- ensure that all accepted gifts, benefits and hospitality are appropriately recorded and disclosed
- ensure that all gifts, benefits and hospitality that have been returned or declined are recorded
- ensure Council, members of Council staff and members of delegated committees follow sound and transparent business practices that can withstand any public scrutiny around the acceptance of gifts, benefits and hospitality.

7. REVIEW OF THIS POLICY

This policy will be reviewed every two unless the Chief Executive Officer or Council determines that an earlier review is required.

8. GIFTS, BENEFITS OR HOSPITALITY

8.1 Declaration of Gifts Benefits and Hospitality

All gifts, benefits and hospitality must be declared by Councillors, members of Council staff and members of delegated committees regardless of their value and whether or not the offer of the gift, benefit or hospitality was declined.

All declared gifts, benefits and hospitality will be entered onto Council's Gift, Benefit and Hospitality Register and available for public review upon request.

The details of any gift, benefit and hospitality received by or offered to (but declined/returned) a Councillor, members of Council staff must be declared and recorded in the Gifts, Benefits and Hospitality Register within five business days (5) days of acceptance or return/refusal.

Councillors, members of Council staff and members of delegated committees must not solicit, demand or request gifts or any personal benefit by virtue of their position which could prejudicially influence, or be perceived to influence, a person in the performance of his or her public or professional duties.

8.2 Token Gifts, Benefits or Hospitality

Token gifts, benefits or hospitality are those below the nominal value identified by this policy and could include:

- gifts of a nominal value that are infrequently offered (ie no more than twice in a calendar year)
- gifts of single bottles of alcohol as acknowledgement for giving a presentation or being the guest speaker
- free meals and/or beverages provided to Councillor/s, members of Council staff or members of delegated committees who are formally representing the Council at a work-related event such as training, workshops, or seminars
- refreshments of a modest nature provided at a conference where a Councillor, member of a delegated committee or members of Council staff is the guest speaker
- marketing or corporate mementos such as ties, scarves, pens, coasters, tie pins, diaries or chocolates
- flowers
- invitations to out of hours functions or social events organised by groups such as Council committees and community organisations.

Given their token nature and small monetary value, such items are appropriate to accept, provided the provisions of the Act are met, particularly if the gift is offered in an open or public forum, where refusal of the gift would appear to be impolite.

Section 10.1 of this policy identifies reporting requirements for all token gifts, benefits and hospitality.

8.3 Official Gifts

Individuals may be involved in social, cultural or community events where official gifts are presented or exchanged.

Where it would appear impolite or inappropriate to decline the offer, it is reasonable for official representatives of Council to accept official gifts on behalf of the Council.

A letter of thanks will be prepared and sent by Council staff acknowledging the gift to Council and not the individual Councillor.

All official gifts received are to be reported to the Chief Executive Officer (for Councillors) via the Executive Assistant to the Chief Executive Officer and recorded in the Gifts, Benefits and Hospitality Register within five business days (5) of receipt.

The gift will be considered the property of Council, and where suitable, the gift will be displayed in an appropriate and secure location for public viewing.

Where an item is not suitable for public display, the recipient can make an application to the Chief Executive Officer to retain the gift. The Chief Executive Officer will consider such applications on a case by case basis and will use his/her discretion as to the appropriate disposal/utilisation of the official gift. The outcome of this process will be recorded in the Gift, Benefit and Hospitality Register.

8.4 Gifts of Appreciation

Individuals are not to seek a gift or benefit in appreciation of services rendered. However, it is acknowledged that from time to time members of the community do offer gifts of appreciation to Councillors, members of Council staff and members of delegated committees..

Acceptable gifts of appreciation might include a letter or card of thanks as this is less likely to result in a situation that compromises either party.

Gifts of appreciation exceeding the nominal value identified by this policy (eg a bouquet of flowers, a box of chocolates) are not to be accepted.

8.5 Gifts Never to be Accepted

The following gifts or benefits are considered totally inappropriate and must not be accepted directly or indirectly under any circumstances:

- anonymous gifts (where the name and address of the person making the gift are not known to the Councillor, member of Council staff or member of a delegated committee as per section 137 (1) of the Act) *
- monetary gifts, regardless of the amount
- access to confidential information
- promise of a new job or contracted employment
- preferential treatment (may include reciprocal favours given in return for a service provided by Council).

* Please note that in accordance with section 137(2) of the Act, if the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection 137(1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.

It should also be noted that a finding of guilt for a Councillor in breach of section 137(1) of the Act means the Councillor is liable to a penalty of 60 penalty units and must also pay to Council an amount equal to the value of the gift accepted in contravention of that subsection.

8.6 Reasonable Hospitality

Where hospitality is less than the nominal value identified in this policy and provides an opportunity to network or undertake business of a common purpose, it may be appropriate for Councillors, a member of Council staff or delegated committee member to accept such invitations.

Hospitality received when attending a function or event in an official capacity is exempt if:

- the hospitality is reasonable and not excessive in the circumstances; and
- others at the event are offered the same form of hospitality; and
- the Councillor, member of Council staff is performing an official role at the function or event.

Hospitality **IS** considered to be a disclosable gift where a Councillor, member of Council staff attends an event or function:

- using free tickets received and has no official duties to perform; and/or
- where free membership is offered; and/or
- where the hospitality exceeds the nominal value.

All hospitality received must be recorded in the Gifts, Benefits and Hospitality Register within five business (5) days of their acceptance.

Any refusal of hospitality must also be recorded on the Gifts, Benefits and Hospitality Register.

8.7 Other Circumstances

Christmas

Christmas is a time when Councillors, members of Council staff and members of delegated committees are often offered gifts and invitations to functions. Annual notification to all Councillors, members of Council staff and members of delegated committees reminding them of their obligations in respect to the receipt of gifts and invitations will be sent out by the CEO's office in late November.

Expressions of Interest/Tender Documentation

All Expression of Interest (EOIs) and tender documentation (specifications and contracts) must state that "*No offers of gifts, of whatever value, may be made to Councillors, members of delegated committees or members of Council staff. Any such offer during the procurement process will automatically exclude that participant from that process*". A link to this policy must also be included in the expression of interest/tender documentation.

9. AUDITING AND REPORTING

9.1 Quarterly Auditing

The Executive Manager, Governance and Customer Service will review the Gifts, Benefits and Hospitality Register each quarter to identify the level of compliance with this policy. The findings of this audit will be reported to the Executive Management Team and the Audit Committee.

This process will also identify Councillors, members of delegated committees and members of Council staff that are in jeopardy of creating an indirect conflict of interest under the Act and its regulations.

Should any behaviours of concern be identified the matter must be immediately raised with the Chief Executive Officer and Executive Manager Governance and Customer Service, who will then commence a further internal investigation.

9.2 Annual Reporting

The Executive Manager Governance and Customer Service will be responsible for providing an annual report to the Audit Committee and the Executive Management Team within three (3) months of the end of the calendar year.

9.3 Internal Audits

Council's independent internal auditors may undertake periodic reviews of gifts and benefits register as part of the ongoing audit program.

Findings of these audits are then reported to Council's Audit and Risk Committee.

10. PROCEDURES

The following procedures are designed to ensure that all decisions relating to this policy are made in a consistent and open manner.

10.1 Reporting Offers or Receipt of Gifts, Benefits and Hospitality

All gifts, benefits and hospitality received or declined/returned must be reported to the Chief Executive Officer if accepted by a Councillor, member of a delegated committee or member of the Executive Leadership Team.

The relevant departmental manager/Executive Leadership Team member will receive declarations from members of Council staff.

Where the recipient is the CEO, the form will be forwarded to the Executive Manager, Governance and Customer Service for processing and approval via the electronic workflow.

All declarations of gifts, benefits or hospitality, whether received or declined must be by completing the Gifts, Benefits and Hospitality Form.

The completed form must be submitted within five (5) working days. The Manager will then forward the Executive Assistant to the Chief Executive Officer for registration on the Gifts, Benefits and Hospitality Register.

10.2 Use of Electronic Approval Workflows

All completed forms must be submitted to the Records team.

The Records team will then scan the completed form and attach the relevant workflow to the form, depending on whether the form relates to a gift/benefit/hospitality received by a Councillor, member of the Executive Leadership Team or member of a delegated committee (which must be reviewed by the CEO) or a member of staff (which will be reviewed by the relevant manager or member of the Executive Leadership Team).

	Process – Roles and Responsibilities
STAFF PROCESS	
Gift/, benefit or hospitality offered or received	Member of Council Staff

	<ul style="list-style-type: none"> • Completes the Gifts, Benefits and Hospitality form and submits form to their Departmental Manager. • If the recipient is a Manager, their relevant Executive Leadership Team member. <p>Manager/Executive Leadership Team member</p> <ul style="list-style-type: none"> • Advises the Executive Manager Governance & Customer Service if the value exceeds the nominal value identified in this policy (currently \$50) • Determines compliance in accordance with this Policy • formally acknowledges the donor by way of a letter if required • ensures all documentation is saved in Council's electronic document management system. • Finalises form and submits form to the Records team for scanning and workflow allocation. <p>Executive Assistant to the CEO</p> <ul style="list-style-type: none"> • Enters the gift, benefit or hospitality on the Gifts, Benefits and Hospitality Register once the workflow has been completed.
<p>COUNCILLOR, MEMBER OF A DELEGATED COMMITTEE OR EXECUTIVE LEADERSHIP TEAM MEMBER PROCESS</p>	
<p>Gift, benefit or hospitality offered or received</p>	<p>Councillor/Member of the Executive Leadership Team/Member of a delegated committee</p> <ul style="list-style-type: none"> • Completes form and submits the Gifts, Benefits and Hospitality form to Executive Assistant to the CEO. <p>Executive Assistant to the CEO</p> <ul style="list-style-type: none"> • Refers the form to Records for scanning and allocation of workflow • Drafts formal acknowledgement letter for the donor via letter from CEO or Mayor (to be determined given nature of gift) • Updates Gift and Hospitality Register after CEO has signed the form once the workflow is completed.

	<ul style="list-style-type: none">• ensures all documentation is saved in Council's electronic document management system. <p>CEO</p> <ul style="list-style-type: none">• Determines compliance in accordance with Policy• Where necessary consults with the Mayor on the matter and action to be taken• Finalises form and requests the Executive Assistant to the CEO to update the Gifts, Benefits and Hospitality Register• Signs and sends the acknowledgement letter to the donor•
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10.3 Gifts, Benefits and Hospitality Register

The Gifts, Benefits and Hospitality Register will be made available for public inspection and contain the following information:

- date
- description of the gift, benefit or hospitality
- value, with a note as to whether the gift is a token gift or over the nominal value identified by the policy
- the recipient
- the donor/provider details
- action taken (ie was it personally accepted, declined or returned to the donor, placed on display, or retained by the Manager/Chief Executive Officer to be pooled for staff use).

11. 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.

12. FORMS



GIFT, BENEFITS AND HOSPITALITY FORM

Completed form to be forwarded to the Records team for the allocation of the required workflow for approval.

Details – Recipient to complete			
Name of Recipient			
Position Title			
Name of Donor			
Donor Address (Agency/Organisation)			
Relationship of Donor to recipient			
Description of gift, benefit or hospitality			
Reason for gift, benefit or hospitality			
Estimated Value	\$	Date Received or Offered	
Donor Acknowledged?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Details of the gift, benefit or hospitality being declined or returned to the donor:			
<i>To my knowledge the donor is not currently subject to any tender, permit application processes or matters under consideration, for which this gift may be perceived as exercising a beneficial interest over any Councillor or member of Council staff, including myself.</i>			
Recipient Signature		Date:	

Unless otherwise determined, all official gifts remain the property of Council.

Gift Allocation – Line manager/ member of the Executive Leadership Team to complete	
<input type="checkbox"/> Gift to be retained and pooled for staff use	<input type="checkbox"/> Gift to be returned to donor
<input type="checkbox"/> Gift to be retained by individual	<input type="checkbox"/> Other (explain below)
Line manager Instructions/ comment	

Line Manager Signature		Date:	
Manager/ELT Member Name <i>(please print)</i>			
Manager/ELT Member comment <i>(if applicable)</i>			
CEO comment <i>(if applicable)</i>			
CEO Signature		Date:	
EA to CEO	<i>Gift, benefit or hospitality entered into the Gift, Benefit and Hospitality Register</i>	Date:	
<p><i>The personal information requested on this form is being collected by Council for the purpose of maintaining Council's Gift Register. The personal information will be used solely by Council for this primary purpose or directly related purposes. The employee, contractor or Councillor understands that the personal information provided is for these purposes and that they may apply to Council for access and/or amendment of the information.</i></p>			

13. ATTACHMENT 1

128 Material conflict of interest

- (1) Subject to section 129, a relevant person has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.
- (2) The benefit may arise or the loss incurred—
 - (a) directly or indirectly; or
 - (b) in a pecuniary or non-pecuniary form.
- (3) For the purposes of this section, any of the following is an affected person—

....

 - (h) a person from whom the relevant person has received a disclosable gift.
- (4) For the purposes of subsection (3)(h), disclosable gift means one or more gifts with a total value of, or more than, \$500 or if an amount is prescribed for the purposes of this subsection, the prescribed amount, received from a person in the 5 years preceding the decision on the matter—
 - (a) if the relevant person held the office of Councillor, was a member of Council staff or was a member of a delegated committee at the time the gift was received; or
 - (b) if the gift was, or gifts were, or will be, required to be disclosed as an election campaign donation—

but does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a delegated committee.

**9.12 Strathbogie Shire Council Audit and Risk Committee
- Confirmed Minutes of the Meetings held on 9 October 2020 and 18 December 2020 and Unconfirmed Minutes of the Meeting held on 12 March 2021**

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

This report presents the confirmed Minutes of the Strathbogie Shire Council Audit and Risk Committee meetings held on:

- 9 October 2020
- 18 December 2020

and the draft unconfirmed Minutes of the Strathbogie Shire Council Audit and Risk Committee meeting held on:

- 12 March 2021.

The delay in reporting the confirmed minutes was due to the general Council election and the required Election (Caretaker) Period and the induction of the new Council, which was sworn in on 17 November 2020.

Several standing items were considered at all Committee meetings, including an update on the internal audit programs, human resource key indicators, Councillor expense reports, risk management updates and an update on shared service initiatives with other councils.

Work was also undertaken by the newly named Audit and Risk Committee, which was reformed under a new Charter in accordance with the introduction of the new Local Government Act 2020 (the 2020 Act). This required a reappointment of the Committee for an initial six months to provide for a smooth transition. The development of a new work program for the Committee, to ensure its compliance with its roles and responsibilities under the 2020 Act, has been developed over the past three meetings. Several internal audit reports on some of the key functions of the Operations area of Council were also tabled and discussed.

It is recommended that council notes the confirmed minutes of the Audit and Risk Committee meetings held on 9 October and 18 December 2020, and unconfirmed minutes of the Audit and Risk Committee meeting held on 12 March 2021.

RECOMMENDATION

That Council:

1. ***Notes the confirmed Minutes of the Audit and Risk Committee meetings held on:***
 - ***Friday 9 October 2020***
 - ***Friday 18 December 2020******and the unconfirmed Minutes of the Audit and Risk Committee meeting held on:***
 - ***Friday 12 March 2021.***

9.12 Strathbogie Shire Council Audit and Risk Committee
- Confirmed Minutes of the Meetings held on 9 October 2020 and 18 December 2020
and Unconfirmed Minutes of the Meeting held on 12 March 2021 (cont.)

2. Notes that the unconfirmed Minutes of the meeting held on Friday 12 March 2021 will be signed by the Chair of the Committee, once accepted, at the next Committee meeting, and any substantive changes to the unconfirmed Minutes will be reported to the next Council meeting

PURPOSE AND BACKGROUND

The Strathbogie Shire Council Audit and Risk Committee is a Committee appointed by Council and pursuant to section 53 of the Local Government Act 2020.

The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for compliance with Council policies and legislation, sound financial reporting and financial management, oversight of risk management including the Strategic Risk Register, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

KEY ISSUES AND DISCUSSION

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

The independence of the Audit and Risk Committee ensures there is a 'watchdog' over Council operations at all times, which helps ensure the best interests of the municipal community are achieved through Council operations and decisions.

Items considered by the Committee on 9 October 2020 were:

- 2019-2020 Financial Report
- Victorian Auditor General's Office (VAGO) closing report for the 2019-20 financial year
- Draft Financial Management letter
- Internal audit progress update
- Audit Committee quarterly update
- Outstanding actions
- Covid 19 Hardship Provisions
- Councillor expenses for the March and June Quarters (quarters 3 and 4) 2019-20
- New Audit and Risk Committee workplan
- Key strategic indicators – Human Resources
- Risk Management Update
- Shared Services Update

9.12 Strathbogie Shire Council Audit and Risk Committee
- Confirmed Minutes of the Meetings held on 9 October 2020 and 18 December 2020
and Unconfirmed Minutes of the Meeting held on 12 March 2021 (cont.)

Items considered by the Committee at its 18 December 2020 meeting were:

- Internal audit reports:
 - Depot operations
 - Tree management
 - Internal Audit Program status update
 - Past issues
- Audit and Risk Committee Workplan development
- Final Victorian Auditor General's Office (VAGO) documents
- Committee membership
- Councillor expenses for the 2019-20 financial year
- Risk management update
- Key strategic indicators – Human resources
- Shared services update
- Investigations/CEO report.

Items considered by the Committee at its 12 March 2021 meeting were:

- Updates on the progress of implementation of the response to the following internal audits was provided –
 - Depot operations
 - Tree management
- Internal audit program status
- Audit and Risk Committee Workplan development
- Committee membership – advertising for two community members in April 2021
- Victorian Auditor General's Office (VAGO) audit process for 2021
- Update on the development of the 2021-22 budget
- Councillor expenses for the September and December quarters of the 2020-21 financial year
- Risk management update
- Key strategic indicators – human resources
- Shared services update
- CEO report.

COMMUNITY ENGAGEMENT

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

Consultation on this matter is not required under Council's Community Engagement Policy given the operational nature of the committee and its operation under the Audit and Risk Committee Charter 2020.

The Audit Committee Charter is comprised of for four independent Community representatives and two Councillors.

9.12 Strathbogie Shire Council Audit and Risk Committee
- Confirmed Minutes of the Meetings held on 9 October 2020 and 18 December 2020
and Unconfirmed Minutes of the Meeting held on 12 March 2021 (cont.)

POLICY CONSIDERATIONS

The Council Plan 2012-21 contains a goal to “*Continue to create a secure investment environment through sound financial management*” with the Audit Committee playing a key role in monitoring this goal”.

The Audit and Risk Committee has been established under State government legislation and its workplan and Charter have been developed in accordance with State government guidelines.

LEGAL CONSIDERATIONS

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

The Audit and Risk Committee has been constituted and established under sections 53 and 54 of the Local Government Act 2020, which requires all councils to appoint a Committee under a Charter developed in accordance with the 2020 Act.

The work on developing a work plan for the newly appointed Committee is a new requirement under the Act.

Conflict of Interest

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

Transparency

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

The appointment of an Audit and Risk Committee, along with noting the unconfirmed minutes through this Council agenda at a public meeting ensures transparency around the operation of the Committee and the issues that it is considering/monitoring.

CONCLUSION

This report advises the public of the issues considered by the Audit and Risk Committee and recommends endorsement of the Minutes for the meetings held on:

- 9 October 2020
- 18 December 2020
- 12 March 2021

ATTACHMENTS

Attachment 1: Confirmed Minutes of the Audit Meeting held on 9 October 2020

Attachment 2: Confirmed Minutes of the Audit Meeting held on 18 December 2020

Attachment 3: Unconfirmed Minutes of the Audit Meeting held on 12 March 2021

ATTACHMENT 1:

Strathbogie Shire Council
Audit and Risk Committee Meeting

9 October 2020



STRATHBOGIE SHIRE COUNCIL

Minutes of the Strathbogie Shire Council Audit and Risk Committee held on Friday 9 October 2020 via Teams, commencing at 9.30 a.m.

Committee Members:	Ms Claire Taranto (Chair) - Community Representative
	Mr Mark Freudenstein - Community Representative
	Mr Alister Purbrick - Community Representative
	Mr Geoff Dobson - Community Representative
	Cr Robert Gardner - Council Representative
Officers:	Ms Julie Salomon - Chief Executive Officer
	Mr David Roff - Director Corporate Operations
	Ms Emma Kubeil - Director Community and Planning (Acting)
	Mr Upul Sathurusinghe - Manager Finance
	Mr Sagara Gunasekara - Senior Finance Officer
Internal Auditors:	Mr Brad Ead - AFS & Associates (<i>attended at 10.00 a.m.</i>)
External Auditors:	Sanchu Chummar - Acting Sector Director, Local Government, VAGO
	Jung Yau - Manager Financial Audit, VAGO

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

Cr Amanda McClaren	- Council Representative
Ms Dawn Bray	- Executive Manager, Governance and Customer Service

4. Disclosure of Interests

Nil

A handwritten signature in black ink, appearing to be "MG".

5. Confirmation of Minutes

***MOVED: GEOFF DOBSON
SECONDED: ALISTER PURBRICK***

That the Minutes of the meeting held on Friday 12 June 2020 be confirmed.

48/20 CARRIED

6. Business

7. Items raised by Committee Members

8. Next Meeting

AS

		Attachments	Report Page No.
5.	Business		
5.1	2019/20 Annual Financial Report	 Financial Statements - 30.06.2	1
5.2	2019/20 Performance Statement and Governance and Management Checklist	 Performance-Statement-061020 @1637  2020 Governance and management ch	6
5.3	Closing Report to Audit Committee	 Draft VAGO FY20 Closing Report .pdf	9
5.4	Draft Final Management Letter	 Draft VAGO FY20 Final Management l	9
5.5	Internal Audit Reports <ul style="list-style-type: none"> • Internal Audit Program Status update • Audit Committees Quarterly Update • Outstanding actions 	 1549259_1-Internal Audit Program Statu  1550292_1-Industry Update - 09.10.20,p  Outstanding Items for September2020 i	9
5.6	COVID-19 Hardship Provisions	 StrathbogieShire_C OVID_CommunityRe	10
5.7	New Audit Committee Work Plan		13
5.8	Councillor and CEO expenses		13
5.9	Key Strategic Indicators – Human Resources	 HR 27.05.2020 to 29.09.2020.pdf	15

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Strathbogie Shire Council
Audit and Risk Committee Meeting

9 October 2020

	5.10	Risk Management Update	 SSC Risk Profile October 2020 (002) (15
	5.11	Shared services update		15
	5.12	Investigations / Chief Executive Officer Reports		15
6.		Items Raised by Committee Members		15
7.		Next meeting		16

AS

5. BUSINESS

5.1 2019/20 Financial Report

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

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

Draft copies of the Annual Financial Report have been circulated to the Audit Committee with this report for their consideration, and are tabled for information purposes. At the time of writing this report the Auditors are in discussion about reclassifying grant income for the Working For Victoria program and some capital grants, which if altered would improve the Operating Result as we would not recognize restriction on income – no impact over two years. Amended Statements will be provided at the meeting together with an explanation of changes

***MOVED: MARK FREUDENSTEIN (subject to minor changes being made)
SECONDED: GEOFF DOBSON***

That the 2019/20 Annual Financial Report, with minor changes, be endorsed by the Audit Committee for presentation to Council for adoption by Council.

49/20 CARRIED

PURPOSE AND BACKGROUND

The Victorian Auditor-General's Office has almost completed the external audit of the 2019/20 Financial Report.

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

The Audit Committee is requested to endorse the Financial Report and recommend that Council adopt the 2019/20 Annual Financial Report .

The Victorian Auditor-General's certification is anticipated in early October 2020.

5.1 2019/20 Financial Report (cont.)

ISSUES, OPTIONS AND DISCUSSION

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

- "Comprehensive Income Statement" (Operating – Accrual Statement). This comprises non-cash items such as Depreciation and cost of goods (assets) sold, and excludes Capital Expenditure and Transfers to and from Other Reserves.
- "Balance Sheet" which lists Councils' assets and liabilities. It indicates the overall financial position of Council as at 30th June 2020.
- "Statement of Changes in Equity". This indicates movements in Council's Reserve Funds.
- "Statement of Cash Flows". This indicates all cash expended and received for all activities during the financial year.
- "Statement of Capital Works" which details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, infrastructure, plant and equipment by each category of asset.

For the 2019/20 financial year, Council is also required to prepare two "Budget Comparison Notes" with variance explanations to the 2019/20 Annual Budget. These being –

1. Income and Expenditure
2. Capital Works

The following analysis of the 2019/20 Annual Financial Report is at a macro level, which reflects the nature of the Report's disclosures. It is not designed nor intended to be used as a Management report that provides details of programs, or resultant variances. No analysis has been provided for the Statement of Changes in Equity.

1. Income Statement

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

For the year ended 30 June 2020, Council reported a net surplus of \$4,863,476, which was affected principally by control over costs and grants received. The result was also impacted by changes to accounting standards requiring Council to write down some grant income which had obligations to be performed in the coming year (principally capital and Working For Victoria) where cash was received but some additional income will be recognized in 2020/21 (nil effect over two years).

5.1 2019/20 Financial Report (cont.)

Additional non cash expenditure items had to be recognized due to adoption of new accounting standards (AASB 16 Leases). Total of these items \$221,199 (Amortisation of right of use assets, finance cost for leases).

2. Balance Sheet

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

Council's cash position as at 30 June 2020 was represented by cash on hand and investments of \$16.58 million. This represents an increase in cash holdings of \$5.96 million during the 2019/20 financial year due primarily to receipt of significant capital grants and less than budgeted expenditure on capital works. A number of capital works will also be carried over into the 2020/21 financial year.

The value of Council's property, infrastructure, plant and equipment non-current assets as at 30 June 2020 is \$280.82 million, a decrease of \$11.33 million, due primarily to the acquisition of assets as part of Council's capital works program offset by the effects of an external revaluation of property assets.

Council's end-of-year working capital ratio is 2.65:1 which is greater than the target ratio of 1.1:1. This ratio is used to assess Council's ability to meet current commitments and is derived by dividing current assets by current liabilities.

3. Cash Flow Statement

Cash flow reflects expenditure on capital works and there are a number of projects carried forward to 2020/21.

4. Statement of Capital Works

Council completed \$6.8 million worth of projects for 2019/20, a decrease of 50% over the previous year as there remain carried over works to be completed in 2020/21, some of which are attached to substantial grant funding received in 2019/20.

COMMUNITY ENGAGEMENT

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

The Annual Financial Statements are prepared and audited and once completed Council is required to advertise the fact that they are available for inspection as part of the Annual Report

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5.1 2019/20 Financial Report (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

Some of the items completed during the year are consistent with Policies of other levels of government, some of which have provided funding to assist.

LEGAL CONSIDERATIONS

The Annual Statements have been prepared in accordance with timelines laid out in the Local Government Act and in accordance with relevant Accounting Standards.

Conflict of Interest Declaration

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

Transparency

The Annual Statements will be presented to an open Council meeting and will then be available for public review.

FINANCIAL VIABILITY CONSIDERATIONS

The annual Statements show Council to be in a sound financial position, with the Long Term Financial Plan to be updated to reflect the end of year result and any items required to be carried over into 2020/21 (both income and expenditure)..

SUSTAINABILITY CONSIDERATIONS

Economic

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

Social

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

Environmental

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

INNOVATION AND CONTINUOUS IMPROVMENT

Council continues to refine its end of year processes and with the advent of Covid 19 the audit has been conducted remotely and officers have adapted to this way of working

COLLABORATION

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

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5.1 2019/20 Financial Report (cont.)

CONCLUSION

This report summarises the end of year result and recommends approval in principle of the Annual Financial Report.

ATTACHMENTS

Appendices:

- Appendix A: Annual Financial Report 2019/20 (separately circulated)

10

5.2 Performance Statement 2019/20 and Governance and Management Checklist 2019/20

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

The Local Government Act 1989 requires that Council pass a resolution giving its approval to the Performance Statement 2019/20 and Governance and Management Checklist prior to formal submission to the Auditor-General Victoria and the Minister.

The Act further requires that Council must authorise two Councillors to approve the Report.

Draft copies of the Performance Statement 2019/20 and Governance and Management Checklist have been circulated to the Committee but an amended version will be provided when discussions with Auditors have concluded and the documents updated.

***MOVED: ROBERT GARDNER (subject to minor changes being made)
SECONDED: MARK FREUDENSTEIN***

That the Audit Committee endorse the following reports, with minor changes, for presentation to Council for adoption –

- 1. Performance Statement 2019/20.**
- 2. Governance and Management Checklist 2019/20.**

50/20 CARRIED

PURPOSE AND BACKGROUND

Under Section 131 of the Local Government Act 1989, the Annual Budget 2019/20 included a list of prescribed indicators of service performance, financial and sustainable capacity performance required by regulations to be reported against in the performance statement. The Performance Statement represents an independent certification of Council's results against the prescribed indicators.

In addition, Section 131 requires Council to report on Council's assessment against the prescribed governance and management checklist for 2019/20.

ISSUES, OPTIONS AND DISCUSSION

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

5.2 Performance Statement 2019/20 and Governance and Management Checklist 2019/20 (cont.)

This is the sixth year of operation of the Local Government Performance Reporting Framework (LGPRF). There is a comparison between 2016/17, 2017/18, 2018/19 and 2019/20 with comments detailing any variances. All data was collected according to the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014.

Subject to Council adopting the recommendation in this report, the Performance Statement will be forwarded to the Victorian Auditor-General for certification. It is also a statutory requirement for Council to include the Performance Statement in the Annual Report 2019/20.

COMMUNITY ENGAGEMENT

No community engagement is necessary in respect of this report although some of the measures incorporate the result of the Annual community Survey.

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

The Performance Statement reports on indicators mandated by State Government through its Local Government Performance Reporting Framework.

LEGAL CONSIDERATIONS

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

Conflict of Interest Declaration

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

Transparency

The data in the Performance Statement will appear on the Know Your Council website which will be available to the community.

FINANCIAL VIABILITY CONSIDERATIONS

Some indicators are directly from the Financial Statements

SUSTAINABILITY CONSIDERATIONS

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

Economic

The Performance Statement contains an indicator of performance in Statutory Planning

5.2 Performance Statement 2019/20 and Governance and Management Checklist 2019/20 (cont.)

Social

The Performance Statement includes reporting in Indicators relating to:

- Maternal and Child Health
- Aquatic facilities
- Animal Management
- Food Safety

Environmental

The Performance Statement contains an indicator on waste diversion from landfill.

INNOVATION AND CONTINUOUS IMPROVMENT

Council continues to refine its end of year processes and with the advent of Covid 19 the audit has been conducted remotely and officers have adapted to this way of working

COLLABORATION

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

CONCLUSION

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

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

ATTACHMENTS

Appendices:

- Appendix A: Strathbogrie Shire Council Performance Statement 2019/20
- Appendix B: Governance and Management Checklist 2019/20

15

5.3 Closing Report to the Audit Committee

The Closing Report to the Audit Committee is attached for the Committee's review.

MOVED: MARK FREUDENSTEIN
SECONDED: ALISTER PURBRICK

That the report, as tabled, be noted.

51/20 CARRIED

5.4 Draft Final Management Letter

The draft Final Management Letter (which encompasses the outstanding actions of the Interim Management Letter) is attached for the Committee's review.

MOVED: MARK FREUDENSTEIN
SECONDED: ALISTER PURBRICK

That the report, as tabled, be noted.

52/20 CARRIED

5.5 Internal Audit Reports

- Internal Audit Program Status update
- Audit Committees Quarterly Update
- Outstanding actions – a summary of actions from the current Internal Audit program has been collated and is attached.

For the information of Audit Committee members, copies of the above reports were provided for review.

MOVED: ALISTER PURBRICK
SECONDED: GEOFF DOBSON

That the Internal Audit Reports be noted.

53/20 CARRIED



5.6 COVID-19 Hardship Provisions

The previous meeting of the Audit Committee requested that Officers provide a report on the impact of COVID-19 including costs, management of risks and uptake of hardship provisions .

Costs

To date an amount of \$38,000 has been spent on COVID-19 initiatives outside of the normal operating budget on items such as:

- Purchase of masks and sanitiser
- Traffic control course
- Hire of utilities to allow separation of staff
- Screens for customer service areas
- Expansion of IT capability to allow for working from home
- Communication materials for community

Uptake of hardship provisions

- In relation to Rate payments, at 20 August ,163 ratepayers were on payment arrangements, up from 141 in March. Staff continue to follow these up if they fall behind in their arrangement
- 1 formal hardship application has been submitted – forms have been sent to others however they have not officially applied
- 35 people within the arrangement category mentioned Covid when discussing an arrangement but have opted for an arrangement rather than hardship provisions
- Whilst legal action has been put on hold collections have held up well with outstanding balances shown below:

30 September 2019	17,695,564
30 September 2020	17,443,423

The Rates department needs to be complimented on their diligence over the past 12 months in engaging with ratepayers to assist them in meeting their obligations in difficult times.

Organisational response

Strathbogie Shire Council has been significantly affected by the pandemic of COVID-19. Our responsibility to staff and community has required us to factor Risk vs Welfare. This has been a challenge, but there are several items and achievements that have helped this large success and to ensure that there was minimal disruption to service.

The strategy with staff was:

- Consultative – maintain information flow (including fortnight 'all staff' and 'people leader' online meetings)
- Consistent – one source of information truth (DHHS)
- Regular – we didn't just meet once and fall away
- Fair – no mandates. Give employees options that they are comfortable with
- Responsible – maintain service provision
- Support – People & Culture and ELT presence on site to support all
- Inclusive – staff were part of the decision making

5.6 COVID-19 Hardship Provisions (cont.)

Crisis Management Team

The Crisis Management Team was established to ensure we had a working body constantly meeting to work through the associated challenges of COVID-19. Members consisted of HR, Risk, Planning, Health, IT and Administration. This team has continued to meet as updates have been provided by Government enabling us to enact our own mitigation protocols.

Business Continuity Plan

Strathbogie Shire Council activated the Business Continuity Plan and Pandemic Plan on 19th March 2020 due to the COVID-19 Pandemic.

Due to COVID-19 pandemic being a virus that had not been identified or assessed until the global outbreak, the Risk was not included in our current BCP. Factoring Council's responsibility to maintain a safe work environment for all staff, it was decided by the Crisis Management Team to create an appendix of the BCP to address all risks associated with COVID-19.

Sub Plans were created for each of Council's departmentS on how they would manage their staff productivity and wellbeing. These plans have been regularly updated as change occurs.

Work from Home arrangements

Due to the government direction that 'if you can work from home - you should' Council provided staff with the option of working from home and implemented working from home procedures and Occupational Health and Safety guidelines to mitigate the risks associated with this task.

While this has had its stresses, we successfully transitioned a large portion of identified roles to work from home. Vulnerable employees as well as those roles that would be unaffected by WFH were our focus areas. Staff in the operations centres were split into four (4) teams and directly operate from those centres to ensure and maintain separation.

We have subsequently implemented a Team 1/Team 2 rotation for civic centre staff. Staff who wish/need to come to the office for work purposes can only come on their week rotation. If staff wish to continue to WFH, they can.

Council Meetings and Briefings

Initially, Councillor briefings and meetings continued in the conference room. Members of the gallery were able to attend in limited numbers (max 12) and again observing social distancing requirements. Council meetings commenced being live streamed.

Since Stage 4 and Stage 3 lockdown requirements were implemented, all meetings and briefings have been online.

Communications

Proactive media in papers, website, social with the Mayor as our spokesperson. This was to ensure that our community remained informed and felt supported during the pandemic. Whilst we received some suggestions that we were not providing enough information, the overwhelming feedback we received was positive.

5.6 COVID-19 Hardship Provisions (cont.)

We have maintained ongoing communications with MAV, LGPro, the Hume Region CEO's, Shire health providers and VicPol.

We have provided COVID-19 information to all Committees of Management including templates groups could utilize and links to free Covid-19 safety training.

Service Delivery done differently

- We have adopted a very strong focus on supporting our local businesses through the work of Eco Dev including the establishment of the Strathbogie Shire Business communications network
- Ongoing Mapping of tracks and trails projects (tourism and events)
- The transition of the MCH service to a telehealth model and embracing available technology to maintain connections with families.
- Youth Program - Establishment of an online youth program of weekly activities for young people to engage with.
- Digital Improvements: Digital Signature implementation/ Digital issuing of planning permits.
- Remote learning sessions through the use of Zoom, Webex and TEAMS as a result of Pandemic, saving numerous hours in travel time and costs.
-

RE3 – Reboot, revitalise, reset

The Strathbogie Shire Council RE3 – Reset, Reboot, Revitalise – Community Recovery Plan (copy attached) has been initiated to support the immediate relief and recovery actions identified, as well as the future transition from the impacts of the pandemic. The Community Recovery Plan has been developed by Council in consultation with our community and to ensure our community knows exactly how we're responding to the impact of COVID-19 within our region. A phased approach has been used so as to be flexible to the changing conditions of the pandemic. There are three phases to the RE3 Project, which are outlined below:

- Phase 1: Reset: This phase is about ensuring our community has access to the information it needs to stay safe during the coronavirus (COVID-19) pandemic. It's about establishing communication channels with our community to make sure they know where, and how, to get credible information about restrictions.
- Phase 2: Reboot: This phase is rapidly responding - and rapidly changing - as we continue to adapt to meet our community's needs. In the reboot phase we are firmly focussed on tackling feelings of isolation and loneliness and looking out for the mental health of our community. Our projects are focussed on driving community connection. Our officers are focussed on ensuring access to services and keeping our community safe. This will continue to evolve with further input from our community.
- Phase 3: Revitalise: This is the forward-looking phase - where we plan, advocate and work together to help our community flourish in the wake of coronavirus.
- Key actions implemented are detailed in the attached RE3 Plan.

Reporting obligations

We have maintained bi-weekly reporting to Local Government Victoria around impacts on our operations, numbers of staff and other issues such as food relief and impact on waste management and the surrender of animals.

5.6 COVID-19 Hardship Provisions (cont.)

MOVED: MARK FREUDENSTEIN
SECONDED: ROBERT GARDNER

That the update on COVID-19 be noted.

54/20 CARRIED

5.7 New Audit Committee Work Plan

Work has commenced on developing a Work Plan for the new Audit Committee.

5.8 Councillor and CEO expenses
Councillor Expenses January – June 2020 (Q3 and 4)

Author: Executive Manager, Governance and Customer Service

Responsible Officer: Chief Executive Officer

This item was deferred to the December 2020 meeting to allow for inclusion of expenses to 30 September 2020.

INTRODUCTION

This report provides the second quarterly update for Councillor expenses, as required by the Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy 2019. Officers are currently verifying the figures with Councillors and they will be circulated prior to the meeting.

BACKGROUND

Council adopted its Councillor Support, Resources, Reimbursement and Reporting of Expenses Policy in October 2019 as part of its response to the audit undertaken by the Victorian Auditor General's Office (VAGO), which formed part of the foundation for the report entitled 'Fraud and Corruption Controls – Local Government, June 2019'.

The Policy highlights the requirement under the *Local Government Act 1989* to reimburse expenses incurred by Councillors when undertaking official Council duties.

It also provides a comprehensive policy and procedural framework to ensure that the reimbursement of expenses matches community expectations and transparency.

13

5.8 Councillor and CEO expenses
Councillor Expenses January – June 2020 (Q3 and 4) (cont.)

The Policy requires quarterly reporting of expenses to the Audit Committee for review and noting, along with approval for the publication on Council's website.

DISCUSSION

Other than vehicle and travel expenses there has been limited expenditure over the six month period.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights considerations arising from the issues discussed in this report given the Local Government (Planning and Reporting) Regulations 2014 require public reporting of Councillor expenses.

CONSULTATION

As per the requirements of Council's Policy, a copy of the expense report was provided to all Councillors for review. No changes to the expenses incurred resulted from this process.

CONCLUSION

The March and June quarter 2019-20 Councillor expenses have been collated by the Project Officer, Corporate Governance and provided to Councillors for review.

In accordance with Council policy, the expenses should now be reviewed and noted by the Audit Committee prior to publication on Council's website.



5.9 Key Strategic Indicators – Human Resources

Human Resources Reports for the June-September 2020 quarter were distributed to Audit Committee members for their information / review.

**MOVED: ALISTER PURBRICK
SECONDED: ROBERT GARDNER**

That these items be noted.

55/20 CARRIED

5.10 Risk Management Update

An update on work concerning Council's Risk profile was provided to Committee Members for review prior to discussion at the meeting.

**MOVED: GEOFF DOBSON
SECONDED: MARK FREUDENSTEIN**

That the update be noted.

56/20 CARRIED

5.11 Shared Services Update

11.00 a.m.

Staff, except for the Chief Executive Officer, left the meeting

5.12 Investigations / Chief Executive Officer Reports

The Chief Executive Officer updated the Committee on the following –

- Election update
- Working for Victoria (W4V) update
- Director Community & Planning position

6. ITEMS RAISED BY COMMITTEE MEMBERS



7. **NEXT MEETING**

11 December 2020

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.20 A.M.

Confirmed as being a true and accurate record of the Meeting

.....

Chair

.....
18/12/20
Date

ATTACHMENT 2:

Strathbogie Shire Council
Audit and Risk Committee Meeting

18 December 2020

STRATHBOGIE SHIRE COUNCIL



Minutes of a Meeting of the Strathbogie Shire Council Audit and Risk Committee held virtually on Friday 18 December 2020, commencing at 9.00 a.m.

Committee Members:	Ms Claire Taranto (Chair)	-	Community Representative
	Mr Mark Freudenstein	-	Community Representative
	Mr Alister Purbrick	-	Community Representative
	Mr Geoff Dobson	-	Community Representative
	Cr Sally Hayes-Burke	-	Council Representative
	Cr Paul Murray	-	Council Representative
Officers:	Ms Julie Salomon	-	Chief Executive Officer
	Mr David Roff	-	Director Corporate Operations
	Ms Amanda Tingay	-	Director Community and Planning
	Ms Dawn Bray	-	Executive Manager Governance and Customer Service
	Mr Chris Dube	-	Executive Manager People and Culture
	Mr Daniel Haysom	-	Manager Operations
	Mr Upul Sathurusinghe	-	Manager Finance
	Ms Hannah Sharp	-	Corporate Risk Officer
Internal Auditors:	Mr Brad Ead	-	AFS & Associates

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
Sanchu Chummar - Acting Sector Director, Local Government, VAGO
Jung Yau - Manager Financial Audit, VAGO
4. Disclosure of Interests
Nil.
5. Confirmation of Minutes
- Friday 9 October 2020
MOVED: GEOFF DOBSON
SECONDED: ALISTER PURBRICK
01-20/21 **CARRIED**
6. Business
7. Items raised by Committee Members
8. Next Meeting

18

Strathbogie Shire Council
Audit and Risk Committee Meeting

18 December 2020

REPORTS INDEX

6.	Business	Attachments	Report Page No.
6.1	Internal Audit Reports <ul style="list-style-type: none"> - Depot Operations - Tree Management - Internal Audit Program Status Update - Past Issues 	 1587106_2-2020-06 Depot Operations Fi  1587755_1-2020-07 Tree Management Fi  1586524_1-Internal Audit Program Statu  1580459_2-2020-08 Past Issues Follow-up	1
6.2	Audit Committee Work plan	 Audit_Risk_Committee _Annual_Workplan.pd	1
6.3	Final VAGO documents	 VAGO Closing Report - Strathbogie Shire C  VAGO FML - Strathbogie Shire Co	3
6.4	Committee membership		4
6.5	Councillor Expenses March and June Quarters of 2019-20 and overall totals for the 2019-20 financial year		4
6.6	Risk Management Update	 Strategic Risk Register.xlsx	10
6.7	Key Strategic Indicators – Human Resources	 HR 30.09.2020 to 19.11.2020.pdf	10
6.8	Shared Services Update		10
6.9	Investigations / Chief Executive Officer Reports		11
7.	Items Raised by Committee Members		11
8.	Next Meeting		11

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6. BUSINESS

6.1 Internal Audit Reports

Four reports are presented for review:

- Depot Operations
- Tree Management
- Internal Audit Program Status Update
- Past Issues

In relation to the first two reports, a preliminary management response has been provided in the documents and a more detailed Action Plan is being developed to ensure accountability for delivery on actions proposed.

**MOVED: ALISTER PURBRICK
SECONDED: MARK FREUDENSTEIN**

1. That the Committee review and note the report on the Internal Audit program.
2. That Action Plan progress be provided to future meetings, with changes to dates as follows:-

- Asset Management	-	March 2021
- Planning	-	April 2021
- Payroll	-	2021/2022

02-20/21 CARRIED

6.2 Audit Committee Work Plan

Responsible Officer: Director Corporate Operations

Following provisions of the Local Government Act 2020 coming into force on 6 April 2020, Council at its meeting of 18 August 2020, reconstituted the Audit Committee as the Audit and Risk Committee to fit the requirements of the new Act, which broadens the scope and mandate of the Committee.

Essentially its functions are:

- Monitor compliance of Council Policies and Procedures with the overarching governance principles and the Local Government Act 2020 and the regulations and any ministerial directions
- Monitor Council financial and performance reporting
- Monitor and provide advice on risk management and fraud prevention systems and controls
- Oversee internal audit function
- Oversee external audit function
- Monitor internal controls
- Monitor compliance with relevant laws and regulations

MY

6.2 Audit Committee Work Plan (cont.)

There are new public reporting requirements of the Committee, including a requirement to prepare a work plan and report back on its implementation.

Using available templates, a draft Work Plan has been prepared and provided to Committee members for review.

This identifies existing Council Policies/CEO Directives and work will be undertaken to determine appropriate review periods. Also, there are some Policies identified which could be considered for preparation.

The Committee would be aware that in the current budget, funding for Internal Audit was increased from \$35,000 to \$50,000. Whilst a number of the actions in the Work Plan will be carried out internally, time will tell if the budget provision is adequate.

MOVED: GEOFF DOBSON
SECONDED: MARK FREUDENSTEIN

That the Draft Work Plan be noted and officers insert relevant dates, having regard to expiry of existing policies.

03-20/21 **CARRIED**

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6.3 Final VAGO documents

VAGO, as Council's Auditors, have provided the following final documents in relation to the 2019/20 Audit:

- Closing Report
- Final management letter
- Interim Management letter; with the following notations:

"There has been no material changes, but we added the following immaterial adjustments that were found and discussed in the period between the:

- Drafts sent to audit committee; and
- Audit committee meeting on 9 October 2020

The ones added are:

Depreciation	Dr \$162,938	Adjustment to reclassify depreciation expense associated with temporary seal assets. Given temporary seal assets were assigned a useful life of one year these assets should have been expensed rather than subject to depreciation.
Materials and services expenditure	Cr \$162,938	
Financial report component(s)	Adjusted \$	Basis for the adjustment
Operating commitments	Decrease by \$172,305	Adjustment to correctly present operating commitments as at 30 June 2020. Disclosure did not reconcile to supporting documentation.

Many thanks again for your help for 2019-20 audit cycle and hope to see you soon"

**MOVED: MARK FREUDENSTEIN
SECONDED: PAUL MURRAY**

That the final documents be noted.

04-20/21 **CARRIED**

MT

6.4 Committee Membership

On 18 August 2020, Council adopted a new Charter of the Audit and Risk Committee and noted that terms of members expire as follows :

- Clare Taranto and Geoff Dobson – May 2021
- Mark Freudenstein and Alister Purbrick – May 2022

MOVED: ALISTER PURBRICK
SECONDED: MARK FREUDENSTEIN

That the Committee note the above and that –

- (i) advertising for expiring roles will be undertaken in the new year; and**
- (ii) A Position Description and Skills Matrix will be prepared to assist the process, with the draft documents to be circulated for comment prior to distribution.**

05-20/21 **CARRIED**

6.5 Councillor Expenses October – March and June Quarters of 2019/20 and overall totals for the 2019-20 financial year

Responsible Officer: Executive Manager, Governance & Customer Service

EXECUTIVE SUMMARY

This report seeks the Audit and Risk Committee's review and noting of the expenses for March and June quarters of the 2019-20 financial year, along with the overall expense totals for the 2019-20 financial year as per the draft Annual Report.

The delay in reporting Quarters 3 and 4 has been due to the workload created by the transition to the Local Government Act 2020, the Election (caretaker) Period requirements and the Council election itself.

It should be noted that expenses are down during the second half of the financial year due to the Covid 19 pandemic and a significant increase in online meetings, thereby reducing travel expenses.

This report seeks approval to post the expense tables on Council's website as part of our best practice approach to transparency and accountability under the Council Expenses Policy 2020.

MT

- 6.5 Councillor Expenses October – March and June Quarters of 2019/20 and overall totals for the 2019-20 financial year (cont.)

MOVED: MARK FREUDENSTEIN
SECONDED: GEOFF DOBSON

That the Audit and Risk Committee:

1. **Review and note the Councillor expenses for the March and June quarters of 2019-20.**
2. **Review and note the annual Councillor expenses as outlined in the draft 2019-20 Annual Report.**
3. **Approve the publication of the March quarter, June quarter and annual expenses for 2019-20 on Council's website.**

06-20/21 **CARRIED**

PURPOSE

The Council Expenses Policy 2020 (the Policy) requires quarterly reporting of Councillor expenses to the Audit and Risk Committee prior to publication on Council's website.

The totals for Councillor expenses, including any reimbursements, must also be reported through the Annual Report, which has been prepared and is in the process of being forwarded to the Minister for Local Government.

The expenses for quarters 3 and 4 of the 2019-20 financial year have been extracted from Council's finance system and collated in the form prescribed by the Local Government (Planning and Reporting) Regulations 2014 and the Policy. Please see Attachments 1, 2 and 3.

The expenses for the 2019-20 financial year are required to be reported through the Annual Report, which must be submitted to the Minister for Local Government by 30 November 2020 and are detailed in this report.

KEY CONSIDERATIONS/ISSUES

The review of Councillor expenses by the Audit Committee and subsequent quarterly publication of these figures on Council's website is a key part of our aim to maximise accountability and transparency.

The quantum of expenses is lower than previous quarters due to the Covid 19 pandemic forcing meetings, conferences and training to being forced online.

Council meetings have also been run online for several months, thereby avoiding the need for Councillors to travel to the Conference Room in Euroa.

There have also been a reduced number of site visits, community meetings and consultation processes due to Covid 19 restrictions.

MS

6.5 Councillor Expenses October – March and June Quarters of 2019/20 and overall totals for the 2019-20 financial year (cont.)

Capital expenditure on telecommunications and IT equipment rose in the March quarter due to the purchase of new equipment for new Councillors following a by election in the Honeysuckle Ward and a countback in the Lake Nagambie Ward due to the resignation of two Councillors in December 2019. Air pods were also provided to six (6) Councillors to facilitate virtual Council meetings.

FINANCIAL IMPLICATIONS

The reimbursement of Councillor expenses and capital expenditure on IT equipment is met from within existing budget allocations, so there are no significant financial implications arising from this report.

CONCLUSION/RECOMMENDATION

The Councillor expense figures have been compiled for the March and June Quarters of 2019-20 and for the 2019-20 financial year.

Expenses are significantly down for all of these periods when compared to the past 3 years, mainly due to the Covid 19 pandemic minimising travel and Councillors being more mindful of expenses following the adoption of new Councillor Expenses Policies in 2019 and 2020.

It is recommended that the Audit and Risk Committee review the expenses and approve their publication on Council's website.

In accordance with Council policy, the expenses should now be reviewed and noted by the Audit Committee prior to publication on Council's website.

ATTACHMENTS

Attachment 1: Councillor Expenses for the March Quarter 2019-20

Attachment 2: Councillor Expenses for the June Quarter 2019-20

Attachment 3: Councillor Expenses and Reimbursements for 2019-20

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ATTACHMENT 1: COUNCILLOR EXPENSES FOR THE MARCH QUARTER 2019-20

Q3 2019-20	Child-family care	Travel	Car Mileage**	IT and Comms*	Conferences & Training***	Other	Total expenses
Cr Thomson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mayor McClaren	\$0.00	\$0.00	\$3,481.46	\$784.51	\$70.50	\$0.00	\$4,336.47
Cr Swan (Bower) retired in December 2019							
Cr Williams	\$0.00	\$0.00	\$0.00	\$743.66	\$0.00	\$0.00	\$743.66
Cr Mason	\$0.00	\$0.00	\$0.00	\$131.01	\$0.00	\$0.00	\$131.01
Cr Stothers (retired in December 2019)							
Cr Little	\$0.00	\$0.00	\$558.96	\$1,086.01	\$0.00	\$132.68	\$1,777.65
Cr Raeburn	\$0.00	\$0.00	\$0.00	\$1,586.00	\$0.00	\$0.00	\$1,586.00
Cr Gardner	\$0.00	\$0.00	\$0.00	\$968.94	\$0.00	\$0.00	\$968.94

IT and Comms* Includes hardware costs incurred this quarter
represents costs of phone plans paid by Council

Car Mileage** excludes depreciation for Mayoral vehicle
includes expenditure from Mayor's fuel card from Council's assets system
excludes \$200 monthly payment from Mayor as vehicle contribution

PS

ATTACHMENT 2: COUNCILLOR EXPENSES FOR THE JUNE QUARTER 2019-20

Q4 2019-20	Child-family care	Travel	Car Mileage**	IT and Comms*	Conferences & Training	Other	Total expenses
Cr Thomson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mayor McClaren	\$0.00	\$0.00	\$2,331.41	\$376.14	\$0.00	\$0.00	\$2,707.55
Cr Swan (Bower) retired December 2019							
Cr Williams	\$0.00	\$0.00	\$0.00	\$357.03	\$0.00	\$0.00	\$357.03
Cr Mason	\$0.00	\$0.00	\$0.00	\$337.73	\$0.00	\$0.00	\$337.73
Cr Stothers (retired December 2019)							
Cr Little	\$0.00	\$0.00	\$488.24	\$336.53	\$0.00	\$0.00	\$824.77
Cr Raeburn	\$0.00	\$0.00	\$0.00	\$249.00	\$0.00	\$0.00	\$249.00
Cr Gardner	\$0.00	\$0.00	\$0.00	\$274.97	\$0.00	\$0.00	\$274.97

IT and Comms* includes hardware costs (air pods for online meetings)
represents costs of phone plans paid by Council

Car Mileage** excludes depreciation for Mayoral vehicle
includes expenditure from Mayor's fuel card from Council's assets system
excludes \$200 monthly payment from Mayor as vehicle contribution

ATTACHMENT 3: COUNCILLOR EXPENSES AND REIMBURSEMENTS FOR 2019-20

Annual Total	Child-family care	Travel	Car Mileage**	IT and Comms*	Conferences & Training***	Other	Total expenses
Cr Thomson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mayor McClaren	\$0.00	\$0.00	\$11,867.62	\$1,465.86	\$1,061.43	\$0.00	\$14,394.91
Cr Swan (Bower) retired in December 2019	\$0.00	\$0.00	\$1,016.79	\$78.73	\$0.00		\$1,095.52
Cr Williams	\$0.00	\$35.50	\$485.00	\$1,388.40	\$975.16	\$0.00	\$2,884.06
Cr Mason	\$0.00	\$0.00	\$0.00	\$702.92	\$1,054.01	\$0.00	\$1,756.93
Cr Stothers (retired in December 2019)	\$0.00	\$0.00		\$236.70	\$0.00		\$236.70
Cr Little	\$0.00	\$24.92	\$3,257.24	\$1,711.71	\$958.56	\$247.67	\$6,200.10
Cr Raeburn	\$0.00	\$0.00	\$0.00	\$1,835.00	\$0.00	\$0.00	\$1,835.00
Cr Gardner	\$0.00	\$0.00	\$0.00	\$1,243.91	\$0.00	\$0.00	\$1,243.91

IT and Comms* Includes hardware costs incurred during this financial year
represents costs of phone plans paid by Council

Car Mileage** excludes depreciation for Mayoral vehicle
includes expenditure from Mayor's fuel card from Council's assets system
excludes \$200 monthly payment from Mayor as vehicle contribution

AS

6.6 Risk Management Update

At the previous meeting, the Audit and Risk Committee considered Council's Strategic Risk Profile and a request was made to see the more detailed Risk Register.

The document was provided for the Committee to review and provide feedback.

The document is complete but is under constant review to take account of changing circumstances.

MOVED: PAUL MURRAY
SECONDED: ALISTER PURBRICK

That the information be noted, and the Audit and Risk Committee be provided with a quarterly update on the Risk Register.

07-20/21 CARRIED

6.7 Key Strategic Indicators – Human Resources

Provided to Audit Committee members for their information were Human Resources Reports from 30 September 2020 to 19 November 2020.

MOVED: GEOFF DOBSON
SECONDED: ALISTER PURBRICK

That these items be noted.

08-20/21 CARRIED

6.8 Shared Services Update

An update was provided on the Shared Services project.

MOVED: PAUL MURRAY
SECONDED: ALISTER PURBRICK

That the verbal report be noted.

09-20/21 CARRIED

AS

6.9 Investigations / Chief Executive Officer Reports

A verbal briefing on any investigations currently being undertaken by Council was provided.

7. Items raised by Committee Members

Nil.

8. Next Meeting

Is scheduled for Friday 12 March 2021

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.45 A.M.

Confirmed as being a true and accurate record of the Meeting

.....*p. Maranto*.....
Chair

.....12/3/21.....
Date

ATTACHMENT 3:

Strathbogrie Shire Council
Audit and Risk Committee Meeting

12 March 2021



STRATHBOGRIE SHIRE COUNCIL

Minutes of a Meeting of the Strathbogrie Shire Council Audit and Risk Committee held on Friday 12 March 2021, via Teams, commencing at 9.30 a.m.

Committee Members:	Claire Taranto (Chair) - Mark Freudenstein Alister Purbrick Geoff Dobson Cr Sally Hayes-Burke Cr Paul Murray	- Community Representative - Community Representative - Community Representative - Community Representative - Council Representative - Council Representative
Officers:	Julie Salomon Amanda Tingay Dawn Bray Daniel Haysom Upul Sathurusinghe Hannah Sharp	- Chief Executive Officer - Director Community and Planning - Executive Manager Governance and Customer Service - Manager Operations - Manager Finance - Corporate Risk Officer
Internal Auditors:	Brad Ead	- AFS & Associates
External Auditors:	Sanchu Chummar Jung Yau	- Acting Sector Director, Local Government, VAGO - Manager Financial Audit, VAGO

1. Welcome
- 2.
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

David Roff Director Corporate Operations
Chris Dube Executive Manager People and Culture

4. Disclosure of Interests

Nil.

5. Confirmation of Minutes
- Friday 18 December 2020

MOVED: Geoff Dobson
SECONDED: Cr Murray

10-20/21 CARRIED

Strathbogie Shire Council
Audit and Risk Committee Meeting

12 March 2021

6. Business
7. Items raised by Committee Members
8. Next Meeting

YET TO BE CONFIRMED

REPORTS INDEX

6.	Business	Attachments	Report Page No.
6.1	Internal Audit Reports - Depot Operations - Tree Management - Internal Audit Program Status Update	 Depot Operations Action Plan first re  Tree Management Audit Action Plan Br  1600444_1-Internal Audit Program Statu	1
6.2	Audit Committee Work plan	 Audit Committee Work Plan.pdf	1
6.3	Committee membership	 EOI Audit Risk Committee Indepen  Skills matrix template.pdf	2
6.4	VAGO Audit process	 2020-21 Audit Strategy Memorand	3
6.5	Budget 2021/22		4
6.6	Councillor Expenses October – September and December Quarters of 2020/21		4
6.7	Risk Management Update	 Marsh - Strategic Risk Training Power  Copy of Strathbogie Shire Co 	10

**Strathbogie Shire Council
Audit and Risk Committee Meeting**

12 March 2021

	6.8	Key Strategic Indicators – Human Resources	 HR 20.11.2020 to 25.02.2021.pdf  C Dube Audit Risk Committee 12 March	12
	6.9	Shared Services Update		12
	6.10	Investigations / Chief Executive Officer Reports		12
7.	Items Raised by Committee Members			13
8.	Next Meeting			13

YET TO BE CONFIRMED

6. BUSINESS

6.1 Internal Audit Reports

The Audit and Risk Committee, at its meeting of 18 December 2020 considered reports in relation to:

- Depot Operations
- Tree Management
- Internal Audit Program Status Update

An Action Plan was prepared for the first two and an update on progress is attached.

Significant progress has been made on an Operations Manual which in draft form. Similarly, progress has been made with the Tree Management Plan which is being done in a similar format to Council's Road management Plan. Also running with this will be a detailed Manual for use by Operations staff. This is also in draft form and is expected to be completed in the near future.

Daniel Haysom, Manager Operations, will attend the meeting to discuss these documents and answer any questions the Committee may have.

The Committee also noted some changes to the Internal Audit program, with the Asset Management project currently underway with meetings between 10 and 15 March with report to be presented to the June meeting. An updated Program Status Update is attached.

MOVED: Cr Murray
SECONDED: Geoff Dobson

That the Committee review and note progress on the Action Plans for Depot Operations and Tree Management.

11-20/21 **CARRIED**

Daniel Haysom left the meeting at 10.00am.

6.2 Audit Committee Work Plan

Responsible Officer: Director Corporate Operations

With the introduction of the *Local Government Act 2020* there are new public reporting requirements of the Audit and Risk Committee, including a requirement to prepare a work plan and report back on its implementation.

The previous meeting considered a Draft Audit Committee Work Plan, which would fit the requirements of the Act, and noted a Draft. The Committee resolved to note the draft with officers to insert dates, having regard to expiry of existing policies.

6.2 Audit Committee Work Plan (cont.)

When reviewing the document, it became apparent that it could more closely reflect the requirements of the Charter and it has therefore been amended to include two parts:

- Identification of the functions of the Audit and Risk Committee and how they will be tracked – further work will be required to provide timelines and how the functions will be fulfilled
- Specific timelines for some of the specific policies and actions.

The Committee would be aware that in the current budget, funding for Internal Audit was increased from \$35,000 to \$50,000. Whilst a number of the actions in the Work Plan will be carried out internally, time will tell if the budget provision is adequate.

MOVED: Alister Purbrick
SECONDED: Mark Freudenstein

That the Committee review the documents and endorse the proposed Work Plan, noting that more specific timelines are to be provided for the fulfilment of functions.

12-20/21 CARRIED

6.3 Committee Membership

At its previous meeting the Committee noted the expiry of member terms, with those of Claire Taranto and Geoff Dobson being in May 2021.

The Committee noted;

- that advertising for expiring roles would be undertaken in the new year; and
- a Position Description and Skills Matrix will be prepared to assist the process with the draft documents to be circulated for comment prior to distribution.

An Expression of Interest document which includes the required attributes of candidates has been prepared together with a possible Skills Matrix which, if approved, can be populated by existing members to identify any gaps which the recruitment process will attempt to fill.

The timetable for recruitment in 2021 is proposed as:

17 -31 March	Advertised on website, social media, local press
31 March	Applications close at 5.00pm
April	EOIs reviewed, short-listed and short-listed applicants invited for interviews
April	Interviews conducted with short-listed applicants
May	Council resolution to appoint new independent members
May	Successful applicant notified & terms agreed and executed
May	Unsuccessful applicants notified in writing
June/July	New independent member onboarding & induction
August	New independent member attends the Audit & Risk Committee meeting

6.3 Committee Membership (cont.)

MOVED: Cr Murray
SECONDED: Mark Freudenstein

That the Committee:

- 1. Endorse the documents and process for filling of 2 vacancies on the Audit and Risk Committee, with amendments to timelines for advertising dates.**
- 2. Complete the skills matrix and return to Council by the end of March to inform the skills required to fill the two independent member vacancies.**

13-20/21 **CARRIED**

6.4 VAGO Audit process

The external auditors are currently undertaking their Interim Audit "visit" which is an early part of the annual audit process.

VAGO are currently preparing their Audit Strategy Memorandum which outlines how the audit will run, and the document will be provided prior to the meeting. VAGO representatives will be in attendance at the meeting to discuss.

MOVED: Mark Freudenstein
SECONDED: Geoff Dobson

That the Committee:

- 1. Note the Victorian Auditor General's Office proposed audit process.**
- 2. Be informed of the estimated cost associated with the Victorian Auditor General's Office audit process at the next meeting.**

14-20/21 **CARRIED**

6.5 Budget 2021/22

The Budget process has commenced with the new Council. To date the following has occurred:

- In early February a high level briefing was provided to Council
- Preparation of Draft Operating Budget from officer input
- Preparation of Draft Capital Works program based on previous Budgets and community feedback
- Discussion with Council on both documents is scheduled 9 March, with further discussion scheduled 16 and 23 March, and possibly 30 March, at which time it is expected the document will be largely complete
- In order for the Audit Committee to review the document it is likely that an extra meeting will be required in early April.

MOVED: Mark Freudenstein
SECONDED: Cr Murray

That:

1. Progress with Budget preparation be noted.
2. An additional Audit and Risk Committee meeting be held in April 2021 prior to the budget being considered by Council for public exhibition.

15-20/21 CARRIED

6.6 Councillor Expenses October – September and December Quarters of 2020/21

Responsible Officer: Executive Manager, Governance & Customer Service

EXECUTIVE SUMMARY

This report seeks the Audit and Risk Committee's review and noting of the expenses for the September and December quarters of the 2020-21 financial year and approval to post the expense tables on the Shire's website.

The delay in reporting Quarters 1 and 2 has been due to the workload created by the transition to the *Local Government Act 2020*, the October Council election (and preceding election period) and the induction of the incoming Council.

It should be noted that expenses are down due to the Covid-19 pandemic, which has resulted in a significant increase in online meetings, reducing travel expenses. The election (caretaker) period also significantly reduced Councillor activity and the new Council was not sworn in until 17 November 2020 due to delays in the declaration of the election results by the Victorian Electoral Commission.

6.6 Councillor Expenses October – September and December Quarters of 2020/21 (cont.)

The new *Local Government Act 2020* is being implemented by the State government in tranches. The new provisions relating to the reporting of Councillor expenses came into action on 24 October 2020 with the release of new *Local Government (Planning and Reporting) Regulations 2020*, which modify reporting requirements for Councillor expenses through the Annual Report.

The way in which reporting expenses to the community is not proposed to be altered at the current time given that the reporting requirements under the Council Expenses Policy 2020 are more in depth and provide for greater transparency. This decision has also been taken due to the lack of any guidance on the way in which the new regulations are to be reported through the Annual Report.

MOVED: Mark Freudenstein
SECONDED: Alister Purbrick

That the Audit and Risk Committee:

1. Review and note the Councillor expenses for the September and December quarters of the 2020-21 financial year.
2. Approve the publication of the September and December quarters of the 2020-21 financial year on Council's website.

16-20/21 CARRIED

PURPOSE

The Council Expenses Policy 2020 (the Policy) requires quarterly reporting of Councillor expenses to the Audit and Risk Committee prior to publication on Council's website.

The totals for Councillor expenses, including any reimbursements, must also be reported through the Annual Report, which has been prepared and is in the process of being forwarded to the Minister for Local Government.

The expenses for the September and December quarters of the 2020-2021 financial year have been extracted from Council's finance system and collated in the form prescribed by the former *Local Government (Planning and Reporting) Regulations 2004*, which were superseded by new regulations on 24 October 2020 (that is, part way through the September quarter), and the Policy.

ISSUES/OPTIONS AND DISCUSSION

The review of Councillor expenses by the Audit Committee and subsequent quarterly publication of these figures on Council's website is a key part of our aim to maximise accountability and transparency.

The quantum of expenses is lower than previous quarters due to the Covid-19 pandemic forcing Council meetings, conferences and training to be conducted online. The election (caretaker) period also significantly impacted on Councillor activity.

6.6 Councillor Expenses October – September and December Quarters of 2020/21 (cont.)

Further, due to delays in the declaration of the election results by the Victorian Electoral Commission, the new Council was not sworn in until 17 November 2020.

Capital expenditure on telecommunications and IT equipment rose in the September quarter due to the purchase of new equipment for the incoming Council. It should be noted that the cost of mobile phone calls and plans is not included in these figures given the failure of Telstra to provide Council with invoices for the September quarter. It is expected that these costs will be determined for the reporting of the March quarter expenses at the next Audit and Risk Committee meeting.

POLICY IMPLICATIONS

The Council Expenses Policy 2020 requires the provision of quarterly Councillor expense reports to the Audit and Risk Committee for review and approval to publish on Council's website.

Section 9.3 of Council's Public Transparency Policy 2020 also requires the provision of Councillor expenses related information on Council's website.

LEGAL IMPLICATONS

Division 3 of the Local Government Act 2020 relates to reporting through the Annual report. In terms of reporting Councillor expenses, section 3 (d) refers to the need to comply with providing the information prescribed by the regulations.

Regulation 10 relates to General information and states that, in relation to Councillor expenses, that:

- (g) details of the expenses, including reimbursement of expenses, paid by the Council for each Councillor and member of a Council committee, categorised separately as—
 - (i) travel expenses; and
 - (ii) professional development expenses; and
 - (iii) expenses to support the performance of the role.

FINANCIAL IMPLICATIONS

The reimbursement of Councillor expenses and capital expenditure on IT equipment is met from within existing budget allocations, so there are no significant financial implications arising from this report.

CONCLUSION

The Councillor expense figures have been compiled for the September and December quarters of the 2020-21 financial year in accordance with the 2014 Regulations and the Council Expenses Policy 2020. It is recommended that these expenses be reported to the community via Council's website to maximise public transparency around the costs of supporting Councillors in performing their duties.

ATTACHMENTS

Attachment 1: Councillor Expenses for the September Quarter 2020-21

Attachment 2: Councillor Expenses for the December Quarter 2020-21

ATTACHMENT 1 COUNCILLOR EXPENSES SEPTEMBER QUARTER 2020-21

Q1 2020-21	Child-family care	Travel	Car Mileage**	IT and Comms*	Conferences & Training***	Other	Total expenses
Cr Raeburn	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mayor McClaren	\$0.00	\$0.00	\$471.75	\$105.16	\$0.00	\$0.00	\$576.91
Cr Thomson	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cr Little	\$0.00	\$0.00	\$714.68	\$132.58	\$0.00	\$25.45	\$872.71
Cr Gardner	\$0.00	\$0.00	\$0.00	\$31.83	\$0.00	\$0.00	\$31.83
Cr Williams	\$0.00	\$0.00	\$0.00	\$148.63	\$0.00	\$0.00	\$148.63
Cr Mason	\$0.00	\$0.00	\$0.00	\$119.75	\$0.00	\$0.00	\$119.75

Car Mileage* Includes expenditure from Mayor's fuel card from Council's assets system.
Excludes depreciation for Mayoral vehicle.
Excludes \$200 monthly payment from Mayor as vehicle contribution.

IT and Comms** Includes hardware costs.

Conferences & Training *** There were no conferences or training expenses incurred by Councillors this quarter.

ATTACHMENT 2 COUNCILLOR EXPENSES DECEMBER QUARTER 2020-21

Q2 2020-21	Child-family care	Travel	Car Mileage*	IT and Comms**	Conferences & Training***	Other	Total expenses
Mayor Raeburn	\$0.00	\$0.00	\$1,210.63	\$3,448.76	\$0.00	\$0.00	\$4,659.39
Cr Binks (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Cr Dickinson (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Cr Hayes Burke (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Cr Hourigan (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Deputy Mayor Likos (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Cr Murray (sworn in 17 November 2020)	\$0.00	\$0.00	\$0.00	\$3,444.96	\$0.00	\$0.00	\$3,444.96
Mayor McClaren (retired October 2020)	\$0.00	\$0.00	\$0.00	\$39.51	\$0.00	\$0.00	\$39.51
Cr Thomson (retired October 2020)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cr Little (retired October 2020)	\$0.00	\$0.00	\$0.00	\$39.51	\$0.00	\$0.00	\$39.51
Cr Gardner (retired October 2020)	\$0.00	\$0.00	\$0.00	\$10.66	\$0.00	\$0.00	\$10.66
Cr Williams (retired October 2020)	\$0.00	\$0.00	\$0.00	\$44.05	\$0.00	\$0.00	\$44.05
Cr Mason (retired October 2020)	\$0.00	\$0.00	\$0.00	\$40.19	\$0.00	\$0.00	\$40.19

Car Mileage*	Excludes depreciation for Mayoral vehicle
	Excludes \$200 monthly payment from Mayor as vehicle contribution
	Includes expenditure from Mayor's fuel card from Council's assets system
	Includes vehicle registration costs.
IT and Comms**	Includes hardware costs associated with the purchase of new equipment for the incoming Council
	Telstra is behind with its billing and so no mobile phone call charges were incurred during this quarter for the new Council.

Conferences & Training ***	This figure excludes the mandatory Councillor induction training that must be undertaken under the Local Government Act 2020 following the election in October 2020.
	There were no external conference or training expenses incurred by Councillors aside from the mandatory induction program.

YET TO BE CONFIRMED

6.7 Risk Management Update

At the previous meeting, the Audit and Risk Committee considered Council's Strategic Risk Profile and resolved to note information and be provided with a quarterly update on the Risk Register. Below is summary of work that has been undertaken in Risk management in recent months and the following documents are attached:

- Strategic Risk Training Powerpoint undertaken by the Executive Leadership Team
- Draft Operational Risk Profile
- White board notes of Learning Challenges from ELT Workshop

Background

Council's Risk Management Framework and systems provides the guidance to ensure it adequately manages its risks. The Strategic Risk Register Report is used to brief Council through the Audit Committee on the current strategic risks being faced and how they are being managed.

Strategic Risk Register Progress

Council held a Strategic Risk Workshop with ELT on Wednesday 3rd March, to successfully implement and demonstrate Risk knowledge, with the following recommendations needing further action:

1. ELT to update their risks with appropriate ownership, controls and effectiveness ratings
2. ELT to agree to a timetable for review of the Strategic Risk Register – other Council's adopt a quarterly review prior to ARC meetings
3. ELT to agree to performance measures against the Strategic Risk Register, for instance:
 - a. Changes made to risk statement, key controls and treatments are reported to the ARC with explanations of the change
 - b. Dormant or inactive risks are reported to the ARC with an ELT member answerable to the ARC
4. ELT to agree to assigning appropriate risk ownership (controls and treatment) with the view to encourage authority and decision making to subject matter experts across the organisation

It is the suggestion of the Risk Advisor that the gap analysis of our Strategic Risk Register be postponed due to the need for the Strathbogie Executive to gain more understanding and education to implement a fully functional register to reflect Risk Culture. The recent workshops demonstrated that our Risk Maturity is low, and requires substantial improvement to meet the requirements of our Risk Appetite.

6.7 Risk Management Update (cont.)

Alignment of Risk documents

Councils Enterprise Risk Management Framework is due for review in June 2021, it was opportune to conduct a review of Strathbogrie's current framework and registers.

Predominantly Strathbogrie's risk categories do not align with the Risk Appetite risk categories – this makes it difficult to link the risk registers with Council's approach to risk management. The review was conducted and analysed by a Risk specialist who has provided a report and recommended changes.

Due to the alignment of our Risk Documents towards Strathbogrie's Council Plan, we have identified Strategic Risk relating to Councils current objectives and goals. However, it must be noted that this key focus could change due to a new Council Plan being created. While there will likely be common themes, it does pose a risk that the areas to focus on could shift shortly. Irrespective of this, the primary work we are undertaking currently is important.

Operational Risk Register Progress

- Operational Register Developed February 2021
- 14 individual meetings were held with Managers or Responsible officers to discuss their area's identified risks
- Follow up meetings were held with relevant staff to populate extra information required
- The Register has now been sent to a specialist to align our registers against our Risk Management Framework

Council held a Strategic Risk Workshop with Managers on Thursday 4th March, attached is Councils Draft Operational Risk Register for your reference.

MOVED: Cr Murray
SECONDED: Mark Freudenstein

That:

1. The information be noted.
2. A further report be presented to the extra ordinary Audit and Risk Committee meeting to be held in April 2021, containing:
 - a. a summary page for the operational risk register
 - b. inclusion of Covid-19 pandemic risks and mitigations in the Strategic Risk Register
 - c. inclusion of population movement and growth risks and mitigations in the Strategic Risk Register.

17-20/21 **CARRIED**

6.8 Key Strategic Indicators – Human Resources

Attached for Audit Committee members' information are Human Resources Reports from 20 November 2020 to 25 February 2021.

The Executive Manager People and Culture is unable to attend today's meeting but a written report from him is attached.

MOVED: Cr Hayes Burke
SECONDED: Cr Murray

That:

1. These items be noted.
2. Sick leave data be provided to the Committee at the next meeting.

18-20/21 CARRIED

6.9 Shared Services Update

An update will be provided on the Shared Services project.

MOVED: Mark Freudenstein
SECONDED: Cr Hayes Burke

That the verbal report be noted.

19-20/21 CARRIED

6.10 Investigations / Chief Executive Officer Reports

A verbal briefing on any investigations currently being undertaken by Council will be provided.

MOVED: Cr Murray
SECONDED: Cr Hayes Burke

That:

1. The verbal report be noted.
2. The Victorian Auditor General's Office report on Sexual Harassment in Local Government be tabled at the next meeting.

20-20-21 CARRIED

7. Items raised by Committee Members

Chair Taranto announced that she would not be seeking another term on the Audit and Risk Committee, after serving some ten years. Chair Taranto noted that this had been a very hard decision to make but that she felt it was time to step down to facilitate the renewal of the Committee.

A short thank you speech was given by Geoff Dobson, who was attending his last Audit and Risk Committee meeting, given his demanding responsibilities as Councillor at Greater Shepparton City Council. Chair Taranto thanked him for his service and contribution to the Committee and acknowledged the value of his insights into local government over the years.

8. Next Meeting

Is scheduled for April 2021 (an extra ordinary meeting – date yet to be confirmed), with the next ordinary meeting to be held Friday 11 June 2021.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.10 A.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date

9.13 Endorsement of the Strathbogie Shire Council Business Continuity Plan

Responsible Director: Executive Manager of People and Culture

EXECUTIVE SUMMARY

Strathbogie Shire Council provides a wide range of significant services to the community. The environment within which Council operates is dynamic and rapidly changing. A core obligation of good governance is to ensure continuity of business services. A Business Continuity Plan provides the basis for effectively managing changes to avoid sudden or progressive failure.

The Plan is designed to be used proactively to mitigate and adapt to risk, and in response to situations impacting on Council's ability to deliver its services. It therefore has a different purpose to the Municipal Emergency Management Plan. There are clear linkages identified between the two documents and with other elements of Council's Risk Management process.

The Plan will be reviewed and updated where required, for example a change of role or responsibility with future structure changes. While this is an operational document, this altered information will be provided to Council. Allowing this crucial document to provide for necessary changes is an approach that is consistent with relevant Best Practise.

The Business Continuity Plan has been distributed to Councillors for their information and is tabled for identification purposes.

RECOMMENDATION

That Council adopt the Strathbogie Shire Council Business Continuity Plan.

PURPOSE AND BACKGROUND

Strathbogie Shire Council provides a wide range of services both internally to support the organisation, and externally to the Strathbogie Shire community. Disruptions to the continuity of these services could have a significant, adverse impact on the community and prevent Council from meeting its obligations.

All organisations must deal with change in the environments in which they operate. This may relate to changing stakeholder expectations, new strategies adopted by competitors, emerging technologies, changes in staff, availability of finance and the requirements of new legislation. Change is a constant and is best dealt with proactively rather than reactively.

To maintain business continuity, which is a core obligation of good governance, organisations must therefore anticipate and adapt to such changes to avoid either abrupt or progressive failure.

9.13 Endorsement of the Strathbogie Shire Council Business Continuity Plan (cont.)

Ensuring business continuity requires a variety of conventional management techniques such as strategic and business planning, continual development of products and services, retaining and acquiring customers, recruiting new staff, raising finance, acquiring technologies and constant attention to quality and efficiency.

However, ensuring business continuity also requires effective management of the organisation's risks, including the risks that arise from the possibility of disruptive events. Managing this particular risk to business continuity is the focus of Australian/New Zealand Standard AS/NZS 5050:2010.

ISSUES, OPTIONS AND DISCUSSION

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

The Council faces a high level of risk if the Business Continuity Plan is not reviewed efficiently and effectively. Council will be under increased scrutiny to comply and meet Australian Standards and therefore, should be supported by appropriate policy and framework documentation which is an integral part of Council's risk management strategy. A Risk Assessment forms part of the Business Continuity Plan review, ensuring all risks to business continuity are identified and managed.

COMMUNITY ENGAGEMENT

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

The Business Continuity Plan is a Council internal document that relates to the service delivery of Council In the event of an emergency. Should an emergency occur, the Emergency Management Plan will be activated. The recommendation has no significant community or social implications for Council other than the current absence of a Council Adopted Business Continuity Plan, which illustrates how we continue to serve while business is disrupted.

POLICY CONSIDERATIONS

Council Plans and Policies

- Strathbogie Shire Disaster Recovery Plan
- Strathbogie Shire Emergency Management Plan
- Strathbogie Shire Pandemic Plan

9.13 Endorsement of the Strathbogrie Shire Council Business Continuity Plan (cont.)

Regional, State and National Plans and Policies

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

- the State Emergency Management Plan (SEMP). <https://www.emv.vic.gov.au/responsibilities/sempp>
- Regional Emergency Management Plans (REMPs)
- Municipal Emergency Management Plans (MEMPs)
- the Victorian Action Plan for Influenza pandemic. <https://files-em.em.vic.gov.au/public/EMV-web/Victorian-action-plan-for-pandemic-influenza.pdf>

LEGAL CONSIDERATIONS

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

The Local Government Act and Emergency Management Act commits councils to developing and maintaining adequate internal control systems. Business continuity plans are widely recognised as critical elements of such systems. There are potentially legal and/or statutory implications if we cannot demonstrate an effective Business Continuity Plan has met its duty of care, resulting in loss or damage. The Plan should meet the Australian Standards and must have been developed through a rigorous process.

Conflict of Interest Declaration

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

Transparency

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

This report and the matters discussed achieve public transparency goals by being discussed in a Council meeting open to the public.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The Business Continuity Plan will ensure that Council does not have significant interruption to the organisation.

913 Endorsement of the Strathbogie Shire Council Business Continuity Plan (cont.)

Social

The Business Continuity Plan will ensure Council can continue to provide services, programs and support to the community.

Environmental

This has no significant environmental or amenity implications for Council or the broader community. However, if the Plan is not adopted there are significant environment/amenity implications to Council in relation to managing a significant disruption to business

INNOVATION AND CONTINUOUS IMPROVEMENT

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

The Business Continuity plan will assist Council in the pursuit of continuous improvement by reviewing our current practices and policies and ensure they are at a standard that provides a safe working environment.

HUMAN RIGHTS CONSIDERATIONS

This proposal does not have any human rights implications.

CONCLUSION

The Strathbogie Shire Council has development the Business Continuity Plan to restore critical business functions in the event of unplanned disaster. It is recommended Council endorse this plan.

ATTACHMENTS

Attachment 1: Strathbogie Shire Council Business Continuity Plan

ATTACHMENT 1:



**STRATHBOGRIE SHIRE
BUSINESS CONTINUITY PLAN**

Version DRAFT 0.1

Approved: XXX

Document Control

Document Location	https://magiq.edrms/docs/Business%20Classification%20Scheme/Risk%20Management/Policies%20and%20Procedures/Business%20Continuity%20Plan
Authorisation date	<insert date>
Authorised by	<insert name>

Version History

Version	Date	Author	Details	Approver & Title	Approval Date
0.1		Hannah Sharp	BCP Plan		

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1. Context

Business continuity is ***the uninterrupted (or minimal disruption to) availability of all key resources supporting time-critical business processes.***¹

Business Continuity planning and management is a means of helping ensure Strathbogrie Shire Council (SSC) can continue to deliver its most time-critical business processes (critical functions) in the event of a non-routine business disruption.

Disaster in the context of this plan refers to loss of Council services, not community disasters which are covered by Municipal Emergency Management Plan procedures.

The Business Continuity Management (BCM) methodology used in this document and the Critical Function Sub-Plans² is consistent with:

1. AS/NZS 5050:2010 *Business Continuity - Managing disruption-related risk*
2. Australian National Audit Office (ANAO) Better Practice Guide: Business Continuity Management – *Building resilience in public sector entities* (June 2009)
3. BS ISO 22301 Societal Security – *Business Continuity Management Systems – Requirements*
4. Business Continuity Institute's *Global Good Practice Guide* (2013)

Managing a continuity event is different to business-as-usual:

- Key staff may not be available just when you need them most
- Staff will be working under intense time pressures – there may be little *thinking* time
- Normal means of communication may be impacted at a time when there is likely to be an enormous demand for information, both from within the SSC and from external stakeholders
- It may be difficult to quickly build an accurate picture of the current situation and what services are and are not functioning

1.1 Purpose

To provide SSC with the process and tools to recovery from an incident that impacts on the critical business operations, whether just within a SSC division or SSC as a whole.

1.2 Aim

In addition to having a plan that interfaces with the broader SSC emergency management and business continuity arrangements, the objectives of this Business Continuity Plan are to ensure that SSC has identified and/or developed its:

- Critical business functions
- Maximum Tolerable Period of Disruption (MTPD)
- Communication Plan
- Continuity resource requirements and
- Alternative process support recovery

¹ adapted from AS/NZS HB292:2006.

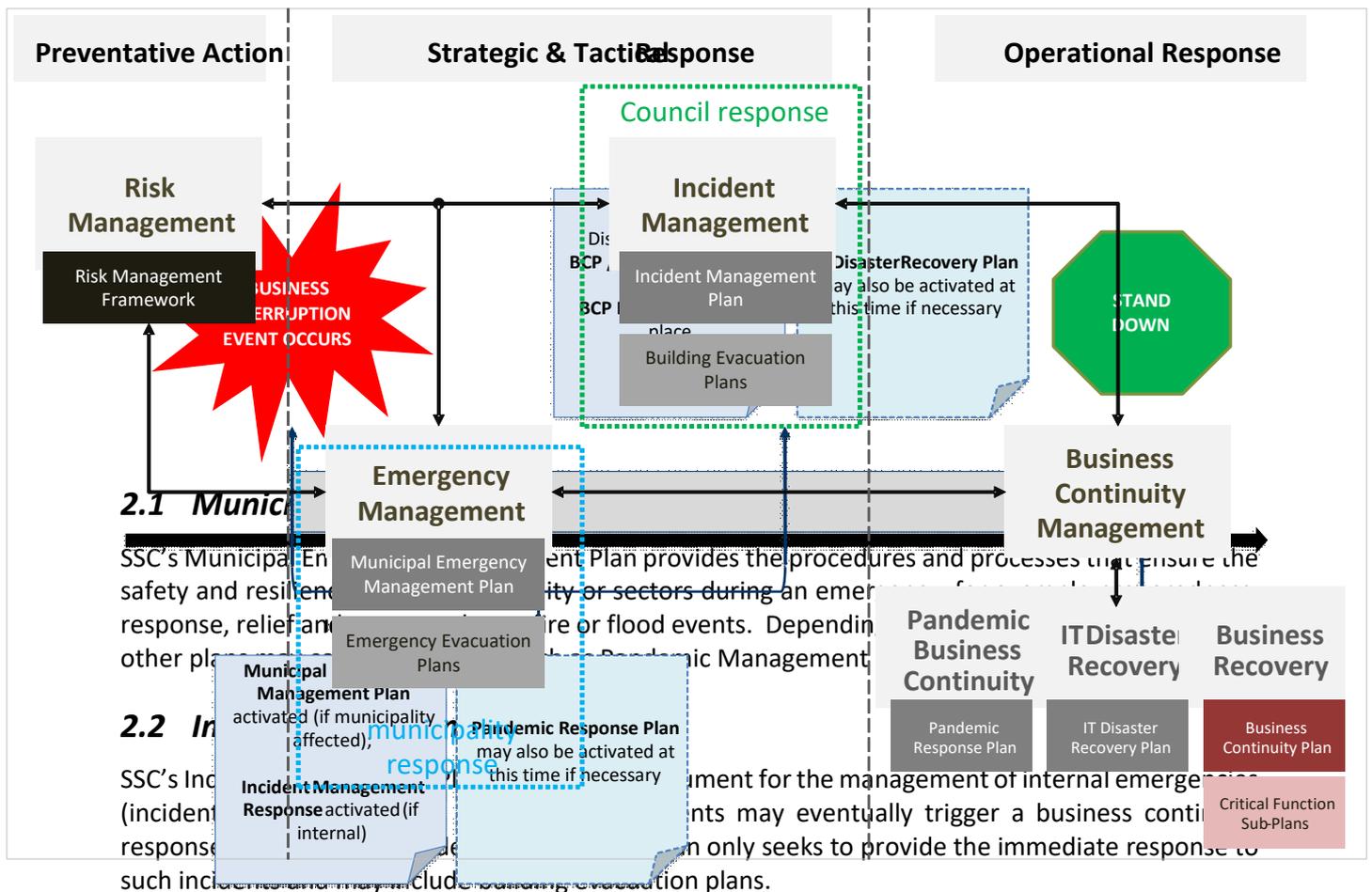
² A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of a serious disruption, emergency or disaster.

2. SSC's BCM Framework

SSC has a range of elements that sit within our resilience management framework. Key parts of that framework that relate to this Business Continuity Plan are the Municipal Emergency Management and Incident Management plans, as well as divisional business continuity arrangements (i.e. critical function sub-plans).

Figure 1 below captures the interrelationships and hierarchy of the business continuity management arrangements at SSC.

[GU-MDI&T1] *Figure 1 Business Continuity Hierarchy and Relationships*



2.3 Critical Function Sub-Plans

The purpose of Critical Function Sub-Plans is to enable the relevant business function to recover from a disruptive event or incident. The critical function sub-plans could be activated in isolation to assist a specific SSC division or as part of the broader business continuity arrangements.

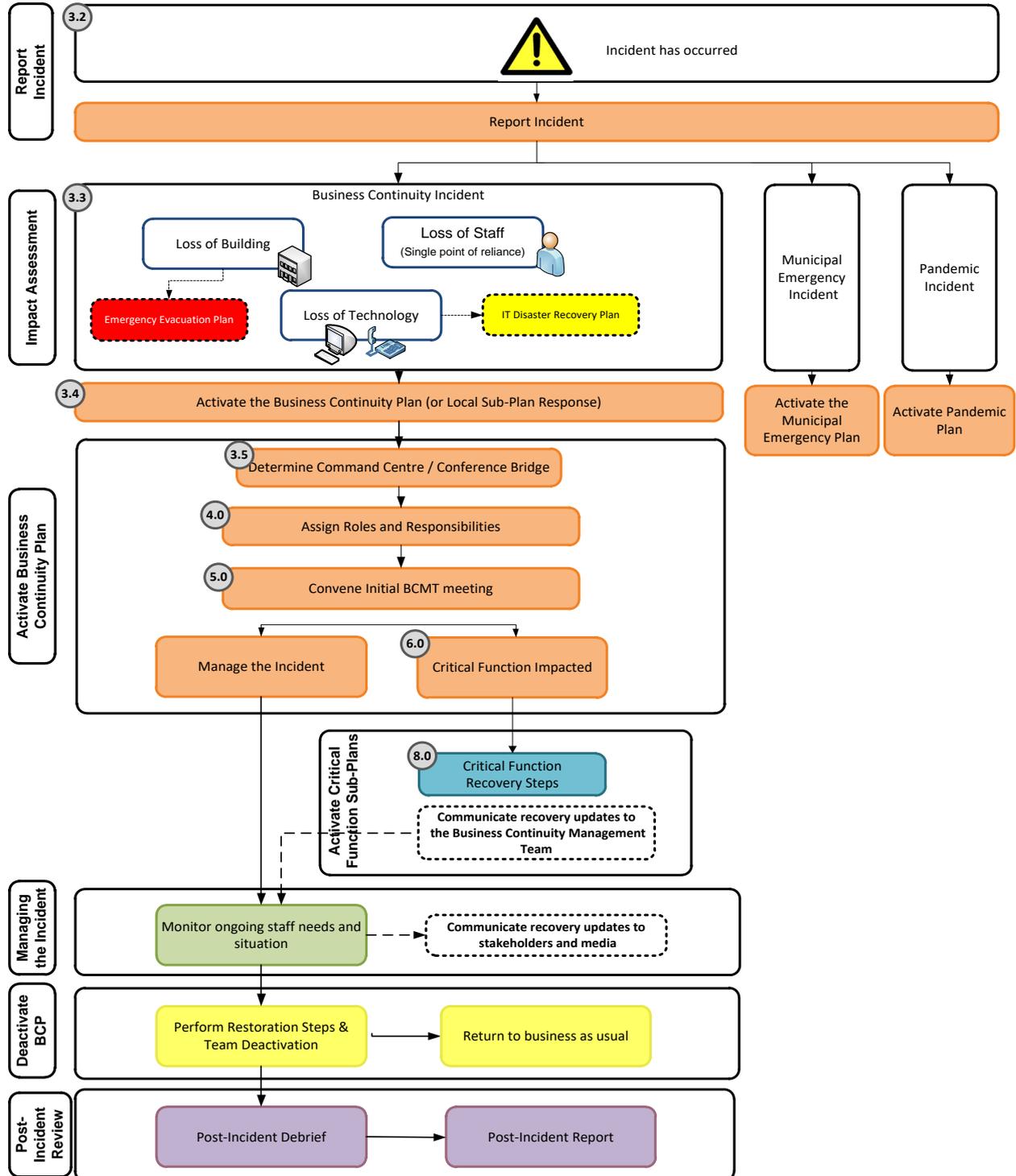
The relationship between the above plans is illustrated in Figure 2 below.

Figure 2 Timeline of response actions

[GU-MDI&T2]

3. Activation Procedure

3.1 BCP Process Flow



x Refers to the section in the business continuity plan

3.2 Notification

On first becoming aware of a potential business continuity event, the staff should notify the relevant function manager who is required to assess the situation and if the event is likely to exceed the Maximum Tolerable Period of Disruption (MTPD) timeframe, then the manager should notify either

the BCMT Leader or the BCM Coordinator by phone and where possible, follow up with an email outlining the key issues including:

- Nature of the incident – time informed, etc.
- Describe impact to business function(s), facility/equipment, staff
- Response already implemented
- Media involvement
- Immediate support requirements

NOTE: *Elements of the BCP (i.e. Sub-plans) may be implemented at the local level, where appropriate to address any immediate response requirement even if the event is expected to be resolved within MTPD.*

3.3 Impact Assessment

Once all of the initial information has been gathered, it is recommended that the **BCMT Coordinator** works with the to perform an **impact assessment** to determine the extent of the disruption, any damage, and expected recovery time.

The assessment should establish:

- The number of stakeholders (internal/external) impacted
- Whether the failure is internal or external
- The extent of the impact – no service or slow/partial service
- The expected duration of the outage at the primary site
- Whether there is a need to source any resources

3.4 Activate Business Continuity Plan

Based on the findings from the Outage Assessment, the BCMT Leader will decide whether to convene the BCMT meeting and activate the overarching BCP.

The BCP should be activated if the extended outage occurs due to:

- **Loss of key SSC site,**
- **Loss of IT systems, or**
- **Loss of skilled staff,**

Resulting in interruption of SSC critical functions for a period longer than 7 days (MTPD).

Note: A critical function is defined as a function that if interrupted for a period longer than MPTD, will cause a **“Major”** impact to SSC. Refer to Appendix F “Consequence Table” for details of impact levels.

If the BCMT Leader determines after considering the information gathered that the overarching BCP does not require activation, the BCMT will be formally stood down and, if appropriate, debrief conducted in accordance with Section 10.4 Post Incident Review (PIR).

In some instances, the overarching BCP may not be formally activated. However, the BCMT could be placed on alert. If the BCMT Leader determines that SSC should stay on alert, the BCMT will meet as agreed until the plan is either activated or the BCMT is stood down.

3.5 Business Continuity Command Centre/Virtual Meeting

The following sites have been selected to be SSC's BC Command Centre:

Primary Command Centre	Secondary Command Centre
Council Office Address: 109a Binney Street, Euroa VIC	Address: 1) Nagambie Lakes Regatta Centre, 66 Loddings Lane, Nagambie 2) Nagambie Depot, 2 Ballantynes Rd, Nagambie 3) Euroa Depot, 48-52 Sutherland St, Euroa

BCMT Virtual Meeting Details
Microsoft Teams to be used for dial in to Virtual Meetings

4. Roles and Responsibilities

The overarching BCP establishes several roles for service recovery and restoration support. Occupants of these roles can be found at Appendix A– Contacts List for contact details. Note that the responsibilities highlighted below relate only to those BCMT members and exclude those responsibilities related to sub-plan activation.

Role	Responsibilities
BCMT Leader	<ul style="list-style-type: none"> • Authorising disaster declaration. • Works with BCMC to assess incident impact. • Works with BCMC to determine who to be involved in the BCMT. • Chair the BCMT meeting. • Leads the BCMT to execute the SSC’s BC effort. • Coordinate communication between Councillors, staff, public and possibly other councils if assistance is required. • Provide briefings to Mayor/Councillors and staff. • Work with Mayor and Media Manager to approve all media release and communication. • Approves the MTPD and RPOs for the services. <p>Note: The BCMT Leader should be informed of events that comprise a total outage of the services and progress of incident resolution.</p>
BCM Coordinator	<ul style="list-style-type: none"> • Work under leadership of BCMT Leader and coordinate BCMT meetings. • Assist BCMT Leader to assess incident impact. • Contact BCMT members to convene BCMT meeting. • Provide advice to the BCMT leader and members on matters relating to BC procedures. • Log action for each BCMT meeting and distribute to BCMT members to follow up.
BCM Team Members/ Business Functional Leaders	<ul style="list-style-type: none"> • This is the group of individuals, as nominated by the (in consultation with the BCM Coordinator) that will deliver the response to an outage through this overarching BCP. The makeup of the BCMT may vary depending on the individual situation. • Generally, a leader in a Business Function OR leader in a key resource area that enables the organisation’s process to continue (e.g. Operations Leader, Finance Leader, IT Leader, etc.). • Maintain working knowledge of BCP and relevant Critical Function Sub Plans. • Participate in monitor and review recovery activities.
Chief Executive Officer	<p>Support the BCMT Leader in relation to;</p> <ul style="list-style-type: none"> • Authorising disaster declaration. • Communication between Councillors, staff, public and possibly other councils if assistance is required. • Provide briefings to Mayor/Councillors and staff.

	<ul style="list-style-type: none"> • Work with Mayor and Media Manager to approve all media release and communication. •
Executive Manager Governance & Customer Service	<ul style="list-style-type: none"> • Oversee the provision of customer service during the BCP incident. • Provision of advice of contingencies for the operation of Council and committee meetings • Provision of advice for the day to day Council duties • Provision of advice on temporary decision-making structures, if required
Executive Manager People & Culture	<ul style="list-style-type: none"> • Identify and provide advice to BCMT on human resource issues. • With the support of Human Resource Coordinator, develop strategies and communication to support the maintenance of positive staff morale and oversees provision of resource for staff affected by the incident. • Advise on potential industrial relations issues that may arise out of the disaster, such as: <ul style="list-style-type: none"> ✓ Standing down of employees/contractors ✓ The necessity of alternative duties (working outside of classifications), ✓ Employees working extended hours or shifts, ✓ Changing of lines of supervision as a result of the interim arrangements, ✓ Inconvenience associated with temporary accommodations substandard condition and ensuring provision of adequate staff amenities. ✓ With the support of the Corporate Risk Officer, coordinate all insurance related matters.
Executive Manager Communications & Engagement	<ul style="list-style-type: none"> • Identify and provide advice to BCMT on communication issues. • With the support of the Communications adviser, establish and coordinate a staff contact point and communications process to keep staff updated on progress with all relevant aspects of Council service recovery and interim arrangements. • Advise on external communication strategy, including media, community and Councillors.
Director Community and Planning	<ul style="list-style-type: none"> • Provide infrastructure/property advice to BCMT and implement infrastructure recovery action plan. • Coordinate the assessment, salvage and restoration of accommodation needs including possible relocation, for Council service units affected by the disaster and work with the BCMT to minimise the effect of the disaster on Council operations and to assist in the recovery of services. • Be responsible for the validating of all decisions concerning any damaged buildings with the assistance of the Operations and Asset Planning staff. This includes site security, safety, access control, contamination investigation/remediation and preparation of technical documentation to assist the BCMT in consultation with regulating agency (Worksafe, emergency services).

	<ul style="list-style-type: none"> • Oversee arrangement of all facility recovery permits, approvals as well as other contractual services (carpenters, electrical, plumbing and others as needed). • Oversee provision of suitable interim accommodation and relocation logistics, including staff amenities. • Oversee removal and storage for any materials such as furniture, equipment and building plans from the disaster site and that not required at the BCP site.
Director Corporate Operations	<ul style="list-style-type: none"> • With the support of the ICT Manager, oversee the provision of ICT services to the Council operations during the BCP incident. • Oversee the ICT disaster recovery in the event of the loss of ICT services. • Work with BCMT to determine ICT equipment and support requirements during the incident. • Provide estimates of cost and timeline for BCMT approval re: provision of additional equipment and/or recovery of ICT services. • Provide liaison between Council and insurance broker.
Manager Finance	<ul style="list-style-type: none"> • Provide financial advice and raise any potential issues with the BCMT. • Establish budget for the continuation of Council operation during BCP. • Work with BCMT Leader to review and approve BCP expenses.
Communications Engagement Advisor	<ul style="list-style-type: none"> • Recommend and assist the CEO to establish BCP communications strategies to staff, councillors and media. • Establish communications release statements for traditional media (TV, newspaper, radio), social media and incoming phone enquires as appropriate. • Assist customer service to establish appropriate messages on telephone number and website when available, outlining situation to callers and customers. • Act as central communication contact point for all media enquiries.
Human Resources Coordinator	<ul style="list-style-type: none"> • Obtain a current list of employees (and long-term contractors) and their contact details to assist with emergency contact and advice. • Coordinate the personnel services (such as Employee Assistance Program) for employees affected by the disaster and work with the BCMT to minimise the effect of the disaster on Council operations. • Implement strategies and communication to support the maintenance of positive staff morale.
Manager ICT	<ul style="list-style-type: none"> • Provide ICT (including telephony) advice to BCMT. • Implement IT Disaster Recovery Plan if required. • Implement telephony re-direction with telecom service provider.

	<ul style="list-style-type: none">• Oversee provision of IT infrastructure, applications and equipment based on Council's BCP requirements.• Liaise with third party vendors to arrange for additional support as required.
Municipal Emergency Manager (MERO)	<ul style="list-style-type: none">• Provide Emergency Management advice to BCMT.• Provide linkage between Emergency Management and BCMT during incidents involving both Municipal Emergency Management and BCP.

5. Activating the initial BCMT meeting

Below table outlines the procedures to activate the BC Management Team meeting in case of a crisis.

Refer to Section 3.5 Business Continuity Command Centre/ Meeting for details on command centre and teleconference.

Step	Action	Action Owner	Supporting Documents/ Material required
•	BCMT Leader (or delegate or BCMC) contact BCMT members to participate in the initial BCMT meeting	BCMT Leader	Appendix A – Contacts List for contact details.
•	<p>Within 90 minutes of disaster declaration convene BCMT meeting with the following staff, either onsite or via virtual meeting:</p> <ul style="list-style-type: none"> • BCMT Leader • BCM Coordinator • Corporate Risk Officer • Director Corporate Operations • Manager ICT • Manager Operations • Communications & Engagement Adviser <p><i>NOTE: Depending on the incident, some of the people above may be called to join the meeting, or additional managers directly affected by the incident.</i></p> <p>Meeting Agenda:</p> <p>The following must be agreed during the conference call:</p> <ul style="list-style-type: none"> • Situation reporting • Impact assessment • Chain of command • Disaster declaration • Contact details are available • Identify critical items that require action • Approach to be adopted for resolution of critical items • Allocate responsibility for execution of critical items • Regular meeting rhythm • Schedule next meeting 	BCMT	Appendix A – Contacts List for contact details.
•	Those Leaders to cascade communication to their teams as agreed with CEO	BCMT	
•	Monitor on-going staff needs and respond accordingly	BCMT	

6. Critical Functions Summary (By MTPD)

Critical Process	MTPD	Responsible Unit
School Crossings Euroa Nagambie & Avenel	0 - 4 hr	Compliance
Environmental health compliance	0 - 4 hr	Compliance
Local Laws and Animal Management	0 - 4 hr	Compliance
Waterways compliance	0 - 4 hr	Compliance
Emergency Management MERO	0 - 4 hr	Municipal Emergency Manager
Customer Service	4 - 24 hr	Governance & Customer Service
Media	4 - 24 hr	Communications & Engagement
Heads of the River	4 - 24 hr	Events
ICT Infrastructure Support	4 - 24 hr	ICT
Records Management	4 - 24 hr	Governance & Customer Service
Depot Operations	4 - 24 hr	Operations (Depot)
Outdoor Maintenance and Cleaning (incl. Parks & Gardens)	4 - 24 hr	Operations (Depot)
Roads and bridges Service	4 - 24 hr	Operations (Depot)
Fatality Notifiable Incidents	4 - 24hr	Risk/OHS
Planning compliance - reactive	4 -24 hr	Compliance
Payroll	1d - 3d	People & Culture
ICT Applications Support (incl GIS)	1d - 3d	ICT
Phone System	1d - 3d	ICT
Building Maintenance	1d - 3d	Facilities Maintenance
Building compliance	3d-1wk	Compliance
Maternal and Child Health Program	3d-1wk	Community Services & Inclusion
Infrastructure Management	3d-1wk	Asset Planning

7. Communication

While recovering from an event which impacts on critical business functions, communication between various stakeholders is important.

Key messages and other information may need to be updated to reflect the particular circumstances at the time.

A SSC Communication Plan (Appendix C) has been developed to assist the organisation with providing a coordinated and considered message to stakeholders both internally and externally. The Communication Plan also contains media statement template.

NB: All communication to the media will be managed by SSC's Executive Manager Communications & Engagement.

8. Critical Function Sub-Plans (By MTPD)

COMPLIANCE

Critical Function Sub Plan – School Crossing Euroa, Nagambie and Avenel

RECOVERY METRICS

MTPD	RTO	RPO
0 – 4hr	2hr	24hr

MTPD SEASONAL VARIATIONS

Only applicable in school days

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround (Minimal impact on function)	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2020

PROCESS STEPS

- Develop/maintain staff roster for Euroa, Nagambie and Avenel.
- Council staff to stand at school crossings and assists the children across the road safely.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Team Leader Compliance
 - Compliance Administration Officer
 - [Director Corporate Operations](#)
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- School Crossing Supervisors (Council staff)
- BCMT Leader/BCMC

EXTERNAL

- Schools at Euroa, Nagambie and Avenel

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Roster for school crossing supervisor (shared drive and hard copy)
- Staff Contact list

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Team Leader Compliance	0.2 (BAU 0.2)
	School Crossing Supervisors	4 (BAU 4)
IT	Shared Drive	
EQUIPMENT	PC/laptop	1
	Mobile phone	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If disaster is declared OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Staff home/Regatta Centre 5) Once operating in BCP site, inform relevant internal / external stakeholders. 	Team Leader Compliance
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop crossing supervisor roster if required. 	Team Leader Compliance
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Team Leader Compliance

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If disaster is declared OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 	Team Leader Compliance

Mode	Response	Responsibility
	3) Seek assistance from Depot for short term resource relief for crossing supervisor. If function owner is not available, then Customer Service will be alternate. 4) Revise staff roster if required. 5) Once BCP Sub-Plan is activated , inform stakeholders.	
Ongoing Response	1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required.	Team Leader Compliance
Return to BAU	1) Once return to BAU , advise the stakeholders. 2) Involve in PIR process.	Team Leader Compliance

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If disaster is declared OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Perform manual workaround a) Refer to hard copy of supporting documentation 5) Once operating in BCP mode , advise the stakeholders above.	Team Leader Compliance
Ongoing Response	1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action.	Team Leader Compliance
Return to BAU	1) Once return to BAU , advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process.	Team Leader Compliance

PLANNING & INVESTMENT

Critical Function Sub Plan – Planning compliance - reactive

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	24hrs	24hrs

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2021

PROCESS STEPS

- Proactively audit permits issued to ensure conditions and requirements have been met, in accordance with Council's risk management requirements
- Enforcing planning regulations – reactive investigations based on complaints received/ internal referrals/ advice from external agencies such as police, etc. into activities and development as to whether the planning legislation has been breached; with follow up including prosecution as necessary

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Team Leader Compliance
 - Compliance Administration Officer
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Director Corporate Operations
- ICT Manager
- BCMT Leader/BCMC

EXTERNAL

- Applicants of the Planning permit
- Complainants
- Land owners
- Grace

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Strathbogie Planning Scheme (InfoWISE)
- Planning Environment Act (Internet)
- Correspondence sent/ received, file notes, planning permit records (InfoWISE and GIS)
- Site history (InfoWISE and GIS)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Team Leader Compliance	0.1 (BAU 0.1)
	Compliance administration officer	1 (BAU 1)
IT	InfoExpert, Intramaps (same as InfoWISE)	
	Outlook	
	Interact access	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Vehicle	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster for the Council OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Regatta Centre b) Divert calls to mobile 5) Once operating in BCP site, inform relevant stakeholders. 	Compliance Team Leader
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Compliance Team Leader
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Compliance Team Leader

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain staff unavailability information – cause, expected length of unavailability. 	Compliance Team Leader

Mode	Response	Responsibility
	<ol style="list-style-type: none"> 1) If BCMT Leader declares a disaster for the Council OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 3) Prioritise planning compliance review for urgent cases only and inform stakeholders accordingly. 4) Seek backup resource from Spiire to perform compliance inspection and evaluation. 5) Once BCP Sub-Plan is activated, inform stakeholders. 	
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 	Compliance Team Leader
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Compliance Team Leader

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain technology unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster for the Council OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Perform manual workaround <ol style="list-style-type: none"> a) Refer to hard copy of supporting documentation, b) Utilise mobile phone to access internet to obtain Planning Environment Act if required, c) Work with Records Management to retrieve records. Note: records older than 7 years are stored at Grace. 5) Recording of inspection notes to be undertaken manually. 6) Once operating in BCP mode, advise the stakeholders above. 	Team Leader Compliance

Ongoing Response	1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action.	Team Leader Compliance
Return to BAU	1) Once return to BAU , advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process.	Team Leader Compliance

COMPLIANCE

Critical Function Sub Plan – Building Compliance

RECOVERY METRICS

MTPD	RTO	RPO
3 – 5d	3 – 5d	24hr

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2020

PROCESS STEPS

- Building Inspection to determine whether permits are issued.
- Receive inspection request via Customer Services or directly from public.
- Issue notices and orders.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Building surveyor
 - Team Leader Compliance
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Customer Service
- IT Manager
- BCMT Leader/BCMC

EXTERNAL

- Public who had requested for building inspection
- Building surveyor
- Relevant Government Agencies
- MBS (vendor providing resource for building surveyor)

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Building Services file (hard copy and archived on site)
- Paper based inspection report (InfoWISE)
- Building records (InfoWISE)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Compliance Officer	0.2 (BAU 0.2)
IT	InfoExpert, Intranets	
	Outlook	
	Interact access	
	Open Office	
	Confirm	
	Shared drive (for Correspondence sent/ received, file notes, building records)	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Vehicle	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster for the Council OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Staff home or Nagambie b) Other alternate BCP site: Use Council vehicle as temporary office. Building surveyor receives call and organise inspection schedule as per BAU. Inform requester to ensure building services documents are onsite for inspection. Use hard copy inspection log. May be required to login remotely to access property owner information. 5) Once operating in BCP site, inform relevant internal / external stakeholders. 	Team Leader Compliance
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Team Leader Compliance
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Team Leader Compliance

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain staff unavailability information – cause, expected length of unavailability. 2) If BCMT Leader declares a disaster for the Council OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Prioritise building compliance review for urgent cases only and inform stakeholders accordingly. 5) Obtain temporary relief via the following: <ol style="list-style-type: none"> a) Contact MBBS to provide backup building surveyor resource. b) Contact other neighbouring Shires (e.g. Shepparton) for Building Surveyor/inspector availability. It may be necessary to divert mobile phone number to the alternative; or c) Contact Victorian Building Authority to obtain temporary Building Surveyor. 6) Once BCP Sub-Plan is activated, inform stakeholders. 	Team Leader Compliance
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 	Team Leader Compliance
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Team Leader Compliance

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain technology unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster for the Council OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Perform manual workaround <ol style="list-style-type: none"> a) Refer to hard copy of supporting documentation 5) Recording of inspection notes to be undertaken manually. Provide verbal response of inspection outcome and followed up with certificate later. 6) Once operating in BCP mode, advise the stakeholders above. 	Team Leader Compliance

Ongoing Response	1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action	Team Leader Compliance
Return to BAU	1) Once return to BAU, advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process.	Team Leader Compliance

COMPLIANCE

Critical Function Sub Plan – Environmental Health Compliance

RECOVERY METRICS

MTPD	RTO	RPO
0 – 4hr	0 – 4hr	24 hr

MTPD SEASONAL VARIATIONS

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2020

PROCESS STEPS

- Enforcing health regulations, including prosecution as necessary. Issuing non-compliance notice under Health and related regulations, including septic permits, food premises registration, accommodation premises registration, health and well-being premises registration, etc.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Senior Environmental Health Officer
 - Team Leader Compliance
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Director Corporate Operations
- IT Manager
- BCMT Leader/BCMC

EXTERNAL

- Applicants for permits/services
- Owners of affected premises
- Department of Health

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Inspection checklist (InfoWISE)

- Health and related regulations (internet)
- Correspondence sent/ received, file notes, permit records (InfoWISE)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Senior Environmental Health Officer	0.6 (BAU 0.6)
	Administrative Support	0.1 (BAU 0.1)
IT	InfoExpert, Intramaps	
	Outlook	
	Interact access	
	Health Manager	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Vehicle	1

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Building Compliance function.

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Building Compliance function.

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Building Compliance function.

COMPLIANCE

Critical Function Sub Plan – Waterways Compliance

RECOVERY METRICS

MTPD	RTO	RPO
0 – 4hr	0 – 4hr	24hr

MTPD SEASONAL VARIATIONS

From October to April, peak period during weekend and public holidays

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2020

PROCESS STEPS

- To provide a presence on water to ensure boating safety and enforce compliance with the boating rules of the waterway
- To provide routine inspections of the waterway and the reporting of waterway hazards and maintenance requirements for buoyage and signage, conducted on a weekly basis over the boating season and in one-off circumstances outside the period in cases of natural events, such as flood recovery, as directed by the contract manager.
- To provide a patrol service at times of planned waterway events where part closure of the waterway may lead to congestion of activity on remaining open waters

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Boat & Safety Officer/Ranger
 - Team Leader Compliance
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Director Corporate Operations
- ICT Manager
- BCMT Leader/BCMC

EXTERNAL

- Community
- Visitor/Tourist
- Department of Transport

- Police
- 4Site

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Contractual specifications and KPI (InfoWISE and hardcopy)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Boat & Safety Officer	0.1 (BAU 0.1)
IT	InfoExpert, Intramaps	
	Outlook	
	Interact access	
	Shared drive (for Correspondence sent/ received, file notes, planning permit records)	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Accredited patrol vessel (supplied by 4Site)	1

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Building Compliance function. Note: minimal impact on function.

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Building Compliance function. Except contact 4Site to obtain backfill resource for Boat & Safety Officer.

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Building Compliance function.

COMPLIANCE

Critical Function Sub Plan – Local Laws & Animal Management

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	4 – 24hr	24hr

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home (Minimal impact on function)	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Team Leader Compliance, March 2020

PROCESS STEPS

- Educate residents on registration of animals
- Registration of animals
- Patrol areas for roaming and unregistered dogs.
- Respond to report of dog attack

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Boat & Safety Officer/Ranger
 - Team Leader Compliance
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Director Corporate Operations
- ICT Manager
- BCMT Leader/BCMC

EXTERNAL

- Community
- Vet Services
- 4Site

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Contractual specifications and KPI (InfoWISE and hardcopy)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Boat & Safety Officer	0.1 (BAU 0.1)
IT	InfoExpert, Intramaps	
	Outlook	
	Confirm	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Vehicle	1

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Building Compliance function. Note: minimal impact on function.

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Building Compliance function. Except contact 4Site to obtain backfill resource for Ranger.

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Building Compliance function.

MUNICIPAL EMERGENCY MANAGEMENT

Critical Function Sub Plan – Municipal Emergency Manager – Emergency Management MERO

RECOVERY METRICS

MTPD	RTO	RPO
0 – 4hr	2hr	24hr

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Municipal Emergency Manager, March 2020

PROCESS STEPS

Be available to participate in emergency management teleconference calls (24 hr availability). Six people in the Council roster for this responsibility at 2-week period at a time.

- Provide leadership to Council EM Staff
- Provide leadership to the community on Emergency Management
- Develop processes and procedures for Governance of Emergency Management

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Municipal Emergency Manager and others on the emergency management roster

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- BCMT Leader/BCMC
- Council leadership team
- Councillors

EXTERNAL

- MERC
- Emergency Service Agencies such as CFA, SES, Police

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Municipal Emergency Management Plan

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	MERO	2 (BAU 2)
IT	Outlook	
	Crisis Works	
	Internet access	
EQUIPMENT	PC/laptop	2
	Mobile phone	2
	Phone line for Emergency Management site	1
	Satellite phone	
	Car	2

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<p>Confirm BCP site availability and work at BCP site if required. Once confirm, inform relevant staff to relocate to BCP site and non-essential staff to stay home to await further instruction</p> <ul style="list-style-type: none"> • BCP site: Local Secondary School <p>Refer to MEMP for detailed procedures Once operating in BCP site, inform relevant stakeholders.</p>	MERO

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<p>If disaster is declared OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan.</p> <p>Advise the stakeholders that BCP Sub-Plan is being activated.</p>	MERO

Mode	Response	Responsibility
	<p>Seek assistance from other staff on MERO roster or neighbouring council for short term immediate response.</p> <p>Once BCP Sub-Plan is activated, inform stakeholders.</p>	

LOSS OF CRITICAL INPUT: Unavailability of technology/phone

Mode	Response	Responsibility
<p>Initial Response</p>	<p>Obtain IT unavailability information – cause, extent of damage, expected length of outage.</p> <p>If disaster is declared OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan.</p> <p>Advise the stakeholders that BCP Sub-Plan is being activated.</p> <p>Perform manual workaround</p> <ul style="list-style-type: none"> • Refer to hard copy of supporting documentation <p>Refer to MEMP for detailed procedures.</p> <p>Once operating in BCP mode, advise the stakeholders above.</p>	<p>MERO</p>

CUSTOMER SERVICE

Critical Function Sub Plan – Customer Service

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	2hr	24hr

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Community Relations Team Leader –
March 2020

PROCESS STEPS

Phone call and reception services
 Payment receipting
 Local law administration (incl. animal registrations, permits etc.)
 VicRoads Agency
 Internal Admin Support (mail outs, printing etc.)
 Staff uniform orders
 Stationery procurement
 Daily banking & reconciliation
 Customer Request Entry (maintenance requests, tree issues etc.)
 Permits to Burn
 Visitor Information Centre/Nagambie Customer Service
 Management of outgoing mail

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Community Relations Team Leader
- [Executive Manager Governance & Customer Service](#)
Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Customer Services staff + all Council staff
- Councillors

- BCMT Leader/BCMC

EXTERNAL

- Public
- VicRoads, Goulburn Murray Water
- 4Site (Ranger & after hours call)
- Australia Post
- Commonwealth Bank

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Customer Service Charter (intranet)
- Customer Service Procedures Notes (intranet and hardcopy)
- Customer Service Contact List (Hardcopy available at Reception Desk/Softcopy on InfoWISE), including Casual workers (intranet)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Customer Contact Officer	(BAU 4x)
IT	Shared Drive	
	IPFX Confirm Citrix Community Outlook InfoWISE Merit	
EQUIPMENT	PC/laptop	
	Eftpos Machine	1
	Headset or phone/mobile	2
	Printer	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader has declared disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan.	Community Relations Team Leader

Mode	Response	Responsibility
	<p>3) Upon activating BCP Sub-plan, advise the stakeholders.</p> <p>4) Confirm BCP site availability and work at BCP site if required. Once confirm, inform relevant staff to relocate to BCP site and non-essential staff to stay home to await further instruction BCP site: Nagambie Visitor Information Centre</p> <p>5) Divert telephone Divert calls to Nagambie Visitor Information Centre. Setup recorded message to inform incoming callers of the BCP site arrangement. Develop staff roster if required</p> <p>6) Arrange signage outside Council office to inform community of the BCP site arrangement.</p> <p>7) Once operating in BCP site, inform relevant stakeholders.</p>	
Ongoing Response	<p>1) Monitor situation.</p> <p>2) Hold regular communication with stakeholders. Keep log of action.</p> <p>3) Develop staff roster if required.</p>	Community Relations Team Leader
Return to BAU	<p>1) Once return to BAU mode, advise the stakeholders.</p> <p>2) Involve in PIR process.</p>	Community Relations Team Leader

LOSS OF CRITICAL INPUT: Unavailability of key staff

Mode	Response	Responsibility
Initial Response	<p>1) If BCMT Leader has declared disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan.</p> <p>2) Advise the stakeholders that BCP Sub-Plan is being activated.</p> <p>3) Recruit staff from other functional areas. Some potential areas are: a) Records Management, b) Personal assistants of Directors, and c) Assets</p> <p>4) If further resource is required, contact recruitment agency for short term immediate response.</p> <p>5) Develop staff roster if required.</p>	Community Relations Team Leader

Mode	Response	Responsibility
	6) Once BCP Sub-Plan is activated , inform stakeholders.	
Ongoing Response	1) Monitor situation. 2) Hold regular communication with staff. Keep log of action. 3) Revise staff roster if required.	Community Relations Team Leader
Return to BAU	1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process.	Community Relations Team Leader

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	1) Obtain technology unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader has declared disaster OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Request IT to arrange phone redirection to selected Customer Service staff mobile phone. 5) Use hardcopy of support documentation. 6) Forward messages to other functional areas via call or SMS. Use fax to send forms/requests to Depot or other Council sites. 7) Once operating in BCP mode , advise the stakeholders above.	Community Relations Team Leader
Ongoing Response	1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action.	Community Relations Team Leader
Return to BAU	1) Advise IT to cancel phone redirection. 2) Once return to BAU, advise the stakeholders. 3) Participate in PIR process.	Community Relations Team Leader

COMMUNICATIONS & ENGAGEMENT

Critical Function Sub Plan – Community Relations – Media

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	4 – 24hr	> 1 week

MTPD SEASONAL VARIATIONS

Not Applicable

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Use alternate

SUB-PLAN OWNER AND DATE LAST REVIEWED

Executive Manager Communications & Engagement, March 2020

PROCESS STEPS

- Social media (Facebook, Twitter, Instagram)
- Website management
- Media enquiries
- Advertising
- Internal communications
- Corporate Communications

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Communications & Engagement Adviser
- [Executive Manager Communications & Engagement](#)
- [Policy Research and Councillor Support Officer](#)
- [CEO/Mayor](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Media Officer + all Council staff
- Councillors
- BCMT Leader/BCMC

EXTERNAL

- Public
- Media – TV, Radio, Newspaper, Social media

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Communication Plan
- Communication Templates (on intranet)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Executive Manager Communications & Engagement	1 (BAU 1x)
	Communication & Engagement Adviser	1 (BAU 1x)
IT	Shared Drive	
	Internet access	
	IPFX InfoWISE	
EQUIPMENT	PC/laptop	2
	Mobile phone	2

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<p>Note: CEO and Mayor are the only authorised Council representatives to answer media enquiries.</p> <ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader has declared disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <p style="text-align: center;">BCP sites: Nagambie Visitor Information Centre or Work from Home</p> <ol style="list-style-type: none"> 5) Divert telephone <ol style="list-style-type: none"> a) Divert calls to mobile 6) Develop, obtain authorisation (if required) and distribute BCP communication, including messages for: <ol style="list-style-type: none"> a) External signage (outside Council office) b) Council website and intranet c) Social Media (Facebook, Twitter, etc.) d) Local/regional radio, TV and newspaper such as Benalla Ensign, Euroa Gazette, Shepparton News, WIN TV, Prime Television, ABC 	Executive Manager Comms & Engagement

Mode	Response	Responsibility
	<p>Television, ABC Goulburn Murray, ABC Radio Shepparton, Southern Cross Austereo Media Solutions 95.3SR & 96.9 Star FM</p> <p>7) Devise communication strategy with BCMT</p> <p>8) Once operating in BCP site, inform relevant stakeholders.</p>	
Ongoing Response	<p>1) Monitor situation.</p> <p>2) Hold regular communication with stakeholders. Keep log of action.</p> <p>3) Develop staff roster if required.</p>	Executive Manager Comms & Engagement
Return to BAU	<p>Once return to BAU mode, advise the stakeholders.</p> <p>Involve in PIR process.</p>	Executive Manager Comms & Engagement

LOSS OF CRITICAL INPUT: Unavailability of key staff

- Refer to Customer Service sub-plan on “Unavailability of key staff” for general recovery procedures. In case of Media, the alternate is to provide support in the absence of Communications Coordinator
- Refer to Point 6) and 7) in Media sub-plan on “Unavailability of site” scenario for specific Media response in BCP.

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to Customer Service sub-plan on “Unavailability of technology” for general recovery procedures. In case of Media, the retrieval of Communication Plan and templates will assist in the development of Media response
- Refer to Point 6) and 7) in Media sub-plan on “Unavailability of site” scenario for specific Media response in BCP.

ICT

Critical Function Sub Plan – ICT Infrastructure Support (Infrastructure, Network & Systems)

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	24 hr	<24hr

MTPD SEASONAL VARIATIONS Not Applicable

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED Manager ICT, March 2021

PROCESS STEPS

- Provide IT Support service for hardware, network, systems, workstations, mobile devices

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- ICT Business Analyst
 - Manager ICT
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Council staff
- BCMT Leader/BCMC
- Councillors

EXTERNAL

- Thomas Dureya Consulting (Infrastructure Support)
- Total Secure
- TITOT (The IT Of Things)
- Telstra, Microsoft, Data#3, VMWare

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Password Register (Keepass)
- Network documentation (EDMS)
- Configuration files backup (EDMS)
- Knowledge base on Shared drive
- IT DR Plan (EDMS/Server Room)
- Third Party Service Provider Contact List (EDMS)
- Contracts with Third Party Service Providers (EDMS)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	IT Support staff	2 (BAU 1.5)
	IT Manager	1 (BAU 1)
	Contractor	2 from "The IT Of Things"
IT	VMWare, Windows Server/Linux, SQL Server	
	Outlook	
	Interact access	
	CallManager, IPFX	
	MAGIQ Documents	
	TechOne IntraMaps, Confirm, OpenOffice	
EQUIPMENT	PC/laptop	3 (with 6x monitors)
	Mobile phone	3

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Staff home, Regatta Centre at Nagambie, Euroa Football Room 5) Divert Council mainline to Customer Service mobile (mobile to be provided by Customer Service). Also, divert phones to users’ mobiles if requested by end users. 6) Request vendors for assistance (refer to External stakeholders) as required. 7) Provide support to setup BCP site infrastructure if required. 8) Determine if it is required to activate IT DRP for Council. 9) Once BCP site is ready, inform relevant stakeholders. 	Manager ICT
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation, especially Citrix performance and capacity of site. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop staff roster if required. 	Manager ICT
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Manager ICT

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain staff unavailability information – cause, expected length of unavailability. 2) If BCMT Leader declares a disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Utilise alternate if Manager Digital Innovation & Technology is unavailable. 5) Prioritise service to support critical applications only and seek assistance from: <ol style="list-style-type: none"> a) Other functional areas such as Application (GIS), b) Vendors (refer to Resource table) to provide additional resource. Seek management approval if additional cost is required for BCP support; c) Also ensure that Thomas Dureya is maintaining its managed service level; d) IT Support from other Shires such as Shepparton. 6) Once BCP Sub-Plan is activated, inform stakeholders. 7) Develop staff roster if required. 	Manager ICT
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required. 	Manager ICT
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Manager ICT

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
<p>Initial Response</p>	<ol style="list-style-type: none"> 1) Investigate and determine technology unavailability issues – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan and IT Disaster Recovery Plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) For power outage, confirm with Facility Management that: <ol style="list-style-type: none"> a) Generator for IT server room onsite has started (automatically) and cutover, prior to UPS battery runout (about 15 minutes); b) Their staffs have (manually) started the generator for office area. 5) Alert all relevant vendors (refer to Support Directory) work with them to activate Council’s IT Disaster Recovery Plan. Obtain hardcopy/softcopy supporting documentation for recovery. <ol style="list-style-type: none"> a) IT DR Site: NextDC 6) Once operating in DR mode, advise the stakeholders above. 7) Develop staff roster if required. 	<p>Manager ICT</p>
<p>Ongoing Response</p>	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required. 	<p>Manager ICT</p>
<p>Return to BAU</p>	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process. 	<p>Manager ICT</p>

ICT

Critical Function Sub Plan – Phone System Service

RECOVERY METRICS

MTPD	RTO	RPO
0 – 4hr	2 Days <i>(Note: IT will review feasibility to shorten this SLA with service provider to meet MTPD)</i>	4 weeks

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager ICT, March 2021

PROCESS STEPS

- IT Support for Council telephone system

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- ICT Support
 - Manager ICT
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Council staff
- Customer Service
- Director Innovation & Performance
- BCMT Leader/BCMC

EXTERNAL

- IPFX Systems, Data#3, Telstra, Cisco
- Total Secure

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Phone system configuration procedures (IT to develop)
- Third Party Service Provider Contact List
- Contracts with Third Party Service Providers

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	IT Support staff	1 (BAU 1)
	IT Manager	1 (BAU 1)
	Contractor	To be determined
IT	CallManager, IPFX	
	Outlook	
	Interact access	
	Telstra	
	Copies of backup configuration	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Cisco serial cables	

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Infrastructure Support function.

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Infrastructure Support function.

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Infrastructure Support function. Work with Data#3 & The IT Of Things to perform phone system recovery.

ICT

Critical Function Sub Plan – ICT Applications Support (includes GIS)

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hrs	4 – 22hrs	15 mins

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager ICT, March 2021

PROCESS STEPS

- Maintenance and upgrades of all corporate applications hosted on SSC infrastructure.
- Provision of application support
- Provision of imagery layers, various other layers including vulnerable persons, flood mapping.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- ICT Business Analyst
 - GIS staff
 - Manager ICT
 - Director Corporate Operations
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Council staff
- BCMT Leader/BCMC

EXTERNAL

- Technology One (GIS software support)
- Thomas Dureya
- The IT Of Things (TITOT)
- External contractor – OpenOffice, Technology One, AutoDesk, Data#3, Citrix, Cambron, SAP Business Objects, Bureau of Meteorology, IPFX Systems, Layton Technologies, MAGIQ Software, Microsoft, Thompson Reuters, Ricoh, PBS Software, Shepparton Security, Xpedite, Elumina, CDIS, Merit, Moloney, Promapp, Pozi

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Knowledge-base (Shared drive)
- Individual System Administration Manuals (EDMS)
- IT DR Plan
- Third Party Service Provider Contact List
- Contracts with Third Party Service Providers

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	ICT Business Analyst	1 (BAU 1)
	GIS Support staff	1.2 (BAU 1.2)
	IT Manager	1 (BAU 1)
	Vendors	To be determined
IT	Outlook	
	Interact access	
	MAGIQ Documents	
	TechOne IntraMaps	
	Confirm	
	OpenOffice	
EQUIPMENT	PC/laptop	3
	Mobile phone	3

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Staff home, Regatta Centre at Nagambie, Euroa Football Room 5) Relocate to BCP site and validate accessibility of Council’s critical applications. 6) Request vendors for assistance (refer to External stakeholders) as required. 7) Provide support to setup BCP site application if required. 8) Determine if it is required to activate IT DRP for Council. 9) Once applications accessibility is validated at BCP site, inform relevant stakeholders. 10) Provide application support as required. 	Manager ICT
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation, especially applications performance. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop staff roster if required. 	Manager ICT
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Manager ICT

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain staff unavailability information – cause, expected length of unavailability. 2) If BCMT Leader declares a disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Prioritise application support service for critical applications only and inform stakeholders accordingly. 5) Obtain temporary relief by seeking assistance from: <ol style="list-style-type: none"> a) Vendors (refer to Resource table). Obtain authorisation to activate if additional cost is required for BCP support. 6) Once BCP Sub-Plan is activated, inform stakeholders. 7) Develop support roster if required. 	Manager ICT
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise support roster if required. 	Manager ICT
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Manager ICT

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Infrastructure Support function.

GOVERNANCE & CUSTOMER SERVICE

Critical Function Sub Plan – Records Management

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	2 – 22hr	15 mins

MTPD SEASONAL VARIATIONS

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Executive Manager Governance & Customer Service, March 2020

PROCESS STEPS

- Process incoming mails/email and entry into MAGIQ system.
- Manage record archival offsite

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Records Coordinator
- [Executive Manager Governance & Customer Service](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Council staff
- Manager ICT
- BCMT Leader/BCMC

EXTERNAL

- MAGIQ Software
- Grace
- Thomas Dureya
- The IT Of Things

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Records Management Handbook (EDMS)
- IT DR Plan
- Third Party Service Provider Contact List
- Contracts with Third Party Service Providers

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Records Support staff	2 (BAU 2)
	Records Coordinator	1 (BAU 1)
IT	Outlook	
	Interact access	
	MAGIQ Documents	
EQUIPMENT	PC/laptop	3
	Mobile phone	2
	Scanner	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares a disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site: Staff home/Regatta Centre 5) Request Customer Service to inform Australia Post to alter mail service location to Council BCP site. 6) Depending on the issue, it may be required to activate IT DRP for Council or provide support to setup BCP site for Council. 7) Once operating in BCP site, inform relevant stakeholders. 	Executive Manager Governance & Customer Service
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Executive Manager Governance & Customer Service
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Executive Manager Governance & Customer Service

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If BCMT Leader declares a disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 3) For short term immediate response, seek assistance from: <ol style="list-style-type: none"> a) Other functional areas such as Customer Service, b) Vendors (refer to Resource table). Confirm if additional cost is required for BCP support. 4) Once BCP Sub-Plan is activated, inform stakeholders. 	Executive Manager Governance & Customer Service
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required. 	Executive Manager Governance & Customer Service
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Executive Manager Governance & Customer Service

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Infrastructure Support function.

TOURISM & COMMUNITY SERVICES

Critical Function Sub Plan – Events – Heads of the River

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hr	2 – 22hr	24hr

MTPD SEASONAL VARIATIONS

Annual event with Victoria Regatta (becomes critical a week before the event)

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager Tourism and Community Services, March 2020

PROCESS STEPS

Event delivery and management, competition management. In this case, this is a rowing / regatta event.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Visitor Economy & Events Co-ordinator
- [Manager Tourism & Community Services](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- BCMT Leader/BCMC

EXTERNAL

- CEO Rowing Victoria
- Volunteers for the event
- Executive Officer APS Sports

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Transport Safety Vic, Event Management Plan (InfoWISE and hardcopy at Council office at Euroa and Regatta Centre)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Visitor Economy & Events Co-ordinator	0.4 (BAU 0.4). 3 FTE if BCP incident occurs within one month of event
IT	Shared Drive	
	Outlook InfoWISE Community Explorer (for invoice/purchase order)	
	Internet access	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Printer	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<p>NOTE: Site where event is held is Nagambie Lakes Regatta Centre.</p> <ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster for the Council OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. <ol style="list-style-type: none"> a) BCP site (for office): Regatta Centre b) BCP site (for event): Penrith rowing Course (NSW) Ballarat Rowing Course 5) Once operating in BCP site, inform relevant stakeholders. 	Visitor Economy & Events Co-ordinator
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Visitor Economy & Events Co-ordinator
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Visitor Economy & Events Co-ordinator

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain staff unavailability information – cause, extent of damage, expected length of unavailability. 2) If BCMT Leader declares disaster for the Council OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Seek assistance from CEO of Rowing Victoria for short term immediate resource response. Alternate can refer to support documentation as listed. 5) Once BCP Sub-Plan is activated, inform stakeholders. 	Visitor Economy & Events Co-ordinator
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Visitor Economy & Events Co-ordinator
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Visitor Economy & Events Co-ordinator

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain IT unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster for the Council OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Perform manual workaround <ol style="list-style-type: none"> a) Refer to hard copy of supporting documentation. b) Use laptop to access documentation stored on hard drive if possible. 5) Once operating in BCP mode, advise the stakeholders above. 	Visitor Economy & Events Co-ordinator

Ongoing Response	1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required.	Visitor Economy & Events Co- ordinator
Return to BAU	1) Once return to BAU, advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process.	Visitor Economy & Events Co- ordinator

OPERATIONS

Critical Function Sub Plan – Depot Operations

RECOVERY METRICS

MTPD

4 – 24 Hrs

RTO

4 – 24 Hrs

RPO

24 Hours

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

SITE

Relocate to BCP site

TECHNOLOGY

Manual workaround

PEOPLE

Reassign internal resource from Depot

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager Operations, March 2020

PROCESS STEPS

Provides depot resource during emergency response.
Work programming, Customer service, Stock supplies, Work unit Management.
After-hours response.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- [Manager Operations](#)
- [Works Assistants](#)
- [On-call staff](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- Council Management
- Depot staff
- MERO
- Manager Asset Planning
- Customer Service
- BCMT

EXTERNAL

- None (MERO will represent Council to liaise with emergency services)

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Depot Operations Manual
- Municipal Emergency Management Plan (includes contact list)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Depot Staff	4 (BAU 4)
	Manager Operations	4 (BAU 4)
IT	Confirm	
	Outlook	
	Shared drive	
	Internet access	
EQUIPMENT	Vehicle	4
	Mobile (iPhone 6)	4
	2-way radio	30 (for all depot)

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT declares disaster for the Council OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Inform BCMT Leader/BCMC upon Sub-plan activation. 4) Confirm BCP site availability and request IT to ready site work area and equipment. Once confirm, inform relevant staff to relocate to BCP site. 5) Inform the remaining staff to go home and wait for further instructions. Staff may take equipment home. <ol style="list-style-type: none"> a) BCP site: Nagambie Depot or worst case Violet Town 6) Re-fill vehicles at service station if Depot is not available. 7) Once operating in BCP site, advise stakeholders. 	Manager Operations
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop staff roster if required. 	Manager Operations
Return to BAU	<ol style="list-style-type: none"> 1) Advise staff to return to primary site. 2) Once return to BAU, advise the stakeholders. 3) Involve in PIR process. 	Manager Operations

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 2) Obtain staff unavailability information – cause, expected length of unavailability. 3) If BCMT declares disaster for the Council OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 	Manager Operations

Mode	Response	Responsibility
	4) Upon Sub-plan activation , inform relevant stakeholders. 5) Follow below to backfill positions for short term immediate response: <ol style="list-style-type: none"> Request Works Assistant or Works Officers to backup management role and reassign depot staff to backfill other roles; Obtain management authorisation to contact recruitment agency to temporary staff 6) Inform stakeholders when operating in BCP mode.	
Ongoing Response	1) Monitor situation. 2) Hold regular communication with staff. Keep log of action. 3) Develop staff roster if required.	Manager Operations
Return to BAU	1) Advise staff to return to primary site. 2) Once return to BAU, advise the stakeholders. 3) Involve in PIR process.	Manager Operations

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ul style="list-style-type: none"> ○ Obtain technology unavailability information – cause, extent of damage, expected length of outage. ○ Upon Sub-plan activation, inform relevant stakeholders. ○ If phone system is not operating, request IT to divert Council main line to mobile of a Customer Service staff. ○ Perform manual workaround <ul style="list-style-type: none"> • Arrange with Customer Services staff to record service request on hard copy and possibly fax through to Depot. Contact via Depot landline or mobile, • Log work carried out during the BCP situation. ○ Once operating in BCP mode, advise the relevant stakeholders. 	Manager Operations
Ongoing Response	<ul style="list-style-type: none"> ○ Monitor situation. ○ Hold regular communication with stakeholders. Keep log of action. ○ Revise staff roster if required. 	Manager Operations
Return to BAU	<ul style="list-style-type: none"> ○ Advise staff to return to primary site. ○ Once return to BAU, advise the following parties: <ul style="list-style-type: none"> • GM Technical Services • BCMT Leader ○ Involve in PIR process. ○ Re-enter service request into Asset Master and Magiq. 	Manager Operations

OPERATIONS

Critical Function Sub Plan – Roads and Bridges Services

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24 Hrs	4 – 24 Hrs	24 Hours

MTPD SEASONAL VARIATIONS		Nil
RECOVERY STRATEGY FOR BCP SCENARIO		
SITE	TECHNOLOGY	PEOPLE
Relocate to BCP site	Manual workaround	Recruit internal/external resource
SUB-PLAN OWNER AND DATE LAST REVIEWED		Manager Operations, March 2020

PROCESS STEPS

Maintenance of Road Infrastructure, Drainage, Roadsides, Hazard removal, Emergency response. Critical processes are hazard removal and emergency response.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- [Manager Operations](#)
- [Refer to Depot Operations for other decision makers](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- All Operational Services
- MERO (liaise with emergency agencies)
- Manager Asset Planning
- Customer Services
- BCMT

EXTERNAL

- None as MERO is responsible to liaise with emergency services.

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- SOP's
- Prior work planning
- Manual work allocation sheets

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Depot Staff	23 (BAU 6)
IT	Confirm, Outlook, Shared drive	
EQUIPMENT	Vehicle	30-40
	Plant	

	Two-way radio (primary communication with field workers)	
	Mobile	12 per work crew
	iPad	12

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Depot Operations

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Depot Operations

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Depot Operations

OPERATIONS

Critical Function Sub Plan – Outdoor Maintenance and Cleaning (incl. Parks & Gardens)

RECOVERY METRICS

MTPD

4 – 24 Hrs

RTO

4 – 24 Hrs

RPO

24 Hours

MTPD SEASONAL VARIATIONS

Toilet cleaning and waste collection - critical during tourist season in summer

RECOVERY STRATEGY FOR BCP SCENARIO

SITE

Relocate to BCP site

TECHNOLOGY

Manual workaround

PEOPLE

Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager Operations, March 2020

PROCESS STEPS

Maintenance of Ovals, Parks, Street scapes, open spaces, street sweeping and cleaning, toilet cleaning and waste collection

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- [Manager Operations](#)
- [Coordinator Roads & Parks](#)
- [Refer to Depot Operations for other decision makers](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- Director Corporate Operations
- BCMT Leader/BCMC

EXTERNAL

- Community

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- SOP's
- Prior work planning

- Manual work allocation sheets

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Depot Staff	8 (BAU 4)
IT	Confirm, Outlook, Shared drive	
EQUIPMENT	Vehicle	4
	Two-way radio	
	Mobile	4
	iPad	4
	Hand tools	

LOSS OF CRITICAL INPUT: Unavailability of site

- Refer to procedures for Depot Operations

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

- Refer to procedures for Depot Operations

LOSS OF CRITICAL INPUT: Unavailability of technology

- Refer to procedures for Depot Operations

CORPORATE RISK

Critical Function Sub Plan – Corporate Risk/OHS – Fatality Notifiable Incidents

RECOVERY METRICS

MTPD	RTO	RPO
4 – 24hrs	4 – 24hrs	24hr

MTPD SEASONAL VARIATIONS

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Corporate Risk Officer, March 2020

PROCESS STEPS

Notifiable incident occurs, call to Worksafe, worker receives treatment if required, data collection then reported to Worksafe in writing within a 24hr period.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Corporate Risk Officer [\(and alternate\)](#)
 - [Executive Manager People & Culture](#)
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Staff involved in the incident and staff's manager/supervisor
- BCMT Leader/BCMC

EXTERNAL

- Worksafe
- Staff family if applicable

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Worksafe reporting form (Worksafe website)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Corporate Risk Officer	1 (BAU 1)
IT	Outlook	

	Info expert	
	Elumina Quicksafe (Risk and OHS system)	
	Internet access	
EQUIPMENT	PC/laptop	1
	Mobile phone	1
	Fax (if IT is not available)	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If disaster is declared OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. 4) Confirm BCP site availability and work at BCP site if required. Once confirm, inform relevant staff to relocate to BCP site and non-essential staff to stay home to await further instruction <ol style="list-style-type: none"> a) BCP site: Home or Regatta Centre 5) Once operating in BCP site, inform relevant internal / external stakeholders. 	Corporate Risk Officer
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Corporate Risk Officer
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Corporate Risk Officer

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If disaster is declared OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 3) Seek assistance from Customer Service for short term immediate response. Alternate can refer to support documentation as listed. 4) Once BCP Sub-Plan is activated, inform stakeholders. 	Corporate Risk Officer
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Corporate Risk Officer
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Corporate Risk Officer

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If disaster is declared OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Perform manual workaround <ol style="list-style-type: none"> a) Telephone Worksafe b) Download OHS form from Worksafe website c) Fax completed form to Worksafe 5) Once operating in BCP mode, advise the stakeholders above. 	Corporate Risk Officer
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Corporate Risk Officer
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Re-enter data if required. 3) Participate in PIR process. 	Corporate Risk Officer

Critical Function Sub Plan – Payroll

RECOVERY METRICS

MTPD	RTO	RPO
1 – 3d	1 – 3d	24hr

MTPD SEASONAL VARIATIONS

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal resource
SUB-PLAN OWNER AND DATE LAST REVIEWED		Payroll Administration Officer, March 2020

PROCESS STEPS

Process staff pay and reporting

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- [Payroll Administration Officer](#)
- [Human Resources Coordinator](#)
- Executive Manager People & Culture

Refer Appendix A to for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Director Innovation and Performance
- All staff
- Manager ICT
- BCMT Leader/BCMC

EXTERNAL

- Bank for processing payroll

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Payroll Procedures

RESOURCE TABLE

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Staff	1 (BAU 1x)
	Alternates from Human Resources – Alana Morrison and Keira Bodycoat	
IT	Shared Drive	
EQUIPMENT	PC/laptop	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If disaster is declared OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. <ol style="list-style-type: none"> a) BCP site(s): Nagambie Centre or Home 4) Confirm BCP site availability and work at BCP site if required. Access payroll information remotely and process pay run. 5) Once operating in BCP site, inform above stakeholders. 	Payroll Administration Officer
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 	Payroll Administration Officer
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Payroll Administration Officer

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If disaster is declared OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 	Payroll Administration Officer

Mode	Response	Responsibility
	<p>3) Recruit staff from other functional area such as Finance. Refer to Resource Table for potential backup staff. If unable to recruit suitable staff to perform the duty, then confirm with Director of Corporate and Liveability to authorise contacting bank to re-run previous pay run.</p> <p>4) Work with Community Relations Manager to prepare internal communication with staff.</p> <p>5) Once BCP Sub-Plan is activated, inform stakeholders.</p>	
Ongoing Response	<p>1) Monitor situation.</p> <p>2) Hold regular communication with staff. Keep log of action.</p>	Payroll Administration Officer
Return to BAU	<p>1) Once return to BAU, advise the stakeholders.</p> <p>2) Involve in PIR process.</p>	Payroll Administration Officer

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<p>1) Obtain IT unavailability information – cause, extent of damage, expected length of outage.</p> <p>2) If disaster is declared OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan.</p> <p>3) Advise the stakeholders that BCP Sub-Plan is being activated.</p> <p>4) Obtain authorisation from Director of Corporate and Liveability to contact bank to re-run previous pay run. Manually process pay discrepancy.</p> <p>5) Work with Community Relations Manager to prepare internal communication with staff.</p> <p>6) Once operating in BCP mode, advise the stakeholders above.</p>	Payroll Administration Officer
Ongoing Response	<p>1) Monitor situation.</p> <p>2) Hold regular communication with stakeholders. Keep log of action.</p>	Payroll Administration Officer
Return to BAU	<p>1) Once return to BAU, advise the stakeholders.</p> <p>2) Enter backlog of data.</p> <p>3) Participate in PIR process.</p>	Payroll Administration Officer

OPERATIONS

Critical Function Sub Plan – Building Maintenance

RECOVERY METRICS

MTPD	RTO	RPO
1d – 3d	1d – 3d	24hr

MTPD SEASONAL VARIATIONS

NIL

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager Operations, March 2020

PROCESS STEPS

Carry out required Building Security/Essential Safety Measure Inspections. Repair defects that have been reported within the inspection details. And Other related reports. (Facility reports etc.)

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- [Facilities Maintenance Officer](#)
- [Manager Operations](#)

Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Building inspectors
- Manager Asset Planning
- BCMT Leader/BCMC

EXTERNAL

- Building Committees
- Contractors – Builder, Electrician, Plumber

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Contact list of Building Committees (InfoWISE)
- Essential Safety Measure Inspection Checklist (InfoWISE)

- Building Inspection Checklist (InfoWISE)
- Contractor list (InfoWISE)
- Building inspection schedule (InfoWISE)

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Staff	1 (BAU 3x)
IT	Shared Drive	
	Confirm, Elumina, Tendersearch, infoWISE	
	Outlook	
EQUIPMENT	PC/laptop	1
	Mobile	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. <ol style="list-style-type: none"> a) BCP site(s): Euroa Depot or Home. 4) Confirm BCP site availability and work at BCP site if required. 5) Once operating in BCP site, inform above stakeholders. 	Manager Operations
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop staff roster if required. 	Manager Operations
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Manager Operations

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If BCMT Leader declares disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 3) Prioritise the services for Building Committee requests that require urgent inspection of potentially dangerous buildings. 4) If required, recruit contractors for short term immediate response. 5) Once BCP Sub-Plan is activated, inform stakeholders. 	Manager Operations
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with staff. Keep log of action. 	Manager Operations
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Involve in PIR process. 	Manager Operations

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain IT unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Contact Customer Services to ensure that they contact the team directly for building maintenance enquiries. 5) Use hard copy to record upcoming inspection details and inform requesters that non-urgent cases are postponed until further notice. 6) Once operating in BCP mode, advise the stakeholders above. 	Manager Operations
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required. 	Manager Operations
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Enter backlog of data. 3) Participate in PIR process. 	Manager Operations

COMMUNITY & PLANNING

Critical Function Sub Plan – Community Services– Maternal & Child Health

RECOVERY METRICS

MTPD	RTO	RPO
3 – 5d	3 – 5d	24hr

MTPD SEASONAL VARIATIONS

Nil

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Coordinator Community Services & Inclusion March 2020

PROCESS STEPS

- Health assessments of infants and children up to the age of 6 years
- Health assessments of mothers and families
- Home visits
- Enhanced home visiting service for families experiencing vulnerability
- Service covers Euroa, Avenel, Nagambie and Violet Town

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Coordinator Community Services & Inclusion
 - Manager Tourism & Community
 - Director Planning & Community
- Refer to Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Council MCH nurses
- ICT Manager
- BCMT Leader/BCMC

EXTERNAL

- Nurses – casual
- Department of Education and Training
- SafeTcard (for alarm support),
- Delivery Hospitals,
- Community members, other agencies; Familycare, Occupational therapists, Child First, Child Protection, as required

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- MCH Birth Notification Procedure (CDIS)
- Clients histories (CDIS)
- Nurse rosters maintained in central office (CDIS)
- Pre home visit risk assessment check list (InfoWISE)
- MCH Relief Agency
- List of Enhanced clients

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Coordinator Community Services & Inclusion	1 (BAU 1)
	MCH Nurses	1 (BAU 1.2)
IT	CDIS Iris SafeTcards, MagicQ InfoXpert Funded Agency Channel Outlook	
	Interact access	
EQUIPMENT	PC/laptop	1
	Mobile phone	2
	SafeTcard device	2
	Vehicle	1
	Weighing scales	2 (1x infant and 1x toddler)
	Fax	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1. Obtain site unavailability information – cause, extent of damage, expected length of outage. 2. If BCMT Leader declares disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3. Upon activating BCP Sub-plan, advise the stakeholders. 4. Confirm BCP site availability and work at BCP site if required. Note that laptop and remote access capability are required. 5. BCP site: Staff home, or one of Nagambie/Violet Town/Avenal sites 6. Once operating in BCP site, inform relevant stakeholders. 	Coordinator Community Services & Inclusion
Ongoing Response	<ol style="list-style-type: none"> 1. Monitor situation. 2. Hold regular communication with stakeholders. Keep log of action. 3. Develop staff roster if required. 	Coordinator Community Services & Inclusion
Return to BAU	<ol style="list-style-type: none"> 1. Once return to BAU mode, advise the stakeholders. 2. Involve in PIR process. 	Coordinator Community Services & Inclusion

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1. If BCMT Leader declares disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2. Advise the stakeholders that BCP Sub-Plan is being activated. 3. Depending on severity of problem, prioritise service for new births and those identified as “Enhanced clients”. Reschedule other services. 4. Seek approval from Council senior management to use MCH Relief Agency. 5. Work with MCH Relief Agency to obtain temporary resource for short term immediate response. 6. Once BCP Sub-Plan is activated, inform stakeholders. 	Coordinator Community Services & Inclusion
Ongoing Response	<ol style="list-style-type: none"> 1. Monitor situation and maintain prioritisation of service. 2. Hold regular communication with stakeholders. Keep log of action. 3. Revise staff roster if required. 	Coordinator Community Services & Inclusion
Return to BAU	<ol style="list-style-type: none"> 1. Once return to BAU, advise the stakeholders. 2. Involve in PIR process. 	Coordinator Community

Mode	Response	Responsibility
		Services & Inclusion

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1. Obtain IT unavailability information – cause, extent of damage, expected length of outage. 2. If BCMT Leader declares disaster OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3. Advise the stakeholders that BCP Sub-Plan is being activated. 4. Perform manual workaround <ol style="list-style-type: none"> a. If available, refer to hard copy of supporting documentation. Follow the MCH Birth Notification Procedure b. Request IT to provide fax machine if required c. Check “Enhanced client list” for upcoming visits d. Keep manual record of consultation notes. 5. Once operating in BCP mode, advise the stakeholders above. 	Coordinator Community Services & Inclusion
Ongoing Response	<ol style="list-style-type: none"> 1. Monitor situation. 2. Hold regular communication with stakeholders. Keep log of action. 3. Revise staff roster if required. 	Coordinator Community Services & Inclusion
Return to BAU	<ol style="list-style-type: none"> 1. Once return to BAU, advise the stakeholders. 2. Re-enter data if required. 3. Participate in PIR process. 	Coordinator Community Services & Inclusion

ASSET SERVICES

Critical Function Sub Plan – Asset Services – Infrastructure Management

RECOVERY METRICS

MTPD	RTO	RPO
3d – 1wk	1d – 3d	24 hrs

MTPD SEASONAL VARIATIONS

Seasonal –
Fire (Spring through to Autumn);
Flooding (during any season);
Infrastructures (anytime)
Complete loss of ICT / Server

RECOVERY STRATEGY FOR BCP SCENARIO

LOSS OF SITE	LOSS OF TECHNOLOGY	LOSS OF PEOPLE
Relocate to BCP site / Work from home	Manual workaround	Recruit internal/external resource

SUB-PLAN OWNER AND DATE LAST REVIEWED

Manager Assets Planning, March 2020

PROCESS STEPS

Proactive – Perform a regular program of works for conducting infrastructure classifications, condition assessments, infrastructure planning and management. The program of works enables the Council to develop, model and allocate funding (or apply for funding) on infrastructure projects. The projects have to be aligned with Council’s assets management plans.

Reactive – This process becomes critical if public reports of dangerous infrastructure in need of repairs. In this case, Assets Services will normally work with internal and external staff to perform condition assessment and to reinstate asset functionality as soon as practicable.

KEY DECISION MAKERS

Individuals who can assist with functions and process steps above include:

- Manager Asset Planning (and alternate/2IC)
- [Director Community & Planning](#)

Refer to **Error! Reference source not found.** Appendix A for contact details.

STAKEHOLDERS

Stakeholders who should be informed of disruption to the function (if not already aware), when appropriate to do so include

INTERNAL

- As per Key Decision Makers above
- Manager Operations
- Coordinator Roads & Parks
- BCMT Leader/BCMC

EXTERNAL

- Committees of Management
- VicRoads, Goulburn Murray Water (rivers/channels management), Goulburn Valley Water (Potable water supply & sewerage), Goulburn-Broken Catchment Management Authority, Telstra (NBN, Cable, Mobile, Satellite), APA GasNet Australia Pty Ltd (gas service provider), AusNet Services (electricity service provider), Dial Before You Dig (referral service for information on underground pipes & cables)
- Community

SUPPORTING DOCUMENTATION

For further guidance the documents noted below may be useful for referral:

- Operations Manual (hard copy at office and at site where infrastructure is located, e.g. pump station)
- AustRoads Design Guidelines
- Australian Standards
- Contact lists as follows:

CONTACT
DIRECTORY.docx

[GU-MDI&T3]

CONTROL AND
SUPPORT AGENCIES.d

SUPPORTING
CONSULTANTS.docx

TYPE	RESOURCES REQ'D	MINIMUM NUMBER
PEOPLE	Staff	1 (BAU 3x)
IT	Shared Drive	
	Internet access	
EQUIPMENT	PC/laptop/phone	1

LOSS OF CRITICAL INPUT: Unavailability of site

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain site unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster OR if local outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Upon activating BCP Sub-plan, advise the stakeholders. <ol style="list-style-type: none"> a) BCP site(s): Home or another location within the Shire or neighbouring Shire’s office (such as Shepparton / Benalla etc.) 4) Confirm BCP site availability and work at BCP site if required. Inform staff of current situation and advise non-essential staff to stay home to await further instruction. 5) Once operating in BCP site, inform above stakeholders. 	Manager Asset Planning
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Develop staff roster if required. 	Manager Asset Planning
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU mode, advise the stakeholders. 2) Involve in PIR process. 	Manager Asset Planning

LOSS OF CRITICAL INPUT: Unavailability of sufficient suitably skilled staff

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) If BCMT Leader declares disaster OR if duration of staff unavailability is expected to be greater than MTPD of the function, activate Sub-plan. 2) Advise the stakeholders that BCP Sub-Plan is being activated. 3) Prioritise the services for clients requiring urgent inspection of potentially dangerous infrastructure. 4) If required, reassign staff duty or recruit qualified staff from other functional areas in Council. If further resource is required, contact neighbouring councils such as Shepparton, Murrindindi or Mansfield for short term immediate response or recruit consultants. 5) Develop staff roster if required. 6) Once BCP Sub-Plan is activated, inform stakeholders. 	Manager Asset Planning
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation and maintain prioritisation of service. 2) Hold regular communication with staff. Keep log of action. 3) Revise staff roster if required. 	Manager Asset Planning

Mode	Response	Responsibility
Return to BAU	Once return to BAU, advise the stakeholders. Involve in PIR process.	Manager Asset Planning

LOSS OF CRITICAL INPUT: Unavailability of technology

Mode	Response	Responsibility
Initial Response	<ol style="list-style-type: none"> 1) Obtain IT unavailability information – cause, extent of damage, expected length of outage. 2) If BCMT Leader declares disaster OR if IT outage is expected to be greater than MTPD of the function, activate Sub-plan. 3) Advise the stakeholders that BCP Sub-Plan is being activated. 4) Contact Customer Services to ensure that they contact the team directly for infrastructure management enquiries. 5) Perform inspection first and provide written verification later. 6) Use hard copy inspection form to record details. 7) Postpone non-urgent inspection if required. 8) Once operating in BCP mode, advise the stakeholders above. 	Manager Asset Planning
Ongoing Response	<ol style="list-style-type: none"> 1) Monitor situation. 2) Hold regular communication with stakeholders. Keep log of action. 3) Revise staff roster if required. 	Manager Asset Planning
Return to BAU	<ol style="list-style-type: none"> 1) Once return to BAU, advise the stakeholders. 2) Enter backlog of data. 3) Participate in PIR process. 	Manager Asset Planning

9. Monitoring and Review

While the alternative arrangements are being utilised, the SSC BCMT will be responsible for reviewing and monitoring the situation. The SSC BCMT should:

- Establish how often and when they should meet
- Establish a standard meeting agenda
- Agreed on who should receive updates on alternative arrangements and recovery procedures and how often.
- Maintain the Event Log (Appendix C) including status of agreed actions. Updated versions of the Event Log should be distributed to the SSC BCMT and SSC's BCM Coordinator after each meeting of the SSC BCMT.

10. Restoration & Transitioning to Business As Usual (BAU)

10.1 Stand Down

Once critical business functions are able to be returned to Business As Usual, it is important that there is an appropriate transition from alternative arrangements (or nothing) back to standard operating processes.

This transition process includes entering any information or data collected as part of the alternative arrangements that were implemented.

At this stage, data integrity checks and audits should be performed on processes that were performed during disruption (including data that was collected or entered or processed manually) to ensure accuracy and reliability of processes going forward.

Full recovery is not achieved until all functions are operating normally and all follow up actions are completed.

10.2 Resumption Notification

Once the recovered system is operational the BCMT Leader/ will notify all stakeholders.

Please refer to Resumption Notification Email Template in Appendix C.

10.3 Clean-up

Clean-up is the process of cleaning up or dismantling any temporary recovery locations, restocking supplies used, returning manuals or other documentation to their original locations, releasing any temporary licences and readying the system for a possible future continuity event.

10.4 Post Incident Review (PIR)

The Post Incident Review process provides an opportunity to reflect and learn from the implementation of the overarching BCP arrangements more generally. Information collected from the PIR process will be used to update and improve this BCP process.

The BCM Coordinator, should conduct the PIR with the BCMT members and other relevant stakeholders.

PIR PRINCIPLES

1. Everyone should have an opportunity to participate i.e. go around the table.
2. Comments should be focused on the effectiveness of the recovery framework and arrangements and not on Business As Usual activities.
3. Everyone should try to end with a positive comment or achievement.
4. Comments should focus on improvements rather than criticism of an individual or area.
5. All discussion should be treated as being 'confidential'
6. Chatham House Rule applies to all discussions (i.e. the feedback will be taken on board, but the identity of the speaker will not be noted).

Critical Functions Contact List

Functional Area: Asset Planning							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Manager Asset Planning							

Functional Area: Facilities Maintenance							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Facilities Maintenance Officer				Manager Operations			

Functional Area: Maternal & Child Health							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Coordinator Community Services & Inclusion	TBC						

Functional Area: Community Relations – Media							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Executive Manager Communications & Engagement				Policy Research & Councillor Support Officer			

Functional Area: Economic Growth							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Manager Tourism & Community Services				Visitor & Economy Coordinator			

Functional Area: Planning compliance - reactive							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Team Leader Compliance							

Functional Area: Governance & Customer Service							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Customer Service- Executive Manager Governance & Customer Service				Community Relations Team Leader			
Records Management Executive Manager Governance & Customer Service				Records Coordinator			

Functional Area: Compliance Building/Environmental Health/Waterways/Local Laws & Animal Management							
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Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Team Leader Compliance				Director Corporate Operations			

Functional Area: ICT – Support Services - Infrastructure/Application (including GIS)/Telephony							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Manager ICT				ICT Business Analyst			

Functional Area: Payroll							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Payroll Administration Officer				Human Resources Coordinator			

Functional Area: Risk-OHS							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Corporate Risk Officer				HR Admin Officer			

Functional Area: School Crossings							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Team Leader Compliance				Admin Building Health & Compliance			

Functional Area: Emergency Management							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
MERO	Evette Burrows	57950079	0436425501	Deputy MERO	Daniel Haysom	03 5795 0039	0428 721 666

Functional Area: Operations (Depot)							
Position	Name	Work	Mobile	Alternate Title	Alternate Name	Work	Mobile
Manager Operations				Coordinator Roads & Parks Maintenance			
Works Assistant (Nagambie)				Coordinator Roads & Parks Maintenance			
Works Assistant (Euroa)				Coordinator Roads &			

				Parks Maintenance			
Team Leader Parks				Coordinator Roads & Parks Maintenance			

External Contact List

Service	Designated Person	Contact Name	Contact Number
FIRE BRIGADE	MERO	District 22 Operations Officer Tony Owen	000 (emergencies) 5833 2400 (BH) 0419 106 438 (mobile)
POLICE	MERO		000 (emergencies) Euroa 5795 2017 Benalla 5762 1811 Nagambie 5794 2526 Violet Town 5798 1316 Wangaratta 5723 0888
ELECTRICAL CONTRACTORS	Facilities Maintenance Officer	Des Maher	5795 3106 (A.H.)
ELECTRICITY COMPANY	Facilities Maintenance Officer	SP Ausnet	13 17 99 9695 6695 (BH) 0488 619 442 (AH) 9679 4148 (Fax)
ADVERTISING: EUROA GAZETTE	Policy Research & Councillor Support Officer	Phillipe Perez	5795 3041 (Ph) 5795 3063 (Fax)
GAS COMPANY	Facilities Maintenance Officer	Origin – Emergency	1800 676 300
JMAPP (Insurers)	Corporate Risk Officer	Senior Claims Officer	9860 3400
LAWYERS	Corporate Risk Officer	Michael Tehan	5795 2101 (B.H.)
LOCKSMITHS	Facilities Maintenance Officer	Seymour & District Locksmiths	0419 538 457 0418 576 382 5799 1938 (A.H.) 5793 1986 (Fax)
MAV	Chief Executive Officer	Kerry Thompson (CEO)	9667 5555
OFFICE FURNITURE, STATIONERY AND OFFICE SUPPLIES	Customer Service	Winc	13 26 44
PORTABLE GENERATORS	Facilities Maintenance Officer	Coates Hire	5821 2911
PAPER – A4 and A3 WHITE	Customer Service	Australia Post	5795 2198 (Ph)
PAPER – A4 COLOURED	Customer Service	Winc	13 26 44

PRE-PRINTED STATIONERY – RATE NOTICES	Rates Coordinator	Forms Express	1800 808 862 (Ph) 5223 1588 (Fax)
PRINTING SERVICES including PRE-PRINTED STATIONERY – LETTERHEAD, ENVELOPES, CHEQUES	Customer Service	Damon Rieusset – Euroa Printers	5795 1655 (Ph)
PROTECTIVE CLOTHING & SAFETY EQUIPMENT	Technical Officer – Operations	Safety Services Amare Safety Cushen Clothing	5831 1018 9878 2922 9460 6722
REMOVALISTS	Executive Assistant to the CEO (EA)	Canny Carrying Co. Ltd.	5721 3612
WATER AUTHORITY	Manager Operations	Goulburn Valley Water	1800 454 500 (24 hrs) 5832 0400 (Ph)
WHITE GOODS SUPPLIERS	Customer Service	Chris Thomson – Thomson’s Home Furnishers	5795 2195 (Ph) 5795 2511 (Fax)

Other Councils Contact List

Service	Designated Person	Contact Name	Contact Number
BENALLA RURAL CITY	Chief Executive Officer	CEO	5760 6200 (Ph) 5762 5537 (Fax)
CAMPASPE SHIRE COUNCIL	Chief Executive Officer	CEO	5481 2200 (Ph) 5481 2290 (Fax)
GREATER SHEPPARTON CITY COUNCIL	Chief Executive Officer	CEO	5832 9700 (Ph) 5831 1987 (Fax)
MANSFIELD SHIRE COUNCIL	Chief Executive Officer	CEO	5775 8555 (Ph) 5775 2677 (Fax)
MITCHELL SHIRE COUNCIL	Chief Executive Officer	CEO	5734 6200 (Ph) 5734 6222 (Fax)
MURRINDINDI SHIRE COUNCIL	Chief Executive Officer	CEO	5772 0333 (Ph) 5772 2291 (Fax)

Firms for Disaster Recovery of Records

Service		Designated Person	Contact Name	Contact Number
Freeze-drying, binders, cleaning and general disaster recovery services		Records Coordinator	Grace Records Management Australia Pty Ltd Building 27, 9 Ashley Street West Footscray 3012	(03) 9680 0300
		Records Coordinator	Naish Security Shredding 10-16 Osboldstone Rd, Wangaratta 3677	1300 892 710
Fumigation (suitable for general collection items only, not suitable for special collections material)		Records Coordinator	Grace Records Management Australia Pty Ltd Building 27, 9 Ashley Street West Footscray 3012	(03) 9680 0300
Fumigation (for insect fumigation only, processes not suitable for mould or special collections)		Records Coordinator	REXTERMINATE Pest Control PO BOX 256 Rushworth 3612	0427 561 750
		Records Coordinator	STATEWIDE Pest Control PO Box 6601 Shepparton 3632	1800 136 200
Conservation specialists, disaster recovery consultants		Records Coordinator	Embassy Print Solutions (Book Binders) 706 Lorimer Street Port Melbourne 3207	(03) 9450 2450

Appendix B – Plan Assumptions

The following assumptions were used when developing this overarching BCP:

- The alternate sites will be available. This plan does not cater for the loss of both Primary and Secondary sites
- The recovery processes in these procedures will be undertaken when a **BCP Event Declaration** has been made by and will be guided by the SSC's Business Continuity Management Framework, or where a disruption or outage is expected to extend beyond the established MTPD and RTO
- Sufficient, skilled personnel will be available to execute the overarching BCP. In some situations, essential staff may be asked to work from home using Remote Access Services (RAS) if office or data centre access is restricted
- SSC personnel are able and willing to participate in any assigned recovery activities. This assumption could be called into question in some situations such as a pandemic or widespread fires, storms or flooding that directly impact staff
- Day-to-day activities may be reduced or suspended whilst the overarching BCP is activated to ensure sufficient resources are available.
- Arrangements for staff working within noncritical roles will be decided in conjunction with the Business Continuity Management Team and direct management at the time of incident, dependant on the circumstances.

C2: Communication Plan

When a disruptive event occurs, there is a need to communicate to relevant internal and external stakeholders in a timely manner. If SSC operations are disrupted, members of the community will want to know how they will be impacted. Regulators may need to be notified and SSC will want to know what is going on in their community. Members of the community living near the SSC facility may need information—especially if they are threatened by the disruptive event. All of these “audiences” will want information before SSC has a chance to begin communicating.

Action	Date/Time	Assigned to	Time Completed	Notes
1. Following onset of disruptive event, Business Continuity Management Team (BCMT) Leader obtains situation report from critical incident management team				
2. BCMT Leader enacts BCMT				
3. BCMT meets to assess situation, develop approach and strategies				
4. BCMT with senior management to determine the response and message				
5. BCMT meets with communications to discuss responses				
6. BCMT prepares initial internal and external communications				
7. Messages and strategy reviewed and approved by senior management				
8. BCMT and communications deliver initial internal and external messages				
9. BCMT updates SSC website with information on the incident				
10. BCMT coordinates meetings with media and delivers approved messages				

Action	Date/Time	Assigned to	Time Completed	Notes
11. BCMT obtains regular status reports from EMT and other teams				
12. BCMT prepares and distributes status reports regularly on the situation				
13. BCMT prepares and delivers regular updates to stakeholders, government agencies and other relevant entities				
14. BCMT prepares and delivers messages on resolution of the disruptive event				
15. BCMT provides ongoing updates to internal and external parties as the situation is resolved				
16. BCMT is advised by senior management that the disruptive event has been resolved				
17. BCMT stands down once the disruptive event has been resolved				
18. BCMT prepares and issues post-event reports as needed to internal and external parties				
19. BCMT conducts post-event review of and revision to the BCM process				

C3: Media Release

On (*DAY AND DATE*) at approximately (*TIME*) a (*TYPE OF DISASTER*) resulting in (*EXTENT OF DAMAGE*) occurred at the Euroa Civic Centre, 109A Binney Street, Euroa.

The cause of the disaster is unknown and is being investigated by the (*CFA, Police, SES*).

Council will be open for business with reduced services on (*DAY, DATE, TIME*) at (*VENUE*).

The contact number for Council will remain as (03) 5795 0000.

Further information will be released concerning the emergency situation as it becomes available.

Council thanks the citizens[GU-MDI&T4] for their understanding and patience during this difficult time.

By authority,

CHIEF EXECUTIVE OFFICER

C4: Alternate Site Options

The BC Team will decide upon and advise the relevant Managers of the relocation of critical functions. Staff not required will be sent home.

****Please note:** There is not ready-made alternative sites where a replication of SSC Offices is established. Any relocation will require full collaboration between departments to establish a safe, secure and operational working environment for staff.



Venue	Comments (e.g. capacity, workstations, etc.)



Don't forget to inform affected staff; Customer Service, IT, Communications and critical suppliers/vendors of any relocated

C5: Relocation Action Plan

Date:		Completed by:	
--------------	--	----------------------	--

Action/Task		Comment/Delegated to:	√
1	Alternate site chosen and floor space availability		
Function/s to Relocate:			
# People in Function/s to Relocate:			
3	Determine alternate site requirements:		
	a) Furniture		
	b) Stationery & office requisites		
	c) Parking		
	d) IT & systems accessibility		
	e) Telecommunications		
4	Notify:		
	a) Affected staff		
	b) Customer Service		
	c) IT		
	d) Critical suppliers/vendors		
5	Schedule move to alternate site:		
	a) Security (if required)		
	b) Transportation & storage		
	c) Hire Moving Company		
	d) Pack		
	e) Plan & schedule move		
6	Verify operating requirements:		
	Staffing assignments/schedules/rosters		
	Reroute phones/data lines etc		
	Supplies/Forms and Vital Records		
	Redirect mail		
7	Report back to BCMT		

Use a separate sheet of paper if further actions/tasks have been identified.

C7: Post Incident Review

This report needs to be completed and a copy given to the BCMC.

Date of Incident:	Brief Description:
--------------------------	---------------------------

Unit/Team:	
Completed by:	

1. Was the initial response (including evacuation procedures, first aid etc) effective?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

2. Was the communication with relevant stakeholders effective?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

3. Were media enquiries managed effectively?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

4. Was there effective two-way communication between the BC Team and affected functions?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

5. Did BC Team members understand their role and assigned tasks?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

6. Did key support staff understand their role and assigned tasks?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Comment:
-----	--------------------------	----	--------------------------	----------

C7: Post Incident Review (Cont'd)

7. Did affected staff understand their role and what was expected of them?

Yes		No		Comment:
-----	--	----	--	----------

8. Did staff follow the response procedures?

Yes		No		Comment:
-----	--	----	--	----------

9. Was the BCP useful in the event?

Yes		No		Comment:
-----	--	----	--	----------

10. What sections of the BCP were particularly useful during the event?

11. What sections of the BCP were irrelevant during the event?

12. Were the critical functions' sub-plans effective and useful?

Yes		No		Comment:
-----	--	----	--	----------

13. Were contact lists and contact numbers up to date?

Yes		No		Comment:
-----	--	----	--	----------

14. Were there any issues contacting BC Team members?

Yes		No		Comment:
-----	--	----	--	----------

C7: Post Incident Review (Cont'd)

15. Were there any issues contacting relevant staff?

Yes		No		Comment:
-----	--	----	--	----------

16. Were there any injuries or OHS issues during the event?

Yes		No		Comment:
-----	--	----	--	----------

17. Key lessons learnt due to and during the event? (Positives & Negatives)

18. What improvements need to be made to the BCP?

19. Any other comments?

This report needs to be completed and a copy given to the BCMC and shared with the BCMT.

C8: Resumption Notification Email Template

Suggested email text for staff notification:

Unscheduled Outage – RESOLVED			
Staff Affected	Services Affected	Start Date & Time	End Date & Time
All service users	Services		
Subject line: <i>Business continuity issue affecting (Service units/Sites or Sites/SSC)</i>			
Body of email – <i>Outline what had occurred and how it was being resolved.</i>			
Special Instructions – <i>For affected users ie relocation of staff, technical management issues etc</i>			
The name service is currently running from the SSC’s alternate site. While services are running normally further interruptions may be necessary when restoring it back to the primary site.			
If you have any further questions at all, please contact [name and number].			

C9: Telephone Redirection Authorisation

(ON SHIRE LETTERHEAD)

The General Manager
Telstra

Dear Sir/Madam,

Re: Telephone Number Change

Due to an unforeseen event that has occurred to Council, this communication is to request Telstra Australia to redirect the current Strathbogie Shire Council telephone number (03) 5795 0000, to the <BCP site to be determined>

Phone: 03 *<to be determined if not in Euroa>*

Council will require the change effective immediately and will notify Telstra when the situation changes.

Thank you for your co-operation in this matter.

Yours faithfully

CHIEF EXECUTIVE OFFICER

Appendix D – Plan Maintenance/Testing/Training

Having an appropriate program to maintain/update the BCP and helping staff to be aware of the BCP processes are vital to enable staff to effectively respond during a crisis. The SSC will conduct the following BCP maintenance, exercising and training program as follows:

What	When	How	Who
BIA Review/ Update	Annually or after major organisation change	Group Session to review previous BIA	All managers and relevant stakeholders
BCP Review/ Update	Annually or after BIA Review/Update	Review and/or update of BCP (including Sub-Plans) following the BIA review to ensure that BCP meets SSC requirements. <i>Note that some BCP support materials such as Contact List will be required to update more frequently on a six-monthly basis.</i>	BCMT members and Sub-Plan owners
BCP Exercise	Annually	Progressive exercising of the overarching BCP including Sub-Plans and IT DRP. The degree of challenge for the exercise should commensurate with SSC's BCM maturity (refer to exercise chart below)	BCMT members and alternates and relevant stakeholders
BCP Exercise - report to Audit Committee	Annually	As part of risk management reporting, provide outcome of BCP exercise to the Committee	BCMT Leader or BCM Coordinator
General staff training and awareness	After overarching BCP is approved As required during BCP exercise	Place BCP on the SSC's intranet site and email staff to inform them of the availability of BCP for their reference Participate in BCP exercise as required	 Staff as required in the BCP exercise

Schedule of BCM Program

The Business Continuity Management Steering Committee will determine each year the schedule of the above activities in the BCM Program.

Appendix E – BCP Relationship with IT Disaster Recovery Plan

The IT Disaster Recovery Plan (IT DRP) is a separate document that outlines the recovery procedures for SSC IT infrastructure and systems that support its critical functions. In the event of an IT disaster, the SSC will invoke its IT DRP and bring up its systems at the DR site.

Below is a list of applications that support the critical functions.

Link to InfoWISE:

<https://magiq.edrms/docs/~D57750>

Doc ID 57750

Appendix F – Consequence Table

Determining Risk Consequences

Parameter	Minor	Moderate	Severe	Major	Catastrophic
Safety	Medical treatment injury - Temporary, minor health impact on staff or public	Multiple medical treatments or lost time	Serious health impact on member of the public - More than 10 days rehabilitation required for injured staff member	Loss of key member of management team - Serious health impact on multiple members of staff or public	Multiple or single fatalities – public or staff - Loss of a significant number of employees
Revenue, Cost or Liability	Cost to Council - < \$50,000	Cost to Council - \$50,000 to \$200,000	Cost to Council - \$200,000 to \$2.5M - Fines to Council personnel	Cost to Council - \$2.5M to \$5M - Council officer or Councillor gaoled	Cost to Council - > \$5M - Curbing of programs required due to significant shortfall in revenue or blow out in expenditure - Liquidation/receivership due to insolvency
Environment	Minor release of pollutants which does not require notification to third parties - Brief non-hazardous temporary pollution	Required to inform EPA - Contained temporary pollution	Significant release of pollutants - Residual pollution requiring clean-up work	Major release of toxins/water resulting in high compensation or reconstruction costs - APE/NPW likely to make legal prosecution	Major release of toxic waste resulting in long term damage to the environment
Probity/Political	Marginal impact on Council operations - Minimal to no effect on reputation - Resolved in day to day management	Inadequate probity being exercised - No evidence of Corporate Governance - Minor/isolated concerns raised by members of public, customers, suppliers	Public/media negative attention - Local community concern - Customer/supplier concern	Public/media concern - Damage to Council's reputation - Council subject to formal inquiry/sanction	Public/media outrage - Public pressure to curtail operations of Council
Information Systems/ Business Interruption	Minor disruption to system with no downtime - Negligible impact on service provision	Disruption to system with some downtime - Insignificant impact on generation of information - Brief service interruption	Temporary loss of key data - Impact on generation of management information - Temporary recoverable service failure	Serious disruption to system leads to more than 3days downtime (loss of key data and customer support) - Service or provider needs to be replaced	Collapse of major system leading to unrecoverable loss of core data - Service removed

Appendix G - Glossary

TERM	DEFINITION
BAU	Business As Usual
BBC	Business Continuity Coordinator
BCP	Business Continuity Plan
Critical Business Process (Critical Function)	Vital process without which an entity will either not survive, or will lose the capability to effectively achieve its objectives.
Critical Function Sub-Plans	A collection of procedures and information that is developed for the recovery of a critical function in the event of a serious disruption, emergency or disaster.
FTE	Full Time Equivalent
IT DRP	IT Disaster Recovery Plan
Minimum Business Continuity Objective (MBCO)	A minimum level of services and/or products that is acceptable to the organisation to achieve its business objectives during a disruption.
MECC	Municipal Emergency Control Centre
MEMC	Municipal Emergency Management Coordinator
MEMP	Municipal Emergency Management Plan
Maximum Tolerable Period of Disruption (MTPD)	<p>The time it would take for adverse impacts, which might arise as a result of not providing a product/ service or performing an activity, to become unacceptable.</p> <p>The maximum period of time that an entity can tolerate the disruption of a critical business process, before the achievement of objectives is adversely affected.</p>
Recovery Point Objective (RPO) (Maximum Data Loss)	<p>The point to which information used by an activity must be restored to enable the activity to operate on resumption.</p> <p>The point in time (before the business disruption) to which electronic data must be recovered after a business disruption event. For example, data must be recovered to the end of the previous day's processing.</p>
Recovery Time Objective (RTO)	The period of time following an incident within which a product or an activity must be resumed, or resources must be recovered.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan

Author: Waste Management Officer

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

'*Recycling Victoria*' is the Victorian Government's 10-year policy and action plan, aimed at fundamentally transforming our recycling sector. Dismantling the current operational paradigm in waste generation and recovery, a shift to operating under the lens of a circular economy will pivot Victoria toward a more sustainable future. To drive this transformation, \$129 million will be made available to assist Councils in reforming household waste and recycling services, ensuring Victoria is well placed in transitioning to a circular economy.

To meet the new, standardised regulations, staff completed and submitted a Draft Transition Plan to DELWP (September 2020), outlining the proposed implementation of a service model to incorporate a 4-bin kerbside collection service.

This report will provide background for Councillors on the steps staff have taken since the last report regarding the Transition Planning to meet Recycling Victoria's Household Recycling Reform (Council Agenda, 15/09/2020).

Insofar, staff have collaboratively engaged Frontier Economics and Jackson Environment and Planning (JEP) to develop a business case, whereby three kerbside collection service scenarios, including the introduction of a fourth bin (glass) were developed. This business case provides Council with estimated financial and waste diversion implications, and the Shire's residents with options regarding what this new service will look like when coming in to effect in 2025.

Staff have developed a Community Engagement Plan to transparently present the wider community with the various options of how this transition will be implemented. Community engagement on this matter is imperative to effectively implement the kerbside reforms, due to the socio-economic and environmental nature this transition will entail and its effects on Council and the community.

The Community Engagement Plan is envisaged to be initially conducted over three stages, whereby emphasis is placed on informing (knowledge sharing) and relationship building with and between Council and the greater community through ongoing engagement and collaboration. The multi-channel and instrumental approach to this engagement will allow staff to gather ample feedback from the community to assist Council in their decision-making process of determining what collection service offers best value for money whilst meeting social, economic and environmental needs.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

RECOMMENDATION

That Council:

1. ***Notes the business cases provided for the introduction of a 4-bin kerbside collection service.***
2. ***Approves the Community Engagement Plan.***
3. ***Receive a report in the next financial year outlining the outcomes of community engagement for the Council to endorse the preferred service.***

PURPOSE AND BACKGROUND

In February 2020 the State Government released its *Recycling Victoria – a new economy* document and a commitment to a \$300 million investment into recycling collection, processing and reuse in Victoria to address the urgent challenges that caused significant disruption to Victoria’s recycling services and to make fundamental changes to help prevent these issues from reoccurring.

Recycling Victoria aims to disrupt the current waste collection and disposal paradigm by placing emphasis and strengthening the foundations of and toward the creation of a circular economy. By disrupting the current linear-economy mindset – take and throw away, our pivot toward an economy that not only seeks, but encourages, the continual reduction of environmental impacts along the production-consumption nexus will enable economic growth through more productive uses of our natural resources. The transition to a more inclusive, circular economy will create positive effects across the economic, social and environmental pillars of our society.

Hence, *Recycling Victoria’s* investment will create jobs and economic growth, reduce waste and pollution whilst establishing a robust recycling system. Hence, the complete overhaul of Victoria’s recycling system will change the very way Victoria does business, as the State engages in new efforts to *reduce, reuse, repair and recycle*.

Recycling Victoria’s 10-year plan contains four key drivers:

1. By 2030 a new 4-bin waste and recycling system across Victoria
2. By 2022-23 the introduction of a container deposit scheme
3. The investment of \$100 million to strengthen Victoria’s waste and recycling industry
4. Regulate the waste and recycling sector as an essential service with a new waste and recycling Act and waste authority.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

As part of this plan, the government is proposing that all 79 Councils in Victoria move to a 4-bin system. These 4 bins will be standardised across the state, including:

- The separate collection of glass, either via a kerbside service (bin with purple lid), drop-off facilities or a combination of both by 2027;
- The continuation of a commingled recycling service for paper, plastic and metals, (bin with yellow lid);
- The separate collection of Food Organics and Garden Organics (FOGO), either via a kerbside service (bin with light green lid), drop off facilities or a combination of both by 2030; and
- The continuation of residual garbage collection, (bin with a red lid).

As part of this work, and to inform the State government on the levels of funding that are required for local government to successfully roll out the additional bins in their municipalities, Council were required to submit a Registration of Intent (30 July 2020) and a Draft Transition Plan (30 September 2020). Staff submitted the Registration of Intent and the draft Transition Plan by the due date.

KERBSIDE TRANSITION PLANNING – BUSINESS CASE

To meet the State government requirements, staff are considering a mixture of kerbside glass bins and transfer station drop off points to suit our rural population and organisational needs. Any changes to the service will only occur from July 2025 when the current contract expires.

Staff, with the other partner Councils in the GVWRRG, have engaged Frontier Economics and Jackson Environment and Planning (JEP), to create a business case. (Appendix 1). The business case presents a financial analysis of options (three) for implementing the Victorian government's kerbside waste reforms. The scenarios and their financial implications are based on our current business as usual expenditure, comparing what the collection cycle and frequency would look like and costs associated with the kerbside collection of moving to the new 4-bin system (*note: pricing is an estimate, solely based on current business as usual expenditure and may change before the new system is introduced in 2025*).

Strathbogie Shire Council currently offers kerbside waste services to approximately 4,510 properties, whilst approximately 3,416 remain without a kerbside service, as they lay outside of the regional townships and are serviced with access to either transfer stations or collection points.

For those that Strathbogie Shire Council offers a kerbside service, the standard service includes (current – forming the *base case*):

- **Fortnightly** residual waste service (120L red bins - MGB)
- **Fortnightly** commingled recycling service (240L yellow bins - MRB)
- **Weekly** garden and food organics service, FOGO (120L green bin - MOB).

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

Residents receiving a kerbside waste service will be issued with a 240L glass bin (*purple lid*) in 2025, at the beginning of the new waste collection contract. The glass bin will be collected on a monthly basis. The four transfer stations and three collection points will offer glass drop off services for all households without kerbside services, additional to the expected container deposit scheme introduced by 2023.

Scenario 1 would see the introduction of the glass bin in 2025/26. The services for residual waste, comingled and organics services would remain the same as the base case. FOGO drop off services are not offered in this scenario.

Scenario 2 would see the introduction of the glass bin in 2025/26. The services for residual and organics waste would remain the same as the base case. Comingled collection service would change from a fortnightly to monthly basis.

The change in frequency for comingled collection reflects the change in the composition of the MRB's with the addition of a glass bin. Hence, this scenario proposes a reduction in the volume and weight of MRB's. Thus, requiring less frequent collection and potential reduction in collection and transport costs.

Scenario 3 would see the introduction of the glass bin in 2025/26. The services for the comingled and organics waste would remain the same as the base case. Residual waste collection service would change from a fortnightly to weekly basis.

The frequency of residual waste collection (red bin) changed from weekly to fortnightly in 2015 in response to new organics services introduced for all serviced properties. This scenario tests the financial and waste diversion implications of returning to a weekly collection.

These scenarios can be seen in *table 1*.

	Residual waste	Comingled recycling	FOGO	Glass	Drop off services
Current approach (base case)	Fortnightly	Fortnightly	Weekly	N/A	Residual waste, recycling, garden organics
Scenario 1	Fortnightly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, glass
Scenario 2	Fortnightly	Monthly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass
Scenario 3	Weekly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass

Table 1: Business Case Scenarios for Kerbside Collection

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

WASTE DIVERSION

The key intended benefit of transitioning to a 4-bin system is to increase the separation of waste streams and diversion of waste from landfill. *Table 2* highlights the estimated waste diversion outcomes for the comingled and glass streams of waste collection in SSC. Thus, relative to the base case, it is anticipated that a 32% reduction in comingled tonnage will be observed when the fourth glass bin will be introduced in 2025/26. This reduction is observed across all three scenarios, whilst under these scenarios, the diversion of residual and organic waste is not forecasted to be statistically significant. These figures also include a forecasted decrease of 12% comingled tonnage in the year 2023/24 via the introduction of the Container Deposit Scheme (CDS).

The diversion of glass from other waste streams will aid in the recovery and re-use of paper, cardboard and other materials from households across SSC. Thus, meeting the ideals of *Recycling Victoria* of transitioning toward an increasingly circular economy. The introduction of a glass bin will aid in the prevention of glass fragment contamination within household comingled and residual waste streams, enhancing the ability for a more resilient and responsible waste collection service in SSC.

However, the operationalisation of a 4-bin kerbside collection service, as outlined in the business case scenarios, do present potential challenges to the benefits of this transition. Notably, the shift of comingled collection to monthly (from fortnightly) in *Scenario 2* may increase household waste avoidance, however, this is counterpoised by a less frequent collection potentially leading to contamination of other waste streams if household comingled bins fill before month's end (i.e. recyclable materials entering MGB's). *Scenario 3* may also decrease the incentives of having multiple waste streams to divert waste from landfill, as weekly residual waste collection may encourage improper waste minimisation practice.

Total tonnage in waste stream	Comingled recycling (2024/25)	Comingled recycling (2025/26)	Glass (2025/26)
Base case	972 tonnes	990 tonnes	Not introduced
Scenarios 1 - 3	972 tonnes	666 tonnes	324 tonnes

Table 2: Waste Diversion Outcomes

ANTICIPATED COSTS

Total kerbside costs are expected to increase in the base case, i.e. without the introduction of the kerbside reforms, due to:

- Population and dwelling growth, increasing the number of waste services provided by council and the quantity of waste to be managed
- Collection cost increases from contractors
- Disposal cost increases, including increases in landfill gate fees, landfill levies, and processing costs for separated waste streams (comingled recyclables, organics, glass)
- Cost of new bin stock, where all bins will be replaced in the new collection contract
- General inflation and cost increases in wages.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

The overall increase of the kerbside collection costs, as per the base case, will increase by approximately 19% by the year 2025/26. Table 3 presents the associated percentage cost increases as per each kerbside collection scenario.

	Percentage change in total costs in 2025-26, relative to 2020-21 waste costs*	Percentage change in total costs in 2025-26, relative to base case costs in 2025/26*	Anticipated increase in charge relative to the base case per service in 2025/26*
Base case	19% increase		
Scenario 1	38% increase	16% increase	\$100.90
Scenario 2	25% increase	5% increase	\$30.58
Scenario 3	53% increase	29% increase	\$179.93

Table 3: Increase in associated costs under Kerbside Collection Scenarios

*note – based on current expenditure, these figures do not represent the actual expenditure in 2025/26.

Expenditure under **Scenario 1** would increase as per the base case predominantly via the introduction of the monthly glass bin collection service. It is anticipated that costs associated with the collection and disposal of comingled waste would slightly decrease as per the base case, however, no expected major changes to costs associated with the collection of residual and organic waste. Hence, Scenario 1 would see an incremental increase of 16% relative to the base case in 2025/26.

Expenditure under **Scenario 2** would increase the same as per Scenario 1 with the introduction of the glass bin collection service. However, shifting comingled waste collection to monthly would see a 44% reduction in associated collection and disposal of collected comingled waste, as compared to current expenditure. Hence, Scenario 2 would see an incremental increase of 5% relative to the base case in 2025/26.

Expenditure under **Scenario 3** would increase the same as per the previous scenarios regarding the introduction of a glass bin collection service. However, shifting residual waste collection to weekly would see a 48% increase in associated collection and disposal costs for residual waste, as compared to current expenditure. Hence, Scenario 3 would see an incremental increase of 29% relative to the base case in 2025/26.

KERBSIDE TRANSITION PLANNING – Community Engagement Plan

Council has entered the phase of preliminary community engagement in the transition planning process. Staff are seeking the community’s input toward the preferred kerbside collection model in preparation for the introduction of the 4-bin system in 2025. Feedback received from the community will be developed into a report to aid Council’s decision on the collection service model that best meets the needs of the community.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

OBJECTIVE

The objective of the community engagement plan is to outline how Council plans to:

- Inform the community of changes proposed to take place in response to State Government policy, and which aspects of those changes are open for community input.
- Engage the community to obtain feedback, ideas, attitudes, and preferences about the planned transition to help shape the finalised kerbside bin configuration.
- Collaborate with the community to better understand the communication and education needs to be accommodated in the final kerbside transition plan (bin roll out) and related education and guidance activities.

KEY MESSAGES

Transition Messages

1. Council will introduce a new kerbside collection service that will increase best waste minimisation practice within the Shire, including the addition of a fourth 'glass' bin.
2. Council may provide additional drop off/collection points for glass (addressing the population who do not receive a kerbside service).
3. The changes are required for Strathbogie Shire to comply with new Victorian Government commitments set out in *Recycling Victoria*.
4. The kerbside reforms are a part of a state-wide transition to standardise all 79 Councils.
5. Council will implement a new, value for money and environmentally conscious kerbside collection service.
6. The kerbside transition is separate to the Container Deposit Scheme, due for implementation in 2022/23.

Engagement Messages

1. The configuration of the new 4-bin service has not been decided upon, whereby final decision-making will factor the input received from extensive community engagement. The aim is to contain as much increase in costs for the community, whilst complying with Victorian Government requirements to ensure the kerbside collection system is sustainable, environmentally responsible and remains convenient to use.
2. In order to ensure the final kerbside collection service best meets the community's needs, Strathbogie Shire Council will seek views on the preferred frequency and configuration of the proposed new glass service, as well as alterations to the existing landfill and co-mingled recycling service
3. Council is preparing engagement to gather views from across the community over the coming weeks, on their preferred options for this aspect of the new services. Community members can register their interest in providing this feedback [instructions yet to be finalised].

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

APPROACH

The business case, presenting three viable kerbside collection options relating to the roll-out of the 4-bin system forms as the base of information to be presented to the community.

The Community Engagement Plan outlines the first three stages of community engagement in relation to the kerbside transition process. Staff will utilise existing and develop new communications and engagement channels to seek robust community involvement throughout the transition. These channels will be utilised to ensure staff mitigate any engagement fatigue that the community may be feeling and present the upcoming transition in an accessible and transparent manner.

Existing and to be established channels include:

- Presenting the options at Share Strathbogie events, including face-to-face opportunities with Councillors and Council Officers throughout our townships.
- Using the polling section of Council's online engagement hub (to be established)
- Ensuring the discussion on options and potential benefits and trade-off's is a discussion in Council's Community forum.

Once Council has this information from the community, it can be utilised to guide decision making toward the preferred option and shape the planning of the new kerbside service that best serves the community.

TARGET AUDIENCE

The target audience and stakeholders for this plan are:

- Shire residents (external)
- Local business
- Councillors (internal)
- Staff (internal)
- Contractor (external)
- Strathbogie Shire's eight actions groups.

Community engagement detailed in the plan aims to reach as many community members as possible. This is to ensure the community have the time to take stock of what the service changes may mean to them and organise themselves to express any concerns and viewpoints via the methods made available by council.

The groupings are identified as followed:

- **Shire Residents;** residents who do not receive a kerbside service that may opt for (or require) drop off centre use (these residents must still be engaged), longer term residents, new residents, residents with young families, CALD and aboriginal communities, and MUD residents.
- **local businesses;** hospitality, event operators, accommodation providers, sports clubs, hospitals, and other business generating food scraps and recyclable glass.
- **internal;** councillors, staff, and contractors.
- **other;** schools, real estate agents (on behalf of tenants and new residents), community groups, environment groups, Strathbogie Shire's eight actions groups, and local MP's.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

Due to the diversity of stakeholders covered in the kerbside transition process, it is not presumed that a narrow set of engagement tools will be successful in reaching out to external stakeholders. Therefore, a diversified approach utilising multiple platforms and methods will be implemented to ensure engagement can be accessed by all across the shire (found in section 4.2 of attached Community Engagement Plan).

TIMELINE

Timeline of Community Engagement Activity	
2021	Preliminary Engagement (Stage One)
2022	Community Engagement (Stage Two)
2023	Evaluation of Results Reporting of Results to Community (Stage Three)
2024	Develop New Waste Education and Communication Strategy (Stage Four - not represented in attached plan)
2025	New Service Roll Out New Community Engagement Plan to Assist with Roll Out (Stage 5 – not represented in attached plan)

Table 4: *Timeline & Stages of Community Engagement*

Due to the space between stage one and the eventual new service roll out, it is important that clear communication to the community is provided regarding timelines and milestones of the kerbside transition process. Notably, the provision of how and through what channels community members can stay informed and engaged with the long term project, including how and when community members will have the opportunity to provide their input, will be of the utmost importance toward building an inclusive transition.

Table 5: Community Engagement Plan

Project Stage	Engagement Purpose	Engagement Goals	Tools and Methods	Success Criteria	Evaluation
One	Inform	<p>To ensure ratepayers are aware of the state-wide transition to a four-bin model and why.</p> <p>To ensure ratepayers understand how they can have their say on the preferred bin configurations in Strathbogie.</p>	<ul style="list-style-type: none"> • Media release • Website content • Social media • Paid advertising • My Strathbogie Bulletin • Letters to action groups • Internal emails 	<ul style="list-style-type: none"> • Ratepayers are invited to participate • Collated records of individuals who wish to participate in further engagement opportunities 	<ul style="list-style-type: none"> • Clear awareness about the Kerbside Transition Project in the community
Two	Engage To work with residents to identify a preferred option for kerbside collection when we move to a four-bin model. Relationship building	<p>To create an open and honest opportunity for residents to provide feedback on a preferred option for kerbside collection model</p> <p>To ensure understanding about the waste hierarchy, environmental and economic impacts of each option.</p> <p>To build trust and encourage advocacy for Council's processes.</p>	<ul style="list-style-type: none"> • Share Strathbogie face-to-face sessions • Online engagement hub (polling) • Survey (polling) • Fact sheets • FAQ • Evaluation cards • Video on options • Engage community ambassadors • Workshop or Focus group 	<ul style="list-style-type: none"> • The community feels its views were heard • The community feels its views were implemented • The community is well warned and prepared for the transition. • Records and numbers collated from online engagement • Face to face engagement at varied locations and times across the Shire • Survey questing asking where and when the resident heard about the project 	<ul style="list-style-type: none"> • More than 75 per cent of participants say they are satisfied with the engagement experience. • 20% of residents participate in engagement activity.
Three	Inform	<p>To ensure the community is aware of the transition model adopted by Council.</p>	<ul style="list-style-type: none"> • Website content • Social Media • Media release • Paid advertising (regular column) • My Strathbogie Bulletin • Fridge magnets 	<ul style="list-style-type: none"> • Report back to the community • No negative media and/or social media. • Residents support the model adopted • Record of levels, timing and methods used across the community to register interest in being informed of further developments 	<ul style="list-style-type: none"> • Community and stakeholder speak in support of Council • Council's Community Satisfaction Survey results improve.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

EVALUATION

Consistent with the plan's objectives, the primary response sought from community members is that they are aware of the coming changes to kerbside collection and have provided feedback on the options for bin configuration.

To gauge council's success in achieving this, staff aim to gather information confirming this objective has been achieved via:

- Collated records of engagement processes undertaken and completed in support of this objective
- Records and numbers collated from online engagement
- In person intercept surveys conducted at selected locations across the community (i.e. town hall, recreation centres, library, pop up stalls on high street and weekend markets)
- Survey questioning asking where and when the resident heard about the project
- Record of levels, timing and methods used across the community to register interest in being informed of further developments (i.e. as an indication of which methods appear to generate an observable response).

As the last point identifies, continual evaluation of the engagement channels and methods will be conducted and revisited to streamline the most effective engagement streams and fill any gaps within or amongst groups that require further attention.

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations. Therefore, moving to a new 4-bin system will have far reaching economic, social and environmental benefits for our community.

However, the transition to a 4-bin system will present challenges for both Council and the members of our community. The business case provides three alternate scenarios for the kerbside collection service to be introduced in the 2025/26 financial year. Each scenario provides viable alternatives to the current service offered; however, each scenario also pertains a degree of economic, social and environmental costs and benefits, both positive and negative.

Scenario 1 would see the current service continue, with the addition of a monthly glass bin collection. This scenario supports the State governments objective set out through the *Recycling Victoria* program, and would result in a cleaner waste separation system. It is anticipated that this scenario would divert 324 tonnes of glass from comingled waste collection, creating a greater opportunity for our comingled waste to be recycled and reused. The additional charge per service would bear a 16% financial increase to the ratepayer relative to the base case. This scenario would require waste education campaigns directed toward the wider community to better our waste minimisation practices leading to and throughout the transition to a 4-bin system.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

Scenario 2 would see slight changes to current service, with the addition of a monthly glass bin collection and comingled recycling collection moving to monthly. This scenario supports the State governments objective set out through the *Recycling Victoria* program, and would result in a cleaner waste separation system. It is anticipated that this scenario would also divert 324 tonnes of glass from comingled waste collection, creating a greater opportunity for our comingled waste to be recycled and reused. However, the shift to a less frequent comingled collection could result in increased levels of contamination in other household bins. It is anticipated that the introduction of a glass bin should decrease the volume of comingled household waste by 32%. The additional charge per service would bear a 5% financial increase to the ratepayer relative to the base case. This scenario would require waste education campaigns directed toward the wider community to better our waste minimisation practices. Leading to and throughout the transition of adopting a 4-bin system, targeting comingled and glass recycling specifically through education campaigns can aid in better waste minimisation practice and subsequent prevention and mitigation of risks associated with potential comingled waste overflow and contamination.

Scenario 3 would see slight changes to the current service, with the addition of a monthly glass bin collection and residual waste collection moving to weekly. This scenario supports the State governments objective set out through the *Recycling Victoria* program, and would result in a cleaner waste separation system, and is expectant of diverting the same amount of tonnage from the comingled waste stream. The additional charge per service would bear a 29% financial increase to the ratepayer relative to the base case. However, shifting to a weekly residual waste collection may hinder the inroads made toward minimising waste in the Shire and detract from the goals set out by *Recycling Victoria*. The convenience of weekly residual waste collection may prevent the benefits created via the implementation of the Shire's waste minimisation strategies. This scenario would also require waste education campaigns directed toward the wider community to better our waste minimisation practices leading to and throughout the transition to a 4-bin system.

Hence, due to the change to the current kerbside collection service in order to meet the reforms set out by the State Government, it is imperative to engage with the community in order to learn from the Shire's residents what this new kerbside collection will look like. The feedback received from the community will prove to be invaluable for Council toward adopting the right service that meets the community's needs whilst addressing economic, social and environmental sustainability concerns. This community engagement plan is a required process for council on multiple fronts.

As this transition will create and entail social and economic challenges for the Shire's residents, the Community Engagement Plan encourages the process of deliberative engagement to inform and build relationships between and within the Shire's residents and Council. The three-staged plan, each stage with their primary foci, aim to foster diverse communicative forums whereby knowledge is shared mutually, and trust building is encouraged through the creation of accessible socio-political space(s) that allow for ideas and attitudes to be discussed and contested.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

COMMUNITY ENGAGEMENT

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

The pending kerbside transition will entail significant changes to how our Shire and external contractors will conduct waste minimisation and achieve the ideals set out by Recycling Victoria. It is imperative that the community is engaged with toward implementing a service that best serves widespread social, economic, and environmental means.

Therefore, the collection of community input is imperative toward Council's decision-making outcome due to the socio-economic and environmental nature this transition will entail. Once Council has the information collated from extensive engagement at hand, Council will have the ability to factor in the community's input alongside the planning, costings and budgeting process(es) when determining the final preferred option when placing the required kerbside collection and household recycling reforms into action in 2025/26.

POLICY CONSIDERATIONS

Council Plans and Policies

Council actively tracks and monitors its contamination levels and tonnages diverted from landfill. The introduction of a kerbside glass bin will only further increase our diversions from landfill and will make our recycling stream cleaner and more able to be recycled and reprocessed.

Regional, State and National Plans and Policies

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making. The Recycling Victoria program is being driven by the State government.

LEGAL CONSIDERATIONS

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law. Council is complying with a State government directive on what our waste services should look like and what our levels of service to our community should be.

Conflict of Interest Declaration

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

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured. This matter is being discussed in an open Council meeting. Hence, staff are seeking the approval of Council for the community engagement plan, as well as acknowledgement of the business case provided, to therefore act upon and implement a sound strategy that engages with the public transparently regarding the implementation of the upcoming reformed kerbside collection service.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

Funding to support Councils to implement their new service models will be calculated based on information provided in their draft Transition Plan. DELWP are working with Local Government Victoria (LGV) to build a formula to ensure the equitable distribution of funds amongst councils.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The synchronisation of all bin services across Victoria will lead to better economic certainty for both councils and re-processors. Council will also continue to jointly procure with our partner Councils to ensure best value for money for our residents.

Staff will extensively engage with the community in order to spread and foster a wider understanding of the community's needs regarding the economic impact this transition will have on the residents within our Shire. Hence, incorporating community input will aid Council in making a decision on the new kerbside collection service that considers the economic impact for households and business in our Shire, ensuring economic sustainability from an individual to a whole-of-waste processing level.

Social

The introduction of a fourth bin will impact our residents as they will be required to relearn what goes in which bin, but they have shown their resilience in this area by adopting the green bin in 2015 with gusto.

Staff will extensively engage with the community in order to spread knowledge on the new best practice for waste minimisation. Furthermore, this engagement will allow staff to foster a wider understanding of the community's needs regarding the social impact this transition entails, allowing staff to focus on gaps required for addressing in future waste education campaigns, leading to enhanced socially sustainable outcomes.

9.14 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

Environmental

The introduction of a fourth bin and the other proposals recommended as part of Recycling Victoria will reduce our Shire's impact on our environment.

Engaging with the community on this transition, the anticipated benefits of the pending kerbside reform and future waste education campaigns, all have the potential to increase environmental consciousness amongst residents of the Shire. Hence, leading to bettered waste minimisation practice and awareness across other environmental domains.

Climate change

The introduction of a cleaner recycling stream will make it easier for processors to reuse this product which means that less virgin material will be required to be used and this will generate less emissions.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

This is an important change in how Victorians deal with their waste and Council's previous work around the introduction of a third green bin has put us in good stead for the roll out of a fourth bin under this program.

COLLABORATION

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

A Transition Planning Working Group has been formed from representatives of the Goulburn Valley Technical Advisory Reference Group. This working group meets on a weekly basis to enable Councils to receive regular, up to date information (such as the earliest information possible on the proposed CDS, likely impacts or information from early adopters etc). It also provides a platform for the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) to better understand how they can support councils in the development of their transition plans.

It is anticipated that a coordinated approach towards transition planning can be achieved to ensure consistency, where practical, across all Councils and to provide economies of scale in the planning process. A collaborative approach will also enhance future regional collaborative procurement opportunities. Staff will continue to work with our partner Councils to ensure the best outcomes for our residents.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights considerations arising from the issues discussed in this report.

9.10 Kerbside Transition Planning – Business Case and Community Engagement Plan (cont.)

CONCLUSION

That council is required to move towards the new bin system as outlined in the State Governments Recycling Victoria policy.

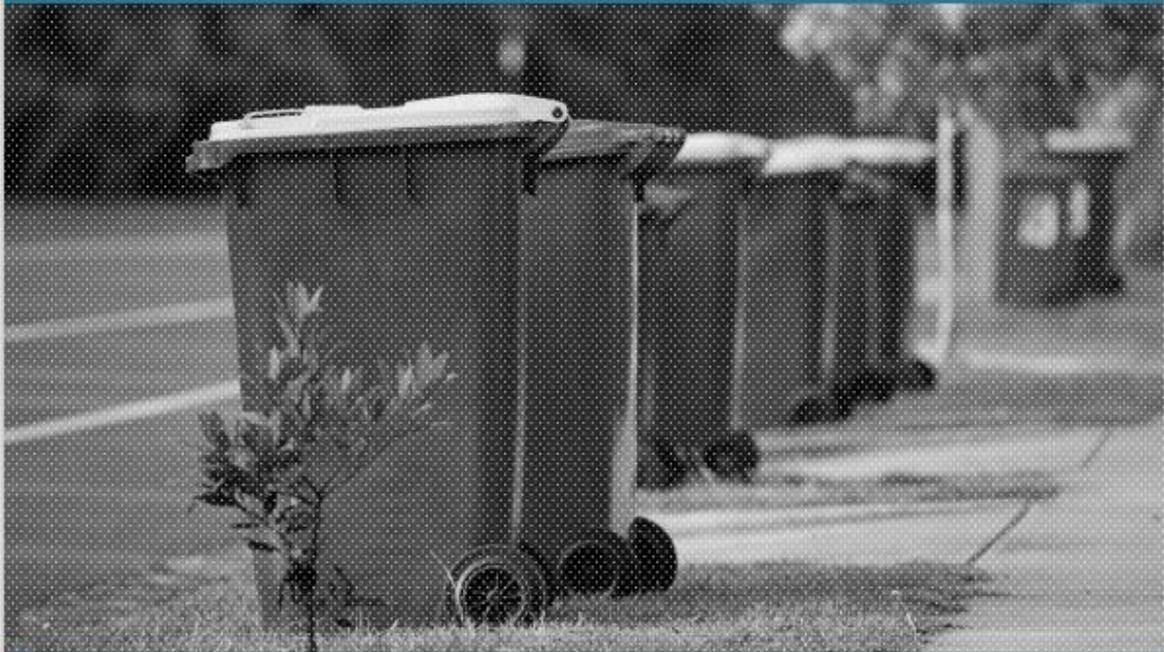
This report outlines the 4 different scenarios and the community engagement plan. After the community has been engaged with, a report will be brought back to Council for the final decision.

ATTACHMENTS

Attachment 1: Business Case

Attachment 2: Community Engagement Plan

ATTACHMENT 1:



Kerbside transition planning business case



Strathbogie Shire Council | 22 December 2020



Kerbside transition planning business case

FINAL



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Kerbside transition planning business case

FINAL



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Glossary

Term/acronym	Meaning
DELWP	Department of Environment, Land, Water and Planning
Kerbside waste services	Council waste collection of mobile waste bins from households and businesses
Residual waste	General garbage comprising principally non-recyclable waste materials for disposal in landfill.
Commingled recycling	Waste collected through the yellow bins (e.g. paper, cardboard, plastics and metals)
FOGO	Food and garden organics (green bin)
Waste diversion	Waste that would have otherwise been disposed of in landfill is diverted for processing and reuse.
Drop-off services	Waste services where waste can be sorted and dropped off at transfer stations and collection points. Available for households and businesses without a kerbside waste service.
Transfer station	Sites for sorting, aggregation and storage of waste for off-site transfer to a recycling facility. Also called resource recovery centres or collection points.
Collection costs	The costs for the waste truck fleet to collect and transport the kerbside waste.
Disposal and processing costs	The costs of disposing waste at landfill, or the costs of sorting and processing commingled, FOGO or glass waste streams.
Bin stock	The kerbside mobile waste bins owned by council and collected via the kerbside waste service.



Executive Summary

Frontier Economics and Jackson Environment and Planning (JEP) have prepared this business case on behalf of the Goulburn Valley Waste and Resource Recovery Group (GWRRG) and Strathbogie Shire Council. The business case presents a financial analysis of options for implementing the Victorian Government's kerbside waste reforms.

Kerbside waste reforms

Under the Victorian Government's *Recycling Victoria* policy, households in Victoria will be provided access to four standardised waste and recycling services as shown below:



Glass
recycling

A glass recycling service which must be in place by 2027. The service may be provided through a kerbside bin (with a purple lid), drop-off facilities or a combination of both.



Commingled
recycling

Commingled recycling services will continue to be provided and must use bins with a yellow lid. Once a glass service is introduced, this will only collect paper, cardboard, plastics and metals.



Food &
garden

A food organics and garden organics (FOGO) collection service must be offer by all councils by 2030. The service may be provided through a kerbside bin (with a light green lid) or drop-off facilities.



General
waste

Any kerbside collection of residual waste (comprising principally non-recyclable waste materials for disposal in landfill) must use the bins with a red lid.

This is expected to support greater resource recovery from household waste and thereby reduce the amount of household waste that must be disposed of in landfill. The Victorian Government expects that separating glass from other materials will potentially increase the value of recycled glass, plastic, paper and cardboard by up to \$210 million annually, and universal access to a combined food and garden waste services could divert up to 650,000 tonnes of organic waste from landfill each year.¹

The Victorian Councils are responsible for implementing the reforms to kerbside waste collection. The Victorian Government is making available \$129 million to support councils to develop transition plans, implement the reforms to new collection systems and support the reform with behaviour change programs.

Strathbogie Shire's current services and reform implementation options

Three alternative kerbside reform scenarios have been compared relative to a base case. These scenarios are summarised in **Table 1**. The base case assumes that current services will continue over the next 10 years, which includes fortnightly residual waste and commingled recycling

¹ Department of Environment, Land, Water and Planning 2020, *Recycling Victoria: A new economy*, February.



services and a weekly FOGO service. This leaves only a glass service to be introduced as part of the kerbside reforms.

The three kerbside reform scenarios test the financial and waste diversion implications of introducing a glass service, with associated changes to the frequency of other kerbside waste services.

Table 1: Overview of approaches to implementing the kerbside reform

	Residual waste	Commingled recycling	FOGO	Glass	Drop off services
Current approach (base case)	Fortnightly	Fortnightly	Weekly	N/A	Residual waste, recycling, garden organics
Scenario 1	Fortnightly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, glass
Scenario 2	Fortnightly	Monthly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass
Scenario 3	Weekly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass

Options assessment: Financial and waste diversion outcomes

The financial and waste diversion outcomes for the three scenarios have been modelled using a nominal cash flow model based on the Department of Environment, Land, Water and Planning (DELWP) kerbside transition model developed for Councils in Victoria. The incremental changes to costs and waste diversion for each scenario are summarised in **Table 2**.

Costs are higher than the base case due to the new glass kerbside service and where there is higher service frequency

Costs are between 5% and 29% higher in each scenario relative to the base case. In large part this is due to the increased collection costs associated with a glass kerbside service. Scenario 2 has a slightly lower incremental cost due to less frequent commingled waste collection relative to the base case. Scenario 3 has a higher incremental cost due to the more frequent residual waste collection relative to the base case.

Diversion benefits not material as FOGO service already in place but the glass service reduces contamination

Strathbogie Shire already have a good practice kerbside recycling system that includes a weekly FOGO service, and so the kerbside reforms are not expected to have a significant impact on



diversion outcomes. A new glass service is expected to shift glass from the commingled stream to the glass stream, which reduces total commingled tonnage by 32%. This helps reduce glass contamination in the commingled stream, improving the value of other recyclable materials.

All scenarios are assumed to have similar waste diversion outcomes, although Scenarios 2 and 3 might encourage less waste to be diverted from the residual waste stream (and therefore diverted from landfill) due to less frequent commingled collection.

Table 2: Summary of costs and diversion outcomes. All changes are relative to the base case in 2025-26

	Change in total waste costs and cost per serviced property	Diversion outcomes
Scenario 1	16% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%)
Scenario 2	5% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%) May result in increase in residual waste due to less frequent commingled collection
Scenario 3	29% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%) More frequent residual bin collection may reduce incentives to divert waste from landfill

Next steps

This business case, and supporting kerbside waste transition nominal cash flow models, provide the financial analysis of options for implementing the Victorian Government's kerbside waste reforms. The preferred service provision for the kerbside waste reform will also be informed by stakeholder engagement and communications. The next steps for the kerbside waste reform being undertaken by each council include the following:

- Finalisation of Template Stakeholder Engagement and Communications Plans
- Submission of communications plans to DELWP for approval (prior to conducting any local messaging)
- Council reports tabled, seeking endorsement of business case actions/recommendations and endorsement to commence stakeholder engagement on the nominated scenarios
- Stakeholder engagement on nominated scenarios
- Council decision on preferred service provision

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- Completion of Final Transition Plans and submission to DELWP (required 6 months in advance of commencement of service).



1 Introduction

Victorian Councils are responsible for implementing kerbside waste collection reforms

The Victorian Councils are responsible for implementing the reforms to kerbside waste collection under the Victorian Government's *Recycling Victoria* policy². The aim of the kerbside reforms is to increase the number of separated municipal waste streams that are collected from households. This is expected to support greater resource recovery from household waste and thereby reduce the amount of household waste that must be disposed of in landfill.

In order to determine how best to implement the reforms, each Council must assess alternative options for the configuration and timing of the new kerbside services based on how well they meet the needs of their communities, their relative costs and their ability to deliver on desired environmental outcomes (particularly diversion of waste from landfill).

This information can support necessary engagement with ratepayers and other key stakeholders on preferred kerbside reform options.

The output of these processes will be a transition plan that is provided to the Department of Environment, Land, Water and Planning (DELWP). DELWP is overseeing the state-wide implementation of the kerbside reforms. DELWP is seeking transition plans from each council so that it:

- Is assured that the Government's reform expectations and timetable will be met
- Has a sound basis to estimate the funding and resourcing that the Government will need to provide each council to implement the reforms.

The Victorian Government is making available \$129 million to support councils to develop transition plans, implement the reforms to new collection systems and support the reform with behaviour change programs.

This report provides the estimated financial impacts and expected diversion outcomes of kerbside reform implementation options for Strathbogie Shire Council

This business case provides estimated financial impacts of options to implement the Victorian Government's kerbside reforms at Strathbogie Shire Council. Strathbogie is a regional shire in the north-east of Victoria that includes the key townships of townships of Euroa, Nagambie, Avenel, Violet Town, Longwood, Strathbogie, Graytown and Ruffey.

Frontier Economics and Jackson Environment and Planning (JEP) have prepared this business case in close cooperation with council employees and with the Goulburn Valley Waste and Resource Recovery Group (GVWRRG), which supports its member councils to plan and procure waste and resource recovery infrastructure.³

Strathbogie Shire Council currently offers fortnightly residual waste and commingled recycling kerbside services, and a weekly food organics and garden organics (FOGO) kerbside service, to

² Department of Environment, Land, Water and Planning 2020, *Recycling Victoria, A new economy*, February.

³ The six member councils of the GVWRRG are Greater Shepparton, Molina, Campaspe, Strathbogie, Murrindindi, and Mitchell.

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approximately 4,510 properties and businesses. This business case explores the waste diversion and financial implications of introducing additional services including:

- Glass kerbside services
- Glass and FOGO drop off services
- Changes to the frequency of residual waste and commingled services.

Structure of this document

This business case is structured as follows:

- Section 2 provides an overview of the kerbside waste reforms
- Section 3 summarises the kerbside options modelled in the business case
- Section 4 details the waste diversion and financial implications of the scenarios considered in the business case
- Section 5 concludes the business case, and describes the next steps in the transition planning process.



2 Implementing the kerbside reforms

The section provides a brief overview of the kerbside reforms that are the subject of this business case report.

As noted above, *Recycling Victoria* is the Victorian Government's 10-year policy and action plan for waste and recycling. The overarching goals and targets established under the plan are summarised in Box 1. As analysed in this report, *Recycling Victoria* includes two complementary reforms to improve separation of household waste, recover more materials and preserve their value. These are:

- A standardised kerbside collection system for household waste across Victoria and
- A container deposit scheme (CDS).

Each of these is explained below.

Separation and collection of four household waste streams under the kerbside reforms

As part of Goal 3 of *Recycling Victoria*, the Victorian Government has committed to supporting Councils to provide all households access to four waste and recycling services: combined food and garden organics, glass, combined recyclable materials, and residual garbage waste. This will be complemented by state-led education programs and standardisation of kerbside services.

All Victorian councils are required to implement the following standardised kerbside collection services.



Glass recycling

A **glass recycling service** must be provided by all councils **by 2027**. The service may be provided through a kerbside bin (with a purple lid), drop-off facilities or a combination of both.



Commingled recycling

Commingled recycling services will continue to be provided. Any kerbside collection service offered by councils must use bins with a yellow lid. The yellow lids can be progressively fitted to existing bins as new contracts commence. Once a glass service is introduced (no later than 2027), glass will no longer be accepted as part of the commingled service – it will only be for paper, cardboard, plastics and metals.



Food & garden

A **food organics and garden organics (FOGO)** collection service must be offer by all councils **by 2030**. Any kerbside collection service must use bins with a light green lid. Councils wishing to implement a separate food collection service should work with the State Government to identify the appropriate collection service. This may also be a drop off service.



General waste

Any kerbside collection of **residual waste** (comprising principally non-recyclable waste materials for disposal in landfill) must use the bins with a red lid. The red lids can be progressively fitted to existing bins.

Although there will be separate services for the four household waste streams, councils will not be required to standardise the colour of the bin body, size of the bin provided, or collection

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Container deposit scheme

In order to increase beverage container recycling and reduce litter, a container deposit scheme (CDS) being introduced in Victoria by 2023.

Customers will pay a small deposit as part of the purchase price when buying a beverage in a plastic, glass or aluminium container. When the container is returned to a collection point for recycling, the deposit can be redeemed.

The business case modelling presented in this report accounts for the impact of the CDS scheme on the amount of glass and other containers retained within the kerbside system.

Key issues for Strathbogie in designing the kerbside reform options

Regional councils such as Strathbogie Shire Council must consider the needs of their local communities when implementing the kerbside reforms. Key issues considered during the development of the business case options included the following:

- **Maintaining sustainable service costs:** Providing kerbside services is more costly in regional and rural areas due to the distances between properties. As a result, a mix of kerbside collection and waste drop off services is common in regional areas. Approximately 60% of Strathbogie Shire's ratepayers currently have kerbside services, and 40% dispose of their waste in the Shire's transfer stations or collection points. A mix is likely to be needed for the additional separated waste streams.

Other key cost drivers that need to be balanced are:

- **Collection frequency and bin sizes:** The frequency of collection and bin size have implications for waste diversion outcomes and costs. For example, more frequent organics collection can encourage more food waste to be diverted from landfill, as households prefer food waste to be collected as frequently as possible. However, more frequent collection comes at a higher cost, especially for regional councils where collection and transport costs are higher.
- **Higher costs associated with waste streams diverted from local landfills:** Transport and disposal costs, which are reflected in councils' contracts, are a major cost factor for regional councils. These costs are likely to be higher for waste diverted from landfill.
- **Local service requirements:** The particular service requirements in Strathbogie's rural and regional communities will need to be considered in the design of the additional waste services. For example, the demand for organics services is likely to be different at rural properties than in regional towns as many rural properties already utilise organic waste for their own composting, or allow the waste to decompose naturally on the land. However, organics services, such as organics drop-off services, can be important for other purposes such as bushfire season preparation.



3 Options for implementing the kerbside reforms

This section summarises the current approach to waste services, and the proposed alternatives outlined in this business case.

3.1 Current approach (base case)

To compare the implications of new services, we must first establish a base case waste service. This represents Strathbogie Shire's current services, and represents the services that would otherwise occur in the absence of the kerbside reforms.

Strathbogie Shire Council currently offers kerbside waste services to approximately 4,510 properties and businesses. In addition, there are approximately 3,416 properties without a kerbside service, all located outside of the township areas.

For households with kerbside waste services, Strathbogie Shire Council offers:

- **Fortnightly** residual waste service (120L red bins)
- **Fortnightly** commingled recycling service (240L yellow bins)
- **Weekly** garden and food organics service, FOGO (120L green bin).

All kerbside collection and transport is undertaken by contractors, with residual waste from kerbside services collected and transported to landfill. Recycling waste is currently transported to the Visy Materials Recovery Facility in Banyule, and organics are currently transported to a commercial composting facility. Costs for collection, transport and disposal are recovered through the waste charge, which is currently \$564.00 per service.

Properties within township areas of the Shire receive compulsory residual waste, organic waste and recycling collection services. Kerbside services are optional for properties located outside of township areas.

For properties without a kerbside service, waste services are available for drop off at the Strathbogie transfer stations (also known as waste depots or resource recovery centres). These transfer stations are located at Violet Town, Avenal, Euroa and Nagambie, with three additional collection points in the Shire. The transfer stations also accept waste that is currently not accepted in kerbside waste collections, such as bulky items, e-waste, tyres and motor oil.

In addition, the container deposit scheme is expected to be introduced across Victoria by 2023, providing additional drop off points within the Shire.

3.2 The current costs of waste services

The costs associated with municipal services that are considered in the financial impact analysis include the following:

- **Collection costs** are the costs for the waste truck fleet to collect and transport the kerbside waste. Strathbogie Shire Council currently uses contractors for these services, who charge a



monthly rate per bin to Council and currently have a collection contract up to 2024-25. The collection cost is influenced by a number of factors, including the frequency of collection, distance travelled for collections and size of bins. Due to the distances travelled for collections and to transport of waste to sorting facilities, Strathbogie Shire's collection costs are the most significant kerbside waste cost.

- **Disposal and processing costs** is the per tonne cost of disposing of waste at landfills or sorting facilities. Residual waste disposed in landfill incurs a per tonne charge that includes the landfill gate fee (which covers the capital and operating costs of the landfill) and the landfill levy. Separated waste streams (recycling and organics) are transported to sorting facilities where there is a cost per tonne, covering the sorting, processing and ongoing transport of this waste, net of any revenue these waste streams might provide.
- **Bin stock costs** are the upfront costs of buying new kerbside bins. Strathbogie owns all bins used for their kerbside services, but new bins are purchased and delivered by the collection contractor with costs passed onto Council. When there is a major roll out of new bins, the contractor pays the upfront cost for these bins and the Council pays these costs back over the contract period (typically ten years).
- **Transfer station costs** are the capital and operating costs of managing the four transfer stations and three collection points. These transfer stations are available for waste drop off, with this waste transported onwards for disposal. Many transfer station costs are recovered through fees and charges paid by users of the transfer stations.
- **Waste administration costs** include all other waste operations costs borne by the Council. These include employee expenses and general operating expenses (e.g. utilities).

Box 2 summarises how these costs have been considered in the business case to understand the potential cost implications of the kerbside transition.



Box 2: Financial modelling for the business case

For this business case, a nominal cash flow model has been developed to compare the costs of different kerbside services over a ten-year forecast period. This cash flow model is based on the kerbside transition planning model developed by DELWP, which has been adapted to consider additional costs relevant for Strathbogie Shire Council (such as transfer station costs).

The model provides nominal (i.e. inclusive of inflation) cost estimates up to 2029-30. Actual 2019-20 costs from Strathbogie Shire Council are used to forecast future costs up to 2029-30, with relevant growth rates applied to each cost.

The glass service collection and disposal costs are estimated based on the current collection costs for commingled bins and the expected cost of transport and disposal in Melbourne.

The model provides flexibility to change between different service options, such as collection frequencies, bin sizes and collection and disposal costs changes. Waste administration and transfer station costs are also modelled and are expected to increase over time due to service growth, although they are not expected to change significantly between the current services and new kerbside services. Bin stock costs are also included.

The modelling provides a useful starting point for understanding the potential cost implications of different kerbside services. However it can only provide indicative costs of the kerbside transition, due to a number of uncertainties regarding future costs - such as disposal costs, the landfill levy rate, and collection costs from contractors.

3.3 Proposed alternative options to implement the kerbside reforms

For this business case three alternative kerbside scenarios to the base case have been assessed.

Scenario 1

Scenario 1 would introduce a glass kerbside service in 2025-26 when the current waste collection service contracts change. The council will offer 240L glass bins (purple lid) by default for all households with kerbside services. These glass bins will be collected monthly, with glass transported to materials recovery facilities in Melbourne.

The four transfer stations and three collection points will offer glass drop off services for all households without kerbside services, likely larger skip bins collected monthly. This will be in addition to the expected container deposit scheme introduced by 2023.

The scenario assumed no change in the base case services for residual waste, commingled and organics kerbside services.

Properties without any kerbside waste services (rural properties who have not opted into kerbside services) will continue to access residual, commingled and garden organics drop-off services at the transfer stations and collection points. FOGO drop-off services are not offered in this scenario.



Scenario 2

Scenario 2 is the same as Scenario 1, but changes the frequency of commingled recycling collection (yellow bin) from fortnightly to monthly in 2025-26.

The change in frequency recognises that the introduction of glass services will reduce the volume and weight of commingled kerbside waste streams. Moving to a monthly service may save on collection and transport costs where a more frequent collection is no longer required.

Scenario 3

Scenario 3 is the same as Scenario 1, but changes the frequency of residual collection (red bin) from fortnightly to weekly in 2025-26.

The frequency of residual waste collection (red bin) changed from weekly to fortnightly in 2015 in response to new organics services introduced for all serviced properties. This scenario tests the financial and waste diversion implications of returning to a weekly collection.

3.4 Summary

The table below summarises the scenarios considered in the business case. Bold text indicates changes from the current kerbside services. The waste diversion and cost outcomes of these scenarios are summarised in the next section.

Table 3: Overview of approaches to implementing the kerbside reform

	Residual waste	Commingled recycling	Organics and FOGO	Glass	Drop off services
Current approach	Fortnightly	Fortnightly	Weekly	N/A	Residual waste, recycling, garden organics
Scenario 1	Fortnightly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, glass
Scenario 2	Fortnightly	Monthly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass
Scenario 3	Weekly	Fortnightly	Weekly	Monthly	Residual waste, recycling, garden organics, FOGO, glass



4 Overview of findings

This section summarises the diversion and cost implications of the new kerbside services under the three scenarios.

4.1 Waste diversion outcomes

A key intended benefit of the new kerbside services is increased separation of waste streams and therefore diversion of waste from landfill. **Table 4** shows the diversion outcomes for the recycling and glass streams relative to the base case, before and after the collection contracts are renewed and the new services are introduced. There is not expected to be a significant change in diversion outcomes for residual waste or organics waste under the different scenarios. Total tonnage for all waste streams over the next ten years is provided in Appendix A.

All scenarios see a 32% reduction in commingled recycling tonnage due to the introduction of the glass service in 2025-26. Commingled recycling tonnage will also reduce by 12% in 2023-24 due to the introduction of the container deposit scheme.

Diversion of glass from the commingled waste stream is expected to increase the recovery and re-use of paper, cardboard and other recyclables in the commingled waste stream as it will avoid glass fragment contamination. This contamination reduces the available uses and value of commingled recyclables, and as a result the commingled waste is often sent to landfill. There may also be additional glass diversion from the residual waste stream, although this is expected to be minor.

Table 4: Waste diversion outcomes under the base case and scenarios

Total tonnage in waste stream	Commingled recycling (2024/25)	Commingled recycling (2025/26)	Glass (2025/26)
Base case	972 tonnes	990 tonnes	Not introduced
Scenarios 1 - 3	972 tonnes	666 tonnes	324 tonnes

Under Scenario 2, it is possible that additional waste avoidance from 2025-26 will occur due to the less frequent collection of commingled bins. On the other hand, this may also increase the waste to landfill, as households may place recyclable materials in the residual waste bin when the commingled recycling bin is full.

For Scenario 3, more frequent residual waste collection after 2025-26 may reduce the incentives to divert commingled or organics waste, therefore increasing the residual waste collection tonnage going to landfill and reducing the other waste stream tonnage.



4.2 Anticipated costs of options

4.2.1 Overall costs

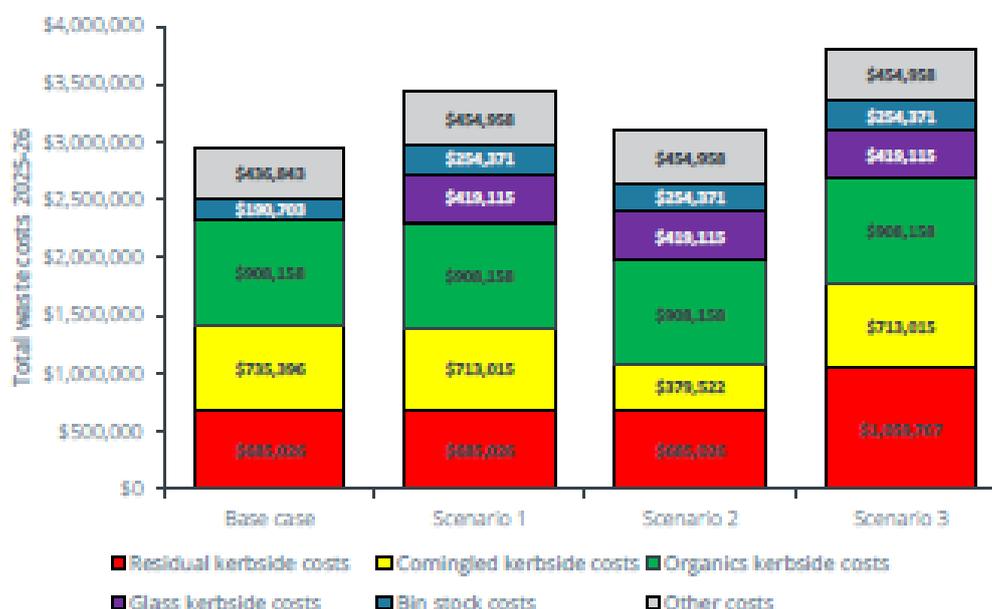
Total kerbside costs are expected to increase in the base case, i.e. without the introduction of the kerbside reforms, due to:

- Population and dwelling growth, increasing the number of waste services provided by council and the quantity of waste to be managed
- Collection cost increases from contractors
- Disposal cost increases, including increases in landfill gate fees, landfill levies, and processing costs for separated waste streams (commingled recyclables, organics, glass)
- Cost of new bin stock, where all bins will be replaced in the new collection contract
- General inflation and cost increases in wages.

Overall, kerbside costs are expected to increase by 19% by 2025-26 in the base case (or about 2.56% per year). When including other council waste costs, such as administration and transfer stations, this cost increase remains at approximately 19%.

The different kerbside scenarios are expected to change the total cost of kerbside services for the council, as summarised in Table 5 and Figure 1.

Figure 1: Total waste costs in 2025-26



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**Table 5:** Percentage change in costs relative to base case and current waste costs

	Percentage change in total costs in 2025-26, relative to 2020-21 waste costs	Percentage change in total costs in 2025-26, relative to base case costs in 2025/26
Base case	19% increase	
Scenario 1	38% increase	16% increase
Scenario 2	25% increase	5% increase
Scenario 3	53% increase	29% increase

Under Scenario 1, the major cost impact is the introduction of a monthly glass service. The monthly glass bin collection and disposal is expected to have a total cost of approximately \$490,000 each year when introduced. Collection and disposal costs for commingled recycling are expected to fall slightly relative to the base case, by about \$25,000 each year. There is not expected to be a change in costs for organics or residual waste services relative to the base case. The total change is a 16% incremental increase in all waste costs relative to the base case, and an increase of 38% compared to current waste costs (i.e. 2020-21 costs) by 2025-26.

In Scenario 2, the same cost increases will occur for glass as under Scenario 1. However, the shift to monthly commingled recycling collection is expected to save the council close to \$290,000 each year when introduced, or about 44% of total commingled collection and disposal costs. This is because contractor collection costs is by far the largest cost item for Strathbogie Shire Council, and reductions in collection frequency can reduce costs significantly. The total change including all cost impacts is a 4% incremental increase in all waste costs relative to the base case, and an increase of 25% compared to current waste costs by 2025-26.

In Scenario 3 we expect the same cost impacts as the other two scenarios due to the introduction of glass services. However the increased collection of residual waste bins is expected to increase costs by \$390,000 year on year relative to the base case, which is a 48% increase in residual bin collection and disposal costs. The total change including all cost impacts is a 28% incremental increase in all waste costs relative to the base case, and an increase of 53% compared to current waste costs by 2025-26.

The scenarios also have minor cost increases relative to the base case due to the introduction of glass and FOGO drop-off services, approximately \$15,000-\$20,000 a year.

4.2.2 Changes in costs per service

This section summarises the costs per service (i.e. cost per property with all kerbside bins) under each scenario.

Table 6 summarises the cost per service relative to the base case. Note that the costs per service are not the Strathbogie Shire's waste charge, but represents the revenue required per service to recover all outstanding waste costs in that year. Costs per service for the base case and scenarios is also plotted in **Figure 2**.

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Table 7 summarises the estimated cost per service under the different scenarios, compared to both the base case in 2025-26 and current waste costs. The table also breaks this cost per property down to the individual kerbside services.

Under all scenarios there is a cost increase per service relative to the base case. Scenario 2 has the lowest cost increase due to the less frequent commingled recycled waste kerbside collection. Scenario 3 is the most expensive due to more frequent residual waste collection.

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Figure 2: Forecast costs per property with kerbside services in 2025-26

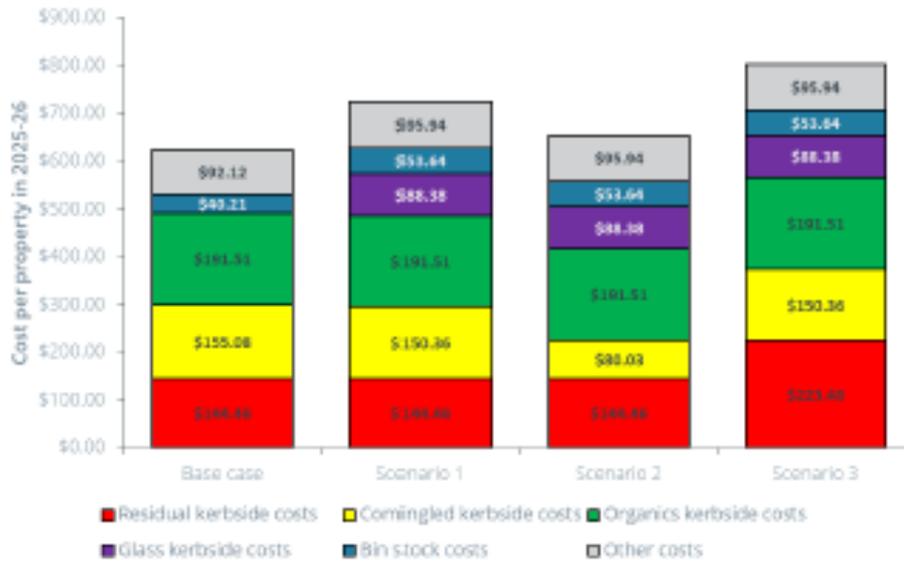


Table 6: Cost per service for each scenario

	Cost per service (2025-26)	Change in cost per service between 2024-25 to 2025-26	Change in cost per service compared to base case
Base case	\$623.38	4%	
Scenario 1	\$724.28	21%	16%
Scenario 2	\$653.96	9%	5%
Scenario 3	\$803.31	34%	29%

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Table 7: The current cost per service, and the cost per serviced property in 2025-26 under each scenario

	Cost per service with kerbside service	Percentage of costs per service				
		Residual	Recycling	Organics	Glass	Other costs
Current waste services (2020-21)	\$546.04	23%	26%	32%	0%	18%
Base case (2025-26)	\$623.38	23%	25%	30%	0%	22%
Scenario 1 (2025-26)	\$724.28	20%	21%	26%	11%	22%
Scenario 2 (2025-26)	\$653.96	22%	12%	29%	13%	24%
Scenario 3 (2025-26)	\$803.31	28%	19%	24%	10%	20%



5 Conclusion

Three different kerbside scenarios, including a base case, have been modelled in response to the Victorian Government's *Recycling Victoria* policy. Service modifications would be introduced after 2025-26, after the term of the collection contract. These scenarios include:

- **Base case** – continuation of current waste services. This base case does not meet the *Recycling Victoria* timelines for glass kerbside services.
- **Scenario 1** – An introduction of glass kerbside services and a glass drop-off service for those without any kerbside service
- **Scenario 2** – Similar to Scenario 1, but with commingled collection moving from fortnightly to monthly.
- **Scenario 3** – Similar to Scenario 1, but with residual waste moving from fortnightly to weekly.

Options assessment: Financial and waste diversion outcomes

The financial and waste diversion outcomes for the three scenarios have been modelled using a nominal cash flow model based on the DELWP kerbside transition model developed for Councils in Victoria. The incremental changes to costs and waste diversion for each scenario are summarised in **Table 8**.

Costs are higher than the base case due to the new glass kerbside service and where there is higher service frequency

Costs are between 5% and 29% higher in each scenario relative to the base case. In large part this is due to the increased collection costs associated with a glass kerbside service. Scenario 2 has a slightly lower incremental cost due to less frequent commingled waste collection relative to the base case. Scenario 3 has a higher incremental cost due to the more frequent residual waste collection relative to the base case.

Diversion benefits not material as FOGO service already in place but the glass service reduces contamination

Strathbogie Shire already have a good practice kerbside recycling system that includes a weekly FOGO service, and so the kerbside reforms are not expected to have a significant impact on diversion outcomes. A new glass service is expected to shift glass from the commingled stream to the glass stream, which reduces total commingled tonnage by 32%. This helps reduce glass contamination in the commingled stream, improving the value of other recyclable materials.

All scenarios are assumed to have similar waste diversion outcomes, although Scenarios 2 and 3 might encourage less waste to be diverted from the residual waste stream (and therefore diverted from landfill) due to less frequent commingled collection.

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Table 8: Summary of costs and diversion outcomes. All changes are relative to the base case in 2025-26

	Change in total waste costs and cost per serviced property	Diversion outcomes
Scenario 1	16% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%)
Scenario 2	5% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%) May result in increase in residual waste, or encourage waste avoidance
Scenario 3	29% increase	Glass tonnage moves from commingled stream to glass stream (reducing commingled tonnage by 32%) More frequent residual bin collection may reduce incentives to divert waste from landfill

Next steps

This business case, and supporting kerbside waste transition nominal cash flow models, provide the financial analysis of options for implementing the Victorian Government's kerbside waste reforms. The preferred service provision for the kerbside waste transition will also be informed by stakeholder engagement and communications.

The next steps for the kerbside waste transition being undertaken by each council include the following:

- Finalisation of Template Stakeholder Engagement and Communications Plans
- Submission of communications plans to DELWP for approval (prior to conducting any local messaging) – See Box 3 for more details
- Council reports tabled seeking endorsement of business case actions/recommendations and endorsement to commence stakeholder engagement on the nominated scenarios
- Stakeholder engagement on nominated scenarios
- Council decision on preferred service provision
- Completion of Final Transition Plans and submission to DELWP (required 6 months in advance of commencement of service).



Box 3: Stakeholder engagement and communications plans

To compliment the development of council business cases, the Goulburn Valley Waste and Resource Recovery Group (GVWRRG) has also engaged Urban EP to develop a Template Stakeholder Engagement and Communications Plan to further support partner councils with the preparation of their final kerbside transition plans.

This template plan will provide partner councils with a strategic approach and series of actions to

1. outline how councils will engage with their stakeholders to inform the decision making process in respect to the service models they will deliver as part of kerbside reform and,
2. acts as a template to allow councils to modify a plan to best suit their individual needs in informing their communities of the new services and their impacts.

Given councils reliance on the cooperation of its residents, the template plan will be critical to a successful transition process and ensure councils comply with stakeholder engagement provisions as set out in the *Local Government Act 2020* and partner councils' individual stakeholder engagement policies.

To be eligible for funding to support local education and behaviour change messaging, councils must submit their communications plan to DELWP for approval prior to commencing any local messaging.

Source: Goulburn Valley Waste and Resource Recovery Group



A Charts for diversion and costs

This appendix summarises the charts for the different scenarios for total diversion, total costs and costs per serviced property.

Waste diversion

Figure 3: Waste diversion – base case

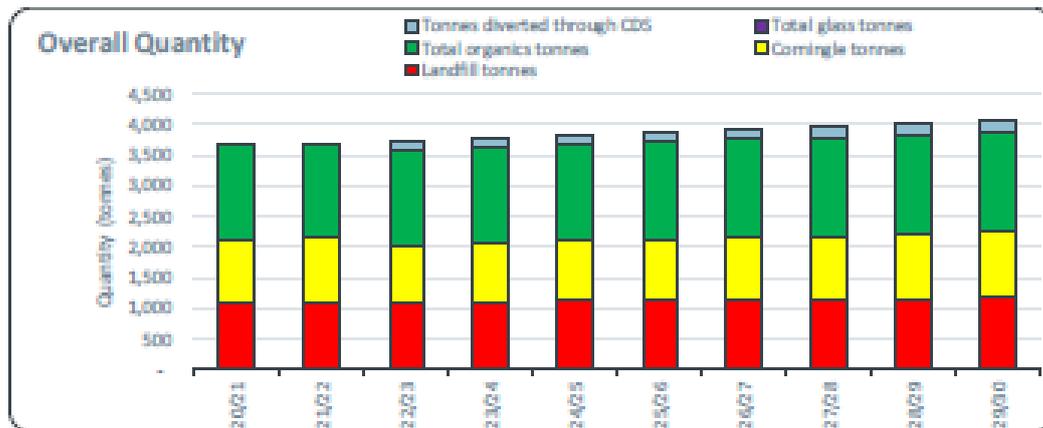
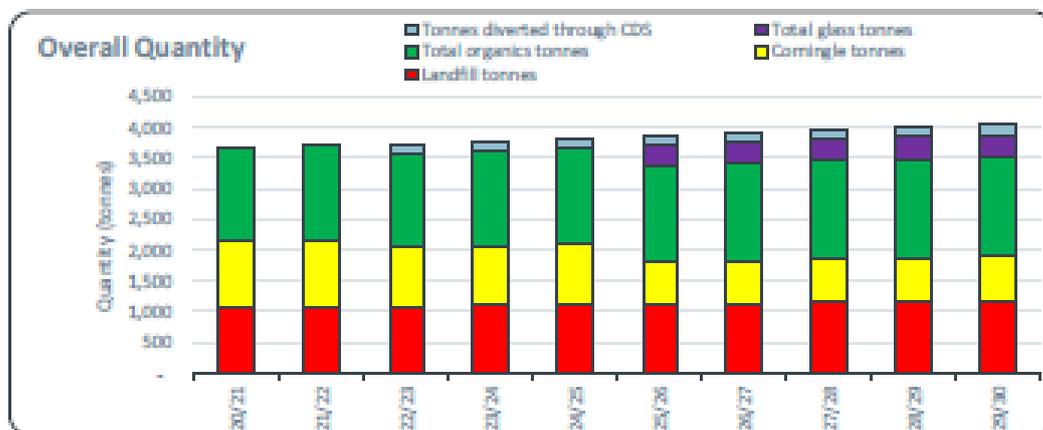


Figure 4: Waste diversion – Scenario 1



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Figure 5: Waste diversion - Scenario 2

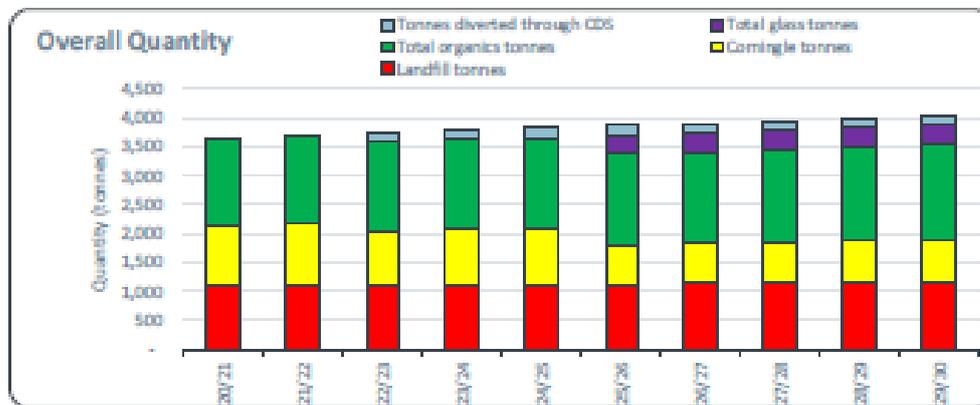
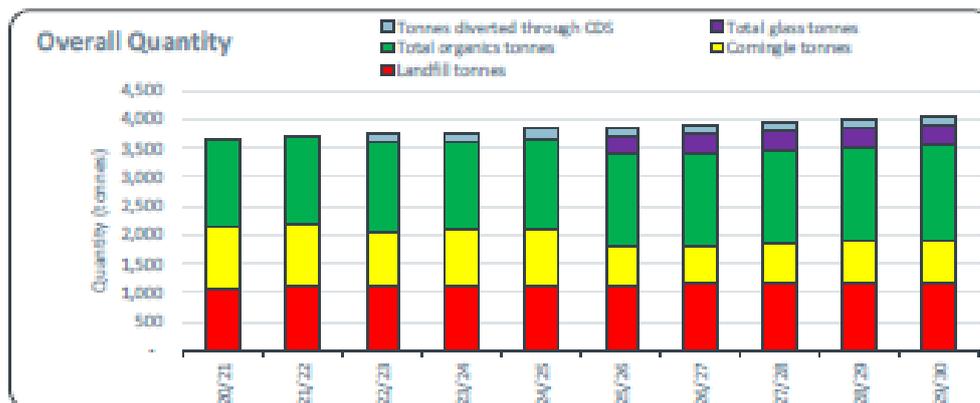


Figure 6: Waste diversion - Scenario 3





Total kerbside costs

Figure 7: Total kerbside collection and disposal cost – base case

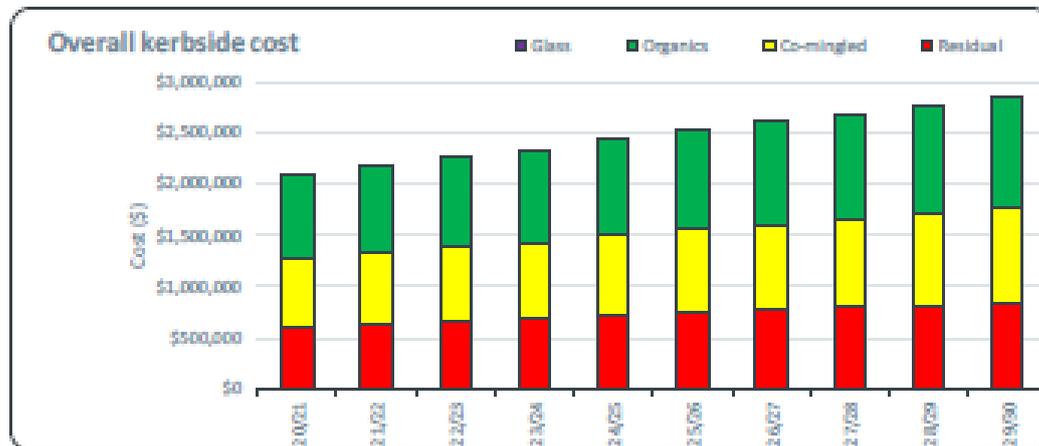


Figure 8: Total kerbside collection and disposal cost – Scenario 1

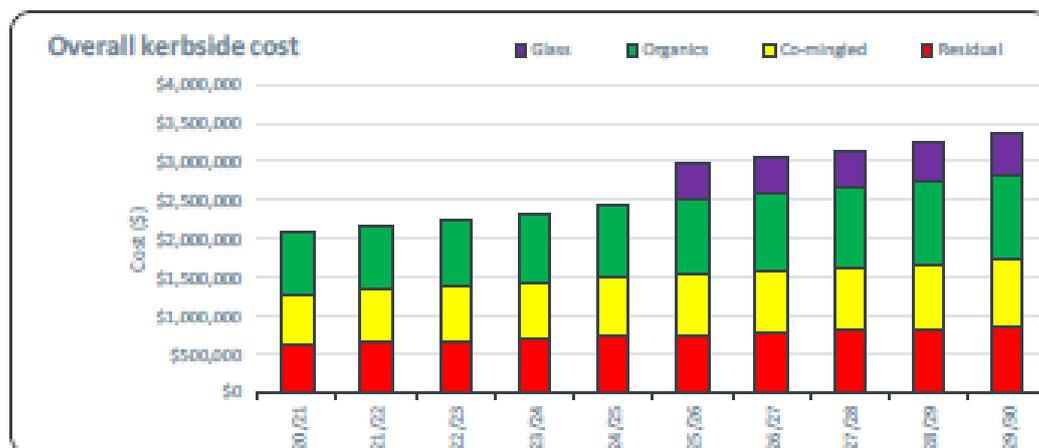




Figure 9: Total kerbside collection and disposal cost – Scenario 2

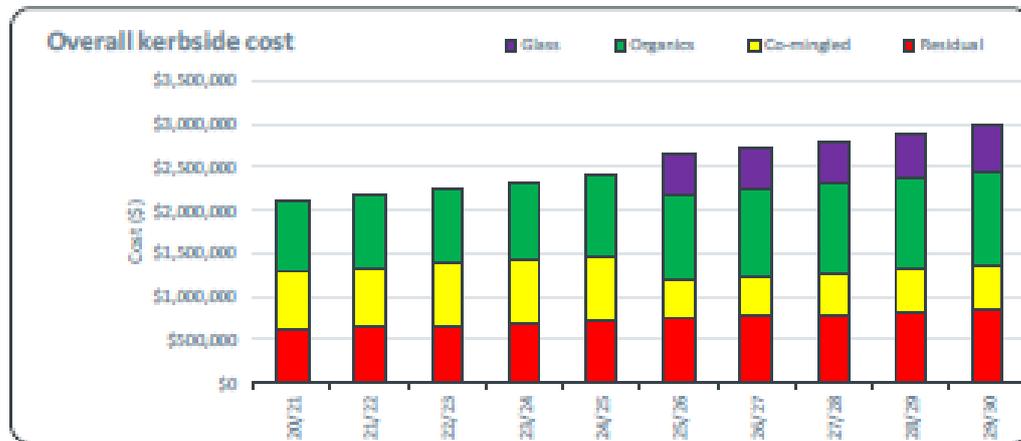
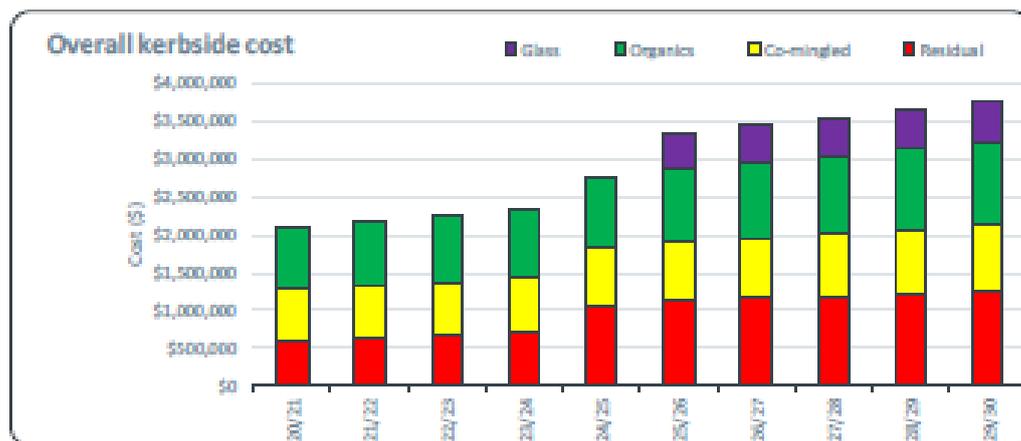


Figure 10: Total kerbside collection and disposal cost – Scenario 3





Costs per serviced property

Figure 11: Kerbside collection and disposal per property cost – base case



Figure 12: Kerbside collection and disposal per property cost – Scenario 1



Kerbside transition planning business case

FINAL



Figure 13: Kerbside collection and disposal per property cost – Scenario 2



Figure 14: Kerbside collection and disposal per property cost – Scenario 3



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ATTACHMENT 2:



**KERBSIDE TRANSITION
PLANNING 2020-27**
Communications and Engagement Plan

February 2021

Document control

Document information

Document name	Kerbside Transition Draft Communications & Engagement Plan
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Reference

Document owner	Merrill Boyd
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Document updates

Document approved for issue

Role	Name	Date
Document Approver	Molly Odgers Environment and Waste Coordinator	
Document Approver	David Roff Director Corporate Operations	
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PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT SYNCRONISHED TO THE PAGE NUMBERING OF THIS AGENDA DOCUMENT

1. Background

Strathbogie Shire Council is focused on facilitating an approach to waste management that minimises the volume of waste being sent to landfill by providing opportunities for residents to reduce overall waste generation and divert recyclable materials away from landfill.

Council's Kerbside Collection Policy (November 2019) provides strategic guidance of the provision of our kerbside collection services in accordance with the objectives and goals of the Strathbogie Shire Council Waste Management Strategy 2019-2024.

Strathbogie Shire currently has four waste collection and processing contracts. All expire on 30 June 2025.

- CM14-15/17 – Landfill Waste, Recyclables and Organics Collection
- CM14-15/20 – Organics Acceptance and Processing
- CM14-15/21 – Recyclables Acceptance and Sorting
- CM14-15/22 – Landfill Waste Acceptance and Disposal

In March 2020, the Victorian Government realised Recycling Victoria, a 10-year policy and action plan for waste and recycling. Recycling Victoria will drive a circular economy and the need for better resource-efficient waste systems, products and services to avoid waste, conserve resources and maximise the value of all materials used.

As part of these changes the Recycling Victoria policy has mandated changes to kerbside collection. The \$129 million government commitment over the next four years will assist all Councils to complete the transition planning, outlining the proposed implementation of a service model.

As part of this plan the government is proposing that all 79 Councils in Victoria move to a four-bin system. These four bins will be:

1. The continuation of residual garbage collection
2. The continuation of a commingled recycling service
3. The separate collection of glass, either via a kerbside service, drop-off facilities or a combination of both by 2027
4. The separate collection of Food Organics and Garden Organics (FOGO) by 2030 and



Strathbogie Shire Council will only be required to roll out one additional bin, a glass bin, as we already offer the other three bins to our residents.

Some configuration settings are in councils' realm of control and may call for community input. This input will help tailor our kerbside services and implementation measures while helping to ensure adherence to Community Engagement Policy and compliance with engagement provisions set out in the Local Government Act 2020.

This plan outlines the communications tools and engagement methods that will be used to seek our community's preference before implementing the new four-bin service model.

2. Objectives

The objective of this community engagement plan is to outline how Council plans to;

- Inform the community of changes proposed to take place in response to State Government policy, and which aspects of those changes are open for community input.
- Engage the community using face-to-face and online community engagement opportunities to ensure Council understands their thoughts and preferences for the final kerbside bin configuration.
- Collaborate with the community to better understand the communication and education needs to be accommodated in the final kerbside transition plan (bin roll out) and related education and guidance activities.

3. Guiding Principals

3.1. Community Engagement

Community engagement is a process to build capacity, strengthen relationships and inform decision making. Strathbogie Shire has developed a set of minimal requirements and objectives that our community engagement must adhere too. These are our engagement principles.

Genuine and transparent: We will be open and honest in our engagement approach. Our scope will be outlined, the purpose clear and we will not shy away from telling the truth – even when it is hard.

Inclusive and accessible: We will be approachable. We will create an environment where diversity of opinion is welcomed, and everyone is heard.

Responsive and flexible: Our engagement approach will be adaptable to ensure it meets its purpose and generates participation. There is no one-size-fits-all approach, so we will be watchful and ready to change.

Listen and learn: We will evaluate and monitor our engagement and consultation to ensure we continually improve.

Council delivers community engagement under the International Association Public Participation (IAP2) Spectrum. IAP2 is an international organisation that focuses on the advancement of practice in public participation.

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program.

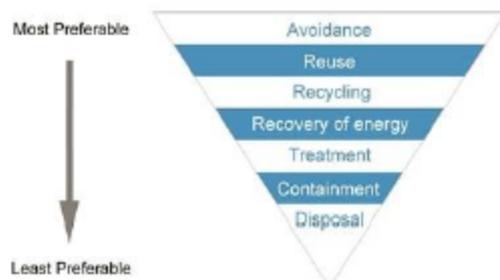
The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level.

The table below provides the five levels of engagement that our outlined by the IAP2 framework.

Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal				
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public				
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Examples				
<ul style="list-style-type: none"> • Newsletters • Updates on Council websites • Fact sheets • Media release • Paid advertisement 	<ul style="list-style-type: none"> • Public Comment • Focus Groups • Surveys • Social media 	<ul style="list-style-type: none"> • Workshops • Deliberative Polling • Public Meetings 	<ul style="list-style-type: none"> • Advisory committees • Deliberative forums • Community panels 	<ul style="list-style-type: none"> • Citizens juries • Delegated decision making

3.2. Waste Hierarchy

The waste management hierarchy or 'waste hierarchy' remains a guiding principle for determining preferred waste management decisions and practices across Australia, featured in both federal and state government policies and strategies.



Ensuring that the community is aware of the waste hierarchy throughout community consultation on this topic is important.

Additionally, ensuring that bin configuration options, education priorities and other aspects of the kerbside bin transition that include waste avoidance, reuse and recycling are promoted as environmentally preferable to disposal options.

4. Approach

Council officers have developed three options for our community to consider when deciding on the roll out of the new four-bin system.

To ensure the community has input into the decision we will use our existing communications and engagement channels to seek input in the options. This will ensure we mitigate any engagement fatigue our community may be feeling.

This includes:

- Presenting the options at Share Strathbogie events. Face-to-face opportunities with Councillors and Council Officers throughout our townships.
- Using the polling section of Council's online engagement hub (to be established)
- Ensuring the discussion on options and potentially trade-off is a discussion in Council's Community forum.

Once Council has this information from the community it can utilise the preferred option to guide decision making and shape the planning of the new kerbside service.

4.1. Target Audience

Community engagement detailed in this plan should seek to reach as many of the following community members as possible to ensure they have the time to take stock of what the service changes may mean to them, and organise themselves to express any concerns and viewpoints via the methods made available by council.

Grouping	Priority groups to specifically target within the general grouping
Shire Residents	Residents who do not receive a kerbside service that may opt for (or require) drop off centre use (these residents must still be consulted). Longer term residents New residents Residents with young families CALD and aboriginal communities MUD residents
Local businesses	Hospitality Event operators Accommodation providers Sports clubs Hospitals Other business generating food scraps and recyclable glass
Internal	Councillors Staff Contactors
Other	Schools Real estate agents (on behalf of tenants and new residents) Community groups Environment groups Strathbogie Shire's eight actions groups Local MPs

4.2. Communication Risk Analysis

The risks and mitigation associated with plan are outlined in the table below.

Communication Risks	Mitigation
Failure to engage early enough to gain the community's views	Develop a plan to implement engagement early
Failure to involve residents through lack of advertising and not reporting back to community	Utilise all media to encapsulate all age groups in Strathbogie via ie, newspaper advertising, forums, social media, website information
Failure to involve residents who are not engaged with council or local media.	Utilise face to face opportunities at local markets, events and other intercept points to capture attention and consult.
Community resist change and are unwilling to accept any of the options provided	Clear information about the project background is available including the negotiables and non-negotiables dictated by state policy and contractual obligations.
Failure to clearly explain the benefits and costs involved in the new four-bin service.	Present the options in a consistent, simple way easy to understand way.
Failure to educate the community about how to use the four-bin service.	Develop a community education program
Failure to implement a local education program to support the new four-bin service	Bring young people along with the idea as we educate their parents and grandparents as well as all the residents

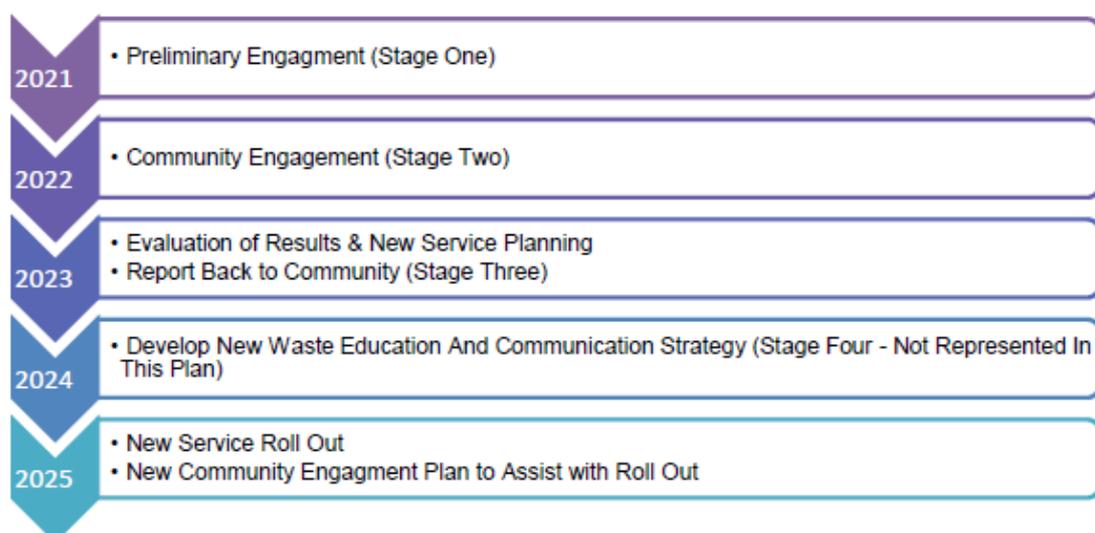
Failure to implement an effective education program to support the new four-bin service	Consult with residents on what education and communications they would want and need to be able to utilise the new four bin system correctly
Failure to meet timelines	Commence the planning for consultation and engagement early in line with other Victorian discussion on recycling
Failure to have bins available at the due date	Liaison with contractor essential
Failure to coordinate with other councils to provide economies of scale	Consistent liaison with adjoining shires and councils
Engagement fatigue	Using Council's established (and to be developed) engagement channels.

4.3. Engagement Timeline

Council aims to provide early guidance on the state-wide changes to kerbside collection and how this will be managed locally.

Delivery of engagement processes under this objective may depend on:

- Planning, approval and market engagement activities
- Potential confirmation (or otherwise) of support from DELWP and/or collateral from SV
- Availability of internal resources, such as the online engagement hub and third-party suppliers to prepare and deliver engagement materials
- Because of the space between stage one and the eventual new serve roll out it is important that we provide clear communication to the community about how to stay informed of the long term project and when they will have an opportunity to have input.



4.4. Engagement Plan Summary

Project stage	Engagement purpose	Engagement goals	Tools and methods	Stakeholder	Evaluation Measure	What does success look like
One	Inform	<p>To ensure ratepayers are aware of the state-wide transition to a four-bin model and why</p> <p>To ensure ratepayers understand how they can have their say on the preferred bin configurations in Strathbogie</p>	<ul style="list-style-type: none"> • Media release • Website content • Social media • Paid advertising • My Strathbogie Bulletin • Letters to action groups • Internal emails 	Shire residents Local Business Internal and Others (see 4.1 for detail)	<ul style="list-style-type: none"> • Ratepayers are invited to participate. • Collated records of individuals who wish to participate in further engagement opportunities 	Clear awareness about the Kerbside Transition Project in the community
Two	<p>Engage</p> <p>To work with residents to identify a preferred option for kerbside collection when we move to a four-bin model.</p> <p>Relationship building</p>	<p>To create an open and honest opportunity for residents to provide feedback on preferred option for kerbside collection model</p> <p>To ensure understanding about the waste hierarchy, environmental and economic impacts of each option</p> <p>To build trust and encourage advocacy for Council's processes</p>	<ul style="list-style-type: none"> • Share Strathbogie face-to-face sessions • Online engagement hub (polling) • Survey (polling) • Fact sheets • FAQ • Evaluation cards • Video on options • Engage community ambassadors • Workshop or Focus group 	Shire residents Local Business Internal and Others (see 4.1 for detail)	<ul style="list-style-type: none"> • The community feels its views were heard • The community feels its views were implemented • The community is well warned and prepared for the transition. • Records and numbers collated from online engagement • Face to face engagement at varied locations and times across the shire • Survey questing asking where and when the resident heard about the project 	<p>More than 75 per cent of participants say they are satisfied with the engagement experience</p> <p>20% of residents participate in engagement activity</p>

Three	Inform	To ensure the community is aware of the transition model adopted by Council	<ul style="list-style-type: none"> • Website content • Social Media • Media release • Paid advertising (regular column) • My Strathbogie Bulletin • Fridge magnets 	Shire residents Local Business Internal and Others (see 4.1 for detail)	<ul style="list-style-type: none"> • Report back to the community • No negative media and/or social media • Residents support the model adopted • Record of levels, timing and methods used across the community to register interest in being informed of further developments 	<p>Community and stakeholder speak in support of Council</p> <p>Council's Community Satisfaction Survey results improve</p>
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5. Key messages

In providing the community with initial awareness of kerbside waste collection service changes, the following key messages have been developed. These messages are in alignment with those developed by the GVWRRG so will be regionally consistent across neighbouring councils.

5.1. Transition Messages (Stage One)

- 1) Council will be introducing improvements to how household waste is being collected across the community. These improvements include the separate kerbside collection of recyclable glass (which will no longer be collected with commingled recycling).
- 2) Council may also provide additional drop off locations for glass, for more rural and remote premises that do not have access to kerbside collection services.
- 3) These changes are required for Strathbogie Shire to comply with new Victorian Government commitments set out in *Recycling Victoria*, that aim to:
 - Improve the performance of Victoria's recycling services
 - Help achieve greater diversion of waste from landfills
 - Reduce the impacts of waste management, including greenhouse gas emissions.
- 4) All Victorian councils will be introducing similar services over coming years, as required by the Victorian Government.
- 5) The configuration of the new services has not yet been decided, it will be decided in consultation with the community and you will be able to provide your input to decision making process later in 2022. You can register your interest in the project here (LINK to mail list) to stay up to date.
- 6) These kerbside collection changes are separate to the State Government's plan to introduce a container deposit scheme (CDS) by 2022-23. This scheme places a refundable charge on beverage containers to encourage recycling and reduce littering. More information on this scheme can be found at <https://www.vic.gov.au/container-deposit-scheme>.

5.2. Engagement Messages (Stage Two)

- 7) The configuration of the new services has not yet been decided, it will be decided in consultation with the community, the aim is to contain any increase in costs for the community in complying with Victorian Government requirements, while ensuring the kerbside collection system is sustainable, environmentally responsible and remains convenient to use.
- 8) In order to ensure the final kerbside collection service best meets the community's needs, Strathbogie Shire Council is seeking views on the preferred frequency and configuration of the proposed new glass service, as well as alterations to the existing landfill and co-mingled recycling service.

- 9) Council is preparing engagement to gather views from across the community over the coming weeks, on their preferred options for this aspect of the new services. Community members can register their interest in providing this feedback.

NOTE: The options to be presented to community are yet to be endorsed. Once options are agreed upon, they will be presented in a graphical and stylised table or infographic to help simplify the information.

5.3. Frequently Asked Questions

To supplement the key messages, Frequently Asked Questions (FAQs) have been developed these will be made available to the public. An indicative set of FAQs has been prepared and is set out in Appendix 1 for Council consideration. However, the precise responses (answers) in the final FAQs will depend on the particulars of the three options yet to be developed.

6. Spokesperson(s)

Spokespeople for this plan include.

- Strathbogie Shire Mayor
- Strathbogie Shire Director Corporate Operations – David Roff

In planning council's initial release of information to the community, there may be benefit in recruiting several higher profile individuals to assist with raising awareness across the community in general and connecting with priority stakeholders.

Council may seek to establish ties with and commitments from the following types of individuals, potentially working through the council's (and councillors') networks and relationships across the community and selected groups:

- Community leaders and individuals (and potentially, organisations, groups and teams) that have prominent standing, are considered authoritative, are relatable, are passionate, or otherwise carry traits that are likely to help capture general community audiences and assist in embedding key messages
- Members within priority stakeholder groups (including CALD communities, schools and priority industries) who are viewed as leaders, acknowledged representatives, respected senior members, and/or established 'insiders' who can assist council in connecting with, building rapport with and earning trust with those groups from the outset of stakeholder engagement through to completion of the kerbside transition process.

In recruiting these engagement partners, council can then seek to couple their involvement to different engagement methods and platforms, with the intent of driving interest and awareness.

7. Required materials & resources

Material	Reference
Key Messages	
Media Release	Advertise discussion points
Education Posters	Link with Recycle Victoria
Maps	Geographical areas
Visuals sketch/photographic	Four bins
Frequency information	Provided with fridge magnets
Video content for Burtons TV	tbc
Social Media content	Lead up then frequent reminders
Website content	Information updated on launch
Media Release	Leading up to implementation and throughout first few months

The table below provides a summary of potential materials and resourcing needs across the three stages of this community engagement plan.

Activity	Resources Required	Staff
Media release	copy written	Waste Education Officer and Communication Officer
Website content	copy written content uploaded image	Waste Education Officer and Communication Officer
Social media	campaign written scheduled	Waste Education Officer and Communication Officer
Paid advertising	designed scheduled	Waste Education Officer and Communication Officer
My Strathbogie Bulletin	copy written	Communication Officer
Letters to action groups	copy written sent	Waste Education Officer
Internal emails	copy written sent	Waste Education Officer
Share Strathbogie face-to-face sessions	Officer attending event organised and promoted	Waste Education Officer and Communication Officer
Online engagement hub (polling)	Unsure	Waste Education Officer and Communication Officer
Survey (polling)	same as above	Waste Education Officer and Communication Officer
Fact sheets	copy written options designed	Waste Education Officer

	infographic printing	
FAQ	copy written printing	Waste Education Officer
Evaluation cards	copy written printing	Waste Education Officer and Communication Officer
Video on options	video	Waste Education Officer and Communication Officer
Engage community ambassadors	face to face meetings workshop	Waste Education Officer
Workshop or Focus group	face to face meetings workshop	Waste Education Officer

8. Budget

Item	RC No. Job No.	Budget (\$) Estimates	Actual (\$)
Advertising (Council's regular adverts will be used so no additional cost)			
Options infographic design		1000	
Options video production		2000	
Factsheet and other material printing		500	
Community focus group (1)		500	
Options survey design		1000	
Budget contingency (10%)		5500	
Total Cost for this communication plan	\$	\$5500	

9. Appendix 1: Indicative FAQ

FAQs derived from initial notice for City of Yarra glass collection services

Why do we need to change?

We want to help fix the recycling industry, create local jobs and use waste as a resource, instead of sending it to landfill. Something simple we can all do to help is separate our waste at its source – our homes and workplaces.

This way we can use more of what we've thrown out, to make more of what we need. It's the circular economy and it's good for local jobs, the environment and our future.

Why do we need a separate glass bin?

We're introducing a separate glass bin to improve the quality of recyclable materials. Glass often breaks in the collection process and makes plastics and paper harder to recycle.

Why do we have to change what we put in each bin?

For a long time, Australia has relied on other countries to take and process our recycling. These markets no longer accept our recycling.

From now on, we're only accepting items that can be recycled in Australia to help to grow our local industry and ensure we can recycle here in the future. This means that some things we used to put in our recycling bins – like milk and juice cartons, aerosol cans, bottle lids and some plastics – can no longer be recycled.

Bins with the incorrect items will no longer be able to be collected until the non-recyclable materials are removed. We need you to help us succeed!

When is it changing?

From November we are introducing a new glass-only recycling bin.

Every household and business in Yarra will receive an 80 litre bin before the new service begins.

If you live in an apartment or a complex that has shared bins you might get a slightly larger shared bin. Your recycling won't change until everyone in Yarra has received their new glass bin.

We're working towards the first glass collections starting from the week beginning [date]. This date may change due to impacts of coronavirus (COVID-19). From [date], you can check the date of your first collection by visiting yarracity.vic.gov.au/bincollection

Bin collection calendar

Check the collection calendar included with this Revolution Kit to confirm the collection dates for each bin. This Revolution Kit is your one-stop-shop to understand what you need to do to sort your recycling right.

FAQs derived from roll out of City of Hobsons Bay glass collection services

Why is glass being collected separately?

Glass is one of the biggest barriers to improve recycling outcomes. It comprises approximately 27 % of recycling volumes, and has been a key contributor to both stockpiling, and to the lack of high volume markets for the state's recyclables.

As glass is compacted during the collection process, it breaks and embeds itself in the paper, cardboard, plastic and metal material which in turn lowers the recycling value of all these other materials. The simple act of separating glass from other materials drastically improves the quality of all recyclable material.

Where do I dispose of broken household glass, such as broken window glass, oven glass etc?

The easiest way to see what goes in which bin, is to download the Recycling 2.0 App for Apple or Android smartphones, or take a look at our interactive feature Which bin does this go in?.

Broken glass is not to be disposed in any of the four Council-supplied bins (this is a hard rubbish item). Please take care when disposing of broken glass. Wear gloves when possible. Hobsons Bay City Council's Hard Waste Collection accepts glass (securely wrapped and marked 'GLASS'). All properties within the Hobsons Bay municipality are able to book one free hard waste collection each financial year (1 July to 30 June). Please contact Council to book your collection.

What happens to the glass in my glass recycling bin?

We're really proud to work with our local partners [company 1] who recycle the glass from our purple bins. End products include building and construction materials such as windows and bitumen, plastic bottles and plastic pellets for making outdoor furniture.

Hobsons Bay City Council and [company 2] signed an MOU at the end of 2019 to demonstrate our intention to work together to recycle kerbside glass to achieve the best possible reuse and circular economy outcomes. At the time of developing the MOU there was no available capacity in Victorian market to sort and process Council's kerbside glass to a form that could be used and recycled.

We are working with [company 2] and several other councils to develop an interim solution as soon as possible. In the meantime, all our glass is going to [company 1] and it will be recycled into construction materials. Once [company 2] is on board, any glass that can't be recycled back into glass will continue to go t

9.15 Road Closure – Euroa Tip Road

Author: Manager Asset Planning

Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

Council approval is sought to commence proceedings to close Euroa Tip Road, at and for 50 metres of remaining road formation north of the railway crossing towards the Seven Creeks, as shown on Attachment 1.

Council's powers over traffic are set up by Schedule 4, clause 10 of the *Road Management Act 2004* and Schedule 11, clause 9 of the *Local Government Act 1989*.

Both the Federal and State Governments have committed funding to upgrade the North East Line from Melbourne to Albury/Wodonga. The project will enable the use of the new VLocity trains and improve rolling stock operations between Melbourne and Albury.

In order for the new VLocity trains to safely maintain a speed of 130kms per hour, Rail Projects Victoria, as part of the North East Line Upgrade, have requested for this crossing to be closed to traffic.

The new *Local Government Act 2020* is being introduced gradually over four tranches. At the time of writing this report, the provisions of the *Local Government Act 1989* remain in place in relation to council powers over traffic. Further, the requirements for the proposal to be advertised to the public for a period of 28 days and allow written submissions to be lodged and heard by Council under section 223 of the Act still remain in place.

RECOMMENDATION

That Council:

- 1. Determines under the powers of section 207 and clause 9 Schedule 11 of the Local Government Act 1989 to close Euroa Tip Road at the railway crossing towards.***
- 2. Resolve to advertise its intention to close Euroa Tip Road at the railway crossing, pursuant to Section 207 of the Local Government Act 1989.***
- 3. Authorise Council officers to place a public notice of the proposed road closure in local newspapers and to obtain the consent of VicRoads in accordance with sections 207, 207a and section 223(a) of the Local Government Act 1989;***

9.15 Road Closure – Euroa Tip Road (cont.)

- 4. Appoints a Committee comprising the whole of Council with a quorum of five Councillors, to hear and consider any written public submission received in relation to the proposed road exchange in accordance with section 223(b) of the Local Government Act 1989.**
- 5. Nominates Tuesday 8th June at 1:00pm as the date and time for the Committee to consider any written or hear any verbal submissions in support of written submissions, in accordance with section 223(b) of the Local Government Act 1989.**
- 6. Be provided with a report outlining a recommendation from the Committee hearing for presentation at the next available Council meeting for its consideration, should any submissions be received regarding the proposed road exchange in accordance with section 223(c) of the Local Government Act 1989.**
- 7. That following the advertising period, if no public submissions are received, authorise officers to undertake the closure of Euroa Tip Road at the railway crossing, with all costs to be borne by the Rail Authority.**

PURPOSE

The purpose of this report is to seek authorisation from Council to commence proceedings for the closure of Euroa Tip Road, at and for 50 metres of remaining road formation north of the railway crossing to the Seven Creeks.

ISSUES, OPTIONS AND DISCUSSION

In order for the new VLocity trains to safely maintain a speed of 130kms per hour, several level crossings along the line are to be either closed or upgraded with boom gates and lights. Within Strathbogie Shire, the Wilbrahams Road crossing is to be upgraded to a full level crossing and the Euroa Tip Road crossing is recommended to be closed.

Council's powers over traffic are set up by Schedule 4, clause 10 of the *Road Management Act 2004* and Schedule 11, clause 9 of the *Local Government Act 1989*.

The section of Euroa Tip Road from Euroa Main Road to the Rail crossing is a public road, with the section between the rail crossing to Drysdale Road being an unused road reserved (no licences) accessed by landowners. This unformed section of Euroa Tip Road, north of the rail crossing, is utilised as a farm access by the landowners, and has a traversable length of only 50m before the road reserve is fenced off (with unlocked gates) just prior to a designated watercourse, which has no formed pavement or crossing point.

9.15 Road Closure – Euroa Tip Road (cont.)

Access from Drysdale Road is also limited to a traversable length of only 75m before the road reserve is fenced off (with an unlocked gate) providing entrance to a property. The remaining length is unformed and provides access to the Seven Creeks.

At the rail crossing there is a service road providing access to the rail bridge over a designated water course.

The abutting properties have rights of access across their road boundaries (section 9 Road Management Act) and a road closure will not affect this basic right but may affect traffic access. Also, a road closure will not affect the right of utilities to use the road reserve.

COMMUNITY ENGAGEMENT

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

Members of the public will be entitled to make a submission in response to the public notice and hearing process conducted. People may also request an opportunity to make a verbal presentation to the committee appointed by Council to consider public submissions. This committee in turn reports the outcomes of the submissions and makes recommendations to Council.

There will be no negative identifiable community impact as this section of road reserve is not being used by the general public and is not required to be used by the general public as a public highway.

In accordance with the *Road Management Act 2004*, Council must seek feedback from emergency services (i.e. Ambulance Victoria, Country Fire Authority and Victoria Police), bus operators, Utility Service authorities and VicRoads during the formal consultation period.

A public notice advising of the proposed road closure is also required to be placed in a daily circulating newspaper calling for submissions from the general public over a 28-day period from the date of advertisement.

Submissions will be considered by the Council Committee and the proposal amended where appropriate. The Committee will then prepare a report with recommendations based on the submissions to be presented to Council for adoption.

POLICY CONSIDERATIONS

Council Plans and Policies

- Council Plan: -
 - Goal 3 - To provide quality infrastructure;
 - Key Strategy – Provide best practice management of all assets including roads, bridges and facilities.
 - Goal 4 – To support and drive economic development.
 - Key Strategy – Promote and support local business and produce.

9.15 Road Closure – Euroa Tip Road (cont.)

- Asset Management Strategy
 - Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

The new *Local Government Act 2020* is being introduced gradually over four tranches. At the time of writing this report, the provisions of the *Local Government Act 1989* remain in place in relation to council powers over roads. Further, the requirements for public submissions to be lodged under section 223 of the Act still remain in place.

The following provisions of the *Local Government Act 1989* are relevant and at this stage, are continuing indefinitely:

- Section 207 (Powers of Councils over traffic)
- Clause 9 (Power to place obstructions or barriers on a road permanently) of Schedule 11 (Powers of Councils over traffic)
- Section 207A (Submissions under section 223)
- Section 223 (Right to make submissions)

Conflict of Interest Declaration

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

Transparency

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

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules
- conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

There will only be minimal financial cost to Council for the supply and installation of appropriate road closed signage. Any major infrastructure installations and costs shall be incurred by the rail authority at its bequest.

9.15 Road Closure – Euroa Tip Road (cont.)

SUSTAINABILITY CONSIDERATIONS

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

Economic

The author of this report has considered the following economic implications of the development:

Local economy

- (a) Provide for local economic opportunities
- (b) Offer good access to quality services and facilities.

Social

The author of this report has considered the following social implications of the proposal:

- (a) sense of community – promoting social interaction;
- (b) community services – providing a range and quality of services for different groups, accessibility of services.

Environmental

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

Climate change

The State Planning Policy Framework (SPPF) currently includes high level strategic objectives and statements which encourage strategies to respond to the impacts of climate change including:

- Siting and designing buildings to minimise the impact on the natural environment.
- Encouraging reduced energy and water consumption through environmentally sustainable subdivision and building design.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Conditional on the outcome of public consultation, Council has the power whether to close a road within its municipality.

9.15 Road Closure – Euroa Tip Road (cont.)

The closure of this un-named road is not viewed as a significant action for the reason that there is:-

- no loss of legal access to any party
- does not affect the right of Utilities to use the road reserve
- have any effects on Council infrastructure and services, and
- have any effects on abutting properties and their owners and occupiers.

The road closure will improve the safety and travel times of rail commuters to and from Euroa.

ATTACHMENTS

Attachment 1: Locality Plan – Road Closure

ATTACHMENT 1:



Source: Vic Emergency Map

**9.16 Road Exchange – Un-named Road Reserve (Gilgai Farm)
- Change of submission hearing date**

Author: Manager Asset Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

At the March Council Meeting, Council resolved the following hearing date for any submissions in relation to the commencement of proceedings to deviate a road for a road reserve adjacent to the un-named road within 4316 Heathcote-Nagambie Road, Gilgai Farm (the Property) for Lots 3 and 8 on Title Plan TP 009233Q, as shown on Attachment 1.

5. Nominates 6th April at 1:00pm as the date and time for the Committee to consider any written, or hear any verbal submissions in support of written submissions, in accordance with section 223(b) of the Local Government Act 1989.

As a result of advertising delays, a new date and time for the Committee to consider any written, or hear any verbal submissions in support of written submissions, has been set.

RECOMMENDATION

That Council resolve that Tuesday 11 May at 5:00pm be nominated as the date and time for the Committee of Council to consider any written, or hear any verbal, submissions in support of written submissions, in accordance with section 223(b) of the Local Government Act 1989.

PURPOSE

The purpose of this report is to seek authorisation from Council to commence proceedings for a road deviation for road reserve adjacent to Lot 3 - TP 009233Q in the eastern part of the Property.

Following the road deviation, an area of road reserve being 5,215m² adjacent to Lot 3 - TP 009233Q within the eastern part of the private property (identified by cross hatching on Attachment 2) will be exchanged for an area of 6,357m² in the western section of the property following the existing physical track. The part of the property in the western exchanged is part of Lot 8 - TP 009233Q (identified by shaded area on Attachment 2) which traverses through the property. This part of the Road is used by DELWP, GM-W and is open to members of the public to access the Goulburn River.

9.16 Road Exchange – Un-named Road Reserve (Gilgai Farm)
- Change of submission hearing date (cont.)

ISSUES, OPTIONS AND DISCUSSION

A Council may deviate a road through private land, Crown land or land held by licensees under the *Land Act 1958* (whether or not the land is subject to any rights of way).

This un-named road reserve commences in the northwest of the Property at the Heathcote/Nagambie Road and traverses southeast through the Property for approximately 510m before diverting further south for an additional 270m to the Goulburn River. This section of un-named road is not on Council's road register, nor is it maintained by Council.

All of the property is within the Farming Zone and is partly affected by the Flood Overlay. The Property (Gilgai Horse Farm) currently includes a dwelling, caretaker house, stable complex, gardens, gravel tracks and extensive horse paddock fencing. Parts of the Property comprises of undulating land, gains access from Heathcote/Nagambie Road and is readily accessible to the Goulburn River.

The subject land is part of an agricultural precinct that is identified as being a mix of traditional grazing and equine land uses. The land is considered to be suited to agriculture and in this case an equine breeding farm.

In January of this year, the owner of the Property applied to Council for a planning permit to construct two staff accommodation buildings within Lot 3, where the owner also identified that part of the works are within the road reserve.

The owner of the Property has requested the Council undertake a road exchange process to exchange the Road Reserve area adjacent to Lot 3 - TP 009233Q proposed for the staff accommodation buildings in the eastern part of the Property (hashed on Attachment 2) with part of Lot 8 - TP 009233Q in the western section of the Property (outlined yellow on Attachment 2) that is used by members of the public to access the Goulburn River. On advice from the owner, the areas proposed to be exchanged result in an increase in road reserve area of 1,142m², from 5,215m² to 6,357m². By undertaking this road exchange the owner will be able to construct the two staff accommodation buildings, which will enable the onsite housing for the large number of overseas employees that work during the foaling and spring racing seasons. Currently the owner books out the Nagambie Motel for the staff during these periods.

The proposed area of road reserve adjacent to Lot 3 - TP 009233Q, refer Attachment 2, is required to construct the accommodation buildings and is required to be deviated as a road before the exchange can take place.

COMMUNITY ENGAGEMENT

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

9.16 Road Exchange – Un-named Road Reserve (Gilgai Farm)
- Change of submission hearing date (cont.)

Members of the public will be entitled to make a submission in response to the public notice and hearing process conducted. People may also request an opportunity to make a verbal presentation to the committee appointed by Council to consider public submissions. This committee in turn reports the outcomes of the submissions and makes recommendations to Council.

There will be no negative identifiable community impact as this section of road reserve is not being used by the public and is not required to be used by the public as a public highway.

There have been discussions with, and assistance provided by, DELWP in determining that Crown Land (road) is discontinued under the Clause 2 process of the *Local Government Act 1989*.

POLICY CONSIDERATIONS

Council Plans and Policies

- Council Plan: -
 - Goal 3 - To provide quality infrastructure;
 - Key Strategy – Provide best practice management of all assets including roads, bridges and facilities.
 - Goal 4 – To support and drive economic development.
 - Key Strategy – Promote and support local business and produce.
- Asset Management Strategy
 - Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

The new *Local Government Act 2020* is being introduced gradually over four tranches. At the time of writing this report, the provisions of the *Local Government Act 1989* remain in place in relation to council powers over roads. Further, the requirements for public submissions to be lodged under section 223 of the Act still remain in place.

The following provisions of the *Local Government Act 1989* are relevant and at this stage, are continuing indefinitely:

- Section 206(1) (Power of Councils over Roads)
- Clause 2 (Power to deviate Roads) of Schedule 10 (Powers of Councils over Roads)
- Section 207A (Submissions under section 223)
- Section 223 (Right to make submissions)
- Section 207B (Certain land used, or to be used for Roads to vest in Council)
- Section 207D(1)(b) (Registration of titles of land affected by action concerning roads)
- Section 207E Alterations to titles if land exchanged).

9.16 Road Exchange – Un-named Road Reserve (Gilgai Farm)
- Change of submission hearing date (cont.)

Conflict of Interest Declaration

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

Transparency

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

Decisions made by Council will be: -

- undertaken in accordance with the Act and the Governance Rules
- conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

There will be no financial cost to Council as the owner of the Property will incur all costs at his bequest.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The author of this report has considered the following economic implications of the development:

Local economy

- (a) Provide for local economic opportunities (including businesses; shared spaces etc.)
- (b) Offer good access to quality services and facilities

Social

The author of this report has considered the following social implications of the proposal:

- (a) sense of community – promoting social interaction;
- (b) community services – providing a range and quality of services for different groups, accessibility of services;
- (c) education and skills development – providing education options for the community.

9.16 Road Exchange – Un-named Road Reserve (Gilgai Farm)
- Change of submission hearing date (cont.)

Environmental

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

Climate change

The State Planning Policy Framework (SPPF) currently includes high level strategic objectives and statements which encourage strategies to respond to the impacts of climate change including:

- Siting and designing buildings to minimise the impact on the natural environment.
- Encouraging reduced energy and water consumption through environmentally sustainable subdivision and building design.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Conditional on the outcome of public consultation, Council has the power and complete discretion whether to deviate a road within its municipality. Council can declare a Government Road to be 'unused' in consultation with Department of Land Water Planning and Environment's (DELWP) and the responsibility transfers to DELWP.

Gazetting of a notice of discontinuance in the Victoria Government Gazette frees the land from all private and public rights and encumbrances save for certain rights and powers of public authorities.

The discontinuance of this un-named road is not viewed as a significant action for the reason that there is: -

- no loss of legal access to any party (emergency service providers and statutory service authorities), or the public
- have any effects on Council infrastructure and services, and
- have any effects on abutting properties and buildings and their owners and occupiers.

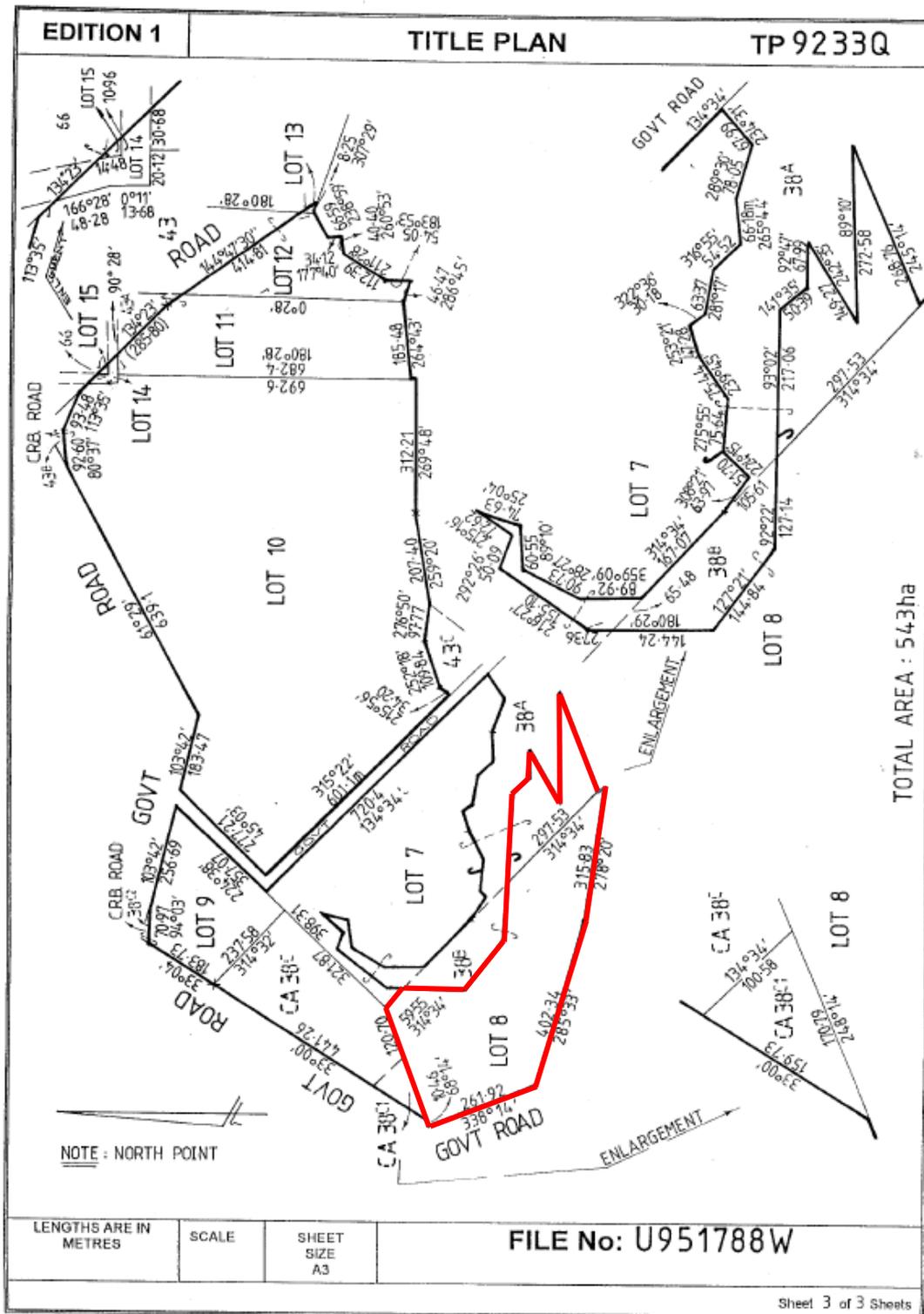
The road exchange will allow the newly created road reserve to following the existing physical track leading back to the Goulburn River.

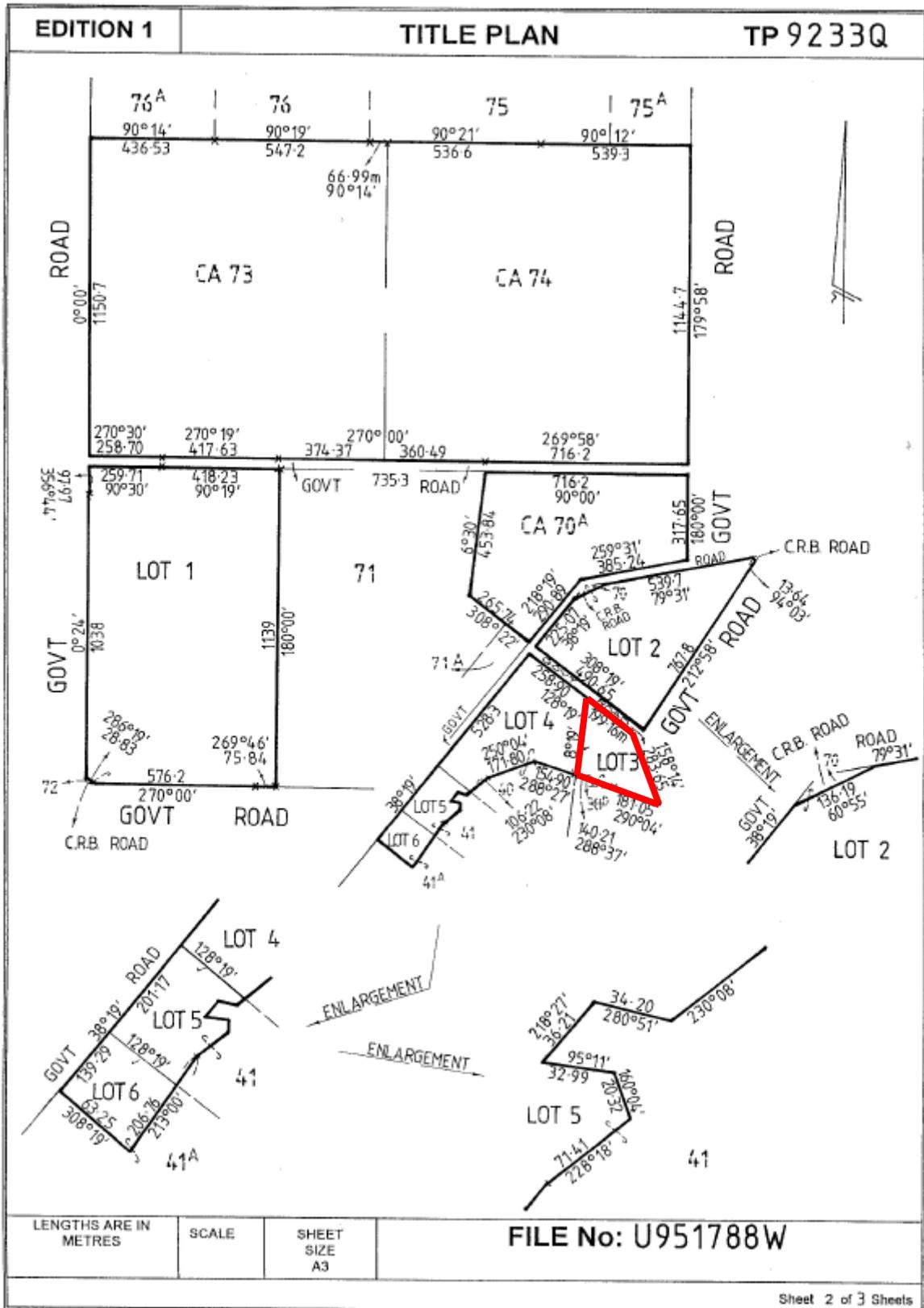
ATTACHMENTS

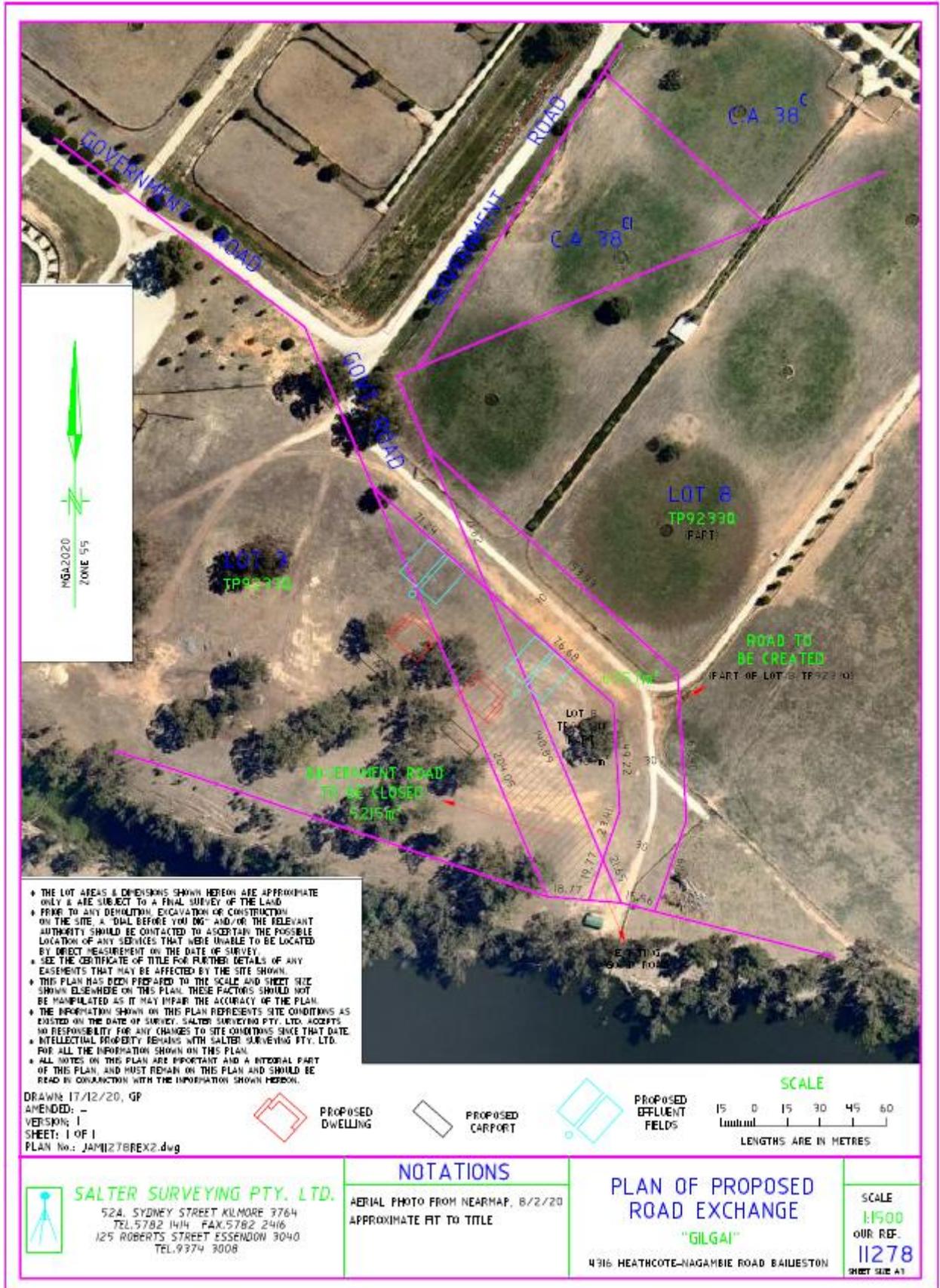
Attachment 1: Title Plan TP 009233Q

Attachment 2: Plan of Proposed Road Exchange

ATTACHMENT 1: Title Plan TP 009233Q







9.17 **VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogrie Shire Council**

Author: Manager Asset Planning

Responsible Director: Community & Planning

EXECUTIVE SUMMARY

As part of the performance audit Maintaining Local Roads, the Victorian Auditor-General's Office (VAGO) compared councils' road maintenance costs.

VAGO examined whether councils use asset data, budget information and community feedback to inform their planning for road maintenance. They also looked at whether councils are finding and implementing ways to achieve value for money and maintain roads in a timely manner.

Five councils across a spread of types and sizes were audited by VAGO (City of Greater Bendigo; Gannawarra Shire Council; Maribyrnong City Council; Northern Grampians Shire Council; Yarra Ranges Shire Council), who also conducted a sector-wide questionnaire to collect road maintenance data and all 79 councils participated.

VAGO asked councils about:

- the accuracy of their road data
- resealing works and costs
- the impact of joint procurement on costs.

Overall, Strathbogrie Shire Council performance as part of the sector-wide questionnaire is in good form compared with other small shires and in total.

VAGO concluded within the audit report that councils cannot determine whether they are achieving value for money when maintaining their road network. This is because councils lack the detailed cost data they need to analyse and benchmark their performance. In addition, some councils:

- lacked detailed cost data
- have gaps in their road condition data
- are not effectively engaging their communities to understand road users' needs.

Out of the audit, 10 recommendations were made by VAGO. Areas that Strathbogrie Shire Council can strengthen on moving forward and to support the development of the Asset Management Plan include:

- taking a proactive approach to maintenance to prevent more expensive future maintenance and reconstruction;
- assessing financial data and understanding reasons for its changes;
- planning for maintenance activities using financial data;
- effectively engaging communities to understand road users' needs.

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

RECOMMENDATION

That Council note the 10 recommendations made by the Victorian Auditor-General's Office to all Victorian Councils in relation to maintaining local roads.

PURPOSE AND BACKGROUND

The Victorian Auditor-General's Office (VAGO) undertook an audit to determine if councils are achieving value for money in maintaining their local roads. This report was tabled in State Parliament on the 17th March 2021.

Road maintenance ensures roads are safe and functional. In Victoria, councils manage local roads, which comprise 87 per cent of the state's road network. Local roads represent 10 per cent of council expenditure, so councils need to maintain them in a cost-efficient and financially sustainable way.

VAGO examined whether councils use asset data, budget information and community feedback to inform their planning for road maintenance. They also looked at whether councils are finding and implementing ways to achieve value for money and maintain roads in a timely manner.

Five councils were audited across a spread of types and sizes:

- City of Greater Bendigo
- Gannawarra Shire Council
- Maribyrnong City Council
- Northern Grampians Shire Council
- Yarra Ranges Shire Council.

VAGO also conducted a sector-wide questionnaire to collect road maintenance data. All 79 councils participated.

VAGO concluded that councils cannot determine whether they are achieving value for money when maintaining their road network. This is because councils lack the detailed cost data they need to analyse and benchmark their performance. In addition, some councils:

- lacked detailed cost data
- have gaps in their road condition data
- are not effectively engaging their communities to understand road users' needs.

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogrie Shire Council (cont.)

To assist councils in planning for road maintenance, achieving value for money and compliance with road management plans, VAGO have made 10 recommendations to all Victorian councils:

- five about improving the information used for road maintenance planning
- three about collecting and reporting accurate performance data
- two about using data to assess council performance on Road Management Plans.

ISSUES, OPTIONS AND DISCUSSION

The roads data summary for the Strathbogrie Shire Council results, based on the sector-wide questionnaire to collect road maintenance data for the timeframe of 2014-15 to 2018-19, against similar size councils and the broader sector are shown below.

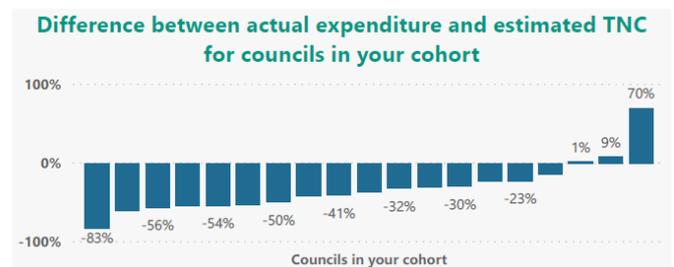
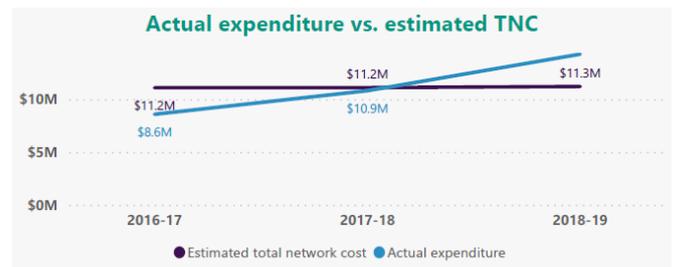
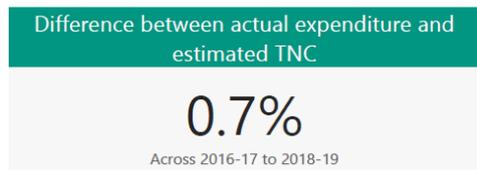
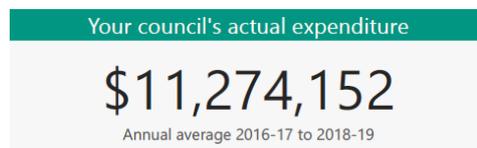
1. Network Costs

The Victorian Local Government Grants Commission (VLGGC) estimates a total network cost (TNC) for each council based on:

- road network size
- traffic volume
- cost modifiers.

VLGGC then uses the TNC estimate to determine grant distribution.

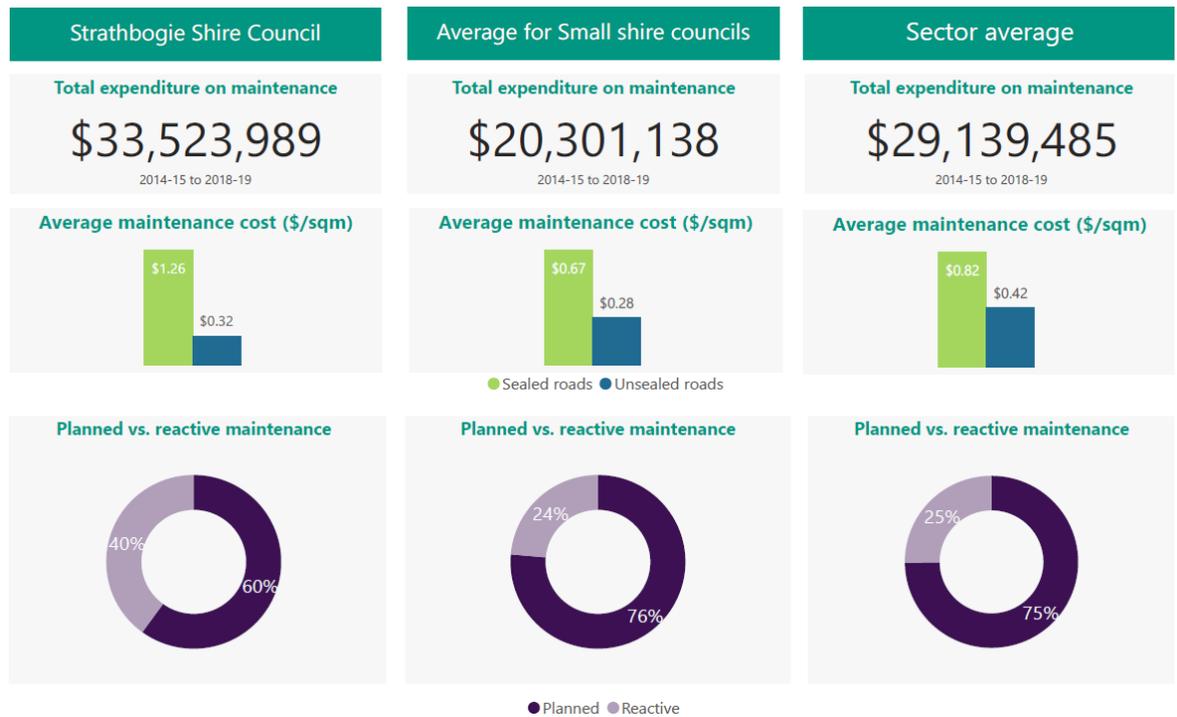
Below compares Council's TNC with the actual road expenditure Council reported to the VLGGC.



9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

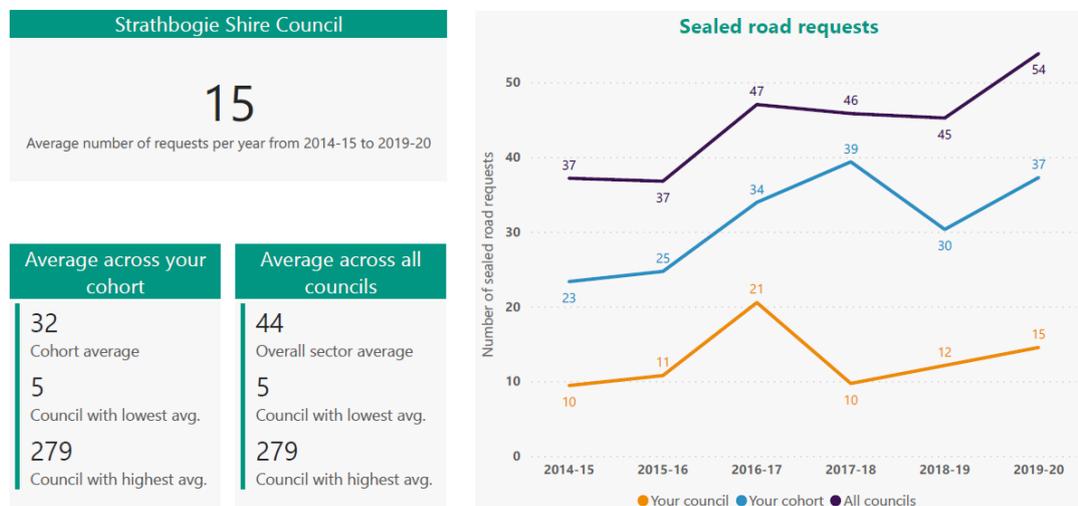
2. Maintenance Expenditure

Planned maintenance involves preventative road works. Reactive maintenance is when councils respond to defects that someone finds and reports.



3. Customer Requests

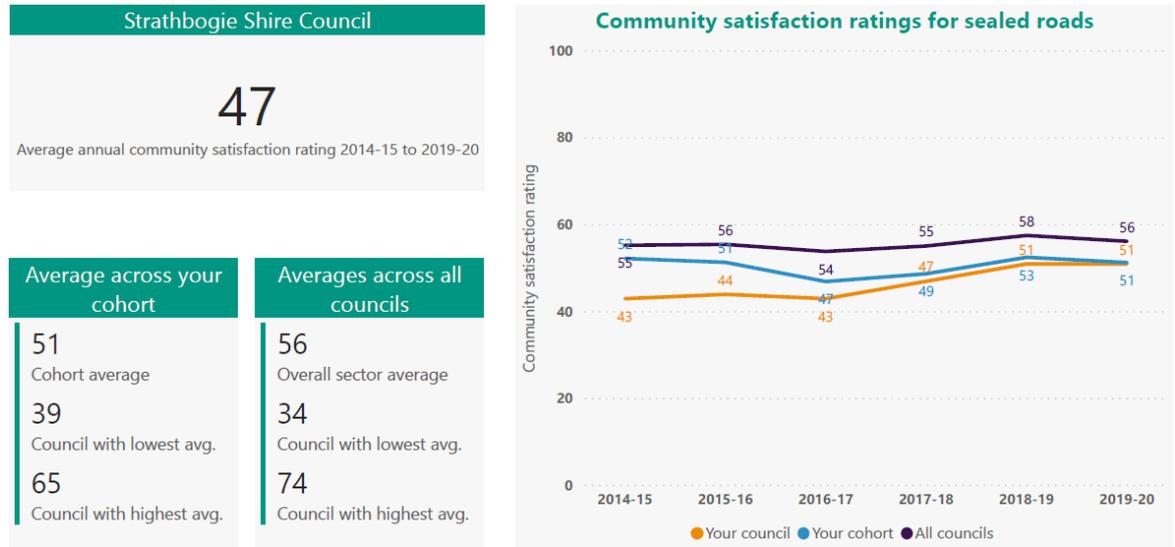
As part of the Local Government Performance Reporting Framework (LGPRF), councils report the number of community requests to fix defects on sealed roads. This measure is expressed as the number of requests per 100 kilometres of sealed local road.



9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

4. Community Satisfaction

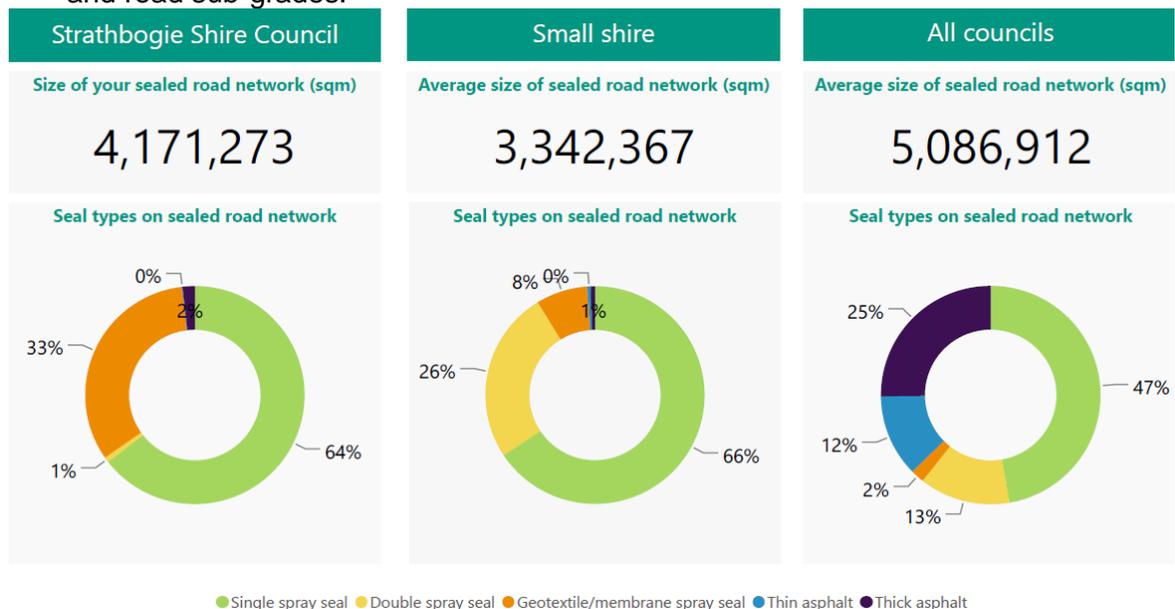
Councils report on community satisfaction with their sealed roads to the LGPRF. This measure is expressed as a rating out of 100.



5. Seal Types

The type of seal a council chooses for a sealed road depends on several factors.

These include traffic volume; number of heavy vehicles using the road; climate and road sub-grades.



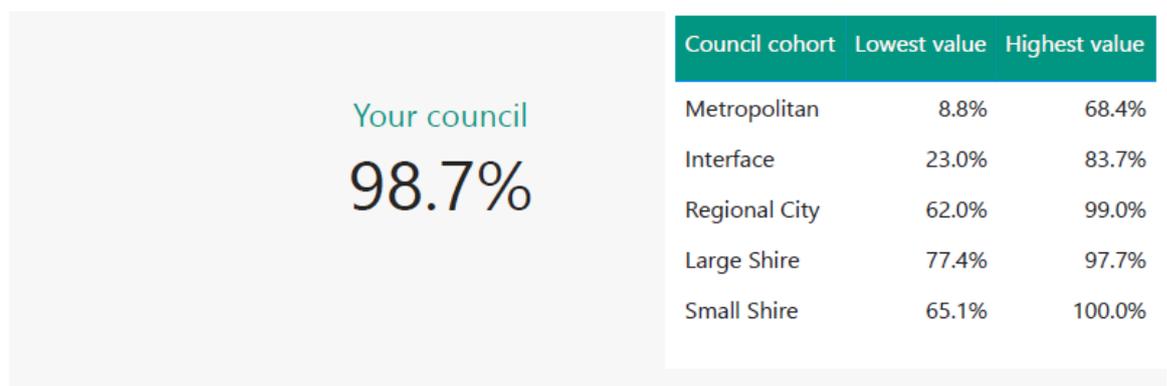
9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

6. Traffic Volume

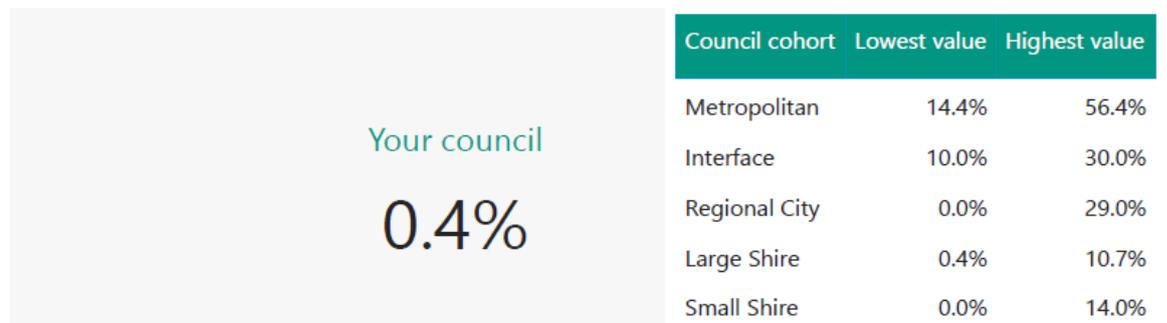
Traffic volume is a key factor in determining the seal type that is most suitable for a road.

Roads have been classified with less than 500 vehicles per day (VPD) as having low traffic volume and roads with more than 1000 VPD as having high traffic volume.

Percentage of roads with low traffic volume



Percentage of roads with high traffic volume



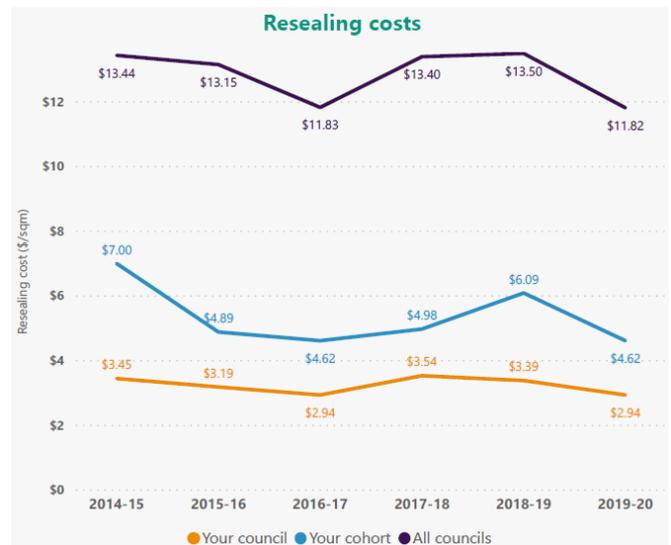
9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

7. Resealing Costs

Resealing costs are mostly driven by the seal type a council uses.

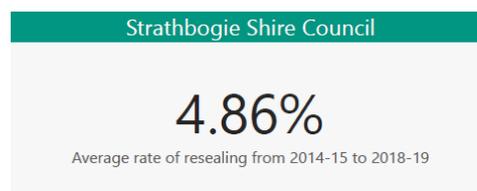


Average costs across your cohort (\$/sqm)	Average costs across all councils (\$/sqm)
\$5.37 Cohort average	\$12.85 Overall sector average
\$3.24 Council with lowest avg.	\$3.24 Council with lowest avg.
\$12.74 Council with highest avg.	\$49.34 Council with highest avg.

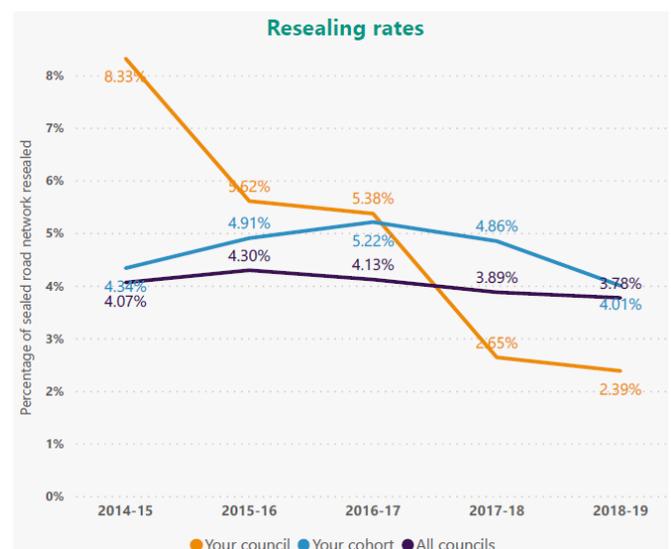


8. Resealing Rates

One way to assess a council's long-term asset planning is to consider its rate of resealing in the context of the life span of roads in its network.



Average rate across your cohort	Average rate across all councils
4.67% Cohort average	4.03% Overall sector average
1.72% Council with lowest avg.	0.54% Council with lowest avg.
6.32% Council with highest avg.	9.23% Council with highest avg.



9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogrie Shire Council (cont.)

9. Joint Procurement

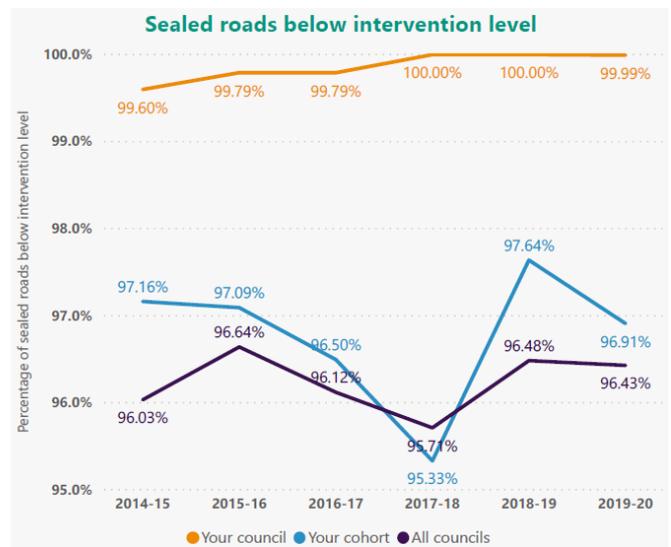
Presently, Council does not partake in joint procurement for resealing

10. Renewal Intervention Level

Intervention level refers to the worst condition level of an asset that a council will allow. When a road goes above the intervention level, it requires maintenance to ensure quality.



Percentage across your cohort	Percentage across all councils
96.77% Cohort average	96.24% Overall sector average
86.60% Council with lowest avg.	80.88% Council with lowest avg.
100.00% Council with highest avg.	100.00% Council with highest avg.

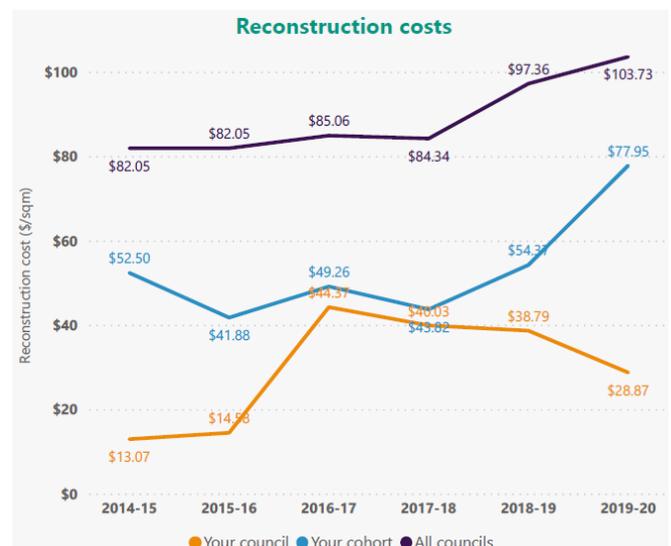


11. Reconstruction Costs

The LGPRF collects data from councils on the direct reconstruction cost per sqm of sealed local roads reconstructed.



Average across your cohort (\$/sqm)	Average across all councils (\$/sqm)
\$53.62 Cohort average	\$89.10 Overall sector average
\$27.27 Council with lowest avg.	\$27.27 Council with lowest avg.
\$153.88 Council with highest avg.	\$269.85 Council with highest avg.



9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

VAGO's recommendations about maintenance planning

1. Set and document timeframes to survey the condition of sealed and unsealed road networks with consideration of Australian Road Research Board's Best practice guide for sealed roads 2020 and Best practice guide for unsealed roads 2020.
2. Review road surveying methods and consider options to incorporate technologically advanced surveying equipment.
3. Review specifications of current predictive modelling software for roads and evaluate the need to procure, or jointly procure with other councils, an alternative software that integrates with other key council systems and is fit-for-purpose.
4. Provide communities with detailed information on service levels for road maintenance and collect their feedback at least once every two years.
5. Set unit rates for reactive maintenance to:
 - determine the adequacy of planned maintenance in reducing reactive maintenance costs
 - compare costs of different road maintenance activities.

VAGO's recommendations about achieving value for money

6. Ensure data reported to Victorian Local Government Grants Commission and as part of the Local Government Performance Reporting Framework is accurate by:
 - complying with relevant instructions
 - establishing quality assurance processes over data collection and submission
 - periodically reviewing data to identify errors.
7. Identify, collect and internally report on data necessary to understand whether the council is achieving long-term value for money in road maintenance, including:
 - expenditure on planned and reactive maintenance
 - use of different seal types
 - amount of resealing completed.
8. Undertake self-assessments of the cost of road maintenance against similar councils by:
 - using publicly available data from Victorian Local Government Grants Commission and the Local Government Performance Reporting Framework
 - incorporating detailed analysis of factors such as traffic volume and road surface to understand whether costs are commensurate with community needs.

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

VAGO's recommendations about Road Management Plan compliance

9. Collect and retain data on compliance with timeliness standards in road management plans.
10. Establish performance measures for road management plans and use them to annually review performance and the practicality of standards set out in the plans.

COMMUNITY ENGAGEMENT

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

In this matter, no community consultation is required other than Council is currently proactively engage with its community to understand what they need and expect from the road network.

Future community engagement to be undertaken by the Asset Planning Group shall provide the opportunity for Council to educate the community on planning considerations, such as budgets and service levels.

POLICY CONSIDERATIONS

Council Plans and Policies

- Council Plan: -
 - Goal 2 – To sustainably manage our natural and built environment;
 - Key Strategy – Protect and enhance our built environment; and
- Asset Management Policy
 - Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.
- Asset Management Strategy
 - Ensure the Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

LEGAL CONSIDERATIONS

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

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogrie Shire Council (cont.)

Road Management Act 2004

The Road Management Act 2004 (RMA) lists the roles and responsibilities of different authorities across Victoria's road networks. It establishes the functions and powers of councils as the road authority for local roads. Under section 40, councils have a statutory duty to inspect, maintain and repair public roads. This legislation also requires councils to maintain a register of all roads for which they are responsible.

Under the RMA, councils can choose to develop a Road Management Plan (RMP) that details standards or policies on how they will perform their road management duties.

This includes:

- service levels
- criteria on what defects to repair
- what type of response the council will use for different defects.

It is not compulsory for councils to develop an RMP. However, an RMP can provide a defence to civil cases brought against a council for damages related to their roads. Councils need to comply with the standards set out in their RMP and maintain records of compliance in order to rely on this defence.

Councils that choose to have an RMP must consult their community on it.

Local Government Act 2020

The Local Government Act 2020 (LGA 2020) describes principles that councils must apply when performing their roles, including:

- strategic planning and community engagement
- pursuing innovations and continuous improvement
- ensuring the council's financial viability.

This means that councils need to use their resources efficiently and effectively to deliver services that meet community needs.

The LGA 2020 also requires councils to adopt and maintain a community engagement policy that they must apply when developing:

- planning and financial management
- community vision
- a council plan
- a financial plan
- revenue and rating planning
- an asset plan.

The LGA 2020 requires all councils to have this by 1 March 2021.

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogie Shire Council (cont.)

Conflict of Interest Declaration

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

Transparency

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

Decisions made by Council will be: -

- undertaken in accordance with the *Local Government Act 2020* and the Governance Rules; and
- conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the *Local Government Act 2020*.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

The maintaining of Council's local roads forms part of Council's Long-Term Financial Plan.

SUSTAINABILITY CONSIDERATIONS

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

The author of this report has considered that there are no significant sustainability implications of the proposal.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Overall, Strathbogie Shire Council performance as part of the sector-wide questionnaire is in good form compared with other small shires and in total as Council currently:

- Surveys both sealed and unsealed road conditions (including bridges) once every three years by a specialist to collect condition data to influence road treatments.

9.17 VAGO Report into Maintaining Local Roads – Roads data summary for Strathbogrie Shire Council (cont.)

- Asset Planning is currently looking into its current predictive software to determine if integration into the CONFIRM asset database shall provide added benefits.
- Council is in the early process of reviewing its Asset Management and Road Management Plans. During this process it is intended to engage the community regarding level of service to ensure that the resulting products are agreeable between Council and the community.
- Council monitors its sealing and grading of unsealed roads and tracks the extent of roads sealed/graded vs the cost of the works performed. This provides Council an indicative idea of costs of work.
- When reporting on asset data, both the Finance and Assets teams are involved, this is to ensure that the information communicated is consistent and accurate.
- The RMP specific KPIs are set for all relevant staff and internal reviews are undertaken every 12 months, with external reviews undertaken every four years.

ATTACHMENTS

Attachment 1: VAGO Report: Maintaining Local Roads ~ Roads Data Summary for Strathbogrie Shire Council

ATTACHMENT 1:



Maintaining Local Roads

Roads data summary for Strathbogrie Shire Council

March 2021

About this report

As part of the performance audit *Maintaining Local Roads*, the Victorian Auditor-General's Office (VAGO) compared councils' road maintenance costs. This report shows your council's results against your council cohort and the broader sector.

The results are based on datasets from:

- the Local Government Performance Reporting Framework (LGPRF), 2014–15 to 2019–20
- the Victorian Local Government Grants Commission (VLGGC), 2014–15 to 2018–19
- our questionnaire, 2014–15 to 2018–19.

Interpreting the data in this report

You should read your council's results in the context of the findings in our performance audit report *Maintaining Local Roads*. You can find this on our website: www.audit.vic.gov.au.

We encourage you to examine these results in consideration of factors that impact road maintenance works at your individual council.

Questionnaire methodology

We conducted our questionnaire in May 2020. All 79 councils participated. We selected the timeframe of 2014–15 to 2018–19 for our questionnaire to balance the need to analyse data over time without burdening councils. At the time of the questionnaire, 2019–20 data was not yet available.

We asked councils about:

- the accuracy of their road data
- resealing works and costs
- the impact of joint procurement on costs.

To improve the quality of our data, we verified questionnaire results with councils that reported significantly higher or lower results than comparable councils.

Data accuracy

As part of our questionnaire, we asked councils to self-assess the accuracy of data they had provided. Councils could rate their data accuracy as:

- low
- moderate
- high.

Overall, 72 per cent of councils rated their data accuracy as moderate.

Of the 20 councils who self-assessed their data accuracy as high, we found that 10 had errors in their data, such as missing or incorrect data.

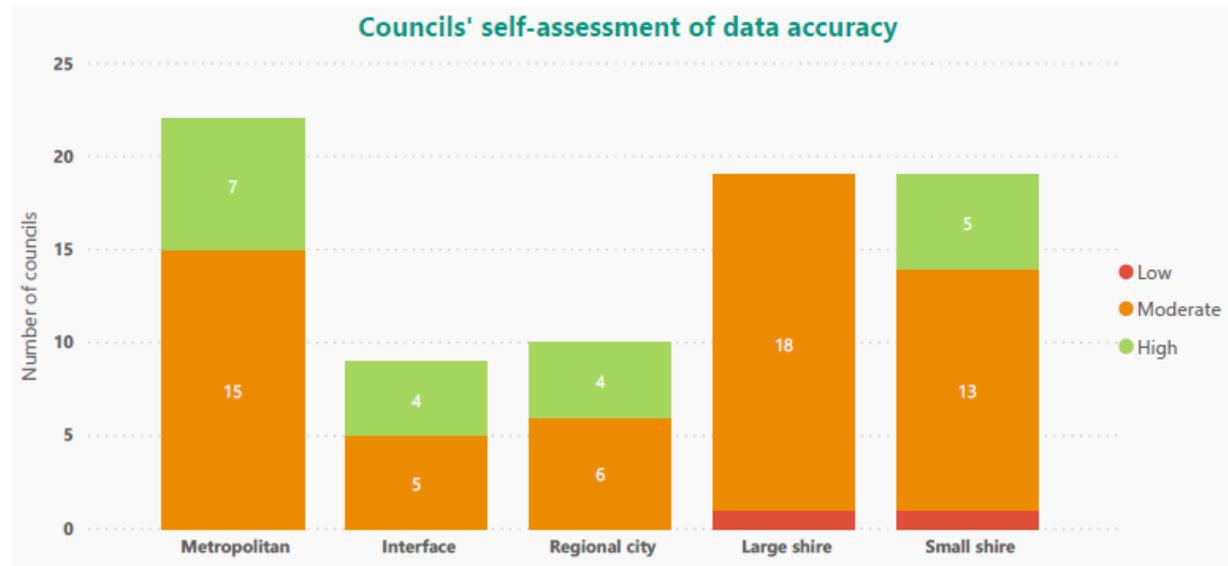
This page identifies whether your council's data contained errors.

Self-assessment

Moderate

Results

Your council's data had errors



Source: VAGO questionnaire data.

VLGGC cost modifiers

Councils receive grants from the VLGGC each year to assist in maintaining their local roads.

The VLGGC uses five cost modifiers to account for differences between councils:

- availability of materials
- climate
- freight
- sub-grades – the reactivity of the part of the road underneath the pavement
- strategic routes – number of roads which must be maintained to a higher standard because of their characteristics of function, e.g. a bus route.

The higher the cost modifier, the greater its impact on maintenance costs, meaning the council would receive a larger VLGGC grant.

Availability of materials

Your council 0.96 Your cohort Small Shire	Council cohort	Lowest value	Highest value
	Metropolitan	0.95	0.95
	Interface	0.95	0.98
	Regional City	0.95	1.05
	Large Shire	0.96	1.05
	Small Shire	0.96	1.02
	All Councils	0.95	1.05

Climate

Your council 0.88	Council cohort	Lowest value	Highest value
	Metropolitan	0.91	1.02
	Interface	0.91	1.14
	Regional City	0.85	1.11
	Large Shire	0.85	1.16
	Small Shire	0.85	1.18
	All Councils	0.85	1.18

Freight

Your council 1.03	Council cohort	Lowest value	Highest value
	Metropolitan	0.95	1.10
	Interface	0.95	1.06
	Regional City	0.98	1.01
	Large Shire	0.97	1.08
	Small Shire	0.97	1.09
	All Councils	0.95	1.10

Sub-grades

Your council 1.05	Council cohort	Lowest value	Highest value
	Metropolitan	0.94	1.10
	Interface	0.97	1.10
	Regional City	0.96	1.06
	Large Shire	0.96	1.06
	Small Shire	0.95	1.06
	All Councils	0.94	1.10

Source: VLGGC data from 2018-19.

Note: 'Strategic routes' result is excluded as it is not an indexed score. VLGGC calculates cost modifiers for climate and sub-grades for both urban and rural roads. The results above are averages of these two calculations. Urban roads are within township boundaries or have adjacent residential or business development. Rural roads are generally outside urban areas and do not have adjacent residential or business development.

VLGGC network costs

The VLGGC estimates a total network cost (TNC) for each council based on:

- road network size
- traffic volume
- cost modifiers.

VLGGC then uses the TNC estimate to determine grant distribution

In 2018-19, the VLGGC gave each council a grant of 16.4 per cent of their total expected network costs.

This page compares your council's TNC with the actual roads expenditure your council reported to the VLGGC as part of the ALG1 dataset.

Your council's estimated TNC

\$11,192,773

Annual average 2016-17 to 2018-19

Your council's actual expenditure

\$11,274,152

Annual average 2016-17 to 2018-19

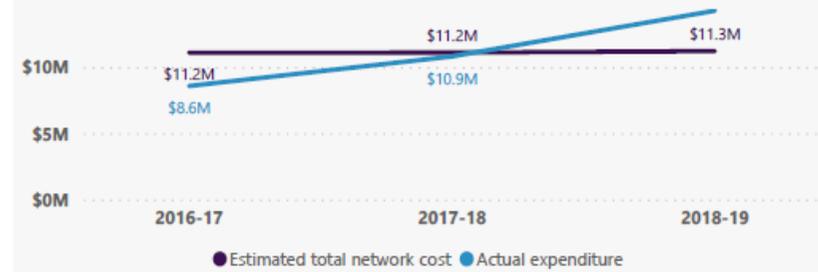
Difference between actual expenditure and estimated TNC

0.7%

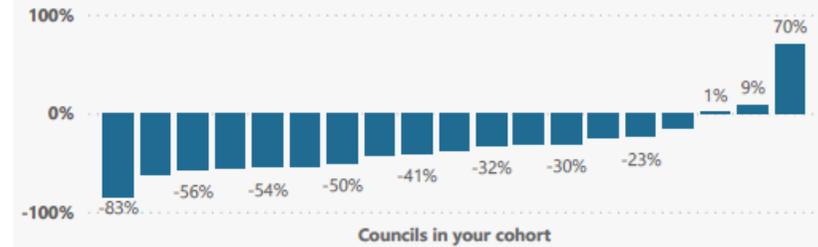
Across 2016-17 to 2018-19

Source: VLGGC data from 2016-17 to 2018-19.

Actual expenditure vs. estimated TNC



Difference between actual expenditure and estimated TNC for councils in your cohort



Maintenance expenditure

For our questionnaire, we asked councils to report their expenditure on road maintenance. The results we received differ from VLGGC expenditure because:

- our questionnaire excluded reconstruction costs
- councils reported inconsistent or incorrect data to VAGO and/or VLGGC.

Due to these quality issues, our audit report does not include questionnaire maintenance expenditure data. It is presented here for your interest.

Planned maintenance involves preventative road works. Reactive maintenance is when councils respond to defects that someone finds and reports.

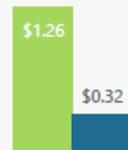
Strathbogie Shire Council

Total expenditure on maintenance

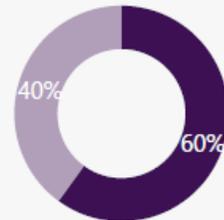
\$33,523,989

2014-15 to 2018-19

Average maintenance cost (\$/sqm)



Planned vs. reactive maintenance



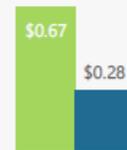
Average for Small shire councils

Total expenditure on maintenance

\$20,301,138

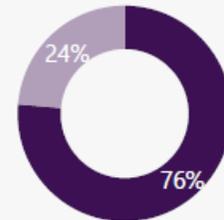
2014-15 to 2018-19

Average maintenance cost (\$/sqm)



● Sealed roads ● Unsealed roads

Planned vs. reactive maintenance



● Planned ● Reactive

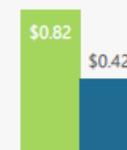
Sector average

Total expenditure on maintenance

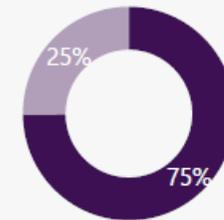
\$29,139,485

2014-15 to 2018-19

Average maintenance cost (\$/sqm)



Planned vs. reactive maintenance



Source: VAGO questionnaire data from 2014-15 to 2018-19.

Customer requests

As part of the LGPRF, councils report the number of community requests to fix defects on sealed roads. This measure is expressed as the number of requests per 100 kilometres of sealed local road.

From 2014-15 to 2019-20, on average councils received 44 sealed road requests per 100 kilometres of sealed road.

Strathbogie Shire Council

15

Average number of requests per year from 2014-15 to 2019-20

Average across your cohort

32
Cohort average

5
Council with lowest avg.

279
Council with highest avg.

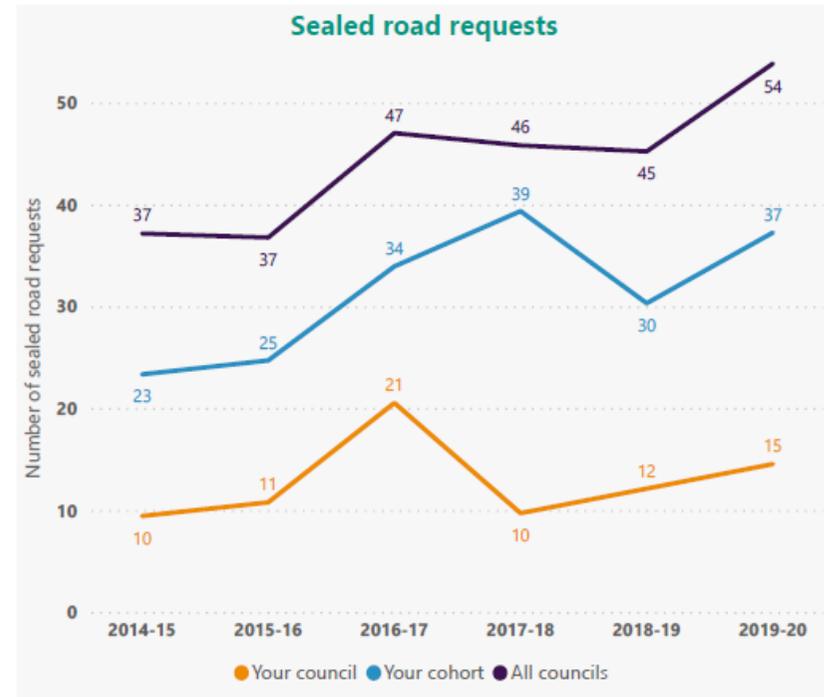
Average across all councils

44
Overall sector average

5
Council with lowest avg.

279
Council with highest avg.

Source: LGPRF data from 2014-15 to 2019-20.



Community satisfaction

Councils report on community satisfaction with their sealed roads to the LGPRF. This measure is expressed as a rating out of 100.

From 2014-15 to 2019-20, the average community satisfaction rating for councils' sealed roads was 56.

Strathbogie Shire Council

47

Average annual community satisfaction rating 2014-15 to 2019-20

Average across your cohort

51
Cohort average

39
Council with lowest avg.

65
Council with highest avg.

Averages across all councils

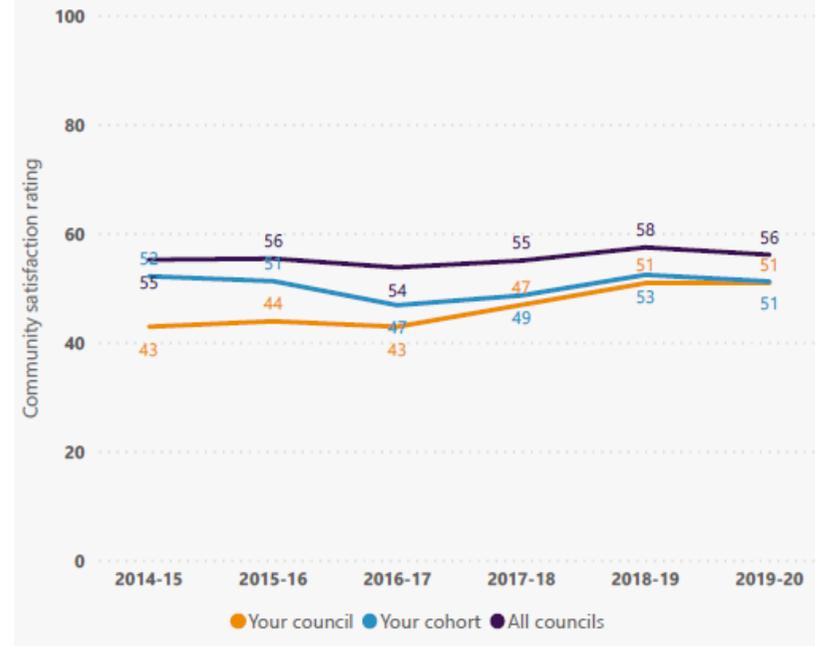
56
Overall sector average

34
Council with lowest avg.

74
Council with highest avg.

Source: LGPRF data from 2014-15 to 2019-20.

Community satisfaction ratings for sealed roads



Seal types

The type of seal a council chooses for a sealed road depends on several factors. These include:

- traffic volume
- number of heavy vehicles using the road
- climate
- road sub-grades.

In 2018-19, councils managed over 401 million sqm of sealed roads.

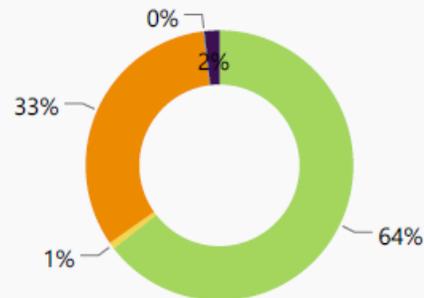
Single spray seal is the most commonly used seal. It makes up 47% of the sealed road network.

Strathbogie Shire Council

Size of your sealed road network (sqm)

4,171,273

Seal types on sealed road network

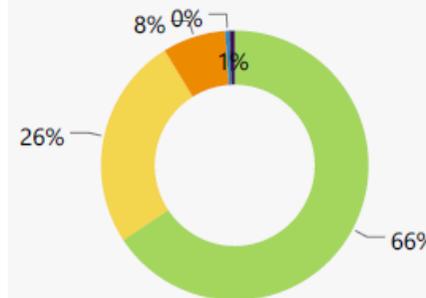


Small shire

Average size of sealed road network (sqm)

3,342,367

Seal types on sealed road network

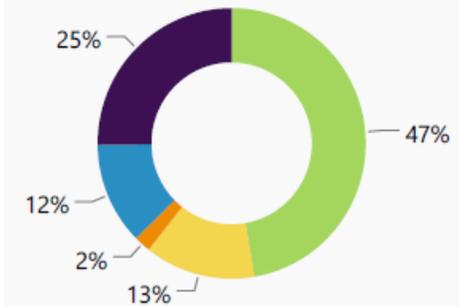


All councils

Average size of sealed road network (sqm)

5,086,912

Seal types on sealed road network



● Single spray seal ● Double spray seal ● Geotextile/membrane spray seal ● Thin asphalt ● Thick asphalt

Source: VAGO questionnaire data from 2018-19.

Notes: These graphs exclude less common seal types such as brick paving, concrete and bluestone. Thin asphalt is less than 25mm, thick asphalt is more than 25mm.

Traffic volume

Traffic volume is a key factor in determining the seal type that is most suitable for a road.

In 2018-19, across the entire council network, 84% of local roads had low traffic volume and 8% had high traffic volume.

Percentage of roads with low traffic volume

	Council cohort	Lowest value	Highest value
Your council 98.7%	Metropolitan	8.8%	68.4%
	Interface	23.0%	83.7%
	Regional City	62.0%	99.0%
	Large Shire	77.4%	97.7%
	Small Shire	65.1%	100.0%

Percentage of roads with high traffic volume

	Council cohort	Lowest value	Highest value
Your council 0.4%	Metropolitan	14.4%	56.4%
	Interface	10.0%	30.0%
	Regional City	0.0%	29.0%
	Large Shire	0.4%	10.7%
	Small Shire	0.0%	14.0%

Source: VLGGC data from 2018-19.

Note: We have classified roads with less than 500 vehicles per day (VPD) as having low traffic volume and roads with more than 1000 VPD as having high traffic volume. Traffic volume calculations do not include natural surface roads (i.e. roads consisting of locally available earth material rather than crushed rock or gravel).

Resealing costs

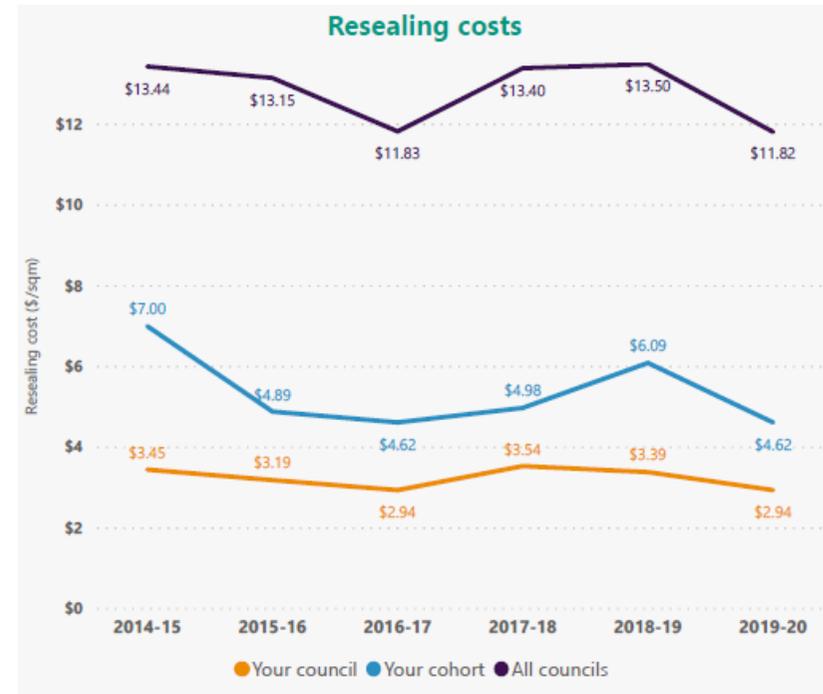
Resealing costs are mostly driven by the seal type a council uses.

The LGPRF collects data from councils on the *direct resealing cost per sqm of sealed local roads resealed*.

From 2014-15 to 2019-20, on average, councils spent \$13 per sqm to reseal a sealed road.



Average costs across your cohort (\$/sqm)	Average costs across all councils (\$/sqm)
\$5.37 Cohort average	\$12.85 Overall sector average
\$3.24 Council with lowest avg.	\$3.24 Council with lowest avg.
\$12.74 Council with highest avg.	\$49.34 Council with highest avg.



Source: LGPRF data from 2014-15 to 2019-20.

Resealing rates

One way to assess a council's long-term asset planning is to consider its rate of resealing in the context of the life span of roads in its network.

From 2014-15 to 2018-19, on average, councils resealed four per cent of their sealed road network. This implies that councils expect, on average, a typical road to have a seal life of approximately 25 years.

This measure does not take into account the amount of reconstruction that councils perform.

Strathbogie Shire Council

4.86%

Average rate of resealing from 2014-15 to 2018-19

Average rate across your cohort

4.67%

Cohort average

1.72%

Council with lowest avg.

6.32%

Council with highest avg.

Average rate across all councils

4.03%

Overall sector average

0.54%

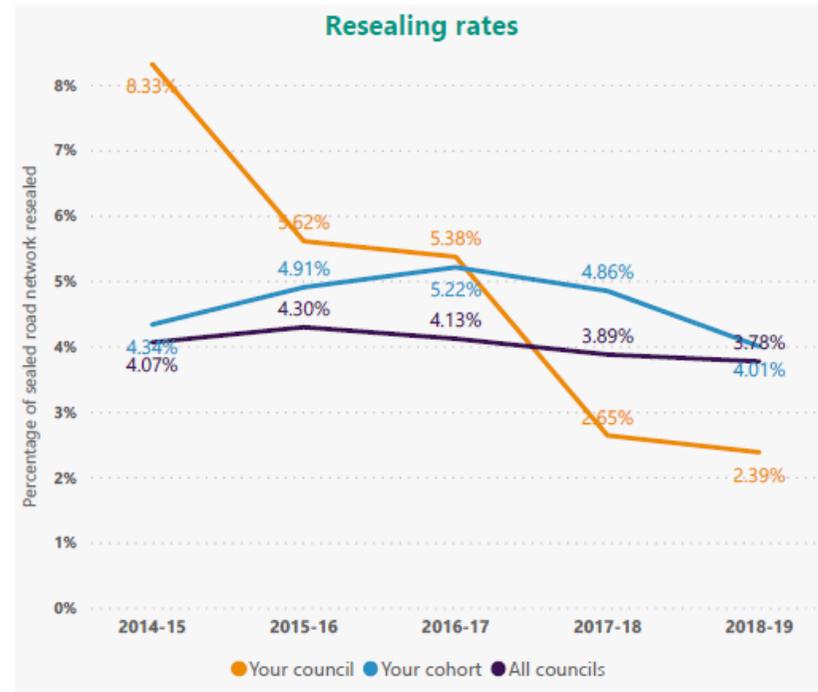
Council with lowest avg.

9.23%

Council with highest avg.

Source: VAGO questionnaire data from 2014-15 to 2018-19.

Resealing rates



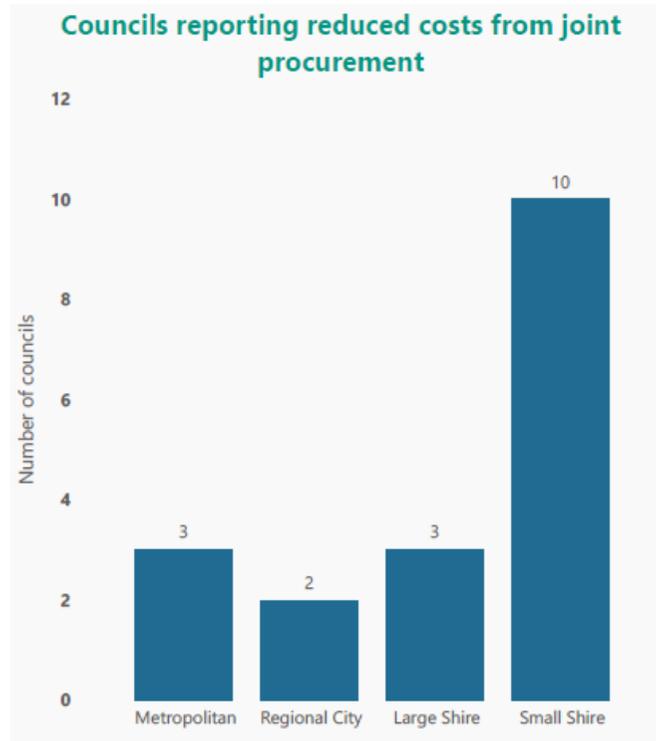
Joint procurement

Eighteen councils reported to us that joint procurement has reduced their resealing costs.

The eighteen councils are spread out across four council cohorts.

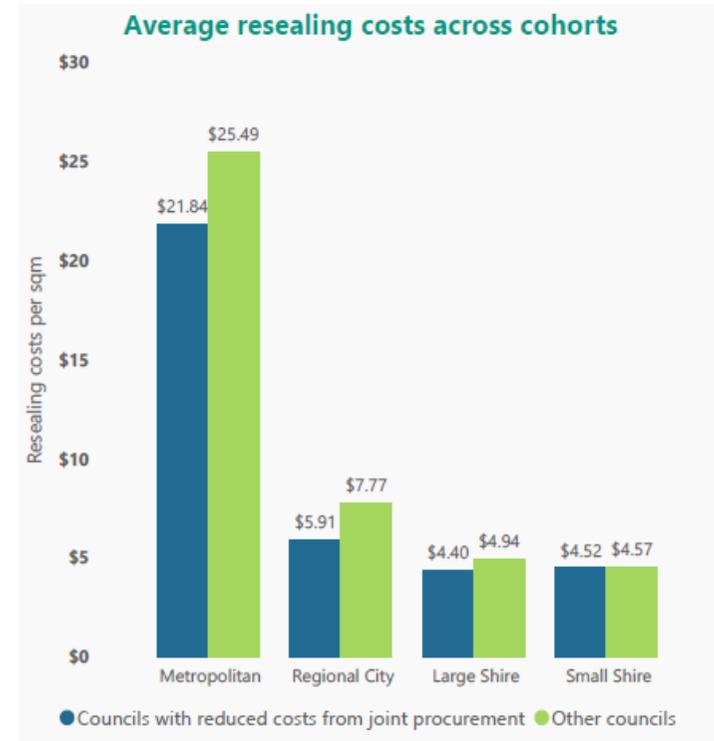
None of the interface councils reported any reduced costs.

Your council did not report that your resealing costs were reduced by joint procurement



Source: VAGO questionnaire.

Note: Two councils reported increased costs from joint procurement, but these were related to increase/change in the type of maintenance performed.



Source: VAGO questionnaire and LGPRF data from 2014-15 to 2018-19.

Renewal intervention level

Intervention level refers to the worst condition level of an asset that a council will allow. When a road goes above the intervention level, it requires maintenance to ensure quality.

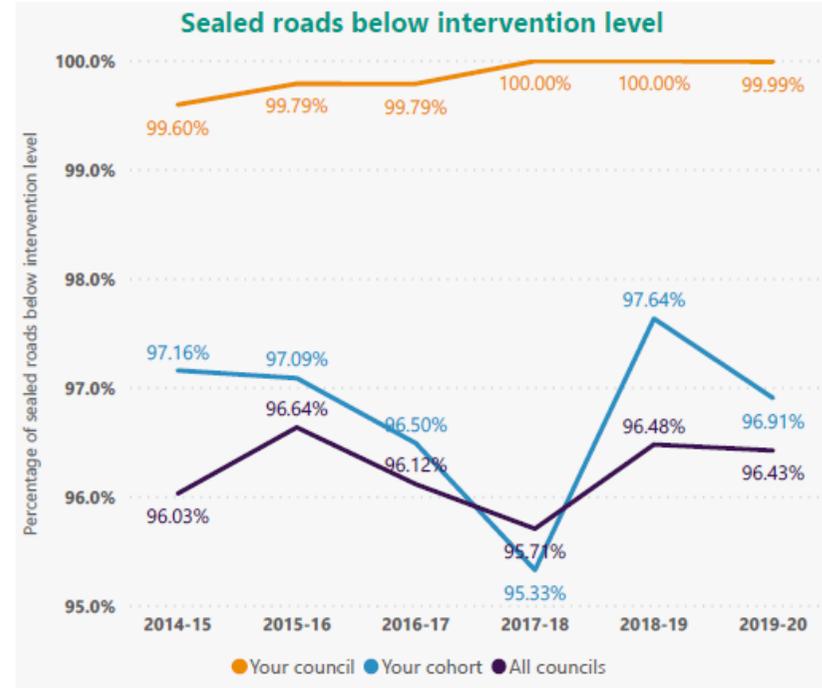
The LGPRF collects data from councils on the *percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal.*

From 2014-15 to 2019-20, on average, councils maintained 96 per cent of their sealed roads below intervention level.



Percentage across your cohort	Percentage across all councils
96.77% Cohort average	96.24% Overall sector average
86.60% Council with lowest avg.	80.88% Council with lowest avg.
100.00% Council with highest avg.	100.00% Council with highest avg.

Source: LGPRF data from 2014-15 to 2019-20.



Source: LGPRF data from 2014-15 to 2019-20.

Note: Scale on the x-axis does not start at zero in order to highlight differences between results.

Reconstruction costs

The LGPRF collects data from councils on the *direct reconstruction cost per sqm of sealed local roads reconstructed*.

On average, between 2014-15 to 2019-20, councils spent \$89 per sqm to reconstruct a sealed road.

Strathbogie Shire Council

\$29.95

Average reconstruction cost per sqm from 2014-15 to 2019-20

Average across your cohort (\$/sqm)

\$53.62

Cohort average

\$27.27

Council with lowest avg.

\$153.88

Council with highest avg.

Average across all councils (\$/sqm)

\$89.10

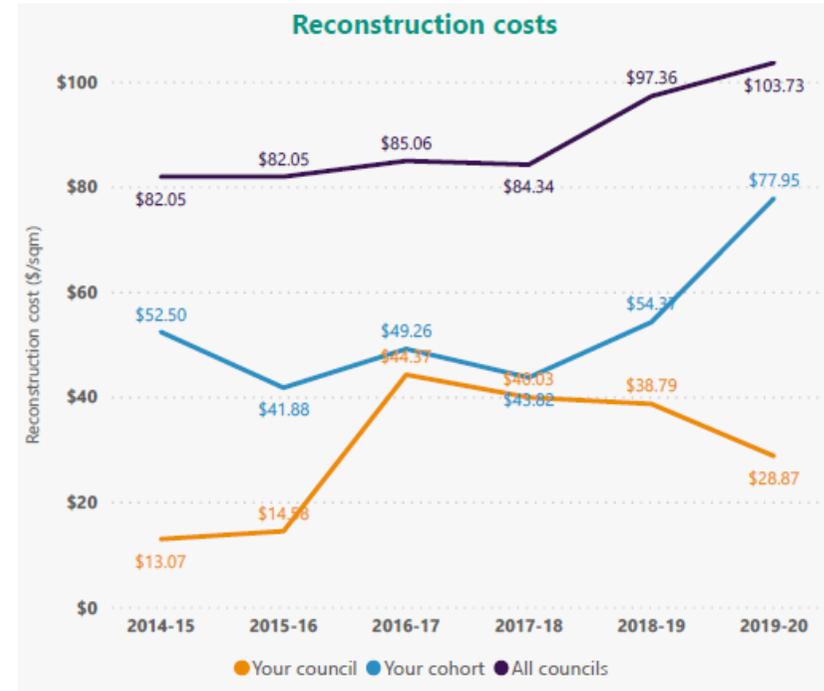
Overall sector average

\$27.27

Council with lowest avg.

\$269.85

Council with highest avg.



Source: LGPRF data from 2014-15 to 2019-20.

Note: For cohort and sector averages, we excluded councils who had reported zero reconstruction costs.

9.18 Nagambie Ageing Hub

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

Of recent times Council has been in discussion with Nagambie Health Care in relation to development of a project in Vale Street/Carrick Crescent, Nagambie which will see the:

- Creation of an *Age Friendly* community Living environment
- Development of seven (7) additional units for supported living
- Eventual refurbishment of the Senior Citizens and RSL building
- Delivery of allied health services from premises adjoining the Nagambie Library
- Enhancement of the open space within the precinct in line with Rural Councils Victoria Older Persons Framework.

As part of considerations, Council, at its meeting of 15 September 2020, resolved:

“That Council :

- *Undertake the statutory public consultation process prescribed by sections 189 and 223 of the Local Government Act 1989 to transfer Lots 3 and 4 Carrick Crescent Nagambie (Lots 3 and 4 LP 220490 V9971 Parish of Tabilk) at no cost but with the land valuation of the properties being noted as Council’s contribution to the project with Nagambie HealthCare Inc. for the purpose of developing additional units for supported living and enhancement of open space by:*
 - *placing notices of the intended exchange of land in locally circulating newspapers*
 - *placing a notice under the ‘Top News Stories’ section of Council website*
 - *posting information on Council’s social media pages.*
- *Inform the community that a Memorandum of Understanding and Section 173 agreement under the Planning and Environment Act 1997 would be entered into with Nagambie HealthCare should the exchange of land occur.*
- *Consider any written and verbal submissions received during the statutory consultation period at a meeting of Council on a date to be determined in consultation with the new Council.*
- *Note that the Council meeting for the consideration of submissions, on a date to be determined, will not be held if no submissions are received.”*

The formal community consultation process required under section 223 of the *Local Government Act 1989* (the 1989 Act) was undertaken in late 2020. During the submission period, contact was made with Council by 3 parties, seeking discussion or further information on the proposal. Written information was provided and the CEO of Nagambie Health met with concerned residents.

9.18 Nagambie Ageing Hub (cont.)

Officers have confirmed with those residents that they have no objection to the proposal and the CEO of Nagambie Health has undertaken:

- To keep the group in the loop re the progress of the development and invite feedback
- To aim at locating the units 6 to 7 metres from the kerbing and landscape.

There were, therefore, no written submissions received during this formal consultation process that would require Council's further consideration. Accordingly, this report seeks Council's endorsement to progress agreements and formalities to transfer the land to Nagambie Health.

RECOMMENDATION

That Council, having complied with the relevant provisions of the Local Government Act 1989 relating to the sale and transfer of land, and having received no written submissions in response to the formal community consultation process undertaken in accordance with section 223 of the Act:

- 1. Obtain an independent valuation for Lots 3 and 4 Carrick Crescent Nagambie (Lots 3 and 4 LP 220490 V9971 Parish of Tabilk;***
- 2. Authorise the Chief Executive Officer to finalise and sign a Section 173 Agreement (including a provision that should there be any change in the circumstances of Nagambie Health, and as result should any change of ownership occur the development must remain for the same purpose and must be with Council consent) under the Planning and Environment Act 1987 :and Memorandum of Understanding in relation to the proposed development; and***
- 3. Transfer Lots 3 and 4 Carrick Crescent to Nagambie Health Care following completion of the above steps.***

PURPOSE AND BACKGROUND

In 2018 Council signed a memorandum of Understanding (MOU) with Nagambie HealthCare agreeing to work together to further develop the concept, allowing community access to aged care, supported living, home care and chronic disease assessment and self-management services, with Council agreeing to withhold Lots 3 and 4 Carrick Crescent (Lots 3 and 4 LP 220490 V9971 Parish of Tabilk) from sale until future plans for the precinct are finalised.

Nagambie HealthCare now wish to progress the development of the additional units on the Vale Street site, which requires the additional land, and requested that Council consider an in kind contribution of Lots 3 and 4 Carrick Crescent Nagambie, with Nagambie HealthCare funding the refurbishment and extension of the 6 existing units and construction of an additional seven (7) units together with accommodation for nursing and medical staff.

9.18 Nagambie Ageing Hub (cont.)

The previous Council Report proposed development of a Section 173 Agreement to ensure that the development remains for the purpose intended. Should there be any change in circumstances of Nagambie Health, the Section 173 agreement under the Planning and Environment Act requires that should any change of ownership occur the development remains for the same purpose and must be with Council consent

Land Issues

Given the above there is no impediment to Council transferring the two lots to Nagambie Health Care and formalising both a Memorandum of Understanding and Section 173 agreement.

Council will also need to obtain an independent valuation for the two lots in order to recognise its contribution to the project with Nagambie HealthCare proposing to invest \$2 million in the development of the additional units together with refurbishment of the existing units.

COMMUNITY ENGAGEMENT

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

Sections 189 and 223 of the 1989 Act require Council to undertake mandatory public consultation when considering a proposal to sell or exchange land.

Council has complied with these requirements and no written submissions were received. All requests for further information from three parties during the consultation process have been responded to by NagambieHealth.

POLICY CONSIDERATIONS

Council Plans and Policies

Council Plan Goal: To enhance community health and wellbeing and associated strategy to Complete MOU with Nagambie HealthCare for delivery of Nagambie Ageing Hub.

The merits of the proposed exchange have been assessed under Council's Disposal or Sale of Council Assets Policy, with the requisite completed land disposal evaluation form at Attachment 2.

Regional, State and National Plans and Policies

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

In a broad sense, the request from Nagambie HealthCare for Council's support to facilitate the provision of a more diverse range of aged care services is consistent with various aged care strategies and social policies at State and National level.

Our demographic profile highlights that our population is ageing. The provision of local facilities provides housing options to support our ageing community and assists in achieving State and Federal goals of ageing in place.

9.18 Nagambie Ageing Hub (cont.)

LEGAL CONSIDERATIONS

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

Any sale, exchange or transfer of land must comply with the provisions of the 1989 Act, namely:

- the requirement to seek a valuation from a suitably qualified professional (valuations cannot be more than six months old from the date of sale)
- the mandatory community consultation requirements of section 189 (as section 191 of the Act does not apply)
- The ability for the community to make submissions under section 223, including being given an opportunity for these submissions to be heard at a Council meeting.

Subject to obtaining a valuation, all these requirements will have been satisfied.

Conflict of Interest Declaration

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

Transparency

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

The proposed transfer of land has been undertaken in an open and consultative manner through the formal section 223 consultation process and subsequent discussions between NagambieHealth and interested members of the community.

The matter is being discussed in public and therefore makes community aware of the project and allows for comment on the sale/transfer process.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

The value of the blocks as carried in Council's Balance Sheet would need to be written off, having a one-off impact on Council Operating Statement and Balance Sheet.

Costs of transfer and all associated planning, design and construction costs to achieve the development of the seven (7) additional units, including ongoing maintenance will be met in full by Nagambie HealthCare.

SUSTAINABILITY CONSIDERATIONS

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

9.18 Nagambie Ageing Hub (cont.)

Social

It is considered that substantial community benefit will be gained through the proposed land exchange given it will support the provision of a wide range of aged care facilities and services, enabling our community to age in place. Further:

- A significant proportion of the area's population is over 60
- Nagambie HealthCare currently provides home care services and service independent living support
- Nagambie HealthCare have acquired units in Vale Street, Nagambie, from Council
- There is potential for improved coordination of services across the Shire
- Space at the hospital location is fully occupied
- Nagambie HealthCare proposed to occupy premises adjacent to the library in order to work with Council to develop a Healthy Ageing Hub – allowing community access to aged care, supported living, home care and chronic disease assessment and self-management services.
- There is an opportunity to provide an extension to GP and allied health services in Nagambie including recruitment of another GP and GP Registrar and service provision could include people over 65 and NDIS clients
- There was identified potential to work with Council and investors to build further independent living units co located with the Vale Street units. There is strong demand for supporting people with a disability. The facility would operate 5 days a week.

This would also provide a central location for community members, near Vale Street units, Library, Senior Citizens and RSL with an opportunity to maximise access both through proximity and availability of parking space.

Environmental

Principles in the proposed design of the development include:

- Liveability (Affordability, Safety, Natural Light,)
- Accessibility (DDA compliance, Adaptability)
- Sustainability (Passive design, water collection, solar design, shade cover, Food growing)
- Connectedness (street presentation, Seating opportunities, shared space.

COLLABORATION

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

The project demonstrates collaboration between Council and Nagambie HealthCare and over time is likely to involve other levels of government in sourcing of funding and operational assistance

HUMAN RIGHTS CONSIDERATIONS

The proposal is consistent with the *Charter of Human Rights and Responsibilities Act 2006* will provide facilities and services for a sector of the community who are currently challenged in being able to access.

9.18 Nagambie Ageing Hub (cont.)

The concept around the use of the hub is to provide a broader range of health and allied services to the community – services which would otherwise be difficult to access. Some issues of access relate to the psychological barrier of attending a health service, and there are benefits to offering some services in a space removed from a medicalised setting eg. mental health support services and aged care services focused on assistance with navigating the system.

There are also some infrastructure barriers associated with accessing both the health service and medical clinic to attend health related appointments, eg: lack of a footpath, car park congestion and road congestion.

CONCLUSION

The proposal has the potential to provide significant benefits to Nagambie and surrounding communities by facilitating needed accommodation and improved service delivery.

ATTACHMENTS

Nil.

9.19 Victorian Renewable Energy Zones Development Plan Directions Paper – Strathbogie Shire Council written submission

Author: Economic Development Coordinator

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The Victorian Government recently sought feedback from community and industry stakeholders on the potential projects identified in the Renewable Energy Zone Development Plan Directions Paper. Renewable Energy Zones are regions with the highest potential for renewable energy development.

Strathbogie Shire welcomes the Victorian Government's initiative to create renewable energy zones across the state. As such, Strathbogie Shire Council has made a submission to the government on this directions paper, particularly drawing the government's attention to, that while the Shire is well placed to accommodate large scale renewable energy generation and distribution, there are significant problems with power supply and structure of the local distribution grid within our municipality.

Further, the proposed Renewable Energy Zone Development Plan Directions Paper does not address the issues of energy security within our Shire as one of the potential projects.

This report presents the written submission to the Victorian Renewable Energy Zones Development Plan Directions Paper for noting.

RECOMMENDATION

That Council –

- 1. Note the written submission sent by Strathbogie Shire Council to the State Government in response to their Victorian Renewable Energy Zones Development Plan Directions Paper.***

- 2. Write to the following Local Members of Parliament and relevant Ministers, seeking their support and advocacy for improved electricity infrastructure to facilitate renewable energy generation and distribution across Strathbogie Shire:***
 - The Hon. Lily D'Ambrosio Minister for Energy, Environment and Climate Change, Minister for Solar Homes***
 - The Hon. Mary Anne Thomas Minister for Agriculture and Minister for Regional Development***
 - The Hon. Shaun Leane Minister for Local Government***
 - The Hon. Tim Pallas Minister for Economic Development***
 - Ms Steph Ryan Member for Euroa***
 - Mr Mark Gepp Member for Northern Victoria***
 - The Hon. Wendy Lovell Member for Northern Victoria***
 - Ms Tania Maxwell Member for Northern Victoria***
 - Mr Tim Quilty Member for Northern Victoria***
 - The Hon. Jaclyn Symes Member for Northern Victoria***
 - The Hon. Damian Drum Member for Nicholls***
 - Ms Helen Haines Independent Member for Indi***

9.19 Victorian Renewable Energy Zones Development Plan Directions Paper – Strathbogrie Shire Council written submission (cont.)

PURPOSE AND BACKGROUND

The Victorian Government recently sought feedback from the community and industry stakeholders on the potential projects identified in the Renewal Energy Zone Development Plan Directions Paper. The Australian Energy Market Operator's Integrated System Plan identified six Victorian Renewable Energy Zones:

- Central North
- Gippsland
- Murray River
- Ovens Murray
- South Victoria
- Western Victoria.

None of the abovementioned 'Zones' cover the Strathbogrie Shire Local Government Area.

For Strathbogrie Shire to participate in renewable energy projects and contribute to the grid, the poor supply and distribution capacity issues need to be addressed. Power supply and distribution constraints are damaging economically for the Strathbogrie Shire and have a detrimental impact on the wider community.

The Shire of Strathbogrie is keen to facilitate investment in renewable energy generation and distribution.

There are a number of factors which make Strathbogrie Shire an ideal location for such projects:

- Central Victorian location
- Proximity to Melbourne and major regional centers such as Shepparton
- High average number of days of sunshine
- Large areas of flat open land for solar and wind generation as well as battery storage
- Potential for wind farms in the Strathbogrie Ranges.

These factors lend toward the Shire being well placed to accommodate large scale renewable energy generation and distribution, however without a stable and secure electricity distribution grid the Shire's potential for contribution to the grid is limited. Energy security in the Strathbogrie Local Government Area has been problematic for many years. Currently, there is a single line of supply running from Benalla to Violet Town through to Euroa and spreading across the surrounding localities.

There are regular failures particularly during peak demand periods such as hot weather causing lengthy blackouts resulting in significant economic loss and hardship for residents. Moreover power failure will also result in loss of most mobile communications and Internet services. Despite the fact that this supply line has been known as the most problematic in the state since the 1970s, nothing has been done to correct the problem.

9.19 Victorian Renewable Energy Zones Development Plan Directions Paper – Strathbogie Shire Council written submission (cont.)

A similar situation exists on the western side of Strathbogie Shire with a single line of supply from Seymour to Nagambie and surrounding localities with regular failure experienced during peak demand. The situation is exacerbated by Nagambie's growing popularity as a tourist destination as well as residential and commercial investment which will place severe strain on the power supply along with other utilities into the future.

As well as the obvious inconvenience, risks to the community during an emergency and the disincentive to investment Strathbogie Shire is also held back from participating in large scale renewable energy generation projects leaving us at a severe disadvantage to other Local Government Areas.

The lack of energy security is also one of the most significant barriers facing new business investment and growth to the Shire, specifically in Euroa.

COMMUNITY ENGAGEMENT

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

No specific consultation has been undertaken in the preparation of the submission, however the unreliable power supply has been raised by a number of community members across the Shire through Council's Share Strathboghie deliberative engagement process undertaken over the past two months.

For Strathbogie Shire to participate in renewable energy projects and contribute to the grid, the poor supply and distribution capacity issues need to be addressed. Power supply and distribution constraints are damaging economically for the Strathbogie Shire and have a detrimental impact on the wider community. On a number of occasions, community have raised concerns regarding the negative economic impact that residents face due to increased 'blackouts' that are occurring in our municipality.

POLICY CONSIDERATIONS

Council Plans and Policies

The preparation of a written submission supports Council Plan Goal 6 – advocacy.

LEGAL CONSIDERATIONS

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

There are no negative legal considerations associated with this report.

Conflict of Interest Declaration

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

9.19 Victorian Renewable Energy Zones Development Plan Directions Paper – Strathbogie Shire Council written submission (cont.)

Transparency

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

This report demonstrates that Council is being transparent in its position for advocacy to the Victorian Government on renewable energy in our municipality.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

It is imperative that Council advocate for our community to ensure that the best outcome is achieved.

SUSTAINABILITY CONSIDERATIONS

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

Economic

There are regular failures particularly during peak demand periods such as hot weather causing lengthy blackouts resulting in economic loss to retail and industry as well as severe inconvenience and hardship for residents. It basically takes only one point along the line to “trip” causing the power to shut down the length of the line and the region is subjected to blackouts which can last as long as 24 hours depending on the location of the fault. Further, the lack of reliable energy supply is a significant constraint to new business growth and economic stimulation for the Shire.

Social

Council’s advocacy on this topic is in the best interests of the community highlighting the need for better infrastructure and services to improve livability in the municipality.

Environmental

Energy security to Strathbogie Shire towns and their surrounding districts has been problematic for many years. Currently there is a single line of supply running from Benalla to Violet Town through to Euroa and spreading out across the surrounding localities. There are regular failures particularly during peak demand periods such as hot weather causing lengthy blackouts resulting in economic loss to retail and industry as well as severe inconvenience and hardship for residents.

The initial work undertaken by the Euroa Environment Group to best utilise the existing solar resources available in Euroa is a great first step, addressing the issue of Energy Security is a significant issue for the Shire’s future growth and prosperity.

Climate Change

Renewable energy is an effective way for communities to reduce their greenhouse gas emissions.

9.19 Victorian Renewable Energy Zones Development Plan Directions Paper –
Strathbogrie Shire Council written submission (cont.)

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

For Strathbogrie Shire to participate in renewable energy projects and contribute to the grid, the poor supply and distribution capacity issues need to be addressed. Power supply and distribution constraints are damaging economically for the Strathbogrie Shire and have a detrimental impact on the wider community. It is imperative that this situation is resolved. In the scheme of state and federal budgets the cost is small and the benefits to region and the state in terms of power distribution and investment would be enormous.

ATTACHMENTS

Attachment 1: Written submission to the Victorian Renewable Energy Zones Development Plan Directions Paper

ATTACHMENT 1:

SUBMISSION TO CONSULTATION

Victorian Renewable Energy Zones Development Plan

Discussion Paper 2021

Department of Energy, Land Water and Planning

Strathbogie Shire welcomes the Victorian government's initiative to create renewable energy zones across the state. Strathbogie has long been a supporter of renewable energy and would be pleased to participate in this initiative. In making this submission the Shire would like to draw the government's attention to the significant problems with power supply and the structure of the local distribution grid within our municipality.

Energy security for the Strathbogie Local Government Area

Energy security to Strathbogie Shire towns and their surrounding districts has been problematic for many years. Currently there is a single line of supply running from Benalla to Violet Town through to Euroa and spreading out across the surrounding localities. There are regular failures particularly during peak demand periods such as hot weather causing lengthy blackouts resulting in economic loss to retail and industry as well as severe inconvenience and hardship for residents. It basically takes only one point along the line to "trip" causing the power to shut down the length of the line and the region is subjected to blackouts which can last as long as 24 hours depending on the location of the fault and the ability of Ausnet to locate and repair it. The tenuous supply situation creates considerable risk to the community in the event of failure of this supply line during natural disasters such as bushfire. Moreover power failure will also result in loss of most mobile communications and Internet services. Despite the fact that this supply line has been known as the most problematic in the state since the 1970s, nothing has been done to correct the problem. Council has been advised by the power supplier Ausnet that a second supply line from Seymour to Euroa would form a "loop" that would alleviate this issue and ensure that power would still be available in the event of failure of a single supply line. Previous discussions with Ausnet indicated that it would cost approximately \$20 million to provide this second supply line and that current rules prevent Ausnet from investing in this infrastructure as they are prohibited from cross subsidising from other regions to build infrastructure. Furthermore the cost per rate payer should Ausnet endeavour to cost recover would be prohibitive. Ausnet has advised Council that the only circumstances in which they would consider investment on its merits is if council identified a major power user such as a manufacturer that would commit to investing in the region if the power supply was improved, a scenario which is unrealistic at best.

A similar situation exists on the western side of Strathbogie Shire with a single line of supply from Seymour to Nagambie and surrounding localities with regular failure experienced during peak demand. The situation is exacerbated by Nagambie's growing popularity as a tourist destination as well as residential and commercial investment which will place severe strain on the power supply along with other utilities into the future.

As well as the obvious inconvenience, risks to the community during an emergency and the disincentive to investment, Strathbogie Shire is also held back from participating in large scale renewable energy generation projects leaving us at a severe disadvantage to other Local Government Areas. The Victorian Government's recent announcement of its plans to develop Renewable Energy Zones across the state to improve the ability of the grid to receive input from renewable energy generators is an important infrastructure initiative. For Strathbogie Shire to participate in renewable energy projects and contribute to the grid, the poor supply and distribution capacity issues need to be addressed. Power supply and distribution constraints are damaging economically for the Strathbogie Shire and have a detrimental impact on the wider community. It is imperative that this situation is resolved. In the scheme of state and federal budgets the cost is small and the benefits to region and the state in terms of power distribution and investment would be enormous.

The Shire of Strathbogie is keen to facilitate investment in renewable energy generation and distribution.

There are a number of factors which make Strathbogie an ideal location for such projects:

- Central Victorian location
- Proximity to Melbourne and major regionals such as Shepperton and Seymour
- High average number of days of sunshine
- Large areas of flat open land for solar and wind generation as well as battery storage
- Potential for wind farms in the Strathbogie ranges

These factors mean that the Shire is well placed to accommodate large scale renewable energy generation and distribution, however without a stable and secure electricity distribution grid its contribution is limited. There is no doubt that contribution of renewable energy to the Victorian grid will increase and with a secure and stable distribution network we are well placed both to contribute and to benefit. On behalf of the Strathbogie Shire Council I urge the government to add the provision of alternative supply lines to the Nagambie and Euroa areas as part of a comprehensive Victorian Renewable Energy Zones Development Plan.

Yours sincerely,

Julie Salomon
Chief Executive Officer
Strathbogie Shire Council

9.20 Consideration of Nagambie and Euroa Caravan Park Line Items for the Draft 2021-22 Budget

Author: Executive Manager, Governance and Customer Service

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

In accordance with the requirements of section 94 of the *Local Government Act 2020* (the 2020 Act), Council has prepared a budget for the financial year ending 30 June 2022.

The draft budget has been developed in accordance with the 2020 Act's financial management principles in accordance with section 96(1)(a). A Revenue and Rating Plan has been prepared under new requirements introduced by section 93 of the 2020 Act.

There are income and expense line items within the draft Budget that relate to Caravan Parks in accordance with the terms and conditions outlined in existing lease agreements.

A lease for the Euroa Caravan Park was transferred to the current lessee, Lilly Anne Pty Ltd by way of Council resolution on 21 February 2017. Councillor Hourigan is a Director of this company, as declared in her initial personal interest declaration dated 8 December 2020.

As Councillor Hourigan has a material interest in these budget line items, it has been necessary to separate out this line item in the draft budget so that Cr Hourigan can participate in the broader draft budget consideration without breaching the conflict of interest provisions of the *Local Government Act 2020*.

Given that the terms of the lease contain terms and conditions that have been previously considered by Council in a confidential item, details as to how income is to be calculated is outlined in a confidential attachment.

This report seeks approval for the inclusion of the related line items in the draft Budget, which total \$85,000 in income, \$28,000 in operating expense and \$57,000 on capital works (projects to be confirmed), which will then be placed on public exhibition for a period of 28 days.

RECOMMENDATION

That Council endorse the line items relating to income of \$85,000, \$28,000 in operating expense and \$57,000 on capital works (projects to be confirmed) to the Caravan Parks in accordance with the terms and conditions of the existing leases for these properties and include these line items in the draft 2021-22 Budget documents for the community engagement process.

9.20 Consideration of Nagambie and Euroa Caravan Park Line Items for the Draft 2021-22 Budget (cont.)

PURPOSE AND BACKGROUND

In accordance with the requirements of section 94 of the Local Government Act 2020, Council has prepared a budget for the financial year ending 30 June 2022.

In preparing the 2021/22 draft Budget, the Council has considered many factors in an effort to continue to balance community expectations and benefits with financial responsibilities.

The financial principles set out under section 101 of the 2020 Act have also been considered when preparing the suite of budget documents.

This report seeks to avoid the creation of a material conflict of interest for Councillor Hourigan as a director of the company leasing the Euroa Caravan Park under section 128 of the Local Government Act 2020.

ISSUES, OPTIONS AND DISCUSSION

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

Without separation of the line items relating to the Caravan Parks from the remainder of the draft Budget, Councillor Hourigan would not be able to participate in the broader budget discussion and decisions on other items not related to the caravan park. This is not considered to be the best outcome for the community Councillor Hourigan represents.

COMMUNITY ENGAGEMENT

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

The community engagement undertaken to inform the preparation of the draft budget and the pending engagement process are outlined in the main Council report considering the draft Budget, draft Revenue and Rating Plan and draft Fees and Charges.

POLICY CONSIDERATIONS

Council Plans and Policies

The budget document provides financial resources to achieve the Council Plan objectives, deliver services to the community and provide a capital works program for the benefit of the community.

LEGAL CONSIDERATIONS

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

9.20 Consideration of Nagambie and Euroa Caravan Park Line Items for the Draft 2021-22 Budget (cont.)

Councillor Hourigan's initial personal interest return, submitted under section 133 of the Act, identifies that she is a director of Lilly Anne Pty Ltd, the lessee of the Euroa Caravan Park.

Section 128 of the Act relates to material conflict of interest, which is defined as:

A relevant person (ie Councillor Hourigan in this instance) has a material conflict of interest in respect of a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.

The benefit may arise or the loss incurred—

- (a) directly or indirectly; or*
- (b) in a pecuniary or non-pecuniary form.*

Any of the following is an affected person—

- (a) the relevant person.*

Councillor Hourigan has sought advice as to how to avoid breaching the Act but being able to participate in the broader budget development and decision making. This report is in response to Councillor Hourigan raising the conflict of interest.

The inclusion of the income and expenses related to the caravan parks ensure that Council meets its obligations under the leases for the two respective caravan parks.

The intricacies of how the income and expenditure is calculated for caravan parks in accordance with existing leases is classified as confidential information under section 3, Definitions, of the Act, which relates to:

- 3 (f) personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and
- 3 (g) private commercial information, being information provided by a business, commercial or financial undertaking that—
 - (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

The terms and conditions of the Euroa Caravan Park lease transferred to Lilly Anne Pty Ltd on 21 February 2017 and was considered in a confidential item during a closed portion of a Council meeting. Given this information has already been classified as confidential under the former Local Government Act 1989, this information must be dealt with in a similar way. Accordingly, there is a confidential attachment outlining lease terms and conditions in the Confidential section of this Agenda.

Conflict of Interest Declaration

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

9.20 Consideration of Nagambie and Euroa Caravan Park Line Items for the Draft 2021-22 Budget (cont.)

Transparency

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

The summary of all Councillors' initial personal interest returns is required to be published on Council's website under section 133 and 135 of the Act and regulations 8 and 10 of the Local Government (Governance and Integrity) Regulations 2020.

The separation of the line items that initiate a material conflict of interest for a Councillor so that they can participate in the broader decision making process for the remainder of the budget is the most transparent and accountable approach to dealing with this conflict.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

The line items for expenditure and capital works funded by the rental received for the caravan parks leased by Council are in accordance with the terms and conditions of existing leases.

HUMAN RIGHTS CONSIDERATIONS

There are no impacts on the *Charter of Human Rights and Responsibilities Act 2006* arising out of this report.

CONCLUSION

Line items in relation to income and capital expenditure for Caravan Parks are required to be included in the draft 2021-22 Budget as a means of ensuring Council upholds the terms and conditions of the lease agreements currently in place.

The separation of these line items allows Councillor Hourigan, who has declared a material conflict of interest as the lessee of the Euroa Caravan Park, to participate in the broader budget discussion and decision making process without breaching the Local Government Act 2020/

ATTACHMENTS

Nil

APPENDICES

Appendix 5: Rental payments and capital works expenditure for the Euroa Caravan Park as per the terms of the lease transferred to Lilly Anne Pty Ltd on 21 February 2017 - CONFIDENTIAL

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

In accordance with the requirements of section 94 of the *Local Government Act 2020* (the 2020 Act), Council has prepared a budget for the financial year ending 30 June 2022.

The draft budget has been developed in accordance with the 2020 Act's financial management principles in accordance with section 96(1)(a). A Revenue and Rating Plan has been prepared under new requirements introduced by section 93 of the 2020 Act.

It should be noted that currently general rates, municipal charges service rates/charges and special charges/rates are to be declared under Part 8 of the *Local Government Act 1989* as these provisions have not been included in the 2020 Act.

Copies of the Draft Budget have been circulated to Councillors for their information. Copies of the Draft Budget, Revenue and Rating Plan and Fees and Charges will be tabled at the meeting for identification purposes and will be appended to the Minutes of the meeting.

A resolution of Council is now required to give public notice that the budget will be available for community review and comment, in accordance with Council's Community Engagement Policy as per sections 55 and 96(1) of the 2020 Act.

The community engagement already undertaken in the preparation of the draft budget, and that proposed to be undertaken through a 28-day consultation period, are ranked on the International Association Public Participation (IAP2) Spectrum as *Involve*.

Community engagement commenced in March 2021 through a number of market stall conversations and 'town hall' drop-in sessions. One of the activities undertaken during these deliberative engagement sessions was to identify the community's priorities for capital works and service delivery expenditure.

The results of this engagement, after holding sessions at Strathbogie, Nagambie, Euroa, Violet Town, Longwood, Avenel and Ruffy indicate that the community wish Council to prioritise the following top four services and infrastructure priorities:

Services:

- Roads, drains, footpaths and bridges
- Climate change
- Supporting local businesses
- Strategic planning and development

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

Infrastructure:

- Roads, drains, footpaths and bridges
- Buildings and facilities
- Arts and cultural facilities
- Major facilities that promote tourism.

This information has been used to inform the budget. More specific community review and feedback will be sought on the detailed Budget documents, the Rating and Revenue plan and proposed Fees and Charges. This will be done through undertaking a 28-day consultation process whereby written submissions will be received and submitters provided with an opportunity to make a verbal submission to Council at a dedicated meeting to hear and consider budget submissions.

Council will also use its online engagement hub to seek Budget feedback.

Written submissions will need to be received by 5.00 pm on Monday 24 May 2021 and the budget extraordinary Council meeting will be held on Tuesday 8 June 2021.

RECOMMENDATION

That:

- 1. The draft Budget, draft Revenue and Rating Plan, and draft Fees and Charges presented with this report be initialled by the Mayor (for identification) and be presented as the budget prepared by Council for the purposes of sections 94 and 96 of the Local Government Act 2020.***
- 2. The Chief Executive Officer be authorised to give public notice of the preparation of such budget for a period of 28 days in accordance with Council's Community Engagement Policy and section 96(1)(a) of the Local Government act 2020 through notices in locally circulating newspapers and newsletters, on Council's social media pages and on Council's website.***
- 3. The closing time for the receipt of written submissions will be 5.00 p.m. on Monday 24 May 2021.***
- 4. Council consider written and verbal submissions on any proposal (or proposals) contained in such budget at an extra ordinary Council meeting to be held on Tuesday 8 June 2021, commencing at 4.00 p.m. at the Euroa Community Conference Centre.***
- 5. Council authorise the Chief Executive Officer to undertake minor editorial changes to the draft Budget, Revenue and Rating Plan and Fees and Charges, if required.***

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

6. *The 2021/22 Strathbogie Shire Council Budget be adopted at an Extraordinary Meeting of Council to be held on Tuesday 29 June 2021, commencing at 5.00 p.m. at the Euroa Community Conference Centre.*

PURPOSE AND BACKGROUND

In accordance with the requirements of section 94 of the Local Government Act 2020, Council has prepared a budget for the financial year ending 30 June 2022.

In preparing the 2021/22 Draft Budget, the Council has considered many factors in an effort to continue to balance community expectations and benefits with financial responsibilities.

The financial principles set out under section 101 of the 2020 Act have also been considered when preparing the suite of budget documents.

The Council is pleased to place on public display a draft budget that works hard to maintain existing service levels and deliver strong investment in capital works across the municipality. The Council will continue to provide significant funding for renewal works on our ageing and outdated infrastructure, based on the requirements of the Road Management Plan and taking into account financial constraints.

The Council is proposing a 1.5% per cent increase in the average rate for 2021/22. This increase is in accordance with the State Government cap under the 'Fair Go Rates' legislation. This level allows for maintenance of existing service levels, funding of a number of new initiatives and continuation of the allocation of sufficient funds for the continuing strategic renewal of Council's infrastructure.

Waste charges are proposed to increase by 2.0 %.

Funding was provided in the 2020/21 Budget to scope and cost the rehabilitation of the Violet Town landfill. This process is currently underway. It is proposed to undertake the actual rehabilitation works in 2021/22 using loan borrowings to fund and complete the project.

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

The 2021/22 Draft Budget provides for new capital works of \$17.05 million with the following highlights:

ACTIVITY	EXPENDITURE (m)
Roads - including resealing, re sheeting and rehabilitation	3.804
Road Bridges and Culverts	1.400
Pedestrian Bridges	.891
Drainage	.803
Aquatic Facilities	1.423
Plant and Machinery	.902
Buildings	1.162
Information Technology	.350
Parks, Open, Spaces and Streetscapes	.331
Recreation, Leisure and Community facilities	.986
Landfill restoration	5.000

In addition to the four year period covered by this Budget the Long Term Financial Plan has been extended to cover a ten year period which allows for a total expenditure over that period of \$84.09 m including:

Buildings	3.854
Parks, Open Space and Streetscapes	2.594
Roads	42.041
Waste Management	5.288
Road Bridges and Culverts	5.200
Recreation Leisure and Community Facilities	4.636
Footpaths and Cycleways	3.327
Drainage	4.714
Plant and equipment renewal	8.539
Information Technology	3.902

ISSUES, OPTIONS AND DISCUSSION

- Level of rate increase – as indicated the Budget proposes an increase in the average rate per assessment of 1.5% which is in line with State Government rate capping legislation
- Service delivery – the budget proposes maintenance of existing service levels but with increased resourcing in Governance, Statutory Planning, Asset Management, Counselling
- Capital works program – the Budget provides for a significant capital works program as well as a Condition Assessment of all Roads and Bridges which will inform future investment decisions

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

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

COMMUNITY ENGAGEMENT

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

Community engagement around budget priorities has already begun through our *Share Strathbogie* sessions and has helped inform the draft Budget. Further community consultation and feedback proposed through a 28-day consultation period, are ranked on the International Association Public Participation (IAP2) Spectrum as *Involve*.

This means the goal is to:

Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. (pg 3)

Under Council's Community Engagement Policy, the promise to the public for this level of engagement is:

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. (pg 3)

It is proposed that the community will be informed of their ability to review the draft budget and make written submissions through:

- place public notices in local newspapers advising that documents are now available for inspection and that written submission from 28 April.
- Council will provide details of the draft Budget and how to make a written submission via social media and its website.

Council will also use its online engagement hub to seek feedback on the draft budget.

Submissions will close at 5.00 p.m. on Monday 24 May 2021. All submitters will be sent a letter asking them to confirm whether or not they wish to make a verbal presentation to the extra ordinary Council meeting to consider submissions, to be held on 15 June 2021.

POLICY CONSIDERATIONS

Council Plans and Policies

The budget document provides financial resources to achieve the Council Plan objectives, deliver services to the community and provide a capital works program for the benefit of the community.

As outlined previously, the proposed community engagement process is in accordance with Council's Community Engagement Policy.

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

LEGAL CONSIDERATIONS

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

Preparation of the Budget satisfies the requirements of the Local Government Acts of 1989 and 2020, including consideration of the Financial Management Principles and Council's Community Engagement Policy.

Conflict of Interest Declaration

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Transparency

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

Consultation with the community around budget priorities has already begun through our *Share Strathbogie* sessions and has helped inform the draft Budget.

Further community consultation and feedback is proposed during the 28-day exhibition period.

The draft Budget, draft Revenue and Rating Plan and draft Fees and Charges will be considered by Council at a series of meetings open to the public and streamed online via Council's website.

Council's Audit and Risk Committee were presented with the range of draft budget documents on 14 April 2020, acting in its capacity as an independent means of review, accountability and transparency.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

Section 101(1) of the 2020 Act outlines the financial management principles that Council must apply and abide by:

- (a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- (b) financial risks must be monitored and managed prudently having regard to economic circumstances;
- (c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability Authorised by the Chief Parliamentary Counsel Part 4—Planning and financial management Local Government Act 2020 No. 9 of 2020 104 and predictability in the financial impact on the municipal community;

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

- (d) accounts and records that explain the financial operations and financial position of the Council must be kept.

Furthermore, section 101(2) states that financial risk means:

- (a) the financial viability of the Council;
- (b) the management of current and future liabilities of the Council;
- (c) the beneficial enterprises of the Council.

The Budget is Council's key financial document and provides funding to achieve Council's objectives whilst maintaining a sound financial position. The suite of draft budget documents have all been prepared with these principles in mind.

SUSTAINABILITY CONSIDERATIONS

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

Within the Budget are a number of provisions which allocate funding to environment and sustainability programs.

Social

The Budget provides funding for a range of programs which are designed to improve:

- (a) sense of community – e.g. cultural activities, stakeholder participation, recognition of diversity, cultural heritage or social cohesion
- (b) community services – e.g. range and quality of services for different groups (children and families, young people, elderly people and people with disabilities), accessibility of services or cost of services
- (c) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications
- (d) (e) transport – e.g. safety for travellers, emissions and fuel consumption, public transport usage, walking and cycling or transportation needs of all people.

Climate change

Council is mindful of the requirement under section 9(2)(c) of the 2020 Act relating to overarching governance principles to mitigate and plan for climate change risks.

As outlined earlier in this report, the initial deliberative community engagement phase undertaken by Council in March and April 2021 has identified that the community see climate change as a budget and resourcing priority.

To this end, Council will continue to progress programs to deal with the impacts of climate change, including initiatives outlined in the Sustainable Strathbogie 2030 in the natural environment and Council operations.

9.21 Draft 2021/22 Strathbogie Shire Council Budget - Preparation of Budget, Revenue and Rating Plan and Fees and Charges for Exhibition and Comment (cont.)

CONCLUSION

This Report allows for the Budget to be placed on public exhibition in order to obtain community feedback.

ATTACHMENTS

Nil

TABLED APPENDICES

Appendix 1: 2021/22 Revenue and Rating Plan

Appendix 2: 2021/22 Budget Document

Appendix 3: 2021/22 Fees and Charges

**9.22 2017-2021 Shire of Strathbogie Council Plan (2020 Review)
- Third Quarter Report ~ 1 January to 31 March 2021**

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

Quarterly reports are presented to Council to provide an update on the status of the Key Strategies of the 2017-2021 Council Plan, following its annual review in 2020. The Key Strategies of the Plan have been reviewed and progress updated, and details provided for the second quarter period; January to March 2021.

The 2020 Review of the 2017-2021 Shire of Strathbogie Council Plan has, in summary:

- Five (5) Goals, Twenty-one (21) Strategies and Eighty (80) Actions, comprising-
 - *Goal 1 - To enhance community health and wellbeing*
 - *4 Strategies → 23 Actions*
 - *Goal 2 - To sustainably manage our natural and built environment*
 - *5 Strategies → 16 Actions*
 - *Goal 3 - To provide quality infrastructure*
 - *2 Strategies → 13 Actions*
 - *Goal 4 - To support and deliver economic development*
 - *5 Strategies → 13 Actions*
 - *Goal 5 - To be a high performing Shire*
 - *5 Strategies → 15 Actions*

All Actions are due for completion by 30 June 2021. As at 31 March 2021, twelve (12) actions have been completed.

RECOMMENDATION

That Council note the report for the January to March 2021 quarter following the 2020 review of the 2017-2021 Council Plan.

PURPOSE AND BACKGROUND

To provide Councillors, staff and the community a progress report on updates to the key strategies of the 2017-2021 Council Plan following its review in 2020.

ISSUES, OPTIONS AND DISCUSSION

The 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Tuesday 27 June 2017. The 2020 review of the 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council Meeting held on Tuesday 14 July 2020.

9.22 2017-2021 Shire of Strathbogie Council Plan (2020 Review)
- Third Quarter Report ~ 1 January to 31 March 2021 (cont.)

The 2020 Review of the 2017-2021 Shire of Strathbogie Council Plan has, in summary:

Eighty (80) Actions, comprising -

- > *Goal 1 - To enhance community health and wellbeing*
 - *Plan to improve community health wellbeing and liveability ~ 11 Actions (2 completed)*
 - *Engage and participate with the community in Council / Community initiatives ~ 3 Actions (1 completed)*
 - *Enhance Community resilience, including supporting and increasing the participation of volunteers ~ 6 Actions (0 completed)*
 - *Support and drive community, arts and cultural events ~ 3 Actions (0 completed)*
- > *Goal 2 - To sustainably manage our natural and built environment*
 - *To promote and support sustainable environmental initiatives ~ 6 Actions (2 completed)*
 - *Mitigate and adapt to a changing climate ~ 4 Actions (1 completed)*
 - *Protect and enhance our natural environmental assets ~ 2 Actions (0 completed)*
 - *Protect and enhance our built environment ~ 2 Actions (0 completed)*
 - *Provide efficient and effective waste management programs ~ 2 Actions (0 completed)*
- > *Goal 3 - To provide quality infrastructure*
 - *Provide best practice management of all assets including roads, bridges and facilities ~ 8 Actions (2 completed)*
 - *Provide passive and active recreational facilities ~ 5 Actions (1 completed)*
- > *Goal 4 - To support and deliver economic development*
 - *Promote and support local business and produce ~ 2 Actions (0 completed)*
 - *Support tourism and business development ~ 6 Actions (1 completed)*
 - *Prove innovative and sustainable land use planning ~ 3 Actions (0 completed)*
 - *Attract new residents ~ 1 Action (0 completed)*
 - *Grow investment and employment opportunities ~ 1 Action (0 completed)*
- > *Goal 5 - To be a high performing Shire*
 - *To proactively develop and deliver quality services that achieve high customer satisfaction ~ 1 Action (0 completed)*
 - *Continue to focus on operational efficiencies ~ 6 Actions (0 completed)*
 - *Continue to create a secure investment environment through sound financial management ~ 3 Actions (1 completed)*
 - *To be equitable and fair in all decision making processes ~ 2 Actions (1 completed)*
 - *To communicate and engage effectively with our community and key stakeholders ~ 3 Actions (0 completed)*

All Actions are due for completion by 30 June 2021. As at 31 March 2021, twelve (12) actions have been completed.

9.22 2017-2021 Shire of Strathbogie Council Plan (2020 Review)
- Third Quarter Report ~ 1 January to 31 March 2021 (cont.)

COMMUNITY ENGAGEMENT

Following the 2020 review of the 2017-2021 Council Plan, the draft Plan was placed on public exhibition for community members to review and provide comments on. The Plan was subsequently updated following review and consideration of comments.

POLICY CONSIDERATIONS

Council Plans and Policies

Council Policies and Strategic Plans are considered when preparing the Council Plan to ensure consistency with the overall objectives of Council, and their association with key strategies in the Plan.

LEGAL CONSIDERATIONS

Legislation requires Council to prepare and adopt a Council Plan for at least a four year period after a general election. The processes for the current Council Plan have adhered to the requirements of the Local Government Act 1989, the governing Act in place when the 2017/2021 Council Plan was prepared and adopted following the general election in 2016.

The review of the 2017-2021 Council Plan in 2020 was the final review in the term of this Plan.

Under the Local Government Act 2020, Council is required to develop a Council Plan for at least the next four financial years and adopt it by 31 October in the year following a general election.

Council has commenced engagement and consultation with community members to gain input and feedback on the priorities of its communities for consideration in the preparation of the new four-year Council Plan. This engagement will continue for the next few months.

Conflict of Interest Declaration

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

Transparency

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

Undertaking the exhibition of the draft 2020 review of the Council Plan and taking into consideration any comments received has ensured this requirement has been satisfied.

FINANCIAL VIABILITY CONSIDERATIONS

All Council Plan actions are considered in conjunction with the preparation of Council's annual budget to ensure associated financial requirements are budgeted for.

9.22 2017-2021 Shire of Strathbogie Council Plan (2020 Review)
- Third Quarter Report ~ 1 January to 31 March 2021 (cont.)

SUSTAINABILITY CONSIDERATIONS

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

Council is mindful of including the needs and requirements of its residents when preparing its Council Plan to ensure there are benefits to all communities in the objectives and strategies included in the Council Plan. These can include –

- (a) sense of community – e.g. cultural activities, stakeholder participation, recognition of diversity, cultural heritage or social cohesion;
- (b) community services – e.g. range and quality of services for different groups (children and families, young people, elderly people and people with disabilities), accessibility of services or cost of services;
- (c) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications;
- (d) education and skills development – e.g. number and quality of education options for the community, life-long learning opportunities or meeting local needs; and
- (e) transport – e.g. safety for travellers, emissions and fuel consumption, public transport usage, walking and cycling or transportation needs of all people.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

Communication and engagement with our communities is a high priority for Council, and the preparation of the Council Plan and the processes undertaken supports Council's commitment to continuous improvement.

HUMAN RIGHTS CONSIDERATIONS

It is considered there are no human rights limitations arising from this report, under the Victorian Charter of Human Rights and Responsibilities Act 2006.

CONCLUSION

Council is required to review its Council Plan at least once every year and make any adjustment to its key strategies deemed necessary. This report provides updates to the key strategies of the 2017-2021 Council Plan following its 2020 review.

ATTACHMENTS

Attachment 1: Strathbogie Shire Council Plan Progress Report for the January to March 2021 quarter.



COUNCIL PLAN PROGRESS REPORT

Status Indicators Key:

-  In Progress
-  Not Started
-  Completed
-  Under Review
-  On Going

YEAR: 2020-2021

GOAL: 1 To enhance community health and wellbeing

STRATEGY: 1.1 Plan for the improved community health, wellbeing and liveability

ACTION: 1.1.01 Work with the Strathbogie Health and Community Services Consortium to determine future direction

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	60%		<p>Ongoing conversations with Nagambie Health continue to progress the Nagambie Ageing Hub as per the endorsed position by Council at the 15 September 2020 Council meeting. Ongoing involvement with Euroa Health to progress key initiatives including their strategic plan.</p> <p>SECOND QUARTER UPDATE Council has advertised intention to Transfer two blocks of land to Nagambie Health as part of the Nagambie Hub process.</p> <p>THIRD QUARTER UPDATE Council has advertised intention to Transfer two blocks of land to Nagambie Health as part of the Nagambie Hub process</p>

ACTION: 1.1.02 Undertake self assessment under Workplace and Equality and Respect Standards

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager People & Culture	30-Jun-2021	75%		<p>This work is underway - the Self Assessment and Respect Standards are part of the legislated change required in the new GE Act.</p> <p>This will be a significant piece of work in 2021 to meet the audit in June.</p> <p>SECOND QUARTER UPDATE There has been a GE Commissioner appointed with a project rollout action plan. We are working through the requirements now with the Assessment to occur shortly. While there is no physical updates of progress, we are well placed to begin this work. We have also joined a regional group that helps with this work.</p> <p>THIRD QUARTER UPDATE We have done significant work in this space in the last 3 months. The Councillors received Workplace/Gender Equality training as part of their induction. This work included a overview of our existing policy and also the upcoming work that we are starting re the Gender Equality Act. The Act came into effect 31.3.21 and we have begun the introductory work that the staff are part of.</p>

ACTION: 1.1.03 Review parking arrangements at Avenel Pre-School and Maternal Child and Health

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		After reviewing the parking arrangements with the Avenel Pre-School and Maternal Child and Health, improvement works have been completed by Council.

ACTION: 1.1.04 Continue to review and implement priorities from the Walking Tracks and Trails Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>The 11 priority tracks and trails have been mapped and completed, with collateral produced for these as well as online mapping achieved. These have also been listed on the Victoria Walks website as well as being featured in the September/October Edition of the Great Walks Magazine.</p> <p>A further 10 tracks have also been mapped and had collateral produced for them. They are all being heavily promoted post lockdown as applicable.</p> <p>SECOND QUARTER UPDATE</p> <p>Work has continued on the mapping of the Tracks and Trails. Those that have been mapped are now also sitting on Pozi to be accessed, and further development of the priority Tracks and Trails is taking place. Due to COVID-19 there were no meetings of the Tracks and Trails Advisory Group, but this be addressed and reinstated in 2021 in accordance with restrictions in place.</p> <p>THIRD QUARTER UPDATE</p> <p>The part-time officer that was working within this space resigned at the end of February, leaving a gap that is still yet to be filled to continue on with this work. We are currently working on a the development of a 12 month plan to finalise all of the priority actions of the current tracks and trails plan.</p>

ACTION: 1.1.05 Seek grant funding to accelerate improvements to the footpath network

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>Grant funding opportunities are continually being reviewed for these an other projects within Council.</p> <p>SECOND QUARTER UPDATE</p> <p>Relevant grant funding opportunities have been passed onto the Assets Department and the Director Corporate Operations.</p> <p>THIRD QUARTER UPDATE</p> <p>No further funding opportunities have been identified</p>

ACTION: 1.1.06 Commence new planning cycle for Municipal Public Health and Wellbeing Plan

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	50%		<p>The Municipal Public Health and Wellbeing Plan will be completed as part of the Council Plan. Community engagement planning has started. This year we will be required to conduct deliberative engagement, which will ensure the community's input into the development of these important plans. Community engagement will start in January 2021 and run for several months.</p> <p>SECOND QUARTER UPDATE</p> <p>The Municipal Public Health and Wellbeing Plan will be integrated into the Council Plan. Community engagement planning has started. This year we will be required to conduct deliberative engagement, which will ensure the community's input into the development of these important plans. Community engagement will start in March 2021. This will include face-to-face and online options, along with three days of deliberative engagement with a representative sample of residents.</p> <p>THIRD QUARTER UPDATE</p> <p>The Municipal Public Health and Wellbeing Plan will be integrated into the Council Plan. Community engagement has started with eight face-to-face Share Strathbogie sessions now complete.</p> <p>The next steps in the engagement process will be the establishment of an online engagement hub (April 19), followed by a Community Forum using deliberative engagement methods in June.</p>

ACTION: 1.1.07 Prioritise actions within the Play and Recreation Framework to allocate available budget to locations

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		In consultation with Community and Finance have allocated funding, based on priority actions and available Council budget, for the Play & Recreation Framework within the LTFP.

ACTION: 1.1.08 Work with community to implement provision of dogs off leash areas

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	95%		<p>Contractor being arranged to install fencing.</p> <p>SECOND QUARTER UPDATE</p> <p>Fencing scheduled 8 February 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Minor works done - aiming to open end March 2021</p>

ACTION: 1.1.09 Promote responsible pet ownership through the implementation of Council's Domestic Animal Management Plan 2017-21

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	75%		Ongoing process through Ranger. To be further developed. SECOND QUARTER UPDATE Ongoing. THIRD QUARTER UPDATE Ongoing

ACTION: 1.1.10 Review Council's Community and Meeting Procedure Local Laws - to reflect contemporary issues

Position(s)	Target Date	% Complete	Status	Comments
	30-Jun-2021			Community Local Law No. 2 2020 adopted by Council 15/09/2020. Meeting Procedure local law now incorporated into Governance Rules, adopted by Council 25/08/2020.

ACTION: 1.1.11 Complete MOU with Nagambie Health for delivery of Nagambie Ageing Hub

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	85%		Council has resolved Intention to advertise contribution of 2 lots to the project. To be further pursued after public submission period. SECOND QUARTER UPDATE Public submissions closed. Report to March Council. THIRD QUARTER UPDATE Public submissions closed. Report to April Council

AGENDAREVIEW

STRATEGY: 1.2 Engage and participate with the community in Council / Community initiatives

ACTION: 1.2.01 Continue to support local community planning processes across the Shire including implementation of priority projects from the Community Action Group Plans

Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	50%		<p>Have been meeting (virtually) with Action Groups and Committees of Management (CoM) from across the Shire to initiate and assist the transition from the previous LGA Section 86 CoM to incorporated legal entities. This is still in progress with new temporary agreement being negotiated.</p> <p>Various planning processes have been interrupted by Covid-19 with all community, sport and recreation facilities closing their doors. This resulted in many Action Groups, sporting clubs and CoM losing their usual external funding streams. This has had a considerable flow on effect where we have needed to support groups in different ways to see them through this period.</p> <p>SECOND QUARTER UPDATE</p> <p>It is now planned to bring together all the previous Section 86 groups, including the Community Action Groups into a 'Town Hall' meeting to discuss incorporation and to negotiate new maintenance agreements.</p> <p>Various planning processes have been interrupted by Covid with all community, sport and recreation facilities closing their doors. This resulted in many Action Groups, sporting clubs and CoM losing their usual external funding streams which led to the introduction of the Covid Recovery Grants program. The RE3 Grants program consisted of 2 rounds of funding totalling some \$84,000 which were used for 'bringing the community back together' type events as Covid restrictions eased. There were additional sums of \$1,000 provided to the Community Action Groups to assist them in meeting their administration costs and other incidentals.</p> <p>THIRD QUARTER UPDATE</p> <p>Things are coming back online post COVID and we were able to conduct 2 workshops, one for CoM and one for the Action Groups which were well attended and greatly received. Some key points to come out of the workshops was to have more events such as the workshop with a focus on education and training programs. Consequently, we are currently investigating suitable training contractors who can deliver either an online or face to face workshop that will provide what our CoM are requesting.</p> <p>All the previous Section 86 groups have now signed new temporary agreements that will expire on 30 September 2021. This gives us 6 months to finalise and negotiate a longer-term agreements. We have also been progressing with getting more groups Incorporated, of which about half of the 15 previous Section 86 groups have now completed. Similarly, 4 of the 8 Action Groups have now Incorporated with more to follow.</p>

ACTION: 1.2.02 Review status of Recreation Reserve Master Plans

Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	40%		<p>The Strathbogie master plans has been budgeted and is scheduled for roll-out this year. Stage One of the Friendlies Precinct master plan has been delivered. The next draft stage will be submitted to Council shortly with NEAD Architects wanting to brief Councillors on their proposal. Further community consultation to follow.</p> <p>After discussions with the Longwood Action Group (LAG), a copy of the 2015 draft master plan has been resurrected with further community consultation to follow.</p> <p>SECOND QUARTER UPDATE</p> <p>Master Plans for the Friendlies Precinct, Strathbogie Recreation Reserve and the Longwood Recreation Reserve are all still works in progress with the majority being implemented with the Friendlies precinct plan. The septic system at the tennis pavilion is a major issue currently with investigations into the feasibility to connect it to the sewage system. The is now in the planning process with a budget of \$100,000.</p> <p>The Strathbogie Recreation Reserve Master plan is progressing with further consultation with the Architects and the community to achieve the outcomes as submitted to Council. The Longwood Recreation Reserve Master Plan is also on hold with a new set of priorities coming from the CoM and the Action Group who now want to include two new net ball courts.</p> <p>THIRD QUARTER UPDATE</p> <p>An official launch and opening of the Friendlies Reserve stage one completion is currently being planned for June 2021 with both State & Federal representation and other dignitaries including the Chairman from Cricketing Australia. There are still issues around the non-existence of suitable female changeroom and toilet facilities at the Friendlies with short term solutions being sort. The CoM have concerns now that the use of the facility is increasing that the need for suitable female facilities is becoming urgent.</p>

ACTION: 1.2.03 Achieve funding and deliver Nagambie Youth Hub

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	100%		<p>Youth Hub completed, disabled toiled facilities, all fitted out. Have also achieved funding for the Nagambie Active Hub on the adjacent Land site.</p>

STRATEGY: 1.3 Enhance community resilience, including supporting and increasing the participation of volunteers

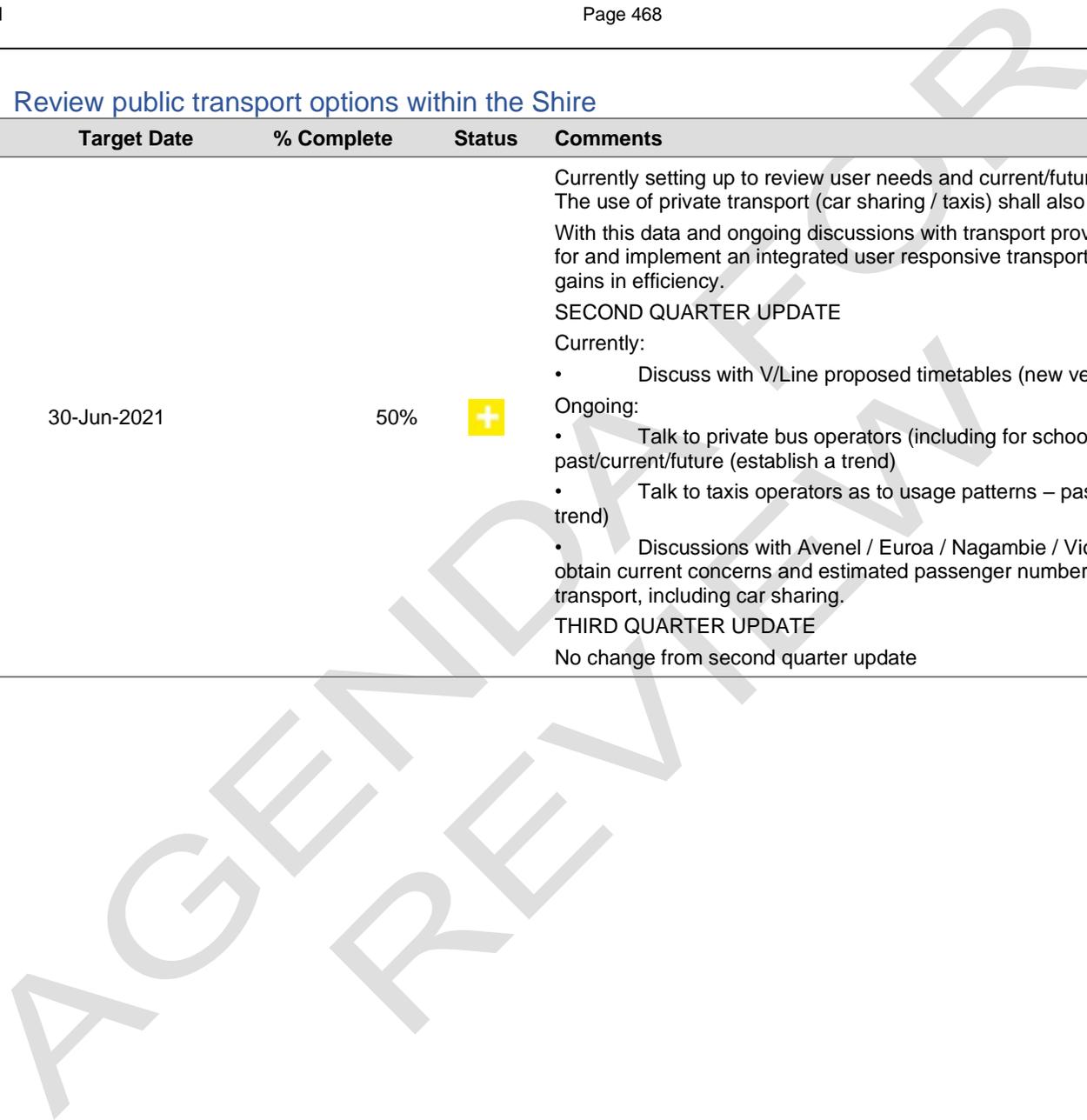
ACTION: 1.3.01 Negotiate MOUs with indigenous representative groups with the aim of developing Reconciliation Action Plans

Position(s)	Target Date	% Complete	Status	Comments
Director Community & Planning	30-Jun-2021	20%		<p>A report went before Council in August 2020. This recommendation was rescinded at the September 2020 Council meeting.</p> <p>Further work is required to brief new Council and prepare consultation strategy.</p> <p>SECOND QUARTER UPDATE</p> <p>At the September 2020 Council Meeting, Council resolved to:</p> <ol style="list-style-type: none"> 1. Undertake broad based consultation with ratepayers, residents and the TLaWC in relation to the development of a Memorandum of Understand between Strathbogie Shire Council and the TLaWC. 2. Receive a further report from Officers on the outcome of the consultation process. <p>Work has commenced on the preparation of the consultation strategy.</p> <p>THIRD QUARTER UPDATE</p> <p>Discussions have commenced with TLaWC regarding the consultation process. Engagement Plan almost finalised.</p>

AGEND
REVIEW

ACTION: 1.3.02 Review public transport options within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	50%		<p>Currently setting up to review user needs and current/future public transport operations. The use of private transport (car sharing / taxis) shall also be reviewed.</p> <p>With this data and ongoing discussions with transport providers, Council will be able to plan for and implement an integrated user responsive transport system, aimed at significant gains in efficiency.</p> <p>SECOND QUARTER UPDATE Currently:</p> <ul style="list-style-type: none"> • Discuss with V/Line proposed timetables (new velocity trains; inland rail project) <p>Ongoing:</p> <ul style="list-style-type: none"> • Talk to private bus operators (including for schools) as to usage patterns – past/current/future (establish a trend) • Talk to taxis operators as to usage patterns – past/current/future (establish a trend) • Discussions with Avenel / Euroa / Nagambie / Violet Town Action Groups to obtain current concerns and estimated passenger numbers for the different forms of transport, including car sharing. <p>THIRD QUARTER UPDATE No change from second quarter update</p>



ACTION: 1.3.03 Recognise and profile the importance of volunteers in our local community

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	60%		<p>This has been a difficult item to follow up on an implement during COVID-19, as all volunteers were stood down during the lockdown period over the past 8 months. We have regularly contacted them via newsletter and email opportunities. We are also investigating the opportunity of an online Volunteer portal which would make updating and engaging with volunteers much more effective.</p> <p>Discussion have taken place with the Comms and Engagement Team around extending out the Strathbogie Story concept to highlight volunteers/volunteer groups within our Shire and screening these stories as previews within the Euroa Cinema.</p> <p>SECOND QUARTER UPDATE</p> <p>We have advertised for additional volunteers for both the Cinema and Visitor Information Centres in Nagambie and Euroa to assist with the dwindling numbers after the return from COVID. Further discussion to take place with the Comms and Engagement Team on ways in which their contribution can be highlighted.</p> <p>THIRD QUARTER UPDATE</p> <p>Additional volunteers have come on board in both the areas of the VIC's and the Euroa Community Cinema. No additional initiatives have been implemented at this time</p>

ACTION: 1.3.04 Seek funding for provision of emergency power at relief centres, places of last resort within the Shire

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	75%		<p>Reviewing option for portable generators as opposed to power all sites.</p> <p>SECOND QUARTER UPDATE</p> <p>Options for funding still being investigated eg. funding available for emergency preparedness under the MERP (Municipal Emergency Resource Preparedness).</p> <p>Investigation into site and applicability of a mobile generator including costs are currently underway.</p> <p>THIRD QUARTER UPDATE</p> <p>Inspection completed by electrical contractor to assess the various sites and a provide a quote for appropriate generator/s. Quote to be received April.</p>

ACTION: 1.3.05 Continue consultation with Fire Brigade Captains to explore Fire Management Planning and CFA Best Practice

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	75%		<p>Fire Management Plan Review complete, MFMPC meeting complete and consultation on going (weekly) with Fire Brigade Group Officers.</p> <p>Road side spraying program complete for the whole shire and first round of fire prevention inspections complete (349 courtesy letters issued).</p> <p>SECOND QUARTER UPDATE</p> <p>Spraying program complete.</p> <p>Final round of inspections completed with 17 failing properties.</p> <p>Internal review and consultation with land owners underway ahead of infringement notices.</p> <p>Fire Brigade Group Officer meetings ongoing.</p> <p>THIRD QUARTER UPDATE</p> <p>Programs completed with a small number of infringements issued. Meeting set up to further refine the road side spraying program (April) ahead of the next program (August).</p> <p>Fire Brigade Group Officer meetings ongoing.</p>

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STRATEGY: 1.4 Support and drive community, arts and cultural events

ACTION: 1.4.01 Continue implementation of Shire wide youth programs that focus on cultural activities, training and development, pathways to employment and civic participation

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	70%		<p>Nagambie Youth Hub was developed to support a Shire wide program to have 2 main gathering sites (one in Euroa, One in Nagambie)</p> <p>For the past 3 years we have had the Engage Youth funding which focuses on building the capacity of Young people.</p> <p>in the last quarter there have been significant impacts as a result of COVID-19, in response to this an online program was developed which included the delivery of weekly learning sessions.</p> <p>SECOND QUARTER UPDATE</p> <p>Due to the resignation of both Youth Development Officers and the restructure of the Community Wellbeing department this area has not had the capacity for further development of programs or continued engagement of young people. An advertisement for a new Youth Officer will be circulated in February 2021 and investigation is continuing into current existing programs that could be engaged with to assist the youth within the Shire.</p> <p>THIRD QUARTER UPDATE</p> <p>Advertising for a new Youth Officer position closed on 07/04/21. Will review applications for this and appoint accordingly. The youth program has been in suspension whilst a new position is being finalised, however a youth event was held at the Go Fish Event in March utilising FReeZa, Engage and CASI funding and a white board for 'BIG IDEAS' was set up to gauge feedback from all youth who attended.</p>

ACTION: 1.4.02 Investigate potential for art work on Nagambie Water Tower

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>As per previous comments, it appears that artwork is unable to be undertaken onto the outside of the Water Tower due to heritage links with Sir John Monash. WE have investigated the option of lighting the water tower and have commissioned a scoping document to outline what this would entail.</p> <p>SECOND QUARTER UPDATE</p> <p>Scoping document for lighting was completed, however due to the restraints of COVID and Caretaker mode is yet to circulate amongst the Tourism, Arts & Culture Advisory Group for further discussion and feedback.</p> <p>THIRD QUARTER UPDATE</p> <p>Due to no viable option to paint the Nagambie Water Tower being available, the Tourism, Arts and Culture Advisory Group are working with Officers to engage with the young people for a mural to be painted on the Nagambie Youth Hub building. This is also the site of the new Active Hub which is due to commence construction shortly.</p>

ACTION: 1.4.03 Begin implementation of Tourism Arts and Culture Strategy Action Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	50%		<p>This has been difficult to achieve in a COVID-19 environment, as things that were planned had to be cancelled due to lockdown. We are continuing to review the 12 month action plan and revise what can be achieved in the COVID-19 environment.</p> <p>SECOND QUARTER UPDATE</p> <p>A collaboration with 7 other Councils for the ArtsACTION program to be made available to Creatives within the Strathbogie Shire has been undertaken and a marketing plan developed for circulation amongst creatives to engage them in participating in the FREE program. This will also assist in developing a database of Creatives within the Shire to enable further development and action of the Arts & Culture Strategy.</p> <p>Also continuing conversations with Regional Arts Victoria to reinstate programs that had to be cancelled due to COVID-19.</p> <p>THIRD QUARTER UPDATE</p> <p>12 Month Action Plan is currently being reviewed and revised in consultation with the Tourism, Arts & Culture Advisory Group</p>

GOAL: 2 To sustainably manage our natural and built environment

STRATEGY: 2.1 Promote and support sustainable environmental initiatives

ACTION: 2.1.01 Continue to support Landcare groups and Catchment Management Networks to target weed and pest animal management on roadsides

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	75%		<p>Council fully acquitted the 2019/20 funds and has been successful in gaining funding again for 20/21.</p> <p>SECOND QUARTER UPDATE</p> <p>Council has now received funding for the Roadside Weeds and Pest Program for 20/21. A panel of contractors has been selected and local landcare groups have commenced spraying in their areas. It is expected that all funds will be expended by July 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Works are progressing well for spraying on roadsides and all funding will be expended by July 2021.</p>

ACTION: 2.1.02 Complete work with event organisers to implement Zero Waste events

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	50%		<p>The Waste Wise Event Guide and Waste Wise Events policy have been adopted by Council at its meeting on 15 September 2020. This policy will be introduced over the next year to give event planners time to adjust to the changed requirements.</p> <p>SECOND QUARTER UPDATE</p> <p>Council's Waste Education Officer has been working with the event team to ensure a smooth roll out of information to event planners. They are currently working on an FAQ.</p> <p>THIRD QUARTER UPDATE</p> <p>Council's Waste Education Officer has been to 2 events in preparation for Council's Waste Wise events policy to come into effect in September 2021. Some learnings have been made and will be applied to the next round of events.</p>

ACTION: 2.1.03 Support sustainable energy initiatives in the Strathbogie Shire in conjunction with the Environment and Sustainable Development Advisory Committee

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	75%		<p>This initiative is included in the SS2030 Strategy as an ongoing action. Council is involved with the ongoing Local Government Renewable Power Purchase Agreement with 41 other Victorian Councils to purchase Council energy from renewable sources. Councils has installed solar panels on most of its high energy use facilities. Leading the Carbon Crunching Councils project with Benalla, Murrindindi and Towong Shires to implement a shared carbon inventory, bill checking and payment service for utilities.</p> <p>SECOND QUARTER UPDATE</p> <p>The tender for the Power Partnership Agreement (PPA) has closed and negotiations have commenced with potential tenderers. It is envisioned that a tender evaluation report will come to Council in quarter four for adoption.</p> <p>THIRD QUARTER UPDATE</p> <p>In early April Council will sign on to the PPA, now known as VECO. Council has committed 100% of its load to renewable energy.</p>

ACTION: 2.1.04 Support Clean Up Australia Day

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	100%		<p>A Cleanup was undertaken in partnership with Goulburn Murray Water on Sunday 1 March 2020. Residents and visitors collected 15 bags of rubbish around Lake Nagambie on the day. Further opportunities for partnering with GMW to minimise waste in Lake Nagambie are currently being explored.</p> <p>SECOND QUARTER UPDATE</p> <p>Clean up Australia Day this year will occur on March 7 2021. Councils Waste Management Officer and Waste Education Officer will undertake planning to run a community event in line with COVID 19 restrictions at the time. Council will also offer fee waivers to groups that undertake clean ups in the community.</p> <p>THIRD QUARTER UPDATE</p> <p>Clean up Australia Day was undertaken on 7 March 2021, Council supported groups that undertook cleanups with fee waivers at our transfer stations. Euroa Secondary College will undertake their Clean up in term 3 due to conflicting priorities.</p>

ACTION: 2.1.05 Continue to support the Goulburn Broken Greenhouse Alliance

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	100%		<p>Council continues to be an active member of the Goulburn Broken Greenhouse Alliance</p> <p>SECOND QUARTER UPDATE</p> <p>Council continues to be an active member of the Goulburn Broken Greenhouse Alliance and is taking the role as the lead Council in the "Growing Cooler Climates" project to reduce the heat island impacts in our urban areas by planting streetscape trees.</p> <p>THIRD QUARTER UPDATE</p> <p>Council staff continue to support the GBGA, now the Goulburn Broken Climate Alliance, with staff attending all meetings. We are still awaiting the outcome of the Growing Cooler Climates Project.</p>

ACTION: 2.1.06 Implement the recommendations of Council's Domestic Wastewater Management Plan, including working with Goulburn Valley Water to explore small town sewer schemes

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	5%		<p>Yet to be substantially commenced.</p> <p>SECOND QUARTER UPDATE</p> <p>To be activated after commencement of new Team Leader.</p> <p>THIRD QUARTER UPDATE</p> <p>To be activated after commencement of new Team Leader</p>

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STRATEGY: 2.2 Mitigate and adapt to a changing climate

ACTION: 2.2.01 Implement initiatives within the Sustainable Strathbogie 2030 Plan

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	75%		<p>No budget was allocated to Sustainable Strathbogie 2030 for the 2019/20 financial year. SECOND QUARTER UPDATE</p> <p>Staff are currently progressing the below Sustainable Strathbogie initiatives within current staffing levels</p> <p>2.13 - Implement a program that records, analyses and reports on Council's energy, water, fleet and waste emissions and financials, in order to reduce costs and increase understanding of Council's emissions standing. Staff are currently undertaking a audit of the Trellis system to ensure that all relevant bills are captured to ensure that the data is robust and able to be used to monitoring consumption within the Shire.</p> <p>2.18 - Support research and development of Victoria's Local Government Renewable Energy Power Purchase Agreement (PPA) Project for cheaper and more stable energy supply, as well as Victoria's Renewable Energy Target, and Emissions Reduction target. The PPA project has gone out for tender and is currently undergoing evaluation. The outcomes of this tender will be presented to Council in the middle half of this year for adoption.</p> <p>Staff also continue to be a member of and support local groups and their projects.</p> <p>THIRD QUARTER UPDATE</p> <p>Council staff continue to contribute to actions from the Sustainable Strathbogie 2030 as listed above.</p>

ACTION: 2.2.02 Identify priorities for flood mitigation/drainage in Violet Town

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	85%		<p>The Violet Town Flood Mitigation/Drainage meeting was held on Wednesday 9th May 2018, at the Violet Town Football/Netball Clubrooms.</p> <p>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: -</p> <ul style="list-style-type: none"> • Flood water exceeding that modelled • Compensation not received or not adequate, or • Works not adequate. <p>Council committed funding to the following impacted sites from the December 2016 flash flooding within the 2018/19 Budget: -</p> <ul style="list-style-type: none"> • High Street • Marys Lane and Lily Street • Primrose Street <p>Council is currently reviewing the remaining issues pertaining to flood mitigation/drainage priorities within Violet Town and implementing works once designs have been completed.</p> <p>SECOND QUARTER UPDATE</p> <p>Seeking quotations to undertake: -</p> <ul style="list-style-type: none"> • Pit & Pipe Survey • Violet Town Drainage Strategy to Bypass Town Centre <p>THIRD QUARTER UPDATE</p> <p>No change from second quarter</p>

ACTION: 2.2.03 Include urban forestry into urban design frameworks to increase the shaded environment of our townships and implement pilot program

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	100%		<p>Pilot program was completed with community input in Bury Street, Euroa. As a result of positive feedback further streets were done, i.e. Kennedy Street, Euroa, Barwon Street, Nagambie, Charman Avenue, Euroa and Violet Town scheduled to be undertaken in November.</p> <p>Further identification of streets and a program officer is required to continue to deliver ongoing roll out of further work.</p>

ACTION: 2.2.04 Partner with agencies (Catchment Management Authority, Agriculture Victoria, Goulburn-Murray Water, Goulburn Valley Water) to deliver a series of listening posts for farmers to identify issues of concern and how they can be addressed

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	25%		<p>Staff will work with other agencies to identify concerns and responses.</p> <p>SECOND QUARTER UPDATE</p> <p>Staff will work with other agencies to identify concerns and responses. Work on this has been delayed due to the Christmas break and summer holidays.</p> <p>THIRD QUARTER UPDATE</p> <p>Council is working with local Landcare Groups to deliver education to local landowners on land management issues within their areas.</p>

STRATEGY: 2.3 Protect and enhance our natural environmental assets

ACTION: 2.3.01 Review/Implement Tree Management Guidelines

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	75%		<p>Tree Management Policy being prepared for Council's consideration. Draft guidelines will then be prepared.</p> <p>SECOND QUARTER UPDATE</p> <p>Tree management plan review meetings have been scheduled to run throughout February with notations to the draft document.</p> <p>Investigation of alternate formats to make consistent with the Road Management Plan.</p> <p>THIRD QUARTER UPDATE</p> <p>Draft Plan has commenced and is 50% complete.</p> <p>Draft Manual (version 1) is to be reviewed and amended as appropriate.</p>

ACTION: 2.3.02 Continue to assist new land owners in land management through New Residents booklet, website and other means

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	75%		<p>Content is placed on the website under "Environment" and various areas to assist new landowners. Council has previously partnered with the Arboretum, Landcare and CMN to assist with courses for small lot landowners new to the municipality, and will continue to do so.</p> <p>SECOND QUARTER UPDATE</p> <p>Content is placed on the website under "Environment" and various areas to assist new landowners. This will be updated in the new year so that information is easily accessible by residents. Council has previously partnered with the Arboretum, Landcare and CMN to assist with courses for small lot landowners new to the municipality, and will continue to do so.</p> <p>THIRD QUARTER UPDATE</p> <p>Staff are in the process of contributing to the new residents booklet update.</p>

STRATEGY: 2.4 Protect and enhance our built environment

ACTION: 2.4.01 Implement priority actions from the Stormwater Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	75%		<p>Council has allocated funding to the identified storm water management projects within the 2020/21 capital works budget, to carry on from projects undertaken from previous financial year.</p> <p>Drainage investigations/designs to be undertaken this financial year are: -</p> <ul style="list-style-type: none"> ~ Stormwater Drains Design Program ~ Pit & Pipe Renewal Program ~ Bank /Queen/Belmont Street Road & Drainage Upgrade ~ Nagambie Industrial Estate - Drainage Scoping ~ McGregor Avenue Retarding Basins Upgrade with Pump System ~ Create Easements for Flood Levees ~ Ballantyne Rd Retention Basin design <p>The following works have commenced: -</p> <ul style="list-style-type: none"> ~ Boundary Road South - existing services relocations ~ Castle Creek floodplain management plan & levee monitoring protection ~ Feasibility study into an Alternative Water Supply for Nagambie - use of treated storm water for irrigation of open spaces and recreation reserves. <p>SECOND QUARTER UPDATE</p> <ul style="list-style-type: none"> ~ Stormwater Drains Design Program (to seek quotations) ~ Pit & Pipe Renewal Program (seeking quotations) ~ Bank /Queen/Belmont Street Road & Drainage Upgrade (going out to tender) ~ Nagambie Industrial Estate - Drainage Scoping (construction proposed for 2021/22 draft budget) ~ McGregor Avenue Retarding Basins Upgrade with Pump System (construction proposed for 2021/22 draft budget) ~ Create Easements for Flood Levees (requirements to be presented to Council for approval) ~ Ballantyne Rd Retention Basin design (construction proposed for 2023/24 draft budget) ~ Boundary Road South - existing services relocations completed (staged construction proposed for 2021/22 draft budget) ~ Castle Creek floodplain management plan & levee monitoring protection (discussions with preferred tenderer) ~ Feasibility study into an Alternative Water Supply for Nagambie - use of treated storm water for irrigation of open spaces and recreation reserves (completed). <p>THIRD QUARTER UPDATE</p> <p>Construction to commence on the house levee (Castle Creek)</p>

ACTION: 2.4.02 Develop Guidelines and priority locations for improvements to street lighting in accordance with adopted policy

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	75%		<p>Requests for additional street lighting considered on ongoing basis (no current budget for implementation).</p> <p>Township study have been implemented to determine current and desired levels of lighting and establish a street lighting program.</p> <p>Collection of data on existing infrastructure is completed and the review of street lighting design requirements is continuing.</p> <p>The Street Lighting Policy has been approved by Council.</p> <p>SECOND QUARTER UPDATE Presenting of Draft Street Lighting Guidelines to Council. Budget for street lighting installations proposed for 2021/22 draft budget.</p> <p>THIRD QUARTER UPDATE No change from second quarter</p>

STRATEGY: 2.5 Provide efficient and effective waste management programs

ACTION: 2.5.01 Implement expanded kerbside collection on collection routes as identified in the Waste Management Strategy

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	70%		<p>Staff work to expand routes where there are requests and sufficient demand from residents. Council staff last year also looked at extending the "collector routes" and bringing the properties that have the truck drive past their front gate onto the route. This was put on hold due to COVID 19 and will be reinvestigated in 2021.</p> <p>SECOND QUARTER UPDATE Update as above. The extension of the route will be looked at new year. Where requested by residents we work with Council's collection contractor regarding the viability of the route.</p> <p>THIRD QUARTER UPDATE Council staff continue to look at extensions of routes as proposed by ratepayers.</p>

ACTION: 2.5.02 Work with Goulburn-Murray Water to review and implement improved waste collection techniques on our waterways

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	75%		<p>Council work with GM Water to improve litter collection into our water ways. Most recently we partnered to do Clean up Australia day at Lake Nagambie.</p> <p>SECOND QUARTER UPDATE</p> <p>Council will complete Clean Up Australia day again next year and later in the year work with GM Water to look at options for reducing the amount of litter entering our waterways.</p> <p>THIRD QUARTER UPDATE</p> <p>Staff continue to work with GM Water to look at improved methods of litter collection in our water ways.</p>

GOAL: 3 To provide quality infrastructure

STRATEGY: 3.1 Provide best practice management of all assets including roads, bridges and facilities

ACTION: 3.1.01 Review Council Asset list to ensure ongoing need

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	50%		<p>Report identifying Council owned properties completed . To be analysed for candidates no longer needed.</p> <p>SECOND QUARTER UPDATE</p> <p>Intention to sell advertised for block in Industrial Crescent. Further list to be reviewed.</p> <p>THIRD QUARTER UPDATE</p> <p>Intention to sell advertised for block in Industrial Crescent. Further list to be reviewed.</p>

ACTION: 3.1.02 Complete survey and design for footpaths, kerb and channelling and parking at the east end of Bank, Belmont, Queen Street, Avenel

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		<p>Community consultation on the concept design has been completed, taking into consideration a number of prospective new developments within the area (residential / commercial) that will have a direct affect to the intersections along Bank Street and the feedback collated has been incorporated within the detailed design.</p> <p>The design has been provisionally approved by Rural Roads Victoria, subject to further detailed discussions with the rail authorities. In the interim, Council shall be undertaking drainage improvement works within the 2020/21 financial year and undertake further road, intersection and footpath improvement works in unison with further developments within the area.</p> <p>SECOND QUARTER UPDATE Drainage design to be Tendered.</p> <p>THIRD QUARTER UPDATE Contract to be awarded for drainage construction</p>

ACTION: 3.1.03 Target major capital works projects to seek government funding to reduce Council's costs

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	75%		<p>Funding achieved for Nagambie Youth Hub (\$250,000), Nagambie Locksley Road bridge (\$600,000). Currently seeking funding for Nagambie foreshore path, agricultural roads.</p> <p>SECOND QUARTER UPDATE</p> <p>Application for agricultural roads unsuccessful. Pursuing funding for CCTV for Euroa saleyards. \$1.2m from Federal government approved for Local Roads and Community Infrastructure.</p> <p>THIRD QUARTER UPDATE Application for \$3m towards Nagambie Foreshore path under preparation</p>

ACTION: 3.1.04 Progress review of Nagambie Growth Management Plan

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	50%	+	<p>Review completed for main document and will be brought before Council for adoption with supporting documents.</p> <p>Further work for the supporting documents is currently underway.</p> <p>SECOND QUARTER UPDATE</p> <p>Main Street Plan scope of works completed. Final review of scope of works being completed and a request for quote to be sent out.</p> <p>THIRD QUARTER UPDATE</p> <p>Request for quote completed and tender evaluation being undertaken. Further work to be undertaken to ensure that social demographics will inform future community infrastructure needs are considered.</p>

ACTION: 3.1.05 Formalise Euroa parking arrangements after adoption of Euroa Township Strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	10%	+	<p>Parking study to commence in early 2021.</p> <p>SECOND QUARTER UPDATE</p> <p>Initial review of the 5 key recommendations within the Euroa Strategic Plan has been undertaken.</p> <p>Draft report to be written after detailed review of sites (available access and area; actual/proposed usage; Inland Rail project detailed design).</p> <p>THIRD QUARTER UPDATE</p> <p>No change from second quarter</p>

ACTION: 3.1.06 Continue support of Roads Advisory Committee

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	50%		<p>Consideration for Committee structures to occur with new Council.</p> <p>SECOND QUARTER UPDATE</p> <p>Currently on hold pending Council approach to engagement.</p> <p>THIRD QUARTER UPDATE</p> <p>Currently on hold pending Council approach to engagement.</p>

ACTION: 3.1.07 Prioritise outcomes of condition assessment of public toilets

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	50%		<p>Condition assessment of all Public Toilets is completed and the strategy to be developed during 2021.</p> <p>SECOND QUARTER UPDATE</p> <p>Condition assessment of all Public Toilets is completed and the strategy to be developed during 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Condition assessment of all Public Toilets is completed and the strategy to be developed during 2021.</p>

ACTION: 3.1.08 Implement extension of angle parking in Nagambie including 2-hour limit in appropriate locations.

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	100%		Signage plan completed and procured in 2020.

STRATEGY: 3.2 Provide passive and active recreational facilities

ACTION: 3.2.01 Investigate and consult in relation to providing link bridge at Rockies over the Seven Creeks in Euroa and over Hughes Creek between Kent Street and Watson Street in Avenel

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	70%		<p>Review of Rockies bridge project and scoping has commenced and for the Hughes Creek bridge, discussions are proceeding with the GBCMA as to the best design option to prevent future household flooding as a result of the installation of a crossing.</p> <p>SECOND QUARTER UPDATE</p> <p>Review of Rockies bridge project and scoping is ongoing by Project Delivery.</p> <p>Hughes Creek bridge discussions with the GBCMA have come to a halt - Project Delivery to provide update / options to Council.</p> <p>THIRD QUARTER UPDATE</p> <p>Review of Rockies bridge project and scoping is ongoing by Project Delivery.</p> <p>Hughes Creek bridge discussions with the GBCMA have come to a halt - Project Delivery to provide update / options to Council.</p>

ACTION: 3.2.02 Construct pedestrian bridge linking Memorial Oval and Friendlies Reserve in Euroa

Position(s)	Target Date	% Complete	Status	Comments
Manager Project Delivery	30-Jun-2021	100%		All works completed within budget on scheduled timeframe

ACTION: 3.2.03 Continue to implement outcomes of the Community Pools Strategy

Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	75%		<p>Belgravia Leisure have been engaged to manage the pools for this season which was one of the suggested management models from the pool strategy. Various initiatives have been implemented including Point of Sale computer systems along with attendance tracking technologies. This will assist greatly in future planning. Social Media pages have been set up for each pool to create a different “feel” for each pool which as also suggested in the pool strategy document.</p> <p>A working party has been formed from the Community Well Being & Projects Teams to assist in implementing the pools strategy. Further consultation with the various Friends of the Pools committees is on-going.</p> <p>SECOND QUARTER UPDATE</p> <p>Belgravia Leisure have completed auditing and the implementation of various systems, protocols and other safety measures. New water testing kits have been purchased for each pool, discussions around purchasing an electronic ‘dongle’ tag to replace the current plastic tag system that will provide more accurate attendance records. Auditing and upgrading of signage in and around the pools to become more compliant is also in progress.</p> <p>Shade sails for the shallow end at Euroa pool are in the process of being quoted on and will be installed in time for the next season. Similarly, air conditioning units are to be installed into the kiosks/offices of all 4 pools. Other inspections are yet to occur in regard to upgrades to toilets facilities, chemical storage and pump/plumbing infrastructure.</p> <p>Over the last shutdown period, repairs were carried out on a leak at the Avenel pool which has not been successful. This will need to be investigated further after the current season finishes.</p> <p>THIRD QUARTER UPDATE</p> <p>The pools closed for the current season on the 9th March, the Labour Day long weekend. Belgravia Leisure have concluded their contract and are keen to re-tender for next season. We have begun the scoping out documents for the next tender process which hopefully will be for a 3 year contract. Approximately \$80K in shade sails has been ordered for Euroa and Avenel pools with installation to occur prior to 30 June. Auditing of the pool facilities is under way in regard to compliance issues around signage and operational procedures which were raised by Belgravia Leisure. With regard to the leak at the Avenel pool, we are attempting to secure a specialist engineering company to locate and repair the leak.</p>

ACTION: 3.2.04 Seek Stage 2 funding for Stage 2 boardwalk Seven Creeks Park in Euroa

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	70%		<p>A submission was made in July 2020 for funding for this project in conjunction with two other interlinked projects at Nagambie - unfortunately we were unsuccessful in obtaining this funding.</p> <p>Other funding opportunities are constantly being reviewed and considered for this project.</p> <p>SECOND QUARTER UPDATE</p> <p>Funding opportunities are continually being reviewed, however no further suitable funding opportunities have been identified at this time.</p> <p>THIRD QUARTER UPDATE</p> <p>Two funding submissions for undertaken for this project, with one being through Sports Recreation Victoria and Round 2 by invitation of the Community Sports Infrastructure Stimulus Program and also via Regional Development Victoria via an Invitation Expression of Interest for the Regional Infrastructure Fund. We are currently waiting the outcome of both of these submissions.</p>

ACTION: 3.2.05 Progress priority projects identified in the Nagambie Tourism Infrastructure Business Case

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>A funding application was submitted to the Community Sport Infrastructure Stimulus Program in June 2020 as part of an \$11 million project that highlighted three of the priorities from the Nagambie Tourism Infrastructure Business Case being:</p> <ol style="list-style-type: none"> 1. Rowing Course Deepening – dredging of the 2km rowing course to a 3 metre depth 2. Peninsula Extension – construction of a 300m boardwalk 3. Foreshore Walk – Construction of a safe, accessible connection between Regatta Centre Precinct and town centre <p>Unfortunately we found out on 14/08/2020 that we had been unsuccessful in this application and the feedback we received was that the funding program had been very heavily oversubscribed. Further funding opportunities will be pursued as they become available.</p> <p>SECOND QUARTER UPDATE</p> <p>Strathbogie Shire Council have been invited to submit an application for a second round of funding available for the Community Sport Infrastructure Stimulus Program, with this submission being due on 2 March 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Funding submission presented to Regional Development Victoria as part of the Regional Infrastructure Fund for the Priority 1 project of the Foreshore Walk</p>

GOAL: 4 To support and drive economic development

STRATEGY: 4.1 Promote and support local business and produce

ACTION: 4.1.01 Promote local businesses through a Bi-Annual Business Awards program

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	%		<p>Suspended due to COVID. Has been discussed, but no further action to date. Will resume discussions in the new year.</p> <p>SECOND QUARTER UPDATE</p> <p>Both groups have indicated a preference to keep on hold through the Covid 19 pandemic. We will review when all restrictions are lifted.</p> <p>THIRD QUARTER UPDATE</p> <p>Situation unchanged</p>

ACTION: 4.1.02 Support and engage with local representative business groups

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	80%		<p>Regular communications with these groups has occurred throughout the pandemic and will be ongoing.</p> <p>SECOND QUARTER UPDATE</p> <p>Funding to be released to the two Business representative groups Go Nagambie and Euroa Chamber of Business and Commerce in February . This funding is being provided to support local business through the recovery from the effects of the Covid 19 Pandemic. We are continuing to work closely with these groups.</p> <p>THIRD QUARTER UPDATE</p> <p>Funding has been released to the two Business representative groups Go Nagambie and Euroa Chamber of Business and Commerce. This funding is being provided to support local business through the recovery from the effects of the Covid 19 Pandemic. We are continuing to work closely with these groups.</p>

STRATEGY: 4.2 Support tourism and business development

ACTION: 4.2.01 Review results of Longwood free camping trial and implement recommendations

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	90%		Report on Longwood trial endorsed by Council 16/6/20. Further actions to follow. SECOND QUARTER UPDATE Longwood operational. Reviewing other options. THIRD QUARTER UPDATE Longwood operational. Reviewing other options

ACTION: 4.2.02 Partner with business groups to develop support programs

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	75%		SECOND QUARTER UPDATE. Covid recovery Funding to be released to support assistance and membership. We have developed a shire wide business communications network with regular communication throughout the pandemic. THIRD QUARTER UPDATE Covid recovery Funding has been released to support assistance and membership. We continue to have regular communications with the shire wide network

ACTION: 4.2.03 Continue to promote smaller communities through presence on the Strathbogie Shire website, the investigation of interpretive signs and historical information and other mediums

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	70%		The map on the front page of our website is being updated to ensure the inclusion of smaller town. Through the Strathbogie Story we have also featured information and images of towns throughout the Shire. The promotion of our townships will continue as we investigate branding strategies for our Shire. SECOND QUARTER UPDATE The map on the front page of our website is being updated to ensure the inclusion of smaller towns. Through the Strathbogie Story we have also featured information and images of towns throughout the Shire. The promotion of our townships will continue as we investigate branding strategies for our Shire. Council is also creating a series of town-based podcasts and walking tour podcasts, which will create fantastic ways to share the stories about all our townships. THIRD QUARTER UPDATE Work on township based podcasts and walking tours is progressing, with procurement underway. Council has also began promoting smaller towns, and historical information weekly on our social media platforms and regularly through our information columns in local newspapers.

ACTION: 4.2.04 Implement Policy on town entry and roadside signage

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	90%		<p>The Boundary, Town Entry and District Signage Policy was adopted by Council on 18 June, 2019, and implementation of the programmed is orchestrated by Operations.</p> <p>SECOND QUARTER UPDATE</p> <p>The Boundary, Town Entry and District Signage Policy was adopted by Council on 18 June, 2019, and implementation of the program is orchestrated by Operations.</p> <p>THIRD QUARTER UPDATE</p> <p>The Boundary, Town Entry and District Signage Policy was adopted by Council on 18 June, 2019, and implementation of the program is orchestrated by Operations.</p>

ACTION: 4.2.05 Ensure appropriate involvement in new regional tourism structure

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>We are still awaiting the decision from the Victorian Government in relation to the alignment of Strathbogie Shire within a recognised Regional Tourism Board. With Council endorsement a Letter was sent to the Minister for Tourism - Martin Pakula to request that information be provided on a decision of the State Government Tourism Review - we are still awaiting a response.</p> <p>We have also reached out to Mark Francis at the Murray Tourism Board, who we understand we will be aligned with to start discussions about what the structure of the Board looks like and where it is envisioned that Strathbogie Shire will fit in.</p> <p>No further action can be undertaken until the results of the Tourism Review are officially announced.</p> <p>SECOND QUARTER UPDATE</p> <p>To date, the new Regional Tourism Structure has not been advised of by the State Government. Further advocacy seeking an urgent outcome from the Minister of Tourism, Sport and Major events is subject to council consideration in the February Council meeting cycle.</p> <p>THIRD QUARTER UPDATE</p> <p>Additional letters have been sent to Ministers as per the Council resolution at the February Council Meeting to advocate for a decision on where we sit with a recognised RTB. Still awaiting answers and a decision for Visit Victoria</p>

ACTION: 4.2.06 Install a dump point in Nagambie

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		Investigations into the installation of a dump point with Nagambie township has determined to utilise an area within the Regatta Centre reserve. Project Delivery are managing the supply and installation. SECOND QUARTER UPDATE Installation of the Nagambie Dump Point is completed.

STRATEGY: 4.3 Provide innovative and sustainable land use planning

ACTION: 4.3.01 Seek funding to review rural land use/rural residential strategy

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	%		No funding available to date. Guidelines previously reviewed for funding applications related to planning work which would result in significant investment in jobs to stimulate the economy, not applicable to this funding. SECOND QUARTER UPDATE No funding has been able to be secured to date. The guidelines for funding applications have not changed since the previous quarter. THIRD QUARTER UPDATE Awaiting finalisation of budget. Work to be undertaken via consultancy.

AGENDA REVIEW

ACTION: 4.3.02 Review, in conjunction with the community, to identify options for footpath, roads and kerb and channel works in Cowslip Street, Violet Town, similar to works identified for Bank Street, Avenel

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	70%		<p>Conducted research into the Violet Town Development Plan (2010), which was conducted by Council and Planning Consultants.</p> <p>Reviewed all supporting documentation (e.g. Bicycle Walking Path Strategy)</p> <p>Working with the Strategic Planner, initial community consultation on the streetscape has been undertaken.</p> <p>Discussion have taken place between VTAG, Rural Roads Victoria and Council in May 2019 that have identified options for Cowslip Street. Council shall be undertaking the respective data collection and preparing concept designs for community input.</p> <p>SECOND QUARTER UPDATE</p> <p>Council to undertake the respective data collection in February 2021 and preparing concept designs for community input by May 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Council to undertake the respective data collection in June 2021 and preparing concept designs for community input by September 2021.</p>

ACTION: 4.3.03 Review Violet Town Master Plan 2020/21

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	50%		<p>This document is being reviewed internally and has had some "ground truthing" (review of what is actually on ground and compare with strategy) and consultation with some relevant stakeholders.</p> <p>Still further work to be completed.</p> <p>SECOND QUARTER UPDATE</p> <p>This project is an ongoing piece of work and will take some time due to prioritisation of projects.</p> <p>The original intent of this review of work was in relation to upgrades of the main street in Violet Town. The VT Strategic Plan is a Land Use Strategic document and upgrades to the main street, can be achieved via operational delivery with engagement of stakeholders.</p> <p>THIRD QUARTER UPDATE</p> <p>No further progress at this point due to progressing other priority strategic projects.</p>

STRATEGY: 4.4 Attract new residents

ACTION: 4.4.01 Review effectiveness of rating incentive package in new residents to the Strathbogie Shire

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	75%		<p>SECOND QUARTER UPDATE As above.</p> <p>THIRD QUARTER UPDATE Review with new Council in conjunction with 21/22 Budget.</p>

STRATEGY: 4.5 Grow investment and employment opportunities

ACTION: 4.5.01 Review, update and resource the Economic Development Master Plan and implement priority actions

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	50%		<p>Economic profile completed. Further development and consultation required to prepare new strategy for presentation to council.</p> <p>SECOND QUARTER UPDATE</p> <p>During 2020 an Economic Profile was drawn up by the consulting Firm urban Enterprise. This document will form part of the foundation of a new Economic development strategy which will be drawn up after extensive consultation with the local business community as well as the wider community. We are in the process of arranging quotations for this project and it is anticipated that the draft strategy will be presented to council in June 2021.</p> <p>THIRD QUARTER UPDATE</p> <p>Request for tender to develop the Shire Economic development Strategy has been published and we are awaiting response</p>

AGEND
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GOAL: 5 To be a high performing Shire

STRATEGY: 5.1 To proactively develop and deliver quality services that achieve high customer satisfaction

ACTION: 5.1.01 Continue to enhance customer experiences through ongoing development of customer relationship management system

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Governance & Customer Service	30-Jun-2021	75%		<p>The development of an online customer portal app continues to progress.</p> <p>SECOND QUARTER UPDATE</p> <p>The new Council was trained in using the Councillor Customer Request portal which allows Councillors to input any customer requests or issues directly into our system rather than requesting the community member to contact Council separately. Councillors are able to track the progress of the request at any time.</p> <p>The frontline Customer Service team coordinated the response to Covid travel permits to allow property owners to prepare their properties for the fire season during October and November in partnership with the Emergency Management Coordinator. Several hundred phone calls were received and around 70 travel permits issued under the 5 working day target set for a response.</p> <p>THIRD QUARTER UPDATE</p> <p>Work to continuously improve the functionality of our website continued this quarter with the launch of the online payment system for things such as animal registrations and rates. Enhancements have also been made to the Councillor Portal so that Councillors can see the notes entered into the customer request system by officers in terms of their response to the customer.</p> <p>Although being closed for a short period during a short Covid 19 lockdown, the frontline Customer Service team continue to see more people taking the time to drop into the service centres at Euroa and Nagambie.</p> <p>Another focus for the team has been assisting other departments in responding to a backlog of customer requests and the development of reports so that the organisation as a whole improves performance around responding to customers in accordance with the timelines outlined in our Customer Service Charter.</p>

STRATEGY: 5.2 Continue to focus on operational efficiencies

ACTION: 5.2.01 Develop framework for service planning inclusive of community consultation

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	70%		<p>To be included in the deliberative engagement approach with our community that will be implemented early 2021 to inform the development of the Council Plan and priorities for services.</p> <p>SECOND QUARTER UPDATE</p> <p>Strathbogie Shire Community Engagement Policy currently under review for consideration and adoption at the February 2021 Council meeting. Mosaic Lab engaged to provide a series of workshops with Councillors and officers to develop the deliberative engagement approach and principles that will be used to inform the development of the Community Vision, Council Plan, Council Budget and Asset Management Plan.</p> <p>THIRD QUARTER UPDATE</p> <p>Completed eight <i>Share Strathbogie</i> sessions in Strathbogie, Nagambie, Avenel, Euroa, Longwood, Violet Town, Ruffy and Avenel (after weather affected the twilight market)</p>

ACTION: 5.2.02 Continue to explore opportunities through collaboration with other Councils in service delivery

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	75%		<p>Ongoing conversations continue to occur.</p> <p>SECOND QUARTER UPDATE</p> <p>Ongoing conversations occur with a specific focus on shared Digital Transformation and the formation of new proposal to LGV for seed funding.</p> <p>THIRD QUARTER UPDATE</p> <p>A Digital Transformation working group has now been established with representation from Mansfield, Murrindindi and Strathbogie to finalise the funding submission for State Government funding.</p>

ACTION: 5.2.03 Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager People & Culture	30-Jun-2021	70%		<p>Following CEO commencement in January 2020, the Council structure was changed to focus on the areas that needed extra attention.</p> <p>The areas identified were Communications and Engagement, Governance & Customer Service and People & Culture.</p> <p>This new level of drive was implemented to ensure we change the way our people look at the crucial items with everything we do, every single day. The structure change was the beginning of 'resetting' our way, and lifting these roles to report directly to the CEO ensured the need for urgency was maximised.</p> <p>Following structural changes, we have implemented consistent communication with both staff and leaders as we not only change our behaviours, but our language. These forums have been the platform for all to see that these changes will not be short, and that working here means something different than it did previously. This change reform project has many layers, but is well underway to motivate and manage our people to be high achievers as we create more change leaders.</p> <p>SECOND QUARTER UPDATE</p> <p>All of the above is ongoing, our review of policies and frameworks and the reinforcement of new behaviours is occurring. At the last formal opportunity to discuss, we introduced KPI's towards Customer Charter requirements and the need to measure performance. Our Annual Review process was instrumental here.</p> <p>THIRD QUARTER UPDATE</p> <p>we are preparing a facilitated program with all of our people leaders to assess and plan to strengthen the current culture. This event is planned to occur in the next month which will confront 'what we have, and how we fix'. This crucial work will create the 'real conversation' that allows our leaders to realise that we need to fix it ourselves, and that a 'culture expert' will not be able to suddenly fix all of our problems.</p>

ACTION: 5.2.04 Prioritise outcomes of ICT strategy to aid business transformation through finalisation of "Roadmap"

Position(s)	Target Date	% Complete	Status	Comments
Manager ICT	30-Jun-2021	90%		<p>Strategy held off for consultation with new Council.</p> <p>SECOND QUARTER UPDATE</p> <p>Status remains as per above comment.</p> <p>THIRD QUARTER UPDATE</p> <p>Status remains as per above comment.</p>

ACTION: 5.2.05 Develop Action Plan to address outcomes of the 2020 Community Satisfaction Survey in order to improve customer service and address areas of concern

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	75%		<p>Report presented at the 18 August 2020 Council meeting detailing the CSS outcomes. The report acknowledged the results of this year's survey, which indicate our community is asking us to improve our performance. Over the next 12 months, there will be a concerted effort to expand our consultation and engagement activities, to better inform the community, to provide an excellent standard of customer service. These key areas of focus for Council staff are "The Four C's" (customer service, community decisions, consultation and engagement and communication) and are priorities across the organisation. The simple changes have commenced. The focus is on internal monitoring, reporting and accountability of our current service standards. We are also working on improving communications, including our new website scheduled for 2021. For the commitments that require community engagement this will occur after the Local Government elections and into early 2021.</p> <p>SECOND QUARTER UPDATE</p> <p>One of the key ways we promised to improve community engagement was through an annual Community Forum. Planning for this is well underway and we are expecting to start recruitment in March. At this time you will also see Councillors and Council Officers hit the streets, with face-to-face engagement opportunities being held in each of our townships.</p> <p>When it comes to improved communications we have worked hard to improve our quarterly newsletter – it's bigger with more relevant content. Further, Council has introduced a weekly column in the Euroa Gazette and regular columns in all local township papers advising of current issues, news, tenders and capital works.</p> <p>THIRD QUARTER UPDATE</p> <p>Significant work on our strategy to improve outcomes of the 2020 Community Satisfaction Survey is now complete. These include:</p> <ul style="list-style-type: none"> • Implemented face-to-face community engagement opportunities, called Share Strathbogie. • Implemented regular community information columns in local newsletters • Improved content through social media channels • Ensured a bigger more relevant newsletter is delivered to residents <p>Actions to occur in the future include:</p> <ul style="list-style-type: none"> • Establishment of an online engagement hub • Establishment of a monthly eNews • Community forum – implementing deliberative engagement methods • New Council website (tender out March 2021)

ACTION: 5.2.06 Improve access to 'in the field' software and hardware for key Council functions to improve response times to permit applications and customer queries

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	95%		Systems for Environmental Health and Building in testing phase. SECOND QUARTER UPDATE Final testing and adjustment in progress for Building and Environmental Health applications. THIRD QUARTER UPDATE Final testing and adjustment in progress for Building and Environmental Health applications.

STRATEGY: 5.3 Continue to create a secure investment environment through sound financial management

ACTION: 5.3.01 Implement training in relation to Procurement and Contract Management Guidelines

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2021	100%		Procurement plan review and update started. SECOND QUARTER UPDATE Procurement plan review and update started. Training will be organised when Procurement Policy is adopted by council. This will be completed during last quarter of 20/21 financial year. THIRD QUARTER UPDATE Procurement plan updated and adopted by the Council

ACTION: 5.3.02 Refine Long Term Financial Plan covering Ten Year period

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2021	90%		This hasn't started yet due to 2019/20 financial year end audit delay. When VAGO has confirmed financials for 2019/20, LTFP will be revise in Oct/Nov. SECOND QUARTER UPDATE LTFP updated based on mid year review. Further updates will be done as part of 21/22 budget process during April/May 2021. THIRD QUARTER UPDATE Draft long term financial plan completed as part of the 21/22 budget process. This will be finalised by 30th June 21 ready for budget adoption

ACTION: 5.3.03 Develop and implement Project Management Framework

Position(s)	Target Date	% Complete	Status	Comments
Manager Project Delivery	30-Jun-2021	75%		<p>Draft completed and forwarded ELT for perusal and comment, scheduled for completion May 2021.</p> <p>SECOND QUARTER UPDATE On schedule for completion May 2021.</p> <p>THIRD QUARTER UPDATE Draft currently with EMT for there perusal and consideration prior to presenting to Council for endorsement.</p>

STRATEGY: 5.4 To be equitable and fair in all decision making processes

ACTION: 5.4.01 Ensure strategies are developed in conjunction with key stakeholders on a regional basis - i.e. Hume Region Local Government Network

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	75%		<p>Hume Region Local Government Network (HRLGN) continue to meet. A strategic workshop was held with all mayors and CEOs within the Hume region in attendance. This strategic workshop was designed to develop shared priorities and an advocacy agenda to progress key regional issues. The strategy and advocacy agenda are currently under development.</p> <p>SECOND QUARTER UPDATE The Hume Region Local Government Network (HRLGN) continue to meet. A draft strategy and advocacy agenda have been developed and are back with the consultant for further refinement with a key focus on regional infrastructure, funding, digital connectivity, emergency management and tourism.</p> <p>THIRD QUARTER UPDATE The Hume Region Local Government Network (HRLGN) continue to meet and are now in the process of finalising the strategic advocacy agenda. Strathbogie continues to be an active member of the Goulburn Regional Partnership Group.</p>

ACTION: 5.4.02 Promote open and transparent reporting of Council decision making including Know Your Council Data

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	100%		2019/20 results to be uploaded WE 20/11/20. SECOND QUARTER UPDATE Results now live. THIRD QUARTER UPDATE Results now live,

STRATEGY: 5.5 To communicate and engage effectively with our community and key stakeholders

ACTION: 5.5.01 Implement Communications and Engagement Strategy including training

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	75%		<p>Executive Manager of Communications and Engagement is conducting a full review of this Strategy that will include it being significantly updated. This will happen to significantly improve the way we engage with our community and also to ensure we meet the requirements of the Local Government Act 2020. We have made significant steps in community engagement with proactive online meetings seeking community input. In January we will create many more regular opportunities for face-to-face engagement, online feedback, proactive media and advertising.</p> <p>SECOND QUARTER UPDATE</p> <p>Executive Manager of Communications and Engagement has updated the Communication and Engagement Policy to present to February Council meeting. The next step is a full review of the Communications and Engagement Strategy that will include significant updates. Engagement on this has started with the community being asked its engagement preferences at all face-to-face opportunities. The launch of an online engagement hub in March will ensure improved opportunities for our community to have its say online. The update of the policy ensures we're meeting the requirements of the Local Government Act 2020. We have made significant steps in community engagement with proactive online meetings seeking community input. In March we will start many more regular opportunities for face-to-face engagement, online feedback, proactive media and advertising.</p> <p>THIRD QUARTER UPDATE</p> <p>Significant work has occurred in this area with the establishment of the Communications and Engagement Team now complete. The establishment of this team, will allow the review and update to the Communication and Engagement Strategy to be completed. This review will include a series of actions/outputs to be completed over the 2021/22 year – setting priorities, outputs, and performance measures. The new team's first priority will be establishing a Communications and Engagement Shop. A way of explaining to the organisation what the team does, how it can help and how to access our services. This will include Council-wide education and training.</p>

ACTION: 5.5.02 Work with local business associations to develop a Shire-wide skills bank that values and recognises local knowledge

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	50%		<p>Still under development.</p> <p>SECOND QUARTER UPDATE</p> <p>This project has been placed on hold as a result of the Covid 19 pandemic. We have recently engaged with Goulburn Ovens TAFE regarding in place training using mobile facilities across the Shire. This will involve further consultation regarding business needs.</p> <p>THIRD QUARTER UPDATE</p> <p>Discussions with GO TAFE are ongoing</p>

ACTION: 5.5.03 Actively seek partnerships to achieve our Council Plan

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	75%		<p>Partnerships to progress our advocacy agenda continue with meetings with the Strathbogrie community, Members of Parliament, regional stakeholder groups including Goulburn Regional partnerships, Hume Region Local Government Network, Regional Development Victoria, Regional Development Australia, Go Nagambie and other key Shire based stakeholders as required. This is an ongoing action.</p> <p>SECOND QUARTER UPDATE</p> <p>Partnerships to progress our advocacy agenda continue with meetings with the Strathbogrie community, Members of Parliament, regional stakeholder groups including Goulburn Regional Partnerships, Hume Region Local Government Network, Regional Development Victoria, Regional Development Australia, Go Nagambie and other key Shire based stakeholders as required. This is an ongoing action.</p> <p>THIRD QUARTER UPDATE</p> <p>Partnerships to progress our advocacy agenda continue with meetings with the Strathbogrie community, Members of Parliament, regional stakeholder groups including Goulburn Regional Partnerships, Hume Region Local Government Network, Regional Development Victoria, Regional Development Australia, Go Nagambie and other key Shire based stakeholders as required. This is an ongoing action.</p>

9.23 Share Strathbogie Feedback Report

Author: Executive Manager Communications and Engagement

Responsible Director: Executive Manager Communications and Engagement

EXECUTIVE SUMMARY

Strathbogie Shire Council has developed a five stage community engagement program to ensure community input into the development of the Community Vision, Council Plan, Financial Plan, Asset Plan and 2021/21 Draft Budget.

Council has now completed the first stage of this plan, which was a series of face-to-face engagement across the Shire called *Share Strathbogie*.

To ensure feedback into the 2020/21 Draft Budget we also created a participation exercise, which allowed the community to set their service and infrastructure priorities.

From this feedback we have not only been able to understand our community's service and infrastructure priorities, we have developed seven feedback themes, which are:

- A creative community
- Liveability and connectivity
- Our environment
- Sustainable growth and development
- Our people
- Smart spending, and
- An engaged community.

This report and the attached Share Strathbogie Engagement Report outline the feedback, themes and community priorities developed through hundreds of conversations with our community.

RECOMMENDATION

That Council notes the feedback outcomes of the Share Strathbogie community engagement sessions held in Strathbogie, Euroa, Violet Town, Longwood, Avenel, Ruffy and Nagambie.

PURPOSE AND BACKGROUND

Strathbogie Shire Council has embarked on a significant engagement program to ensure the community helps shape the Community Vision, Council Plan, Financial Plan, Asset Plan and 2021/22 Draft Budget.

9.23 Share Strathbogie Feedback Report (cont.)

The program is being delivered in five stages outlined below:

- Stage one – *Share Strathbogie* face-to-face sessions
- Stage two – Launch online engagement hub
- Stage three – Community forum using deliberative engagement methods
- Stage four – further feedback opportunity
- Stage five – Closing the loop and releasing finalised documents.

Council is working hard to improve communications and engagement practice to build confidence and trust in what we do.

Through this five-stage engagement program we will work with our community to develop these important documents that guide the work of Council over the coming years.

Our goal is a shared vision, a common direction, a united community.

This report provides a high level explanation of the feedback received during Stage one – the face-to-face *Share Strathbogie* sessions.

This feedback has also been used to ensure community input into the 2021/22 Draft Budget.

ISSUES, OPTIONS AND DISCUSSION

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

Our planned engagement program is ensuring our community is being engaged using the method or tool they prefer.

In stage one we created meaningful face-to-face engagement opportunities across our Shire. This ensured we proactively sought feedback and generated two-way conversations.

The *Share Strathbogie* sessions have provided the first opportunity for our community to have their voices heard. Having Councillors at every session demonstrated to the public their ideas were being considered and acknowledged.

As we move through the stages the depth of engagement will also change. This will mean our engagement activities will stretch along the IAP2 Engagement Spectrum from 'inform' to 'collaborate' and 'empower'.

COMMUNITY ENGAGEMENT

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

9.23 Share Strathbogie Feedback Report (cont.)

Many of our *Share Strathbogie* sessions were held at public events throughout our Shire. Through these we held hundreds of conversations with our community.

While we have not captured the number of participants, we have:

- Captured more than 800 individual pieces of feedback
- Completed eight *Share Strathbogie* sessions in Strathbogie, Nagambie, Avenel, Euroa, Longwood, Violet Town, Ruffy and Avenel (after weather affected the twilight market)
- Dedicated more than 100 hours face-to-face hours.

We have worked through all feedback to determine topics in Council's remit and those that are outside Council's area of control or, which sit as opportunities for Council advocacy. From this feedback we have been able to develop seven themes, which are outlined below.

A creative community. Our community told us they value arts and culture. They are proud of their cultural heritage and our artistic talents. Now is the time to build on that so everyone can enjoy it.

Liveability and connectivity. This is about roads, rates, footpaths and rubbish – they matter. Our people want easy access around our townships and throughout our Shire. These services are important they make us love where we live.

Our environment. Our community is telling us this is why they love where they live. It's the natural environment, the open space, the parks, gardens and waterways that draw people here to live, work and play. More importantly, they're telling us to protect it. They want future generations to experience the special place we call home.

Sustainable growth and development. This is a topic on many people's minds. Development must be managed carefully to protect the natural environment, to protect our sense of community. We must ensure the community infrastructure grows at the same pace as housing, tourism and industry.

Our people. To borrow a line from a famous movie (and our community, we heard it several times) it's 'the vibe', it's the people, it's a feeling of safety. It's passion, it's spirit, it's just an awesome place to live. Let's build on the things that support our people – young, old and in between.

Smart spending. Of course there's the serious side. Our community want us to spend funds wisely. They're concerned they're not getting value for money. They're expecting we spend smart and buy local whenever we can.

An engaged community. When it comes to communication we can't do enough. They're grateful for the customer service team, but beyond that there are improvements to be made. Our community is telling us they're seeing better input into our decision making, but we're definitely on notice. Community engagement makes for better decisions and better outcomes.

9.23 Share Strathbogie Feedback Report (cont.)

At each *Share Strathbogie* session participants were able to complete an exercise that allowed them to prioritise Council services and infrastructure.

Participants were given 200 points and were asked to put their points towards the infrastructure and services that mattered to them. This exercise was designed to ensure we understand our community’s priorities to inform the 2021/22 Budget.

Through this activity we found our community’s top five service and infrastructure priorities are:

Service priorities	Infrastructure priorities
1. Roads, drains, bridges and footpaths	1. Roads, drains, bridges and footpaths
2. Climate Change	2. Buildings and facilities
3. Supporting local business	3. Arts and cultural facilities
4. Planning and development	4. Major facilities that promote tourism or regional events
5. Environment	5. Waste management

POLICY CONSIDERATIONS

Council Plans and Policies

The Local Government Act Victoria 2020 requires Council adopt a Community Engagement Policy that includes deliberative engagement practices. These practices must then be used to ensure true community input into the development of the:

- Community Vision
- Council Plan
- Financial Plan, and
- Asset Plan

Council adopted its Community Engagement Policy at its February 2021 meeting. The Act provides a deadline of October 21, the year for the Council Plan, Financial Plan and Asset Plan.

LEGAL CONSIDERATIONS

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

Conflict of Interest Declaration

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

Transparency

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

9.23 Share Strathbogie Feedback Report (cont.)

By releasing the attached report publicly, we are ensuring full transparency in the feedback we have collected from the community that has been used to inform Council's decision making.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

Stage one of the community engagement program has been delivered using existing resources.

SUSTAINABILITY CONSIDERATIONS

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

Several communities highlighted priorities about enhancing and protecting the environment and addressing climate change. Others highlighted the need to support local businesses and further develop our economy.

Issues around economic, social and environmental sustainability will, therefore, be considered during the development of our key strategic documents.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

Our planned engagement approach will ensure engagement activities stretch along the IAP2 Engagement Spectrum from 'inform' to 'collaborate' and 'empower'.

During stage two we will launch an online engagement hub that will allow Council to engage with our community like never before. It will ensure everyone has an opportunity to contribute.

During stage three we will use deliberate engagement methods. It will be the first time Council has used deliberative engagement practices.

Good deliberative engagement will ensure our community is heard. We will be open, honest and transparent. Most importantly, deliberation puts the community at the heart of the decision-making process.

COLLABORATION

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

9.23 Share Strathbogie Feedback Report (cont.)

The Share Strathbogie deliberative engagement process was developed in partnership with MosaicLab, a company who have been assisting Local Government Victoria in the roll out of the new engagement requirements under the *Local Government Act 2020*.

HUMAN RIGHTS CONSIDERATIONS

There are no significant human rights impacts arising from this report, aside from the fact that a great deal of effort is being put in to ensuring that the engagement process is a representative voice from all sections of our community so that all perspectives can be expressed and considered.

CONCLUSION

The attached *Share Strathbogie* report will be released publicly to ensure full transparency with the community.

The community engagement program will continue to progress with the next stage being the launch of the online engagement hub on Friday, April 23, 2021, before the Community Forum.

Council's online engagement hub will also be used to seek feedback on the 2021/22 Draft Budget. Through this tool we will:

- Ensure feedback opportunities for all members of our community.
- Use submission tools to capture thoughts and feedback
- Use submission tools to create a "pitch my project" opportunity for our community to pitch for funding
- Use prioritisation tool that will allow people to rank capital projects.

ATTACHMENTS

Attachment 1: Engagement report – Share Strathbogie

ATTACHMENT 1:



SHARE STRATHBOGIE
Draft Engagement Report

April 2021

DRAFT

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

1. Introduction

The Local Government Act Victoria 2020 requires Council adopt a Community Engagement Policy that includes deliberative engagement practices. These practices must then be used to ensure true community input into the development of the:

- Community Vision
- Council Plan
- Financial Plan, and
- Asset Plan

The Act provides Councils until March 1 to have a Community Engagement Policy adopted. The Council Plan, Financial Plan and Asset Plan deadline is October 31 this year.

Council is working hard to improve our communications and engagement practice to build confidence and trust in what we do. We know, working with our community will mean we can achieve great things. Our goal is a shared vision, a common direction, a united community.

2. The Engagement Approach

Our engagement program will be delivered in five stages. This report focusses on the first stage of the engagement process and will be updated as we move through the stages described below.

Stage one February – April 2021	We hit the streets hosting <i>Share Strathbogie</i> sessions in all seven of our townships. Hundreds of face-to-face conversations were held with locals about why they love living in Strathbogie Shire, what would make it an even better place to live and if there was anything people could live without. Our goal was to understand our community’s values and expectations. To be really clear on what matters to our community. These broad questions helped us achieve this goal. During stage one we also used a budgeting exercise that allowed us to understand our community’s infrastructure and service priorities. The outcomes of this exercise will be two-fold. They will help us set the priorities in our Council Plan and Community vision, along with informing the 2021/22 Budget and our Financial Plan.
<i>Please note: The information below outlines coming stages</i>	
Stage two	Launch online engagement hub
Stage three	Community forum – deliberative engagement
Stage four	Further feedback opportunity
Stage five	Closing the loop and releasing our finalised documents.

3. Engagement methods

Our planned engagement program is ensuring our community is being engaged using the method or tool they prefer.

In stage one we created meaningful face-to-face engagement opportunities across our Shire. This ensured we proactively sought feedback and generated two-way conversations.

The *Share Strathbogie* sessions have provided the first opportunity for our community to have their voices heard. Having Councillors at every session demonstrated to the public their ideas were being considered and acknowledged.

Face-to-face engagement has generated trust in the process. It has allowed community members to ask questions, be provided with answers and feel heard.

As we move through the stages the depth of engagement will also change. This will mean our engagement activities will stretch along the IAP2 Engagement Spectrum from 'inform' to 'collaborate' and 'empower'.

The table on this page outlines the engagement methods we used based on the level of impact **in stage one**.

During stage two and three our depth of engagement will increase to collaborate and empower.

Table 1: Engagement methods used based on the level of impact.

Inform	Consult	Involve	Collaborate	Empower
<p>General Communication</p> <ul style="list-style-type: none"> Advertising Media releases Social media Emails Newsletter stories Website Fact sheets Posters 	<p>Direct and Interactive Engagement</p> <ul style="list-style-type: none"> Customer Centre Correspondence seeking feedback 	<p>Feedback forums</p> <ul style="list-style-type: none"> Share Strathbogie face-to-face sessions Prioritisation exercise Meetings with stakeholders 	<p>Stage two and three methods</p> <ul style="list-style-type: none"> Community forum 	<p>Stage three methods</p> <ul style="list-style-type: none"> Community forum

3.1 Information provided to the community

During our engagement activities extensive information was provided to the community.

Table 2: Links to all the information provided.

What	Topic
Media release 1	Help shape the future of Strathbogie Shire
Media release 2	Sense of Community makes Strathbogie Shire special
Fact sheet	Help shape Strathbogie Shire's future
Newsletter	My Strathbogie Bulletin
Euroa Gazette Advertising	Weekly advertising throughout April-March
Nagambie Voice Advertising	Fortnightly advertising throughout April-March
Posters	Ruffy poster
Social media 1	Post
Social media 2	Post
Social media 3	Post
Social media 4	Post
Social media 5	Post
Social media 6	Post
Social media 7	Post

4. Participation

Many of our Share Strathbogie sessions were held at public events throughout our Shire. Through these we held hundreds of conversations with our community. While we have not captured the number of participants we have:

- Captured more than 800 individual pieces of feedback
- Completed eight *Share Strathbogie* sessions in Strathbogie, Nagambie, Avenel, Euroa, Longwood, Violet Town, Ruffy and Avenel (after weather impacted the twilight market)
- Dedicated more than 100 hours face-to-face hours

5. What our community told us

Through these sessions we have captured more than 800 individual pieces of feedback. We have worked through all feedback to determine topics in Council's remit and those that are outside Council's area of control or, which sit as opportunities for Council advocacy. This feedback can be found in *6.9 Key questions feedback*.

5.1 Key questions

People responded well to our three key questions – what do you love about living in Strathbogie Shire, what would make it even better and is there anything you could live without.

This exercise was designed with two goals in mind:

1. To provide every person living in Strathbogie Shire with an opportunity to share their values and aspirations
2. To understand our community's values, needs and hopes for the future.

From this feedback we have been able to develop seven themes, which are outlined below.

A creative community. Our community told us they value arts and culture. They are proud of their cultural heritage and our artistic talents. Now is the time to build on that so everyone can enjoy it.

Liveability and connectivity. This is about roads, rates, footpaths and rubbish – they matter. Our people want easy access around our townships and throughout our Shire. These services are important they make us love where we live.

Our environment. Our community is telling us this is why they love where they live. It's the natural environment, the open space, the parks, gardens and waterways that draw people here to live, work and play. More importantly, they're telling us to protect it. They want future generations to experience the special place we call home.

Sustainable growth and development. This is a topic on many people's minds. Development must be managed carefully to protect the natural environment, to protect our sense of community. We must ensure the community infrastructure grows at the same pace as housing, tourism and industry.

Our people. To borrow a line from a famous movie (and our community, we heard it several times) it's 'the vibe', it's the people, it's a feeling of safety. It's passion, it's spirit, it's just an awesome place to live. Let's build on the things that support our people – young, old and in between.

Smart spending. Of course there's the serious side. Our community want us to spend funds wisely. They're concerned they're not getting value for money. They're expecting we spend smart and buy local whenever we can.

An engaged community. When it comes to communication we can't do enough. They're grateful for the customer service team, but beyond that there are improvements to be made. Our community is telling us they're seeing better input into our decision making, but we're definitely on notice. Community engagement makes for better decisions and better outcomes.

5.2 Prioritisation Exercise

At each *Share Strathbogie* session participants were able to complete an exercise that allowed them to prioritise Council services and infrastructure. Participants were given 200 points and were asked to put their points towards the infrastructure and services that mattered to them. This exercise was designed with two goals in mind:

1. To provide every person living in Strathbogie Shire with an opportunity to share their priorities with Council.
2. To ensure we understand our community's priorities to inform the 2021/22 Budget, Community Vision and Council Plan

Through this activity we found our community's top five service and infrastructure priorities are (over page):

Service priorities	Infrastructure priorities
<ol style="list-style-type: none">1. Roads, drains, bridges and footpaths2. Climate Change3. Supporting local business4. Planning and development5. Environment	<ol style="list-style-type: none">1. Roads, drains, bridges and footpaths2. Buildings and facilities3. Arts and cultural facilities4. Major facilities that promote tourism or regional events5. Waste management

Full results can be found in section 6. *Findings*.

Findings

6.1 Overall findings

Table 3: Overall service priorities

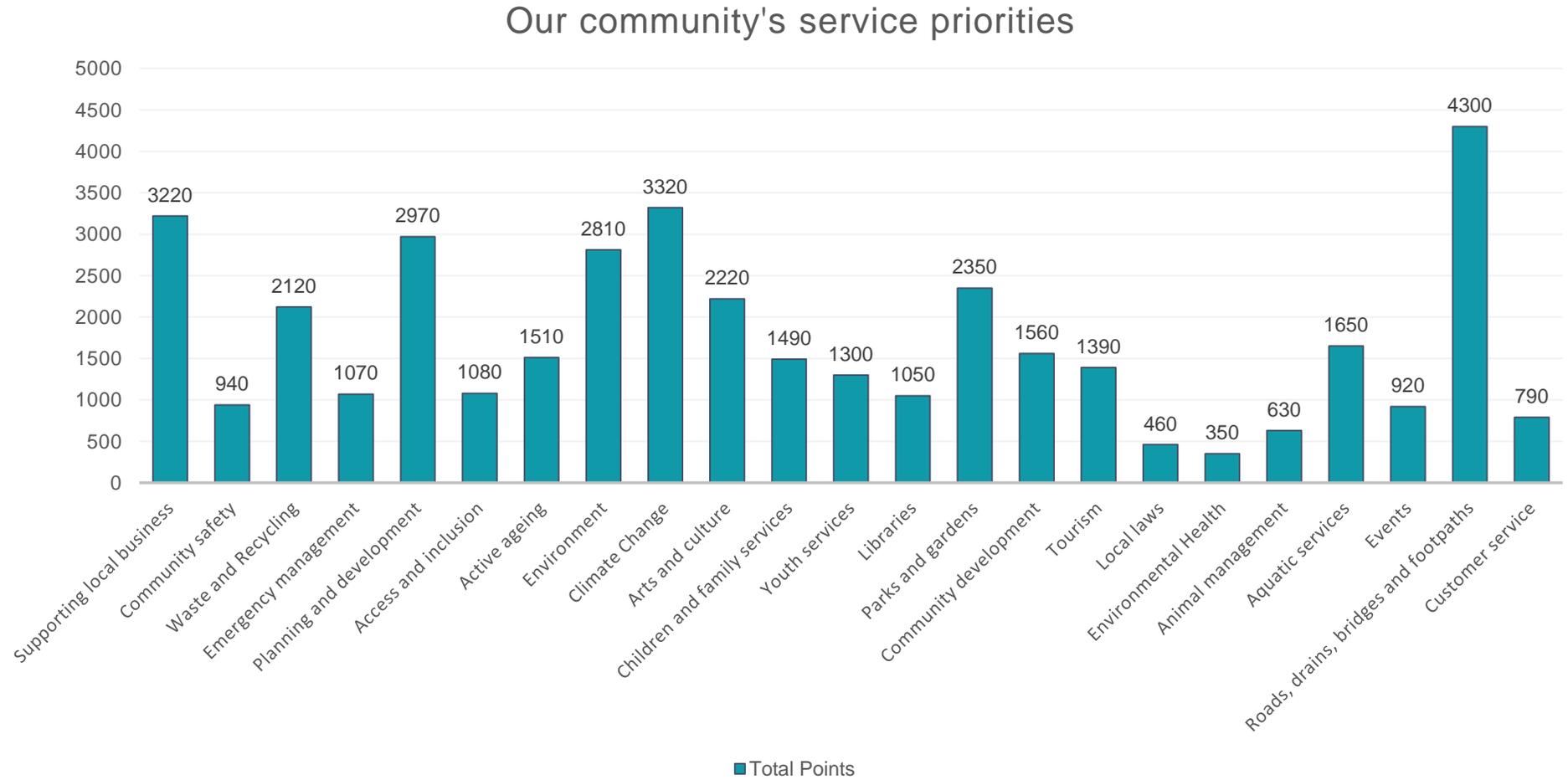
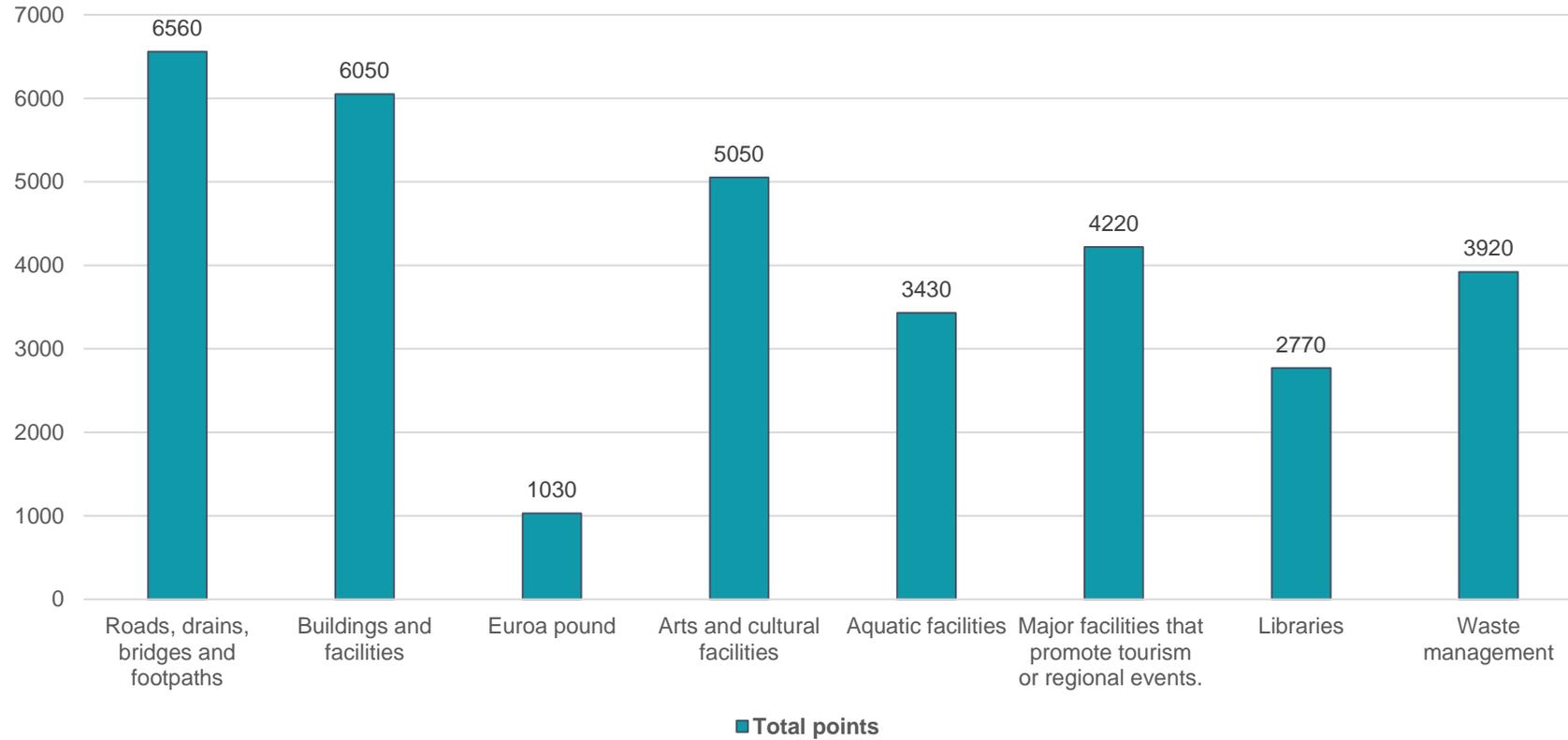


Table 4: Overall infrastructure priorities

Our community's infrastructure priorities



6.2 Strathbogie findings

Table 5: Strathbogie service priorities

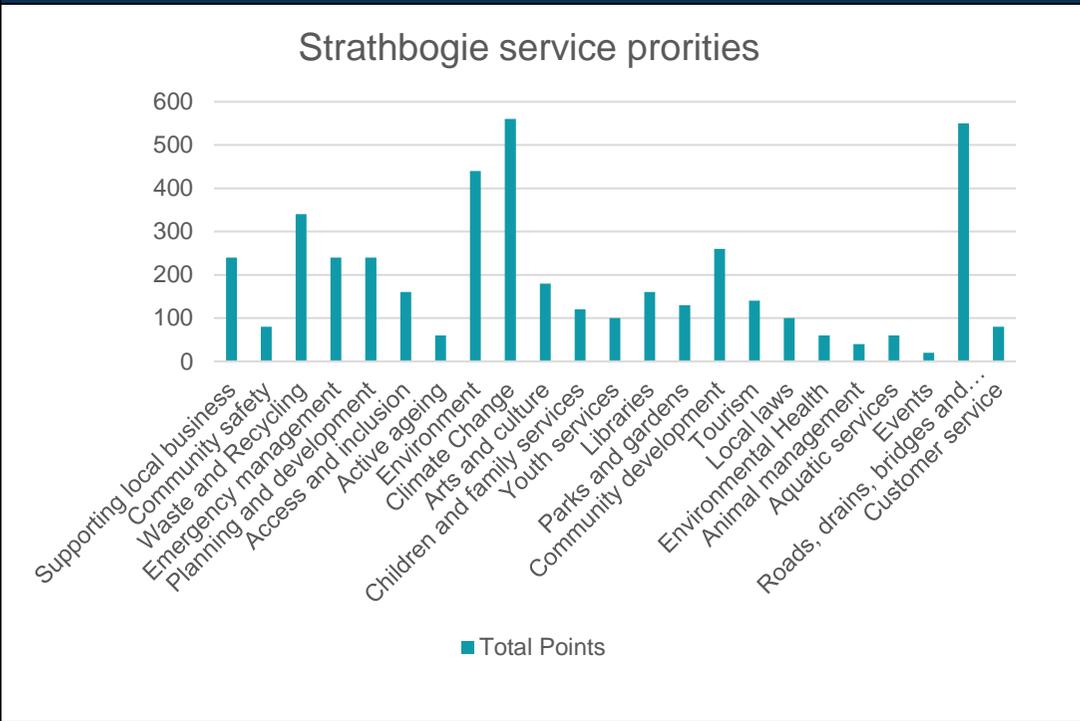
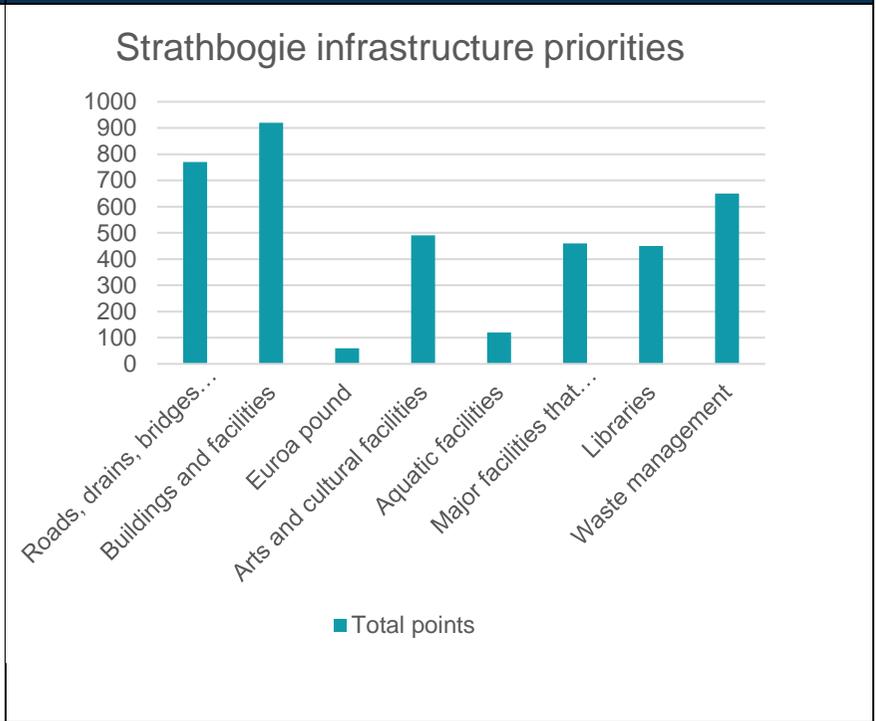
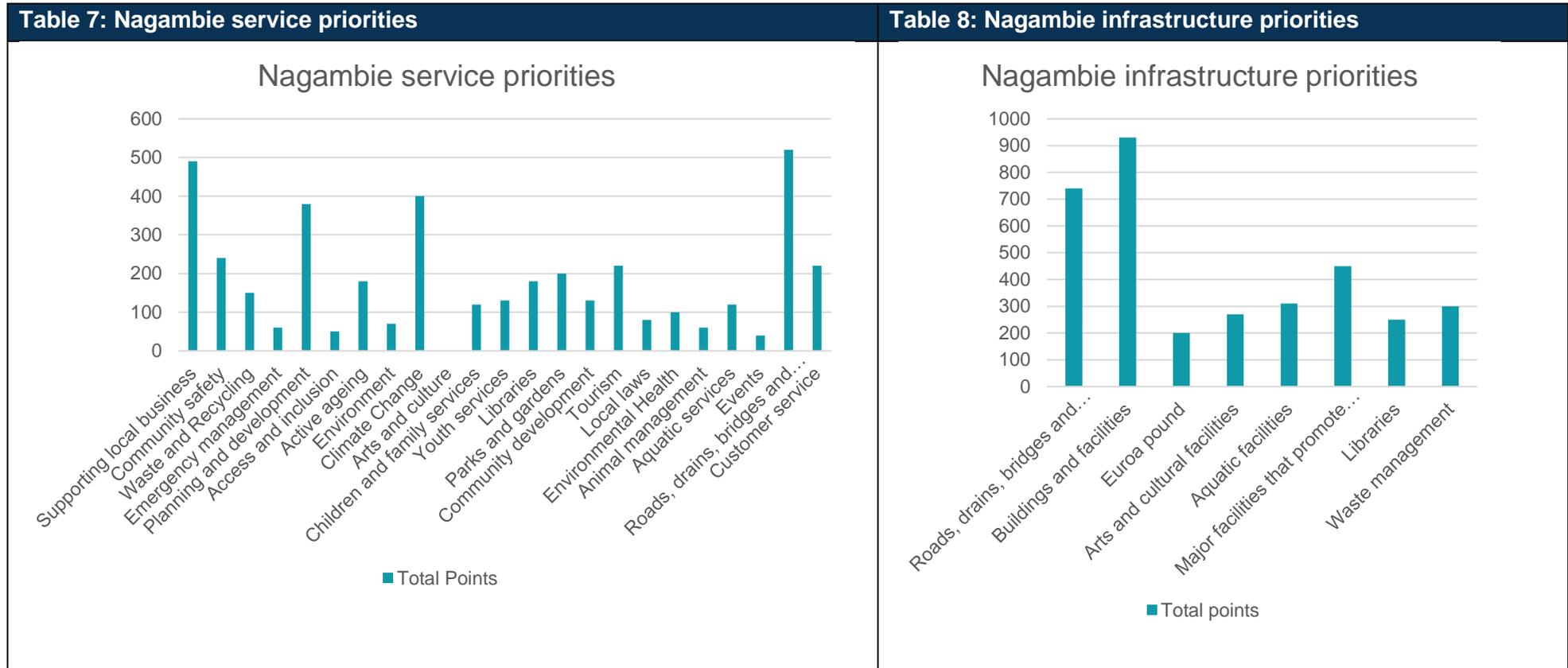


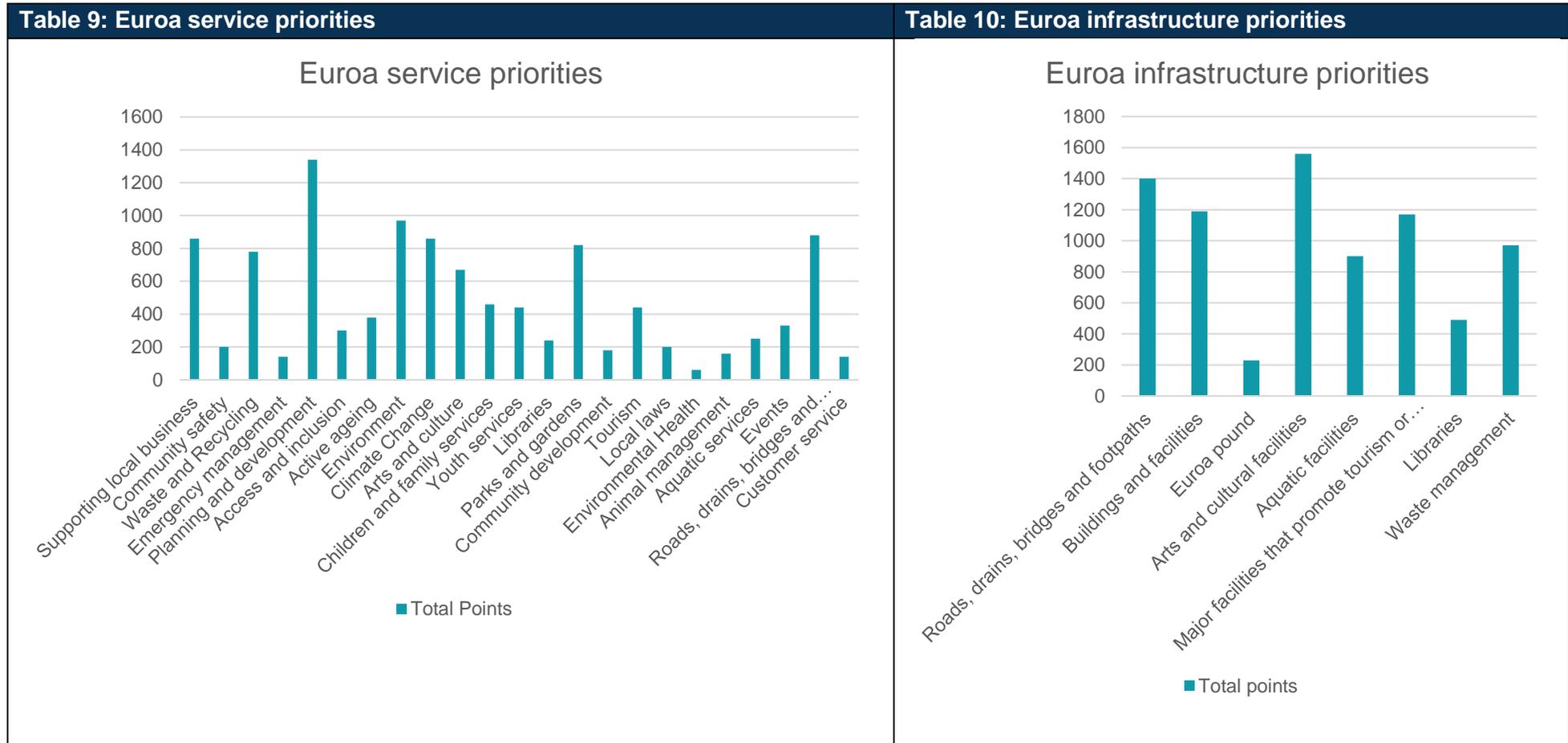
Table 6: Strathbogie infrastructure priorities



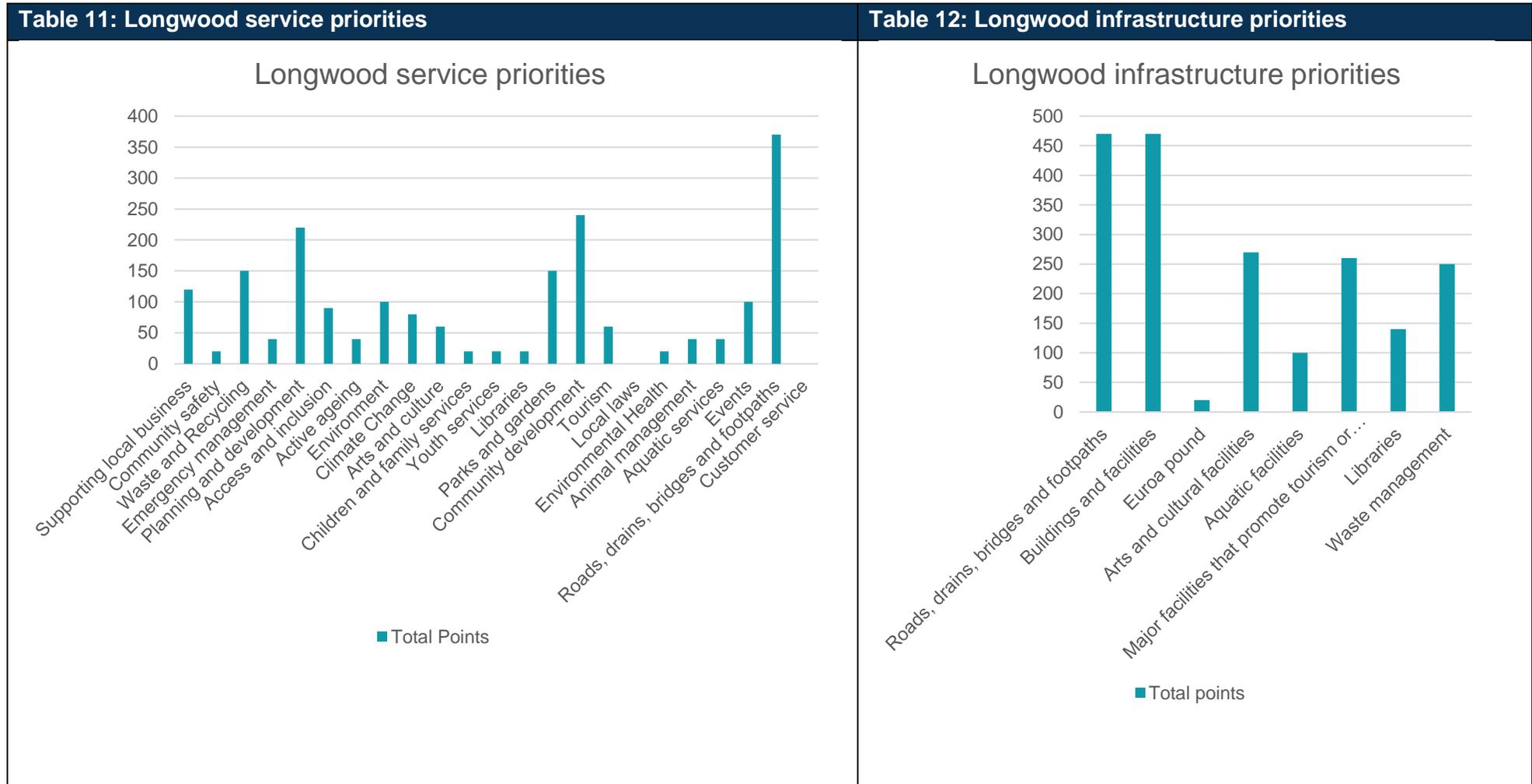
6.3 Nagambie findings



6.4 Euroa findings



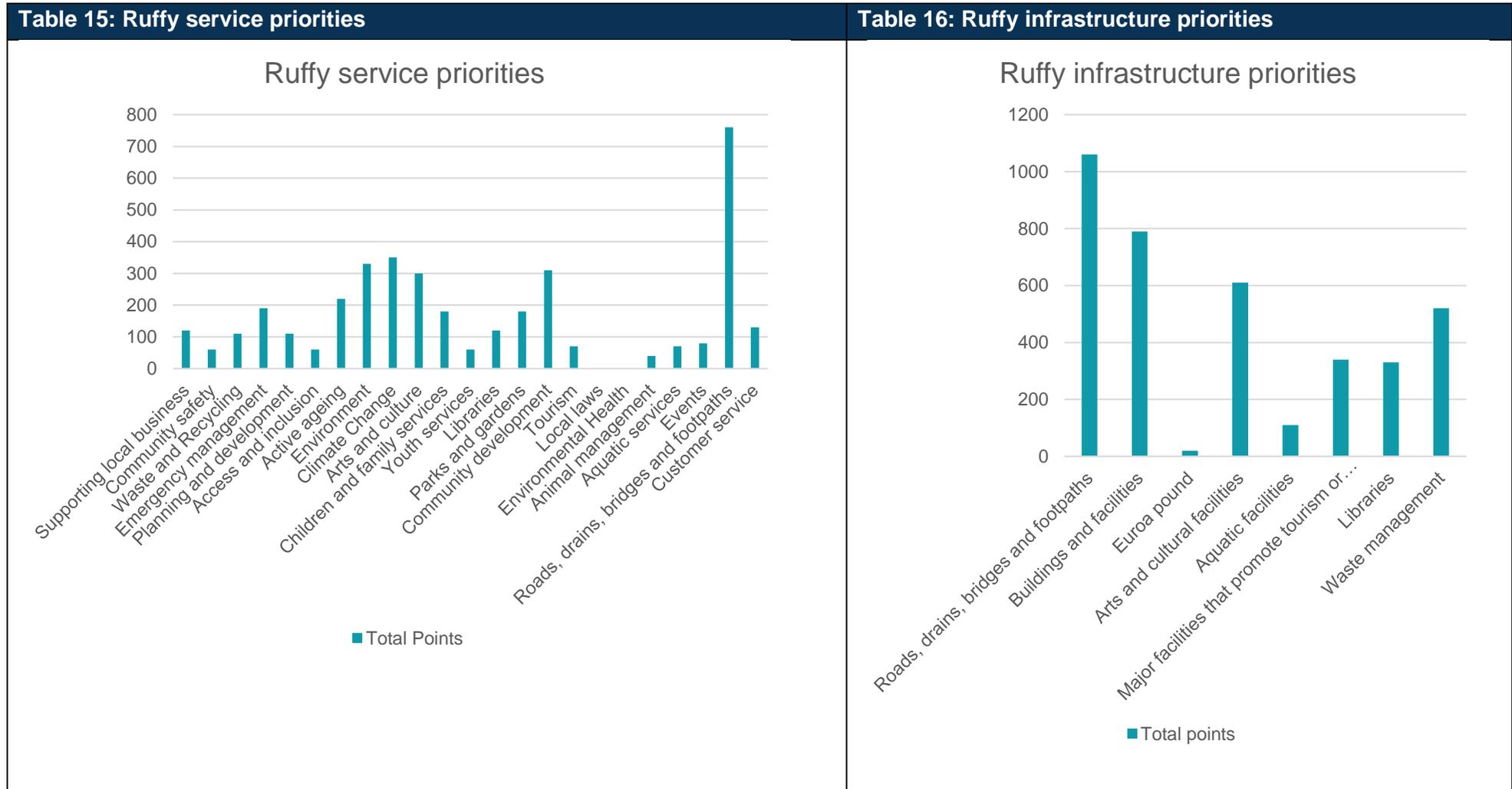
6.5 Longwood findings



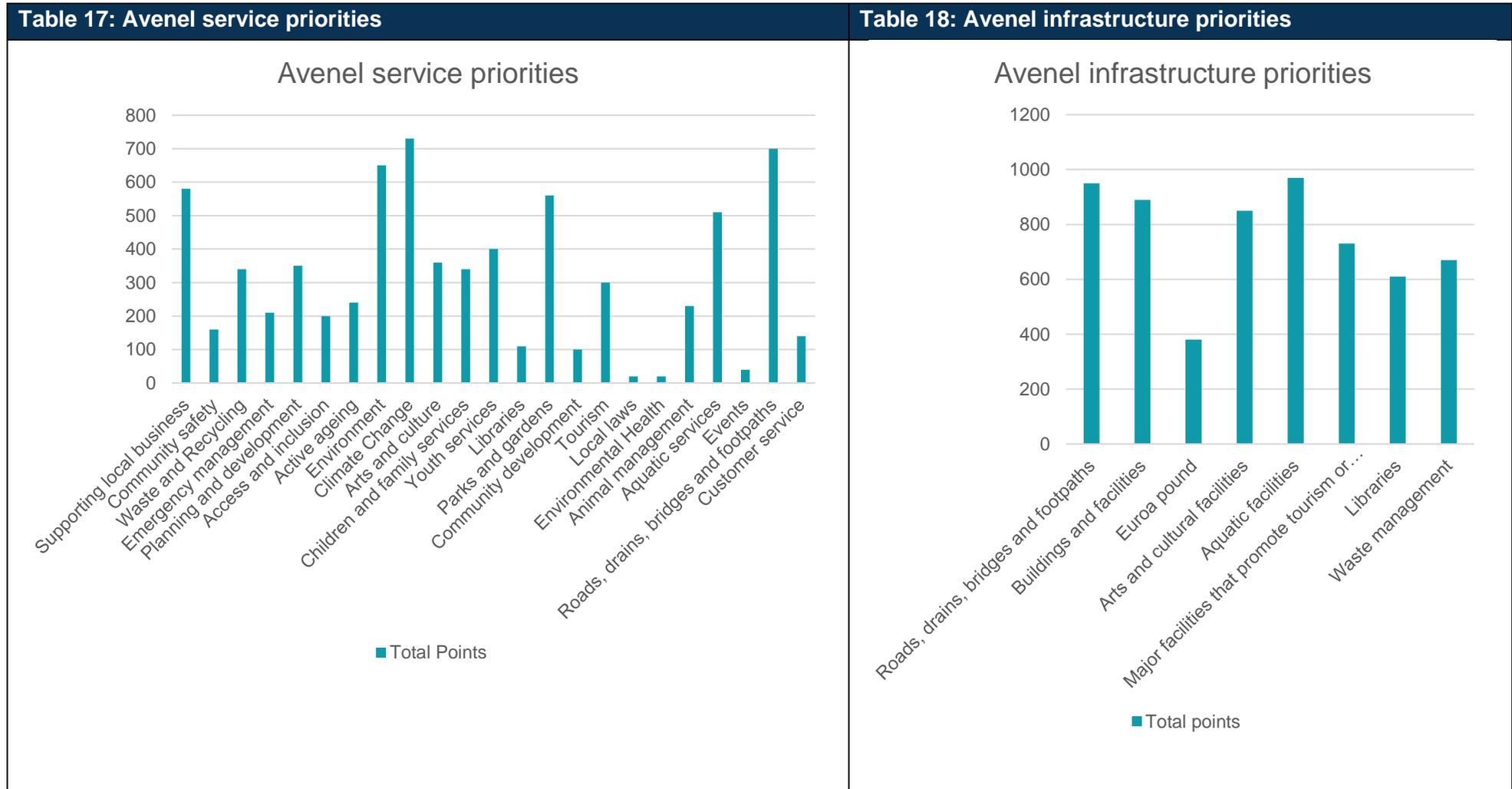
6.6 Violet Town findings



6.7 Ruffy findings



6.8 Avenel findings



6.9 Key questions feedback

Table 19. Feedback gathered relating to each theme.

Theme	Key question	Feedback
A creative community	What do you love about living in Strathbogie Shire?	<ul style="list-style-type: none"> • Festivals and the energy they bring. • Variance of activities. • I never run out of things to do. • The cinema in Euroa. • Entertainment. • Tourist information friendly • Free camping at Longwood Recreation reserve. • More event - lots more could be done.
	What would make it an even better place to live?	<ul style="list-style-type: none"> • More community ART. • Support for VT market. • Promote historical aspects of Longwood more. • More art installations x2 • More food and art culture to vitalise the town. • More street furniture for Binney Street. • Make Binney Street by the shops one way. • Binney street to go European. • Outdoor space Euroa Music Festival Music/events. • Festivals & food precinct. • Recognise and celebrate the diversity of history in this town and make it more interactive. • Shared space - band hall and Visitor Information Centre • Use lake more as a draw card. • Tourism infrastructure. • Need energy to the place to draw people here. • More family tourism to bring people. • Sewerage dump point with parking bay in town as people pass through - however, the Regatta Centre is too far out of town. • Rowing events don't bring money to town as they BYO. Need to draw them into town.

		<ul style="list-style-type: none"> • Red Kelly statue. • Outdoor cinema. • More events activities. • More live music.
	Is there anything you could live without?	<ul style="list-style-type: none"> • 20 km speed limit through Nagambie.
Liveability and connectivity	What do you love about living in Strathbogie Shire?	<ul style="list-style-type: none"> • Happy here - the Shire maintains the oval when you want it to be done. • Smaller town. • Location (to Melbourne) x 2 • Our library, kinder friendly businesses (café, supermarket) pool, the creek The Parish. • Pools. • Sport in VT. • No need to shop out of town. Yah • Great pool. X 2 • Country, freedom, peace. • Freedom - Its home. X 2 • It's quiet. • Peaceful and tranquil location. Centrality ie to Victoria. • Proximity to Melbourne. but far enough away! x5 • The parks are tended to regularly and tidied up. • Escape from Melbourne. • Great that it is a destination in itself. • Amenity - relaxed atmosphere. • Proximity to Melbourne. X 2 • Facilities - driving options have improved. • Love the lifestyle. • Location, east of access, quick trip to Melbourne (by car) Village atmosphere. • Wouldn't swap it for metro ever. • Ice creams - must have been for the market! • Village feel of smaller towns. • Nice soft village. • Quiet, beautiful, cafes, lakes, homewares etc.

		<ul style="list-style-type: none"> • Lovely and clean and well preserved. Retains heritage. • Continue the support of the heritage buildings. • Architecture and ambience of old world. • Lovely and clean and well preserved. Retains heritage. • Proximity to Melbourne x 2 • Can walk everywhere and leave the car at home. • Facilities. • Like the pop ups in the main street - a great feature - good focus. • Historical buildings. • Lots of different sports. • Access to larger towns. • Pretty town.
	<p>What would make it an even better place to live?</p>	<ul style="list-style-type: none"> • Sealed, safe roads X 3 • Toilets - the TCC become public toilets and cleaned by Shire X 4 • Roadsides - better management and large fallen trees - balancing habitat & fire safety. • Mobile library to Ruffy. • Fix Buntings Hill Road wheelie bins. • Roads need to be graded properly - recent grading has made road unsafe. X 2 • Grade roads more often. • Quality of roads - improve back road to Seymour. • Tar Buntings Hill Road. • Tar Longwood-Ruffy road -new section being done. • Disabled toilet is the only toilet open near walking track. Council needs to supply toilet paper, soap, towel and clean. • Ruffy Rec - fix the disabled reserve toilet door! It needs to open outwards X 2 • Manage road side trees getter. Fuel load too high - older trees pose a lot of risk - Longwood Ruffy Road typical example. • Check trees that don't look too healthy for white ants - they love blowing over in the wind. • Safer roads (Welby track trees unsafe). • Clean nature strips of rubbish. • More activities for kids. • Flood mitigation infrastructure plan. • Upgrade the VT reserve. Improve main street re traffic.

		<ul style="list-style-type: none">• A strategic Early Childhood Education Plan. Support for early childhood education.• Enforce dogs to be on leads.• Need electric car charger at servo as on junction of two highways.• \$\$\$ spent on the VT streetscape like other towns.• 50 km signs coming into VT are not visible, overgrown? Poor placing (coming from Murchison VT road.• Harrys Creek Road dangerously narrow (5-6 km out) 4-10 km.• Pool open longer months.• Community building available for music, dancing activities, kids and teens X 2• Appealing streetscape x 3• Footpaths. X 4 - Pedestrian crossing in Cowslip Street. Better pavements. X2• Easier process of septic tank permits.• Gap Road needs to be graded more.• Improvements to roads.• Better (some) town drainage in Longwood.• Masterplan for Longwood.• Masterplan on recreation reserve (plus grants we can use through Longwood East Landcare.• Better access to transport for those that do not drive.• More recreation/sports for children and adults.• Roadside should be cleared more when trees come down.• Better Longwood Ruffy Road.• Dangerous overhanging trees.• A masterplan for the Longwood Recreation Reserve.• Better servicing of unsurfaced roads.• Drainage for Hurley Street.• A decent town mower for Longwood.• Half basketball court & playground in the pub paddock.• Footpaths & kerbs to get kids safely to the bus stop.• 2nd netball court. X 2 for juniors as this age group growing numbers.• Amenities block for multipurpose (currently no facilities for female umpires.• A Council electric bus to service Strathbogie residents once each week (and Avenel, VT, Ruffy etc) on other days. To meet morning train (for city travel) and leaving Euroa after picking up passengers from midday train. For shopping, health etc.
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		<ul style="list-style-type: none">• A better place for the future? A more connected Shire Council. Better transport. Better infrastructure. Encourage new families.• Roadside management, fallen trees, damaged fences. If it fall in Euroa its removed, if it fall outside town boundary - push it off the road and forget it.• Children's Playground.• Tidy up around town.• Higher standards for footpaths and accessibility.• Clean picnic tables.• Clean bins.• Holes near service pits.• Pedestrian link to clock tower.• Need pathways for older people/disabled people around the lake.• Off leash dog area.• Hard rubbish pick up opportunities.• Bring back the water slide with a coin donation to raise money for community groups.• Water park.• Walk way to leisure park.• More walking tracks around the lake to town.• Need disabled parking at Buckley Street car park.• More disabled facilities.• No infrastructure which disadvantages the younger community.• Maintain the water front.• Need pram/wheelchair ramps and pathways such as at Clocktower.• More accessible tracks around the lake and town for prams and wheel chairs.• Kerbs and ramps to pathways from roads aren't suitable for power chairs and wheelchairs.• Parallel parking near water tower - all the way through.• If path to Regatta Centre happens - reserve land for potential extension. - bridge - G Ryan development - Parklea - so it goes around the lake.• Footpaths near hospital. Gaps in the network around town.• Angle park in High Street near statue. Move bus stop to outside Forbes garage.• Walkway from Regatta centre to town.• Public access to the lake.• Larger/more infrastructure need more ovals to cater for growth in town.
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		<ul style="list-style-type: none">• Where do kids play? More organised sport? Where are the facilities and planning.• Focus on water safety and education. Policing of waterways laws.• Playgrounds.• Even better skatepark.• More bike tracks and trails.• More things to do - bike riding.• A croquet lawn in Avenel.• Shire support for our historic buildings and bridge.• Avenel Rec Reserve support.• Better footpaths x 2• Heated swimming pool. X2 Not an ice bath.• Footpaths in Avenel.• Strathbogie township need more maintenance.• Creek to creek project needs mowing it's fire friendly.• Flying cars, robot animals, new equipment in the play ground.• Bike paths on Strathbogie Road.• Footpath 2 especially to the kinder.• Longwood-Ruffy Road near horse studs when trucks stop going up and down.• Bike and walking tracks.• Footpaths granitic sand and doesn't need to be smother.• Track around Lake Nagambie - support foreshore path.• Improved playground in Avenel.• Better play equipment and spaces.• Better signage and road thoroughfares - main road cleaner and routes.• Splash park - something for the teenagers in town. Maybe in the creek.• Extend the bike path.• BMX track x 4• Kennedy Street footpaths.• Apex walking track to Clifton Street.• Bike track Euroa to Violet Town along Mahers Road.• Permanent recycling bin in Rotary Park.• Better skatepark.• A permanent sign promoting Euroa Farmers market on Band Hall wall.
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		<ul style="list-style-type: none"> • Weekend cafes open or an information centre with café. • Speed stopper Creek drive. • Maybe road base on Creek Drive - all the way. • Dust suppression along Creek Drive. (If not speed humps down Creek Drive near Anderson Street, where it butts onto Creek Drive.) • Footpath to Arboretum. • A rubbish bin at Sevens Creek walk start and finish (for poop bags) • More dog waste bins around the Apex track. • A better road into Mt Wombat. • Please supply bitumen to both sides of Brackett Street to stop all the dust. • Kids adventure playground. • Road improvements. • Less dead trees along sides of roads that fall down and risk people's lives. • All access walking track around the creek/Apex track (must be concrete or bitumen) • Palmer avenue block - needs cleaning up - the buildings that were moved there. • All seasons covered pool x 2 • Designated waking tracks to open up Strathbogie. • Plan for footpaths - get them connected. • Suspension bridge at Rockies x 2 • Better garbage pickup at Miepol and better mail delivery to my door! • Historic houses & buildings to keep up the authenticity of the region. • Things take time when they are related to Council and other services like Vic Roads. • Adventure playground on the other side of the bridge near toilets (like Bright has.) • Less dogs in Binney Street (ie more under control) • More rubbish collection in Creightons Creek. • Bring historic buildings back to life - celebrate - meaningful information. • Pruning street trees for aesthetic purposes.
	<p>Is there anything you could live without?</p>	<ul style="list-style-type: none"> • VTAG • Unrestrained dogs - unregistered dogs - feral dogs and cats. • Park near toilets on main street needs overhaul. • No pedestrian cross in Cowslip Street - accident waiting to happen. • Dust from trucks on Oak Valley Road. • Neighbours that blast rock without notice.

		<ul style="list-style-type: none"> • Mobile library. • Town's rubbish service • Very slow completion of some community projects - such as Spring Creek picnic area. • No 20 km speed limit mid week. • Council staff could be walking around town to see what needs to be done.
Sustainable growth and development	What do you love about living in Strathbogie Shire?	<ul style="list-style-type: none"> • I love the small village atmosphere and that there's great roadside vegetation. I love that landholdings on the Tableland are bigger (ie I'd hate to see them chopped up.) • Support progress. • Support all development as it brings people and prosperity. • Bypass for trucks has improved it. • Diversified heritage precinct being preserved.
	What would make it an even better place to live?	<ul style="list-style-type: none"> • Maybe a retirement village - can't manage 1/2 acre block by myself. • Support for housing refurbishments to become more sustainable with insulation and energy efficiency. • Security in rural zones - remote from towns makes rural locations vulnerable. • More subdivision opportunities in Violet Town. • Big picture planning focus for the future. • More available space for pop ups and shops. • Better, easier Planning team. • Never KFC McDonalds • Guidelines and a real desire to make our building developments and planning laws reflect action on sustainable energy goals. • Stop at 'hill top' house site approvals, much the same as some other councils have done eg Mullumbimby. Ensuring all the remaining natural environments are protected, including roadsides. Educating landholders and strong leadership needed here. Many new landholders are 'clearing' the scrubby roadsides. • Progress. • Remove rowing courses - retractable course to free up the lake - putting boats back into long rowing course stuffs it up. • More and varied shops. • Need to be in front of the curve with infrastructure. • People don't get accessibility - need toilets/parking/facilities. • Need kindergarten/primary school. • Need pocket parks in estates & playgrounds. • Need facilities to support locals.

		<ul style="list-style-type: none"> • More efficient approvals for development. • Better facilities for families and young children ie parks & equipment. • Need to cater for peak periods eg car parking. • Need more community infrastructure to cater for growth. • If new infrastructure is not built then you won't catch up to support the population. • Manage the growth & infrastructure needs to catch up. • Install angle parking alongside Jacobson's lookout to increase parking spaces (currently parallel) • Need developer contributions - developer needs to pay. • Infrastructure under pressure - do only urgently needed infrastructure. • Infrastructure already stressed by population but growth will make it worse. • Council needs a bigger picture of how the town is developing to service the growing community. • Stop further development until these issues of water and power are fixed for existing residents then proceed with all the development. • Keeping infrastructure up to development and service. • Parking - including near hospital. • Need long term plans for infrastructure. Planning properly for growth. • More green spaces on estates. • Three more housing estates need more infrastructure. • Sustainable carefully planned development.
	<p>Is there anything you could live without?</p>	<ul style="list-style-type: none"> • Pub veranda - old pub VT. Slow process! • Inappropriate development that is too large growth needs to be in steps. • Money for the Rowing Course. • Over development in Nagambie. • Change traffic - take out Northbound lane. • Overdevelopment which could destroy environment - this is particularly vulnerable here. • Don't let Nagambie grow too big. • Too much housing development. • No kerb and channelling - grass drainage • Don't want to see unsustainable development. • New and ugly developments. • Large recycle facility in Boundary Road.

<p>Our environment</p>	<p>What do you love about living in Strathbogie Shire?</p>	<ul style="list-style-type: none"> • Climate. (seasons) X 2 • Environment. X 3 • Tranquillity X 7 • Rocky outcrops. • Surroundings. • Seasons. • How's the serenity. • Landscape. Environment including the sky • The granite. • The natural environment. • The animals (native) X 3 • My freedom. Native animals and birds. X 3 • The gum trees. • Beautiful area. • Parks and gardens • Natural remnant landscape. • Flora magnificent. • Fauna. • Scenic views. • The creeks and springs • High quality environmental land. • The environment. Natural landscape. • Climate. The boulders. • Natural environment. • Creek space a great asset. Green spaces - parks. • Love the shire is declaring a climate emergency. • Serenity and quiet. X 3 • Close to hills and views from the hills. • Park area around the river a big asset. • Country/rural life. X4 • The environment x2 • Seven Creek area.- Natural beauty. • Strathbogie Tablelands - the unspoilt environment.
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		<ul style="list-style-type: none"> • Recycling Depot • I love the clean air, the wildlife. The sharing nature of the Tableland community. People can bring their ideas to the table and actually feel their voice being heard in projects and activities. • The environment of the Strathbogie Plateau - this is a very species rich place and does have many areas of native vegetation, even if some are disturbed - one of the richest mammal faunas in the state - we need to practically protect this and the community. • The environment and nature - the community - it is a real community - we look after each other. Freedom. Living in the country. Small community ???feel. • The environment, the landscape, the community locally in Strathbogie township and Euroa. (I have little experience in other locations.) • I love that there is nature unspoilt and abundant and that the people speak up to protect it. Clean Air, Clean Water. • Tableland great environment and the community needs to be protected. • The lake. Its environment, its people, flora and fauna. • Lake is such an asset • Peace and quiet x2 • Lake a big attraction. • Waterways, environment and the people. • Small community, lifestyle is relaxed and uncomplicated, waterways & natural wildlife. • The environment. • Quiet and peaceful x 3 • Love the country life. • Natural surroundings - fresh air - pool hall. • Fresh air, mountains, people, space, community. • Trees. • Climate, people, sense of community.
	<p>What would make it an even better place to live?</p>	<ul style="list-style-type: none"> • Increase native vegetation & wildlife. • Wind turbines and solar are a good idea. • Better weeds program & don't use contractors and spray at the right time - not too late. • Free waste drop off. • Protecting native veg/nature strips. X 2 • More things in the sustainable Strathbogie 2030 for local towns/residents

		<ul style="list-style-type: none"> • Shade trees on sides of Cowslip Street shopping strip to provide shade for cars in Summer. • Recycle shop at Violet Town tip. • Support for bush kinders. • Nature play areas for children. • Solar/wind micro grid. • More support of regenerative small scale farmers. • Children educated on sustainability - tip excursions. • More council purchases of recycle content items. • Worry about the fuel and danger of fallen logs laying on the side of the road. • More walking tracks. • Transfer station needs a recycle shop. • More information on recycling to encourage people to recycle. • Make parkland better and bigger. • More shade trees in town. • Eliza Street - get rid of what's been cut and dead - new shade trees and the drain. • Plant-up Euroa. • Clean up Sevens Creek from rubbish weeds etc and reinstate the foot walk near Memorial Oval. • Bush walk to Pollie McQuinns then onto Gooram (1/2 km) • More green spaces and street trees x 2 • It may not be Council's responsibility but the creeks management is a disaster. Blackberry and other weeds - Who cares? • Sustainable housing models - maybe a tour. • Much better weed management of Tableland roadsides. • The hall could have many solar panels generating into a local microgrid. We could power a community electric bus. Courtyard on the north with paving and vines - doors opening onto the paving from the hall. • Being confident that the natural environment will be protected under strong council regulations that are enforced. We need a system for reminding landowners and notifying new landowners about habitat protection once these precious habitats or even components of these are lost they will never be replaced - I am particularly concerned about ongoing loss of precious roadside vegetation when new 'farmers' move into the area - I have been around since 1991. • New residents education session about land care and environmental sensitivity around land management. • A better environmental policy or one at least! • Weed control
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		<ul style="list-style-type: none"> • Transfer station needs to have the 'reuse' recycle ethos. ie timber now goes to landfill. • How can you make timber at the transfer station available for reuse. • Tip needs to be open more. • Don't try to save the planet globally, concentrate on local matters and you will make a difference. • More trees • Solar requirements in new developments - built in by developers, batteries etc.
	<p>Is there anything you could live without?</p>	<ul style="list-style-type: none"> • Wind turbines X 2 • Rabbits. • Foxes x2 • I could definitely live without the visitors/trailbikes, who seem to think our hills are fair game for destruction! Our walking tracks are naturally beautiful areas should be better protected from such ignorant and uncaring people. Why don't they crucify their own backyard!! • Climate emergency.
<p>Our people</p>	<p>What do you love about living in Strathbogie Shire?</p>	<ul style="list-style-type: none"> • I still do - I have embraced living in the Ruffy area but we are going down hill. • Community spirit. X 2 • People friendly. X 4 • Caring community. • Acceptance - the vibe. • Ancestor settled here and we live on the property. X 2 • Isolation - small population. X 2 • Community involvement. • VT market, tourists, people and freedom. • Community, quiet life, friendly neighbours, proximity to mountains, little shops, trainline, trees, community initiatives, clubs. • Small friendly town X 2 • Space, quiet, community, friendly less stress X 7 • Strong sense of community. X 2 • Great Community house, library and shops. • Sense of community X 6 • Community X 3 • Likeminded people • Good neighbours • Community. X4

		<ul style="list-style-type: none">• People. X3• Quiet for retired people.• Friendly people.• The sense of community and the support we give each other (Strathbogie township - not Shire)• Community, Environment, Diversity and Topography• The people.• I love the people of Strathbogie. I have the ability to enact progressive and unique improvements for our community. The community is small enough for people to have a go to enact our ideas that are needs relevant to the people.• Just love Nagambie.• Atmosphere - feel safe here.• Open/safe town.• Friendly people and community.• Nice feel about it.• People even teenagers talk to us oldies.• Retired here for the lifestyle and being in the rural area.• Great place to life - the people and country lifestyle.• Great community atmosphere.• I come from Sydney, lovely, quiet, friendly.• Not many bushfires fundraiser, lots of nice people, big country town.• Sense of community.• Nice town.• Rural, moved from country to country, love freedom.• Quiet space and community• Proximity with country town feel.• Community feel.• Sports.• Just like it• Nice place to be• Belonging to a wonderful community.• Volunteering. X2• The people. X2• Small town feel x 3
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		<ul style="list-style-type: none"> • Grew up here - great family place. • Homely. • Peace and quiet. • Diverse range of people. • Smaller inclusive community. • Friendly people. X 7 • The openness of people. Not crazy like city. • People care about people. • Community passion. • Welcoming community. • Active community. •
	What would make it an even better place to live?	<ul style="list-style-type: none"> • Keeping the spirit of the community up and always help people in need. • More teen activities/shops. • Needs for mid teenagers - a community hub for kids (ask the kids down assume.!). • More activity for kids especially in holidays.
	Is there anything you could live without?	<ul style="list-style-type: none"> •
Smart spending	What do you love about living in Strathbogie Shire?	<ul style="list-style-type: none"> • Value for money
	What would make it an even better place to live?	<ul style="list-style-type: none"> • Rural rate consideration (not continual increases). • Euroa, Avenel, and Longwood get all the attention but smaller towns are being left behind. X 2 • Lower rates X 2 • Council having a buy local priority especially with business, be pro-active. Hosting online lists is not enough. • Reasonable rates levels. • More attention to small towns – it's not all about Nagambie and Euroa. • Council focused on outcomes not roadblocks. • Council spend money sensibly. • More accountable Council expenditure. • Funding real needs, not follies.

		<ul style="list-style-type: none"> Excessive waste of rate payer funds on projects like the Spring Creek picnic area, which wasn't even wanted by the majority of our community. Short cycle vision by the Shire workers. Value for money.
	Is there anything you could live without?	<ul style="list-style-type: none"> Excessively high rates compared to many other councils - many people in this Shire are not wealthy. Council spending on re-doing projects (get it right first time!). Rural rates, very little service for rates paid - compared to the towns - compared to eg Melbourne. Possible answer: lobby state government jointly with other councils and VFF etc Excessive consultants fees for projects we just need to do. High rates x no returns. Rates increase with little return. Excessive rates \$\$\$\$\$ Excessively high rates. High rates! Small vision (foresight) Non compliant Shire officials!! Funding real needs, not follies. Excessive waste of rate payer funds on projects like the Spring Creek picnic area, which wasn't even wanted by the majority of our community. Short cycle vision by the Shire workers. The rates are excessive!! Pay too much for what Euroa gets. All money goes to Nagambie. Wasteful staff resources. Council staffing seems to be excessive.
An engaged community	What do you love about living in Strathbogie Shire?	<ul style="list-style-type: none"> Promotion by caravan park. The new councillors' approach to engaging with the community - keep it up! Customer service people are fabulous. It's what happens after that.
	What would make it an even better place to live?	<ul style="list-style-type: none"> Responses from Shire after events like this. Sign to say picnic people take rubbish away from Rec Reserve because no council pick up. X 2 Better communication. More community engagement with Council. Feedback on actions of previous meetings. X 3 Get 'back room staff' to call people when they lodge a customer complaint.

		<ul style="list-style-type: none"> • Front line staff are great but it is like an Iron Curtain behind them. • Plan to engage upper primary and youth in our small towns. • Improve communication with the publican at the old pub where veranda is. • Improve Shire's communications to residents. • Newsletter to community (similar to East Gippsland) but not stopping advertisements in the Gazette. • More of this engagement • More exposure of smaller towns. • Keep the website up-to-date - info out of date. • New, even better free camping signage for recreation reserve. • Longwood Action Group. • Longwood on the Shire website map!! X 2 • Autonomous community groups. It's stifling and kills creativity that everything must go through STAG. This has created unnecessary bureaucracy. • Better and actual council and community engagement in local projects. Completion of local projects - on time and within budget. • Education on recycling/waste management. • In this day of COVID "restrictions" we should have Service Victoria App everywhere and for everyone. • More education on waste management. • Fill up the empty shops with promotions. • Signage lettering is too small. • More engagement and consultation with community. • No coordinated voice for all issues (resources harnessed.) • A comprehensive Shire that delivers for all and not just the loudest or most active voices.
	<p>Is there anything you could live without?</p>	<ul style="list-style-type: none"> • Website is hard to navigate. • Small groups don't talk for everyone.
<p>Advocacy opportunities (or topics raised outside Council remit)</p>	<p>What do you love about living in Strathbogie Shire?</p>	<ul style="list-style-type: none"> • Friday at the Ruffy store (sadly no longer!) • CFA is excellent. X 2 • Great schools • Ice creams • Food. • Good transport to Melbourne via Seymour. • Coffee shop

		<ul style="list-style-type: none"> • Lots of great cafes • The smoothies at Mely & Me • Good schools.
	<p>What would make it an even better place to live?</p>	<ul style="list-style-type: none"> • Allow to clear native strip - fire hazard. • No cars dumped on properties in Redgate Lane Ruffy. • Better services upgrade put new mobile phone towers Ruffy photo - top of Welby track - benefit increase connectivity. • Clean up hanging trees off the roads. X 3Extend fire wood collection time for fallen trees along roadside. X 2 • Weekly community shopping bus & appointments ie Tolmie. • Bring back the Granite News X 2 • Community bus (Ruffy).Better internet & phone service X 5 • Road safety - Tulip Street. • A primary school we could feel confident sending our kids to. • Early childhood programs such as Music & movement - Gymbaroo. • Hall committee to be proactive in seeking people to use hall more often. • Safety/remoteness - the emergency app does not work when there is a local emergency. • Amalgamation & a larger council. • Shire investigate activity on stolen property from farms - livestock stolen. • Support for housing refurbishments to become more sustainable with insulation and energy efficiency. • Initiatives to support getting locals employed in ECEC. • Reliable internet. X 2 • No mobile service at Boho South - needs to be improved!! • Signed & formalised walking school bus track/path from sides of towns to schools and CBD. • Better pub. • Maybe a retirement village - can't manage 1/2 acre block by myself. • More support by local community for our primary school enabled by the Shire. • Reliable trains. • More low cost housing suitable for aged fold in VT. • Better mobile reception +better mobile data reception in VT + NBN X 3 • Run with community house training on how to take minutes of a meeting - so as to meet statutory requirements. • Support for local employment. • First aid training for volunteers throughout Shire. • Mental health training for volunteers throughout Shire.

		<ul style="list-style-type: none">• The pub needs to be open often.• More kids at the school. X 4• Buses to Euroa.• Longwood station back in commission.• The rail bridge. X 8• Heavy vehicle bypass.• Rail underpass. X2• Large rail overpass.• Traffic.• Get rid of ugly overpass.• Public transport - V-line to Melbourne.• Secondary school & primary school represented at the market (with adult interaction).• Sunday too dull on main street - missed opportunity.• Upgraded hospital.• Sunday afternoon supermarket.• Better rail system.• More shops to bring people in.• Business centre restricted. Railway station an option (new design where will we go with new stores in the future.) Stop hoon behaviour. Lewis street/Farmer avenue.• More breakfast food cafés.• Business to be open longer hours especially weekends and public holidays.• Don't change it - railway precinct.• Plant out the roundabout at McDonalds - make it beautiful .• Park Run is great.• More train services.• More visiting health specialists.• Support underpass - ARTC. Railway precinct - green space in and around - push for this with ARTC.• Support the caravaners by having Burtons open mid arvo Saturday and Sunday.• More action in the main street on weekends - shops, cafes etc.• The drug shop next to the library.• Easy access to train line & travel to Melbourne.• Main street to stay open.• Regular and timely bus to Melbourne.
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		<ul style="list-style-type: none">• Not closing down early Thurs and Saturday.• Coffee shops open on public holidays for the tourist town.• I would love to see the road speed limit being reduced to 80 and more signage to alert drivers to wildlife who share our roads. It is so distressing to see the unnecessary carnage on our roads, and its all due to the speed and perhaps lack of awareness.• Gas• Water pressure in Prentice Street.• Council could advocate more for infrastructure power/water/services.• Restaurants need to open longer hours particularly in Winter.• Pub takeaways great idea.• Markets are great• Good food choice is key.• Night time life is needed as Nagambie grows.• Water pressure is crap at the Whroo Estate.• Need to deal with reliable power supply.• Another supermarket.• Bus travelling to Shepparton & Seymour.• Monday and Tuesday there is nothing open or happening! We need lots more activity/energy needed. X2• Bring the Town pub to the modern era.• Shops open at key times.• Need shops for residents, clothes hardware, shoes not just eateries. X 2• Need food premises opening later at night.• People making tree change want services and more opening hours.• Water pressure is poor. X 3• Water supply is a concern due to growth.• Improve electricity infrastructure - summer drop outs are painful!• Water pressure & power improvements.• Lack of power certainty.• Retaining wall on High St addressed.• Upgrade railway station - carpark has major dust issues.• More good quality restaurants.• Better opening hours and choice for locals.• Varied businesses ie shops. X 2
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		<ul style="list-style-type: none"> • Public transport • Abandon Government and return to a Common Law assemblies throughout. • No hoons. • More passenger train services x 2 • Better high school options. • Fully equipped weights gym with spin bikes. • Restore/maintain the old stone bridge (respectfully) • More shops. • More room in the school. • Not closing down early Thurs and Saturday. • Coffee shops open on public holidays for the tourist town. • More action in the main street on weekends - shops, cafes etc. • The drug shop next to the library. • Easy access to train line & travel to Melbourne. • Main street to stay open. • Regular and timely bus to Melbourne. • Railway precinct - green space in and around - push for this with ARTC. • Support the caravaners by having Burtons open mid arvo Saturday and Sunday. • Plant out the roundabout at McDonalds - make it beautiful. • Park Run is great. • More train services. • More visiting health specialists. • Support underpass - ARTC. • Business to be open longer hours especially weekends and public holidays. • Secondary school & primary school represented at the market (with adult interaction). • Sunday too dull on main street - missed opportunity. • Sunday afternoon supermarket. • Better rail system. • More shops to bring people in.
	<p>Is there anything you could live without?</p>	<ul style="list-style-type: none"> • Roadside debris x3 • Dead trees (safety) x5 • Pests, mice, rats and possums. • COVID-19 x 2

		<ul style="list-style-type: none">• Macca's and Kentucky Fried.• Non-functioning pub.• Fast trucks barrelling through town.• Barking dogs. X2• Sulphur crested cockatoos x 6• Pub fencing.• Possums in the hall and the damage they are causing. Destroying one of our best assets.• Speeding/hooning through town.• The freeway noise - haha.• Stop feeding the cockatoos vermin for farmers and very destructive.• Railway line being rebuilt every 'few weeks'.• Undrinkable water.• My neighbours barking dogs.• Hoons in car - safety.• Hoons.• Rubbish lying around McDonalds roundabout.• Heavy Vehicle bypass. No no no.• The overpass.• Racism, abuse against females.• New bridge will be an abomination - go for underpass.• Burtons closing on weekends at 5 pm (12.30 Saturdays)• Wasteful staff resources.• Council staffing seems to be excessive.• Rail underpass. X2• Large rail overpass.• Traffic.• Get rid of ugly overpass.
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7. Evaluation

At the end of the feedback sessions (not held at community markets) we asked participants to rate their satisfaction with the process. The overall satisfaction rating was 84 per cent.

Table 21. Community satisfaction ratings – results displayed a percentage of total respondents.

Bad	Not so good	Okay	Very good	Excellent
0%	0%	12%	43%	45%

9.24 Community Activation and Social Isolation (CASI) initiative – Request for Extension to Funding

Author: Director Community & Planning

Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

In response to the social impacts of the Coronavirus global pandemic, the Victorian Government established the Community Activation and Social Isolation Initiative (CASI) commencing Monday 29 June 2020. The aim of the program is to help people who may be feeling lonely or have lost their regular networks during COVID-19 to build social connections and networks of support in their local communities. As part of this initiative Community Connectors were established as well as the Coronavirus Hotline to provide emotional support as a result of COVID-19.

In Strathbogie Shire, the CASI program has been extremely beneficial for our community generating many positive outcomes in a period of uncertainty and disconnectedness. A number of key achievements under this program include:

- The Strathbogie Story
- Strathbogie Postcards
- Active Aging newsletter
- Working with Community Houses to provide much needed support services.

The CASI program was originally funded until 31 December 2020, with a current extension until 30 June 2021. There has been no commitment from the State Government in relation to the continuation of this program following 30 June. Given the key successes of this program and the ongoing impacts of COVID-19 that exist in the community, the continuation of this program is imperative.

On 21 May 2021, the Municipal Association of Victoria (MAV) will be hosting the MAV State Council. This provides an opportunity for our Council to put forward a motion at this meeting, for the Victorian local government sector to advocate for a continued funding commitment from the State Government to this program.

RECOMMENDATION

That Council advocate through the Municipal Association of Victoria for the continuation of funding (from the State Government) for the Community Activation and Social Isolation initiative for a further twelve (12) months.

PURPOSE AND BACKGROUND

As a result of the impacts of the COVID-19 global pandemic, the State Government implemented the Community Activation and Social Isolation (CASI) Initiative. CASI aims to help people build social connections and networks of support in their local communities. The program consists of two elements:

1. COVID-19 hotline providing emotional support for people feeling lonely or disconnected as a result of coronavirus (COVID-19); and

9.24 Community Activation and Social Isolation (CASI) initiative – Request for Extension to Funding (cont.)

2. Community Connector – people in organisations with good networks across and insights into their community. They work to ‘map’ what sorts of practical, emotional and social supports are available in their community, and then ‘wrap’ those supports around people seeking help.

Victorian Local Governments have implemented the CASI program. Current funding for the program ceases on 30 June 2021.

ISSUES, OPTIONS AND DISCUSSION

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

Our community is still experiencing the emotional and social impacts of COVID-19. To continue to support our community throughout this period an extension to the current funding program is required. An opportunity has arisen to advocate collectively with our local government colleagues to the State Government for an extension of this extremely worthwhile project.

COMMUNITY ENGAGEMENT

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

The Community Connector role has and continues to provide practical support to local individuals, community groups and local organisations. This CASI program has produced many great achievements in Strathbogie Shire including the introduction of the Strathbogie Story, Strathbogie Postcards, Active Ageing Newsletter and a mentoring program.

POLICY CONSIDERATIONS

Council Plans and Policies

Our Values and 2017-21 Council Plan highlight the need for openness, the highest ethical standards and transparency.

- Council Plan Goal
 - o To enhance community health and wellbeing and liveability
- Liveability Plan
 - o Stronger Together
 - o Healthy Lifestyle
 - o Rural Lifestyle

Regional, State and National Plans and Policies

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

The CASI program is intrinsically linked to the State Governments response to the COVID-19 global pandemic.

9.24 Community Activation and Social Isolation (CASI) initiative – Request for Extension to Funding (cont.)

LEGAL CONSIDERATIONS

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

Funding for the CASI program was provided to local government authorities through a funding arrangement with the State Government's Department of Health and Human Services. Funding has been and will continue to be used in line with the parameters of the program.

Conflict of Interest Declaration

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

Transparency

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

The Community Connector has developed and maintained many great working relationships with a number of stakeholders.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured.

External funding for this program was provided by the Department of Health and Human Services. Funding has been utilised in line with the parameters of the program.

SUSTAINABILITY CONSIDERATIONS

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

Economic

This position supports the local economy by:

- (a) Providing for local economic opportunities (including businesses; shared spaces etc.); and
- (b) Offering good access to quality services and facilities.

Social

The following social benefits derived from this proposal include:

- (a) sense of community – promoting social interaction;
- (b) community services – providing a range and quality of services for different groups, accessibility of services; and
- (c) education and skills development – providing education options for the community.

9.24 Community Activation and Social Isolation (CASI) initiative – Request for Extension to Funding (cont.)

Environmental

A number of initiatives through the CASI program promote positive benefits for our environment. CASI was able to support the establishment of a community bus service taking people from Avenel to Seymour by getting people from their home to the shops, medical appointments and more.

INNOVATION AND CONTINUOUS IMPROVEMENT

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

Through CASI, several innovative programs have been established. Any extension to the program will allow for a number of these programs and new initiatives to be developed.

COLLABORATION

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

The CASI program has enabled Council to develop extensive, strong networks within our community.

HUMAN RIGHTS CONSIDERATIONS

There are no issues raised in this report that undermine the human rights under the *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

Our community is still experiencing the emotional and social impacts of COVID-19. To continue to support our community throughout this period an extension to the current funding program is required. An opportunity has arisen to advocate collectively with our local government colleagues to the State Government for an extension of this extremely worthwhile project for a further twelve (12) months.

ATTACHMENTS

Attachment 1: MAV State Council May 2021 Motion

ATTACHMENT 1:

1. Name of Motion

Community Activation and Social Isolation (CASI) initiative – request for extension to funding

2. Motion

That the Municipal Association of Victoria advocate to the State Government for the continuation of funding for the Community Activation and Social Isolation initiative for a further twelve (12) months.

3. Submitted By

Strathbogie Shire Council

4. Other supporting councils

Unknown

5. Is the motion supported by a Council resolution?

To Be Determined

6. Related MAV Strategic Plan priority

Priority 5: Societal & Social Policy Changes

Objective: Facilitate local government creation and support of resilient and cohesive communities, with fair and equitable access to universal community services.

7. Rationale for Motion

In response to the social impacts of the Coronavirus global pandemic, the Victorian Government established the Community Activation and Social Isolation Initiative (CASI) commencing Monday 29 June 2020.

In Strathbogie Shire, the CASI program has been extremely beneficial for our community generating many positive outcomes in a period of uncertainty and disconnectedness. The Community Connector role has and continues to provide practical support to local individuals, community groups and local organisations. A number of key achievements under this program include:

- The Strathbogie Story
- Strathbogie Postcards
- Active Aging newsletter
- Working with Community Houses to provide much needed support services.

Our community is still experiencing the emotional and social impacts of COVID-19. To continue to support our community throughout this period of recovery and ongoing impacts of COVID-19, an extension to the current funding program is required for a further twelve (12) months at minimum.

8. Primary Contact Details

Amanda Tingay – Director Community & Planning

9.25 Business Management System

The April 2021 Business Management System Report includes reports as follows:-

- Building Department - March 2021 Statistics
- Planning Department - Planning Application Approvals – Development Cost (Capital Improved Value) - March 2021
- Customer Enquiry Analysis Report - Report for March 2021
- Waste Management Reporting ~ Year to Date – March 2021
- Actioning of Council Reports Resolutions - Council Meeting Tuesday 16 March 2021
- Outstanding Actions of Council Resolutions to 31 March 2021
- Review of Council Policies and Adoption of new Policies - March/April 2021
- Records of Informal Council Briefings / Meetings

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.

DISCUSSION

The Governance and Customer Service team have been working in partnerships with a number of departments across the organisation for a number of months to reduce outstanding customer request tasks, as depicted in the Customer Enquiry Analysis Report.

Our focus is to ensure all departments meet the response timelines outlined in our Customer Service Charter.

A concerted effort has been made to assist the Operations department in identifying business rules around how customer requests are managed, how works are included in work programs (eg pot hole repairs) and when requests are closed off once the works have been completed or scheduled.

Work continues across the organisation on improving our performance in ensuring customers are kept informed of the progress of their request and the action taken by Council in response to their issue. This has been a consistent message from community members through our Share Strathbogie sessions and continues to be an area where we know further improvement is required.

The Customer Request Analysis Report for February shows a reduction this month in the number of outstanding tasks from 2018 and 2019 from 39 in February to 28 this month.

The number of remaining requests is relatively stable at just over 900, as does the number of outstanding requests which is 497 compared to 499 last month.

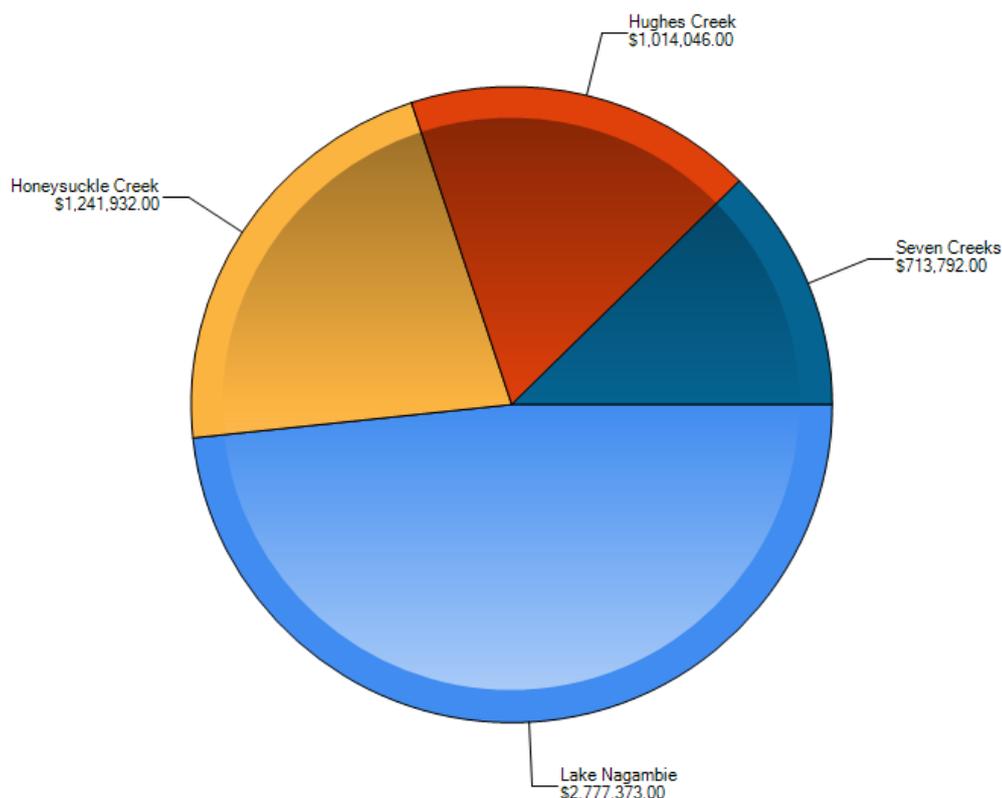
RECOMMENDATION

That the report be noted.

BUILDING ACTIVITY

MARCH 2021

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	6	\$1,241,932.00
Hughes Creek	6	\$1,014,046.00
Lake Nagambie	16	\$2,777,373.00
Mount Wombat	0	\$0
Seven Creeks	9	\$713,792.00
	37	\$5,747,143.00



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2488418440993	29/03/2021	Alterations & Additions to	Dwelling	Koonda	\$70,000.00
3696102264235	10/03/2021	Construction of	Swimming Pool	Violet Town	\$5,000.00
4960471062798	24/02/2021	Construction of	Dwelling	Boho South	\$1,108,092.00
5384713004897	22/03/2021	Construction of	Swimming Pool, Swimming Pool Barrier	Violet Town	\$14,900.00
5886330896318	4/03/2021	Construction of	Shed	Upotipotpon	\$42,940.00
7007384583648	29/03/2021	Relocation of	Dwelling	Violet Town	\$1,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2047986831082	25/03/2021	Construction of	Dwelling & Garage	Avenel	\$303,392.00
4487654655190	5/03/2021	Construction of	Shed	Avenel	\$27,389.00
4536905680635	23/03/2021	Construction of	Shed	Longwood	\$165,000.00
5094153618691	5/03/2021	Construction of	Dwelling & Garage	Avenel	\$189,681.00
6146530009586	23/03/2021	Construction of	Carport & Garage	Avenel	\$10,000.00
9963454760607	15/03/2021	Extension to	Dwelling	Avenel	\$318,584.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1163553506063	17/03/2021	Construction of	Dwelling & Garage	Nagambie	\$264,642.00
20190990/0	30/05/2019	Construction of	Carport	Nagambie	\$10,189.00
2295989038979	27/02/2021	Construction of	Dwelling & Garage	Nagambie	\$327,730.00
3215383221854	25/02/2021	Alterations & Additions to	Dwelling	Mangalore	\$342,998.00
3323768950920	4/03/2021	Construction of	Shed	Moornbool West	\$31,769.00
3330400816857	5/03/2020	Construction of	Garage	Goulburn Weir	\$7,000.00
3937734971107	25/02/2021	Construction of	Garage	Nagambie	\$15,820.00
6390810014753	22/03/2021	Installation of	Swimming Pool, Swimming Pool Barrier	Nagambie	\$41,600.00
6714707921774	16/03/2021	Alteration to	Restaurant	Nagambie	\$500,000.00
8112662530359	16/03/2021	Construction of	Shed	Nagambie	\$29,188.00
8535087837631	11/03/2021	Construction of	Dwelling & Garage	Nagambie	\$268,085.00
8546458682307	23/03/2021	Demolition of	Sewer station	Nagambie	\$14,080.00
8891241570932	16/03/2021	Construction of	Dwelling & Garage	Nagambie	\$262,457.00
9420513088700	9/03/2021	Construction of	Shed	Kirwans Bridge	\$30,486.00
9836944837593	17/03/2021	Construction of	Dwelling & Garage	Nagambie	\$327,579.00
9964587034240	24/11/2020	Construction of	Dwelling & Garage	Nagambie	\$303,750.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1279160660083	17/03/2021	Restump of	Dwelling	Euroa	\$8,580.00
20182575/0	15/03/2018	Construction of	Shed	Euroa	\$22,000.00
3436438387850/0	15/03/2021	Restump of	Dwelling	Euroa	\$15,000.00
3505497881747	29/03/2021	Construction of	Shed	Euroa	\$37,435.00
4367998519569	26/02/2021	Construction of	Outbuilding	Balmattum	\$120,000.00
6483277839309	18/02/2021	Construction of	Shed & Office	Euroa	\$95,000.00
7210445713505	30/07/2019	Construction of	Shed	Euroa	\$25,696.00
7978528445037	10/02/2021	Construction of	Shed	Miepoll	\$70,000.00
8873044838775	16/03/2021	Construction of	Dwelling & Garage	Euroa	\$320,081.00

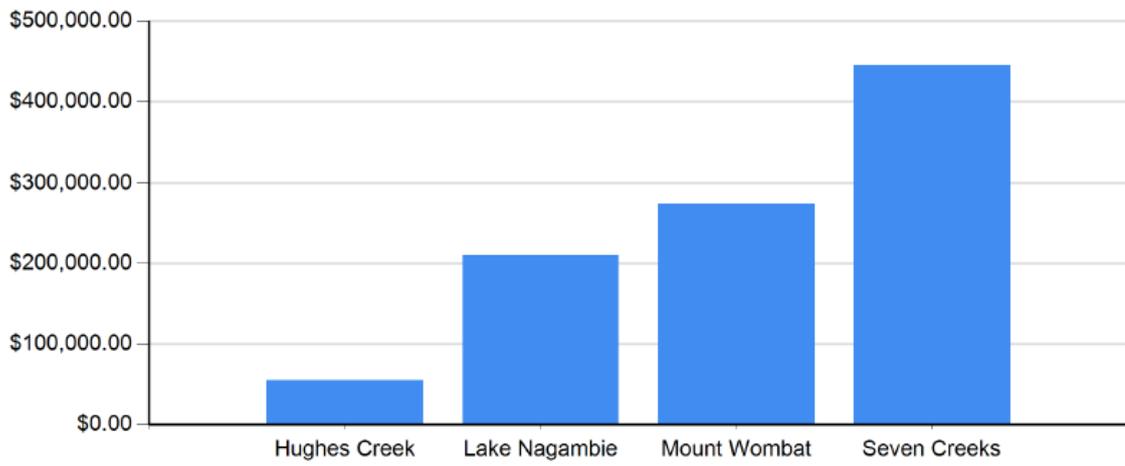
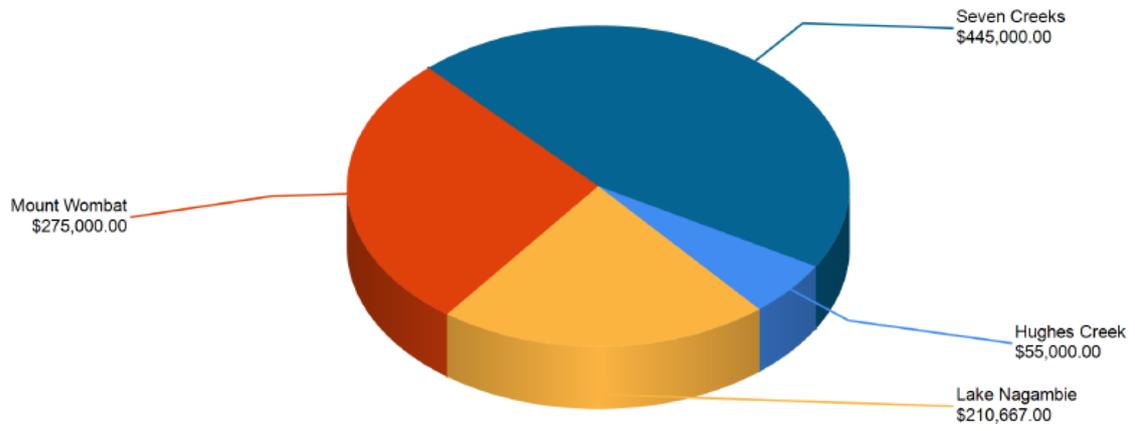
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL
IMPROVED VALUE)**
MARCH 2021



Planning Applications Determined

March 2021

Hughes Creek	\$55,000.00
Avenel	\$55,000.00
Lake Nagambie	\$210,667.00
Arcadia South	\$85,667.00
Goulburn Weir	\$55,000.00
Graytown	\$70,000.00
Mount Wombat	\$275,000.00
Euroa	\$95,000.00
Upton Hill	\$180,000.00
Seven Creeks	\$445,000.00
Euroa	\$350,000.00
Euroa	\$95,000.00
Total Value	\$985,667.00



CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR MARCH 2021



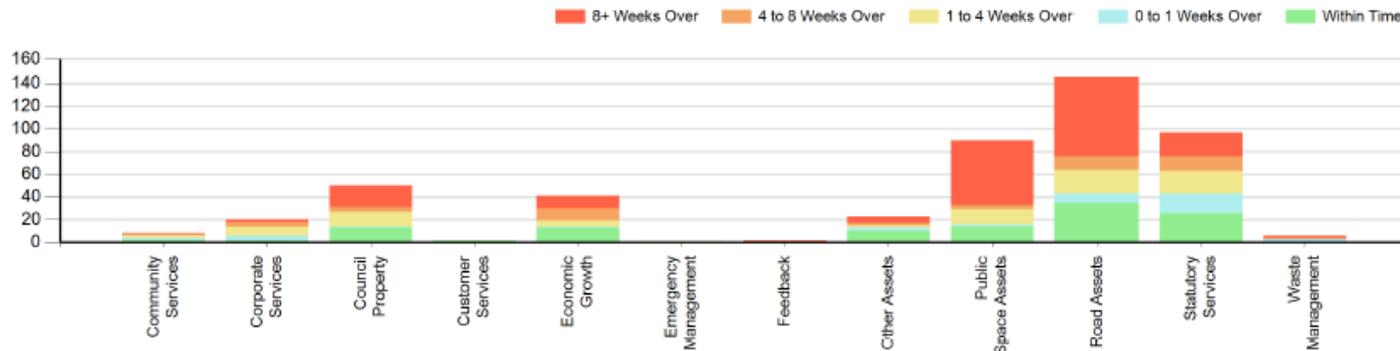
Request Throughput Analysis

01/03/2021 to 31/03/2021

R I S K	Complete / New	> 80%	50-80%	< 50%
	Overdue / Remaining	< 33%	34-70%	> 70%

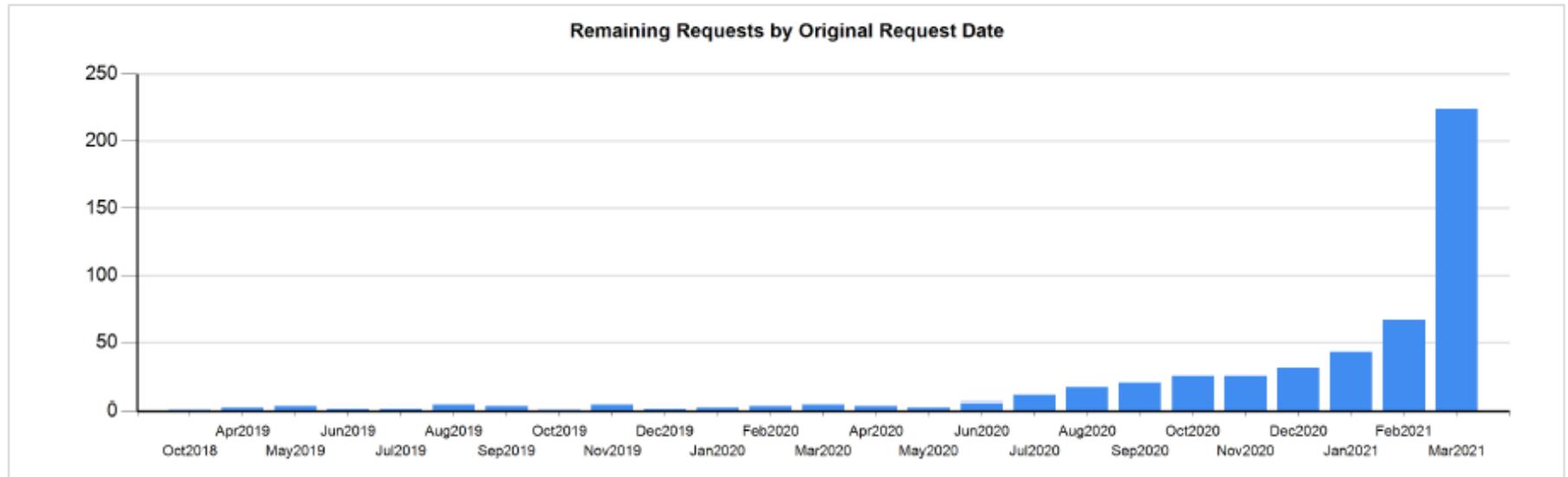
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	3	43	38	8	✓	2	6	✗	0	
Corporate Services	21	76	75	22	✓	2	20	✗	0	
Council Property	53	64	67	50	✓	13	37	✗	0	
Customer Services	2	16	16	2	✓	2	0	✓	0	
Economic Growth	36	328	321	43	✓	13	30	⚠	0	
Emergency Management	19	18	36	1	✓	0	1	✗	0	
Feedback	2	2	2	2	✓	0	2	✗	0	
Other Assets	30	29	36	23	✓	10	13	⚠	0	
Public Space Assets	134	52	76	90	✓	14	76	✗	20	
Road Assets	156	116	125	147	✓	35	112	✗	0	
Statutory Services	59	141	97	103	⚠	26	76	✗	0	
Waste Management	6	25	25	6	✓	0	6	✗	0	
Total	521	910	914	497		117	379		20	

Request Ageing



Service Usage





		Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Feedback	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2018	October										1		
	April									1	2		
	May									1	3		
	June									1	1		
	July									2			
2019	August			1						1	3		
	September									4			
	October									1			
	November									5			
	December									2			
	January			1						2			
	February									1	2		1
2020	March			1						1	3		
	April										3	1	
	May					1			1		1		

2020	June						1		3	1	1	
	July			2					5	3	1	
	August			2		2		1	5	3	3	1
	September			2					5	11	2	
	October		1			2		2	7	9	3	1
	November			5		1			10	6	3	
	December	1		3				2	10	13	2	
2021	January		4	4		7			5	10	12	1
	February		1	5		10	1	1	4	16	14	1
	March	7	16	24	2	20			13	22	58	61
Total		8	22	50	2	43	1	2	23	110	147	103

Definitions

Service Area Grouping of services by area of responsibility

Existing Requests open prior to reporting period

New Requests made during reporting period

Within Time Remaining Requests where defined deadline is after reporting period

Pending Resources Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

Complete New An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

$\frac{C}{N}$ Complete / New   
> 80% 50-80% < 50%

Service Activities that provide value to the customer

Remaining Requests incomplete at end of reporting period

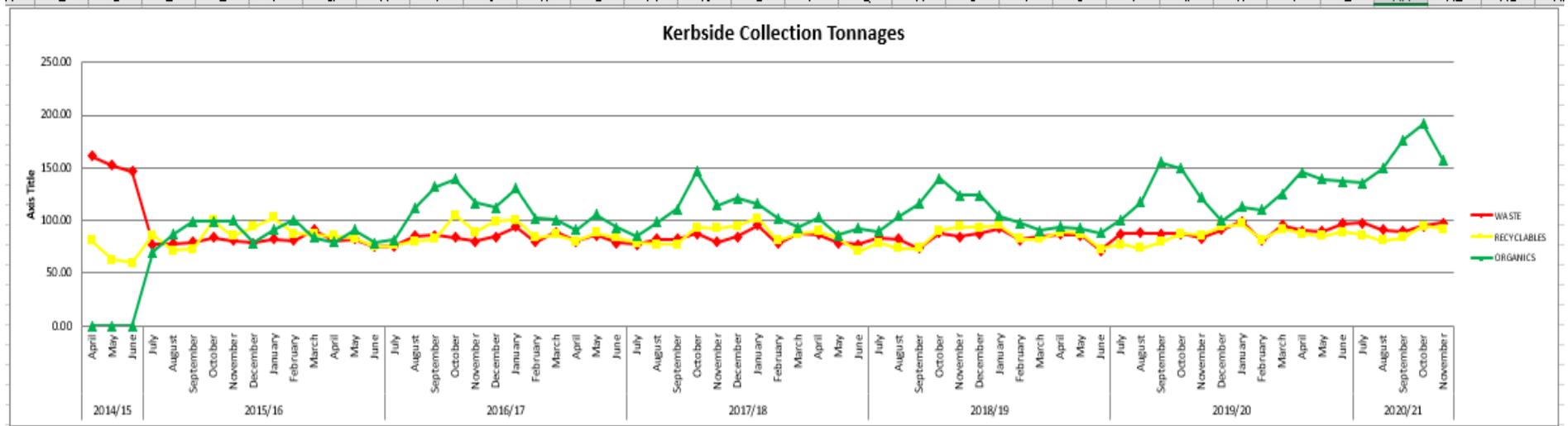
Completed Requests completed during reporting period

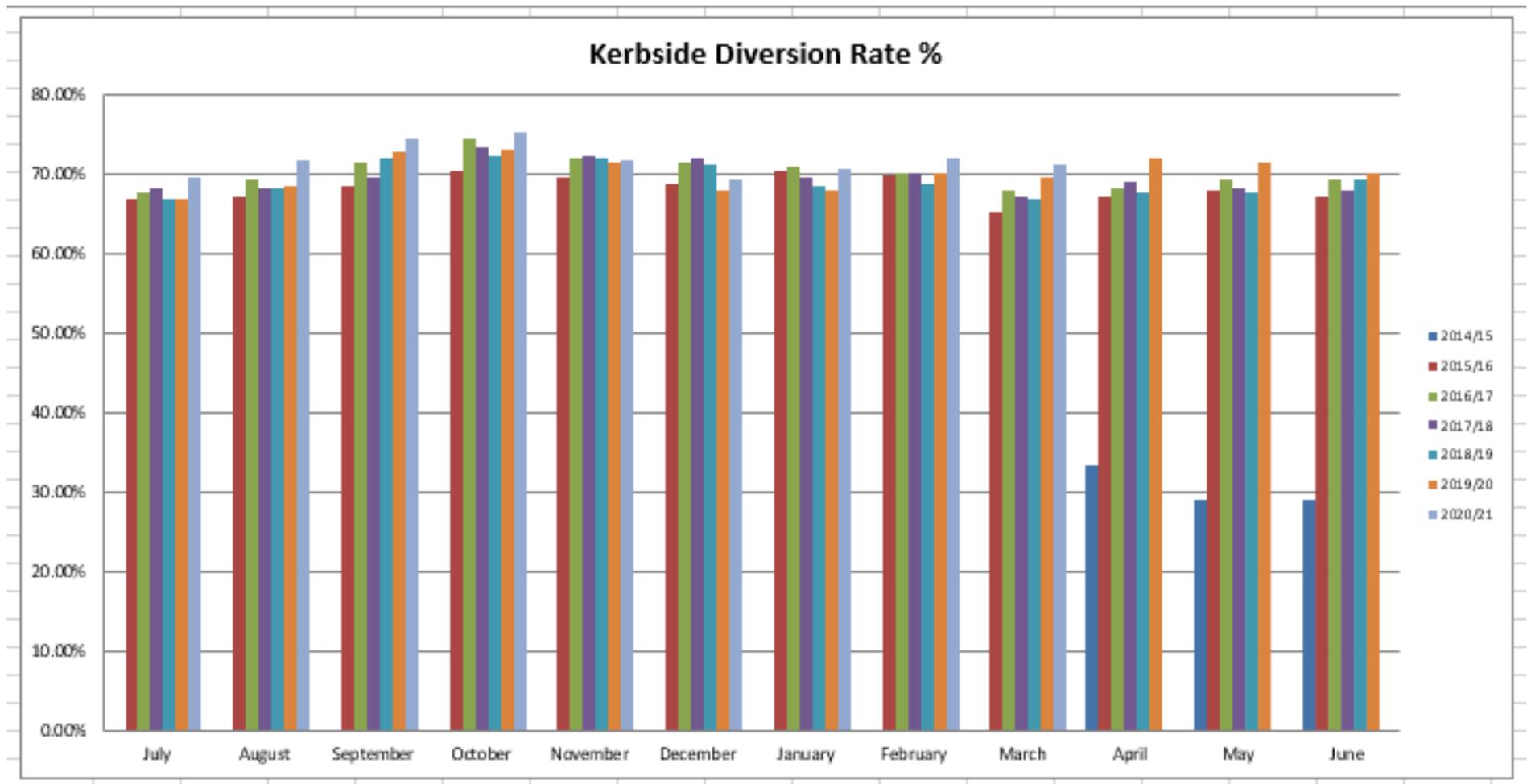
Over Time Remaining Requests where defined deadline is before the end of the reporting period

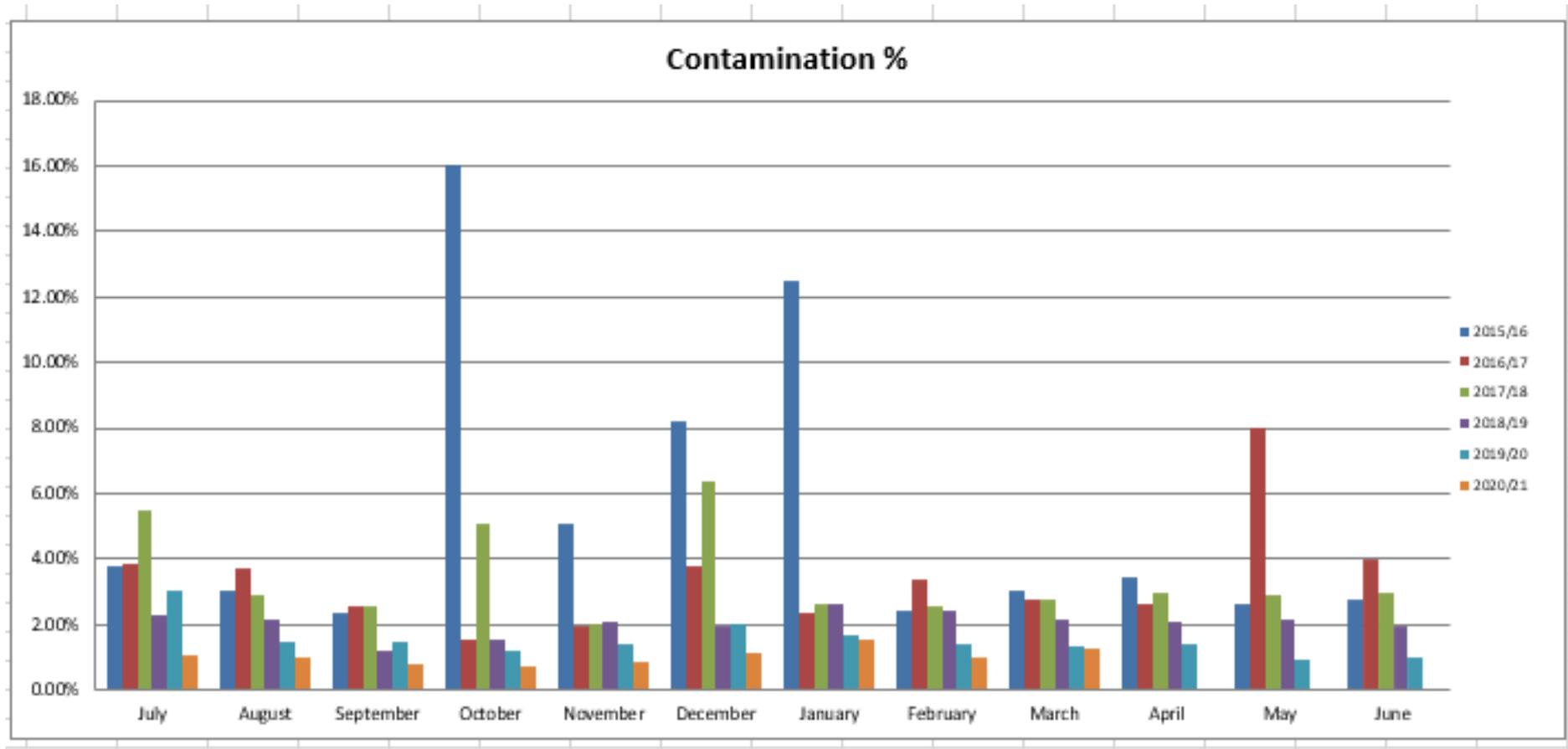
Overdue Remaining An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

$\frac{O}{R}$ Overdue / Remaining   
< 33% 34-70% > 70%

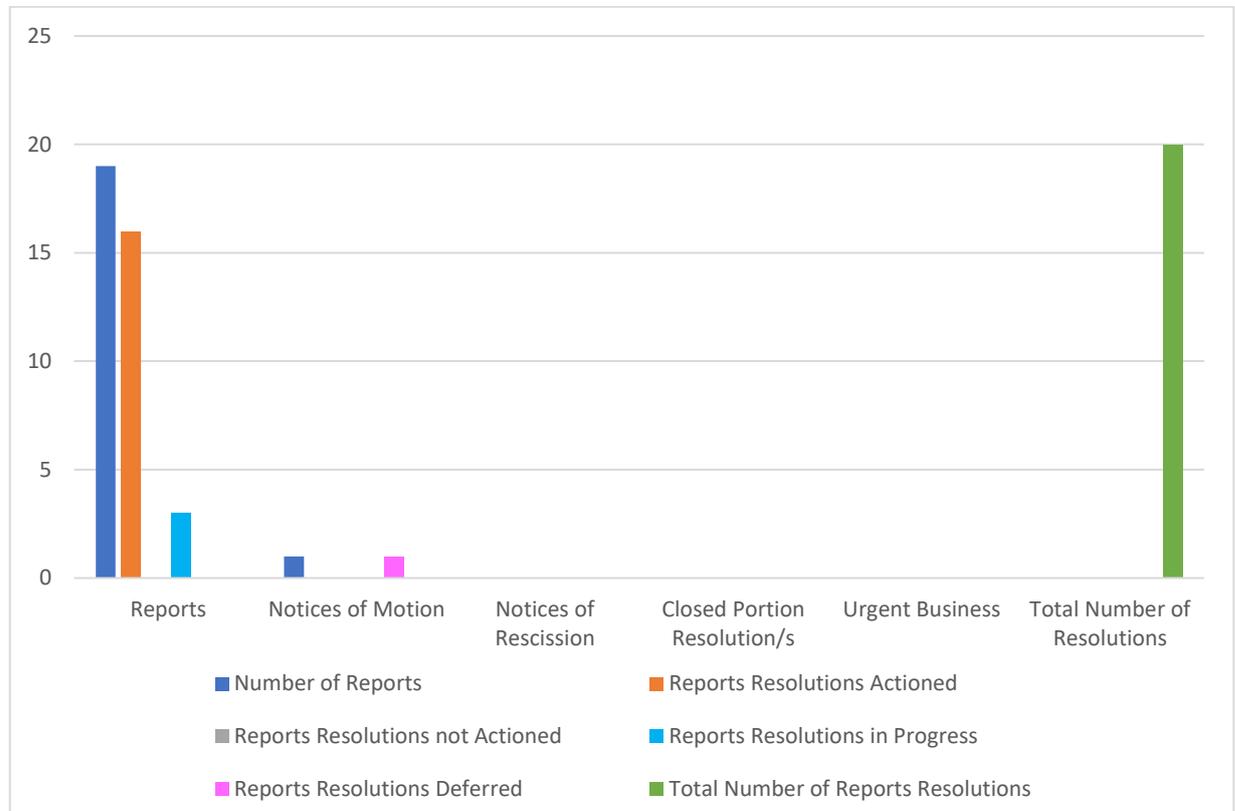
WASTE MANAGEMENT REPORTING
YEAR TO DATE - MARCH 2021







ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – TUESDAY 16 MARCH 2021



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 MARCH 2021**

This Report is to advise the Executive Management Team, Councillors and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No.	Description
16/03/21	9.11	Advocacy Regarding Queensland Fruit Fly Control
16/03/21	9.15	Reduction in Load Limit for Kirwans Bridge

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

Review of Policy / New Policy	Policy Name	Details
Review of Policy	Gifts, Benefits and Hospitality Policy	Refer to Item 9.11

RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS

For period 1 – 31 March 2021

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 2 March 2021

Time: 10.00 a.m. – 5.00 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Apologies

Nil

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Briefings / Updates on Policies
4. Briefings / updates on Planning Matters
5. Briefing / Presentation on ARTC Inland Rail Anderson Street Crossing Proposal by Euroa Connect

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s - NIL

Officer/s - NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 9 March 2021

Time: 10.00 a.m. – 5.30 p.m.

Attendees:

Councillors

Chris Raeburn
Laura Binks
Reg Dickinson
Sally Hayes-Burke
Kristy Hourigan
Melanie Likos
Paul Murray

Officers

Julie Salomon (Chief Executive Officer)
David Roff (Director, Corporate Operations)
Amanda Tingay (Director, Community and Planning)
Dawn Bray (Executive Manager, Governance and Customer Service)
Kristin Favalaro (Executive Manager, Communications and Engagement)

Apologies

Nil

1. Councillors Only Discussions
2. Climate Change Emergency Declaration discussions with Councillor Jenny O'Connor (Mayor, Indigo Shire Council)
3. Councillors / CEO Discussions
4. Review of draft March 2021 Council Meeting Agenda

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s -

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 4 / 9.2	127	Cr Hourigan	Yes <i>Left meeting at 1.43 p.m. / returned at 1.51 p.m.</i>
Item 4 / 9.7	128	Cr Hayes-Burke	Yes
Item 4 / 9.8	127	Cr Hayes-Burke	<i>Left meeting at 2.42 p.m. / returned at 3.14 p.m.</i>

Officer/s - NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 16 March 2021

Time: 10.00 a.m. – 9.20 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Apologies

Nil

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Budget Briefing
4. March Council Meeting Agenda Review
5. Budget Briefing
6. March 2021 Council Meeting Agenda

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s -

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
Item 4 / 9.2	127	Cr Hourigan	No <i>No discussions on the item took place.</i>
Item 6 / 9.2	127	Cr Hourigan	Yes <i>Left meeting at 6.50 p.m. / returned at 6.54 p.m.</i>

Item 4 / 9.7	128	Cr Hayes-Burke	Yes
Item 4 / 9.8	127	Cr Hayes-Burke	<i>Left meeting at 2.42.p.m. / returned at 3.14 p.m.</i>
Item 6 / 9.7	128	Cr Hayes-Burke	Yes
Item 6 / 9/8	127	Cr Hayes-Burke	<i>Left meeting at 7.42 p.m. / returned at 8.24 p.m.</i>
Item 4 / 9.14	<i>Cr Binks advised that she had been involved in the design of the Southern Aurora garden, however, it was considered there was no conflict pertaining to the matter listed for consideration / determination</i>		

Officer/s - NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 23 March 2021

Time: 10.00 a.m. – 5.30 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Upul Sathurusinghe (Manager, Finance) *(Items 3 & 5)*

Uwe Paffrath (Manager, Infrastructure) *(Items 3 & 5)*

Bruce Rowley (Manager, Project Delivery) *(Items 3 & 5)*

Apologies

Nil

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Budget Briefing
4. Presentation by Matthew Burns – Chief Executive Officer, Taungurung Land and Waters Council
5. Budget Briefing

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s - NIL

Officer/s - NIL

Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 30 March 2021

Time: 9.30 a.m. – 5.30 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favalaro (Executive Manager, Communications and Engagement)

Upul Sathurusinghe (Manager, Finance) *(Item 3)*

Uwe Paffrath (Manager, Infrastructure) *(Item 3)*

Bruce Rowley (Manager, Project Delivery) *(Item 3)*

Apologies

Nil

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Budget Briefing
4. ARTC Next Steps
5. Share Strathbogie Longwood and Violet Town Debrief

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s - NIL

Officer/s – NIL

10. NOTICES OF MOTION

10.1 Notice of Motion ~ Council Meeting – 20 April 2021 Climate Emergency Declaration - Lodged by Councillors Sally Hayes-Burke and Reg Dickinson (Notice of Motion Ref. No: 01/2021)

Significant climate change events such as the millennial and current drought, severe frosts, storms, extreme heat, and rainfall events directly impact our community, health and economy. Transformational change is needed across our society and economy to reduce our carbon emissions and resource adaptation to living in an unstable climate.

This Notice of Motion recommends the declaration of a Climate Emergency. By declaring a Climate Emergency, we are acknowledging the significant impact the climate will have on the livability and viability of our shire. We are also positioning ourselves to demonstrate strong leadership to our community and begin mitigating and adapting to the changing climate.

MOTION

That Council:

1. ***Declare a Climate Emergency; and***
2. ***Following community engagement, develop an Emissions Reduction Pledge under the Climate Change Act 2017 and in accordance with the Sustainable Strathbogie 2030 Strategy and Action Plan.***



Councillor Sally Hayes-Burke



Councillor Reg Dickinson

Date : 9 / 2 / 2021

10.1 Notice of Motion ~ Council Meeting – 20 April 2021
Climate Emergency Declaration
- Lodged by Councillors Sally Hayes-Burke and Reg Dickinson
(Notice of Motion Ref. No: 01/2021) (cont.)

BACKGROUND

Climate is the average typical weather for a region over a period of thirty years or longer and climate changes refers to shifts in the long-term weather patterns of that region. Modelling has predicted that a hotter, drier global climate with increasing instability in weather patterns resulting in more extreme weather events. Most recent modelling has shown that these conditions have become reality at a faster rate than predicted with unexpected impacts.

In Australia and New Zealand over 100 local government areas have already declared a Climate Emergency. This shows that although climate change is a global issue it has impacts on our local communities.

With the development of the Sustainable Strathbogie 2030 Strategy Plan Council has already made progress in minimising our impacts on the changing climate. The declaration of a Climate Emergency confirms our position as a leader in our community in this space.

DISCUSSION

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

The global mean surface temperature of the Earth increased by around 0.9°C from 1880 to 2012, and the observed warming in recent decades is consistent with the fundamental theories of the physics of the atmosphere and its behaviour. The rate of warming has been most rapid in the latter half of the 20th century. Since the 1980s every decade has been warmer than any other decade since 1850 and each successive decade has been warmer than the previous.

It is widely accepted that human activities have increased the concentration of greenhouse gases in the atmosphere and have contributed significantly to observed warming. This increase of greenhouse gases in the atmosphere can be directly linked to the burning of fossil fuels, broad scale deforestation and other human activities. There will be significant impacts on natural environment and residents of Strathbogie Shire from the changing climate.

Increasing occurrences of extreme weather events will impact agriculture and tourism in our shire. The natural environment will deteriorate with hotter and drier conditions which will increase the loss of habitat allowing pest plants and animals to out compete native species. This will subsequently lead to a decrease in the health of our catchment.

Increasing heat will impact our energy and infrastructure and increase air pollution and community health problems. It will also see our traditional agricultural methods such as livestock and soft fruit production deal with a range of stresses. Climate change was a major contributing factor to the Black Summer Bushfires 2019-2020 that devastated approximately 18.6 million hectares and it is predicted by CSIRO and other scientific organisations that bushfires are increasing country wide. Our rural shire is not exempt from this trend and many of our local areas are at direct risk

10.1 Notice of Motion ~ Council Meeting – 20 April 2021
Climate Emergency Declaration
- Lodged by Councillors Sally Hayes-Burke and Reg Dickinson
(Notice of Motion Ref. No: 01/2021) (cont.)

Vulnerable communities are at a greater risk of sickness and death due to an increasingly unsafe climate. Those with poor quality housing and limited access to cool spaces face severe heat stress throughout increasingly common heatwaves and extreme weather events and will bear the worst outcomes because of financial limitations to adapt.

Financial and legal requirements underpin Council's proactivity in both climate change mitigation (emissions reduction) and adaptation (impact risk management and strategy). Local governments are particularly exposed to litigation arising from the risks of climate change from such matters as development approvals and conditions that do not adequately have regard to current and future climate risks; failure to implement strategies for protection of properties and assets from the physical climate change risks and ensuring that climate change is accounted for and embedded in strategic documents and governance arrangements. Auditors have identified climate change as an inherent risk for Councils and it is anticipated that scrutiny in relation to risk mitigation will only increase in this area.

Now more than ever, it is important that we recognise that climate change presents an unprecedented challenge – both globally and locally. The planet's climate is changing, with dangerous heatwaves, droughts, storms, and flooding becoming more intense and destructive. The magnitude of the change means that incremental change or a business-as-usual response is no longer adequate.

The declaration of a Climate Emergency by Council demonstrates leadership in increasing awareness on the issue, allocates resources and instigates actions to mitigate against climate change and focuses our attention on complying with legal obligations. A declaration sends a clear message to the community that Council is serious about mitigating against the risks that climate change pose for the social, economic, and environmental prosperity of our community.

FINANCIAL VIABILITY CONSIDERATIONS

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured. Officers have advised that declaring a Climate Emergency will lead to no immediate financial implications for this financial year as all actions will be completed within existing budgets.

Peak bodies such as the Business Council for Sustainable Development (BCSD Australia) and the Global Compact Network Australia are calling for action on Climate, as a viable economic future is no longer secure with a reliance on fossil fuels. The Climate Council of Australia provides compelling evidence that we can build a circular, clean, renewable energy powered economy. The Shire of Strathbogie cannot be left behind.

The development of an Emission Reduction Pledge and the Sustainable Strathbogie 2030 Strategy will need future budget allocations to ensure that all actions can be undertaken. The long-term goal of these plans is to reduce the operational costs of Council, not increase them.

10.1 Notice of Motion ~ Council Meeting – 20 April 2021
Climate Emergency Declaration
- Lodged by Councillors Sally Hayes-Burke and Reg Dickinson
(Notice of Motion Ref. No: 01/2021) (cont.)

SUSTAINABILITY CONSIDERATIONS

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

Economic

Significant economic impacts are available through declaring a Climate Emergency including ensuring risk mitigation is understood and planned for under an emergency management lens, Council is positioned to strategically target opportunities to attract investment in new and innovative technologies and business to support the successful transition of our existing and emerging industries.

Social

There are significant social benefits as it will provide all levels of Council to engage with the community on the implication of climate change, understand how it is currently affecting our community and way of life, how they are currently adapting and what opportunities there are to work together to ensure there is no net loss of our way of life but net gain and no member of the community, importantly the most vulnerable members, are left behind.

Environmental

Declaring a Climate Emergency will have significant environmental and sustainability benefits to council, the community, and the environment. It will enable immediate action to support the future prosperity of our natural world and key assets and provide a framework for sustainable principles to be embedded in council activities.

Climate Change

By declaring a Climate Emergency Council is acknowledging that we need to take immediate action to embed sustainability and climate change adaptation and mitigation into all areas of Council. Furthermore, Council will join many other Councils around Australia and the world to improve the legacy that we are leaving for future generations. It is important that Council continue to work with our fellow member Councils of the Goulburn Broken Greenhouse Alliance to undertake projects that mitigate and adapt to our changing climate.

CONCLUSION

This Notice of Motion acknowledges that current levels of global warming and future warming is the single greatest challenge of our time and it needs urgent action from every level of government, businesses, and our community.

By declaring a Climate Emergency, Council will lead our community in the upcoming challenges that we will face from a hotter drier climate and more extreme weather events. As the tier of government that is closest to the community, local government has a key role in bringing people together to tackle climate action and we seek our fellow Councillors support in endorsing this report and acknowledging that we need to take immediate action to embed sustainability and climate change adaptation and mitigation into all areas of Council.

10.2 Officer Report – Financial, legal and policy implications of Notice of Motion - Climate Emergency Declaration

Author: Environment and Waste Coordinator

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

A Notice of Motion has been submitted by Councillors Hayes-Burke and Dickinson, which forms item 10.1 on this Agenda.

Under Chapter 1, Rule 35 of Council's Governance Rules, the Chief Executive Officer must inform Council about the legal and cost implications of the notice of motion. Further, the report needs to outline the policy, financial and resourcing implications of the notice of motion.

The purpose of this report is to fulfill these requirements and enable Councillors to develop an informed view prior to considering the Notice of Motion tabled in this agenda.

ISSUES, OPTIONS AND DISCUSSION

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

In 2019 Council adopted the Sustainable Strathbogie 2030 Strategy and Action Plan that looks at six areas where climate change will impact its operations and the wider community. There is a corresponding action plan that outlines actions that will be taken to mitigate and adapt. Furthermore, Strathbogie is one of 139 councils that have joined the Cities Power Partnership, a national local government climate network committed to lowering carbon emissions through switching to renewable energy and working in partnership to tackle climate change. Council is also partnering with about 40 local governments across Victoria to procure large scale renewable power from which to purchase our electricity.

If the Notice of Motion is carried, Strathbogie Shire Council will join many other Councils locally and nationally in declaring a state of climate emergency.

COMMUNITY ENGAGEMENT

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making. Significant community engagement was undertaken during the development of the Sustainable Strathbogie 2030 Strategy.

Furthermore, our recent engagement activities have included:

- Completing eight *Share Strathbogie* sessions in Strathbogie, Nagambie, Avenel, Euroa, Longwood, Violet Town, Ruffy and Avenel (after weather affected the twilight market)
- Capturing more than 95 individual pieces of feedback relating to Climate Change or the environment
- Dedicating more than 100 hours face-to-face hours
- Receiving 15 written submissions.

10.2 Officer Report – Financial, legal and policy implications of Notice of Motion - Climate Emergency Declaration (cont.)

During our *Share Strathbogie* sessions we held many conversations with our community. We captured more than 95 individual pieces of feedback relating to Climate Change or the environment.

The environment was one of the key themes identified during these activities. Our community told us the natural environment is why they love where we live. It's what draws people to our region to live, work and play. Additionally, our community told us to protect it. They want future generations to experience the special place we call home.

At each *Share Strathbogie* session participants were able to complete an exercise that allowed them to prioritise Council services. Participants were given 200 points and were asked to put their points towards the services that mattered to them.

Through this activity we found our community's top five service priorities are:

6. Roads, drains, bridges and footpaths
7. Climate Change
8. Planning and development
9. Supporting local business
10. Environment

If Climate Change and Environment are seen as the same service then adding these two areas together would move this to our community's top priority.

Council received 15 written submissions from residents both for and against the proposed Notice of Motion. The themes in these submissions included:

- Concerns about Council moving away from 'core business' the message in those objecting to the NoM was to stick to roads, rates and rubbish.
- Calls were made for further community engagement, and
- Support for the proposed Notice of Motion was provided.

Further engagement will be required if Councillors vote to declare a Climate Emergency. These engagement activities will move along the IAP2 spectrum to ensure a higher level of impact by the community. It means there will be more opportunities to the community to set mitigation priorities.

Further proposed engagement activities would include (but not limited to):

- Climate Change Community Panel
- Councillor lead roundtable conversations
- Letters calling for feedback, and
- The use of Council's online engagement hub.

A comprehensive communications and engagement plan would be developed if required following the outcome of the Council determination on the matter at the 20 April 2021 Council meeting.

10.2 Officer Report – Financial, legal and policy implications of Notice of Motion - Climate Emergency Declaration (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

The current Council Plan, under the goal “To sustainably manage our environment” has the following key strategies:

- Support sustainable energy initiatives in the Strathbogie Shire in conjunction with the Environment and Sustainable Development Advisory Committee
- Continue to support the Goulburn Broken Greenhouse Alliance

And under “Mitigate and adapt to a changing climate”

- Implement initiatives contained within the Sustainable Strathbogie 2030 Plan

The Sustainable Strathbogie Strategy 2030 shows that our Council is already aware of the risks of our changing climate.

Council would have the opportunity to further embed climate mitigation and adaptation actions through the development of the new Council Plan. Council will also be required to consider the impacts of climate change when drafting the new Council Plan.

Regional, State and National Plans and Policies

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

There are policies and initiatives at federal and state level focussed on reducing impacts of climate change and instilling sustainability principles into decision making.

The new Local Government Act 2020 states that councils must consider climate change impacts in its decision-making processes and when developing key strategic documents such as the community vision, council plan and long term financial/asset plans.

It is noted that the City of Greater Shepparton and Indigo Shire Council have already declared climate emergencies in our Hume Local Government region.

LEGAL CONSIDERATIONS

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

10.2 Officer Report – Financial, legal and policy implications of Notice of Motion - Climate Emergency Declaration (cont.)

The legal landscape continues to evolve in relation to responsibility and liability of climate change impacts and business preparedness. Should Council declare a climate emergency and implement actions that respond to the emergency, it will assist with legislative compliance and perhaps reduce the likelihood of litigation when compared to taking less decisive and comprehensive action.

Council is also bound to implement the *Climate Change Act 2017* through making an emissions reduction pledge that is submitted to the state government. The *Planning and Environment Act 1987* requires councils to consider environmental implications of its strategies and decisions. Section 9(2)(c) of the *Local Government Act 2020* requires councils to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.

Notices of Motion

Chapter 1, Rule 35 of Council's Governance Rules provides Councillors with the ability to place an item on the agenda through a Notice of Motion. Sub rules 35.6 and 35.8 require the Chief Executive Officer to provide an officer report on the Notice of Motion to ensure that Councillors and the public are fully informed of the legal, financial and policy consequences that may arise should the motion be passed by Council. This report fulfills these requirements.

Conflict of Interest Declaration

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

Transparency

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

This item is being discussed in an open Council meeting and all strategy documents will be available on Council's website for the community to view.

FINANCIAL VIABILITY CONSIDERATIONS

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured. Declaring a climate emergency will lead to no immediate financial implications for this financial year as all actions will be completed within existing budgets.

The development of an Emission Reduction Pledge (or similar) and the Sustainable Strathbogie 2030 Strategy would need future budget allocations to ensure that identified actions can be undertaken. The long-term goal of these plans is to reduce the operational costs of Council.

SUSTAINABILITY CONSIDERATIONS

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

10.2 Officer Report – Financial, legal and policy implications of Notice of Motion - Climate Emergency Declaration (cont.)

Economic

Declaring a climate emergency potentially positions Council to strategically target opportunities to attract investment in new and innovative technologies and business to support the successful transition of our existing and emerging industries.

Social

There are considered to be significant social benefits as it would allow all levels of Council to engage with the community on the implications of climate change, understand how it is currently affecting our community and way of life, how they are currently adapting and what opportunities there are to work together to ensure there is no net loss of our way of life but net gain and no member of the community, importantly the most vulnerable members, are left behind.

Environmental

Declaring a climate emergency would further strengthen Councils commitment to embedding sustainable principles when delivering services and maintaining assets into the future.

Climate change

The declaration of a climate emergency, with the subsequent embedding of principles around sustainability and climate change adaptation being instilled in Council's decision making frameworks, aligns with the requirements of legislation, particularly the *Climate Change Act 2017* and *Local Government Act 2020*.

COLLABORATION

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

Regardless of the outcome of the Notice of Motion, Council will continue to work with our fellow member Councils of the Goulburn Broken Greenhouse Alliance to undertake projects that mitigate and adapt to our changing climate.

CONCLUSION

This report outlines the legal, financial and policy implications raised by the Notice of Motion under Item 10.1 on this Agenda in accordance with Rule 35 of Council's Governance Rules so that Councillors are fully informed of the consequences of passing the motion.

11. NOTICES OF RESCISSION

12. URGENT BUSINESS

13. CONFIDENTIAL BUSINESS

Confidential Appendices

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

- 3 (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*
(ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

- Appendix 1 Tender for Contract No. 20/21-62: Euroa / Strathbobie Road and Creek Junction Road Intersection Realignment
- Appendix 2 Tender for Contract No. 20/21-65: Harrys Creek – Bonnie Doon Roads Intersection Realignment
- Appendix 3 Tender for Contract No. 20/21-64: Bank Street/Queen Street/Belmont Street Avenel Drainage Upgrade
- Appendix 4 Tender for Contract Number 20/21-66: 2020-21 Supply and Delivery of Tractor to tow Heavy Roller

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

- 3 (f) *personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs; and*
- 3 (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*
(ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*

- Appendix 5 Consideration of Nagambie and Euroa Caravan Park Line Items for the Draft 2021-22 Budget

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 18 May 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

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