



STRATHBOGRIE SHIRE COUNCIL

Notice is hereby given that a Meeting of the Strathbogrie Shire Council will be held on Tuesday 18 May 2021 at the Euroa Community Conference Centre, commencing at 6.00 p.m.

Chair: Chris Raeburn (Mayor) (Honeysuckle Creek Ward)

Councillors: Melanie Likos (Deputy Mayor) (Lake Nagambie Ward)
Laura Binks (Mount Wombat Ward)
Reg Dickinson (Lake Nagambie Ward)
Sally Hayes-Burke (Seven Creeks Ward)
Kristy Hourigan (Seven Creeks Ward)
Paul Murray (Hughes Creek Ward)

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)

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 20 April 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 20 April 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

14 May 2021

NEXT MEETING

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 15 June 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.



Council Ref. / 2021

Public Question Time Form Ordinary Council Meeting

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

How to ask a question:

Questions submitted to Council must be:

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

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

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

1.....
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2.....
.....
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.....
.....

Name:

Address:

Telephone Number:

Signature: (signature not required if submitted by email)

Date of Ordinary Council Meeting:

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

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

31. QUESTION TIME

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

REPORTS INDEX

		Page No.
9.	OFFICER REPORTS	
9.1	Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666	1
9.2	Planning Applications Received and Planning Applications Determined - 1 to 30 April 2021	39
9.3	Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services	47
9.4	Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement	57
9.5	Review of Investment and Cash Management Policy	65
9.6	Councillor Induction Declaration	73
9.7	Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke	100
9.8	Councillor Training and Development Expense Request – Councillor Laura Binks	114
9.9	Financial Report to 31 March 2021	127
9.10	Endorsement of the Strathbogie Shire Council Sexual Harassment Policy	140
9.11	Goulburn Valley Regional Libraries – Community Representative	156
9.12	2020 Local Government Elections - Strathbogie Shire Council Election Report	161
9.13	Minutes of Tourism Arts and Culture Advisory Group - Previous Meetings held during 2020/2021	222
9.14	Goulburn Murray Regional Prosperity Plan	234
9.15	Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel	239
9.16	Advocacy Support – Roadmap for Quality Dementia Care	261
9.17	Review of Community Funding and Investment Policy	270
9.18	Strathbogie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment	277
9.19	Request for Variation to Contract No. 19-20-06 Longwood-Ruffy Road Safety Upgrade Stage 1	287
9.20	Determination of Mayoral and Councillor Allowances	291
9.21	Road Exchange – Un-named Road Reserve (Gilgai Farm)	299
9.22	Business Management System	313
10.	NOTICES OF MOTION	328
11.	NOTICES OF RESCISSION	328
12.	URGENT BUSINESS	328

13.	CONFIDENTIAL BUSINESS	328
	CONFIDENTIAL APPENDICES	328
	<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>(g) private commercial information, being information provided by a business, commercial or financial undertaking that—</i></p> <p><i>(i) relates to trade secrets; or</i></p> <p><i>(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</i></p>	
	<p>Appendix 1: Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services</p>	
	<p>Appendix 2: Tender for Contract Number 20/21-39 – Provision of Asset Management Services – Panel of Suppliers Arrangement</p>	

9. OFFICER REPORTS

9.1 **Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666**

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the use of land for a Transfer Station and associated signage at 30 Boundary Road North, Euroa VIC 3666.
- Existing infrastructure is located on site.
- The application was advertised, and six (6) objections were received. Further detail is contained within this report.
- As a result of consultation with objectors, two (2) objections have been withdrawn.
- Council was notified by one of the objectors who had withdrawn that they would like to change their position on the application and re-object to the proposal.
- An additional submission has been received the submitter objects to the installation and operation of a motor vehicle crushing machine.
- The application is being heard before Council due to six (6) outstanding submissions.
- The application has not been assessed within the 60-day statutory timeframe due to the Christmas period, agenda timeframes and consultation with objectors and applicant.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Industrial 1 Zone, Floodway Overlay and the Land Subject to Inundation Overlay.
- As a result of the application being heard before Council at the March Council meeting, it was determined;- *That consideration of this application be deferred until Council can receive reports from the applicant with regard to the generation of noise by the proposed use, and to enable the applicants and objectors to negotiate a satisfactory working arrangement for further consideration by Council.*
- The applicant engaged Audiometric & Acoustic Services to conduct the assessment and has submitted this to Council. A copy of this report was provided to one of the objectors to the proposal to allow them to assess the information contained within the report.
- Council referred the noise report to the EPA and Council's Environmental Health Officer. EPA provided the following comments:
 - *EPA confirms that our referral comments made in the letter dated 17 Dec 2020 remain our assessment of the above mentioned proposal.*
 - *The subsequent Environmental Impact Assessment forwarded by council, does not change our assessment to provide conditional consent to the application as outlined in the correspondence 17 Dec 2020. In our referral comments, we assessed potential environmental and amenity impacts and determined the facility should be able to manage its impacts if managed appropriately.*

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- *We also bring to the applicants attention their responsibility to manage the site mindful of their lawful obligations under the Environment Protection Act 1970, more broadly.*

Council's Environmental Health Officer, responded advising, that EPA are the relevant authority in commenting on the report and therefore, there are no formal comments.

- In addition to the deferral whereby it was determined to allow for the applicant and objector to consider negotiating satisfactory working arrangements, it is noted that a further offers of mediation or meeting to discuss the proposal with the applicant and objector were offered. Council officers offered to be present to conduct the meeting. The objector declined.
- Having undertaken the request as per the decision of Council at the March meeting, Council Officers recommendation remains relatively unchanged, with the exception of an additional EPA condition which was not contained within the original report and the deletion of a duplication condition. Additionally, minor changes to condition 1 in relation to the height of the storage of cars has also been made to reflect fence height rather than a specific height.
- 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 of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage.
Applicant's/Owner's Name:	Jarrod Chilcott
Date Received:	29 September 2020 Application Received. 01 October 2020 Application Paid. 9 November 2020 Further Information. 19 November 2020 request to include collection and transfer of cars in proposal.
Statutory Days:	92 days
Application Number:	P2020-125
Planner: Name, title & department	Trish Hall Town Planner Planning and Investment Department
Land/Address:	Lot 3 on Plan of Subdivision 411986G, Certificate of Title Volume 10391 Folio 101 30 Boundary Road North, Euroa VIC 3666
Zoning:	Industrial 1 Zone
Overlays:	Land Subject to Inundation Overlay (Part) Floodway Overlay (Part)
Is a CHMP required?	No The subject site is not within a Culturally Sensitive Area.

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Is it within an Open Potable Catchment Area?	No The subject site is not within an Open Potable Catchment Area.
Under what clause(s) is a permit required? (include description)	Clause 33.01-1 Section 2 use in the Industrial 1 Zone Clause 52.05-2 Signage
Restrictive covenants on the title?	No
Current use and development:	Vacant

RECOMMENDATION

That Council

Having caused notice of Planning Application No. P2020-125 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 33.01-1 Section 2 Use in the Industrial 1 Zone and Clause 52.05, Signage, of the Strathbogrie Planning Scheme in respect of the land known as Lot 3 on Plan of Subdivision 411986G, Certificate of Title Volume 10391 Folio 101, 30 Boundary Road North, Euroa VIC 3666, for the Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage in accordance with endorsed plans, subject to the following conditions:

Amended Plans:

- 1. Prior to the commencement of any works on site, amended plans must be submitted to and approved by the Responsible Authority and Goulburn Broken Catchment Management Authority. The plans must be generally in accordance with the plans submitted with the application but include the following details:***
 - a. Amended Emergency Response Procedure Flip Chart to include Amended Site Plan***
 - b. Notation on site plan included "The storage of scrap cars must not be stacked higher than the existing fence."***
 - c. Plans must be in accordance with Goulburn Broken Catchment Management Authority Conditions 37, 38, 39 and 40***
- 2. Prior to the commencement of any works on site, plans must be submitted to and approved by the Responsible Authority and Goulburn Broken Catchment Management Authority, that detail the following:***

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- a. Details on the proposed bunded areas including the following:
 - i. Proposed construction methods; and
 - ii. How the bunded areas will ensure that any spills will be contained within the boundaries of the property and will not contaminate downstream waterways.*
 - b. Details on a secondary containment system for liquids which, if split, are likely to cause pollution or pose an environmental hazard.*
 - c. Details on proposed containment measures to prevent non-liquid scrap materials or contaminants from entering downstream waterways through the actions of both water runoff and wind.*
 - 3. Prior to the commencement of use, a site management plan must be submitted to and approved by the Responsible Authority. When approved the plan will be endorsed and will form part of the permit. This plan must detail the ongoing management of the site, with the following matters addressed:
 - a. How the permit holder will ensure nuisance dust and/or nuisance airborne particles from the site will not be discharged or emitted beyond the boundaries of the property.*
 - b. Management of the bunded areas to ensure that spills will be contained within the boundaries of the property and will not contaminate downstream waterways.*
 - c. Management of the secondary containment system.**
 - 4. The storage area for chemicals, oil, fuel, grease, waste or other potential pollutants (including batteries) must be stored above the minimum elevation of 172.5 metres AHD.*

Endorsed Plans:

- 5. The use 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.*

Plans for Endorsement include:

- *Emergency Response Procedure Flip Chart*
- *Landscape Plan*
- *Handling and Storage of Batteries Reference MS-PRO-10-03 Revision 4*
- *Signage Plan prepared by Architect Nishan Ratinam on 6 of November 2020, TP02 Revision A*
- *Carparking.*

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Engineering:

6. *Prior to the commencement of works, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, 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.*
7. *Prior to the commencement of the use an upgrade to extend the vehicular entrance to the subject land from the road shall be constructed at a location and of a size and standard satisfactory to the Responsible Authority. The vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit, with a drawing submitted for approval. Refer to Clause 12.9 "Vehicular Access" of the Infrastructure Design Manual and to standard drawing SD265.*
8. *Trucks must enter and exit the site from Boundary Road North via Euroa- Shepparton Road.*
9. *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.*

Hours of operation:

10. *Unless with the prior written consent from the Responsible Authority, the use hereby permitted (With exception of the compactor, as per condition 11) may only operate between the following hours:*
 - *Monday - Friday 7.30am - 4.30pm.*
 - *Saturdays - 9am – 12.00pm (Per EPA guidelines for Industrial Noise).*

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

11. Unless with the prior written consent from the Responsible Authority, the motor vehicle compactor may only operate between the following hours:

- **Thursday - 2.30pm to 4.30pm.**

Amenity:

12. The site must be used only for the handling and storage of metals for transfer to other sites.

13. The Transfer Station must not accept:

- **Tyres (other than those fixed to vehicles)**
- **Household rubbish**
- **Green waste**
- **Hazardous items.**

14. Materials received for handling, separation or sorting must be removed elsewhere for landfill or recycling.

15. The recycling, processing or treatment of materials must not be carried out on the land.

16. The shredding or shearing of metals must not be conducted onsite.

17. The development and use hereby permitted must be managed so that the amenity of the area is not detrimentally affected, through the:

- a. **Transport of materials, good or commodities to or from the land.**
- b. **Appearance of any building works or materials.**
- c. **Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil.**
- d. **Presence of vermin.**

18. The amenity of the locality must not be adversely affected by the activity on the site, the appearance of any buildings, works or materials, emissions from the premises or in any other way, to the satisfaction of the Responsible Authority.

19. Stormwater contaminated with waste oil, grease, chemicals, leachate or sediments must not be discharged beyond the boundary of the premises.

20. The applicant must ensure that litter is not deposited beyond the boundary of the premises.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- 21. The permit holder must ensure no more than 12 vehicles as part of the scrap car storage, are stored on the site at any one time.***
- 22. Scrap cars must be stored on site in accordance with the endorsed plans to the satisfaction of the Responsible Authority and must not be stacked higher than the existing fence.***
- 23. The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the direction of the Responsible Authority.***
- 24. All external lighting must be designed, baffled and located so as to prevent adverse effect on adjoining land, to the satisfaction of the Responsible Authority.***
- 25. All security alarms or similar devices installed on the land must be of a silent type approved by the Standards Association of Australia and be connected to a registered security service.***
- 26. All materials are to be removed from site if the operation of the Transfer Station ceases "Use" to the satisfaction of the Responsible Authority.***
- 27. The use must comply with all EPA standards, regulations, policies and legislation undertaken on site.***
- 28. No more than five (5) staff members may be working on the site at any one time.***
- 29. Provision must be made on the land for the storage and collection of garbage and other solid waste. This area must be graded and drained and screened from public view to the satisfaction of the Responsible Authority.***
- 30. All buildings and works, landscaping and signage must be maintained in good order and appearance to the satisfaction of the responsible authority.***

Landscaping:

- 31. Prior to the commencement of use, the landscaping must be carried out generally in accordance with endorsed plan submitted by Architect Ambient Architect TP01 Revision B. This plan may only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.***

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Bushfire Protection:

- 32. Grass areas must be regularly maintained and short cropped during the declared fire danger period.**
- 33. All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.**

EPA Conditions:

- 34. The permit holder must ensure that nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.**
- 35. A secondary containment system must be provided for liquids which if spilt are likely to cause pollution or pose an environmental hazard.**
- 36. There must be no emissions of noise and/or vibrations from the premises which are detrimental to either of the following:**
- the environment in the area around the premises; and**
 - the wellbeing of persons and/or their property in the area around the premises”**

Goulburn Broken Catchment Management Authority:

- 37. The identified scrap car storage area, scrap pressing metal storage area, ferrous unloading and heavy material storage area must be located on land with an elevation of at least 171.7 metres AHD.**
- 38. Any chemicals, oil, fuel, grease, waste or other potential pollutants (including batteries) must be stored in areas at least 300 millimetres above the 100-year ARI flood level of 172.2 metres AHD, i.e. 172.5 metres AHD.**
- 39. Any chemicals, oil, fuel, grease, or other potential liquid pollutants must be stored in bunded areas to ensure any spills can be contained and not contaminate downstream waterways.**
- 40. Containment measures must be implemented that prevent non-liquid scrap materials or contaminants from entering downstream waterways through the actions of both water runoff and wind.**
- 41. Revised plans must be submitted to the Goulburn Broken Catchment Management Authority demonstrating the above conditions are achieved.**

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Goulburn Valley Water:

- 42. Connection of all sanitary fixtures within the development to reticulated sewerage, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation. All works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage', and to the satisfaction of the Corporation's Property Services Section.**
- 43. Discharge of trade waste from the development shall be subject to a Trade Waste Consent Agreement. The Owner and or occupier should contact Goulburn Valley Water's Trade Waste Section to determine if a Trade Waste Application is required.**

Permit Expiry:

- 44. 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**
 - (c) The use is not commenced within two (2) years of the completion of the development**

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.**

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Environment Protection Authority Notes:

- *The permit holder must ensure any obligations or duties that arise under the Environment Act 1970 are met.*
- *This includes compliance with the*
 - *Waste Management Policy (Combustible Recyclable and Waste Materials) as published in the Government Gazette No S397 on 28 August 2018.*
 - *Section 38 - Discharges of water to comply with policy including State Environment Protection Policy (Waters).*
 - *Section 41 - Pollution of atmosphere including offences for discharging offensive odours to the sense of human beings.*
 - *Section 46 - Emission of noise to comply with policy including State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) N-1.*

Goulburn Broken Management Authority Notes:

- *The Authority's best estimate of the 100-year ARI flood level for the location described above is 172.2 metres AHD, which was established from Euroa Post Flood Mapping and Intelligence Project (2015)*
- *Based on available ground surface level information, the property would flood to depths in excess of 0.8 metres along the southern and western portions of the site during a 100-year ARI (1% AEP) type flood event. Flood depths in the north east portion of site are generally less than 0.4 metres, with the existing building generally shown to be not inundated during the same flood event.*
- *Information available to the Goulburn Broken CMA indicates that the western portion of the land acts as an important flow path for floodwaters. The development and use of the property must not impede the flow of water during flood events. The identified scrap car storage area, scrap pressing metal storage area, ferrous unloading and heavy material storage area needs to be located any areas which flood to depths of less than 0.5 metres (i.e. on land with an elevation of at least 171.7 metres AHD). Flood depths across the site are shown in Figure One.*
- *The 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.*

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

PROPOSAL

The proposal is for a Transfer Station. The site is proposed to be used to collect, consolidate and temporarily store, sort and recover metals before transfer for disposal, recycling or use elsewhere.

Chilcorp Rural Recycling Pty Ltd are a metal and e-waste recycling company, who propose to operate a metal transfer business from 30 Boundary Road North. The applicant advises that no actual recycling or processing will be undertaken onsite other than the compaction of scrap vehicles for safe and effective transport off site. 30 Boundary Road North is proposed to be a collection point only with the material to be sent out to other facilities/companies for further processing and shipment for processing and recycling.

The proposal is for the collection of non-ferrous metals, ferrous metals (mainly composed of iron and have magnetic properties. Steel, an iron alloy containing carbon), e-waste (Electronics) and car bodies. Materials received will be copper, aluminium, steel, brass, stainless steel, lead, cables, lead acid batteries and electric motors. The different metals will be separated by into each category and placed into secure bins for transport. There will be no more than 100 tonnes of material onsite at any given time (majority being scrap steel) Material is to be sent out using semi tipper trucks carrying 22 tonnes each load. The material is to be sent out regularly due to changing metal market pricing and cash flow.

The proposed depot will offer a recycling solution for local people and businesses to drop off items and Chilcorp will also provide a pick-up service for the local community.

Smaller items will be handled manually, and larger machinery will be handled using a forklift or excavator. Semi tippers will transport materials for recycling. A compactor will also be onsite to compact cars for transport.

Entry and exit are proposed from Boundary Road North.

- Chilcorp staff to direct traffic on and off weighbridge/entry and exit of site.
- Designated waiting bays for exiting (up to four cars at one time.)
- No entry or exit via Graham Street
- Upon entry of the weighbridge the customers materials are to be inspected by a Chilcorp employee and directed to the designated area for that material.
- Depending on quantity and the customers vehicle, the material will be safely tipped, hand unloaded, or machine unloaded into the steel pile.
- Two separate steel piles to be made within the above area as when the first pile has reached 22 tonnes it can be loaded into semi tipper trucks at a safe distance from the 2nd pile.
- Safe waiting bays will be implemented for safe unloading.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)



Traffic is proposed to be kept off the street due to multiple car spaces on-site as well as loading and unloading of material to be conducted on the concrete area and inside the warehouse. The delivery and dispatch of goods are proposed within the proposed business hours, per the recommended condition.



The above area will not be utilised by Chilcorp Rural Recycling and can be used as additional car spaces if required. This will provide approximately 4081 sqm additional unused areas/potential car spaces in addition to concreted car spaces being provided. The remaining area on site will be for handling goods.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The above area will not be utilised by Chilcorp Rural Recycling and can be used as additional car spaces if required. This will provide approximately 4081 sqm additional unused areas/potential car spaces in addition to concreted car spaces being provided. The remaining area on site will be for handling goods.

All non-ferrous material to be unloaded/loaded in the non-ferrous shed:

- Non-ferrous materials are to be kept in a safe inside area.
- Upon entry of the weighbridge the customers materials are to be inspected by a Chilcorp employee and directed to the designated area for that material.
- Several safe waiting bays will be implemented for safe unloading.

No buildings and works are proposed as part of the application other than bunding to provide environmental protection of storage sites, and the site has previously been utilised as a metal recycling depot and contains access, shedding, and weighbridge.

The grassed area not required for use in the facility is proposed to be maintained regularly with a ride on lawn mower to be purchased by Chilcorp rural recycling for the site.

A Works Approval or Waste Discharge Licence is not required from the Environment Protection Authority.

A licence under the *Dangerous Goods Act 1985* is not required. No dangerous good will be stored onsite. Lead acid batteries will be stored on a bunded pallet in a secure area and be undercover. The area is proposed to be free from combustible materials, appropriate Personal Protective Equipment and safety measures will be in place in accordance with Handling Batteries guidelines document (reference MS-PRO-10-03 Revision 4). The applicant has also provided emergency response procedure 2.7 which was revised August 2020. The emergency response procedure addresses possible risks including fire, evacuation and medical emergency procedures.

The proposed hours of operation are:

Monday - Friday 7.30am - 4.30pm

Saturdays 9am – 12.00pm (For unloading of materials only).

It is proposed a maximum of five 5 staff members will be onsite at any one given time, this may include:

- Site Manager
- Yard Manager
- Admin Assistant
- 2 Labourers.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)



The application also includes business identification signage at the front of the main entrance to the site from Boundary Road North.

SUBJECT SITE AND LOCALITY

The subject site is located at 30 Boundary Road North and is formally identified as Lot 3 on Plan of Subdivision 411986G, Certificate of Title Volume 10391 Folio 101.

The land has an area of 9,839 square metres, is irregular in shape and typically flat and located on the northern edge of the Euroa township. The subject site has previously been utilised as a metals Transfer Station and contains access, weighbridge, eight formal carparking spaces, Colourbond fencing, shedding and grease traps.

The subject site is within the Industrial 1 Zone and has frontage and access from Boundary Road North. Boundary Road North is a Category 2 road on Council's road register and is sealed. The northern side of Boundary Road North adjacent to the subject site is in the Farming Zone. The properties in the Farming Zone has been developed with dwellings. In addition, there is also accommodation and restaurant facility (Butter factory) located approximately 380 metres to the east.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Euroa Showgrounds and Crown Land is 58 metres to the east. The nearest waterway is the Seven Creeks which is located 435 metres to the east. The southern boundary adjoins Graham Street. The proposal does not include any access from Graham Street. Any frontage is narrow.

Industrial Zone 3 land is located adjacent to the subject site on the southern side of Graham Street. The General Residential Zone is a further 35 metres to the east not including the road.

The subject site is generally flat, not heavily vegetated and is located within the bushfire prone area. The subject site is partially affected by the Floodway and Land Subject to Inundation Overlay. Euroa-Shepparton Road is located approximately 230 metres to the west and is a Road Zone Category 1 providing linkage to Shepparton and the Hume Freeway.

PERMIT/SITE HISTORY

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

- TP141 Three (3) lot subdivision
- E29183 Extension to caretaker's cottage
- P106/97 two (2) lot subdivision
- P2008-054 Use & Development of Land for Site Office, Work Shed, Storage Yard - Recycling of Metals.

PUBLIC NOTIFICATION

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

- Sending letters to 45 adjoining and nearby landowners
- Placing (a) sign on site.

The notification has been carried out correctly.

Six (6) objections have been received and two (2) withdrawn to date. The key issues that were raised in the objections are:

- noise
- traffic
- road surface deterioration/damage- Creation of better access
- reduction in property values
- damage to the Town and local Hospitality Venue
- complaints regarding the operation of other businesses operating in the area.
- unbunded areas subject to overland flows during rain events- potential contaminated run off to neighbouring property.
- unsightly appearance, noise, odour and safety of heavy vehicle traffic.
- detailed response regarding zoning, unsightly appearance, noise, odour and safety of heavy vehicle traffic.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

COMMUNITY ENGAGEMENT

Council received six (6) Objections to date. Two (2) Objections have been withdrawn as a result of consultation. The applicant was provided a copy of all objections and requested to provide a formal response to the concerns raised. Further to this, Council officers met and spoke with a number of the objectors to better understand their concerns in an effort to adequately address them should a permit be issued.

One objection was withdrawn after the permit applicant provided assurances in relation to traffic and noise impacts from the proposal. This has been incorporated in the recommended conditions. Council was notified by the objector that they would like to change their position on the application and reobject to the proposal after consultation with local residents and business owners due to noise and traffic concerns.

The Applicant's response to the other grounds of objection were as follows:

- It is proposed that storage of scrap cars and any machinery that had previously held oil be kept within the external bunded area which is fitted with a grease interceptor (to which the surrounding ground falls) to ensure pollutants do not enter the stormwater or groundwater system.
- All other chemicals, oil, fuel, grease, waste or other potential pollutants (including batteries) will either be stored within the warehouse in secure heavy-duty cabinets or within the external bunded area.
- The height of external scrap metal storage areas will be limited to a maximum of 4.0m, minimising the amount of material held externally on site as well as the susceptibility of this material to be displaced by wind and pose a risk of contamination to downstream waterways.
- The relevant information was provided to council regarding Chilcorp's scope of works. Chilcorp was granted a permit to operate near the Melbourne CBD in a non-industrial zone with the same information provided.
- The benefit to the area is job creation, new revenue streams for the community along with recycling for the environment.
- No rubbish is to be received and all commodities received have a value and are purchased, and that they do not receive any rubbish/general waste/hazardous items.
- The area is the industrial area and it's the most suitable site for a metal collection facility. Our process allows us to receive the materials we receive and only the materials we receive, it would be impossible for the site to be used as a dumping ground unless people were to break into the secure site to dump waste illegally.
- Chilcorp is not a refuse station. All materials received have a value and this will create revenue in Euroa.
- The distance between Chilcorp's proposed site and the Butter factory as listed on google is 450 metres.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- No unsightly appearance as the internal processes keep the yards clean and the fence surrounding the property doesn't allow the general public to view the site.
- Stockpile heights are a work safe requirement that varies from site to site but generally the stockpile is to not exceed 12 metres. Chilcorp will not exceed 4 metres high.
- Chilcorp Collingwood has operated next door to Jim's Greek tavern, an iconic Melbourne restaurant with zero complaints along with zero complaints to council for any reason, this includes noise pollution. The other neighbouring business is a recording studio and there have been zero complaints made to council. Chilcorp is very supporting and respectful to all neighbouring businesses and very mindful of any noise being made.
- 30 Boundary Road, North was used as a metal recycling yard for several years with no complaints regarding additional traffic from trucks, odours etc.
- A car compactor will be placed onsite to reduce the height of the cars for storage and transport.
- No shredding or shearing of metals will be conducted onsite.
- A traffic management plan was provided and considered as part of the application.
- The one type of batteries Chilcorp recycles are safely handled in a bunded area on a bunded pallet and would not be abandoned and these batteries hold a high recycling value. Chilcorp has a safe handling method for handling of lead acid batteries and this follows all EPA and Worksafe regulations and policies.
- Air pollution – EPA have no objections to our permit and this falls under the EPA.

An additional submission has been received. The submitter does not object to the planning application as a whole, however they do object to the installation and operation of a motor vehicle crushing machine at 30 Boundary Road North, Euroa. At the time of writing this report the applicant has not had the opportunity to provide a response.

The application is being heard before Council due to six (6) outstanding submissions.

Officer's Response:

The application was referred to Goulburn Broken Catchment Management Authority, Goulburn Valley Water, Assets and the EPA. The EPA has acknowledged there is a potential risk for contaminated run off and therefore have requested a secondary containment system. The referral authorities have all given Conditional consent and the impact of potential contamination has been considered particularly regarding overland flows. Additional Conditions relate to but not limited to are:

- Secondary Containment
- Bunding

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- AHD Levels
- Connection to reticulated sewer
- Discharge of trade waste.

The site is in the Industrial 1 Zone, where the Transfer Station and any signage is a permitted Use and requires a planning permit. Signage is of muted tones not externally illuminated and considered appropriate. Conditions have been recommended to address the applicants concerns these include but are not limited to:

- Hours of Operation
- Compactor operation limited to two hours a week
- Stormwater is to be appropriately managed
- Amenity must not be detrimentally impacted through
 - transport (Upgrade to the vehicular entrance to the satisfaction of the Responsible Authority)
 - Appearance
 - Emissions
 - Vermin
 - No more than 12 car bodies must be stored on site for transfer
- The site is to be utilised as a Transfer Station not Recycling Plan
 - Handling and storage of metals to transfer to other sites for processing
 - Must not accept tyres
 - Household rubbish
 - Green Waste
 - Hazardous items
 - No shredding or shearing of metals on site

REFERRALS

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	EPA - No Objection, comments provided for consideration Goulburn Broken Catchment Management Authority - No Objection Subject to Conditions. Worksafe – No Objection.
Section 52 Notices	Goulburn Valley Water – No Objection Subject to Conditions.

Internal Council Referrals	Advice/Response/Conditions
Asset Services	Assets – no objection, subject to conditions

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

ASSESSMENT

Industrial 1 Zone

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.*

Officer's Response:

Under Clause 33.01-1 Industrial 1 Zone a planning permit is required for for a Transfer Station as a Section 2 Use. The land must be at least 30 metres from land (not a road) which is in an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, Docklands Zone, residential zone or Rural Living Zone or land used for a hospital, an education centre, a corrective institution or land in a Public Acquisition Overlay to be acquired for a hospital, an education centre or a corrective institution.

The subject site has previously been utilised as a metals Transfer Station and contains access, weighbridge, parking, Colourbond fencing, shedding and grease traps. The General Residential Zone is 35 metres to the east not including the road.

Under Clause 33.01-2 Council must consider the purpose of the use and the types of processes to be used along with the type and quantity of goods to be stored. The proposal is for the collection of non-ferrous metals, ferrous Metals (mainly composed of iron and have magnetic properties. Steel, an iron alloy containing carbon), e-waste (electronics) and car bodies. Materials received will be copper, aluminium, steel, brass, stainless steel, lead, cables, lead acid batteries and electric motors. The different metals will be separated by each category and placed into secure bins for transport. There will be no more than 100 tonnes of material onsite at any given time (majority being scrap steel). Material is to be sent out using semi tipper trucks carrying 22 tonnes each load. The material is to be sent out regularly due to changing metal market pricing and cash flow.

The applicant also proposes to accept vehicles. Conditions regarding the location, height, type and quantity of materials to be stored on the subject site will be included on any planning permit issued to the satisfaction of the Responsible Authority this includes no more than 12 vehicles stacked no higher than 2 metres.

The applicant must also ensure that any obligations or duties that arise under the *Environment Protection Act 1970* are met. This includes compliance with the *Waste Management Policy* (Combustible Recyclable and Waste Materials), as published in Government Gazette No. S397 on 28 August 2018 and the *Environment Protection Act 1970*, at all times including but not limited to:

- Section 38 - Discharges of water to comply with policy including State Environment Protection Policy (Waters).
- Section 41 - Pollution of atmosphere including offences for discharging offensive odours to the sense of human beings.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

- Section 46 - Emission of noise to comply with policy including State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) N-1.

Under Clause 33.01-5 signage within the Industrial 1 Zone is a Category 2 and will be assessed under Clause 52.05 (See Below). Car parking has been assessed under Clause 52.06 (See Below)

Floodway Overlay

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).*
- *To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

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.*
- *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.*

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Officer's Response:

The subject site is partially affected by the Floodway and Land Subject to Inundation Overlay.



Although a planning permit is not specifically required under the Floodway Overlay or the Land Subject to Inundation Overlay the application was referred to the relevant flood authority; Goulburn Broken Catchment Management Authority to consider the potential flood risk to life, health and safety associated with the proposed use.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The applicant will be utilising the infrastructure and buildings already located on site. Goulburn Broken Catchment Authority do not object to the proposed use subject to conditions regarding bunding, AHD levels for storage areas and containment measures to reduce any risks and the effects of the use on environmental flows, and water quality across the site and onto neighbouring land to the west and south.

The Planning Policy Framework (PPF)

Clause 13.02-1S Bushfire planning

Objective

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

Officer's Response:

The subject site is generally flat, not heavily vegetated and is located within the bushfire prone area. The Farming Zone is located to the north, the Industrial 3 Zone and General Residential Zone to the south.

Approximately 4081 sqm of land located along the western boundary has been identified and as not required for immediate use. The applicant proposes to maintain land through regular mowing. Bushfire management Conditions to be included on any planning permit issued will address regular maintenance of leaves, debris and grassed areas.

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.*

Officer's Response:

The applicant will be utilising the infrastructure and buildings already located on site. The environmental significance of floodway's has been carefully considered and conditions will be included on any planning permit issued to reduce any risk and protect the environment.

Clause 13.05-1S Noise abatement

Objective

- To assist the control of noise effects on sensitive land uses. Strategy 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.*

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Officer's Response:

The application was referred to the EPA who have given conditional consent. Conditions will be included to ensure appropriate noise attenuation measures and impacts of noise from the property to neighbouring properties, particularly residential land uses are minimised. This has been supported by the EPA with the inclusion of the following condition and their assessment against Practice Note 92 - Managing buffers for Land use Capability.

There must be no emissions of noise and/or vibrations from the premises which are detrimental to either of the following:

- the environment in the area around the premises; and
- the wellbeing of persons and/or their property in the area around the premises.

In addition, the applicant must ensure that any obligations or duties that arise under the *Environment Protection Act 1970* are met. This includes compliance with the Waste Management Policy (Combustible Recyclable and Waste Materials) as published in Government Gazette No. S397 on 28 August 2018. Including Section 46 - Emission of noise to comply with policy including *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) N-1*.

*Clause 13.06-1S Air quality management
Objective*

- *To assist the protection and improvement of air quality.*

Officers Response:

The application was referred to the EPA who have given conditional consent. Conditions included that the permit holder must ensure that nuisance dust and/or nuisance airborne particles must not be discharged or emitted beyond the boundaries of the premises.

The applicant must ensure that any obligations or duties that arise under the *Environment Protection Act 1970* are met. This includes compliance with the Waste Management Policy (Combustible Recyclable and Waste Materials) as published in Government Gazette No. S397 on 28 August 2018, including Section 41 - Pollution of atmosphere including offences for discharging offensive odours to the sense of human beings.

*Clause 13.07-1S Land use compatibility
Objective*

- *To protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.*

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Officer's Response:

The use of land for industry in proximity to residential land uses requires careful consideration. Based on the application, limits to the noise attenuation, staff numbers, number of materials to be accepted and the support from the EPA it is considered that the two land uses can appropriately co-exist.

Conditions will be included regarding amenity, noise, dust and odour to minimise adverse off-site impacts from the industrial use in accordance with EPA risk assessment and Conditions.

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:

As discussed above the application was referred to Goulburn Broken Catchment Management Authority, EPA and Goulburn Valley Water. Referral authorities have assessed any associated risk and given conditional consent. Conditions will be included on any planning permit issued to ensure appropriate measures are undertaken to prevent sediment, chemical and waste discharge from the subject sites to protect water quality.

Clause 17.03-2S, Industrial development siting

Objective

- *To facilitate the sustainable development and operation of industry.*

Officer's Response:

The proposed land use is located within the Industrial 1 Zone and will utilise infrastructure already located on site for this purpose.

Clause 19.03-5S Waste and resource recovery

Objective

- *To reduce waste and maximise resource recovery so as to reduce reliance on landfills and minimise environmental, community amenity and public health impacts.*

Officer's Response:

The proposed Transfer Station will encourage an increase of metal recovery within Strathbogrie Shire for treatment offsite to contribute to marketable end products. The proposal will facilitate sustainable waste and resource recovery close utilising transport links to larger Recycling sites.

Euroa-Shepparton Road is located approximately 230 metres to the west and is a Road Zone Category 1 providing linkage to Shepparton and the Hume Freeway.

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

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

Clause 21.01-2 Key Influences

- Sustainability

The Strathbogie Shire strives to continue to improve sustainability in all elements of the community including; settlement patterns, the natural and built environment, community services and facilities; economic development and growth, infrastructure and asset provision. To define the meaning of sustainability, we say that the general dictionary meaning applies, depending on the terms of reference i.e. environmental, economic etc. 'The ability to sustain itself'.

Officer's Response:

The proposal supports the diversification of the local economy with an industry.

- Settlement

In the coming years, the Shire is likely to build on 'tree change' growth in towns such as Nagambie and Avenel, due to their close proximity and access to Melbourne and the water features of Nagambie. Due to the picturesque nature of much of the area, the Shire is often faced with many land use conflicts, commonly between lifestyle properties and rural industries.

Officer's Response:

The area in which the development is proposed, is within the Industrial 1 Zone. The land does adjoin Farming Zone where lifestyle opportunities and dwellings have been constructed in the vicinity of the site. While dwellings are not always appropriate on land in the Farming Zone, those that exist have been legitimately approved or did not require a planning permit in the first place. These dwelling uses have legitimately established in the area and the proposed use needs to respond to them. In addition, there is also an accommodation and restaurant facility (Butter factory) in the Farming Zone that has also been legitimately established. In order to ensure land use conflicts are not created by the proposal, conditions have been recommended for any planning permit to be issued and it is considered that the proposed use can co-exist with surrounding land uses including the General Residential Zone. This determination is supported by the assessment and response from the EPA.

- Economic Growth

Economic Growth Development and growth is important, and within the Strathbogie Shire there are many opportunities for growth in the food, wine and equine industries and value-adding to the existing primary production, industries and retail enterprises/sectors.

Officer's Response:

The proposed Transfer Station is an industrial Use offering 5 additional jobs and the opportunity to deal in commodities.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Clause 21.03 Local Area Plans

Clause 21.03-2 Euroa

Objectives

To continue to develop Euroa as a weekend and short break destination, whilst maintaining its traditional roles as a rural service centre and 'drop in' location for Hume Freeway travellers. To maintain and enhance the Euroa "Village" character through strengthening its compact central area, the strong presence of services and the attractive historic buildings and streetscapes. To strengthen Euroa's relationship with its rural hinterland through showcasing activities, events and local products that portray the way the town's well vegetated streets and open spaces forge links with its landscape context.

Whilst supporting the continued development of industrial uses on existing industrial land to the north-west.

Clause 21.06-5 Commercial and Retail

Objectives

- To support retail and commercial/industrial development within the Shire.

Officer's Response:

The Transfer Station is proposed to be located in the Industrial 1 Zone to the north west. The site already contains shedding, carparking, access, grease traps, hard stand areas and weighbridge.

The site has close linkage to Shepparton and the Hume Freeway via Euroa Shepparton Road which is a Road Zone Category 1.

Generally speaking, further commercial and industrial development within the larger urban centres of the municipality is supported. While on its own, the proposal is one that this planning scheme could support in terms of this objective, consideration must be given to the context of the site and the wider area in which it sits. It is acknowledged that without strict control, the proposal could lead to land use conflict however if appropriately managed, it can be an appropriate land use.

Clause 21.07-5 Drainage

Objective

- *To ensure that appropriate drainage infrastructure is installed and maintained.*

Officer's Response:

It is considered that appropriate drainage infrastructure can be provided on the site to manage the proposed buildings and works. This would be required by way of condition on any permit issued.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Relevant Particular Provisions

Clause 52.05 Signs

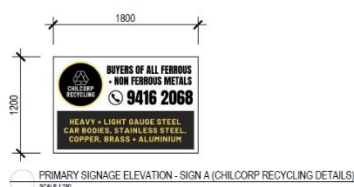
Purpose

- To regulate the development of land for signs and associated structures.
- To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.
- To ensure signs do not contribute to excessive visual clutter or visual disorder.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

Officer's Response:

Under Clause 33.01-5 signage will be assessed as a Category 2 Office and Industrial.

SIGNAGE SCHEDULE		
SYMBOL	DESCRIPTION	SIZE (W x H)
A	CHILCORP RECYCLING DETAILS	1800 x 1200
B	CHILCORP RECYCLING	3700 x 3050
C	OPERATING HOURS	800 x 500
D	CHILCORP RECYCLING	1800 x 1500
E	FORKLIFT IN USE	600 x 500
F	CUSTOMER PARKING	600 x 500
G	SPEED LIMIT "5 KM/H"	600 x 500
H	TRAFFIC CONTROL SIGN	600 x 500
I	OPERATIONAL SIGN TBA	600 x 500
J	RESTRICTED AREA	600 x 500
K	RESTRICTED AREA	600 x 500
L	EMERGENCY ASSEMBLY AREA	600 x 500
NOTES: ADDITIONAL TEMPORARY & OPERATIONAL SIGNS MAY BE ERECTED AS REQUIRED WITHIN THE PUBLIC ACCESS AREAS. TO BE A MAXIMUM SIZE OF 600 x 500. COLOURS ARE TO COMPLY WITH AUSTRALIAN SAFETY STANDARDS.		



9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)



In assessing an application, consideration must be given to the impacts of the signage on amenity, views, compatibility with the site, buildings and surrounding areas, lighting and road safety.

Business Identification Signs require a permit and must not exceed a total of 8 square metres to not require a planning permit. The total size of proposed business identification signage is 13.445 sq metres across the two signs. The proposed business identification signage and location is deemed appropriate, the signs are not proposed to be illuminated.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The proposed signage consists of the logo for the business operating from the site. It is relatively minor in nature and will not significantly impact on the amenity of the surrounding sites. It replaces existing signage for the property which was similar in nature. The signage will be visible from the front of the property but is unlikely to have any impact beyond the sites. The additional directive signage to be found on site is deemed appropriate to ensure safety.

For the reasons above, the proposed signage is considered appropriate.

52.06 Carparking

Purpose

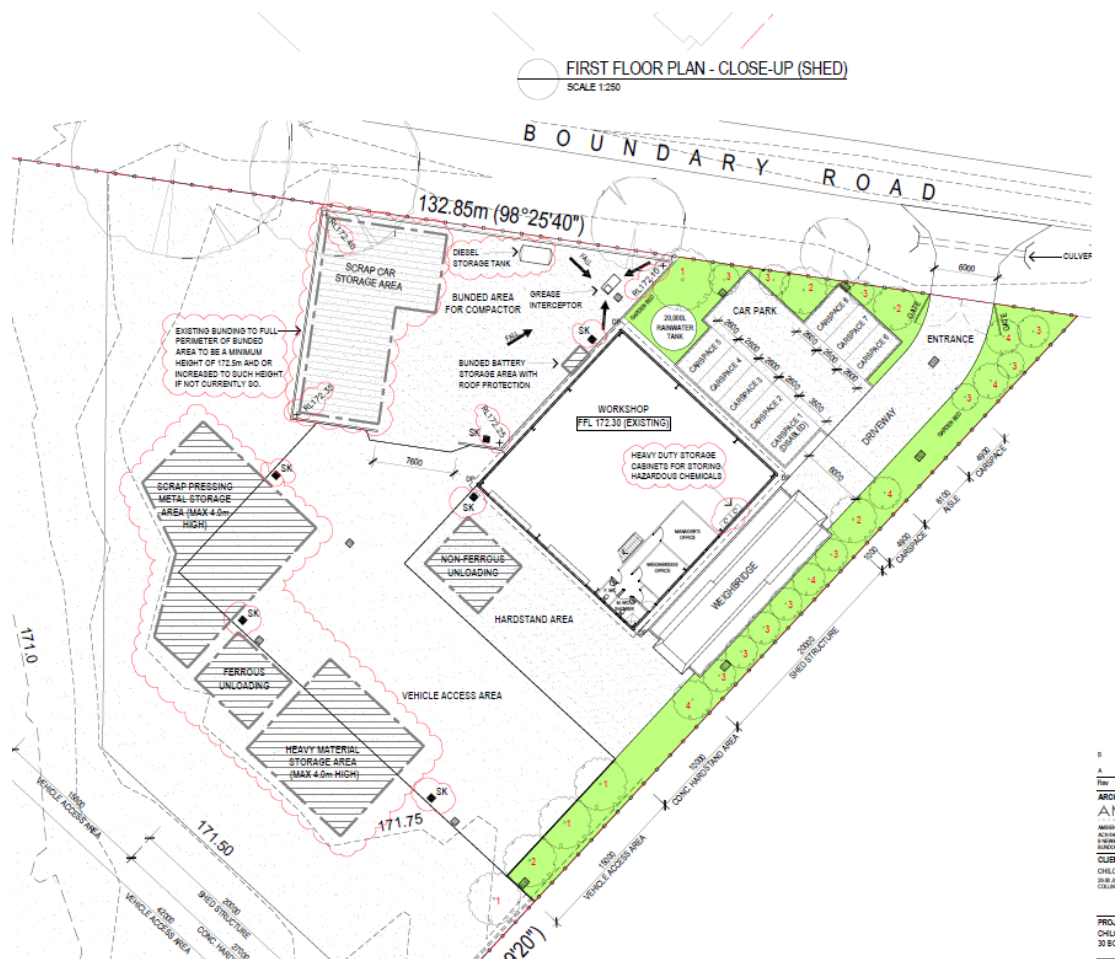
- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

Officer's Response:

Car parking is required to be provided to the proposed use at a rate of 1 space per 100 square metres. Based on this, a total of 12 car parking spaces are required under the provision, where 8 formal car parks are existing on site and additional area is set aside on the plan for additional informal parking if required. The formal car parking area is considered appropriate based on the number of staff. Customer visitation to the site will be limited and a loading/unloading area is to be provided for cars and larger vehicles.

It is considered that the car parking proposed is appropriate based on the likely demand for car parking. The site is also considered large enough to accommodate any overflow car parking. Additionally, there is 4081 square metres approximately in unused areas in addition to concreted car spaces.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)



9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The above area will not be utilised by Chilcorp rural recycling and can be used as additional car spaces or overflow if required. There is 4081 square metres approximately in unused areas in addition to concreted car spaces.

Clause 53.10 Uses and activities with potential adverse Purpose

- *To define those types of industries and warehouses which if not appropriately designed and located may cause offence or unacceptable risk to the neighbourhood.*

Clause 53.10 specifies setback distances from particular land uses to land in the following zoning categories and other existing land uses:

- *Residential Zones*
- *Capital City Zone*
- *Docklands Zone*
- *Land used for a hospital (or land in a Public Acquisition Overlay to be acquired for a hospital)*
- *Land used for an education centre (or land in a Public Acquisition Overlay to be acquired for an education centre)*

Officer's Response:

Under Clause 53.10-1 The threshold distance referred to in the table to this clause is the shortest distance from any part of the land to one of these zones or land uses. These setbacks can be varied with due consideration of all factors, including the response from the Environment Protection Authority.

An application for a transfer station accepting materials other than organic wastes should have a threshold distance of 200 metres from land (not a road) in an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, Docklands Zone, Residential Zone or Rural Living Zone; or land used for a hospital, an education centre or a corrective institution; or land in a Public Acquisition Overlay to be acquired for a hospital, an education centre or a corrective institution.

An application for vehicle recycling or disposal should have a threshold distance of 500 metres from land (not a road) in an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, Docklands Zone, Residential Zone or Rural Living Zone; or land used for a hospital, an education centre or a corrective institution; or land in a Public Acquisition Overlay to be acquired for a hospital, an education centre or a corrective institution.

As the proposal does not meet the threshold distances of 200 metres for a Transfer Station from a Residential Zone and 500 metres for the disposal of vehicles, the application was notified to 44 nearby and adjoining property owners directly for consideration of the impacts on these uses and zones.

Planning Practice Note 92 – *Managing buffers for Land use Capability*; the application is subject to the further assessment to determine its appropriateness. The application was referred to the EPA who have granted Conditional Consent.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The EPA considers several factors in determining whether a referred proposal is acceptable, including:

- whether the proposal meets the relevant recommended separation distance in EPA Publication 1518
- the standard of industrial plant, equipment and emission control technology
- any completed risk assessment demonstrating potential off-site impacts
- the size of the proposal compared to comparable industries
- topographic or meteorological characteristics that may affect the dispersion of potential offsite impacts
- the likelihood of potential off-site impacts occurring
- cumulative impacts, where the clustering of certain industries may influence the significance of potential off-site impacts.

Noise, dust and odour are considered the three potential adverse impacts under Appendix A – Clause 53.10 for a Transfer Station. Noise and dust are the larger contributors for vehicle disposal. Chemical spillage was also considered by Goulburn Broken Catchment Management Authority, Goulburn Valley Water and EPA. These concerns have been addressed by Conditions on any planning permit issued.

It is noted that when stormwater that encounters metals there is a risk of contamination and pose risks to human health and environment. Conditions have been recommended to prevent contaminated water from entering stormwater and floodway's and have been structured based on the advice from all relevant referral authorities.

Considering all of the above the officer is in agrees with EPA recommendation to provide conditional consent although the threshold distances have not meet, any associated risk can be appropriately managed via conditions due to the location and size of the proposed Use.

Clause 53.14 Resource Recovery

Purpose: To facilitate the establishment and expansion of a Transfer station and/or a Materials recycling facility in appropriate locations with minimal impact on the environment and amenity of the area.

Officer's Response:

The proposal will contribute to achieving resource recovery targets established by the Victorian Government. The impact of the proposal on the amenity of the surrounding area has been considered throughout this report. It is considered appropriate to facilitate the establishment of the Transfer Station for metal resource recovery, based on the provided Conditions. Due to the location and size of the site Conditions have been recommended on how that use should be carried out including but not limited to hours of operation, number of staff and capacity limits to accept materials. Any further request for expansion on this site is not recommended.

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

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.*

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

- *Euroa Neighbourhood Character Study*, Planisphere, March 2008
- *Euroa Structure Plan*, Planisphere, September 2010
- *Strathbogie Shire Industrial Land Study*, Urban Enterprise Pty Ltd, July 2008
- *Infrastructure Design Manual*, Shire of Campaspe, City of Greater Bendigo, Greater Shepparton City Council, Version 4, March 2013
- *Practice Note 92 – Managing buffers for Land use Capability*

Relevant Planning Scheme amendments

VC 66- 2nd August 2010

- Makes changes relating to waste management to Clauses 12.07 and 18.10 of the SPPF. Introduces a particular provision for resource recovery (Clause 52.45), revises Clause 52.10 and changes land use terms for 'Materials recycling' and 'Refuse transfer station' throughout the VPP. Prohibits a Transfer station and Materials recycling in the Mixed Use Zone. Introduces a permit requirement for a Transfer Station in the Township Zone, the Industrial 1 Zone, the Business 3 and 4 Zones and the Farming Zone.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

Officers Response:

The subject site is within the Industrial 1 Zone and therefore a permitted Use.

VC 81- 18 February 2013

- Amends Clause 33.03 to prohibit a materials recycling or transfer station within 30 metres of a residential zone, Business 5 Zone or land used or to be acquired for a hospital or education centre.

Officers Response:

The application is more than 30 metres from a residential Zone and not in close proximity to a land used or to be acquired for a hospital or education centre.

Risk Management

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

Strategic Links – policy implications and relevance to Council Plan

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

POLICY CONSIDERATIONS

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

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.

- 9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (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 as the proposal has four outstanding objections to the proposed Transfer Station. 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 is for a Transfer Station, it will provide economic benefit within the Strathbogie Shire creating an additional five jobs.

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* and referred to the relevant authorities any potential risk to the environment can be mitigated via Conditions. The EPA are in support of the proposed Transfer Station and have provided an assessment against any risks.

Climate change

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, with the assessment that the proposed Transfer Station will not have an impact on climate change within the municipality, as all works will be required to comply with relevant legislation. The proposed Use will allow for the opportunity to recover resources.

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 Industrial 1 Zone: Under Clause 33.01-1 Industrial 1 Zone a planning permit is required for for a Transfer Station as a Section 2 Use.

9.1 Planning Permit Application No. P2020-125 - Use of land for Transfer Station (loading, unloading and handling of scrap metal including vehicles) and signage ~ 30 Boundary Road North, Euroa VIC 3666 (cont.)

The land is more than 30 metres from land (not a road) which is in a residential zone. The subject site has previously been utilised as a metals Transfer Station and contains access, weighbridge, parking, Colourbond fencing, shedding and grease traps. The existing use rights have expired and a new contractor has applied for to use the site as a Transfer Station whilst utilising the existing infrastructure on site.

With regard to the Land Subject to Inundation Overlay and Floodway Overlay: Although a planning permit is not specifically required under the Floodway Overlay or the Land Subject to Inundation Overlay the application was referred to the relevant flood authority; Goulburn Broken Catchment Management Authority to consider the potential flood risk to life, health and safety associated with the proposed Use.

The applicant will be utilising the infrastructure and buildings already located on site. Goulburn Broken Catchment Authority do not object to the proposed use subject to conditions regarding bunding, AHD levels for storage areas and containment measures to reduce any risks and the effects of the Use on environmental flows, and water quality across the site and onto neighbouring land to the west and south.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Industrial 1 Zone, Land Subject to Inundation Overlay and Floodway 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

Amendment 1: Subject Land Map

Amendment 2: Locality Map

ATTACHMENT 1:



ATTACHMENT 2:



9.2 **Planning Applications Received and Planning Applications Determined** **- 1 to 30 April 2021**

Responsible Officer: Manager Planning and Investment

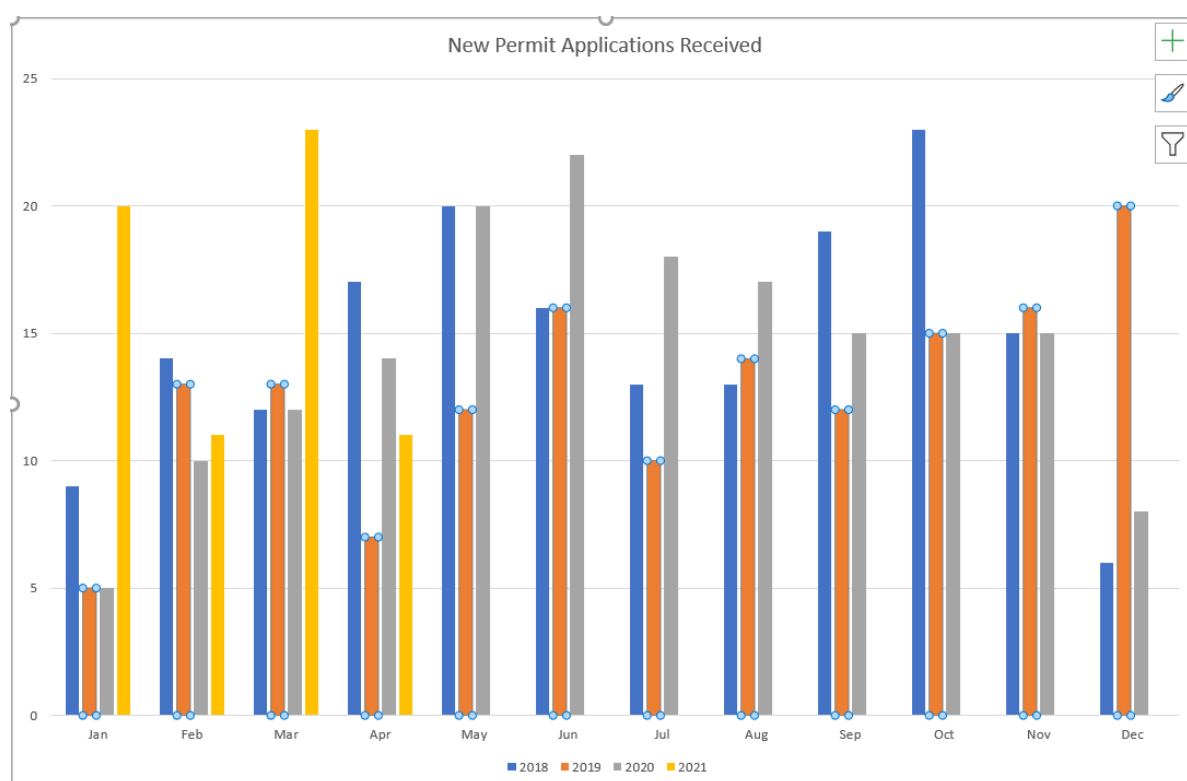
Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period 1 to 30 April 2021 are provided for information.

It is noted that there were eleven (11) planning applications received, and (11) planning applications determined, during this period.

Table below reflects New Applications received trend:



9.2 Planning Applications Received and Planning Applications Determined
- 1 to 30 April 2021 (cont.)

RECOMMENDATION

That Council:

1. ***Notes that there were eleven (11) new planning applications received, and eleven (11) planning applications determined, during this period; and***
2. ***Notes the report.***

PURPOSE

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

ISSUES, OPTIONS AND DISCUSSION

Council is a Responsible Authority under the *Planning and Environment Act 1987* (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of Council, Council officers determine some matters. Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. The statistics presented do not represent all development activity in the municipality. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

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.

Not applicable for this report as individual applications consider these requirements through assessment phase of each application as per the Planning & Environment Act and the Planning Scheme provisions.

Conflict of Interest Declaration

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

Yes ☐

No ☒

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.

9.2 Planning Applications Received and Planning Applications Determined
- 1 to 30 April 2021 (cont.)

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

CONCLUSION

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

ATTACHMENTS

Attachment 1 Planning Applications Received

Attachment 2 Planning Applications Determined

ATTACHMENT 1:

PLANNING APPLICATIONS RECEIVED

Tuesday, 6 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
61-63 Tulip Street, Violet Town VIC 3669	P2021-057	Two lot subdivision of land with an existing dwelling	\$0.00

Wednesday, 7 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
22-24 Jean Street, Longwood VIC 3665	P2021-055	Re-erection of a dwelling with an existing dwelling on lot (dual occupancy)	\$161,000.00

Thursday, 8 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
266-268 High Street, Nagambie VIC 3608	P2021-056	conversion of garage to camp kitchen	\$10,000.00

Monday, 12 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
132 McDiarmids Road, Violet Town VIC 3669	P2021-058	Use of Land for Timber Yard and Solid Timber Joinery (Retail and Wholesale)	\$0.00
4316 Heathcote-Nagambie Road, Bailieston VIC 3608	P2021-059	Development of land for two new sheds (100 metres from a declared waterway)	\$80,000.00

Wednesday, 14 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
4 Hughes Street, Avenel VIC 3664	P2021-060	2 lot Subdivision	\$0.00

Thursday, 15 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
18 Saleyard Road, Avenel VIC 3664	P2021-063	Two Lot Subdivision	\$0.00
5 Lewis Street, Euroa VIC 3666	P2021-061	Two (2) lot subdivision	\$0.00

Friday, 16 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
337 Mt Camel-Graytown Road, Moormbool West VIC 3523	P2021-062	Two Lot Re-subdivision of three existing titles (PC36889N, TP268436B, TP268435D)	\$0.00

Tuesday, 20 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
44 McLeod Street, Kirwans Bridge VIC 3608	P2021-064	Proposed development of a landing and jetty	\$12,000.00

Tuesday, 27 April 2021

Site Address	Application Number Display	Application Description	Cost Of Works
12-20 Cree Street, Euroa VIC 3666	P2021-065	Four (4) Lot Subdivision	\$0.00

ATTACHMENT 2:

PLANNING APPLICATIONS DETERMINED

15/04/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2439 Euroa-Mansfield Road, Gooram VIC 3666	P2021-023	Development of land for an extension to a dwelling	\$160,000.00	Issued
Buntings Hill Road, Ruffy VIC 3666	P2020-145	Two (2) lot subdivision	\$0.00	Issued

16/04/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
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

20/04/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
455 Bonnie Doon Road, Boho South VIC 3669	P2021-013	Use and development for a dwelling (replacement dwelling)	\$0.00	Issued

88-96 Birkett Street, Euroa VIC 3666	P2021-002	Two (2) lot subdivision; Use and development of land for a dwelling.	\$350,000.00	NOD
Grimwade Road, Nagambie VIC 3608	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	\$75,000.00	NOD

22/04/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1 Industrial Crescent, Nagambie VIC 3608	P2021-046	Construction of a Storage shed	\$75,000.00	Issued
446 Oak Valley Road, Longwood VIC 3665	P2021-053	Single storey extension to an existing dwelling	\$200,000.00	Issued
9-13 Industrial Crescent, Nagambie VIC 3608	P2021-047	Construction of an Industrial Shed	\$22,801.00	Issued

26/04/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
194 Buntings Hill Road, Ruffy VIC 3666	P2021-038	Development of land for a shed (Hay Shed)	\$20,384.00	Issued
266-268 High Street, Nagambie VIC 3608	P2021-056	conversion of garage to camp kitchen	\$10,000.00	Issued

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services

Authors: Procurement and Tenders Officer and Manager Asset Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Council has conducted a competitive process for the Provision of Architectural Building Design Drafting Surveying Services – Panel of Suppliers (incorporating Architectural, Building Design, Building Surveying, Drafting and Surveying Services).

The public tender process for this Panel of Suppliers has been undertaken to meet Council's compliance requirements under the *Local Government Act 1989* for potential spends on services under \$150,000. This Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content.

Officers will be required to seek quotes from a minimum of three Panel of Supplier members through a further competitive process as projects arise. Experience tells us that this further competitive process often leads to a reduction in cost from the maximum rates schedule provided when the Panel of Suppliers Arrangement was created.

Where the Panel of Suppliers do not meet required skillset for a particular project, Council is still able to seek quotations from alternative suppliers to undertake the desired works.

At the closure of the advertising process, 37 submissions to be included on the Panel were received. These have now been independently assessed and evaluated by a panel of Council Officers, with the results summarised in the table within this report. It is recommended that a Panel of Suppliers Arrangement be issued to 23 suppliers. Given the length of time from the original tender submission date, Officers have made contact with the proposed panellist seeking confirmation that rates submitted are still relevant.

This report seeks Council's authorisation to constitute this Panel of Suppliers and authorise the Chief Executive Officer to execute the agreements accordingly.

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

RECOMMENDATION

That Council:

1. ***Awards Panel of Supplier Arrangement for Provision of Architectural, Building Design, Drafting and Surveying Services, Contract No. 20/21-21, for a schedule of rates-based contract for a contract term of three (3) years.***
 - ***Avor Architecture Pty Ltd***
 - ***Spaces Pty Ltd***
 - ***James Seymour Architecture***
 - ***Bourke and Bouteloup Architects Pty Ltd***
 - ***GMR Engineering Services***
 - ***Craig Tan Architects***
 - ***Onleys***
 - ***Centrum Architects***
 - ***Y2 Architects***
 - ***Chris Smith & Associates Pty Ltd***
 - ***Spiire Australia Pty Ltd***
 - ***CAF Consulting Services Pty Ltd***
 - ***Tomkinson Group***
 - ***Regional Management Group***
 - ***WHDA***
 - ***Peter Wright & Associates Pty Ltd***
 - ***Taylors Development Strategies Pty Ltd***
 - ***Emerge Associates***
 - ***Brazel Haley Maggs Architects Pty Ltd***
 - ***CCG Architects Pty Ltd***
 - ***K20 Architecture***
 - ***Infrastructure Solutions Pty Ltd***
 - ***Idle Architecture Studio***
2. ***Authorises the Chief Executive Officer to execute the Panel of Supplier Arrangements by signing and affixing with the Common Seal of Strathbogie Shire Council.***
3. ***Notes that the Contract will commence on 24 May 2021 and the expected completed date is 24 May 2024.***

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

PURPOSE AND BACKGROUND

Provision Asset Management Services – Panel of Suppliers Contract was originally a component of Contract 18/19-25 Professional Services which was publicly tendered August 2019. This tender process was eventually abandoned due to excessive timeframe delays. After abandonment, CN 18/19-25 Professional Services Contract was split into smaller professional category groupings, and Provision of Asset Management Services - Panel of Suppliers was publicly tendered as a separate Contract on 31 July 2020.

There are four service streams required under this Contract, which are:

- Architecture – Provision of detailed architectural concept and design services, incorporating provision of complete tender and construction document for a range of projects, incorporating existing and new works.
- Building Design and Drafting – services to research, develop and specify building projects works onto plans, for existing and new sites, to be read in conjunction with other documentation.
- Building Surveying – services to existing and new sites, to provide accurate information for assessment of building impacts, development of plans and application and issue of permits.
- Surveying – to provide feature surveys of land, roads, bridges, building, properties and boundaries, and other specialist features to develop plans and data for project scope and design works.

The contract term is three (3) years.

ISSUES, OPTIONS AND DISCUSSION

Tender Process

Tenders were invited by advertising on “Tendersearch” via the Council website on the 31 July 2020. Council also advertised in Saturday’s The Age newspaper (providing statewide reach) on 1 August 2020, with local advertising occurring during the opening week in the Benalla Ensign, Euroa Gazette and Shepparton News. By close of tenders at 4.00pm on 26 August 2020, 37 tenders had been received.

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

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

Table 1

Tender Submissions Received at the close of Tender Period (in Alphabetical Order)
Access Central
Andrew Simpson Architects
Avor Architecture Pty Ltd
Barker Monahan Land Surveyors
Bourke and Bouteloup Architects Pty Ltd
Brazel Haley Maggs Architects Pty Ltd
CAF Consulting Services Pty Ltd
CAQS Australia
CCG Architects Pty Ltd
Centrum Architects Pty Ltd
Chris Smith & Associates Pty. Ltd.
Craig Tan Architects
e+ Architecture P/L
Emerge Associates
GMR Engineering Services
Idle Architecture Studio
Infrastructure Solutions Pty. Ltd.
James Seymour Architecture
k20 Architecture
Katz Architecture
Kirby Architects
Mihaly Slocombe
Muller Partnership
Nettleton Tribe Partnership Pty Ltd
Onleys
Peter Wright & Associates PL
Preston Lane Architects
Regional Management Group
Spaces Pty Ltd
Spiire Australia Pty Ltd
Studiom
Taylor Development Strategists Pty Ltd
Tomkinson Group
VFT Engineering Surveyors
WHDA
Y2 Architecture
Zinc Cost Management Pty Ltd

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

A complete schedule of rates containing pricing for all required gravel products was requested by Council. Table 2 below lists the average pricing (Director, Snr Consultant, Consultant and Graduate/Administration) per hour (excluding GST) at the close of the advertised tender period.

Table 2

Totalled averaged pricing (Director, Snr Consultant, Consultant and Graduate/Administration) from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order	
	\$112.50
	\$118.75
	\$131.25
	\$122.50
	\$127.00
	\$131.75
	\$148.75
	\$152.50
	\$141.75
	\$160.75
	\$158.50
	\$158.50
	\$153.75
	\$150.00
	\$135.00
	\$152.50
	\$147.75
	\$165.50
	\$161.25
	\$160.25
	\$175.00
	\$183.75
	\$152.50
	\$173.50

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

Totalled averaged pricing (Director, Snr Consultant, Consultant and Graduate/Administration) from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order	
	\$158.75
	\$174.75
	\$187.50
	\$172.50
	\$193.75
	\$180.00
	\$182.50
	\$195.00
	\$225.75
	\$206.00

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.

1. Technical Officer – Asset Planning
2. Asset Planning Administration
3. Finance Support Officer.

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
Demonstrated Experience and Qualifications (<i>Qualitative</i>)	10
Capability (<i>Qualitative</i>)	10
Management – Schedules (<i>Qualitative</i>)	10
Local Content (<i>Qualitative</i>)	10
Total	100
To be awarded a Panel of Suppliers Contract tenderers must achieve at least 60% combined overall score and at least 20% on their qualitative score	

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

Tender co-ordination and the evaluation moderation process was undertaken by the Manager of Finance.

In order to ensure Council obtains best value when choosing the contractor for works under this Panel of Suppliers Contract, and obtains local content whenever possible, this Contract has a two-part evaluation.

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 (Manager Finance) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Thursday 19 November and Friday 20 November the Panel and the Moderator met for the tender moderation meeting. At the completion of the moderation meeting 11 companies met the requirements to be awarded this Panel of Suppliers contract; at least 50% combined overall score and at least 20% qualitative score (equivalent to 50% of qualitative score).

PANEL ASSESSMENT SUMMARY

Table 4 lists companies successfully achieved at least 60% scoring overall and 20% scoring in qualitative after the Tender Evaluation Panel completed their evaluation process who are recommended to be awarded a Contract.

Table 4

Tenderers who achieved at least 60% overall and 20% in qualitative assessments
Avor Architecture Pty Ltd
Spaces Pty Ltd
James Seymour Architecture
Bourke and Bouteloup Architects Pty Ltd
GMR Engineering Services
Craig Tan Architects
Onleys
Centrum Architects Pty Ltd
Y2 Architecture
Chris Smith & Associates Pty. Ltd.
Spiire Australia Pty Ltd
CAF Consulting Services Pty Ltd
Tomkinson Group

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

Tenderers who achieved at least 60% overall and 20% in qualitative assessments
Regional Management Group
WHDA
Peter Wright & Associates PL
Taylor's Development Strategists Pty Ltd
Emerge Associates
Brazel Haley Maggs Architects Pty Ltd
CCG Architects Pty Ltd
k20 Architecture
Infrastructure Solutions Pty. Ltd.
Idle Architecture Studio

These tenderers submitted good quality tenders who have demonstrated they can provide the Architectural, Building Design, Drafting and Surveying Services required under this Panel of Suppliers Contract.

Council Officers will always evaluate pricing, methodology and local content prior to awarding works under this contract.

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.

Apart from the initial request for tenders, community engagement was not undertaken as part of this process as the appointing of a panel will not have any impact on the broader community. It is noted that advertising of the tender was placed in local papers and local providers were given additional weighting in the evaluation process.

POLICY CONSIDERATIONS

Council Plans and Policies

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

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.

All relevant policies, in particular Council's Procurement Policy, have been taken into account as part of this evaluation process.

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (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.

The tender and tender evaluation was undertaken in accordance with Councils procurement policy. The appointment of a Panel of Suppliers Arrangement will be appointed to meet Council's compliance requirements under the Local Government Act for potential spends on services under \$150,000. This Panel of Suppliers will provide Strathbogrie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content.

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 tender is being considered at an open public meeting of Council and allows the CEO to execute the relevant contracts for the panel of suppliers.

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 tender evaluation process provides for a panel of consultants/contractors to provide services. The financial aspect of the tender evaluation provides a pricing schedule within their tender documentation. Until such time as the Community and Planning Directorate require the services of a consultant/contractor for a specific task, these rates provide a platform to enable Council to request competitive quotes for the services requested.

The Panel of Suppliers Arrangement contract is three (3) years. Based on the submitted Pricing Schedules, the estimated annual contract value for Contract 20/21-21 – Provision of Architectural, Building Design, Drafting and Surveying Services is \$120,000 and the estimated total contract value is \$360,000. Future spend under this Schedule of Rates contract is to be maintained within approved budgets.

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.

9.3 Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services (cont.)

Economic

This panel arrangement is a tool for the procurement of services that are regularly utilised by the Shire. The panel will consist of a number of organisations that specialise in Architectural, Building Design, Drafting and Surveying Services. Officers will be required to seek quotes from a minimum of three Panel of Supplier members through a further competitive process as projects arise. Experience tells us that this further competitive process often leads to a reduction in cost from the maximum rates schedule provided when the Panel of Suppliers Arrangement was created.

Social

Throughout this contract duration, there will be opportunities for the upgrade and renewal of existing infrastructure that will enhance the liveability of our Shire.

Environmental

When approved suppliers are requested to provide quotation, depending on the works requested for quotation, the supplier should consider the Infrastructure Design Manual (IDM) that provides a set of consistent requirements and standards for the design and development of infrastructure.

Climate Change

Through the provision of this panel, there will be opportunities to look at designs that promote sustainability. This could include the provision of solar panels and alternative materials.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Creating a Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content. It is a process by which Council can achieve best value and community benefit for money. The life of the panel of supplier contract will be three years.

It is recommended that Council approve the creation of a Panel following a competitive process being undertaken in accordance with the 1989 Act and Council's Procurement Policy.

ATTACHMENTS

Nil.

CONFIDENTIAL APPENDICES

Appendix 2: Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services ~ Tender Evaluation Panel Recommendation and Tender Evaluation Summary - CONFIDENTIAL

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement

Authors: Procurement and Tenders Officer and Manager Asset Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Council has conducted a competitive process to create what is known as a Panel of Suppliers Agreement for Provision of Asset Management Services – commencing 24th May 2021.

The public tender process for this Panel of Suppliers has been undertaken to meet Council's compliance requirements under the *Local Government Act 1989* (the 1989 Act) for potential spends on services under \$150,000.

This Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content.

The life of the panel of supplier contract will be 3 years.

Officers will be required to seek quotes from a minimum of three Panel of Supplier members through a further competitive process as projects arise. Experience tells us that this further competitive process often leads to a reduction in cost from the maximum rates schedule provided when the Panel of Suppliers Arrangement was created.

Where the Panel of Suppliers do not meet required skillset for a particular project, Council is still able to seek quotations from alternative suppliers to undertake the desired works.

At the closure of the advertising process, 17 submissions to be considered for inclusion on the Panel were received. These have now been independently assessed and evaluated by a panel of Council Officers, with the results summarised in the table within this report. Given the length of time from the original tender submission date, Officers have made contact with the proposed panellist seeking confirmation that rates submitted are still relevant.

It is recommended that a Panel of Suppliers Arrangement be issued to nine (9) suppliers.

This report seeks Council's authorisation to constitute this Panel of Suppliers and authorise the Chief Executive Officer to execute the agreements accordingly.

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

RECOMMENDATION

That Council:

1. ***Awards Panel of Supplier Arrangement for Provision of Asset Management Services - Panel of Supplier, Contract No. 20/21-39 for a Schedule of Rates based contract for the Contract term of three (3) years.***

***ANA Infrastructure Pty Limited
Rapid Map Services Pty Ltd
Infrastructure Solutions Pty. Ltd
HDS Australia Pty Ltd
Macutex Pty Ltd
CT Management Group
Chris Smith & Associates
LG Valuation
Hendry Group.***

2. ***Authorises the Chief Executive Officer to execute the Panel of Supplier Arrangements by signing and affixing with the common Seal of Strathbogie Shire Council.***
3. ***Notes that the Contract will commence on 24 May 2021 and the expected completed date is 24 May 2024.***

PURPOSE AND BACKGROUND

Provision Asset Management Services – Panel of Suppliers Contract was originally a component of Contract 18/19-25 Professional Services which was publicly tendered August 2019. This tender process was eventually abandoned due to excessive timeframe delays.

After abandonment, CN 18/19-25 Professional Services Contract was split into smaller professional category groupings, and Provision of Asset Management Services - Panel of Suppliers was publicly tendered as a separate Contract on 31 July 2020.

The following skills and disciplines were sought with the Asset Management Services Tender:

- Structural Engineering
- Non-structural condition assessments
- Professional advice
- Review and auditing
- Data Management and asset condition reporting for municipal assets (including a systematic recording process to meet the needs of Council requirements).

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

Contract term is three years.

ISSUES, OPTIONS AND DISCUSSION

Tender Process

Tenders were invited by advertising on “Tendersearch” via the Council website on the 31 July 2020. Council also advertised in Saturday’s The Age newspaper (providing state-wide reach) on 1 August 2020, with local advertising occurring during the opening week in the Benalla Ensign, Euroa Gazette and Shepparton News. By close of tenders at 4.00pm on 26 August 2020, 17 tenders had been received.

All tenders 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 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)
A.G. Coombs Group
Agonis Group Pty Ltd
ANA Infrastructure Pty Limited
APV Valuers & Asset Management
Australian Road Research Board
Chris Smith & Associates
CT Management Group
GHD PTY LTD
HDS Australia Pty Ltd
Hendry Group Pty Ltd
Infrastructure Solutions Pty. Ltd.
LG Valuation
Macroplan Holdings Pty Ltd
Macutex Pty Ltd
Rapid Map Services Pty Ltd
RDI Services
TierraLogica

A complete schedule of rates containing pricing for all Asset Management Consulting Services was requested by Council. Table 2 below lists the average pricing (consulting services per hour) (excluding GST) at the close of the advertised tender period.

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

Table 2

Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order
\$113.75
\$117.50
\$126.25
\$127.50
\$142.00
\$150.00
\$150.00
\$158.38
\$170.00
\$181.25
\$187.50
\$202.00
\$214.50
\$229.75
\$291.25

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.

4. Technical Officer – Asset Planning
5. Community Relations Team Leader
6. Records Coordinator
7. Procurement and Tender Officer (moderator).

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

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

Table 3 Evaluation Criteria

Criteria	Weighting (%)
Price	60
Demonstrated Experience and Qualifications (<i>Qualitative</i>)	10
Capability (<i>Qualitative</i>)	10
Management Schedules (<i>Qualitative</i>)	10
Local Content (<i>Qualitative</i>)	10
Total	100
To be awarded a Panel of Suppliers Contract tenderers must achieve at least 60% combined overall score and at least 20% on their qualitative score	

Tender co-ordination and the evaluation moderation process was undertaken by Council's Procurement and Tender Officer.

In order to ensure Council obtains best value when choosing the contractor for works under this Panel of Suppliers Contract, and obtains local content whenever possible, this Contract has a two-part evaluation.

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 and Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points.

On Wednesday 11 November, the Panel and the Moderator met for the tender moderation meeting. At the completion of the moderation meeting nine (9) companies met the requirements to be awarded this Panel of Suppliers contract; at least 60% combined overall score and at least 20% qualitative score (equivalent to 60% of qualitative score).

PANEL ASSESSMENT SUMMARY

Table 4 lists companies successfully achieved at least 60% scoring overall and 20% scoring in qualitative after the Tender Evaluation Panel completed their evaluation process who are recommended to be awarded a Contract.

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

Table 4

Tenderers who achieved at least 60% overall and 20% in qualitative assessments
ANA Infrastructure Pty Limited
Rapid Map Services Pty Ltd
Infrastructure Solutions Pty. Ltd.
HDS Australia Pty Ltd
Macutex Pty Ltd as Trustee for the Macutex Unit Trust
CT Management Group
Chris Smith & Associates
LG Valuation
Hendry Group Pty Ltd

These tenderers submitted good quality tenders who have demonstrated they can provide the Asset Management Services required under this Panel of Suppliers Contract.

Council Officers will always evaluate pricing, methodology and local content prior to awarding works under this contract.

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.

Apart from the initial request for tenders, community engagement was not undertaken as part of this process as the appointing of a panel will not have any impact on the broader community. It is noted that advertising of the tender was placed in local papers and local providers were given additional weighting in the evaluation process.

POLICY CONSIDERATIONS

Council Plans and Policies

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

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.

All relevant policies, in particular Council's Procurement Policy, have been taken into account as part of this evaluation process.

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (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.

The tender and tender evaluation was undertaken in accordance with Councils procurement policy. The appointment of a Panel of Suppliers Arrangement will be appointed to meet Council's compliance requirements under the 1989 Act for potential spends on services under \$150,000. This Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content.

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 tender is being awarded by Council and heard within a Public Meeting and allows the CEO to execute the relevant contracts for the panel of suppliers.

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 tender evaluation process provides for a panel of consultants/contractors to provide services. The financial aspect of the tender evaluation provides a pricing schedule within their tender documentation. Until such time as the Asset Planning department require the services of a consultant/contractor for a specific task, these rates provide a platform to enable Council to request competitive quotes for the services requested.

The Panel of Suppliers Arrangement contract is three (3) years. Based on the submitted Pricing Schedules, the estimated annual contract value for Contract 20/21-39 – Asset Management Services is \$90,000 and the estimated total contract value is \$270,000 over 3 years. Future spend under this Schedule of Rates contract is to be maintained within approved budgets.

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.

9.4 Tender for Contract Number 20/21-39: Provision of Asset Management Services – Panel of Suppliers Arrangement (cont.)

Economic

This panel arrangement is a tool for the procurement of services that are regularly utilised by the Shire. The panel will consist of a number of organisations that offer specialised services. Officers will be required to seek quotes from a minimum of three Panel of Supplier members through a further competitive process as projects arise. Experience tells us that this further competitive process often leads to a reduction in cost from the maximum rates schedule provided when the Panel of Suppliers Arrangement was created.

Social

Throughout this contract duration, there will be opportunities for the upgrade and renewal of existing infrastructure that will enhance the liveability of our Shire.

Environmental

When approved suppliers are requested to provide quotation, depending on the scope of the quotation, environmental factors should be considered as part of a project.

Climate Change

Through the provision of this panel there will be a varied range of services requested. Where possible, services that decrease our carbon footprint will be considered.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Creating a Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content. It is a process by which Council can achieve best value and community benefit for money. The life of the panel of supplier contract will be three (3) years.

It is recommended that Council approve the creation of a Panel following a competitive process being undertaken in accordance with the 1989 Act and Council's Procurement Policy.

ATTACHMENTS

Nil.

CONFIDENTIAL APPENDICES

Appendix 2: Tender for Contract Number 20/21-39: Provision of Asset Management Services - Panel of Suppliers Arrangement ~ Tender Evaluation Panel Recommendation and Tender Evaluation Summary - CONFIDENTIAL

9.5 Review of Investment and Cash Management Policy

Author: Manager Finance

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

This report presents a revised Investment and Cash Management Policy for Council adoption. This policy was endorsed at the 14 April 2021 Audit and Risk Committee meeting.

Key changes to the investment and cash management policy are;

- Policy objectives were updated to reflect current macro-economic factors.
- Investment terms and diversification strategy section was updated to give a clearer picture.
- Added additional reporting requirement to the Executive Management Team, Audit and Risk Committee, and the Council.
- Authority for implementation of the Policy is delegated by the Council to the Chief Executive Officer in accordance with the Local Government Act 2020.

RECOMMENDATION

That Council adopt the revised Investment and Cash Management Policy.

PURPOSE AND BACKGROUND

Council maximises its return on investment and minimises risk by placing appropriate investments. This policy governs how Council does that and was last reviewed in 2016.

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.

This policy is an update to the existing policy. The policy complies with Local Government Act 2020 section 103.

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

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.

9.5 Review of Investment and Cash Management Policy (cont.)

There was no consultation process or community engagement undertaken. The author of this report considers that the matter under consideration did not warrant a community engagement process because it is an internal operational policy document.

POLICY CONSIDERATIONS

Council Plans and Policies

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

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 matter under consideration did not warrant a consideration of regional, State and national plans and policies because it is an internal policy document.

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 policy complies with *Local Government Act 2020* section 103. The author of this report considers that the recommendation has no other 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.

Adoption of this policy ensures council meets transparency obligations in its investment decisions. The revised policy introduces new reporting requirements to the Executive Management Team and Audit and Risk Committee to increase public transparency around the performance and management of Council's investments.

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 Policy assist Council in achieving its financial objectives by appropriate investment of funds.

9.5 Review of Investment and Cash Management 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 sustainability considerations arising from the adoption of the revised policy.

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

This report presents a revised Investment and Cash Management Policy for Council adoption. It is recommended that Council adopt the revised Investment and Cash Management Policy.

ATTACHMENTS

Attachment 1: Investment and Cash Management Policy.

ATTACHMENT 1:



INVESTMENT AND CASH MANAGEMENT POLICY

COUNCIL POLICY	
Effective Date:	30/04/2021
Last Review:	April 2016
Current Review:	March 2020
Adopted by Council:	
Next Review Date:	Biennially
Responsible Officer/s:	Director Corporate Operations

Policy Statement

The Strathbogie Shire Council is committed to ensuring that its investments and cash management meet policy guidelines for legal requirements and that financial resources are managed in an appropriate, open and transparent manner.

Council staff who have been delegated authority to invest Council funds must ensure that all funds invested meet the requirements as set out in this policy. Any decision must be as per the delegation of authority and taken in full compliance with the Council's legal obligations.

Delegation of authority is provided as per the Strathbogie Shire Council Instrument of Sub-Delegation by the Chief Executive Officer in relation to both investing funds and authorization limits for sending funds via Electronic Funds Transfer (EFT).

Policy Objective

Objectives:

- The primary objective of investment decisions is the security of funds by managing exposure to risk.
- All funds are invested in accordance with legislative requirements and Council policy.
- Effective internal controls are in place to minimise investment risk and unauthorised appropriation of Council funds.
- All investment transactions are appropriately authorised and documented.
- Return on investment is to be achieved whilst ensuring sufficient liquidity for Council's day to day operational commitments.
- Investment diversification and achieve benchmark thresholds specified in this document.

Relevant Legislation:

- Council investments will be made in accordance with Section 103 of the Local Government Act 2020.
- Any future ministerial releases or legislative changes in relation to investments for local government.

Suitable Investments:

- Strathbogie Shire Council will use the prudent person rule when investing funds.
 - All investments must be made with the judgment and care which a person of prudence, discretion and intelligence exercises in the management of their own affairs. This means not using speculation, and considering the probable safety of their capital and income to be derived.
- The following types of investments will be acceptable options for Council funds:
 - Cash/At-Call with Council's main banking institution.
 - Term deposits with authorized deposit-taking institutions such as licensed banks, building societies or credit unions.
 - State/Commonwealth Government bonds, debentures, or securities, treasury bonds, treasury notes, treasury indexed bonds.
 - Bank bills.
- This Policy prohibits any speculation type investing including investing in shares that legislation would allow under ministerial release.

- No foreign investments will be undertaken as part of Council's investment portfolio.
- Council must invest in financial institutions that are covered by the Australian Government "Guarantee Scheme for Large Deposits" and "Wholesale Funds Appropriation Act 2009 (Cth)".

Investment Terms and Diversification:

- The following table shows allocation restrictions and investment limits. It provides current Standard & Poor's Short-Term credit ratings per category, investment limits for the total amount invested with each institution and investment proportions of total investment portfolios.

Standard & Poors Short-Term Rating*	Individual Institution Limit	Maximum Investment Proportion
A-1+	40%	100%
A-1	30%	100%
A-2	15%	40%

*Refer Table 1 for rating explanation by Standard & Poors

In addition to the data contained in the above table, an upper limit of \$2 million can be invested with the Goulburn Murray Credit Union (GMCU). However, investment with GMCU should not exceed 30% of total investments.

- No single investment body shall hold in excess of 40 per cent of Council's non-cash total investments. However, should the need arise to exceed this limit, the approval of the Chief Executive Officer or Director Corporate Operations must be obtained and Council is to be advised as soon as practical.
 - Non-cash investments includes all investments other than cash/at-call investments which will be held with Strathbogie Shire Council's main banking institution.
 - There is no limit to the percentage held with the Strathbogie Shire Council's main banking institution in cash/at-call.
 - If redemption of funds causes a shift in percentage of funds held with any single investment body to exceed 40 per cent at reporting date, investments will be moved to correct the imbalance upon either (a) next investment maturity date, or (b) next opportunity where funds are available for investment, including use of at-call funds if necessary – whichever occurs first.
- If any institutions that Council has investments are downgraded such that they no longer meet the guidelines of this Policy, the investment will be divested as soon as practical.
- The term of investments will be determined by interest rates and projected cash flow commitments. 'Short-term' generally means period with an original maturity of no more than 365 days.

Selection of Investments:

- At least two (2) quotes must be obtained from authorized financial institutions for any new investment, unless alternatives are not available.
- Selection and acceptance of an investment offer will have regard to types allowed within this Policy, rate of return, term, administrative costs, cash flow requirements and also need for diversity in investment of Council funds.
- Investments must be denominated in Australian dollars.

Selection of Funds Managers / Financial Intermediaries:

- Fund managers and financial intermediaries will be selected using the following criteria:
 - Meet 'Investment Terms and Diversification' criteria specified above.
 - Capability to handle Council's investments both in competency and capacity.
 - Certification of having read and understood relevant legislation including:
 - The Local Government Act Section 103 pertaining to local government investments
 - Any Ministerial releases in relation to investments for local government
 - The Strathbogie Shire Council Investment Policy.

Benchmarks:

- A minimum "average rate of return" must be achieved greater than the Strathbogie Shire Council's main banking institutions "at call" rate of return.
- The benchmark rates to be used for average rate of return monthly reporting is the 90 day BBSW at the end of the reporting month.

Cash Management:

- Cash flows and cash balances will be reviewed daily.
- Current balances will be maintained with the principle of achieving as near as practical to a zero balance once current cash flow commitments are taken into account.
- Sufficient funds to meet short term cash requirements will be invested in an "at call" account with the Council's transactional banker.
- The balance of funds considered to be surplus to the Council's immediate cash requirements will be invested in accordance with the guidelines in this Policy.
- All investments, including rolling movements, will be recorded in Council's investment register and general ledger as required.

Reporting:

- Monthly reports provided to the Executive Management Team showing valuation and return on investments.
 - Report will include, but is not limited to, percentage and amount per institution, term, earning rates compared to benchmarks and S&P rating, along with any necessary narrative to clarify the report.
 - Report will also note compliance with policy, or any breaches of policy, that occur or are likely on the report and steps being taken to remediate the issue.
- Report any breach of this Policy as soon as practical upon discovery of breach to Director Corporate Operations or Manager - Finance.
- This also applies to any investments made via Funds Managers or financial intermediaries.
- Register will be updated daily to enable ad-hoc reports upon request.
- A summary of investments and percentages will be included as part of quarterly Council finance performance report.
- Reports to Audit Committee quarterly
 - Quarterly report of investment performance report will be produced to the audit committee.

Delegations

- Authority for implementation of the Policy is delegated by the Council to the Chief Executive Officer in accordance with the Local Government Act 2020.
- Authority for the day-to-day management of the Council's investment portfolio may be delegated by the Chief Executive Officer to Council Officers.

Policy Review:

This Policy is to be reviewed for the following circumstances:

- Bi-annually from the date of Council adoption
- Legislative changes (i.e. to the Local Government Act)
- Performance (i.e. where Council's portfolio is not measuring favorably against benchmarks, a review of the Policy may be required)

Table 1 – Standard and Poors Short-Term Issuer Credit Ratings

Short-Term Issuer Credit Ratings	
Category	Definition
A-1	An obligor rated 'A-1' has strong capacity to meet its financial commitments. It is rated in the highest category by S&P Global Ratings. Within this category, certain obligors are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitments is extremely strong.
A-2	An obligor rated 'A-2' has satisfactory capacity to meet its financial commitments. However, it is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligors in the highest rating category.
A-3	An obligor rated 'A-3' has adequate capacity to meet its financial obligations. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments.
B	An obligor rated 'B' is regarded as vulnerable and has significant speculative characteristics. The obligor currently has the capacity to meet its financial commitments; however, it faces major ongoing uncertainties that could lead to the obligor's inadequate capacity to meet its financial commitments.
C	An obligor rated 'C' is currently vulnerable to nonpayment that would result in an 'SD' or 'D' issuer rating and is dependent upon favorable business, financial, and economic conditions to meet its financial commitments.
SD and D	An obligor is rated 'SD' (selective default) or 'D' if S&P Global Ratings considers there to be a default on one or more of its financial obligations, whether long- or short-term, including rated and unrated obligations but excluding hybrid instruments classified as regulatory capital or in nonpayment according to terms. A 'D' rating is assigned when S&P Global Ratings believes that the default will be a general default and that the obligor will fail to pay all or substantially all of its obligations as they come due. An 'SD' rating is assigned when S&P Global Ratings believes that the obligor has selectively defaulted on a specific issue or class of obligations but it will continue to meet its payment obligations on other issues or classes of obligations in a timely manner. A rating on an obligor is lowered to 'D' or 'SD' if it is conducting a distressed exchange offer.

9.6 **Councillor Induction Declaration**

Author: Executive Manager, Governance and Customer Service

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

Section 32 of the *Local Government Act 2020* (the Act) requires Councillors to complete a comprehensive induction program within the six months after the oath or affirmation of office is taken.

The *Local Government (Governance and Integrity) Regulations 2020* (the Regulations) set out the mandatory topics that must be covered during the induction program. Induction is able to be delivered in person and by virtual means.

Since November 2020, the newly elected Council has participated in an extensive induction program each Tuesday. All of the mandatory topics required of the Regulations have been covered, in addition to many other topics identified by the Chief Executive Officer (CEO).

Our induction program has been augmented by a hard and soft copy Councillor Induction Manual and a Councillor Portal, where all relevant Council policies and documents are easily accessed by Councillors.

Section 32(3) of the Act requires Councillors to sign and date a written declaration in front of the CEO that they have completed the induction program.

The purpose of this report is to present an outline of the induction program completed by all Councillors and to provide Councillors with an opportunity to make the declaration required by the Act at a Council meeting to achieve maximum public transparency.

RECOMMENDATION

That all Councillors sign and date individual declaration forms, witnessed by the Chief Executive Officer, affirming they have completed the Councillor Induction Program in accordance with section 32 of the Local Government Act 2020 and regulation 6 of Local Government (Governance and Integrity) Regulations 2020.

PURPOSE AND BACKGROUND

Councillors are required to make a written declaration in front of the CEO that they have participated in and completed an induction program in accordance with the Act and Regulations.

To maximise transparency and to formally acknowledge the completion of an intensive, weekly induction program delivered over some five months, it was considered appropriate that the declaration be made at a formal Council meeting.

9.6 Councillor Induction Declaration (cont.)

New provisions relating to councillor induction requirements and new regulations around its content, form and need to make a declaration that the induction program was completed were introduced by the State government in October 2020, on the day of the general council election.

This is the first time that the councillor induction process or content has been prescribed by legislation.

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 State have released a template document for the Councillor and CEO declaration, which has been used as the basis for the declaration to be signed by our Councillors. Given this is the first time such a declaration has been required to be made, it is considered that there are no other options able to be considered by Council as a means of complying with the Act or Regulations.

Having said that, information as to how the mandatory induction requirement was met and the additional topics covered by the induction program are identified in the declaration document to be signed by all Councillors and the CEO. This provides maximum transparency and accountability around how the induction requirements were met.

The induction program was supported by the provision of a hard and soft copy of a Councillor Induction Manual, to which copies of the presentations made during the induction program were provided to Councillors. An electronic Councillor portal was also created as a repository for all Council policies, strategies and documents, as well as providing access to the customer request portal to enable Councillors to raise and track requests for service on behalf of the community.

COMMUNITY ENGAGEMENT

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

No community engagement is required under the Act, regulations or Council's Community Engagement Policy for this administrative declaration.

However, many external authorities, experts and parties were invited to meet with the new Council and give presentations as part of the induction program to ensure the newly elected Council was exposed to as many issues and viewpoints.

POLICY CONSIDERATIONS

Council Plans and Policies

One of the foundations of the induction program has been a detailed outline of many Council policies to ensure compliance with a raft of legislation and with the particular procedures and requirements of Strathbogie Shire Council.

9.6 Councillor Induction Declaration (cont.)

These policies have included, but are not limited to:

- Strathbogie Shire Council Governance Rules
- Council Expense Policy
- Gifts, Benefits and Hospitality Policy
- Community Engagement Policy
- 2022-21 budget, Strategic Resource Plan and Financial Plan
- 2017-21 Council Plan
- Internal communication and protocols governing Councillor interactions with staff
- Records management and customer request policies and protocols
- Councillor Code of Conduct
- Fraud and Corruption Framework
- Audit and Risk Committee Charter
- Gender Equity Policy
- Public Interest Disclosures Policy
- Notice of Motion Best Practice Guidelines.

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 induction program has covered a broad range of issues including but not limited to:

- A presentation with Matthew Burns, CEO Taungurung Land and Waters Council on engagement and reconciliation with the traditional owners of land in the municipal district of the Council
- Presentations by two expert governance and council meeting lawyers in relation to key legislation relating to governance, role of Councillors/the Mayor, role of the CEO, managing conflict of interest and other important governance matters
- Presentation by an expert planning lawyer providing an overview of key planning and environment legislation and the role of Council as a Responsible Authority and a Planning Authority
- Presentation by Bronwyn Chapman of the Goulburn Broken Greenhouse Alliance regarding climate change and environmental issues and initiatives
- Three (3) workshops with Mosaic Lab regarding new deliberative community engagement requirements introduced by the State government relating to key strategic documents such as the Community Vision, Council Plan and Financial Plan.

9.6 Councillor Induction Declaration (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.

All mandatory requirements for the topics to be covered by the induction program prescribed by the Regulations have been met, which are:

- (a) the role of a Councillor, a Mayor and a Deputy Mayor
- (b) the role of a Chief Executive Officer
- (c) any practices, protocols or policies in relation to the interaction between members of Council staff and Councillors
- (d) the overarching governance principles and the supporting principles
- (e) the standards of conduct
- (f) misconduct, serious misconduct and gross misconduct
- (g) the internal arbitration process and the Councillor Conduct Panel process under Divisions 5 and 7 of Part 6 of the Act
- (h) engagement and reconciliation with the traditional owners of land in the municipal district of the Council
- (i) giving effect to gender equality, diversity and inclusiveness
- (j) any other matters relating to governance and integrity which the Chief Executive Officer has determined should be addressed.

It is therefore appropriate that Councillors now make the declaration that they have complied with the requirements of the Act and Regulations in relation to the completion of an induction requirement. It is noted that the induction program has been completed prior to the six-month deadline from the time the Affirmation of Office was taken by all our Councillors.

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 key purpose of this report, and the signing of the declaration at a formal Council meeting, is to maximise public transparency around the key topics covered by the Councillor induction program and to report to the community that Strathbogie Shire Council has complied with new legislative requirement around the induction of the new Council.

FINANCIAL VIABILITY CONSIDERATIONS

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

9.6 Councillor Induction Declaration (cont.)

The cost of the Councillor induction program has been met from within existing budget allocations in the 2020-21 budget. Wherever possible, content has been delivered by members of the Executive Leadership Team to minimise costs to Council and to ensure that issues and procedures particular to Strathbogrie Shire Council were covered.

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.

Issues relating to sustainability and the need for the Council to take action to manage and mitigate climate change, a new requirement of the 2020 Act, have been covered throughout the induction program.

An overview of economic, social and environmental issues and initiatives have also been covered throughout the five-month induction program.

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 delivery of a comprehensive weekly induction sessions has been the most intensive training program ever delivered at Strathbogrie Shire Council. Such a program was not only required to meet the mandatory requirements under new legislation, but also a necessity given the election of six out of seven new Councillors in October 2020.

The aim of the program was to provide a wide-ranging series of training sessions to ensure that Councillors could quickly adapt to their new roles, comprehend the complex environment in which they operate and understand their role as decision makers and advocates for the municipal community.

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 wide range of experts have assisted Officers in the delivery of the induction program. Part of the induction program was dedicated to three workshops with Mosaic Lab, a consultancy who has worked with the State government in the roll out of the deliberative engagement requirements of the new Act. These sessions have developed the foundation of a community engagement program for key strategic documents required to be developed by Council over the next twelve months.

HUMAN RIGHTS CONSIDERATIONS

The completion of the Councillor induction program has touched on a number of human rights issues and Council's role in adhering to these rights and their responsibilities as decision makers.

9.6 Councillor Induction Declaration (cont.)

Principles of freedom, respect, equality and dignity outlined by the *Charter of Human Rights and Responsibilities Act 2006*. Topics relevant to this Act that have been covered during the induction program include:

- recognition and equality before the law
- protection from degrading treatment
- privacy and reputation
- freedom of thought, conscience, religion and belief
- peaceful assembly and freedom of association
- protection of families and children
- taking part in public life
- cultural rights
- property rights
- fair hearing.

By addressing such issues, Councillors are more informed as to how to best strike a balance between people's rights and a need for public bodies to protect the broader public interest and achieve the best possible outcomes for the whole community.

CONCLUSION

Councillors have completed a very intensive induction program over the past five months. A broad range of issues, policies, legislation, roles and responsibilities have been covered over this time.

All requirements of the new Act and the Regulations have been met.

It is now appropriate that Councillors sign the requisite declaration that they have participated in and completed the induction program in front of the Chief Executive Officer using the template provided by Local Government Victoria.

ATTACHMENTS

Attachment 1: Individual Councillor declarations for signing and dating in the presence of the Chief Executive Officer

STRATHBOGRIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021.	
What constitutes misconduct, serious misconduct and gross misconduct under the <i>Local Government Act 2020</i> , as outlined in the new Councillor Code of Conduct.	
Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
Giving effect to gender equality, diversity and inclusiveness through an overview of Council's Gender Equity Policy by Executive Officers and viewing of material created by Local Government Victoria around gender equity.	

Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
Overview of all department functions, responsibilities, key legislation and key projects/initiatives delivered by the Executive Management Team.	
Overview of key Council policies and directives.	
Overview of the integrated strategic planning framework, including sound financial planning through presentations delivered by external experts and members of the Executive Leadership Team.	
Strategic and Statutory Planning 101 delivered by Council's Planning lawyer and Planning and Investment Manager.	
Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies delivered by members of the Executive Leadership Team.	
Audit and Risk Committee Charter and responsibilities delivered by members of the Executive Leadership Team, including a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee.	
Delegation instruments and how they work delivered by members of the Executive Leadership Team.	
Community Engagement Policy and Strategy delivered by members of the Executive Leadership Team.	
Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.	
Public interest disclosure policy and procedures delivered by members of the Executive Leadership Team.	
Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and others) delivered by members of the Executive Leadership Team.	
Meetings procedures, Governance Rules and good decision making workshop delivered by governance lawyers and members of the Executive Leadership Team.	
Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Christopher Raeburn (Mayor), representing the Honeysuckle Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGRIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021.	
What constitutes misconduct, serious misconduct and gross misconduct under the <i>Local Government Act 2020</i> , as outlined in the new Councillor Code of Conduct.	
Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
Giving effect to gender equality, diversity and inclusiveness through an overview of Council's Gender Equity Policy by Executive Officers and viewing of material created by Local Government Victoria around gender equity.	

Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
Overview of all department functions, responsibilities, key legislation and key projects/initiatives delivered by the Executive Management Team.	
Overview of key Council policies and directives.	
Overview of the integrated strategic planning framework, including sound financial planning through presentations delivered by external experts and members of the Executive Leadership Team.	
Strategic and Statutory Planning 101 delivered by Council's Planning lawyer and Planning and Investment Manager.	
Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies delivered by members of the Executive Leadership Team.	
Audit and Risk Committee Charter and responsibilities delivered by members of the Executive Leadership Team, including a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee.	
Delegation instruments and how they work delivered by members of the Executive Leadership Team.	
Community Engagement Policy and Strategy delivered by members of the Executive Leadership Team.	
Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.	
Public interest disclosure policy and procedures delivered by members of the Executive Leadership Team.	
Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and others) delivered by members of the Executive Leadership Team.	
Meetings procedures, Governance Rules and good decision making workshop delivered by governance lawyers and members of the Executive Leadership Team.	
Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Melanie Likos (Deputy Mayor) representing the Lake Nagambie Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021.	
What constitutes misconduct, serious misconduct and gross misconduct under the <i>Local Government Act 2020</i> , as outlined in the new Councillor Code of Conduct.	
Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
Giving effect to gender equality, diversity and inclusiveness through an overview of Council's Gender Equity Policy by Executive Officers and viewing of material created by Local Government Victoria around gender equity.	

Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
Overview of all department functions, responsibilities, key legislation and key projects/initiatives delivered by the Executive Management Team.	
Overview of key Council policies and directives.	
Overview of the integrated strategic planning framework, including sound financial planning through presentations delivered by external experts and members of the Executive Leadership Team.	
Strategic and Statutory Planning 101 delivered by Council's Planning lawyer and Planning and Investment Manager.	
Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies delivered by members of the Executive Leadership Team.	
Audit and Risk Committee Charter and responsibilities delivered by members of the Executive Leadership Team, including a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee.	
Delegation instruments and how they work delivered by members of the Executive Leadership Team.	
Community Engagement Policy and Strategy delivered by members of the Executive Leadership Team.	
Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.	
Public interest disclosure policy and procedures delivered by members of the Executive Leadership Team.	
Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and others) delivered by members of the Executive Leadership Team.	
Meetings procedures, Governance Rules and good decision making workshop delivered by governance lawyers and members of the Executive Leadership Team.	
Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Laura Binks, representing the Mount Wombat Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021.	
What constitutes misconduct, serious misconduct and gross misconduct under the <i>Local Government Act 2020</i> , as outlined in the new Councillor Code of Conduct.	
Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
Giving effect to gender equality, diversity and inclusiveness through an overview of Council's Gender Equity Policy by Executive Officers and viewing of material created by Local Government Victoria around gender equity.	

Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
Overview of all department functions, responsibilities, key legislation and key projects/initiatives delivered by the Executive Management Team.	
Overview of key Council policies and directives.	
Overview of the integrated strategic planning framework, including sound financial planning through presentations delivered by external experts and members of the Executive Leadership Team.	
Strategic and Statutory Planning 101 delivered by Council's Planning lawyer and Planning and Investment Manager.	
Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies delivered by members of the Executive Leadership Team.	
Audit and Risk Committee Charter and responsibilities delivered by members of the Executive Leadership Team, including a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee.	
Delegation instruments and how they work delivered by members of the Executive Leadership Team.	
Community Engagement Policy and Strategy delivered by members of the Executive Leadership Team.	
Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.	
Public interest disclosure policy and procedures delivered by members of the Executive Leadership Team.	
Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and others) delivered by members of the Executive Leadership Team.	
Meetings procedures, Governance Rules and good decision making workshop delivered by governance lawyers and members of the Executive Leadership Team.	
Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Reg Dickinson, representing the Lake Nagambie Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGRIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
Standards of conduct for Councillors, including two workshops to develop a new Councillor Code of Conduct adopted in February 2021.	
What constitutes misconduct, serious misconduct and gross misconduct under the <i>Local Government Act 2020</i> , as outlined in the new Councillor Code of Conduct.	
Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
Giving effect to gender equality, diversity and inclusiveness through an overview of Council's Gender Equity Policy by Executive Officers and viewing of material created by Local Government Victoria around gender equity.	

Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
Overview of all department functions, responsibilities, key legislation and key projects/initiatives delivered by the Executive Management Team.	
Overview of key Council policies and directives.	
Overview of the integrated strategic planning framework, including sound financial planning through presentations delivered by external experts and members of the Executive Leadership Team.	
Strategic and Statutory Planning 101 delivered by Council's Planning lawyer and Planning and Investment Manager.	
Fraud and Corruption framework and overview of the role and responsibilities of integrity agencies delivered by members of the Executive Leadership Team.	
Audit and Risk Committee Charter and responsibilities delivered by members of the Executive Leadership Team, including a meeting with community representatives and Internal Auditors that form the Audit and Risk Committee.	
Delegation instruments and how they work delivered by members of the Executive Leadership Team.	
Community Engagement Policy and Strategy delivered by members of the Executive Leadership Team.	
Deliberative engagement techniques for the development of strategic documents delivered by members of the Executive Leadership Team and Mosaic Lab through a series of workshops.	
Public interest disclosure policy and procedures delivered by members of the Executive Leadership Team.	
Overview of Councillor integrity and governance policies and procedures (including expenses, gifts and others) delivered by members of the Executive Leadership Team.	
Meetings procedures, Governance Rules and good decision making workshop delivered by governance lawyers and members of the Executive Leadership Team.	
Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Sally Hayes-Burke representing the Seven Creeks Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGRIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
Overarching governance principles and the supporting principles outlined by the <i>Local Government Act 2020</i> covered by presentations by Council's governance lawyers (two workshops) and members of the Executive Leadership Team.	
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Internal arbitration process and the Councillor conduct process, facilitated by the development of the new Councillor Code of Conduct.	
Engagement and reconciliation with the traditional owners of land in the municipal district of the Council through a presentation from Matthew Burns, CEO Taungurung Land and Water Council.	
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Any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed are listed below.	
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Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Kristy Hourigan, representing the Seven Creeks Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

STRATHBOGRIE SHIRE COUNCIL

Councillor Declaration 2020/21

Completion of Councillor Induction Training

Under the *Local Government (Governance and Integrity) Regulations 2020* there are prescribed components of Councillor Induction Training that Councillors are required to undertake and any other matters relating to governance and integrity which the Council's Chief Executive Officer has determined should be addressed.

This form is a declaration by Councillors of completion of the induction components listed below.

Councillor Induction topic	Completed (tick)
The role of a Councillor, a Mayor and a Deputy Mayor covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
The role of the Chief Executive Officer covered on several occasions by Council's governance lawyers and members of the Executive Leadership Team.	
Practices, protocols or policies in relation to the interaction between Council staff and Councillors covered on several occasions by members of the Executive Leadership Team.	
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Recognising and managing conflicts of interest delivered by governance lawyers and members of the Executive Leadership Team over a number of sessions.	
Managing and mitigating climate change delivered by Bronwyn Chapman from the Goulburn Broken Greenhouse Alliance and Council's Environment and Waste Coordinator.	
Overview of capital project planning and delivery framework.	
Customer service initiatives and logging requests on behalf of the community on the Councillor Portal.	

Councillor Declaration

I make the following declaration:

I, Councillor Paul Murray, representing the Hughes Creek Ward of Strathbogie Shire Council

DECLARE as follows:

I declare that my statement is true and correct, that I have completed all the above mandatory training components of councillor induction training as ticked above.

.....

18 May 2021

CEO Declaration

I, Julie Salomon, Chief Executive Officer of Strathbogie Shire Council affirm that the Councillor Induction Training has been completed in accordance with the Local Government Act 2020 and the Local Government (Governance and Integrity) Regulations 2020 and sign this document in the presence of the Councillor making the declaration:

.....

18 May 2021

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke

Author: Policy Research and Councillor Support Officer

Responsible Director: Executive Manager of Governance and Customer Service

EXECUTIVE SUMMARY

As per the Council Expenses Policy, Councillors are entitled to claim training and development and conference attendance expenses of up to \$1,500 per financial year to participate and complete reputable industry programs that may assist in their performance of duties and responsibilities as representatives for Local Government. Any request for training and conference expenses exceeding this annual allowance must be subject to a Council resolution under section 17.2 of the Council Expenses Policy.

In February 2021, Councillor Sally Hayes-Burke expressed her desire to participate in a training and development program to accelerate and expand her knowledge, skills and professional development in her role as a Councillor.

Councillor Hayes-Burke has commenced a series of executive coaching and mentoring coaching sessions with Ruth McGowan Pty Ltd, at a total cost of \$3,900. Councillor Hayes Burke has not yet used any of her individual training allowance for this financial year and is therefore seeking an additional contribution from Council of \$2,400. An invoice has been received from Ruth McGowan Pty Ltd for the initial payment of \$1,500 for this financial year, which is in the process of being paid.

Councillor Hayes-Burke is aware that given her course has already commenced, should additional funding not be provided by Council that these expenses will need to be met by her.

RECOMMENDATION

That Council:

- 1. Endorse the provision of an additional \$2,400 of training funding to Councillor Sally Hayes-Burke for participation in executive and mentoring coaching by Ruth McGowan Pty Ltd; and***
- 2. Receive a written report from Councilor Sally Hayes-Burke upon completion of the upon the completion of the program as required by section 17.2 of the Council Expenses Policy identifying the key issues discussed, issues of relevance to the Shire and the community benefit gained by the completion of the course.***

PURPOSE AND BACKGROUND

The Local Government Act 2020 (the Act) recognises that Councillors must undertake professional development if they are to meet the requirements of providing leadership and good governance for the municipal community.

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke (cont.)

The Council Expenses Policy provides guidance for how requirements of the Act around providing appropriate support for Councillors in their duties and meeting expenses related to Council business are to be governed and reported to ensure accountability and public transparency.

Section 17 of the Policy relates to Conference and Training Expenses. It states that an allocation for training and conferences of \$1,500 will be provided to Councillors each financial year.

There is an ability for a Councillor to apply for funds over and above this amount subject to the completion of a request form and a Council resolution. If approved, the Councillor must also prepare a report for consideration by Council at the end of the conference/training around what was learnt, what is of relevance to the Shire and how the community have benefitted from their participation.

Councillor Hayes-Burke has completed the required Councillor Conference and Training Attendance Form required by the policy and which is attached to this report.

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.

Councillors have a duty under the Act and the Councillor Code of Conduct to have the skills and knowledge to be effective leaders and decision makers on behalf of the municipal community of Strathbogie Shire.

The provider for Councillor Hayes-Burke's training, Ruth McGowan Pty Ltd, has been accredited by the International Coaching Federation. As a trainer, Ms McGowan is also a member of the Institute of Learning Professionals and is bound by a professional code of ethics.

Councillor Hayes-Burke outlines the following community benefits from her participation in the course:

Ruth's programs are designed to complement Council's induction training. An investment in these tailored programs will support the efforts of Council to help councillors develop the leadership skills needed to thrive in public office.

As a result of this professional development, Councillors will be able to: "As a respected and experienced Councillor coach, I support councillors to master the politics in the chamber and beyond. An investment in professional coaching complements the induction and on-boarding programs provided by council CEOs and governance Managers." (quote from Ruth McGowan Pty Ltd's course outline).

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke (cont.)

It should be noted that Councillor Hayes-Burke has commenced participation in her course due to the timeliness of applications and program facilitation. Should her applications for training and conference expenses be refused, the balance of costs exceeding the annual \$1,500 threshold would need to be privately funded and Councillor Hayes-Burke is aware of this requirement.

COMMUNITY ENGAGEMENT

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

There has not been any external consultation involved in the preparation of this report as the subject matter relates to an operational matter and compliance with the Council Expenses Policy.

POLICY CONSIDERATIONS

Council Plans and Policies

Councillor Hayes-Burke's expense requests is being submitted for formal review according to the Council Expenses Policy 2019, Part 3, section 17, Conference and Training Expenses.

In accordance with section 17.2 of the Council Expenses Policy, all professional development expenditure should always be tested against the following criteria:

- Is it directly relevant to the councillor's role?
- Will the learning take place and be utilised during the councillor's term of office?
- Is it in the interest of the community?
- Is there sufficient budget allocation by Council?
- Demonstrated public benefit as distinguished from private benefit.

Councillor Hayes-Burke formally submitted a request form to participate in a program that will be facilitated by Ruth McGowan that commenced in February 2021.

While the request for training and development expenses has been formally submitted for review, it is important to note that Councillor Hayes-Burke has already commenced her course due to the program timing, limited numbers or participants allocated in each program, as well as the limited options to participate on an annual basis.

While the policy states that applications must be made prior to commencement of the training/conference, given the timing of the course enrolment deadlines and the need for Councillors to complete the requisite paperwork to support their application for additional funding, this report was unable to be prepared prior to commencement. It is considered there were exceptional circumstances that apply in these instances given the new Council was only sworn in on 17 November 2020 and there was insufficient time and information to prepare a report for the January 2021 meeting.

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke (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.

Participation in training and development is consistent with the objectives and requirements of the Local Government Act 2020.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9, part 2, division 6, part 41 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 8 of the *Local Government Act 2020* (the Act) states that the role of a council is to provide leadership and good governance for the municipal district for the benefit and wellbeing of the municipal community. It must adhere to, and implement, the Overarching Governance Principles and supporting principles outlined in section 9 of the Act in its day to day operations and decision making.

To successfully undertake their role as required under the Act, Councillors need the support of the organisation, along with access to resources and facilities.

Section 39 of the Act outlines provisions for allowances for the mayor, deputy mayor and councillors.

Section 40 of the Act states that council must reimburse a councillor or member of a delegated committee for out-of-pocket expenses if they:

- are bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Reporting of Councillor expenses relating to training and conference attendance will be reported to the Audit and Risk Committee prior to publication on Council's website in accordance with Council's Public Transparency 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.

Transparency

One of the overarching governance principles in section 66 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke (cont.)

Section 57 of the Act requires Council to adopt a Public Transparency Policy to give effect to the public transparency principles outlined under section 58. This policy was adopted in 2020 and states that Councillor expenses, including training and conference expenses, will be published on the Shire's website after being reviewed and noted by the Audit and Risk Committee each quarter.

The purpose of this report is to present all relevant information in an open and transparent context for decision-makers to review and consider. Council encourages and supports Councillors to pursue development and training opportunities to benefit them in performing their role and duties, so long as this is formally requested and adhered to the Council Expenses Policy.

It is noted that the Council Expenses Policy requires Councillors to report back to the community, via a Council report, of the learnings gained from participation in the training and how it benefits the Strathbogie Shire 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.

The budget allocation for Councillor training and development was increased for the 2020-21 financial year due to the need to induct the new Council following the 2020 general election.

The additional funding sought by Councillor Hayes-Burke would be met from this existing budget allocation if approval is granted by Council.

SUSTAINABILITY CONSIDERATIONS

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

There are no direct sustainability implications arising out of this report with the exception of noting that both courses are delivered online and therefore do not require additional travel costs.

Climate change

The programs offered by Ruth McGowan Pty Ltd and Small Giants Academy programs are expected to include aspects of climate change and how to discharge Councillor responsibilities under the Act in relation to its management and mitigation.

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 Act requires Councillors to continue professional development throughout their term, which is one of the means through which Councillors achieve the goal of continuous improvement and innovative thinking.

9.7 Councillor Training and Development Expense Request – Councillor Sally Hayes-Burke (cont.)

COLLABORATION

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

Participation in external training programs provides Councillors with the opportunity to develop networks and relationships with other Councillors and executives, which may lead to further collaboration in the future.

HUMAN RIGHTS CONSIDERATIONS

There are no significant implications arising from this report in relation to the *Charter of Human Rights and Responsibilities Act 2006* aside from the prospect that participation in further professional development will deepen knowledge around providing people with a fair hearing, respect, equality and dignity and how Councillors can make decisions that are in accordance with human rights principles.

CONCLUSION

The Councillors requesting additional funding for training and development have met the documentary requirements of the Council Expenses Policy.

Should the additional funding be approved by Council, compliance with all reporting aspects of the Policy will be monitored, including reporting of expenses through quarterly reports to the Audit and Risk Committee, and on Council's website, along with a final report at the conclusion of the courses to explain what community benefit has been gained.

ATTACHMENTS

Attachment 1: Council training and development request form by Councillor Sally Hayes-Burke on 17 March, 2021

Attachment 2: Master the Politics - Brochure for training and development program by Ruth McGowan Pty Ltd, being undertaken by Councillor Sally Hayes-Burke

ATTACHMENT 1:



**Councillor Conference & Training
Attendance Form**

Councillors must complete this form prior to attending any conferences if no Council resolution is required for the event

What is the event?
Executive coaching and Mentoring
When is the event?
It runs monthly for 7 months
What is the cost to the organisation for your attendance at the event?
900 in addition to Councillor PD allowance per annum
Are you receiving any complimentary items (for example tickets to the event)?
no
Is accommodation and travel required? If yes, please provide details as to how many nights and the mode of travel (eg plane, train, private car, Council vehicle).
No – all meetings are virtual
What is the community benefit gained from you attending this event?
<p>Executive coaching and mentoring is designed to support high achieving individuals as they meet the challenges of stepping into a council leadership role. By the nature of their role, there will be times when a Councillor may face obstacles that require advice and support in order to professionally negotiate the challenges.</p> <p>Coaching clients value having an independent sounding board of someone who has 'been there done that', with expertise in the role requirements of a Councillor, a knowledge of good governance and how to be politically savvy. Through regular coaching sessions, Ruth helps Councillors keep focused on their goals for their term in public office and support a healthy work/life balance. She has supported many Mayors and Councillors to address difficult and challenging situations in their role as elected officers. Ruth's support is suitable for self-aware, high achieving individuals who wish to continue excellence in their leadership, and build their 'political savvy'.</p> <p>The outcome of coaching is a Councillor who is effectively supported to grow as a more effective community leader and communicator. The resulting transformation has flow-on effects to the council organisation and community. Research has found organisations that employ coaches for executive leaders have a considerable return on investment of at least 7:1.</p>

Accreditation

Ruth's professional coaching training was accredited by the International Coaching Federation, the 'gold standard' for coaching professionals and she is a member of the Institute of Learning Professionals. As such she is bound by a professional code of ethics. Her support is engaging, discreet and practical. With absolute confidentiality, Ruth works with her clients to help them meet their goals and supports them to make a real and lasting difference in their life.

As a result of this professional development, Councillors will be able to:

- Build positive political skills rather than negative 'game-playing'
- Develop stronger relationships, influence and networks with key stakeholders
- Help lift Councillors out of the operational into strategic thinking
- Enhance time management
- Build resilience in a stressful role and reduce frustration
- Develop leadership skills
- Nurture a culture of respectful and inclusive behavior
- Emphasise good governance
- Develop strong peer support and trusting networks across the sector
- Get more impact from Council investment in Councillor training and development

Benefits for the Council

Ruth's programs are designed to complement Council's induction training. An investment in these tailored programs will support the efforts of Council to help councillors develop the leadership skills needed to thrive in public office. As a result of this professional development, Councillors will be able to: "As a respected and experienced Councillor coach, I support councillors to master the politics in the chamber and beyond. An investment in professional coaching complements the induction and on-boarding programs provided by council CEOs and governance Managers." Ruth McGowan

ATTACHMENT 2:



Ruth McGowan

Professional support for new councillors and council teams

➤

A new program designed especially for newly elected councillors, to fast track mastery of the skills needed as an elected official. The result is happier councillors, a more collaborative council leadership team and better outcomes for the community.

Experienced councillor coach, Ruth McGowan is offering a unique group coaching program with the aim of creating a safe place for much-needed conversations about the art and science of positive politics.

**Master
The
Politics**

Ruth's coaching supports councillors to:

- **Navigate the first few months of being a new councillor**
- **Understand and avoid the pitfalls**
- **Have complex processes demystified**
- **Achieve the outcomes you have been elected on.**

Ruth McGowan has an accomplished reputation as a past Mayor and Councillor and trained as an accredited coach with the International Coaching Federation. She totally understands what new councillors need to do to not just survive their first year on council, but grow to thrive and get good outcomes for their community.

Ruth's focus is on assisting councillors get clarity on what they can practically achieve over a four year term. As a coach she helps councillors build the skills they need to successfully communicate their vision and collaborate with others to get it done.



Ruth's focus is on assisting councillors - newly elected and returning - get clarity on what they can practically achieve over a four year term.

Why Ruth works with new council teams?

Once the euphoria of getting elected fades, many new councillors realise that being on council is not all that they thought it would be.

For most new councillors, the first year can be a shock. Despite good intentions, loads of enthusiasm and a comprehensive council induction program, many councillors become disillusioned about their ability to make a difference. The relentless pressure, expectations and time commitment can come as a surprise. Others are taken aback by 'the politics' and the 'games that go on behind closed doors'.

Frustration builds if councillors don't feel they are being listened to or that their opinions don't matter. Often it can turn into anger and may be disruptive.

I not only hear this a lot, I totally get it and remember feeling similar when I was first elected. Nobody explained to me the way 'the politics' worked. I had to learn the hard way, using all my skills and expertise to meet the challenges of being a young, non-aligned woman councillor in an all-male chamber. My second time around on council I was a lot more savvy – and effective.

Now, as an experienced, trusted councillor coach, I help other councillors to understand and practice positive politics.



How my programs help?

Ruth provides support to:

- Facilitate better conversations through induction workshops designed to help Councillors and Executives , work respectfully together to deliver positive change for their community. Ruth creates the space for brave conversations about leadership, desired behaviour and culture.
- Train councillors in how to develop their personal strategic plan on a page for their coming term. This sets them up to align their goals and aspirations with the council plan. Includes communication, performance and well-being goals.
- Coach new councillors in a small group program. Councillors learn the 'soft skills' needed to perform effectively in the role. They will join like-minded peers (from different councils) in fortnightly intervals in the first quarter of their term. On this coaching journey they will learn in a safe, supportive environment how to master the skills needed to manage relationships with councillors, council staff, constituents, and the expectations within each of these three areas.
- Mentor high achieving Mayors who could benefit from extra support to take the bold steps needed to lead through challenging times.



Ruth's knowledge of the complex role of a Councillor and understanding of the political environment, are key in her ability to support and train new Councillors. Her professional coaching support helped me manage difficult times on council.

I recommend Ruth McGowan to any Council as an experienced and knowledgeable advocate for Local Government and a skilled trainer and supporter of new Councillors as they navigate the trials and understandings of Local Government and the social and political world they have stepped into.

Mayor.

Professional development for new and returning councillors online programs in 2020-2021

Program	Who for	When	Professional Development Investment (+GST)
1. My Term Vision on a Page Design your personal strategic plan for the next four years, set clear priorities to align with your council plan. Achieve the goals you campaigned on.	New and Returning Councillors	Two options to attend. Either 20th Nov or 7th Dec 90 minute lunch-time webinar includes a digital workbook for Term on a Page	\$99 pp
2. Facilitation to forge respectful relationships For council teams (Councillors, CEO, EMT)	Council leadership team	Late 2020 – early 2021 Half day or full day workshop facilitation, on-site* or by zoom	Enquire for package to suit your council's needs
3. Set yourself up to achieve Small Group Coaching for new Councillors through peer-group learning	New Councillors (Max size 5 Councillors) Single or mixed gender groups available	Commences January 2021 Begin with a 90 minute one-to-one individual coaching session to identify barriers and set goals – then 6, fortnightly 90 min sessions+	\$3,900 pp
4. Master the role Personal and individual coaching program for new Councillors who need one-to-one support	New Councillors	Commences January 2021 90 minute initial workshop to identify barriers and set goals Then either 4, 6 or 10 monthly, 1-hour sessions+	Enquire for package to suit Councillor's needs
5. Don't waste your second shot Personal coaching program	Returning Councillors	Commences January 2021 90 minute initial workshop to identify barriers and set goals Then either 4, 6 or 10 monthly, 1-hour sessions+	Enquire for package to suit Councillor's needs
6. Make a difference, leave a legacy Personal coaching program to enhance the Mayor's ability to perform and achieve goals over their term.	Mayors	Commences December 2020 and January 2021 90 minute initial workshop to identify barriers and set goals Then either 4, 6 or 10 monthly, 1-hour sessions+	Enquire for package to suit the Mayor's needs

*COVID permitting

+ Session times will be held at a time that suits the group.

**Master
The
Politics**

What others have said about Ruth's Coaching

Ruth is a knowledgeable and inspirational trainer. I learned about boosting my political savvy, pitching to stakeholders, and LinkedIn tips. And it was empowering to know that I'm not alone in my experiences and thoughts on LG and the difficulties some people have with working with smart, ambitious women!!

Workshop participant

I'm so grateful for Ruth's support when I was starting out on my council and combining the role with motherhood. It made a huge difference at a time where I was going through some big life changes. I'm really positive about how I sought out some assistance and now I spruik the benefits of coaching and mentorship to all new councillors.

New Councillor

As an experienced Councillor and Mayor I have often witnessed the sheer terror, confusion and disbelief new Councillors feel at the enormity of knowledge needed to be an effective representative. Early training and support are vital in a Councillor's ability to understand and cope with the myriad of issues and personal challenges they face in the important first few months of service to their community.

As a coach working with new councillors, Ruth's support would not only benefit the Councillor, but also the Council, as they would get more independent, confident and reliable decision making in a shorter time.

Cr Pam Clarke, OAM.

The insights, skills and knowledge gained during my sessions with Ruth were invaluable during my Mayoral term. I only wish I had undertaken the training earlier in my four year term. She guides discussions around taking a practical and principled approach to being an effective Councillor.

Mayor

Ruth delivered a great online workshop on 'perfecting your political prowess'. We really appreciated the effort she made to understand our needs, her adaptability in delivery, the depth of the content and the practicality, plus she is engaging and calm under pressure. All in all, very happy to have worked with Ruth.

Libraries Victoria



About Ruth

Ruth McGowan OAM provides expert consulting advice on leadership, gender equality, political intelligence, and political campaigning. As a former Mayor, she helped lead her community through the 2009 Black Saturday bushfire disaster. Ruth's leadership and volunteer contribution were honoured with a National Emergency Medal and an Order of Australia Medal.

Contact

Ruth McGowan Pty Ltd

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9.8 Councillor Training and Development Expense Request – Councillor Laura Binks

Author: Policy Research and Councillor Support Officer

Responsible Director: Executive Manager of Governance and Customer Service

EXECUTIVE SUMMARY

As per the Council Expenses Policy, Councillors are entitled to claim training and development and conference attendance expenses of up to \$1,500 per financial year to participate and complete reputable industry programs that may assist in their performance of duties and responsibilities as representatives for Local Government. Any request for training and conference expenses exceeding this annual allowance must be subject to a Council resolution under section 17.2 of the Council Expenses Policy.

In February 2021, Councillor Laura Binks expressed her desire to participate in a training and development program to accelerate and expand her knowledge, skills and professional development in her roles as a Councillor.

Councillor Binks, after receiving a \$2,500 scholarship to complete a Mastery of Business and Empathy with the Small Giants Academy, is seeking approval for Council to contribute the remaining \$7,500 of the course fee. Councillor Binks has used \$590 of her \$1,500 for the 2020-21 financial year to attend the Australian Local Government Women's Association of Victoria Conference, which was held on 30 April – 1 May 2021 leaving a balance of \$910. This means Cr Binks is requesting additional funding of \$6,590 towards the Mastery of Business and Empathy course.

Councillor Binks is aware that given her training and development course has already commenced, should additional funding not be provided by Council that these expenses will need to be met by her.

RECOMMENDATION

That Council:

- 1. Endorse the provision of an additional \$6,590 of training funding to Councillor Laura Binks for participation in the Mastery of Business and Empathy with the Small Giants Academy; and***
- 2. Receive a written report from Cr Laura Binks upon the completion of the Mastery of Business and Empathy as required by section 17.2 of the Council Expenses Policy identifying the key issues discussed, issues of relevance to the Shire and the community benefit gained by the completion of the course.***

9.8 Councillor Training and Development Expense Request – Councillor Laura Binks (cont.)

PURPOSE AND BACKGROUND

The Local Government Act 2020 (the Act) recognises that Councillors must undertake professional development if they are to meet the requirements of providing leadership and good governance for the municipal community.

The Council Expenses Policy provides guidance for how requirements of the Act around providing appropriate support for Councillors in their duties and meeting expenses related to Council business are to be governed and reported to ensure accountability and public transparency.

Section 17 of the Policy relates to Conference and Training Expenses. It states that an allocation for training and conferences of \$1,500 will be provided to Councillors each financial year.

There is an ability for a Councillor to apply for funds over and above this amount subject to the completion of a request form and a Council resolution. If approved, the Councillor must also prepare a report for consideration by Council at the end of the conference/training around what was learnt, what is of relevance to the Shire and how the community have benefitted from their participation.

Councillor Binks has completed the required Councillor Conference and Training Attendance Form required by the policy which is attached to this report.

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.

Councillors have a duty under the Act and the Councillor Code of Conduct to have the skills and knowledge to be effective leaders and decision makers on behalf of the municipal community of Strathbogie Shire.

Upon application, Councillor Binks has been offered a placement at the Small Giants Academy, a not-for-profit education initiative based in Melbourne to participate and complete a course in a Mastery of Business and Empathy (MBE) for a nine-month duration with online delivered curriculum. It is noted that the Mastery of Business and Empathy is not an accredited course by national bodies such as the Australian Skills Quality Accreditation (ASQA), CPA Australia or the Australian qualification Framework (AQF).

Councillor Binks outlines the following community benefits from her participation in the course:

Participating in this year long course will undoubtedly increase my skills as a community focused leader. Developed in partnership with global champions across disciplines, the MBE reinvents and extends the traditional MBA. The program equips leaders with a renewed and regenerative understanding of leadership, including the tools, strategies, and philosophies to successfully lead a purposeful organisation and chart a hopeful, galvanising vision for the future. I know what I learn will immensely benefit my role as a councillor for Strathbogie Shire Council and am excited to be a participant in this program right at the outset of my council term.

9.8 Councillor Training and Development Expense Request – Councillor Laura Binks (cont.)

It should be noted that Councillor Binks has commenced participation in her courses due to the timeliness of applications and program facilitation. Should her application for training and conference expenses be refused, the balance of costs exceeding the annual \$1,500 threshold would need to be privately funded and Councillor Binks is aware of this requirement.

COMMUNITY ENGAGEMENT

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

There has not been any external consultation involved in the preparation of this report as the subject matter relates to an operational matter and compliance with the Council Expenses Policy.

POLICY CONSIDERATIONS

Council Plans and Policies

Councillor Binks' expense request is being submitted for formal review according to the Council Expenses Policy 2019, Part 3, section 17, Conference and Training Expenses.

In accordance with section 17.2 of the Council Expenses Policy, all professional development expenditure should always be tested against the following criteria:

- Is it directly relevant to the councillor's role?
- Will the learning take place and be utilised during the councillor's term of office?
- Is it in the interest of the community?
- Is there sufficient budget allocation by Council?
- Demonstrated public benefit as distinguished from private benefit.

Councillor Binks formally submitted a request form to participate in a Mastery of Business and Empathy, a program that will be facilitated online by Small Giants Academy which commenced in February 2021.

While the request for training and development expenses has been formally submitted for review, it is important to note that Councillor Binks has already commenced her course due to the program timing, limited numbers or participants allocated in each program, as well as the limited options to participate on an annual basis.

While the policy states that applications must be made prior to commencement of the training/conference, given the timing of the course enrolment deadlines and the need for Councillors to complete the requisite paperwork to support their application for additional funding, this report was unable to be prepared prior to commencement. It is considered there were exceptional circumstances that apply in these instances given the new Council was only sworn in on 17 November 2020 and there was insufficient time and information to prepare a report for the January 2021 meeting.

9.8 Councillor Training and Development Expense Request – Councillor Laura Binks (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.

Participation in training and development is consistent with the objectives and requirements of the Local Government Act 2020.

LEGAL CONSIDERATIONS

One of the overarching governance principles in section 9, part 2, division 6, part 41 of the *Local Government Act 2020* is that Council decisions are to be made and actions taken in accordance with the relevant law.

Section 8 of the *Local Government Act 2020* (the Act) states that the role of a council is to provide leadership and good governance for the municipal district for the benefit and wellbeing of the municipal community. It must adhere to, and implement, the Overarching Governance Principles and supporting principles outlined in section 9 of the Act in its day to day operations and decision making.

To successfully undertake their role as required under the Act, Councillors need the support of the organisation, along with access to resources and facilities.

Section 39 of the Act outlines provisions for allowances for the mayor, deputy mayor and councillors.

Section 40 of the Act states that council must reimburse a councillor or member of a delegated committee for out-of-pocket expenses if they:

- are bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
- are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

Reporting of Councillor expenses relating to training and conference attendance will be reported to the Audit and Risk Committee prior to publication on Council's website in accordance with Council's Public Transparency 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.

Transparency

One of the overarching governance principles in section 66 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured.

9.8 Councillor Training and Development Expense Request – Councillor Laura Binks (cont.)

Section 57 of the Act requires Council to adopt a Public Transparency Policy to give effect to the public transparency principles outlined under section 58. This policy was adopted in 2020 and states that Councillor expenses, including training and conference expenses, will be published on the Shire's website after being reviewed and noted by the Audit and Risk Committee each quarter.

The purpose of this report is to present all relevant information in an open and transparent context for decision-makers to review and consider. Council encourages and supports Councillors to pursue development and training opportunities to benefit them in performing their role and duties, so long as this is formally requested and adhered to the Council Expenses Policy.

It is noted that the Council Expenses Policy requires Councillors to report back to the community, via a Council report, of the learnings gained from participation in the training and how it benefits the Strathbogie Shire 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.

The budget allocation for Councillor training and development was increased for the 2020-21 financial year due to the need to induct the new Council following the 2020 general election.

The additional funding sought by Councillor Binks would be met from this existing budget allocation if approval is granted by Council.

SUSTAINABILITY CONSIDERATIONS

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

There are no direct sustainability implications arising out of this report with the exception of noting that both courses are delivered online and therefore do not require additional travel costs.

Climate change

The programs offered by Ruth McGowan Pty Ltd and Small Giants Academy programs are expected to include aspects of climate change and how to discharge Councillor responsibilities under the Act in relation to its management and mitigation.

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 Act requires Councillors to continue professional development throughout their term, which is one of the means through which Councillors achieve the goal of continuous improvement and innovative thinking.

9.8 Councillor Training and Development Expense Request – Councillor Laura Binks (cont.)

COLLABORATION

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

Participation in external training programs provides Councillors with the opportunity to develop networks and relationships with other Councillors and executives, which may lead to further collaboration in the future.

HUMAN RIGHTS CONSIDERATIONS

There are no significant implications arising from this report in relation to the *Charter of Human Rights and Responsibilities Act 2006* aside from the prospect that participation in further professional development will deepen knowledge around providing people with a fair hearing, respect, equality and dignity and how Councillors can make decisions that are in accordance with human rights principles.

CONCLUSION

The Councillors requesting additional funding for training and development have met the documentary requirements of the Council Expenses Policy.

Should the additional funding be approved by Council, compliance with all reporting aspects of the Policy will be monitored, including reporting of expenses through quarterly reports to the Audit and Risk Committee, and on Council's website, along with a final report at the conclusion of the courses to explain what community benefit has been gained.

ATTACHMENTS

Attachment 1: Councillor training and development request form submitted by Councillor Laura Binks on 21 February, 2021

Attachment 2: Mastery of Business & Empathy - Brochure for training and development program by Small Giants Academy, being undertaken by Councillor Laura Binks

ATTACHMENT 1:

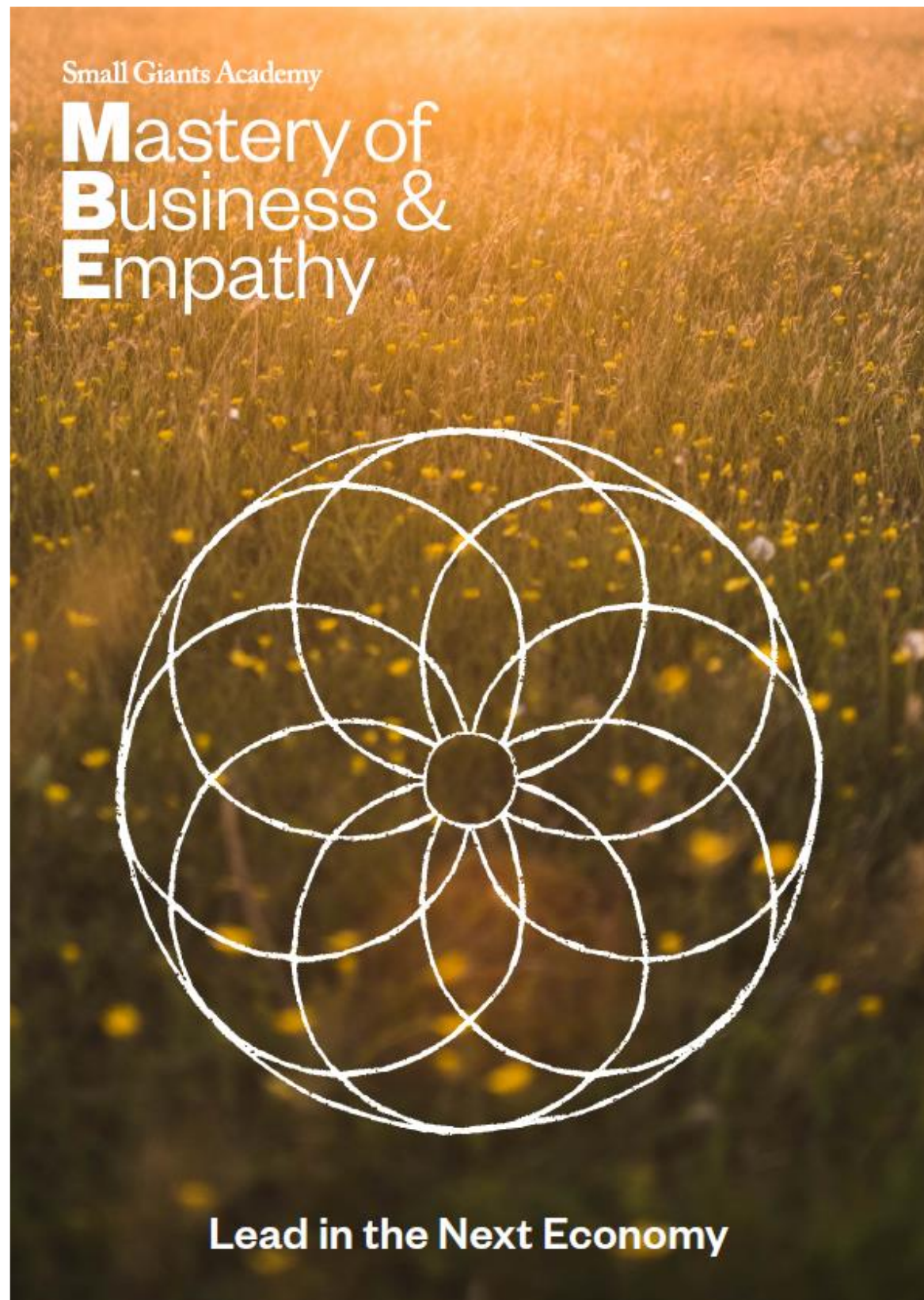
Councillor Conference & Training Attendance Form



Councillors must complete this form prior to attending any conferences if no Council resolution is required for the event

What is the event?
Masters of Business and Empathy - https://www.smallgiants.com.au/mbe After a rigorous application process, I have been offered 1 of 30 places in the 2021 cohort.
When is the event?
A year long course commencing February 26th 2021 Completion November 28th 2021
What is the cost to the organisation for your attendance at the event?
\$7,500 I was awarded a 25% scholarship and offered a reduced fee position. \$12,500 full fee, \$10,000 reduced fee, \$2,500 covered by scholarship
Are you receiving any complimentary items (for example tickets to the event)?
I was awarded a \$2,500 scholarship. This was done through an application and assessment process, so not complimentary but awarded to me based on my application.
Is accommodation and travel required? If yes, please provide details as to how many nights and the mode of travel (eg plane, train, private car, Council vehicle).
The course has been designed to be delivered online, every Thursday evening 6-9pm, with some Friday-Sunday retreat weekends also online. At this stage, the whole course will be delivered online with the potential to meet up once or twice during the year, Covid willing. If travel were required, it would be within Victoria and most likely in the Melbourne and surrounds area. I would most likely drive my own vehicle.
What is the community benefit gained from you attending this event?
Participating in this year long course will undoubtedly increase my skills as a community focused leader. Developed in partnership with global champions across disciplines, the MBE reinvents and extends the traditional MBA. The program equips leaders with a renewed and regenerative understanding of leadership, including the tools, strategies, and philosophies to successfully lead a purposeful organisation and chart a hopeful, galvanising vision for the future. I know what I learn will immensely benefit my role as a councillor for Strathbogie Shire Council and am excited to be a participant in this program right at the outset of my council term.

ATTACHMENT 2:



**Are you a creator, dreamer, outlier and leader?
Are you looking for an empowering learning experience
that expands your horizons, builds meaningful
connections, and deepens your impact in the world?**

**Join us as we collectively redesign, reimagine,
restore and renew the world.**

Developed in partnership with global champions across disciplines, the MBE reinvents and extends the traditional MBA. The program equips leaders with a renewed and regenerative understanding of leadership, including the tools, strategies and philosophies to successfully lead a purposeful organisation.

We will explore the role of community and culture, the power of storytelling and communication, the magic of operations and governance, the complexity of decision making and strategy, the potential of finance and reporting, and the critical importance of imagination and creativity. Of course, despite the global nature of the challenges we face, the change we seek begins with ourselves. As such, the MBE is framed around an understanding of the Good Society and the Good Life, including the role of ethics, justice, ecology and the meaning of life itself.

We are seeking intrepid explorers who are ready to lead purposeful organisations that benefit people and the planet. We are seeking courageous leaders who imagine new futures and actively seek to remake the world.

The MBE is a transformative opportunity to delve into our inner lives, to learn regenerative leadership practices, and to develop life-long connections.

Join the MBE and learn to lead in the Next Economy.

About the Program

People

The MBE program is targeted at leaders from business, social enterprise and civil society who are conscious of our urgent social and economic context. We are seeking the global stewards of the Next Economy; those who are ready to use their power to shepherd in a safe and just economic paradigm for humanity. We have no formal pre-requisites and base our application process on diversity, lived experience and vision for the Next Economy. We are searching for those seeking a unique peer-to-peer learning experience rather than top-down lectures and traditional accreditations. We actively seek a diversity of ages, backgrounds and experiences.

Structure

The MBE is a 9-month program for up to 40 people, running from late February to November 2021, with each content module held virtually via Zoom. Each content module will be split into four or five parts, with 2-3 hours of contact time per week. Our time together will include guest faculty sessions, case studies and group work. Participants can expect an immersive, participatory and peer-to-peer driven experience. There will be a pre-reading pack shared for each module and participants will complete projects and reflections outside our contact hours.

Faculty

The MBE is facilitated by the Small Giants Academy, led by our CEO Mele-Ane Havea, Head of Programs Eleanor Gammell, Head of Strategy Kaj Lofgren, and co-founder and Chair Danny Almagor. The program also draws on a leading global network of guest faculty.

Small Giants Academy

The MBE is hosted and facilitated by the Small Giants Academy, a nonprofit media and education initiative. We make podcasts, write essays, run masterclasses, deliver courses, and activate our community around projects and initiatives. Our vision is for a just and inclusive transition to an economy that supports human flourishing while living in harmony with the natural world. We explore what it takes to lead with empathy and towards the next economic paradigm. Our belief in both inner transformation and systemic change guides everything we do.

So what is the Next Economy?

The root meaning of the word 'economy' is "the art of household management." If we see the context of the planet as our household, then our economy should account for so much more than profits and GDP growth.

We live in an historic moment of turmoil, transition and opportunity: a climate and biodiversity emergency threatens the planet, our world remains a vastly unequal place, and a pandemic has taken lives, livelihoods and caused the greatest economic rupture since the Great Depression. Within this period of great change, we seek to explore better ways to manage this incredible household of ours.

History tells us that in moments of great uncertainty and pain, extraordinary progress can be born. It is increasingly apparent that we are in the midst of an economic transition, from an unsustainable model of neoliberal economics to something new. It is a time for bold leadership. Our vision for the Next Economy is one that supports human flourishing while living in harmony with the natural world. Let's build it together.

The Curriculum



Prologue The Good Society

Time commitment:
2 days

We begin our MBE experience with a weekend of workshops, guest speakers and deep connection. Over a number of sessions we will delve into the philosophical idea of the Good Society. We will explore the meaning of justice, ethics and ecology, and the importance of utopian thinking at a time of great economic transition. Our participants will create an outline of their version of the Good Society under the guidance of our MBE facilitators and guest presenters. The weekend will also serve as an introduction to the MBE and an opportunity to get to know your fellow participants.



Module 1 Our Context

Time commitment:
4 weeks; 3 hours per week

Our first content module together establishes the interconnected nature of our macro context, including the economic transition, the climate and biodiversity emergency, increasing inequality, the technological revolution, the structural legacy of colonisation, and the powerful social movements of our time. We will explore our recent economy history, delve into emerging economic models and understand our political and social context. We will ask how our work directly and indirectly intersects and affects the context around us.



Module 2 Leadership & Theories of Change

Time commitment:
5 weeks; 3 hours per week

This module explores the values and virtues of good leadership. We will explore the value of innovative, creative and entrepreneurial thinking, alongside the importance of empathic and human-centred leadership. Using case-studies, we will explore real-world theories of change, from the worlds of activism and advocacy, social enterprise, purpose-led business and impact investing.



Module 3 Decision Making & Strategy

Time commitment:
5 weeks; 3 hours per week

At the heart of leading a Next Economy organisation is enlightened decision making and strategy. This begins with a deep understanding of purpose at a personal and organisational level. In the ever-changing context outlined in module 1, it also involves an ability to navigate complexity, paradox and change. We will explore the nature of decision making in these uncertain times, and the skills required to make good (enough) decisions in this context. Through case studies and guest faculty we will delve into decision making models and strategy tools, whilst also reflecting on the interrelationship between these aspects of leadership and organisational culture.

The Curriculum



Module 4 Governance

Time commitment:
5 weeks; 3 hours per week

The governance that sits around organisations can create discipline, efficiency and productivity, or it can stifle creativity, add layers upon layers of work and drain organisational energy. How can we rethink boards and governance to maintain the best elements of old economy thinking and match it with Next Economy ambition? We will explore the nature of ownership and how we can transition to a stewardship mindset. We will discuss how we can move organisations from being static hierarchies to becoming agile, alive organisms. And we will delve into radical transparency and the virtue of trust in the organisational setting.



Module 5 Operations

Time commitment:
4 weeks; 3 hours per week

This content module illuminates the magic of efficient business operations. We will discuss organisational management and the design of unique organisational structures. We will explore unusual reporting structures, enlightened risk management processes, ninja-like logistics and planning, and the power of fit-for-purpose business infrastructure. We will also explore the impact of global pandemics and the climate emergency on organisational operations, including the role of distributed organisations and remote work.



Interlude The Good Life

Time commitment:
2 days

At the half-way point of our time together, we once again enjoy a deep-dive weekend of guest faculty and intimate workshops. We will spend time exploring our personal psychology and values, including our superpowers, our shadows, the influences on our lives and our personal perspectives on the meaning of life itself. Ultimately we will ask what does your good life look like? And how can you work towards designing that life for yourself?



Module 6 Community, People & Culture

Time commitment:
5 weeks; 3 hours per week

The true power of Next Economy organisations comes from its community, people and culture. In this module we will explore the philosophical and social aspects of a people first, community oriented culture. We will discuss the importance of legends, rituals and service and we will delve into the day-to-day aspects of people dynamics, team development and creative collaboration. Finally, we will investigate the intersection between internal and external aspects of culture, and understand the importance of an enlightened hospitality approach to customers and community.



Module 7 Finance

Time commitment:
4 weeks; 3 hours per week

As we get to the pointy end of the MBE, we turn our minds to finance. We will become reacquainted with budgets, financial operating systems and other finance basics, using a regenerative lens. And we will discuss various forms of capital raising (grants, philanthropy and impact investment). We will also delve into the philosophical aspects of money and meaning, including the often-perceived tension between profit and purpose, and our personal and psychological relationships to money. Finally, we will explore what we call the poetry and grammar of impact measurement and how this can sit alongside our traditional business reporting.

The Curriculum



Module 8 Storytelling & Communications

Time commitment:
5 weeks; 3 hours per week

We end our MBE program with a philosophical reflection and practical exploration of the power of storytelling. We will pause and reflect on our own stories and how these can deeply inform how we communicate with the world around us, and the power of language in shaping organisational culture. We will discuss the role of the media in the digital age, the Next Economy tools of selling and marketing. Finally, we will build a narrative for our Next Economy, one that captures our learnings from the MBE and can serve as a hopeful beacon as we lead organisations which build a better world.



Graduation Join the SGA alumni network

Key Dates

2 November	Applications open
24 November	Information Session; 7.30pm via Zoom
10 January	Applications close
26 February	Program begins

Cost:

Full fee \$12,500
BCorps and NFP \$10,000

Limited number of scholarships are available (including for First Nations). Please get in touch. Monthly payment option available.

For more information on MBE, or any other Small Giants Academy programs or events, please contact:

mbe@smallgiants.com.au

or visit

www.smallgiants.com.au



Apply Now

Small Giants Academy is not registered with the Australian Government as a higher education provider. Our Mastery of Business and Empathy (MBE) is a non-accredited course and does not result in the award of a qualification recognised with the Australian Qualifications Framework. You acknowledge that it is your responsibility to ensure that the MBE meets your requirements and has the expected recognition outcomes prior to enrolment.

The MBE has been developed with advice and insights from:



9.9 Financial Report to 31 March 2021

Responsible Director: Corporate Operations

EXECUTIVE SUMMARY

The attached March Financial Report compares the Year to Date (YTD) Mid-year Budget to Actual expenditure at March 2021.

The report contains the Operational Performance, Income Statement, Balance Sheet, Cash Flow Statement, and capital performance and other financial data in graphical format.

In relation to the current year, the operating surplus for the nine months period ending 31 March was \$8,294,019.

As at 31 March 2021, total capital works was \$5,196,386 not including committed works.

RECOMMENDATION

That the Financial Report for the nine months ended 31 March 2021 be noted.

PURPOSE AND BACKGROUND

The 2020/21 original Budget was prepared in accordance with the Local Government Act 1989, and was formally adopted at a Special Meeting of Council held on 14 July 2020.

Mid-year review budget was subsequently adopted by the Council at the 19 January 2021 Council meeting.

Council considers and notes monthly Financial Reports in accordance with the Local Government Act 2020 (Act). Under Section 97 the Act, Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management. This report satisfies those requirements.

KEY ISSUES AND DISCUSSION

Explanation for significant budget variances are provided in financial performance overview section.

COMMUNITY ENGAGEMENT

Council officers believe that appropriate community engagement has occurred during the annual budgeting process and the quarterly financial statements are now ready for Council consideration.

POLICY CONSIDERATIONS

This report is consistent with Council Policies, the Long Term Financial Plan and the Council Plan. The report also addresses Council's desire to review all aspects of Council's operations.

9.9 Financial Report to 31 March 2021 (cont.)

LEGAL CONSIDERATIONS

There are no statutory or legal implications. The Local Government Act 2020 allows for budget reallocations. Consideration and adoption of quarterly financial reports as per the Local Government Act 2020 ensures Council complies with its Legal and Statutory obligations.

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.

FINANCIAL CONSIDERATIONS

The attached report, in conjunction with the detailed briefing to Council, considers all known economic and financial implications for the financial year ending 30 June 2021.

ENVIRONMENTAL/SUSTAINABILITY CONSIDERATIONS

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

SOCIAL CONSIDERATIONS

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

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

The report presents Council's actual financial performance compared to the mid-year budget for the nine months ended 31 March 2021.

ATTACHMENTS

Attachment 1: Operational Performance

Attachment 2: Comprehensive Income Statement

Attachment 3: Financial Performance Overview

Attachment 4: Balance Sheet

Attachment 5: Statement of Cash Flows

Attachment 6: Capital Performance

Attachment 7: Other Financial Data

ATTACHMENT 1:

Operational Performance										
Period ending: March 2021										
	Income				Expenditure				Net Result	
	Mid-year Budget	YTD Mid-Year Budget	YTD Actual	Variance %	Mid-year Budget	YTD Mid-Year Budget	YTD Actual	Variance %	YTD Budget	YTD Actual
Corporate Operations										
Waste Mgt & Sustainable Environments	3,142,302	3,113,117	3,057,101	1.80%	(3,498,979)	(2,390,705)	(1,968,615)	17.66%	722,412	1,088,486
ICT	99,633	99,633	99,633	0.00%	(1,202,361)	(890,320)	(901,964)	-1.31%	(790,687)	(802,331)
Finance	22,399,280	19,821,535	19,809,540	0.06%	(7,781,807)	(5,326,288)	(4,744,097)	10.93%	14,495,247	15,065,443
Compliance	299,550	191,348	175,974	8.03%	(1,050,885)	(736,298)	(717,405)	2.57%	(544,950)	(541,431)
Management Services - Corporate Operations	-	-	-	0.00%	(546,370)	(382,601)	(393,848)	-2.94%	(382,601)	(393,848)
Operations	6,425,839	4,354,474	3,787,328	13.02%	(9,623,057)	(7,099,728)	(6,703,140)	5.59%	(2,745,254)	(2,915,812)
	32,366,604	27,580,107	26,929,576	2.36%	(23,703,459)	(16,825,940)	(15,429,069)	8.30%	10,754,167	11,500,507
Corporate Leadership										
Communications & Engagement	-	-	-	0.00%	(738,905)	(570,718)	(464,319)	18.64%	(570,718)	(464,319)
Chief Executive Officer	-	-	-	0.00%	(385,598)	(280,860)	(283,570)	-0.96%	(280,860)	(283,570)
Governance & Customer Service	1,400	1,184	1,410	-19.11%	(955,500)	(699,781)	(698,843)	0.13%	(698,597)	(697,433)
People & Culture	30,100	30,100	48,014	-59.52%	(1,096,514)	(862,467)	(939,582)	-8.94%	(832,367)	(891,568)
	31,500	31,284	49,425	-57.99%	(3,176,517)	(2,413,826)	(2,386,314)	1.14%	(2,382,542)	(2,336,890)
Community & Planning										
Economic Developments	-	-	-	0.00%	(405,791)	(270,367)	(216,833)	19.80%	(270,367)	(216,833)
Assets Planning	-	-	-	0.00%	(893,087)	(624,798)	(597,686)	4.34%	(624,798)	(597,686)
Management Services - Community & Planning	-	-	-	0.00%	(207,521)	(117,738)	(111,661)	5.16%	(117,738)	(111,661)
Planning & Investment	329,000	273,301	377,792	-38.23%	(805,204)	(532,880)	(559,727)	-5.04%	(259,579)	(181,935)
Project Delivery	4,500,925	1,750,317	1,714,318	2.06%	(738,533)	(560,122)	(376,768)	32.73%	1,190,195	1,337,549
Tourism & Community Service	943,448	705,769	772,376	-9.44%	(2,551,632)	(1,887,574)	(1,659,266)	12.10%	(1,181,805)	(886,890)
	5,773,373	2,729,387	2,864,485	-4.95%	(5,601,768)	(3,993,479)	(3,521,941)	11.81%	(1,264,092)	(657,456)
Mayor & Councillors										
Council	12,400	6,620	3,405	48.56%	(456,600)	(209,258)	(215,548)	-3.01%	(202,638)	(212,143)
	12,400	6,620	3,405	48.56%	(456,600)	(209,258)	(215,548)	-3.01%	(202,638)	(212,143)
Total	38,183,877	30,347,398	29,846,891	1.6%	(32,938,344)	(23,442,503)	(21,552,871)	8.1%	6,904,895	8,294,019

ATTACHMENT 2:

Comprehensive Income Statement

For the period ended 31 March 2021

For the period ended 31 March 2021		Current year			Same time last year	
		YTD Actual \$ Mar 2021	YTD Budget \$ Mar 2021	YTD Variance \$ Mar 2021	YTD Actual \$ Mar 2020	YTD Budget \$ Mar 2020
Note						
Income						
Rates and charges	1	20,070,405	20,036,270	34,135	19,822,035	19,827,387
Statutory fees and fines	2	405,295	381,359	23,936	330,546	372,188
User fees		397,506	394,495	3,011	483,968	518,687
Grants - operating	3	3,831,171	4,108,135	(276,964)	2,568,177	2,538,081
Grants - capital	4	4,318,945	4,836,079	(517,134)	3,151,281	2,533,391
Contributions - monetary	5	241,301	319,341	(78,040)	190,078	179,805
Contributions - non monetary		-	-	-	-	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	6	135,470	-	135,470	139,350	124,192
Other income		327,246	271,719	55,527	319,884	204,142
Total income		29,727,339	30,347,398	(620,059)	27,005,321	26,297,873
Expenses						
Employee costs	7	(9,019,759)	(9,543,272)	523,513	(7,863,012)	(7,561,751)
Materials and services	8	(7,824,128)	(9,001,943)	1,177,815	(7,512,919)	(7,723,393)
Depreciation		(4,386,005)	(4,388,360)	2,355	(4,427,574)	(4,425,147)
Amortisation - intangible assets		-	-	-	-	-
Amortisation - right of use assets		-	-	-	-	-
Bad and doubtful debts		-	(5,000)	5,000	(428)	(428)

Borrowing costs		(14,823)	(13,827)	(996)	(22,061)	(21,331)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	6	-	(302,600)	302,600	(92,436)	(99,724)
Finance costs - leases			-	-	-	-
Other expenses		(188,604)	(187,501)	(1,103)	(181,213)	(196,031)
Total expenses		(21,433,319)	(23,442,503)	2,009,184	(20,099,645)	(20,027,805)
Surplus/(deficit) for the period		8,294,019	6,904,895	1,389,124	6,905,676	6,270,068

ATTACHMENT 3:

Financial Performance Overview

Income

Note 1 - Increase in rates and charges is mainly due to supplementary rates notices issued.

Note 2 - Increase in Statutory fees and fines is mainly due to increased income on planning applications fees and building fees.

Note 3 - Decrease in operating grants is mainly due to 'Working for Victoria' grant (\$317k) this is offset by decrease in 'Working for Victoria' employee cost.

Note 4 - Decrease in capital grant is mainly due to timing of Roads to Recovery grant (\$537k).

Note 5 - Decrease in monetary contribution is mainly due to reversal of contribution invoice issued for greening Euroa project (\$100k), which will be

re-issued when the project cost is finalised.

Note 6 - Profit on plant and equipment sales is due to higher than expected sale proceed received on sale of plants and vehicles.

Expense

Note 7 - Decease in employee cost is mainly due to staff vacancies and less than budgeted 'Working for Victoria' employee expenses.

Note 8 - Decrease in materials and services is mainly due to savings in contractors and consultancy expenses (\$726k), under spent in assets maintenance

(\$150k), savings in utility expense (\$136k) and service delivery expenses (\$138k).

ATTACHMENT 4:

Balance Sheet

As at 31 March 2021

	Current year		Same time last year	
	YTD Actual Mar 2021 \$	YTD Budget Mar 2021 \$	YTD Actual Mar 2020 \$	YTD Budget Mar 2020 \$
Assets				
Current assets				
Cash and cash equivalents	1,506,553	15,476,193	1,508,832	11,425,155
Trade and other receivables	7,720,887	8,245,000	7,403,448	7,080,371
Other financial assets	16,850,000	-	12,200,000	
Inventories	14,023	5,000	17,451	7,202
Non-current assets classified as held for sale	690,384	-	273,000	-
Other assets	116,584	113,000	136,469	391,460
Total current assets	26,898,431.38	23,839,193	21,539,200	18,904,188
Non-current assets				
Trade and other receivables	-	-	-	-
Other financial assets	2,032	651,000	2,032	2,000
Investments in associates, joint arrangements and subsidiaries	227,146	243,000	218,432	218,442
Property, infrastructure, plant and equipment	281,601,924	296,132,302	291,471,911	292,248,787
Right-of-use assets	872,531	875,000	1,072,262	-
Investment property	-	-	-	-
Intangible assets	-	-	-	-
Total non-current assets	282,703,633	297,901,302	292,764,637	292,469,229
Total assets	309,602,065	321,740,495	314,303,837	311,373,417

Liabilities				
Current liabilities				
Trade and other payables	1,062,623	4,657,600	850,258	3,648,385
Trust funds and deposits	1,001,465	501,000	783,787	883,111
Unearned income	-	-	-	-
Provisions	7,176,017	-	7,176,270	-
Interest-bearing liabilities	21,989	344,000	34,987	96,773
Lease liabilities	-	-	-	-
Total current liabilities	9,262,094	5,502,600	8,845,302	4,628,269
Non-current liabilities				
Trust funds and deposits	64,203	-	64,203	-
Provisions	1,323,979	6,196,000	1,297,202	4,413,299
Interest-bearing liabilities	282,425	-	368,541	209,889
Lease liabilities	882,450	875,000	1,072,262	-
Total non-current liabilities	2,553,056	7,071,000	2,802,207	4,623,188
Total liabilities	11,815,150	12,573,600	11,647,509	9,251,457
Net assets	297,786,915	309,166,895	302,656,327	302,121,960
Equity				
Accumulated surplus	106,546,707	103,501,895	100,294,885	99,760,517
Reserves	191,240,208	205,665,000	202,361,442	202,361,443
Total Equity	297,786,915	309,166,895	302,656,327	302,121,960

ATTACHMENT 5:

Statement of Cash Flows For the period ended 31 March 2021

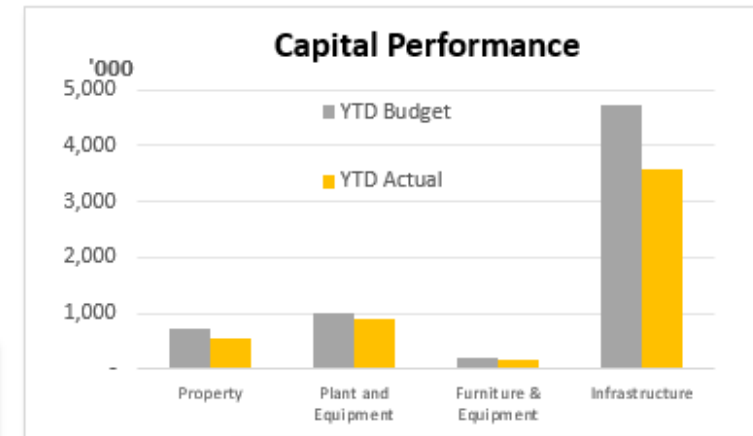
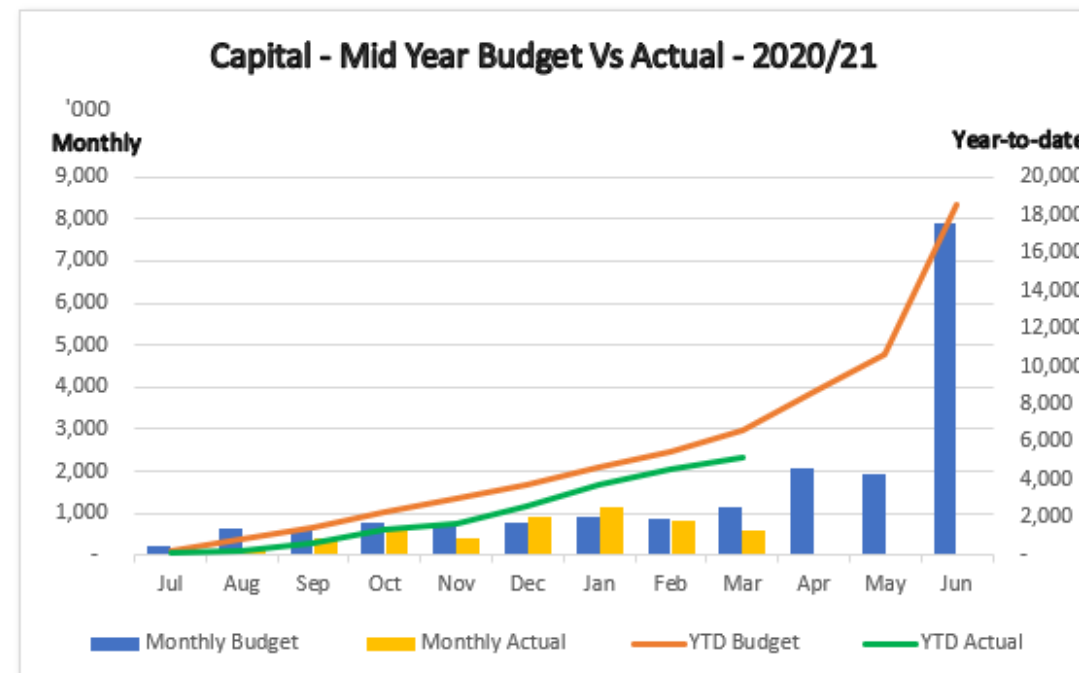
	Current year		Same time last year	
	YTD Actual \$ Mar 2021	YTD Budget \$ Mar 2021	YTD Actual \$ Mar 2020	YTD Budget \$ Mar 2020
Cash flows from operating activities				
Rates and charges	15,168,059	15,106,500	15,246,673	14,383,000
Statutory fees and fines	405,295	370,500	324,248	307,500
User fees	397,506	451,500	487,589	478,250
Grants - operating	2,920,956	3,834,553	4,156,732	2,538,081
Grants - capital	4,810,222	3,943,365	2,568,177	2,533,391
Contributions - monetary	238,119	206,250	190,078	179,750
Interest received	31,894	135,000	15,165	165,000
Other receipts	231,044	183,000	422,199	(19,500)
Net GST refund/payment	982,381	1,104,750	1,070,560	1,098,750
Employee costs	(8,968,218)	(9,125,250)	(7,490,249)	(7,861,500)
Materials and services	(9,864,101)	(9,435,750)	(9,747,238)	(9,463,498)
Trust funds and deposits repaid	619,991	-	(369,841)	-
Other payments	(188,602)	(228,000)	-	(808,500)
Net cash provided by/(used in) operating activities	6,784,546	6,546,418	6,874,093	3,530,724

Cash flows from investing activities				
Payments for property, infrastructure, plant and equipment	(5,182,500)	(6,661,975)	(3,797,641)	(4,344,160)
Proceeds from sale of property, infrastructure, plant & equipment	255,022	523,500	139,350	355,500
Payments for investments - Other Financial Assets *	(3,145,236)		(3,995,288)	
Net cash provided by/(used in) investing activities	(8,072,715)	(6,138,475)	(7,653,579)	(3,988,660)
Cash flows from financing activities				
Finance costs	(14,823)	(15,000)	(22,061)	(17,250)
Repayment of borrowings	(64,128)	(60,750)	(101,386)	(93,750)
Net cash provided by/(used in) financing activities	(78,950)	(75,750)	(123,447)	(111,000)
Net increase (decrease) in cash and cash equivalents	(1,367,119)	332,193	(902,933)	(568,936)
Cash and cash equivalents at the beginning of the period	2,873,672	15,144,000	2,411,765	11,994,091
Cash and cash equivalents at the end of the period*	1,506,553	15,476,193	1,508,832	11,425,155

**Note: Current year YTD actual excludes term deposits over 90 days. Council held total of \$16.85m in term deposits as at 31 March 2021. However, 2019/20 comparatives classified all the term deposits as cash and cash equivalents.*

ATTACHMENT 6:

	Adopted Budget	Forecast	YTD Budget	YTD Actual	YTD Completion %
Property	1,727,176	1,604,176	727,413	558,095	77%
Plant and Equipment	1,625,108	1,625,108	995,090	885,725	89%
Furniture & Equipment	800,000	458,000	213,928	170,932	80%
Infrastructure	14,409,187	11,676,319	4,725,544	3,581,634	76%
	18,561,471	15,363,603	6,661,975	5,196,386	78%



This graph shows YTD capital expenditure for Mar '21 with comparison to YTD Mid-Year budget for each category of capital expenditure.

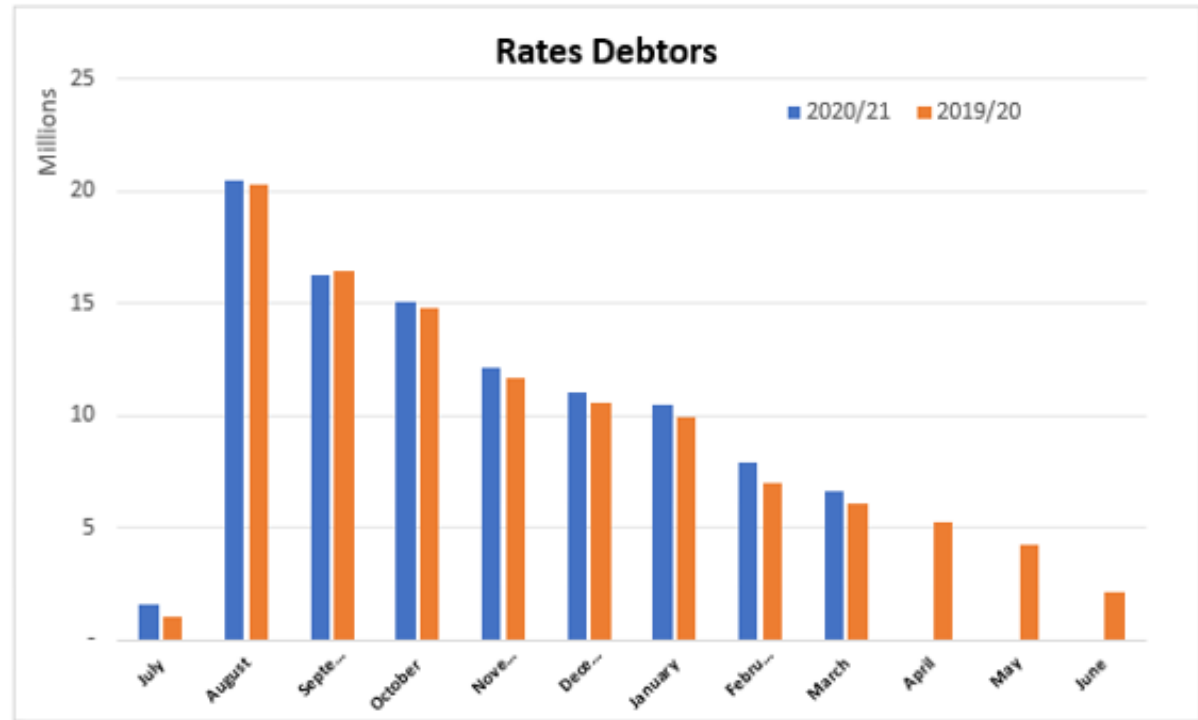
This graph shows monthly capital expenditure for this financial year with comparison to monthly mid-year budget. Orange trend line is YTD Mid-Year budget trend and green trend line shows YTD actual trend for the year. Narrow gap between these two lines shows a better performance and wider gap is an indication of poor capital works delivery performance.

ATTACHMENT 7:

Other Financial Data

1. Rates Debtors Comparison

Month	2020/21	2019/20
July	1,595,168	1,025,022
August	20,504,994	20,316,981
September	16,220,916	16,439,095
October	15,039,352	14,768,590
November	12,087,462	11,625,501
December	10,991,756	10,535,142
January	10,448,857	9,917,372
February	7,854,561	6,945,004
March	6,582,172	6,091,150
April		5,256,911
May		4,203,875
June		2,103,467



This graph shows total rate debtors for each month comparison to last year. August has a higher value due to rates run for the full financial year.

2. Financial contribution to the local community



Exemption requested under procurement policy					
for the quarter ended 31st March 2021					
Date of Application	Description	Name of Contractor	Contract Value (GST Inc.)	Reason for Exemption	Outcome
3-Mar-21	Consultancy for and advocacy project for digital and Mobile telephone connectivity and capacity in Strathbogie Shire	David Russell	\$ 30,000.00	Sole Supplier	Contract awarded

9.10 **Endorsement of the Strathbogrie Shire Council Sexual Harassment Policy**

Responsible Director: Executive Manager People & Culture

EXECUTIVE SUMMARY

The Victoria Auditor-General's Office (VAGO) tabled a Sexual Harassment in Local Government audit report on 9 December 2020 after auditing five councils and surveying seventy-five councils across Victoria. The audit report provided eleven recommendations to Victorian local councils in relation to identifying and acting on risk factors, regularly collecting data on the prevalence of sexual harassment and the development of regular data collection methodology.

At the April Council Meeting, the Strathbogrie Shire Council adopted an action plan which addresses the recommendations from the VAGO audit report. The fifth item of the action plan is to develop a sexual harassment policy for Council that meets other recommendations from actions 3, 8 and 10.

This policy aims to create a culture where staff feel empowered to report unacceptable incidents, and whereby complaints will be properly investigated. This safe environment is created by the policy initially defining what sexual harassment is, followed by the demonstrated steps that will be taken to address all disclosures. Staff should always feel safe in their workplace, but equally feel safe that organisational leaders will support and manage appropriately.

RECOMMENDATION

That Council endorse the Strathbogrie Shire Council Sexual Harassment Policy and make it publicly available through Council's website.

PURPOSE AND BACKGROUND

VAGO tabled a Sexual Harassment in Local Government audit report on 9 December 2020 that provided eleven recommendations to Victorian local councils (Recommendations below, excluding Recommendation 4) and one to the Department of Jobs, Precincts and Regions (Recommendation 4) in relation to identifying and acting on risk factors, regularly collecting data on the prevalence of sexual harassment and the development of regular data collection methodology.

#	Recommendation
1	use findings from the Victorian Auditor-General's 2020 <i>Sexual Harassment in Local Government</i> survey to identify and act on risk factors for council employees and workplaces (see Sections 2.1, 2.2 and 2.3).
2	collect information about the prevalence and nature of sexual harassment at least once every two years by: <ul style="list-style-type: none">conducting workplace surveysreviewing complaints information (see Section 2.6)
3	address the risk of sexual harassment by members of the public by: <ul style="list-style-type: none">ensuring sexual harassment policies, procedures and training explicitly cover sexual harassment from the publicregularly communicating to customers and staff that the council does not tolerate any form of sexual harassment from the public (see Section 2.4).

9.10 Endorsement of the Strathbogie Shire Council Sexual Harassment Policy (cont.)

4	coordinate discussions with relevant state government authorities, local government peak bodies and councils about the development of a regular data collection methodology to measure the sector-wide prevalence and nature of sexual harassment (see Section 2.6).
5	introduce a standalone sexual harassment policy that: <ul style="list-style-type: none"> aligns with the Victorian Equal Opportunity and Human Rights Commission's <i>Guideline: Preventing and responding to workplace sexual harassment—Complying with the Equal Opportunity Act 2010</i> and the Victorian Public Sector Commission's <i>Model Policy for the Prevention of Sexual Harassment in the Workplace</i> includes clear links to relevant council policies and procedures covers the applicability of council policies to different roles and workplace settings, including councillors, customer-facing staff and members of the public is searchable on council intranet sites or cloud software, and available in hard copy to all staff (see Section 3.1)
6	introduce mandatory training on sexual harassment, or improve existing training, so that at a minimum it: <ul style="list-style-type: none"> includes face-to-face or live online sessions for all staff and councillors at least once every two years (in addition to online modules) covers safe strategies for bystander interventions is tailored to the council's policies, procedures and workplace risk factors (see Section 3.2)
7	communicate a culture of respect in the council by ensuring leaders model respectful behaviour at all times and communicate to all staff at least annually that the council does not tolerate sexual harassment (see Section 3.3).
8	encourage reporting of inappropriate behaviour by: <ul style="list-style-type: none"> promoting formal and informal complaint channels allowing for anonymous complaints (see Section 4.1)
9	improve record keeping of sexual harassment complaints by: <ul style="list-style-type: none"> keeping complete records of all interactions relating to a complaint documenting decisions to not investigate complaints or to stop investigations, including the rationale for the decision and the name and role of decision makers (see Section 4.3)
10	review complaint procedures to ensure they include: <ul style="list-style-type: none"> a requirement to inform the complainant of the outcome of the complaint guidance on how investigators can support reluctant complainants (see Section 4.2).
11	ensure councillors receive training on sexual harassment at least twice per council term (see Section 3.2)
12	ensure councillors are informed of their internal and external options for sexual harassment support and complaints, including: <ul style="list-style-type: none"> the council's employee assistance program Councillor Code of Conduct dispute resolution processes external complaint bodies (see Section 4.1).

Strathbogie Shire Council has developed an action plan to ensure the eleven recommendations from the VAGO audit report are met within our organisation. The fifth item of the action plan was to develop a stand-alone sexual harassment policy for Council.

9.10 Endorsement of the Strathbogrie Shire Council Sexual Harassment Policy (cont.)

ISSUES, OPTIONS AND DISCUSSION

One of the Overarching governance principles in section 9 of the Local Government Act 2020 is that Priority is to be given to achieving the best outcomes for the municipal community, including future generations. Providing a workplace that is free from sexual harassment will enable our employees and councillors to feel safe at work and assist them in performing to the best of their ability.

The VAGO Sexual Harassment in Local Government audit report has enabled Strathbogrie Shire Council to consider their current practices and identify where improvements can be made to eliminate sexual harassment in the workplace. The creation of the sexual harassment policy will support Council in providing a safe workplace that is free from all forms of sexual harassment. It will provide a framework to take positive action against sexual harassment and ensure all legal responsibilities and obligations are met.

Part 1 of this policy outlines the objectives and position, ensuring that Council are not only following the relevant legislation and referencing support mechanisms, but that we are committing to the safety and wellbeing of our people. Part 2 defines what sexual harassment is and explains the numerous ways it can be reported. It also identifies how Council will respond to reported instances. Part 3 details the specific principles and responsibilities of all key stakeholders, which includes employees, wider leaders and the People & Culture department.

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 has occurred with the People & Culture department and the Executive Leadership Team. The policy has also been viewed and supported by external HR Legal assistance.

POLICY CONSIDERATIONS

Council Plans and Policies

The introduction of this stand-alone sexual harassment policy will ensure our workplace is free from sexual harassment. It will work in conjunction with the Councillor Code of Conduct and also the Staff Code of Conduct.

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 National Plan to Reduce Violence against Women and their Children (2010-2022) is supported by a series of four three-year action plans. The Fourth Action Plan was endorsed in August 2019 and specifically includes the following actions which address sexual harassment:

- prevent sexual violence and sexual harassment before it happens through national and targeted initiatives that promote informed consent, bodily autonomy and respectful relationships

9.10 Endorsement of the Strathbogrie Shire Council Sexual Harassment Policy (cont.)

- deliver client-centred, trauma-informed, specialised and consistent support to victims and survivors of sexual violence
- strengthen the capacity of all sectors to address sexual harassment to ensure women are safe at work, while studying, in public and online.

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.

Under the Equal Opportunity Act 2010, employers must take reasonable and proportionate measures to eliminate sexual harassment in their workplaces. The policy will support Council is meeting these obligations.

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. The policy will be available to the public on Council's website.

FINANCIAL VIABILITY CONSIDERATIONS

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that the ongoing financial viability of the Council is to be ensured. It is not foreseen that there will be any additional costs to Council while partaking in this policy as internal resources will be utilised, and any required training will be undertaken as part of our existing 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

Providing a workplace that is free from sexual harassment will have a positive economic impact on Council as sexual harassment can lead to additional costs due through legal liability or an increase in staff turnover.

Social

Providing a workplace that is free from sexual harassment will have positive social impact on Council as employees will feel safe and comfortable while working and will support the organisation's culture. Employees and councillors will be provided with education and skills to support them when dealing with sexual harassment.

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.

9.10 Endorsement of the Strathbogie Shire Council Sexual Harassment Policy (cont.)

This is the first sexual harassment policy created by the Strathbogie Shire Council, further standardising our commitment to the safe working environments for all.

HUMAN RIGHTS CONSIDERATIONS

The policy will support Council in providing employees and councillors with a workplace that allows them to feel respected and dignified and provides opportunity for equality.

CONCLUSION

The Strathbogie Shire Council has developed a sexual harassment policy in line with the recently endorsed action plan from the eleven recommendations from the VAGO Sexual Harassment in Local Government audit report to identify and act on risk factors on the prevalence of sexual harassment through regularly collecting data from the organisation. It is recommended Council endorse this policy.

ATTACHMENTS

Appendix 1: Strathbogie Shire Council Sexual Harassment Policy

APPENDIX 1:



SEXUAL HARASSMENT POLICY

COUNCIL POLICY	
Document ID:	
Effective Date:	April 2021
Last Review:	NEW
Current Review	NEW
Adopted by Council:	
Next Review Date:	April 2024
Responsible Officer/s:	Executive Manager People & Culture

Contents

PART 1	147
1 INTRODUCTION.....	147
2 POLICY OBJECTIVES	147
3 POLICY POSITION	147
4 DEFINITIONS.....	148
5 EXTERNAL REFERENCES	149
6 RELATED COUNCIL DOCUMENTS.....	149
7 REVIEW OF THIS POLICY	149
 PART 2	 150
8 WHAT IS SEXUAL HARASSMENT?	150
9 REPORTING SEXUAL HARASSMENT IN THE WORKPLACE.....	150
10 RESPONDING TO SEXUAL HARASSMENT IN THE WORKPLACE.....	152
11 CONSENSUAL INTERACTIONS.....	153
12 SUPPORT OPTIONS.....	154
13 WORKPLACE INITIATIVES.....	154
 PART 3	 155
14 PRINCIPLES AND RESPONSIBILITIES.....	155

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

PART 1

1 INTRODUCTION

This policy describes the Strathbogie Shire Council's commitment to providing a safe, flexible and respectful environment for Councillors, staff and the community that is free from all forms of sexual harassment.

It provides the foundation for a policy framework to take positive action against sexual harassment in the workplace and to ensure all legal responsibilities and obligations are met in relation to sexual harassment under the Commonwealth Sex Discrimination Act 1984 and the Victorian Equal Opportunity Act 2010.

This policy applies to all Council employees, Councillors, volunteers and contractors.

2 POLICY OBJECTIVES

This policy aims to:

- To create a working environment which is free from sexual harassment and where all employees are treated with dignity, courtesy and respect at all times.
- To implement training and awareness raising strategies to ensure that all employees know their rights and responsibilities.
- To provide an effective procedure for complaints based on the principles of natural justice that encourages the reporting of behaviour which breaches the sexual harassment policy – where all reports are treated in a sensitive, fair, timely, and confidential manner; and there is guaranteed protection from any victimisation or reprisals.

3 POLICY POSITION

The *Equal Opportunity Act 2010* requires Strathbogie Shire Council to take reasonable and proportionate steps to eliminate sexual harassment in the workplace as far as practicable.

Section 92 of the *Equal Opportunity Act 2010* provides that a person sexually harasses another person:

- if he or she makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person;
- if he or she engages in any other unwelcome conduct of a sexual nature in relation to the other person; or
- in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.

Section 93 of the *Equal Opportunity Act 2010* prohibits sexual harassment in the workplace. This prohibition covers employers, employees, any person seeking employment, contract workers and volunteers. Section 94 of the *Equal Opportunity Act 2010* prohibits sexual harassment in common workplaces (i.e. places that are the workplace of both people involved whether or not they have the same employer).

Conduct of a 'sexual nature' includes:

- subjecting a person to any act of physical intimacy;
- making, verbally or in writing, any remark or statement with sexual connotations to a person or about a person in their presence;
- making any gesture, action or comment of a sexual nature in a person's presence.

4 DEFINITIONS

Bystander action –	action taken by a person or persons not directly involved in the incident, to identify, speak out about or seek to engage others in responding to specific incidences or behaviours, attitudes, practices or policies. Bystander action is an effective strategy to address sexist language, sex discrimination and sexual harassment and an important part of providing a safe and inclusive environment.
Centres Against Sexual Assault –	non-profit, government-funded organisations that provide support, counselling and crisis care to child and adult victims of sexual assault and their family.
Contact Officers –	staff who have volunteered to take on the role and are then specially trained in equal opportunity law (including in responding to sexual harassment). Contact officers are supported but remain impartial, enabling workers to talk informally about their concerns, identify their issues and weigh up the best options for resolution.
Council –	refers to Strathbogie Shire Council
Employees –	for the purposes of this policy, employees refer to all Council employees, Councillors, contractors and volunteers.
Employee Assistance Program (EAP) –	a free and confidential counselling service offered by employers to their employees to support their wellbeing in the workplace and in their personal lives.
Precautionary action –	action taken by an employer before an investigation of sexual harassment has concluded that is necessary to protect the wellbeing and safety of the complainant or other workers.
Sexual assault –	a type of sexual violence that involves any physical contact, or intent of contact, of a sexual nature against a person's will, using physical force, intimidation or coercion and is also a criminal offence.
Sexual harassment –	any unwelcome, unwanted or uninvited behavior of a sexual nature towards another person which could reasonably be expected to make that other person feel offended, humiliated and/or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, sexual jokes, propositions, unwelcome questions about a person's private life, leering and staring, the display of offensive material or other behavior which creates a sexually hostile working environment. It can be both a single incident and/or a series of incidents.

Workplace –

for the purposes of sexual harassment law, a workplace is any place a person attends for the purpose of carrying out functions in connection with, or in the course of their employment or prospective employment. It extends beyond the usual workplace and working hours - for example after-hours events or functions regardless of location, travel or accommodation provided by Council, or online via technology and social media.

5 EXTERNAL REFERENCES

Local Government Act 2020
Equal Opportunity Act 2010
Fair Work Act 2009
Family Violence Protection Act 2008
Occupational Health and Safety Act 2004
Sex Discrimination Act 1984
Victorian Charter of Human Rights and Responsibilities Act 2006

6 RELATED COUNCIL DOCUMENTS

Strathbogie Shire Council Plan
Respectful Workplaces CEO Directive and Guideline.
[Staff Code of Conduct CEO Directive](#)
[Prevention of Bullying and Occupational Violence CEO Directive](#)
[Flexible Working Arrangements CEO Directive](#)
[Staff Disclosure of Family Violence CEO Directive](#)

7 REVIEW OF THIS POLICY

This policy will be reviewed every 3 years. Council may also make amendments to this Policy at any time in accordance with the requirements of Council and the legislative and regulatory framework under which Council operates. Employees will be notified of any changes to this Policy via communications from the People and Culture Team.

PART 2

8 WHAT IS SEXUAL HARASSMENT?

Sexual harassment in the workplace may take various forms and can be directed at, and perpetrated by, all persons including male, female, transgender and gender diverse. It may be physical, spoken or written and may include, but is not limited to:

- unwelcome physical contact of a sexual nature
- comments or questions of a sexual nature about a person's private life or their appearance
- sexually suggestive behaviour, such as leering or staring or offensive gestures
- brushing up against someone, touching, fondling or hugging
- sexually suggestive comments or jokes
- displaying offensive screen savers, photos, calendars or objects
- repeated requests to go out
- unwanted displays or declarations of affection
- requests for sex
- sexually explicit emails, text messages or posts on social networking sites
- sexual assault, indecent exposure, physical assault and stalking (which are also criminal offences); and
- actions or comments of a sexual nature in a person's presence (even if not directed at that person).

Sexual harassment can occur in all aspects of employment, such as recruitment, selection, training and promotion process and discussions around employment conditions and benefit.

Sexual harassment can also occur and be experienced by employees from Council customers and/or members of public. Council encourages employees to report these incidents to their manager or Council's People & Culture Team so that Council can address the issue to prevent future occurrences and where applicable, report to the appropriate authorities. In the case of a Councillor who has experienced sexual harassment, they may wish to report the matter to the Mayor or Council's Chief Executive Officer.

The *Equal Opportunity Act 2010* and the *Sex Discrimination Act 1984* provide that sexual harassment occurs in circumstances in which the conduct is unwelcome and where a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated.

There is no requirement that the unwelcome conduct be repeated; a one-off incident can be sexual harassment. Equally, a broader pattern of behaviour can constitute sexual harassment.

Just because someone does not object to inappropriate behaviour in the workplace at the time it occurs does not mean that they are consenting to the behaviour or consenting for the behaviour to continue at another time.

9 REPORTING SEXUAL HARASSMENT IN THE WORKPLACE

Council strongly encourages all employees who believe they have been sexually harassed or have witnessed sexual harassment to report or make a complaint. Where a complaint is made, it must be acted on immediately and managed in a sensitive and confidential manner. A report or complaint may be made informally, formally or anonymously to the employee's manager, Director or Council's People & Culture Team.

Informal complaint process – an individual, who is unsure of whether or not to make a formal or informal complaint, may make an informal complaint first and decide if they want to escalate the complaint to a formal complaint after speaking with their manager or the People & Culture Team. Different options for handling informal complaints may include, but are not limited to:

- The person who is unhappy with the behaviour having a direct conversation with that individual and requesting that they stop the offending behaviour.
- Manager having a conversation with the person against whom the complaint is being made; and
- Manager having a meeting with the individuals concerned in an attempt to reach a resolution.

Formal complaint process – to lodge a formal complaint, the employee will need to do so by advising Council in writing. A written complaint shall include the names of individuals concerned, details of the incident(s) and the names of any witnesses present.

In instances where a formal complaint is made verbally, it will need to be documented in order to formalize the complaint – for example the manager could record the discussion and the employee signs to confirm that details recorded are correct.

Anonymous complaint process – In instances where employees don not feel comfortable coming forward, employees may make an anonymous complaint by providing an unidentifiable letter to People & Culture. Council will also complete bi-annual surveys that will allow employees to provide anonymous responses. Anonymous complaints are unlikely to result in a proper investigation, Council may facilitate informal discussions or refresher training for a work unit or the entire organisation.

Employees affected by sexual harassment will be supported in determining how they wish to address the matter and take action. Council will listen to and work with employees to ensure their safety and wellbeing as required by the *Occupational Health and Safety Act 2004*.

In cases of sexual assault, employees will be encouraged to make a report to the Victoria Police as soon as possible. Employees will also be encouraged to report the incident to their direct manager or the People & Culture Team, regardless of whether a report is made to the Victoria Police or not.

Where appropriate, disclosures of sexual harassment will be treated in confidence in order to protect an employee's personal privacy as much as possible. However, allegations of sexual harassment or potential criminal conduct are serious and should be considered accordingly. In some instances, a matter may need to be escalated or referred without agreement from the employee by Council, particularly in circumstances that may:

- constitute a criminal offence
- constitute an occupational health and safety risk; or
- require disciplinary action.

Only relevant persons at Council will be advised of the disclosure and any arrangements necessary for the purpose of managing the disclosure.

Bystanders, including colleagues, who witness or are aware of sexual harassment, can play an important role in preventing sexual harassment in the workplace. When grounded in behaviours of integrity and respect, action taken by colleagues can positively impact on defining workplace culture.

Bystanders that are aware of sexual harassment are encouraged to:

- provide support to the colleague who is being subjected to sexual harassment
- formally or informally challenge concerning behaviour; and
- report sexual harassment.

In some situations, a witness may wish to remain anonymous and where appropriate, anonymity will be provided. However, it may not be possible in all circumstances to keep the identity of a person, or people providing information, confidential. In some situations, it may be the case that a respondent may need to be provided with the full details of allegations when consideration of procedural fairness and natural justice are considered.

10 RESPONDING TO SEXUAL HARASSMENT IN THE WORKPLACE

If a complaint of sexual harassment is made, or sexual harassment is observed or brought to the attention of Council, it must be acted upon as soon as practicable. All complaints are expected to be managed in a manner that gives appropriate consideration to the sensitive and confidential nature of the complaints, while ensuring procedural fairness to those against whom the complaint is made.

The appropriate action for management to take when a complaint is raised, or when a matter is otherwise brought to their attention, is likely to vary on a case-by-case basis. However, it may not be appropriate not to act, or to maintain strict confidentiality over the matter, even where the complainant states that they do not want any further action to be taken. This is because in some instances, the conduct to which the subject of the complaint relates may constitute an occupational health and safety risk or a criminal offence or require disciplinary action to be taken.

Informal process – In some instances, it may be that an informal approach is appropriate, such as conducting or facilitating discussions to address the behaviour, or refresher training for the general work area on the requirements of this policy. This training should support the regular training that is provided for employees regarding sexual harassment and other related people and culture matters.

Formal process – In other cases, a more formal approach may be appropriate. Formal processes typically involve investigating the complaint, making a finding as to whether the sexual harassment occurred, and deciding on an appropriate outcome. Such process will be undertaken in line with the Staff Code of Conduct CEO Directive and the Disciplinary CEO Directive.

Depending on the nature of the concerns raised and the parties implicated, it may be necessary or appropriate to take precautionary action and temporarily change operations within a team to ensure a safe workplace and maintain the integrity of any review process. Working with the People & Culture Team several precautionary actions could be considered including:

- operational change to reporting lines and team composition
- change to seating arrangements
- change to physical work location
- taking periods of approved leave; or
- suspension.

The complainant should be consulted before any decision relating to temporary change involving them or the respondent is finalised. It is important that the measures do not result in any detriment to the complainant (as this may amount to victimisation, which is unlawful).

Any operational change should only be enacted in collaboration with the People & Culture Team to ensure it is an appropriate and proportionate response to the matter and approved at the necessary delegate level (if required). The People & Culture Team can assist with conducting discussions with affected staff about any operational changes.

Disclosure of information or making a complaint can be very difficult for the affected staff member/s. Managers should take necessary welfare steps, such as letting staff members go home for the day, ensuring they have safe transport, connecting them with a support person and with the EAP or equivalent.

Both the complainant and respondent are to be afforded natural justice and procedural fairness. This will allow relevant evidence to be examined in a procedurally fair way. Relevant evidence might include manager reports, emails, witness reports of the alleged conduct, text messages or the complainant's personal records.

When considering the report of sexual harassment, the complainant and respondent will be:

- treated fairly and respectfully; and
- allowed the opportunity to respond to any allegations made against them before any report is finalised and a final decision is made.

A substantiated complaint of sexual harassment may result in a number of outcomes against an employee, including termination of employment. Depending on the severity of the case, actions following a finding of sexual harassment can range from an apology to disciplinary action against the person found to have engaged in harassment (such as demotion, transfer or termination of employment). Determination of outcomes will be undertaken in line with relevant industrial instruments. Each case will be assessed on its own merits.

The person making the complaint will be advised of the outcome of their matter at the conclusion of the review or investigation of the report or complaint.

Although sexual harassment is generally a civil matter, not a criminal offence, some types of harassment may also be offences under criminal law. These include, but are not limited to:

- physical molestation or assault
- indecent exposure
- sexual assault
- stalking; and
- obscene communications (telephone calls, letters, etc.).

If an allegation appears to be a matter relevant to the Victoria Police, Council is obliged to report this to the Victoria Police regardless of whether the complainant has made a report to the Victoria Police or not. It is recommended that management speak with People & Culture for advice on individual matters, as each matter must be considered on its merits.

11 CONSENSUAL INTERACTIONS

Sexual or romantic interaction that is entered into freely and is reciprocated between consenting employees, is not a form of sexual harassment. This includes sexual interaction, flirtation, attraction or friendship which is invited, mutual, consensual or reciprocated action.

This does not mean that sexual or romantic interactions between employees are always appropriate. Employees may face disciplinary action where their actions adversely affect other employees or their workplace responsibilities.

12 SUPPORT OPTIONS

A range of options are available to provide support in regard to sexual harassment. Council's primary contacts include our Contact Officers, the People & Culture Team and Employee Assistance Program (EAP). A list of Council's Contact Officers may be found on noticeboards located around Council Buildings. Employees may also wish to access other external support services such as Centres Against Sexual Assault. Any person making a complaint under this policy will continue to be supported by Council throughout the process, including during the investigation, and at the conclusion of the matter.

13 WORKPLACE INITIATIVES

Initiatives to promote a workplace free from sexual harassment will be implemented at all levels of the organisation and will include:

- Staff training and development activities
- Regular communication with customers and employees advising Council does not tolerate any form of sexual harassment within the workplace including from the public
- Audits and reviews to collect information about the prevalence and nature of sexual harassment at least once every two years
- Assessment of resource allocation; and
- Action to address identified issues

PART 3

14 PRINCIPLES AND RESPONSIBILITIES

Employees

- Be responsible for making themselves familiar with and to comply with this policy and other relevant policies and procedures
- Model appropriate behaviour based on the Council values
- Attend and participate in all required training relevant to this policy
- Take bystander action if they see or hear about sexual harassment, or any other form of unacceptable or inappropriate behaviour. Support their colleagues who disclose an experience of sexual harassment, or any other form of unacceptable or inappropriate behaviour and let them know where they can get help and advice
- Report any instances of sexual harassment to their manager and/or the People & Culture Team immediately
- Maintain complete confidentiality if they provide information during the investigation of the complaint

Managers/Leaders

- Include all responsibilities listed above, in conjunction with the following matters listed below
- Be familiar with, actively promote and implement this policy, and other related policies and procedures
- Model appropriate behaviour based on the Council values
- Take reports of sexual harassment or any other form of unacceptable or inappropriate behaviour seriously, and immediately address and action these reports
- Take a leadership role across the organisation in raising awareness about issues of sexual harassment
- Support employees who are subject to sexual harassment and/or take bystander action

Chief Executive Officer and the Executive Leadership team

- Include all responsibilities listed above, in conjunction with:
- Championing this policy, both internally and with external parties and stakeholders
- Promote the adoption of the Sexual Harassment Policy and Council commitment to providing a safe and respectful environment
- Take a leadership role across the organisation, in raising awareness about issues of sexual harassment
- Model appropriate behaviour based on the Council values

People & Culture Department

- Include all responsibilities listed above, in conjunction with:
- Managing and updating this policy, both internally and with external parties and stakeholders
- Encourage and provide a safe reporting environment where raised concerns will be followed up and actioned
- Take a leadership role across the organisation in the correct training and development of staff and leaders towards this policy
- Provide advice to staff and leaders when actioning operational changes due to a complaint being raised
- Model appropriate behaviour and confidentiality based on the Council values
- Extend relevant support to all employees throughout process, either direct or indirect

9.11 Goulburn Valley Regional Libraries – Community Representative

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

This report initiates the process to obtain a community representative for Strathbogie Shire to fill a position on the Board of the Goulburn Valley Regional Library Corporation.

The Corporation operates under an agreement signed by the three participating councils; Strathbogie, Greater Shepparton City Council and Moira Shire Council and is overseen by a Board comprising of one councillor, a senior officer and a community member from each municipality.

Library services are delivered through branches at Euroa, Violet Town and Nagambie and through the book mobile and online services.

RECOMMENDATION

That Council conduct a recruitment campaign to seek a community representative for Strathbogie Shire to sit on the Board of the Goulburn Valley Regional Library Corporation.

PURPOSE AND BACKGROUND

Council, along with the Greater Shepparton City Council and Moira Shire Council, formed a Regional Library Corporation in 2010 to deliver library services across the 3 Council areas.

Services to Strathbogie are delivered through branches at Euroa, Violet Town and Nagambie and through the book mobile and online services.

Operation of the Corporation is governed by a Board, established under an Agreement which provides for representation as follows:

“The Board of the Regional Library shall consist of up to nine members, comprising:

- (a) One Councillor appointed by each Council; and*
- (b) One other person appointed by each Council who must be a “senior officer” within the meaning of the Act; and*
- (c) One other person appointed by each Council as a community representative, meeting the skills criteria determined by the Board from time to time.*

9.11 Goulburn Valley Regional Libraries – Community Representative (cont.)

Under Section (a) Councillor Dickinson is the Council Board member, David Roff is the senior officer Board member under Section (b) and the community representative was previously Amanda Tingay as a resident of the Shire, but who is now Council's Director Community and Planning.

ISSUES, OPTIONS AND DISCUSSION

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

A Position Role Statement has been prepared to assist in recruitment of the Community representative and this will be widely promoted to attract good candidates.

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 will use all of its communication platforms to engage with the community to make it aware of this opportunity. This will include print and social media.

POLICY CONSIDERATIONS

Council Plans and Policies

Fits under the Mission "*To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services*".

Regional, State and National Plans and Policies

The Library Corporation still operates under the Local Government Act 1989 with Local Government Victoria exercising an oversight role.

The Library service also operates within State, National and International Guidelines and Policies

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.

As indicated the Corporation operates under the *Local Government Act 1989*.

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.

9.11 Goulburn Valley Regional Libraries – Community Representative (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 position of community representative will be publicly and widely advertised and this matter will be considered in an open Council meeting.

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.

Social

The Library Service and its Board contributes to social outcomes through provision of information, activities and events for all age groups and sectors of the 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 Board is heavily involved in discussions about continually improving services through technology and different service delivery models.

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 Library Corporation is an excellent example of Councils collaborating to provide good services outcomes to the community.

HUMAN RIGHTS CONSIDERATIONS

The Library Service provides services consistent with the *Charter of Human Rights and Responsibilities Act 2006* as they available to, and accessible by, all sectors of the community.

CONCLUSION

A quality Community representative will enhance the operation of the Board and the Library service itself.

ATTACHMENTS

Attachment 1: Position Role Statement

ATTACHMENT 1:



PO Box 632, 79 Benalla Road
Shepparton VIC 3632
t. 1300 374 765
e. gvrhc@gvrhc.vic.gov.au
w. www.gvlibraries.com.au
ABN 44 381 751 770

Role Statement - Board Member Community Representative

Goulburn Valley Regional Library Corporation, trading as Goulburn Valley Libraries provide Library services to the communities in the municipalities of City of Greater Shepparton, Moira Shire and Strathbogrie Shire. We operate 10 Libraries in the townships of Cobram, Euroa, Mooropna, Nagambie, Nathalia, Numurkah, Tatura, Violet Town, Yarrawonga and the City of Shepparton and a Mobile Library service that serves smaller communities within the region. A Central Administration centre at Shepparton supports the Library operations by providing shared support services and logistics.

The Corporation is established by an Agreement between the three member municipalities, approved by the Minister for Local Government in accordance with the Local Government Act.

The Corporation is governed by an independent Board consisting of representatives from each of the three municipalities. The Board employs a Chief Executive Officer who is responsible for the management and operation of the organisation.

The main roles of the Library Board are to;

- Set the strategic direction of the corporation,
- Determine and approve policy and,
- Monitor organisational performance.

The Board consists of nine members, three nominated from each member municipality, including ,

- A Councillor,
- A Senior Officer, and
- A Community Representative

The Board is independent from the member Councils and must act in the interests of the Corporation.

VALUED KNOWLEDGE AND EXPERIANCE

- Knowledge or experience in Board Governance is desirable
- Financial management skills would be an advantage to fulfilling your role
- Business management experience or skills
- An understanding of the function and operation of public libraries in Victoria
- Community consultation experience
- Well developed communication skills
- Ability to analyse and report on data and information
- Understanding of business Risk Management and Strategic Planning

OTHER RELEVANT INFORMATION

- The Board usually meets in Shepparton due to the central location
- Ability to utilize communications electronically through email is required
- The Board meets at least five times per year
- Meetings are currently scheduled for 2-3hours on Thursday afternoons commencing at 2pm.
- Sub committee roles may require additional meetings
- There is no remuneration offered for this position.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report

Author: Executive Manager Governance & Customer Service

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Victorian Electoral Commission (VEC) is required to prepare a report for each municipal election by the Local Government (Electoral) Regulations 2020. This report has now been received by the Chief Executive Officer.

The report outlines:

- legislative changes around the conduct of the election brought in by the new Local Government Act 2020 and Electoral Regulations
- the Victorian Electoral Commission's information, advertising and community awareness campaign to promote voter enrolment and participation in the election
- election process (including information about the number of candidates for each Ward)
- Covid 19 pandemic social distancing management
- election statistics
- results of the election
- complaints received by the VEC during the conduct of the election.

A total of 9,806 voters were listed on the certified roll and some 8,514 or 86% of voters returned their ballots. Of these, 84% were formal ballot papers that could be counted, with the remainder being informal votes excluded from the count (2%). Informal voting rates were lower than the 2016 election (2.7%) and the 2020 election average for the State (4.8%).

Seventy-one (71) percent of voters on the Chief Executive Officer's list (non-resident ratepayers, tenants and company nominees) participated in the election, even though voting for these groups is not compulsory.

It is important to highlight that voter participation in our 2020 election was higher than for Strathbogie's 2016 election (81%) and higher for the State average turnout for the 2020 election (84%). This high participation rate is, in part, attributable to the significant media and community education awareness campaign undertaken by Council and the VEC in the lead up to the election.

Six (6) written complaints were received by the VEC relating to the nomination process, potential breaches of campaigning regulations and queries around voter entitlements.

Despite the challenges of the social distancing restrictions and campaigning due to the Covid 19 pandemic, all wards were contested. There were a total of 16 candidates in all and the elected Councillors provided for a diversity of genders, backgrounds and ages.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report (cont.)

RECOMMENDATION

That Council:

- 1. *Note the 2020 Local Government Elections Strathbogie Shire Council Election Report prepared by the Victorian Electoral Commission; and***
- 2. *Make the Election Report available on the Shire's website.***

PURPOSE AND BACKGROUND

The VEC is the authority responsible for undertaking all council elections in accordance with the *Local Government Act 2020* and *Local Government (Election) Regulations 2020*.

Regulation 83 requires the VEC to submit a report on the election to the CEO after each election.

This report outlines the key aspects of the report, including details of voter participation, for Council's review and noting.

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.

Despite the challenges of the Covid 19 pandemic, the 2020 general election was successfully run and also achieved a higher voter participation rate higher than both the State average for 2020 and the last election held in 2016.

It was a difficult run up to the election with the State government releasing the new electoral regulations only weeks prior to the nomination period commencing and significant uncertainty as to whether or not the election would even be held due to the pandemic. There were also concerns about whether or not there would be many candidates due to restrictions on traditional forms of campaigning.

Social distancing rules also meant that larger election office and counting venues were required, which was a challenge with our limited number of civic buildings.

A concerted effort was made to publicise the forthcoming election to prospective candidates and voters alike in the lead up to the election.

Two information sessions for prospective candidates were held by the Shire, in addition to the new mandatory candidate training required by the new *Local Government Act 2020*. These were very successful sessions; one being held in person at the Regatta Centre in Nagambie and attended by over 25 people and the other delivered as an online workshop (given the State was in lockdown) attended by around the same number.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report (cont.)

Sixteen (16) candidates contested the election and all wards had multiple candidates, with a diversity in gender, background and age range.

A total of 9,806 voters were listed on the certified roll and some 8,514 or 86% of voters returned their ballots. Of these, 84% were formal ballot papers that could be counted, with the remainder being informal votes excluded from the count (2%).

It is noted there were no challenges to the electoral process, nor calls for recounts by any of the candidates.

COMMUNITY ENGAGEMENT

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

A significant amount of community engagement was undertaken in the lead up to Election Day, which served two purposes; the first to ensure anyone who is entitled to vote has sufficient notice to enrol and the second being to maximise the number and diversity of candidates contesting the election.

The Election Report outlines the statutory advertising undertaken by the VEC, however this was augmented by a significant amount of information through Council's own social media platforms and our website.

Furthermore, several hundred letters were sent out to non resident ratepayers and corporations informing them that they could request to be put on the Chief Executive Officer's list, which is then incorporated into the VEC's electoral roll.

POLICY CONSIDERATIONS

Council Plans and Policies

The work undertaken by Council to support the VEC in preparing for and conducting the election is consistent with Council Plan values of being and open, transparent, inclusive, fair and ethical Council.

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 election was conducted in accordance with State legislation and regulations.

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 election was highly regulated by the *Local Government Act 2020* and the *Local Government (Electoral) Regulations 2020*. The preparation of the election report by the VEC is in accordance with Regulation 83.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report (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.

The purpose of this report is to make the VEC's election report available to the community and to highlight its key findings.

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 financial viability issues arising out of this report and the election was delivered within the budget allocation for 2020-21.

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.

Social

The relatively high participation rate of voters across the municipality is a sign that our community was engaged with the election process and motivated to return their ballots to be counted.

The low percentage of informal votes and the high participation of voters on the CEO's list (who are not legally bound to vote) also demonstrate that the community was well informed of the election process.

The election of the new Council has seen a greater diversity in gender, background and age which is another positive sign that democracy working effectively across our municipality and that younger people are engaged and motivated to stand for Council, as well as vote.

Climate change

The conduct of the election via postal vote, as prescribed by State legislation, minimises the carbon footprint of the electoral process when compared to the former method of attendance elections.

Information in ballot packs were recyclable, the polling booths in the Election Office were recyclable/reusable and every effort was taken to minimise travel and waste.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report (cont.)

It is also interesting to note that a higher proportion of campaigning was online, therefore reducing the amount of paper leaflets being distributed by candidates.

Overall, it is fair to say that this was likely to be the first election to seriously consider minimising waste and 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.

A review of each election process is undertaken after each election. Internally, more staff are now aware of the CEO list requirements and preparation (only one staff member had previous election experience).

The VEC also streamline their processes after each election and, overall, this election ran incredibly smoothly despite the challenges of Covid 19.

Candidates also found new and innovative ways to reach their audience.

Some aspects of the new legislation introduced by the State government were very successful. However, in a recent online forum run by Local Government Victoria, focussed on value and efficacy of the mandatory State government run candidate information sessions, many candidates felt that it added little or no value to the process or to their understanding of what Councillors do and the demands of the role. This process is likely to be the subject of significant review and change in the lead up to the 2024 general election.

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 election was a partnership between the VEC and Council. Council commissioned the Victorian Local Governance Association (VLGA) to deliver two candidate information sessions to augment the mandatory training required by new State legislation.

HUMAN RIGHTS CONSIDERATIONS

A significant amount of effort was expended in maximising community awareness and participation in the election, either as a voter or candidate, which is consistent with the objectives and principles of the *Charter of Human Rights and Responsibilities Act 2006* including:

- (vii) freedom of thought, conscience, religion and belief
- (viii) freedom of expression
- (ix) peaceful assembly and freedom of association
- (xi) taking part in public life
- (xii) cultural rights
- (xiv) fair hearing.

9.12 2020 Local Government Elections - Strathbogie Shire Council Election Report (cont.)

CONCLUSION

The VEC Election Report provides detailed information around the conduct and outcomes of the 2020 Strathbogie Shire election.

It is considered appropriate that this report be available to the public on the Shire's website for maximum transparency.

ATTACHMENTS

Attachment 1: 2020 Local Government Elections Strathbogie Shire Council Election Report prepared by the Victorian Electoral Commission.

ATTACHMENT 1:





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April 2021

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Acknowledgement of Country

The Victorian Electoral Commission pays respect to Victoria's traditional owners and their elders past and present who have been custodians of this country for many thousands of years. Their living culture and their role in the life of Victoria is acknowledged by the VEC.

Letter of Transmittal

19 April 2021

Ms Julie Saloman
Chief Executive Officer
Strathbogie Shire Council
PO Box 177
EUROA VIC 3666

Dear Ms Saloman

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Strathbogie Shire Council on the general election held in October 2020.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Warwick Gately'.

Warwick Gately AM
Electoral Commissioner

Strathbogie Shire Council

Contents

Introduction	1	Appendix 8: Daily breakdown of the general mail-out	41
Key changes	2	Appendix 9: Result Information	42
Election dates	4	Appendix 10: Election participation statistics	45
About Strathbogie Shire Council	5	Appendix 11: Complaints	48
Voters' roll	5		
Advertising and communication campaign	5		
Election Manager	7		
Election office	8		
Voting	9		
Results	10		
Election statistics	11		
Complaints	12		
Post-election activities	12		
Non-voter follow up	13		
Evaluating the VEC's services	13		
Schedule 1: Record of ballot papers and declaration envelopes	14		
Schedule 2: Certification statement	19		
Appendix 1: Breakdown of the voters' roll	20		
Appendix 2: Statutory advertising	21		
Appendix 3: Schedule of media releases and advisories	26		
Appendix 4: VoterAlert advisories	27		
Appendix 5: Voter engagement program and initiatives	31		
Appendix 6: Daily telephone enquiries	32		
Appendix 7: Final list of candidates in ballot paper order	33		

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

Strathbogie Shire Council

Introduction

The Victorian local government general elections are held every four years as defined by the Local Government Act 2020 (Vic) (**LG Act**). In 2020, general elections were held for 76 of the 79 Victorian councils¹ with Saturday 24 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2020 Strathbogie Shire Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election items including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the Electoral Act 2002 (Vic) (**the Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Warwick Gately AM is the appointed Electoral Commissioner and Liz Williams is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and seven Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts within their legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program which is managed by Katrina Collins and incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Planning Group and has sponsorship from the Executive Management Group.

¹ The South Gippsland Shire Council was placed into administration in mid-2019. The Council's general election has been postponed until October 2021. Casey City Council and Whittlesea City Council were placed into

administration in early 2020. The Councils' general elections have been postponed until October 2024.

Strathbogie Shire Council

Key changes

Changes in legislation

The new LG Act received royal assent on 24 March 2020 and introduced a number of changes, some requiring immediate implementation and others to be implemented progressively. Those requiring immediate implementation had a significant impact on the 2020 local government election program.

Following the LG Act completing its passage through Parliament, the VEC implemented the necessary changes to the 2020 local government election program in response to the reforms as they applied to the elections.

The key changes from the LG Act are as follows:

Local government electoral structures	<p>The default electoral structure for all local councils is single-councillor wards, although some regional and rural local councils may be unsubdivided or divided into wards with equal numbers of councillors in each ward.</p> <p>The VEC is no longer responsible for conducting electoral representation reviews of all local councils in Victoria.</p> <p>An independent Local Government Electoral Representation Advisory Panel will review council electoral structures. The panel includes the Electoral Commissioner and other members appointed by the Minister for Local Government.</p>
Voting system	<p>The voting system (attendance or postal) is set by the Minister for Local Government.</p> <p>All local council elections are conducted according to the same voting system.</p>
Enrolment and voters' rolls	<p>Non-resident property owners need to apply to be enrolled (this change will be implemented in stages leading up to the 2024 local government elections).</p> <p>Amendments to the voters' roll are completed by the VEC only (excluding Melbourne City Council).</p>
Candidate qualifications	<p>It is compulsory for local government candidates to complete mandatory training prior to nominating for local government elections.</p>
Nominations/candidate statements	<p>When nominating, candidates are required to declare they have completed the mandatory Local Government Candidate Training.</p> <p>The maximum number of words for a candidate statement was increased to 300 (350 for the Melbourne City Council Leadership Team and Councillor Groups).</p>
Election staff	<p>The term 'Election Manager' replaced 'Returning Officer' making the term consistent with the <i>Electoral Act 2002</i>.</p>
Extraordinary vacancies	<p>The VEC will fix the timeline for local council by-elections (previously fixed by the Minister).</p> <p>Changes to the countback process which now draws on a broader pool of ballot papers to determine the successful candidate at a countback.</p>
Compulsory voting	<p>From the 2024 local government general elections onwards, it will be compulsory for everyone enrolled on a voters' roll to vote.</p>

Strathbogie Shire Council

The LG Act made other changes to the local government electoral landscape, including:

- operational and technical provisions for electoral matters are now prescribed in the Regulations rather than being contained in the LG Act.
- disputed election results are now heard by the Victorian Civil and Administrative Tribunal (VCAT).

On 8 May 2020, the Minister determined² all of the 2020 general elections would be held by postal voting. As such, the VEC adjusted preparations in response to the Minister's determination.

In addition, new Local Government (Electoral) Regulations 2020 (**the Regulations**) came into operation on 13 July 2020.

Response to public health crisis: Coronavirus (COVID-19)

In response to the coronavirus (COVID-19) global pandemic, a State of Emergency was declared in Victoria on 16 March 2020. While the VEC was well advanced in planning for the elections, some uncertainty arose due to speculation that the elections could be rescheduled.

Following the Local Government Minister's confirmation on 15 May 2020 that the 2020 local government elections would proceed, the VEC's operating model was adjusted to deliver a compliant election while meeting health, safety, social distancing and hygiene obligations to voters, election staff, councils, candidates and all other stakeholders.

On Wednesday 1 September 2020, the Governor in Council made amendments to the regulations to allow certain provisions to be varied in response to the COVID-19 pandemic. Specifically, the amendments allowed the VEC to determine an appropriate method for eligible candidates to lodge their nomination form and pay their nomination fee electronically; and to allow the Election Manager to determine the maximum number of scrutineers that may be present for any activity at any one time. The amended regulations commenced the day after

they were made and remain in place until 26 April 2021.

On 29 September 2020, the Governor in Council made further changes to the Regulations to provide greater clarity of mitigation options for any disruptions to the voting timeline, including delays across the postal network that could threaten the integrity of the elections. The changes allowed the Electoral Commissioner to alter the last day of voting and/or the extended postal vote receipt deadline if necessary, to maintain and protect election integrity.

The VEC developed a COVIDSafe Election Plan³ in consultation with the Department of Health and Human Services which complemented the VEC's Service Plan. The COVIDSafe Election Plan outlined the VEC's actions and strategies to deliver safe and compliant local government elections.

The plan considered all electoral operations and activities and included changes such as (but not limited to):

- acquiring larger election office spaces to accommodate social distancing practices
- moving operations from face-to-face to online (when legislation permitted), for example:
 - the VEC's briefing meetings with individual councils
 - the candidate information sessions
- modifying the timeline for ballot paper extraction and counting activities
- modifying scrutineer practices.

The VEC acknowledges the collaboration and contributions of council officers in navigating the changes required to the program due to COVID-19.

² The Minister published this decision in the Government Gazette on 18 May 2020

³ "VEC COVIDSafe election plan" - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Strathbogie Shire Council

Election dates

The key timelines that applied to the 2020 local government elections were as follows.

Deadline fixed by the VEC for council primary enrolment data	Monday 13 July 2020
Close of roll	4 pm Friday 28 August 2020
Opening of the election office to the public	Wednesday 16 September 2020
Certification of the voters' roll and opening of nominations	Thursday 17 September 2020
Close of nominations	12 noon Tuesday 22 September 2020
*Ballot draw	From 1 pm on Tuesday 22 September 2020
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Wednesday 23 September 2020
*General mail out of ballot packs to voters	Tuesday 6 October to Thursday 8 October 2020
*Close of voting	6 pm Friday 23 October 2020
Day prescribed as Election Day	Saturday 24 October 2020
*Close of extended postal vote receipt period	12 noon Friday 30 October 2020
Declaration of election results	No later than Friday 13 November 2020

*Dates with asterisks relate to contested elections only.

Strathbogie Shire Council

About Strathbogie Shire Council

Strathbogie Shire Council is comprised of seven councillors elected from three single-councillor wards and two two-councillor wards.

The electoral structure was last reviewed in accordance with the Local Government Act 1989 through an electoral representation review in 2011.



Figure 1: The electoral structure of Strathbogie Shire Council at the general election held on 24 October 2020.

Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Friday 28 August 2020. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Thursday 17 September 2020.

At certification, the voters' roll for the 2020 Strathbogie Shire Council general election included 9,806 enrolled voters.

Composition of the voters' roll

The LG Act specifies that the voters' roll for a local government election is formed by combining two separate lists of voters.

1. The Electoral Commissioner's list (EC list) – List of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – List of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Strathbogie Shire Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Following the passage of the LG Act, amendments to the voters' roll are to be certified by the VEC. All voters added to the roll were issued with a ballot pack. Where a voter was deleted from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made one amendment to the voters' roll, one addition and no deletions.

Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across two phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Strathbogie Shire Council

Statutory advertising

The VEC published a series of statutory notices throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2020 statutory notices, Strathbogie Shire Council nominated the following newspapers for the statutory notices to appear in:

- Benalla Ensign
- Euroa Gazette
- Seymour Telegraph
- Shepparton News.

In 2020, the VEC established a new policy position for statutory advertising in alignment with the updated definition of 'publish' in the LG Act. The policy position included the following:

- all statutory and non-statutory election advertising would be published on the VEC website, and
- where available, all statutory and non-statutory election advertising would be published in local newspapers and/or other selected newspapers identified following consultation with the council.

Refer to **Appendix 2** for further information in relation to the statutory advertising.

VEC website

The VEC provided council specific information regarding the election on its website under the '2020 local council election' page. The VEC website went live for the local government elections in early August 2020. Whilst some council specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media webinar was held on Friday 21 August 2020. The webinar could be downloaded or accessed at a later time for those who were unable to participate live. The media briefing summarised the planning and timeline for the

2020 local government elections, and also provided a specific update in relation to the availability of election results in light of COVID-19.

Media outlets were provided with a media information booklet that outlined the election timeline and key messages, and provided the VEC's head office media contacts. The VEC's communication team supported each Election Manager as the primary media spokesperson in relation to each election.

The VEC's media liaison program principally featured staged media releases aimed to highlight key milestones during the election timeline, and capitalise on existing general news coverage. More information on the VEC's media release schedule is available at **Appendix 3**.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Twitter, Instagram, LinkedIn, Snapchat and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VEC VoterAlert advisories

Electors on the State enrolment register are able to sign up to the VEC's free SMS or email alert service VoterAlert, to receive reminder messages pertinent to elections that affect them. They can subscribe to receive SMS messages only, email only, or both SMS and email.

During the general election, the VEC used its VoterAlert service to send the following direct messages to those State-enrolled voters on the roll for the election.

The messages were rolled out in the following schedule:

Wednesday 19 August to Wednesday 26 August 2020 – 5,783 VoterAlert messages were sent by SMS and email reminding voters to enrol or update their details by the close of roll.

Strathbogie Shire Council

Friday 9 October to Friday 13 October 2020 – 6,009 VoterAlert messages were sent by SMS and email advising that the VEC had commenced posting ballot packs.

In mid-October, the VEC commenced sending its final VoterAlert – a reminder to post ballot packs by the voting deadline. Whilst approximately 900,000 of the 1.8 million voters scheduled to receive an alert were contacted it was identified that an unanticipated high volume of calls was received by both the VEC and councils as a result of the alert. Therefore the VEC suspended the VoterAlert messages scheduled for the remaining 900,000 voters.

More information on the VEC's VoterAlert advisories is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program. The program sessions were implemented throughout Victoria and were specific to local demographics. Please refer to **Appendix 5** to view the full list of initiatives for the 2020 local government elections. Due to the coronavirus (COVID-19) pandemic, the VEC's programs traditionally offered through face-to-face education and engagement were redesigned to comply with health, safety, social distancing and hygiene obligations.

Blind and low vision services

Braille and large print ballot material was available to blind and low vision voters who had registered for these products by 5 pm on Tuesday 15 September 2020.

The VEC received and processed one request for braille ballot material and two requests for large print ballot material for Strathbogie Shire Council.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Link to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Telephone enquiry service

A local telephone enquiry service was provided at the election office from Wednesday 16 September 2020 until the close of voting, for enquiries regarding the election.

The local telephone enquiry service was supplemented by an overflow call centre at the VEC's head office. The overflow call centre received calls made directly to the VEC's head office line (131 VEC, 131 832 or +61 3 8620 1100 for callers outside of Australia) and diverted calls from the election office when the election office lines were at capacity. Additionally, email enquiries were received and processed through info@vec.vic.gov.au.

The types of calls that are typical during an election relate to:

- voting entitlements and compulsory voting obligations
- enrolment questions
- ballot pack had not been received
- ballot material was spoilt or destroyed, so replacement ballot material was required
- a voter advising that they were overseas or interstate
- queries regarding the content of the ballot pack.

A breakdown of the daily number of calls received by the telephone enquiry service and the overflow call centre in respect to the election is available at **Appendix 6**.

Election Manager

The VEC maintains a pool of trained senior election officials located across the state to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials prior to each election management appointment.

The size of the election management team appointed for the conduct of an election is based on the size of the council. As required under the LG Act an Election Manager is appointed to conduct the election and is supported by one or

Strathbogie Shire Council

more Assistant Election Managers for larger councils, or a senior election official for smaller councils.

In accordance with section 3 of the LG Act, the Electoral Commissioner appointed Derek Duncan as the Election Manager for the 2020 Strathbogie Shire Council general election.

Based on the size of the Strathbogie Shire Council election, an Assistant Election Manager was not appointed, however the Election Manager was supported by a senior election official.

Election office

The Election Manager was responsible for the establishment and management of the election office located at the Old SES Building, 1A Bury Street, Euroa. The election office was provided by the council.

In accordance with the VEC's COVIDSafe election plan, the election office was open to the public by appointment only. The election office was available for appointments from Wednesday 16 September until Friday 23 October 2020 between 9 am and 5 pm. Opening hours were extended on Thursday 22 October (9 am to 8 pm) and Friday 23 October (9 am to 6 pm) to allow for final enquiries and the hand-delivery of ballots prior to the close of voting. Enquiries regarding the election were also managed by phone.

Candidates

Nominations for the election opened at 9 am on Thursday 17 September and closed at 12 noon on Tuesday 22 September 2020. Candidates were required to lodge their nomination forms in person at the election office. A \$250 nomination fee applied.

On Wednesday 9 September 2020, the Electoral Commissioner published a determination⁴ establishing a framework for prospective candidates who were prevented from attending the election office due to health directions regarding COVID-19 under the Public Health and Wellbeing Act 2008. The determination outlined provisions for electronic lodgement of the

nomination form and nomination fee for affected candidates.

Candidate information

The VEC developed a suite of resources that were accessible to prospective candidates prior to the nomination period. From early September, candidates were able to access the VEC's information about the process of nominating and becoming a candidate for the election. The VEC's online *Candidate Helper*, accessible via the VEC website, went live on Thursday 3 September 2020. The *Candidate Helper* enabled candidates to pre-complete their nomination form and other forms online before lodging them with the Election Manager.

For the 2020 elections, the VEC's candidate information session was recorded and available for online streaming from the VEC website. The session was complemented by three state-wide interactive seminars consisting of a panel from the VEC's leadership and executive teams.

Nominations

At the close of nominations, 16 candidates had nominated for election to council.

The following is a breakdown of candidate nominations per ward:

- Honeysuckle Creek - two nominations
- Hughes Creek - three nominations
- Lake Nagambie - five nominations
- Mount Wombat - three nominations
- Seven Creeks Ward - three nominations.

Ballot draws to determine the order in which the names would appear on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 7** for the list of candidates in ballot draw order.

⁴ VEC 2020 Determination No.1 - Nominations from candidates impacted by COVID-19 Public Health Directions in respect to local government elections -

<https://www.vec.vic.gov.au/about-us/legislation/determinations>

Strathbogie Shire Council

Candidate statements and photos

In accordance with Regulation 39 of the Regulations, candidates were able to lodge a 300 word statement and submit a recent photograph for inclusion in the ballot packs sent to voters. The deadline for the submission of candidate statements and photographs was 12 noon on Wednesday 23 September 2020.

See **Appendix 7.1** for a breakdown of submitted statements and photos and **7.2** for the sample website version product.

Candidate questionnaires

In accordance with Regulation 43 of the Regulations, candidates were able to complete and lodge their answers to a set of prescribed questions in addition to a statement and photograph. The Election Manager accepted questionnaire submissions lodged by all candidates at the election.

The completed questionnaires were accessible to voters on the VEC website or by contacting the election office.

Voting

Redirection of ballot packs

The Regulations provide that a voter may – no later than the day the roll is certified (or a later date if specified by the Election Manager under Regulation 22(2)(f) of the Regulations) – make a request in writing to the Election Manager to have their postal ballot envelope redirected to another address. For the 2020 elections voters had until Thursday 17 September to submit requests for redirection.

The Election Manager received one request for redirection of ballot pack for the election.

Early votes

A voter may request an early postal ballot envelope (early vote) prior to the general mail out of ballot packs. The Election Manager processes the request and issues the early vote if the request is assessed as reasonable. Requests for early votes could be processed from Wednesday 23 September 2020, the day after nominations closed, until the commencement of the general mail out of ballot packs on Tuesday 6

October 2020. Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

Due to the impact that COVID-19 restrictions had on election services for the 2020 elections, requests for early votes were managed by appointment.

The Election Manager issued two early votes for the election.

Mail-out of ballot packs

The VEC mailed 9,806 ballot packs between Tuesday 6 October and Thursday 8 October 2020. See **Appendix 8** for a breakdown of the packs mailed out on each day during the general mail-out, noting that ballot packs were not mailed to any voters that had passed away between the close of the roll and generation of the mail-out file.

This included one ballot pack that was redirected to an alternative address for a voter that had applied to redirect their ballot pack by Thursday 17 September 2020.

In accordance with Regulation 49(3) of the Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail out period to confirm that ballot packs had been delivered to voters. The VEC received confirmation that all ballot packs had been delivered to delivery addresses by Wednesday 14 October 2020.

During the voting period, 177 ballot packs were returned to the election office by Australia Post as return-to-sender mail. Most of this mail was due to the addressee not residing at the address.

Election office counter services

In order to safeguard the health and wellbeing of voters and VEC personnel in the COVID-19 environment, the VEC did not provide an over-the-counter replacement or unenrolled vote service at election offices in the Metropolitan Melbourne region (including Mitchell Shire Council) for the elections. Similar restrictions were initially imposed on election offices in Regional

Strathbogie Shire Council

Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the Election Manager prior to either admitting or disallowing the vote.

The Election Manager issued 24 unenrolled votes and following relevant checks, 22 were admitted to the count.

Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoiled or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 118 replacement ballot packs across all wards during the voting period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes

without interaction with staff, therefore remaining compliant with a COVIDSafe election³.

As ballot paper envelopes were returned, they were progressively checked by the election management team to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot from any one voter could proceed to the extraction and count.

The Election Manager received a total of 6,938 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 1,576 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Strathbogie Shire Council was 8,514.

The Election Manager set aside 254 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards.

Results

Extraction

A total of 8,260 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the Violet Town Community Centre, 37-39 Cowslip Street, Violet Town commencing on Monday 26 October. The extraction of all admitted ballot

³ "VEC COVIDSafe election plan" - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Strathbogie Shire Council

paper envelopes was completed on Monday 2 November, following the close of the extended postal vote receipt period.

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were 13 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 8,247 ballot papers proceeded to the count.

Manual count

Ballot papers for Honeysuckle, Hughes Creek and Mount Wombat Wards were counted manually using the preferential method of counting at the Violet Town Community Centre, 37-39 Cowslip Street, Violet Town. The ballot papers were sorted to the first preference votes for each candidate and to informal votes. At this point, the ballot paper votes sorted to first preferences were counted.

Where a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, a preference distribution was conducted. A preference distribution was required for Hughes Creek Ward.

Computer count

Following the extraction of ballot papers admitted to the count for Lake Nagambie and Seven Creeks Wards, preferences on ballot papers were data entered into the VEC's computer counting application at the election office. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. The computer count information session explaining the process was recorded and available for online streaming from the VEC website from Monday 19 October

2020. Results were calculated at the election office on Wednesday 4 November 2020.

The provisional results were published to the VEC website as they became available. Results were updated as finalised^a once declarations had taken place.

For a breakdown of the first preference results by ward, refer to **Appendix 9**.

Recounts

At any time before a candidate is declared as elected, a recount may be initiated by the Election Manager or requested in writing by a candidate stating the reasons for their request. Such requests are assessed by the Election Manager supported by the VEC and either accepted or declined.

The Election Manager did not receive any requests for a recount following the count for Strathbogie Shire Council.

Declaration of results

The declaration of results was scheduled later than at previous elections, due to the impact of COVID-19 restrictions on extraction and counting timelines. As per the Service Plan, the latest date for all results declarations to have been completed was Friday 13 November 2020.

The results of the 2020 Strathbogie Shire Council general election were declared at 4.30 pm on Wednesday 4 November 2020 at the Strathbogie Shire Council Chambers, 109A Binney Street, Euroa.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Strathbogie Shire Council election was 86.13%, which is higher than the

^a A preference distribution report can be found at [2020 council election results | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.VEC.vic.gov.au/council-election-results).

Strathbogie Shire Council

Victoria and were relaxed in the final weeks of voting. Voters were advised to request replacement or unenrolled ballot material by phone, which was sent to them by post.

Unenrolled votes

Unenrolled votes are issued to people whose name cannot be found on the voters' roll but who claim they are entitled to vote at the election. The unenrolled ballot pack includes a declaration that is signed by the applicant and assessed by the Election Manager prior to either admitting or disallowing the vote.

The Election Manager issued 24 unenrolled votes and following relevant checks, 22 were admitted to the count.

Replacement ballot packs

Following the general mail-out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoiled or destroyed, could apply to the Election Manager for a replacement ballot pack. Requests for replacement ballot packs within metropolitan councils were processed and fulfilled at the election office then lodged at the local postal facility. In order to assist in the mail turnaround time for regional councils, the VEC established a centralised postal vote issuing service at head office. Replacement vote requests were processed at the election office and fulfilled and lodged with Australia Post from the VEC in Melbourne.

The Election Manager issued 118 replacement ballot packs across all wards during the voting period. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

Return of ballot paper envelopes

Voters were provided with a priority reply-paid envelope for the return of their ballot paper envelope containing their completed ballot paper. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters who chose to hand-deliver their vote to the election office were able to do so by placing their ballot paper envelope containing their completed ballot paper into ballot boxes located at the election office. The ballot boxes allowed voters to drop off their ballot envelopes

without interaction with staff, therefore remaining compliant with a COVIDSafe election⁵.

As ballot paper envelopes were returned, they were progressively checked by the election management team to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot from any one voter could proceed to the extraction and count.

The Election Manager received a total of 6,938 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 23 October 2020.

The Regulations provide that the Election Manager can accept returned ballot paper envelopes up until 12 noon on the Friday following the close of voting, if satisfied that the ballot paper envelope was completed by the voter prior to the close of voting. The Election Manager accepted 1,576 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Strathbogie Shire Council was 8,514.

The Election Manager set aside 254 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards.

Results

Extraction

A total of 8,260 ballot paper envelopes were admitted to the extraction process.

The extraction of ballot papers occurred at the Violet Town Community Centre, 37-39 Cowslip Street, Violet Town commencing on Monday 26 October. The extraction of all admitted ballot

⁵ "VEC COVIDSafe election plan" - <https://www.vec.vic.gov.au/about-us/publications/local-council-election-reports-and-plans>

Strathbogie Shire Council

paper envelopes was completed on Monday 2 November, following the close of the extended postal vote receipt period.

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This two-stage process maintains anonymity and ensures the number of envelopes is tracked for ongoing reconciliation.

Any returned ballot paper envelopes found not to contain a ballot paper, or that contained more than one ballot paper, were required to be rejected and could not be counted. There were 13 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 8,247 ballot papers proceeded to the count.

Manual count

Ballot papers for Honeysuckle, Hughes Creek and Mount Wombat Wards were counted manually using the preferential method of counting at the Violet Town Community Centre, 37-39 Cowslip Street, Violet Town. The ballot papers were sorted to the first preference votes for each candidate and to informal votes. At this point, the ballot paper votes sorted to first preferences were counted.

Where a candidate had not achieved an absolute majority of votes (>50%) on first preference votes, a preference distribution was conducted. A preference distribution was required for Hughes Creek Ward.

Computer count

Following the extraction of ballot papers admitted to the count for Lake Nagambie and Seven Creeks Wards, preferences on ballot papers were data entered into the VEC's computer counting application at the election office. The application distributes preferences using the proportional representation method once data entry of ballot paper preferences is complete. The computer count information session explaining the process was recorded and available for online streaming from the VEC website from Monday 19 October

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For a breakdown of the first preference results by ward, refer to **Appendix 9**.

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The results of the 2020 Strathbogie Shire Council general election were declared at 4.30 pm on Wednesday 4 November 2020 at the Strathbogie Shire Council Chambers, 109A Binney Street, Euroa.

The VEC website was updated following the declaration to reflect the elected candidates from the election.

Election statistics

Participation

Participation is measured by the number of marks on the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Strathbogie Shire Council election was 86.13%, which is higher than the

^a A preference distribution report can be found at [2020 council election results | Victorian Electoral Commission \(vec.vic.gov.au\)](https://www.VEC.vic.gov.au/council-election-results).

Strathbogie Shire Council

State average of 84.12% (excluding Melbourne City Council) and higher than the 81.23% rate at the 2016 Strathbogie Shire Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is higher for voters who are enrolled on the EC's List (88.29%) compared to voters enrolled on the CEO's List (70.95%).

Refer to **Appendix 10** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2020 Strathbogie Shire Council general election was 84.10%. This is compared to the State average turnout of 81.47% (excluding Melbourne City Council). The voter turnout at the 2016 general election for council was 79.57%.

Informality

The overall informal voting rate recorded at the 2020 Strathbogie Shire Council general election was 2.26%, compared with the State average of 4.76%. An informality rate of 2.67% was recorded at the Strathbogie Shire Council general election held in October 2016.

Complaints

Type of complaints

At local government elections, complaints generally fall into two broad categories:

1. The conduct of participants in the election.
Complaints about the conduct of candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

2. The administration of the election.
Complaints about the conduct of the election and services to voters.

The majority of complaints at the 2020 local government elections related to category one,

often where the complainant alleged inappropriate or illegal action by another person or group associated with the election.

Complaints process

The VEC operates a streamlined complaints process during elections, developed in consultation with local councils and enforcement agencies. The process requires complaints to be lodged in writing, and they are then processed through the VEC's head office. For the 2020 local government elections, customers were able to provide feedback and complaints through an online submission form on the VEC's website.

Each complaint is evaluated and an appropriate course of action is determined. Complaints alleging a breach of the LG Act, for example, are forwarded to the Local Government Inspectorate (LGI). Complaints relating to local laws are referred to council. Complaints about the VEC's services or the behaviour or actions of VEC staff and election officials are the responsibility of the VEC. In these cases, the VEC investigates the matter and determines the most appropriate response. The VEC committed to responding to each complaint within five working days, however due to the unanticipated high volume of complaints received this extended in some instances.

Complaints received

The VEC received six written complaints relating to the election for Strathbogie Shire Council. Please see **Appendix 11** for a description of complaints received by the VEC.

Post-election activities

Storage of election material

All records from the election will be kept by the VEC safely and secretly in accordance with Regulation 79 of the Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Thursday 10 December 2020. Eligible candidates included elected candidates or those who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to Council on 10 December 2020.

Strathbogie Shire Council

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the election and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to the VCAT disputing the result of the Strathbogie Shire Council general election.

Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an Apparent Failure to Vote Notice. Apparent non-voters have 28 days in which to respond.

People who do not respond to that notice, or do not provide a satisfactory response to the notice, may be issued with an Infringement Notice that will incur a penalty. Further follow-up by way of a Penalty Reminder Notice may also take place – this stage includes the original penalty and a Penalty Reminder Notice fee. Penalties collected on behalf of council will be reimbursed at the end of the Infringement and Penalty Reminder Notice stages.

Additionally, during the Infringement and Penalty Reminder Notice stages, non-voters may request for their matter to proceed directly to the Magistrates' Court.

Any such requests will be actioned at the conclusion of the Infringement and Penalty Reminder Notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the conclusion of the Penalty Reminder Notice stage.

Evaluating the VEC's services

The VEC is committed to providing high quality election services to its local government clients. Through the VEC's formal feedback and debriefing program, the VEC is able to gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2020 and acknowledges the receipt of feedback provided by Strathbogie Shire Council. Additional feedback can be provided to the Program Manager for Local Government elections by emailing LGProgram2020@vec.vic.gov.au.

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program which includes input from all areas across the VEC's workforce. Internal debriefing following the local government elections commenced in December 2020. In due course, the VEC will publish a consolidated report on its performance and key statistics from the elections. This report will be tabled in Parliament and available on the VEC website.

Strathbogie Shire Council

Schedule 1: Record of ballot papers and declaration envelopes

Strathbogie Shire Council Honeysuckle Creek Ward election	
BALLOT PAPERS PRINTED	
Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250
BALLOT PAPERS ISSUED	
General mail out	1,376
Early and replacement votes	11
Unenrolled declaration votes	4
Spoilt	0
Sub total	1,391
Unused	859
Total	2,250
DECLARATIONS RETURNED	
General mail out admitted to the extraction	1,165
Early and replacement votes admitted to the extraction	6
Unenrolled declaration votes admitted to the extraction	4
Returned declarations unable to admit to extraction	38
Declarations returned to sender	24
Sub total	1,237
Declarations not returned	154
Total	1,391

Strathbogie Shire Council

Strathbogie Shire Council Hughes Creek Ward election

BALLOT PAPERS PRINTED

Victorian Electoral Commission	2,250
Election Manager	0
Total	2,250

BALLOT PAPERS ISSUED

General mail out	1,331
Early and replacement votes	12
Unenrolled declaration votes	4
Spoilt	0
Sub total	1,347
Unused	903
Total	2,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	1,109
Early and replacement votes admitted to the extraction	11
Unenrolled declaration votes admitted to the extraction	4
Returned declarations unable to admit to extraction	22
Declarations returned to sender	44
Sub total	1,190
Declarations not returned	157
Total	1,347

Strathbogie Shire Council**Strathbogie Shire Council Lake Nagamble Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	4,250
Election Manager	0
Total	4,250

BALLOT PAPERS ISSUED

General mail out	2,943
Early and replacement votes	43
Unenrolled declaration votes	2
Spoilt	0
Sub total	2,988
Unused	1,262
Total	4,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	2,340
Early and replacement votes admitted to the extraction	31
Unenrolled declaration votes admitted to the extraction	2
Returned declarations unable to admit to extraction	90
Declarations returned to sender	63
Sub total	2,526
Declarations not returned	462
Total	2,988

Strathbogie Shire Council

Strathbogie Shire Council Mount Wombat Ward election

BALLOT PAPERS PRINTED

Victorian Electoral Commission	2,250
Election Manager	3
Total	2,253

BALLOT PAPERS ISSUED

General mail out	1,333
Early and replacement votes	25
Unenrolled declaration votes	5
Spoilt	0
Sub total	1,363
Unused	890
Total	2,253

DECLARATIONS RETURNED

General mail out admitted to the extraction	1,114
Early and replacement votes admitted to the extraction	19
Unenrolled declaration votes admitted to the extraction	4
Returned declarations unable to admit to extraction	35
Declarations returned to sender	19
Sub total	1,191
Declarations not returned	172
Total	1,363

Strathbogie Shire Council**Strathbogie Shire Council Seven Creeks Ward election****BALLOT PAPERS PRINTED**

Victorian Electoral Commission	4,250
Election Manager	0
Total	4,250

BALLOT PAPERS ISSUED

General mail out	2,823
Early and replacement votes	29
Unenrolled declaration votes	9
Spoilt	0
Sub total	2,861
Unused	1,389
Total	4,250

DECLARATIONS RETURNED

General mail out admitted to the extraction	2,418
Early and replacement votes admitted to the extraction	25
Unenrolled declaration votes admitted to the extraction	8
Returned declarations unable to admit to extraction	69
Declarations returned to sender	27
Sub total	2,547
Declarations not returned	314
Total	2,861

Strathbogie Shire Council

Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2020 Strathbogie Shire Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Warwick Gately AM
Electoral Commissioner

Strathbogie Shire Council

Appendix 1: Breakdown of the voters' roll

Strathbogie Shire Council	
Voters enrolled through an entitlement under section 241 of the LG Act	8,585
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	1,221
Total	9,806

Honeysuckle Creek Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,223
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	153
Honeysuckle Creek Ward election total	1,376

Hughes Creek Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,201
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	130
Hughes Creek Ward election total	1,331

Lake Nagambie Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	2,412
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	531
Lake Nagambie Ward election total	2,943

Mount Wombat Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	1,094
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	239
Mount Wombat Ward election total	1,333

Seven Creeks Ward election	
Voters enrolled through an entitlement under section 241 of the LG Act	2,655
Voters enrolled through entitlements under sections 242 – 245 of the LG Act	168
Seven Creeks Ward election total	2,823

Strathbogie Shire Council

Appendix 2: Statutory advertising

Strathbogie Shire Council election schedule of public notices

Close of roll notice (see Appendix 2.1 for example)

VEC Website	8 August 2020
Benalla Ensign	12 August 2020
Euroa Gazette	12 August 2020
Seymour Telegraph	12 August 2020
Shepparton News	14 August 2020

Notice of election (see Appendix 2.2 for example)

VEC Website	31 August 2020
Benalla Ensign	2 September 2020
Euroa Gazette	2 September 2020
Seymour Telegraph	2 September 2020
Shepparton News	4 September 2020

Voting details notice (see Appendix 2.3 for example)

VEC Website	28 September 2020
Benalla Ensign	30 September 2020
Euroa Gazette	30 September 2020
Seymour Telegraph	30 September 2020
Shepparton News	2 October 2020

Reminder notice (see Appendix 2.4 for example)

VEC Website	12 October 2020
Benalla Ensign	14 October 2020
Euroa Gazette	14 October 2020
Seymour Telegraph	14 October 2020
Shepparton News	16 October 2020

Strathbogie Shire Council

Notice of result (see Appendix 2.5 for example)


VEC Website	23 November 2020
Benalla Ensign	25 November 2020
Euroa Gazette	25 November 2020
Seymour Telegraph	25 November 2020
Shepparton News	27 November 2020

Strathbogie Shire Council

Appendix 2.1: Close of roll notice for Strathbogie Shire Council

Strathbogie Shire Council postal election

Your council, your vote



You must be enrolled to vote

A general election will be held for Strathbogie Shire Council in October 2020. To be able to vote in the election, you must be enrolled by the close of roll at 4 pm on Friday 28 August 2020. Two categories of voters can be enrolled to vote in the Strathbogie Shire Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 24 October 2020 AND
- you live in Strathbogie Shire AND
- you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 24 October 2020 AND
- you live in Strathbogie Shire and you are not on the State electoral roll OR
- you have lived at your current residential address within Strathbogie Shire for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at vec.vic.gov.au

You can also download an enrolment form from the website. All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at 4 pm on Friday 28 August 2020.

How can I check my State enrolment?

You can check your enrolment details online at vec.vic.gov.au at any time, or call 1300 805 578.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 24 October 2020 AND
- not a State-enrolled voter within Strathbogie Shire.

You are automatically enrolled for this election if you were enrolled as a non-resident owner of the most recent election for your local area. This includes any by-elections held since the last general election.

If your circumstances have changed since the most recent election and you are no longer a non-resident owner of that property, you will not be automatically enrolled for this election. Depending on your circumstances, you may still be eligible to apply to be enrolled as a Council-enrolled voter.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property in Strathbogie Shire since the last election or by-election and you are not automatically enrolled OR
- you are not an Australian citizen and you live in, and pay rates for, a property within Strathbogie Shire OR
- you pay rates on a property you occupy in Strathbogie Shire, for example you are a shop tenant and pay rates to the Council for the tenancy, and you have no other voting entitlement within Strathbogie Shire OR
- you are a director or company secretary of a corporation that pays rates to Strathbogie Shire Council and you have no other voting entitlement within Strathbogie Shire.

How do I apply to be a Council-enrolled voter?

If you meet any of the mentioned criteria and wish to enrol, contact Strathbogie Shire Council on 1800 065 993 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at 4 pm on Friday 28 August 2020.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on 1800 065 993.

Thinking about standing for election?

Candidate requirements have recently changed. To nominate as a candidate for Strathbogie Shire Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Strathbogie Shire Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.

For further information, visit vec.vic.gov.au

Enrolment closes
4 pm Friday 28 August




State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au


vec.vic.gov.au | 131 832

For enquiries in languages other than English call our interpreting service:

- AMPT 1300 0130 Arabic • 1300 0130 Arabic • Bosanski 1300 0131 Bosnian • 1300 0131 Cantonese • Hrvatski 1300 0132 Croatian • 1300 0133 Dari
- English 1300 0134 English • Filipino 1300 0135 Filipino • German 1300 0136 German • Greek 1300 0137 Greek • Hindi 1300 0138 Hindi • Indonesian 1300 0139 Indonesian
- Italian 1300 0140 Italian • Japanese 1300 0141 Japanese • Korean 1300 0142 Korean • Malay 1300 0143 Malay • Marathi 1300 0144 Marathi • Nepali 1300 0145 Nepali
- Persian 1300 0146 Persian • Polish 1300 0147 Polish • Portuguese 1300 0148 Portuguese • Punjabi 1300 0149 Punjabi • Romanian 1300 0150 Romanian
- Russian 1300 0151 Russian • Serbian 1300 0152 Serbian • Spanish 1300 0153 Spanish • Tagalog 1300 0154 Tagalog • Thai 1300 0155 Thai • Turkish 1300 0156 Turkish • Vietnamese 1300 0157 Vietnamese • All other non-English languages 1300 0158

Authorised by V. Gotsis, RM, Electoral Commissioner, 530 Collier Street, Melbourne, Victoria.


Victorian Electoral Commission

Strathbogie Shire Council

Appendix 2.2: Notice of election for Strathbogie Shire Council

Strathbogie Shire Council postal election

Your council, your vote

Vote by post this October

Voting

Ballot packs will be mailed to voters enrolled in the Strathbogie Shire Council election from Tuesday 6 October 2020. Return your completed ballot material by mail ASAP or hand-deliver it to the Election Manager by the close of voting at 6 pm on Friday 23 October 2020.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Friday 28 August 2020, you can request for your ballot pack to be redirected by writing to:

Election Manager
Strathbogie Shire Council election
c/- Victorian Electoral Commission
Level 11, 530 Collins Street
Melbourne VIC 3000

Alternatively, you can email your request to: redirections@vec.vic.gov.au

Please include the address for redirection. Each voter requesting redirection must sign their request.

Requests for redirection must be received by Thursday 17 September 2020.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision—please register by Tuesday 16 September 2020. To register, call (03) 8620 1222 during business hours.

Request on early postal vote

To apply for an early postal vote, contact the Election Manager from Wednesday 23 September 2020 on 1300 140 713 and make an application. You must provide a valid reason.

How to nominate as a candidate

Candidate requirements have recently changed. To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters' roll for Strathbogie Shire Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the Election Manager.


To nominate, complete the nomination form and lodge it with the Election Manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from Thursday 17 September 2020 until 12 noon on Tuesday 22 September 2020 at:

Old SES Building, 1A Bury Street, Euroa

Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Thursday 3 September 2020.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the Election Manager along with the nomination fee.

Call the Election Manager from Wednesday 16 September 2020 on 1300 140 713 to make a nomination appointment.



Online candidate information session

Due to COVID-19 restrictions, the VEC's recorded candidate information session can be streamed online from Thursday 3 September 2020 complemented by state-wide interactive candidate seminars based on the information video. To watch the information session or find out how to join an online interactive seminar, visit vec.vic.gov.au

Nominations close

12 noon Tuesday 22 September



State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English call our interpreting service:

• Arabic 0200 0180 0180 • Bengali 0200 0180 0180 • Bosnian 0200 0180 0180 • Cantonese 0200 0180 0180 • Croatian 0200 0180 0180 • Danish 0200 0180 0180 • English 0200 0180 0180 • Greek 0200 0180 0180 • Hindi 0200 0180 0180 • Italian 0200 0180 0180 • Japanese 0200 0180 0180 • Korean 0200 0180 0180 • Macedonian 0200 0180 0180 • Malayalam 0200 0180 0180 • Marathi 0200 0180 0180 • Persian 0200 0180 0180 • Polish 0200 0180 0180 • Portuguese 0200 0180 0180 • Punjabi 0200 0180 0180 • Romanian 0200 0180 0180 • Russian 0200 0180 0180 • Serbian 0200 0180 0180 • Slovak 0200 0180 0180 • Slovenian 0200 0180 0180 • Spanish 0200 0180 0180 • Tagalog 0200 0180 0180 • Thai 0200 0180 0180 • Turkish 0200 0180 0180 • Vietnamese 0200 0180 0180 • Urdu 0200 0180 0180 • Vietnamese 0200 0180 0180 • All other non-English languages 0200 0180

Authorised by W. Goss, MA, Electoral Commissioner, 536 Collins Street, Melbourne, Victoria.

Appendix 2.3: Voting details notice for Strathbogie Shire Council

Strathbogie Shire Council postal election

Your council, your vote

Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from Tuesday 6 October 2020.

This is a postal election only.

If you do not receive your ballot pack by Friday 16 October 2020, please call 1300 140 713 during office hours to arrange a replacement.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number EVERY BOX and only use each number once.

How to return your completed ballot paper

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

Old SES Building, 1A Bury Street, Euroa

Voting is compulsory

Voting is compulsory for all voters who were on the State roll at 4 pm on Friday 28 August 2020.

You may be fined if you do not vote — this includes homeowners and tenants.

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area OR
- you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October

*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 1300 140 713

For enquiries in languages other than English call our interpreting service:

• Arabic 0200 0180 0180 • Bengali 0200 0180 0180 • Bosnian 0200 0180 0180 • Cantonese 0200 0180 0180 • Croatian 0200 0180 0180 • Danish 0200 0180 0180 • English 0200 0180 0180 • Greek 0200 0180 0180 • Hindi 0200 0180 0180 • Italian 0200 0180 0180 • Japanese 0200 0180 0180 • Korean 0200 0180 0180 • Macedonian 0200 0180 0180 • Malayalam 0200 0180 0180 • Marathi 0200 0180 0180 • Persian 0200 0180 0180 • Polish 0200 0180 0180 • Portuguese 0200 0180 0180 • Punjabi 0200 0180 0180 • Romanian 0200 0180 0180 • Russian 0200 0180 0180 • Serbian 0200 0180 0180 • Slovak 0200 0180 0180 • Slovenian 0200 0180 0180 • Spanish 0200 0180 0180 • Tagalog 0200 0180 0180 • Thai 0200 0180 0180 • Turkish 0200 0180 0180 • Vietnamese 0200 0180 0180 • Urdu 0200 0180 0180 • Vietnamese 0200 0180 0180 • All other non-English languages 0200 0180

Authorised by W. Goss, MA, Electoral Commissioner, 536 Collins Street, Melbourne, Victoria.





Strathbogie Shire Council

Appendix 2.4: Reminder notice for Strathbogie Shire Council

Strathbogie Shire Council postal election

Your council, your vote



Check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from Tuesday 6 October 2020.

This is a postal election only.

If you do not receive your ballot pack by Friday 16 October 2020, please call 1300 140 713 during office hours to arrange a replacement.

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number 1 in the box next to the candidate you most want to see elected, then number ALL the other boxes in order of your choice. You must number EVERY BOX and only use each number once.

How to return your completed ballot paper

Follow the instructions on your ballot paper to complete your vote. To return your completed ballot paper, put it in the ballot paper envelope then use the reply-paid envelope provided or hand-deliver it during office hours to:

Old SES Building, 1A Bury Street, Euroa

Voting is compulsory

Voting is compulsory for all voters who were on the State roll at 4 pm on Friday 28 August 2020.

You may be fined if you do not vote – this includes homeowners and tenants.

You are encouraged to vote, but you will not be fined if you don't vote, if:

- you live outside this local council area OR
- you are enrolled directly with the Council to be on the voters' roll for this election.

Your completed ballot pack must be in the mail or hand-delivered by 6 pm* Friday 23 October

*Local mail clearance times vary. Ballot packs must be mailed before final clearance times in the last week of voting. Don't risk a fine.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au


vec.vic.gov.au | 1300 140 713

For enquiries in languages other than English call our interpreting service:

- Arabic 0200 0180 Arabic • Bosnian 0200 0181 Bosnian • Chinese 0200 0181 Cantonese • Croatian 0200 0181 Croatian • Gujarati 0200 0181 Gujarati
- Hindi 0200 0181 Hindi • Indonesian 0200 0181 Indonesian • Italian 0200 0181 Italian • Japanese 0200 0181 Japanese • Korean 0200 0181 Korean • Malayalam 0200 0181 Malayalam
- Marathi 0200 0181 Marathi • Persian 0200 0181 Persian • Polish 0200 0181 Polish • Portuguese 0200 0181 Portuguese • Romanian 0200 0181 Romanian • Russian 0200 0181 Russian
- Serbian 0200 0181 Serbian • Sinhala 0200 0181 Sinhala • Spanish 0200 0181 Spanish • Tagalog 0200 0181 Tagalog • Thai 0200 0181 Thai • Turkish 0200 0181 Turkish • Urdu 0200 0181 Urdu • Vietnamese 0200 0181 Vietnamese • All other non-English languages 0200 0181

Authorised by W. Gately, JLM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.


@electionsvic



Appendix 2.5: Notice of results for Strathbogie Shire Council

Strathbogie Shire Council election

Declaration of results



The following candidates were elected to the Strathbogie Shire Council at the general election held in October 2020:

Honeysuckle Creek Ward	Mount Wombat Ward
RAEBURN, Chris	BINKS, Laura
Hughes Creek Ward	Seven Creeks Ward
MURRAY, Paul	HOURIGAN, Kristy (1st elected)
Lake Nagambie Ward	HAYES-BURKE, Sally (2nd elected)
LIKOS, Melanie (1st elected)	
DICKINSON, Reg (2nd elected)	


Further details about the results are available at vec.vic.gov.au

Derek Duncan
Election Manager
Wednesday 4 November 2020

vec.vic.gov.au | 131 832

@electionsvic

Authorised by W. Gately, JLM, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.



Strathbogie Shire Council

Appendix 3: Schedule of media releases and advisories

Strathbogie Shire Council Council-specific media releases and advisories	
Enrol now for the Strathbogie Shire Council election	7 August 2020
Call for candidates for the upcoming Strathbogie Shire Council election	24 August 2020
Candidates announced for the Strathbogie Shire Council election	23 September 2020
Ballot packs mailed this week for Strathbogie Shire Council election	5 October 2020
Voting closes soon for the Strathbogie Shire Council election	12 October 2020
New councillors for Strathbogie Shire Council	4 November 2020

Statewide media releases and advisories	
Victorians urged to enrol for upcoming council elections	7 August 2020
October local council elections to proceed under COVIDSafe election plan	19 August 2020
Last chance to enrol for Victorian council elections	21 August 2020
Enrolment closes tomorrow for October's council elections	26 August 2020
Nominations open soon for Victorian local council elections	31 August 2020
Council election information one click away on VEC website	4 September 2020
Accessing candidate information for the 2020 Victorian local council elections	14 September 2020
Victorian voters encouraged to sign up for free election reminders	16 September 2020
Nominations are in for the October council elections	23 September 2020
Authority granted for postal vote contingency	30 September 2020
Voting underway for Victoria's local council elections	5 October 2020
Mobile numbers not from VEC	12 October 2020
Local council elections voting deadline looms	19 October 2020
Strong voter response to local council elections	20 October 2020
Results timeline for Victorian local council elections (media advisory, not for publication)	21 October 2020
Final day of voting shows high voter turnout for council elections	23 October 2020
VEC won't risk public health for quick results in record turnout	28 October 2020
A win for democracy in a challenging year	13 November 2020
Didn't vote in the election? Please explain.	8 February 2021

Strathbogie Shire Council

Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

4.1.1 close of roll – sent from Wednesday 19 August to Wednesday 26 August 2020



Council elections will be held by post in October. Make sure you are correctly enrolled by 4pm 28 Aug. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/tohMhA5l>

4.1.2 mail out of ballot pack Friday 9 October to Friday 13 October 2020



VEC has posted a ballot pack to your enrolled address. Voting in council elections is compulsory. More info or unsubscribe at: <https://voteralert.vec.vic.gov.au/s/ufDvSRO7>

4.1.3 reminder close of voting - Monday 19 October 2020




Council elections: voting closes 6pm Friday. Post your vote or return it to your election office ASAP. More info or unsubscribe: <https://voteralert.vec.vic.gov.au/s/usSUBkIM>

Strathbogie Shire Council

Appendix 4.2: Email alerts

4.2.1 Close of roll email

VoterAlert



2020 Local council elections

Hi,

Local council elections will be held in Victoria by post this October. It is important that you are correctly enrolled so you receive a ballot pack at your correct address.

Enrolment closes at 4 pm on Friday 28 August 2020.

If you haven't changed your postal address, residential address or name, there is no need to do anything.

Are your details up to date?

You can check your details online on the VEC's Check My Enrolment portal. Complete all fields, making sure you:

- enter your first and middle names in the 'Given names' field
- start to enter your suburb and pick it from the list suggested
- start to enter your street name only and pick it from the list suggested.

CHECK MY ENROLMENT

Do you need to update your details?

CHANGE MY DETAILS

Are you eligible to vote in another council?

In a council election, there are two types of enrolment: State enrolment and council enrolment.

You are receiving this message because you are State-enrolled.

But if you own property or pay rates in another council, you may be enrolled or eligible to enrol directly with that council.

Find out more: [Enrolling for council elections](#)

Do I have to vote at these elections?

Voting is compulsory for State-enrolled voters. Don't risk a fine!

If you are on the roll for Melbourne City Council, it is also compulsory for council-enrolled voters to vote.




FIND OUT MORE

Authorised by W. Gandy, AM, Electoral Commissioner, 550 Collins Street, Melbourne, Victoria

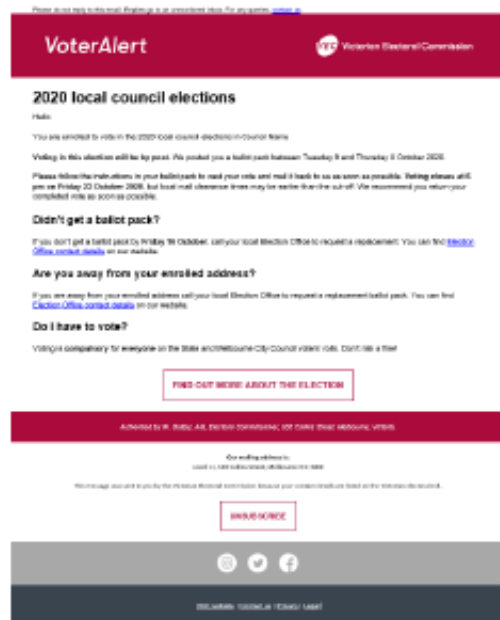
Our mailing address is:
Level 11, 550 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

UNSUBSCRIBE



VEC website | Contact us | Privacy | Legal



Strathbogie Shire Council

4.2.3 Last week to vote email

Please do not reply to this email. Replies go to an unmonitored inbox. For any queries, [contact us](#)

VoterAlert



2020 local council elections

Disregard this email if you have already voted.

Hello

You are enrolled to vote in the 2020 local council elections in **Grand Name Council**.

Voting closes 6 pm this Friday 23 October.

How to vote

As soon as possible, make sure you:

mail your completed ballot paper in the reply-paid envelope provided

OR

drop your completed ballot paper off at [your local Election Office](#)

Please note: voting closes at 6 pm on Friday 23 October. However, local mail deadline times vary and we recommend you return your completed vote as soon as possible.

Didn't get a ballot pack?

If you haven't received a ballot pack, [check our website to understand your options](#)

Do I have to vote?

Voting is compulsory for everyone on the State and Melbourne City Council voters rolls. Don't risk a fine!

[FIND OUT MORE ABOUT THE ELECTION](#)

Authorised by W. Gately AM, Electoral Commissioner, 200 Collins Street, Melbourne, Victoria.

Our mailing address is:

Level 11, 130 Collins Street, Melbourne VIC 3001

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll.

[UNSUBSCRIBE](#)



[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Strathbogie Shire Council

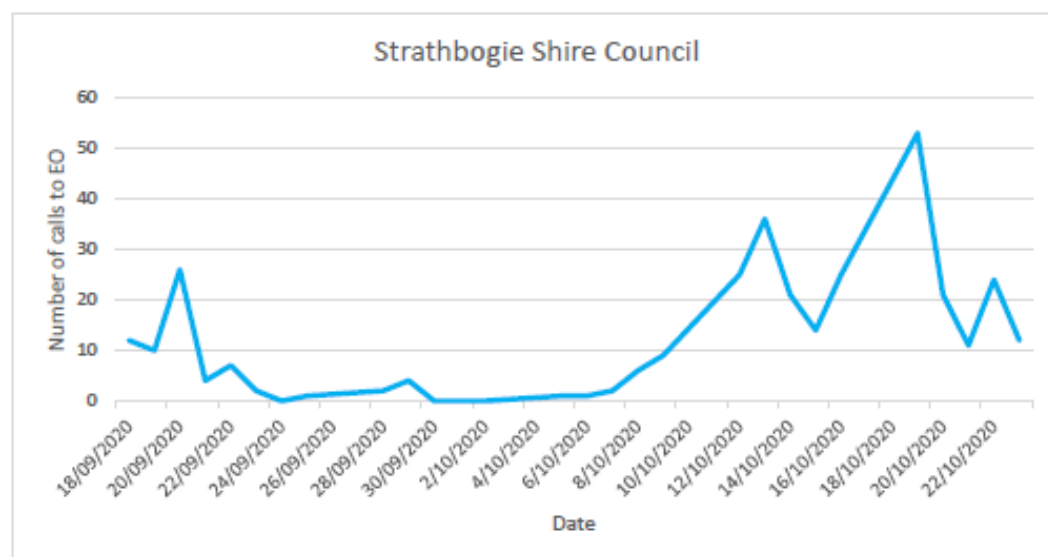
Appendix 5: Voter engagement program and initiatives

Program	Program Details
Be Heard Democracy Ambassador program	This program normally provides face-to-face electoral education sessions and was adapted to an online delivery model, providing peer-led electoral education to residents in specialist disability services and culturally and linguistically diverse (CALD) communities. A total of 47 sessions were provided to people with disabilities and a total of 80 sessions were provided to CALD communities through councils and community organisations hosting online sessions.
Myth busting campaign.	This offline campaign addressed myths around enrolling and voting for those experiencing homelessness or with unstable housing. Four myths were dispelled and displayed on billboards and street posters, in metropolitan Melbourne areas with high populations of people experiencing homelessness. During the enrolment period, no-fixed-address enrolment forms were distributed with 4,500 meals to those suffering financial hardship, through a sponsorship with StreetSmart. This partnership included social media and Electronic Direct Mail distribution to StreetSmart's database of homeless services and community partners. A 1800 freecall number was also established to support those with financial hardship to provide support for enrolling and voting. This phone number was advertised on posters distributed through homelessness agencies, drug and alcohol services and services providing COVID-19 testing in hotels.
CALD in-language social media videos.	This project produced a series of three videos in 10-12 different languages which provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms and community networks.
Aboriginal short videos.	This project produced five videos in collaboration with Reconciliation Victoria. Two videos featured Aboriginal Elders and other leading Aboriginal community members discussing the value and ways to engage with local council elections. A further three videos, using culturally relevant animation, explained what services councils are responsible for, how to vote and the role of a councillor. These were shared through Aboriginal community channels and organisations.
DemGraphics young people co-designed social media project.	This project involved conducting research to identify barriers to enrolling and voting with a diverse group of young people. This information was then used to pilot a social media campaign in selected councils to encourage engagement in the elections for those aged 18-29.
Easy English tutor guide and worksheets.	These were produced for people with low English proficiency and designed as a co-read product where a person supports the learner through the worksheets. The tutor guide and worksheets were based on the VEC's Easy English guides for local council elections and were available for download from the VEC's website in PDF and Word formats.

Strathbogie Shire Council

Appendix 6: Daily telephone enquiries

The following graph shows the number of telephone calls recorded by the election office telephone enquiry service including those received by the VEC's overflow call centre and tagged as relating to Strathbogie Shire Council during the 2020 local government elections.



Strathbogie Shire Council

Appendix 7: Final list of candidates in ballot paper order

Strathbogie Shire Council election

The candidates, in ballot paper order, were as follows:

Honeysuckle Creek Ward election

MAHER, Tom

RAEBURN, Chris

Hughes Creek Ward election

ARNOLD, Jen

SHEAHAN, Dale

MURRAY, Paul

Lake Nagambie Ward election

DICKINSON, Reg

LIKOS, Melanie

ANDREWS, David

WEATHERALD, Robin Hull

AYTON, Paul

Mount Wombat Ward election

TAME, Mark B.

SAXON, Andrew John

BINKS, Laura

Seven Creeks Ward election

HOURIGAN, Kristy

SAYWELL, Shirley

HAYES-BURKE, Sally

Strathbogie Shire Council

Appendix 7.1: Candidate statements and photographs

Strathbogie Shire Council election

Honeysuckle Creek Ward election (see Appendix 7.2.1 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
2	2	2

Hughes Creek Ward election (see Appendix 7.2.2 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
3	3	3

Lake Nagambie Ward election (see Appendix 7.2.3 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
5	5	5

Mount Wombat Ward election (see Appendix 7.2.4 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
3	3	3

Seven Creeks Ward election (see Appendix 7.2.5 for candidate statement leaflet)		
Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
3	3	3

Strathbogie Shire Council

Appendix 7.2: Candidate statement leaflets

Appendix 7.2.1: Candidate statement leaflet for Honeysuckle Creek Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.

Local mail clearance times may vary. Ballot material must be mailed before first clearance times in the last week of voting. Late votes cannot be included in the count.

Alternatively, you may hand-deliver your envelope during business hours to:

Del 525 Building
14 Bury Street
Eumart

CANDIDATE QUESTIONNAIRES


Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY

You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.


Further information on voting entitlements can be found at vec.vic.gov.au.

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**Strathbogie
shire**


2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020




**Honeysuckle
Creek Ward**

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.

For further information visit vec.vic.gov.au or
phone 1300 140 713

 Victorian Electoral Commission
© 2020 Victorian Electoral Commission


NOTES: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



MAHER, Tom

I am a local of 75 years in the Violet Town area. I have a vision for growing businesses and the health sector for Violet Town. Lower rates for all Violet Town ratepayers. The Rural sector needs better Roads and Bridges for all to drive on. Improving the community of the town for better facilities for all to use. Most help to the communities of the town, as I was the councillor at the time who achieved 'Violet Town Football Clubrooms', and will achieve more once again at the table. The onepass at Violet Town I did achieve with Vic Roads as they wanted to give a cross over at level, that I did not accept and fought hard. All streets in the township to have proper footpaths for walkers, electric streetlights and prisms to see. Business free from restrictions of planning controls that are currently at the olive, Arts and Music for the town is vital. I will stand 24/7 for the ratepayers as I did in the past and give you a voice and will deliver to 100% results. Vote Tom 1.

NOTES: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



RAEBURN, Chris

At the March 2020 by-election I was elected Shire of Strathbogie, Councillor for the Honeysuckle Creek Ward. Over the past six months, the challenging COVID-19 restrictions have limited physical interaction, but I have been able to engage in conversations with Honeysuckle Creek Ward residents about the issues which continue to have an impact on the local area. These issues have included the upgrade of infrastructure such as roads and community facilities. As well as explorations about how the local economy can continue to progress. I have had discussions with local businesses, farmers, and community groups to understand the impact which the drought and COVID-19 restrictions has had on community wellbeing. The road to recovery is the next vital step and I will be conveying the community's needs to council, as it is important for local government to have resources available to enable our local communities across the Shire to bounce back. During the past six months I have been an active contributor to the Council meetings and discussions. I supported a zero rate rise and ensured that the Honeysuckle Creek Ward was well represented in the 2021 budget. I endeavour to follow through on these projects to ensure they are completed in a timely manner. My aim as re-elected Councillor is to continue the work that I have started and be an active voice for the Honeysuckle Creek Ward residents within local government. I am appreciative of the trust and support which the Honeysuckle Creek Ward constituents have in me and I am keen to build that trust further by providing consistent, accountable, and honest representation and communication as their local Councillor.

Strathbogie Shire Council

Appendix 7.2.2: Candidate statement leaflet for Hughes Creek Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.

Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.

Alternatively, you may hand deliver your envelope during business hours to:


Old SES Building
1A Bury Street
Eureka

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.


Further information on voting entitlements can be found at vec.vic.gov.au.

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**Strathbogie
shire**


2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020




**Hughes Creek
Ward**

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.

For further information visit vec.vic.gov.au or
phone 1300 140 713

 Victorian Electoral Commission
© 2020 or 2019 Victorian Electoral Commission


NOTES: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



ARNOLD, Jon

My previous roles as a nurse educator in the NHE sector leading to department manager and as a parent of four adult children, have provided me with a wide experience in dealing with people in all stages of life and development. I have the qualities of empathy and good listening skills, knowledge of the importance of planning and balancing budgets, managing change and the impact it has on individuals and families and acknowledge the importance of environmental issues and the effects this has on our community productivity and lifestyle. I am currently acting in the role of Vice Chairman for the Arenal Action Group and am involved with their activities and community projects. One project I led last year involved the erection of six commemorative storyboards for our historic buildings. This project included a plaque at the Court House by the Blue Ribbon Foundation for a former police officer which involved a splendid unveiling ceremony led by the Assistant Commissioner of Police. I have current ICT skills and over the past seven years I have been actively working towards digitising our local Arenal history to assist making it readily available online. Recent projects I have been involved with include assessing the community's need for travel to "Get me to the Shops" due to the task of a supermarket in Arenal, and the distribution of welcome to newcomers bags including a directory of local facilities and other relevant shire information. While living for 10 years at Goughs Creek before moving to Arenal, my husband and I developed a small vineyard and were actively involved in the Strathbogie Wine Region Group which was able to obtain recognition (approval) for Strathbogie wines. This was an important step in promoting the growth and commercial success of the region's wines today.


NOTES: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



SHEAHAN, Dale

It was a well-considered choice for us to move into Strathbogie Shire to Arenal over three years ago. My decision to nominate to be the Councilor for Hughes Creek Ward is also well considered. As your Advocate to the Strathbogie Shire Council I will be vigilant to ensure good governance of Council. No words, just services out to tender when it has both cost and increased quality benefits. Rates, fair and balanced, no ratepayer should be given an extra cost burden to own a property it must be equitable. Roads, we all use them, must be more than maintained, constant improvement of road conditions increases road safety and vehicle protection, easy and accountable reporting methods of problem road conditions need to be implemented. Fuel reduction and management is vital, roadside vegetation should not be the ever increasing fire risk along our roads. Efficient Council rules in emergency management make clear roads known, also easily and widely accessible. Funding avenues for community events, sports grounds/facilities, parks/playgrounds. Hot upgrades/improvements, fund sources are not always known about nor easily found, this information needs to be made available to all groups simply, the conditions clear, processes streamlined and explanation of the due diligence required. Your role in this election decides who your Advocate for the Hughes Creek Ward will be, your contribution in this process is valued. Vote 1 for Dale Sheahan

NOTES: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



MURRAY, Paul

My name is Paul Murray and I am excited at the prospect of representing you as the Shire of Strathbogie Council. In 1922 I moved to Longwood, married, and raised three children in this extraordinary community. All three of my children completed their primary and secondary education in the local shire. Over those nearly four decades I have been an active member of the Strathbogie community, involving myself in a range of local cultural, sporting and educational groups and clubs. I have a strong sense of place and the Strathbogie Shire is important to me. For most of my working life I have been a leading teacher at the local Secondary College, before recently taking a position as a journalist for the Eureka Gazette. I understand that each town and community in the Shire of Strathbogie is unique, and has its own needs and wants from the council. But there are also some issues and challenges that we all face, and some priorities for the council that will make this an even better place to live for all of us. Council must provide an affordable rural lifestyle with value from our roles. Council needs to offer equity in access to services and amenities across the Shire. Council must increase economic, social and cultural opportunities for people within our communities. I will listen to, and advocate on behalf of, every individual and group within the Hughes Creek Ward - including the communities of Arenal, Longwood, Locksley, Poremba, Terenure and Tullis. My experience has made me a candidate who understands our community, and hopefully one worthy of your consideration. If elected by you I intend to work hard to represent your interests on council.

Strathbogie Shire Council

Appendix 7.2.3: Candidate statement leaflet for Lake Nagambie Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 am on Friday 23 October 2020**.
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.
Alternatively, you may hand-deliver your envelope during business hours to:
Old SES Building
14 Bury Street
Ferntree Gully

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 20 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure To Vote notice if you complete and return your ballot material after the close of voting.



Strathbogie shire

2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020



Lake Nagambie Ward

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.
For further information visit vec.vic.gov.au or phone 1300 140 713

VEC Victorian Electoral Commission
Printed on 100% Australian made recycled stock

WARNING: The contents of candidate statements are provided by the candidates. Any negative about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



DICKINSON, Reg

I could give you all the nitty gritty's up, promising to cut rates, build new roads, fix all problems for everyone but that wouldn't be honest. Instead I will tell you about me and how I see the future. I have a background in teaching and business ownership. Prior to retirement I ran courses in business ownership from the Shepparton Business Centre. I arrived in Nagambie in 2011 and I like living here. It is a vibrant town, full of newcomers like me and enthusiastic about what it has to offer. We have great waterways and so many groups to be a member of. I am currently a member of the Bowls Club, Community House, RSL (Communications & Welfare Officer), Go Men (Coordinator), Visitor Information Centre (Volunteer), Town and Town and Senior Citizens. Nagambie is on the cusp of growth and with that comes responsibility and informed decision making. I am in favour of progress and it is happening now. Being only 1.5 hours from Melbourne people are not only holidaying here but staying in. It has become a place of destination. Tourism with its wine, water and equine are natural attractions. This all requires responsible planning. We need community minded councillors who will listen and keep everyone informed about what is happening. To be completely transparent. We don't need grandstanding, we need openness and honesty. We need to listen, not only to our immediate townspeople but to our farmers and the more remote populated areas. We need to maintain a strong cross section of the community and they need to be kept informed. We have many retirees living here, we also have younger people and with that comes education, childcare and hospital growth. Lake Nagambie has been good to me, hopefully my contribution will be good for Lake Nagambie.

1

WARNING: The contents of candidate statements are provided by the candidates. Any negative about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



LIKOS, Melanie

I am standing as a candidate for the Lake Nagambie Ward because I am passionate about our local community, especially our youth, our growing community of Nagambie and surrounds needs more focus on better delivery of the basics, properly maintained infrastructure, responsible development and quality services are top priorities. We need a council that embraces change, is responsive and puts the immediate needs of our ratepayers first. I have been a registered nurse in Emergency Departments, rural and remote locations for over 20 years. More recently I was the Youth Development Officer for Strathbogie Shire. My experience as a tourism and events business owner, Tour de Serres and the Four Views Running Festival has given me the skills and appreciation for the rapidly growing tourism sector in the Strathbogie Shire, especially in Lake Nagambie. What motivates me to want to make a difference is listening to people, I want to be the voice on Council for our community. I am a graduate of the Fairley Leadership community leadership program and I will draw on the community to make stronger and better decisions. If elected as a Councillor for Lake Nagambie Ward, I will listen, be accountable and work hard towards achieving the best result for our community now and into the future.

2

WARNING: The contents of candidate statements are provided by the candidates. Any negative about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



ANDREWS, David

Greetings, I am thankful for this opportunity to speak with you about my candidacy for the upcoming Strathbogie Shire Council elections. My wife, Suzie and I relocated to beautiful Lake Nagambie when we retired in early 2017. We are living permanently within the town's boundary and hopefully like you, enjoy every aspect of that country living, and a smaller community offer. Nagambie is forecast to expand rapidly over the next few years and this will no doubt be accelerated by our 'city friends', wanting to give themselves and family more opportunities, after this pandemic has subsided. To ensure our majestic and peaceful existence, and promote steady and sustainable growth, I believe a varied, and well thought out plan is paramount. This will require the town's agriculture and business interests to partner with the individual community interests, and support each other as we grow. I believe proper and careful planning, taking in and acknowledging the whole of the community's events and needs, is the direction we should pursue. I think a lot of opportunities are overdue, however I am very keen (and excited) to work with, and for the community, to secure a future we can be proud to pass on to the next generation. Local council gives the opportunity to work at the coal-face and grassroots level, where implementing planned changes has the most profound effect. I have 30 years' varied experience within a front-line government department and have experienced and managed many critical incidents over that time. Another opportunity, but I would be very pleased and honoured to continue to serve my town's community in the coming years. I am very open to hearing from you regarding your view of our community and to put forward new, fresh ideas and perspectives. Please take care and thank you again.

3

Strathbogie Shire Council

NOTE: The contents of candidate statements are provided by the candidates. Any negative local candidate statements should be directed to the relevant candidate. Candidate statements are not edited or endorsed by the Election Manager.



WEATHERALD, Robin Hull

I have a vision for growing Lake Nagambie wards opportunities. Yes! I believe its time to ask for change, looking up, towards you increasing your communities future. For good, new employment opportunities, yes good jobs, yes better jobs, yes well paid jobs, yes local Nagambie's jobs. Lake Nagambie Ward voters deserves, a new avenue future, building economic confidence, encouraging investing in your communities growth and business development opportunity. Greater Shepparton City Council offers a better stronger future because its closer and its governance quality, is a big step upwards. My nomination is simple, it opens up your voting choices. Where your vote can grow your opportunities to demand, a separation from Council dominance. After fifteen years as a Strathbogie councilor for from inside Council I have seen the many negatives this way, I offer and recommend change. Your vote is a powerful tool, please use your preferences and vote wisely Vote: Robin 1 To record your opinion. This is your opportunity to change your communities and Councils future for a better Governance deal. Empower your future and Nagambies future with confidence, yes its time for change. Vote Robin 1. Preference voting is compulsory, may I recommend you support in this order 2: David Andrews, 3 Reg Dickinson, 4 Melanie Lakos. Please ask the question what has Strathbogie Shire Council done for Nagambie in the last twenty years?

4

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AYTON, Paul

My name is Paul Aytton and I'm nominating as a candidate for the Lake Nagambie Ward in the upcoming Council Elections. I am passionate about Nagambie and excited by the opportunities that good leadership will create with a more connected, resilient and vibrant community. A place where peoples ideas are heard, respected and valued and who are actively involved in decision making. Nagambie's population is expected to double over the next 10-15 years. Therefore it is crucial that the Nagambie Community have strong representation on the Strathbogie Council. I believe that effective Local Governments are open and honest with who they represent. Strathbogie Shire must have councillors who are accessible, professional and most importantly accessible to listen to those living and working in their community. I am an independent voice, with no association to any political parties, nor have I worked or been associated with any business or club located within the Strathbogie Shire. I'm free to make impartial assessments of all future investment and development opportunities ensuring approvals are based on merit for the benefit of all. My extensive business experience, 30+ years in the financial services industry, provides a valuable contribution to strategic evaluation of commercial, social and environmental impacts of presented proposals. I understand the importance of regular and effective communication in representing the goals and aspirations, issues and concerns of citizens of all ages and demographics together with that of businesses. I am 52 years old, married to Penny. We have 3 Daughters and a son. It would be an honour to represent local residents and businesses alike as a member of the Strathbogie Shire Council and to work closely with the community to further development Nagambie as a fantastic place for families to live, work and play for generations to come. "I'm listening"

5

Strathbogie Shire Council

Appendix 7.2.4: Candidate statement leaflet for Mount Wombat Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before 6.00 pm on Friday 23 October 2020. Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count. Alternatively, you may hand-deliver your envelope during business hours to:
Old SES Building
1A Bury Street
Eumuc

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au

You may receive an Apparent Failure to Vote Notice if you complete and return your ballot material after the close of voting.



**Strathbogie
shire**

2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020



**Mount Wombat
Ward**

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.
For further information visit vec.vic.gov.au or
phone 1300 140 713

 Victorian Electoral Commission
Printed on 100% Recycled paper and vegetable oil inks

NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



TAME, Mark B.

I am from a long-established farming family in Strathbogie, growing fine wool for 100 years. Supporting the right to farm as opposed to over-regulation proposed by environmental groups is important. Strathbogie and Ruffy are great agricultural areas and I will do what I can for agriculture to flourish in these areas. I believe cheap and reliable energy is very important for not only all Victorians and Australians but the people of Strathbogie to thrive and prosper. Strathbogie Shire's current roads plan is one that also has my support and I will work hard to provide the roads we need. I am a member of the Department of Environment business planning group for Strathbogie. As a result, a very good environmental outcome for prescribed burning in the Strathbogie forest has been achieved thus saving our unique forest for all. Being part of the community is important as shown by the following. I am on the committee of Friends of Eumuc Library. Another community achievement was to change the polling booth in the last federal election to the main hall in Strathbogie, much appreciated by those with disabilities. Lastly, I am a founding member of the recent Festival of Fun. My background is in the construction, mining, petrochemical and power generation industries. It includes working in many diverse parts of Australia and keen interest in safety. I believe this gives me experience useful on council along with my public service background. Also, my current position as the council's Eumuc Review Committee I believe to be useful as a councillor. Given my background I believe I can well represent the residents of Mt Wombat Ward. I urge you to vote for me as an independent Mt Wombat Ward councillor.

NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



SAXON, Andrew John

Andrew John Saxon your candidate for Mt Wombat Ward 2020. As we go forward during these difficult times let us work together as a community. After an extensive and varied career in Government as a law enforcement officer I bring a wealth of knowledge and experience to the role as well as a strict personal Code of Conduct. As such I pledge to work in the best interests of all Strathbogie residents, to advocate in the interests of Mt Wombat Ward and to act openly, ethically and at all times with decency, integrity and authority by Andrew John Saxon PO Box 590 Eumuc Victoria 3682.

NOTE: The contents of candidate statements are provided by the candidate. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



BINKS, Laura

I am Laura Binks, born and raised on a family farm in the Strathbogie Ranges, foothills and I hope to be your councillor for the Mt Wombat Ward. Growing up, being educated and continuing to live and work in the region, I am acutely aware of what is happening at a local level. Importantly, I am aware of what needs to happen. I am standing because I want to be a part of positive change in creating a financially, socially and environmentally sustainable council. I know we need better communication between ratepayers and council, including councillors. I am prepared to work hard to make the relationship between residents and council a much more productive and constructive one. I am committed to transparency and accountability. I will seek to best represent the views of the ward and to achieve the best outcomes for the shire. This year I was awarded the Ken Sampson Memorial Scholarship through the Goulburn Broken Catchment Management Authority for voluntary work in my local community with land management and the environment. It is a privilege to learn the qualities and skills of community leadership in the Parish Leadership Program. I am certain what I learn through this will be valuable to the council. I have studied and currently work in architecture and building construction, and I am working to maintain a sustainable small scale farming business. Having worked in various settings, I am confident I can represent your needs professionally and roll up my sleeves to get great outcomes for the whole shire. I believe there are great opportunities for local development which have been ignored or overlooked by past councils. I pride myself on my listening skills, my clear communication and my ability to solve problems. Vote 1 Laura Binks 0130309523 laurab@binksfarm.com

Strathbogie Shire Council

Appendix 7.2.5: Candidate statement leaflet for Seven Creeks Ward election

Don't Risk a Fine
VOTING CLOSSES 6.00 PM
Friday 23 October 2020

Your ballot paper is attached to this leaflet.
Complete and return as soon as possible.
See the ballot paper envelope for voting instructions.

VOTING IN THIS ELECTION IS BY POST ONLY

Your completed ballot material must be posted or in the hands of the Election Manager on or before **6.00 pm on Friday 23 October 2020**.
Local mail clearance times may vary. Ballot material must be mailed before final clearance times in the last week of voting. Late votes cannot be included in the count.
Alternatively, you may hand-deliver your envelope during business hours to:
Old SCS Building
1A Bury Street
Eumucka

CANDIDATE QUESTIONNAIRES
Completed candidate questionnaires are available at vec.vic.gov.au or alternatively from the Election Manager.

COMPULSORY VOTING PROVISIONS APPLY
You have received this ballot pack because you are enrolled for this election. Voting is compulsory if you were on the Victorian State electoral roll for this council on Friday 28 August 2020.
Further information on voting entitlements can be found at vec.vic.gov.au.

You may receive an Apparent Failure To Vote Notice if you complete and return your ballot material after the close of voting.



**Strathbogie
shire**

2020 Council Election
VOTING CLOSSES 6.00 PM
Friday 23 October 2020



**Seven Creeks
Ward**

THIS IS A POSTAL ELECTION ONLY.
Voting is compulsory for residents.
For further information visit vec.vic.gov.au or
phone 1300 140 713

VEC Victorian Electoral Commission
Printed on 100% Australian-made recycled paper

NOTE: The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the Election Manager.



HOURLIGAN, Kristy

My name is Kristy Hourigan and you would all know me as the owner of Eumucka Canyon Park and a passionate advocate for tourism. My family, including our two young children, have been here for approximately four years and in that time, we have transformed the Park not only aesthetically but also financially. I hold a Diploma of Management, Diploma of Human Resources, Certificate IV in Business and Retail. I am passionate about Eumucka and my business skills will help to drive economic development by filling the empty shops and support current businesses. To get the best outcomes for the agricultural sector, which is our biggest income generator and employer, there are unique road upgrades, Eumucka Safety's development and rate relief are at the top of my agenda. I am aware of our demographics, and our median age of 53 is well above the state average of 37, this is why building footpaths is so critically important and investing in better transport options. Sports and leisure and especially the Eumucka Swimming Pool and a zero-depth splash park are also very important. Sporting facilities need new kerbside change rooms at the Memorial and Peaslee's Oval and Metcalfe Courts. Sewerage needs to be connected to the Tennis Club and the unsewered sections of Eumucka. With our summers becoming hotter, street tree planting is critical to create an urban canopy. Weather events, especially floods and power outages, must be planned for and action taken now! I have passion, energy, no political affiliations, with proven work ethics and results. Residents and ratepayers need skilled experienced Councilors with proven Financial and Leadership business skills. If you want your next councillor to take action, be accountable and succeed for your town then Vote I Kristy Hourigan. Proudly endorsed by Councillors John Mason and Mick Williams OAM.

1

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SAYWELL, Shirley

My name is Shirley Saywell and if you live in Eumucka and do not know me you will probably recognise my truck! Brady & Kable, a local logistics firm has been serving local agriculture and business for 38 years. We actively support the transition to sustainable alternatives our major freight component being plantation timber products. Phil Ellis and I (Shirley & Kable) currently employ 17 staff and pump over a million dollars into the local economy via staff wages. My energy and drive has helped create leading-edge enterprises, including the Eumucka Artisan and the Eumucka Microgrid, and more recently, Strathbogie Local. This "click and collect" food hub was established soon after Covid-19 restrictions closed markets for our local growers. These growers and families are our community so it was essential to step up and support them. Six months on, Strathbogie Local is providing many local producers with a critical lifeline. The current pandemic is changing the way we live. Innovative opportunities for regional partnerships, digital solutions, renewable energy and water storage will shape the new economy. To harness these opportunities we need fresh thinking. Those who know me say I have what it takes; and a proven record of commitment, determination and delivery. I want to see positive change and I am ready to work with others to make it happen. There are some goals I think are important. Future proof local energy and water systems / Invest in community services, including public transport, pools and arts spaces / Create climate ready spaces, including reserves, parks and streetscapes / Boost employment, investment and housing affordability with smart home design and construction / Provide incentives for responsible land management / Encourage small business ventures to promote our towns, villages, tracks and trails / Incorporate design excellence into all civic projects / Partner with QV partners to boost resource recovery.

2

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HAYES-BURKE, Sally

I have a strong connection to Eumucka, my family has been here for two generations. I am now raising a young family here with my husband, Simon. As a trained lawyer, I have a strong understanding of governance, public policy and the responsibilities of Council. Prior to being a lawyer, I grew up working in my family business, so I understand the value of hard work. We have a wonderful community and I believe in strengthening our region, so that it continues to be vibrant and livable into the future. I believe we need to have ambitious but achievable goals. The health and wellbeing of all - from the youngest of children to the most senior members of our community - is critical and I want this to be a priority for Council. I care deeply about advocating for the issues that matter. During my campaign we listened to many of you and want to represent your needs. I will advocate for a Council where communication with residents increases engagement and residents are involved in Council decision-making. I will advocate for a Council where high impact projects are prioritised and supported by State and Federal grants. I will advocate for a Council where shared spaces are vibrant and welcoming. It is time to see an adventure playground and to increase the natural shade on our streets to protect us and to encourage us to be active. I will advocate for a Council that has growth opportunities for local tourism through our beautiful natural landscape and cultural events. My vision will encourage local businesses to grow, to create jobs and bring more people to the area. As a Councillor, I cannot be listening and being your voice. I want all residents to feel they have a place to belong and feel heard.

3

Strathbogie Shire Council

Appendix 8: Daily breakdown of the general mail-out

Strathbogie Shire Council election			
6 October 2020	7 October 2020	8 October 2020	Total
3,335	3,335	3,136	9,806

Honeysuckle Creek Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
468	468	440	1,376

Hughes Creek Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
453	453	425	1,331

Lake Nagambie Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
1,001	1,001	941	2,943

Mount Wombat Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
453	453	427	1,333

Seven Creeks Ward election			
6 October 2020	7 October 2020	8 October 2020	Total
960	960	903	2,823

Strathbogie Shire Council

Appendix 9: Result information

Strathbogie Shire Council election

Honeysuckle Creek Ward Count summary		
Enrolment:	1,376	
Formal votes:	1,144	
Informal votes:	32 (2.72% of the total votes)	
Voter turnout:	1,176 (85.47% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
MAHER, Tom	255	22.29%
RAEBURN, Chris	889	77.71%
Successful candidate		
RAEBURN, Chris		

Hughes Creek Ward Count summary		
Enrolment:	1,331	
Formal votes:	1,074	
Informal votes:	45 (4.02% of the total votes)	
Voter turnout:	1,119 (84.07% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
ARNOLD, Jen	350	32.59%
SHEAHAN, Dale	271	25.23%
MURRAY, Paul	453	42.18%
Successful candidate		
MURRAY, Paul		

Strathbogie Shire Council

Lake Nagambie Ward Count summary		
Enrolment:	2,943	
Formal votes:	2,313	
Informal votes:	58 (2.45% of the total votes)	
Voter turnout:	2,371 (80.56% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
DICKINSON, Reg	637	27.54%
LIKOS, Melanie	698	30.18%
ANDREWS, David	430	18.59%
WEATHERALD, Robin Hull	192	8.30%
AYTON, Paul	356	15.39%
Successful candidates		
LIKOS, Melanie (1st elected candidate)		
DICKINSON, Reg (2nd elected candidate)		

Mount Wombat Ward Count summary		
Enrolment:	1,333	
Formal votes:	1,118	
Informal votes:	18 (1.58% of the total votes)	
Voter turnout:	1,136 (85.22% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
TAME, Mark B.	351	31.40%
SAXON, Andrew John	98	8.77%
BINKS, Laura	669	59.84%
Successful candidate		
BINKS, Laura		

Strathbogie Shire Council

Seven Creeks Ward Count summary		
Enrolment:	2,823	
Formal votes:	2,412	
Informal votes:	33 (1.35% of the total votes)	
Voter turnout:	2,445 (86.61% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
HOURIGAN, Kristy	1,301	53.94%
SAYWELL, Shirley	572	23.71%
HAYES-BURKE, Sally	539	22.35%
Successful candidates		
HOURIGAN, Kristy (1st elected candidate)		
HAYES-BURKE, Sally (2nd elected candidate)		

Strathbogie Shire Council

Appendix 10: Election participation statistics

Note: Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Strathbogie Shire Council election			
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Comparator for 2016 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	88.29%	84.25%	86.27%
aged 18 to 69 years old on election day	86.86%	83.83%	85.48%
aged 70 years and over on election day	92.28%	85.56%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	70.95%	67.91%	60.96%
Council total	86.13%	81.23%	84.12%

Honeysuckle Creek Ward election		
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	89.37%	86.27%
aged 18 to 69 years old on election day	88.09%	85.48%
aged 70 years and over on election day	93.18%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	71.24%	60.96%
Ward total	87.35%	84.12%

Strathbogie Shire Council

Hughes Creek Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	87.84%	86.27%
aged 18 to 69 years old on election day	86.43%	85.48%
aged 70 years and over on election day	92.83%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	65.65%	60.96%
Ward total	85.66%	84.12%

Lake Nagambie Ward election

Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	84.78%	86.27%
aged 18 to 69 years old on election day	82.69%	85.48%
aged 70 years and over on election day	91.06%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	75.89%	60.96%
Ward total	83.18%	84.12%

Strathbogie Shire Council

Mount Wombat Ward election		
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.77%	86.27%
aged 18 to 69 years old on election day	89.85%	85.48%
aged 70 years and over on election day	93.24%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	70.29%	60.96%
Ward total	87.10%	84.12%

Seven Creeks Ward election		
Enrolment category	Participation as a percentage of voters enrolled in each category for 2020 Strathbogie Shire Council general election	Statewide postal election comparator for 2020 LG elections (excl. Melbourne City Council)
Voters enrolled through section 241 of the LG Act	90.17%	86.27%
aged 18 to 69 years old on election day	89.25%	85.48%
aged 70 years and over on election day	92.33%	90.14%
Voters enrolled through sections 243 - 245 of the LG Act	60.12%	60.96%
Ward total	88.38%	84.12%

Strathbogie Shire Council

Appendix 11: Complaints

Written complaints received by the VEC

Date	Nature of the complaint	Action taken by the VEC
20 September 2020	Complex Complaint - VEC Administration (Nominations)	Action taken and responded
8 October 2020	Allegation of potential breach of the law - External Agency as Regulator - Advertising or Election Material (Early Campaigning)	Referred to Council and VicRoads
9 October 2020	Simple Complaint - A Staff Member (Decision of Staff Member)	Action taken and responded
9 October 2020	Allegation of potential breach of the law - VEC as Regulator - Advertising or Election Material (Early Campaigning)	Action taken and responded
22 October 2020	Simple Complaint - Voting (Entitlements)	Action taken and responded
7 November 2020	Simple Complaint - Enrolment (Incorrect or not updated enrolment details)	Response provided

9.13 Minutes of Tourism, Arts and Culture Advisory Group - Previous Meetings held during 2020/2021

Author: Manager Tourism, Arts and Culture

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Attached are the accepted minutes of the Tourism, Arts and Culture Advisory Group for the most recent meetings held to date in 2020/2021 – Thursday 17 September 2020 and Monday 29 March 2021.

RECOMMENDATION

That Council notes the minutes of the Tourism, Arts and Culture Advisory Group's meetings held on Thursday 17 September 2020 and Monday 29 March 2021.

PURPOSE AND BACKGROUND

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

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

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

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

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

9.13 Minutes of Tourism, Arts and Culture Advisory Group - Previous Meetings held during 2020/2021 (cont.)

ISSUES, OPTIONS AND DISCUSSION

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

There are no actions requiring Council consideration within the attached minutes.

The minutes are for Council and community information at this time.

COMMUNITY ENGAGEMENT

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

No community consultation required. The Tourism, Arts and Culture Advisory Committee provides specialist advice and enables community participation in developing and implementing a Tourism, Arts and Culture Strategy Plan which will help drive key tourism-related items in the Council Plan.

POLICY CONSIDERATIONS

Council Plans and Policies

The Tourism, Arts and Culture Advisory Group is an advisory group of Council and not a decision making body and are subject to the terms of the *Charter of the Tourism, Arts and Culture Advisory Group* as endorsed by Council on 17 September, 2019.

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.

State:

- Creative Victoria - Creative State Victoria's First Creative Industries Strategy
- Victorian Visitor Economy Strategy
- Visitor Economy Recovery and Reform 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.

9.13 Minutes of Tourism Arts and Culture Advisory Group - Previous Meetings held during 2020/2021 (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. It is also reflected in the minutes of the meeting should any attendees believe that they have a conflict of interest with the subject matter discussed within the meeting.

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.

Transparency goals are achieved by making the minutes of the Tourism, Arts and Culture Advisory Group meetings available as attached.

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 many positive economic benefits deriving from the actions of the Tourism, Arts and Culture Advisory Group. The group work to continually promote Strathbogie Shire as a visitor destination through the many and varied offerings the shire has available.

Social

The group comprises of a membership of Councillors, community representatives/stakeholders and Council staff. The group have now recommenced meeting regularly following the COVID-19 pandemic.

Environment

Throughout initiatives driven by the Tourism, Arts and Culture Advisory Group there are opportunities to promote and enhance the natural environment through the shire.

Climate Change

As a result of the natural topography, there are opportunities to promote ecotourism a primary focus on experiencing natural areas that fosters environmental and cultural understanding, appreciation and conservation.

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.

Members of the Tourism, Arts and Culture Advisory Group are appointed by Council to assist with being a voice for our community and offer input into innovation and continuous improvement within the areas of Tourism, Arts and Culture for our Shire.

9.13 Minutes of Tourism Arts and Culture Advisory Group - Previous Meetings held during 2020/2021 (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

The minutes of the Tourism, Arts and Culture Advisory Committee are being presented to Council for information and in the interests of transparency. No further Council action is required at this time.

ATTACHMENTS

Attachment 1: Minutes of the Tourism, Arts and Culture Advisory Committee of Thursday 17 September 2020

ATTACHMENT 2: Minutes of the Tourism, Arts and Culture Advisory Committee of Monday 29 March 2021.

**TOURISM, ARTS AND CULTURE
ADVISORY GROUP
MEETING MINUTES**



Attendees

Cr Amanda McClaren	<i>Councillor (Chair)</i>	Rosa Purbrick	<i>Community Representative</i>
Cr Robert 'Bob' Gardner	<i>Councillor</i>	Tess Noonan Egan	<i>Community Representative</i>
Claire Taylor	<i>Strathbogie Shire</i>	Kathi Clark-Orsanic	<i>Community Representative</i>
Tiffany Nicholas	<i>Strathbogie Shire (Minute Taker)</i>	Kristen MacKenzie	<i>Community Representative</i>

Jillian Hayes	<i>Euroa Chamber of Commerce</i>	Sissy Hoskin	<i>Go Nagambie</i>
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ITEM	PERSON RESPONSIBLE
1. WELCOME MEMBERS AND ACKNOWLEDGMENT OF COUNTRY	CHAIR
2. APOLOGIES – as above	
3. DECLARATION OF CONFLICT OF INTEREST This will now be a standard agenda item for all meetings <ul style="list-style-type: none"> No declarations 	All
4. ACCEPTANCE OF PREVIOUS MINUTES (August 21)/ UPDATE OF ONGOING MATTERS Minutes for August 21st, 2020 Rosa Purbrick – Accepted Kathi Clark-Orsanic – Second Carried	All
4.1 Update on Urban Planning projects	
4.1.1 Nagambie Water Tower – Tourism and Events Support Officer, Alex Marshall has been investigating options for the Nagambie Water Tower and has sent an email to Claire regarding this, Alex has been liaising with Vic Roads highlighting concerns in terms of projection imagery. Alex has also been investigating project costs. Libby Webster is currently talking to a local projectionist regarding this as well. Claire has investigated grants through Creative Vic unfortunately round 2 of the grant is focused on the Wimmera area, Claire has contact Creative Vic who has confirmed this. Claire advised she will look at costings for the next round of the Grant. Claire will attach Alex's email regarding his investigation for the Nagambie Water Tower to these minutes.	Claire
4.2 Update on Actions from previous minutes	
4.2.1 Euroa Township Signage As discussed in last meeting Claire has spoken with the Planning Department who have advised that there is a reason Village is on the town sign and this is represented in the Planning Scheme. Claire is waiting for CEO to sign off on letter to send to Euroa Chamber of Commerce.	Claire

<p>4.2.2 NAIDOC Week 2020, 8-15 November (ideas from the group) Tiffany Nicholas has spoken with Joanne Honeysett from the Taungurung Land & Waters Council to discuss NAIDOC Week and what Taungurung are planning and whether there is any way Strathbogie Shire Council can support them or do something for NAIDOC week. Joanne has spoken to Taungurung Land & Waters Council Project Officer who has advised due to COVID-19 they are not currently planning anything for NAIDOC Week but they will advise Strathbogie Shire Council if they decide to do anything.</p>	<p>Tiffany</p>
<p>4.2.3 Arts Trail – Guerrilla Art Project Tess and Claire have not been able to get together to discuss this further. Tess advised they are still in the preliminary stages as Mel was going on tour which has caused some delay. Tess advised they are still in the process of identifying areas where the art could go and identifying artists etc. Tess advised she will be in contact when she has more information.</p> <p>Kathi advised she has seen something on facebook regarding a COVID Art Trail and will send this through to the group.</p> <p>Amanda advised that the State Government is providing \$250,000 to Rural Councils for outdoor dining and help support businesses, Amanda suggested incorporating something creative in this and could possible do something with this funding to activate these spaces.</p> <p>Claire advised Steve Cooper and herself have been speaking to the local businesses regarding what they want to support the new restrictions and outdoor dining. Claire advised the feedback has been that the businesses do not want council to block off parking in Binney Street as they believe due to their demographic this will cause a loss of business. Claire advised the terms of the \$250,000 grant have not been released.</p> <p>Kathi advised she has done a lot of work in the space of outdoor dining and events and there is a lot of research which suggest that although business traders believe they will loose business due to parking closures it actually has the opposite effect. Kathi advised because people have to walk, they end up walking around the town more and spending more. Claire advised she would be happy to read this research, Kathi advised she will send through the relevant research. It was suggested that one night a week Binney Street is shut down and there is a street party with more outdoor dining.</p>	<p>Claire/Tess</p>
<p>4.2.4 Taungurung Cultural Heritage Group Claire advised she had a meeting with the Taungurung Cultural Heritage Group, this was predominantly to meet and open lines of communication.</p>	<p>Claire</p>
<p>4.2.5 Graytown POW Camp Project Alex Marshall is still working on researching the site and has been in contact with Amanda. The Tourism, Arts and Culture Team and Communications has worked together to create an editorial that will be published soon with a history of the site as well as a call for information.</p>	<p>Claire</p>

<p>5. TOURISM & EVENTS</p> <p>5.1 ATDW Free Tourism Listing opportunity Strathbogie Shire Council has obtained free coupons from ATDW for the Strathbogie Shire tourism businesses to get a free listing on the ATDW website. The usual price for a year listing is \$295. Victoria is the only state in Australia that must pay for this listing. The Tourism, Arts and Culture team along with the Economic Development team have so far contacted 50 businesses directly and 20% have currently taken up the offer. Businesses will have until the 31st of October to take advantage of the free listing coupon. The Shire teams have offered to assist and guide the businesses through creating the listing. There are 700 businesses in the shire, 250 are tourism and hospitality. The team has received some really positive responses from appreciative businesses, thanking the shire for assisting them during this time.</p> <p>5.2 Tourism Updates The State Government has announced they are releasing a grant for \$250,000 for rural councils and \$5000 for hospitality businesses, more details will be released soon and The Shire will update businesses as soon as this information is released. Bob asked if Claire will be the contact for this, Claire advised she was.</p> <p>5.3 Victoria Walks and Caravanning Australia Editorials Caravanning Australia and Great Walks are coming out in September and October 2020 and there will be an editorial and advert for the Strathbogie Shire. Claire to circulate information when it comes to hand.</p>	<p>Claire</p> <p>Claire</p> <p>Claire</p>
<p>6. ARTS & CULTURE INITIATIVES</p> <p>6.1 Seven's Creek Precinct – project ideas The Shire is currently looking at further developing the Seven Creeks precinct. This was also adopted by Council in the Euroa Township Strategy.</p> <p>There was a group last year that put in a proposal for funding to do something similar to this project. They are separate to the Sevens. Claire advised that there are a few things that need clarification. This project needs to be adopted by council however during caretaker mode research will be able to be done.</p> <p>6.2 ECAG – Euroa Clay Bricks Murals The Mural has started which has council funding and is being done at the Euroa pool with Euroa clay bricks. It was suggested that there should be other places identified in the other towns to also have these murals done with local products. 1/3 of the Euroa pool mural is completed and will be the test mural.</p>	<p>Claire</p> <p>Claire</p>
<p>7. OTHER BUSINESS Bob and Amanda advised this would be their last meeting as Councillors for the TACAG meetings, they both thanked everyone for their hard work and wished the group all the best.</p> <p>Actions:</p> <ul style="list-style-type: none"> Claire to attach Alex's email to meeting minutes 	<p>Bob/Amanda</p>

<ul style="list-style-type: none">• Claire to send letter to Euroa Chamber of Commerce once received back from CEO• Tess to continue to investigate Art Trail• Kathi to send through information regarding COVID Art Trail• Kathi to send research to Claire regarding blocking of car parking for trading• Claire to gain more clarification regarding the Seven Creeks Precinct	
8. MEETING CLOSED @1.38pm	
8. NEXT MEETING/S: Due to the Caretaker period and finalisation of Council after elections, the next meeting will need to take place in December 2020. Thursday 19 November @1pm – venue TBC	

ATTACHMENT 2:

TOURISM, ARTS AND CULTURE ADVISORY GROUP MEETING AGENDA

Monday 29 March, 2021
Council Offices, Meeting Room 2
2:00pm – 3:15pm



Attendees

Cr Laura Binks	<i>Councillor (Chair)</i>	Sissy Hoskin (Via Phone)	<i>Go Nagambie</i>
Claire Taylor	<i>Strathbogie Shire</i>	Rosa Purbrick	<i>Community Representative</i>
Tiffany Nicholas	<i>Strathbogie Shire (Minute Taker)</i>	Tess Noonan Egan	<i>Community Representative</i>

Apologies

Kristen MacKenzie	<i>Community Representative</i>	Kathi Clark-Orsanic	<i>Community Representative</i>
Cr Paul Murray	<i>Councillor</i>	Jillian Hayes	<i>Euroa Chamber of Commerce</i>

ITEM	PERSON RESPONSIBLE
1. APPOINTMENT OF A NEW CHAIR / WELCOME MEMBERS AND ACKNOWLEDGMENT OF COUNTRY Cr Laura Binks appointed as new chair	Chair
2. APOLOGIES – as above	All
3. DECLARATION OF CONFLICT OF INTEREST No attendees declared a conflict of interest	All
4. ACCEPTANCE OF PREVIOUS MINUTES (September 17, 2020) UPDATE OF ONGOING MATTERS Rosa Purbrick - Accepted Tess Noonan-Egan - Seconded Carried	All
4.1 Update on Urban Planning projects 4.1.1 Nagambie Water Tower \$20,000 needs to be spent by the end of financial year, lighting was investigated for the Water Tower however this came in well over budget. It has been suggested a painting could be done for the Evolve Youth Hub. Sissy has suggested a man from Shepparton, Sissy will find details for this man. Sissy has looked into silo art however she doesn't believe this can be done before June. Cr Binks advised she has a contact who does silo arts and can get an approximate cost for silo art. Sissy asked if we could light the windows in the water tower. Claire advised a big issue will be the ongoing maintenance and ongoing cost and who will be responsible for it. Sissy suggested to paint all the walls of the Youth Hub, Sissy also suggested the swimming pool could have some murals as their walls. Rosa agreed with the idea of painting the Evolve Youth Space, Rosa advised she was happy to help with it. It was advised that artist Tim Bowtell has quote \$8000 for this project. Claire advised we need to some engagement for design. Rosa suggested linking the pictures around the whole building. Claire will speak to Kristin Favaloro regarding community engagement on design. Cr Binks advised the Deputy Mayor would like to be involved.	Claire/Sissy

<p>4.2 Update on Actions from previous minutes</p> <p>4.2.1 Euroa Township Signage</p> <p>Claire has spoken with Planning, a letter has been drafted to Euroa Commerce Chamber of Commerce, there is a reason why we have Village in the title in relation to funding. Claire to follow up with letter that needs to be sent to Euroa Chamber regarding the reasoning</p> <p>4.2.2 Arts Trail – Guerrilla Art Project</p> <p>The Arts Trail has been morphed into outdoor dining/street scape. Tess advised this was great. Claire advised these are temporary structures, there is the possibility to looking into how to make these structures permanent and whether there is an opportunity for this. Rosa advised she does not believe the marquees in Nagambie for outdoor dining are very attractive. Claire advised the structures are planned to come down in April in both Nagambie and Euroa. Tess advised we need to cool down the area for summer and having greenery is great in Binney Street.</p> <p>4.2.3 Graytown POW Camp Project Update</p> <p>The Working for Victoria person was able to do research regarding what is actually on the Graytown POW site. Council received a comment form a tourist advising they went to the site and there was nothing there to say what they were actually looking at. A map draft has been developed with 12 points of interest as stage 1, stage 2 will be working with Parks Victoria and Taungurung to get information boards, stage 3 is an app and more stories. Claire will share the map with the group to circulate through their networks and to anyone who may have information about the site.</p> <p>4.2.4 Seven's Creek Precinct – project ideas</p> <p>After suggestions of how we can do some interpretive signage, community group did submit some ideas to council for this area which they got some funding for and presented this to council however it hasn't progressed any further. To make this happen there needs to be some resources of time and funding.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Claire to follow up with Rosa regarding the mural artwork • Claire to circulate Graytown POW map to TACAG • Claire to follow up on letter to Euroa Chamber of Commerce re: Village signage 	<p>Claire</p> <p>Claire</p> <p>Claire</p> <p>Claire</p> <p>Claire</p>
<p>5. TOURISM & EVENTS</p> <p>5.1 Tourism Updates</p> <p>5.2 Regional Tourism Board Update</p> <p>There was a motion in the council minutes from February to submit letters to ministers and shadow ministers to advocate that we sit with a regional tourism board, these letters have gone out, this is the second time we have sent letters. It is looking like we will sit with Murray with a sub-group. It has been nearly 2 years without a Regional Tourism Board which has resulted in being ineligible to apply for certain funding.</p> <p>5.3 Story town Podcasts</p> <p>Claire advised she attended a Victoria Information Centre (VIC) meeting where she saw this group who do podcast on the Warrnambool silo art trail.</p>	<p>Claire</p> <p>Claire</p> <p>Claire</p>

<p>The group has been contacted and council has agreed to go ahead with it, the podcast will feature locals and tourism information. This will be done through the activation fund; tenders have been sent out and Story Town Podcast will be doing this. This is the link to the Storytowns podcasts: https://storytowns.com.au/</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> • <i>Claire has provided the link to the Storytowns website in the minutes</i> 	
<p>6. ARTS & CULTURE INITIATIVES</p> <p>6.1 ArtsACTION Workshops are still happening, Claire has sent details but can send them again if required. There are two cycles still to come. Cr Binks asked if it has been shared with the schools, Claire advised she could pass it on. It is 6 workshops to help creatives work on their businesses.</p> <p>6.2 RAV in Residence Regional Arts Victoria contacted Claire at start of the month to see if we have an appetite to resurrect this. There is the opportunity to have a meet and greet and a workshop, artists can make time with them to have a 1:1 meeting, RAV then gets an idea of what is needed and who the artists are in the community. This was originally scheduled in March 2020 but however due to COVID was cancelled. Cr Bink advised Bogarts run a festival in October/November and asked if it could be apart of this, however a lot of the artist will be involved in running the Art Show so it may need to be after the festival (early November).</p> <p>Cr Binks asked why we do not have a local member for RAV, Tess and Claire advised that RAV don't have the funding for it. Cr Binks would like to have a representative for Strathbogie Shire Council and will speak to ministers regarding this.</p> <p>Tess would like to go and meet with them and ask why we are not on their list, Cr Binks advised she will try and arrange this.</p> <p>6.3 Update to Arts & Culture Strategy – 12 month Action Plan Due to COVID the Action Plan some things have not been possible in the Action Plan, however we have been able to achieve a few things, Claire advised she will update where we are up to with this and send it around.</p> <p><i>Actions:</i></p> <ul style="list-style-type: none"> • <i>Claire to follow up on the potential for a RAV in Residence towards the end of the year</i> • <i>Claire to circulate the Arts & Culture Action plan for updating</i> 	<p>Claire</p> <p>Claire</p> <p>Claire</p>
<p>7. OTHER BUSINESS</p> <p>Bike Trails Kathy did send through an email and wanted some Bike Trails around the area, however we need funding and backing and really need to be apart of Regional Tourism Board for this. Claire advised we have investigated e-biking. Claire advised we are re-starting the tracks and trail groups now. Rosa advised Tabilk is often asked where they can go riding and Mitchelton have now got e-bikes.</p>	<p>All members</p>

<p>Easy to read maps for walking maps. Claire advised we do have walking maps but Kathy has asked about a smaller size eg. Fold down to business cards to fit into your pocket. Rosa advised the larger ones are easier to find at the VIC. Tess asked if there are any numbers on how many brochures are taken, Claire advised they do record how many people come in and what they are interested in.</p> <p>One Hour Out. We have contacted One Hour Out but cannot be featured unless apart of a RTB as they get information from Visit Victoria.</p> <p>Eliza Furlong Tess has advised she is starting a petition to get an Eliza Furlong statue in Euroa.</p> <p>Social Media application form It was asked if the What's On Facebook page will be featuring upcoming events. It was advised that there was an idea that we could add a social media application form to the Event Application. Cr Binks advised this was a great idea.</p> <p>Laura asked how things get onto the Agenda from the group. Claire advised the Agenda is open to have anyone's suggestion from the group and they represent what the community want.</p> <p>Laura advised we need a dedicated art space/gallery. It is in the Euroa Community Strategy that there is an art space/gallery. Laura advised she will investigate this feature.</p>	
<p>8. MEETING CLOSED 3.15pm</p>	
<p>9. NEXT MEETING/S: 26th of April 2021 2pm</p>	

9.14 Goulburn Murray Regional Prosperity Plan

Author: Director Community and Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Strathbogie Shire Council has recently become a signatory to the Goulburn Murray Regional Prosperity Plan. Following consultation with a number of key stakeholders in the Goulburn Murray region, the vision of the plan is to generate a thriving and sustainable First Nations economy to achieve parity for Yorta Yorta and other First Nations people, leading to increased prosperity for all.

The Plan is accompanied by a 15 year action plan for the region. Furthermore, the commitment from partners to the Plan will deliver an additional \$150 million gross regional product per annum for the Goulburn Murray region through inclusion, prosperity and shared value.

The Traditional Owners of the land for the majority of the Strathbogie Shire Local Government Area, are the Taungurung People. The Yorta Yorta People are the Traditional Owners of the land covering a small portion of land to the north near the municipal boundary.

Council Officers have consulted with the Taungurung Land and Waters Council and were comfortable with Council becoming a signatory to the Goulburn Murray Regional Prosperity Plan.

RECOMMENDATION

That Council note Strathbogie Shire Council's commitment to the Goulburn Murray Regional Prosperity Plan through the signing of the Statement of Intent.

PURPOSE AND BACKGROUND

The Goulburn Murray Regional Prosperity Plan has been developed following consultation with community and stakeholders to understand the needs and opportunities of the community.

The vision of the Plan is to generate an additional \$150m gross regional product per annum by 2036 for the Goulburn Murray region through the economic inclusion, prosperity and shared value of Yorta Yorta and First Nations people. The Plan is underpinned by six strategic themes that all drive towards a shared prosperity goal. These strategic themes are:

- Opportunities through culture and shared value
- Building enduring relationships
- Goulburn Murray as a Region of the future
- Accelerating Enterprise and Leadership Development
- Skills and Pathways for the future
- A thriving community with strong foundations.

9.14 Goulburn Murray Regional Prosperity Plan (cont.)

ISSUES, OPTIONS AND DISCUSSION

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

Strathbogie Shire Council was invited to become a signatory to the Goulburn Murray Regional Prosperity Plan.

The development of the Plan commenced in September 2020, which was supported by an extensive research exercise to develop an understanding of the current challenges and opportunities that exist for the Goulburn Murray Region. This research included developing a strong and localised view of the barriers and challenges experienced by Yorta Yorta and other First Nations people in the Goulburn Murray region to support the case for change that underpins this Plan. The Plan's development was governed by a Project Control Group.

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.

Extensive community consultation was undertaken with community and stakeholders to understand the needs and opportunities within the community. There were 52 people interviewed over a seven week period; over 30 organisations engaged that included 5 Aboriginal organisations, four Local Government Authorities, four Government Departments, seven industry organisations, three Members of Parliament, five educational institutions and two not-for-profit organisations.

POLICY CONSIDERATIONS

Council Plans and Policies

- Council Plan:
 - Goal 2 – To enhance community health and wellbeing
 - Key Strategy – Plan for improved community health, wellbeing and liveability
 - Goal 4 – To support and drive economic development
 - Grow investment and employment opportunities

This Plan is also aligned with the Australian Governments, Closing the Gap agenda.

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's commitment to the Plan is done so in good faith and is not legally binding.

9.14 Goulburn Murray Regional Prosperity Plan (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.

Before the signing of this Statement of Intent, Council Officers consulted with the Taungurung Land and Waters Council to ensure that they were comfortable with Council committing to the Plan.

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.

Any request for financial support will be considered as part of annual budgeting processes.

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 is to be promoted.

Economic

This Plan is accompanied by a 15-year action plan for the region to stimulate economic development through increased first nations' economic inclusion and participation. The vision of the plan focuses on regional employment outcomes, with the target of over 460 jobs within the region by 2036.

Social

One of the key strategic themes that the Plan is underpinned on is a thriving community with strong foundations. This goal recognises families as the backbone of communities and provide support to build safe and stable homes, harmonious family units and create intergenerational wealth.

Environmental

This commitment further strengthens Council's support to our Traditional Owners where knowledge, identity and culture is respected and valued.

Climate change

Our Traditional Owners have a deep engagement with land and water. It is important that Council engages with our Traditional Owners through formation of any strategic direction/documentation surrounding climate change.

9.14 Goulburn Murray Regional Prosperity Plan (cont.)

HUMAN RIGHTS CONSIDERATIONS

The *Charter of Human Rights and Responsibilities Act 2006* is a consideration when reporting to Council. The author of this report considers that the recommendation does not limit any human rights under the *Victorian Charter of Human Rights and Responsibilities Act 2006*. The signing of the Plan is a step to affirm the rights of indigenous people and is consistent with the principles and values of the Charter in relation to equality, dignity, respect for culture and identity.

CONCLUSION

Strathbogie Shire Council has signed as a partner to the Goulburn Murray Regional Prosperity Plan. The Plan will be evaluated through the six strategic themes that have a number of indicators of success.

ATTACHMENTS

Attachment 1: Signed Statement of Intent - Goulburn Murray Regional Prosperity Plan.

ATTACHMENT 1:



STATEMENT OF INTENT

March 2021

Goulburn Murray Regional Prosperity Plan

Our Plan is a bold and courageous initiative, entered into freely and with enthusiasm by all major stakeholders in the Goulburn Murray.

Our ambition is to lead the country by changing the way we think about and act within our regional economy, delivering shared prosperity for all.

Our vision for the Plan is to generate a thriving and sustainable First Nations economy to achieve parity for Yorta Yorta and other First Nations people, leading to increased prosperity for all.

We will deliver an additional \$150 million gross regional product per annum for the Goulburn Murray region through inclusion, prosperity and shared value. This increase in productivity will support reinvestment in a regional circular economy to create new and added value.

Acknowledgement

We acknowledge the Yorta Yorta peoples' strength and their important and ongoing contribution as the traditional owners of the Goulburn Murray region.

We acknowledge that a history of dispossession and marginalisation has created poverty for Yorta Yorta and First Nations peoples and that we all have a role to play in redressing this injustice. This Plan provides a unique opportunity to work together to create positive outcomes for all.

Responsibility and Investment

We have a shared responsibility to enable and restore the economic participation and inclusion of Yorta Yorta and First Nations people.

We view investment in a thriving First Nations economy as an investment in our shared future prosperity.

Commitment

We commit to building a long-term partnership that will deliver mutual respect and significant employment and business opportunities.

We undertake to negotiate in good faith, pathways, programs and targets to hold ourselves collectively accountable to achieve measurable and agreed outcomes over the course of the Plan.

I, Christopher W. Rowan Mayor (print name and position),

hereby pledge my organisation, Strathbogie Shire Council

as a signatory to the Goulburn Murray Regional Prosperity Plan Statement of Intent.

[Signature] (sign name)

27/4/21 (date)



9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The Strathbogie Shire Community Grants Program encourages community organisation and community groups to apply for funding to support projects that improve the liability of Strathbogie residents.

A review of the grant guidelines has been undertaken with a number of opportunities identified to strengthen the guidelines for the 2021/22 program. These include:

- All Community Grant Program dates updated for the 2021-2022 program with application rounds opening 1st June and closing 30th June 2021
- Assessment process to be undertaken in July and recommendations presented to Council meeting on 17th August
- Inclusion of a grant condition that joint applications from multiple entities, for the same project, must have sign off by all entities agreeing that they will work collaboratively to deliver the project. Individual applications for the same project will not be accepted.
- Applicants will be asked to outline the environmental impacts/benefits of their project as part of the application process
- The grants assessment process has been added to the guidelines, including Terms of Reference for the Community Grants Program Assessment Panel.
- Removal of emergency services, educational institutions and religious organisations being eligible for funding

This report seeks to adopt the above changes to the guidelines for 2021-2022. On adoption of these changes a new re-vamped community facing document will be created, displaying the content in an easy to read manner and will be visually engaging to the reader.

RECOMMENDATION

That Council:

- 1. Adopt the revised 2021-2022 Community Grants Program Guidelines;***
- 2. Endorse the Terms of Reference for the Community Grants Program Assessment Panel; and***
- 3. Release 2021-22 Community Grants Guidelines on Strathbogie Shire Council Website and publication of information around the grant program and community engagement opportunities via local newspapers and social media.***

9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel (cont.)

PURPOSE AND BACKGROUND

The Strathbogie Community Grants Program is the annual grants program offered by Council and provides funding for small and medium sized projects, events and initiatives that respond to the social, cultural, recreational and economic needs of Strathbogie residents.

The Strathbogie Community Grants Program has been a significant source of funding of the Strathbogie Community since 1998. The program aims to:

- develop partnerships between Council and community groups to achieve Council's strategic directions;
- direct resources to both the emerging and specific needs of community groups;
- develop a positive approach to the resolution of local social issues;
- support local groups, activities and community connectedness; and
- support the implementation actions identified in local Community Action plans.

The next round of the Strathbogie Community Grants Program will fund activities occurring between 27th August 2021 and 30 June 2022. This round will open for applications on 1st June 2021 and close on 30th June 2021. All applications will be administered online via Smarty Grants.

All applications received via SmartyGrants by the closing date will be assessed. A pre-eligibility check will be undertaken to ensure application meet the eligibility Criteria.

All applications will be reviewed and assessed by Council Officers across various areas of Council, before being considered formally by the Community Grants Program Assessment Panel.

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 further strengthen the Community Grants Program five (5) amendments have been made:

- Inclusion of a grant condition, that joint applications from multiple entities, for the same project, must have sign off by all entities that they will work collaboratively to deliver the project. Individual applications for the same project will not be accepted. This condition will establish a clear process for applicants prior to their submission.
- The 2021 – 2022 proposed guidelines have an opening date for applications of 1st June 2021. Previous years grant applications have opened mid-March allowing for recommendations and approval of grants to be finalised and projects to begin 1st July giving successful applicants a full year to complete their projects. The 2021-2022 grant applications will open 1 June 2021 with final recommendations endorsed by 17th August, successful applicants will have 10 months to complete their projects.

9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel (cont.)

- Council approved policy has historically been silent in regard to the assessment process for the community grants program. The updated guidelines for the 2021-2022 documents the assessment process providing transparency to the community.
- A Terms of Reference document has also been created to outline the role and responsibilities of Strathbogie Shire Community Grants Program Assessment Panel.
- Removal of emergency services, educational institutions and religious organisations being eligible for funding. The rationale for removing these entities is that they receive funding from their own auspicing bodies and funding to these entities have a restricted reach in the community and therefore should not be funded through a community grants program.

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 recommended changes have been developed through feedback received from the Community during the 2020/2021 Community Grants Program as an opportunity to strengthen and improve the program.

Council Officers are engaged with the community on each individual project prior to the application process. Officers discuss the applications and ensure they align with Council Plans and the associated Community Planning Reference Group's strategic plans. This step in the process is critical to the programs success and to ensure all projects are aligned with the guiding principles and strategic intent of the program.

In addition, a number of community information sessions will be scheduled across the Shire to support the Community in applying for funding. Furthermore, opportunities will be provided for individual meetings to be booked to meet with Council staff for additional support. Appointments will be available between Monday 14th June to Friday 18th June 2021. Times and location will be determined with individuals when making the booking

POLICY CONSIDERATIONS

Council Plans and Policies

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:

Goal 1: To enhance community health and wellbeing

- (2) Engage and participate with the community in Council/Community initiatives
- (4) Support and drive Community, arts, and cultural events.

9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel (cont.)

LEGAL CONSIDERATIONS

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

There is no specific legislation governing the establishment of community grants, however under the Local Government Act 2020 Council must be accountable for how public funds are spent and governance arrangements around decision making.

Strathbogie Shire Council has a Community Grants Program Assessment Panel responsible for the assessment of all grants ensuring consistency, equity and transparency across the program. Terms of reference have been created outlining Strathbogie Shires governance arrangements for the assessment panel.

Strathbogie Shire Council Community Grants Program Guidelines and subsequent funding agreements managed via the SmartyGrants system will ensure accountability and transparency regarding decision making by Council in awarding grants and the responsibility of recipients in the spending and acquittal of funds.

Conflict of Interest Declaration

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

Transparency

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

In the interest of transparency and open and honest communication with our community it is recommended that these changes to the community grants guidelines be acknowledged in a public forum providing full disclosure of the changes to the community.

FINANCIAL VIABILITY CONSIDERATIONS

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

The 2021/2022 Strathbogie Community Grant Program has an anticipated total budget allocation of \$87,000 subject to the adoption of the 2021/2022 operational budget in June 2021.

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.

9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel (cont.)

Environment

Through the application process, community projects that deliver environmental benefits to residents of the Shire will be encouraged. Applicants will be asked to outline the environmental impacts/benefits of their project as part of the application process.

Climate change

Through the application process, community projects that deliver improved outcomes for climate change will be encouraged. In addition, any successful applications that undertake events (on Council owned or managed land) will be required to so in line with Council's Zero Plastic Events Policy.

Economic

The community grants program has four key categories available for funding of projects up to the value of \$5000. The categories include:

- Active and Healthy Communities
- Arts and Culture
- Environment and Sustainability
- Facilities and Infrastructure.

In addition, grants are available for small projects up to the value of \$1000.

Projects in all four categories have the potential to increase economic development within the Shire. Arts and Culture projects have historically created tourist opportunities celebrating our rich indigenous history as well as our thriving art community, bringing exhibitions and tourists to town. Facilities and Infrastructure grants have enabled groups to become more efficient and sustainable as well as improving facilities to enable activities that bring financial gain to the group.

Social

The community grants program promotes community engagement as members of the community collaborate to develop their project ideas, apply for funding and work together to deliver their projects. The grants program helps to drive a sense of community and deliver change and improvements to the 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 changes proposed to the guidelines for 2021/2022 demonstrate continuous improvement based on community feedback and key learnings from the 2020/2021 community grants process.

HUMAN RIGHTS CONSIDERATIONS

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

9.15 Community Grants Program Guidelines 2021-2022 and establishment of a Community Grants Program Assessment Panel (cont.)

CONCLUSION

The recommendations put forward for endorsement are part of our continuous improvement process and will only enhance the well established program and processes for the community grants program.

The establishment of the Community Grants Program Evaluation Panel will provide greater transparency and has the potential to streamline the evaluation process.

ATTACHMENTS

Attachment 1: Draft 2021-2022 Community Grants Program Guidelines

Attachment 2: Terms of reference document

ATTACHMENT 1:

Strathbogie Shire Council

2021-2022

Community Grants Program Guidelines

For projects commencing after Monday July 1, 2021

Opens: 1st June 2021

Closes: 30th June 2021

Online applications can be lodged at

www.strathbogie.vic.gov.au/community/community-funding/community-grants-program

Address:

109A Binney St, Euroa

PO Box 177, Euroa 3666

www.strathbogie.vic.gov.au

info@strathbogie.vic.gov.au

Contents

IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU START	3
COMMUNITY GRANTS PROGRAM TIMELINE 2021-2022	4
PRINCIPLES OF THE COMMUNITY GRANTS PROGRAM	4
GENERAL GUIDELINES – For all categories	5
1. Who is eligible to apply?	5
2. Features of an eligible application.....	5
3. Who is not eligible to apply?	5
4. What is not eligible for funding?	6
5. Community Grants and GST.....	6
6. Grant conditions.....	6
7. Evaluation process.....	7
HOW TO APPLY	7
SPECIFIC GRANT CATEGORY GUIDELINES.....	7
ACTIVE & HEALTHY COMMUNITIES	8
ARTS & CULTURE	8
ENVIRONMENTAL & SUSTAINABILITY	9
FACILITIES & INFRASTRUCTURE	10
SMALL PROJECTS GRANTS	11

If you are unsure about any information outlined in these Guidelines or would like to discuss your application further, please contact a member of the Community Wellbeing Team on 5795 0000 or by emailing info@strathbogie.vic.gov.au

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

IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU START

- Read the Guidelines carefully. It is important to have a full understanding of the Guidelines before you start completing the online application.
- The term project is used throughout this document. Project means any activity, event, initiative or program that you are seeking funds for.
- **It is a condition of application that you discuss your proposed project with a member of the Community Services & Inclusion Team.** This will help to:
 - Check your group is eligible for funding.
 - Check your project is eligible to be funded and that you are applying in the correct category.
 - Check your project is in line with the relevant Community Action Plan where applicable
 - Clarify any queries you may have about the guidelines and online application process.
- Please note if you apply under an incorrect category we are unable to move your application to a more appropriate category and your chance of receiving funding will be reduced.
- The amount of funds awarded will be dependent on number and quality of applications. Please note: you may not receive the full amount of funds you have applied for.
- The maximum grant amount for each category is as follows:

Grant Category	Amount
Active and Healthy Communities	\$5000
Arts & Culture	\$5000
Environment and Sustainability	\$5000
Facilities and Infrastructure	\$5000
Small Projects	\$1000

- Applicants are required to contribute towards the implementation of their project; this may include cash or in kind contributions or a combination of both. There is no minimum contribution required however evidence of the contribution must be provided.
- **Council will require evidence of appropriate Public Liability Insurance prior to the receipt of funds.** The preferred minimum coverage is to be \$20,000,000 or other amount to the satisfaction of Council.
- **Applications can only be received from incorporated groups.** If your group is not incorporated, you will need to seek out an incorporated group or a Community Planning Reference Group (also known as Community Action Group) who is willing to auspice (endorse) your application.
- If your group is submitting an application for funding you may also agree to act as an auspicing group for another non-incorporated group.

- If your group has received Community Grants Funding previously you must have completed any outstanding project acquittal requirements before being eligible to reapply for the current round of the Community Grants Program. The Grant Acquittal Form is available on the SmartyGrants account that you used to apply for your previous Grant.
- Any questions regarding acquittal requirements can be directed to the Community Wellbeing Team on 5795 0000.

COMMUNITY GRANTS PROGRAM TIMELINE 2021-2022*

Applications Open	1 st June 2021
Applications Close	30 th June 2021
Applications assessed	July 2021
Recommendations to Council for decision	17 th August 2021
Applicants advised of outcome	27 th August 2021
Project can commence from	27 th August 2021
Project Completed and Acquittal Submitted	Friday May 31 st , 2022

*Excluding Small Projects Grants

PRINCIPLES OF THE COMMUNITY GRANTS PROGRAM

The Community Grants Program provides an opportunity for groups to undertake projects that complement the focus areas identified as priorities for the Strathbogie Shire Council.

Applications are sought for projects that:

1. Promote community engagement and participation.
2. Support gender equality and social inclusion and improve accessibility.
3. Contribute to building healthy and vibrant communities.

It is recommended that your project should directly relate to a strategic goal that is specified in one or more of the following documents:

- Strathbogie Shire Council Plan 2017-2021 - click [HERE](#)
- Strathbogie Shire Council Liveability Plan 2017-2021 - click [HERE](#)
- A Community Plan developed by the Community Planning Reference Group in your community - click [HERE](#)

GENERAL GUIDELINES – For all categories

1. Who is eligible to apply?

To be eligible for funding under the Community Grants Program, applicants must be:

- A not for profit community group, organisation or club that is **incorporated**.
OR
- An **unincorporated** not for profit community group, organisation or club only if they have a Community Planning Reference Group (also known as Community Action Group) or an incorporated body that is willing to act as auspice for the application.

2. Features of an eligible application

- The project must be based in the Strathbogie Shire municipality.
- The project will generate positive outcomes for Strathbogie Shire residents and/or visitors.
- The applicant is able to demonstrate their own contribution to the project in the form of funds or in kind support.
- There is demonstrated support for the project from other groups within the community (such as formal partnerships, letters of support and/or a financial commitment to the project).
- The applicant is able to demonstrate sound project planning.
- The project considers gender equity, inclusion, accessibility and cultural diversity.

3. Who is not eligible to apply?

- An individual.
- An unincorporated not for profit community group, organisation or club without an appropriate auspicing body.
- Any group who has an overdue acquittal of a previous Community Grant.
- Any group already receiving other financial support from Council (such as a Community Planning Reference Group) or where their funding and service agreement precludes access to other Council funding.
- Private, profit making organisations.

4. What is not eligible for funding?

- Applications for retrospective funding, including for projects that are due to start before **27th August 2021**.
- Applications seeking funds to cover the cost of fundraising, prizes and/or wages.
- Applications seeking sponsorship to attend conferences or sporting events.
- Projects that are to occur primarily outside of Council's municipal boundary.
- Applications from federal or state government agencies and private profit making organisations or individuals.
- Applications that are incomplete such as: not attaching evidence of public liability insurance coverage and not attaching copies of relevant quotes.
- Projects that are already receiving other financial support from Council or an alternate funding source.

5. Community Grants and GST

- Where the applicant is registered for GST Council will pay the grant amount requested plus 10%. The Applicant will then remit to the Australian Tax Office (ATO).
- If the applicant is not registered for GST, or is not auspiced by a group registered for GST, 10% will be added to GST items as part of the total grant sum.
- Grant maximum amounts to remain as suggested, noting that the amount will cover GST, with any amount over that to be funded by the applicant.

6. Grant conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money only as stated in the original application. Approval for any proposed variation to the project must be sought in writing via the Manager Community Wellbeing, and permission received in writing, prior to a new project or variation commencing.
- Return any unspent funds at the completion of the project or the end of the agreement unless prior approval has been obtained to expend the funds.
- Complete a project plan and obtain all necessary permits, compliance requirements as deemed necessary for your application.
- Obtain all necessary approvals (e.g. letter from land owner) and permits (building/planning or other statutory requirements) associated with your project; failure to do so will result in the project being delayed, or potentially, stopped.
- Any joint application from multiple entities, for the same project, must have sign off by all entities agreeing that they will work collaboratively to deliver the project. Individual applications for the same project will not be accepted.
- Inform Council officers of changes to key project contact details, including telephone number, email or postal address.
- Ensure any outstanding acquittals are submitted by 31 May 2022 (or other date as agreed to by Council). (If this is not done, your application will not be considered.)

- Invite Council officers and Ward Councillor/s to the project launch if applicable.
- Acknowledge Council in all public and promotional materials.

7. Evaluation Process

All Community Grant submissions will be evaluated by Strathbogie Shire Council's Community Grants Program Assessment Panel.

The Community Grants Program Assessment Panel will be made up of three (3) Council officers from within the Tourism and Community Services team. Additional advice will be provided by other officers dependent on their area of expertise in the grant categories of Arts & Culture, Environment & Sustainability, Facilities & Infrastructure and Projects

The panel will consider all eligible applications submitted. A list of ineligible applications received will also be presented to the assessment Panel.

All applications will be reviewed and assessed against a scoring matrix (as per below) to ensure consistency, equity and transparency across the program. All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Strathbogie Shire Community Grants Program Policy document. The assessment panel will provide recommendations to Council with Council making the final decision on funding in a council meeting. Council will be provided with a detailed report outlining each submissions project, project score based on the weighted matrix as well as any rationale supporting the assessment panel's recommendations.

Where the Strathbogie Shire Community Grant Program Assessment Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Strathbogie Shire Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in a report to Council.

CRITERIA DESCRIPTION	WEIGHTING
<p>Alignment to Community Grants Outcomes and Strategic Plans</p> <ul style="list-style-type: none"> • Are the application's aims and outcomes clearly identified? • Does the application support the Community Grants outcomes and Strategic plan of Council and/or Local Community Reference Group Strategic plan? • How is the project evaluated – how will they know if the project has achieved the community grants outcomes? • Does the application address environmental sustainability? 	30%
<p>Community Need</p> <ul style="list-style-type: none"> • Is there a clearly identified and demonstrated local need for this application? • Does the application and activities identified effectively address this need? 	20%

<ul style="list-style-type: none"> Has the application appropriately engaged with the local community? Have local people, participants, members or service users been involved in identifying this need and have input into the response? 	
<p>Organisational Capacity</p> <ul style="list-style-type: none"> Is the application well planned and achievable within the timeframe? Is there a clear link between the community need, the community outcomes and the activities that will be delivered? Does the application identify appropriate partners that will work with them in a collaborative way? Is the scope of the project appropriate? 	20%
<p>Access and Equity</p> <ul style="list-style-type: none"> Does the application address issues of social exclusion or barriers to participation? Does the application target vulnerable sectors of the community? Is the application accessible and inclusive? Does the application address issues of disadvantage? 	15%
<p>Budget</p> <ul style="list-style-type: none"> Does the budget accurately reflect the scope and scale of the application? Have other funding sources been identified? Have the resources that are required to deliver the project been clearly identified? Is the application financially viable and does it demonstrate sound management? 	15%

HOW TO APPLY

- All applications are completed online at:
www.strathbogrie.vic.gov.au/community/community-funding/community-grants-program
- Please answer all questions and attach all information as requested.
- Failure to answer all questions and attach all information as requested will render your application ineligible and your application will not be assessed.**

- **Note 1:** We acknowledge that there has been leniency on this criteria in the past however due to the increasing number of applications for Community Grants Funding it is no longer possible to assess incomplete applications. Your understanding in this matter is appreciated and we look forward to receiving your application with all requested documentation included.
 - **Note 2:** Depending on the specific project, additional information, such as a building permit or event approval may be required for the implementation of your project. This is different from the required documents for a complete application. If applicable, this information will be sought when a project has been short listed and will not impact on your eligibility for assessment.
- Applicants may only submit one application for Community Grants per year.
 - Late applications will not be considered, and no extensions will be granted.
 - A successful funding application in any round does not imply ongoing funding.

SPECIFIC GRANT CATEGORY GUIDELINES

The Community Grants Program is divided into five categories, each of which has specific guidelines. Please make sure you refer to the specific guidelines for the relevant category before you start.

Sometimes the project may appear to be applicable to more than one category – if this is the case, please discuss this with the Community Wellbeing Team to for advice about which is the best category to submit your proposal.

Once the application has been submitted it is not possible to change it to a more appropriate category and your chance of success may be reduced.

ACTIVE & HEALTHY COMMUNITIES

(To be read in conjunction with the general guidelines)

The Active and Health Communities category supports:

- Local projects that promote collaboration and resource sharing among groups.
- The development of new or expanding existing programs and activities for example craft workshops, walking groups, community engagement programs or formal and informal sport and leisure activities.
- The purchase of project related equipment/materials e.g.: purchase of printer, materials for workshops and/or project costs such as printing, facility hire, consumables.
- Building more capable community groups for example committee of management training, leadership/skill development and/or volunteer development and/or skills training initiatives that will increase the efficiency of volunteer roles and responsibilities.

- Provision of essential equipment with priority given to safety equipment e.g. defibrillator, safety padding.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to developing the health and wellbeing of residents of the Strathbogie Shire.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills, promote awareness and/or action with regards to community issues and provide opportunities to increase skills/knowledge of community members
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

ARTS & CULTURE

(To be read in conjunction with the General Guidelines)

The Arts & Culture Grant category supports:

- Arts and Culture based initiatives that engage the broader community in creative activities i.e. workshops, residencies, master classes, tours, exhibitions.
- Local artists and organisations to develop art projects that increase the community participation in the arts.
- Local arts and culture based activities that celebrate diversity and reduce isolation. Local arts and culture based activities that promote awareness of community issues and strengthen and develop community skills. Opportunities that assist to sustainably build the region's tourism products that relate to Arts and Culture.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Please note: In previous years Community Grants Program has provided funding for Events, however, as of 2019-2020, Event funding has been transferred to the Sponsorship Program. Click: [Sponsorship Program](#)

Please discuss your project with the Arts Culture Economy Team.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to developing the cultural vibrancy of the Strathbogie Shire area and supports local creativity and innovation.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

ENVIRONMENT & SUSTAINABILITY

(To be read in conjunction with the general guidelines)

The Environment and Sustainability category supports:

- Community groups to undertake a range of environmentally sustainable projects which improve our natural and built environments, for example, community garden projects or the provision of essential group equipment.
- Environmental projects for waste and resource management, and recycling initiatives.
- Sustainability projects to improve energy efficiency or implement sustainable transport initiatives.
- Conservation and climate change projects such as landscape restoration and re-vegetation projects or pest, plant and animal control projects.
- The development of Environmental and Sustainability educational programs, behavioural change project, field days or workshops, development brochures, booklets and other resource materials.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to environmental sustainability outcomes and benefits.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

FACILITIES & INFRASTRUCTURE

(To be read in conjunction with the general guidelines)

The Facilities and Infrastructure category supports:

- Minor capital purchases such as furniture and equipment.
- Improvements to community facilities such as minor capital work projects or make non-essential modifications to community facilities, for the benefit of facility users.
- Small infrastructure projects such as costs towards an all abilities ramp.
- Children's playgrounds or recreational space improvements.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to improving and developing facilities and infrastructure in Strathbogie Shire.
- Demonstrate the Community benefits of the project, for example, how will the project impact on user groups of the facility.
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.
- Provide evidence of approval from the building owner for any works to be undertaken.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.

SMALL PROJECTS GRANTS

Small Projects Grants are available for applicants that have missed the submission dates for Community Grants from other categories.

Groups are only eligible to receive this grant once per year and are not eligible for a Small Project Grant if they are currently expending other Strathbogie Shire Community Grant Funds.

Small Project Grants must meet the criteria for one of the four Community Grant Categories:

- Active & Healthy Communities
- Arts & Culture
- Environmental & Sustainability
- Facilities & Infrastructure

Small Projects Grants must be acquitted within six months of the submission of their Terms and Conditions unless otherwise negotiated with the Manager Community Services & Inclusion.

Application process

Applications are accepted all year (or until funding allocation is exhausted) from 1st July 2021

Small Project Grants are assessed on a monthly basis.

- Applications should be received before 12 pm on the last Monday of the month
- Applications then undergo pre-eligibility checks before being forwarded to Assessors
- Applicants will be advised of the outcome by the first Monday of the month

Any application received after 12pm on the last Monday of the month will be assessed the following month.

Eligibility

As per Community Grants Category under which the applicant is applying.

ATTACHMENT 2:

TERMS OF REFERENCE

STRATHBOGIE SHIRE COMMUNITY GRANTS PROGRAM ASSESSMENT PANEL

1. INTRODUCTION

The Strathbogie Shire Community Grants Program Assessment Panel operates under the authority of Council. The primary function of the Assessment Panel is to consider the eligible applications submitted for funding and to recommend funding allocations for Council's endorsement.

2. OBJECTIVES OF THE COMMITTEE

- To recommend to Council the allocation of funding under the Strathbogie Shire Community Grants Program within the allocated budget.
- To ensure that the allocation of funding supports relevant Council policies, programs and strategies.
- To ensure that the assessment process is fair, equitable and accountable.

3. MEMBERSHIP

- The panel will be made up of three (3) Council Officers from within the Tourism and Community Services Department.
- Additional advice will be provided by other Officers dependent on their area of expertise in the grant categories of Arts & Culture, Environment & Sustainability, Facilities & Infrastructure and Projects.

4. CHAIRPERSON

- The Community Grants Program Assessment Panel will be chaired by the Coordinator Community Services & Inclusion (or their delegate).

5. LENGTH OF MEMBERSHIP

- The Community Grants Program Assessment Panel is convened for the period required to undertake the Community Grants Assessments and any matters that arise from this.

6. TIMING, DURATION, LOCATION AND FREQUENCY OF MEETINGS

- All meetings and assessment of applications will occur at the Strathbogie Shire Council Offices or at another mutually agreed location.
- Meeting dates and times will be established in consultation with the membership of the panel and will be held at times most convenient to a majority of panel members.

7. ELIGIBILITY & ASSESSMENT CRITERIA

- The panel will consider all eligible applications submitted to the Strathbogie Shire Community Grants Program.
- A list of ineligible applications received will also be presented to Community Grants Program Assessment Panel.
- All applications will be reviewed and assessed by the Strathbogie Shire Community Grant Assessment Panel against a scoring matrix to ensure consistency, equity and transparency across the program.

- All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Strathbogie Shire Community Grants Program Policy document.
- Where the Strathbogie Shire Community Grant Program Assessment Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Strathbogie Shire Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in a report to Council.

8. CONFLICT OF INTEREST

- All Strathbogie Shire Community Grant Program Assessment Panel members are required to sign a Consideration of Conflict of Interest form. All information is to be considered as confidential as defined by the Local Government Act 2020.

9. PROBLEM SOLVING

- Council Officers will undertake the tasks associated with the Strathbogie Community Grants Assessment Panel in accordance with the Staff Code of Conduct respectively.

9.16 Advocacy Support – Roadmap for Quality Dementia Care

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Dementia Australia has written to Council calling on our support to advocate to the Australian Federal Government on behalf of the half a million people living with dementia and the 1.6 million people involved in their care.

Since 2018 people living with dementia, their families and carers have shared their experiences in a Royal Commission in the Aged Care Quality and Safety. The Royal Commission's final report captures the essence of the issues facing those living with dementia and sets forth key recommendations.

Dementia Australia have created a Roadmap for Quality Dementia Care which reflects all of the recommendations in relation to dementia made in the Royal Commission's final report and now seek our support to advocate on their behalf to Australian Federal Government to implement Dementia Australia's roadmap.

A draft letter of support addressed to our local federal members of parliament is attached to this report.

RECOMMENDATION

That Council advocate to Local Federal Members of Parliament by writing a letter of support to the Government to implement Dementia Australia's Roadmap for Quality Dementia Care.

PURPOSE AND BACKGROUND

Dementia is one of the largest health and social challenges facing Australia and the world. As well as being the chronic condition of the 21st century it is a debilitating, progressive and ultimately terminal disease and the second leading cause of death of Australians annually and the leading cause of death of women.

Dementia Australia has developed an integrated roadmap for quality dementia care. It is based on the views of people living with dementia, families and carers and addresses the gaps and possible solutions as outlined in the Royal Commission into Aged Care Quality and Safety. The roadmap also addresses the systemic failings in an aged care system in which dementia has not been core business. This collaborative vision, together with its key components, has been presented for careful consideration by the Government.

The Government's response to the Royal Commission's findings is a rare opportunity to make a difference to the experience of people impacted by dementia.

9.16 Advocacy Support – Roadmap for Quality Dementia Care (cont.)

ISSUES, OPTIONS AND DISCUSSION

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

Dementia Australia's Quality Dementia Care Roadmap identifies 3 key areas of focus:

- **Dementia support pathways**
Expanding the existing National Dementia Helpline to offer a more comprehensive and integrated service pathway offering specialist service response with a single access point. This will ensure people experiencing symptoms of dementia, living with dementia, and their carers and families will have timely access to diagnosis and a direct and clear pathway to support and treatment services.
- **Building workforce capability**
A comprehensive approach to building dementia capability of the aged care workforce. This will focus on addressing the most immediate deficits in workforce capacity, along with implementing initiatives to support the sustainable transformation of dementia practice in the longer term. Education and training initiatives will address the needs of different vocational groups within and outside aged care settings and target both the current and the future workforce.
- **Dementia-friendly design**
Development of dementia-friendly standards for current facilities and new builds to enable physical environments that support people living with dementia to be as independent as possible. The roadmap proposes an approach in which incremental improvements are facilitated over time while recommending a specific focus on new builds.

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 Officers have engaged with the Shire's local health services and have confirmed that they support this initiative. In addition, health services would like to see that the cost of care relevant to the quality of care that is required.

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
 - To enhance community health and wellbeing and liveability
- Liveability Plan
 - Stronger Together
 - Healthy Lifestyle
 - Rural Lifestyle.

9.16 Advocacy Support – Roadmap for Quality Dementia Care (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 Dementia Australia Roadmap are seeking Council to advocate for is a direct outcome of the Royal Commission into Aged Care Quality and Safety and has been presented to all sides of Government for consideration.

The Royal Commission in Aged Care Quality and Safety recommends the Australian Department of Health and Aged Care should promptly establish a taskforce to implement the Royal Commission's 148 recommendations. The Royal Commissioners recommend ongoing monitoring and reporting arrangements to support effective and transparent implementation of their recommendations.

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.

The request for Council to advocate on behalf of Dementia Australia is being put forward in this report to ensure public transparency to Council's actions in this instance advocating for people with a disability.

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.

Whilst there is no financial commitment on Council's behalf associated with this report, the estimated cost of dementia in Australia in 2025 is expected to increase to \$18.7 billion and by 2056 to increase to more than \$36.8 billion.

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.

9.16 Advocacy Support – Roadmap for Quality Dementia Care (cont.)

Economic

Dementia Australia's roadmap has the potential to support 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 cohesion
- (b) community services – providing a range and quality of services for different groups, accessibility of services
- (c) community health and well-being – improvement of health services and aged care facilities
- (d) education and skills development – provide education options for the community.

Environmental

The roadmap's three step approach provides an opportunity for positive benefits for our environment through improvement in the quality of dementia care byway of developing dementia-friendly design guidelines for aged care facilities.

This will enable physical environments that support people living with dementia to be as independent as possible. Dementia Australia have a vision that over time the dementia friendly design guidelines will form part of the building code requirements for building any new residential aged care facilities ensuring new facilities will provide a dementia friendly environment. This includes increased access for Australian's in aged care facilities to have access to outside areas, according to recent research 12% of Australian aged care residents have no access to outside areas.

Climate change

Dementia-friendly design is committed to focusing on the impact on the physical environment.

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.

Advocating on behalf of Dementia Australia to our Local Members of Parliament to act and support the implementation of the Roadmap at a Federal Government level, is an opportunity to ensure continuous improvement and make a step-change difference to the experience of people impacted by dementia.

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.

9.16 Advocacy Support – Roadmap for Quality Dementia Care (cont.)

Dementia Australia have reached out to surrounding Councils and key stakeholders to advocate to their Local Member of Parliament, Senator or Political Candidate.

This is an opportunity to advocate on behalf of our Community.

HUMAN RIGHTS CONSIDERATIONS

Advocating to politicians in support of the implementation of the Royal Commission's findings is consistent with upholding and implementing the key principles and values outlined in the *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

The prevalence of dementia in our community continues to grow exponentially. Those impacted by dementia in our community are seeking decisive action to ensure that the outcomes for people living with dementia, their families and carers are adequately considered in the context of more generalised health, disability and aged care reforms.

This is an opportunity to advocate on behalf of Dementia Australia but, more importantly, our community to have the Federal Government demonstrate that they are serious about making improvements to the lives of those living with dementia.

ATTACHMENTS

Attachment 1: Letter of Support – The Hon Damien Drum MP

Attachment 2: Letter of Support – Dr Helen Haines MP

ATTACHMENT 1:

DRAFT

19 May 2021

Hon Damien Drum MP
426 Wyndham Street
Shepparton VIC 3630

Via email: damian.drum.mp@aph.gov.au

Dear Mr Drum

Roadmap for Quality Dementia Care

I write to request your assistance on a matter of great concern to the Strathbogie Shire.

Dementia is one of the largest health and social challenges facing Australia and the world. As well as being the chronic condition of the 21st century it is a debilitating, progressive and ultimately terminal disease. Dementia is the second leading cause of death of Australians annually and the leading cause of death of women.

Since September 2018 people living with dementia, their families and carers have entrusted the Royal Commission into Aged Care Quality and Safety with their views, personal experiences and often traumatic stories. The Royal Commission's Final Report captures the essence of those issues and demonstrates that the Commissioners have listened.

Dementia Australia has developed an integrated roadmap for quality dementia care. It is based on the views of people living with dementia and addresses the gaps and possible solutions as outlined in the Royal Commission into Aged Care Quality and Safety. The roadmap addresses the systemic failings in an aged care system in which dementia has not been core business. This collaborative vision, together with its key components, has been presented for careful consideration by the Government.

The delivery of quality health care is universally a complex and challenging task. In rural Australia the complexity is magnified by unique characteristics and challenges. These necessitate the development and application of a dedicated Roadmap which supports a nationally coordinated approach. Feedback from our local Health providers claim that the current residential care income (ACFI) to care for people with early to mid-stage dementia is appalling in comparison to residents with complex clinical care yet staffing for these residents is the same. An income for dementia that meets the cost to care is a necessary change to ensure high quality care.

Now it is time for the Australian Government to act and we call on you to advocate on behalf of our Community to the Australian Government to implement this much required Roadmap.

All Australians need to have confidence and trust in our aged care system. We rely on it to care for our loved ones. We all want to have faith in a system that will care for us if or when we will need to call on it.

We have the opportunity to transform the system, to truly commit to making a profound and lasting difference to the lives of all Australians impacted by dementia.

Yours sincerely,

Chris Raeburn
Mayor
Strathbogie Shire Council

ATTACHMENT 2:

DRAFT

19 May 2021

Dr Helen Haines MP
117 Murphy Street
Wangaratta VIC 3677

Via email: helen.haines.mp@aph.gov.au

Dear Dr Haines,

Roadmap for Quality Dementia Care

I write to request your assistance on a matter of great concern to the Strathbogie Shire.

Dementia is one of the largest health and social challenges facing Australia and the world. As well as being the chronic condition of the 21st century it is a debilitating, progressive and ultimately terminal disease. Dementia is the second leading cause of death of Australians annually and the leading cause of death of women.

Since September 2018 people living with dementia, their families and carers have entrusted the Royal Commission into Aged Care Quality and Safety with their views, personal experiences and often traumatic stories. The Royal Commission's Final Report captures the essence of those issues and demonstrates that the Commissioners have listened.

Dementia Australia has developed an integrated roadmap for quality dementia care. It is based on the views of people living with dementia and addresses the gaps and possible solutions as outlined in the Royal Commission into Aged Care Quality and Safety. The roadmap addresses the systemic failings in an aged care system in which dementia has not been core business. This collaborative vision, together with its key components, has been presented for careful consideration by the Government.

The delivery of quality health care is universally a complex and challenging task. In rural Australia the complexity is magnified by unique characteristics and challenges. These necessitate the development and application of a dedicated Roadmap which supports a nationally coordinated approach. Feedback from our local Health providers claim that the current residential care income (ACFI) to care for people with early to mid-stage dementia is appalling in comparison to residents with complex clinical care yet staffing for these residents is the same. An income for dementia that meets the cost to care is a necessary change to ensure high quality care.

Now it is time for the Australian Government to act and we call on you to advocate on behalf of our Community to the Australian Government to implement this much required Roadmap.

All Australians need to have confidence and trust in our aged care system. We rely on it to care for our loved ones. We all want to have faith in a system that will care for us if or when we will need to call on it.

We have the opportunity to transform the system, to truly commit to making a profound and lasting difference to the lives of all Australians impacted by dementia.

Yours sincerely,

Chris Raeburn
Mayor
Strathbogie Shire Council

9.17 Review of Community Funding and Investment Policy

Author: Manager Tourism and Community Services

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

A review of the current Council Community Funding and Investment Policy has been undertaken in accordance with the review timelines and changes to the organisational structure.

The purpose of this policy is to assist Councillors and Council employees to achieve consistency in corporate processes and produces when developing, assessing, monitoring, acquitting and evaluating funding and investment opportunities.

Minor amendments to the policy have been made including:

- Staff position title updates
- Date updates
- Review date of the Policy (every two years, as opposed to every year).

RECOMMENDATION

That Council:

- 1. Adopt the revised Community Funding and Investment Policy; and***
- 2. Inform the community of its adoption via social media and provision of access to the policy through the Shire's website.***

PURPOSE AND BACKGROUND

Previously, a review was conducted by Council Officer's in April 2019 to develop a clearer and more accountable process surrounding community requests for the provision of Council funding and investment/sponsorship.

It was identified that a Community Funding and Investment Policy could include all of the requirements for community funding and investment distributes by Council to the community, which currently includes the following:

- Community Grants Program Funding
- Community Planning Program Funding
- Event Sponsorship
- Senior Citizens Grant Funding
- Targeted Community Funding eg Seniors Festival, Children's Week, William Pearson Bequest
- Subsidies
- Donations.

9.17 Review of Community Funding and Investment Policy (cont.)

ISSUES, OPTIONS AND DISCUSSION

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

The benefit of this policy is that all guidelines for the provision of funding from Council to the community are clearly outlined in the one, concise document.

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 is a public document that is widely available to our community in the Plans, Policies, Strategies and Reports section of the Strathbogie Shire Council website.

POLICY CONSIDERATIONS

Council Plans and Policies

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

It directly links to the Council Plan 2017 – 2021 as follows:

Goal 5: To be a high performing Shire

- Key Strategy – Implement models of service delivery that result in increased efficiencies and better community outcomes.

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.

Transparency goals are achieved by making the Community Funding and Investment Policy available to the community in the relevant area on our website.

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.

9.17 Review of Community Funding and Investment Policy (cont.)

Economic

This policy provides a succinct summary of the funding opportunities from Council and assists to provide support to eligible groups and individuals in recognition of the vital contribution made by them to Strathbogie Shire's economic and tourism development, visitor economy and community wellbeing.

Social

This document clearly and easily defines Council's policy surrounding the process and procedures when developing, assessing, monitoring, acquitting and evaluating funding and investment opportunities.

Environmental

The author of this report considers that there are no significant Environmental implications associated with the review of this policy for Council or the broader community.

Climate change

The author of this report considers that there are no significant climate change implications associated with the review of this policy 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 review of this policy aligns with the pursuit of innovation and continuous improvement.

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

There have been no significant major changes made in the review of this policy and it is recommended that this policy be adopted in line with the review.

ATTACHMENTS

Attachment 1: Community Funding and Investment Policy

ATTACHMENT 1:

COMMUNITY FUNDING AND INVESTMENT POLICY



COUNCIL POLICY	
Document ID:	564719
Effective Date:	21 May, 2019
Last Review:	April 2019
Replaces:	Community Grant Giving Policy; Tourism Events and Festival Policy
Current Review:	April 2021
Adopted by Council:	
Next Review Date:	April 2023
Responsible Officer/s:	Manager Tourism and Community Services

1 PURPOSE

- 1.1 This policy assists Councillors and Council employees to achieve consistency in corporate processes and procedures when developing, assessing, monitoring, acquitting and evaluating funding and investment opportunities.

2 SCOPE

- 2.1 This Policy applies to all community funding and investment distributed by Council to the Community, including:
- Community Grants Program Funding
 - Community Planning Program Funding
 - Event Sponsorship
 - Senior Citizens Grant Funding
 - Targeted Community Funding eg. Seniors Festival, Children's Week, William Pearson Bequest
 - Subsidies
 - Donations

3 OBJECTIVES

- 3.1 The objectives of Council's Community Funding and Investment Policy are:
- a) To provide support to eligible community groups and individuals in recognition of the vital contribution made to Strathbogie Shire's economic and tourism development, visitor economy and community wellbeing
 - b) To provide means for the community to address current and arising issues and trends
 - c) To provide an opportunity for social inclusion and community engagements for the community of Strathbogie Shire
 - d) To provide transparent and effective processes and decision making
 - e) To increase the visitor economy & economic development of the Strathbogie Shire

4 POLICY STATEMENT

- 4.1 Strathbogie Shire Council is committed to working in partnership with the community and event organisers to encourage, develop, support and sustain a wide range of local quality recreational, cultural, social and community support and business group initiatives that make a positive contribution to the Strathbogie Shire community and strengthen the development of strong local communities and increased economic development.
- 4.2 Each financial year, Council provides financial assistance to eligible community groups and organisations to support the provision of programs and services which respond to identified community need, contribute to the building of stronger communities, increase economic development and the visitor economy and are in accordance with Council's strategic outcomes and key directions as outlined in the Council Plan.
- 4.3 Council may give funding to an organisation only:
- a) If the Council is satisfied:
 - i. The funding will be used for a purpose that is in the public interest; and
 - ii. The organisation meets the criteria stated in the Guidelines for the specific funding stream that has been requested.
 - b) In a way that is consistent with Council's Community Funding and Investment Policy

5 PROCEDURE

- 5.1 When Council's annual budget allocates funds for Community Funding and Investment, the community and event organisers will be informed of the relevant Guidelines pertaining to the funding available and include information on:
- a) Program priorities
 - b) Criteria and eligibility
 - c) Acquittal requirements and
 - d) Administration processes

- 5.2 The procedural implementations are documented in program specific Guidelines maintained by the Tourism and Community Services and Economy Development teams. These Guidelines are maintained in collaboration with all internal stakeholders.
- 5.3 The SmartyGrants online grants system is used to manage the full lifecycle of each program and key associated documents, including application, assessment, and administration and acquittal forms. Applicant's access application forms via Council's [website](#) and the guidelines are also stored on Council's website.

DEFINITIONS

- 5.4 Terms not defined in this document will be included in program specific guidelines.

DONATION

A donation is a voluntary gift given, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without any conditions or contractual obligations. A donation may take various forms, including cash, services, new or used goods. Charitable gifts of goods or services are also called gifts in kind.

GRANT

A sum of money or in-kind contribution given to eligible organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a formal agreement with Council that outlines accountability requirements.

SPONSORSHIP

A formal, reciprocal arrangement between groups or event organisers and Council, which the benefits for both parties are documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and articulates the rights and responsibilities of both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council.

SUBSIDY

A subsidy is a form of government financial assistance paid to a community group, business or economic sector. A subsidy can take several forms which are conditional upon meeting specific criteria. A subsidy can be used to support businesses and to encourage activities that would otherwise not take place.

6 RELATED LEGISLATION AND DOCUMENTS

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

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

Local Government Act 2020

[Strathbogie Shire Council Plan](#)

[Strathbogie Shire Council Liveability Plan](#) (Municipal Public Health and Wellbeing Plan)

[Strathbogie Shire Council Arts and Culture Strategy](#)

Community Planning Program Guidelines (in review for 2021/2022)

Community Grants Program Guidelines (in review for 2021/2022)

Sponsorship Program Guidelines (in review for 2021/2022)

7 FEEDBACK

- 7.1 Council staff and community may provide feedback about this document by emailing info@strathbogie.vic.gov.au .

9.18 Strathbogrie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment

Author: Manager Planning and Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The Commonwealth Government's Inland Rail Project, lead by the Australian Rail Track Corporation (ARTC), has a clear aim of getting more freight on rail. To support this vision, in Victoria as part of the Tottenham to Albury project, work will be undertaken along the existing rail corridor throughout North East Victoria.

As part of this project changes are required to provide sufficient horizontal and vertical clearance for double-stacked freight trains to safely pass. Works expected throughout the project from Tottenham to Albury include lowering rail track under road bridges or replacing existing bridges with taller bridges.

To assist in facilitating this project, ARTC will request the Minister for Planning make a change to Whittlesea, Mitchell, Strathbogrie, Benalla, Wangaratta and Wodonga Planning Schemes, known as a Planning Scheme Amendment.

A Planning Scheme Amendment is a change to the relevant Planning Scheme to apply for a project specific planning control which will remove the need for separate permits. This proposed amendment introduces site specific controls via an Incorporated Document and Specific Controls Overlay (SCO), meaning the project can progress without the need for additional planning permits, subject to conditions being met to the satisfaction of the Minister for Planning.

The ARTC have provided Council an update on their progress on the Planning Scheme Amendment. The ARTC are currently undertaking a voluntary exhibition process for Amendment GC157, covering the Inland Rail Project area from Tottenham to Albury. A final copy of the ARTC's amendment will be sent to the Minister for Planning in due course.

In addition, the ARTC have requested a letter of support for the Inland Rail Project from Strathbogrie Shire Council, that includes our views and feedback on the Inland Rail Project, Planning Scheme Amendment and supporting documentation (draft Incorporated Document and draft Explanatory Report).

Following review of the relevant documentation, the attached response to ARTC has been formulated. In summary our response highlights:

- In-principle support for the project
- The importance of continual and genuine community engagement
- The need for a focus on movement and connectivity of vehicles and pedestrians
- Ensuring the best possible outcome for our community.

9.18 Strathbogie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment (cont.)

RECOMMENDATION

That Council provide feedback on the Inland Rail Project, proposed Planning Scheme Amendment and supporting documents (draft Incorporated Document and draft Explanatory Report) around the following key points:

- ***In-principle support for the project***
- ***The importance of continual and genuine community engagement***
- ***The need for a focus on movement and connectivity of vehicles and pedestrians***
- ***Ensuring the best possible outcome for our community.***

PURPOSE

The Commonwealth Government's Inland Rail Project lead by the Australian Rail Track Corporation (ARTC) has a clear aim of getting more freight on rail. To support this vision, in Victoria as part of the Tottenham to Albury project, work will be undertaken along the existing rail corridor throughout North East Victoria.

The ARTC is continuing to undertake community consultation regarding delivering the Inland Rail Project on the North East line in Victoria. More specifically in Euroa, the future design of the Euroa Station Precinct and the movement of vehicles (rail and road) has a significant impact on our town's future. Our vision for Euroa is for a connected community that is not divided by a railway.

The ARTC have recently undertaken a consultation period to advise all stakeholders on the progress of their Planning Scheme Amendment (PSA) and voluntary exhibition details. The proposed amendment, GC157, incorporates the following draft documentation:

- Draft Incorporated Document
- Draft Explanatory Report.

The Planning Schemes set out objectives, policies and provisions for the use, development and protection of land during the Inland Rail - Beveridge to Albury Project. Regardless of the final design, the Incorporated Document would put in place specific conditions, which will need to be completed to the satisfaction of the Minister for Planning.

As part of the process, the community and other interested parties have an opportunity to provide feedback about the project or the proposed Planning Scheme Amendment. As advised by ARTC, a summary of submissions and ARTC's response will be provided to the Minister for Planning as part of the formal request for approval of the Planning Scheme Amendment.

9.18 Strathbogie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment (cont.)

ISSUES, OPTIONS AND DISCUSSION

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that priority is to be given to achieving the best outcomes for the municipal community, including future generations. This is an important project for the Euroa community and is incumbent upon Council to continue to strongly advocate for our community to achieve the best outcomes for our community.

The ARTC has written to Council to advise of the proposed Planning Scheme Amendment and voluntary exhibition details for the Tottenham to Albury section of the Inland Rail Project. As part of the voluntary exhibition period, community and other interested parties are given the opportunity to provide feedback about the project and/or the proposed Planning Scheme Amendment.

The actual amendment is known as, Amendment GC157, Inland Rail – Beveridge to Albury. The Inland Rail Project includes a series of isolated work areas extending from Beveridge to Albury along the North East Rail Line, which runs largely parallel to the Hume Highway. The scope does not include the entire North East Rail Line and the total Project Land is less than 10% of the North East Rail Line.

More specifically to Strathbogie Shire Council, the project, the ARTC has advised that the project comprises:

- Bridge replacement or vehicle underpass at Anderson Street, Euroa
- New platform, track realignment and upgrade pedestrian access at Euroa Station
- Gantry and signalling upgrades.

The explanatory report provides a strategic assessment of amendment GC157. This includes:

- How the amendment implements the objectives of planning in Victoria?
- Addressing environmental, social and economic effects.
- Does the Amendment make proper use of the Victoria Planning Provisions?
- Does the Amendment address relevant requirements of the Transport Integration Act 2010?

Following assessment of the documentation by Council Officers, the following observation and feedback is provided:

- The importance of continual community engagement
- Movement and connectivity of vehicles and pedestrians
- That the Urban Design Framework is considered and approved by Council rather than the Minister for Planning.

As advised by the ARTC, and following due process of the voluntary exhibition, a summary of submissions and ARTC's response will be provided to the Minister for Planning as part of their formal request for approval of the Planning Scheme Amendment.

9.18 Strathbogrie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment (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.

Through continually advocacy from Council and the community, the ARTC have heard that the community does not feel it has been part of the decision-making process. The Euroa Community is very passionate and have a great sense of community ownership when it comes to the Euroa Station Precinct. As such, the community must be actively and genuinely engaged in the design solution. The future design of the Euroa Station Precinct and the movement of vehicles (rail and road), pedestrians and cyclists has a significant impact on Euroa's future.

In relation to the Planning Scheme Amendment, ARTC are currently seeking feedback from all stakeholders of the 12 sites along the North East rail line from Beveridge to Albury. Submissions for this feedback closed on the 17 May at 2:00pm; however Council was granted an extension to enable the matter to be heard before Council.

In the final preparation of this response, officers have consulted with representatives from Euroa Connect, who will also be providing a submission to the PSA.

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.

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.

This report continues to demonstrate that Council is being transparent in its position in relation to the Inland Rail Project and its advocacy role for the broader community in this project.

9.18 Strathbogie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment (cont.)

FINANCIAL VIABILITY CONSIDERATIONS

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

It is imperative that Council continue to advocate for our community so that the best outcome is achieved. Consideration regarding design and delivery is fundamental to ensure there is no financial burden on Council to “make good” the rail precinct as a result of a project which is not driven by Council.

SUSTAINABILITY CONSIDERATIONS

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

Economic

The Inland Rail Project with the re configuration of the Anderson Street overpass has the potential to create significant economic enhancements for Euroa if considered carefully. These works have potential to place the township of Euroa in a far greater position to capture people passing the town via road or train to stay or visit Euroa as a destination of choice by enhancing a railway precinct to bring greater community economic benefit.

Social

Council's decision to support ongoing advocacy is in the best interest of the community to achieve an acceptable outcome. In addition, the project will provide positive social effects, including increased employment opportunities arising from the construction phase of the project.

Environmental

The Inland Rail Project was referred to the Minister for Planning in April 2020 to determine if an Environment Effects Statement was required under the *Environment Effects Act 1978*. The Minister for Planning determined that an Environment Effects Statement was not required for the project, subject to conditions, including a condition requiring the preparation of an Environment Report and an Environmental Management Framework to the satisfaction of the Minister for Planning.

As highlighted within the incorporated document, prior to the commencement of works, an Environment Report must be prepared to the satisfaction of the Minister for Planning with relevant conditions. In addition, the Environment Report must be prepared in consultation with the Commonwealth Department of Agriculture, Water and the Environment.

However, there are a number of exemptions that apply including the preparatory buildings and works for the project which includes development of track slews, testing of land/soil and buildings and works, including vegetation removal, where but for the Incorporated Document, a planning permit would not be required under the provisions of the planning scheme.

9.18 Strathbogie Shire Council's response to the Australian Rail Track Corporation (ARTC) proposed Planning Scheme Amendment (cont.)

Climate change

ARTC is required to prepare an Environmental Management Framework. The Environment Management Framework must be informed by the findings and conclusions of the Environment Report and be developed in consultation with DELWP and to the satisfaction of the Minister for Planning.

As indicated in the ARTC's draft Incorporated Document, The Environmental Framework must include a set of Environmental Performance Requirements to define the environmental outcomes to be achieved during the design and construction of the project, a Construction Environment Management Plan, performance monitoring and reporting processes and a statement of all environmental commitments to the project.

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

To assist in facilitating the Inland Rail Project from Tottenham to Albury, the ARTC will request the Minister for Planning make a change to Whittlesea, Mitchell, Strathbogie, Benalla, Wangaratta and Wodonga Planning Schemes, known as a Planning Scheme Amendment.

The ARTC has written to Council requesting a letter of support for the Inland Rail Project including views and feedback on the Planning Scheme Amendment (draft documentation) and the project.

Following a review of the relevant documentation the attached letter has been formulated for Council endorsement.

ATTACHMENTS

Attachment 1: Strathbogie Shire Council submission – GC157 PSA Voluntary Exhibition

ATTACHMENT 1:

19 May 2021

ARTC Inland Rail
Att: Marisa Feher
PO Box 1391
97-99 Bakehouse Road
KENSINGTON VIC 3031

Dear Marisa

Re: GC157 PSA Voluntary Exhibition

Thank you for providing Strathbogie Shire Council with a copy of the Explanatory Report and draft Incorporated Document for the above mentioned Planning Scheme Amendment (PSA).

Strathbogie Shire Council acknowledge the final submission date being the 17th May 2021 and provide confirmation of our approval for an extension of time to make our submission to the date of, close of business the 26th May 2021. This confirmation was received from your office via email approval on 22nd April 2021. A request for an extension of time provided Council with the opportunity to be transparent with our community, by allowing a copy of our submission to be considered for endorsement at our Council Meeting on the 18th May 2021.

We acknowledge a request for a letter of support for the project and an opportunity for comment on the draft PSA documentation.

Having reviewed the documentation provided to Strathbogie Shire Council we make the following submission in two (2) parts, **The Project** and **The Planning Scheme Amendment**.

The Project

Strathbogie Shire Council wish to advise that in principal we support the project and wish to reiterate the need for continual and genuine engagement with our community in relation to the project and planning for the proposed works within the Railway Precinct as previously provided to ARTC.

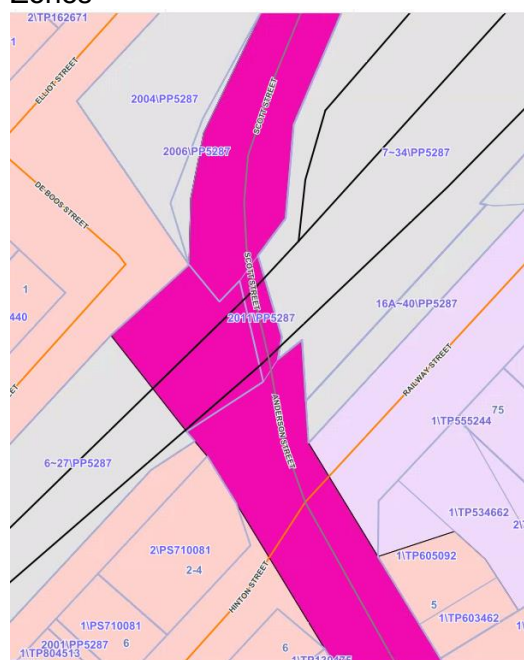
It is imperative that our community is not disadvantaged in any way as a result of the requirement for ARTC to deliver the Inland Rail Project. Strathbogie Shire Council wish to further communicate that the major piece of infrastructure impacted by the project proposal, namely, Anderson Street bridge, is a significant piece of infrastructure and a significant connection at the intersecting part of the rail line. Any precinct works proposed will have a lasting legacy to the community of Euroa, and we want to ensure that the best outcome is achieved to strengthen and enhance the connectivity and liveability of our community. This is why Council has and continues to strongly advocate for the contemporary engagement practice that will ensure that the community are actively involved in determining the final scope and design elements of the proposed precinct works.

The Planning Scheme Amendment

In consideration of the proposed Incorporated document, Council Planners have reviewed any potential permit triggers as the Strathbogie Planning Scheme currently applies.

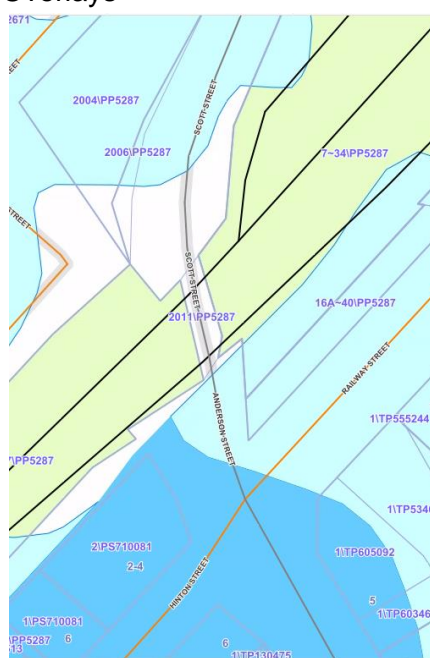
Should works proceed under the current Strathbogie Planning Scheme, the potential area of project works as understood by Council Officers being is depicted below:

Zones



RDZ1 – Road Zone Category 1
C1Z - Commercial 1 Zone
GRZ1 – General Residential Zone 1
PUZ4 – Public Use Zone 4 – Public Transport

Overlays



FO - Floodway Overlay
LSIO - Land Subject To Inundation Overlay

In consideration of the *existing use* as defined within the Planning Scheme - Railway, this is implied that the *use* exists.

In consideration of Development, all *buildings and works* require a planning permit under all existing zones and overlays and it is noted that public notification is specifically exempted under these provisions.

Additionally, should a Public Acquisition Overlay (PAO) be required, this would also require a permit under Clause 52.29.

The proposed Planning Scheme Amendment to apply a Specific Control Overlay (SCO) with an incorporated document takes away any requirement for approval to be granted by Council in relation to any proposed works.

Therefore, in consideration of the above analysis, it would be Council's preferred position that the Incorporated document is amended to reflect the following:

EXEMPTION FROM PLANNING SCHEME REQUIREMENTS

4.1

c, d, e, f and i – These points all relate to road matters, public streetscapes and spaces, bicycle facilities, bus stops and the like.

Given that Council roads intersect with Category 1 roads within the identified Euroa Station Precinct, it is imperative that Council provide feedback in relation to functionality of people and vehicle movements.

Additionally, public spaces and streetscapes play an integral role in consideration of the aforementioned matters. Council consider that the design requirements from 'place and movement' must be a strong consideration for this precinct holistically.

These exemptions do not provide for any certainty in ensuring that Council will be able to provide any input on behalf of our community.

Whilst we understand the intent of Planning Permit exemptions within the Scheme, it is imperative that Council have an opportunity to ensure that our Community are not impacted negatively and that active community engagement is maintained.

It is therefore proposed that this may be assisted by some wording encompassed within the following sections of the incorporated document;-

4.2.13 – Creating and altering access to roads

It is requested that consideration of amending the draft wording within this section to reflect; *and the local road authority where RDZ1 roads interact with local roads.*

4.2.16 – Urban Design Framework

It is requested that consideration of amending the draft wording within this section to reflect; *to the satisfaction of the Municipal Planning Authority.* As opposed to the Minister for Planning, given that the Urban Design Framework (UDF) reflects the community's inputs as supported by the Municipal Council (in this instance Strathbogie Shire Council) and therefore should be a document for Council to approve.

Other matters

The inclusion of an additional item, requiring a Traffic Management Plan reflecting the following.

A Traffic Management Plan must be submitted for approval by the Department of Transport and Municipal Council. The traffic management plan must reflect both vehicle and pedestrian movements as at current conditions, demonstrating number of movements and advise how altered traffic and pedestrian conditions will be accommodated with altered roads and pathways.

With Council having the approval of both the Urban Design Framework and a traffic management plan as highlighted above, this will ensure that Council has the opportunity to support our community through functional layout and design.

Noted in relation Native Vegetation, within the incorporated document, it states wording to the effect of 'exceptional circumstances', it is recommended that a Glossary be incorporated in the proposed document.

Traditional landowners; whilst acknowledging that specific requirements trigger the need for Cultural Heritage Management Plans and Land Use Area Agreements, consideration should be made to include consultation with Traditional Landowners where required.

Finally, Strathbogie Shire remains disappointed that no assessment has been undertaken within the municipality with particular reference to Euroa Station Precinct in regard to the rail noise and vibration assessment submitted to the Minister for Planning as part of assessment under the *Environment Effects Act 1987*. [Inland Rail - Tottenham to Albury \(planning.vic.gov.au\)](https://planning.vic.gov.au/inland-rail-tottenham-to-albury)

[Referrals and decisions \(planning.vic.gov.au\)](https://planning.vic.gov.au/referrals-and-decisions)

We look forward to being advised of your consideration with the above mentioned matters.

Yours sincerely

Councillor Chris Raeburn
Mayor
Strathbogie Shire Council

9.19 Request for Variation to Contract No. 19-20-06 Longwood-Ruffy Road Safety Upgrade Stage 1

Author: Executive Manager, Governance & Customer Service

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report seeks Council approval for a second variation to Contract No. 19-20-06 awarded to Mawson Construction Pty Ltd for the construction of stage 1 of a safety upgrade to Longwood-Ruffy Road following a resolution of Council on 18 February 2020.

The need for additional variations, to a total value of \$260,045.24 excluding GST, has arisen due to the need to undertake a revised pavement design and further road stabilisation works.

The initial tender was awarded for a total price of \$711,352.56 excluding GST. The first variation total \$2,850.00, approved under delegation, was due to the requirement to seal/protect drainage trenches across the road during the suspension of the additional works. The second variation of \$145,469.24 was following instability caused by high rainfall and the need to redesign the road to respond to unexpected issues relating to drainage and the need for a revised specification for the pavement. The third variation of \$114,576.00 was for the stabilisation of the subgrade that developed significant soft spots for the majority of its length on each side of the pavement (the widened sections).

There have been some savings throughout the project in other areas as a lesser amount of new material was required to complete the road to the new specification. This means the total cost of the project will be \$892,887.80, an overall increase of \$181,535.24, from the original contract price.

The approved notional budget for this project was \$1,500,000, part of which was carried over from the 2019-20 budget, given construction works were delayed and have been undertaken during the 2020-21 financial year.

This report is coming to Council due to the quantum of the value of the variations. In doing so, Council achieves maximum public transparency around why the project has cost more than the original contract.

RECOMMENDATION

That Council endorse a variation to contract No. 19-20-06 of \$260,045.24 excluding GST with Mawson Construction Pty Ltd for the completion of Stage 1 of the Longwood-Ruffy Road Safety Upgrade.

PURPOSE AND BACKGROUND

A contract was signed with Mawsons Construction Pty Ltd following a Council resolution for the completion of Stage 1 road safety upgrade works for the Longwood Ruffy Road in February 2020.

9.19 Request for Variation to Contract No. 19-20-06 Longwood-Ruffy Road Safety Upgrade Stage 1 (cont.)

The project has been subject to delays due to higher than average rainfall, requiring additional works to be undertaken to stabilise the road, and during mid last year the road design was reviewed and new specifications approved due to unexpected instability issues and the need to amend drainage design.

Two variations, totalling \$148,319.24 (\$2,850.00 & \$145,469.24), have already been approved under delegation. A third variation is now sought due to the need for the stabilisation of the subgrade. If approved, this variation will take the total project cost to \$892,887.80 and increase in total cost of \$181,535.24.

It is considered appropriate that this third variation be considered by Council for reasons of public transparency. The works have been undertaken and completed. Payment will be made to the contractor up to the value of the contract amount approved by Council in February 2020 until the outcome of this variation request is known.

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.

Various options have been explored to address the instability and drainage issues that have unexpectedly arisen during the life of this project. There was no other option than to amend the specifications for the works, which has led to the need for a further variation.

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 consultation has not been undertaken in relation to the need to vary the contract, however there has been a lot of interest from the community around the project and updates provided to the community throughout the project.

POLICY CONSIDERATIONS

Council Plans and Policies

The completion of Stage 1 of the Longwood-Ruffy Road safety works is consistent with Goal 3 of the Council Plan 'to provide quality infrastructure'.

Seeking Council approval for the variations to the contract, when the quantum of the variations are over \$100,000, is consistent with the probity objectives of Council's Procurement Policy.

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.

9.19 Request for Variation to Contract No. 19-20-06 Longwood-Ruffy Road Safety Upgrade Stage 1 (cont.)

Council's financial delegations allows the Chief Executive Officer (CEO) to approve variations within the allocated budget for a project.

Section 186 of the Local Government Act 1989 relates to restrictions on powers to enter into contracts.

The contract was awarded in February 2020 after undertaking a competitive tender process and therefore all requirements of the Act have been met.

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.

Seeking Council approval for a further variation to the contract achieves maximum probity and transparency in accordance with Council's Procurement Policy and Public Transparency Policy.

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 for the completion of the project was carried over from the 2020-21 budget due to project delays, however funding of \$1.5 million is allocated for this Stage of the safety project. Even with the variations, the project will be delivered under 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.

There are no significant sustainability considerations arising from the consideration of this contract variation, however it is noted that the former road base was crushed and used to form part of the sub structure for the revised specifications. This resulted in a lesser amount of new material having to be purchased and ensured that existing materials were recycled where possible.

HUMAN RIGHTS CONSIDERATIONS

There are not impacts arising out of this report in relation to the *Charter of Human Rights and Responsibilities Act 2006*.

9.19 Request for Variation to Contract No. 19-20-06 Longwood-Ruffy Road Safety Upgrade Stage 1 (cont.)

CONCLUSION

Stage 1 of the Longwood-Ruffy Road safety upgrade has been subject to unexpected issues with instability and drainage. This has resulted in the need for contract variations and this report is to achieve maximum transparency around the need for an additional variation.

ATTACHMENTS

Nil.

9.20 Determination of Mayoral and Councillor Allowances

Author: Executive Manager Governance & Customer Service

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

Mayors and councillors are entitled to receive an allowance for performing their duties as an elected official under section 39 of the Local Government Act 2020 (the 2020 Act).

The introduction of the 2020 Act has seen a change in the approach to setting allowances for the Mayor, Deputy Mayor and Councillors through a determination by the Victorian Independent Remuneration Tribunal under the *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*.

However, the Minister for Local Government is yet to request the Tribunal to review allowances. This means that although technically the former provisions of section 74(1) of the *Local Government Act 1989* (the 1989 Act) are still in force until the Tribunal makes its first determination. Section 39(6) of the 2020 Act provides for this transitional arrangement.

Council must, therefore, undertake a review of Mayoral and Councillor allowances by 30 June 2021.

Under the 1989 Act, allowances for mayors and councillors are set through an Order in Council by the Minister for Local Government dated 13 November 2019. There are three tiers of councils with varying levels of allowance ranges. Strathbogie Shire is in Category 1 (small rural councils), with the Mayor being able to be paid an allowance up to \$62,884 and councillors between \$8,833 – \$21,049. All are also entitled to receive a payment equivalent to the superannuation guarantee contribution of 9.5%.

A remote area travel allowance of \$40 per day (and up to a maximum of \$5000 per annum) per Councillor is a separate allowance that is able to be claimed when travel of more than 50 kilometres from home is required to attend official meetings or functions that are subject to a resolution of Council (eg ordinary Council meetings, committee meetings for which a Councillor is the nominated representative or Committee of Council meetings).

Currently, our Mayor and Councillors are paid the maximum permissible allowance. All receive the superannuation equivalent of 9.5% of their allowance. Previous Councillors have made a decision not to claim the remote area allowance and therefore a budget allocation has not been made in the current nor draft 2021-22 budget for this purpose.

Under section 39(5) of the 2020 Act Councillors and the Mayor can decide to receive all, part or none of the Councillor and Mayoral allowance. However, these provisions will only come into effect at the end of the year so, at present, Councillors can either elect to receive all of the allowance or no allowance at all.

9.20 Determination of Mayoral and Councillor Allowances (cont.)

An indexation of allowances has not been undertaken by the Minister since 2019. Usually, allowances are indexed to the rate capping figure. Given there has been no change to the quantum allowance amounts, it is recommended that the allowance rates for the Mayor and Councillors remain at current levels.

In reviewing allowances, Council must seek public input through the formal section 223 process under the 1989 Act. This means that a public notice must be published allowing a minimum of 28 days for written submissions to be received. A Committee of Council, which in this case it is recommended the entire Council, must be appointed and a date assigned to consider written and verbal submissions. It is proposed that the meeting date be set for 4pm Tuesday 29 June, 2021 at a time to be determined. This meeting would not be required if there are no submissions received.

RECOMMENDATION

That Council, having reviewed the Mayoral and Councillor allowances in accordance with 74(1) of the Local Government Act 1989:

- 1. Endorse in principle retaining the Mayoral allowance at its current level of \$62,884 and Councillor allowances at their current level of \$21,049.***
- 2. Endorse in principle the payment of an allowance equivalent to the superannuation guarantee level of 9.5%, or \$5,973.98 for the Mayor and \$1999.66 for Councillors.***
- 3. Give 28 days public notice to seek written submissions in response to the review of Mayoral and Councillor allowances through notices in local newspapers, on Council's website and social media pages, highlighting the ability for submitters to request an opportunity to make a verbal presentation to a Committee of Council in support of their written submission.***
- 4. Appoint the whole Council to be the Committee of Council to consider all written and verbal submissions in relation to the review of Mayoral and Councillor Allowances at a meeting to commence at 4pm on Tuesday 29 June 2021.***
- 5. Determine not to hold the Committee of Council meeting should no written submissions be received and that the decision on the review of Mayoral and Councillor Allowances be considered at the extra ordinary meeting to be held from 5pm on Tuesday 29 June 2021.***

9.20 Determination of Mayoral and Councillor Allowances (cont.)

PURPOSE AND BACKGROUND

The new 2020 Act provides for a different approach to setting allowances for the Mayor, Deputy Mayor and Councillors. The Minister for Local Government will request the Victorian Independent Remuneration Tribunal to make a determination within six months of the request being made.

As the Minister is yet to request the Tribunal to review allowances, Council is bound by the provisions of the former the 1989 Act until the Tribunal makes its first determination.

This means Council must undertake a review of Mayoral and Councillor allowances by 30 June 2021 after undertaking a public consultation process under section 223 of the 1989 Act.

This report seeks Council's endorsement of the principle that the set of Mayoral and Councillor allowances be retained at current levels.

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 Minister has not indexed Mayoral or Councillor allowances in the past 18 months and therefore there is no change to the ranges for Councillor allowances or the allowance set for a Mayor.

It should also be noted that, at present, there is no differentiation between the allowance for a deputy mayor, now recognised under the 2020 Act as a distinct role, and other councillors. This is expected to change when the Tribunal makes its first determination in late 2021.

Table 1 below sets out the current range of allowances payable to Category 1 Councils such as Strathbogie Shire Council.

Table 1 Mayoral and Councillor Allowances set by Minister Somyurek 13 November 2019

	Allowance Range	9.5% equivalent Superannuation Guarantee Contribution	Total Range
Mayor	Up to \$62,884	Up to \$5974	Up to \$68,858
Councillors	\$8,833 – \$21,049	\$839 -2000	\$9672 – 23,049

It is considered appropriate that there be no change to the allowances currently paid to the Mayor and Councillors given that the State government has flagged that the Tribunal will make a determination on allowances by the end of this year.

9.20 Determination of Mayoral and Councillor Allowances (cont.)

The only issue that Council may wish to give particular consideration to is the ability to claim a remote area allowance. The relevant current Order in relation to remote area allowances is from 5 July 2012 and states:

Remote area travel allowance

....6. *If a Councillor, including the Mayor, normally resides more than 50kms by the shortest possible practicable road distance from the location or locations specified for the conduct of ordinary, special or committee meetings of the Council, or any municipal or community functions which have been authorised by Council resolution for the Councillor to attend, he or she must be paid an additional allowance of \$40.00 in respect of each day on which one or more meetings or authorised functions were actually attended by that Councillor, up to a maximum of \$5000 per annum.....*

Section 75(A)(3) of the 1989 Act, which is still in force during the transition arrangement states:

(3) *A Council does not have to pay an allowance to a Councillor or Mayor who does not want to receive an allowance.*

Councillors are therefore able to nominate whether they receive all or none of the allowances set out in the Order in Council. In relation to the remote area allowance, Councillors need to nominate on their monthly expense forms whether or not they wish to claim the allowance on each occasion the criterion for the allowance is met.

The budget implications of claiming the remote area allowance is discussed under the Financial Viability Considerations section.

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 community have an opportunity to make a written submission to Council providing their views on the allowance review and to also request an opportunity to make a verbal presentation to the Committee of Council appointed to consider submissions on 29 June 2021.

The Committee of Council will not be required to sit should no written submissions be received and the matter will be considered at the extra ordinary Council meeting to be held from 5pm on 29 June 2021.

POLICY CONSIDERATIONS

Council Plans and Policies

The payment of allowances is consistent with the Council Expenses Policy adopted by Council in June 2020.

9.20 Determination of Mayoral and Councillor Allowances (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 allowance review is in accordance with the Order in Council made by the Minister for Local Government in relation to Strathbogie Shire as a Category 1 Council.

LEGAL CONSIDERATIONS

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

The transition from the 1989 Act provisions relating to mayor and councillor allowances to the 2020 Act is complex. Although the 1989 Act's provisions have been repealed, section 39(6) of the 2020 Act allows the provisions of the 1989 Act to remain in force until the Tribunal makes its first determination.

All aspects of the 1989 and 2020 Acts are met through undertaking this review and calling for public submissions through the formal section 223 process. All written and verbal submissions will be considered by a Committee of Council prior to setting allowances through a resolution.

Conflict of Interest Declaration

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

Transparency

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

In keeping with the principles of Council's Public Transparency policy, this report seeks maximum disclosure of the allowance review. There is also an opportunity for the public to submit comments for Council's consideration in their final determination of allowance levels until the Victorian Independent Remuneration Tribunal has made its first determination.

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 current 2020-21 budget and draft 2021-22 budget currently out for public comment funds Mayoral and Councillor allowances at the levels identified by this review.

A remote area allowance has not been factored into either the current budget or the forward financial plan.

9.20 Determination of Mayoral and Councillor Allowances (cont.)

Should Councillors determine that they wish to claim the allowances on the days that the criteria set by the Order in Council are met, there will be a shortfall in the funding allocated to Councillor allowances.

It is difficult to identify the additional budget allocation required to fund the remote area allowance given it is dependent on the location of meetings that are held and the number of meetings attended by each Councillor. This is because Councillors would be able to claim a \$40 per day allowance when required to travel more than 50 kilometres from home to attend a Council meeting set by a resolution of Council (eg scheduled Council meetings).

Two Councillors live in locations further than 50 kilometres from the Council Office and there are occasions when meetings are held in excess of 50 kilometres from other Councillors' residences.

It could be in the vicinity of an additional \$2 - 5,000 per annum.

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.

This report is not considered to raise any on economic, social, environmental or climate change issues or concerns.

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 report ensures compliance with former and current legislative requirements and seeks to explain the transition to new mechanisms for the setting of Councillor and Mayoral allowances.

COLLABORATION

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

This report and review have been prepared in accordance with advice from Local Government Victoria published in February 2021 stating that all councils across Victoria were required to review allowances by 30 June 2021.

HUMAN RIGHTS CONSIDERATIONS

There are no significant impacts or consideration arising from this report in relation to the Charter of Human Rights and Responsibilities Act 2006 aside from the ability of the community to make a submission on the review and receive a fair hearing of their views prior to a decision being made.

9.20 Determination of Mayoral and Councillor Allowances (cont.)

CONCLUSION

A review of Mayoral and Councillor allowances is required to be undertaken prior to June 30 and it is considered that the current allowances be maintained until such time that the first determination by the Victorian Independent Remuneration Tribunal is made.

All aspects of the 1989 and 2020 Local Government Acts have been considered and complied with in undertaking this review.

The section 223 public consultation process provides the community with an opportunity to voice their opinions and shape the outcome of the review.

A final resolution on the allowances paid to all Councillors and the Mayor will be made on 29 June 2021 following the consideration of any verbal and written submissions from the community.

ATTACHMENTS

Attachment 1: Current order in council for mayoral and councillor allowance ranges 13 November 2019

ATTACHMENT 1: CURRENT ORDER IN COUNCIL FOR MAYORAL AND COUNCILLOR ALLOWANCE RANGES



Victoria Government Gazette

No. S 459 Wednesday 13 November 2019
By Authority of Victorian Government Printer

Local Government Act 1989

MAYORAL AND COUNCILLOR ALLOWANCES ADJUSTMENT

Pursuant to section 73B(4)(a) of the **Local Government Act 1989**, notice is hereby given that an adjustment factor of two per cent applies to Mayoral and Councillor allowances.

Pursuant to section 73B(4)(b) of the **Local Government Act 1989**, the new limits and ranges of Mayoral and Councillor allowances, adjusted in accordance with the adjustment factor, are:

Category 1	Councillors: \$8,833–\$21,049 per annum	Mayors: up to \$62,884 per annum
Category 2	Councillors: \$10,914–\$26,245 per annum	Mayors: up to \$81,204 per annum
Category 3	Councillors: \$13,123–\$31,444 per annum	Mayors: up to \$100,434 per annum

This notice does not apply to the Lord Mayor, Deputy Lord Mayor and Councillors of the Melbourne City Council, and the Mayor and Deputy Mayor of the Greater Geelong City Council.

The new adjusted limits and ranges take effect on 1 December 2019.

Dated 12 November 2019

ADEM SOMYUREK MP
Minister for Local Government

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm)

Author: Manager Asset Planning

Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

Council approval is sought to commence 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.

A road exchange will then be undertaken for private property in the western part of Lot 8 - TP 009233Q un-named road, as shown on Attachment 2.

In exchange for the western part of Lot 8 - TP 009233Q as shown on Attachment 2, to realign the unused road reserve with the physical track, the eastern part of the Property adjacent to Lot 3 - TP 009233Q, as shown on Attachment 1, will revert to private property for the construction of staff accommodation. The un-named road (Road) traverses through the Property. The Road is used by Department of Environment, Land, Water and Planning (DELWP), Goulburn Murray Water (GM-W) and is open to members of the public to access the Goulburn River.

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 the proposal to be advertised to the public for a period of 28 days and allow written submissions to be lodged under section 223 of the Act still remain in place.

At the March Council Meeting, Council resolved to: -

1. *Determines under the powers of section 206 and clause (2) Schedule 10 of the Local Government Act 1989 that the road reserve to Lot 3 - TP 009233Q is not required for public access or any future public use.*
2. *Resolve to advertise its intention to deviate part of the road reserve adjacent to Lot 3 - TP 009233Q in the eastern section of the private property, pursuant to Section 206 of the Local Government Act 1989.*
3. *Authorise Council officers to place a public notice of the proposed road deviation and the road exchange in local newspapers and to obtain the consent of the Minister for Energy, Environment and Climate Change administering the Land Act 1958 via the Department of Environment, Land, Water and Planning in accordance with sections 206, 207a and section 223(a) of the Local Government Act 1989.*
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 6th April at 1:00pm (subsequently amended to 11th May at 5:00pm at the April Council Meeting) 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.*

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

6. *Proceeds to publish a notice in the Government Gazette and all relevant documentation surrounding the exchange to be lodged with the Registrar of Title if no submissions are received on the proposed road exchange.*
7. *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.*
8. *Following the advertising period, if no public submissions are received -*
 - a. *authorise officers to undertake the exchange of road reserve adjacent to Lot 3-TP 009233Q for part of Lot 8 on TP 009233Q with the owner of 4316 Heathcote-Nagambie Road,*
 - b. *require the owner to install signage advising that the road will remain open for public access, with all costs in parts (a) and (b) to be borne by the owner.*

Following the submission period, one submission regarding the proposal was received. This submitter requested to be heard in support of their written submission. This hearing took place on 11 May 2021. A summary of the submitters' objection can be found further in this report.

RECOMMENDATION

That Council:

1. ***Note the submission received as a result of the public exhibition period of the proposed road deviation and the road exchange;***
2. ***In consideration of the submission received, proceed with the exchange of road reserve adjacent to Lot 3 - TP 009233Q for part of Lot 8 on TP 009233Q with the owner of 4316 Heathcote-Nagambie Road, with all costs to be borne by the owner; and***
3. ***Authorise Officers to:***
 - a. ***undertake the exchange of road reserve adjacent to Lot 3-TP 009233Q for part of Lot 8 on TP 009233Q with the owner of 4316 Heathcote-Nagambie Road,***
 - b. ***require the owner to install signage advising that the road will remain open for public access, with all costs in parts (a) and (b) to be borne by the owner.***

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

PURPOSE

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.

PURPOSE

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.

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.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

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.

Members of the public were entitled to make a submission in response to the public notice and hearing process conducted. Following the submission period, one submission regarding the proposal was received. This submitter requested to be heard in support of their written submission.

The submitter objected to this proposal based on the following points: -

- Road Reserve has been there as at Parish Title
- Titles of land which are boundary and are known
- If a Purchase of Land has been acquired this is known on sale of purchase
- This is only being changed for a financial gain to land holder.

Response to points raised:

A road deviation is a change in the location of a road reserve. Road deviations may be necessary for a number of reasons. One example would be where the appropriate horizontal road alignment cannot be fitted within the existing road reserve due to a change in road reserve alignment not suiting the design speed and second example is of a fixed obstruction (sharp vertical displacement of the natural surface or a rock outcrop) within the current alignment.

The intended deviation is to formally recognise the actual situation where a constructed road leaves the road reserve and traverses private property before re-joining the road reserve. The road deviation process amends the title of the properties so that the road reserve is changed to include the constructed road, and the unused road reserve is consolidated into private title. Usually the portions of land affected are equal or the adjoining properties are owned by the same person, resulting in that no financial transaction is necessary.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

Council officers have been approached by the owner advising that the road marked on the cadastre and the actual road construction do not align.

The status of the land upon which the road is built is freehold land. The deviation process will change the status of the current road reserve on the cadastre to freehold land to be incorporated into the Title of the owner. At the conclusion of the deviation process the land on which the road is built will be declared a government road in accordance with Schedule 10 of the Local Government Act.

Officer responses to the specific listed reasons:

- 1) *Road Reserve has been there as at Parish Title*
- 2) *Titles of land which are boundary and are known*

Parish Plans (rural) and Township Plans (town/city) date from 1837 onward, where early surveyors divided the state into Counties, Parishes or Townships, Sections and Crown Allotments. Roads were often created simply by being shown on the Parish Plan.

These Plans were made to track how Crown land was divided up and whether it was leased, licensed or sold. The surveys were intended to prepare for land sales and the Plans also provide more general information, such as the size and shape of local settlements, the location of buildings or other structures and the location of natural features such as rivers, lakes or mountains. However, the level of detail provided by Parish Plans varies greatly. Many Parish Plans provide very little detail, perhaps just marking major rivers or the outline of the coast, while others provides details such as the location of local schools, churches or shops, the names of streets and parks.

Consequently, when the owners of the land determined how they wished to utilise/develop the land, changes were made to the title boundaries and road deviations were instigated to suit the appropriate alignments.

Since 1862 and successive Land Acts, land was subject to registration under the *Transfer of Land Act* and land ownership was transferred through registration of title instead of using deeds, which provided for: -

- Grant of Crown Land as freehold
- Reservation of Crown Land
- Setting aside Crown Land as 'Road' – known as 'Government Roads'
- 'Unused' Government Roads
- Closure of Government Roads

- 3) *If a Purchase of Land has been acquired this is known on sale of purchase*

No land has been acquired (compulsory or by negotiation), only a road deviation is proposed.

The road deviation process amends the title of the properties so that the road reserve is changed to include the constructed road and the unused road reserve is consolidated into private title.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

With a road deviation process, the portions of land affected are normally equal or the adjoining properties are owned by the same person, hence no financial transaction is necessary.

4) *This is only being changed for a financial gain to land holder*

Financial gain may come to the landholder through undertaking further development of his land (at the owners' cost) to promote his grazing and equine land uses.

By undertaking this road exchange the owner will be able to construct two staff accommodation buildings on top of a hill within the current road reserve alignment, which will enable the onsite housing for the large number of overseas employees that work during the foaling and spring racing seasons.

Recommendation:

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.

Based on the road exchange will allow the newly created road reserve to following the existing physical track leading back to the Goulburn River and there being no tangible reasons to prevent the road exchange, it is recommended that Council proceed with the exchange of road reserve adjacent to Lot 3 - TP 009233Q for part of Lot 8 on TP 009233Q with the owner of 4316 Heathcote-Nagambie Road, with all costs to be borne by the owner.

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.

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.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (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.

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)

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 their bequest.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (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 (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:

- (e) sense of community – promoting social interaction;
- (f) community services – providing a range and quality of services for different groups, accessibility of services;
- (g) education and skills development – providing education options for the community;

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.

9.21 Road Exchange – Un-named Road Reserve (Gilgai Farm) (cont.)

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.

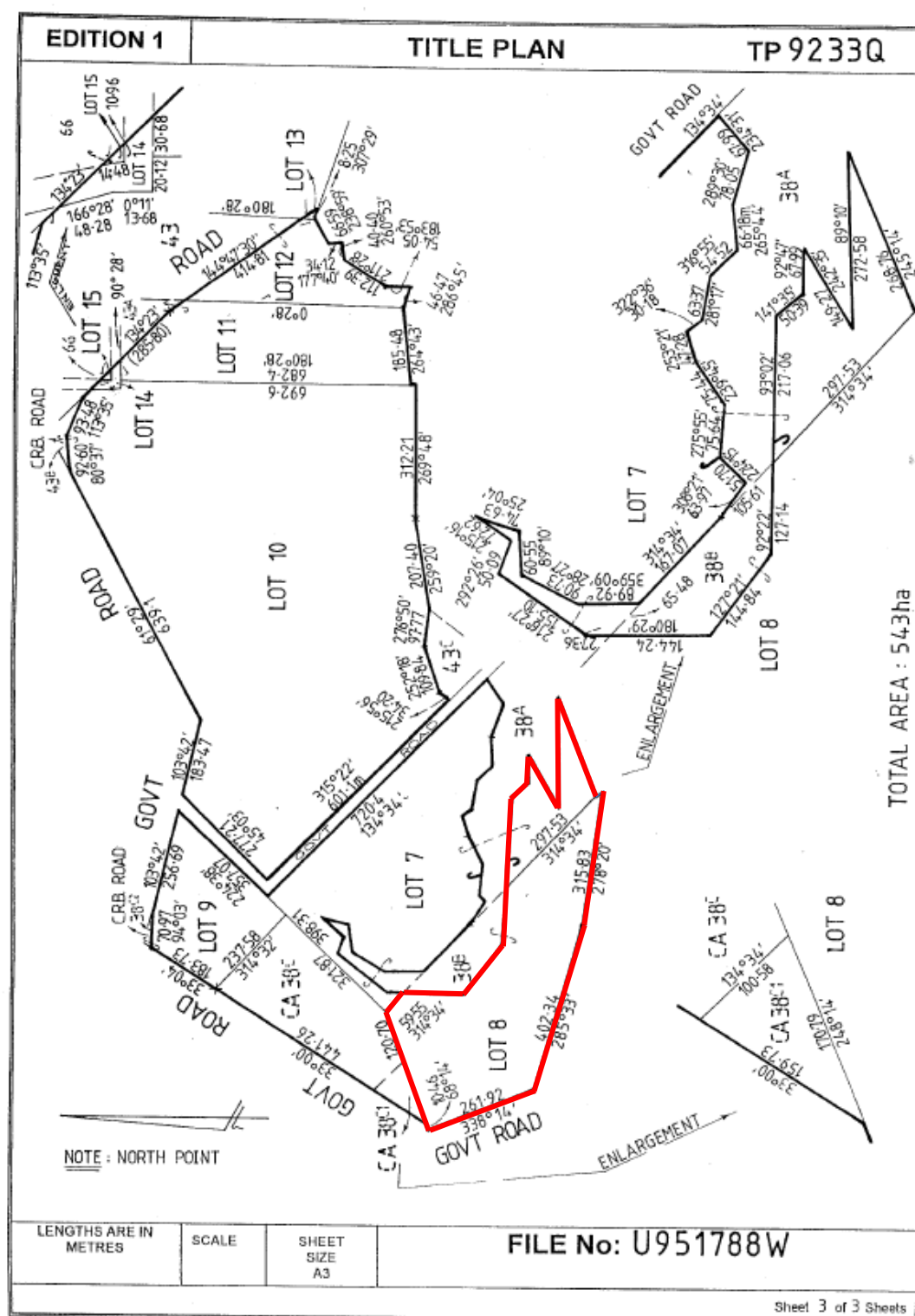
ATTACHMENTS

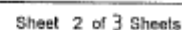
Attachment 1: Title Plan TP 009233Q

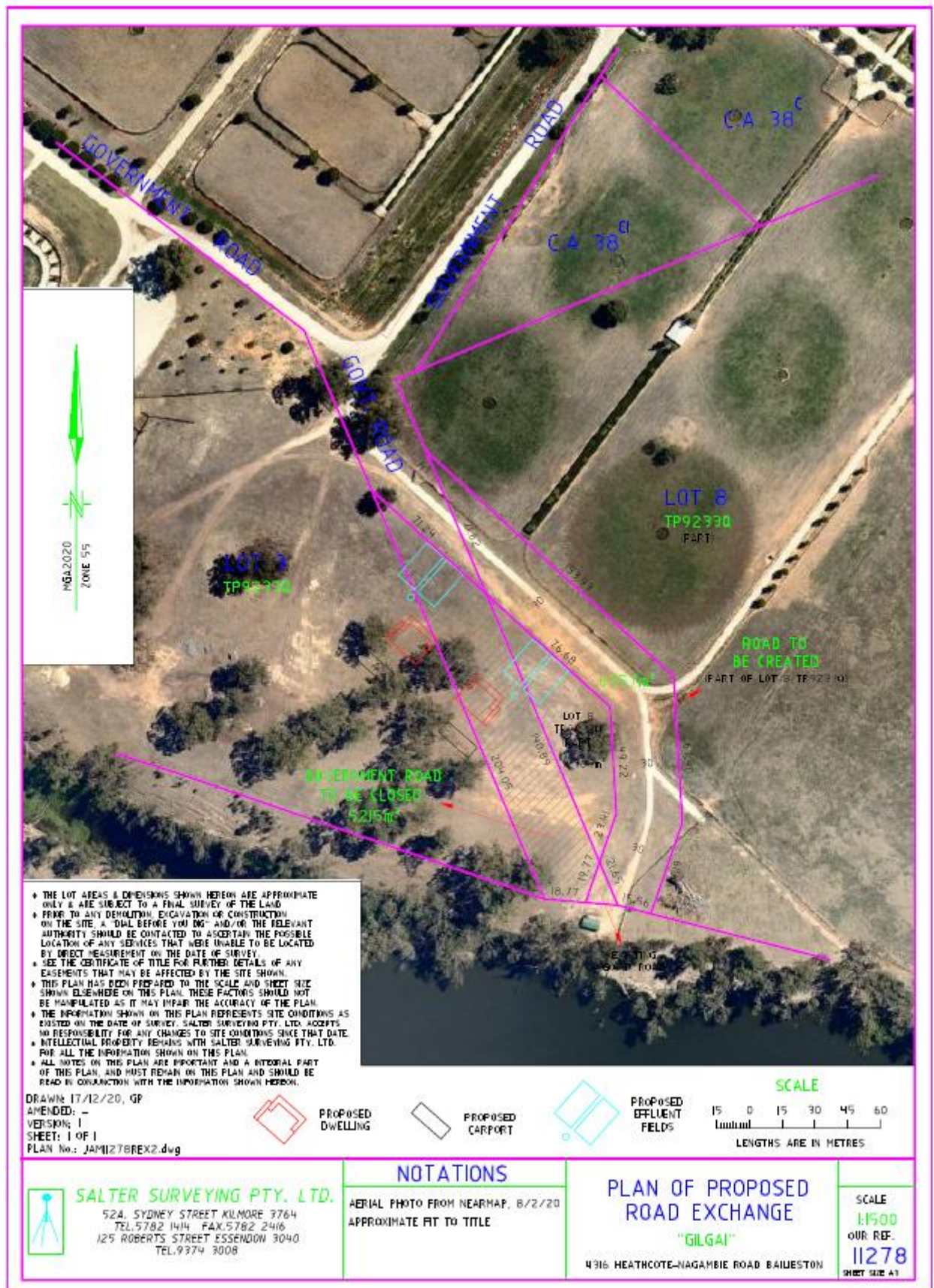
Attachment 2: Plan of Proposed Road Exchange

Attachment 3: Submission to proposed Road Exchange

ATTACHMENT 1: Title Plan TP 009233Q







ATTACHMENT 3: Submission to Proposed Road Exchange

5th May 2021

Strathbogie Shire

Binney St

Euroa Vic 3666

Manager Asset Planning

Director Community & Planning

Objection to Item: 9:16 Road Exchange – Unnamed Road Reserve (Gilgai Farm)

I strongly object to this proposal that has been made.

- Road Reserve has been there as at Parish Title
- Titles of land which are boundary and are known
- If a Purchase of Land has been acquired this is known on sale of purchase
- This is only being changed for a financial gain to land holder

I would like to speak on this in a open discussion at council.

Kind Regards

9.22 Business Management System

The May 2021 Business Management System Report includes reports as follows:-

- Building Department – April 2021 Statistics (*data for April to be included in the June Council Meeting BMS report*)
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - April 2021
- Customer Enquiry Analysis Report – Report for April 2021
- Waste Management Reporting ~ Year to Date – April 2021
- Actioning of Council Reports Resolutions – Council Meeting 20 April 2021
- Outstanding Actions of Council Resolutions to 31 April 2021
- Review of Council Policies and Adoption of new Policies – April/May 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.

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

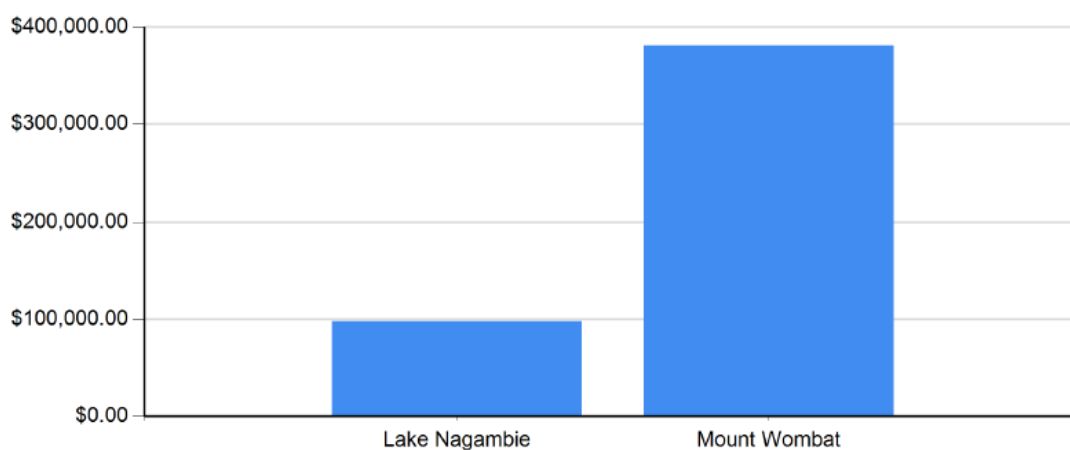
Work has continued across the organisation on improving our performance in ensuring customers are kept informed of the progress of their request and the action taken by Council in response to their issue.

The Customer Request Analysis Report for April shows a reduction this month in the number of outstanding tasks from 2018 and 2019 from 28 to 26.

The number of remaining requests is relatively stable at just over 900, while the number of outstanding requests is up slightly from 497 in March to 508. This is because 840 new requests were received. Some 828 requests for service were completed during April.

RECOMMENDATION

That the report be noted.



CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR APRIL 2021



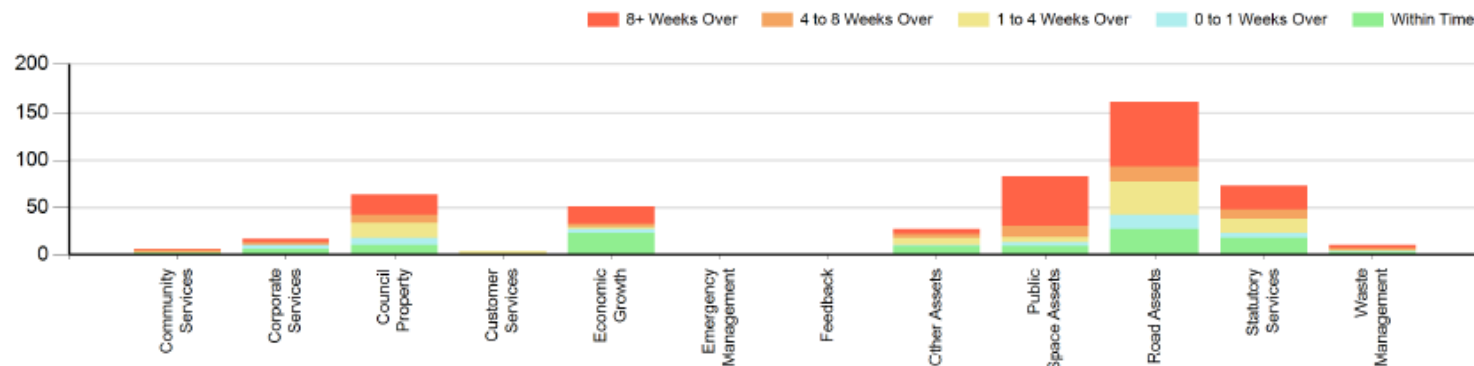
Request Throughput Analysis

01/04/2021 to 30/04/2021

C N	Complete / New	> 80%	50-80%	< 50%
	Overdue / Remaining	< 33%	34-70%	> 70%

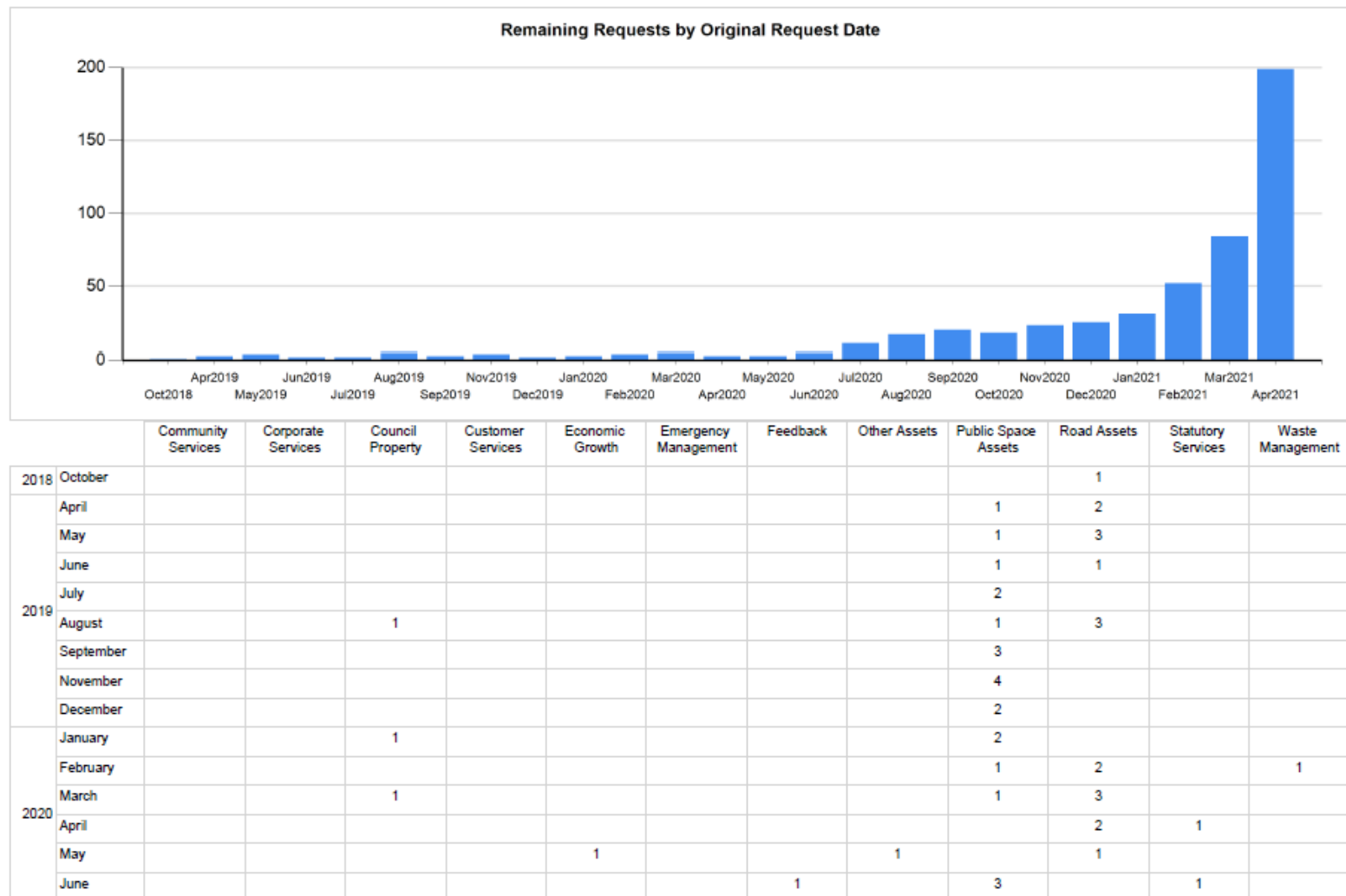
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	8	33	35	6	🟢	2	4	🟡	0	<div style="width: 10%;"></div>
Corporate Services	22	87	90	19	🟢	6	13	🟡	0	<div style="width: 20%;"></div>
Council Property	50	64	50	64	🟡	10	54	🔴	0	<div style="width: 15%;"></div>
Customer Services	2	13	11	4	🟢	0	4	🔴	0	<div style="width: 5%;"></div>
Economic Growth	43	271	261	53	🟢	23	30	🟡	0	<div style="width: 30%;"></div>
Emergency Management	1	10	9	2	🟢	0	2	🔴	0	<div style="width: 2%;"></div>
Feedback	2	1	1	2	🟢	0	2	🔴	0	<div style="width: 1%;"></div>
Other Assets	23	31	26	28	🟢	9	19	🟡	0	<div style="width: 10%;"></div>
Public Space Assets	110	48	56	83	🟢	9	74	🔴	19	<div style="width: 10%;"></div>
Road Assets	147	123	106	164	🟢	27	137	🔴	0	<div style="width: 25%;"></div>
Statutory Services	103	132	160	75	🟢	18	56	🔴	0	<div style="width: 20%;"></div>
Waste Management	6	27	23	10	🟢	3	7	🟡	0	<div style="width: 5%;"></div>
Total	517	840	828	510		107	402		19	

Request Ageing



Service Usage





2020	July			2					5	3	1	
	August			2		2		1	5	3	3	1
	September			2					5	11	2	
	October		1			2		1	4	7	2	1
	November			5					9	6	3	
	December	1		3				2	9	8	2	
2021	January		3	3		7			4	7	6	1
	February			4		7	1	2	16	12	9	1
	March	2	3	12	1	4		8	8	30	16	
	April	3	12	28	3	30	1	1	13	15	59	29
Total		6	19	64	4	53	2	2	28	102	164	75

Definitions

Service Area Grouping of services by area of responsibility

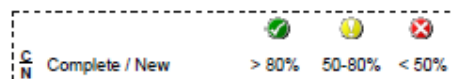
Existing Requests open prior to reporting period

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.



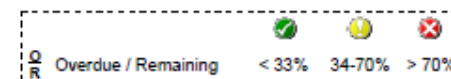
Service Activities that provide value to the customer

Remaining Requests incomplete at end of reporting period

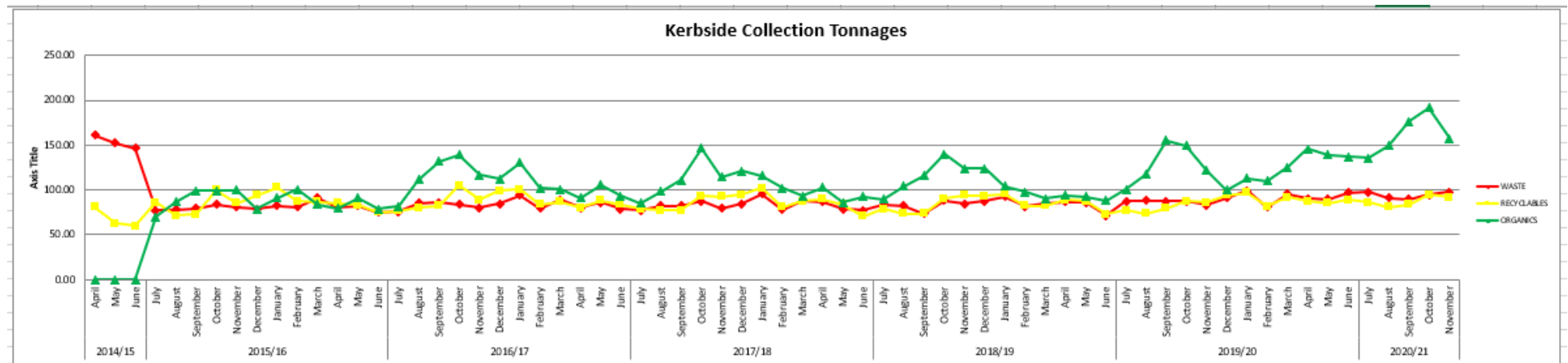
Completed Requests completed during reporting period

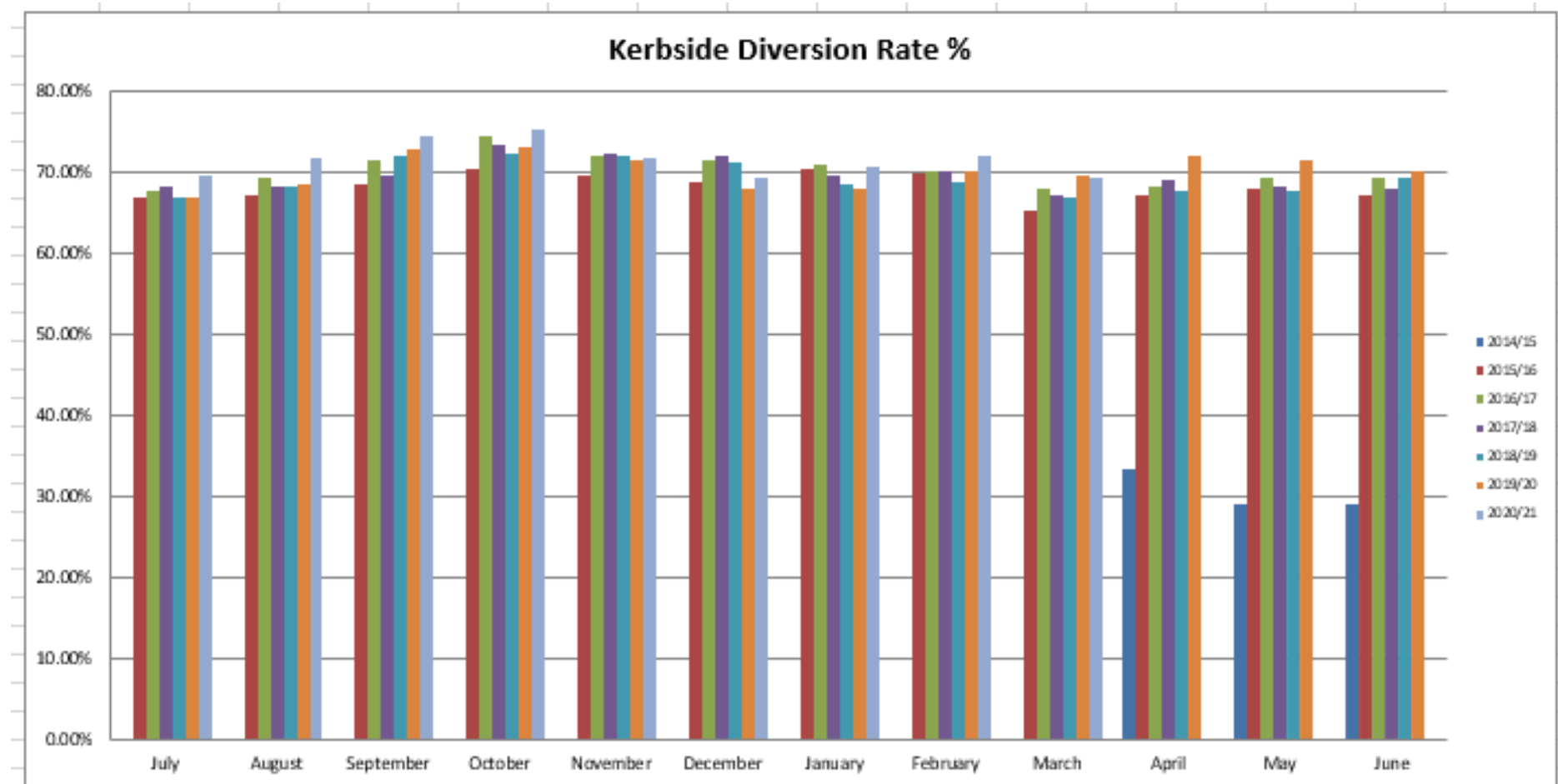
Over Time Remaining Requests where defined deadline is before the end of the reporting period

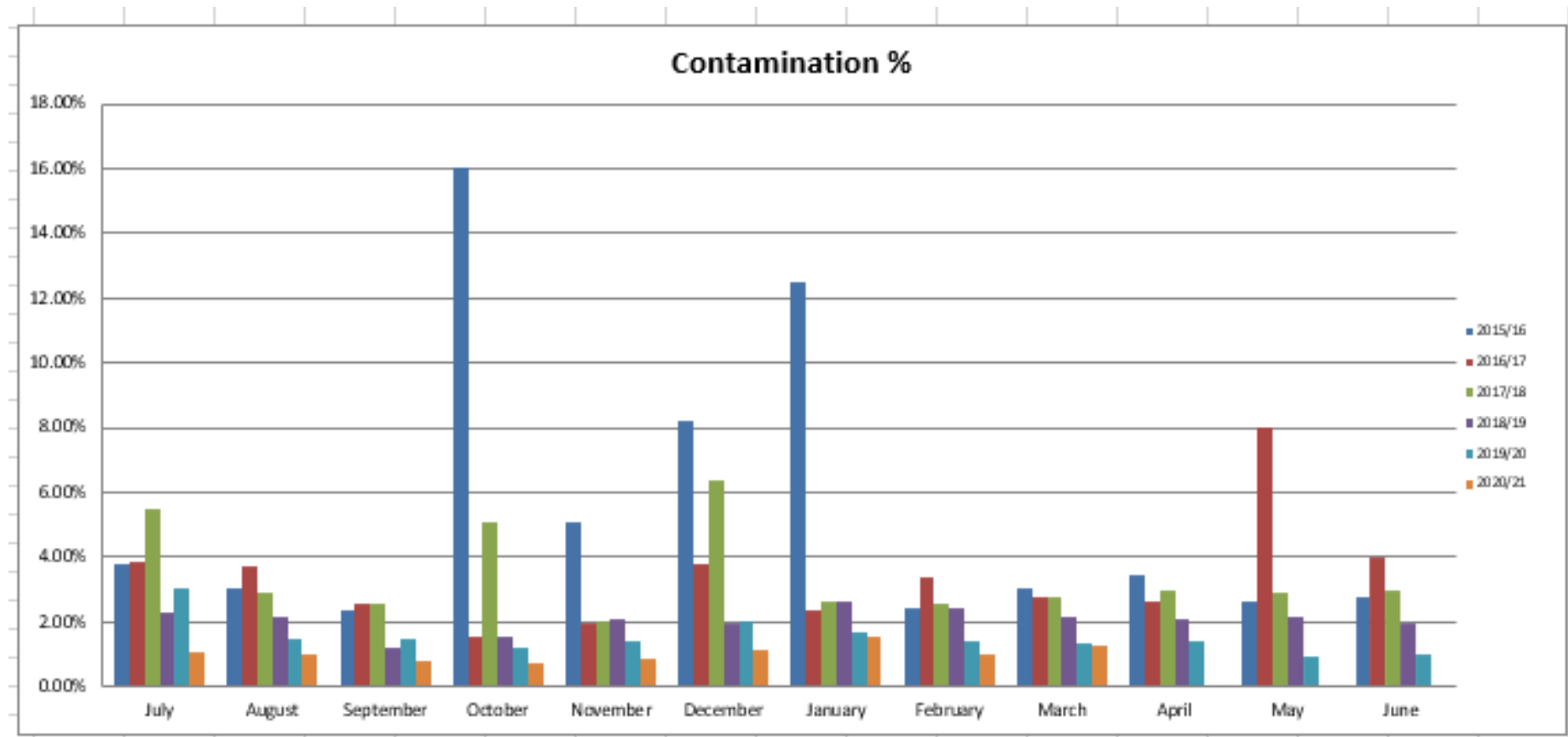
Overdue Remaining An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.



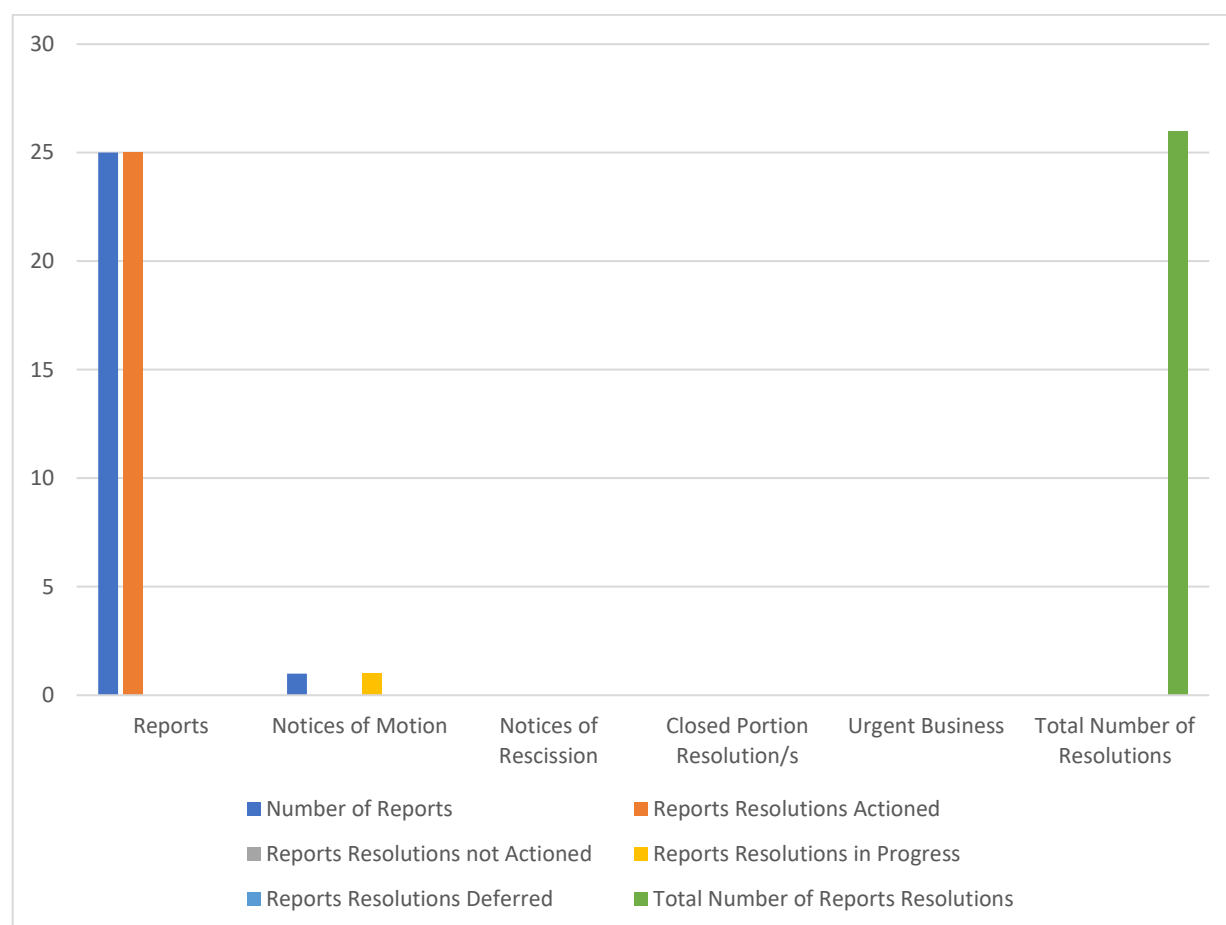
WASTE MANAGEMENT REPORTING **YEAR TO DATE - APRIL 2021**







ACTIONING OF COUNCIL REPORTS RESOLUTIONS **COUNCIL MEETING – 20 APRIL 2021**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 APRIL 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
20 April 2021	10.1	Notice of Motion - Climate Emergency Declaration

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

Review of Policy / New Policy	Policy Name	Details
Review	Investment and Cash Management Policy	Refer to Item 9.5
New	Sexual Harassment Policy	Refer to Item 9.10
Review	Community Funding and Investment Policy	Refer to Item 9.17

RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS

For period 1 to 30 April 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 6 April 2021

Time: 10.00 a.m. – 5.45 p.m.

Attendees:

Councillors

Chris Raeburn
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)
Upul Sathursinghe (Manager, Finance) *(Item 3)*
Bruce Rowley (Manager, Project Delivery) *(Item 3)*
Emma Kubeil (Manager, Planning and Investment) *(Item 4)*

Apologies

Cr Laura Binks *(participated in Item 3 virtually)*
Kristin Favaloro (Executive Manager, Communications and Engagement)

1. Briefing / Presentation by Kevin Preece – CEO, GV Libraries
- Proposed 2020/21 Budget and Library Plan
2. Councillors Only Discussions
3. Budget Briefing
4. Briefing / Overview on Planning Applications to be presented to April Council Meeting
5. Briefing / Presentation by CRC Constructions - Nagambie Projects
6. Councillors / CEO Discussions

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 13 April 2021

Time: 12.00 p.m. – 4.45 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Emma Kubeil (Manager, Planning and Investment) (*Item 4*)

Apologies

Cr Kristy Hourigan

Dawn Bray (Executive Manager, Governance and Customer Service)

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Share Strathbogie Engagement Report
4. Native Vegetation Removal and Offsets
5. Draft April Council Meeting Agenda Review

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?
5 / 9.5	Sec. 127	Cr Paul Murray	Yes (left meeting at 3.10 p.m. / returned to meeting at 3.30 p.m.)

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 20 April 2021

Time: 10.30 a.m. – 8.26 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

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)

Molly Odgers (Environment and Waste Co-Ordinator) (Item 3)

Emma Kubeil (Manager, Planning and Investment) (Item 4)

Apologies

Cr Kristy Hourigan (participated in Item 7 virtually)

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Local Government Power Purchase Agreement (LG PPA)
4. Planning Scheme Amendment Voluntary Exhibition / Inland Rail Project
5. Planning Presentation / Briefing by Darren Wong (Planology)
6. Review of April Council Meeting Agenda
7. April Council Meeting (Cr Hourigan participated in the meeting virtually)

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?
7 / 9.5	Sec. 127	Cr Paul Murray	Yes (left meeting at 6.51 p.m. / returned to meeting at 6.54 p.m.)
<i>It is noted that the above item was not discussed as part of Item 6 above</i>			
7 / 9.20	Sec. 128	Cr Kristy Hourigan	Yes (left meeting at 7.33 p.m. / returned to meeting at 7.35 p.m.)
<i>It is noted that Cr Hourigan did not participate in meetings and/or discussions prior to Item 7 above</i>			

Officer/s – NIL

10. NOTICES OF MOTION

11. NOTICES OF RESCISSION

12. URGENT BUSINESS

13. CONFIDENTIAL BUSINESS

Confidential Appendices

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

- (g) *private commercial information, being information provided by a business, commercial or financial undertaking that—*
 - (i) *relates to trade secrets; or*
 - (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

C.A. 1 (g) Tender for Contract Number 20/21-21: Provision of Architectural Building Design Drafting and Surveying Services

C.A. 2 (g) Tender for Contract Number 20/21-39 – Provision of Asset Management Services – Panel of Suppliers Arrangement

NEXT MEETING

The next Ordinary Meeting of the Strathbogrie Shire Council is scheduled to be held on Tuesday 15 June 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

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