

# Strathbogie Shire Council

# Council Meeting Agenda

November 15, 2022

## **Acknowledgement of Country**

We acknowledge the traditional custodians of the lands on which we strive, the peoples of the rivers and the hills of the Strathbogie Shire region who walked these lands for generations.

We pay our respects to the elders of the past, and the speakers of the first words, who lived in harmony with this country.

We acknowledge the elders of the present, who seek to regain their culture, and to teach the elders of the future their law, their history and their language.

We pay our respects to them and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

We honour their spirit – and the memory, culture, art and science of the world's oldest living culture through 60,000 years.

# **Agenda**

## **Council Meeting**

**Tuesday, November 15, 2022, at 6pm**

**Meeting to be held at the Euroa Community Conference Centre and  
livestreamed on Council's website:**

<https://www.strathbogie.vic.gov.au/council/our-council/council-meetings-and-minutes/>

### **Council:**

Cr Laura Binks (Mt Wombat Ward) – Mayor  
Cr Paul Murray (Hughes Creek Ward) – Deputy Mayor  
Cr David Andrews (Lake Nagambie Ward)  
Cr Reg Dickinson (Lake Nagambie Ward)  
Cr Sally Hayes-Burke (Seven Creeks Ward)  
Cr Kristy Hourigan (Seven Creeks Ward)  
Cr Chris Raeburn (Honeysuckle Creek Ward)

### **Officers:**

Julie Salomon – Chief Executive Officer  
Amanda Tingay – Director Community and Planning  
Dawn Bray – Director People and Governance  
Vlad Adamek – Director Sustainable Infrastructure  
Kristin Favaloro – Executive Manager Communications and Engagement

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1. Welcome
2. Acknowledgement of Country
3. Apologies / Leave of Absence
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings

### **RECOMMENDATION**

1. ***That the minutes of the Council Meeting held on Tuesday, October 18, 2022, be confirmed.***
2. ***That the Minutes of the Annual Statutory Meeting held on Tuesday, November 8, 2022, be confirmed.***

6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time
9. Officer Reports
  - 9.1 Strategic and Statutory
  - 9.2 Community
  - 9.3 Infrastructure
  - 9.4 Corporate
  - 9.5 Governance and Customer Service
  - 9.6 Executive
10. Notices of Motion
11. Notices of Rescission
12. Urgent Business
13. Confidential Business

**Julie Salomon**  
**Chief Executive Officer**  
**November 11, 2022**

**Next meeting**

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday, December 13, 2022, at the Euroa Community Conference Centre, at 6pm. Please note: this meeting will be held a week earlier than the normal schedule for Council meetings.

**Public question time**

Questions for the Ordinary Council Meeting can be submitted to be read, and responded to, by the Mayor during the Public Question Time. Questions must be submitted before 12 noon on Tuesday, November 15, 2022, by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au).

Public Question Time will be conducted as per Rule 31 of Strathbogie Shire Council's Governance Rules. The required [form](#) for completion and lodgement, and associated [Procedural Guidelines](#), can be found on Council's website at [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

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 in the Minutes of the meeting, together with a Council reference number.

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## 9. OFFICER REPORTS

### 9.1 STRATEGIC AND STATUTORY PLANNING

#### 9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666

Author: Senior Planning Officer

Responsible Director: Director Community and Planning

#### **EXECUTIVE SUMMARY**

An application has been received for the use of land for a Store in the Farming Zone. The application is seeking retrospective approval. The proposed store includes two different components. The first is the storage of personal car collection and memorabilia in the existing shedding. The second being the storage of earthmoving equipment externally on the site. The earthmoving activity has grown since the lodging of the initial application and is considered to be utilised in a similar manner to a work depot.

This site has an area 3.348 hectares and contains scattered shedding. The lot is identified as Area 5 in the Rural Residential Strategy 2004. The site is located approximately 9 kilometres northwest of the Euroa. It is accessible via an unsealed road and set amongst rural residential properties. These properties are mostly developed through precedent that has been established by Council over the years. The land is partially affected by the Land Subject to Inundation Overlay.

The application was advertised to surrounding landowners. Six (6) objections/submissions were received.

The proposal, having been assessed against the planning scheme, is not weighted in favour of support when assessed against the planning scheme, the assessing officer makes a recommendation of refusal.

#### **RECOMMENDATION**

##### ***That Council***

1. ***Having caused notice of Planning Application No. P2021-052 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 Refuse to Grant a Permit under the provisions of the Strathbogie Planning Scheme in respect of the land known as (Lot 29 on Lodged Plan 099517), Taylor Drive, Miepoll VIC 3666, for the Use and development of the land for a Store (earthmoving equipment on site, and cars within existing shedding), based on the following grounds:***

- a) ***The proposal does not weight in favour; when assessed against what are considered appropriate decision guidelines of the Farming Zone:***



- 9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (cont.)

*RECOMMENDATION (cont.)*

- *it is incompatible with adjoining and nearby land uses*
  - *The area is used for rural residential living as identified in the 2004 Rural Residential Strategy.*
- b) The proposal, when assessed against the policy throughout the Strathbogie Planning Scheme, is not weighted in favour of support. The relevant policy that provides direction are:*
- a. Clause 02.03-3 - Environmental Risk - the proposed activity may pose an environmental risk as it has the potential to pollute waterways and soils, particularly during flood events.*
  - b. Clause 12.03-1S - River Corridors, Waterways, Lakes and Wetlands - the proposal may lead to potential pollution of waterways.*
  - c. Clause 13 – Environmental Risks and Amenity - the siting of the proposed Use has the potential to harm the environment, human health and amenity through incompatible land use.*
  - d. Clause 13.02-1S- Bushfire - the proposed Use has elements which increase the fire risk within the existing residential settlement.*
  - e. Clause 13.03-1S - Floodplain Management - the proposed activity may lead to the contamination (oils, fuel, chemicals) of floodwaters.*
  - f. Clause 13.04-1S - Contaminated and potentially contaminated land  
The application is retrospective, there are concerns appropriate measures have not been in place and contamination of soils and water may have already occurred. The proposed Use may not be able to be mitigated and lead to future contamination. The land is identified in a rural residential area which is a sensitive use.*
  - g. Clause 13.05-1S Noise Management - the proposed activity has the potential to impact on the health of the occupants of nearby rural dwellings from noise exposure.*
  - h. Clause 13.07-1S – Land Use Compatibility – the proposed Use is incompatible with adjoining and nearby residential land uses due to amenity and pollution concerns.*
  - i. Decision Guidelines of Clause 65 – the proposed store will result in a compatibility issue with the surrounding residential land uses. The level of the proposed activity is considered not in keeping with the existing neighbourhood character. The Use is not associated or in accordance with a Home-Based Business. The proposed activity will cause an impact on the amenity of the residents. Additionally, the proposal may also result in pollution to the surrounding environment.*

9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (cont.)

**PURPOSE AND BACKGROUND**

The purpose of the report is to bring before Council a recommendation in response to an application for a Store in the Farming Zone. The application has received five objections and one submission detailing concerns regarding the proposal.

The proposed use is currently operating on the land and the applicants are seeking retrospective approval.



Image 1: Subject Site – Taylor Drive Miepoll

This application came about by way of complaints and a planning application was lodged at the direction of Council's Compliance Officer.

The landowner intends to store personal car collection and memorabilia in the existing sheds.

An earthmoving business is being operated from the site currently and earthmoving equipment is moved to and from the subject site to external work sites during the day, including the weekend, and are stored overnight on the subject site, if not left on the job site.

9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (cont.)

Vehicles that are stored and moved to and from the site are:

- HR and LR trucks
- excavator
- pozzitrack loader
- wheeled bobcat
- assortment of attachments and implements
- triaxle trailer
- landscaping tipper trailer
- maintenance supplies and spare parts
- landscaping tools and stock.

The site does not contain a dwelling, it has an area of 3.348 hectares and contains scattered shedding. The subject site is not serviced and relies on a 10-metre-wide drainage easement that bisects the property in a north-south direction in the middle of the property which then intersects with watercourses that feed into the Seven Creeks. The site is partially within the Land subject to Inundation Overlay.

The land is located in the Farming Zone and is identified as Area 5 in the 2004 Strathbogie Shire Rural Residential Strategy. The Strategy provides for controlled development of small farming zoned lots for rural residential development.

It is quite clearly evidenced that this small settlement has been developed over the years for 'rural residential lifestyle' and the amenity expectation would be and is acknowledged as being different to that in other areas of the Farming Zone.

**Figure 5: Area 5 (Arcadia-Two Chain Road)**



**Image 2: Area 5 – 2004 Rural Residential Strategy**



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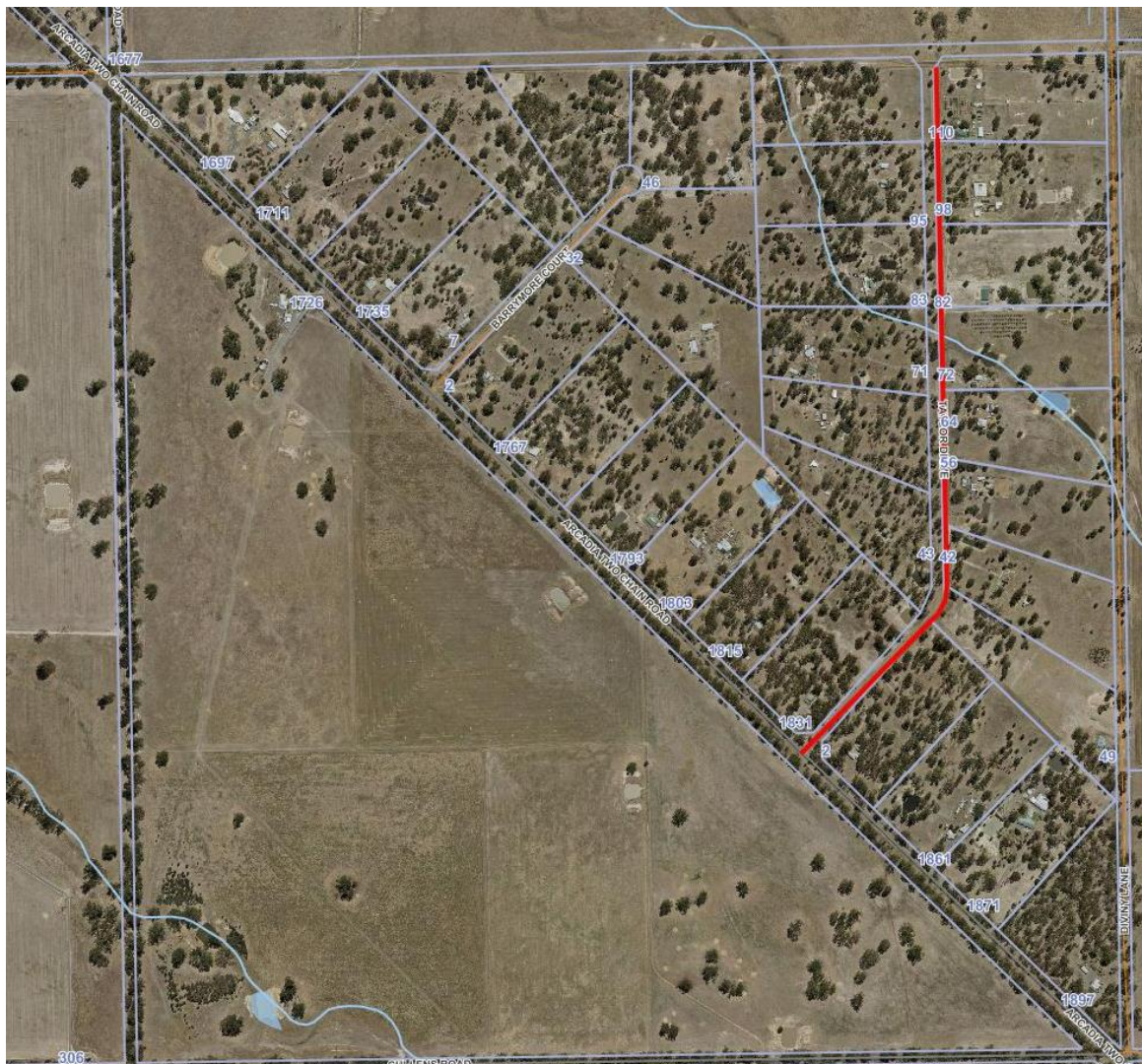


Image 3: Identified Area 5 for rural residential development (south-eastern sections off Arcadia Two Chain Road) – subject site

The proposal was referred to Strathbogie Shire Council's Health and Engineering Departments, and Goulburn Broken Catchment Management Authority who gave Conditional consent.

The application has undergone mediation with the earthmoving business owner regarding possible amendments due to concerns regarding the amenity and environmental concerns. On completion of the final assessment the applicants were informed that the proposal was unlikely to be supported by planning officers.

The proposal was assessed against the Strathbogie Planning Scheme and was weighted in favour of refusal.

9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (cont.)

***ISSUES, OPTIONS AND DISCUSSION***

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

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

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

This application is to be determined by Council in accordance with Council's Planning Permit Applications Referral to Council Policy.

***COMMUNITY ENGAGEMENT***

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making. Individual applications consider these requirements through assessment phase of each application as per the Planning and Environment Act 1987 and the provisions of the Strathbogie Planning Scheme. The application was advertised to the neighbouring lots.

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

- sending letters to adjoining landowners
- Placing (a) sign on site
- Notification of the application on Council's website.

Six objections/submissions have been received.

The matters raised by objectors/submitters are as follows:

- Reducing the quality of life and amenity of the residents in the surrounding rural residential area.
- Impact on existing flora and fauna resulting in the loss of biodiversity values.
- Sedimentation discharge and runoff into the water catchment area and Seven Creeks.
- Detrimental impacts on the existing ecosystem within the site and surrounding environment leading to the broader agricultural area
- Loud noises generated by the earth moving trucks and equipment (Commercial Traffic).
- Burning of stockpiles resulting in poor air quality.
- Road damage along Taylor Drive from heavy earth moving trucks.
- Existing livestock and native wildlife within the surrounding area affected.
- Increase traffic and associated increase in noise, dust and road damage as a result.

9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (cont.)

- Dumping/Rubbish collected from contract clearing
- Non-compliance with state and local planning policy of the Strathbogie Planning Scheme.

A site visit was completed. Consultation has been carried out with the objectors/submitter. Further information is contained within the Planning Officer Report (attachment 1).

***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.

Response to state policy is included within the Planning Officer Report attached (attachment 1).

***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.

There is no conflict of interest and the declaration is included within the Planning Officers Report attached.

**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 six (6) objections to the proposed use and development of land for a Store (Earthmoving equipment on site and cars within existing shedding), in accordance with Council's Planning Permit Applications Referral to Council Policy. 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.

- 9.1.1 Planning Permit Application No. P2021-052: Use of Land for a Store (Earthmoving Equipment on Site and Cars within Existing Shedding), on Lot 29 on Plan of Subdivision 099517, Certificate of Title Volume 9100 Folio 253 ~ Taylor Drive, Miepoll Vic 3666 (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**

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

#### **Social**

There will be a detrimental impact on the existing rural residential development, and community within this area. The proposal is not compatible with the surrounding properties, existing uses. Amenity of the residents will be affected including their health and wellbeing due to the effects of the proposed use.

#### **Environmental**

The application has been assessed against the relevant provisions of the Planning and Environment Act 1987. The proposal has the potential to cause pollution and have detrimental noise impacts. The proposal includes the operation of an earthmoving business in close proximity to neighbouring rural residential lots. It may also result in further habitat fragmentation / loss.

#### **Climate change**

This report recommends that Council issue a Notice of Decision to Refuse to Grant a Permit. However, the Strathbogie Planning Scheme has incorporated broader considerations on Climate Change and any works would be required to comply with relevant legislation.

### ***HUMAN RIGHTS CONSIDERATIONS***

There will be a detrimental impact on the impact on the existing rural residential development, and settlement within this area. The proposal is not compatible with the surrounding properties, existing uses. 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.

### ***CONCLUSION***

After due assessment of all the relevant factors, it is considered appropriate to issue a Notice of Decision to Refuse to Grant a Permit.

### ***ATTACHMENTS***

**Attachment 1:** Planning Officer Report (*separate document*)

**Attachment 2:** Subject Land Map (*separate document*)

**Attachment 3:** Locality Map (*separate document*)

### **9.1.2 Part 1 C52strb Flood Mapping Amendment**

Author: Strategic Planner

Responsible Director: Director Community & Planning

#### ***EXECUTIVE SUMMARY***

The C52strb planning scheme flood amendment aims to implement the flood mapping changes within the Euroa Post Flood Mapping and Intelligence Project, May 2015 and Violet Town Flood Study, May 2007. In order to achieve this, it is important that Council notes these reports. These studies and reports have considered flood risks and seek to apply the appropriate planning controls, to enable and facilitate updated flood mapping within the Strathbogie Planning Scheme for Euroa and Violet Town. The flood controls to be updated are:

#### ***Urban Floodway Zone (UFZ)***

Unlike the overlays, the UFZ controls land use as well as development, with land use being restricted to low intensity uses such as recreation and agriculture. Development is generally not encouraged in the UFZ.

#### ***Floodway Overlays (FO)***

These apply to land that's identified as carrying active flood flows associated with waterways and open drainage systems. This overlay is categorised by depths in excess of one metre.

#### ***Land Subject to Inundation Overlay (LSIO)***

The LSIO covers areas that in a 1 in 100-year event are likely to be covered by floodwaters which are shallower. Such areas are commonly known as floodplains. Council has received updated flood mapping from the Goulburn Broken Catchment Management Authority (GBCMA) that covers Euroa, Violet Town and Nagambie.

This flood mapping is based on the modelling undertaken within the Euroa Post Flood Mapping and Intelligence Project, May 2015, the Violet Town Flood Study, May 2007 and the Nagambie Flood Study 2017.

The Euroa Post Flood Mapping and Intelligence Project, May 2015 and Violet Town Flood Study, May 2007 are both based upon recommendations of previous reports that included consultative community groups made up of local residents in each township and specific matter experts to assist and support recommendations made by relevant committees and groups. The flood events of 2022 may be used to refine mapping changes in the future.

Significant time has passed since the finalisation of the reports (2015, Euroa and Violet Town 2007) to implement updated flood mapping into the Strathbogie Planning Scheme as the GBCMA and Department Environment Land Water and Planning (DELWP) has only recently supplied Council with the updated mapping line work.

Council is requesting the Minister for Planning to authorize the preparation for a planning scheme amendment under section 8A of the *Planning & Environment Act 1989*. To facilitate the updated flood controls for Euroa and Violet Town. This report does not seek to address any outstanding or identified flood mitigation works identified in the identified studies and reports.



### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

The Nagambie Flood Study was commissioned by the GBCMA and completed in 2017. Nagambie requires a separate amendment process to implement the flood mapping identified by the GBCMA. The Nagambie Flood Study has not had any form of consultation within the Nagambie community, nor have any background studies had any community reference groups or consultative committees. The updated flood mapping for Nagambie identifies a significant change to the number of properties to be subject to flood controls. Community engagement will need to occur with the Nagambie community before any amendment process can progress. This consultation will be undertaken in 2023.

#### **RECOMMENDATION**

##### ***That Council:***

1. ***Note the Euroa Flood Mapping and Flood Intelligence Project Report, May 2015;***
2. ***Prepare and exhibit a planning scheme amendment to include the updated flood controls of the Euroa Flood Mapping and Flood Intelligence Project Report, May 2015;***
3. ***Note the Violet Town Flood Study, May 2007; and***
4. ***Prepare and exhibit a planning scheme amendment to include the updated flood controls of the Violet Town Flood Study, May 2007.***
5. ***Note the Nagambie Flood Study requires further community consultation prior to any planning scheme amendment process commencing to implement the relevant updated flood controls for the township.***

#### **PURPOSE AND BACKGROUND**

Under the Victorian Planning Provisions, the Strathbogie Shire Council has developed the Strathbogie Planning Scheme which sets out policies and requirements for the use, development and protection of land.

Section 6(e) of the *Planning and Environment Act 1987* enables planning schemes to 'regulate or prohibit any use or development in hazardous areas, or areas likely to be hazardous'. The Planning Scheme therefore allows Council to declare Zones and Overlays to certain areas, which act as controls for the use and development of land.

### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

### *Violet Town Background and Context:*

The Violet Town Flood Study 2007 identifies the appropriate planning flood controls, being Zone and Overlay maps, which have been generated by the Goulburn Broken Catchment Management Authority (GBCMA) for the definition of Land Subject to Inundation Overlay (LSIO), Floodway Overlay (FO) and Urban Floodway Zone (UFZ). These maps have been prepared using the hydraulic analysis for existing conditions. From these delineation option maps, GBCMA has developed the planning maps in accordance with the Victoria Planning Provisions Practice Note 12 - Applying the Flood Provisions in Planning Scheme (DELWP 2015).

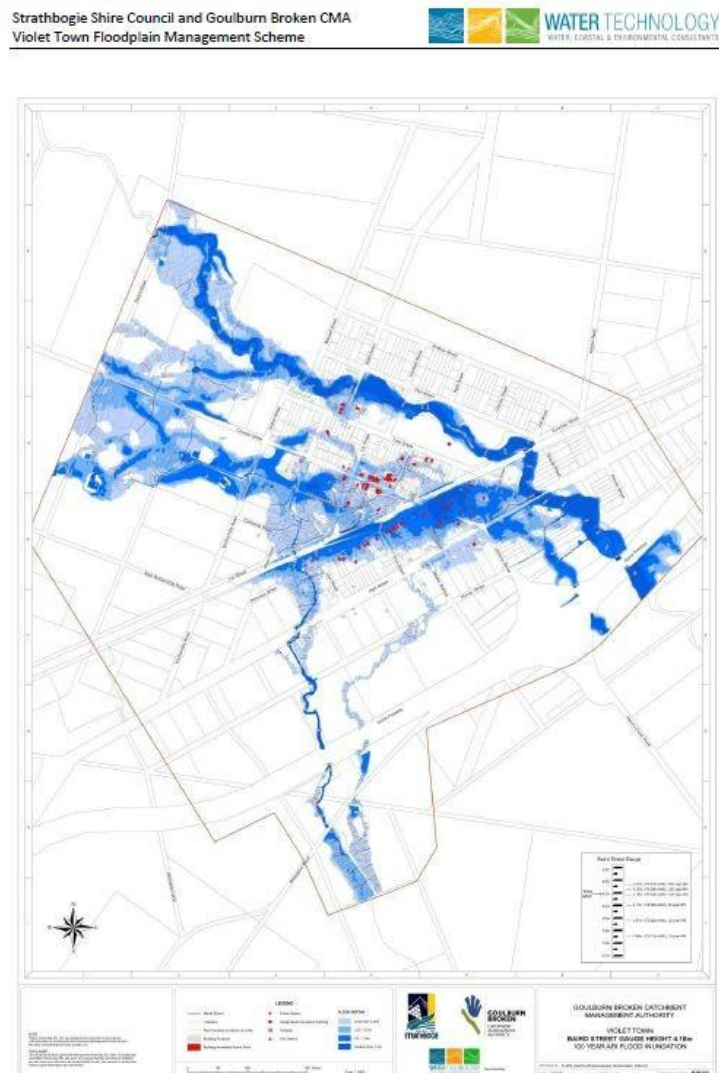


Image 1: Indicates 1-100year flood event for Violet Town

The Violet Town Flood Study 2007 recommended the preparation of Water Management Scheme, for the assessment of mitigation measures, community consultation and assessment of the existing Long Gully levee.

### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

Council received a grant of \$25,000 from the Australian Government and further \$25,000 from the Victorian Government to complete the Water Management Scheme for Violet Town in 2008.

A Violet Town Floodplain Management Plan Study Report and Violet Town Floodplain Management Scheme were completed and adopted by Council on March 20, 2012. The management scheme was developed via a Technical Steering Committee and a Community Consultative Group. Comments made from the public had been received, considered and responded to. Both the Violet Town Floodplain Management Plan Study Report and Violet Town Floodplain Management Scheme used the technical information provided within the Violet Town Flood Scoping Study, 2002 and the Violet Town Flood Study, 2007.

The Violet Town Floodplain Management Scheme nominated preferred flood mitigation works. These works are yet to be implemented and will be subject to future community consultation and future external funding. The updated flood controls for the township are based on the current on ground scenarios and do not consider the identified flood mitigation works.

This amendment will see an increase of properties covered by flood controls in Violet Town.

#### *Euroa Background and Context:*

A Community Consultative Committee was established in 1994 via the Water Act 1989 to co-ordinate the Euroa Floodplain Management Study and to provide a forum for ongoing community consultation throughout the duration of the study.

The committee was formed with five (5) nominated community representatives, who were residents of Euroa, as well as four (4) representatives from authorities and agencies such as the Council, State Emergency Service - Northeast Region, Department of Natural Resources and Environment - North East Region and the Bureau of Meteorology.

The full composition of the committee was approved by the Minister of Agriculture and Resources.

The outcomes of the Floodplain Management Study provided a variety of floodplain mitigation options to reduce the effects of flooding at Euroa. These included;

- The removal of exotic weeds from the within the banks and riparian zone of a section of Castle Creek, immediately south of the railway line.
- The reconstruction and extension of the existing levee bank along the eastern bank of Castle Creek.
- The construction of upstream and downstream bunds for an anabranch of Seven Creeks.

The Euroa Floodplain Management Plan was adopted by the Minister of Agriculture and Resources in 2000.

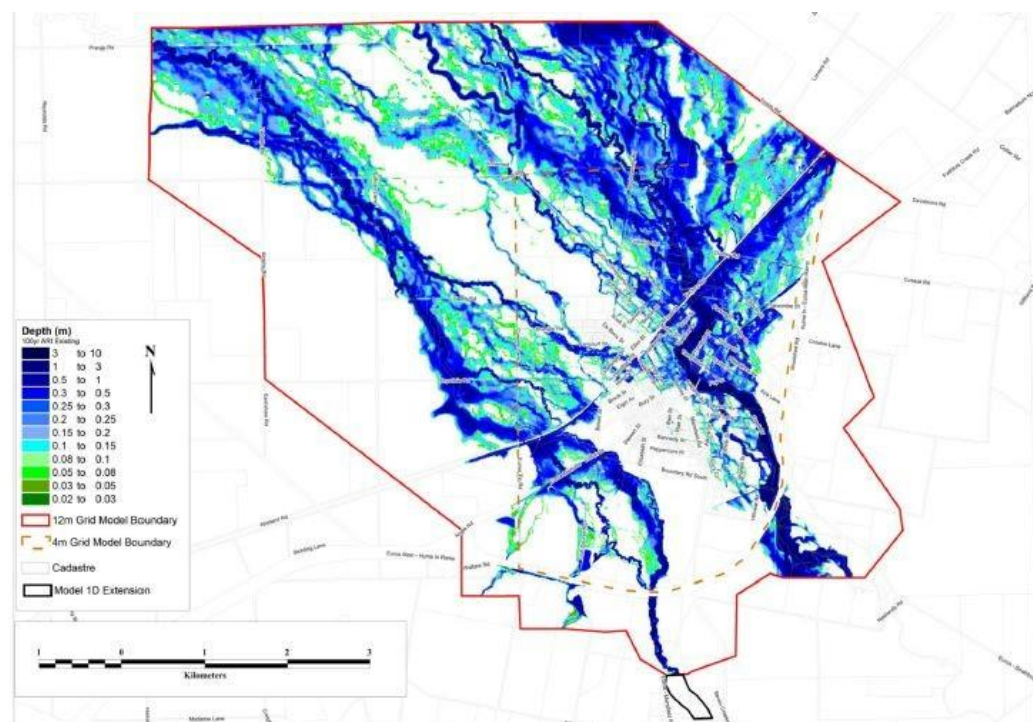
### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

Between 2000 and 2012 Council worked through items identified within the Euroa Floodplain Management Plan, with significant community engagement in line with relevant Acts & Legislations for relevant stages.

Once all actions of the Euroa Floodplain Management Scheme had been completed the Euroa Post Flood Mapping Intelligence Project was commissioned by Council and the GBCMA to;

- Review the hydrology and flood modelling and prepare new flood inundation maps (FIMs) for emergency management and land-use planning purposes;
- Create new flood intelligence data (stage versus consequence). It is expected that this data is tied with the relevant flood maps;
- Augment floor level database through additional survey;
- Review the performance of the Castle Creek levee and investigate the appropriateness of the levee alignment and height;
- Review the performance of sediment removal programme of Castle Creek; and
- Independently apply storm events over the township area to inform overland flow paths without riverine flooding.

The Goulburn Broken Catchment Management Authority has then utilised these strategies to identify and form the flood mapping to be updated within the planning scheme for Euroa in accordance with the Victoria Planning Provisions Practice Note 12 - Applying the Flood Provisions in Planning Scheme (DELWP 2015).



**Image 1:** Indicates 1-100year flood event for Euroa

### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

This amendment will see an increase of properties covered by flood controls in Euroa.

#### ***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 planning scheme amendment C52strb seeks to implement the Land-use Planning Controls. The identified mitigation works within the Goulburn Broken Regional Floodplain Management Strategy 2018-2028 have yet to begun for Violet Town. A request for Tender was undertaken for Euroa to implement works identified in the Goulburn Brocken Catchment Management Strategy 2008, the contract was awarded to BroMCC Civill Pty Ltd via Contract No. 20/21-14. This work was completed for Euroa in May 2021.

As identified in the executive summary the purpose of this report is to seek approval from the Minister for Planning to undertake an amendment to the Strathbogie Planning Scheme to implement the updated flood controls for Euroa and Violet Town. The report does not seek to authorise the implementation of any outstanding or identified flood mitigation works for Violet Town.

Officers recommend that Council notes both the Euroa and Violet Town Floodplain Management Studies and pursues the proposed amendment and supports the request to be made to the Minister for Planning to authorize the preparation and exhibition of the amendment to the Strathbogie Planning Scheme.

The amendment has been prepared to update the flood mapping within the Strathbogie Planning Scheme. This has been undertaken to ensure the most up to date flood modelling is referenced within the Strathbogie Planning Scheme to show the current areas of risk of flooding for the townships of Euroa and Violet Town.

If Council does not support the adoption of either the Euroa or Violet Town Floodplain Management Studies or the submission of a request to the Minister for Planning, this would mean that no amendment would be undertaken. In this instance, if Council does not proceed with the amendment, the most up to date flood information would not be included into the Strathbogie Planning Scheme, resulting in circumstances that trigger planning permits that aren't required and vice versa where properties not requiring planning permission are impacted by flooding, as outdated data is currently reflected within the planning scheme.

#### ***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.

Both the Euroa Post Flood Mapping and Intelligence Project, May 2015 and Violet Town Flood Study, May 2007 have resulted of previous studies utilising consultative committees made up of local residents to each township and relevant experts from government departments and private consultancies.

### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

Each background study has gone through broad and targeted community advertisement for relevant aspects of site-specific options in line with relevant Acts and Legislation of Government for each township.

#### ***POLICY CONSIDERATIONS***

##### Council Plans and Policies

Action 4.1.2 of the Strathbogie Shire Council Plan 2012-2025 identifies to 'complete a review of the Strathbogie Planning Scheme to ensure it reflects changing economic, environmental and social trends and identifies the further strategic work required to deliver a fit for purpose framework to guide sustainable growth and development while protecting our built and natural heritage'.

Previous planning scheme reviews have identified the need to implement the updated flood mapping as a priority.

Council has been dependent on the GBCMA to develop the floodplain maps with DELWP in order to progress this amendment.

##### Regional, State and National Plans and Policies

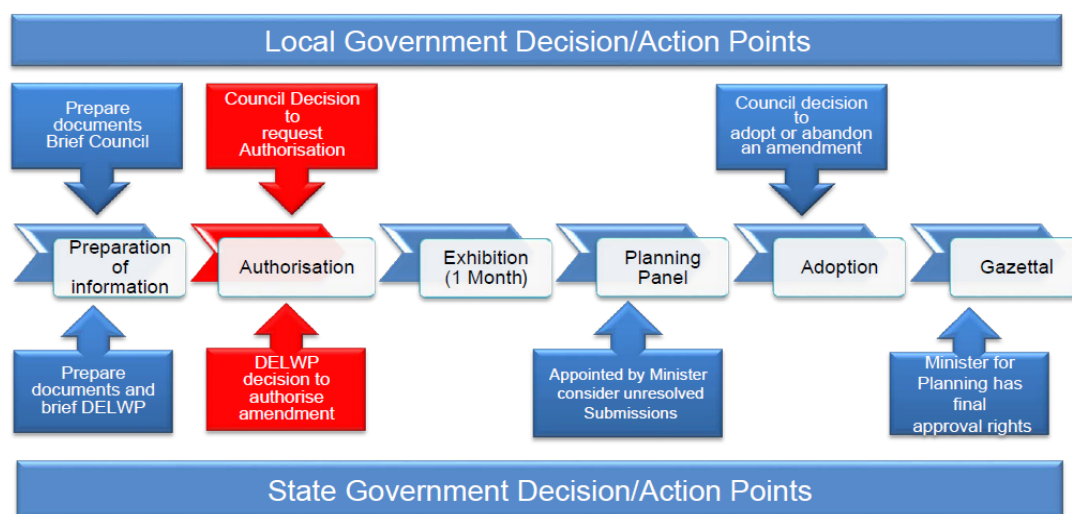
One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that regional, state and national plans and policies are to be taken into account in strategic planning and decision-making.

There are no conflicts with Council policies. The project follows the objectives and goals of a series of Council planning documents and strategies seeking to ensure appropriate planning controls are applied to flood prone areas to guide development proposals to consider flooding.

#### ***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 planning scheme amendment process is shown in the figure below, currently the application is in the second phase at Council Decision to request authorisation.



### 9.1.2 Part 1 C52strb Flood Mapping Amendment (cont.)

In accordance with Section 9 of the *Planning and Environment Act 1987*, the Minister for Planning may authorise a Municipal Council to prepare an amendment to State and local standard provisions of a planning scheme in force in its municipal district.

Municipal councils, as the planning authority, have a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (inter alia):

- *The objectives of planning in Victoria;*
- *The Minister's directions;*
- *The Victoria Planning Provisions;*
- *The Strathbogie Planning Scheme;*
- *Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.*

This Amendment proposal has had regard to Section 12 of the Act and is consistent with the requirements of Section 12.

In addition, each amendment must address the Department of Environment Land and Planning (DELWP) publication *Strategic Assessment Guidelines for Planning Scheme Amendments*.

The proposal is consistent with the State Planning Policy Framework and the Municipal Strategic Statement (MPS).

The *Water Act 1989* delegates floodplain management functions to Catchment Management Authorities (CMAs) in Section 202. They are responsible for declaring flood levels and flood fringe areas, and providing advice about flooding and controls on development to local councils.

#### **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 order to ensure transparency of process, this matter is being heard at a council meeting that is open to the public. The documents associated with the proposal will be available for consideration in both a physical and an online format in accordance with the provisions of the Planning and Environment Act 1987.



### 9.1.2 Part 1 C52strb Flood Mapping 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.

The Euroa Post Flood Mapping and Intelligence Project, May 2015 and the Violet Town Flood Study Report, May 2007 were undertaken utilising existing resources from Council, and the Australian and Victorian Governments. A planning scheme amendment seeking to implement both studies will incur expenses, Council to date has received \$30,000 from DELWP and will continue to seek funding to minimise the financial cost to Council.

#### **SUSTAINABILITY CONSIDERATIONS**

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

##### **Economic**

The Euroa Post Flood Mapping and Intelligence Project, May 2015 and the Violet Town Flood Study Report, May 2007 were undertaken utilising existing resources from Council, and the Australian and Victorian Governments.

This amendment has the potential to affect the value of properties, dependant on the circumstance of flood controls being applied or removed from individual parcels.

##### **Social**

The recommendation will lead to a strategic approach to the identification of flood prone areas around Euroa and Violet Town, which will improve flood emergency planning and lead to a removal of flood damages in areas that may otherwise have been allowed to develop. It will assist in improving safety and resilience within the community regarding flooding. The recommendation will not result in any negative social implications.

##### **Environmental**

The recommendation will not result in any negative environmental impacts. It will minimise the support of development in flood prone areas, protecting environmental outcomes from and flows for the floodplains.

##### **Climate change**

The adoption of these strategies and update of the flooding maps into the planning scheme will assist decision making with regard to more intensive flood events as a result of climate change into the future.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

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

This amendment improves the Strathbogrie Planning Scheme, by implementing the most up to date flood information. This then allows residents, developers, and investors alike to make decisions on flood risks.



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### 9.1.2 Part 1 C52strb Flood Mapping Amendment (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.

The Euroa Flood Mapping and Flood Intelligence Project Report, May 2015 and Violet Town Flood Study, May 2007 has been considered by all relevant government departments and statutory bodies in preparation and finalisation of the studies and flood mapping.

#### **HUMAN RIGHTS CONSIDERATIONS**

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

#### **CONCLUSION**

The Euroa Flood Mapping and Flood Intelligence Project Report, May 2015 and Violet Town Flood Study, May 2007 updates the existing information on flood risk within the Euroa and Violet Town areas. This involved detailed hydrology and hydraulic modelling of the Seven Creeks, Castle Creek and the Honeysuckle Creek for flood mapping, assessing flood risk and the treatment of flood risk.

The updated flood modelling allows the Goulburn Broken Catchment Management Authority (GBCMA) and Council to prepare revised flood mapping for the study area that would need to be implemented via a proposed amendment to the Strathbogie Planning Scheme.

#### **ATTACHMENTS**

**Attachment 1:** Euroa Post Flood Mapping and Intelligence Project, May 2015 (*separate document*)

**Attachment 2:** Violet Town Flood Study Report, May 2007 (*separate document*)

### **9.1.3 Planning Applications Received and Determined - 1 to 31 October 2022**

Author: Manager Planning and Investment

Responsible Director: Director Community and Planning

#### ***EXECUTIVE SUMMARY***

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period of 1 to 31 October 2022. The latest available Planning Permit Activity Performance Figures are also attached (Attachment 3). The contents of this report are provided for information purposes only.

It is noted that there were fourteen (14) new planning permit applications received and fifteen (15) new planning permit applications decided upon during the reporting period.

#### ***RECOMMENDATION***

##### ***That Council:***

- 1. Note that there were fourteen (14) new planning permit applications received, and fifteen (15) planning permit applications decided on during the period of 1 to 31 October 2022.***
- 2. Note the report.***

#### ***PURPOSE AND BACKGROUND***

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

#### ***ISSUES, OPTIONS AND DISCUSSION***

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

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

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

9.1.3 Planning Applications Received and Determined  
- 1 to 31 October 2022 (cont.)

**COMMUNITY ENGAGEMENT**

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

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

**Conflict of Interest Declaration**

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

**Transparency**

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

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

**CONCLUSION**

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

**ATTACHMENTS**

**Attachments 1-3:** Planning Applications Received, Planning Applications Determined and Planning Permit Activity Performance Figures (*separate attachment*)

## **9.2 COMMUNITY**

### **9.2.1 Application for Sponsorship – Ruffy Tablelands Community Christmas Party 3 December 2022**

Author: Manager Community and Culture

Responsible Director: Director Community and Planning

#### ***EXECUTIVE SUMMARY***

Council has received a sponsorship application from Ruffy Community Centre Incorporated to assist with a Community Christmas Party to be held on Saturday 3 December 2022.

The request is for a cash contribution of \$1,014 to assist with the cost of printing, activities and games, advertising, and catering for the free community event.

The event application was of a high standard, with the application scoring 21/25 in the Sponsorship Program criteria assessment.

The event will result in several significant social and economic benefits to the Ruffy Community and will be delivered in line with Council's Events and Regulatory policies and procedures.

Council allocated \$30,000 in the 2022/2023 Budget to the Event Sponsorship program to sponsor events held in the Strathbogie Shire that meet the Sponsorship Program criteria and are submitted in line with the Guidelines. There is a significant demand for the Program demonstrated by the number of applications already approved in this financial year (6). This is the only application being considered at the November Council Meeting. Currently there is \$15,899 remaining in the Event Sponsorship Program budget.

This report recommends the approval of the sponsorship application from Ruffy Community Centre Incorporated for a contribution of \$1,014 toward the 2022 Ruffy Tablelands Community Christmas Party.

#### ***RECOMMENDATION***

##### ***That Council:***

- 1. Approve sponsorship of \$1,014 from the 2022/23 budget allocation for sponsorship to Ruffy Community Centre Incorporated to assist with the delivery of the Ruffy Tablelands Community Christmas Party be held on 3 December 2022 at the Ruffy Community Centre.***
- 2. Work with Ruffy Community Centre Incorporated to reduce overall waste produced at the event through the implementation of the Waste Wise Events Guidelines as outlined in the Climate Change Action Plan 2022-27; and***
- 3. Make it a condition of the sponsorship funding that Ruffy Community Centre Incorporated comply with COVID-19 directions issued by the Chief Health Officer/Department of Health at the time of the event.***

### 9.2.1 Application for Sponsorship – Ruffy Tablelands Community Christmas Party 3 December 2022 (cont.)

#### **PURPOSE AND BACKGROUND**

The Ruffy Tablelands Community Christmas Party provides an opportunity for people of all ages across the community to come together for a celebration of Christmas, friendship, and community. The event will consist of a community barbeque, children's activities and a visit from Santa Claus. The event will be coordinated by the Ruffy Community Centre Incorporated and held at the Ruffy Community Centre. The event is free to the community and is scheduled to be held on 3 December 2022.

#### **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 event organisers will obtain Event Approval from Strathbogie Shire Council. They have submitted all required documentation including event details, risk plans, and public liability insurance. Due to the nature of the event, this is considered a low impact event, as per Council's current Event Policy.

This event aligns well with the key principles of the Sponsorship Program as the event:

- Promotes community engagement and participation
- Contributes to building healthy and vibrant communities; and
- Increases economic development, tourism and the visitor economy.

#### **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 event is open to all in the Ruffy community and the local region to attend. It is an opportunity for the community to come together, connect and establish relationships, providing essential social systems, particularly important for those living in isolated areas, and as the community emerges following on from the impacts of the COVID-19 Pandemic.

#### **POLICY CONSIDERATIONS**

##### Council Plans and Policies

Council Plan 2021 – 2025:

- Strategic focus area 4: Inclusive. Productive. Balanced.  
Our Community's goals – We target economic development to enhance our region; we are capitalising on our region's strengths

Arts and Culture Strategy 2019 -2023:

Goal 1: A Connected and Vibrant Community which is focused on strengthening the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness.

- Strategic Objective 1.1 – we will support initiatives that bring people together, encourage collaboration and partnerships and create networks.

9.2.1 Application for Sponsorship – Ruffy Tablelands Community Christmas Party 3 December 2022 (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.

There are no relevant regional, state or national plans/policies that are relevant to this report.

**LEGAL CONSIDERATIONS**

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

There are no legal implications associated with this report.

**Conflict of Interest Declaration**

The author of this report and officers/contractors providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 2020*.

**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 community, it is recommended that this request for sponsorship from the Ruffy Community Centre Incorporated be acknowledged in a public forum providing full disclosure of how potential allocated sponsorship funding is being distributed within 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.

There is a total budget allocation of \$30,000 to Event Sponsorship in the 2022/23 Council Budget. In the current financial year, six applications have been approved for sponsorship totalling a cash value of \$14,101, leaving a balance of \$15,899. This is the only sponsorship application being considered at the November Council Meeting.

<b>Sponsorship Program 22/23</b>	
Allocated budget (cash)	\$30,000
2022-2023 Actuals (cash approved sponsorship applications)	\$14,101
2022-2023 Approved In-kind Sponsorship Value	\$ 205
Number of Sponsorship applications approved as at 1/10/2022	6

9.2.1 Application for Sponsorship – Ruffy Tablelands Community Christmas Party 3 December 2022 (cont.)

<b>Ruffy Tablelands Community Christmas Event – Proposed budget</b>			
<b>Income</b>		<b>Expenditure</b>	
Event Sponsorship	\$ 1,014	Decorations	\$ 400
Ruffy Community Centre COM	\$ 400	Catering	\$ 434
		Printing	\$ 80
		Children's Activities	\$ 500
<b>Total Income</b>	<b>\$ 1,414</b>	<b>Total Expenses</b>	<b>\$ 1,414</b>

***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 event will result in some economic benefit to the Ruffy community and the wider region. All items relating to the event will be sourced locally, where possible.

**Social**

The event will offer significant social benefit to the local community. The event provides an opportunity for individuals, community groups and visitors to come together in a relaxed, friendly atmosphere to celebrate Christmas and community. This event is free and open to anyone in the community to attend.

**Environmental**

Council Officers believe this event will have minimal environmental or amenity implications for Council or the broader community.

Council Officers will work with the Ruffy Community Centre Incorporated to support the delivery of the Ruffy Tablelands Community Christmas Party event and reduce the overall waste produced at the event through the implementation of the objectives of both the Waste Wise Events Guidelines and the Climate Change Action Plan 2022 – 2027.

**Climate change**

As highlighted above, Officers will work with Ruffy Community Centre Incorporated to support the delivery of the Ruffy Tablelands Community Christmas Party and reduce the overall waste produced at the event.

***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 organisers will ensure that all regulatory and Covid safe requirements are in place as part of the approved event application.

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9.2.1 Application for Sponsorship – Ruffy Tablelands Community Christmas Party 3 December 2022 (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.

Council will provide the required assistance to the event as per Council's role and responsibility in line with the Local Government Act 2020 and relevant policies and procedures.

***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***

It is recommended that Council approve financial sponsorship of \$1,014 to the Ruffy Community Centre Incorporated to assist in the delivery of the Ruffy Tablelands Community Christmas Party. This free event will bring a wide range of community members together to celebrate Christmas and community, strengthening connections across the community.

***ATTACHMENTS***

**Attachment 1:** Remplan Report for Ruffy Tablelands Community Christmas Party (*separate document*)



### 9.2.2 **Christmas Decorations Grant 2022 – Additional Recipients**

Author: Community Development Officer

Responsible Director: Director Community and Planning

#### ***EXECUTIVE SUMMARY***

Strathbogie Shire Council's Christmas Decorations Grant opened on 1 July 2022 and closed on 1 August 2022 for submissions. The objective of the Christmas Decorations funding program is to provide towns in Strathbogie Shire the opportunity to decorate their main street and/or public space to celebrate the Christmas season.

The total budget allocation for the 2022 Christmas Decorations Grant Program is \$30,000. Grants are available for up to \$5,000 per township, multiple submissions may be considered if within the \$5,000 township allocation and the submissions are complimentary, however groups in the same town are encouraged to work with one another.

At the September Council Meeting, Council resolved to approve funding for four Christmas decorations projects in Avenel, Euroa, Longwood, and Nagambie; and for officers to work with Violet Town and Euroa to refine their applications in line with the funding guidelines and resubmit to Council for consideration.

As part of the refinement process, two (2) applications were received:

- Euroa Chamber of Business and Commerce – Installation of solar Christmas lights around the Euroa Township (\$2,969)
- Violet Town Community House – Installation and decommission of decorations in the business precinct of Cowslip Street in Violet Town (\$5,000)

The two (2) submissions from Euroa and Violet Town are both recommended for approval totalling an amount of \$7,969.

An allocation of \$16,300 was approved at the September Council Meeting, with this report recommending \$7,969 for approval, totalling \$24,269. It is recommended the remaining budget allocation of \$5,731 be reallocated to the Sponsorship Program given the demand seen for this program.

#### ***RECOMMENDATION***

***That Council:***

1. ***Approve funding from the Christmas Decorations Grant Program budget to two projects (with conditions as identified in Attachment 1) for the total sum of \$7,969 as per the below;***

<b><i><u>Project/Applicant</u></i></b>	<b><i><u>Funding requested</u></i></b>
<b><i>Xmas installations/ Euroa Chamber of Business and Commerce Street Christmas Decorations / Violet Town Community House</i></b>	<b><i>\$2,969  \$5,000</i></b>

### 9.2.2 Christmas Decorations Grant 2022 – Additional Recipients (cont.)

#### *RECOMMENDATION (cont.)*

- 2. *Reallocate the remaining Christmas Decoration Grant 2022 balance of \$5,731 to the Sponsorship Program 2022/23.***

#### **PURPOSE AND BACKGROUND**

The objective of the Christmas Decorations Grant Funding is to provide an opportunity for Community Groups to purchase and install outdoor Christmas decorations such as lighting, Christmas trees, feature decorations, signage, banners and/or decorations that provide sensory experiences.

Funded projects must be able to demonstrate community support, have a clear scope and address safety and risk issues. Consideration of the ongoing storage, proposed lifespan of the decorations and financial management was to be addressed in the submissions. A maximum of \$5,000 per township can be applied for, and multiple submissions may be considered if they are complementary and within the \$5000 township allocation. However, Groups within the same town are encouraged to work together on a joint submission.

Eligible towns for the funding program were based on whether they had a main streetscape, these were listed in the Funding Guidelines as per the below:

- Euroa
- Avenel
- Longwood
- Nagambie
- Strathbogie
- Violet Town

#### **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.

At the September Council Meeting, Council resolved (amongst other matters) to approve funding from the Christmas Decorations Grant Program budget to four projects for the total sum of \$16,300 in Avenel (\$5,000) , Euroa (\$1,300), Longwood (\$5,000) and Nagambie (\$5,000) and authorised officers to work with the unsuccessful applications from Violet Town (up to \$5,000) and Euroa (up to \$3,700) to support these communities to refine their applications in line with the funding guidelines and resubmit applications to Council for consideration.

No application was received from Strathbogie. Council Officers have worked with both the unsuccessful applicants to assist in refining their applications. Following this process two (2) submissions were received.

All submissions were required to complete a submission in Smarty Grants and provide a comprehensive risk assessment and quotes.

### 9.2.2 Christmas Decorations Grant 2022 – Additional Recipients (cont.)

All submissions were assessed by an assessment panel, comprising of the:

- Executive Manager Communications and Planning
- Manager Community and Culture
- Manager Operations

The Panel assessed each submission using the below criteria:

- Alignment with the objectives of the grant program,
- Alignment with the objectives of the Council Plan,
- Demonstrated community involvement and participation,
- Addresses community safety and risk issues,
- Clearly identified project scope, location, and outcomes, and
- Clearly defined implementation, storage, and maintenance plan.

Following assessment, two (2) submissions from the towns Euroa (Euroa Chamber of Business and Commerce), Violet Town (Violet Town Community House) are all recommended for approval as detailed in Table 1 below.

**Table 1** Summary of the projects **recommended** for funding:

Township	Applicant	Project Description	Amount Requested	Recommended Funding Amount	Conditions
Euroa	Euroa Chamber of Business and Commerce	Installation of solar Christmas lights around the Euroa Township	\$2,969	\$2,969	Must be installed with advice and approval from Council's Operations Department
Violet Town	Violet Town Community House	Installation and decommission of decorations in the business precinct of Cowslip Street in Violet Town	\$5,000	\$5,000	Must be installed with advice and approval from Council's Operations Department
<b>Total Investment Recommended</b>				<b>\$7,969</b>	

Euroa Chamber of Business and Commerce's original application was not supported due to concerns regarding decorations on pole infrastructure within the CDB of Euroa as there were a number of concerns regarding traffic management and the general difficulty of the installation tasks. Their refined application now includes the installation and decommissioning of decorations, mainly lighting in trees that will require approval from Council's Operations Team.

Violet Town Community House's original application was not supported due to concerns regarding safety and risk, particularly large decorations hanging in trees over the roadway in Cowslip Street, a roadway under the responsibility of the Department of Transport. The refined application focuses on the Cowslip Street business precinct park areas to alleviate these concerns.

### 9.2.2 Christmas Decorations Grant 2022 – Additional Recipients (cont.)

Attachment 1 provides further detail of the proposed refined 2022 Christmas Decorations Grant – Submissions Recommended for funding.

#### **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 communications and engagement plan was completed for the 2022 Christmas Decorations Grant Program which focused on promoting the program widely to all community groups in Strathbogie Shire.

The community was informed about the Grants Program through website content, a media release, social media, and emails to community groups. Promotion of the program began in late June with the grant round opening on 1 July and closing 1 August 2022.

Officers have worked directly with the original unsuccessful applicants (Euroa Chamber of Business and Commerce and Violet Town Community House) to refine their applications.

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

Council Plan 2021-2025

Strategic Focus Area One: Engage. Create. Unite.

- We create welcoming spaces where people can connect

#### **LEGAL CONSIDERATIONS**

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

There are no legal implications associated with this report.

However, it is important to note that funds are being provided for projects where occupational health and safety, and community safety is an important consideration. Full compliance with any relevant Acts and Legislation is required.

#### **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.

### 9.2.2 Christmas Decorations Grant 2022 – Additional Recipients (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.

In the interest of transparency and open and honest communication with the community, this report along with attachments is released to the public providing an understanding of the assessment process and outcomes of the funding program.

#### ***FINANCIAL VIABILITY CONSIDERATIONS***

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

The allocated budget of \$30,000 for the Christmas Decorations Grant Funding Program was approved as per Council's annual budgetary process. An allocation of \$16,300 was awarded at the September Council Meeting. This report recommends awarding a further \$7,969, totalling \$24,269. It is proposed that the remaining amount of \$5,731 be reallocated to the Sponsorship Program, as this program has seen significant demand so far this financial year.

#### ***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 associated with this report.

#### **Economic**

The distribution of funds through the 2022 Christmas Decorations Grant Funding Program will greatly assist community groups to decorate their townships during the festive season utilising funds on offer for the first time. These projects will provide a sense of community pride and promote participation and engagement which will have a positive impact on the Shire's economy.

#### **Social**

The delivery of these projects by community groups will build a sense of community pride and promote participation and engagement in the local community.

#### **Environmental**

A requirement of the funding program is that any decorations are reusable, for more than one Christmas season. There are no other environmental implications associated with this report.

#### **Climate change**

As mentioned above, a requirement of the funding program is that decorations must be reusable.

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### 9.2.2 Christmas Decorations Grant 2022 – Additional Recipients (cont.)

#### ***INNOVATION AND CONTINUOUS IMPROVEMENT***

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

Council will review the success of the program and consider funding for 2023/2024, as this is the first time the grant program has been offered.

#### ***HUMAN RIGHTS CONSIDERATIONS***

The celebration of Christmas is a religious celebration. The Charter of Human Rights details specifically the right to freedom of expression, cultural rights and religion.

#### ***CONCLUSION***

This report provides an overview of Strathbogie Shire Council's Christmas decorations Grant Funding Program for 2022. It details the submissions received, the assessment process and recommends a further two projects for funding that were unsuccessful as part of the initial grant process.

#### ***ATTACHMENTS***

**Attachment 1:** 2022 Christmas Decoration Grant Program – Submissions Recommended for funding (*separate document*)

### **9.2.3 2022/2023 Council Christmas / New Year Closures**

Responsible Officer: Chief Executive Officer

#### **EXECUTIVE SUMMARY**

The Council Offices in Binney Street, Euroa, Nagambie Customer Service Centre, and Operations Centres at Euroa and Nagambie close over the Christmas and New Year period each year, with the length of closure varying slightly, depending on when each public holiday falls.

This year, Christmas Day falls on a Sunday and therefore it is proposed that the office closes from 12.00 noon Friday 23 December 2022 and reopens at 8.45 am, Tuesday 3 January 2023. Typically, the office will close at 3.00 pm on Christmas Eve. However, in recognition and appreciation of the flexibility, agility and commitment of staff in ensuring continuity of service provision to our community in what has been challenging times during recent flood events, it is proposed to close the offices at 12.00 noon. This length of closure remains consistent with previous years and has been widely accepted by the community.

It is important to note that this closure relates mainly to Council administration, and many of Council's services will remain available during this time. Directors and Executive Managers will make appropriate staffing arrangements to ensure that Ranger, water patrols for Lake Nagambie, after hours and emergency response services and essential services and programs required to operate during this period continue to do so without interruption.

#### **RECOMMENDATION**

##### ***That Council:***

- 1. *Endorse the proposed closure of Council offices at 12.00 noon on Friday 23 December 2022 and reopen at 8.45 am on Tuesday 3 January 2023; and***
- 2. *Authorise officers to publicise the closure by way of notice in locally circulating publications, on the Council's website, social media and notices at the Euroa Office and Nagambie Customer Service Centre.***

#### **DISCUSSION**

The period between Christmas and New Year is typically a very quiet time for the organisation. As Christmas Day falls on a Sunday this year, it is proposed that the office closes from 12.00 noon Friday 23 December 2022 and reopens at 8.45 am Tuesday 3 January 2023.

Typically, the office will close at 3.00 pm on Christmas Eve. However, in recognition and appreciation of the flexibility, agility and commitment of staff in ensuring continuity of service provision to our community in what has been challenging times during the recent flood event, it is proposed to close the offices at 12.00 noon. This length of closure remains consistent with previous years and has been widely accepted by the community.

### 9.2.3 2022/2023 Council Christmas / New Year Closures (cont.)

Staff involved in delivering essential services and programs continuing to operate throughout this period will continue as usual. During this time the transfer stations are closed on Christmas Day (Sunday 25 December 2022), Boxing Day (Monday 26 December 2022) and New Year's Day (Sunday 1 January 2023).

There are no changes required to the Kerbside Collection, Ranger Services and patrols on Lake Nagambie services during this time. All other critical and emergency services will continue as scheduled.

#### **COMMUNITY ENGAGEMENT**

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

The purpose of this report is to inform the community of the proposed period of closure once resolved by Council. External communication will be via flyers on all office entrances, on the Strathbogie Shire Council Website, social media and Council's regular media columns.

#### **POLICY CONSIDERATIONS**

This practice is consistent with the leave arrangements as detailed in the Strathbogie Shire Council Enterprise Agreement 2019.

#### **CONFLICT OF INTEREST DECLARATION**

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

#### **TRANSPARENCY**

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

This report is coming before Council so that the proposed closure and arrangements for the continuation of essential services during the Christmas and New Year period can be heard within a Public Meeting.

#### **FINANCIAL VIABILITY CONSIDERATIONS**

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

There are no additional financial implications associated with this report.

#### **CONCLUSION**

The proposed closure period will provide staff with an adequate break over the festive season with minimal disruption to daily business and services to the public.

#### **ATTACHMENTS**

Nil



### **9.2.4 Independent Review of Inland Rail – Strathbogie Shire Council Submission**

Author: Director Community & Planning

Responsible Director: Chief Executive Officer

#### ***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. More specifically in Euroa, there is not adequate clearance under the Anderson Street Bridge and new infrastructure will be required to safely allow for double-stacked carriage trains.

Up to \$14.5billion in equity and \$300 million in grant funding has been committed by the Australian Government to support the ARTC to deliver Inland Rail.

On 7 October 2022, the Australian Government announced the appointment of Dr Kerry Schott AO to lead an independent review of the Inland Rail Program.

The independent review will investigate the management and delivery of the Inland Rail Program. The review will help inform the future delivery of Inland Rail and will include consideration of the scope, schedule and cost of the program. It will also assess options for the new Inland Rail intermodal terminals to be built in Melbourne and Brisbane, and improved links to the ports of these cities.

Submissions from interested parties closed on the 11 November 2022. The independent review is expected to be completed by early 2023, with the findings provided to the Australian Government for consideration.

A full copy of Council's submission is an attachment to this report (Attachment 1).

#### ***RECOMMENDATION***

***That Council note the submission to the Independent Review of the delivery of the Inland Rail Program.***

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. More specifically in Euroa, there is not adequate clearance under the Anderson Street Bridge and new infrastructure will be required to safely allow for double-stacked carriage trains.

The Inland Rail Program is a productivity-enhancing infrastructure project and a key component of the National Freight and Supply Chain Strategy, providing resilience to the national supply chain. Inland Rail will provide a new capability and capacity to complement existing transport modes (including road, sea and air) to meet Australia's growing freight task - forecast to grow up to 35 per cent by 2040.

#### 9.2.4 Independent Review of Inland Rail – Strathbogie Shire Council Submission (cont.)

Inland Rail is a large scale program of works, with 13 individual project sections delivering more than 1,700km of upgraded and new track crossing three states, 36 local government areas and the lands of more than 11 Indigenous groups and many local communities.

Up to \$14.5 billion in equity and \$300 million in grant funding has been committed by the Australian Government to support the Australian Rail Track Corporation (ARTC) to deliver Inland Rail. While construction commenced in 2018, significant cost and schedule pressures are emerging in response to broader market constraints and macroeconomic factors.

Interested parties were invited to provide a submission to the Independent Review of the delivery of the Inland Rail Program. Submissions closed on 11 November 2022. Strathbogie Shire Council provided a response to a number of themes the review were seeking.

The key themes that the independent review sought a response to were as follows:

1. ARTC governance and management arrangements for the delivery of the Inland Rail Program,
2. The role of Inland Rail in meeting Australia's growing freight task and providing a Service Offering to meet freight sector needs,
3. The processes for the selection and refinement of the Inland Rail route and whether these processes are fit for purpose, including consideration of benefits and impacts, and
4. The effectiveness of ARTC's community and stakeholder engagement processes, and opportunities for improvement, including ARTC's approach to addressing community concerns.

The independent review is led by Dr Kerry Schott AO. The independent review is expected to be completed by early 2023, with the findings provided to the Australian Government for consideration.

#### ***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 review delivers on the Government's election commitment to investigate the management and delivery of the Inland Rail Program to help get this nationally important project back on track.

Findings from the review will help inform how Inland Rail can be delivered to meet Australia's freight needs in a way that realises benefits for 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.

#### 9.2.4 Independent Review of Inland Rail – Strathbogie Shire Council Submission (cont.)

Over a period of time, Strathbogie Shire Council has advocated to ARTC to ensure that our community in particular, is included in the decision-making process for the design solution through the implement of best practice community engagement approaches. The Euroa community is most passionate and have a great sense of community ownership when it comes to the Euroa Railway Precinct. As such, Council has advocated that the community must be actively and genuinely engaged in the design solution. The future design of the Anderson St Bridge, the Euroa Railway Precinct and the movement of vehicles (rail and road), pedestrians and cyclists have a significant impact on Euroa's future.

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

This report is intrinsically linked to:

Council Plan 2021-2025 – Strategic focus area 2: Live. Access. Connect.

#### **LEGAL CONSIDERATIONS**

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

There are no legal considerations relevant to this report.

##### **Conflict of Interest Declaration**

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

##### **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.

#### **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 negative financial contributions relevant to this report.

#### **SUSTAINABILITY CONSIDERATIONS**

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

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#### 9.2.4 Independent Review of Inland Rail – Strathbogie Shire Council Submission (cont.)

##### **Economic**

The Inland Rail Project with the re configuration of the current 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.

##### **Environmental**

The Inland Rail project is required to consider a number of environmental elements and will be guided by an Environmental Management Framework and Environmental Performance Requirements.

##### **Climate change**

As highlighted above, the project will be guided by a number of environmental frameworks and processes.

##### ***HUMAN RIGHTS CONSIDERATIONS***

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

##### ***CONCLUSION***

The Independent Review of the delivery of the Inland Rail Program provides an opportunity for interested parties to provide submissions sharing their views, experience and expectations on key themes relating to the delivery of the Inland Rail Program. Strathbogie Shire Council has provided a submission, attached (attachment 1) to this council report. The independent review is led by Dr Kerry Schott AO and is expected to be completed by early 2023, with the findings provided to the Australian Government for consideration.

##### ***ATTACHMENTS***

**Attachment 1:** Strathbogie Shire Council Submission to Independent Review of the delivery of the Inland Rail Program (*separate document*)

### **9.3     INFRASTRUCTURE**

#### **9.3.1   Tender for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space**

**Author:** Manager Project Delivery

**Responsible Director:** Director Sustainable Infrastructure

##### ***EXECUTIVE SUMMARY***

Strathbogie Shire Council is constructing a new Open Space Play area at the Whroovale Estate, located between Kheminda Crescent and Jean Claude Avenue, Nagambie.

The site was set aside during the Whroovale Development in 2019 and the space was intended to be used for a playground and open space.

The construction of an open space will provide the community with a play space that will encourage social interaction and promote health and wellbeing.

Officers have recently conducted community consultation to seek feedback to determine what the community would like to see in the open space and are now moving to the next phase.

Landscape services were sought through a tender process to design and construct the area creating a fit-for-purpose community space.

Officers recommend that Council award the tender for contract 22/23-20 Landscape of Whroovale Estate Open Space to Kialla Lawn & Garden for a total amount of \$113,718.00 inclusive of GST. This will complete the construction of a playground at the Whroovale Open Space and the successful tenderer will take the design and construct element of the playground into consideration.

##### ***RECOMMENDATION***

###### ***That Council:***

- 1.     Receives and notes the outcome of the tender assessment process for Contract No 22/23-20 Landscape of Whroovale Estate Open Space***
- 2.     Awards the tender for contract No 22/23-20 Landscape of Whroovale Estate Open Space - Lump Sum to Kialla Lawn & Garden for a total amount of \$113,718.00 inclusive of GST;***
- 3.     Authorises officers to advise the unsuccessful tenderer; and***
- 4.     Authorises the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council.***

### 9.3.1 Tender for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space (cont.)

#### **PURPOSE AND BACKGROUND**

Whroovale Estate located in Nagambie was developed in 2019. Part of the development set aside one (1) lot that was intended to be used for a playground and open space.

In May 2022 Council conducted Community Consultation through Council's Share Strathbogie page, asking members of the community to provide feedback on what they would like to see in the open space.

The main points highlighted by the community included:

- Play Structure for younger children including swings,
- Seating, and
- Grassed Areas.

From the feedback that Council received a scope was created for both the Play Equipment and the Landscaping as a combined tender. Council went out to tender in June 2022 and no tenders were received.

As no submissions were received via the first public tender process, it was determined to separate the Play Equipment from the Landscaping element. On 12 August 2022, Council opened a public tender process inviting suitably qualified contractors for CN 22/23-14 -Design, Landscape and Irrigation of Whroovale Estate Open Space – Nagambie. This was advertised on our Website, in the public notices of the Saturday's The Age and in our local newspapers. Closing at 4pm Wednesday 7 September 2022 it unfortunately received no submissions.

Council then went out a third time to private tender, inviting seven (7) local landscaping businesses surrounding Nagambie. At close of tender on 5<sup>th</sup> October 2022, two (2) tenders were received.

For the Design and Supply of the Playground Equipment section of the project, Council determined overall Best Value could be best achieved by utilising the MAV Contract (D060125) Park and Playground Equipment. Four (4) submissions were received, with the works recently awarded by the Chief Executive Officer under delegation due to the 20-week equipment manufacturing timeframe.

#### **QUOTATION PROCESS**

As Council undertook two (2) public tender processes which didn't result in any submissions, it determined a third tender process would be highly unlikely to result in a different outcome, and only further delay the project. Therefore, as Council had met its Best Value requirements of seeking public tenders, it commenced a quotation process via email, inviting seven (7) local landscaping businesses surrounding Nagambie. At close of quotation process on 5<sup>th</sup> October 2022, two (2) email quotation submissions were received. These were quotations evaluated by Council Officers and this report seeks Council approval of the recommendation to award the contract to Kialla Lawn & Garden.

All email quotations submissions were assessed for their compliance including the contractual terms and conditions and the requirements of the response schedules, two (2) tenders received were deemed conforming.

### 9.3.1 Tender for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space (cont.)

Table 1 below lists the tender offer (excluding GST) at the close of the advertised tender period.

**Table 1: Tender Offers Received (including GST)**

<b>Tender Offers Received at Close of Tender Period (including GST) in lowest to highest order</b>
\$113,718.00 (conforming)
\$115,027.00 (conforming)

### **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.

As outline above, Council sought public tender two (2) times before receiving a submission for the Landscaping segment of this project. The option to separate the tender and then approach local Landscapers was discussed among the Project and Procurement to team and it was determined that this approach would achieve the best outcome.

### **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 Communications Team has conducted community consultation and are currently preparing a media release to inform the community of the progress and results of the community consultation should the Contract be awarded. Pending the outcome, the community will be notified about the works via Local Newspapers and council social media channels prior to commencement of construction. Residents that border the Open Space will also receive a letter explaining the works.

### **POLICY CONSIDERATIONS**

#### Council Plans and Policies

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

This report is consistent with the Strathbogie Shire Council Procurement Policy.

The Council Plan is relevant with the following:

Strategic focus area 2: Live.Access.Connect

- Our Community's goals
  - Our active and passive open spaces cater for all generations and all abilities

### 9.3.1 Tender for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space (cont.)

#### **LEGAL CONSIDERATIONS**

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

The recommendation has no legal or statutory implications which require the consideration of Council.

#### **Conflict of Interest Declaration**

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

#### **Transparency**

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

All steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

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

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

Council allocated \$220,000 (incl GST) for the Whroovale Estate Open Space.

The play equipment was tendered for \$114,835.60 and the landscaping was tendered for \$113,718.00 which comes to a combined total of \$228,553.60 (incl GST).

This implies a budget shortfall of \$8,553.60. To address the cost variance, it is proposed the shortfall of \$8,553.60 be provided from the 'Play and Recreation Spaces – Various' budget and will be adjusted at the midyear 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.



9.3.1 Tender for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space (cont.)

**Economic and Social**

The project will provide the community with a multi-functional and an adaptable space with will encourage social interaction and promote health and wellbeing

**Environmental**

Awarded Contractor shall develop a site-specific Environmental Management Plan, and implement it during the construction period in line with project specification and legislation governing Environmental Protection. Council officers will monitor the proper implementation of Environment Management Plan throughout the project cycle.

**Climate change**

The project will see an additional 20 trees planted. Tree planting is one of the simplest and most effective ways of tackling climate change caused by greenhouse gas. As trees grow, they absorb carbon dioxide (CO<sub>2</sub>), a major greenhouse gas in the atmosphere.

***HUMAN RIGHTS CONSIDERATIONS***

**Victorian Charter of Human Rights and Responsibilities Act 2006**

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

***CONCLUSION***

Council invited tenders for Contract 22/23-20 Landscape of Whroovale Estate Open Space. The submitted tenders were sought and evaluated strictly in accordance with Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract award for the Landscape of Whroovale Estate Open Space as discussed herein.

***ATTACHMENTS***

**Attachment 1:** Landscape of Whroovale Estate Open Space – Locality Map, and Concept Plans only, which are subject to change (*separate document*)

***APPENDICES***

**Appendix 1:** Tender Evaluation for Contract No. 22/23-20: Landscape of Whroovale Estate Open Space - CONFIDENTIAL

### **9.3.2 Contracts and Works Awarded Under Delegation**

Author: Procurement and Tenders Officer

Responsible Directors: Director Community & Planning / Director Corporate Operations

#### **EXECUTIVE SUMMARY**

The purpose of this report is to inform Council and the community of the status of request for the publicly advertised tenders, invitations for written quotations and quotations provided using collaborative and/or third party contracts which have been awarded under delegation for the period 1 to 31 October 2022. This report specifically relates to works that form part of Council's 2022/23 budget.

#### **RECOMMENDATION**

***That Council note the:***

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

#### **PURPOSE AND BACKGROUND**

In line with Council's approach to transparency and good governance, the Contracts and Works Awarded Under Delegation report will be tabled for information purposes at each Council Meeting. The report details any contracts and works that have been awarded under delegated authority by the Chief Executive Officer, a Director, or a Manager within their approved financial threshold. This report specifically relates to works that form part of Council's approved 2022/23 budget.

#### **ISSUES, OPTIONS AND DISCUSSION**

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

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

9.3.2 Contracts and Works Awarded Under Delegation (cont.)**Contracts Awarded Under Delegated Authority by CEO**

<b>Contract No.</b>	CN 22/23-04
<b>Contract Name</b>	Supply and fit out of Shipping Container for ARTBOX – time sensitive project due to external funding
<b>Contract Details</b>	6 months
<b>Value Including GST</b>	\$144,436
<b>Awarded to</b>	Ferrum Group Pty Ltd
<b>Scheduled Commencement</b>	8 November 2022
<b>Scheduled Completion Date</b>	31 March 2022

<b>Contract No.</b>	CN 22/23-10 – MAV Park and Playground Equipment (D60125)
<b>Contract Name</b>	Design and supply of play equipment for Whroovale Open Space – Nagambie – time sensitive project due to the lead time for manufacturing of equipment
<b>Contract Details</b>	5 Months
<b>Value Including GST</b>	\$114,835.60
<b>Awarded to</b>	Lark Industries Pty Ltd
<b>Scheduled Commencement</b>	1 October 2022
<b>Scheduled Completion Date</b>	31 March 2022

9.3.2 Contracts and Works Awarded Under Delegation (cont.)**Contracts Awarded Under Delegated Authority by Director/s**

<b>Contract No.</b>	CN 22/23-08
<b>Contract Name</b>	Develop Playground and Open Space Strategy including Concept Design of Nature Play Space in Euroa
<b>Contract Details</b>	5 months
<b>Value Including GST</b>	\$92,180
<b>Awarded to</b>	JF Studio Pty Ltd
<b>Scheduled Commencement</b>	3 November 2022
<b>Scheduled Completion Date</b>	31 March 2023

**Contracts Awarded Under Delegated Authority by Manager/s**

<b>Contract No.</b>	CN 21-22-39
<b>Contract Name</b>	Provision of Learning Management System
<b>Contract Details</b>	3 years (plus 1 month implementation)
<b>Value Including GST</b>	\$35,700 (\$11,900 per annum)
<b>Awarded to</b>	Pursuit Technology Pty Ltd
<b>Scheduled Commencement</b>	10 October 2022 (implementation) – Contract commencement 7 November 2022
<b>Scheduled Completion Date</b>	7 November 2025

<b>Contract No.</b>	RFQ
<b>Contract Name</b>	Church Street Nagambie Footpath Replacement
<b>Contract Details</b>	6 Weeks
<b>Value Including GST</b>	\$38,610
<b>Awarded to</b>	Pro Turf Landscapes
<b>Scheduled Commencement</b>	December 2022
<b>Scheduled Completion Date</b>	January 2023

9.3.2 Contracts and Works Awarded Under Delegation (cont.)

<b>Contract No.</b>	RFQ
<b>Contract Name</b>	Kean Road Nagambie Footpath Replacement
<b>Contract Details</b>	6 Weeks
<b>Value Including GST</b>	\$39,435
<b>Awarded to</b>	Pro Turf Landscapes
<b>Scheduled Commencement</b>	December 2022
<b>Scheduled Completion Date</b>	January 2023

<b>Contract No.</b>	RFQ
<b>Contract Name</b>	Nash Street Nagambie Footpath Replacement
<b>Contract Details</b>	6 Weeks
<b>Value Including GST</b>	\$49,049
<b>Awarded to</b>	Pro Turf Landscapes
<b>Scheduled Commencement</b>	December 2022
<b>Scheduled Completion Date</b>	January 2023

**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.

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

**Conflict of Interest Declaration**

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

### 9.3.2 Contracts and Works Awarded Under Delegation (cont.)

#### **Transparency**

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

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

#### ***FINANCIAL VIABILITY CONSIDERATIONS***

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

The contracts awarded under delegation are projects that have formed part of Council's adopted 2022/23 budget and are within approved budget parameters.

#### ***SUSTAINABILITY CONSIDERATIONS***

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

#### **Economic**

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

#### **Social**

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

#### **Environmental**

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

#### ***HUMAN RIGHTS CONSIDERATIONS***

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

#### ***CONCLUSION***

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised tenders, invitations for written quotations and quotations provided using collaborative and/or third party contracts which have been awarded by the Chief Executive Officer, Directors and Managers under delegated authority of the Council during the period 1 to 31 October 2022.

#### ***ATTACHMENTS***

Nil.

## **9.4 CORPORATE**

### **9.4.1 Financial Report to 30 September 2022**

Author: Chief Financial Officer

Responsible Director: Director People & Governance

#### ***EXECUTIVE SUMMARY***

The appended September Financial Report compares year-to-date Budget to Actual September 2022.

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 three months period ending 30 September was \$18,880,817.

As at 30 September 2022, total capital works was \$2,150,223 not including committed works.

#### ***RECOMMENDATION***

***That Council note the Financial Report for the three months ended 30 September 2022.***

#### ***PURPOSE AND BACKGROUND***

The 2022/23 Budget was prepared in accordance with the Local Government Act 2020 and was formally adopted at ordinary Council Meeting held on 21<sup>st</sup> June 2022.

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***

Explanations for significant budget variances are provided in financial performance overview section. Of note, the following comments provide context of the current financial position.

Income:

- There is a decrease in Statutory fees and fines is due to reduced animal registration fee and health registration fees. Health registration notices and animal registration notices will be issued in November 2022 and February 2023 respectively.
- There is a decrease in operating grant income primarily due to Victorian Grants Commission (VGC) Financial Assistant grant received in 2022/23. 75% of 2022/23 VGC grant was received in June 2022 and recorded as an come in 2021/22.

#### 9.4.1 Financial Report to 30 September 2022 (cont.)

- There has been an increase in capital grant is mainly due to receipt of local road community infrastructure stage 3 grant (\$1,440k) and unspent grant carried forward to 2022/23 - Nagambie foreshore walk grant (\$2,596) and Euroa rail precinct master plan grant (\$80k). This partly offset by roads to recovery grants not yet received (\$360k).
- There has been a decrease in profit on sale of plant and equipment is due to less than expected disposals during first 3 months of the financial year.

##### **Expenditure:**

- There has been an increase in expenditure is due to the payment of employee income protection insurance annual invoice and prior year adjustment (\$216k) and annual work cover payment (\$183k).
- There has been a decrease in materials and services is mainly due to less than budgeted assets maintenance (\$249k), waste management (\$214k) and service delivery expenses (\$120k).

#### **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 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.

#### **LEGAL CONSIDERATIONS**

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

There are no 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 Declaration**

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

#### **Transparency**

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

This report is being presented to an open Council meeting.



#### 9.4.1 Financial Report to 30 September 2022 (cont.)

##### **FINANCIAL 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 attached report, in conjunction with the detailed briefing to Council, considers all known economic and financial implications for the financial year ending 30 June 2023.

##### **ENVIRONMENTAL/SUSTAINABILITY CONSIDERATIONS**

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

The recommendation in this report has no significant environmental, social or amenity implications for 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 adopted budget for the three months ended 30 September 2022.

##### **ATTACHMENTS**

**Attachment 1:** Financial Report Attachments (*separate document*)

- Operational Performance
- Comprehensive Income Statement
- Financial Performance Overview
- Balance Sheet
- Statement of Cash Flows
- Capital Performance
- Other Financial Data

#### **9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members**

Author and Responsible Director: Director People and Governance

##### ***EXECUTIVE SUMMARY***

The terms for two existing Audit and Risk Committee independent community members has now expired; that of Alistair Purbrick and Mark Freudenstein.

The Audit and Risk Committee Charter (the Charter) requires the appointment of four (4) independent external members to help drive the important work undertaken by the Committee to provide independent oversight over Council's financial management, risk management and good governance framework.

Clause 3.2 of the Charter states that existing committee members may be appointed by Council if exceptional circumstances are considered to exist. The challenges arising from the Covid 19 pandemic, the recent flood event and the challenge of transitioning to the new extensive requirements of the Local Government Act 2020 and the new workplan of the Committee are considered to represent such exceptional circumstances.

Further, membership continuity and stability is considered to be of paramount importance given the potential for two new Councillor representatives to be appointed at the December 2022 Council meeting and the contract with the existing Internal Auditors ending in June 2023. Should Council wish to advertise for two new independent members it would mean that there is potential for four new Committee members and new Internal Auditors to be appointed prior to June 2023, representing a significant amount of turnover in membership.

The Charter also aims to stagger the end of the terms of independent committee members to avoid loss of continuity. To this end, Mark Freudenstein is seeking an additional one (1) year term and Alister Purbrick an additional three (3) year term.

The staggering of the reappointments means that a public advertising process for independent members would be undertaken in late 2023, mid 2024 (when the other two Committee members' terms end) and 2025.

##### ***RECOMMENDATION***

###### ***That Council:***

- 1. Determines that under clause 3.2 of the Audit and Risk Committee Charter exceptional circumstances currently exist that require continuity in Committee membership given the continued recovery from the Covid 19 pandemic and the October 2022 flood event, along with the continuing challenge of transitioning to compliance with the extensive work plan and Committee requirements under the Local Government Act 2020.***
- 2. Reappoint Mark Freudenstein for an additional one (1) year (term ending 1 December 2023) and Alister Purbrick for an additional three (3) years (term ending 1 December 2025).***

9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members (cont.)

*RECOMMENDATION (cont.)*

3. ***Note that public recruitment processes for independent community members will be undertaken in 2023, 2024 and 2025 should the reappointments under dot point 2 be approved.***
4. ***Note that a report will be submitted to the February 2023 Council meeting outlining the proposed public tender process for Internal Auditors to support the work of the Audit and Risk Committee given that the current contract ends in June 2023.***

**PURPOSE AND BACKGROUND**

Under the Audit and Risk Committee Charter, four independent external members sit on the Committee and are appointed for a term of three (3) years. The appointments are generally staggered year on year to ensure that there is continuity in external membership.

Two members' terms have now expired, namely Alister Purbrick and Mark Freudenstein.

A decision on the need to recruit or reappoint independent committee members is therefore required.

**ISSUES, OPTIONS AND DISCUSSION**

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

Council could determine to advertise the two independent member positions rather than invoke the exceptional circumstances clause in the Charter. This would mean that a public recruitment process would have to be undertaken quickly and at a time where the organisation is still responding to the recovery from the October 2022 flood event and at the end of the calendar year, which is less than optimal in terms of a recruitment process.

Should Council wish to advertise the two positions, there is also the potential that a quorum would not be achievable for the scheduled December Audit and Risk Committee meeting given that we would be reliant on the two remaining independent community members attending. It also means that the range of skills and expertise available at the December 2022 meeting would be reduced. Further, Council would not have the opportunity to resolve to appoint new members until its February 2023 meeting at the earliest.

Given the challenges of the past two years in terms of the Covid 19 pandemic, natural disasters and the challenges arising from transitioning to a far broader remit and more extensive work program for the Audit and Risk Committee, it is considered that continuity in membership is important at this time.

#### 9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members (cont.)

It is also important to note that in December 2022 Council will determine Councillor appointments to the Committee (the Mayor, a permanent Councillor representative and a 'reserve' Councillor representative should one of the other Council representatives be unable to attend). This may result in two new members joining the committee by year's end.

Further to this, the contract for the Internal Auditor ends 30 June 2023 and a formal public tender process is required to be undertaken in early 2023, with the potential for change in the auditors that work closely with the Committee.

This could potentially mean the appointment of four new Committee members and new internal auditors by June 2023, which is not considered to accomplish the continuity that the Committee's Charter seeks to achieve. The induction of potentially four new members and new auditors would also place a significant burden on the Administration in a short period of time.

After discussions with the current Chair of the Committee, Paul Ayton, it was determined to approach the two Committee members to ascertain if they would be prepared to extend their current terms under the exceptional circumstances clause. Both agreed subject to Council agreeing to invoke this clause.

#### **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.

Both Committee members were appointed to the Audit and Risk Committee following a public advertising and recruitment process in the past.

No public advertising for independent community member would be undertaken in the event Council agrees to exercise the exceptional circumstances clause. However, a public advertising and recruitment campaign would occur prior to December 2023 given that Mark Freudenstein has elected to seek a one (1) year extension. Another public recruitment process would occur in 2024 given the terms of Paul Ayton and Alistair Thomson end in June 2024. Given that Alister Purbrick is seeking a three (3) year extension, another public recruitment process would also be undertaken in 2025.

#### **POLICY CONSIDERATIONS**

##### Council Plans and Policies

The appointment of independent external members to Council's Audit and Risk Committee is consistent with Strategic Focus Area 6: Accountable. Transparent. Responsible and implements strategy 6.1.6 of the 2121-25 Council Plan (2022 review), which refers to:

Support the Audit and Risk Committee in completing its work plan for 2022–23.

#### 9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members (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 appointment of independent members to Council's Audit and Risk Committee is consistent with the approach taken to independent oversight at State and Federal levels of government.

##### **LEGAL CONSIDERATIONS**

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

An Audit and Risk Committee must be appointed by all councils under section 53 of the Local Government Act 2020 (the Act). A Charter, adopted by Council on 18 August 2020, outlines the Committee's membership, roles and responsibilities as defined by the Act.

The reappointment of the two new independent external members is in accordance with the requirements of the Act and the Charter, while also achieving the Charter's aims of continuity but consistent turnover of independent members through staggered terms.

##### **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 seeks transparency around the recommendation to reappoint existing members to ensure a level of continuity in a very challenging operational environment.

One of the key objectives of the Audit and Risk Committee is to ensure public probity and transparency around Council operations in accordance with the Committee's Charter and the *Local Government Act 2020*.

##### **FINANCIAL VIABILITY CONSIDERATIONS**

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

Audit and Risk Committee members are awarded a stipend of \$356 per meeting for members and \$416 for the Chair. This is funded through existing budget allocations and so there are no financial implications of note arising from this report.

#### 9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members (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.

While there are no social, economic, environmental or climate change impacts of note arising from the reappointment of two independent external members to the Audit and Risk Committee, it should be noted that the Committee is required to monitor compliance with legislation and Council policies. The Committee does, therefore, have an indirect role in terms of oversight that sustainability considerations are being implemented in day-to-day decision makings and that the risks around climate change form part of our strategic risk register and overall risk management strategies.

##### **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 role of the Audit and Risk Committee is to receive internal and external independent audit reports, which frequently highlight areas for innovation and improvement in Council operations.

The Committee monitors the organisation's response to audit recommendations and therefore have an oversight role in ensuring operations continually improve.

##### **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 Audit and Risk Committee is a collaborative body that works with Council's independent auditors, the Victorian Auditor General's Office (VAGO) and other external bodies as required.

##### **HUMAN RIGHTS CONSIDERATIONS**

It is considered that there are no impacts arising out of this report in terms of the rights and responsibilities set out under the Charter of Human Rights and Responsibilities Act 2006 aside from the Committee having a role in ensuring all legislation and Council policy in relation to rights, equal opportunity and the like are adhered to.

##### **CONCLUSION**

The reappointment of two existing members, one for an additional term of one year and another for an additional term of three years, seeks to achieve continuity at a stage where Councillor representatives may change in December 2022 and new auditors may be appointed after undertaking a competitive tender process in early 2023.

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9.4.2 Audit and Risk Committee Charter - Use of Exceptional Circumstances Exemption Clause to Reappoint Two Independent Community Members (cont.)

The continuation of Mark Freudenstein and Alister Purbrick will ensure there are a broad range of skills, expertise and experience across the Committee membership and ensures the December 2022 Audit and Risk Committee meeting can be held.

Recruitment for independent community members would be undertaken in late 2023, mid 2024 and late 2025 should the reappointments be approved, which achieves the staggered terms for independent members required under the Committee's Charter.

**ATTACHMENTS**

Nil

## **9.5 GOVERNANCE AND CUSTOMER SERVICE**

### **9.5.1 Monthly Performance Report**

The November 2022 Monthly Performance Report includes reports as follows:-

- Building Department – October 2022 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – October 2022
- Customer Enquiry Analysis Report – Report for October. 2022
- Waste Management Reporting ~ Year to Date – October 2022
- Transfer Station Date - October 2022
- Actioning of Council Reports Resolutions – Council Meeting Tuesday October 28, 2022
- Outstanding Actions of Council Resolutions to October 31, 2022
- Review of Council Policies and Adoption of new Policies – October/November 2022
- Records of Informal Council Briefings / Meetings – 1 to 31 October 2022

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

### ***RECOMMENDATION***

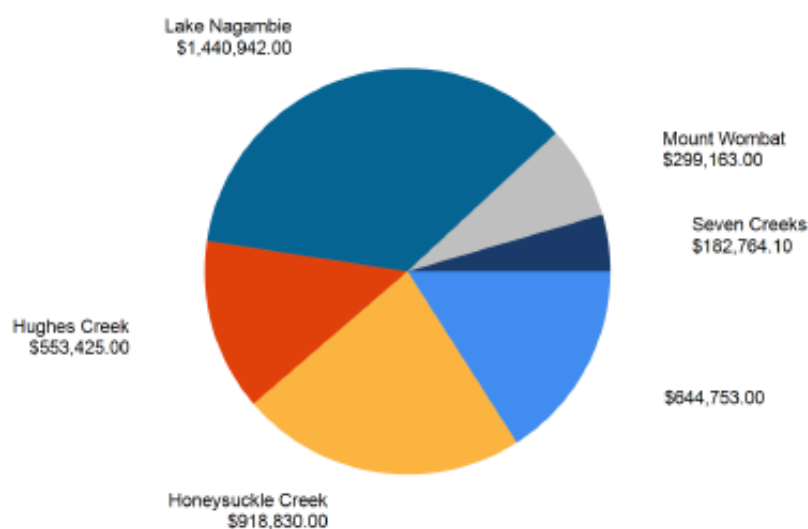
***That the report be noted.***



**BUILDING ACTIVITY****OCTOBER 2022****Building Activity**

A report on new building permits recorded in Council's building permit register in October 2022

Ward	Number of Lodgements	Cost Of Works
	1	\$644,753.00
Honeysuckle Creek	2	\$918,830.00
Hughes Creek	3	\$553,425.00
Lake Nagambie	8	\$1,440,942.00
Mount Wombat	2	\$299,163.00
Seven Creeks	5	\$182,764.10
	21	\$4,039,877.10



Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
8144113229157	18/10/2022	Construction of	Dwelling & Garage	Nagambie	\$644,753.00
					\$644,753.00

**Honeysuckle Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
3635636119029	06/10/2022	Construction of	Dwelling & Carport	Tamleugh	\$718,830.00
5302250792478	31/10/2022	Alterations & Additions to	Aged Care Building	Violet Town	\$200,000.00
					\$918,830.00

### Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
6800381966630	07/10/2022	Construction of	Dwelling & Shed	Avenel	\$430,000.00
5335976692995	18/10/2022	Extension to	Shed	Avenel	\$111,425.00
2339526225092	24/10/2022	Extension to	Carport & Verandah	Avenel	\$12,000.00
					<b>\$553,425.00</b>

### Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
9854177871435	18/10/2022	Construction of	Dwelling & Garage	Nagambie	\$245,645.00
4199720076221	12/10/2022	Construction of	Swimming Pool and Fence	Nagambie	\$50,403.00
3060098350294	07/10/2022	Construction of	Dwelling & Garage	Nagambie	\$388,906.00
7603674507940	07/10/2022	Construction of	Swimming Pool and Fence	Nagambie	\$61,764.00
4805718007083	07/10/2022	Construction of	Vergola	Nagambie	\$30,732.00
8525035188201	16/10/2022	Installation of	Antenna	Wahring	\$80,000.00
7723647012237	24/10/2022	Construction of	Detached Dwelling & Garage	Nagambie	\$335,830.00
9907380045337	28/10/2022	Construction of	Dwelling & Garage	Nagambie	\$247,662.00
					<b>\$1,440,942.00</b>

### Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
3419076982399	26/10/2022	Alteration to	Residence	Longwood East	\$293,663.00
7893492608430	20/10/2022	Construction of	Shed	Euroa	\$5,500.00
					<b>\$299,163.00</b>

### Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
6030319986653	19/10/2022	Demolition of	Dwelling	Euroa	\$8,000.00
4645482366989	13/10/2022	Construction of	Shelter, Verandah	Euroa	\$22,000.00
4468392865522	12/10/2022	Construction of	Swimming Pool and Fence	Euroa	\$72,764.10
4789194754543	26/10/2022	Demolition of	Detached Dwelling & Garage	Euroa	\$30,000.00
7642057075215	27/10/2022	Demolition of	Service Station	Euroa	\$50,000.00
					<b>\$182,764.10</b>

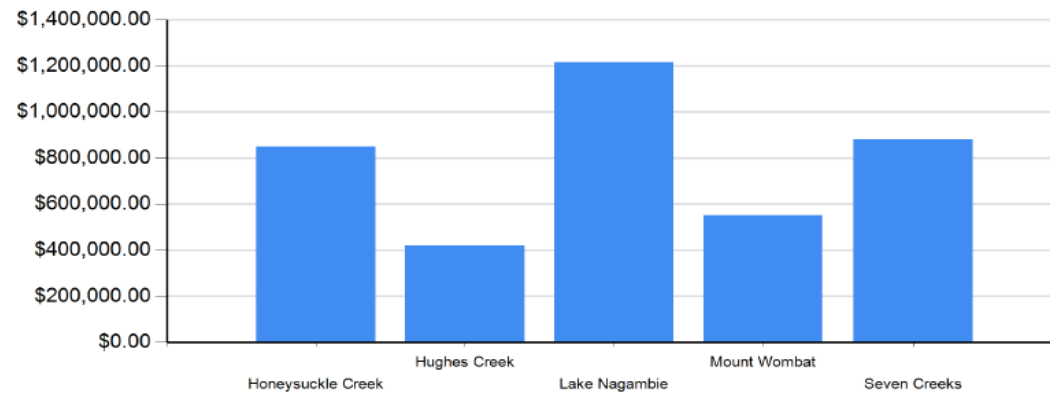
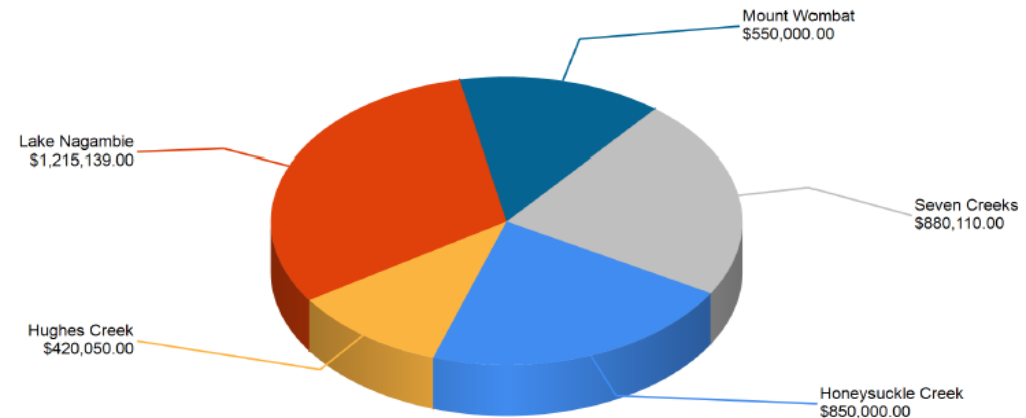
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)**  
**OCTOBER 2022**



## Planning Applications Determined

October 2022

<b>Honeysuckle Creek</b>	<b>\$850,000.00</b>
Balmattum	\$400,000.00
Violet Town	\$450,000.00
<b>Hughes Creek</b>	<b>\$420,050.00</b>
Longwood	\$420,050.00
<b>Lake Nagambie</b>	<b>\$1,215,139.00</b>
Kirwans Bridge	\$900,000.00
Mangalore	\$315,139.00
<b>Mount Wombat</b>	<b>\$550,000.00</b>
Kithbrook	\$550,000.00
<b>Seven Creeks</b>	<b>\$880,110.00</b>
Euroa	\$400,000.00
Euroa	\$110.00
Euroa	\$480,000.00
<b>Total Value</b>	<b>\$3,915,299.00</b>



## CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR OCTOBER 2022



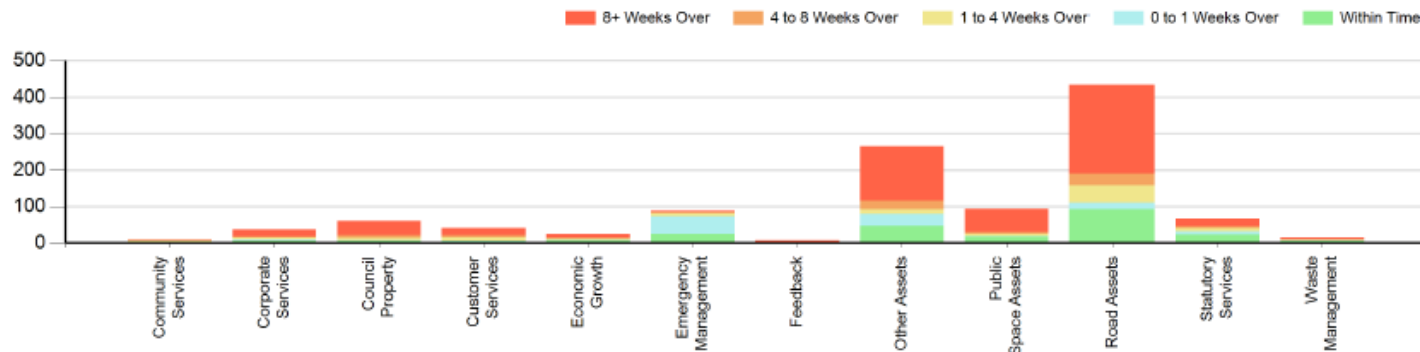
### Request Throughput Analysis

01/10/2022 to 31/10/2022

C	Complete / New	> 80%	50-80%	< 50%
N				
Q	Overdue / Remaining	< 33%	34-70%	> 70%
R				

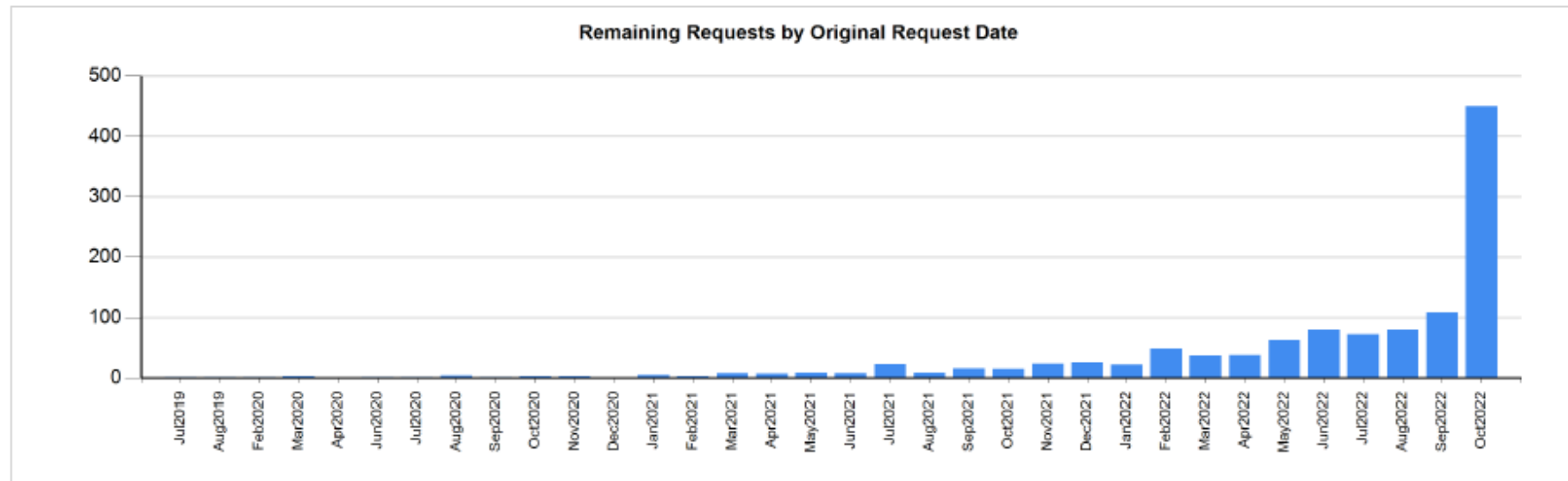
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C/N	Within Time	Over Time	Q/R	Pending Resources	Service Area Usage
Community Services	6	26	23	9	✓	0	9	✗	0	
Corporate Services	33	95	90	38	✓	6	32	✗	0	
Council Property	70	27	35	62	✓	6	56	✗	0	
Customer Services	45	57	60	42	✓	4	38	✗	0	
Economic Growth	32	153	161	24	✓	7	17	✓	0	
Emergency Management	20	197	129	88	✓	24	64	✗	0	
Feedback	7	1	1	7	✓	0	7	✗	0	
Other Assets	214	183	128	269	✓	47	222	✗	0	
Public Space Assets	109	47	41	94	✓	17	77	✗	21	
Road Assets	346	225	127	443	✓	92	351	✗	1	
Statutory Services	52	117	103	66	✓	23	43	✓	0	
Waste Management	11	71	67	15	✓	6	9	✓	0	
Total	945	1199	965	1157		232	925		22	

### Request Ageing



### Service Usage





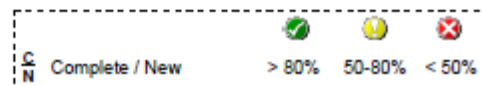
		Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Feedback	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2019	July									2			
	August										2		
2020	February										1		1
	March									1	2		
	April										1		
	June							1		1			
	July									2			
	August					2				1			1
	September									1	1		
	October		1			1					1		
	November									1	2		
	December									1			
2021	January		3			1							1
	February			1						2			
	March			2		1			2	1	2		

2021	April								4		3		
	May								4		5		
	June			1					3	2	2		
	July			1				1	11	1	9		
	August		2							2	5		
	September			1	1	1			2	6	5		
	October			2	1	1			1	5	5		
	November			1					6	4	12		1
	December			1			1	1	8	2	13		
2022	January		6	1					3	6	6		
	February			5	1			1	14	11	17		
	March	1	1	4	1		1		14	5	8	2	
	April			2					19	3	11	3	
	May		4	1					24	3	25	5	1
	June		1	2	3				18	6	46	4	
	July	1		8	2	1	1	1	6	2	46	3	1
	August		1	8	9	3	2		19	8	25	5	
	September	1	4	9	7	2	5	2	23	10	36	9	
	October	6	15	12	17	11	78		88	26	153	35	9
Total		9	38	62	42	24	88	7	269	115	444	66	15

## Definitions

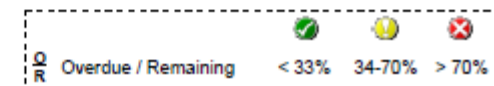
Service Area	Grouping of services by area of responsibility
Existing	Requests open prior to reporting period
New	Requests made during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period
Pending Resources	Requests where additional resources are required to 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.



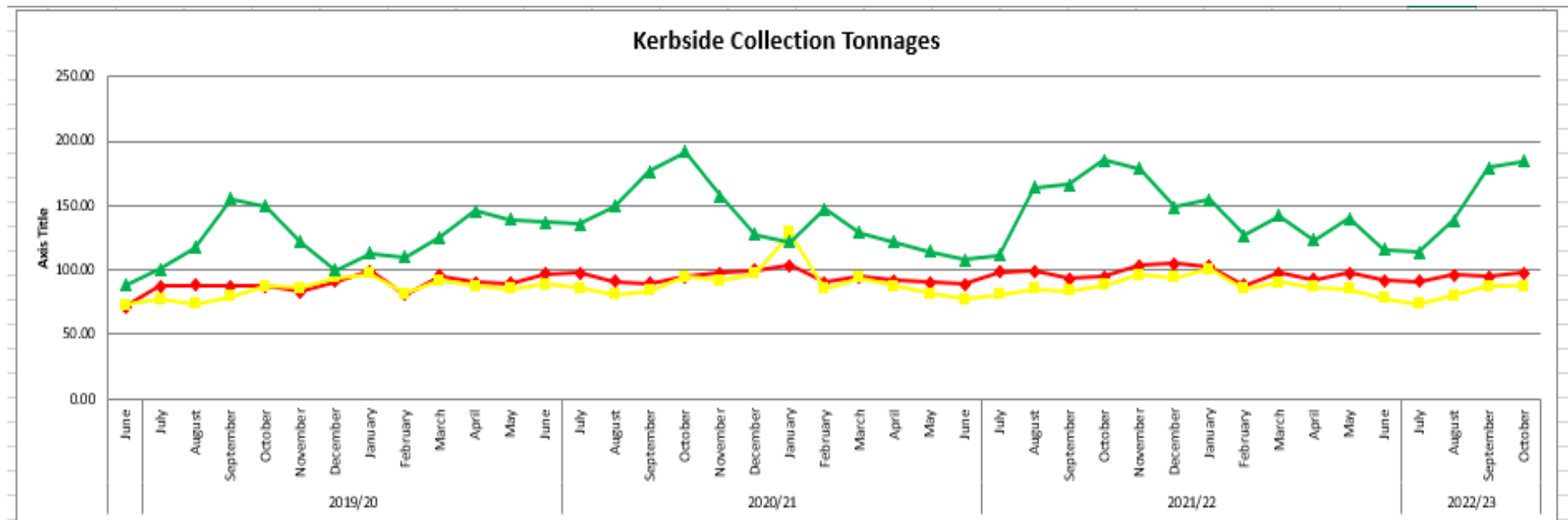
Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

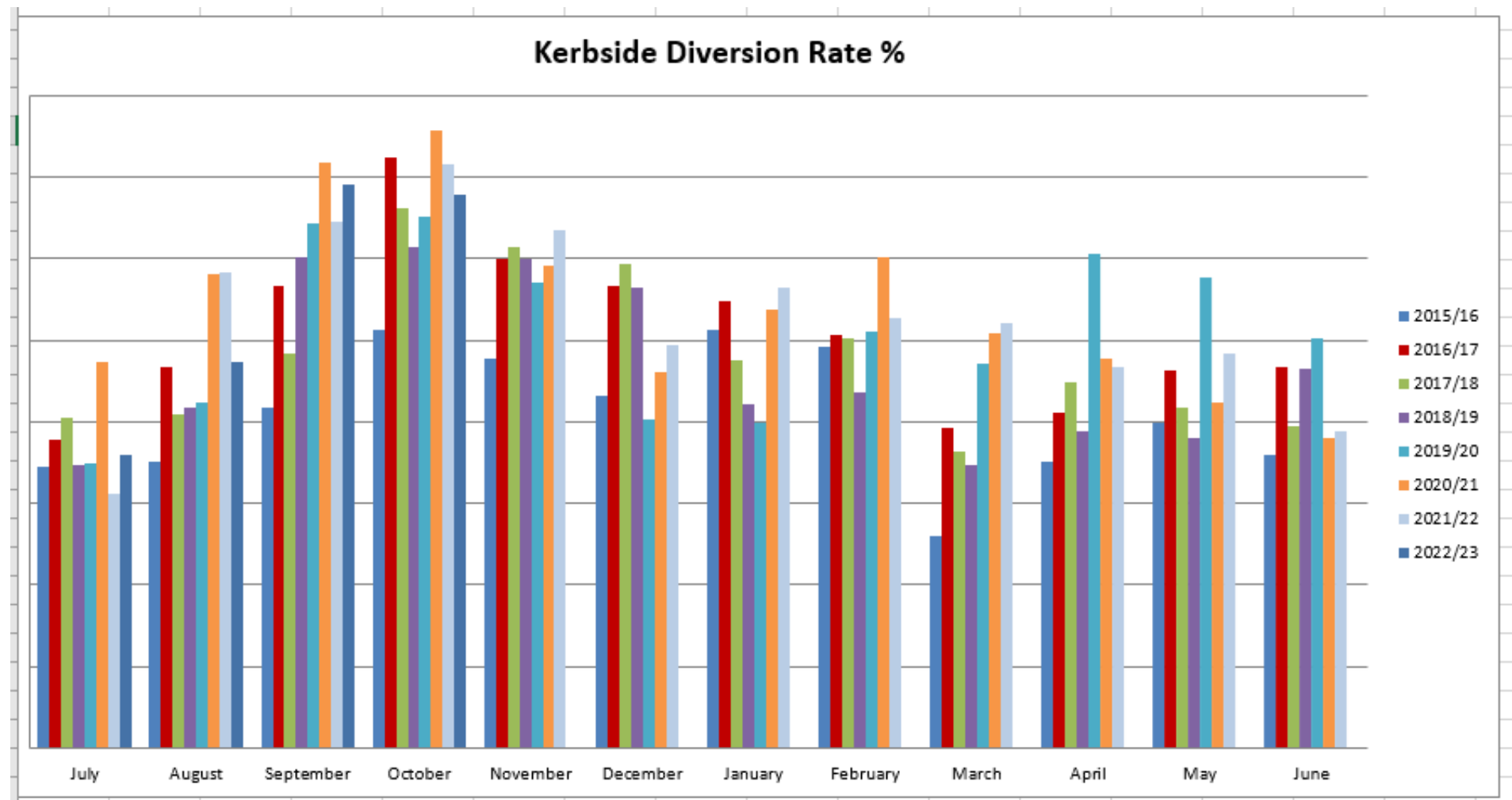
Overdue Remaining An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

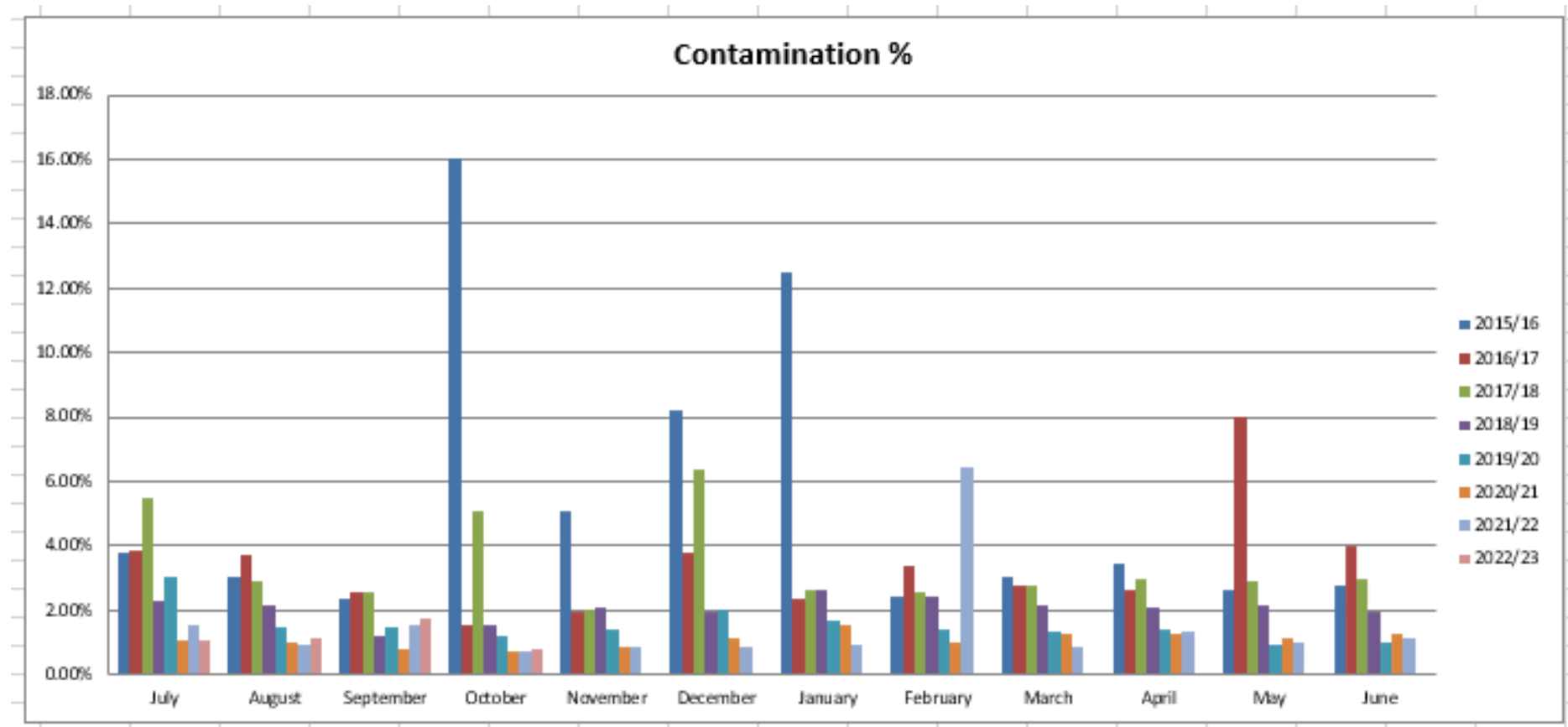




**WASTE MANAGEMENT REPORTING**  
**YEAR TO DATE - OCTOBER 2022**



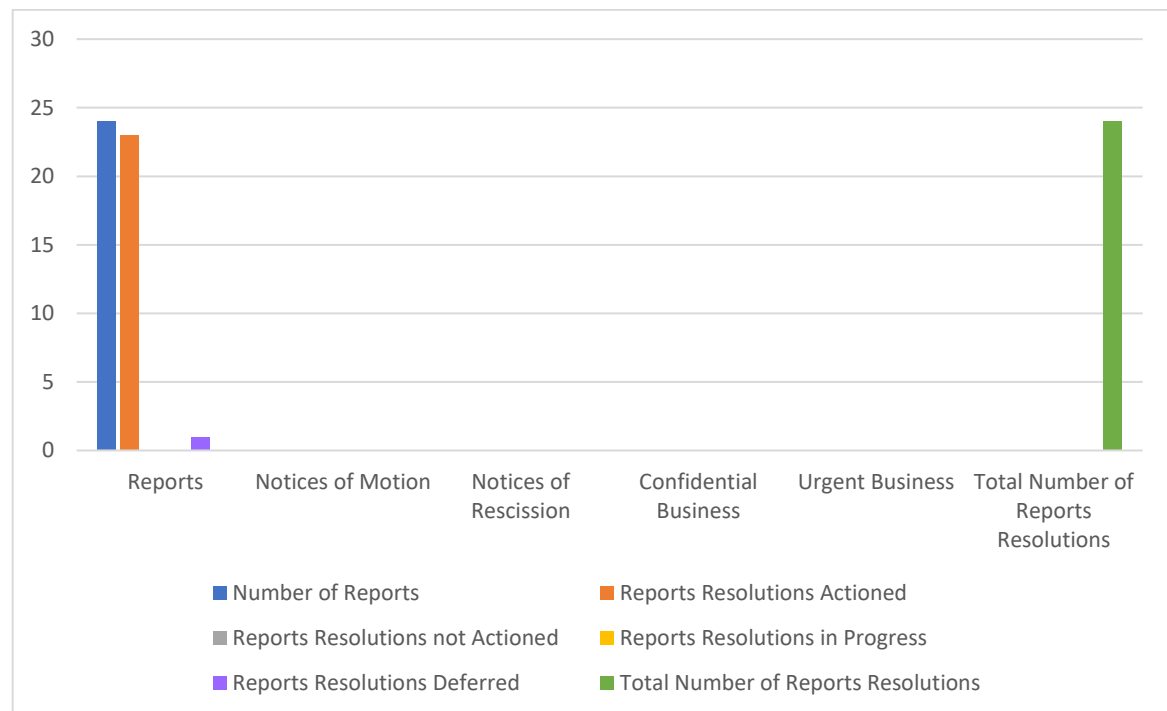




## TRANSFER STATION DATA – OCTOBER 2022



**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – TUESDAY, OCTOBER, 18 2022**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
OCTOBER 31, 2022**

*This Report is to advise the Councillors, Executive Leadership Team and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.*

<b>Council Meeting Date</b>	<b>Item No.</b>	<b>Description</b>
<i>Nil</i>		

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

<b>Review of Policy / New Policy</b>	<b>Policy Name</b>	<b>Details</b>
<i>Nil</i>		

**RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS****For period 1 to 31 October 2022**

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 4 October 2022

**Time:** 10.30 am – 3.45 pm

**Attendees:****Councillors**

Cr Laura Binks (Mayor)  
Paul Murray (Deputy Mayor)  
David Andrews  
Reg Dickinson  
Sally Hayes-Burke  
Kristy Hourigan

**Officers**

Julie Salomon (Chief Executive Officer)  
Amanda Tingay [Director, Community and Planning]  
Dawn Bray (Director, People and Performance)  
Vlad Adamek (Director, Sustainable Infrastructure)  
Kristin Favaloro (Executive Manager, Communications and Engagement)  
Trish Kubeil (Senior Statutory Planner) [Item 4]  
Molly Odgers (Environment & Waste Co-Ordinator) and Kristen Chasemore (Procurement & Tender Officer) [Item 6]

**Apologies**

Cr Chris Raeburn

1. Councillors/CEO Discussions
2. Hearing of submissions process
3. School Crossing Supervisors Program
4. Briefing on Planning Applications to be presented to October Council meeting
5. Councillors Discussions
6. Procurement Policy Update

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 11 October 2022

**Time:** 10.00 am – 4.15 pm

### **Attendees:**

#### Councillors

Cr Laura Binks (Mayor)  
Paul Murray (Deputy Mayor)  
David Andrews  
Reg Dickinson  
Sally Hayes-Burke  
Kristy Hourigan  
Chris Raeburn

#### Officers

Julie Salomon (Chief Executive Officer)  
Amanda Tingay [Director, Community and Planning]  
Dawn Bray (Director, People and Performance)  
Vlad Adamek (Director, Sustainable Infrastructure)  
Kristin Favaloro (Executive Manager, Communications and Engagement)  
Upul Sathurusinghe (Chief Financial Officer [Item 2])  
Braydon Aitken (Manager Planning and Investment), Trish Hall (Senior Statutory Planner) [Item 3]

#### Apologies

Nil

1. Councillors Discussions
2. Budget / Council Plan Review Timetable and Pick My Project Guidelines
3. Review of draft October 2022 Council Meeting Agenda
4. Renewable Avenel Energy Presentation
5. VCAT Matter/s Update

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 18 October 2022

**Time:** 3.00 pm - 5.00 pm  
6.00 pm - 9.34 pm

### Attendees:

#### Councillors

Cr Laura Binks (Mayor)  
Paul Murray (Deputy Mayor)  
David Andrews  
Reg Dickinson  
Sally Hayes-Burke  
Kristy Hourigan  
Chris Raeburn

#### Officers

Julie Salomon (Chief Executive Officer)  
Amanda Tingay [Director, Community and Planning]  
Dawn Bray (Director, People and Performance)  
Vlad Adamek (Director, Sustainable Infrastructure) (*apology for Item 3*)  
Kristin Favaloro (Executive Manager, Communications and Engagement) (*apology for Item 3*)

#### Apologies

Nil

1. Councillors Strategy Discussions
2. Councillors Discussions / Officers available for Councillor questions
3. October 2022 Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
3 / Item 9.1.4	127	Cr Hourigan	No
3 / Item 9.2.1	128	Cr Murray	Yes (Left meeting at 7.56. pm / returned at 7.58 pm)
3 / Item 9.2.4	127	Cr Murray	No

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3 / Item 9.2.2	128	Cr Hayes-Burke	Yes <i>(Left meeting at 7.59 pm / returned at 8.03 pm)</i>
3 / Item 9.2.4	127	Cr Hayes-Burke	No

Officer/s - NIL

## **9.6 EXECUTIVE**

### **9.6.1 Pitch My Project**

Author: Executive Manager Communications and Engagement

Responsible Director: Chief Executive Officer

#### ***EXECUTIVE SUMMARY***

Now in its third year, Council's Pitch My Project initiative is ensuring our Budget includes the projects and plans that matter to our community.

Since its inception we have funded more than 20 community projects throughout our Shire.

As the initiative has progressed, we have made changes and improvements.

Last year we launched early to ensure the pitched projects were included in the Draft Budget.

This year we are again proposing launching early, but we are also proposing we take community input a step further.

Officers are recommending that Council endorse the proposed Pitch My Project Guidelines, to ensure good governance and strong community input.

The proposed guidelines outline several stages, these being:

1. Extended submission / pitch period
2. Clear assessment process
3. Councillor assessment against set criteria
4. Equitable community vote

Officers are also proposing a \$300,000 allocation for Pitch My Project as part of the 2023/24 Budget. With funding of up to \$50,000 available, aligning to each of the six Strategic Focus Areas within the Council Plan.

Submitters will be asked to demonstrate strong community need and also how the idea aligns to our Council Plan.

Officers believe the Pitch My Project initiative is an important part of the flood recovery process and provides the opportunity to generate positive, community led, initiatives in the recovery period.

### 9.6.1 Pitch My Project (cont.)

#### **RECOMMENDATION**

##### ***That Council:***

1. ***Endorses the new Pitch My Project Guidelines and approach which includes:***
  - a) ***an extended submission period,***
  - b) ***clear assessment process,***
  - c) ***Councillor assessment process, and***
  - d) ***equitable community vote.***
2. ***Endorses the alignment of Pitch My Project submissions to the six Strategic Focus Areas within the Council Plan.***
3. ***Approves the allocation of \$300,000 for Pitch My Project initiatives in the 2023/24 Budget.***

#### **PURPOSE AND BACKGROUND**

The Pitch My Project initiative started in 2020 as part of Council's commitment to improving community engagement.

Since its inception Council has funded more than 20 community projects throughout our Shire. Examples include:

- Euroa Community Garden
- Longwood Master Plan
- Nagambie Bowls Clubhouse works
- Solar Battery Heat Refuge for Avenel Memorial Hall
- Southern Aurora Gardens allocation
- Strathbogie Hall works
- Ruffy Recreation Reserve verandah

#### **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 year Council Officers are proposing that Council endorse the proposed Pitch My Project Guidelines to ensure good governance and to take community input into our decision making a step further.

The proposed guidelines outline several stages, these being:

1. Extended submission / pitch period
2. Clear assessment process
3. Councillor assessment against set criteria
4. Equitable community vote

### 9.6.1 Pitch My Project (cont.)

We are also proposing a \$300,000 allocation for Pitch My Project as part of the 2023/24 Budget. With funding of up to \$50,000 available, aligning to each of the six Strategic Focus Areas within the Council Plan.

Submitters will be asked to demonstrate strong community need and also how the idea aligns to our Council Plan.

Pitch My Project ensures Council is funding the projects that matter to our community. It allows the community to have positive input – and genuine input - into projects throughout our Shire.

#### **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 proposed Pitch My Project Guidelines include an increased level of community input through the community voting period.

Projects that pass through the assessment process will progress to Councillors to receive a score out of a possible 20 points.

Ideas that receive a score of 11 or over will proceed to the next round – which is the community vote.

Council will use the Share Strathbogie platform to create a participatory budgeting exercise that allows the community to decide how the \$300,000 allocated to Pitch My Project will be spent.

Voting will be restricted to one opportunity per IP address, and we will use an equitable township based system to ensure our smaller townships are not negatively impacted based on population.

Officers will also create face-to-face opportunities for those who may not have access to the online platform.

#### **POLICY CONSIDERATIONS**

##### Council Plans and Policies

The proposed Pitch My Project Guidelines ensure the projects will be aligned to the 2021/25 Council Plan.

Applications will need to specifically identify how the suggested project is related to the implementation of an action in the Council Plan. This is because our financial resources need to be directed to achieving the Council Plan, which in turn helps achieve the Community Vision.

The funding also ensures alignment to the Council Plan by allocating \$50,000 to each of the six Strategic Focus Areas.

### 9.6.1 Pitch My Project (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 Local Government Act 2020 has at its core, the aim of ensuring all Victorians have the opportunity to engage with their council on local priorities and the future of their community.

#### **LEGAL CONSIDERATIONS**

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

The Local Government Act 2020 requires Councils apply their Community Engagement Policy in the development of financial management documents.

The Pitch My Project Guidelines recommend an approach will allow Council to use deliberative engagement activities – through a participatory budgeting exercise - to develop its 2023/24 Budget.

#### **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 is key to an effective process. The proposed Pitch My Project Guidelines ensures transparency is achieved through the clear assessment process.

#### **FINANCIAL VIABILITY CONSIDERATIONS**

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

Council Officers have proposed a \$300,000 allocation for Pitch My Project as part of the 2023/24 Budget. With funding of up to \$50,000 available, aligning to each of the six Strategic Focus Areas within the Council Plan.

#### **SUSTAINABILITY CONSIDERATIONS**

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

#### **Economic**

Good engagement leads to better decisions that are supported by the community.

### 9.6.1 Pitch My Project (cont.)

#### **Social**

Best practice community engagement is one of the most effective ways of ensuring meaningful input into our decision making and building trust in Council.

#### **Climate change**

Council online engagement platform [www.share.strathbogie.vic.gov.au](http://www.share.strathbogie.vic.gov.au) helps Council achieve the aims of this policy and also contributes to Council's Climate Change Action Plan. In particular: Action 19. Monitor paper use and implement paper saving measures across the organisation.

#### ***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 proposed Pitch My Project Guidelines ensure we are continually improving this process. These guidelines ensure a clear and transparent assessment process.

#### ***HUMAN RIGHTS CONSIDERATIONS***

The Pitch My Project Guidelines are consistent with the Human Rights Charter, in particular, by promoting the rights of members of the community to take part in public life

#### ***CONCLUSION***

The Pitch My Project initiative is one of the best ways Council can continue to ensure it is funding the projects, services and initiative that matter to our community.

The proposed new Guidelines not only ensure transparency in the process, it allows Council to create a participatory budgeting exercise in which the community decides how the \$300,000 allocated to Pitch My Project will be spent.

#### ***ATTACHMENTS***

**Attachment 1:** Strathbogie Shire Council Pitch My Project Guidelines (*separate document*)

**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 –*
- (ii) *if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

C.A. 1 (g) Tender Evaluation for Contract Number 22/23-20:  
Landscape of Whroovale Estate Open Space

**NEXT MEETING**

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday, December 13, 2022, at the Euroa Community Conference Centre, at 6pm. Please note: this meeting will be held a week earlier than the normal schedule for Council meetings.

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