



## **STRATHBOGIE SHIRE COUNCIL**

Notice is hereby given that a Meeting of the Strathbogie Shire Council will be held, virtually, on Tuesday 16 February 2021, commencing at 6.00 p.m.

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

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

**Officers:** Julie Salomon Chief Executive Officer (CEO)  
David Roff Director, Corporate Operations (DCO)  
Amanda Tingay Director, Community and Planning (DCP)  
Dawn Bray Executive Manager, Governance and Customer Service (EMGCS)  
Kristin Favaloro Executive Manager, Communications and Engagement (EMCE)

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

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

Questions for the Ordinary Council Meeting can still be submitted, and will be read out by the Mayor during the Public Question Time component of the meeting and responded to in the usual way by Councillors and/or Officers. **Questions must be submitted by 12 noon on Tuesday 16 February 2021** by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)

1. Welcome
2. Acknowledgement of Traditional Land Owners  
*'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present'*
3. Apologies / Leave of Absence
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings  
- Minutes of Council Meeting held on Tuesday 19 January 2021
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

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

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

*Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 19 January 2021 were documented in the Minutes of the meeting.*

Correction for noting

*A verbal response provided at the meeting to the questions raised under Council Ref: L&MT: 01/2021 had discrepancies which were subsequently corrected following the meeting. The updated responses were documented in the Minutes of the 19 January 2021 Council meeting*

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



Julie Salomon  
**CHIEF EXECUTIVE OFFICER**

12 February 2021

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

### **NEXT MEETING**

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 16 March 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.



Council Ref. .... / 2021

## Public Question Time Form Ordinary Council Meeting

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

### How to ask a question:

Questions submitted to Council must be:

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

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

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

1.....

.....

.....

.....

2.....

.....

.....

.....

Name: .....

Address: .....

Telephone Number: .....

Signature: (signature not required if submitted by email) .....

Date of Ordinary Council Meeting: .....

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

### **Public Question Time - Procedural Guidelines**

#### **Question Time**

- (1) There must be a public question time at every Ordinary meeting to enable members of the public to submit questions to Council.
- (2) Sub-clause (1) does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Local Government Act 2020 (the Act)
- (3) Public question time will not exceed in duration any time limit imposed by the Chairperson, in the Chairperson's discretion in order to ensure that Council has sufficient time in which to transact Council business.
- (4) Questions submitted to Council must be:
  - a) in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and
  - b) submitted to Council in person or electronically.
- (5) No person may submit more than 2 questions at any 1 meeting.
- (6) If a person has submitted 2 questions to a meeting, the second question:
  - a) may, at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
  - b) may not be asked if the time allotted for public question has expired.
- (7) The Chair, a Councillor or a member of Council staff nominated by the Chair may read to those present at the meeting a question which has been submitted in accordance with this clause.
- (8) Notwithstanding sub-clause (6), the Chair may refrain from reading a question or having a question read if the person who submitted the question is not present in the gallery at the time when the question is due to be read.
- (9) A question may be disallowed by the Chair if the Chair determines that it:
  - a) relates to a matter outside the duties, functions and powers of Council;
  - b) is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - c) deals with a subject matter already answered;
  - d) is aimed at embarrassing a Councillor or a member of Council staff;
  - e) relates to personnel matters;
  - f) relates to the personal hardship of any resident or ratepayer;
  - g) relates to industrial matters;
  - h) relates to contractual matters that are commercial in confidence;
  - i) relates to proposed developments;
  - j) relates to legal advice;
  - k) relates to matters affecting the security of Council property; or
  - l) relates to any other matter which Council considers would prejudice Council or any person.
- (10) Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.
- (11) All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- (12) Like questions may be grouped together and a single answer provided.
- (13) The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- (14) A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent within 14 days to the person who asked the question.
- (15) A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

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## 9. OFFICER REPORTS

### 9.1 **Planning Application No. P2020-128** **- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West**

Author: Town Planner

Responsible Director: Director Community and Planning

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

- The proposal is for use and development of a dwelling.
- The application was advertised, and no (0) objections were received.
- The application is being heard before Council due to the proposal being for a dwelling on a lot less than the as of right size (80 hectares) in the Farming Zone.
- The application has been assessed within the 60-day statutory timeframe.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework and the Farming Zone.
- It is recommended that Council resolve to grant a permit in accordance with the Officer's recommendation.

#### **Application Details:**

Application is for:	Use and development of land for a dwelling
Applicant's/Owner's Name:	Kerry Philippou
Date Received:	28 September 2020 Application Received 01 October 2020 Fee Paid 4 December 2020 Further Information Received
Statutory Days:	55
Application Number:	P2020-128
Planner: Name, title & department	Trish Hall Town Planner Planning and Investment Department
Land/Address:	Crown Allotment 11A Section C Certificate of Title Volume 7509 Folio 024 Huggards Lane, Moormbool West VIC 3523
Zoning:	Farming Zone
Overlays:	Bushfire Management Overlay (Part)
Is a CHMP required?	No The subject site is not in a Culturally Sensitive Area
Is it within an Open Potable Catchment Area?	No The subject site is not in the Open Potable Water Catchment Area
Under what clause(s) is a permit required? (include description)	Clause 35.07-1 Section 2 Use (Use land for a dwelling on a small lot) Clause 35.07-4 Buildings and works in the Farming Zone in association with a Section 2 Use
Restrictive covenants on the title?	No
Current use and development:	Agriculture

- 9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

## **RECOMMENDATION**

### ***That Council***

- ***having Caused notice of Planning Application No. P2020-128 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to grant a permit under the provisions of Clause 35.07 Farming Zone of the Strathbogrie Planning Scheme in respect of the land known as Crown Allotment 11A Section C Certificate of Title Volume 7509 Folio 024 Huggards Lane, Moormbool West VIC 3523, for the use and development of land for dwelling, in accordance with endorsed plans, subject to the following conditions:***

### **Endorsed Plans:**

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

### **Section 173 Agreement:**

2. ***Prior to the commencement of works a Section 173 Agreement must be entered into at no cost to Council, which ensures the following:***

- (a) Prevent subdivision of the land so as to excise the dwelling***
- (b) Require that the use of the land for a dwelling must be undertaken in accordance with an agricultural use of the property in accordance with the Land Management Plan endorsed as part of this permit.***
- (c) The Owner acknowledges and accepts that the possibility of nuisance from adjoining or nearby agricultural operations may occur. The possible off site impacts include but are not limited to dust, noise, odour, waste, vibration, soot, smoke or the presence of vermin, from animal husbandry, animal waste, spray drift, agricultural machinery use, pumps, trucks and associated hours of operation.***

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



- 9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West (cont.)

**Engineering Conditions:**

**Rural Vehicle Crossing Location**

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

**Internal Access Roads**

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

**Rural Drainage - Works**

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

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(cont.)

**Council's Assets**

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

**Environmental Health Conditions:**

10. *Prior to installation works commencing on the septic tank system, a Permit to Install must be obtained from Council.*
11. *All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority. All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority. No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.*
12. *All wastewater and liquid are to be contained and treated on site by an approved septic tank system or equivalent. The system must be at least 300 metres from potable water supply. The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties, and must meet the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016).*
13. *No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).*

**General Conditions:**

14. *The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition, and be of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.*

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

- 15. The amenity of the area must not be detrimentally affected by the use, through the:**
- (a) Appearance of any building, works or materials.**
  - (b) Transport of materials, goods or commodities to or from the land;**
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;**
  - (d) Presence of vermin, and;**
  - (e) Others as appropriate.**

**Bushfire Protection Measures:**

**Water Supply**

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

**Access**

- 17. Access for fire-fighting purposes must be provided which meets the following requirements:**
- All weather construction.**
  - A load limit of at least 15 tonnes.**
  - Provide a minimum trafficable width of 3.5 metres**
  - Be clear of encroachments for at least 0.5 metre on each side and at least 4 metres vertically.**
  - Curves must have a minimum inner radius of 10m.**
  - The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.**
  - Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.**

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(cont.)

**Permit Expiry:**

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

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

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

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

**Planning Notes:**

- This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**
- This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.**
- This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.**
- The property has several watercourse – streams running through the property. Therefore, the property has been identified as a Low Risk Area (Minor Catchment Area).**

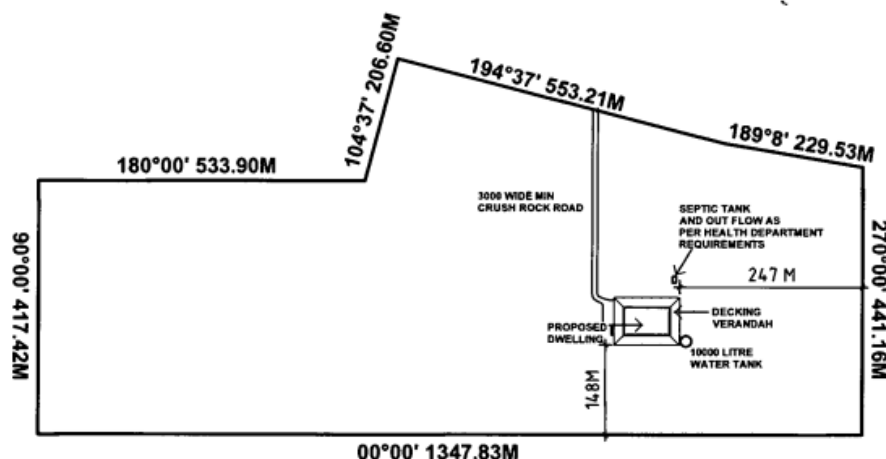
**PROPOSAL**

The application is for the use and development of land at Huggards Lane, Moormbool West for a dwelling. The subject site is identified as requiring a land size of 80 hectares for an as of right use for a dwelling under the Farming Zone in the Strathbogie Planning Scheme. The subject site has an approximately of 64.7 hectares.

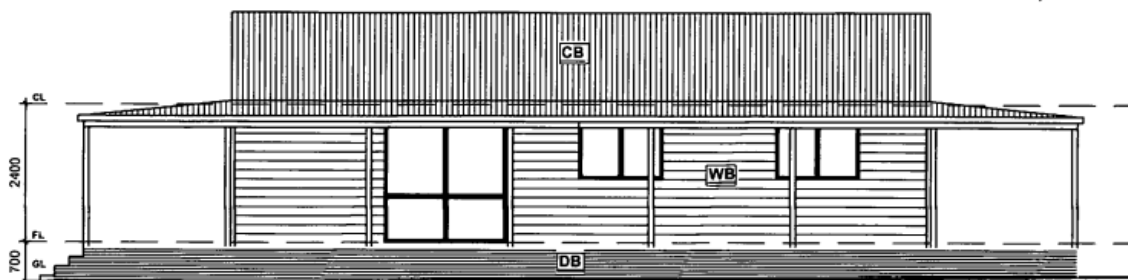
The proposed dwelling is located on Crown Allotment 11A Section C Certificate of Title Volume 7509 Folio 024 and is proposed to be setback approximately 1.2 km from the northern boundary, 320 metres from Moormbool Road to the east, 247 metres from the southern boundary and 148 metres from the western boundary. The proposed dwelling is located outside of the Bushfire Management Overlay.

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(cont.)

The proposed site plan is as follows:



The proposed dwelling contains three bedrooms, laundry/bathroom, open meals, lounge and kitchen with wrap around veranda. The dwelling is 17.16 metres by 12.5 metres. The dwelling will be a total area of 214.50 square metres.



The permit application is being sought for a dwelling to provide onsite management for a 200 Poll Wiltshire ewes and their offspring.

The applicant proposes the onsite management is required to prevent fox and dog attacks and ensure the constant monitoring of sheep health, water supplies, fire prevention and pasture management.

The owner has documented that the land contains 7 beehives, they subcontract to neighbouring farms and 12 hectares of the land produces on average 250 6-foot rolls of hay per annum.

The land has been in the same ownership for 10 years, has had a bore established, shedding and sheep yards built. The owner states they have purchased machinery and equipment required to undertake agricultural pursuits on the land and have maintained ground cover.

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

***SUBJECT SITE AND LOCALITY***

The subject site is located at Huggards Lane, Moormbool West also formally known as Crown Allotment 11A Section C Certificate of Title Volume 7509 Folio 024. The subject site is has a total area of approximately 64 hectares.

The land is undulating and irregular in shape. The subject site sits in the outer south western portion of Strathbogie Shire, 8.5 km northwest of Costerfield.

The subject site is in an 80-hectare area for an as of right use for a dwelling. Surrounding lot sizes in the area vary, and some of the lots contain dwellings and shedding. The neighbouring lots to the south are included in the 2004 Strathbogie Rural Residential Strategy as Area 14 Costerfield Area.

The eastern boundary adjoins Huggards Lane and the southern boundary adjoins an unused Government Road reserve. Huggards Lane is unsealed local road servicing farming properties.

The subject site contains waterways near the northern boundary that form part of the Garden Hut Creek catchment.

The site contains a bore with a licence for 200 megalitres. The site also contains five dams across the site including larger dams to the north and the dam to the south being fed by a waterway catchment area.

The subject site currently contains some shedding (Machinery shed 22metres by 7 metres and a hay shed), sheep yards and informal access from Huggards Lane.

The site also contains seven bee hives.

Huggards Lane to the east and the unused road reserve to the south are heavily vegetated with trees. A few scattered trees can be found on the property.

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



9.1 Planning Application No. P2020-128  
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(cont.)

**PERMIT/SITE HISTORY**

A search of Council's electronic records showed no previous planning permits for the subject site.

**PUBLIC NOTIFICATION**

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

The notification has been carried out correctly. Council has received no (0) objections to date.

**REFERRALS**

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	Nil

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

**ASSESSMENT**

**The Zoning of the land and any relevant overlay provisions**

**Farming Zone**

Purpose:

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

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(cont.)

Officer Comment:

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

Decision Guidelines	Officer Comments	Complies?
<b>General Issues</b>		
The Municipal Planning Strategy and the Planning Policy Framework.	Assessment against MPS & PPF is provided below.	✓ Yes
Any Regional Catchment Strategy and associated plan applying to the land	It is considered the proposal will not have any adverse impact on the local water catchment. The proposed dwelling is located to the south, positioned well clear (more than 800 metres) of the waterways feeding into the Mountain Hut Creek system. Standard drainage and environmental Health Conditions will be included on any planning permit that may be issued. The proposal is considered in accordance with the Goulburn Broken Regional Catchment Strategy.	✓ Yes
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	A Land Capability Assessment has not been prepared as part of the application. The land is 64 hectares and is considered large enough to hold any wastewater from a single dwelling. The application has been referred to Council's Environmental Health Department who have consented to this application, subject to conditions.	✓ Yes
How the use or development relates to sustainable land management	The subject site is in an area of 80 hectares for an as of right use for a dwelling. The site is 64 hectares and the proposal is to use the land for a dwelling in association with an agricultural pursuit and undertake conservation and biodiversity improvements. Relevant documents will be included and endorsed as part of any planning permit issued. (Land Management Plan)	✓ Yes



9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

<p>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</p>	<p>The subject site is 64 hectares in area and abuts land to the south used for rural residential living. (The land is identified in the 2004 Strathbogie Shire Rural Residential Strategy as Area 14-Costerfield Area). The lots are approximately 1.6 hectares and although they have been developed with dwellings over the years none of them appear to be used for agriculture. Other lot sizes in the area vary. Some of the lots contain dwellings and shedding. The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The dwelling has been appropriately setback within the subject site and will offer a buffer between smaller residential lots and larger farming enterprises to the north, east and west. The dwelling is proposed to be located to the south in proximity to the rural residential land and the farming enterprises will typically be undertaken on land adjoining larger agricultural lots.</p>	<p>✓ <b>Yes</b></p>
<p>How the use and development make use of existing infrastructure and services.</p>	<p>The subject site already contains some shedding yards and existing internal roads. The proposal includes acknowledgment that construction of internal driveway is required to meet the requirements of emergency vehicles. External informal access will be required to be upgraded via conditions to meet Councils requirements and IDM standards. The proposed dwelling will be accessed from Huggards Lane. Huggards Lane is unsealed and adjoins Moormbool Road (sealed) 215 metres to the south and Heathcote Nagambie Road (sealed connector Road) 2.2 km to the south. A condition would be included on any planning permit issued that the vehicle crossing be constructed at a location and of a size and standard to the satisfactory to the Responsible Authority. Water, sewer and gas are not available to the subject site, alternative sources will be required to be provided on site.</p>	<p>✓ <b>Yes</b></p>

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

<b>Agricultural issues and the impacts from non-agricultural uses</b>		
Whether the use or development will support and enhance agricultural production	<p>The proposed dwelling is required to ensure the ongoing management of the land in association with a Wiltipoll sheep enterprise, cropping, beehives and small orchard. Financial figures have been provided with the application which indicates that the Sheep enterprise is proposed to have a Gross Margin of \$36,770. A Land Management Plan including farm management has been provided as part of the application.</p> <p>The applicant has addressed soil, water, pests, land management, biodiversity and conservation on the site in conjunction with the construction of the dwelling.</p>	✓ Yes
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	<p>It is considered the application for a dwelling will not permanently remove the land from agricultural production.</p> <p>The land has an area of 64 hectares.</p> <p>A Land Management Plan has been prepared. The site is divided into Class 3 and 4, and consideration has been given in protecting soil through stock rotation, ground cover, and water supply whilst undertaking hay harvesting and management of the stock.</p> <p>A Section 173 Agreement will be required on any planning permit issued preventing any future subdivision, or house lot excision. The agreement will also acknowledge agricultural pursuits being undertaken on the surrounding properties.</p> <p>Based on the information provided and assessment through this report it is considered the development will not adversely affect soil quality or permanently remove land from agricultural development.</p>	✓ Yes

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	<p>It is considered the proposed use and development will not limit the operation of adjoining and nearby agricultural uses to the north, east and west due to the location of the dwelling towards the rural residential living lots to the south.</p> <p>The dwelling location will not limit the expansion of the farming enterprise nor the surrounding lots.</p> <p>A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.</p> <p>The surrounding land uses are mixed agricultural uses, and rural residential living to the south.</p>	✓ Yes
The capacity of the site to sustain the agricultural use	The subject site is 64 hectares contains multiple dams, bore and waterways. It is considered that given the size of the land and the small footprint of the proposed dwelling the land will remain capable of sustaining agricultural uses.	✓ Yes
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	No detrimental impacts are likely to result from this proposal.	✓ Yes
Any integrated land management plan prepared for the site.	A land management plan has been prepared and includes farm management. The document will be endorsed as part of any planning permit that may be issued.	✓ Yes
<b>Dwelling Issues</b>		
Whether the dwelling will result in the loss or fragmentation of productive agricultural land	<p>The proposed dwelling will not result in the loss or fragmentation of productive agricultural land. Lot sizes in the area vary, and some of the lots contain dwellings and shedding. The neighbouring lots to the south are in the 2004 Strathbogie Rural Residential Living Strategy as Area 14.</p> <p>The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The dwelling has been appropriately setback and located within the subject site.</p>	✓ Yes

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	The dwelling is proposed to be used in conjunction with an agricultural pursuit and is appropriately located on site.  A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.	✓ Yes
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	The use of the land for a dwelling is unlikely to impact on the surrounding agricultural properties. The dwelling has been sited on the lot away from the boundaries to ensure little impact is made to the adjoining agricultural properties.	✓ Yes
The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.	The subject site is 64 hectares. Lot sizes in the area vary, and some of the lots contain dwellings and shedding.  The neighbouring lots to the south are in the 2004 Strathbogie Rural Residential Living Strategy as Area 14.  The additional development of a dwelling on this lot is unlikely to create any further detrimental impact on the adjoining land uses. The dwelling has been appropriately setback and located within the subject site.  A 173 agreement will be conditioned on any planning permit issued preventing any further subdivision.	✓ Yes
<b>Environmental Issues</b>		
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	The dwelling has been sited appropriately on the site. The land is undulating. The proposed dwelling is located over 800 metres from the waterways that feed into the Mountain Hut Creek.  The application was referred to Strathbogie Environmental Health Department who does not object subject to conditions.	✓ Yes

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

<p>The impact of the use or development on the flora and fauna on the site and its surrounds.</p>	<p>No native vegetation is proposed to be removed.</p> <p>A Land Management Plan has been prepared and the owner proposed to protect key areas of higher quality vegetation are to managed as conservation areas.</p> <p>These areas include the few remaining stands of trees and encourage regeneration in these areas, along with pest and weed management.</p> <p>No vegetation is proposed to be removed as part of this application.</p>	<p>✓ <b>Yes</b></p>
<p>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</p>	<p>The proposal does not include the removal of any native vegetation, nor is it likely that it would lead to vegetation removal in the future.</p> <p>The dwelling is proposed to be located more than 100 metres from any identified waterway on the site.</p> <p>The applicant has provided a comprehensive Land Management Plan.</p>	<p>✓ <b>Yes</b></p>
<p>The location of on-site effluent disposal areas to 17rganiza the impact of nutrient loads on waterways and native vegetation.</p>	<p>On site effluent disposal will be carried out in accordance with the requirements of the Responsible Authority.</p>	<p>✓ <b>Yes</b></p>
<p><b>Design and siting issues</b></p>		
<p>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</p>	<p>The proposed dwelling is located appropriately on the site, where it can be appropriately drained, and is located away from the boundaries and clear of vegetation. The dwelling will be located towards the area identified for rural living and away from larger agricultural enterprises.</p> <p>A Land Management Plan has been submitted as part of the application and gives in depth detail to the agricultural pursuits to be undertaken on the land.</p>	<p>✓ <b>Yes</b></p>

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.	The proposed siting is considered appropriate.  Should a permit be issued, a condition will be placed on the permit requiring muted tones on the exterior of the dwelling. The proposed dwelling is appropriately located on site and will be screened by trees in the road reserves.	✓ Yes
The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The proposed dwelling is unlikely to detract from the existing character and amenity values of the area. Permit conditions will require that muted materials are used. This will mitigate any potential adverse visual impacts from buildings.	✓ Yes
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities	The proposed building is appropriately located on the site away from significant vegetation and significant physical features.  The proposal utilises the existing road network.	✓ Yes
Whether the use and development will require traffic management measures.	As the proposal is for a single dwelling, it is deemed not necessary for there to be traffic management measures implemented.	✓ Yes

**Bushfire Management Overlay**

Purpose:

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

Officer Comment:

A planning permit is not required under the Bushfire Management Overlay. The proposed access and dwelling are located outside of the Bushfire Management Overlay. Standard Bushfire Management Conditions will still be included on any planning permit issued due to the proximity to the State forest to the north, east and west.

**The Planning Policy Framework (PPF)**

*Clause 13.02-1S Bushfire planning*

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

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

Officer Comment:

The subject site is partially affected by the Bushfire Management Overlay, within a bushfire prone area and 2.4km from the State Forest. Standard bushfire protection conditions regarding water supply and access will be included on any planning permit issued.

*Clause 13.04-2S Erosion and landslip*

*Objective*

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

Officer Comment:

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

*Clause 14.01-1S Protection of agricultural land*

*Objective*

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

*Clause 14.01-2S Sustainable agricultural land use*

*Objective*

- To encourage sustainable agricultural land use.

Officer Comment:

The site is 64 hectares in area and contains several dams, and bore, the small footprint of the proposed dwelling will allow for the land to continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. The Land Management Plan which includes details of Farm Management will be endorsed a part of any Planning permit issued and any Conditions will include a Section 173 agreement prohibiting any future subdivision including house lot excision to prevent any proliferation of dwellings in the area. The lot abuts land identified in the 2004 Strathbogie Rural Residential Strategy.

The proposal will provide a buffer between smaller rural residential living and larger agricultural practices to the north, east and west. The applicant proposes to use the land in conjunction with the dwelling for agricultural pursuits including production of hay and the management of ewes and their offspring.

The owner states they also have the appropriate machinery to subcontract to neighbouring farms.

The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. The dwelling has been appropriately setback and located towards the rural living area.

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

Clause 14.02-1S, *Catchment planning and management*

*Objective*

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

Officer Comment:

The dwelling is proposed to be located away from the waterways. Standard drainage conditions will be included on any planning permit issued.

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

*Clause 21.02-4 Rural Zones*

*Objective*

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

Officer Comment:

The subject site is in an area of 80 hectares for an as of right use for a dwelling. The land is 64 hectares. The land is proposed to be developed in a manner that will still be able to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. A condition will be included on any planning permit issued requiring Section 173 Agreement that acknowledges amenity impacts from surrounding agricultural pursuits.

Strathbogie Shire Planning Scheme outlines the minimum requirement for an as of right use for dwellings in the Farming Zone. The land sizes vary across the Shire from 40 hectares to 100 hectares dependant on the agricultural values of the land. Whilst this parcel is located in the 80-hectare area, it abuts land identified as rural living in the 2004 Strathbogie Shire Rural Living Strategy. It is considered the proposal will offer a buffer between smaller rural residential parcels and larger agricultural enterprises.

Clause 21.02-6 *Building Material – Muted Tones*

*Objective:*

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

Officer Comment:

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



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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

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

*Policies:*

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

Officer Comment:

The lot is accessed by Huggards Lane which joins Moormbool Road approximately 215 metres to the south and the Heathcote Nagambie Road which links Nagambie to Heathcote. The existing rural access is proposed to be upgraded to meet Councils IDM standards and will be conditioned on any planning permit issued.

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

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

The subject site is not identified within the Strathbogie Shire Rural Residential Strategy. However, the site abuts Area 14 known as Costerfield Area. An assessment of how the proposal complies with the relevant policy is as follows:

<i>Policy Requirement</i>	<i>Officer Comment</i>	<i>Complies?</i>
<i>The lot is accessed by an all-weather road and has appropriate service provisions.</i>	The lot is accessed by Huggards Lane which is unsealed. The road is classified as an R-1 Road on Councils Assets register and therefore should provide all weather access. Huggards Lane is 215 metres from Moormbool Road which is sealed. Councils IDM standards and will be conditioned on any planning permit issued.  The dwelling will be able to have an alternative source for connection to services and this will be conditioned on any planning permit issued.  The property is large enough to contain onsite wastewater for a single dwelling.	✓ <b>Yes</b>
<i>Emergency ingress and egress is at an appropriate standard.</i>	The proposed driveway will be required to be constructed to allow all weather access and minimum trafficable width for safe ingress and egress of emergency vehicles.	✓ <b>Yes</b>
<i>The dwelling will not inhibit the operation of agriculture and rural industries</i>	The dwelling is setback appropriately on the subject site. The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework.  As discussed in the report the subject site does not meet the 80-hectare requirement in the Farming Zone, however the land is 64 hectares in area, abuts land in the Rural Residential Strategy, and the footprint of the dwelling will allow for continued ongoing agricultural production. The proposal is considered appropriate.	✓ <b>Yes</b>
<i>The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards</i>	The application has been referred to Environmental Health who do not object subject to conditions.	✓ <b>Yes</b>

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

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

**Relevant Particular Provisions**

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

**The decision guidelines of Clause 65**

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

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

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- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

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

There are no relevant adopted State policies.

**Relevant incorporated, reference or adopted documents**

There are no relevant incorporated, reference or adopted documents.

**Relevant Planning Scheme amendments**

There are no relevant planning scheme amendments.

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

***POLICY CONSIDERATIONS***

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

***LEGAL CONSIDERATIONS***

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

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

**Conflict of Interest Declaration**

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

**Transparency**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured. The process to hear applications on lots under the minimum lot size provides transparency in our decision making.

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

The proposal is to construct a dwelling to support and enhance an existing agricultural enterprise within the municipality.

**Social**

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

**Environmental**

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

**Climate change**

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, with the assessment that the proposed dwelling will not have an impact on climate change within the municipality, as all construction works will be required to comply with relevant legislation including the Infrastructure Design Manual and the *Environment Protection Act 1970*.

***HUMAN RIGHTS CONSIDERATIONS***

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

***SUMMARY OF KEY ISSUES***

With regard to the Farming Zone, As discussed in the report the subject site does not meet the 80-hectare requirement in the Farming Zone. However, it is considered the proposal is appropriate. The application is being sought for a dwelling to provide onsite management for a 200 Poll Wiltshire ewes and their offspring. The applicant proposes the onsite management is required to prevent fox and dog attacks and ensure the constant monitoring of sheep health, water supplies, fire prevention and pasture management.

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

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

9.1 Planning Application No. P2020-128  
- Use and development of land for a dwelling ~ Huggards Lane, Moormbool West  
(cont.)

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

With regard to the Bushfire Management Overlay, a planning permit is not required as the proposal is located outside of the Bushfire Management Overlay.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Farming Zone and Land Subject to Inundation Overlay.

**CONCLUSION**

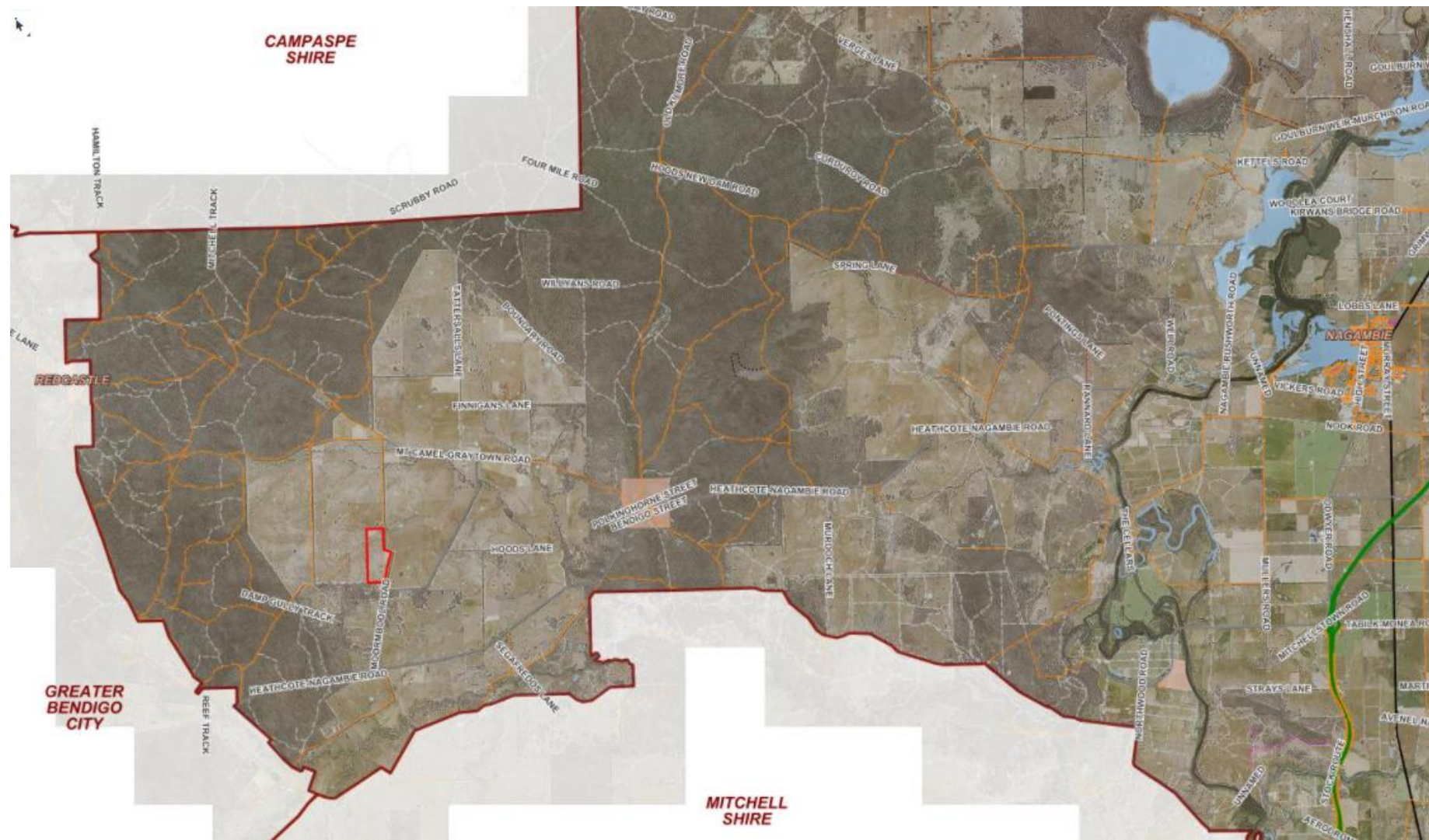
After due assessment of all the relevant factors, it is considered appropriate to grant a planning permit, subject to conditions and in accordance with the officers recommendation.

**ATTACHMENTS**

**Attachment 1:** Site plan and locality plan.

[illegible]







**9.2 Planning Application No. P2019-103**

**- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh**

Author: Principal Planner

Responsible Director: Director Community and Planning

**EXECUTIVE SUMMARY**

- The application proposes the use and development of land at 134 Byers Road, Tamleugh for camping and events.  
(Defined as Caravan and Camping Park within the Land Use definitions of the Planning Scheme).
- As defined within the planning scheme, the proposal is for a caravan and camping park (up to 6 people), including the construction of a single glamping tent; Use and development of land for place of assembly; development of land for a carport and a roofed entertainment area.
- The original application was received by Council in September 2019. The application was amended as a result of objections received from the first notification of the application. As the amended proposal did not satisfy the objections and Council Officers had considered relevant matters and expressed it was unlikely they could support the application in its original form, the applicant reviewed their application and proposed a further amendment in December 2020.
- The amendments to the application included the removal of all camping in the paddocks and a reduction in the number of people from up to 80 in the original permit to a maximum of 6.
- The application was advertised and 2 objections were received. The objections raise a number of issues including use of the land, amenity concerns and security.
- The amended application has been assessed within the 60-day statutory timeframe.
- The application is being heard before Council due to the 2 unresolved objections.
- The amended proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework as well as the relevant particular provisions and the Farming Zone.
- It is recommended that Council resolve to issue a notice of decision to grant a permit in accordance with the Officer's recommendation.

Application is for:	Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area
Applicant's/Owner's Name:	WATERS, Simon

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

Date Received:	16 September 2019 Amended on 10 July 2020 Amended on 3 December 2020
Statutory Days:	43
Application Number:	P2019-103
Planner: Name, title & department	Melissa Crane Principal Planner Planning and Investment Department
Land/Address:	Crown Allotment 40C, Parish of Tamleugh, Certificate of title Volume 09691 Folio 179 134 Byers Road, Tamleugh VIC 3669
Zoning:	Farming Zone
Overlays:	Land Subject to Inundation Overlay, Floodway Overlay
Is a CHMP required?	No. While the site is in an area of sensitivity, the application has provided a response from AB Heritage Consulting to demonstrate that no high impact activities within the area of sensitivity.
Is it within an Open Potable Catchment Area?	No, not in an open potable catchment area.
Under what clause(s) is a permit required? (include description)	Clause 35.07, Farming Zone – Use of land for Place of Assembly; Use of land for Caravan and Camping Park (4 camp sites) Clause 35.07, Farming Zone – Buildings and works associated with a section 2 use.
Restrictive covenants on the title?	None registered
Current use and development:	Residential/accommodation

**RECOMMENDATION**

***That Council***

- ***having Caused notice of Planning Application No. P2019-103 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a notice of decision to grant a permit under the provisions of Clause 35.07 Farming Zone of the Strathbogie Planning Scheme in respect of the land known as Crown Allotment 40C, Parish of Tamleugh, Certificate of title Volume 09691 Folio 179, 134 Byers Road, Tamleugh VIC 3669, for the;***

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

***Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent;***

***Use and development of land for place of assembly;***

***Development of land for a carport; and***

***Development of land for a Roofed Entertainment Area, in accordance with endorsed plans, subject to the following conditions:***

**Endorsed plan**

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

**Patrons**

- 2. The following number of patrons are permitted on the site at any one time to the satisfaction of the Responsible Authority:***
  - a. Place of Assembly – no more than 10 patrons***
  - b. Camping – no more than 6 patrons***

**Place of Assembly and Camping**

- 3. The use of the land for either the place of assembly or camping must not take place on days designated as code red day or higher level of declared fire danger. The parking of all vehicles must be confined to designated parking areas within the site as set out on the endorsed plan and no vehicles associated with the camping or place of assembly may be parked on any public land, including the road reserve, to the satisfaction of the Responsible Authority.***
- 4. A register of all camping and place of assembly sessions, including dates, times and numbers of patrons, must be kept by the permit holder. This record must be made available to the responsible authority upon request.***

**Place of Assembly**

- 5. This permit allows 150 sessions each calendar year, with a maximum of one session per day (for a duration of no more than 2 hours), unless with prior written consent of the responsible authority.***
- 6. All temporary structures erected on the site including all promotional or directional signage and all waste must be removed at the completion of any session to the satisfaction of the Responsible Authority.***

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

- 7. All staff are to ensure that no persons related to the sessions on site including all staff or patrons are to enter into adjoining properties without the owner's prior consent.**

**Camping**

- 8. Camping may only occur a maximum of 150 nights per annum.**

**Engineering**

- 9. Prior to the commencement of the use and to the satisfaction of the Responsible Authority, the developer is to ensure that: -**
- a. The facilities approved by this permit shall be constructed and maintained to accord with all relevant legislation (Federal or State), Australian Standards, or any other design requirements relating to access or other issues affecting people with disabilities to the satisfaction to the Responsible Authority.**
  - b. a minimum of one car space must be provided for the exclusive use of persons with disabilities. The car space must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the space must only be utilised by persons with disabilities.**
  - c. the site has a waste collection point and access to toilet facilities.**
  - d. the entrance gate and any internal gates have an adequate width to allow two vehicles to pass one another simultaneously.**
- 10. Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.**

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

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- 11. An area must be set aside for the parking of vehicles, together with the aisle and internal access road must be paved with crushed rock or gravel of adequate thickness, as necessary, to prevent the formation of potholes and depressions according to the nature of the subgrade and the vehicles which will use the areas. The area must be adequately drained and maintained in a usable condition and the boundaries of all vehicle spaces and access lanes, in conformity with the endorsed plans, must be clearly indicated on the ground.**
- 12. The area set aside for car parking must be used for the parking of vehicles and for no other purpose and provide adequate number of spaces for peak number of visitors plus full-time and part-time/casual employees.**
- 13. Parking areas should be designed to allow for vehicles to travel in a forward's direction. The need for reversing should be limited.**
- 14. Parking aisle widths should be wide enough so that a motorist has enough time to avoid a collision should a pedestrian move out from behind a vehicle.**

**Amenity**

- 15. The emission of noise from the property including the surrounding environment and carpark areas either during or immediately after the hours permitted, must not cause annoyance to persons beyond the site.**
- 16. All refuse and rubbish associated with the use allowed must be removed from the area at least once weekly, and more often if required by the Responsible Authority**
- 17. The subject land must be kept neat and tidy at all times and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.**
- 18. The amenity of the area must not be detrimentally affected by the use, through the:**
  - (a) Appearance of any building, works or materials;**
  - (b) Transport of materials, goods or commodities to or from the land;**
  - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;**
  - (d) Presence of vermin, and**
  - (e) Others as appropriate.**

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**General**

- 19. The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition, and be of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.**
- 20. The owner/operator must ensure that litter is not deposited beyond the boundaries of the premises to the satisfaction of the Responsible Authority.**
- 21. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.**
- 22. Upon the first event being held, all consecutive events may only proceed upon satisfactory compliance with the conditions of the permit for the previous event to the satisfaction of the Responsible Authority.**

**Country Fire Authority**

- 23. The camping and place of assembly must be managed in accordance with the Emergency Management Plan, as endorsed by the responsible authority.**

**Goulburn Murray Water**

- 24. No buildings, works or camping areas are to be located on any drainage lines.**
- 25. Any wastewater generated on the site from camping facilities must be either transported off-site or treated and disposed of using an EPA approved system, installed, operated and maintained in compliance with the relevant EPA Code of Practice and Certificate of Conformity.**
- 26. All on-site wastewater disposal area must be located at setback distances of at least:**
  - a. 60 metres from the nearest waterway**
  - b. above the 1 in 100-year (or maximum known) flood level of Honeysuckle Creek**
  - c. at least 60 metres from any dams**
  - d. at least 20 metres from any bores.**
  - e. at least 40 metres from any drainage lines**

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**27. No wastewater from camping facilities or any other source is to be discharged on site without first being treated through an EPA approved septic tank system**

**28. Any wastewater disposal area associated with an EPA approved septic tank system must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.**

**29. Any wastewater management systems must be appropriately designed to manage the potential volume of wastewater generated under maximum usage including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land.**

**30. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).**

**Expiry**

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

- (a) The use and development is not started within two (2) years of the date of this Permit,**
- (b) The use and development ceases for more than two (2) years.**

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

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

**Planning Notes:**

- This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.**

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**Environmental Health**

- ***All caravan parks and camping accommodation must be registered with Council under the Residential Tenancies Act 2010 and complies with the Residential Tenancies (Caravan Park & Movable Dwellings Registration & Standards) Regulations 2010.***

**PROPOSAL**

The application was originally lodged to include the following proposal:

- The use and development of the land for a caravan and camping park, with the following parameters:
  - Maximum 80 people
  - 5 sites for camping – 3 in paddocks and 2 at the dwelling
  - Glamping tent as required
  - Portable toilets
  - Camp kitchens
- The use of the land for a place of assembly, with the following parameters:
  - Tours of the property ("Stargazing" night sky astronomy tour and farming experience tours)
  - Hosted Children's Parties, as follows:
    - 2 to 4 parties per day on weekends
    - Up to twice a day on 2 weekdays
    - Maximum of 10 children and 7 adults per party
    - A 3 person pony cart ride (driver and 2 children) around the farm property and along Byers and Clancy Road.
    - Pedal kart rides
    - Limited catering

The application was amended on 10 July 2020, to be for the following:

- The use and development of the land for a caravan and camping park, with the following parameters:
  - Maximum 20 people
  - 5 Sites for camping – 3 in paddocks and 2 at the dwelling
  - Glamping tent at each paddock site
  - Portable toilets
  - Camp kitchens
- The use and development of land for place of assembly (including ancillary pedal kart track)
  - Tours of the property ("Stargazing" night sky astronomy tour), as follows:
    - Maximum of 20 patrons
    - Three nights per week



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- Hosted Parties, as follows:
  - Weekday Farm Animal Experiences:
    - No more than 2 sessions per day
    - 90 minutes maximum per session
    - Maximum of 10 patrons
    - 3 days per week
  - Children's parties
    - Twice a week
    - 120 minutes maximum per session
    - 10 paying guests
  - Weekend sessions (either farm experience or parties):
    - No more than 2 sessions per day
    - 120 minutes maximum per session
    - Maximum of 48 guests
  - Pedal or electric kart rides, ancillary to all above hosted parties.
- Development of land for a carport (adjacent to existing dwelling)
- Development of land for a Roofed Entertainment Area, 7m x 7m x 4m in size.

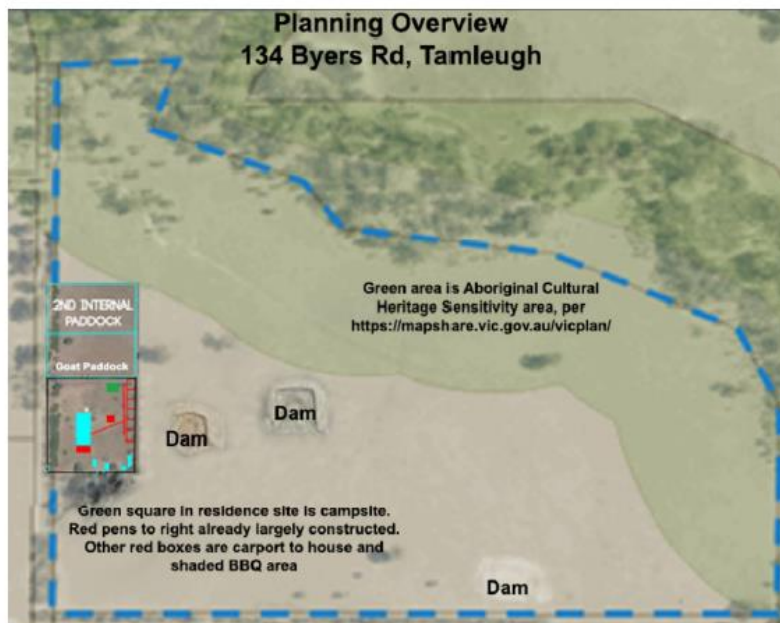
Upon the advice that the proposal would not be supported the application was amended again on the 3 December 2020 to be for the following:

- The use and development of the land for a caravan and camping park, with the following parameters:
  - Maximum 6 people
  - 1 site for camping, including one glamping tent
  - To be used maximum 150 nights per year
- The use and development of land for place of assembly
  - Hosted farm experience tours, for people not staying on the property, as follows:
    - No more than 1 session per day
    - 2 hours maximum per session
    - Maximum of 10 patrons
    - 4 days per week
    - Maximum 150 sessions per year
- Development of land for a carport (adjacent to existing dwelling)
- Development of land for a Roofed Entertainment Area.

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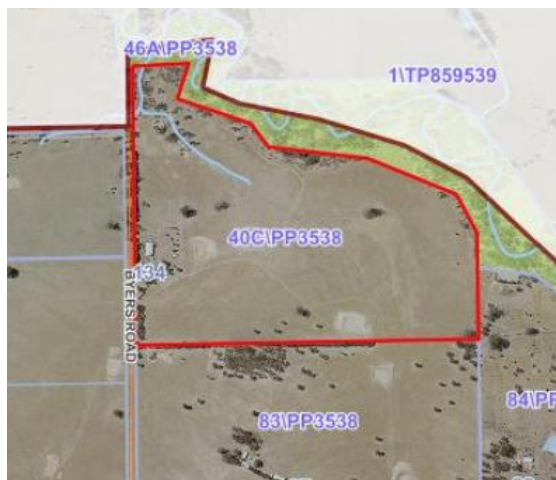
The proposed layout is as follows:



**SUBJECT SITE AND LOCALITY**

The subject land is a 32.36-hectare parcel of land containing an existing dwelling and shedding. The land is predominantly cleared and accessed from Byers Road. There are three dams on the property, which is mostly used for grazing. The site is irregular in shape, and is bounded as follows:

- Honeysuckle Creek to the north and east
- Private land to the south and south east
- Byers road to the west, with privately owned land on the opposite side of the road.



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The land in the area is predominantly used for farming purposes, with some dwellings and extensive animal husbandry on most allotments.

**PERMIT/SITE HISTORY**

A search of Council's electronic records results in no permits previously issued for the site.

**PUBLIC NOTIFICATION**

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

- Sending letters to adjoining landowners

The notification has been carried out correctly.

Council has received 2 objections to date. The key issues that were raised in the objections are:

- Use of water
- Access to adjoining property and security
- Increased risk of damage to property
- Negative visual impact of caravans and camping structures
- Risk of rubbish from camping
- Land is used for farming not "amusement park"

The amended proposal was sent to objectors on 19 December 2020, but neither of the objections were withdrawn.

Planning officers have assessed the grounds of objection and provides the following response:

- Use of water – the significantly reduced proposal will have a negligible impact on water on the site, with the camping and place of assembly utilising existing infrastructure, including water tanks.
- Access to property, security and risk of damage – Although trespassing onto private property is a police matter, a condition has been placed in the recommendation (7) requiring the permit holder to ensure that no patrons go onto other people's property. In addition, the location of the uses is within the existing residential area providing natural confinement for the site.
- Visual and amenity impacts – Conditions are placed on the permit to ensure that the use is managed in neat and tidy manner, litter is dealt with appropriately and lighting is baffled. In addition, no camping will be taking place in the paddocks, so this will not have any negative visual impact on the broader area.

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**REFERRALS**

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	None required
Section 52 Referrals	Notice of application sent to 4 nearby and adjoining owners Goulburn Murray Water – no objections, subject to conditions Country Fire Authority – no objections subject to conditions Goulburn Broken Catchment Management Authority – no objections

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

**ASSESSMENT**

**The Zoning of the land and any relevant overlay provisions**

**Farming Zone**

Purpose:

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

**Officer Comment:**

The proposal has been significantly reduced over time, with the current proposed use maintaining the predominant use of the land to be for agriculture, and the camping and place of assembly sessions being ancillary to the farming on the land. The property has one dwelling and associated shedding and the application documents advise that they run 40 sheep, 3 cows and 2 horses on the property. This has established that the property is predominantly used for farming and a residential dwelling only.

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

Decision Guidelines	Officer Comments	Complies?
<b>General Issues</b>		
The Municipal Planning Strategy and the Planning Policy Framework.	Assessment against MPS & PPF is provided below.	✓ Yes
Any Regional Catchment Strategy and associated plan applying to the land	It is considered the proposal will not have any adverse impact on the local water catchment. All buildings are located off the waterways and effluent will be treated according to the requirements of the Environmental Health Officer. The proposal is considered in accordance with the Goulburn Broken Regional Catchment Strategy.	✓ Yes
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	The proposal will utilise existing effluent disposal, and conditions from Goulburn Murray Water will ensure that any wastewater that may be generated is treated accordingly.	✓ Yes
How the use or development relates to sustainable land management	The current proposal will be confined to the existing residential area of the allotment, and will retain the bulk of the land for farming practices. The ability to generate a small income from this proposal will support the ongoing management of the land.	✓ Yes
Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.	The subject site approximately 32 hectares area and abuts private land to the west and south. The location of the proposed place of assembly and camping area within the existing residential area of the allotment will not increase the risk of land use incompatibility more than is currently experienced by the existing dwelling. It is noted that the area proposed to be used is set well back from properties to the north, south and east, and separation from the west is achieved with the existing road reserve.	✓ Yes

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<p>How the use and development make use of existing infrastructure and services.</p>	<p>The subject site already contains associated infrastructure in the form of dams and shedding.</p> <p>Existing internal access is proposed to be upgraded in accordance with Council's requirements and IDM standards to provide a parking area. Any Planning permit issued will include conditions and regards to access and provided services.</p> <p>The proposed use will be accessed from Byers Road. Byers Road is a formed gravel road on council's road register. While the road is not of a high standard, the proposed limited amount of use will not have a negative impact on the infrastructure in the area.</p> <p>Water, sewer and gas are not available to the subject site, alternative sources will be required to be provided on site.</p> 	<p>✓ Yes</p>
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<b>Agricultural issues and the impacts from non-agricultural uses</b>		
Whether the use or development will support and enhance agricultural production	The current proposal will be confined to the existing residential area of the allotment and will retain the bulk of the land for farming practices. The ability to generate a small income from this proposal will support the ongoing management of the land.	✓ Yes
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	The current proposal will be confined to the existing residential area of the allotment and will retain the bulk of the land for farming practices. No additional land will be removed from agricultural production as a result of this proposal.	✓ Yes
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	The subject site approximately 32 hectares area and abuts private land to the west and south. The location of the proposed place of assembly and camping area within the existing residential area of the allotment will not increase the risk of land use incompatibility more than is currently experienced by the existing dwelling. It is noted that the area proposed to be used is set well back from properties to the north, south and east, and separation from the west is achieved with the existing road reserve.	✓ Yes
The capacity of the site to sustain the agricultural use	While the site is 36 hectares, only a small part has been utilised for the residential area. The site can sustain the existing agricultural activity on the balance of the allotment.	✓ Yes
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	No detrimental impacts are likely to result from this proposal.	✓ Yes
Any integrated land management plan prepared for the site.	No integrated land management plan was required to be prepared.	✓ Yes
<b>Dwelling Issues</b>		
Whether the dwelling will result in the loss or fragmentation of productive agricultural land	No dwelling is proposed as part of this proposal.	Not applicable

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Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	No dwelling is proposed as part of this proposal.	<b>Not applicable</b>
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	No dwelling is proposed as part of this proposal.	<b>Not applicable</b>
The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.	No dwelling is proposed as part of this proposal.	<b>Not applicable</b>
<b>Environmental Issues</b>		
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	The camping and place of assembly has been sited appropriately on the site. The land is flat. The proposed area to be used is located away from the waterway on the site. The application was referred to Strathbogie Environmental Health Department who does not object subject to conditions.	<b>✓ Yes</b>
The impact of the use or development on the flora and fauna on the site and its surrounds.	No native vegetation is proposed to be removed.	<b>✓ Yes</b>
The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.	The proposal does not include the removal of any native vegetation, nor is it likely that it would lead to vegetation removal in the future.	<b>✓ Yes</b>



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The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.	On site effluent disposal will be carried out in accordance with the requirements of the Responsible Authority.	✓ Yes
<b>Design and siting issues</b>		
The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.	The proposed uses are located appropriately on the site, they are located within the existing residential area and is clear of vegetation.	✓ Yes
The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.	The proposed siting is considered appropriate. The design and materials employed are appropriate within the rural context and the site's landscape. Should a permit be issued, a condition will be placed on the permit requiring muted tones on the exterior of all structures.	✓ Yes
The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The proposal with it's reduced numbers is unlikely to detract from the existing character and amenity values of the area. Permit conditions will require that muted materials are used. This will mitigate any potential adverse visual impacts from buildings.	✓ Yes
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities	The proposed uses are appropriately located on the site away from significant vegetation and significant physical features. The proposal utilises the existing road network.	✓ Yes
Whether the use and development will require traffic management measures.	As the proposed can be managed by way of permit conditions should a permit issue in regard to setting aside an area for car parking.	✓ Yes

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**Floodway Overlay**

Purpose:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To identify land in a flood storage or flood fringe area affected by the 1 in 100-year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made.*
- *To protect water quality in accordance with the provisions of relevant State Environment*
- *Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*
- *To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

**Officer Comment:**

While a small section of the property is in the overlay, the proposed use is located outside of this area, and is not a trigger for this permit.

**Land Subject to Inundation Overlay**

Purpose:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.*
- *To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.*
- *To reflect any declaration under Division 4 of Part 10 of the Water Act, 1989 where a declaration has been made.*
- *To protect water quality in accordance with the provisions of relevant State Environment*
- *Protection Policies, particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*
- *To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

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Officer Comment:

Some of the camping areas will be impacted by the overlay, however, the structures proposed will not impact on the flow of water across the property. The application has also been assessed by the Goulburn Broken Catchment Management Authority, who had no objections and no conditions.

**The Planning Policy Framework (PPF)**

*Clause 12.03-1S River corridors, waterways, lakes and wetlands*

**Objective**

- *To protect and enhance river corridors, waterways, lakes and wetlands.*

Officer comment:

The subject site is directly adjacent to the Honeysuckle Creek and associated environs and public land. The application would see the use of land for a caravan and camping park, with all buildings and works located at least 200 metres from the creek. The proposed camping will not have a negative impact on this waterway.

*Clause 13.02-1S Bushfire planning*

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

Officer Comment:

The subject site is within a bushfire prone area. Standard bushfire protection conditions regarding water supply and access will be included on any planning permit issued.

*Clause 13.03-1S Floodplain Management*

**Objective**

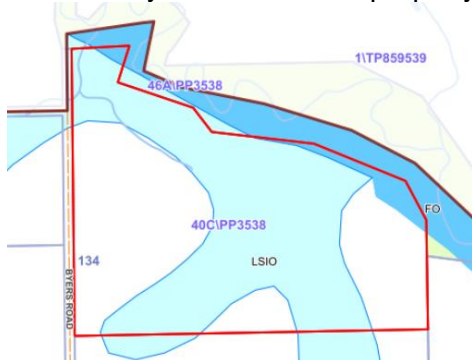
- *To assist the protection of:*
  - *Life, property and community infrastructure from flood hazard.*
  - *The natural flood carrying capacity of rivers, streams and floodways..*
  - *The flood storage function of floodplains and waterways.*
  - *Floodplain areas of environmental significance or of importance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

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Officer comment:

The application was referred to the GBCMA who did not object to the application. The overlays that affect the property are located as follows:



*Clause 14.01-1S Protection of agricultural land*

Objective

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

*Clause 14.01-2S Sustainable agricultural land use*

Objective

- To encourage sustainable agricultural land use.

Officer Comment:

The proposed uses will not change the predominant use of the land from agriculture. While it is acknowledged that the size of the land has limited capacity for agriculture due to its size, the inclusion of camping and a place of assembly within the existing residential area will not limit the use of the site for agricultural land uses.

*Clause 17.01-1S Diversified economy*

Objective

- To strengthen and diversify the economy.

*Clause 17.04-1S Facilitating tourism*

Objective

- To encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.

*Clause 17.04-1R Tourism - Hume*

Strategies

- Support opportunities for nature-based tourism throughout the region, including in wetlands of national and regional significance, such as the Winton Wetlands, the Barmah Forest and the lower Ovens River.

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

- Support large commercial tourism uses in urban locations or rural areas of lower agricultural value and away from areas identified as strategic agricultural land.
- Facilitate rural tourism activities that support agricultural enterprises such as cellar door and farm gate sales and accommodation in appropriate locations.
- Support the region's network of tracks and trails and activities that complement and extend their use.

Officer comment:

Tourism is a supported industry within the State of Victoria. The creation of new tourism enterprises can contribute to the region's economy and tourism industry through the creation of a new tourism business.

*Clause 18.02-4S Car parking*

*Objective*

- To ensure an adequate supply of car parking that is appropriately designed and located.

Officer comment:

The site is considered large enough to accommodate any necessary parking, and this is considered in accordance with Clause 52.06.

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

*Clause 21.02-4 Rural Zones*

*Objective*

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

Officer Comment:

The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework. The surrounding lots are typically used for grazing the development of the proposed uses are appropriately setback on site.

*Clause 21.02-6 Building Material – Muted Tones*

*Objective:*

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

Officer Comment:

Standard conditions will be included on any planning permit issued to ensure the materials are muted and non-reflective. As such, this proposal is consistent with this Local planning policy within the Strathbogie Planning Scheme.

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

**Relevant Particular Provisions**

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

**The decision guidelines of Clause 65**

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

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

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

There are no relevant adopted State policies.

**Relevant incorporated, reference or adopted documents**

There are no relevant incorporated, reference or adopted documents.

**Relevant Planning Scheme amendments**

There are no relevant planning scheme amendments.

**Risk Management**

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

**Strategic Links – policy implications and relevance to Council Plan**

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

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

***POLICY CONSIDERATIONS***

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

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

***LEGAL CONSIDERATIONS***

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

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

**Conflict of Interest Declaration**

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

**Transparency**

One of the Overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured. The process to hear applications on lots under the minimum lot size provides transparency in our decision making.

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

The use has been considered and supports the ongoing management of the land and will provide additional revenue to support the ongoing operation of the property.

9.2 Planning Application No. P2019-103

- Use and development of the land for caravan and camping park (up to 6 people in one camping site only), including the construction of a glamping tent; Use and development of land for place of assembly; Development of land for a carport; Development of land for a Roofed Entertainment Area ~ 134 Byers Road, Tamleugh (cont.)

**Social**

The broader social implications from the proposed use have been considered as part of the notification process and as a result the amended proposal has considered any potential impacts.

**Environmental**

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

**Climate change**

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, with the assessment that the proposed use which will not have an impact on climate change within the municipality, as the proposal will be required to comply with relevant legislation including the Infrastructure Design Manual and the *Environment Protection Act 1970*.

***HUMAN RIGHTS CONSIDERATIONS***

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

***SUMMARY OF KEY ISSUES***

With regard to the Farming Zone: The proposed uses for camping and place of assembly will not change the predominant use of the land from agriculture to a tourism-based site and will fit in with the rural character of the area. On balance, it is considered a reasonable ancillary proposal for the site.

With regard to the Land Subject to Inundation and Floodway Overlay: The proposed uses will have no impact on the floodway, the application was considered by the Goulburn Broken Catchment Management Authority, who had no objections to the proposal.

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

***CONCLUSION***

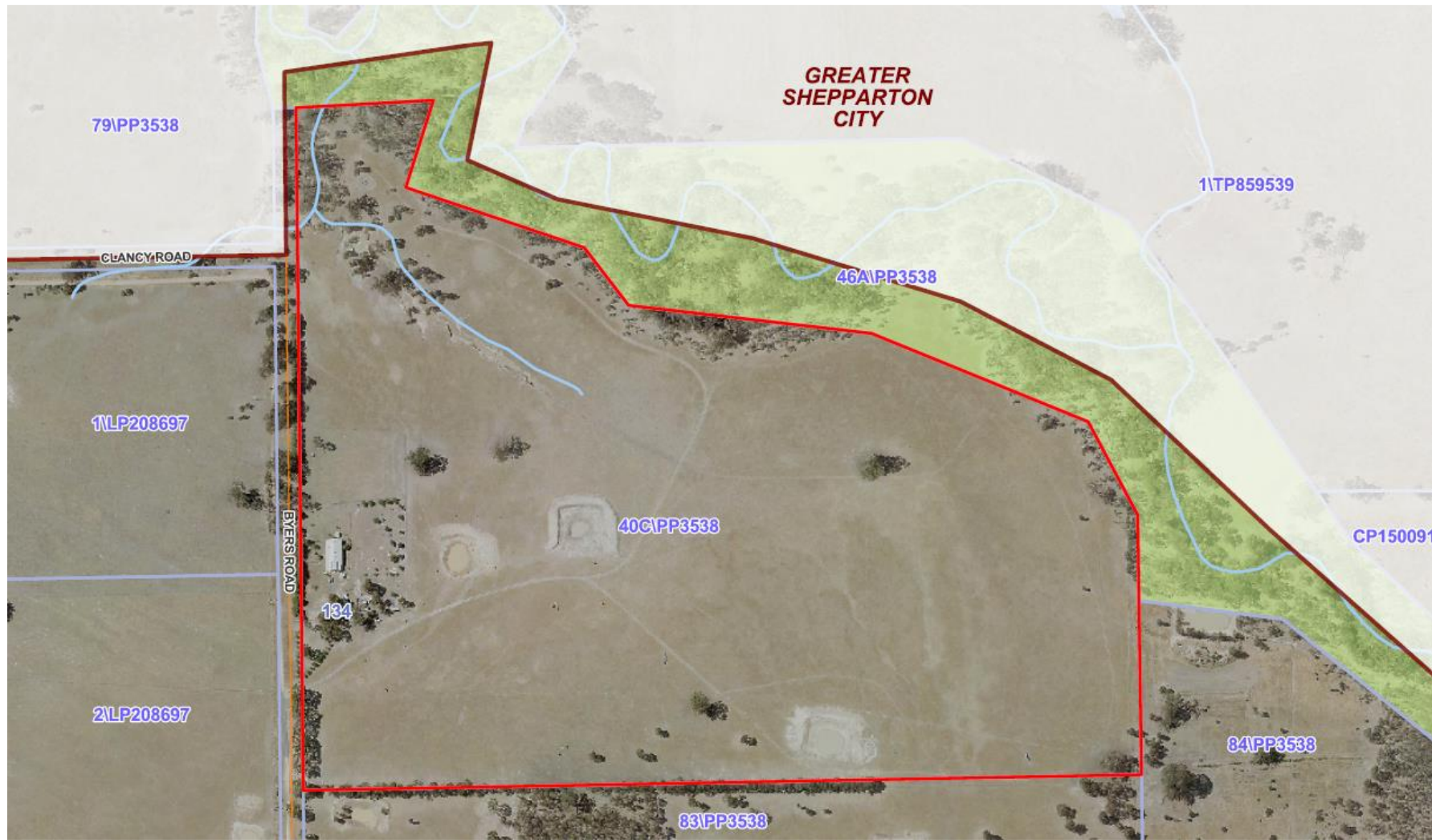
After due assessment of all the relevant factors, it is considered appropriate to issue a notice of decision to grant a planning permit, subject to conditions and in accordance with the officer's recommendation.

***ATTACHMENTS***

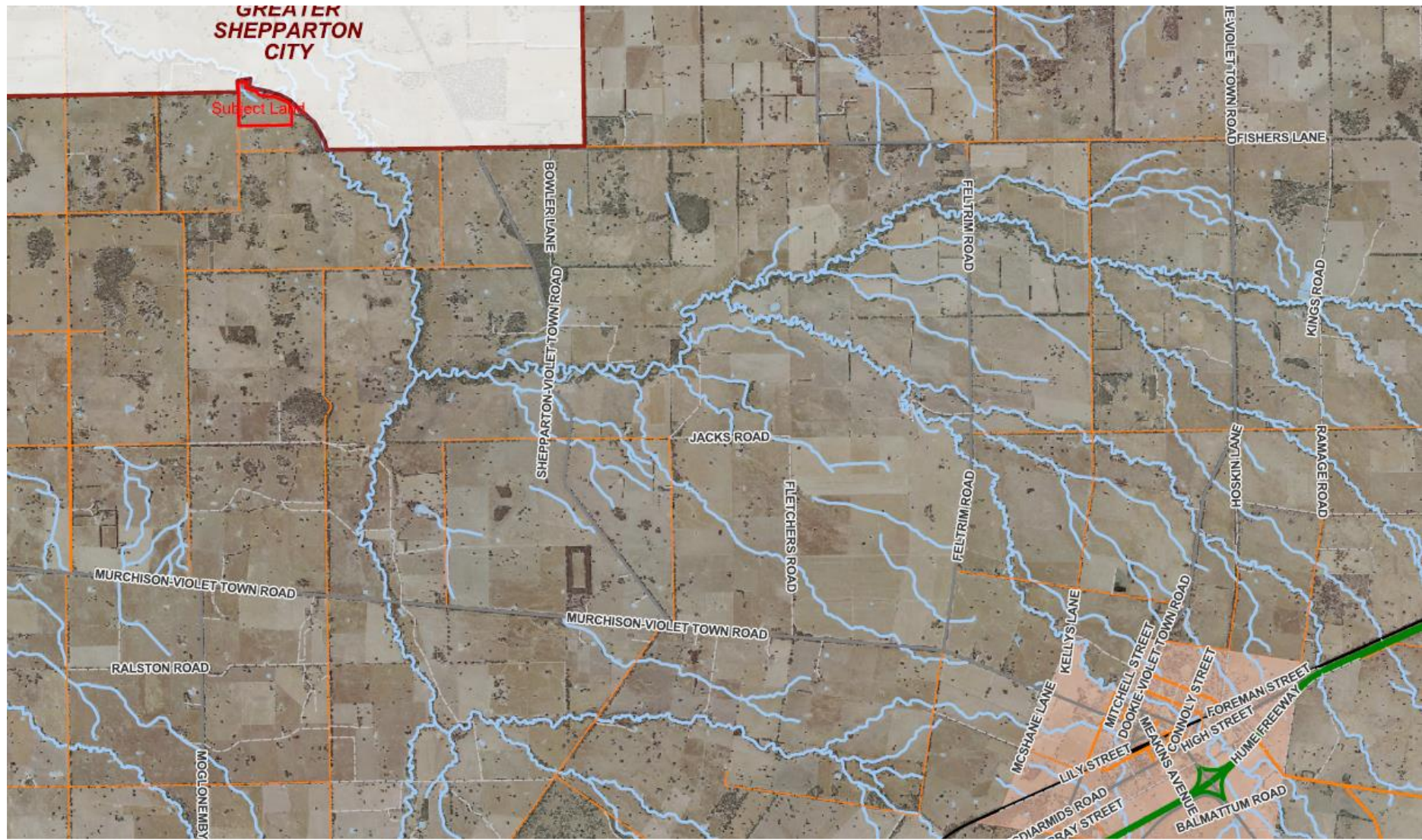
**Attachment 1:** Site plan and locality plan.



**ATTACHMENT 1:**







**9.3     Planning Applications Received and Planning Applications Determined**  
**- 1 to 31 January 2021**

Responsible Officer: Manager Planning and Investment

Listings of Planning Applications Received and Planning Applications Determined for the period 1 to 31 January 2021 – provided for information.

***RECOMMENDATION***

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

## **PLANNING APPLICATIONS RECEIVED**

Tuesday, 5 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
599 Oak Valley Road, Upton Hill VIC 3664	P2021-001	Building and works for an extension to an existing dwelling		\$180,000.00
88-96 Birkett Street, Euroa VIC 3666	P2021-002	Two (2) lot subdivision; Use and development of land for a dwelling.		\$350,000.00

Wednesday, 6 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
Grimwade Road, Nagambie VIC 3608	P2021-003	Use and development of land for Landfill (Placement of 'certified' clean fill into Borrow Pit); Development of land for short term site office, one shipping container and two containers with roof kit; creation of access from Road Zone Category 1		\$75,000.00

Thursday, 7 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
94 Binney Street, Euroa VIC 3666	P2021-006	Two Lot Subdivision		\$0.00

Friday, 8 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
137 Fordyce Memorial Road, Euroa VIC 3666	P2021-004	Single storey extension to an existing dwelling and associated carport		\$95,000.00
196 High Street, Nagambie VIC 3608	P2021-005	35 Lot Staged Subdivision (35 lots); Creation of access to a road in a Road Zone Category 1; Removal of Native Vegetation		\$0.00

Monday, 11 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
162 Arcadia Two Chain Road, Arcadia South VIC 3631	P2021-010	Development of land for an extension to a dwelling		\$85,667.00
4316 Heathcote-Nagambie Road, Bailieston VIC 3608	P2021-007	Use and development of land for two staff accommodation <a href="#">buildings</a> ; Removal of native vegetation (one tree)		\$500,000.00

Tuesday, 12 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
26 Moran Court, Graytown VIC 3608	P2021-009	Develop land for a shed and water tank		\$13,000.00

Wednesday, 13 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
33 Cowslip Street, Violet Town VIC 3669	P2021-008	Removal of existing signage and installation of new signage in the same location. Same area size as existing.		\$3,238.40
36-42 Binney Street, Euroa VIC 3666	P2021-011	Removal of existing signage and installation of new signage in the same location. Same area size as existing.		\$5,498.35

Friday, 15 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
561 Longwood-Mansfield Road, Creighton Creek VIC 3666	P2021-012	Development of Land for a Concrete slab (above ground shipping container swimming pool)		\$0.00



Monday, 18 January 2021

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

Wednesday, 20 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
1697 Arcadia Two Chain Road, Mias VIC 3666	P2021-014	Development of a storage shed for farm machinery and workshop		\$70,000.00
367 Burnells Road, Uppington VIC 3669	P2021-015	Use and development of land for a replacement second dwelling.		\$400,000.00

Friday, 22 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
240 Goulburn Weir Road, Goulburn Weir VIC 3608	P2021-017	Development of land for a shed.		\$32,368.00

Monday, 25 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost Of Works
27-35 Scobie Street, Avenel VIC 3664	P2020-016	Development of land for a replacement dwelling and proposed shed. Includes a change of use of the existing dwelling for a studio		\$430,000.00
3 Tucknotts Lane, Euroa VIC 3666	P2021-018	Construction of a garage/carport		\$8,509.00

Wednesday, 27 January 2021

Site Address	Application Number Display	Application Description	Applicant Name	Cost <u>Of</u> Works
696 Galls Gap Road, Strathbogie VIC 3666	P2021-019	Develop land for a Hay Shed		\$30,000.00

## PLANNING APPLICATIONS DETERMINED

5/01/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Applicant Name	Cost <u>Of</u> Works	Decision
33 Siems Road, Euroa VIC 3666	P2020-131	Use and development of land for a <u>two lot</u> subdivision		\$0.00	Issued

11/01/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Applicant Name	Cost <u>Of</u> Works	Decision
Mackrells Road, Kithbrook VIC 3666	P2020-134	Use and development of land for a dwelling		\$500,000.00	Withdrawn

13/01/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Applicant Name	Cost <u>Of</u> Works	Decision
52 Kettels Road, Kirwans Bridge VIC 3608	P2020-130	Development of land for a three (3) lot re-subdivision		\$0.00	Issued



**9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget)**

Author: Manager Projects

Responsible Director: Director Community & Planning

***EXECUTIVE SUMMARY***

The purpose of this report is to inform Council and the community of the status of request for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded as at 15 January 2021. This report specifically relates to works that form part of Council's 2020/21 capital works budget.

***RECOMMENDATION***

***That Council note:***

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

***PURPOSE AND BACKGROUND***

In line with Council's approach to transparency and good governance, the Contracts Awarded Under Delegation report will be tabled for information purposes at each Council Meeting. At the 19 January 2021 Council meeting, tenders approved under delegation were noted in the Business Management Systems report. Officers believe that a standalone report will ensure that this information is more accessible.

The report details any contracts that have been awarded under delegated authority by the Chief Executive Officer, a Director or a Manager within their approved financial threshold. This report specifically relates to works that form part of Council's approved 2020/21 capital works budget.

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

***ISSUES, OPTIONS AND DISCUSSION***

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

- Chief Executive Officer – award a contract up to the value of \$150,000 for Goods and Services and \$200,000 for Works

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

- 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.

**Tendered Contracts Awarded under Delegated Authority by the CEO**

<b>Contract No.</b>	CN 20/21-09
<b>Contract Name</b>	<b><i>Tracks &amp; Trails</i></b>
<b>Contract Details</b>	Construction of Tracks & Trails at various location across Avenel, Violet Town Strathbogrie
<b>Value Excluding GST</b>	\$135,187
<b>Awarded to</b>	BR Excavation Pty Ltd
<b>Scheduled Commencement</b>	December 2020
<b>Scheduled for Completion</b>	February 2021

<b>Contract No.</b>	CN 20/21-40
<b>Contract Name</b>	<b><i>Avenel Exercise Station</i></b>
<b>Contract Details</b>	Construction of Avenel Exercise Station
<b>Value Excluding GST</b>	\$49,960
<b>Awarded to</b>	A Space Australia Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	April 2021

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

**Tendered Contracts Awarded under Delegated Authority by a Director**

<b>Contract No.</b>	CN 20/21-59
<b>Contract Name</b>	<b><i>Asbestos Survey</i></b>
<b>Contract Details</b>	Asbestos Survey of 49 sites managed by Strathbogie Shire Council.
<b>Value Excluding GST</b>	\$12,555.40
<b>Awarded to</b>	AER Environmental Pty Ltd
<b>Scheduled Commencement</b>	January 2021
<b>Scheduled for Completion</b>	March 2021

<b>Contract No.</b>	CN20/21-21
<b>Contract Name</b>	<b><i>Saleyards Water Tank</i></b>
<b>Contract Details</b>	Supply & Installation of 100,000Lt water tank including all associated connections to pump & legal point discharge for overflow
<b>Value Excluding GST</b>	\$46,304
<b>Awarded to</b>	Saville's Plumbing Services
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	March 2021

<b>Contract No.</b>	RFQ
<b>Contract Name</b>	<b>Footpath Renewal Program</b>
<b>Contract Details</b>	Supply & Installation footpaths to Anderson St, Scobie St & Atkins St Euroa.
<b>Value Excluding GST</b>	\$38,649
<b>Awarded to</b>	Spot on Concrete Pty Ltd
<b>Scheduled Commencement</b>	January 2021
<b>Scheduled for Completion</b>	April 2021

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

The following five (5) tables detail the start and commencement dates of tenders awarded at the 19 January 2021 Council meeting which were omitted in the officer report.

**Tenders awarded by Council at the 19 January 2021 Council meeting,  
scheduled commencement update**

<b>Contract No.</b>	CN 20/21-61
<b>Contract Name</b>	<b><i>Shoulders &amp; Pavements Program</i></b>
<b>Contract Details</b>	Supply and Installation of widening & upgrade of Shoulders & Pavements at Ewing's Rd, Goulburn Weir – Murchison Rd & Kirwans Bridge Rd
<b>Value Excluding GST</b>	\$514,676
<b>Awarded to</b>	MACA Infrastructure Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	April 2021

<b>Contract No.</b>	CN 19/20-44
<b>Contract Name</b>	<b><i>Mullers Road Reconstruction Stage 2</i></b>
<b>Contract Details</b>	Reconstruction Mullers Road Stage 2
<b>Value Excluding GST</b>	\$505,987.63
<b>Awarded to</b>	Bitu-Mill Civil Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	April 2021

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

<b>Contract No.</b>	CN 19/20-43
<b>Contract Name</b>	<b><i>Longwood- Ruffy Road Tarcombe Road Reconstruction Stage 2</i></b>
<b>Contract Details</b>	Lump Sum Contract for Longwood- Ruffy Road Tarcombe Road Reconstruction Stage 2
<b>Value Excluding GST</b>	\$652,422
<b>Awarded to</b>	RECivil Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	April 2021

<b>Contract No.</b>	CN 20/21-60
<b>Contract Name</b>	<b><i>Ewing's St &amp; Livingstone St Intersection Upgrade Avenel</i></b>
<b>Contract Details</b>	Lump Sum Contract for Ewing's St & Livingstone St Intersection Upgrade Avenel
<b>Value Excluding GST</b>	\$153,175
<b>Awarded to</b>	Anthony T. Lindsay Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	April 2021

<b>Contract No.</b>	CN 20/21-57
<b>Contract Name</b>	<b><i>Violet Town Multi-Purpose Court</i></b>
<b>Contract Details</b>	Contract for Supply & Construct
<b>Value Excluding GST</b>	\$309,969
<b>Awarded to</b>	iDwala Pty Ltd
<b>Scheduled Commencement</b>	February 2021
<b>Scheduled for Completion</b>	March 2021

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

**Tenders advertised but yet to be awarded**

Nil.

***COMMUNITY ENGAGEMENT***

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

**Consultation**

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

**Conflict of Interest Declaration**

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

**Transparency**

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

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

***FINANCIAL VIABILITY CONSIDERATIONS***

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

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

Works awarded under delegation provide an opportunity to generate great economic benefit through the use of 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 a number of social benefits to our community. Some of these benefits include: enabling improve traffic flow, infrastructure that encourages health and wellbeing activities and amenity improvements.

9.4 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Capital Works Budget) (cont.)

**Environmental**

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

**Climate Change**

The author of this report considers that the recommendation has no significant implications on Climate Change and on the general environment.

***HUMAN RIGHTS CONSIDERATIONS***

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

***CONCLUSION***

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details the publicly advertised contracts awarded by the Chief Executive Officer, Directors and Managers under delegated authority of the Council during the period 1 September 2020 to 30 October 2020.

## **9.5 Endorsement of the Strathbogie Shire Council VAGO Sexual Harassment in Local Government Action Plan**

Responsible Director: Executive Manager People & Culture

### ***EXECUTIVE SUMMARY***

The Victoria Auditor-General's Office (VAGO) tabled a Sexual Harassment in Local Government audit report on 9 December 2020 after auditing five councils and surveying seventy-five councils across Victoria. Strathbogie Shire Council was not audited but did invite employees and councillors to participate in the survey. 35% or 47 of our employees and councillors responded to the survey. The audit report provided eleven recommendations to Victorian local councils and one to the Department of Jobs, Precincts and Regions in relation to identifying and acting on risk factors, regularly collecting data on the prevalence of sexual harassment and the development of regular data collection methodology.

The Strathbogie Shire Council has developed an action plan in relation to the eleven recommendations from the VAGO audit report to identify and act on risk factors on the prevalence of sexual harassment through regularly collecting data from the organisation.

### ***RECOMMENDATION***

***That Council endorse the Strathbogie Shire Council VAGO Sexual Harassment in Local Government Action Plan.***

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

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

Strathbogie Shire Council has developed an action plan to ensure the eleven recommendations from the VAGO audit report are met within our organisation.

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

The VAGO Sexual Harassment in Local Government audit report has given Strathbogie Shire Council to consider their current practices and identify where improvements can be made to eliminate sexual harassment in the workplace. The action plan will work in conjunction with the commencement of the Gender Equality Act 2020 in March 2021.

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



9.5 Endorsement of the Strathbogie Shire Council VAGO Sexual Harassment in Local Government Action Plan (cont.)

**COMMUNITY ENGAGEMENT**

One of the overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making. Eleven clear recommendations had already been provided by VAGO in their audit report. Council's survey results were also considered in the development of this action plan. 47 employees and councillors (35%) responded to the survey.

**POLICY CONSIDERATIONS**

Council Plans and Policies

As part of the audit report recommendations and action plan a stand-alone sexual harassment policy will be created and implemented at Strathbogie Shire Council. This will contribute to ensuring our workplace is free from sexual harassment.

Regional, State and National Plans and Policies

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

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

- prevent sexual violence and sexual harassment before it happens through national and targeted initiatives that promote informed consent, bodily autonomy and respectful relationships
- deliver client-centred, trauma-informed, specialised and consistent support to victims and survivors of sexual violence
- strengthen the capacity of all sectors to address sexual harassment to ensure women are safe at work, while studying, in public and online.

Strathbogie Shire Council's action plan will support the third dot point listed in the current action plan for the National Plan to Reduce Violence against Women and their Children (2010-2022)

**LEGAL CONSIDERATIONS**

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

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

The Gender Equality Act 2020 will be enacted from March 2021 and the action plan will contribute to our requirements of this legislation.

9.5 Endorsement of the Strathbogrie Shire Council VAGO Sexual Harassment in Local Government Action Plan (cont.)

**Conflict of Interest Declaration**

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

**Transparency**

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

This report and the matters discussed achieve public transparency goals by being discussed in a Council meeting open to the public. The action plan and its progress will be available to the public on Council's website.

***FINANCIAL VIABILITY CONSIDERATIONS***

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

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

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

**Social**

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

***INNOVATION AND CONTINUOUS IMPROVEMENT***

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement. The action plan will assist Council in the pursuit of continuous improvement by reviewing our current practices and policies and ensure they are at a standard that provides a safe working environment.

***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 development of the action plan was based on recommendations provided from VAGO in their Sexual Harassment in Local Government audit report.

9.5 Endorsement of the Strathbogie Shire Council VAGO Sexual Harassment in Local Government Action Plan (cont.)

***HUMAN RIGHTS CONSIDERATIONS***

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

***CONCLUSION***

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

***ATTACHMENTS***

**Attachment 1:** Strathbogie Shire Council VAGO Sexual Harassment in Local Government Action Plan

**Attachment 2:** Sexual Harassment in Local Government – Survey Results for Strathbogie ~ December 2020

- VAGO Sexual Harassment in Local Government findings  
[Sexual Harassment in Local Government | Victorian Auditor-General's Office](#)

## **ATTACHMENT 1:**

### **STRATHBOGIE SHIRE COUNCIL VAGO SEXUAL HARASSMENT IN LOCAL GOVERNMENT ACTION PLAN**

#### **Understanding sexual harassment in local government**

#	Recommendation	Actions	Due Date	Responsible Officer	Date Completed
1	use findings from the Victorian Auditor-General's 2020 <i>Sexual Harassment in Local Government</i> survey to identify and act on risk factors for council employees and workplaces (see Sections 2.1, 2.2 and 2.3).	Review and identify the risk factors, and develop a plan to act on those	March 2021	EMPC	
2	collect information about the prevalence and nature of sexual harassment at least once every two years by: <ul style="list-style-type: none"> <li>conducting workplace surveys</li> <li>reviewing complaints information (see Section 2.6)</li> </ul>	Every 2 years: <ul style="list-style-type: none"> <li>Conduct workplace survey</li> <li>Review complaints information</li> </ul>	September 2021	EMPC & EMCE	
3	address the risk of sexual harassment by members of the public by: <ul style="list-style-type: none"> <li>ensuring sexual harassment policies, procedures and training explicitly cover sexual harassment from the public</li> <li>regularly communicating to customers and staff that the council does not tolerate any form of sexual harassment from the public (see Section 2.4).</li> </ul>	<p>Create policy and procedure to ensure sexual harassment by members of the public is addressed</p> <p>Provide training that includes dealing with sexual harassment by members of the public</p> <p>Develop communication plan regarding Council not tolerating sexual harassment</p>	<p>April 2021</p> <p>June 2021</p> <p>May 2021</p>	<p>EMPC</p> <p>EMPC</p> <p>EMCE</p>	
4	coordinate discussions with relevant state government authorities, local government peak bodies and councils about the development of a regular data collection methodology to measure the sector-wide prevalence and nature of sexual harassment (see Section 2.6).	N/A – Recommendation for Local Government Victoria (Department of Jobs, Precincts and Regions)	N/A	N/A	N/A

### Preventing sexual harassment

#	Recommendation	Actions	Due Date	Responsible Officer	Date Completed
5	<p>introduce a standalone sexual harassment policy that:</p> <ul style="list-style-type: none"> <li>aligns with the Victorian Equal Opportunity and Human Rights Commission's <i>Guideline: Preventing and responding to workplace sexual harassment—Complying with the Equal Opportunity Act 2010</i> and the Victorian Public Sector Commission's <i>Model Policy for the Prevention of Sexual Harassment in the Workplace</i></li> <li>includes clear links to relevant council policies and procedures</li> <li>covers the applicability of council policies to different roles and workplace settings, including councillors, customer-facing staff and members of the public</li> <li>is searchable on council intranet sites or cloud software, and available in hard copy to all staff (see Section 3.1)</li> </ul>	Create a sexual harassment policy meeting the requirements	April 2021	EMPC	
6	<p>introduce mandatory training on sexual harassment, or improve existing training, so that at a minimum it:</p> <ul style="list-style-type: none"> <li>includes face-to-face or live online sessions for all staff and councillors at least once every two years (in addition to online modules)</li> <li>covers safe strategies for bystander interventions</li> <li>is tailored to the council's policies, procedures and workplace risk factors (see Section 3.2)</li> </ul>	<p>Introduce annual mandatory training on sexual harassment that meets all requirements and covers new employees.</p> <p>Online training yearly, face-to-face every second year</p>	September 2021	EMPC	
7	<p>communicate a culture of respect in the council by ensuring leaders model respectful behaviour at all times and communicate to all staff at least annually that the council does not tolerate sexual harassment (see Section 3.3).</p>	<p>Run a leadership program regarding respectful behaviour</p> <p>Develop a communication plan regarding sexual harassment within the workplace</p>	<p>June 2021</p> <p>May 2021</p>	<p>EMPC</p> <p>EMCE</p>	

### Responding to sexual harassment

#	Recommendation	Actions	Due Date	Responsible Officer	Date Completed
8	encourage reporting of inappropriate behaviour by: <ul style="list-style-type: none"> <li>• promoting formal and informal complaint channels</li> <li>• allowing for anonymous complaints (see Section 4.1)</li> </ul>	<p>Ensure policy covers how to report formally and informally, and allows for anonymous complaints</p> <p>Develop a communication plan regarding sexual harassment within the workplace</p>	<p>April 2021</p> <p>May 2021</p>	<p>EMPC</p> <p>EMCE</p>	
9	improve record keeping of sexual harassment complaints by: <ul style="list-style-type: none"> <li>• keeping complete records of all interactions relating to a complaint</li> <li>• documenting decisions to not investigate complaints or to stop investigations, including the rationale for the decision and the name and role of decision makers (see Section 4.3)</li> </ul>	<p>Create folder in HR Library for sexual harassment complaints and a spreadsheet with details</p> <p>Include in spreadsheet if complaints are not investigated and ensure all relevant documents are filed in sexual harassment folder</p>	<p>March 2021</p> <p>March 2021</p>	<p>EMPC</p> <p>EMPC</p>	
10	review complaint procedures to ensure they include: <ul style="list-style-type: none"> <li>• a requirement to inform the complainant of the outcome of the complaint</li> <li>• guidance on how investigators can support reluctant complainants (see Section 4.2).</li> </ul>	In conjunction with creation of policy, create the complaint procedure to ensure it meets all requirements	April 2021	EMPC	

### Councillors

#	Recommendation	Actions	Due Date	Responsible Officer	Date Completed
11	ensure councillors receive training on sexual harassment at least twice per council term (see Section 3.2)	Host sexual harassment training for Councillors in conjunction with bi-annual Council training	September 2021	EMPC	
12	ensure councillors are informed of their internal and external options for sexual harassment support and complaints, including: <ul style="list-style-type: none"><li>the council's employee assistance program</li><li>Councillor Code of Conduct dispute resolution processes</li><li>external complaint bodies (see Section 4.1).</li></ul>	Include sexual harassment requirements as part of Councillor induction	March 2021	EMGCS	

### Responsible Officers

EMPC – Executive Manager People & Culture

EMCE – Executive Manager Communications & Engagement

EMGCS – Executive Manager Governance & Customer Service

**ATTACHMENT 2:**



# SEXUAL HARASSMENT IN LOCAL GOVERNMENT

Survey results for Strathbogie

December 2020



## Introduction

### About

As part of the performance audit *Sexual harassment in local government*, the Victorian Auditor-General's Office (VAGO) conducted a sector-wide survey. A total of 75 of 79 Victorian local councils participated. The survey asked respondents about:

- individual experiences of sexual harassment
- complaints handling
- training and policies
- views on council communication and prevention measures.

This report outlines the survey results for your council. We recommend sharing this report with staff and councillors to ensure transparency and accountability. When doing so, please remind staff and councillors of support and reporting options available at your council.

### Method

We sent the survey directly to participants via email, except:

- at two councils who opted to distribute the survey themselves
- to employees without council email addresses.

Across the participating councils, approximately 8 100 employees did not have council email addresses, making up 17 per cent of the total workforce. These employees were primarily casual staff or outdoor workers such as crossing supervisors. We could not directly email the survey to these employees. We instead provided councils with an open survey link to distribute to them. However, we received too few responses from these employees to use in our analysis. The data in this report does not include employees without a council email address (unless your council provided alternative email addresses for these staff).

### Response rate

We received a total of 9 939 responses, with an overall response rate of 24 per cent. Response rates of individual councils range from 8 per cent to 70 per cent.

### Interpreting data in this report

You should read your council's results in the context of our sector-wide results and our performance audit report *Sexual harassment in local government*. You can find these on our website: [www.audit.vic.gov.au](http://www.audit.vic.gov.au).

Although survey data is the best source we have for understanding the prevalence of sexual harassment, it is limited by response rates. Our survey may not capture all staff who experience sexual harassment. Alternatively, it may over-represent the prevalence of sexual harassment, as those who have experienced it may be more likely to complete an optional survey on the topic.

Results for some councils are based on smaller sample sizes due to the size of the council and/or a lower response rate. This means that the margin of error for these results are broader and the result may be less representative of the council. We have displayed raw figures in place of percentages where appropriate to account for this. All results should be interpreted with consideration of your council's sample size.

### Privacy and confidentiality

This report does not include data on experiences of sexual harassment specific to demographic or work groups. This is to protect the identity of individual survey respondents.

## Support options

Sexual harassment can take many forms and result in physical and emotional harm. If you or someone you know has experienced sexual harassment or assault, or feels distressed, there are support options available.

### 1800RESPECT - National sexual assault, domestic and family violence counselling service

1800RESPECT provides information, referral and counselling services to people experiencing or at risk of experiencing sexual assault, domestic or family violence. It is also available to friends, family and professionals. 1800RESPECT provides a confidential service 24 hours a day, seven days a week.

Phone: 1800RESPECT (1800 737 732)

Website: [www.1800respect.org.au](http://www.1800respect.org.au)

### Employee assistance programs

Local government employees may have access to employee assistance programs that provide free and confidential short-term counselling for workplace and personal issues. Staff can obtain details of the relevant employee assistance program from their council's human resources team.

### Centres Against Sexual Assault

Centres Against Sexual Assault are non-profit, government-funded organisations that provide support, counselling and crisis care to child and adult victims of sexual assault and their family.

You can find your local centre by visiting [www.casa.org.au](http://www.casa.org.au).

### Lifeline

Lifeline is a national charity providing all Australians experiencing a personal crisis with access to 24-hour crisis support and suicide prevention services.

Phone: 13 11 14

Website: [www.lifeline.org.au](http://www.lifeline.org.au)

## Response rates

47

employees and councillors  
completed the survey at  
your council.

We recommend caution  
when comparing your  
council's results with the  
sector. Results should be  
understood in the  
context of your survey  
response rate. At  
Strathbogie the response  
rate was 35.1%.

## Response rates

### Strathbogie

134

Total staff and councillors

(Blank)

Staff without emails (excluded)

134

Total potential respondents

47

Respondents

35.07%

Response rate

### All councils

49,991

Total staff and councillors

8,130

Staff without emails (excluded)

41,861

Total potential respondents

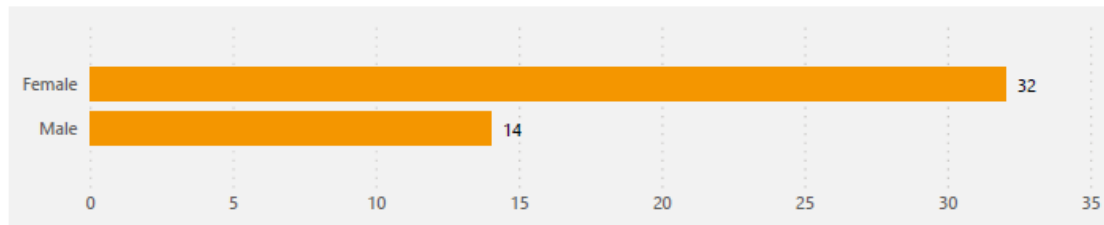
9,939

Respondents

23.74%

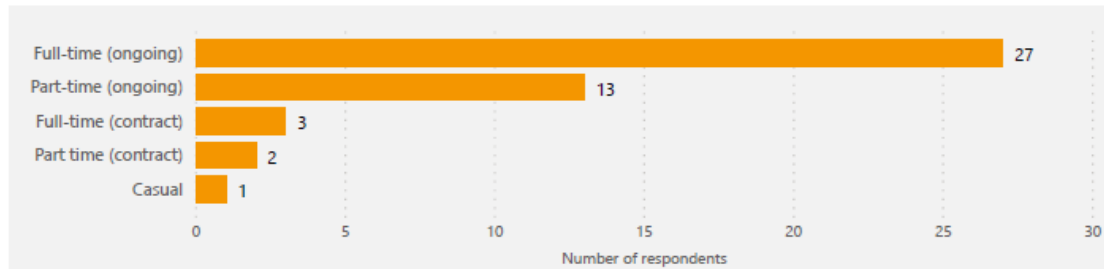
Response rate

## Respondents by gender



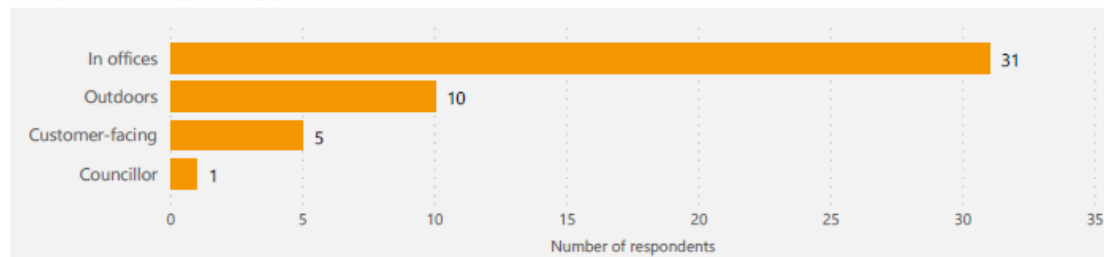
Note: Due to low number, excludes respondents who did not provide gender or had a self-described gender identity.

## Respondents by employment type



Note: Excludes councillors

## Respondents by role type



Sexual harassment in local government (VAGO 2020): Survey results for Strathbogie

Page 3 of 14

## Prevalence of sexual harassment

19%

of respondents at your council experienced sexual harassment.

Sexual harassment is any unwelcome behaviour of a sexual nature that makes a person feel offended, humiliated and/or intimidated. Sexual harassment can be physical, verbal or written.

### Prevalence rates

#### Strathbogie

47

Respondents

9

Number who experienced sexual harassment

19.15%

Prevalence of sexual harassment

9.10%

Margin of error (plus or minus)

#### All councils

9,939

Respondents

2,807

Number who experienced sexual harassment

28.24%

Prevalence of sexual harassment

0.77%

Margin of error (plus or minus)

We provided respondents with a list of unwelcome behaviours that are likely to constitute sexual harassment. We asked them how often they had experienced these behaviours in the past 12 months at their current council. Respondents could select **more than one** behaviour.

### How often did you experience the following behaviour/s in the last 12 months?

Behaviour	once	2-5 times	6-10 times	More than 10 times	Total
Intrusive questions	2	2		1	5
Sexually suggestive comments or jokes	2	2	1		5
Staring or leering	2	1	1		4
Other unwelcome conduct	2	1			3
Repeated/ inappropriate date invitations	2				2
Sexual gestures, indecent exposure or inappropriate display of body	2				2
Advances on e-mail or advances on social media		1			1
Inappropriate physical contact	1				1
Sexually explicit pictures, posters or gifts	1				1
Unwelcome touching, hugging, cornering or kissing	1				1

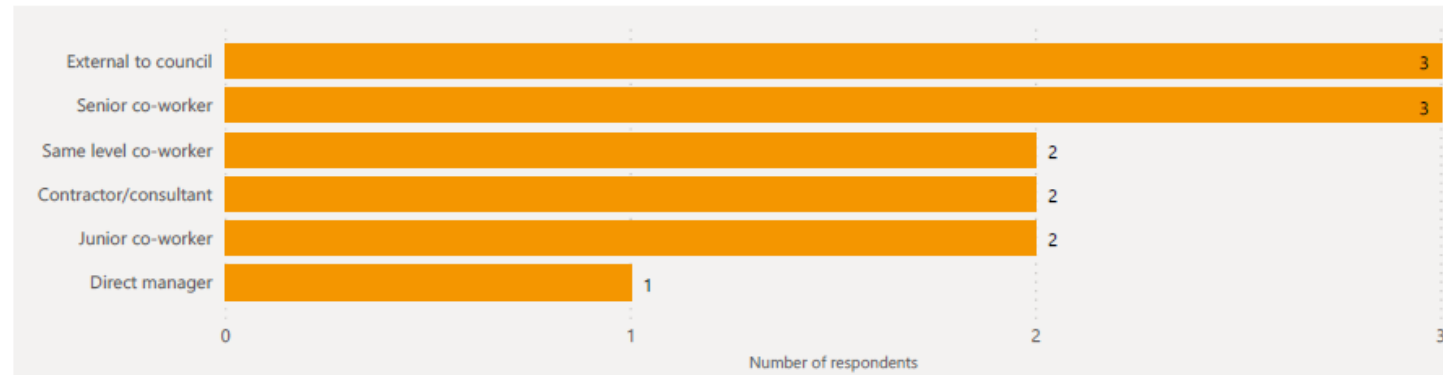
## Workplace settings of harassment

89%

of respondents who experienced sexual harassment experienced it during day-to-day work.

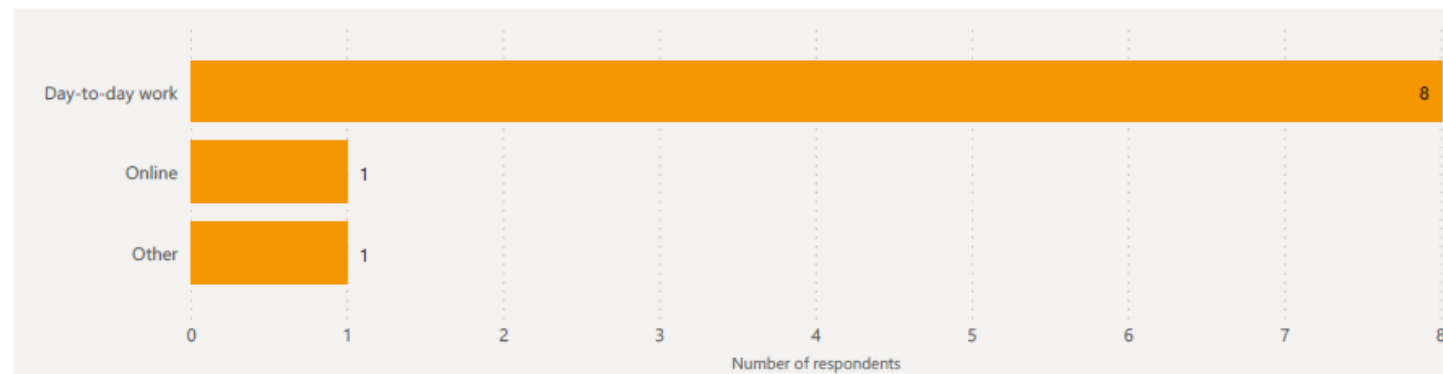
Note that respondents could select more than one option, to reflect all experiences of sexual harassment in the past 12 months.

### What best describes the person(s) who behaved that way?



Note: Respondents could select more than one option. There were 9 respondents who experienced sexual harassment at your council.

### When/where did it occur?



Note: Respondents could select more than one option. There were 9 respondents who experienced sexual harassment at your council.

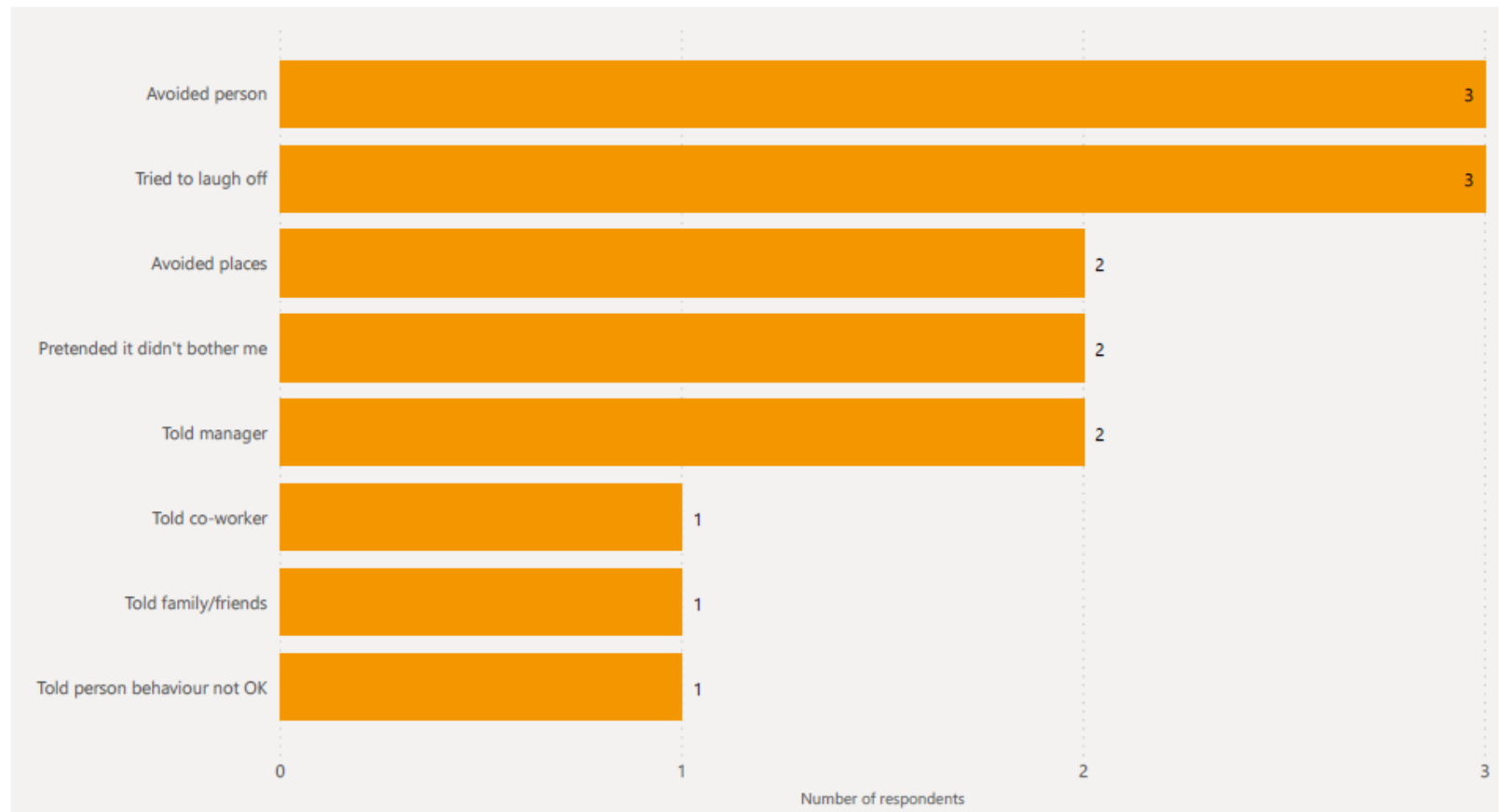
## Responses to sexual harassment

0

respondent(s) made a formal complaint to council.

At Strathbogie, of the 9 people who experienced sexual harassment, 2 reported it to a manager and none made a formal complaint to council. This page outlines how respondents reacted to experiences of sexual harassment.

### When it happened, what did you do?



Note: Respondents could select more than one option. There were 9 respondents who experienced sexual harassment at your council.

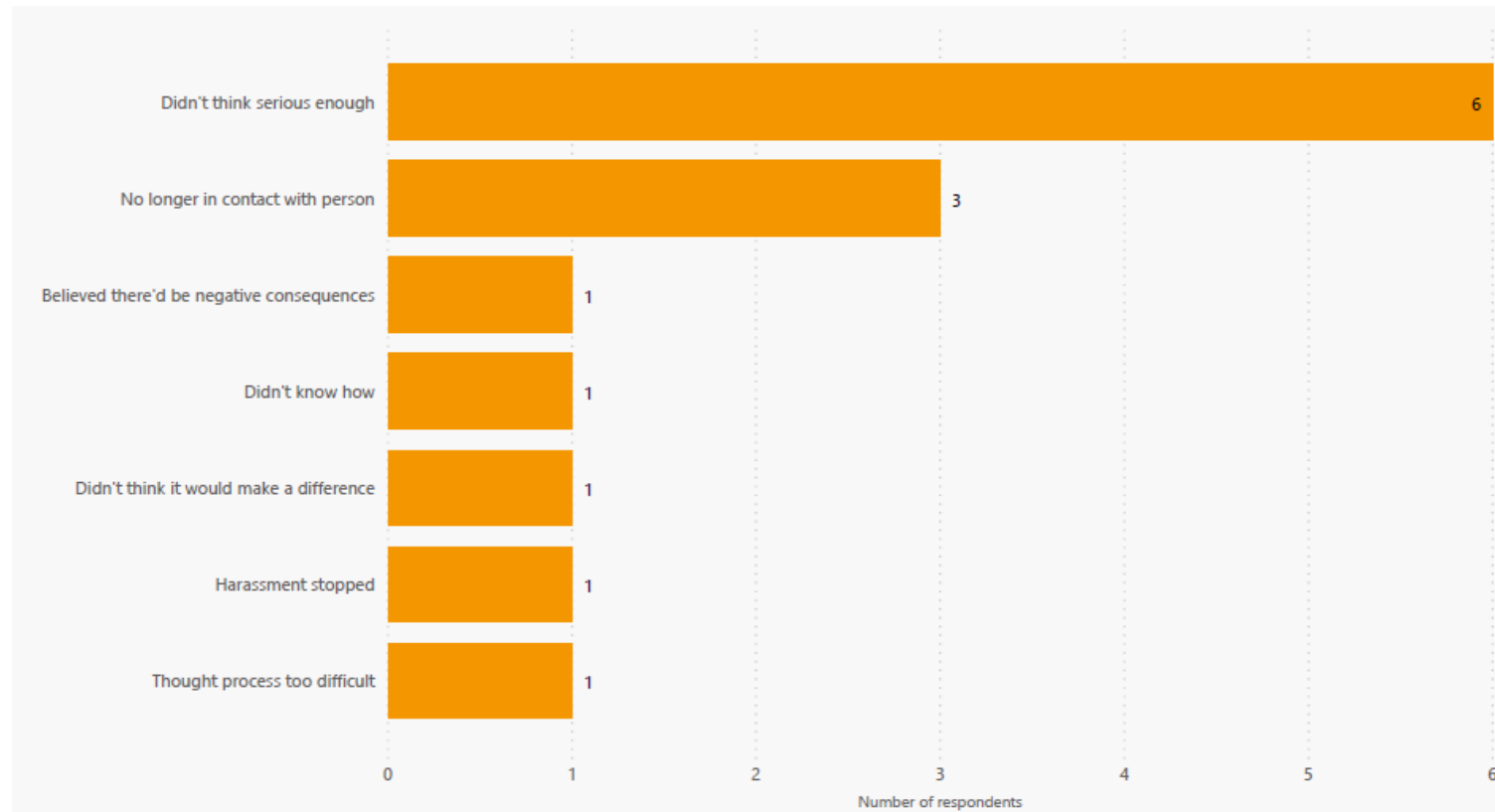
## Barriers to reporting

67%

of respondents who did not make a complaint said they didn't think behaviour was serious enough.

At Strathbogie, none of the respondents who experienced sexual harassment made a formal complaint. This page outlines the reasons why.

### Why did you not make a formal complaint?



Note: Respondents could select more than one option. There were 9 respondents who experienced sexual harassment at your council and did not make a formal complaint.

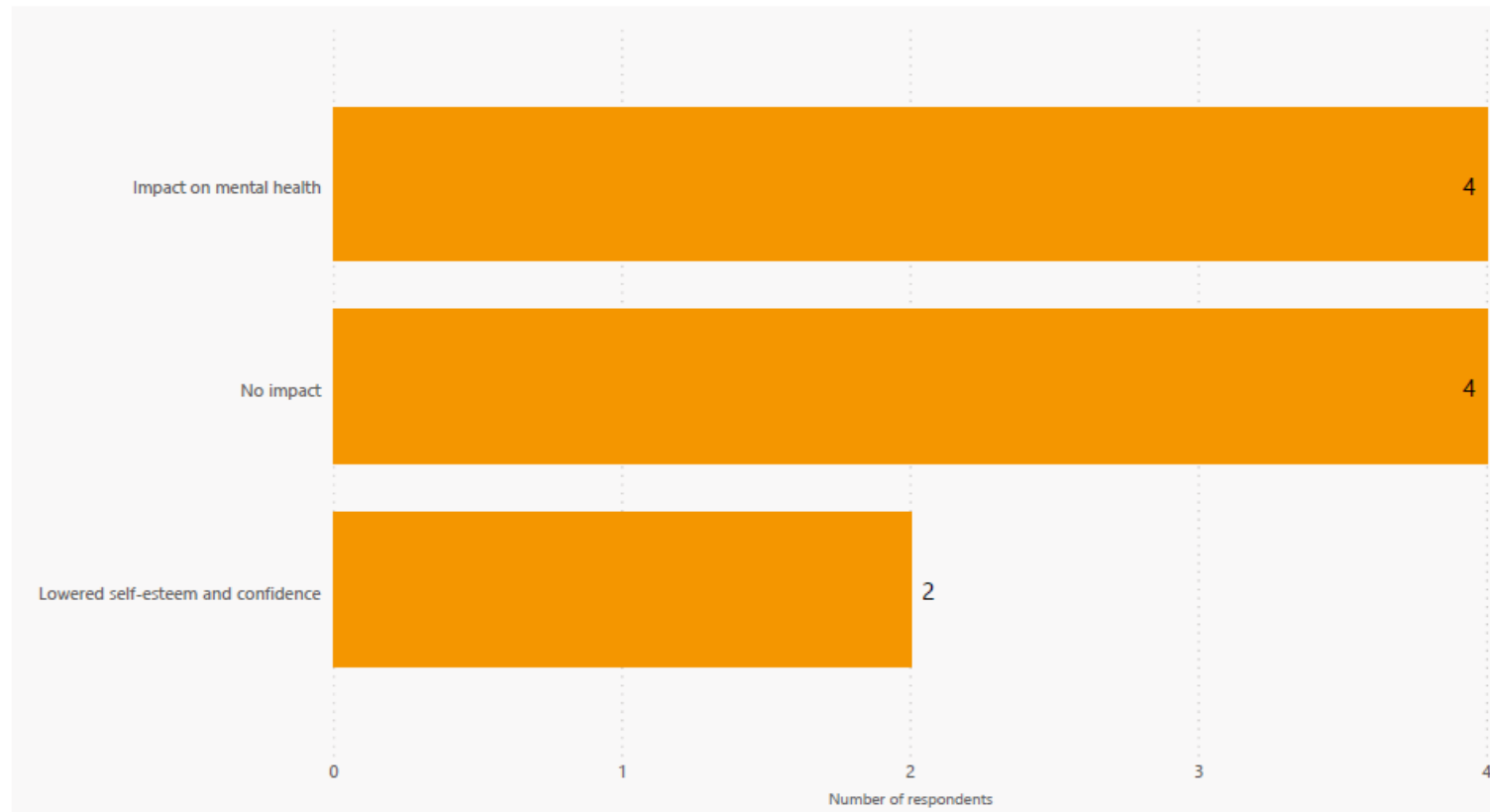
## Impacts of sexual harassment

56%

of respondents who experienced sexual harassment said it had a negative impact on them.

Experiences of sexual harassment can impact mental health, personal life and employment.

## What were the impacts of your experience?



Note: Respondents could select more than one option. There were 9 respondents who experienced sexual harassment at your council.



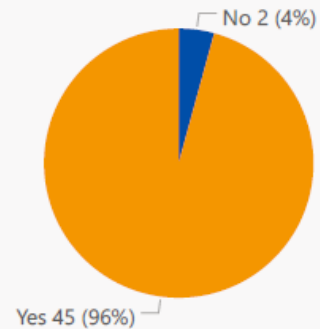
## Policies and procedures

94%

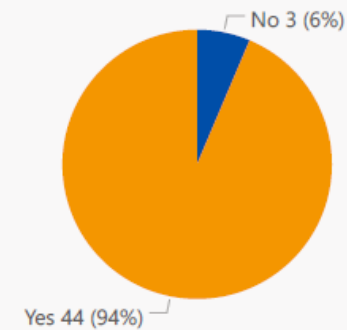
of respondents know how to get help if they or a coworker experienced sexual harassment.

Policies and procedures addressing sexual harassment for staff and councillors need to be clear, accessible and effectively communicated.

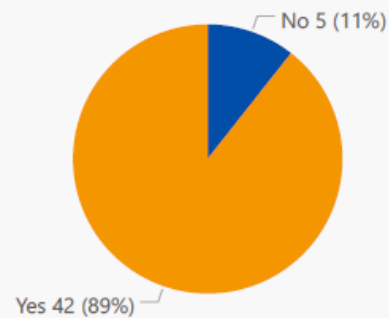
Do you know where to find your council's policy on sexual harassment?



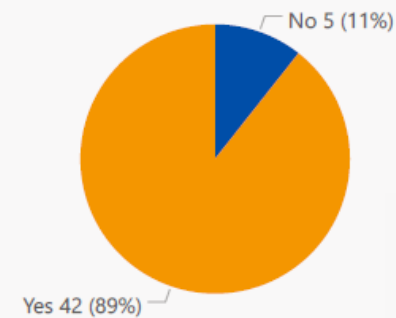
Do you know where to get help if you or your co-worker experienced sexual harassment?



Do you know how to make a formal complaint of sexual harassment at your council?



Do you know how to access your employee assistance program?



## Training frequency

80%

of respondents have received training on appropriate behaviour.

Regular training helps staff and councillors to reinforce their knowledge around appropriate behaviour and relevant council policies.

## Have you received appropriate behaviour training at your current council?

80%

of respondents received training on appropriate behaviour

30%

of respondents received training at induction

## If you have received training, when was the last time you received it?

within the last 12 months

25

more than a year ago, but not more than two years ago

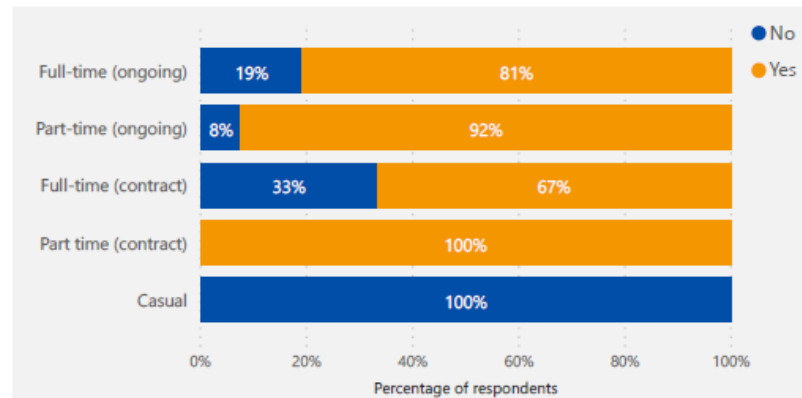
5

more than two years ago

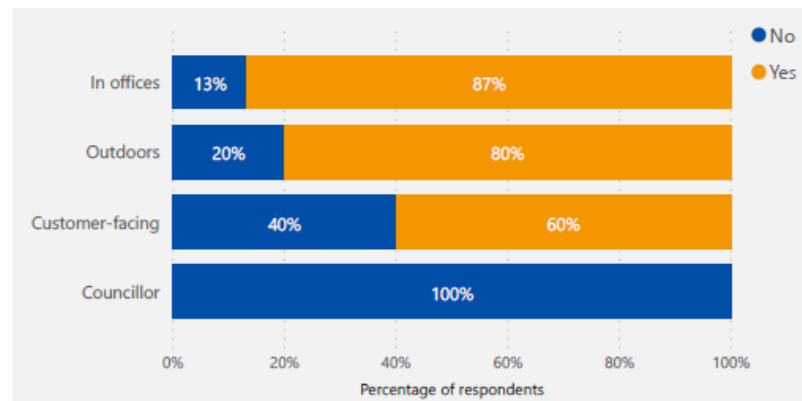
7

Note: 1 respondent(s) did not answer the question on training.

## Employment type vs. received training in the last 12 months



## Council role vs. received training in the last 12 months



## Training content

95%

of respondents who received training said it covered standards of behaviour.

Training is important to help staff understand what sexual harassment is and where they can look for help if they or another colleague experiences sexual harassment.

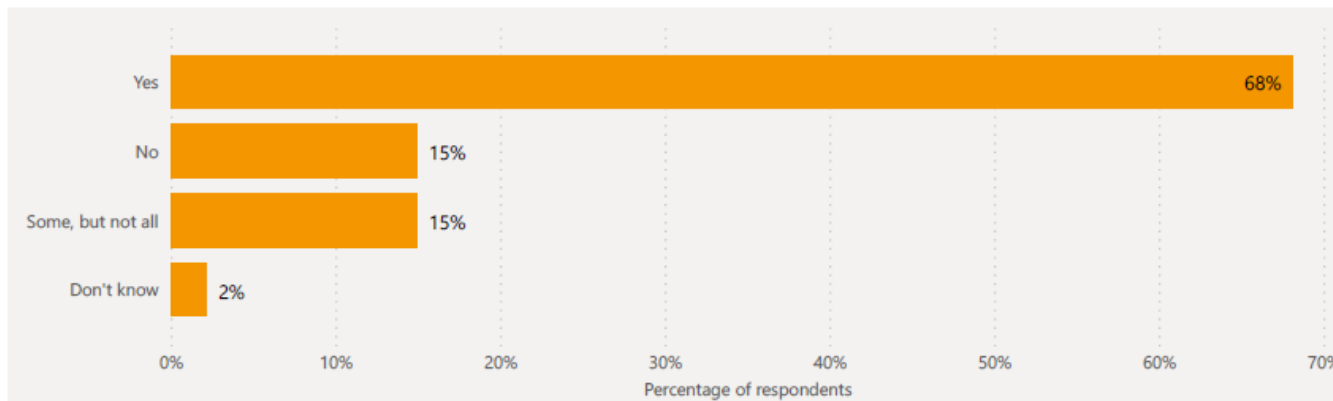
## What did your sexual harassment training cover?

Training materials	Yes	No	Don't know
Where to seek help for myself and others	89%	3%	8%
What to do if I witness sexual harassment	89%	3%	8%
My council's policy and procedures	84%	8%	8%
Internal and external reporting options	76%	3%	22%
Acceptable standards of behaviour	95%		5%

Note: Results shown as percentage of respondents who received training.

## Do you consider the listed behaviours to be sexual harassment?

The behaviours listed on Page 3 are examples of unwelcome behaviour likely to constitute sexual harassment. We asked respondents if they considered them to be sexual harassment.



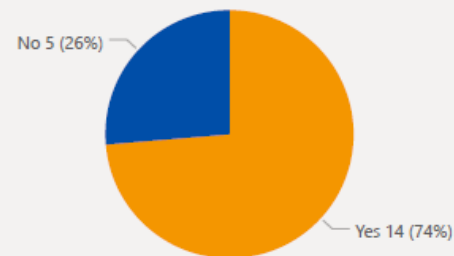
## Manager training

95%

of managers are confident in their ability to respond to a complaint.

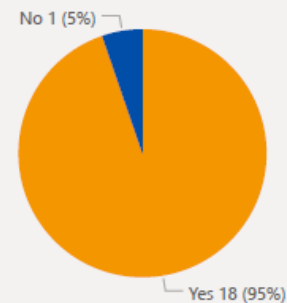
Managers need to be equipped with appropriate skills and knowledge to respond to sexual harassment complaints that they receive from their staff.

### Have you received sexual harassment and/or appropriate behaviour training (managers/supervisors)?



Note: Results shown as percentage of managers. There were 19 respondents who said they managed or supervised staff at your council.

### Are you confident in your ability to respond effectively to a sexual harassment complaint relating to a staff member you supervise?



Note: Results shown as percentage of managers. There were 19 respondents who said they managed or supervised staff at your council.

**Leadership and communication**

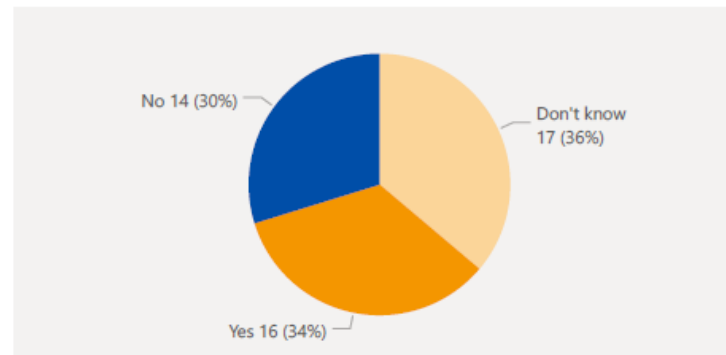
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**11%**  
of respondents don't agree council communicates zero tolerance.

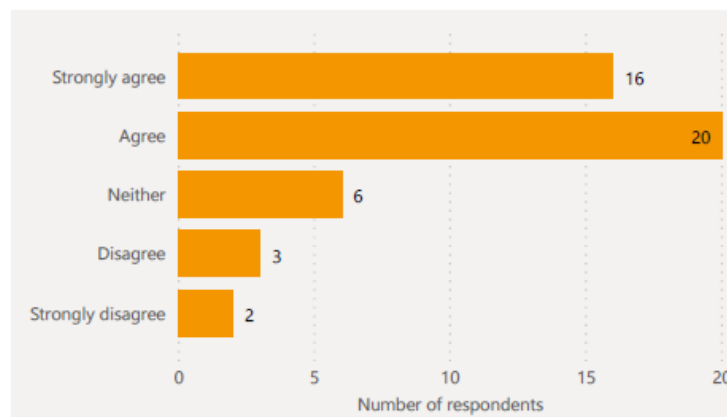
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Regular communication from senior leadership that the council does not tolerate sexual harassment can encourage reporting and raise awareness of policies and complaint channels.

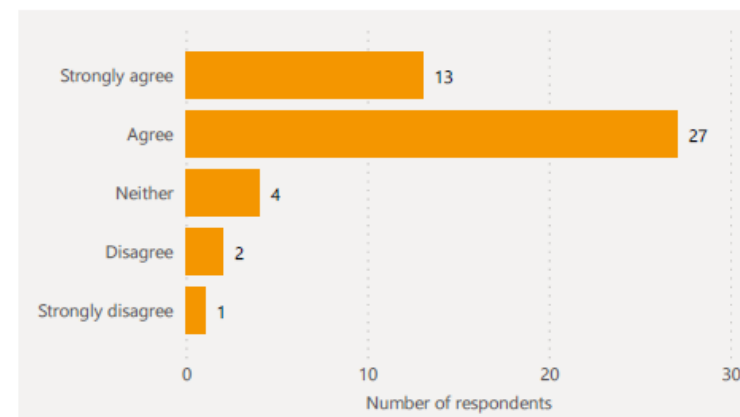
**Does your council send communications about how it is addressing or preventing sexual harassment at least once a year?**



**My council communicates a zero-tolerance attitude to sexual harassment.**



**My council has initiatives in place to address sexual harassment.**



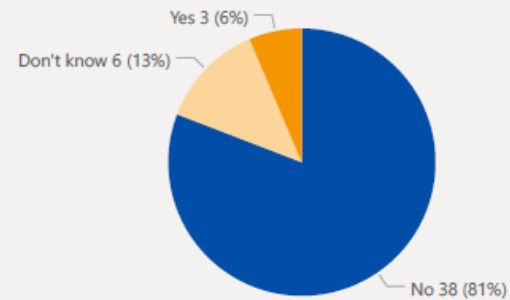
## Views on council performance

81%

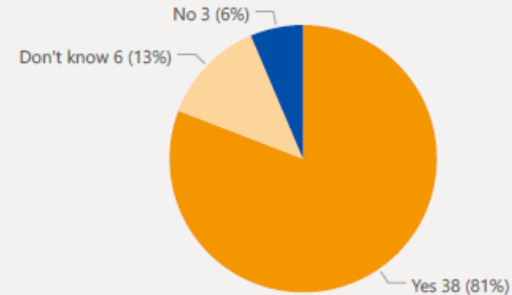
of respondents believe  
council takes sexual  
harassment seriously.

Collecting staff views can  
help councils understand  
whether policies, training  
and communication  
about sexual harassment  
are effective.

### Do you believe that sexual harassment is a problem at your council?



### Do you believe your council takes sexual harassment seriously?



## **9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021**

Author: Executive Manager Governance & Customer Service

Responsible Director: Chief Executive Officer

### ***EXECUTIVE SUMMARY***

A Councillor Code of Conduct must be adopted by Council on or before 24 February 2021 under section 139 of the *Local Government Act 2020* (the Act).

Accordingly, a new Strathbogie Shire Councillor Code of Conduct has been developed in consultation with the new Council and, once adopted, will replace the existing Code developed by the former Council in 2017.

The Code is a fundamental pillar of Council's good governance framework and must be read in conjunction with other key governance policies such as the Council Expenses Policy, Governance Rules, Gender Equity Policy and Gifts, Benefits and Hospitality Policy as well as the Act and its regulations.

The draft Code of Conduct complies with the Act in that it:

- includes the standards of conduct to be observed by Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification
- complies with the requirements of the *Local Government (Governance and Integrity) Regulations 2020* in relation to the content of a Code of Conduct
- outlines procedures for informal resolution processes to deal with disputes that may arise between Councillors from time to time
- outlines detailed procedures for a formal internal arbitration process where allegations of misconduct under the Act have been made
- enables Council staff and the community to raise a concern about Councillor behaviour or actions that may be inconsistent with the Code of Conduct.

Our draft Code exceeds the minimum requirements of the Act as it identifies the values Councillors have developed to guide them in undertaking their roles and responsibilities under the Act. The four core values identified by Council are:

- Integrity
- Respect
- Impartiality and objectivity
- Courage and bravery
- Listening to all viewpoints.

Further, several behaviours are identified under the Standards of Conduct to outline how these values are to be realised on a day to day basis by Councillors.

The Code also includes a detailed Councillor Commitment, which will be signed by every Councillor once the Code has been adopted by Council. This Commitment reinforces how each Councillor will meet all their obligations in discharging their role with equity and integrity on behalf of the municipal community.

9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (cont.)

The underlying principle of the Code is for Councillors to deal with any tensions or conflicts in a timely manner and, wherever possible, through informal means to ensure that disputes do not affect the efficient and effective operation of the Council. To this end two informal dispute resolution processes are proposed if Councillor to Councillor discussions have failed to resolve the matter:

- Resolution discussion
- Independently facilitated mediation.

These informal procedures are implemented by the Mayor, with the support of the Councillor Conduct Officer appointed by the Chief Executive Officer.

Should these informal methods fail to resolve a matter or a complaint be of a nature that it alleges potential misconduct as defined by the Act, a formal internal arbitration process can be instigated with an arbiter appointed by the Principal Councillor Conduct Registrar, who is appointed by the State government to oversee this process and Councillor Conduct Panels.

The draft Code states that a review will be undertaken by Council on an annual basis to ensure it is relevant to the changing environment in which Councillors operate.

This report recommends adoption of the draft Councillor Code of Conduct 2021, with the adopted Code being signed in the presence of the Chief Executive Officer by all Councillors, posted on Council's website and its adoption communicated to the public through the website and social media.

**RECOMMENDATION**

***That Council:***

- 1. Having considered and met the requirements of section 139 of the Local Government Act and Regulations 11 and 12 of the Local Government (Governance and Integrity) Regulations 2020, adopt the Strathbogie Shire Councillor Code of Conduct 2021 in accordance with section 139 of the Local Government Act 2020;***
- 2. Ensures each Councillor signs the adopted Councillor Code of Conduct 2021 in the presence of the Chief Executive Officer;***
- 3. Informs the community about the adoption of the Councillor Code of Conduct 2021 through local newspapers, Council's website and social media posts; and***
- 4. Provides community access to the Councillor Code of Conduct 2021 on Council's website.***



## 9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (cont.)

### **PURPOSE AND BACKGROUND**

The State government has gradually implemented the new Local Government Act 2020 in a series of tranches over the past 10 months. The latest tranche of new requirements under the Act came into force on the day of the general election, 24 October 2020.

The *Local Government (Governance and Integrity) Regulations 2020* (the Regulations) were released on 20 October 2020 and provide more detail around the Standards of Conduct to be included in the Code and what procedures are required in relation to internal arbitration.

The requirement to adopt a new Councillor Code of Conduct within four months of election day formed one of the mandatory tasks to be completed by Council in this latest roll out of the new Act.

Part of the Affirmation of Office prescribed by the Local Government (Governance and Integrity) Regulations 2020 taken by the incoming Councillors at the Statutory Meeting on 17 November 2020 stated:

*I will abide by the Councillor Code of Conduct and uphold the standards of conduct set out in the Councillor Code of Conduct.*

The purpose of this report is for Council to consider and adopt the draft Councillor Code of Conduct, developed over two workshops with the new Council.

### **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 values and behaviours outlined in the draft Code of Conduct express Council's desire to make well informed decisions that have considered a range of information and viewpoints from the municipal community and other key stakeholders. In this way, Council is seeking to uphold the commitments made in the Code around achieving the best possible outcomes for residents, ratepayers, traditional landowners and all people and bodies that visit or conduct business in Strathbogie Shire.

The Code sets out three methods of internal dispute resolution, including the mandatory formal internal arbitration process required by the Act. This formal procedure is augmented by two informal procedures, a resolution discussion undertaken by the Mayor or an independently facilitated mediation process. These two options are designed to minimise the need for formal action if the nature of the matter is suitable for internal resolution.

### **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.

## 9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (cont.)

There has been no formal community engagement in the development of the draft Code of Conduct and it is not a requirement of Council's Community Engagement Strategy nor the Act to do so for what is essentially an internally focussed document.

However, during the two workshops held with the new Council, the values and behaviours identified by Councillors were informed by the feedback from the municipal community to the incoming Council during their election campaign and the feedback Councillors have received since being sworn into office.

Further, there is an opportunity for members of the municipal community to ensure Councillors are accountable for their behaviour and actions through the ability to lodge a complaint under the Code.

### **POLICY CONSIDERATIONS**

#### Council Plans and Policies

The development of the Councillor Code of Conduct is consistent with the values outlined in the 2017-21 Council Plan of:

*To be a respectful, innovative, open and transparent, inclusive, fair and ethical Council."*

The Council Plan also commits Council to engaging with the municipal community: *We will be a more inclusive Council, by engaging and communicating in an open and honest Manner with our local community and key stakeholders.*

The following strategic direction is outlined under Goal 5 – to be a high performing shire:

*To be equitable and fair in all decision-making processes.*

#### 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 considered in strategic planning and decision-making.

The development of the Code of Conduct has been informed by guidance provided by Local Government Victoria and by reviewing similar documents from adopted by a range of interstate and Victorian councils.

### **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 Code of Conduct has been developed in accordance with the Act and the Regulations.

## 9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (cont.)

Section 139 of the Act requires Council to:

- develop a code of conduct within four months of a general election
- include the standards of conduct expected to be observed by Councillors while performing their duties and functions as Councillors, including prohibiting discrimination, harassment (including sexual harassment) and vilification
- include any provisions prescribed by the regulations
- include any other matters which the Council considers appropriate, other than any other standards of conduct
- adopt the Councillor Code of Conduct by a formal resolution of the Council passed at a meeting by at least two-thirds of the total number of Councillors elected to the Council.

In relation to internal arbitration, section 140 of the Act states:

- that the internal arbitration process applies to any breach of the standards of conduct
- the arbitration process must comply with the Regulations, including any application process
- the arbiter appointed by the Principal Councillor Conduct Registrar must ensure that all parties are given an opportunity to be heard
- the arbiter must ensure that a Councillor who is a party to an internal arbitration process does not have a right to representation unless the arbiter considers that representation is necessary to ensure that the process is conducted fairly.

The Code of Conduct can be reviewed at any time, subject to any amendments to the Code being passed by way of a resolution of Council with a two thirds majority.

### **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.

Council's Public Transparency Policy 2020 is referenced in the Code of Conduct and forms part of the good governance framework that supports the Code. The behaviours and values outlined part 8 of the Code underline Council's commitment to open communication with the community.

The ability for members of the public to lodge complaints regarding alleged breaches of the Code of Conduct by a Councillor(s) maximises public transparency and accountability. It is noted that not all Codes from other municipalities provide for this mechanism. Given Council is committed to public scrutiny, it is considered essential that there is an ability for people other than Councillors or Council employees to raise concerns about conduct.

9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (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.

There are financial implications in relation to the need for the appointment of an external mediator or an independent arbiter to assist with the resolution and investigation of disputes and complaints made against the Code of Conduct. There is no current budget allocated for this purpose and therefore any costs associated with the need for formal resolution processes to be undertaken will result in the need to source additional funds.

**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 behaviours and values set out in part 8 of the Code set out the Council's approach to decision making, which includes being fully informed of the issues arising from each matter. This includes the consideration of social, environmental, economic and climate change impacts as required under various legislation such as the Act and the Planning and Environment Act 1987.

There is a strong focus on the achievement of equity and inclusion throughout the Code, including actively searching for and listening to all viewpoints. This approach is consistent with considering all possible impacts of decisions and setting Council's strategic direction.

**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 development of the Code has been informed by information released through Local Government Victoria and reviewing other Codes from interstate and across Victoria. The approach taken by Council was to focus on values, behaviours and resolution processes rather than detailing other governance matters that are dealt with by existing Council policies and procedures.

The introduction of the ability for members of the community to raise matters of concern into a possible breach of the Code is part of this Council's commitment to good governance.

**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.

Staff involved in assisting Council with the development of its Code of Conduct have been involved in discussion forums run by Local Government Victoria around the implementation of the new Act and the new integrity framework.

9.6 Adoption of Strathbogie Shire Councillor Code of Conduct 2021 (cont.)

Further, discussions have been had with other Councils through the North East Governance Network as to the approaches taken by other Councils in the region.

**HUMAN RIGHTS CONSIDERATIONS**

The principles that underpin the informal and formal dispute resolution processes outlined by the Code underline the fundamental principles of equity before the law and natural justice. Ensuring all parties have a fair hearing during any informal or formal dispute process is integral to the Code.

Conduct Principle 1 prescribed by the Regulations, which forms clause 8.1 of the Code is focussed on the treatment of others. This includes eliminating sexual harassment, bullying, victimisation and support for gender equality through Councillors' behaviours, actions and decision making.

Overall, the Code is a way in which Council implements the Victorian Charter of Human Rights in that it seeks to encourage respect, equality and dignity.

**CONCLUSION**

The draft Councillor Code of Conduct has been developed in partnership with the new Council and goes beyond the minimum requirements set out by the Act and Regulations.

This document forms a fundamental part of Council's growing good governance framework and provides a variety of dispute resolution procedures as a means of reflecting the varying levels of seriousness of any alleged failure to act and behave in accordance with the Code.

**ATTACHMENTS**

**Attachment 1:** draft Strathbogie Shire Councillor Code of Conduct 2021

**ATTACHMENT 1:**



# COUNCILLOR CODE OF CONDUCT

Draft February 2021

## DRAFT

This Councillor Code of Conduct has been developed in accordance with the *Local Government Act 2020* and the *Local Government (Governance and Integrity) Regulations 2020*.

All Councillors have been actively involved in its development and have signed the declaration to pledge they will abide by this Code as per the Affirmation of Office Councillors took on 17 November 2020.

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## 1. INTRODUCTION

This Councillor Code of Conduct has been developed in accordance with section 139 of the *Local Government Act 2020* (the Act).

The Code forms the foundation for Council's firm commitment to good governance as it discharges the duty of a council prescribed by section 8 of the Act, which is to govern for the benefit and wellbeing of the whole Strathbogie Shire community; that is those who live here, our ratepayers, visitors, traditional owners of the land and those who conduct businesses or activities across our diverse shire.

Our values and the behaviours we will demonstrate to uphold them are outlined in this Code.

Informal internal resolution processes that may be enacted should disagreements arise between Councillors or if a complaint is received about Councillor conduct not being in line with this Code. There is an emphasis on addressing any issues or tensions that may arise from time to time quickly, in a respectful manner and with the objective of developing a mutual understanding of the impact the alleged behaviour has had on others.

A more formal internal arbitration process is also detailed when a party seeks a finding of misconduct through the appointment of an internal arbiter by the Principal Councillor Conduct Officer, which is one of the mandatory requirements for this Code prescribed by the Act.

## 2. POLICY POSITION

This Code of Conduct replaces that adopted by the former Council in 2017 and applies to all Councillors of the Strathbogie Shire Council in undertaking their duties and being a representative of the Council.

As Councillors, we recognise that disputes will arise from time to time given that people will hold, and express, different and opposing views.

Being a Councillor requires considering and balancing many objectives, wants and viewpoints on a matter to achieve the greatest community benefit.

We acknowledge that this may sometimes lead to tensions within Council but we will strive to respectfully discuss our views and endeavour to deal quickly and constructively with any disputes or conflicts that might arise between us.

All Councillors understand that failure to comply with this Councillor Code of Conduct and its conduct standards may be defined as misconduct under section 3 of the Act.

Any allegation of a breach of this Code will be taken seriously, with a timely and thorough investigation undertaken to identify what (if any) action is required under the informal and formal internal arbitration processes set out in this Code.

Council will review this Code annually. This will ensure its ongoing relevance in relation to legislative change and to enable the Code to respond to any other matter(s) that may arise during the term of this Council.

This Code must be read alongside other Council documents that form the Shire's governance framework including the Council Plan, Council policies, procedures and Governance Rules.



### 3. DEFINITIONS

CEO	means the Chief Executive Officer of Strathbogie Shire Council.
Chief Municipal Inspector	<p>means the Chief Municipal Inspector is responsible for investigating and, if required, prosecuting:</p> <ul style="list-style-type: none"><li>• possible breaches and offences under the <i>Local Government Act 2020</i></li><li>• investigating allegations of Councillor misconduct, serious misconduct and gross misconduct</li><li>• making an application for a Councillor Conduct Panel to consider serious misconduct allegations</li><li>• making an application to the Victorian Civil and Administrative Tribunal (VCAT) to consider gross misconduct allegations.</li></ul>
Conflict of Interest	<p>means a general conflict of interest as defined by section 127 of the <i>Local Government Act</i> or a material conflict of interest as defined by section 128 of that same Act.</p> <p>A Councillor has:</p> <ul style="list-style-type: none"><li>• a general conflict of interest in a matter if an impartial, fair minded person would consider that the Councillor's private interests could result in them acting in a manner contrary to their public duty</li><li>• a material conflict of interest in a matter if the Council would gain a benefit or suffer a loss depending on the outcome.</li></ul>
Conduct Standards	means the Standards of Conduct relating to regulation 12 of the <i>Local Government (Governance and Integrity) Regulations 2020</i> outlined in Schedule 1 of those Regulations.
Councillor	means a Councillor who has taken the Oath or Affirmation of Office under section 5 of the <i>Local Government Act 2020</i> after being duly elected as a Councillor, including the Mayor and Deputy Mayor.
Councillor Conduct Officer	means the person appointed by the Chief Executive Officer of Strathbogie Shire Council under section 150 of the <i>Local Government Act 2020</i> to assist Council with the implementation of this Code and its internal resolution procedures, along with assisting the Principal Councillor Conduct Registrar under section 149 of the Act.
Councillor Conduct Panel	means a panel established by the Principal Councillor Conduct Registrar under section 156 of the <i>Local Government Act 2020</i> to hear applications for alleged misconduct or serious misconduct by a Councillor and make findings in relation to such applications.
Employee	means an employee of Council includes all members of staff, contractors and volunteers under the direct control or supervision of the Strathbogie Shire Council.

Gross misconduct	means behaviour defined under section 3 of the <i>Local Government Act 2020</i> that demonstrates that a Councillor is not of good character or is otherwise not a fit and proper person to hold the office of Councillor, including behaviour that is sexual harassment and that is of an egregious nature.
Improper conduct	means a failure to disclose a conflict of interest, a breach of confidentiality, the improper direction or influence of staff, the improper use of Council resources, or a breach of Council policy under the Code of Conduct by a Councillor.
Misconduct	means any breach by a Councillor of the prescribed conduct standards included in this Councillor Code of Conduct.
Municipal community	means those who live in the Shire of Strathbogie, people who are ratepayers, traditional owners of the land and people and bodies who conduct activities in this Shire.
Principal Councillor Conduct Registrar	means the person appointed by the Secretary under Section 148 of the <i>Local Government Act 2020</i> to receive applications for the appointment of an arbiter for the purpose of an internal arbitration process or to form Councillor Conduct Panels.
Secretary	means the Secretary to the Department of Environment, Land, Water and Planning.
Serious misconduct	<p>means the following as defined by section 3 of the <i>Local Government Act 2020</i>:</p> <ul style="list-style-type: none"><li>• failure by a Councillor to comply with the Council's internal arbitration process</li><li>• failure by a Councillor to comply with a direction given to the Councillor by an arbiter under section 147</li><li>• the failure of a Councillor to attend a Councillor Conduct Panel hearing in respect of that Councillor</li><li>• failure of a Councillor to comply with a direction of a Councillor Conduct Panel</li><li>• continued or repeated misconduct by a Councillor after a finding of misconduct has already been made in respect of the Councillor by an arbiter or by a Councillor Conduct Panel under section 167(1)(b) of the <i>Local Government Act 2020</i></li><li>• bullying by a Councillor of another Councillor or a member of Council staff</li><li>• conduct by a Councillor that is conduct of the type that is sexual harassment of a Councillor or member of Council staff</li><li>• the disclosure by a Councillor of information the Councillor knows or should reasonably know, is confidential information</li><li>• conduct by a Councillor that contravenes the requirement that a Councillor must not direct, or seek to direct, a member of Council staff</li><li>• the failure by a Councillor to disclose a conflict of interest and to exclude themselves from the decision-making process when required to do so in accordance with the <i>Local Government Act 2020</i>.</li></ul>
The Act	means the <i>Local Government Act 2020</i> .

## 4. EXTERNAL REFERENCES

*Local Government Act 2020*

*Local Government (Governance and Integrity Regulations) 2020*

*Child Wellbeing and Safety Act 2005*

*Equal Opportunity Act 2010*

*Occupational Health and Safety Act 2004*

*Privacy and Data Protection Act 2014*

*Public Interest Disclosures Act 2020*

*Sex Discrimination Act 1984*

*Victorian Charter of Human Rights and Responsibilities Act 2006*

## 5. RELATED COUNCIL DOCUMENTS

Fraud and Corruption Policy 2018

Council Expenses Policy 2020

Councillor/Staff Interaction Policy 2017

Gender Equity Policy 2019

Gifts, Benefits and Hospitality Policy 2019

Governance Rules 2020

Information Security Policy 2019

Privacy and Data Protection Policy 2018

Public Interest Disclosure Policy 2020

Public Transparency Policy 2020

## 6. OBJECTIVES

The objectives of this Code of Conduct are to:

- outline the Standards of Conduct that Councillors will observe at all times when performing their duties, including prohibiting discrimination, harassment and vilification
- identify the values that drive this Council and its pursuit of the highest levels of integrity and good governance, which are:
  - Integrity
  - Respect
  - Impartiality and objectivity
  - Courage and bravery
  - Listening to all viewpoints
- describe the behaviours that will support the achievement of the Standards of Conduct prescribed by the Act and our values
- set out the informal and formal internal arbitration processes that may be enacted should disputes arise involving a Councillor(s) or an accusation of a breach of this Code or the Standards of Conduct be made.

## 7. COUNCILLOR COMMITMENT TO THE CODE OF CONDUCT

I, as an elected representative of the Strathbogie Shire community, am committed to undertaking the duties and responsibilities of the office of Councillor with integrity, courage and impartiality.

I will achieve the highest standards of conduct and good governance by being honest, fair and respectful of others, even if their views differ from mine.

I will serve and represent our diverse community to the best of my ability at all times.

I will consider each and every issue with an open mind and will always listen to and consider the views of others.

I will work constructively as a member of a team with my fellow Councillors.

I will consult and engage with Council employees and our municipal community to achieve the best possible outcome and community benefit through our decision making.

As a collective, we will be bold and courageous when faced with tough decisions and when setting our strategic direction.

I acknowledge that developing trust with our community, the Shire administration and all stakeholders is integral to achieving good governance. This will be developed and nurtured by adhering to the Standards of Conduct, values and behaviours set out in this Code. Trust will also be built by listening to others, being inclusive and empowering stakeholders to be involved in decision making and helping set our long term goals.

I will analyse information, ask questions, probe issues and recognise that being a Councillor involves ongoing learning. There is often a wide raft of legislation, regulation and processes that need to be considered and adhered to.

I will abide by all Council policies and procedures, adhering to all aspects of the *Local Government Act 2020* and any legislation or regulations. Further, I will be diligent in declaring conflict of interests, excluding myself from the decision making and implementation process. I will ensure that my personal interest declarations are accurate and submitted in accordance with the timelines set by the Act.

I will use my best endeavours to informally resolve any disputes that may arise in an effort to avoid the issue escalating and undermining the effective operation of the Council.

Should I be involved in a complaint made about a breach of this Code I will fully cooperate with any investigation and any arbitration process. I will also maintain confidentiality regarding complaints or resolution processes that I am party to or witness to.

By signing this Code, I declare to my fellow Councillors, to Council employees and to the municipal community that I have read, understood and will abide by this Code of Conduct at all times.

\_\_\_\_\_

Mayor, Chris Raeburn

\_\_\_\_\_

Deputy Mayor, Melanie Likos

\_\_\_\_\_

Councillor Laura Binks

\_\_\_\_\_

Councillor Reg Dickinson

\_\_\_\_\_

Councillor Sally Hayes-Burke

\_\_\_\_\_

Councillor Kristy Hourigan

\_\_\_\_\_

Councillor Paul Murray

\_\_\_\_\_

Witnessed by Chief Executive Officer  
Julie Salomon

Date: \_\_\_\_\_

## **8. STANDARDS OF CONDUCT**

### **8.1. Prescribed Standard of Conduct 1 – Treatment of others**

I acknowledge that I must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that I:

- take positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010; and
- support the Council in fulfilling its obligation to achieve and promote gender equality; and
- do not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- in considering the diversity of interests and needs of the municipal community, treat all persons with respect and have due regard for their opinions, beliefs, rights and responsibilities.

To fulfill this standard of conduct when performing my role, I will:

- be empathetic
- be inclusive of and actively engage with the municipal community, ensuring that I gain input from a broad cross section of people, groups and bodies
- call out any behaviour that may be considered to be discriminatory, harassment, bullying or victimisation based on age, ability, race, religion, sexual orientation, gender, marital status, political beliefs or any other affiliation or characteristic
- always treat others with respect and dignity
- listen to what others have to say without making judgement or interrupting them
- ensure I contribute to a safe and healthy workplace
- .
- remember that I must be mindful of my behaviour even when not conducting official Council business.

### **8.2. Prescribed Standard of Conduct 2 – Performing the role of Councillor**

As a Councillor I must, in performing the role of a Councillor, do everything reasonably necessary to ensure that I perform the role of a Councillor effectively and responsibly, including by ensuring that I:

- undertake any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- diligently use Council processes to become informed about matters which are subject to Council decisions; and
- am fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- represent the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community.

To fulfill this standard of conduct when performing my role, I will:

- be honest and transparent
- ensure that I am informed
- ensure I both listen and communicate effectively
- act as a advocate for the community
- put aside any self-interest
- have courage in making tough decisions that are in the best interests of the municipal community and in setting Council's strategic agenda
- recognise that not everyone will agree with or accept the decisions Council makes but that I have contributed to making the best decision for the municipal community by taking into account all of the information presented to me and listening to all viewpoints
- recognise and respect the roles and duties of the Mayor and Deputy Mayor as set out in the Act and in our Governance Rules.

### **8.3. Prescribed Standard of Conduct 3 – Compliance with good governance measures**

I will, in performing the role of a Councillor, ensure the good governance of the Council and must diligently and properly comply with the following:

- any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors; and
- the Council expenses policy adopted and maintained by the Council under section 41 of the Act; and
- the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act; and
- any directions of the Minister issued under section 175 of the Act.

To fulfill this standard of conduct when performing my role, I will:

- understand, act in accordance and comply with the requirements of our policies and procedures
- actively and constructively contribute to Council decision making and our strategic, medium-long term agenda
- understand and learn from the raft of legislation, regulations, policies and procedures I am bound to comply with and consider when making decisions and setting our strategic direction
- acknowledge that I must not undermine a collective decision once it is made by Council even if I voted against that decision or did not participate in the decision making process for reason of absence or conflict of interest.

#### **8.4. Prescribed Standard of Conduct 4 – Councillor must not discredit or mislead Council or public**

In performing the role of a Councillor, I must:

- ensure that my behaviour does not bring discredit upon the Council; and
- not deliberately mislead the Council or the public about any matter related to the performance of my public duty.

To fulfill this standard of conduct when performing my role, I will:

- act with integrity at all times
- be open and honest
- not make improper use of information acquired as a result of my position
- not disclose confidential information
- not direct or improperly influence a member of Council staff
- not exercise or perform a power, duty or function that I am not authorised to do
- not use public funds or resources in a manner that is improper or unauthorised
- not participate in a decision on a matter in which I have a conflict of interest
- understand that when I deal with Council in a private capacity (e.g. as a ratepayer, recipient of a Council service or applicant for a permit) I will not expect, request or behave in a way that would indicate that I want preferential treatment in relation to any such matter.

#### **8.5. Prescribed Standard of Conduct 5 – Standards do not limit robust political debate**

I acknowledge that nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

To fulfill this standard of conduct when performing my role, I will:

- actively listen to and understand that others have different points of view
- give a person a chance to explain and voice their views
- make every effort to gain a consensus
- be willing to change my view in the course of hearing other viewpoints and considering all the information presented to me
- if required, seek more information to ensure I have a representative view on the matter.



## 9. INFORMAL INTERNAL DISPUTE RESOLUTION AND INTERNAL ARBITRATION PROCESSES

The Act requires internal arbitration processes to be set out in this Code that describe how a Councillor(s) can report and resolve a dispute arising from what they consider to be a possible breach of this Code.

Our informal internal dispute resolution and the more formal internal arbitration procedures respect the roles of Mayor and Deputy Mayor, as outlined in the Act, as well as that of the Councillor Conduct Officer appointed by the Chief Executive Officer under section 150 of the Act.

Councillors will be supported in their pursuit of resolving conflicts and disputes in a way that maintains respectful and constructive working relationships with their fellow Councillors.

The informal internal dispute resolution processes and the more formal internal arbitration procedures outlined in this clause must be read in conjunction with the *Local Government Act 2020* and the definitions of section 3 of the Act in relation to Councillor misconduct, serious misconduct or gross misconduct.

### **Legal representation**

The intention of both the informal dispute resolution process and the formal internal arbitration process is to have proceedings undertaken as informally as possible.

Accordingly, legal representation for any party involved in a matter is not permitted at any stage of the informal dispute resolution process. This excludes the Mayor or Councillor Conduct Officer seeking legal advice on procedural or interpretational matters to assist with the application of the Procedures set out under this Code.

An independent arbiter appointed by the Principal Councillor Conduct Registrar may allow legal representation if they believe it is absolutely necessary for the process to be conducted fairly.

### **Types of conduct allegations not covered by this Code**

It is important to note that the Procedures outlined in this clause are not intended to address complaints or disputes:

- that allege serious misconduct as they are to be dealt with by making an application for the appointment of a Councillor Conduct Panel
- relate to potential gross misconduct as they are to be referred directly to the Local Government Inspectorate
- made against a Councillor(s) by a member of Council staff or the public in relation to a disclosure under the *Public Interest Disclosures Act 2012* of suspected fraud or corruption are to be dealt with through the mechanisms outline by our Public Interest Disclosure Policy 2020
- that relate to potential criminal misconduct as these should be raised with Victoria Police or the Independent Broad-based Anti-Corruption Commission to identify the relevant body to investigate the complaint.

Aside from the procedures set out in this Code, a Councillor, Council employee or member of the public may raise a formal complaint through any channel open to them under law.

### **9.1. Making a complaint about an alleged breach of this Code or requesting formal intervention in a dispute**

A Councillor, group of Councillors, Council employee or member of the community may make a complaint about a possible breach of this Code or seek assistance with an unresolved interpersonal dispute.

#### **Concerns raised by a Councillor(s)**

Councillors must refer complaints about matters that have not been resolved through informal Councillor to Councillor discussions to the Mayor and the Councillor Conduct Officer, so that a resolution discussion or independently facilitated mediation process may be instigated in an attempt to resolve the issue.

Councillors seeking the appointment of an independent arbiter by the Principal Councillor Conduct Registrar must forward their request to the Mayor, with a copy to the Councillor Conduct Officer.

#### **Concerns from a member of staff or the community**

Members of staff and members of the community must direct complaints to the Councillor Conduct Officer and the Chief Executive Officer in the first instance, with correspondence being marked as confidential, so that the nature of the complaint can be reviewed and the appropriate authority and mechanism can be identified to deal with the matters raised.

#### **Timely consideration of requests and complaints**

Complaints will be dealt with confidentially and swiftly, with all parties kept informed at all times. The principles of natural justice will be applied throughout the investigation and dispute resolution process.

#### **Timing of complaints**

Complaints alleging misconduct under this Code or raising concerns about behaviour being contrary to this Code, including interpersonal disputes, must be made within three (3) months of the alleged misconduct, behaviour or the conflict occurring.

#### **Withdrawing an application for informal dispute resolution or internal arbitration**

An application for informal dispute resolution or internal arbitration may be withdrawn at any time in writing to the Mayor and Councillor Conduct Officer.

Once an application for any dispute resolution process under this Code has been withdrawn, the same or a similar application relating to the same issues or dispute cannot be resubmitted at a later date.

#### **Information required to accompany any allegation of a breach of this Code**

Any request for an internal resolution process, whether for one of the informal procedures outlined in this Code, or seeking the appointment of an independent arbiter by the Principal Councillor Conduct Registrar, must be accompanied by the following information:

- the name of the Councillor alleged to have breached the standard(s) of conduct
- the clause of the standard(s) of conduct outlined in this Code that the Councillor is alleged to have breached
- the misconduct or behaviour/actions that the Councillor is alleged to have engaged in that resulted in the breach or the nature of the interpersonal dispute
- evidence to support the allegations made

- what, if any, informal dispute resolution measures have been undertaken in an attempt to resolve the matter prior to seeking more formal intervention
- signature of the Applicant and the date.

An application for a formal internal arbitration process to make a finding of misconduct against a Councillor may be made to the Principal Councillor Conduct Registrar by:

- a Council resolution; or
- a Councillor or group of Councillors.

## **9.2. Roles and Responsibilities**

### **Mayor**

The Mayor has a responsibility to:

- establish and promote appropriate standards of conduct
- support good working relations between Councillors
- support Councillors in dispute resolution
- provide guidance to Councillors about what is expected in relation to the role of a Councillor as set out by the Act, how to uphold the Standards of Conduct and this Code
- act as an honest broker between parties to a dispute and endeavour to resolve the issue fairly, impartially and confidentially
- request the CEO to appoint an independent mediator to undertake the independently facilitated mediation should this be the best option to resolve the matter
- ensure the Councillor Conduct Officer is updated on the progress of any resolution discussion or independently facilitation mediation
- advise the CEO when informal dispute resolution options have failed and a request needs to be made for the appointment of an internal arbiter by the Principal Councillor Conduct Registrar
- work closely with all parties involved, facilitate the informal resolution process in a timely manner and advise the parties of the options available to them should one or all parties abandon the resolution process once commenced.

If the Mayor is a party to an issue or dispute, the Mayor must remove themselves from facilitating the process and the Deputy Mayor will assume the role of the Mayor. Should both the Mayor and Deputy Mayor be involved in the dispute, the matter shall be referred to the Chief Executive Officer and Councillor Conduct Officer to recommend options as to how to best proceed with the matter.

### **Councillors**

Councillors have a responsibility to:

- make a genuine effort to resolve any interpersonal dispute informally, avoiding the need for formal dispute resolution procedures under this Code
- participate in any resolution discussion, independently facilitated mediation or internal arbitration process in good faith
- cooperate with any informal dispute resolution or internal arbitration process aimed at resolving a complaint made under these procedures
- actively demonstrate and adhere to 'natural justice' and 'procedural fairness' principles throughout any of the procedures outlined in this Code

- maintain confidentiality regarding any complaint and the process taken to resolve the complaint or interpersonal dispute
- seek resolution of a dispute in an expeditious manner, whether as respondent or complainant
- recognise that it is necessary to be open to constructive criticism.

### **Chief Executive Officer**

The Chief Executive Officer has a responsibility to:

- ensure that support and assistance is available to all Councillors and the Mayor as the driver of compliance with this Code and the Standards of Conduct
- respond to requests by the Mayor for the appointment of an independent mediator or when a formal application for internal arbitration is required to be submitted to the Principal Councillor Conduct Registrar
- complete any reporting required in relation to the outcome of processes outlined in these procedures
- support the Councillor Conduct Officer to efficiently and effectively undertake their duties under the Act.

### **Councillor Conduct Officer**

The Councillor Conduct Officer has a responsibility to:

- assist and support the Mayor with the interpretation and implementation of this Code and the Standards of Conduct
- assist the Council in the implementation and conduct of the informal dispute resolution procedures and internal arbitration process set out in this Code
- assist the Principal Councillor Conduct Registrar to perform their functions under section 149 of the Act
- assist the Principal Councillor Conduct Registrar in relation to any request for information made under section 149 of the Act.

## **9.3. Dispute Resolution Options**

There are three methods through which the procedures in this Code aim to resolve matters:

1. Resolution discussion
2. Independently facilitated mediation
3. Formal internal arbitration.

*The Resolution Discussion and Independently Facilitated Mediation options are known as our informal dispute resolution options.*

*The Internal Arbitration option requires the involvement of the Principal Councillor Conduct Registrar and is a requirement of the Act, so is referred to in this Code as a formal internal arbitration process.*

*The procedures relating to each of these three options is outlined below.*

#### 9.3.1. Resolution discussion

Where Councillors involved in a dispute are unable to resolve the matter informally between themselves, any of the involved parties may send a written request to the Mayor and Councillor Conduct Officer to convene a confidential meeting of the parties to discuss the dispute and identify how the matter may be resolved.

The Councillor requesting the meeting is to provide the Mayor with the name of the other Councillor(s) involved and the details of the dispute as per clause 9.1 of this Code. The requesting Councillor must notify the other Councillor(s) involved in the matter of their request and provide a copy of the written request to them.

The Mayor will acknowledge the receipt of the request in writing to all affected parties within two (2) working days.

The Councillor Conduct Officer will ascertain whether or not the other party(ies) is prepared to attend a resolution discussion.

If the other Councillor(s) is not prepared to attend the meeting, the Mayor is to advise the party seeking resolution of the issue. The Mayor must then discuss with all concerned parties the other options to resolve the matter.

If the other Councillor(s) consents to a meeting, the Mayor is to hold a confidential discussion with all parties, providing equal opportunity for all views to be expressed and considered.

Unless one or both parties are unavailable, the resolution discussion should be arranged within ten (10) working days of receipt of the request.

The Mayor may provide the parties with guidelines to help facilitate the meeting in advance of the meeting or at the commencement of the resolution discussion.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened subject to agreement of all parties.

The role of the Mayor at the meeting is to assist the parties to resolve the dispute. In the process of doing this they may provide guidance about what is expected of a Councillor including in relation to the role of a Councillor under section 28 of the Act and this Code.

The Mayor will document any agreement reached during the reconciliation discussion. Copies of the agreement are to be provided to all parties and a copy kept by the Councillor Conduct Officer.

Where the dispute remains unresolved, a party may request independently facilitated mediation or the appointment of an internal arbiter by the Principal Councillor Conduct Officer.

#### 9.3.2. Independently facilitated mediation

A Councillor or Councillors may request that their dispute be referred to independently facilitated mediation conducted by an external accredited mediator.

The Councillor(s) requesting the meeting is to provide the Mayor and Councillor Conduct Officer with the name of the other Councillor(s) involved and the details of the dispute as per clause 9.1 of this Code. The requesting Councillor must notify the other Councillor(s) involved in the matter of their request and provide a copy of the written request to them.

The Councillor Conduct Officer is to ascertain (in writing) within five (5) working days of the receipt of a mediation request whether or not the other Councillor(s) is prepared to participate in the mediation.

If the Councillor declines to participate, they are to provide their reasons for not doing so in writing to the Councillor Conduct Officer. These reasons may be taken into account if the matter is subsequently the subject of an application for a Councillor Conduct Panel for failure to comply with Council's internal arbitration process.

If the other party agrees to participate in mediation, the Councillor Conduct Officer is to advise the party seeking the mediation, the Mayor and CEO.

The Councillor Conduct Officer will then engage the services of an external Mediator to conduct the mediation as soon as possible.

If the parties cannot resolve the dispute at the mediation meeting, a further meeting may be convened with the consent of all parties.

The external Mediator is to document any agreement reached. Copies of the agreement are to be provided to both parties and the Councillor Conduct Officer.

Where the dispute remains unresolved, a Councillor may request the appointment of an internal arbiter by the Principal Councillor Conduct Registrar.

### 9.3.3. Internal arbitration

Internal arbitration involves a Councillor(s), known as the Applicant(s), requesting that the Principal Councillor Conduct Registrar appoint an impartial third party (the Arbiter) to make findings in the relation to allegations concerning another Councillor or Councillors (the Respondent) around whether they have engaged in misconduct under the Act.

The Applicant must provide all of the information set out under clause 9.1 of this Code to the Councillor Conduct Officer and Mayor.

After receiving an application, the Councillor Conduct Officer will provide a copy of the application to the CEO within twenty four (24) hours or receipt and Councillor(s) who is the subject of the application within two (2) working days.

The Councillor Conduct Officer will then ensure that the request is given to the Principal Councillor Conduct Registrar in the manner specified by any regulations under section 141(2)(a) of the Act or any guidelines published under section 149(1)(c) of the Act.

#### **Examination of the application**

The Principal Councillor Conduct Registrar, after examining an application, will appoint an Arbiter to Council to hear the matter if satisfied that:

- the application is not frivolous, vexatious, misconceived or lacking in substance

- there is sufficient evidence to support an allegation of a breach of the Councillor Code of Conduct as specified in the application.

### **Decision to appoint an Arbiter**

After having decided that an Arbiter should be appointed, the Principal Councillor Conduct Registrar will:

- advise the CEO, Councillor Conduct Officer and the Mayor without undue delay
- identify an Arbiter to hear the application
- obtain from the Arbiter written advice that they have no conflict of interest in relation to the Councillors involved
- notify all parties of the name of the proposed Arbiter and provide them with the opportunity within two (2) working days to object to the person proposed to be the Arbiter
- consider the grounds of any objection and appoint the proposed Arbiter or identify another Arbiter (if another Arbiter is required the process outlined above will be undertaken again)
- provide a copy of the Application to the Arbiter as soon as practicable after the opportunity for the parties to object to an Arbiter has expired
- after consultation with the Arbiter, advise all parties of the time and place for the hearing
- attend the hearing(s) and assist the Arbiter in the administration of the process.

### **Identifying a suitable Arbiter**

In identifying an Arbiter to hear the application, the Principal Councillor Conduct Registrar will select an Arbiter who is suitably independent and able to carry out the role fairly. The Arbiter must be selected from a panel of eligible persons established by the Secretary to conduct an internal arbitration process as per section 142 of the Act.

### **Role of the Arbiter**

The role of the Arbiter includes:

- considering an application alleging a contravention of the Code or breach of Council's policies or procedures
- making findings in relation to the application
- providing a written statement of reasons supporting the findings to the parties
- providing the findings to Council recommend an appropriate sanction or sanctions where the Arbiter makes a finding of misconduct against a Councillor.

In considering an application alleging a contravention, an Arbiter will:

- ensure that the rules of natural justice are observed and applied in the hearing of the application
- conduct the hearings with as little formality and technicality as the proper consideration of the matter permits
- ensure that the hearings are closed to the public and held in confidence
- in consultation with the Councillor Conduct Officer, fix a time and place to hear the application
- authorise the Councillor Conduct Officer to formally notify the Applicant(s) and the Respondent(s) of the time and place of the hearing
- hold as many meetings as they consider necessary to properly consider the application.

- hold a directions hearing if it is considered useful prior to the commencement of hearings
- ensure that the parties to involved in an application are given an opportunity to be heard
- ensure that a Councillor who is a party to an internal arbitration process does not have a right to representation unless the Arbiter considers that representation is necessary to ensure that the process is conducted fairly
- consider an application by a party to have legal representation at the hearing.

Where an application to have legal representation is granted by an Arbiter, the costs of the Councillor's legal representation are to be borne by the Councillor in their entirety.

### **Findings by an Arbiter**

An Arbiter:

- may find that a Councillor(s) who is a Respondent to an application has not engaged in misconduct
- may find that a Councillor has engaged in misconduct
- may hear each party to the matter in person or solely by written or electronic means of communication
- is not bound by the rules of evidence and may be informed in any manner the arbiter sees fit
- may, at any, time discontinue the hearing if the Arbiter considers that the application is vexatious, misconceived, frivolous or lacking in substance or the Applicant has not responded, or has responded inadequately, to a request for further information
- will suspend the process during the election period for a general election
- must refer the matter in writing to the Principal Councillor Conduct Registrar if the arbiter believes that the conduct that is the subject internal arbitration process appears to involve serious misconduct and would more appropriately be dealt with as an application to the Councillor Conduct Panel under section 154 of the Act.

If an Arbiter has made a finding of misconduct, he or she may do any one or more of the following:

- direct the Councillor to make an apology in a form or manner specified by the Arbiter
- suspend the Councillor from the office of Councillor for a period specified by the Arbiter not exceeding one month
- direct that the Councillor be removed from any position where the Councillor represents the Council for the period determined by the Arbiter
- direct that the Councillor is removed from being the chair of a delegated committee for the period determined by the Arbiter
- direct a Councillor to attend or undergo training or counselling specified by the Arbiter.



The Arbiter must provide a copy of his or her findings and the statement of reasons for them to the:

- CEO
- The Mayor
- Applicant(s)
- Councillor(s) who is the subject of the allegation(s) (ie the Respondent)
- Principal Councillor Conduct Registrar.

#### **CEO to table findings at Council**

A copy of the Arbiter's decision and statement of reasons must be tabled at the next Council meeting after receiving the Arbiter's decision and statement of reasons.

If the Arbiter's decision and statement of reasons contains any confidential information, the confidential information must be redacted before submission to the Council meeting.

#### **9.4. Failure to participate in an Internal Arbitration Process**

A Councillor who does not participate in the formal internal arbitration procedure may be guilty of serious misconduct as defined by section 3 of the *Local Government Act 2020*. Applications for the consideration of allegations for serious misconduct must be considered by a Councillor Conduct Panel.

**9.7     Round 2: RE3 COVID Response Community Grant program – Application Assessments**

Authors: Community Development Officer, Manager Tourism and Community Services

Responsible Director: Director Community and Planning

***EXECUTIVE SUMMARY***

Strathbogie Shire Council recognises that the COVID-19 pandemic and related government restrictions has had a specific and potential long-term impact on our community. This year our Community Grants focus was solely on assisting community groups with their response to COVID-19. These grants form part of our RE3 campaign which encourages us all to reset, reboot and revitalise.

The intent of the RE3 Community Grants is to support creative initiatives that increase social connection, reduce isolation and improve physical and mental health during these difficult times, as well as assisting organisations to address the impacts of COVID-19 and put in place COVIDsafe operating practices. At its 15 December 2020 meeting, Council awarded funding of \$58,012 from a funding pool of \$85,000 to 18 applicants from the RE3 COVID Response Community Grants program for 2020-21 is \$85,000. Furthermore, Council endorsed that the opening of a Round 2 of the 2020-2021 RE3 Community Grant Program to expend the remaining amount of \$26,988 remaining from the budgeted funding allocation.

In January 2021, the guidelines for Round 2 of the COVID Community Grants were updated to allow for applications related to small infrastructure and fixed assets projects as per the Council resolution at the December 2020 Ordinary Council Meeting. The round was readvertised and opened up to the community and a total of 15 applications were received for the remaining funding amount available of \$25,062.

***RECOMMENDATION***

***That Council:***

- 1.     Award funding to seven (7) applicants as specified in the “Recommended Amount to Fund” column in the Round 2: 2020-21 RE3 Community Grant Program – Summary of Applications attached to this report for the total sum of \$25,062;***
- 2.     Note that four (4) applications are not recommended for funding due to Round 2 being oversubscribed and these four (4) applicants received funding in Round 1; and***
- 3.     Note that a further two (2) applicants are not recommended for funding due to three clubs submitting three separate applications for the one project thereby exceeding the \$5,000 maximum per project threshold.***

9.7 Round 2: RE3 COVID Response Community Grant program – Application Assessments (cont.)

**PURPOSE AND BACKGROUND**

The purpose of this report is to seek approval of the following funding recommendations for Round 2 of the RE3 COVID Response Community Grant program for 2020-2021.

At its 15 December 2020 meeting, Council endorsed that Round 2 of the 2020-21 RE3 COVID Response Community Grant program be opened to enable the remaining \$26,988 allocated to this funding program to be expended and awarded to additional community initiatives. In accordance with the Council resolution:

- the eligibility criteria was expanded to enable small infrastructure projects to be considered that facilitate social interaction to be considered;
- a maximum of \$5000 was set for eligible individual projects and/or initiatives that meet the criteria; and
- that if the program is oversubscribed, then projects will be prioritised according to community benefit.

**ISSUES, OPTIONS AND DISCUSSION**

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

A total of 15 applications were received for Round 2 of the 2020-21 RE3 COVID Response Community Grants program, requesting a total funding amount of \$59,195. The total budget allocation for Round 2: RE3 COVID Response Community Grant program for 2020 - 2021 is \$26,988 meaning applications well exceeded the budget allocation.

Assessments of the grant applications were conducted by the following officers:

- Manager Tourism, Arts and Culture
- A panel of Community Wellbeing team members that included:
  - Community Connector Officer
  - Community Development Officer
  - Facilities and Recreation Support Officer

As detailed in Attachment 1, the Round 2: 2020-2021 RE3 COVID Response Community Grant Application summary and recommendation spreadsheet, officers propose the following:

- Seven (7) applications to be funded to the value of \$25,062;
- Four (4) applications are not recommended for funding due to Round 2 being oversubscribed and these community groups were successful in receiving funding in Round 1. Due to the limited funding available in Round 2 and this round being once again oversubscribed with applications, Council officers have proposed that these applications are not to be considered for approval in Round 2;
- A further two (2) applications are not recommended for funding as they requested funding to complete the same infrastructure upgrade project, thereby exceeding the maximum of \$5000 per individual project; and

9.7 Round 2: RE3 COVID Response Community Grant program – Application Assessments (cont.)

- Two (2) applications to receive funding from Council's endorsed budget allocations for Sponsorship and Arts and Culture funds due to the better alignment of these projects with these funding pools. These two projects as detailed below, will be considered in separate reports to Council.

The application from the Southern Aurora Memorial Committee does not at present directly align with the guidelines for the RE3 COVID Community Grants program, however their project could be considered appropriate for funding from the budgeted allocation for Arts and Culture, if they were to revise their project scope and request a funding contribution towards the mural that they wish to have painted instead of requiring funding for the building of the wall for the mural as currently stated. Due to the effects of COVID-19, this budget allocation has been unable to be expended on community events in line with the actions from the Arts & Culture strategy as intended, and therefore could be made available for an art project that would align with the actions from the Arts & Culture Strategy. This option has been discussed with this group and they are appreciative of this suggested alternative funding option to be considered as a further standalone Council report.

In addition, the from the Longwood Football Netball Club sought funding for their annual Beer, Wine and Cider Festival. Officers recommend that because this is a broad community event, funding for their application should be obtained via Sponsorship and will be considered as a standalone Council report.

**COMMUNITY ENGAGEMENT**

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

A communications plan was prepared for Round 2: RE3 COVID Response Community Grants program. The community was informed through website content, fact sheets, a media release, social media, emails and phone calls to community groups in relation to the grants program.

There was a short time frame from applications opening (Friday 8<sup>th</sup> January 2021) to submission deadline (Monday 18<sup>th</sup> January 2021) and the community were advised that the window for application submissions had been kept short to allow time for consideration by Council in February 2021, thereby maximising time for the community to complete their projects by 30th June 2021.

**POLICY CONSIDERATIONS**

Council Plans and Policies

- Council Plan: Goal One - to enhance community health and wellbeing
  - Key strategy - engage and participate with the community in Council / Community initiatives

**LEGAL CONSIDERATIONS**

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

9.7 Round 2: RE3 COVID Response Community Grant program – Application Assessments (cont.)

**Conflict of Interest Declaration**

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

**Transparency**

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

In the interest of transparency and open and honest communication with our community it is recommended that the attached Round 2: 2020-21 RE3 Community Grant Program – Summary of Applications be released to the public providing an understanding of the assessment process and outcomes of the 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.

Should funding be granted for all of the seven (7) applications, this will total \$25,062 for Round 2 and \$58,012 for Round 1, making a combined total of \$83,074 expended from a budgeted allocation \$85,000, leaving a balance of \$1,926.

***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**

In recognising the significant impact COVID-19 has had on individuals, families and the organisations and groups that provide services across our community, the distribution of funding through this grants program will assist with projects that would otherwise be unable to go ahead due to lack of resources as a result of the pandemic.

**Social**

The awarding of funding to these groups will further assist with rebuilding the sense of community that has been tested during the lockdown period of the COVID-19 pandemic. Social isolation has been challenging for many within our community, and all of the applications talk about rebuilding the social connectedness within both their own and the wider communities.

***INNOVATION AND CONTINUOUS IMPROVMENT***

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

With the 2020-2021 RE3 COVID Response Community Grant program we are supporting creative and innovative initiatives that increase social connection, reduce isolation, and improve physical and mental health during these difficult times.

9.7 Round 2: RE3 COVID Response Community Grant program – Application Assessments (cont.)

**CONCLUSION**

It is recommended that Council endorse the proposed allocations for Round 2: *2020 – 2021 RE3 COVID Response Community Grant program* to support our community in response to the impact of the COVID-19 pandemic.

**ATTACHMENTS**

**Attachment 1:** Round 2: 2020 – 2021 RE3 COVID Response Community Grant Program – Summary of Applications

**ATTACHMENT 1:**

Round 2: 2020-21 RE3 Community Grant Program - Summary of Applications								
Applicant Organisation	Project Title	Brief Project Description	Received Funding Previous Year(s)	Amount Requested	Total Project Cost	Recommended Amount	Accum Total	Recommended Funding Conditions
Projects Recommended for Funding								
Strathbogie Golf Club Inc.	Strathbogie Golf Club Kitchen Upgrade	<p>The project is to achieve three major outcomes for the club:</p> <ol style="list-style-type: none"> <li>1. To purchase an industrial dishwasher to ensure a guaranteed higher standard of hygiene for cleaning drink glasses, crockery, cutlery and other cooking utensils. Currently the club kitchen does not have a dishwasher or glass washer. All washing is done by hand by volunteers.</li> <li>2. To purchase a larger stove to allow greater cooking and heating capacity to cater for a greater number of guests within the Clubhouse and outdoor seating areas which will assist in strengthening community (as per the guidelines of the grant)</li> <li>3. Purchase and erect "Covid-19 Safe" signage.</li> </ol>	No	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Nagambie Bowls Club	Nagambie Bowls Club Relief From The Heat	Installation of ceiling fans under clubhouse verandah & industrial fans under shelters	No	\$3,256.00	\$3,256.00	\$3,256.00	\$8,256.00	

Tablelands Community Centre at Ruffy	Out door settings COVID plan	Provide two outdoor settings within playground BBQ area and three hand sanitiser display stands at the Tablelands Community Centre at Ruffy	No	\$2,868.00	\$2,838.00	\$2,868.00	\$11,124.00	<p>Discussion with outdoor team in regards to design and location of outdoor tables and seating will be required to ensure Council guidelines are met and area able to be maintained going forward.</p> <p>Confirmation of public liability cover being provided under the Strathbogie Shire Council umbrella with need to be confirmed prior to funding being released.</p> <p>Tablelands Community Centre at Ruffy are also in the process of becoming incorporated, this will need to be finalised prior to funding being released.</p>
Shadforth Reserve Committee of Management	Shadforth Reserve Old Golf Club Rooms Covid Safety Support	To clean, sanitize and meet all the COVID and hygiene requirements for the old Golf Club rooms. As well as providing COVID Safety Supplies to groups who utilise the Club Rooms, provide cleaning and sanitizing support of Club Rooms. Prepare and exhibit COVID safety Guidelines, Signage, provide qr codes, contact tracing sheets and sanitizing log.	No	\$2,684.00	\$2,684.00	\$2,684.00	\$13,808.00	Council approval will be required prior to proceeding with project.



Longwood East Landcare	Social Benefits of Beautification of Popular Areas in Longwood	<p>Two areas identified by Longwood East Landcare are associated with community events and in need of improvement. The projects will deliver two outcomes, namely beautification and social connection.</p> <p><i>Old CFA Shed:</i> The War Memorial is adjacent and the mural on the side of the Old CFA Shed is a prominent piece of art work. Landscaping would add value and beauty to Longwood for locals and tourists. Planting will focus on a mass planting of Lomandra Tanika which is a hardy, low maintenance and fire resistant. It is often used in roadside plantings.</p> <p><i>BMX track:</i> The Pub Paddock is a central area for community events. The BMX track is popular with children and is well used during events and its visibility allows parents to easily supervise. The BMX track itself has recently been refurbished by volunteers. Group plantings of native plants will improve the aesthetics without obstructing view lines from adjacent facilities.</p>	No	\$1,254.00	\$1,854.00	\$1,254.00	\$15,062.00	<p>Consultation required with Strathbogie Shire Council Operations Team to discuss garden design, planting locations, species of plants and ongoing maintenance.</p> <p>Preference for plants to be sourced locally.</p>
Friends of the Violet Town Pool	BBQ Installation at the Violet Town Pool	<p>Install a fixed electric BBQ in the grassed area of the VT Pool for use by pool patrons as well as market participants. Euroa glazed bricks will be used on the exterior to match the existing pizza oven and the new toilet block being erected in the Recreational precinct.</p>	No	\$5,000.00	\$17,721.00	\$5,000	\$20,062.00	Required to obtain permit from Council prior to proceeding

Euroa Football Netball Club	Clean Safe Recovery for Sports	<p>The male showers at the Euroa Memorial Oval are open, communal showers. The combined</p> <p>group of applicants intend to install stall walls and curtains, separating the showers into</p> <p>cubicles to ensure that all people feel able to participate in sports and be clean and safe.</p>	No	\$5,000.00	\$8,049.00	\$5,000	\$25,062.00	Will require approval from DELP and Council.
<b>Projects Not recommended for Funding</b>								
Euroa Cricket Club	Clean Safe Recovery for Sports	<p>The male showers at the Memorial Oval are open, communal showers. The combined group of applicants intend to install stall walls and curtains, separating the showers into cubicles to ensure that all people feel able to participate in sports and be clean and safe.</p>	No	\$2,838.00	\$8,049.00	\$0.00	\$25,062.00	<p>This application is associated with the application from the Euroa Football Netball Club. Council endorsed in the December 2020 meeting that “A maximum of \$5000 will be considered for eligible individual projects and/or initiatives that meet the criteria”</p>
Euroa Junior Football Netball Club	Clean Safe Recovery for Sports	<p>The male showers at the Euroa Memorial Oval are open, communal showers. The combined group of applicants intend to install stall walls and curtains, separating the showers into cubicles to ensure that all people feel able to participate in sports and be clean and safe.</p>	No	\$2,838.00	\$8,049.00	\$0.00	\$25,062.00	<p>This application is associated with the application from the Euroa Football Netball Club. Council endorsed in the December 2020 meeting that “A maximum of \$5000 will be considered for eligible individual projects and/or initiatives that meet the criteria”</p>

Violet Town Bowls Club Inc	Violet Town Bowls Club Inc. - Shade Project	Purchase and install Shade sails to run across the front of the clubrooms. This project will encourage more outdoor dining and social gatherings in a COVIDsafe environment.	Yes \$5,000 received in Round 1	\$5,000.00	\$5,000.00	\$0.00	\$25,062.00	Due to being oversubscribed and applicant being successful in first round of funding we are not recommending approval under Round 2
Euroa Croquet Club Inc	Landscaped Outdoor Seating Area	To create a landscaped outdoor area with ramp access for members to socialise rather than gathering inside the clubrooms. It is proposed to excavate an area approximately 6 metres square under the trees on the northern end of the clubrooms. A ramp will be installed at the end of the clubroom verandah to ensure safe access to the seating area.	Yes \$4,543 received in Round 1	\$5,000.00	\$8,100.00	\$0.00	\$25,062.00	Due to being oversubscribed and applicant being successful in first round of funding we are not recommending approval under Round 2
Avenel Action Group (to become Avenel Active Inc)	Sound system for Avenel Memorial Hall	A recently purchased digital grand piano will become the focus for future musical and theatre activities in Avenel Memorial Hall. We are applying for a RE3 COVID Response Community Grant to enable us to install a suitable sound system to complement and enhance the environment for musical groups and musical instruments or singing. During Covid lockdown, community isolation could have been ameliorated by musical performances in the hall, but because of a lack of a suitable sound system it was not possible to attract performers to Avenel. Hence, isolation and loneliness were prevalent in some sections of our community during 2020. Researchers have proven that co-ordinating movement through music may increase our sense of community and make us more social. The performance of musical events in the hall will bring the community together and potentially reduce isolation in those community members who have suffered during Covid lockdown.	Yes \$5,000 received in Round 1	\$3,457.00	\$6,457.00	\$0.00	\$25,062.00	Due to being oversubscribed and applicant being successful in first round of funding we are not recommending approval under Round 2

Kelvin View Public Hall and Recreation Reserve Committee	Ongoing Community events	Using the council contributions received as a result of the Round 1 RE3 Covid Response Community Grants, the Kelvin View Public Hall and Recreation Reserve Committee would like to introduce a number of additional similar events for Easter and prior to the 30 June 2021. These events would substantially benefit from some small capital improvements including a hot water unit, a shade sail and repair works to the public toilet external and internal walls.	Yes \$1,515 received in Round 1	\$5,000.00	\$5,000.00	\$0.00	\$25,062.00	Due to being oversubscribed and applicant being successful in first round of funding we are not recommending approval under Round 2
<b>Projects referred to alternate funding source and subject to individual Council reports</b>								
Southern Aurora Memorial Committee	Mural wall rebuilding	This project will enlarge and extend the existing mural wall in the Southern Aurora gardens. Once done, a highly impactful, dramatic mural will be painted on it depicting a scene from the hours before the accident, with unsuspecting passengers and train crews going about what they thought was going to be a routine journey to Melbourne. The existing fence has to be enlarged, redesigned and strengthened to cater for the mural and to give it a dramatic and poignant aspect. It will be the first thing noticed by tourists as they come over the railway crossing and will further enhance the gardens. The Southern Aurora committee have funds to paint the mural once the fence is rebuilt and by finishing this aspect of the garden, not only will the mural attract visitors, it will further enhance the garden and will promote a feeling of pride and community ownership.	No	\$5,000.00	\$10,000.00	\$0.00	\$25,062.00	Application does not directly align with the guidelines for the RE3 Covid Grant program. However their project could be considered appropriate for funding from the Arts and Culture budget. Discussion has taken place with Southern Aurora Group to revise application and request funding for painting of the mural rather than the building of the mural which can be covered under the Arts and Culture budget. Southern Aurora Group agreeable to this change and to match Shire funding for the building of the wall.

Longwood Football Netball Club	COVID Safe Longwood Beer, Wine and Cider Festival	Implement Covid safety measures and sustainability measures to host the community-run 2021 Longwood Beer, Wine & Cider Festival.	Yes	\$5,000.00	\$12,914.00	\$0.00	\$25,062.00	Recommend funding for this project to come from Sponsorship funding as it's related to a Shire approved Event. Funding for the container and the "local heroes" tickets cannot be covered under the guidelines however the additional costs for hire of toilets can be included. Recommend total funding approved \$4814
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## **9.8 Longwood Beer, Wine and Cider Festival 2021 – Application for Sponsorship**

Author: Manager Tourism and Community Services

Responsible Director: Director Community and Planning

### **EXECUTIVE SUMMARY**

The Longwood Football Netball Club Inc have submitted a request for \$3,000 for sponsorship of the Longwood Beer, Wine and Cider Festival 2021 which will take place on Saturday 27 February, 2021.

This is the fifth year that this event has been held and the committee is requesting \$3,000 of Council funding from the Sponsorship Budget, to contribute towards hire equipment, hire of buses and the implementation of COVIDsafe measures. Council has funded the previous sponsorship for this event in the following years:

- 2018 – \$3,000
- 2020 – \$1,000

Attached to this report is the REMPLAN report of economic development for the 2021 event, for Council consideration.

The Sponsorship requests granted this financial year total \$9,000 out of a budget of \$30,000 leaving a balance to date of \$21,000 in the Sponsorship budget.

### **RECOMMENDATION**

***That Council approve the request for \$3,000 in sponsorship of the 2021 Longwood Beer, Wine and Cider Festival to be held 27 February 2021 that will provide a positive community, tourism and economic benefit to both the township of Longwood and Strathbogie Shire as a whole.***

### **PURPOSE AND BACKGROUND**

This is the fourth year this Festival has been held in Longwood. The Festival attracts around 500 people from all over the region and offers free bus transport for the surrounding towns, with many children's activities, and a wide range of regional beer, wine and cider producers. It is proposed that the sponsorship funding would be used for entertainment, children's activities, local hero's tickets and additional portable toilets as required for the anticipated crowd size.

### **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

Since their first festival in 2018, this event has contributed approximately \$12,000 towards the Longwood Football Netball Club and the 2020 and 2021 events have/will contribute directly to the club's fundraising drive for a second netball court and multi-use amenities.

9.8 Longwood Beer, Wine and Cider Festival 2021 – Application for Sponsorship (cont.)

The event organisers have submitted an Event Management Plan, risk and emergency management plans and COVIDsafe plans, which is a requirement of the event approval process for Strathbogie Shire. These plans are sighted and signed off on by the Corporate Risk Manager at Council prior to a formal Event Approval letter being issued to the event.

COVIDsafe plans have been sighted by Council Officers as approved by DHHS as is the requirement at present of the COVID-19 Public Events Framework. A further statement is included in the Event Approval Letter from Council that states:

*“It is your responsibility as the organiser of the this event to ensure adherence to all relevant COVIDsafe guidelines that are in force on the date of your event (Saturday 27 February 2021) as per the [DHHS website listing](#) for Regional Victoria restriction levels and to ensure that you have an up to date COVIDsafe Plan for your event”.*

This event aligns well the key principles of the Sponsorship Program with applications sought from events that:

- Promote community engagement and participation;
- Contribute to building healthy and vibrant communities; and
- Increase 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 has been well patronised in the past and has built up a dedicated following. There has been widespread publicity about the event in the newspapers, via posters and on social media and the committee is actively engaged with both their community and with officers in the further development of this event.

**POLICY CONSIDERATIONS**

Council Plans and Policies

This initiative addresses the key objectives of the Council Plan 2017 – 2021 as follows:

- Goal One: To enhance community health and wellbeing
  - Key strategies – Engage and participate with the community in Council/Community initiatives; Support and drive community, arts and cultural events

This initiative also directly relates to the Arts and Culture Strategy 2019 -2023 as follows:

- 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.

9.8 Longwood Beer, Wine and Cider Festival 2021 – Application for Sponsorship (cont.)

The community members involved in managing, planning and delivering this event have come together and reached out to other community groups and individuals to be involved in the project. This has created new connections, lots of collaboration and is building a sense of pride and achievement in their community to bring this event to fruition. This event is all about bringing people together to not only work on and deliver the event, but also via participation in the actual event when it occurs. It will work directly to achieving the outcomes of; stimulating creativity, enhancing social connections, physical and mental health and wellbeing improved and a sense of civic pride is enhanced.

It also relates to the Liveability Plan 2017-2021 as follows:

- Priority One: Stronger Together. Establish strong partnerships and increase collaboration.

Again, this project has delivered numerous partnerships within the community between community groups, business and individuals. It is building the capacity of community to deliver well planned and implemented large scale events which will have positive impact both culturally, socially and economically.

***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 event organisers have submitted an Event Management Plan, risk and emergency management plans and COVIDsafe plans, all of which have been approved by delegate Council Officers and the formal approval letter has been issued.

**Conflict of Interest Declaration**

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

**Transparency**

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

In the interest of transparency and open and honest communication with our community, it is recommended that this request for sponsorship for the Longwood Beer, Wine and Cider Festival 2021 event be acknowledged in a public forum providing full disclosure of how potential allocated sponsorship funding is being distributed within our community.

***FINANCIAL VIABILITY CONSIDERATIONS***

The Sponsorship requests granted this financial year total \$9,000 to date out of a budget of \$30,000, leaving a balance of \$21,000 remaining in the Sponsorship budget



9.8 Longwood Beer, Wine and Cider Festival 2021 – Application for Sponsorship (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**

With an anticipated 500 attendees at Longwood Beer, Cider and Wine Festival the economic benefit will be felt across the Shire. Including bus companies, hospitality establishments and other local beverage producers and associated businesses. Over the past four (4) years, this event has contributed \$12,000 directly to the Longwood Football Netball Club, as well as donations provided to the local CFA and Longwood Primary School. For many of the patrons this is a great event to get together with the family and community and celebrate the future.

**Social**

A group of passionate local people from diverse backgrounds have come together, making a commitment to be involved as a working group to see this event come to fruition, year after year. The event planning and management required builds capacity in the local community members and there is increased opportunity to deliver more events like this which will have a positive benefit for the overall community. Increased knowledge, skill and understanding of how to deliver large scale events has occurred.

**Environmental**

Council Officers will work with the Longwood Beer, Cider and Wine Festival to ensure implementation of the Council's Waste Wise Event Policy and that the Waste Wise Event Guide is adhered to.

***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 Longwood Beer, Wine and Cider Festival organisers will ensure that all regulatory requirements and COVIDsafe planning are in place as part of the approved event management plan.

***COLLABORATION***

This event will be a collaboration between Strathbogie Shire's Building, Town Planning, Risk, Environmental Health, Assets and Events departments along with external stakeholders such as VicPol, VicRoads and emergency services such as the CFA and Ambulance.

***HUMAN RIGHTS CONSIDERATIONS***

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

9.8 Longwood Beer, Wine and Cider Festival 2021 – Application for Sponsorship (cont.)

**CONCLUSION**

This is a well-established event for Longwood and is unique to the region. It is being organised by a passionate, multiskilled group of locals. The event will positively impact on the local economy and bring visitors to the town who will more than likely return to discover more of the region after their visit, thereby increasing tourism visitation into the future.

**ATTACHMENTS**

**Attachment 1:** REMPLAN assessment of the economic benefit of the event

**ATTACHMENT 1:**



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## **Tourism Impact Summary Report for Victoria (State)** **(Tourism Activity: 1 days)**

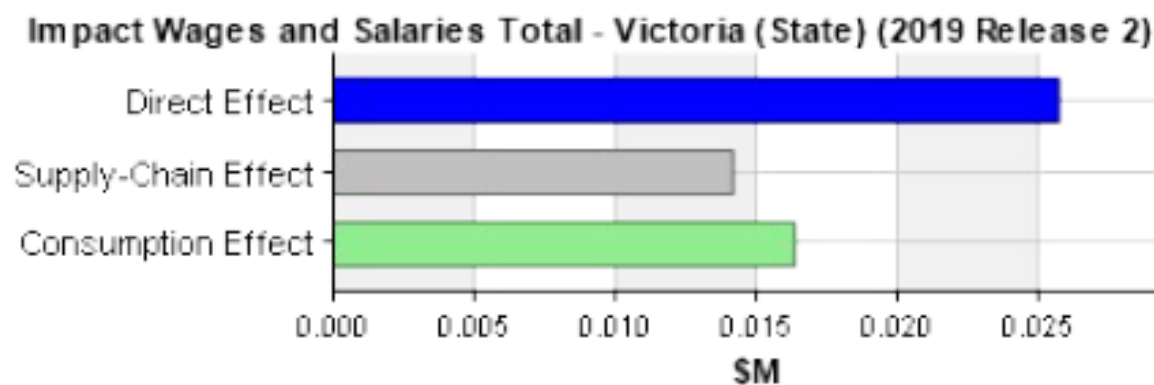
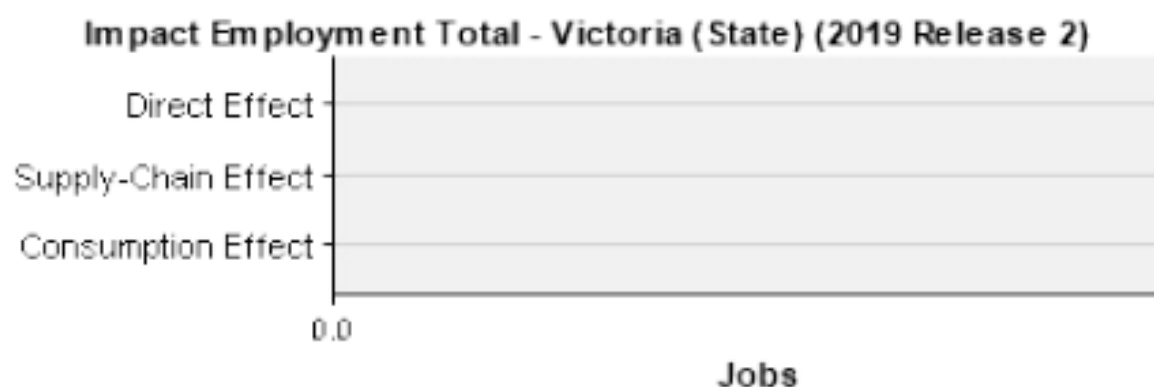
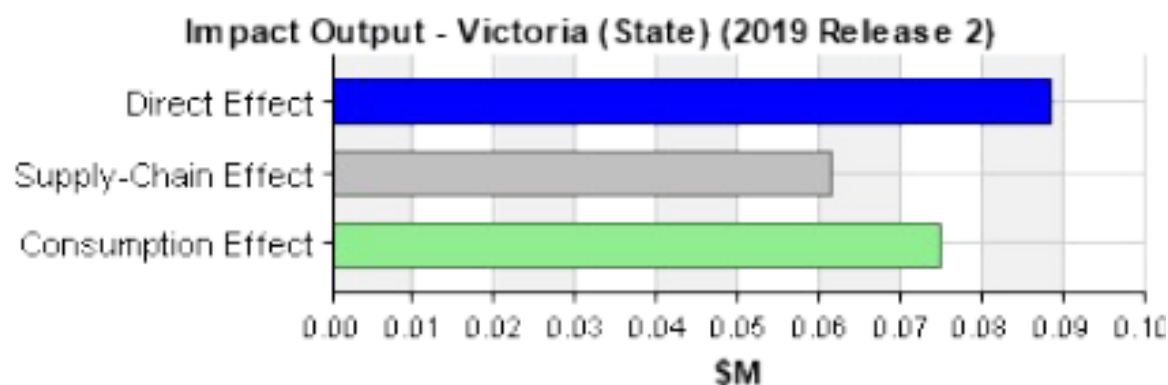
### **Tourism Impact Scenario**

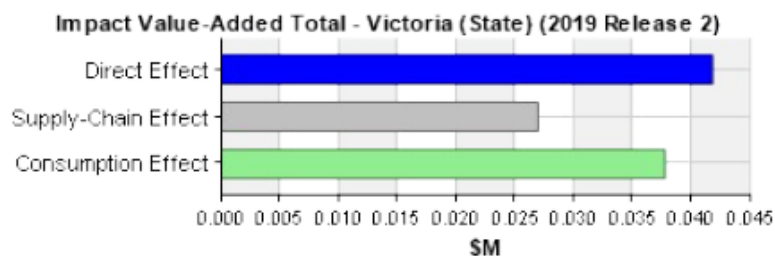
Name Longwood Beer, Wine & Cider Festival 2021  
Duration 1 days

<b>Direct Impact</b>	<b>Domestic Day</b>	<b>Domestic Overnight</b>	<b>International</b>	<b>Total</b>
Number of Visitors	500	100	0	600
Number of Nights	n/a	2.00	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$98	\$197	\$121	
Total Estimated Expenditure (\$)	\$49,000	\$39,400	\$0	\$88,400

Estimated Expenditure per Visitor per Day data sourced from:  
TRA June 2020 National & International Visitor Surveys - Victoria

## Tourism Impacts





Under this scenario Gross Regional Product is estimated to increase by \$0.106 million ( 0.00%) to \$454,590.106 million. Contributing to this is a direct increase in output of \$0.088 million, 0 additional jobs , \$0.026 million more in wages and salaries and a boost in value-added of \$0.042 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.061 million, 0 more jobs , \$0.014 million more paid in wages and salaries, and a gain of \$0.027 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.694
Employment	0.000
Wages and Salaries	1.551
Value-added	1.645

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.075 million, employment by 0 jobs, wages and salaries by \$0.016 million, and value-added by \$0.038 million.

Under this scenario, total output is expected to rise by \$0.225 million. Corresponding to this are anticipated increases in employment of 0 jobs, \$0.056 million wages and salaries, and \$0.106 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	2.540
Employment	0.000
Wages and Salaries	2.187
Value-added	2.549

### Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.088	\$0.061	\$0.075	\$0.225	1.694	2.540
Long Term Employment (Jobs)	0	0	0	0	0.000	0.000
Wages and Salaries (\$M)	\$0.026	\$0.014	\$0.016	\$0.056	1.551	2.187
Value-added (\$M)	\$0.042	\$0.027	\$0.038	\$0.106	1.645	2.549



### Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

## **9.9 Longwood Football Netball Club – Application for Sponsorship**

Author: Director Community and Planning, Manager Tourism and Community Services

Responsible Director: Director Community and Planning

### ***EXECUTIVE SUMMARY***

The Longwood Football Netball Club Inc have submitted a request for \$2,000 for sponsorship of enhancement of the oval at the Longwood Recreation Reserve.

The Longwood Football Netball Club has been selected by a prestigious VFL Football Club to hold their 2021 preseason official intraclub practice match incorporating their camp/sleepover.

The preseason official intraclub practice match is proposed for Saturday 13 March 2021, with the game beginning at approx. 1pm, however this date and event are still to be confirmed by the VFL Football Club in question.

Upon a site inspection by the VFL Football Club representatives' concerns were raised regarding the condition of the playing surface at the oval. Representatives have requested improvements be made to the oval before the event can be confirmed.

In support of the Longwood Football Netball Club to improve the playing surface, a request has been submitted to Council for funding assistance for the supply and equipment costs associated with horticulture improvements to the oval.

Attached to this report is the REMPLAN report of economic development for the 2021 event, for Council consideration.

The Sponsorship requests granted this financial year total \$9,000 out of a budget of \$30,000 leaving a balance to date of \$21,000 in the Sponsorship budget.

### ***RECOMMENDATION***

***That Council approve the request for up to \$2,000 in sponsorship to the Longwood Football Netball Club Inc. as a result of the positive community, tourism and economic benefit that it will provide to both the township of Longwood and Strathbogie Shire as a whole, conditional on confirmation of the event going ahead on Saturday 13 March, 2021.***

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

The Longwood Football Netball Club has been selected by the VFL Football Club to hold their 2021 preseason official intraclub practice match incorporating a camp/sleepover. The VFL Football Club in question are affiliated in the Australian Football League's tier 2 Victorian Football League competition.

## 9.9 Longwood Football Netball Club – Application for Sponsorship (cont.)

The preseason intraclub practice match/camp is proposed for Saturday 13 March 2021, beginning at approximately 1pm. To enable this game to take place, improvements to the condition of the playing surface (oval) is required. It is proposed that the sponsorship funding would be used toward horticulture improvements to the oval at the Longwood Recreation Reserve to bring it up to a standard that would enable the practice match to take place.

### **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 Longwood Reserve Committee of Management and the Longwood Football Netball Club have worked together to support this initiative that was brought to them by the VFL Football Club and are asking for the support of Council to assist financially to ensure that this unique opportunity will be able to go ahead.

The event organisers will be required to submit an Event Management Plan, risk and emergency management plans and COVIDsafe plans, which is a requirement of the event approval process for Strathbogie Shire. These plans are sighted and signed off on by the Corporate Risk Manager at Council prior to a formal Event Approval letter being issued to the event.

COVIDsafe plans are sighted by Council Officers once they have been approved by DHHS as is the requirement at present of the COVID-19 Public Events Framework. A further statement is included in the Event Approval Letter from Council that states:

*"It is your responsibility as the organiser of the this event to ensure adherence to all relevant COVIDsafe guidelines that are in force on the date of your event as per the [DHHS website listing](#) for Regional Victoria restriction levels and to ensure that you have an up to date COVIDsafe Plan for your event".*

This event aligns well the key principles of the Sponsorship Program with applications sought from events that:

- Promote community engagement and participation;
- Contribute to building healthy and vibrant communities; and
- Increase 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.

This event is an opportunity for the local Longwood community and surrounds to be involved and watch athletes in their preparation for the 2021 season. The VFL club have extended the invitation to the Longwood Football Netball Club to operate food and beverage stations for the club to raise funds.



## 9.9 Longwood Football Netball Club – Application for Sponsorship (cont.)

### **POLICY CONSIDERATIONS**

#### Council Plans and Policies

This initiative addresses the key objectives of the Council Plan 2017 – 2021 as follows:

- Goal One: To enhance community health and wellbeing
  - Key strategies – Engage and participate with the community in Council/Community initiatives; Support and drive community, arts and cultural events

This initiative also directly relates to the Arts and Culture Strategy 2019 -2023 as follows:

- 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.

The committee members and volunteers of the Longwood Football Netball Club have been leading the planning of this event with the VFL Football Club. This event is an opportunity for the both clubs, their supporters and the broader community to come together creating new connections, lots of collaboration and is building a sense of pride and achievement in their community to bring this event to fruition. It will work directly to achieving the outcomes of; stimulating creativity, enhancing social connections, physical and mental health and wellbeing is improved and a sense of civic pride is enhanced.

It also relates to the Liveability Plan 2017-2021 as follows:

- Priority One: Stronger Together. Establish strong partnerships and increase collaboration.

This project will build on the work of passionate volunteers and will continue to build the capacity of community to deliver well planned and implemented large scale events which will have positive impact both culturally, socially and economically.

### **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 event organisers are required to submit an Event Management Plan, risk and emergency management plans, all of which will need to be approved by a delegated Council Officer prior to Sponsorship funding being distributed.

#### **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.

9.9 Longwood Football Netball Club – Application for Sponsorship (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 our community, it is recommended that this request for sponsorship for the Longwood Football Netball Club hosting the VFL Football Club preseason event be acknowledged in a public forum providing full disclosure of how potential allocated sponsorship funding is being distributed within our community.

***FINANCIAL VIABILITY CONSIDERATIONS***

The Sponsorship requests granted this financial year total \$9,000 to date out of a budget of \$30,000, leaving a balance of \$21,000 remaining in the Sponsorship budget.

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

With an anticipated 300 attendees at the VFL Football Club intraclub practice match the economic benefit will be felt across the Longwood community and beyond. Including suppliers of food and beverage, equipment hire and any associated businesses. For many of the attendees this is a great event to get together with the family and community.

**Social**

The opportunity to host the VFL Football Club's intraclub preseason match at Longwood will enable the community to come together to watch a high standard of football. Furthermore, there it also presents the prospect of locals partaking in the game by providing officiating assistance, timekeepers etc. The event planning and management required builds capacity in the local community members and there is increased opportunity to deliver more events like this which will have a positive benefit for the overall community.

**Environmental**

Council Officers will work with the Longwood Football Netball Club to ensure implementation of the Council's Waste Wise Event Policy and that the Waste Wise Event Guide is adhered to.

***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 event organisers will ensure that all regulatory requirements and COVIDsafe planning are in place as part of the approved event management plan.

9.9 Longwood Football Netball Club – Application for Sponsorship (cont.)

**COLLABORATION**

This event is an opportunity for the both clubs, their supporters and the broader community to come together creating new connections, lots of collaboration and is building a sense of pride and achievement in their community to bring this event to fruition. It will work directly to achieving the outcomes of; stimulating creativity, enhancing social connections, physical and mental health and wellbeing is improved and a sense of civic pride is enhanced.

**HUMAN RIGHTS CONSIDERATIONS**

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

**CONCLUSION**

This event is an opportunity to showcase the types of collaboration that can be achieved between regional and metropolitan football associations and provides a unique opportunity for both our community and the region to showcase what 'grass roots' football clubs can achieve. The event will positively impact on the local economy and bring visitors to the town who will more than likely return to discover more of the region after their visit, thereby increasing tourism visitation into the future.

**ATTACHMENTS**

**Attachment 1:** REMPLAN assessment of the economic benefit of the event

## **ATTACHMENT 1:**



# **Tourism Impact Summary Report for Victoria (State)** **(Tourism Activity: 1 days)**

## **Tourism Impact Scenario**

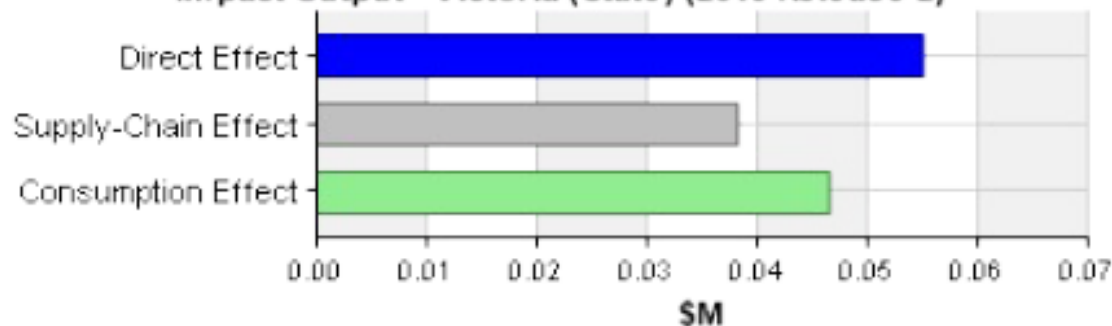
Name VFL Interclub Football Match  
Duration 1 days

<b>Direct Impact</b>	<b>Domestic Day</b>	<b>Domestic Overnight</b>	<b>International</b>	<b>Total</b>
Number of Visitors	300	65	0	365
Number of Nights	n/a	2.00	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$98	\$197	\$121	
Total Estimated Expenditure (\$)	\$29,400	\$25,610	\$0	\$55,010

Estimated Expenditure per Visitor per Day data sourced from:  
TRA June 2020 National & International Visitor Surveys - Victoria

## Tourism Impacts

**Impact Output - Victoria (State) (2019 Release 2)**



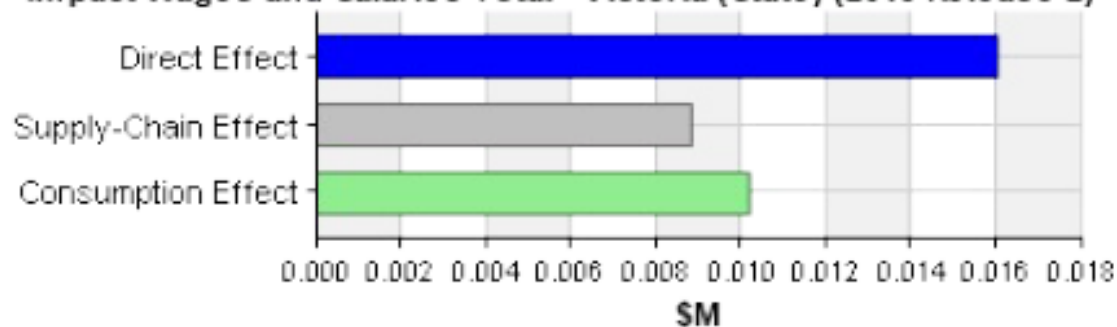
REMPPLAN

**Impact Employment Total - Victoria (State) (2019 Release 2)**

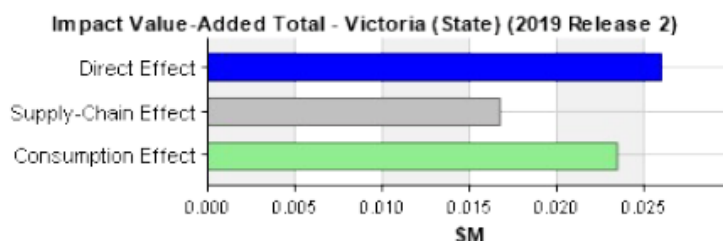


REMPPLAN

**Impact Wages and Salaries Total - Victoria (State) (2019 Release 2)**



REMPPLAN



Under this scenario Gross Regional Product is estimated to increase by \$0.066 million ( 0.00%) to \$454,590.066 million. Contributing to this is a direct increase in output of \$0.055 million, 0 additional jobs , \$0.016 million more in wages and salaries and a boost in value-added of \$0.026 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$0.038 million, 0 more jobs , \$0.009 million more paid in wages and salaries, and a gain of \$0.017 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.694
Employment	0.000
Wages and Salaries	1.551
Value-added	1.645

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$0.047 million, employment by 0 jobs, wages and salaries by \$0.010 million, and value-added by \$0.023 million.

Under this scenario, total output is expected to rise by \$0.140 million. Corresponding to this are anticipated increases in employment of 0 jobs, \$0.035 million wages and salaries, and \$0.066 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	2.540
Employment	0.000
Wages and Salaries	2.187
Value-added	2.549

### Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.055	\$0.038	\$0.047	\$0.140	1.694	2.540
Long Term Employment (Jobs)	0	0	0	0	0.000	0.000
Wages and Salaries (\$M)	\$0.016	\$0.009	\$0.010	\$0.035	1.551	2.187
Value-added (\$M)	\$0.026	\$0.017	\$0.023	\$0.066	1.645	2.549



### Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.

## **9.10 Visit Victoria Tourism Review – Update**

Manager Tourism and Community Services; Economic Development & Projects Coordinator

Responsible Director: Director Community and Planning

### ***EXECUTIVE SUMMARY***

Visit Victoria, the state government body responsible for promoting tourism within the state of Victoria commenced a review of the positioning of Local Government areas within its identified region tourism boards in mid-2019. In 2020, officers were advised that Strathbogie Shire, Mitchel Shire and Greater Shepparton City Council were foreshadowed to be aligned with the Murray Regional Tourism Board, however timelines for this proposed transition and timelines for this proposed transition is yet to be confirmed by the Hon. Martin Pakula Minister for Tourism, Sport and Major Events.

At its 15 September 2020 meeting, Council resolved amongst other matters, to urgently write to the Minister for Tourism, Sport and Major Events requesting written advice as to his intention of the proposed restructure of the Victorian Regional Tourism Boards (RTB) and the proposed alignment of Strathbogie Shire within an RTB. In accordance with Councils resolution, a letter was written to the Minister on 21 September 2020 and confirmation of receipt of this letter by his office was received by Council officers on 23 September 2020.

To date, Council has not received a response to their correspondence. It is considered imperative that the Minister clarify his intent in writing at the earliest opportunity to remove uncertainty and allow the Strathbogie Shire the same opportunities as afforded our counterparts that have alignment with other Regional Tourism Boards (RTB) in terms of positioning, marketing and funding opportunities that are currently not available due to our lack of alignment with an RTB.

### ***RECOMMENDATION***

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

- 1. Note that the Hon. Martin Pakula Minister for Tourism, Sport and Major Events has not responded to a letter from Council dated 21 September 2020 requesting urgent advice regarding his intentions surrounding the future alignment of Strathbogie Shire within a recognised and funded Regional Tourism Board and the proposed working arrangements for localised marketing of local tourism campaigns;***
- 2. Note that Strathbogie Shire remains at a significant disadvantage to other Councils that are formally aligned to a formal Regional Tourist Board and are unable to access the State Government Visitor Economy Recovery Plan funding, marketing and information support;***



9.10 Visit Victoria Tourism Review – Update (cont.)

*RECOMMENDATION (cont)*

3. ***Write a further letter to the Hon. Martin Pakula Minister for Tourism, Sport and Major Events advising him that Council has yet to receive a response and we seek his urgent attention and support to this matter and alignment with the Murray River Regional Tourism Board and the development of a Goulburn Region Subgroup as has been outlined as intended in discussions during the Regional Tourism Board Review; and***
4. ***Write to the Hon Mary Anne Thomas Minister for Regional Development, the Hon Shaun Leane Minister for Local Government and the Hon Tim Pallas Minister for Economic Development to appraise them this issue and impacts on a small regional Shire and seek their support to advocate to the Minister for Tourism, Sport and Major Events to make a decision or to provide interim funding for tourism related activities until a formal decision has been made.***
5. ***Write to Ms Steph Ryan MP, Member for Victoria, the Hon. Jaclyn Symes MP, Member for Northern Victoria, Ms Tania Maxwell MLC, Member for Northern Victoria, Mr Mark Gepp MLC, Member for Northern Victoria, the Hon. Wendy Lovell MLC, Member for Northern Victoria, and Mr Tim Quilty MLC, Member for Northern Victoria to appraise them this issue and impacts on a small regional Shire and seek their support to advocate to the Minister for Tourism, Sport and Major Events to make a decision or to provide interim funding for tourism related activities until a formal decision has been made.***

**PURPOSE AND BACKGROUND**

The purpose of this report is to update Council the status of the State Government Visit Victoria review and the impacts of the ongoing lack of clarity has on Council and tourism operators within Strathbogie Shire.

**Current situation**

Since the cessation of the Goulburn River Valley Tourism Board (GRVTB) in 2019, Strathbogie Shire has not been aligned with a Regional Tourism Board (RTB).

In Mid 2019 the Department of Jobs Precincts and Regions (DJPR) conducted a review of Regional Tourism and the results of this review have yet to be published.

Shire officers have met with representatives from the department on four occasions within the last 22 months (in addition to the open workshops conducted as a part of the review) and although these meetings have recently been described as “consultation”, all meetings principally consisted of advice from departmental officers regarding their thoughts on possible future direction of Regional Tourism Boards. They did not seek any genuine feedback from Strathbogie Shire, no definitive information was provided and still nothing to date has been provided in writing following these meetings.

#### 9.10 Visit Victoria Tourism Review – Update (cont.)

On 1 July 2020 Council received a letter from the Hon Martin Pakula Minister for Tourism, Sport and Major Events in which he reiterated the Victorian Government's commitment to the RTB model. The minister further stated in his letter that:

*“It is the Government’s intention that RTBs will continue to play this important role, and the Government will seek opportunities to strengthen their position as regional tourism leaders.*

*This will include working with RTBs and councils to, where appropriate, clarify their remit, build RTB capabilities, support shared resourcing of RTBs and ensure council interests are appropriately represented on RTBs by council CEOs. The Government will also seek to ensure that all parts of regional Victoria have the opportunity to have input to, and have their interests represented by, an RTB. The Government has also advised RTBs that it will be providing funding to bridge the gap to ensure they can continue operations until the State Budget is announced in late 2020”*

Since early July 2020, officers have sought further clarification as to the outcomes of the review and the timeframes. Due to the lack of clarity, at its 15 September 2020 meeting, Council resolved amongst other matters, to urgently write to the Minister for Tourism, Sport and Major Events requesting written advice as to his intention of the proposed restructure of the Victorian Regional Tourism Boards (RTB) and the proposed alignment of Strathbogie Shire within an RTB. In accordance with Councils resolution, a letter was written to the Minister on 21 September 2020 and confirmation of receipt of this letter by his office was received by Council officers on 23 September 2020. To date, Council has not received a response to their correspondence.

On 4 December 2020, officers met with DJPR representatives where it was further acknowledged the letter was received and admission that no formal response had been given and no further indication given that it would be forthcoming in the future. At this meeting it was indicated that Strathbogie Shire, Mitchell Shire and the Greater Shepparton City Council would form a ‘subgroup’ within a revamped Murray River RTB, however no details were provided and Visit Victoria declined to commit to a time frame.

#### **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.

Visit Victoria is the state government body responsible for promoting tourism within the state. This body has been reviewing the positioning of Local government areas within its identified regent and Strathbogie Shire have been advised anecdotally that the Minister is looking to reduce the number of tourism regions down to nine.

#### 9.10 Visit Victoria Tourism Review – Update (cont.)

State government support and appropriate alignment with an RTB would significantly assist the Shire in supporting the tourism sector and associated businesses in recovery post COVID. Being aligned with an RTB and will give the community, businesses and visitors of Strathbogie Shire a great connection in research and market trends for tourism, event funding opportunities that currently don't exist as in order to be eligible for this funding support the Shire needs to be aligned with a recognised and State funded RTB, opportunities for greater visitor servicing, inclusion in joint touring routes and a specific and targeted marketing approach.

Strathbogie Shire continues to be ineligible to receive tourism assistance by the State Government by way of marketing, information or funding support. As such, this matter should be addressed as a matter of urgency to facilitate the implementation of targeted marketing campaigns as we recover from the COVID-19 restrictions and position the Shire to take advantage of available state and federal funding for the tourist industry during the recovery phase.

Officers propose that we continue to pursue the Minister and other appropriate Ministers on this issue and to continue to liaise with Mitchell Shire and Greater Shepperton City Council in coordinating a campaign to bring this suggested proposal to a conclusion.

#### **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.

Business and Community consultation has been undertaken by Visit Victoria as part of their Regional Tourism Review, and these groups as well as representatives from Strathbogie Shire Council were involved in this process.

#### **POLICY CONSIDERATIONS**

##### Council Plans and Policies

The recommendations of this report align with the following Goals and Key Strategies of the Council Plan:

- Goal 4 – To Support and drive economic development
  - Key Strategy – Implement preferred option for involvement in regional tourism

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

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

The state government allocates funding based on RTB localities, and currently Strathbogie Shire is unable to receive any funding assistance as allocated and we are not recognised as currently being aligned with a recognised RTB.

9.10 Visit Victoria Tourism Review – Update (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, however there is no relevant legislation applicable to the recommendation in 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 matter is in the interest of the tourism and economic development of our community and region and as such is being discussed in a Council meeting open to the public in order to achieve the goals of public transparency.

**FINANCIAL VIABILITY CONSIDERATIONS**

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

The current situation of not having an alignment with a recognised RTB has considerable financial implications for Council, as we are currently missing out on any available funding from the state government in relation to assistance given to RTB's. This assistance and funding support is more important than ever before in the current economic climate that has resulted due to COVID-19.

**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**

Due to the effect of the recent COVID-19 pandemic, it is more important than ever that tourism within the Shire receives adequate support and funding in order to assist with the sustainability and economic development of this sector and it's overarching effect on both the businesses and community of Strathbogie Shire.

**Social**

Social implications relate to levels of resilience and social cohesion amongst both the business and broader community as a result of the effect on the tourism sector during COVID-19. State government support is critical to assisting the tourism sector, especially in the recovery phase within regional areas which is expected to last for several years.

9.10 Visit Victoria Tourism Review – Update (cont.)

***INNOVATION AND CONTINUOUS IMPROVMENT***

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

The state government have suggested that certain RTB models are currently working and are keen to see similar models rolled out in other areas without full consideration of the implication on smaller regional tourism areas.

***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.

Collaboration has existed previously between the other Councils involved as part of Goulburn River Valley Tourism.

***HUMAN RIGHTS CONSIDERATIONS***

There are no significant human rights implications to be considered as part of The *Charter of Human Rights and Responsibilities Act 2006*

***CONCLUSION***

To ensure that the best possible outcome is achieved for the viability of the Tourism Sector for both Council and the region, it is requested that Council urgently requests clarification from the Minister for Tourism, Sport and Major Events as to the governments intent to align Strathbogrie Shire with a specific RTB. This will provide certainty, access to State funding and allow Council time to formulate financial marketing plans as well as work with the proposed RTB management and executive to prepare for this alignment.

***ATTACHMENTS***

**Attachment 1:** Letter to the Hon. Martin Pakula Minister for Tourism, Sport and Major Events

**Attachment 2:** Map: Current division of Victorian Regional Tourism Boards

**Attachment 3:** Map: Proposed Murray River Region

**ATTACHMENT 1:**



**1800 065 993**

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PO Box 177, Euroa VIC 3666

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21 September, 2020

The Hon. Martin Pakula, MLC  
Minister for the Coordination of Jobs, Precincts and Regions  
Level 36  
121 Exhibition Street  
Melbourne VIC 3000  
Email: [martin.pakula@parliament.vic.gov.au](mailto:martin.pakula@parliament.vic.gov.au)

Dear Minister Pakula,

**RE: Urgent Covid-19 Recovery Strategy relying on restructure of the Victorian Regional Tourism Boards (RTB) and the proposed alignment of Strathbogie Shire within an RTB.**

Strathbogie Shire Council is keenly awaiting news of the Regional Tourism Review and proposed restructure of the Victorian Regional Tourism Boards (RTB). Specifically, we respectfully seek urgent advice regarding your intentions surrounding the future alignment of Strathbogie Shire within a recognised and funded Regional Tourism Board and the proposed working arrangements for localised marketing of local tourism campaigns.

We are writing to seek your support for our community, tourism operators and businesses to assist in providing some level of certainty during these challenging times, in order that we may directly target our economic recovery efforts within Strathbogie Shire, with an estimated decrease in visitation of 43% as a direct result of the effects of COVID-19.

As identified in our recently developed economic profile for Strathbogie Shire, the tourism sector contributes on average \$56.4 million per annum in direct visitor expenditure, with over 340,000 visitors to our Shire per annum. Over the last 10 years this signifies an average growth in tourism visitation of 20%, and the Accommodation, Food Services and Retail sector contributes over 500 jobs which for a population of just of 10,000 residents is significant.

As Regional Victoria reopens to tourists, we seek clarification as to where and when Strathbogie Shire will be recognised in Victoria's RTB's as our recovery planning is reliant on visitors being able to find and explore our wonderful region. We respectfully highlight that our small rural Shire continues to be disadvantaged by no decision in terms of being eligible for State Government grants that will revitalise and reboot our tourism industry that has been hit hard by COVID-19.



[www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)



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Furthermore, these grants will also ensure that our tourism offer can be profiled on Visit Victoria and the RTB websites, be involved in comprehensive and targeted marketing ventures as well as supporting our tourism providers as they begin to rebuild their businesses. Tourism as you would appreciate is an important part of our Shires economic recovery and future economic prosperity.

We request your urgent written decision and confirmation as to the final alignment of the Strathbogie Shire within a recognised Regional Tourism Board so that our Shire and its tourism operators may begin to benefit from the support and advice that is currently afforded to our fellow regional Shires who currently belong to a recognised RTB.

I look forward to your decision on this important and urgent situation.

Yours faithfully,

Cr. Amanda McClaren  
Mayor – Strathbogie Shire Council



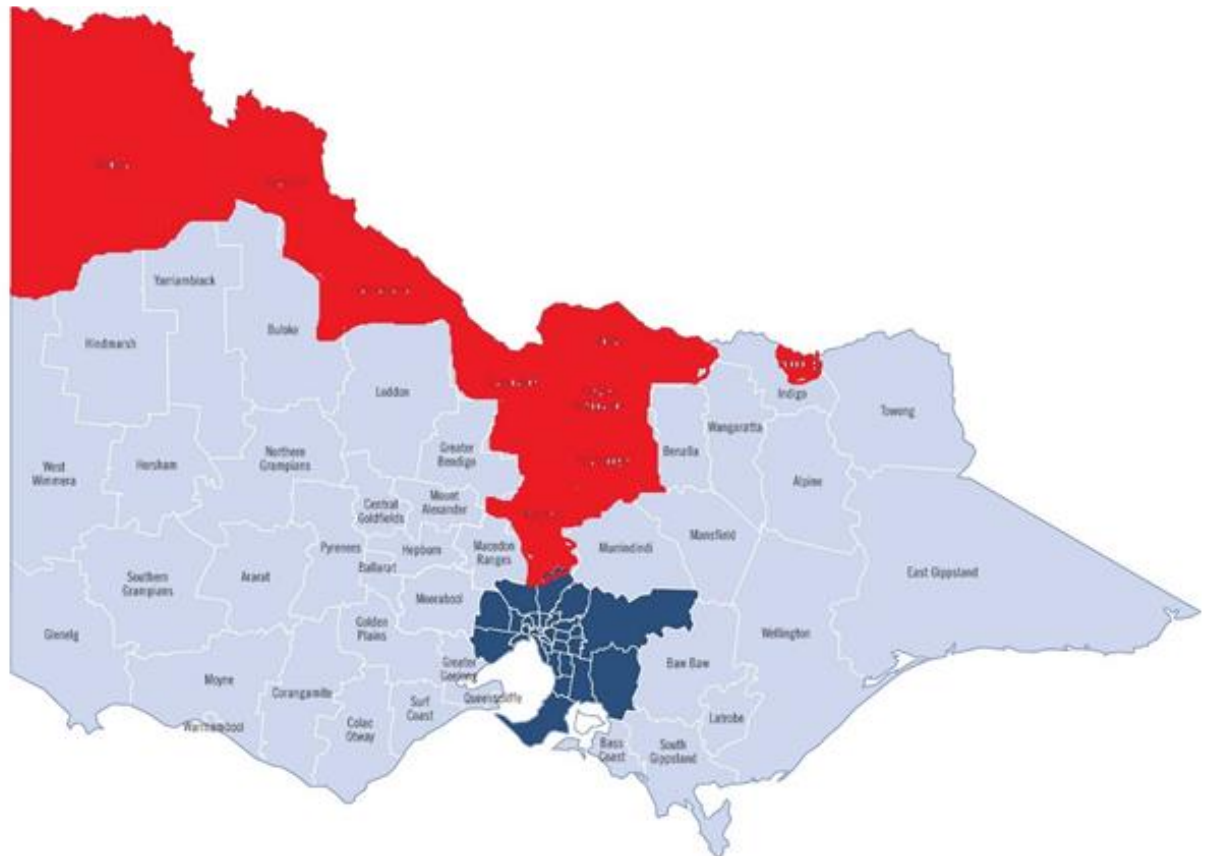
**ATTACHMENT 2:**

*1. Current Division of Victorian Regional Tourism Boards*





## 2. Proposed Murray River Region



## **9.11 Financial Report to 31 December 2020**

Responsible Director: Corporate Operations

### ***EXECUTIVE SUMMARY***

The December Financial Report compares YTD (Year to Date) Budget to Actual December 2020.

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 six months period ending 31 December 2020 was \$14,349,721.

As at 31 December 2020, total capital works was \$2,622,581 not including committed works.

### ***RECOMMENDATION***

***That the Financial Report for the six months ended 31 December 2020 be noted.***

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

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

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

### ***KEY ISSUES AND DISCUSSION***

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

### ***COMMUNITY ENGAGEMENT***

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

### ***DISCUSSION***

### ***POLICY CONSIDERATIONS***

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

## 9.11 Financial Report to 31 December 2020 (cont.)

### **LEGAL CONSIDERATIONS**

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

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.

### **FINANCIAL CONSIDERATIONS**

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

### **ENVIRONMENTAL/SUSTAINABILITY CONSIDERATIONS**

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

### **SOCIAL CONSIDERATIONS**

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

### **HUMAN RIGHTS CONSIDERATIONS**

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

### **CONCLUSION**

The report presents Council's actual financial performance compared to the budget for the six months ended 31 December 2020.

### **ATTACHMENTS**

**Attachment 1:** Operational Performance

**Attachment 2:** Comprehensive Income Statement

**Attachment 3:** Financial Performance Overview

**Attachment 4:** Balance Sheet

**Attachment 5:** Statement of Cash Flows

**Attachment 6:** Capital Performance

**Attachment 7:** Other Financial Data

## **ATTACHMENT 1:**



### **Operational Performance**

**Quarter ending: December 2020**

	Income				Expenditure				Net Result	
	Adopted Budget	YTD Budget	YTD Actual	Variance %	Adopted Budget	YTD Budget	YTD Actual	Variance %	YTD Budget	YTD Actual
<b>Corporate Operations</b>										
Waste Mgt & Sustainable Environments	2,847,051	2,769,587	3,070,397	-10.86%	(3,180,294)	(1,418,225)	(1,302,612)	8.15%	1,351,362	1,767,785
ICT	100,000	-	99,633	0.00%	(1,162,416)	(585,273)	(563,599)	3.70%	(585,273)	(463,966)
Finance	23,169,288	20,374,664	19,442,874	4.57%	(7,814,977)	(3,926,430)	(3,204,320)	18.39%	16,448,234	16,238,555
Compliance	284,345	84,674	97,375	-15.00%	(1,045,728)	(521,662)	(452,190)	13.32%	(436,988)	(354,815)
Management Services - Corporate Operations	-	-	-	0.00%	(503,470)	(251,740)	(267,913)	-6.42%	(251,740)	(267,913)
Operations	5,162,757	1,969,220	3,364,205	-70.84%	(9,583,102)	(4,917,638)	(4,545,010)	7.58%	(2,948,418)	(1,180,805)
	<b>31,563,441</b>	<b>25,198,145</b>	<b>26,074,484</b>	<b>-3.48%</b>	<b>(23,289,987)</b>	<b>(11,620,968)</b>	<b>(10,335,643)</b>	<b>11.06%</b>	<b>13,577,177</b>	<b>15,738,841</b>
<b>Corporate Leadership</b>										
Communications & Engagement	-	-	-	0.00%	(738,905)	(437,281)	(334,515)	23.50%	(437,281)	(334,515)
Chief Executive Officer	-	-	-	0.00%	(380,098)	(191,323)	(185,067)	3.27%	(191,323)	(185,067)
Governance & Customer Service	2,500	1,248	964	22.75%	(931,465)	(469,960)	(466,527)	0.73%	(468,712)	(465,563)
People & Culture	-	-	43,674	0.00%	(1,055,617)	(729,673)	(777,180)	-6.51%	(729,673)	(733,506)
	<b>2,500</b>	<b>1,248</b>	<b>44,638</b>	<b>-3476.75%</b>	<b>(3,106,085)</b>	<b>(1,828,237)</b>	<b>(1,763,288)</b>	<b>3.55%</b>	<b>(1,826,989)</b>	<b>(1,718,651)</b>

Community & Planning										
Economic Developments	-	-	-	0.00%	(345,831)	(184,480)	(144,992)	21.41%	(184,480)	(144,992)
Community Wellbeing	372,491	188,073	300,005	-59.52%	(1,057,037)	(597,099)	(449,877)	24.66%	(409,026)	(149,872)
Assets Planning	20,000	4,000	-	100.00%	(1,322,503)	(705,831)	(413,453)	41.42%	(701,831)	(413,453)
Management Services - Infrastructure	25,190	25,190	-	100.00%	(85,700)	(30,842)	-	100.00%	(5,652)	-
Management Services - Community & Planning	-	-	-	0.00%	(211,570)	(106,706)	(53,417)	49.94%	(106,706)	(53,417)
Planning & Investment	254,000	127,000	273,266	-115.17%	(715,900)	(442,648)	(393,041)	11.21%	(315,648)	(119,775)
Project Delivery	3,039,568	350,000	1,694,318	-384.09%	(692,833)	(403,408)	(229,417)	43.13%	(53,408)	1,464,900
Tourism Arts & Culture	75,900	14,798	274,707	-1756.38%	(738,529)	(345,578)	(398,757)	-15.39%	(330,780)	(124,050)
	3,787,149	709,061	2,542,296	-258.54%	(5,169,903)	(2,816,592)	(2,082,954)	26.05%	(2,107,531)	459,342
Mayor & Councillors										
Council	12,400	6,198	3,005	51.52%	(431,700)	(276,362)	(132,816)	51.94%	(270,164)	(129,811)
	12,400	6,198	3,005	51.52%	(431,700)	(276,362)	(132,816)	51.94%	(270,164)	(129,811)
<b>Total</b>	<b>35,365,490</b>	<b>25,914,652</b>	<b>28,664,423</b>	<b>-10.6%</b>	<b>(31,997,675)</b>	<b>(16,542,159)</b>	<b>(14,314,702)</b>	<b>13.5%</b>	<b>9,372,493</b>	<b>14,349,721</b>

**ATTACHMENT 2:****Comprehensive Income Statement  
For the Quarter Ended 31 December 2020**

For the Quarter Ended 31 December 2020						
	Note	Current year			Same time last year	
		YTD Actual \$ Dec 2020	YTD Budget \$ Dec 2020	YTD Variance \$ Dec 2020	YTD Actual \$ Dec 2019	YTD Budget \$ Dec 2019
Income						
Rates and charges	1	20,045,236	19,929,650	115,586	19,806,096	19,604,582
Statutory fees and fines		263,726	209,004	54,722	255,191	226,740
User fees		216,112	248,998	(32,886)	305,019	234,978
Grants - operating	2	3,230,952	3,827,138	(596,186)	1,674,683	1,607,052
Grants - capital	3	4,298,945	1,424,268	2,874,677	1,870,979	883,000
Contributions - monetary	4	283,639	99,952	183,687	108,359	98,036
Contributions - non monetary		-	-	-	-	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		93,819	-	93,819	109,192	77,600
Other income		231,993	175,642	56,351	175,164	125,191
Total income		28,664,423	25,914,652	2,749,771	24,304,682	22,857,179
Expenses						
Employee costs	5	(6,089,577)	(6,652,952)	563,375	(5,122,084)	(4,863,148)
Materials and services	6	(5,147,146)	(6,116,221)	969,075	(5,160,614)	(3,891,720)
Depreciation		(2,914,654)	(2,917,602)	2,948	(2,952,126)	(2,950,098)
Amortisation - intangible assets		-	-	-	-	-
Amortisation - right of use assets		-	(113,268)	113,268	-	-
Bad and doubtful debts		-	-	-	(428)	-
Borrowing costs		(10,039)	(9,756)	(283)	(15,912)	(15,631)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	7	(75,456)	(419,502)	344,046	(74,724)	(50,000)
Finance costs - leases		-	-	-	-	-
Other expenses	8	(77,831)	(312,858)	235,027	(134,834)	(122,306)
Total expenses		(14,314,702)	(16,542,159)	2,227,457	(13,460,722)	(11,892,903)
Surplus/(deficit) for the period		14,349,721	9,372,493	4,977,228	10,843,960	10,964,276

### **ATTACHMENT 3:**

## **Financial Performance Overview**

### **Income**

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

**Note 2** - Decrease in operating grants is mainly due to timing of receipts - 'Working for Victoria' grant (\$752k) partly offset by income carried forward from previous financial year.

**Note 3** - Increase in capital grant is mainly due to carried forward income from previous financial year (\$1.1m) and timing of fixing country road grant \$436k, drought funding grant (\$400k), conference room upgrade grant \$100k and infrastructure funding grant (\$720k).

**Note 4** - Increase in monetary contribution is mainly due to contributions received for greening Euroa project (\$100k) and developer contribution received (\$54k).

### **Expense**

**Note 5** - Decrease in employee cost is mainly due to staff vacancies.

**Note 6** - Decrease in materials and services is mainly due to under spent in assets maintenance (\$392k), savings in contractors (\$303k) and savings in plant operating expenses (\$137k).

**Note 7** - Decrease in loss on plant and equipment sales is due to less than expected loss on sale and fewer assets disposed during the first half of the year.

**Note 8** - Decrease in other expenses is due to timing of auditors' remuneration payment.

**ATTACHMENT 4:****Balance Sheet  
As at 31 December 2020**

	Current year		Same time last year	
	YTD Actual \$ Dec 2020	YTD Budget \$ Dec 2020	YTD Actual \$ Dec 2019	YTD Budget \$ Dec 2019
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	772,744	10,293,446	726,468	11,482,954
Trade and other receivables	13,300,456	13,542,000	12,056,672	13,622,763
Other financial assets	19,354,764	-	12,600,000	-
Inventories	7,508	5,000	12,796	9,404
Non-current assets classified as held for sale	690,384	-	273,000	-
Other assets	135,329	113,000	244,624	1,132,755
<b>Total current assets</b>	<b>34,261,183.91</b>	<b>23,953,446</b>	<b>25,913,560</b>	<b>26,247,876</b>
<b>Non-current assets</b>				
Trade and other receivables	-	-	-	-
Other financial assets	2,032	651,000	2,032	2,000
Investments in associates, joint arrangements and subsidiaries	227,146	243,000	218,432	220,464
Property, infrastructure, plant and equipment	280,554,215	297,932,432	291,366,443	290,758,924
Right-of-use assets	872,531	875,000	1,072,262	-
Investment property	-	-	-	-
Intangible assets	-	-	-	-
<b>Total non-current assets</b>	<b>281,655,924</b>	<b>299,701,432</b>	<b>292,659,170</b>	<b>290,981,388</b>
<b>Total assets</b>	<b>315,917,108</b>	<b>323,654,878</b>	<b>318,572,730</b>	<b>317,229,264</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
Trade and other payables	1,148,897	4,061,200	1,001,292	4,111,073
Trust funds and deposits	1,196,265	535,000	261,182	1,049,673
Unearned income	-	-	-	-
Provisions	7,132,542	-	7,068,339	-
Interest-bearing liabilities	43,730	353,000	69,422	109,973
Lease liabilities	-	-	-	-
<b>Total current liabilities</b>	<b>9,521,435</b>	<b>4,949,200</b>	<b>8,400,235</b>	<b>5,270,719</b>
<b>Non-current liabilities</b>				
Trust funds and deposits	64,203	-	64,203	-
Provisions	1,323,979	6,196,000	1,297,202	4,879,604
Interest-bearing liabilities	282,425	-	368,541	262,773
Lease liabilities	882,450	875,000	1,072,262	-
<b>Total non-current liabilities</b>	<b>2,553,056</b>	<b>7,071,000</b>	<b>2,802,207</b>	<b>5,142,377</b>
<b>Total liabilities</b>	<b>12,074,491</b>	<b>12,020,200</b>	<b>11,202,442</b>	<b>10,413,096</b>
<b>Net assets</b>	<b>303,842,617</b>	<b>311,634,678</b>	<b>307,370,287</b>	<b>306,816,168</b>
<b>Equity</b>				
Accumulated surplus	112,602,409	105,969,678	104,233,168	104,454,725
Reserves	191,240,208	205,665,000	202,361,442	202,361,443
<b>Total Equity</b>	<b>303,842,617</b>	<b>311,634,678</b>	<b>306,594,611</b>	<b>306,816,168</b>



**ATTACHMENT 5:****Statement of Cash Flows  
For the Quarter Ended 31 December 2020**

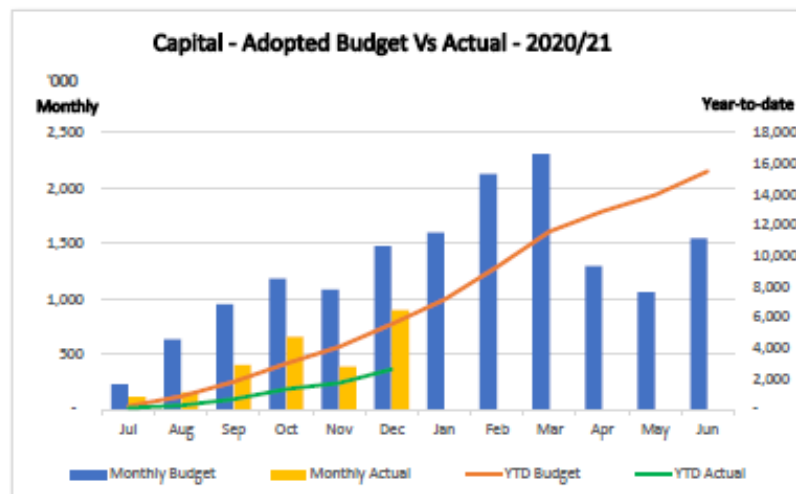
	Current year		Same time last year	
	YTD Actual \$ Dec 2020	YTD Budget \$ Dec 2020	YTD Actual \$ Dec 2019	YTD Budget \$ Dec 2019
<b>Cash flows from operating activities</b>				
Rates and charges	10,380,152	8,971,000	10,373,064	9,922,000
Statutory fees and fines	263,726	247,000	255,191	265,000
User fees	216,112	146,472	305,019	385,500
Grants - operating	1,623,016	2,872,720	1,674,683	1,658,000
Grants - capital	4,884,477	1,425,000	3,034,363	2,167,000
Contributions - monetary	280,457	137,500	108,359	186,500
Interest received	31,894	90,000	45,981	110,000
Other receipts	128,309	122,000	169,181	(13,000)
Net GST refund/payment	492,176	536,500	618,457	732,500
Employee costs	(6,081,509)	(6,083,500)	(5,122,084)	(5,241,000)
Materials and services	(6,828,751)	(7,902,000)	(4,975,578)	(5,244,000)
Trust funds and deposits repaid	814,791		468,395	
Other payments	(77,830)	(152,000)	(134,834)	(539,000)
<b>Net cash provided by/(used in) operating activities</b>	<b>6,127,021</b>	<b>410,692</b>	<b>6,820,195</b>	<b>4,389,500</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(2,619,343)	(5,559,746)	(4,135,298)	(5,063,637)
Proceeds from sale of property, infrastructure, plant & equipment	93,819	349,000	109,192	237,000
Payments for investments - Other Financial Assets	(5,650,000)		(4,395,288)	
<b>Net cash provided by/(used in) investing activities</b>	<b>(8,175,524)</b>	<b>(5,210,746)</b>	<b>(8,421,394)</b>	<b>(4,826,637)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(10,039)	(10,000)	(15,911)	(11,500)
Repayment of borrowings	(42,386)	(40,500)	(68,187)	(62,500)
<b>Net cash provided by/(used in) financing activities</b>	<b>(52,425)</b>	<b>(50,500)</b>	<b>(84,098)</b>	<b>(74,000)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(2,100,928)</b>	<b>(4,850,554)</b>	<b>(1,685,297)</b>	<b>(511,137)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>2,873,672</b>	<b>15,144,000</b>	<b>2,411,765</b>	<b>11,994,091</b>
<b>Cash and cash equivalents at the end of the period*</b>	<b>772,744</b>	<b>10,293,446</b>	<b>726,468</b>	<b>11,482,954</b>

\*Note : Current year YTD actual excludes term deposits over 90 days. Council held total of \$19,354,764 in term deposits as at 31 Dec 2020. However 2019/20 comparatives classified all the term deposits as cash and cash equivalents.

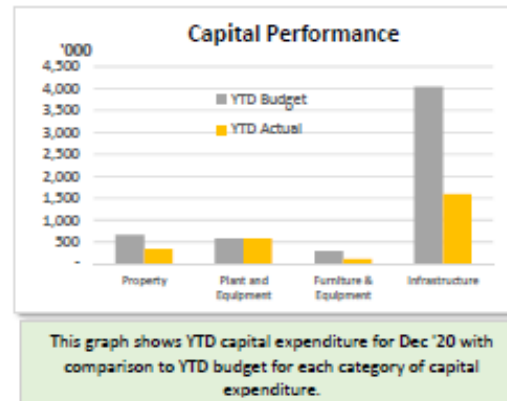
## ATTACHMENT 6:

### Capital Performance

	Adopted Budget	Forecast	YTD Budget	YTD Actual	YTD Completion %
Property	1,474,000	1,697,176	667,000	337,023	51%
Plant and Equipment	1,262,000	1,855,108	575,000	575,090	100%
Furniture & Equipment	570,000	570,000	285,000	113,928	40%
Infrastructure	12,197,314	14,439,187	4,032,746	1,596,540	40%
	15,503,314	18,561,471	5,559,746	2,622,581	47%



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

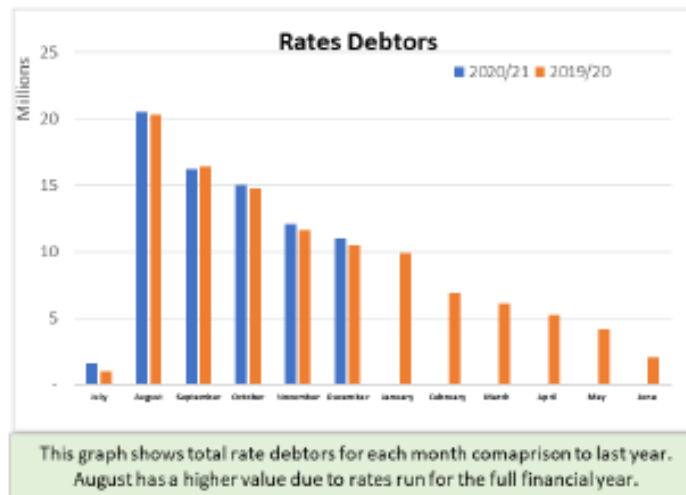


## ATTACHMENT 7:

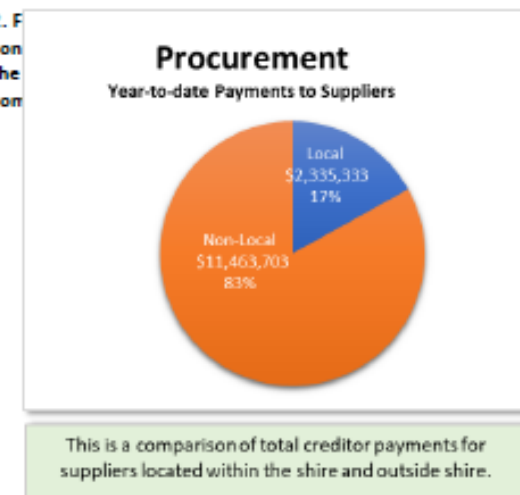
### Other Financial Data

#### 1. Rates Debtors Comparison

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



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## **9.12 Community Engagement Policy**

Responsible Officer: Executive Manager Communications and Engagement

### ***EXECUTIVE SUMMARY***

Community engagement provides opportunities for the community to be involved in planning and decision-making because understanding the needs, aspirations, concerns and ideas of the community improves Council's planning and delivery of services. Good community engagement supports the building of respectful relationships it can also result in community strengthening and capacity building. Hearing from a range of perspectives leads to better decisions and encourages ownership and belonging from all sections of our community. Importantly, it ensures transparency, integrity and trust in Council processes.

The Local Government Act 2020 has reformed community engagement on plans, policies and decision-making. The new legislation requires all Councils to develop and maintain a Community Engagement Policy. The policy must, among other things, replace the public submission process prescribed by Section 223 of the previous Act (1989). This is a major change for matters such as the Council Plan and Budget. Council is required to adopt and implement a Community Engagement Policy by 1 March 2021.

The Communications and Engagement Policy was developed in June 2019. This Community Engagement Policy is an update that provides guidance on the forthcoming community engagement on the Community Vision, Council Plan and Financial Plan, also prescribed by the Act.

The update also further strengthens Strathbogie's current community engagement practice.

When reading the Community Engagement Policy, it is important to remember this document sets the guidelines. The rules about how we engage and who is responsible.

The Community Engagement Strategy 2019-22 sets out how we determine the tools and methods we use to engage, our engagement goals along with determining the level of impact. The Community Engagement Strategy 2019-22 is under review and we are seeking feedback from the community on its engagement preferences.

Furthermore, the updated policy includes the recommendations of the Victorian Auditor General on public participation and applies the principles and other requirements as prescribed by section 55 of the Act.

Strathbogie recognises that every project is different, but we use our engagement principles and best practice planning and engagement methods to guide our efforts. When members of the Strathbogie community are engaged, they can see how their contributions make a difference to the outcomes in their local neighbourhoods and wider municipality.

## 9.12 Community Engagement Policy (cont.)

The policy ensures that:

- Communication and engagement plans are developed to support proposed, new or existing projects, programs or initiatives within Council;
- All communication and engagement activities undertaken within Council are appropriately researched and planned by the Communications and Engagement Team to effectively target the right audience and achieve the desired outcome for Council and the community;
- Community engagement is a core process that underpins the Community Vision, Council Plan, Financial Plan and Asset Plan;
- Community needs and aspirations are considered in developing and implementing Council's strategic directions and priorities, and;
- Messages are consistent with the short term and long-term goals of Council across all communications.

### **RECOMMENDATION**

***That Council adopts the updates to the Strathbogrie Shire Community Engagement Policy 2021 and notes the requirement for this policy to be annually reviewed.***

### **PURPOSE AND BACKGROUND**

The Victorian Local Government Act 2020 outlines a set of five overarching principles that are central to our engagement practice. They broadly outline the need for community engagement to be transparent, accountable, meaningfully informed and representative.

The main provisions under section 55 of the Act are that Council must apply 'deliberative' processes for certain strategic plans; must set out its engagement commitment for these and other matters in its Community Engagement Policy and must give effect to the prescribed principles. The policy must specify 'deliberative engagement practices' for the Community Vision, Council Plan, Financial Plan and Asset Plan.

Council has based this policy on best-practice community engagement frameworks including the International Association for Public Participation (IAP2) Core Values for the Practice of Public Participation, the Victorian Auditor General's Office (VAGO) Public Participation Principles and the principles outlined in the Victorian Local Government Act 2020. This policy is our commitment to the community on the principles and values that guide our community engagement. It applies to our Councillors, staff, contractors and volunteers.

### **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.

## 9.12 Community Engagement Policy (cont.)

The policy ensures that engagement happens early in the planning stage for any changes to or introduction of new, services, facilities, policies or local laws that impact our community, including Council's budget. It may need to occur at several stages in the lead up to final plans or decisions.

The greater the impact on the community, the more interactive the engagement will be. Our approach is guided by the IAP2 Spectrum of Engagement which describes five levels of engagement, from 'inform' through to 'empower'. It matches the role of the community with the level of influence they should expect. Many projects will involve more than one level of engagement. This is because the community can have different levels of influence at different stages of the project and different groups within the community may be more directly impacted than others.

*The table below provides the five levels of engagement that our outlined by the IAP2 framework.*

<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
<b>Public Participation Goal</b>				
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>Promise to the Public</b>				
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

## 9.12 Community Engagement Policy (cont.)

Examples				
<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Updates on Council websites</li> <li>• Fact sheets</li> <li>• Media release</li> <li>• Paid advertisement</li> </ul>	<ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Focus Groups</li> <li>• Surveys</li> <li>• Social media</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberative Polling</li> <li>• Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory committees</li> <li>• Deliberative forums</li> <li>• Community panels</li> </ul>	<ul style="list-style-type: none"> <li>• Citizens juries</li> <li>• Delegated decision making</li> </ul>

Key updates to this policy include:

- The addition of the use of deliberative engagement practice to inform the Community Vision, Council Plan, Financial Plan and Asset Plan;
- The addition of engagement principals. A set of minimal requirements and objectives that our community engagement must adhere too.
- The addition of a Policy statement that clearly explains to our community our commitment to engagement, and
- The addition of the IAP2 Spectrum of Engagement which describes five levels of engagement, from 'inform' through to 'empower'. It matches the role of the community with the level of influence they should expect.

### **COMMUNITY ENGAGEMENT**

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

Significant community engagement was undertaken when this policy and the associated Community Engagement Strategy 2019/22 was adopted in August 2019. This included workshops with Council Officers, Councillors, and the community. An online forum was also established calling for feedback on the draft policy and strategy and extensive communication materials developed calling for the community to have a say.

The updates to this policy have not required community engagement. However, engagement has started on the review of the Community Engagement Strategy and we will continue to seek community input into this document. We are using all face-to-face opportunities to seek our community's thoughts on their preferred engagement method, and we are establishing an Online Engagement Hub to further these discussions.

### **POLICY CONSIDERATIONS**

The key objectives the Act and new policy will have on community engagement at Strathbogie are:

- Create a consistent best practice approach to Strathbogie Shire Council's engagement;
- Ensure Council has a clear purpose and objectives for its community engagement activities;
- Deliver deliberative engagement that meets our community's needs;

## 9.12 Community Engagement Policy (cont.)

- Increase community participation in Council's decision-making processes, ensuring better decisions that reflect community input;
- Improve knowledge about the role of Council and the democratic decision-making process;
- Improve community confidence in Council and the decisions it makes;
- Clearly communicate how feedback is used to guide Council outcomes or decision making, and;
- Meet our legislative requirements under the Local Government Act 2020.

### ***SOCIAL IMPLICATIONS***

Good community engagement practice fosters trust in Council. Enabling and strengthening civic participation in the community are closely associated with the liveability of an area and community wellbeing.

#### 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. It is now a key requirement under the Local Government Act 2020 that council must develop and maintain a Community Engagement Policy.

### ***LEGAL CONSIDERATIONS***

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

The Local Government Act 2020 has reformed community engagement on plans, policies and decision-making. The new legislation requires all Councils to adopt and implement a Community Engagement Policy by 1 March 2021.

#### Conflict of Interest Declaration

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

#### Transparency

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that the transparency of Council decisions, actions and information is to be ensured. This item is being discussed in an open Council meeting and all strategy documents will be available on Councils website for the community to view.

One of the key updates to this Policy is the inclusion of our Engagement Principles. These are a set of minimal requirements and objectives that our community engagement must adhere too. These are:

**Genuine and transparent:** We will be open and honest in our engagement approach. Our scope will be outlined, the purpose clear and we won't shy away from telling the truth – even when it is hard.



## 9.12 Community Engagement Policy (cont.)

**Inclusive and accessible:** We will be approachable. We will create an environment where diversity of opinion is welcomed and everyone is heard.

**Responsive and flexible:** Our engagement approach will be adaptable to ensure it meets its purpose and generates participation. There is no one-size-fits-all approach so we will be watchful and ready to change.

**Listen and learn:** We will evaluate and monitor our engagement and consultation to ensure we continually improve.

### ***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 requirement of section 55 of the Local Government Act 2020 that Council must apply 'deliberative' processes for certain strategic plans will have a financial implication.

Deliberative engagement processes are independently facilitated and recruited – meaning Council will be required to engage a contractor to do this work.

### ***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 policy includes significant provisions to ensure continuous improvement. This includes annual reviews and the implementation of evaluation processes at each engagement activity.

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

The Community Engagement Policy is 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 Community Engagement Policy has been developed in accordance with section 55 of the Local Government Act 2020. Through the adoption of this policy, the Council Communications and Engagement Team will ensure that all:

- Communications and engagement activities are effective and of high quality.
- Activities are a derivative of an approved communications and or engagement plan;
- All aspects of Council are considered when preparing communication and engagement activities;
- Activities planned are considered, and where possible cost efficiencies are identified through streamlining or consolidation to avoid duplication or to maximise impact or the opportunity;
- Directors, Executive Managers, or their delegated nominee, approves any communication activities prior to implementation;

9.12 Community Engagement Policy (cont.)

- We conduct all community engagement within legislative requirements;
- Our community engagement practices are in line with Council's values, and;
- We undertake evaluation processes to continually improve our approach to community engagement.

***ATTACHMENTS***

**Attachment 1:** Draft updated Community Engagement Policy

**ATTACHMENT 1:**

## Community Engagement Policy



<b>COUNCIL POLICY</b>	
Document ID:	578876
Effective Date:	18 June 2019
Last Review:	
Current Review:	February 2021
Adopted by Council:	
Next Review Date:	Annually
Responsible Officer/s:	Executive Manager Communications and Engagement

### 1. PURPOSE

The Community Engagement Policy provides the scope and commitments of Strathbogie Shire Council's community engagement practices and responsibilities.

We want to encourage participation. To support open, honest and meaningful conversations with our community. This will ensure community members' priorities and expectations are reflected in Council activities and decision making.

### 2. SCOPE

This policy applies to all community engagement processes led by Council.

### 3. OBJECTIVES

Our Community Engagement Policy is underpinned by the following engagement objectives:

- Create a consistent best practice approach to Strathbogie Shire Council's engagement;
- Ensure Council has a clear purpose and objectives for its community engagement activities;
- Deliver deliberative engagement that meets our community's needs;

- Increase community participation in Council's decision making processes, ensuring better decisions that reflect community input;
- Improve knowledge about the role of Council and the democratic decision-making process;
- Improve community confidence in Council and the decisions it makes;
- Clearly communicate how feedback is used to guide Council outcomes or decision making, and;
- Meet our legislative requirements under the Local Government Act 2020.

#### **4. POLICY STATEMENT**

At Strathbogie Shire Council we are committed to working with our community. To ensure their thoughts, feedback, advice and expectations are reflected in the decisions we make.

We know that working together will ensure better decisions for our community.

We are committed to significant change when it comes to engaging with our community. Gone are the days of decisions being made behind closed doors and consultation being a 'tick the box' exercise.

Wherever possible we will be seeking community input into our decision-making process. We will be brave in doing this. Not shying away from telling the truth and having difficult conversations.

We want our community to trust we're making decisions with them. To ensure we are delivering the projects and services that remind our community every day that we are lucky to live in Strathbogie Shire.

##### **4.1 Policy intent**

The Community Engagement Policy ensures that:

- Communication and engagement plans are developed to support proposed, new or existing projects, programs or initiatives within Council;
- All communication and engagement activities undertaken within Council are appropriately researched and planned by the Communications and Engagement Team to effectively target the right audience and achieve the desired outcome for Council;
- Community engagement is a core process that underpins the Community Vision, Council Plan, Financial Plan and Asset Plan;
- Community needs and aspirations are considered in developing and implementing Council's strategic directions and priorities, and;
- Messages are consistent with the short term and long term goals of Council across all communications.

Through the adoption of this policy, the Council Communications and Engagement Team will ensure that all:

- Communications and engagement activities are effective and of high quality.
- Activities are a derivative of an approved communications and or engagement plan;
- All aspects of Council are considered when preparing communication and engagement activities;

- Activities planned are considered, and where possible cost efficiencies are identified through streamlining or consolidation to avoid duplication or to maximise impact or the opportunity;
- Directors, Executive Managers, or their delegated nominee, approves any communication activities prior to implementation;
- We conduct all community engagement within legislative requirements;
- Our community engagement practices are in line with Council's values, and;
- We undertake evaluation processes to continually improve our approach to community engagement.

## 5. PRINCIPLES

We have developed a set of minimal requirements and objectives that our community engagement must adhere too. These are our engagement principles.

**Genuine and transparent:** We will be open and honest in our engagement approach. Our scope will be outlined, the purpose clear and we won't shy away from telling the truth – even when it is hard.

**Inclusive and accessible:** We will be approachable. We will create an environment where diversity of opinion is welcomed and everyone is heard.

**Responsive and flexible:** Our engagement approach will be adaptable to ensure it meets its purpose and generates participation. There is no one-size-fits-all approach so we will be watchful and ready to change.

**Listen and learn:** We will evaluate and monitor our engagement and consultation to ensure we continually improve.

### 5.1 Depth of Engagement

Council delivers community engagement under the International Association Public Participation (IAP2) Spectrum. IAP2 is an international organisation that focuses on the advancement of practice of public participation.

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum shows that differing levels of participation are legitimate depending on the goals, time frames, resources and levels of concern in the decision to be made. However, and most importantly, the Spectrum sets out the promise being made to the public at each participation level.

*The table below provides the five levels of engagement that our outlined by the IAP2 framework.*

Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal				
To provide the public with balanced and objective information to assist them in understanding the	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations	To partner with the public in each aspect of the decision including the development of alternatives and the identification of	To place final decision making in the hands of the public.

problem, alternatives, opportunities and/or solutions.		are consistently understood and considered.	the preferred solution.	
<b>Promise to the Public</b>				
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
<b>Examples</b>				
<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Updates on Council websites</li> <li>• Fact sheets</li> <li>• Media release</li> <li>• Paid advertisement</li> </ul>	<ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Focus Groups</li> <li>• Surveys</li> <li>• Social media</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberative Polling</li> <li>• Public Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory committees</li> <li>• Deliberative forums</li> <li>• Community panels</li> </ul>	<ul style="list-style-type: none"> <li>• Citizens juries</li> <li>• Delegated decision making</li> </ul>

## 6. RESPONSIBILITIES

For Council to maximise its investment into a Communications and Engagement Team and to ensure planned engagement, the following roles and responsibilities have been defined in detail, these include:

### 6.1 Role of Council Communications and Engagement Team

- To promote and implement the core principles of this policy and its associated procedures.
- Will determine if a plan is required, or if it fits into the day to day operational services the Team provides to the organisation and can just be 'executed'.
- Can include but may not be limited to researching, developing, implementing, evaluating plans and/or engagement activities. The degree of involvement may depend upon the project and need.
- Will always seek approval for a plan, or activity from the Director, Executive Manager, Manager or delegated nominee prior to implementation.
- The Executive Manager Communications and Engagement will approve all Communication/ Marketing/ Stakeholder Engagement Plans prior to implementation.
- Will maintain a central repository of all graphic design, internal communications, media releases, images and other intellectual property created for the organisation as required by the *Public Records Act 1973*.

## 6.2 Role of the Council Business Units

- Will engage the Communications and Engagement Team in the early stages of project or initiative planning where possible.
- Prior to engagement of the Communications and Engagement Team, Council Officers will need to ensure they have support and approval for their initiative from their Director, Executive Manager or delegate.
- To commence planning, Council staff will request a meeting to brief the Executive Manager Communications and Engagement to discuss the project and outcomes sought from communication or engagement activities.
- Upon the completion of an agreed plan as a part of a collaborative process, Directors, Executive Managers, Managers, or their delegated nominee will be required to approve the final plan.
- Approval of a plan means the Director, Executive Manager or their delegated nominee approves and agrees with all strategies to be undertaken, agrees the messages are accurate, and the budget is appropriate and will be funded by the relevant organisational area.
- All activities within the plan will be implemented together, and the Communication and Engagement Team will provide an ongoing project manager role through to the completion of the project or plan.

## 6.3 Role of the Chief Executive Officer and Councillors

Where a Communications Plan is in line with the Chief Executive Officer or Mayor priorities of the day, the Communications and Engagement Team will seek feedback and final approval of the plan prior to implementation from the Chief Executive Officer or Mayor. These will be determined on a case by case basis.

Who	Responsibility
Council	Final approval of this Policy
Executive Leadership Team	To fulfill the roles outlined in the policy to support the Policy objective.
Executive Manager Communications and Engagement	To communicate the requirements of this Policy to all Council employees and to ensure the Communications and Engagement team fulfil the role and responsibilities within this Policy.
Council Staff and contractors	To adhere to the Policy

## 7.DEFINITIONS

Terms not defined in this document will be included in program specific guidelines.

### **COUNCIL**

Means Strathbogie Shire Council, and includes all employees, consultants and contractors engaged on behalf of the organisation, Committees and Councillors.

### **COMMUNICATIONS**

The professional practice of creating a visual, written or spoken message for a specific target audience and delivering it through a pre-determined communication channel.

### **COMMUNICATIONS AND ENGAGEMENT TEAM**

An internal communications and engagement service team.

## **COMMUNITY**

A real or online group of people united by at least one common characteristic such as geography, shared interests, experiences, values or attitudes.

## **DELIBERATIVE ENGAGEMENT**

Describes a series of engagement practices that demonstrate the following features:

- Influence - Promise of influence over policy and decision-making (Involve/Collaborate/Empower using the IAP2 Levels of Engagement)
- Inclusion - Participation that is representative of the community and inclusive of diverse viewpoints and values
- Deliberation - open dialogue and discussion, access to information and movement towards consensus.

## **ENGAGEMENT**

The professional practice of staging a two-way interaction with a specific, target audience, in order to learn about people's values, beliefs, opinions or ideas, in support of building relationships and involving them in a decision of *Council*, that affects them.

## **PUBLIC PARTICIPATION**

The involvement of those affected by a decision in the decision-making process.

## **STAKEHOLDER**

A person, group or organisation that may be affected by, have a specific interest in, or influence over, a council decision or issue under consideration.

## **8. POLICY REVIEW**

This policy will be reviewed annually and may change at any time, subject to a Council resolution.

## **9. RELATED LEGISLATION AND DOCUMENTS**

[Local Government Act 2020](#)

[Strathbogie Shire Council Plan](#)

[Strathbogie Shire Council Liveability Plan](#) (Municipal Public Health and Wellbeing Plan)

[Community Engagement Strategy 2019-2022](#)

Media Policy and Protocols 2019

Social Media Policy (under development)

[Customer Service Charter 2019](#)

## **10. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010**

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

## **11. FEEDBACK**

Council staff and community may provide feedback about this document by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au).



**9.13    2017-2021 Shire of Strathbogie Council Plan (2020 Review)  
- Second Quarter Report ~ 1 October to 31 December 2020**

Responsible Director: Chief Executive Officer

***EXECUTIVE SUMMARY***

Quarterly reports are presented to Council to provide an update on the status of the Key Strategies of the 2017-2021 Council Plan, following its annual review in 2020. The Key Strategies of the Plan have been reviewed and progress updated, and details provided for the second quarter period; October to December 2020.

The 2020 Review of the 2017-2021 Shire of Strathbogie Council Plan has, in summary:

➤ Five (5) Goals, Twenty-one (21) Strategies and Eighty (80) Actions, comprising-

- *Goal 1 - To enhance community health and wellbeing*
  - *4 Strategies → 23 Actions*
- *Goal 2 - To sustainably manage our natural and built environment*
  - *5 Strategies → 16 Actions*
- *Goal 3 - To provide quality infrastructure*
  - *2 Strategies → 13 Actions*
- *Goal 4 - To support and deliver economic development*
  - *5 Strategies → 13 Actions*
- *Goal 5 - To be a high performing Shire*
  - *5 Strategies → 15 Actions*

All Actions are due for completion by 30 June 2021. As at 31 December 2020, twelve (12) actions have been completed.

***RECOMMENDATION***

***That Council note the report for the July to September 2020 quarter following the 2020 review of the 2017-2021 Council Plan.***

***PURPOSE AND BACKGROUND***

To provide Councillors, staff and the community a progress report on updates to the key strategies of the 2017-2021 Council Plan following its review in 2020.

***ISSUES, OPTIONS AND DISCUSSION***

The 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council meeting held on Tuesday 27 June 2017. The 2020 review of the 2017-2021 Shire of Strathbogie Council Plan was adopted by Council at a Special Council Meeting held on Tuesday 21 July 2020.

9.13 2017-2021 Shire of Strathbogrie Council Plan (2020 Review)  
- Second Quarter Report ~ 1 October to 31 December 2020 (cont.)

The 2020 Review of the 2017-2021 Shire of Strathbogrie Council Plan has, in summary:

Eighty (80) Actions, comprising -

- > Goal 1 - *To enhance community health and wellbeing*
  - *Plan to improve community health wellbeing and liveability ~ 11 Actions*
  - *Engage and participate with the community in Council / Community initiatives ~ 3 Actions*
  - *Enhance Community resilience, including supporting and increasing the participation of volunteers ~ 6 Actions*
  - *Support and drive community, arts and cultural events ~ 3 Actions*
- > Goal 2 - *To sustainably manage our natural and built environment*
  - *To promote and support sustainable environmental initiatives ~ 6 Actions*
  - *Mitigate and adapt to a changing climate ~ 4 Actions*
  - *Protect and enhance our natural environmental assets ~ 2 Actions*
  - *Protect and enhance our built environment ~ 2 Actions*
  - *Provide efficient and effective waste management programs ~ 2 Actions*
- > Goal 3 - *To provide quality infrastructure*
  - *Provide best practice management of all assets including roads, bridges and facilities ~ 8 Actions*
  - *Provide passive and active recreational facilities ~ 5 Actions*
- > Goal 4 - *To support and deliver economic development*
  - *Promote and support local business and produce ~ 2 Actions*
  - *Support tourism and business development ~ 6 Actions*
  - *Prove innovative and sustainable land use planning ~ 3 Actions*
  - *Attract new residents ~ 1 Action*
  - *Grow investment and employment opportunities ~ 1 Action*
- > Goal 5 - *To be a high performing Shire*
  - *To proactively develop and deliver quality services that achieve high customer satisfaction ~ 1 Action*
  - *Continue to focus on operational efficiencies ~ 6 Actions*
  - *Continue to create a secure investment environment through sound financial management ~ 2 Actions*
  - *To be equitable and fair in all decision making processes ~ 3 Actions*
  - *To communicate and engage effectively with our community and key stakeholders ~ 3 Actions*

All Actions are due for completion by 30 June 2021. As at 31 December 2020, twelve (12) actions have been completed.

**COMMUNITY ENGAGEMENT**

Following the 2020 review of the 2017-2021 Council Plan, the draft Plan was placed on public exhibition for community members to review and provide comments on. The Plan was subsequently updated following review and consideration of comments.

9.13 2017-2021 Shire of Strathbogie Council Plan (2020 Review)  
- Second Quarter Report ~ 1 October to 31 December 2020 (cont.)

**POLICY CONSIDERATIONS**

Council Plans and Policies

Council Policies and Strategic Plans are considered when preparing the Council Plan to ensure consistency with the overall objectives of Council, and their association with key strategies in the Plan.

**LEGAL CONSIDERATIONS**

Legislation requires Council to prepare and adopt a Council Plan for at least a four year period after a general election. The processes for the current Council Plan have adhered to the requirements of the Local Government Act 1989, the governing Act in place when the 2017/2021 Council Plan was prepared and adopted following the general election in 2016.

The review of the 2017-2021 Council Plan in 2020 was the final review in the term of this Plan.

Under the Local Government Act 2020, Council is required to develop a Council Plan for at least the next four financial years and adopt it by 31 October in the year following a general election.

Council will undertake the necessary processes in the preparation of its new four-year Council Plan in the coming months.

Conflict of Interest Declaration

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

Transparency

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

Undertaking the exhibition of the draft 2020 review of the Council Plan and taking into consideration any comments received has ensured this requirement has been satisfied.

**FINANCIAL VIABILITY CONSIDERATIONS**

All Council Plan actions are considered in conjunction with the preparation of Council's annual budget to ensure associated financial requirements are budgeted for.

**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.

9.13 2017-2021 Shire of Strathbogie Council Plan (2020 Review)  
- Second Quarter Report ~ 1 October to 31 December (cont.)

Council is mindful of including the needs and requirements of its residents when preparing its Council Plan to ensure there are benefits to all communities in the objectives and strategies included in the Council Plan. These can include –

- (a) sense of community – e.g. cultural activities, stakeholder participation, recognition of diversity, cultural heritage or social cohesion;
- (b) community services – e.g. range and quality of services for different groups (children and families, young people, elderly people and people with disabilities), accessibility of services or cost of services;
- (c) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications;
- (d) education and skills development – e.g. number and quality of education options for the community, life-long learning opportunities or meeting local needs; and
- (e) transport – e.g. safety for travellers, emissions and fuel consumption, public transport usage, walking and cycling or transportation needs of all people.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

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

Communication with our community is a high priority for Council, and the preparation of the Council Plan and the processes undertaken supports Council's commitment to continuous improvement.

**HUMAN RIGHTS CONSIDERATIONS**

It is considered there are no human rights limitations arising from this report, under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**CONCLUSION**

Council is required to review its Council Plan at least once every year and make any adjustment to its key strategies deemed necessary. This report provides updates to the key strategies of the 2017-2021 Council Plan following its 2020 review.



**ATTACHMENTS**

**Attachment 1:** Strathbogie Shire Council Plan Progress Report for the October to December 2020 quarter.

**ATTACHMENT 1:**

# COUNCIL PLAN PROGRESS REPORT

**Status Indicators Key:**

-  In Progress
-  Not Started
-  Completed
-  Under Review
-  On Going


Created: 4 February 2021

**YEAR: 2020-2021**


**GOAL: 1 To enhance community health and wellbeing**

**STRATEGY: 1.1 Plan for the improved community health, wellbeing and liveability**


**ACTION: 1.1.01 Work with the Strathbogie Health and Community Services Consortium to determine future direction**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	60%		Ongoing conversations with Nagambie Health continue to progress the Nagambie Ageing Hub as per the endorsed position by Council at the 15 September 2020 Council meeting. Ongoing involvement with Euroa Health to progress key initiatives including their strategic plan. SECOND QUARTER UPDATE In accordance with the Council resolution, Council has advertised intention to Transfer two blocks of land to Nagambie Health as part of the Nagambie Hub process.


**ACTION: 1.1.02 Undertake self assessment under Workplace and Equality and Respect Standards**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager People & Culture	30-Jun-2021	30%		This work is underway - the Self Assessment and Respect Standards are part of the legislated change required in the new GE Act. This will be a significant piece of work in 2021 to meet the audit in June. SECOND QUARTER UPDATE There has been a GE Commissioner appointed with a project rollout action plan. We are working through the requirements now with the Assessment to occur shortly. While there is no physical updates of progress, we are well placed to begin this work. We have also joined a regional group that helps with this work


**ACTION: 1.1.03 Review parking arrangements at Avenel Pre-School and Maternal Child and Health**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		After reviewing the parking arrangements with the Avenel Pre-School and Maternal Child and Health, improvement works have been completed by Council.


**ACTION: 1.1.04 Continue to review and implement priorities from the Walking Tracks and Trails Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>The 11 priority tracks and trails have been mapped and completed, with collateral produced for these as well as online mapping achieved. These have also been listed on the Victoria Walks website as well as being featured in the September/October Edition of the Great Walks Magazine.</p> <p>A further 10 tracks have also been mapped and had collateral produced for them. They are all being heavily promoted post lockdown as applicable.</p> <p><b>SECOND QUARTER UPDATE</b></p> <p>Work has continued on the mapping of the Tracks and Trails. Those that have been mapped are now also sitting on Pozi to be accessed, and further development of the priority Tracks and Trails is taking place. Due to COVID-19 there were no meetings of the Tracks and Trails Advisory Group, but this be addressed and reinstated in 2021 in accordance with restrictions in place.</p>


**ACTION: 1.1.05 Seek grant funding to accelerate improvements to the footpath network**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	60%		<p>Grant funding opportunities are continually being reviewed for these an other projects within Council.</p> <p><b>SECOND QUARTER UPDATE</b></p> <p>Relevant grant funding opportunities have been passed onto the Assets Department and the Director Corporate Operations</p>


**ACTION: 1.1.06 Commence new planning cycle for Municipal Public Health and Wellbeing Plan**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	50%		<p>The Municipal Public Health and Wellbeing Plan will be completed as part of the Council Plan. Community engagement planning has started. This year we will be required to conduct deliberative engagement, which will ensure the community's input into the development of these important plans. Community engagement will start in January 2021 and run for several months.</p> <p>SECOND QUARTER UPDATE</p> <p>The Municipal Public Health and Wellbeing Plan will be integrated into the Council Plan. Community engagement planning has started. This year we will be required to conduct deliberative engagement, which will ensure the community's input into the development of these important plans. Community engagement will start in March 2021. This will include face-to-face and online options, along with three days of deliberative engagement with a representative sample of residents.</p>


**ACTION: 1.1.07 Prioritise actions within the Play and Recreation Framework to allocate available budget to locations**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		In consultation with Community and Finance have allocated funding, based on priority actions and available Council budget, for the Play & Recreation Framework within the LTFP.

**ACTION: 1.1.08 Work with community to implement provision of dogs off leash areas**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	75%		<p>Contractor being arranged to install fencing.</p> <p>SECOND QUARTER UPDATE</p> <p>Fencing scheduled 8 February 2021.</p>

**ACTION: 1.1.09 Promote responsible pet ownership through the implementation of Council's Domestic Animal Management Plan 2017-21**


Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	50%		<p>Ongoing process through Ranger. To be further developed.</p> <p>SECOND QUARTER UPDATE</p> <p>Ongoing.</p>



**ACTION: 1.1.10 Review Council's Community and Meeting Procedure Local Laws - to reflect contemporary issues**


Position(s)	Target Date	% Complete	Status	Comments
	30-Jun-2021	100%		Community Local Law No. 2 2020 adopted by Council 15/09/2020. Meeting Procedure local law now incorporated into Governance Rules, adopted by Council 25/08/2020.

**ACTION: 1.1.11 Complete MOU with Nagambie Health for delivery of Nagambie Ageing Hub**


Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	85%		Council has resolved Intention to advertise contribution of 2 lots to the project. To be further pursued after public submission period. SECOND QUARTER UPDATE Public submissions closed. Report to March Council.

**STRATEGY: 1.2 Engage and participate with the community in Council / Community initiatives**


**ACTION: 1.2.01 Continue to support local community planning processes across the Shire including implementation of priority projects from the Community Action Group Plans**

Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	20%		<p>Have been meeting (virtually) with Action Groups and Committees of Management (CoM) from across the Shire to initiate and assist the transition from the previous LGA Section 86 CoM to incorporated legal entities. This is still in progress with new temporary agreement being negotiated.</p> <p>Various planning processes have been interrupted by Covid-19 with all community, sport and recreation facilities closing their doors. This resulted in many Action Groups, sporting clubs and CoM losing their usual external funding streams. This has had a considerable flow on effect where we have needed to support groups in different ways to see them through this period.</p> <p>SECOND QUARTER UPDATE</p> <p>It is now planned to bring together all the previous Section 86 groups, including the Community Action Groups into a 'Town Hall' meeting to discuss incorporation and to negotiate new maintenance agreements.</p> <p>Various planning processes have been interrupted by Covid with all community, sport and recreation facilities closing their doors. This resulted in many Action Groups, sporting clubs and CoM losing their usual external funding streams which led to the introduction of the Covid Recovery Grants program. The RE3 Grants program consisted of 2 rounds of funding totalling some \$84,000 which were used for 'bringing the community back together' type events as Covid restrictions eased. There were additional sums of \$1,000 provided to the Community Action Groups to assist them in meeting their administration costs and other incidentals.</p>

**ACTION: 1.2.02 Review status of Recreation Reserve Master Plans**


Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	40%		<p>The Strathbogie master plans has been budgeted and is scheduled for roll-out this year.</p> <p>Stage One of the Friendlies Precinct master plan has been delivered. The next draft stage will be submitted to Council shortly with NEAD Architects wanting to brief Councillors on their proposal. Further community consultation to follow.</p> <p>After discussions with the Longwood Action Group (LAG), a copy of the 2015 draft master plan has been resurrected with further community consultation to follow.</p> <p>SECOND QUARTER UPDATE</p> <p>Master Plans for the Friendlies Precinct, Strathbogie Recreation Reserve and the Longwood Recreation Reserve are all still works in progress with the majority being implemented with the Friendlies precinct plan. The septic system at the tennis pavilion is a major issue currently with investigations into the feasibility to connect it to the sewage system. The is now in the planning process with a budget of \$100,000.</p> <p>The Strathbogie Recreation Reserve Master plan is progressing with further consultation with the Architects and the community to achieve the outcomes as submitted to Council.</p> <p>The Longwood Recreation Reserve Master Plan is also on hold with a new set of priorities coming from the CoM and the Action Group who now want to include two new net ball courts.</p>

**ACTION: 1.2.03 Achieve funding and deliver Nagambie Youth Hub**


Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	100%		<p>Youth Hub completed, disabled toilet facilities, all fitted out.</p> <p>Have also achieved funding for the Nagambie Active Hub on the adjacent Land site.</p>

**STRATEGY: 1.3 Enhance community resilience, including supporting and increasing the participation of volunteers**


**ACTION: 1.3.01 Negotiate MOUs with indigenous representative groups with the aim of developing Reconciliation Action Plans**

Position(s)	Target Date	% Complete	Status	Comments
Director Community & Planning	30-Jun-2021	5%		<p>A report went before Council in August 2020. This recommendation was rescinded at the September 2020 Council meeting.</p> <p>Further work is required to brief new Council and prepare consultation strategy.</p> <p>SECOND QUARTER UPDATE</p> <p>At the September 2020 Council Meeting, Council resolved to:</p> <ol style="list-style-type: none"> <li>1. Undertake broad based consultation with ratepayers, residents and the TLaWC in relation to the development of a Memorandum of Understand between Strathbogie Shire Council and the TLaWC.</li> <li>2. Receive a further report from Officers on the outcome of the consultation process.</li> </ol> <p>Work has commenced on the preparation of the consultation strategy.</p>


**ACTION: 1.3.02 Review public transport options within the Shire**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	15%		<p>Currently setting up to review user needs and current/future public transport operations. The use of private transport (car sharing / taxis) shall also be reviewed.</p> <p>With this data and ongoing discussions with transport providers, Council will be able to plan for and implement an integrated user responsive transport system, aimed at significant gains in efficiency.</p> <p>SECOND QUARTER UPDATE</p> <p>Currently:</p> <ul style="list-style-type: none"> <li>Discuss with V/Line proposed timetables (new velocity trains; inland rail project)</li> </ul> <p>Ongoing:</p> <ul style="list-style-type: none"> <li>Talk to private bus operators (including for schools) as to usage patterns – past/current/future (establish a trend)</li> <li>Talk to taxis operators as to usage patterns – past/current/future (establish a trend)</li> <li>Discussions with Avenel / Euroa / Nagambie / Violet Town Action Groups to obtain current concerns and estimated passenger numbers for the different forms of transport, including car sharing.</li> </ul>


**ACTION: 1.3.03 Recognise and profile the importance of volunteers in our local community**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	50%		<p>This has been a difficult item to follow up on an implement during COVID-19, as all volunteers were stood down during the lockdown period over the past 8 months. We have regularly contacted them via newsletter and email opportunities. We are also investigating the opportunity of an online Volunteer portal which would make updating and engaging with volunteers much more effective.</p> <p>Discussion have taken place with the Comms and Engagement Team around extending out the Strathbogie Story concept to highlight volunteers/volunteer groups within our Shire and screening these stories as previews within the Euroa Cinema.</p> <p>SECOND QUARTER UPDATE</p> <p>We have advertised for additional volunteers for both the Cinema and Visitor Information Centres in Nagambie and Euroa to assist with the dwindling numbers after the return from COVID. Further discussion to take place with the Comms and Engagement Team on ways in which their contribution can be highlighted.</p>

**ACTION: 1.3.04 Seek funding for provision of emergency power at relief centres, places of last resort within the Shire**


Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	35%		<p>Reviewing option for portable generators as opposed to power all sites.</p> <p>SECOND QUARTER UPDATE</p> <p>Options for funding still being investigated eg. funding available for emergency preparedness under the MERP (Municipal Emergency Resource Preparedness). Investigation into site and applicability of a mobile generator including costs are currently underway.</p>

**ACTION: 1.3.05 Continue consultation with Fire Brigade Captains to explore Fire Management Planning and CFA Best Practice**


Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	60%		<p>Fire Management Plan Review complete, MFMPC meeting complete and consultation on going (weekly) with Fire Brigade Group Officers.</p> <p>Road side spraying program complete for the whole shire and first round of fire prevention inspections complete (349 courtesy letters issued).</p> <p>SECOND QUARTER UPDATE</p> <p>Spraying program complete.</p> <p>Final round of inspections completed with 17 failing properties.</p> <p>Internal review and consultation with land owners underway ahead of infringement notices.</p> <p>Fire Brigade Group Officer meetings ongoing.</p>

**STRATEGY: 1.4 Support and drive community, arts and cultural events**


**ACTION: 1.4.01 Continue implementation of Shire wide youth programs that focus on cultural activities, training and development, pathways to employment and civic participation**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	70%		<p>Nagambie Youth Hub was developed to support a Shire wide program to have 2 main gathering sites (one in Euroa, One in Nagambie)</p> <p>For the past 3 years we have had the Engage Youth funding which focuses on building the capacity of Young people.</p> <p>in the last quarter there have been significant impacts as a result of COVID-19, in response to this an online program was developed which included the delivery of weekly learning sessions.</p> <p>SECOND QUARTER UPDATE</p> <p>Due to the resignation of both Youth Development Officers and the restructure of the Community Wellbeing department this area has not had the capacity for further development of programs or continued engagement of young people. An advertisement for a new Youth Officer will be circulated in February 2021 and investigation is continuing into current existing programs that could be engaged with to assist the youth within the Shire.</p>

**ACTION: 1.4.02 Investigate potential for art work on Nagambie Water Tower**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	75%		<p>As per previous comments, it appears that artwork is unable to be undertaken onto the outside of the Water Tower due to heritage links with Sir John Monash. WE have investigated the option of lighting the water tower and have commissioned a scoping document to outline what this would entail.</p> <p>SECOND QUARTER UPDATE</p> <p>Scoping document for lighting was completed, however due to the restraints of COVID and Caretaker mode is yet to circulated amongst the Tourism, Arts &amp; Culture Advisory Group for further discussion and feedback</p>

**ACTION: 1.4.03 Begin implementation of Tourism Arts and Culture Strategy Action Plan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	50%		<p>This has been difficult to achieve in a COVID-19 environment, as things that were planned had to be cancelled due to lockdown. We are continuing to review the 12 month action plan and revise what can be achieved in the COVID-19 environment.</p> <p>SECOND QUARTER UPDATE</p> <p>A collaboration with 7 other Councils for the ArtsACTION program to be made available to Creatives within the Strathbogie Shire has been undertaken and a marketing plan developed for circulation amongst creatives to engage them in participating in the FREE program. This will also assist in developing a database of Creatives within the Shire to enable further development and action of the Arts &amp; Culture Strategy.</p> <p>Also continuing conversations with Regional Arts Victoria to reinstate programs that had to be cancelled due to COVID-19.</p>




**GOAL: 2 To sustainably manage our natural and built environment**

**STRATEGY: 2.1 Promote and support sustainable environmental initiatives**


**ACTION: 2.1.01 Continue to support Landcare groups and Catchment Management Networks to target weed and pest animal management on roadsides**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	100%		<p>Council fully acquitted the 2019/20 funds and has been successful in gaining funding again for 20/21.</p> <p>SECOND QUARTER UPDATE</p> <p>Council has now received funding for the Roadside Weeds and Pest Program for 20/21. A panel of contractors has been selected and local landcare groups have commenced spraying in their areas. It is expected that all funds will be expended by July 2021.</p>


**ACTION: 2.1.02 Complete work with event organisers to implement Zero Waste events**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	100%		<p>The Waste Wise Event Guide and Waste Wise Events policy have been adopted by Council at its meeting on 15 September 2020. This policy will be introduced over the next year to give event planners time to adjust to the changed requirements.</p> <p>SECOND QUARTER UPDATE</p> <p>Council's Waste Education Officer has been working with the event team to ensure a smooth roll out of information to event planners. They are currently working on an FAQ.</p>


**ACTION: 2.1.03 Support sustainable energy initiatives in the Strathbogie Shire in conjunction with the Environment and Sustainable Development Advisory Committee**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	50%		<p>This initiative is included in the SS2030 Strategy as an ongoing action. Council is involved with the ongoing Local Government Renewable Power Purchase Agreement with 41 other Victorian Councils to purchase Council energy from renewable sources. Councils has installed solar panels on most of its high energy use facilities. Leading the Carbon Crunching Councils project with Benalla, Murrindindi and Towong Shires to implement a shared carbon inventory, bill checking and payment service for utilities.</p> <p>SECOND QUARTER UPDATE</p> <p>The tender for the Power Partnership Agreement has closed and negotiations have commenced with potential tenderers. It is envisioned that a tender evaluation report will come to Council in quarter four for adoption.</p>


**ACTION: 2.1.04 Support Clean Up Australia Day**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	60%		<p>A Cleanup was undertaken in partnership with Goulburn Murray Water on Sunday 1 March 2020. Residents and visitors collected 15 bags of rubbish around Lake Nagambie on the day. Further opportunities for partnering with GMW to minimise waste in Lake Nagambie are currently being explored.</p> <p>SECOND QUARTER UPDATE</p> <p>Clean up Australia Day this year will occur on March 7 2021. Council's Waste Management Officer and Waste Education Officer will undertake planning to run a community event in line with COVID 19 restrictions at the time. Council will also offer fee waivers to groups that undertake clean ups in the community.</p>

**ACTION: 2.1.05 Continue to support the Goulburn Broken Greenhouse Alliance**


Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	100%		Council continues to be an active member of the Goulburn Broken Greenhouse Alliance SECOND QUARTER UPDATE Council continues to be an active member of the Goulburn Broken Greenhouse Alliance and is taking the role as the lead Council in the "Growing Cooler Climates" project to reduce the heat island impacts in our urban areas by planting streetscape trees.

**ACTION: 2.1.06 Implement the recommendations of Council's Domestic Wastewater Management Plan, including working with Goulburn Valley Water to explore small town sewer schemes**


Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	5%		Yet to be substantially commenced. SECOND QUARTER UPDATE To be activated after commencement of new Team Leader.

**STRATEGY: 2.2 Mitigate and adapt to a changing climate**


**ACTION: 2.2.01 Implement initiatives within the Sustainable Strathbogie 2030 Plan**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	25%		<p>No budget was allocated to Sustainable Strathbogie 2030 for the 2019/20 financial year.</p> <p>SECOND QUARTER UPDATE</p> <p>Staff are currently progressing the below Sustainable Strathbogie initiatives within current staffing levels</p> <p>2.13 - Implement a program that records, analyses and reports on Council's energy, water, fleet and waste emissions and financials, in order to reduce costs and increase understanding of Council's emissions standing. Staff are currently undertaking a audit of the Trellis system to ensure that all relevant bills are captured to ensure that the data is robust and able to be used to monitoring consumption within the Shire.</p> <p>2.18 - Support research and development of Victoria's Local Government Renewable Energy Power Purchase Agreement (PPA) Project for cheaper and more stable energy supply, as well as Victoria's Renewable Energy Target, and Emissions Reduction target. The PPA project has gone out for tender and is currently undergoing evaluation. The outcomes of this tender will be presented to Council in the middle half of this year for adoption.</p> <p>Staff also continue to be a member of and support local groups and their projects.</p>


**ACTION: 2.2.02 Identify priorities for flood mitigation/drainage in Violet Town**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	85%		<p>The Violet Town Flood Mitigation/Drainage meeting was held on Wednesday 9th May 2018, at the Violet Town Football/Netball Clubrooms.</p> <p>Council was looking into a Levee Scheme to reduce the properties flooded above floor from 64 to 17 during a 100 year ARI event and from 14 to 1 during a 10 year ARI event. Council suspended work due to risks arising from the Water Act liability framework. These related to financial loss though legal challenge from Landowners due to: -</p> <ul style="list-style-type: none"> <li>• Flood water exceeding that modelled</li> <li>• Compensation not received or not adequate, or</li> <li>• Works not adequate.</li> </ul> <p>Council committed funding to the following impacted sites from the December 2016 flash flooding within the 2018/19 Budget: -</p> <ul style="list-style-type: none"> <li>• High Street</li> <li>• Marys Lane and Lily Street</li> <li>• Primrose Street</li> </ul> <p>Council is currently reviewing the remaining issues pertaining to flood mitigation/drainage priorities within Violet Town and implementing works once designs have been completed.</p> <p>SECOND QUARTER UPDATE</p> <p>Seeking quotations to undertake: -</p> <ul style="list-style-type: none"> <li>• Pit &amp; Pipe Survey</li> <li>• Violet Town Drainage Strategy to Bypass Town Centre</li> </ul>

**ACTION: 2.2.03 Include urban forestry into urban design frameworks to increase the shaded environment of our townships and implement pilot program**


Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	100%		Pilot program was completed with community input in Bury Street, Euroa. As a result of positive feedback further streets were done, i.e. Kennedy Street, Euroa, Barwon Street, Nagambie, Charman Avenue, Euroa and Violet Town scheduled to be undertaken in November. Further identification of streets and a program officer is required to continue to deliver ongoing roll out of further work.

**ACTION: 2.2.04 Partner with agencies (Catchment Management Authority, Agriculture Victoria, Goulburn-Murray Water, Goulburn Valley Water) to deliver a series of listening posts for farmers to identify issues of concern and how they can be addressed**


Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	%		Staff will work with other agencies to identify concerns and responses. SECOND QUARTER UPDATE Staff will work with other agencies to identify concerns and responses. Work on this has been delayed due to the Christmas break and summer holidays.

**STRATEGY: 2.3 Protect and enhance our natural environmental assets**

**ACTION: 2.3.01 Review/Implement Tree Management Guidelines**


Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	75%		<p>Tree Management Policy being prepared for Council's consideration. Draft guidelines will then be prepared.</p> <p>SECOND QUARTER UPDATE</p> <p>Tree management plan review meetings have been scheduled to run throughout February with notations to the draft document.</p> <p>Investigation of alternate formats to make consistent with the Road Management Plan.</p>

**ACTION: 2.3.02 Continue to assist new land owners in land management through New Residents booklet, website and other means**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	50%		<p>Content is placed on the website under "Environment" and various areas to assist new landowners. Council has previously partnered with the Arboretum, Landcare and CMN to assist with courses for small lot landowners new to the municipality, and will continue to do so.</p> <p>SECOND QUARTER UPDATE</p> <p>Content is placed on the website under "Environment" and various areas to assist new landowners. This will be updated in the new year so that information is easily accessible by residents. Council has previously partnered with the Arboretum, Landcare and CMN to assist with courses for small lot landowners new to the municipality, and will continue to do so.</p>


**STRATEGY: 2.4 Protect and enhance our built environment**

**ACTION: 2.4.01 Implement priority actions from the Stormwater Management Plan**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	30%		<p>Council has allocated funding to the identified storm water management projects within the 2020/21 capital works budget, to carry on from projects undertaken from previous financial year.</p> <p>Drainage investigations/designs to be undertaken this financial year are: -</p> <ul style="list-style-type: none"> <li>~ Stormwater Drains Design Program</li> <li>~ Pit &amp; Pipe Renewal Program</li> <li>~ Bank /Queen/Belmont Street Road &amp; Drainage Upgrade</li> <li>~ Nagambie Industrial Estate - Drainage Scoping</li> <li>~ McGregor Avenue Retarding Basins Upgrade with Pump System</li> <li>~ Create Easements for Flood Levees</li> <li>~ Ballantyne Rd Retention Basin design</li> </ul> <p>The following works have commenced: -</p> <ul style="list-style-type: none"> <li>~ Boundary Road South - existing services relocations</li> <li>~ Castle Creek floodplain management plan &amp; levee monitoring protection</li> <li>~ Feasibility study into an Alternative Water Supply for Nagambie - use of treated storm water for irrigation of open spaces and recreation reserves.</li> </ul> <p>SECOND QUARTER UPDATE</p> <ul style="list-style-type: none"> <li>~ Stormwater Drains Design Program (to seek quotations)</li> <li>~ Pit &amp; Pipe Renewal Program (seeking quotations)</li> <li>~ Bank /Queen/Belmont Street Road &amp; Drainage Upgrade (going out to tender)</li> <li>~ Nagambie Industrial Estate - Drainage Scoping (construction proposed for 2021/22 draft budget)</li> <li>~ McGregor Avenue Retarding Basins Upgrade with Pump System (construction proposed for 2021/22 draft budget)</li> </ul>



**ACTION: 2.4.01 Implement priority actions from the Stormwater Management Plan (cont.)**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	30%		<p>SECOND QUARTER UPDATE (cont.)</p> <ul style="list-style-type: none"> <li>~ Create Easements for Flood Levees (requirements to be presented to Council for approval)</li> <li>~ Ballantyne Rd Retention Basin design (construction proposed for 2023/24 draft budget)</li> <li>~ Boundary Road South - existing services relocations completed (staged construction proposed for 2021/22 draft budget)</li> <li>~ Castle Creek floodplain management plan &amp; levee monitoring protection (discussions with preferred tenderer)</li> <li>~ Feasibility study into an Alternative Water Supply for Nagambie - use of treated storm water for irrigation of open spaces and recreation reserves (completed).</li> </ul>

**ACTION: 2.4.02 Develop Guidelines and priority locations for improvements to street lighting in accordance with adopted policy**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	60%		<p>Requests for additional street lighting considered on ongoing basis (no current budget for implementation).</p> <p>Township study have been implemented to determine current and desired levels of lighting and establish a street lighting program.</p> <p>Collection of data on existing infrastructure is completed and the review of street lighting design requirements is continuing.</p> <p>The Street Lighting Policy has been approved by Council.</p> <p>SECOND QUARTER UPDATE</p> <p>Presenting of Draft Street Lighting Guidelines to Council.</p> <p>Budget for street lighting installations proposed for 2021/22 draft budget.</p>

**STRATEGY: 2.5 Provide efficient and effective waste management programs**

**ACTION: 2.5.01 Implement expanded kerbside collection on collection routes as identified in the Waste Management Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	40%		<p>Staff work to expand routes where there are requests and sufficient demand from residents. Council staff last year also looked at extending the "collector routes" and bringing the properties that have the truck drive past their front gate onto the route. This was put on hold due to COVID 19 and will be reinvestigated in 2021.</p> <p>SECOND QUARTER UPDATE</p> <p>Update as above. The extension of the route will be looked at next year. Where requested by residents we work with Council's collection contractor regarding the viability of the route.</p>


**ACTION: 2.5.02 Work with Goulburn-Murray Water to review and implement improved waste collection techniques on our waterways**

Position(s)	Target Date	% Complete	Status	Comments
Environment & Waste Coordinator	30-Jun-2021	20%		<p>Council work with GM Water to improve litter collection into our water ways. Most recently we partnered to do Clean up Australia day at Lake Nagambie.</p> <p>SECOND QUARTER UPDATE</p> <p>Council will complete Clean Up Australia day again next year and later in the year work with GM Water to look at options for reducing the amount of litter entering our waterways.</p>


**GOAL: 3 To provide quality infrastructure**

**STRATEGY: 3.1 Provide best practice management of all assets including roads, bridges and facilities**


**ACTION: 3.1.01 Review Council Asset list to ensure ongoing need**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	30%		Report identifying Council owned properties completed . To be analysed for candidates no longer needed. SECOND QUARTER UPDATE Intention to sell advertised for block in Industrial Crescent. Further list to be reviewed.

**ACTION: 3.1.02 Complete survey and design for footpaths, kerb and channelling and parking at the east end of Bank, Belmont, Queen Street, Avenel**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	95%		Community consultation on the concept design has been completed, taking into consideration a number of prospective new developments within the area (residential / commercial) that will have a direct affect to the intersections along Bank Street and the feedback collated has been incorporated within the detailed design. The design has been provisionally approved by Rural Roads Victoria, subject to further detailed discussions with the rail authorities. In the interim, Council shall be undertaking drainage improvement works within the 2020/21 financial year and undertake further road, intersection and footpath improvement works in unison with further developments within the area. SECOND QUARTER UPDATE Drainage design to be Tendered.


**ACTION: 3.1.03 Target major capital works projects to seek government funding to reduce Council's costs**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	60%		Funding achieved for Nagambie Youth Hub (\$250,000), Nagambie Locksley Road bridge (\$600,000). Currently seeking funding for Nagambie foreshore path, agricultural roads. SECOND QUARTER UPDATE Application for agricultural roads unsuccessful. Pursuing funding for CCTV for Euroa saleyards. \$1.2m from Federal government approved for Local Roads and Community Infrastructure.


**ACTION: 3.1.04 Progress review of Nagambie Growth Management Plan**

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	95%		Review completed for main document and will be brought before Council for adoption with supporting documents. Further work for the supporting documents is currently underway. SECOND QUARTER UPDATE Main Street Plan scope of works completed. Final review of scope of works being completed and a request for quote to be sent out.


**ACTION: 3.1.05 Formalise Euroa parking arrangements after adoption of Euroa Township Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	10%		Parking study to commence in early 2021. SECOND QUARTER UPDATE Initial review of the 5 key recommendations within the Euroa Strategic Plan has been undertaken. Draft report to be written after detailed review of sites (available access and area; actual/proposed usage; Inland Rail project detailed design).

**ACTION: 3.1.06 Continue support of Roads Advisory Committee**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	50%		Consideration for Committee structures to occur with new Council. SECOND QUARTER UPDATE Currently on hold pending Council approach to engagement.

**ACTION: 3.1.07 Prioritise outcomes of condition assessment of public toilets**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	40%		Condition assessment of all Public Toilets is completed and the strategy to be developed during 2021. SECOND QUARTER UPDATE Condition assessment of all Public Toilets is completed and the strategy to be developed during 2021.

**ACTION: 3.1.08 Implement extension of angle parking in Nagambie including 2-hour limit in appropriate locations.**

Position(s)	Target Date	% Complete	Status	Comments
Manager Operations	30-Jun-2021	100%		Signage plan completed and procured in 2020.

**STRATEGY: 3.2 Provide passive and active recreational facilities**


**ACTION: 3.2.01 Investigate and consult in relation to providing link bridge at Rockies over the Seven Creeks in Euroa and over Hughes Creek between Kent Street and Watson Street in Avenel**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	70%		<p>Review of Rockies bridge project and scoping has commenced and for the Hughes Creek bridge, discussions are proceeding with the GBCMA as to the best design option to prevent future household flooding as a result of the installation of a crossing.</p> <p>SECOND QUARTER UPDATE</p> <p>Review of Rockies bridge project and scoping is ongoing by Project Delivery.</p> <p>Hughes Creek bridge discussions with the GBCMA have come to a halt - Project Delivery to provide update / options to Council.</p>


**ACTION: 3.2.02 Construct pedestrian bridge linking Memorial Oval and Friendlies Reserve in Euroa**

Position(s)	Target Date	% Complete	Status	Comments
Manager Project Delivery	30-Jun-2021	100%		All works completed within budget on scheduled timeframe


**ACTION: 3.2.03 Continue to implement outcomes of the Community Pools Strategy**

Position(s)	Target Date	% Complete	Status	Comments
Facilities & Recreation Officer	30-Jun-2021	25%		<p>Belgravia Leisure have been engaged to manage the pools for this season which was one of the suggested management models from the pool strategy. Various initiatives have been implemented including Point of Sale computer systems along with attendance tracking technologies. This will assist greatly in future planning.</p> <p>Social Media pages have been set up for each pool to create a different “feel” for each pool which as also suggested in the pool strategy document.</p> <p>A working party has been formed from the Community Well Being &amp; Projects Teams to assist in implementing the pools strategy. Further consultation with the various Friends of the Pools committees is on-going.</p> <p><b>SECOND QUARTER UPDATE</b></p> <p>Belgravia Leisure have completed auditing and the implementation of various systems, protocols and other safety measures. New water testing kits have been purchased for each pool, discussions around purchasing an electronic ‘dongle’ tag to replace the current plastic tag system that will provide more accurate attendance records. Auditing and upgrading of signage in and around the pools to become more compliant is also in progress.</p> <p>Shade sails for the shallow end at Euroa pool are in the process of being quoted on and will be installed in time for the next season. Similarly, air conditioning units are to be installed into the kiosks/offices of all 4 pools. Other inspections are yet to occur in regard to upgrades to toilets facilities, chemical storage and pump/plumbing infrastructure.</p> <p>Over the last shutdown period, repairs were carried out on a leak at the Avenel pool which has not been successful. This will need to be investigated further after the current season finishes.</p>

**ACTION: 3.2.04 Seek Stage 2 funding for Stage 2 boardwalk Seven Creeks Park in Euroa**

Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	70%		<p>A submission was made in July 2020 for funding for this project in conjunction with two other interlinked projects at Nagambie - unfortunately we were unsuccessful in obtaining this funding.</p> <p>Other funding opportunities are constantly being reviewed and considered for this project.</p> <p>SECOND QUARTER UPDATE</p> <p>Funding opportunities are continually being reviewed, however no further suitable funding opportunities have been identified at this time.</p>

**ACTION: 3.2.05 Progress priority projects identified in the Nagambie Tourism Infrastructure Business Case**


Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	25%		<p>A funding application was submitted to the Community Sport Infrastructure Stimulus Program in June 2020 as part of an \$11 million project that highlighted three of the priorities from the Nagambie Tourism Infrastructure Business Case being:</p> <ol style="list-style-type: none"> <li>1. Rowing Course Deepening – dredging of the 2km rowing course to a 3 metre depth</li> <li>2. Peninsula Extension – construction of a 300m boardwalk</li> <li>3. Foreshore Walk – Construction of a safe, accessible connection between Regatta Centre Precinct and town centre</li> </ol> <p>Unfortunately Council was advised on 14/08/2020 that we had been unsuccessful in this application and the feedback we received was that the funding program had been very heavily oversubscribed. Further funding opportunities will be pursued as they become available.</p> <p>SECOND QUARTER UPDATE</p> <p>Strathbogie Shire Council have been invited to submit an application for a second round of funding available for the Community Sport Infrastructure Stimulus Program, with this submission being due on 2 March 2021.</p>




**GOAL: 4 To support and drive economic development**

**STRATEGY: 4.1 Promote and support local business and produce**

**ACTION: 4.1.01 Promote local businesses through a Bi-Annual Business Awards program**


Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	%		Suspended due to COVID. Has been discussed, but no further action to date. Will resume discussions in the new year. SECOND QUARTER UPDATE Both groups have indicated a preference to keep on hold through the Covid 19 pandemic. We will review when all restrictions are lifted.

**ACTION: 4.1.02 Support and engage with local representative business groups**


Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	80%		Regular communications with these groups has occurred throughout the pandemic and will be ongoing. SECOND QUARTER UPDATE Funding has been authorised for released to the two Business representative groups, Go Nagambie and Euroa Chamber of Business and Commerce. This funding is being provided to support local business through the recovery from the effects of the Covid 19 Pandemic. We are continuing to work closely with these groups.

**STRATEGY: 4.2 Support tourism and business development**


**ACTION: 4.2.01 Review results of Longwood free camping trial and implement recommendations**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	75%		Report on Longwood trial endorsed by Council 16/6/20. Further actions to follow. SECOND QUARTER UPDATE Longwood operational. Reviewing other options.


**ACTION: 4.2.02 Partner with business groups to develop support programs**

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	50%		Funding to be released to support assistance and membership. We have developed a shire wide business communications network with regular communication throughout the pandemic. SECOND QUARTER UPDATE Covid recovery Support Funding of \$60,000.00 (\$30,000 to each chamber) to be released in February 2021.


**ACTION: 4.2.03 Continue to promote smaller communities through presence on the Strathbogie Shire website, the investigation of interpretive signs and historical information and other mediums**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	50%		The map on the front page of our website is being updated to ensure the inclusion of smaller town. Through the Strathbogie Story we have also featured information and images of towns throughout the Shire. The promotion of our townships will continue as we investigate branding strategies for our Shire. SECOND QUARTER UPDATE The map on the front page of our website is being updated to ensure the inclusion of smaller towns. Through the Strathbogie Story we have also featured information and images of towns throughout the Shire. The promotion of our townships will continue as we investigate branding strategies for our Shire. Council is also creating a series of town-based podcasts and walking tour podcasts, which will create fantastic ways to share the stories about all our townships.


**ACTION: 4.2.04 Implement Policy on town entry and roadside signage**

Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	75%		The Boundary, Town Entry and District Signage Policy was adopted by Council on 18 June, 2019, and implementation of the programmed is orchestrated by Operations. SECOND QUARTER UPDATE The Boundary, Town Entry and District Signage Policy was adopted by Council on 18 June 2019, and implementation of the program is orchestrated by Operations.

**ACTION: 4.2.05 Ensure appropriate involvement in new regional tourism structure**


Position(s)	Target Date	% Complete	Status	Comments
Manager Tourism Arts & Culture	30-Jun-2021	50%		<p>We are still awaiting the decision from the Victorian Government in relation to the alignment of Strathbogie Shire within a recognised Regional Tourism Board. With Council endorsement a Letter was sent to the Minister for Tourism - Martin Pakula to request that information be provided on a decision of the State Government Tourism Review - we are still awaiting a response.</p> <p>We have also reached out to Mark Francis at the Murray Tourism Board, who we understand we will be aligned with to start discussions about what the structure of the Board looks like and where it is envisioned that Strathbogie Shire will fit in. No further action can be undertaken until the results of the Tourism Review are officially announced.</p> <p>SECOND QUARTER UPDATE</p> <p>To date, the new Regional Tourism Structure has not been advised of by the State Government. Further advocacy seeking an urgent outcome from the Minister of Tourism, Sport and Major events is subject to council consideration in the February Council meeting cycle.</p>

**ACTION: 4.2.06 Install a dump point in Nagambie**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	100%		<p>Investigations into the installation of a dump point with Nagambie township has determined to utilise an area within the Regatta Centre reserve.</p> <p>Project Delivery are managing the supply and installation.</p> <p>SECOND QUARTER UPDATE</p> <p>Installation of the Nagambie Dump Point is completed.</p>

**STRATEGY: 4.3 Provide innovative and sustainable land use planning**


**ACTION: 4.3.01 Seek funding to review rural land use/rural residential strategy**

Position(s)	Target Date	% Complete	Status	Comments
Principal Planner	30-Jun-2021	%		<p>No funding available to date. Guidelines previously reviewed for funding applications related to planning work which would result in significant investment in jobs to stimulate the economy, not applicable to this funding.</p> <p>SECOND QUARTER UPDATE</p> <p>No funding has been able to be secured to date. The guidelines for funding applications have not changed since the previous quarter.</p>

**ACTION: 4.3.02 Review, in conjunction with the community, to identify options for footpath, roads and kerb and channel works in Cowslip Street, Violet Town, similar to works identified for Bank Street, Avenel**


Position(s)	Target Date	% Complete	Status	Comments
Manager Asset Planning	30-Jun-2021	40%		<p>Conducted research into the Violet Town Development Plan (2010), which was conducted by Council and Planning Consultants.</p> <p>Reviewed all supporting documentation (e.g. Bicycle Walking Path Strategy)</p> <p>Working with the Strategic Planner, initial community consultation on the streetscape has been undertaken.</p> <p>Discussion have taken place between VTAG, Rural Roads Victoria and Council in May 2019 that have identified options for Cowslip Street. Council shall be undertaking the respective data collection and preparing concept designs for community input.</p> <p>SECOND QUARTER UPDATE</p> <p>Council to undertake the respective data collection in February 2021 and preparing concept designs for community input by May 2021.</p>

**ACTION: 4.3.03 Review Violet Town Master Plan 2020/21**

Position(s)	Target Date	% Complete	Status	Comments
Manager Planning & Investment	30-Jun-2021	50%		<p>This document is being reviewed internally and has had some "ground truthing" (review of what is actually on ground and compare with strategy) and consultation with some relevant stakeholders.</p> <p>Still further work to be completed.</p> <p>SECOND QUARTER UPDATE</p> <p>This project is an ongoing piece of work and will take some time due to prioritisation of projects.</p> <p>The original intent of this review of work was in relation to upgrades of the main street in Violet Town. The VT Strategic Plan is a Land Use Strategic document and upgrades to the main street, can be achieved via operational delivery with engagement of stakeholders.</p>


**STRATEGY: 4.4 Attract new residents**

**ACTION: 4.4.01 Review effectiveness of rating incentive package in new residents to the Strathbogie Shire**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	10%		<p>Review with new Council in conjunction with 21/22 Budget.</p> <p>SECOND QUARTER UPDATE</p> <p>As above.</p>

**STRATEGY: 4.5 Grow investment and employment opportunities**


**ACTION: 4.5.01 Review, update and resource the Economic Development Master Plan and implement priority actions**

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	30%		<p>Economic profile completed. Further development and consultation required to prepare new strategy for presentation to council.</p> <p>SECOND QUARTER UPDATE</p> <p>During 2020 an Economic Profile was drawn up by the consulting firm Urban Enterprise. This document will form part of the foundation of a new Economic development strategy which will be drawn up after extensive consultation with the local business community as well as the wider community. We are in the process of arranging quotations for this project and it is anticipated that the draft strategy will be presented to council in June 2021.</p>

**GOAL: 5 To be a high performing Shire**


**STRATEGY: 5.1 To proactively develop and deliver quality services that achieve high customer satisfaction**

**ACTION: 5.1.01 Continue to enhance customer experiences through ongoing development of customer relationship management system**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Governance & Customer Service	30-Jun-2021	50%		<p>The development of an online customer portal app continues to progress.</p> <p>SECOND QUARTER UPDATE</p> <p>The new Council was trained in using the Councillor Customer Request portal which allows Councillors to input any customer requests or issues directly into our system rather than requesting the community member to contact Council separately. Councillors are able to track the progress of the request at any time.</p> <p>The frontline Customer Service team coordinated the response to Covid travel permits to allow property owners to prepare their properties for the fire season during October and November in partnership with the Emergency Management Coordinator. Several hundred phone calls were received and around 70 travel permits issued under the 5 working day target set for a response.</p>

**STRATEGY: 5.2 Continue to focus on operational efficiencies**

**ACTION: 5.2.01 Develop framework for service planning inclusive of community consultation**


Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	20%		<p>To be included in the deliberative engagement approach with our community that will be implemented early 2021 to inform the development of the Council Plan and priorities for services.</p> <p>SECOND QUARTER UPDATE</p> <p>Strathbogie Shire Community Engagement Policy currently under review for consideration and adoption at the February 2021 Council meeting. Mosaic Lab engaged to provide a series of workshops with Councillors and officers to develop the deliberative engagement approach and principles that will be used to inform the development of the Community Vision, Council Plan, Council Budget and Asset Management Plan..</p>

**ACTION: 5.2.02 Continue to explore opportunities through collaboration with other Councils in service delivery**


Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	60%		<p>Ongoing conversations continue to occur.</p> <p>SECOND QUARTER UPDATE</p> <p>Ongoing conversations occur with a specific focus on shared Digital Transformation and the formation of new proposal to LGV for seed funding.</p>




**ACTION: 5.2.03 Conduct an organisation wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager People & Culture	30-Jun-2021	60%		<p>Following CEO commencement in January 2020, the Council structure was changed to focus on the areas that needed extra attention.</p> <p>The areas identified were Communications and Engagement, Governance &amp; Customer Service and People &amp; Culture.</p> <p>This new level of drive was implemented to ensure we change the way our people look at the crucial items with everything we do, every single day. The structure change was the beginning of 'resetting' our way, and lifting these roles to report directly to the CEO ensured the need for urgency was maximised.</p> <p>Following structural changes, we have implemented consistent communication with both staff and leaders as we not only change our behaviours, but our language. These forums have been the platform for all to see that these changes will not be short, and that working here means something different than it did previously. This change reform project has many layers, but is well underway to motivate and manage our people to be high achievers as we create more change leaders.</p> <p>SECOND QUARTER UPDATE</p> <p>All of the above is ongoing, our review of policies and frameworks and the reinforcement of new behaviours is occurring. At the last formal opportunity to discuss, we introduced KPI's towards Customer Charter requirements and the need to measure performance. Our Annual Review process was instrumental here.</p>


**ACTION: 5.2.04 Prioritise outcomes of ICT strategy to aid business transformation through finalisation of "Roadmap"**

Position(s)	Target Date	% Complete	Status	Comments
Manager ICT	30-Jun-2021	90%		<p>Strategy held off for consultation with new Council.</p> <p>SECOND QUARTER UPDATE</p> <p>Status remains as per above comment.</p>

**ACTION: 5.2.05 Develop Action Plan to address outcomes of the 2020 Community Satisfaction Survey in order to improve customer service and address areas of concern**


Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	50%		<p>Report presented at the 18 August 2020 Council meeting detailing the CSS outcomes. The report acknowledged the results of this year's survey, which indicate our community is asking us to improve our performance. Over the next 12 months, there will be a concerted effort to expand our consultation and engagement activities, to better inform the community, to provide an excellent standard of customer service. These key areas of focus for Council staff are "The Four C's" (customer service, community decisions, consultation and engagement and communication) and are priorities across the organisation. The simple changes have commenced. The focus is on internal monitoring, reporting and accountability of our current service standards. We are also working on improving communications, including our new website scheduled for 2021. For the commitments that require community engagement this will occur after the Local Government elections and into early 2021.</p> <p>SECOND QUARTER UPDATE</p> <p>One of the key ways we promised to improve community engagement was through an annual Community Forum. Planning for this is well underway and we are expecting to start recruitment in March. At this time you will also see Councillors and Council Officers hit the streets, with face-to-face engagement opportunities being held in each of our townships.</p> <p>When it comes to improved communications we have worked hard to improve our quarterly newsletter – it's bigger with more relevant content. Further, Council has introduced a weekly column in the Euroa Gazette and regular columns in all local township papers advising of current issues, news, tenders and capital works.</p>

**ACTION: 5.2.06 Improve access to 'in the field' software and hardware for key Council functions to improve response times to permit applications and customer queries**


Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	95%		<p>Systems for Environmental Health and Building in testing phase.</p> <p>SECOND QUARTER UPDATE</p> <p>Final testing and adjustment in progress for Building and Environmental Health applications.</p>

**STRATEGY: 5.3 Continue to create a secure investment environment through sound financial management**


**ACTION: 5.3.01 Implement training in relation to Procurement and Contract Management Guidelines**

Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2021	50%		Procurement plan review and update started. SECOND QUARTER UPDATE Procurement plan review and update commenced. Training will be organised when Procurement Policy is adopted by Council. This will be completed during last quarter of 20/21 financial year.

**ACTION: 5.3.02 Refine Long Term Financial Plan covering Ten Year period**


Position(s)	Target Date	% Complete	Status	Comments
Manager Finance	30-Jun-2021	100%		This hasn't started yet due to 2019/20 financial year end audit delay. When VAGO has confirmed financials for 2019/20, LTFP will be revise in Oct/Nov. SECOND QUARTER UPDATE LTFP updated based on mid year review. Further updates will be done as part of 21/22 budget process during April/May 2021.

**ACTION: 5.3.03 Develop and implement Project Management Framework**


Position(s)	Target Date	% Complete	Status	Comments
Manager Project Delivery	30-Jun-2021	75%		Draft completed and forwarded ELT for perusal and comment, scheduled for completion May 2021. SECOND QUARTER UPDATE On schedule for completion May 2021.

**STRATEGY: 5.4 To be equitable and fair in all decision making processes**

**ACTION: 5.4.01 Ensure strategies are developed in conjunction with key stakeholders on a regional basis - i.e. Hume Region Local Government Network**


Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	60%		<p>Hume Region Local Government Network (HRLGN) continue to meet. A strategic workshop was held with all mayors and CEOs within the Hume region in attendance. This strategic workshop was designed to develop shared priorities and an advocacy agenda to progress key regional issues. The strategy and advocacy agenda are currently under development.</p> <p>SECOND QUARTER UPDATE</p> <p>The Hume Region Local Government Network (HRLGN) continue to meet. A draft strategy and advocacy agenda have been developed and are back with the consultant for further refinement with a key focus on regional infrastructure, funding, digital connectivity, emergency management and tourism.</p>

**ACTION: 5.4.02 Promote open and transparent reporting of Council decision making including Know Your Council Data**

Position(s)	Target Date	% Complete	Status	Comments
Director Corporate Operations	30-Jun-2021	95%		<p>2019/20 results to be uploaded WE 20/11/20.</p> <p>SECOND QUARTER UPDATE</p> <p>Results now live.</p>

**STRATEGY: 5.5 To communicate and engage effectively with our community and key stakeholders**


**ACTION: 5.5.01 Implement Communications and Engagement Strategy including training**

Position(s)	Target Date	% Complete	Status	Comments
Executive Manager Communications & Engagement	30-Jun-2021	50%		<p>Executive Manager of Communications and Engagement is conducting a full review of this Strategy that will include it being significantly updated. This will happen to significantly improve the way we engage with our community and also to ensure we meet the requirements of the Local Government Act 2020. We have made significant steps in community engagement with proactive online meetings seeking community input. In January we will create many more regular opportunities for face-to-face engagement, online feedback, proactive media and advertising.</p> <p>SECOND QUARTER UPDATE</p> <p>Executive Manager of Communications and Engagement has updated the Communication and Engagement Policy to present to February Council meeting. The next step is a full review of the Communications and Engagement Strategy that will include significant updates. Engagement on this has started with the community being asked its engagement preferences at all face-to-face opportunities. The launch of an online engagement hub in March will ensure improved opportunities for our community to have its say online. The update of the policy ensures we're meeting the requirements of the Local Government Act 2020. We have made significant steps in community engagement with proactive online meetings seeking community input. In March we will start many more regular opportunities for face-to-face engagement, online feedback, proactive media and advertising.</p>

**ACTION: 5.5.02 Work with local business associations to develop a Shire-wide skills bank that values and recognises local knowledge**

Position(s)	Target Date	% Complete	Status	Comments
Economic Development & Projects Coordinator	30-Jun-2021	20%		<p>Still under development.</p> <p>SECOND QUARTER UPDATE</p> <p>This project has been placed on hold as a result of the Covid 19 pandemic. We have recently engaged with Goulburn Ovens TAFE regarding in place training using mobile facilities across the Shire. This will involve further consultation regarding business needs.</p>

**ACTION: 5.5.03 Actively seek partnerships to achieve our Council Plan**

Position(s)	Target Date	% Complete	Status	Comments
Chief Executive Officer	30-Jun-2021	60%		<p>Partnerships to progress our advocacy agenda continue with meetings with the Strathbogie community, Members of Parliament, regional stakeholder groups including Goulburn Regional partnerships, Hume Region Local Government Network, Regional Development Victoria, Regional Development Australia, Go Nagambie and other key Shire based stakeholders as required. This is an ongoing action.</p> <p>SECOND QUARTER UPDATE</p> <p>Partnerships to progress our advocacy agenda continue with meetings with the Strathbogie community, Members of Parliament, regional stakeholder groups including Goulburn Regional Partnerships, Hume Region Local Government Network, Regional Development Victoria, Regional Development Australia, Go Nagambie and other key Shire based stakeholders as required. This is an ongoing action.</p>

## **9.14 Procurement Policy Review**

Author: Procurement and Contracts Officer

Responsible Director: Director Corporate Operations

### ***EXECUTIVE SUMMARY***

Council, at its Ordinary Meeting 20 August 2019 adopted the Procurement Policy in its current form.

Sections 186A(1) and 186A(9) of the *Local Government Act 1989* (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy.

Section 186A(9) of the Act also requires Council to review its Procurement Policy every 12 months.

A review of the policy has been undertaken by officers and a number of changes to the wording and structure of the policy have been made. There is no change to the overall intent of the policy, however some changes to spend amount purchase processes to ensure best practice procurement have been proposed.

An updated Procurement Policy was presented to Council at the Council Meeting 15 December 2020. Council resolved to defer considerations of the updated Procurement Policy to allow Officers to analyse options to increase local content provisions as part of Council's Covid19 RE3 commitment, and to prepare report with an amended Procurement Policy to strengthen local content provisions. The updated Procurement Policy also contains extra guidance relating to Environmental Sustainability.

### ***RECOMMENDATION***

***That Council endorse the Procurement Policy and notes the requirement for this policy to be annually reviewed.***

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

Council adopted its current Procurement Policy on 20 August 2019. As per the requirements of Sections 186A(1) and 186A(9) of the *Local Government Act 1989*, the annual review has been conducted and changes have been proposed in an updated Procurement Policy.

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

The Local Government Act requires the Purchasing Policy to be reviewed annually. The Procurement and Tenders Officer has reviewed the Procurement Policy with the assistance of Manager Finance, Compliance Team Leader and the Executive Manager Governance and Customer Service.

#### 9.14 Procurement Policy Review (cont.)

In addition to the changes already presented to Council at the meeting from 15 December 2020, the following details have been added to the Procurement Policy to strengthen local content provisions as part of Council's RE3 commitment as follows:

- Updated definition of 'Local' (page 4); and
- Updating the 'Local Content/Regional Benefit' evaluation criteria to 10% weighting overall. (page 4).

Additional information has also been added relating to Sustainable Procurement (page 5).

Further, changes should also be noted under Exemptions (page 6) relating to Council reporting and Panel of Supplier Agreements (page 10).

#### **COMMUNITY ENGAGEMENT**

One of the Overarching governance principles in section 9 of the Local Government Act 2020 is that the municipal community is to be engaged in strategic planning and strategic decision making. No community consultation has been undertaken as this is relating to legal matters pertaining internal operations of procurement processes within Council to ensure officers procure goods and services in accordance with relevant legislation.

#### **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.

Sections 186A(1) and 186A(9) of the Local Government Act 1989 (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy.

Section 186A(9) of the Act also requires Council to review its Procurement Policy every 12 months.

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

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

#### **Transparency**

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

By adopting the updated Procurement Plan, Council will improve its transparency and accountability and ensure best practice approaches when procuring goods and services. The removal of the acceptable versus preferred method from the existing procurement thresholds and removes any officer discretion in regard to procurement method.



#### 9.14 Procurement Policy Review (cont.)

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

The updated Procurement Policy provides guidelines allowing for Council to achieve Best Value, compliance with National Competition Policy and Competition and Consumer Act requirements in all aspects of procurement. The updated Procurement Policy ensures that procurement documents are not released unless there is an approved budget or source of funds and a firm commitment, intention and capacity to proceed.

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

Enhanced procurement guidance has been provided in relation to Environmental Sustainability. When preparing tender documentation, Officers will need to consider placing an evaluation weighting of 5% for Environmentally Sustainable product and services.

##### **Economic**

The proposed enhancements to the Procurement Policy demonstrate Council's commitment to increasing opportunities for local suppliers to gain Council work and building the capacity and competitiveness of local businesses.

##### **Social**

The updated Procurement Policy demonstrates Council's commitment to increasing opportunities for local suppliers to gain Council work and building the capacity and competitiveness of local businesses.

##### **Environmental**

Council's procurement practices will take into account the environmental consequences of procurement decisions and may give preference to sustainable products and/or services that are fit for purpose and provide value for money.

##### ***INNOVATION AND CONTINUOUS IMPROVMENT***

The updated Procurement Policy ensure a strengthened, best practice and consistent approach to the procurement purchasing threshold and other aspects of procurement.

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

A review of the policy has been undertaken by officers and a number of changes to the wording and structure of the policy have been made. There is no change to the overall intent of the policy, however some changes to spend amount purchase processes, increase local content provisions and a strengthened commitment to Environmental Sustainability ensure best practice procurement.

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

**Attachment 1:** Draft Procurement Policy

**ATTACHMENT 1:**



# PROCUREMENT POLICY

COUNCIL POLICY	
Document ID	407023
Effective Date:	18 November 2014
Last Review:	May 2018
Current Review:	February 2020
Adopted by Council:	
Next Review Date:	Annually
Responsible Officer/s:	Director Corporate Operations Procurement and Contracts Officer

## **Purpose**

The Procurement Policy (“the Policy”) aims to ensure high standards of probity and accountability in the procurement of goods, services and works for Strathbogie Shire Council and the community. Specifically, the Policy will ensure that Council’s procurement processes achieve best practice in the following:

- Best Value, value for money, innovation and continuous improvement in the provision of services for the community;
- consistency with Council values;
- a strategic approach to procurement planning, implementation and evaluation;
- actively supporting and acknowledging the importance of local businesses within the Strathbogie economy;
- enabling sustainable outcomes including economic, environmental, indigenous and social sustainability;
- efficient and effective use of Council resources;
- utilising collaboration and partnership opportunities;
- high standards of probity, transparency, accountability and risk management; and
- compliance with legislation, Instrument of Delegations (i.e. the authorisation of officers to approve a range of functions in the procurement process), the current *Council Plan* objectives, Council policies and industry standards.

## **Objective**

Section 186A (1) and (9) of the *Local Government Act 1989* (the Act) requires the Council to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

## **Scope**

This Policy applies to all Council contracting and procurement activities and is binding upon Council, Council Staff (including temporary employees), contractors and consultants while engaged by the Council.

## **Standards**

Council’s procurement activities will be carried out to the professional standards required by best practice and in compliance with the

- *Local Government Act 1989*
- Procurement Guidelines
- Conflicts of Interest Policy/Guidelines
- Fraud policy
- Councillor Code of Conduct
- Staff Code of Conduct
- CEO Directive - Procurement Guidelines

- Corporate Card Policy
- Gifts, benefits and Hospitality Policy
- Occupational Health and Safety Policy
- Risk Management Policy
- Project Management Guidelines (PMF)
- Victorian Local Government Best Practice Procurement Guidelines 2013
- Other relevant legislative requirements.

### **Policy Statement**

Council recognises that a procurement policy and its associated guidelines will support the achievement of the Council's strategic procurement objectives.

Council is committed to ensuring its purchasing practices are sustainable, efficient and deliver value for money, while encouraging a competitive environment for suppliers and seek to support local enterprise to provide current and long-term benefit to the community.

### **Principles**

Council's purchasing practices are based on the following principles:

#### ***Integration with Council Strategy***

Council's procurement strategy shall support the aims and objectives of Council's current Council Plan.

The principle of responsible financial management must be applied to all procurement activities, including ensuring that existing funds within an approved budget, or a Council Resolution, is established prior to the commencement of any procurement action. Approvals for all variations (either individual or cumulative) will be in accordance with Council's Procurement Guidelines.

#### ***Best Value***

Section 208A & section 208B of the Act requires that Council must adopt and comply with Best Value Principles.

Section 208F requires Council to ensure any quality or cost standards it adopts are available for public inspection.

Section 208G requires Council to report at least once a year to its community on what has been done to ensure that it has given effect to the Best Value Principles.

#### ***Value for Money***

Council's Procurement activities will be carried out on the basis of obtaining value for money. Value for money is centred on obtaining the best quality and value for the price and ensuring that the quality of the goods and services meets Council's criteria with regards to policy, performance, risk, and cost constraints. This also includes minimising the total cost of ownership over the lifetime of the goods and services, reliability and delivery considerations.

#### ***Fair and Honest Dealing***

All prospective contractors, consultants and suppliers will be afforded an equal opportunity to submit a tender or quote. Impartiality must be maintained throughout the procurement process.

### ***Conduct of Councillors and Council Staff (Ethics and Probity)***

Council's procurement activities will be performed with integrity, and in an ethical and transparent manner.

### ***Gifts and Hospitality***

No Councillor or member of Council Staff shall, either directly or indirectly;

- provide gifts, and or hospitality to contractors or their representatives and;
- solicit or accept gifts; and or hospitality from contractors or their representatives.

This includes organisations, firms or individuals with whom Councillors or members of Council staff have official dealings.

### ***Accountability and Transparency***

Accountability in procurement means being able to demonstrate and provide evidence to an independent third party that a defined process has been followed and that the process is transparent, fair and reasonable.

### **Local Procurement**

Consistent with value for money principles, where different products are of comparable price and quality can be sourced either locally or regionally, preference will be given to local suppliers.

Council recognises that local businesses are an integral part of the community and is committed to improving opportunities for local suppliers to compete for Council contracts, while still achieving value for money. To encourage a focus on local economy, including supporting local employment and local businesses:

- Council officers should seek at least quotation(s) from a local supplier(s), if available;
- For all purchases within the formal Request for Quotation and Request for Tender process Local Content/Regional Benefit' evaluation criteria must have a weighting of at least 10%.

This will help support local businesses and provide confidence within the local economy.

In order to quantify this 10% allowance the following questions must be asked of tenders:

1. Does your business have a head office or branch within the Strathbogie Shire? (scoring guide - head office = 10/10, branch 8/10, Hume Region 5/10)
2. What percentage of your employees reside within Strathbogie Shire? (scoring guide - 100% = 10/10, 50% = 5/10 etc)
3. What is the total Contract spend within Strathbogie Shire, please itemise? (scoring guide - 90% of Contract spend = 9/10, 60% of Contract spend = 6/10 etc)

- All local business statements must be declared by Tenderer and verified by the Tender Evaluation Panel.
- This will result in businesses who are based within Strathbogie Shire, who employ locals and who intend to spend the full amount of Contract spend within the Shire, obtaining up to a 10% advantage compared to those located outside the Shire.

The use of these processes must be fully documented in the quotation and tender evaluation reports when used. Using the local procurement process, if, for example a supplier scores 8,5 and 6 for the above three questions they score 6.33%.

### **Social and Indigenous Procurement**

Council is committed to implementing sustainable and strategic procurement practice, which enhances partnerships with community and Indigenous stakeholders, enabling capacity building and providing a range of social benefits.

### **Sustainable Procurement**

Council is committed to enhancing the environment by adopting the principles of environmentally sustainable procurement, and will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a value for money basis.

### **Procurement methods**

Council's standard methods for procuring goods, services and works shall be by:

- a) petty cash, or corporate credit or debit card or purchase order for low value simple purchases;
- b) a quotation process for purchases;
- c) contract following a tender process;
- d) purchasing schemes or approved suppliers including collaborative purchasing arrangements with other councils, agency arrangements (section 186(5) (b)) and Ministerial approved schemes (section 186(5) (b)) such as the Municipal Association of Victoria, Procurement Australia and State Purchasing Contracts;
- e) the Council or the CEO may approve other methods of procurement or exemptions to this Policy due to abnormal circumstances such as emergencies, sole suppliers or interruption to a delivery of key services in accordance with their level of authority; and
- f) Ministerial exemptions from tendering requirements in exceptional circumstances such as natural disaster recovery or interruption to a delivery of key services.

### ***Low Value Transactions***

An item with a value of less than \$1,000 (Table refers to 2 quotes for under \$5,000) can be procured through a single verbal quote with an email confirmation copied to their respective Delegated Manager. This email request and approval should be saved in Info Wise for audit trail purposes.

Payments for these types of purchases can be processed through Council's corporate card or purchase without Purchase Order, as long as it is in compliance with Council's Procurement Exemption list (through Council's Procurement Guidelines), which allows for these types of purchases to occur, subject to approval by Council's respective Financial Delegate.

### ***EXEMPTIONS***

For purchases under \$150,000, exemptions to procurement threshold methods may be sought from the Executive Leadership Team (ELT). Officers are to provide a detailed report to ELT for their review and make themselves available to answer questions during the ELT meeting. Support from the Procurement and Tenders Officer can also be requested with the process. Any exemptions must be signed off the CEO.

Examples of exceptional circumstances:

- Urgent purchases due to emergency and grant funding deadlines; or
- Niche, highly skilled and limited suppliers available (eg, less than 3 statewide).

The Finance Manager will provide information to the Council via a quarterly Council report on exemption requests and approval/rejection outcomes.

### ***60% PRICE EVALUATION WEIGHTING***

Submitted pricing for formal RFQs and RFTs must have an evaluation weighting of at least 60%. Requests for a reduction in the 60% pricing weighting must be approved by Council via Council resolution. A detailed report outlining the reasons must firstly be endorsed by ELT prior to presentation to Council.

### ***Delegations Reserved for the Council***

Only the Council can award contracts that are greater than:

- \$150,000 incl. GST for goods and services
- \$200,000 incl. GST for works

### ***Delegation of Procurement Authority***

Council procurement activities are undertaken using Financial Delegations, allowing Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council.

Please refer to:

<https://magiq.edrms/docs/~D423121> (Procurement Quick Reference Guide)

<https://magiq.edrms/docs/~D603337> (Financial Delegations)

### ***Procurement Thresholds***

Purchases of goods and services or works are subject to the following thresholds, including GST, in total;

Council will procure goods based on the method as detailed below:



POLICY METHOD

***Procurement Threshold Table***

Expenditure Thresholds (inc. GST)	1 Quote	2 Written Quotes	3 Written Quotes	Public Tender	Approval Process	Procurement Method
<\$1,000					Delegated Staff	Minimum one verbal quote (must be documented)
\$1,000 - \$10,000					Delegated Staff	Request for Quotation (RFQ) (email)
\$10,001 - \$25,000					Delegated Staff/ Managers	Request for Quotation (RFQ) (email) (Minimum of 3 quotations)
\$25,001 - \$50,000 <i>(Goods or Services &amp; Works)</i>					Delegated Managers approval via Recommendation on Procurement Plan	Minimum 3 Request for Quotation (RFQ) or Formal Request for Quotation (RFQ) - Short form Contract
\$50,001 - \$100,000 <i>(Goods or Services &amp; Works)</i>					Group Manager/ Directors	Formal RFQ Process—Contract required
\$50,001 - \$100,000 NICHE SUPPLIERS <i>(Goods or Services &amp; Works)</i>						Formal Select (Invitation Only) RFQ (Minimum 3 written quotations) ** ELT Exemption Approval required
\$100,001 - \$150,000 <i>(Goods or Services)</i>					CEO	Formal Request for Tender (RFT) (high risk/high complexity)



\$100,001 - \$200,000 (Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEO	
\$150,001 - 200,001 + (Goods or Services & Works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Council	Formal Request for Tender (RFT) (high risk/high complexity)

**Definitions:**

RFQ – Request for Quotation via email

An informal email to suppliers (minimum three), can be self-managed or with support from Procurement and Tenders Officer

Formal RFQ – Request for Quotation

A formal public quotation process using Contract, Schedule and Specification Documents using on line tender portal TenderSearch via the Procurement and Tenders Officer. Standard opening is 9am Friday morning, Advertising in Public Notices with Saturday's Age upon opening plus local newspapers if required, closing 4pm Wednesday (13 business days). A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release.

Formal Select RFQ – Select (Invite only) Request for Quote for Niche Suppliers.

A formal private quotation process using Contract, Schedule and Specification Documents using on line tender portal TenderSearch via the Procurement and Tenders Officer. Minimum opening period is 10 working days. Minimum of THREE suppliers to be invited. ELT Exemption MUST be obtained. A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release.

RFT – Request for Tender

A formal public tender process using Contract, Schedule and Specification Documents for more complex higher value projects >\$100,001+, using on line tender portal TenderSearch via the Procurement and Tenders Officer. Standard opening is 9am Friday morning, Advertising in Public Notices with Saturday's Age upon opening plus local newspapers if required, closing 4pm Wednesday (19 business days). A detailed Procurement Plan including evaluation weightings and Evaluation Panel members must be completed prior to release

### **Purchasing from Panel of Supplier Agreements**

Council is committed to adopting efficient work practices and reducing, wherever possible, the time and resources involved in procurement activities whilst also ensuring best value and effective risk management.

For this reason, where a panel or standing offer agreement has been established through a competitive and open process, the purchasing thresholds to support purchases through these existing agreements are set as follows:

Value (incl of GST)	Procurement Threshold
\$0 - \$50,000	Issue a request in writing (letter, fax, email) to at least one panel supplier. Response can be verbal or written. Rationale for selecting successful respondent documented. If successful response is verbal it must be confirmed by the Council officer via email.
\$50,000 - \$150,000 (Goods and Services) and \$200,000 (Works)	Public open tender

### **Order Splitting**

Suppliers, contractors and Council staff must not request, encourage or facilitate the prohibited act of 'order splitting' (splitting one order into a succession of orders) for the purpose of obtaining the goods or services under a financial delegation level or procurement delegation level.

### **Occupational Health and Safety**

Council is committed to procurement activities that provide a safe working environment for employees, volunteers and contractors. Council requires all its contractors and suppliers to share and demonstrate this commitment to providing a safe and healthy environment. All Contractors are required to complete Strathbogie Shire's online OH&S induction.

### **Risk Management**

Risk management is to be appropriately applied at all stages of procurement activities ensuring sufficient planning is carried out in a manner that will protect and enhance Council's capability to prevent, withstand or recover from any interruption to the supply of goods, services and works, to mitigate Council's exposure to the risks associated with the procurement activity.

### **Economic Sustainability**

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total lifecycle cost consistent with acceptable quality, reliability and delivery considerations. Section 186(4) of the Act provides that the Council is not required to accept the lowest tender or accept any tender.

Local is defined as within the municipal district and for a joint tender, within the municipal districts of the participating Councils

### **Disclosure of information**

Councillors and Council staff are to protect information received by the Council that is Commercial in Confidence and the information must not be disclosed.

### **Performance Measure and Continuous Improvement**

Council will establish and put in place management reporting systems to monitor performance against targets and compliance with procurement policy and guidelines. Procurement procedures, innovative practices, guidelines and costs will be benchmarked externally. Internal service standards will be agreed within Council and set performance criteria against these targets will be measured, reported and reviewed regularly to support continuous improvement.

### **Dispute Resolution**

Any Dispute arising from the application of this policy will be referred to the Chief Executive Officer for investigation and resolution.

### **Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010**

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

### **Aboriginal and Torres Strait Islander Engagement**

Council, depending on the nature of the procurement, is committed to explore opportunities in engaging Indigenous businesses for the delivery of goods and services. This may result in engagement as a contractor, a subcontractor or individual's employment as a result of provision of goods, services or works to the Council.

### **Review**

This policy is required to be reviewed at least once in each financial year as per section 186A (7) of the *Local Government Act 1989*.

## **9.15 Establishment of a Chief Executive Officer Performance and Remuneration Interim Committee**

Author: Executive Manager Governance and Customer Service

Responsible Executive Manager: Executive Manager Governance and Customer Service

### ***EXECUTIVE SUMMARY***

This report seeks the establishment of an interim Performance and Remuneration Committee (Interim Committee) to consider the annual review of the Chief Executive Officer's (CEO's) performance undertaken by the previous Council, consider any subsequent change to remuneration and to set Key Performance Indicators (KPIs) for the forthcoming year.

The previous Council undertook a review nine months into the CEO, Julie Salomon's, performance given that a new Council was to be elected at the end of October 2020 and would have been at a disadvantage in considering the CEO's performance only two months after being sworn in.

A Terms of Reference has been drafted to provide clear guidance to, and transparency around the role of, the Committee. It is proposed that the Committee has a relatively short life given that section 45 of the new *Local Government Act 2020* (the Act) has introduced new requirements for the establishment of a performance and remuneration committee that must meet very specific requirements, including the recruitment of an independent expert to assist the Panel in undertaking their role.

This Interim Committee will, therefore:

- review the outcome of the former Council's appraisal;
- consider whether the existing remuneration package should be adjusted; and
- review the Key Performance Indicators (KPIs) set by the previous Council to ensure that the new Council is able to shape the objectives of the Chief Executive Officer for the year ahead until the 2021-25 Council Plan is developed and adopted.

and make recommendations to be considered by the entire Council at a future meeting to make the appropriate resolutions.

It is recommended that the Committee be formed of three (3) Councillors, one of which is to be the Mayor. Nominations for the two other vacancies is required as part of the Council resolution relating to this matter.

Once the Committee has met, the outcomes of the CEO's review, impact on remuneration and setting of KPIs will be forwarded to a Council meeting for review by the whole Council, ensuring non private information (ie remuneration) is reported to the community to meet Council's public transparency responsibilities.

9.15 Establishment of a Chief Executive Officer Performance and Remuneration Interim Committee (cont.)

**RECOMMENDATION**

**That:**

1. ***Council establish an Interim Chief Executive Officer Performance and Remuneration Committee until such time that it formally adopts a policy that is compliant with section 45 of the Local Government Act 2020.***
2. ***The Mayor and two other Councillors form the Interim Chief Executive Officer Performance and Remuneration Committee.***
3. ***Councillors Hourigan and Binks be appointed to the Committee in addition to the Mayor.***
4. ***Council endorse the Interim Chief Executive Officer Performance and Remuneration Committee's Terms of Reference.***
5. ***The Committee meet as soon as practicable and make recommendations to the Council in a timely manner relating to:***
  - a. ***the performance review undertaken by the previous Council***
  - b. ***any changes in remuneration;***
  - c. ***setting key performance indicators for the next 12 months; and***
  - d. ***identifying personal development opportunities to be completed during the next 12 months.***

**PURPOSE AND BACKGROUND**

Section 45 of the *Local Government Act 2020* requires the establishment of a Chief Executive Officer Employment and Remuneration Policy. In recent times, the appointment of the CEO and reviews of performance have been undertaken by the entire Council with assistance from the Executive Manager People and Culture and independent, external experts.

As a review of the CEO's performance was undertaken by the prior Council (nine months into the CEO's first year with the Shire) given that the new Council would be at a disadvantage having to consider and evaluate performance only two months into their term, the creation of an Interim Committee needs to be pursued given the CEO, Julie Salomon, has just had her twelve (12) month anniversary in January.

**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.

9.15 Establishment of a Chief Executive Officer Performance and Remuneration Interim Committee (cont.)

The creation of a CEO Employment and Recruitment Policy and subsequent Committee to implement this policy has been discussed with Council, however it has been agreed that there is insufficient time to comply with the requirements of section 45 of the Act including the recruitment of an independent expert to assist the Committee and Council with their duties under the Act.

Accordingly, it is felt that the creation of an Interim Committee is the only solution open to Council given that the CEO's first annual review is now due. The Interim Committee will be disbanded once the Policy required under section 45 of the Act is adopted by Council and a new Committee, with an independent expert appointed as one of the members, is appointed.

The Terms of Reference attached to this report identify the role of the Interim Committee as being to:

- consider the review undertaken by the previous Council in relation to the CEO's performance
- consider any adjustment to the CEO's remuneration as a result of the annual review
- develop draft KPIs for the next twelve (12) months
- identify personal development opportunities to be completed during the next twelve (12) months
- make recommendations to the Council in relation to these matters so that formal resolutions may be made in a public Council meeting.

**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 establishment of an interim CEO Performance and Remuneration committee does not require community consultation and engagement under the Act, however the outcomes of the review (excluding personal information as defined under section 3 of the Act) will be reported to the public.

**POLICY CONSIDERATIONS**

Council Plans and Policies

The following goal and strategy from the 2017 – 21 Council Plan is relevant to this matter:

*Goal One - To enhance community health and wellbeing.*

*Key strategy - engage and participate with the community in Council / Community initiatives.*

**LEGAL CONSIDERATIONS**

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

9.15 Establishment of a Chief Executive Officer Performance and Remuneration Interim Committee (cont.)

The requirements of the Local Government Act 2020 have been taken into consideration in the development of this report and the recommendations made in relation to the appointment of an Interim Committee and accompanying terms of reference.

Legal advice has been sought by the Executive Manager, People and Culture to guide the review of the CEO's performance by the former Council and the implications of this review, undertaken nine (9) months into the CEO's first year.

**Conflict of Interest Declaration**

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

**Transparency**

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

In the interest of transparency and open and honest communication with our community, the appointment of an Interim Committee and adoption of terms of reference provides maximum public transparency around the CEO's performance review and goals for the next twelve months.

The Committee will make recommendations to be considered by the full Council for endorsement via a public Council meeting, with any personal information as defined by section 3 of the Act considered in a confidential (closed) section of the 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.

The establishment of an interim CEO Performance and Remuneration committee will be undertaken within existing budget allocations.

***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 creation of an Interim CEO Performance and Remuneration Committee provides a clear accountability framework for the community to ensure that Council considers the CEO is meeting targets in terms of working towards achieving the key goals and performance improvement across the organisation.

The appointment of a Committee comprising of three (3) Councillors, including the Mayor, provides for the efficient and effective review of the CEO's performance and the development of recommendations to be considered by the whole Council.

9.15 Establishment of a Chief Executive Officer Performance and Remuneration Interim Committee (cont.)

**CONCLUSION**

The creation of an Interim Committee and adoption of the draft Terms of Reference for the Committee ensures there is a thorough and focussed review of Ms Salomon's first twelve (12) months with the Shire.

The setting of KPIs for the next 12 months will enable the new Council to set their own focus for the CEO, and in turn the organisation, until the next annual review occurs in January 2022.

These interim arrangements are in keeping with the spirit and goals of the new Local Government Act 2020 until such time that a new policy and Committee is established in accordance with section 45 of that Act, which must be done no later than 31 December 2021.

**ATTACHMENTS**

**Attachment 1:** Chief Executive Officer Performance and Remuneration Interim Committee's Terms of Reference



**ATTACHMENT 1:**

**DRAFT TERMS OF REFERENCE**

**STRATHBOGIE SHIRE COUNCIL  
CHIEF EXECUTIVE OFFICER  
PERFORMANCE AND REMUNERATION INTERIM COMMITTEE**

**ADOPTED BY COUNCIL \_\_\_\_\_ 2021**

**1. Establishment**

The spirit and requirements of section 45 of the *Local Government Act 2020* ('the Act') and the Strathbogie Shire's Governance Rules ('*Governance Rules*') have been considered in the creation of the Chief Executive Officer Performance and Remuneration Interim Committee ('*the Interim Committee*').

**2. Objectives**

The Committee is established for the purpose of working with the Chief Executive Officer ('CEO') and making recommendations to the whole Council on:

- the performance review undertaken by the previous Strathbogie Shire Council in September 2020; and
- implications of that performance review on the CEO's remuneration package in accordance with the CEO's Contract of Employment; and
- key performance indicators and objectives to measure the performance of the CEO over the forthcoming twelve (12) month period ending January 2022; and
- professional development opportunities to be completed within the forthcoming twelve (12) months.

**3. Membership**

Membership of the Interim Committee shall consist of the Mayor and two (2) Councillors nominated at a Council meeting open to the public.

The Mayor shall be the Chair of the Committee.

A quorum of the Interim Committee shall be two (2) Councillors, one of which must be the Mayor.

**4. Term of the Interim Committee**

The term of this Interim Committee concludes upon the adoption of a Chief Executive Officer Employment and Remuneration Policy and subsequent creation of a Chief Executive Officer Performance, Employment and Remuneration Committee to implement the said policy by Council, which must be prior to 31 December 2021 under the Act.

## **5. Responsibilities**

The Interim Committee must:

- 1) Work constructively and openly with the Chief Executive Officer, Executive Manager People & Culture and Executive Manager Governance & Customer Service in performing their duties.
- 2) Act in strict accordance with the *Local Government Act 2020* and the Councillor Code of Conduct at all times.
- 3) Meet at least once, and as often as necessary, with the Chief Executive Officer to undertake the duties set out in this Terms of Reference.
- 4) Seek and consider verbal or written input from other Councillors in forming their recommendations to Council.
- 5) Make recommendations to the Council on the CEO's performance review, remuneration impacts and the setting of key performance indicators/objectives for the next twelve (12) months in a timely and efficient manner.
- 6) Ensure that the duties performed under this Terms of Reference are undertaken in accordance with confidentiality provisions of the Act and any relevant rules under the Governance Rules.
- 7) Request independent advice be sought by the Executive Manager People & Culture or Executive Manager Governance & Customer Service should matters of human resource or governance in nature be required to support the completion of the terms of reference by the Interim Committee.

### **9.16 Business Management System**

The February 2021 Business Management System Report includes reports as follows:-

- Building Department – January 2021 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - January 2021
- Customer Enquiry Analysis Report – Report for January 2021
- Waste Management Reporting ~ Year to Date - January 2021
- Actioning of Council Reports Resolutions – Council Meetings 15 December 2020 and 19 January 2021
- Outstanding Actions of Council Resolutions to 31 January 2021
- Review of Council Policies and Adoption of new Policies – January/February 2021
- Records of Council Briefings / Meetings
- Record of Minutes of Meetings of Special Committees of Council received in the past month

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

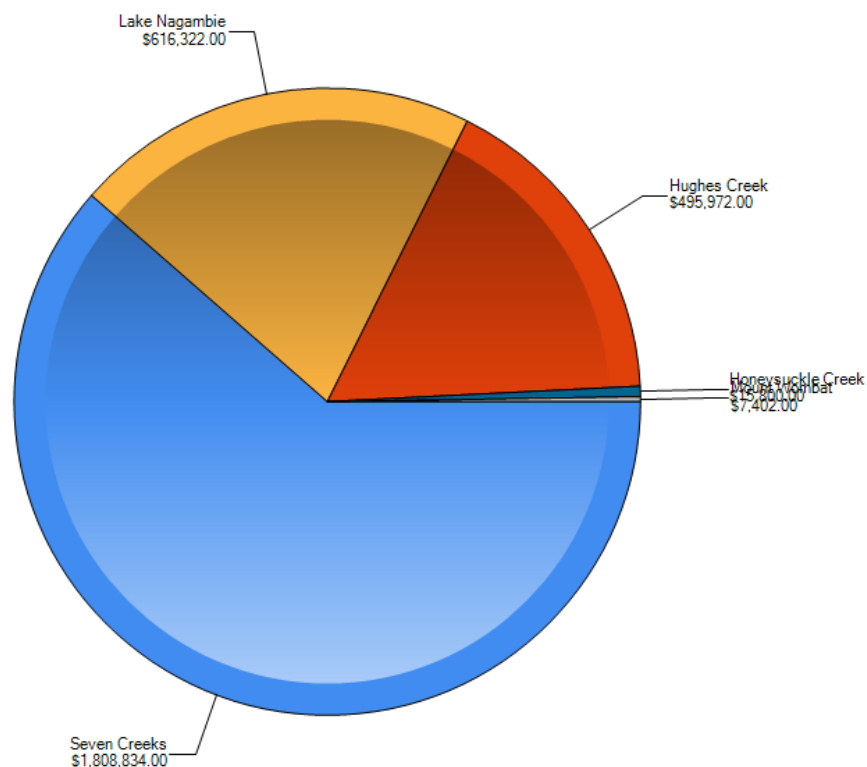
#### ***RECOMMENDATION***

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

## **BUILDING ACTIVITY**

### **JANUARY 2021**

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	1	\$15,800.00
Hughes Creek	4	\$495,972.00
Lake Nagambie	7	\$616,322.00
Mount Wombat	1	\$7,402.00
Seven Creeks	9	\$1,808,834.00
	<b>22</b>	<b>\$2,944,330.00</b>



### **Honeysuckle Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
7160592625329	20/01/2021	Construction of	Shed	Violet Town	\$15,800.00

### **Hughes Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1743352007098	5/01/2021	Restump of	Church	Longwood	\$17,757.00
3415471985342	11/01/2021	Construction of	Verandah	Avenel	\$33,215.00
4468074771071	18/01/2021	Completion of	Dwelling	Avenel	\$190,000.00
7479851358236	24/01/2021	Construction of	Dwelling & Garage	Avenel	\$255,000.00

## Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2782182535521	17/12/2020	Alteration to	Restaurant	Mitchellstown	\$20,000.00
5059471017412	22/06/2020	Construction of	Stables	Mangalore	\$173,100.00
5129282164974	1/08/2020	Alterations & Additions to	Dwelling	Kirwans Bridge	\$12,000.00
5565916328694	20/01/2021	Construction of	Dwelling & Garage	Nagambie	\$250,000.00
6094492989603	17/12/2020	Demolition of	Dwelling & Garage	Nagambie	\$15,000.00
6315755675775	19/01/2021	Construction of	Shed	Tabilk	\$123,021.00
6965785344179	15/01/2021	Construction of	Shed, Carport	Nagambie	\$23,201.00

## Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
6767631603182	28/01/2021	Construction of	Carport	Strathbogie	\$7,402.00

## Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1640204495315	15/01/2021	Construction of	Shed	Euroa	\$38,243.00
2295859950378	28/01/2021	Construction of	Shed	Euroa	\$54,783.00
4117501030399	27/01/2021	Construction of	Outbuilding	Euroa	\$10,947.00
4395054644011	13/01/2021	Extension to	Dwelling	Euroa	\$70,208.00
4649124628053	12/01/2021	Construction of	Shed	Balmattum	\$58,800.00
5141191197862	19/01/2021	Construction of	School building	Euroa	\$1,234,806.00
5899305900642	21/01/2021	Construction of	Shed	Euroa	\$20,000.00
6962368973474	18/01/2021	Construction of	School building	Euroa	\$58,000.00
7096978689855	16/01/2021	Construction of	Dwelling & Garage	Euroa	\$263,047.00

**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL  
IMPROVED VALUE)  
JANUARY 2021**



## Planning Applications Determined

January 2021

**Hughes Creek** **\$210,000.00**

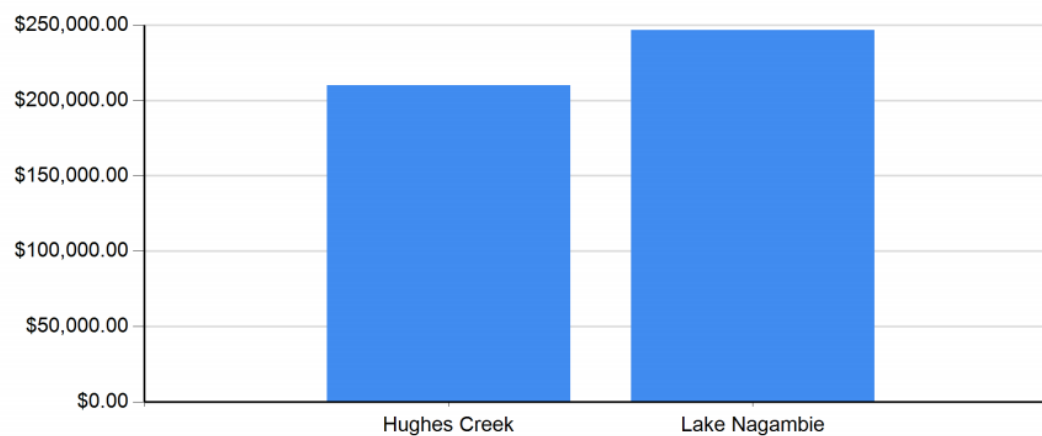
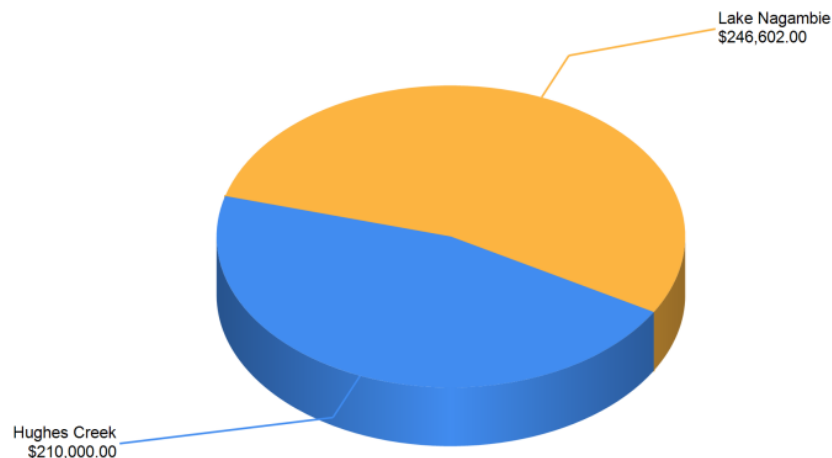
Avenel \$210,000.00

**Lake Nagambie** **\$246,602.00**

Graytown \$46,602.00

Kirwans Bridge \$200,000.00

**Total Value** **\$456,602.00**



## CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR JANUARY 2021



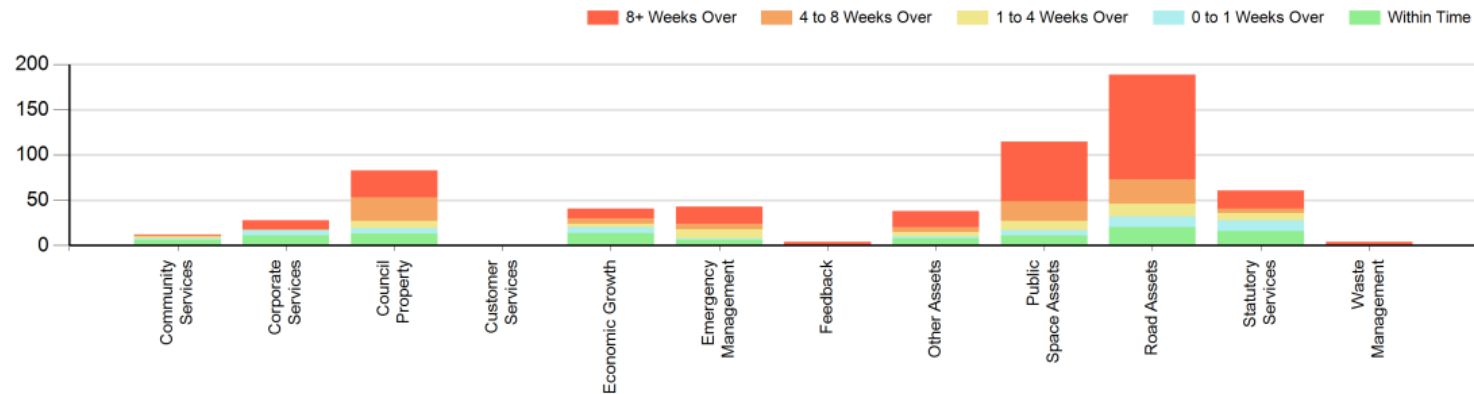
### Request Throughput Analysis

01/01/2021 to 31/01/2021

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

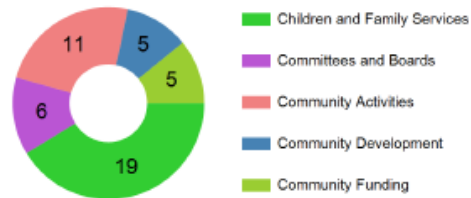
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	5	46	39	12		6	6		0	<div style="width: 10%;"></div>
Corporate Services	14	72	58	28		11	17		0	<div style="width: 20%;"></div>
Council Property	74	55	45	84		13	70		0	<div style="width: 15%;"></div>
Customer Services	1	4	4	1		1	0		0	<div style="width: 5%;"></div>
Economic Growth	28	229	216	41		14	27		0	<div style="width: 40%;"></div>
Emergency Management	32	49	38	43		6	37		0	<div style="width: 10%;"></div>
Feedback	4	1	1	4		0	4		0	<div style="width: 2%;"></div>
Other Assets	34	24	20	38		8	30		0	<div style="width: 5%;"></div>
Public Space Assets	113	49	40	115		11	104		7	<div style="width: 10%;"></div>
Road Assets	170	59	38	189		20	169		2	<div style="width: 15%;"></div>
Statutory Services	32	130	101	61		16	45		0	<div style="width: 30%;"></div>
Waste Management	7	27	30	4		0	4		0	<div style="width: 5%;"></div>

### Request Ageing



### Service Usage

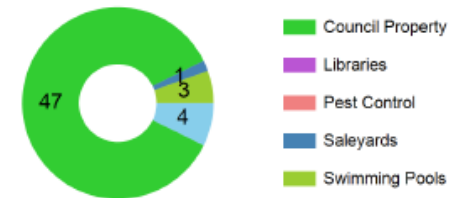
#### Community Services



#### Corporate Services



#### Council Property



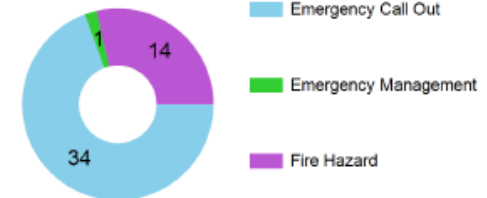
#### Customer Services



#### Economic Growth



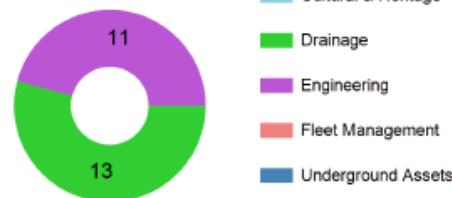
#### Emergency Management



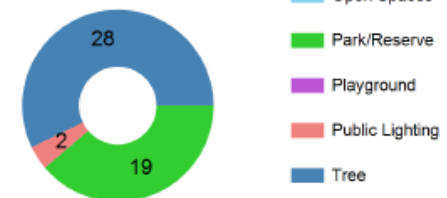
#### Feedback



#### Other Assets



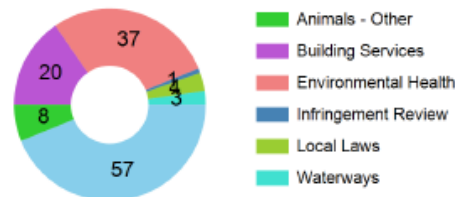
#### Public Space Assets



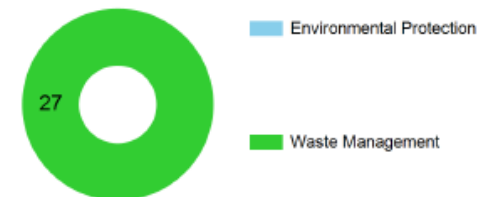
#### Road Assets



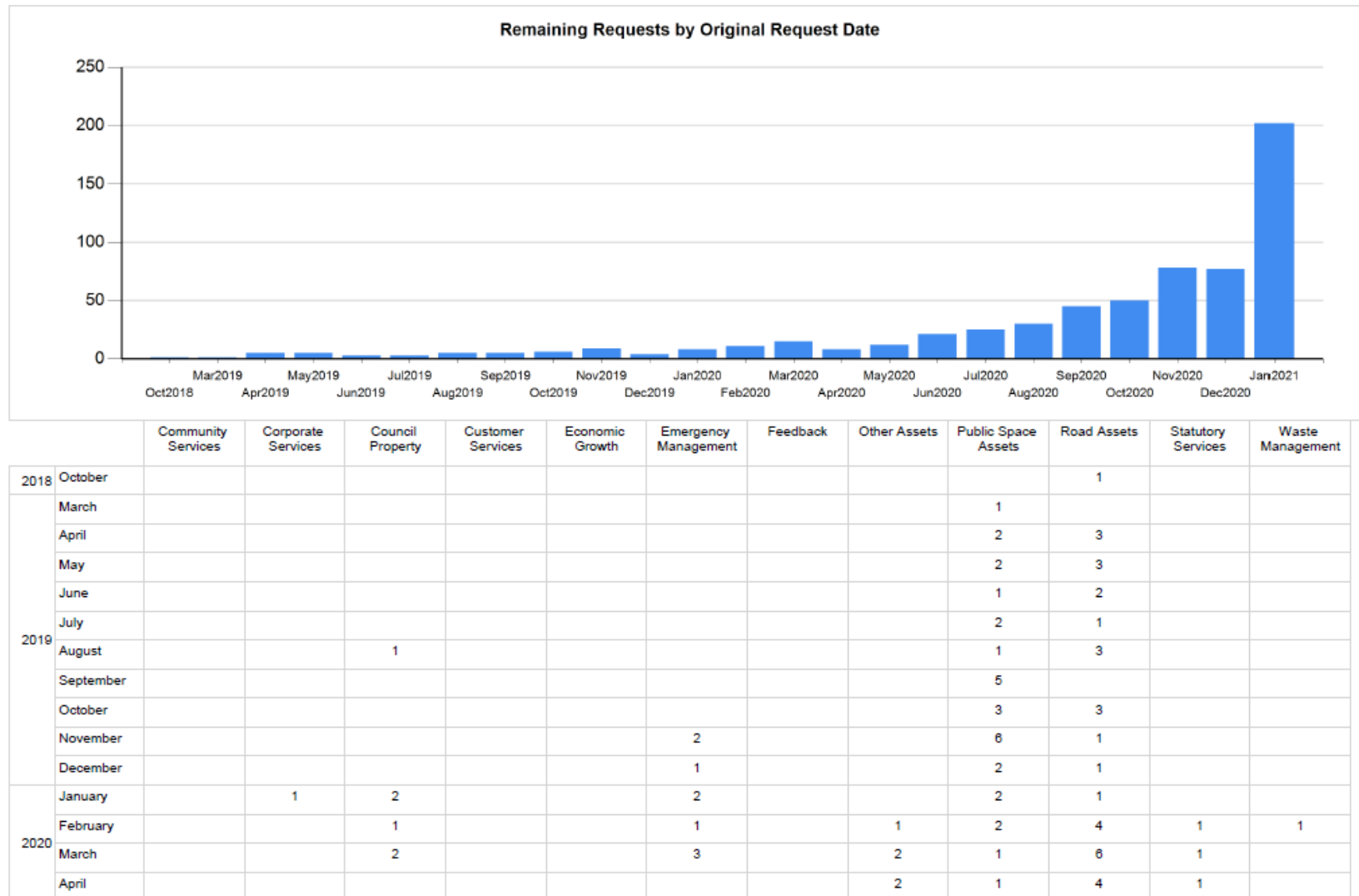
#### Statutory Services



#### Waste Management










2020	May			1		2	2		1	3	3		
	June			4			2	1	1	5	7	1	
	July			5			1		1	5	12	1	
	August		1	3		2	1		3	5	8	5	2
	September		5	4			1		2	8	23	2	
	October	1	2	3		3	1	2	4	8	21	5	
	November	1	1	20		7	6		2	14	21	6	
	December	1	1	13		3	7	1	6	18	24	3	
2021	January	9	17	25	1	24	13		13	25	39	35	1
Total		12	28	84	1	41	43	4	38	122	191	61	4

## Definitions

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

Complete  
New




An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

			
$\frac{C}{N}$ Complete / New	> 80%	50-80%	< 50%

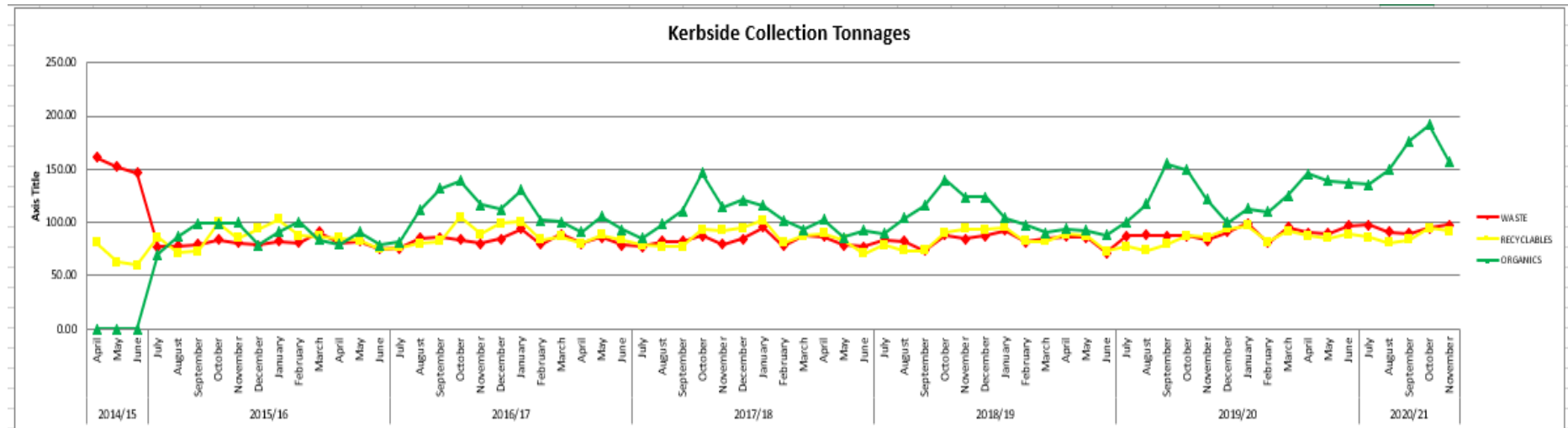
Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

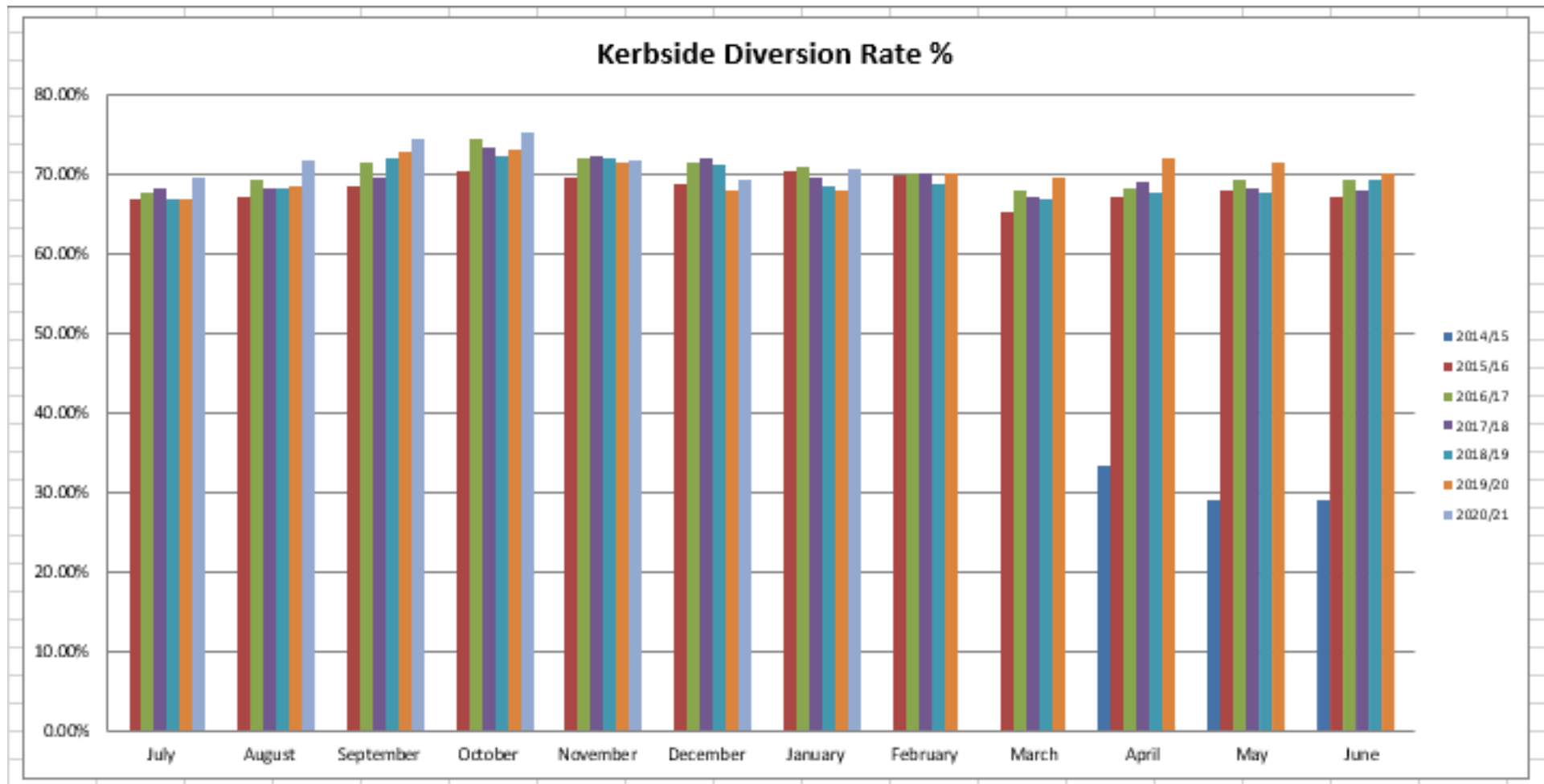
Overdue  
Remaining

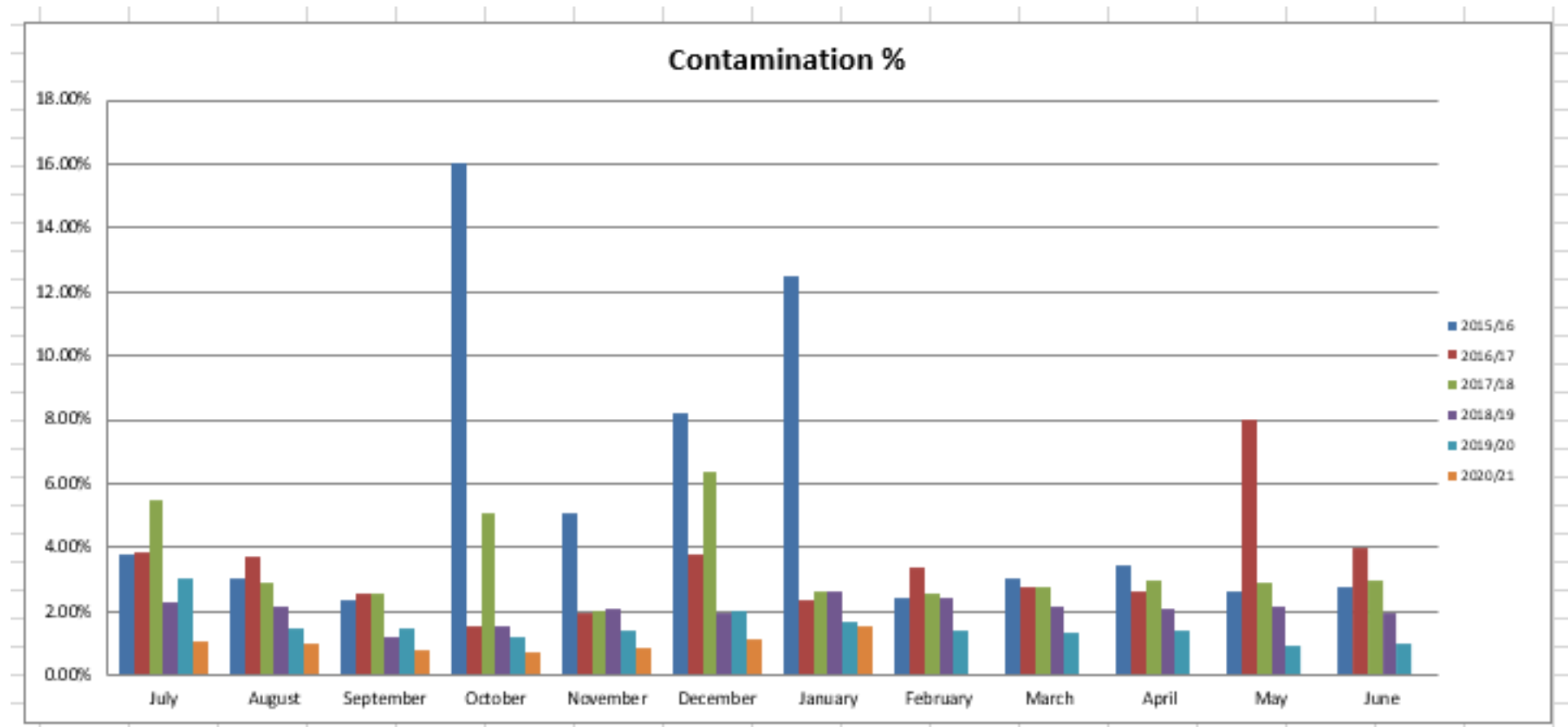
An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

			
$\frac{O}{R}$ Overdue / Remaining	< 33%	34-70%	> 70%

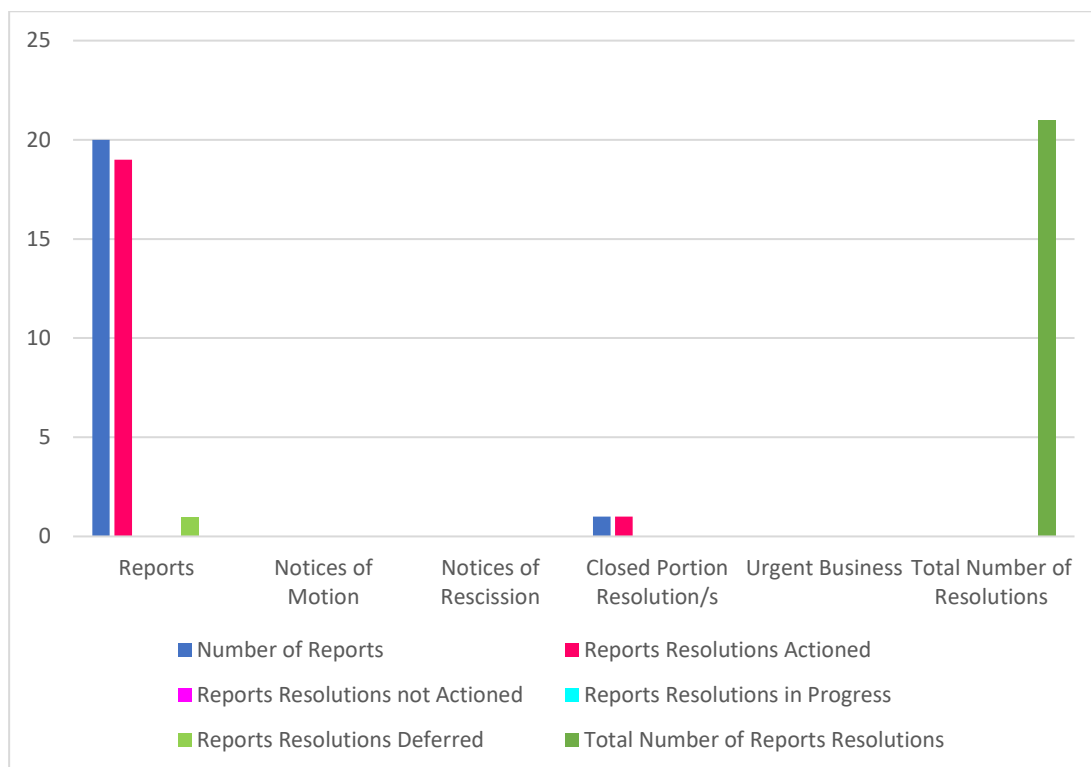
# **WASTE MANAGEMENT REPORTING** **YEAR TO DATE - JANUARY 2021**



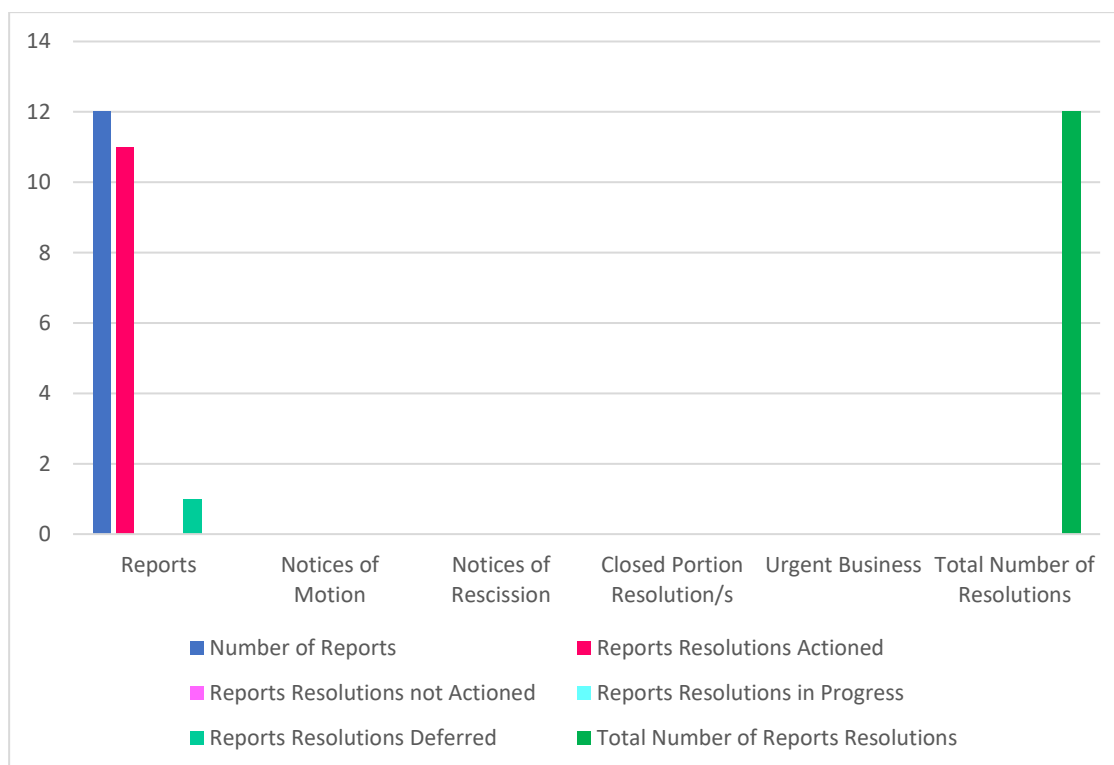




**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – DECEMBER 2020**



**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – JANUARY 2021**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
31 JANUARY 2021**

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

<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 COUNCIL BRIEFINGS / MEETINGS**

### **For period 12 January 2021 to 3 February 2021**

Record in accordance with Council's Public Transparency Policy 2020

*Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting*

**Name of Meeting:** Councillor Induction and Briefing Session

**Date of Meeting:** Tuesday 12 January 2021

**Time:** 12.30 p.m. – 5.30 p.m.

**Attendees:**

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Melanie Likos

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Emma Kubeil (Manager, Planning and Investment) *(Item 2)*

Bruce Rowley (Manager, Project Delivery) *(Item 2)*

Apologies

Cr Kristy Hourigan

1. Councillors / CEO Discussions
2. January Council Meeting Agenda Review
3. Development of Councillor Code of Conduct
4. Media Training
5. Councillors Only Discussions

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

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

## Record of 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:** Councillor Induction and Briefing Session

**Date of Meeting:** Tuesday 19 January 2021

**Time:** 11.00 a.m. – 6.55 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Emma Kubeil (Manager, Planning and Investment) *(Item 5)*

Molly Odgers (Environment and Waste Co-Ordinator *(Item 6)*)

#### Apologies

Dawn Bray (Executive Manager, Governance and Customer Service)

1. Council Plan, Community Vision and Community Engagement Policy Workshop
2. Items for Discussion
  - State / Federal Funding Opportunities
  - Strathbogie Recreation Reserve Project
  - Nagambie Floating Park
  - Outdoor Activation Update
  - Marketing
  - Wignell Street, Euroa
  - Dumped rubbish - Strathbogie
3. Council Agenda Review
4. Councillors / CEO Discussions
5. Presentation by applicant for development at Kirwans Bridge
6. Landfill rehabilitation discussion
7. Council meeting

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

Matter No.	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
3 & 7 / 9.2	Cr Hourigan	Yes
3 & 7 / 9.11	Cr Murray	No
3 & 7 / 9.7	Mayor	No

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

## **Record of 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:** Councillor Induction and Briefing Session

**Date of Meeting:** Tuesday 2 February 2021

**Time:** 11.00 a.m. – 5.30 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Uwe Paffrath (Manager, Asset Planning) (*Item 2*)

#### Apologies

Councillor Melanie Likos

1. Councillors / CEO Discussions
2. Properties Easement
3. Kirwans Bridge
4. Project plan for the Big 4 (Vision, Council Plan, Long term financial plan and 2021/22 budget)
5. Goulburn Broken Greenhouse Alliance - presentation by Bronwyn Chapman, Executive Officer
6. Councillor Code of Conduct finalization
7. 2021 Community Satisfaction Survey
8. Councillors Only Discussions

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

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

**RECORD OF MEETINGS OF SPECIAL COMMITTEES OF COUNCIL**

**Record of Minutes of Meetings received in the January 2021 Period**

Name of Special Committee	Date of Meeting

**10. NOTICES OF MOTION**

**11. NOTICES OF RESCISSION**

**12. URGENT BUSINESS**

**13. CONFIDENTIAL BUSINESS**

**NEXT MEETING**

The next Ordinary Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 16 March 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

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