

Strathbogie Shire Council

Extraordinary Council Meeting Minutes/Decisions

June 27, 2023

Minutes/Decisions

Extraordinary Council Meeting

Tuesday, June 27, 2023, at 6pm

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

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

Council:

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

Municipal Monitor:

Peter Stephenson

Officers:

Julie Salomon – Chief Executive Officer
Amanda Tingay – Acting Director People and Governance
Kristin Favaloro – Executive Manager Communications and Engagement
Phillip Carruthers – Specialist Governance Advisor

Meeting Procedure

1. Welcome

2. Acknowledgement of Country

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

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

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

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

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

3. Privacy Notice

This public meeting was streamed live via our website ([Council Meetings and Minutes | Strathbogie Shire](#)) and is made available for public access on our website along with the official Minutes of this meeting. All care is taken to maintain your privacy; however, as a visitor in the public gallery, it is assumed that your consent is given in the event that your image is broadcast to the public. It is also assumed that your consent is given to the use and disclosure of any information that you share at the meeting (including personal or sensitive information) to any person who accesses those recordings or Minutes.

4. Governance Principles

Council considers that the recommendations contained in these Minutes gives effect to the overarching governance principles stated in Section 9(2) of the Local Government Act 2020. These principles are as follows:

- 1. Council decisions are to be made and actions taken in accordance with the relevant law;*
- 2. priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
- 3. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
- 4. the municipal community is to be engaged in strategic planning and strategic decision making;*
- 5. innovation and continuous improvement is to be pursued;*
- 6. collaboration with other Councils and Governments and statutory bodies is to be sought;*
- 7. the ongoing financial viability of the Council is to be ensured;*
- 8. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
- 9. the transparency of Council decisions, actions and information is to be ensured.*

5. Apologies / Leave of Absence

Cr Kristy Hourigan (Seven Creeks Ward)

Vlad Adamek – Director Sustainable Infrastructure

Rachael Frampton – Acting Director Community and Planning

6. Disclosure of Conflicts of Interest

7. Officer Reports

7.1 Strategic and Statutory

7.2 Community

7.3 Infrastructure

7.4 Corporate

7.5 Governance and Customer Service

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7. OFFICER REPORTS

7.2 CORPORATE

7.2.1 Consideration of Nagambie and Euroa Caravan Park Line Items 2023-24 Strathbogie Shire Council Budget

Author: Chief Financial Officer

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

In accordance with the requirements of section 94 of the *Local Government Act 2020* (the 2020 Act), Council has prepared and exhibited a budget for the financial year ending 30 June 2024.

The budget was developed in accordance with the 2020 Act's financial management principles in accordance with section 96(1)(a) and placed on public exhibition for community review and comment in accordance with our Community Engagement Policy.

There are income and expense line items within the draft Budget that relate to Caravan Parks in Nagambie and Euroa, in accordance with the terms and conditions outlined in existing lease agreements.

A lease for the Euroa Caravan Park was transferred to the current lessee, Lilly Ann Pty Ltd by way of Council resolution on 21 February 2017. Councillor Hourigan is a Director of this company, as declared in her March 2023 personal interest declaration form.

As Councillor Hourigan has a material interest in these budget line items, it has been necessary to separate out this line item in the budget so that Cr Hourigan can participate in the broader budget consideration without breaching the conflict of interest provisions of the *Local Government Act 2020*.

Given that the terms of the lease contain terms and conditions that have been previously considered by Council in a confidential item, details as to how income for the caravan park is calculated is outlined in a confidential attachment.

None of the fifteen (15) public submissions received during the exhibition of the draft budget and fees and charges related to the caravan park line items. Therefore no changes are proposed to the figures exhibited in the draft documents.

This report seeks approval for the inclusion of the related line items in the 2023-24 Budget for \$93,600 in income, \$31,200 in operating expense and \$62,400 on capital works (projects to be confirmed).

7.2.1 Consideration of Nagambie and Euroa Caravan Park Line Items 2023-24 Strathbogie Shire Council Budget (cont.)

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR RAEBURN

That Council:

1. ***Endorse the line items relating to income of \$93,600, \$31,200 in operating expense and \$62,400 on capital works (projects to be confirmed) to the Caravan Parks located in Euroa and Nagambie, in accordance with the terms and conditions of the existing leases.***
2. ***Include these line items in the adopted 2023-24 Budget.***

24-22/23 **CARRIED**

7.2.2 **Pitch My Project Recommendations for Funding**

Author and Responsible Director: Executive Manager Communications and Engagement

EXECUTIVE SUMMARY

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

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

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

Last year we launched early to ensure the pitched projects were included in the Draft Budget. This year we again launched early – allowing a 'pitch period' of three months.

We also created clear guidelines to assess projects and developed a participatory budgeting exercise to put the decision making in the hands of the community.

Council allocated \$300,000 for Pitch My Project as part of the 2023/24 Draft Budget.

Pitched ideas demonstrated how they aligned to one of the six Strategic Focus Areas within the 2021/25 Council Plan, with \$50,000 allocated to each area.

Project pitches were received in five of the six Strategic Focus Areas. No pitches were received in the Strategic Focus Area: Protect. Enhance. Adapt.

After the assessment period, 11 projects were placed on www.share.strathbogie.vic.gov.au for the community to prioritise.

Council received 572 community contributions to the project, 425 online and 147 through survey stations in Avenel, Euroa, Nagambie, Graytown, Violet Town, Longwood, Strathbogie and Ruffy.

The projects scoring the highest in each category are outlined in the table below.

Strategic Focus Area	Project	Value
Engage. Create. Unite.	Strathbogie Memorial Hall Stage Upgrade	\$50,000
Live. Access. Connect.	Longwood Nature Play Space	\$50,000
Inclusive. Productive. Balanced.	Euroa Branding Project – to enhance tourism and investment in Euroa	\$50,000
Strong. Healthy. Safe.	Shade Sail: Graytown Community Centre	\$15,000
Strong. Healthy. Safe.	Longwood Football and Netball Club. Shelters and seating.	\$35,000
Accountable Transparent. Responsible.	Euroa Memorial Oval septic tank decommissioning	\$50,000

7.2.2 Pitch My Project Recommendations for Funding (cont.)

**MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR MURRAY**

Amendments to point 1 and 2f, as shown by strikethroughs:

That Council:

- 1. Allocate ~~\$250,000~~ \$220,000 to the Pitch My Project initiative in the 2023/24 Budget,**
- 2. Fund six community projects, that align to the Strategic Focus Areas in the 2021/25 Council Plan. These being:**
 - a. \$50,000 for Strathbogie Memorial Hall stage upgrade,**
 - b. \$50,000 for Longwood Nature Play Space,**
 - c. \$50,000 for the Euroa Branding Project to enhance tourism and investment,**
 - d. \$15,000 for a shade sail at the Graytown Community Centre,**
 - e. \$35,000 for shelters and seating at the Longwood Football and Netball Club, and**
 - f. ~~\$50,000~~ \$20,000 for the Euroa Memorial Oval septic tank decommissioning, and**
- 3. Authorise Officers to write to all 11 Pitch My Project applicants to inform them of the outcome.**

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024

Author: Chief Financial Officer

Responsible Director: Acting Director People & Governance

EXECUTIVE SUMMARY

Following its resolution of 2 May 2023 to release the draft 2023/24 Budget and Fees and Charges for public review and comment for a period of 28 days, Council has now fulfilled the legislative requirements for preparing the budget.

The draft Budget and Fees and Charges were placed on public exhibition between 3 - 31 May 2023 as part of a broad public engagement process around the budget's development with the IAP2 engagement level set at 'involve' for the overall budget engagement and 'collaborate' for the Pitch My Project initiative.

In total, fifteen written submissions were received through Council's Share Strathbogie engagement portal and via email.

All submitters had the opportunity to make a verbal presentation to an Extraordinary meeting of Council on 6 June 2023; five parties elected to take up this opportunity.

In summary, the written submissions made the following requests:

Submission Details	Number of submissions
Reinstatement of \$55,000 for the planning and design of a public car park in Avenel (adjacent to the Avenel Railway Station, bounded by Bank Street and Saleyard Road) and development footpath connecting the railway pedestrian crossing and the west side of Bank Street.	5
Provision of \$25,000 to fund the installation of a concrete path on one side of Cowslip Street (from High Street to Primrose Street) instead of gravel paths on both sides - Violet Town.	1
Provision of funding (estimated to be around \$30,000) for the preparation of fully costed plans for the upgrade of the Euroa Friendlies Reserve to implement the reserve's Master Plan.	1
Funding for a school crossing supervisor at St John's Primary School, Euroa.	2
Provision of \$50,000 for the planning and contribution for a change facility at the Longwood Football Netball Club.	1
Funding for public toilets near Rockies Bridge along the Apex Walking Track, Euroa.	1
Provision of funding (approximately \$10,000) to remove and rectify chain mesh fencing to allow full operation of the Avenel Cricket Club's nets.	1
Funding for a road safety audit (RSA) from Railway Street along Kirkland Avenue all the way to the junction of White St, Kirkland Avenue, Creek Drive and Apex Walking Track in Euroa.	1

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

Provision of \$60,000 for the completion of the Southern Aurora memorial platform (which will enable the completion of the refurbishment of the carriage).	1
Provision of \$35-40,000 for the preparation of construction drawings for the Euroa Memorial Oval female change room facilities.	1
Total	15

There were no submissions received relating to the draft Fees and Charges document and no other general submissions about the content of the draft budget.

Throughout the budget submission period, the need to make minor modifications to the Draft Budget were identified to respond to newly acquired information, technical adjustments and shifts in assumptions. These can be summarised as follows:

Nature of Expense or Income	Positive or negative dollar impact	\$ change reflected in Budget
Updated income from supplementary valuations (stage 4)	+ Increase in income	8,263
Victorian Local Government Financial Assistance Grant	+ Increase in income	348,009
Increase in Insurance premiums following October 2022 flood	- Increase in expense	(64,000)
Updated Depreciation figures	- Increase in expense	(1,238)
Intensive Councillor training - Andrew Douglas - Engagement of Andrew Douglas as per Council resolution 16 May 2023	- Increase in expense	(26,000)
Municipal Monitor - Costs include daily fees set by Minister and other expenses	- Increase in expense	(65,000)
Extra Ordinary vacancy countback - VEC Lake Nagambie Ward - Costs based on the last countback in 2021 plus indexation	- Increase in expense	(15,000)
Governance Advisor- CT Management	- Increase in expense	(32,800)

Minor changes have been made to the Fees and Charges document given the statutory fees for building, environmental health and land information certificates have been indexed by the State Government. Roadside fire collection fees have been removed as collection permits are no longer available. New fees for the ArtBox hire and cleaning charges for the cinema and regatta centre have been added.

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

As per Section 94 of the *Local Government Act 2020*, the Council is required to officially approve the budget and fees and charges by June 30 and inform the community about the budget's adoption.

For transparency and auditing purposes, a copy of the approved Strathbogie Shire Council 2023/24 Budget will be attached to the Minutes of this meeting.

**MOVED: COUNCILLOR DICKINSON
SECONDED: COUNCILLOR BINKS**

Amendment to point 1, as shown by strikethrough:

That Council:

1. ***Having completed the community engagement process prescribed by Council's Community Engagement Policy, adopt the Budget, Fees and Charges for the year ending 30 June 2024, subject to the ~~\$50,000~~ \$80,000 unallocated from the Pitch My Project Initiative will be used to cover unexpected expenses made in the minor adjustments that have been made to the documents released for public review and comment.***
2. ***Declare the Rates and Charges for the year ending 30 June 2024 in accordance with the following recommendations:***

1. ***Amount Intended To Be Raised***

An amount of \$22,075,665 (or such other amount as is lawfully raised as a consequence of this resolution) be declared as the amount which Council intends to raise by general rates, annual service charges and environmental levy (described later in this Resolution), which amount is calculated as follows:

<i>General Rates</i>	<i>18,918,893</i>
<i>Annual Service Charges (Waste Management Charge)</i>	<i>2,923,811</i>
<i>Environmental Levy (Tree Management Service Charge)</i>	<i>232,961</i>
<i>Total</i>	<i>22,075,665</i>

2. ***General Rates***

- 2.1 ***A general rate be declared in respect of the 2023/24 Financial Year;***
- 2.2 ***It be further declared that the general rate be raised by the application of differential rates;***
- 2.3 ***A differential rate be respectively declared for rateable land having the respective characteristics specified below, which characteristics will form the criteria for each differential rate so declared:***

Residential Land

All land used primarily for residential purposes or obviously adapted to being used primarily for residential purposes but excluding farm land.

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

MOTION (cont.)

Vacant Residential Land

All vacant land which may be used primarily for residential purposes or obviously adapted to being used primarily for residential purposes but excluding farm land.

Farm Land

Any land zoned Farming under the Strathbogie Planning Scheme which is not less than 40 hectares in area and is not classified as having a commercial or industrial use.

Land situated within the Farming zone of less than 40 hectares in area may be considered for the farm differential rate, subject to satisfying Council's criteria for recognition as a bone fide farming activity.

Commercial / Industrial Land

All land used primarily for commercial or industrial purposes or obviously adapted to being used primarily for commercial/industrial purposes.

Vacant Commercial / Industrial Land

All vacant land which may be used primarily for commercial or industrial purposes or obviously adapted to being used primarily for commercial/industrial purposes.

- 2.4 ***Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described in 2.3) by the relevant percentages indicated in the following table:***

<i>Category</i>	<i>Percentage</i>
<i>Residential Land</i>	<i>0.305808% (or 0.00305808 cents in the dollar of the Capital Improved Value)</i>
<i>Vacant Residential Land</i>	<i>0.642197% (or 0.00642197 cents in the dollar of the Capital Improved Value)</i>
<i>Farm Land</i>	<i>0.244646% (or 0.00244646cents in the dollar of the Capital Improved Value)</i>
<i>Commercial / Industrial Land</i>	<i>0.366970% (or 0.00366970 cents in the dollar of the Capital Improved Value)</i>

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

MOTION (cont.)

Vacant Commercial / Industrial Land	0.642197% (or 0.00642197 cents in the dollar of the Capital Improved Value)
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2.5 It be recorded that Council considers that each differential rate will contribute to the equitable and efficient carrying of Council functions, and that:

2.5.1 the respective objectives of each differential rate be those specified in the Schedule to this Resolution;

2.5.2 the respective types or classes of land which are subject to each differential rate be those defined in the Schedule to this Resolution;

2.5.3 the respective uses and levels of each differential rate in relation to those respective types and classes of land be those described in the Schedule to this Resolution; and

2.5.4 the relevant:

(a) uses of;

(b) geographical locations of;

(c) planning scheme zoning of; and

(d) types of buildings on

the respective types or classes of land be those identified in the Schedule to this Resolution.

2.6 It be confirmed that no amount is fixed as the minimum amount payable by way of general rate in respect of each rateable land within the municipal district.

3. Municipal Charge - No Municipal charge be declared in respect of the 2023/24 Financial Year.

4. Annual Service Charge

4.1 An annual service charge be declared in respect of the 2023/24 Financial Year;

4.2 An annual service charge (Waste Management Charge) be declared for the collection and disposal of refuse from land;

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

MOTION (cont.)

4.3 *The annual service charge (Waste Management Charge) be in the sum of, and be based on the criteria, set out below but dependent upon which option is chosen:*

4.3.1 *for the collection and disposal of recyclables, \$197 per annum (120 litre, 240 litre and 360 litre bins);*

4.3.2 *for the collection and disposal of waste and organics (80 litre and 120 litre bins), \$415 per annum; and*

4.3.3 *for the collection and disposal of waste and organics (240 litre bins), \$827 per annum.*

in respect of each rateable land (or part) to which the service of collection and disposal is made available;

4.4 *An annual service charge (Tree Management Service Charge) be declared to implement the Tree Management Plan of \$32 per annum in respect of each rateable land (or part).*

5. Rebates & Concessions

Pensioner Rebate

5.1 *It also be recorded that Council grants to each owner of rateable land who is an "eligible recipient" within the meaning of the State Concessions Act 1986, a rebate as determined by the Victorian State Government, in respect of each rateable land; and*

5.2 *The rebate described in paragraph 5.1 be granted to assist the proper development of the municipal district, and to provide a concession to ratepayers whose circumstances may limit their capacity to pay.*

6. Payment

6.1 *All rates and charges to be paid in four instalments, in accordance with Section 167 (1) and (2) of the Local Government Act 1989 due on:*

1st Installment 30th September 2023

2nd Installment 30th November 2023

3rd Installment 29th February 2024

4th Installment 31st May 2024

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

MOTION (cont.)

7. Consequential and Further Actions

- 7.1 It be confirmed that, subject to sections 171 and 172 of the Local Government Act 1989, Council will require a person to pay interest on any rates and charges which:**
- 7.1.1 that person is liable to pay; and**
- 7.1.2 have not been paid by the date specified for their payment.**
- 7.2 The Acting Director People & Governance be authorised to levy and recover the general rates and annual service charge in accordance with the Local Government Act 1989.**
- 7.3 The Chief Financial Officer be authorised to write to all those who have made a written submission thanking them for their input and advising them of Council's decision and the reason for its decision.**
- 7.4 The adoption of the 2023/24 Budget and Fees and Charges be publicised through Council's website, notices in local newspapers and through Council's social media channels.**

MOVED: COUNCILLOR MURRAY

SECONDED: COUNCILLOR RAEBURN

Amendment – additional point 8:

- 8. Note the importance of the VicTrack car park precinct area and intersections at Saleyard Road and Bank Street, Avenel, as a priority for the Avenel community and include an advocacy priority in the 2023/24 Council Plan actions as follows: -**
- a. to clarify land arrangements with VicTrack for the car park precinct including a funding commitment to upgrade this area; and**
- b. work collaboratively with the Department of Transport and Planning to address the community's safety concerns in a co-ordinated manner.**

26-22/23

CARRIED

7.2.3 Adoption of Budget, Fees and Charges and Declaration of Rates and Charges for the 12 Months ending 30 June 2024 (cont.)

MOTION (cont.)

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR BINKS

Amendment to Recommendation 1:

1. ***Having completed the community engagement process prescribed by Council's Community Engagement Policy, adopt the Budget and Fees and Charges for the year ending 30 June 2024, and to allocate the \$80,000 residual Pitch My Project budget with an allocation of \$40,000 towards construction drawings for the upgrade of the female changeroom facilities at the netball precinct at the Euroa Memorial Oval and the remaining \$40,000 for detailed costed plans for the Euroa Friendlies Reserve upgrade project, ensuring both projects continue to be progressed.***

27-22/23 **ON BEING PUT, THE MOTION WAS LOST**

Cr Hayes-Burke called for a division

For the Amendment
Cr Hayes-Burke

Against the Amendment
Cr Raeburn
Cr Dickinson
Cr Murray
Cr Binks

MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR HAYES-BURKE

Amendment to Recommendation 1:

1. ***Allocate \$50,000 from the residual Pitch My Project budget to be given to the Southern Aurora Memorial Gardens to complete the project of building the platform to allow access to the carriage, and the additional \$30,000 be used to cover unexpected expenses in the minor adjustments that have been made in the documents released for public review.***

28-22/23 **ON BEING PUT, THE MOTION WAS LOST**

29-22/23 **ON BEING PUT THE INTIAL MOTION, WITH AMENDMENT TO POINT 1 AND THE ADDITIONAL POINT 8, WAS CARRIED**

7.3 **COMMUNITY**

7.3.1 **Application for Event funding – Euroa Show and Shine Incorporated ~ Australian National Show and Shine**

Author: Manager Community and Culture

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Council has received an application from Euroa Show and Shine Incorporated (Inc) for Event Grant Funding through Council's Community Funding Program to support the delivery of the Australian National Show and Shine on 1 October 2023. The event is an annual car and bike display attracting thousands of visitors, and locals to the event and the region.

The application is for \$5,000 to help cover the cost of traffic management and event insurance. This event has been successfully run for 20 years in Euroa. Euroa Show and Shine Inc has applied for Council's Sponsorship Program previously and has been successful in obtaining funding amounts between \$2,000 and \$5,000, depending on the funds available.

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

Council has a budget of \$50,000 allocated to Event Grants under the Community Funding Program in the draft 2023/2024 Budget. This application has been submitted in line with the Event Grant Guidelines 2023-24 adopted on 20 June at the Council Meeting and has been assessed in line with the relevant assessment process.

This report recommends the approval of Euroa Show and Shine Inc application for an Event Grant for a financial contribution of \$5,000 to support the delivery of the 2023 Australian National Show and Shine.

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR RAEBURN

That Council:

- 1. Subject to the adoption of Council's draft 2023/24 Budget, and allocation of \$50,000 to Event Grants, approve the Event Grant application from Euroa Show and Shine Inc for a financial contribution of \$5,000 to support the delivery of the Australian National Show and Shine in Euroa to be held 1 October 2023; and**
- 2. Work with Euroa Show and Shine Inc to reduce overall waste produced at the event through this implementation of the objectives of both the Waste Wise Events Guidelines and Sustainable Strathbogie 2030 in being "A Zero Waste Shire".**

30-22/23 **CARRIED**

7.4 INFRASTRUCTURE

7.4.1 Tender for Contract No. 22/23-82: Nagambie Streetscape Detailed Design

Author: Manager Project Delivery/Senior Project Officer Project Delivery

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

Council developed the Nagambie Streetscape Masterplan in collaboration with Go Nagambie and the Nagambie Community. The Masterplan was adopted by the Council with an allocated of \$280,000 for stage 1 works from the 2022/23 Streetscape Budget.

The Nagambie Streetscape Master Plan has identified works to be undertaken in four (4) stages.

- Stage 1: Landscaping
- Stage 2: Landscaping, street furniture & pavement treatments
- Stage 3: High Street and Vale Street roundabout works
- Stage 4: Amenities block

As High Street Nagambie is a declared arterial road on Department of Transport and Planning (DTP) network, it is mandatory to receive consent/approvals for the engineering plans prior to execution of any construction activity on this road. This tender is for preparing the detailed engineering designs which includes accurate engineering estimates for Stages 1, 2 and 3. It will ensure the constructability of the works specified in the Master Plan as per the engineering standards and the proper engineering estimates will allow Council to make future decisions on funding the staged construction.

Stage 4 is excluded from this tender to save the cost of redesigning, as the user requirements for amenities block will have the potential to vary subject to building and legislative requirements at time of construction.

Council invited tenders for the work under Contract 22/23-82 Detailed Design of Nagambie Streetscape, advertised between 12 May 2023 and 13 June 2023. At close of tender on 13 June 2023, nine (9) tenders were received. Of these nine (9) tenders, four (4) tenders were deemed non-compliant with the council requirements and not considered for evaluation. The remaining five (5) tenders were deemed conforming and were assessed and evaluated by Council Officers and a summary of results is detailed in this report.

This report seeks Council endorsement to award the tender to Chris Smith & Associates Pty Ltd of Shepparton.

7.4.1 Tender for Contract No. 22/23-82: Nagambie Streetscape Detailed Design (cont.)

MOVED: COUNCILLOR DICKINSON
SECONDED: COUNCILLOR RAEBURN

That Council:

- 1. Receives and notes the outcome of the tender assessment process for Contract No 22/23-82 Detailed Design of Nagambie Streetscape;***
- 2. Awards the tender for contract No 22/23-82 Detailed Design of Nagambie Streetscape - Lump Sum to Chris Smith & Associates Pty Ltd of Shepparton, for a total amount of \$247,115.00 inclusive of GST;***
- 3. Authorises officers to advise the unsuccessful tenderer;***
- 4. Authorises the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council; and***
- 5. Notes that the works will be completed within 16 weeks after full Contract execution subject to review and approvals from Department of Transportation and Planning.***

31-22/23 CARRIED

7.5 GOVERNANCE AND CUSTOMER SERVICE

7.00 pm: Councillor Binks left the meeting due to declaring a material conflict of interest

The Deputy Mayor assumed the role of Chair

7.5.1 Request to attend Global Leadership Foundation Ikara-Ediacara: Past, Present and Future Leadership Experience in South Australia - Mayor, Councillor Laura Binks

Author: Executive Manager Communications and Engagement

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Global Leadership Foundation is hosting *Ikara – Ediacara: Past, Present and Future Leadership Experience* from July 6 to 10, 2023.

The experience aims to help leaders build levels self-awareness, emotional health and understanding of their leadership role. It encourages participants to come prepared to explore their leadership challenges and opportunities as well as provide your own insight and experience to what is presented and shared.

The Mayor of Strathbogie Shire Council, Councillor Laura Binks has expressed interest to attend this Leadership Experience (see Attachment 1).

Because it is an interstate conference that supports the Mayor's leadership learnings all costs associated with attendance (registration, accommodation, travel and meals) will be sourced from the Councillors' expenses budget allocation. The mayor has expanded \$324 of her 2023/24 \$1500 training allocation to attend the Regional Council Victoria annual forum of which she currently holds the position of Deputy Chair. This leaves a balance of \$1,176 for the 2023/24 financial year.

The registration fee for this course is \$1,000. This excludes accommodation and meals. The Mayor will provide receipts of additional expenses upon completion of the course to the balance of \$176.00.

Under the Council Expenses Policy, a Council resolution is required for the approval of any interstate travel and costs exceeding \$1501 for any one Councillor.

***MOVED: COUNCILLOR RAEBURN
SECONDED: HAYES-BURKE***

That Council:

- 1. Note and endorse the request from the Mayor, Councillor Laura Binks to travel interstate to attend the Ikara – Ediacara: Past, Present and Future Leadership Experience in South Australia,***

7.5.1 Request to attend Global Leadership Foundation Ikara-Ediacara: Past, Present and Future Leadership Experience in South Australia - Mayor, Councillor Laura Binks (cont.)

MOTION (cont.)

2. ***Provide a funding contribution of \$1,176, noting this is the balance of Mayor Binks 2023-24 Training Allocation and that all other costs above this amount such as accommodation and meal expenses incurred through attendance will be covered by the Mayor personally, and***
3. ***Receive an evaluation report outlining the learnings and municipal benefits received upon Mayor Laura Binks' return from the Leadership Experience in South Australia in accordance with the Council Expenses Policy.***

32-22/23 **CARRIED**

7.04 pm: Councillor Binks returned to the meeting after the vote on the matter had been conducted, and assumed the role of Chair

7.5.2 Instruments of Appointment and Authorisation Update – S11

Author & Responsible Director: Acting Director People & Governance

EXECUTIVE SUMMARY

Following recent appointments to vacant positions several changes are required to be made to the S11 Instrument of Appointment and Authorisation. The Local Government Act 1989 is still active in relation to the appointment of authorised officers, not the 2020 Act.

This instrument gives specified officers the ability to enforce legislation and is essential to ensuring any enforcement action is undertaken on behalf of Council in a legal and robust manner. This instrument also appoints officers to key roles and positions including the Municipal Building Surveyor, Municipal Emergency Management Officer and appointment of Councillor Conduct Officer.

The amended instrument, once approved by Council, will remain in force until the next update is prepared in response to legislative changes, changes in position titles or staff changes.

***MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR RAEBURN***

That in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instrument of appointment and authorisation (S11), Strathbogie Shire Council (Council) resolves that:

- 1. The members of Council staff referred to in the instrument be appointed and authorised as set out in the instrument.***
- 2. The instrument endorsed by Council at its meeting of 21 June 2022 be revoked and replaced by the 27 June 2023 instrument.***
- 3. The instrument be signed and sealed by Council under the Strathbogie Shire Council Local Law No 1 Use of the Common Seal 2020.***
- 4. The instrument comes into force immediately the common seal of Council is affixed to the instruments and remains in force until Council determines to vary or revoke it.***

33-22/23

CARRIED

7.6 **EXECUTIVE**

7.6.1 **Council Commitment to Good Governance**

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

This report summarises Council's recommitment to good governance in response to letter received from the Minister for Local Government, the Hon Melissa Horne MP and the appointment of Mr Peter Stephenson as the Municipal Monitor.

Further, the report seeks Council endorsement of the Minister's letter prepared by the Mayor in light of the appointment of Mr Peter Stephenson, the second Municipal Monitor to the Strathbogie Shire. This letter details (amongst other considerations) what actions Councillors will collectively undertake in response to the first Monitors report to provide the highest standard of governance for their community as follows:

- Recommitting to the Municipal Monitors (Ms Janet Dore) 10-point plan developed during her term to focus Councillors on their roles under the Local Government Act 2020, the Strathbogie Shire Councillor Code of Conduct and the principles and behavioural expectations enunciated in Council's Mutual Charter of Respect,
- Working collaboratively to build a renewed culture based on respect, trust, and open communication,
- Respectfully call out poor and/or inappropriate behaviour to provide a safe workplace environment for Councillors and Officers,
- Working together to deliver the Council Plan and respond and represent the views of the whole community while making decisions in their interests.

The letter details the work currently underway with Mr Andrew Douglas from FCW Lawyers. Mr Douglas will work with Councillors to deliver a 'Statement of Intent' that will guide and direct behaviour between Councillors as a group, and Councillors and Council staff. Once signed by all Councillors and delivered to the Municipal Monitor Council will receive a further report to formally endorse the signed Statement of Intent, the culmination of the work with Andrew Douglas of FCW Lawyers at an extraordinary Council Meeting on July 25, 2023 at 2.00 pm.

Additionally, the Mayor is working with Councillors to develop their own set of KPIs and associated Professional Development Plan to ensure Councillors are meeting the requirements under the Local Government Act 2020 and fulfilling their duties.

***MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR MURRAY***

That Council:

1. ***Collectively and individually recommit to the:***
 - a) ***The Municipal Monitor's (Ms Janet Dore) 10 Point Plan, formally noted and accepted at the February 21, 2023 Council Meeting:***
 - i. ***Understand the role of a Councillor (LGAct & Code),***
 - ii. ***Understand the role of the CEO (LGAct),***
 - iii. ***Understand governance rules,***

7.6.1 Council Commitment to Good Governance (cont.)**MOTION (cont.)**

- iv. Read agendas and briefing materials,**
 - v. Respect each other and staff,**
 - vi. Avoid last minute input,**
 - vii. Maintain strategic outlook,**
 - viii. Understand Council policies,**
 - ix. Keep out of operational issues, and**
 - x. Work together,**
- b) Councillor Code of Conduct adopted at the Council Meeting held on February 16, 2021, and the**
 - c) Strathbogie Shire Council Charter of Mutual Respect adopted at the Council Meeting held on September 21, 2021.**
- 2. Work collaboratively to build a renewed culture based on respect, trust, and open communication,**
 - 3. Respectfully call out poor and/or inappropriate behaviour to provide a safe workplace environment for Councillors and Officers,**
 - 4. Work together to deliver the Council Plan and respond and represent the views of the whole community while making decisions in their interests,**
 - 5. Receive a further report to the extraordinary Council meeting scheduled to formally endorse the signed Statement of Intent, the culmination of the work with Andrew Douglas of FCW Lawyers at the Council Meeting on July 25, 2023 at 2.00 pm, and**
 - 6. Note and endorse the draft letter to be sent to the Minister for Local Government.**

34-22/23

CARRIED

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 7.16 P.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date