

Strathbogie Shire Council

Council Meeting Minutes / Decisions

October 17, 2023

Minutes/Decisions

Council Meeting

Tuesday, October 17, 2023, at 6pm

Meeting held at the Nagambie Lakes Regatta Centre and livestreamed on Council's website:

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

Councillors:

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)
Cr Robin Weatherald (Lake Nagambie Ward)

Officers:

Julie Salomon – Chief Executive Officer
David Roff – Director Sustainable Infrastructure (Interim)
Rachael Frampton – Acting Director Community and Planning
Heike Manet – 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 places we live, work and play. We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging. Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

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/Decisions 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/Decisions.

4. Governance Principles

Council considers that the recommendations contained in these Minutes/Decisions 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

Amanda Tingay – Director People and Governance-Acting

6. Disclosure of Conflicts of Interest

Nil.

Cr Murray acknowledged that a family member resided in the vicinity of the matter under consideration for Item 11.3.1 - Tender for Contract No. 23/24-16: Drainage Reconstruction Works – Burns Avenue, Atkins Street, Anderson Street and White Street, Euroa - however, did not consider there to be an interest, under either Section 127 or 128 of the Local Government Act 2020, as Council was reviewing tenders for the work rather than considering whether the work should be done.

7. Confirmation of Minutes/Decisions of Previous Meetings

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR RAEBURN

That the Minutes/Decisions of the Council Meeting held on Tuesday, September 19, 2023, be confirmed (Council Meetings and Minutes | Strathbogie Shire)

177-22/23 **CARRIED**

8. Petitions

Nil

9. Reports of Mayor and Councillors and Delegates

Cr Hayes-Burke

Made a statement on Australia's decision to vote down the Indigenous Voice to Parliament

Cr Murray

Attended –

- *Goulburn Valley Libraries Board meeting on 21 September 2023*
- *Euroa Show and Shine on 1 October 2023*
- *Nagambie Foreshore Path opening on 10 October 2023*
- *Citizenship Ceremonies on 10 October 2023*
- *Euroa Historical and Genealogical Society meeting on 11 October 2023*
- *Avenel Active meeting on 11 October 2023*

Cr Raeburn

Attended -

- *2023 Victorian Senior of the Year Awards at Government House on 11 October 2023 where one of Violet Town's residents, Robbie Rae, received an award for 30 plus years of community service*

Cr Dickinson

Attended -

- *Nagambie Foreshore Path opening on 10 October 2023*
- *Fundraiser for Nagambie Tennis Club on 10 October 2023*
- *Nagambie Historical Society dinner*

Cr Weatherald

Attended –

- *Nagambie Foreshore Path opening on 10 October 2023*
- Raised matter of two signs outside the former Library, and requested removal*
Raised inadequate lighting at the Nagambie toilets
Welcomed Euroa Streetscape being completed, but bins are not labelled to indicate recycling, general waste.

Mayor

Conveyed congratulations to Robbie Rae on her Council of the Ageing (COTA) Victorian Senior Achiever Award for her volunteer work over three decades
Announcement of Keep Australia Beautiful Awards on 23 October 2023, for which Violet Town are nominees for awards.

Opening of Nagambie Foreshore Path on 10 October 2023.

There are some wonderful projects we're seeking community feedback on at the moment.

9. Reports of Mayor and Councillors and Delegates (cont.)

Mayor (cont.)

Firstly, I would like to mention is the Active and Connected: Cycling and Walking Strategy. The aim of this is to guide cycling and walking infrastructure in the future as well as direct maintenance efforts to improve already existing cycling and walking routes.

We believe connecting these points of community interest through sidewalk infrastructure would present a great benefit to the community through safer and more available options for transport.

If you have missed us at the Avenel or Violet Town markets over the past two weekends, we will be in Euroa this Saturday and Nagambie next week to seek your feedback.

We're looking for information from the community about how often they walk or cycle, barriers to walking and cycling and also where there are areas for improvement. So places where the footpath may need to be extended or access with a pram is challenging.

To have your say see us in Euroa or Nagambie or go to www.share.strathbogie.vic.gov.au

The next project I'd like to remind everyone about is the Great Magpie Naming Competition. Head to www.share.strathbogie.vic.gov.au or visit a survey station to suggest a name for our now famous magpie in the Seven Creeks park.

The winning name will be announced at the Euroa Show on October 28.

A reminder that we're running a workshop to plan some wild and wonderful advocacy efforts to secure funding to upgrade Kirwans Bridge on October 23.

To register your interest head to our Share Strathbogie website. We cannot thank the Kirwans Bridge Community Panel enough. It is because of this group of dedicated residents we now have options for a sustainable future for the bridge.

But now it's time for the rubber to really hit the road. We need to send a message to the Victorian and Australian governments. We need funding to complete works to this historic bridge, that is an essential thoroughfare in our region.

I was proud to welcome 10 new Australian citizens in Strathbogie Shire at a ceremony at Council last week. The 10 conferees from United Kingdom, Macau, Iran, Thailand, India, Philippines, Sweden and Russia formally pledged their commitment to Australia in front of family and friends.

Finally, I would like to advise our community that, at the request of the Taungurung Land and Waters Council, we will be flying our three First Nations People flags (Aboriginal, Torres Strait Islander and Taungurung Land and Waters Council) until Monday 23 October 2023.

10. Public Question Time

Council Ref: DM: 38/2023

Can the CEO who stated in the local paper to be TRULY transparent please advise the estimated cost to date the Weir Road debacle has cost ratepayers?. And how much more is to be expected?

Will the CEO be making a public apology and retraction for the statement and accusations made against Paul Lancaster whose persistence and diligence to detail has shown the poor decision making process the shire engineering department approached this ill-conceived project?

Response

I can confirm the recent Road Safety Audit on original design was valued \$3,080. The additional design work to take into consideration the recommendations for the increase in width of the unsealed shoulders is anticipated to cost \$5,000.

Any changes to the cost in the works will be made public when, and if, they are understood.

We are grateful for Paul and all members of our community who have fought for the best outcome.

I have personally thanked Paul and we have issued a public apology through the Nagambie Voice and Euroa Gazette and the September 2023 Council Meeting.

We are also implementing changes to our project development processes to reduce these issues occurring in the future. Part of this will be performing safety reviews on projects we develop for delivery in the future.

This means these costs will be part of all future projects and not additional costs.

We hope these changes will help the community trust we are taking road design and road safety very seriously.

Council Ref: JA: 39/2023

Last Saturday marks one year since Kirwans Bridge was closed.

Can the Shire give ratepayers and residents an update on the Insurance claim for damages to the bridge?

Has the claim been settled yet?

If not, why is this taking so long to resolve.

Response

Unfortunately, the claim has not yet been settled.

Council is awaiting a further Engineering report on the condition of the bridge post flood which was requested by the Insurer. This is expected within the next week.

Upon receipt Council will engage further with the insurer. Council has committed to continuing to advise the Kirwans Bridge Community Panel of the status of this claim.

Council Ref: DH: 40/2023

Did Councillors formally support a YES position as the position of Council?

If so, what MONEY did Council spend on a YES campaign or program of support?

Response

I advise Council did not have a formal position on this important matter and, as such, no costs were incurred.

10. Public Question Time (cont.)

Council Ref: MF: 41/2023

1. At what stage of the permit process is the Mackillop Early Learning Centre (Church Street Nagambie) at and are there any concerns/issues with this?
2. What is the time frame for the next stage/s of this process as the community desperately needs this resource for the children's education now?

Response

In response to the first question, Planning Officers are currently seeking a peer review of the applicant's traffic report before making a recommendation on the application. Officers have concerns that the proposal does not make any provision for on site car parking and are concerned that this could lead to traffic issues in Church Street.

And in response to the second question, Officers hope to receive the peer review by the end of October and will make a final recommendation of the application from there. Braydon Aitken, Council's Manager of Planning & Investment would be happy to meet with you to discuss in more detail at a suitable time.

Council Ref: TM: 42/2023

1. Question re Violet Town Landfill

There seems to be a major problem that's happened at the site since the last council meeting.

What's happening to have this rectified as it's a huge EPA problem that's affecting the adjoining landowners ?

Response

The management of landfills is a very technical and highly regulated process as I understand you may be familiar with.

As you are aware, to complete the capping for the Violet Town landfill an EPA certified designer has been engaged.

The subsequent designs produced were then audited and certified as fit for purpose by the EPA accredited auditor.

The Construction of the works was certified by an independent full time site technical supervisor named a Geotechnical Investigation and Testing Authority (GITA).

The GITA's principal role is to provide the evidence required by the EPA accredited auditor to demonstrate that the project has been constructed, and is being constructed, as specified and to the certified design drawings.

Any departure from the certified design, or specification, must be reported to the EPA appointed Auditor for consideration and approval.

Any departure not approved needs to be rectified to the satisfaction of the EPA.

The drainage system has been modified from the original design to include additional drainage lines and to direct the collected water into a new basin to be constructed and not the current leachate pond.

These changes have been reviewed and approved by the Certified EPA auditor late last week and are currently under construction.

Once completed further testing of the site runoff will be performed to determine the quality of the runoff.

It is anticipated that with the cap in place and the revegetation established the water collected from the onsite drainage will no longer be classified as leachate. (ie not contain the chemical qualities that require it to be classified as leachate.)

We will continue to closely monitor the site and manage it in partnership with the EPA in the meantime.

- 11. Officer Reports**
 - 11.1 Strategic and Statutory
 - 11.2 Community
 - 11.3 Infrastructure
 - 11.4 Corporate
 - 11.5 Governance and Customer Service
 - 11.6 Executive
- 12. Notices of Motion**
- 13. Notices of Rescission**
- 14. Urgent Business**
- 15. Confidential Business**

Next meeting

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday, November 21, 2023, at the Euroa Community Conference Centre, at 6pm.

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	(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released	
C.B. 1	Council's Role in Waterways Management (Goulburn River from Hughes Creek to Goulburn Weir including Lake Nagambie)	
	CONFIDENTIAL APPENDICES	
	APPENDICES DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, CLAUSE 3 OF THE LOCAL GOVERNMENT ACT 2020	
	(g) private commercial information, being information provided by a business, commercial or financial undertaking that—	
	(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage	
Appendix 1:	Tender Evaluation for Contract No. 23/24-16: Drainage reconstruction works – Burns Avenue, Atkins Street, Anderson Street, White Street, Euroa	
Appendix 2:	Tender Evaluation for Contract No. 23/24-11: Detailed Design of Arboretum Link (including a pedestrian bridge over Castle Creek, Euroa)	

11. OFFICER REPORTS

11.1 STRATEGIC AND STATUTORY PLANNING

11.1.1 Planning Applications Received and Planning Applications Determined - 1 to 30 September 2023

Author: Manager Planning and Investment (Acting)

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period of 1 to 30 September 2023. The latest available Planning Permit Activity Performance (PPARS) Figures are also attached (Attachment 3). It should be noted that the latest PPARS Figures are for the month of August 2023. The September PPARS Figures were not available at the time of writing this report as the monthly figures are not updated until 15th of each month. The contents of this report are provided for information purposes only.

It is noted that there were nine (9) new planning applications received and eleven (11) planning applications decided upon during the reporting period.

MOVED: COUNCILLOR DICKINSON
SECONDED: COUNCILLOR WEATHERALD

That Council:

1. ***Note the report.***
2. ***Note that there were nine (9) new planning applications received, and eleven (11) planning applications decided on during the period 1 to 30 September 2023.***

178-22/23 **CARRIED**

11.2 **COMMUNITY**

11.2.1 **Advocacy Support – Unlocking Regional Housing Bill**

Author: Acting Manager Community and Culture

Responsible Director: Acting Director Community & Planning

EXECUTIVE SUMMARY

Since the pandemic, there has been an influx of people moving out of major cities and relocating to towns in the regions creating a housing shortage. Dr Helen Hains MP, Independent Federal Member for Indi, has written to Council calling on our support to advocate to the Australian Federal Government in support of the *Unlocking Regional Housing Bill 2023* which looks to address the housing crisis in regional, rural and remote Australia.

Helen Haines has introduced the *Unlocking Regional Housing Bill 2023* to amend the rules that decide how the Government's housing funding is spent.

The *Unlocking Regional Housing Bill* would amend the rules to the National Housing Finance and Investment Corporation (NHFIC) Act to:

- Require the Minister to consider what action needs to be taken so that 30% of the National Housing Infrastructure Facility's annual funding goes towards regional, rural and remote Australia;
- Make the funding application process easier to access for local governments;
- Require NHFIC to be more proactive in helping community housing providers through the application process; and
- Require NHFIC to have at least one board member with regional housing expertise.

This report recommends Council send a letter of support to the Prime Minister, the Hon. Anthony Albanese, and Minister for Housing, Julie Collins, lending support for the *Unlocking Regional Housing Bill 2023* introduced to Parliament on 11 September 2023.

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

That Council:

1. ***Endorse the request from Helen Haines MP calling for Council's support for the *Unlocking Regional Housing Bill 2023*; and***
2. ***Write to the Prime Minister, the Hon. Anthony Albanese, and other relevant ministers to support the *Unlocking Regional Housing Bill 2023*, introduced by Independent Federal member for Indi, Helen Haines MP.***

179-22/23 **CARRIED**

11.2.2 Community Funding Model: Event Grant Applications Received

Responsible Director: A/Director Community and Planning

EXECUTIVE SUMMARY

Council adopted a community funding model at the June 2023 Council Meeting. This model sets out the strategic direction and associated guidelines for the distribution of community funding for Strathbogie Shire Council.

Council recognises the importance of events and tourism to the social and economic growth of our region. Furthermore, Council has a strong history of supporting and delivering events across the Shire, this is demonstrated by an investment in events through Council's Event Grant.

Event Grants provide funding of up to \$5,000 to eligible organisations and associations for events that align with the objectives of the Council Plan 2021-25, submitted in line with Council's Event Guidelines.

Council has received two (2) Event grant applications for Council's consideration as follows:

- Nagambie Lakes Tourism & Commerce Incorporated trading as GoNagambie
To create a temporary campground at the Nagambie Regatta Centre to support accommodation for the Comedy in the Vines Event on 10 to 13 November 2023. The inaugural Comedy in the Vines event will be a major event for the region attracting 3,500 visitors to the region for the event.

The application is for Council to waiver the cost of Regatta Centre Peninsula hire fees and electricity costs associated with this tourism activity valued at \$5,000.

- Euroa Citizens Band Incorporated
Funding to support the delivery of the Euroa Carols by Candlelight on 15 December 2023. This is an annual event that attracts up to 300 attendees. The application is for \$1,300 financial support to help cover the cost of printing, equipment hire & electronic candles for the event.

Both events 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 Model in the 2023/2024 Budget. Applications have been submitted in-line with the Event Grant Guidelines 2023-24 adopted on 20 June 2023 and have been assessed using the relevant assessment process. The current applications are of an acceptable standard and officers are recommend them for funding.

11.2.2 Community Funding Model: Event Grant Applications Received (cont.)

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

That Council:

- 1. Approve the Event Grant application from Nagambie Lakes Tourism & Commerce Incorporated trading as GoNagambie to the value of \$5,000 through waiver of the fees associated with the Regatta Centre Peninsula hire and the cost of electricity for the Lakeside campsite to support the Comedy in the Vines event to be held on 10–13 November 2023. This funding is contingent upon GoNagambie meeting the required regulatory thresholds for the establishment of a temporary campground;***
- 2. Approve the Event Grant application from Euroa Citizens Band Inc to the value of \$1,300 in cash to support the delivery of the Euroa Carols by Candlelight Event to be held on Saturday 15 December 2023; and***
- 3. Work with grant recipients to reduce overall waste produced at the event through the implementation of the objectives of both the Waste Wise Events Policy and Sustainable Strathbogie 2030 in being “A Zero Waste Shire”.***

180-22/23 CARRIED

11.3 INFRASTRUCTURE

11.3.1 Tender for Contract No. 23/24-16: Drainage Reconstruction Works – Burns Avenue, Atkins Street, Anderson Street and White Street, Euroa

Author: Manager Project Delivery

Responsible Director: A/Director Sustainable Infrastructure

EXECUTIVE SUMMARY

Strathbogie Shire is responsible for managing drainage infrastructure and providing an appropriate level of drainage service for the residents of the municipality to a consistent standard. Council's Stormwater Management Plan sets out the broad strategy for drainage across the main townships within the municipality. This plan is updated from time to time to reflect current knowledge and project status.

In line with the drainage strategy, drainage infrastructure in the southeast area of Euroa, namely the area south of Kirkland Avenue and east of Atkins Street is proposed for upgrading.

Council has undertaken a competitive process for the Drainage Reconstruction Works – Burns Avenue, Atkins Street, Anderson Street and White Street, Euroa. The public tender process has been undertaken in accordance with Council's Procurement Policy. This report recommends that the tender for Contract No 23/24-16 is awarded to Jarvis Delahey Contractors of Shepparton, for a total amount of \$330,874.66 inclusive of GST.

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

That Council:

- 1. Receive and note the outcome of the tender assessment process for Contract No 23/24-16 Drainage Reconstruction Works – Burns Avenue, Atkins Street, Anderson Street and White Street, Euroa;***
- 2. Awards the tender for Contract No 23/24-16 Drainage Reconstruction Works – Burns Avenue, Atkins Street, Anderson Street and White Street, Euroa - Lump Sum to Jarvis Delahey Contractors of Shepparton, for a total amount of \$330,874.66 inclusive of GST;***
- 3. Authorise officers to advise unsuccessful tenderers and***
- 4. Authorise the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council.***

181-22/23 **CARRIED**

11.3.2 Tender for Contract No. 23/24-11: Detailed Design of Arboretum Link (including a pedestrian bridge over Castle Creek, Euroa)

Author: Manager Project Delivery

Responsible Director: A/Director Sustainable Infrastructure

EXECUTIVE SUMMARY

The Strathbogie Shire Council Bicycle and Walking Path Strategy identified a gap connecting Euroa township and the Arboretum. Originally, the route outlined in the Strategy led down Clifton Street and Euroa Main Road to the Arboretum.

To examine the optimal location for the pedestrian bridge across Castle Creek, Council met with the Goulburn Broken Catchment Management Authority (GBCMA), and it was suggested that the bridge cross Castle Creek along Simpsons Lane on the northern side. Furthermore, a study on native vegetation found that the Euroa Guinea flower is growing in the road reserve along the Euroa Main Road. It is important to note that the Euroa Guinea flower is listed as *vulnerable* under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* and is listed as *threatened* under the Victorian *Flora and Fauna Guarantee Act 1988*.

Due to these considerations, it has been determined to take Stewart Street, Simpsons Lane, and Golf Course Road in order to avoid the impacts to the native vegetation, namely the Euroa Guinea flower and follow the suggestions from GBCMA. This will then connect with the proposed new residential development, Euroa Eastern Gateway, that will connect the Euroa Arboretum with the Euroa Golf Club on Golf Course Road.

Following this initial consultation, Council has undertaken a competitive process for the design of the Arboretum Link. The public tender process has been undertaken to meet Council's compliance requirements under Council's Procurement Policy. This report recommends that Council awards the tender for Contract No 23/24-11 Detailed Design of Arboretum Link - Lump Sum to JJ Ryan Consulting Pty Ltd of Burwood, for a total amount of \$84,723.00 inclusive of GST.

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR RAEBURN

That Council:

- 1. Receive and note the outcome of the tender assessment process for Contract No 23/24-11 Detailed Design of Arboretum Link;**
- 2. Awards the tender for Contract No 23/24-11 Detailed Design of Arboretum Link - Lump Sum to JJ Ryan Consulting Pty Ltd of Burwood, for a total amount of \$84,723.00 inclusive of GST;**
- 3. Authorise officers to advise unsuccessful tenderers, and;**
- 4. Authorise the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council.**

182-22/23 **CARRIED**

11.3.3 Contracts, Works and Grants Awarded Under Delegation - 1 to 30 September 2023

Author: Procurement and Tenders Officer

Responsible Directors: A/Director People and Governance

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of the status of request for the publicly advertised tenders, invitations for written quotations and quotations provided using collaborative and/or third party contracts which have been awarded under delegation for the period 1 September 2023 to 30 September 2023. This report specifically relates to works that form part of Council's 2023/24 budget.

This report also details any grants awarded under delegation as per Council's adopted Community Funding Model. Council adopted a Community Funding Model at the June Council Meeting authorising the Chief Executive Officer to award Quick Response Grants.

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR HAYES-BURKE

That Council:

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

183-22/23 **CARRIED**

11.4 CORPORATE

11.4.1 Council Policy Review: Draft Chief Executive Officer Employment and Remuneration Policy 2023

Author and Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

Section 45 of the Local Government Act 2020 requires Council to develop, adopt and keep in force a Chief Executive Officer Employment and Remuneration Policy. The Policy must specifically provide for Council to obtain independent professional advice in relation to matters dealt with in the Policy and must provide for the following:

- i. The recruitment and appointment process;
- ii. Provisions to be included in the contract of employment;
- iii. Performance monitoring;
- iv. An annual review; and
- v. Include any other matters prescribed by the regulations.

This Policy was adopted by council on 19 October 2021. As prescribed in the policy and in accordance with the Local Government Act 2020, the Chief Executive Officer Employment and Remuneration Committee comprises the Mayor (Chair), two Councillors and an independent external committee member. The independent member must have (amongst other attributes) human resources related qualifications and/or experience, experience in senior executive performance reviews, an understanding of the Strathbogie Shire and its community, along with an understanding of good governance practices and previous experience working with governance bodies or boards.

The Audit and Risk Committee is required to undertake an annual review of the policy in accordance with its Charter, in accordance with section 54 (2) (a) of the *Local Government Act 2020*. The annual review was required in October 2022, however due to conflicting priorities this policy was not reviewed at that time.

The Audit and Risk Committee and relevant Officers have now reviewed the policy with minor changes made including:

- Policy transferred to the new policy template; and
- Updated references in the related Council Documents.

It is recommended that Council endorse the proposed changes suggested by the Audit and Risk Committee.

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

That consideration of this item be deferred to the November 2023 Council meeting.

184-22/23 ***CARRIED***

11.4.2 Council Policy Review: Draft Rates Payment and Collection Policy 2023

Author: Chief Financial Officer

Responsible Director: Director People & Governance

EXECUTIVE SUMMARY

At its Ordinary Meeting on October 18, 2022, Council adopted the Rates and Charges Collection and Hardship Policy. In December 2022, Council conducted an in-depth assessment of its rates and collection processes in collaboration with internal auditors. The internal auditors recommended that a comprehensive review of the rates and collection policy be undertaken and to establish a clearly defined Council-approved policy for rate waivers and hardship. Their recommendation encompassed the following key elements:

- Criteria to evaluate requests for waivers,
- References to other related policies, such as the Rates and Charges Collection and Hardship Policy,
- Authority responsible for assessing and granting waivers,
- Duration for which waivers can be issued,
- Requirements for periodic review of previously granted waivers and the re-application process for ratepayers seeking waivers, and
- Additionally, the auditors advised a reassessment of the current waivers to determine whether they should be classified as non-ratable properties rather than as waivers.

During this period of policy development and revision, the Local Government Legislative Amendment (Rating and Other Matters) Act 2022 (the Act) came into effect on July 1, 2023. The new policy has been updated to include references to this new Act. It is important to note that Ministerial guidelines for implementing the new Act are currently under development, as such further amendments may need to be made to the policy in accordance with these guidelines.

Key changes introduced by the Act include:

- Granting the Minister authority, in consultation with the Essential Services Commission, to issue guidance to councils on how they should manage ratepayers experiencing financial hardship.
- Empowering the Minister, in collaboration with the Essential Services Commission, to set a maximum interest rate that can be applied to unpaid rates and charges, which was previously set at 10 percent.
- Imposing restrictions on councils' use of Magistrate's Court orders for the recovery of unpaid rates in cases where rates or charges have remained outstanding for two years or more.
- Formalising payment plans as an alternative to the existing four-installment system, allowing ratepayers to settle their outstanding rates and charges.

The Rates Payment and Collection Policy 2023 has subsequently been reviewed by the Audit and Risk Committee during an extraordinary meeting held on October 6, 2023 and is now presented to Council for consideration.

11.4.2 Council Policy Review: Draft Rates Payment and Collection Policy 2023 (cont.)

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR WEATHERALD

That Council:

- 1. Adopt the Rates Payment and Collection Policy 2023; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the policy.***

185-22/23 CARRIED

11.4.3 New Council Policy: Draft Rates Budgeting and Notice Issuing Policy 2023

Author: Chief Financial Officer

Responsible Director: Director People & Governance-Acting

EXECUTIVE SUMMARY

Council undertook a comprehensive evaluation of its rate structures and collection procedures in cooperation with its internal auditors. The internal auditors have recommended that Council prepare a new Policy to provide a clear framework for:

- the Annual rate setting process,
- the subsequent issuing of Notices, and
- internal controls in relation to that process.

The new Rates Budgeting and Notice Issuing Policy 2023 has been reviewed by the Audit and Risk Committee during an extraordinary meeting held on October 6, 2023 and is now presented to Council for consideration.

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

That Council:

- 1. Adopt the new Rates Budgeting and Notice Issuing Policy 2023; and***
- 2. Place the policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the policy.***

186-22/23 ***CARRIED***

11.4.4 Council Policy Review: Draft Information Security Policy 2023

Author: Manager Digital Innovation & Technology

Responsible Director: Director People & Governance

EXECUTIVE SUMMARY

Council has previously adopted the Information Security Policy in its current form. This policy ensures that Council systems are kept secure, and all data access is securely controlled.

This policy is now due for review which has now been undertaken by officers. Where possible, this policy continues to align with the ISO 27001:2015 standard for information security management systems to ensure current best practice approaches and methodologies. Only minor administrative changes to the policy, along with updating of Officer titles, have been made given that no issues or required changes have been identified since the policy's initial adoption.

Following review by the Audit and Risk Committee at an extraordinary meeting held on October 6, 2023, this report seeks Council adoption of the Information Security Policy 2023.

MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR DICKINSON

That Council:

- 1. Adopt the updated Information Security Policy 2023; and***
- 2. Place the policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of updated policy.***

187-22/23 **CARRIED**

11.4.5 Council Policy Review: Draft Councillor Expenses Policy 2023

Author: Specialist Governance Advisor

Responsible Director: Director People & Governance

EXECUTIVE SUMMARY

The Councillor Expenses Policy 2023 is presented to Council as a policy review.

Council has for some time had a policy around Councillor expenses. The introduction of a new Local Government Act in 2020 modified the requirements for the content of such a policy, resulting in the adoption of a new policy by Council in August 2020. That policy was subsequently reviewed and adopted in October 2022. This review has arisen out of documentation in the policy of Councillor entitlement to a Remote Travel Allowance.

There have been no legislative changes in relation to the requirements for a council expenses policy since the introduction of the new Act in 2020.

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

That Council:

- 1. Adopt the updated Councillor Expenses Policy 2023; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the updated policy.***

188-22/23 **CARRIED**

Cr Weatherald called for a divisionFor the Motion

Cr Raeburn
Cr Hayes-Burke
Cr Binks
Cr Binks (casting vote)

Against the Motion

Cr Weatherald
Cr Dickinson
Cr Murray

11.4.6 Council Policy Review: Draft Fraud and Corruption Policy and Control System Procedures 2023

Author: Specialist Governance Advisor

Responsible Director: Director People & Governance

EXECUTIVE SUMMARY

The Fraud and Corruption Policy and Control System Procedures 2023 is presented to Council as a scheduled policy review.

The purpose of the *Fraud and Corruption Policy and Control System Procedures* (the Fraud Policy) is to clearly articulate Council's commitment to a comprehensive and systematic approach to preventing, detecting and responding to fraud or corruption.

Fraud and corruption are criminal offences and are not tolerated at Council. An essential part of this commitment is the maintenance and monitoring of this policy that sets out the Council's position on suspected, alleged or detected fraud and corruption and on any attempt to gain financial or other benefits by deceit or dishonest conduct.

The Fraud Policy leads and complements Council's Fraud and Corruption Control System which outlines the Council's activities, structures and reporting requirements to prevent, detect and respond to fraud and corruption, and was prepared in the context of AS 8001:2021.

Following review by the Audit and Risk Committee at an extraordinary meeting held on October 6, 2023, this report seeks Council adoption of the Fraud and Corruption Policy and Control System Procedures.

MOVED: COUNCILLOR HAYES-BURKE

SECONDED: COUNCILLOR MURRAY

That Council:

- 1. Adopt the updated Fraud and Corruption Policy and Control System Procedures 2023; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the updated policy.***

189-22/23 ***CARRIED***

11.4.7 Council Policy Review : Draft Child Safe Policy 2023

Author: Manager People & Culture

Responsible Director: Acting Director People and Governance

EXECUTIVE SUMMARY

Council, at its Ordinary Meeting on 19 January 2021, adopted the Child Safe Policy. A comprehensive review of the Council's Child Safe Policy was due and has now been completed, including significant updates.

The policy aims to ensure that Council complies with the new eleven (11) child safe standards when providing services to or engaging with children and young people.

The policy, in addressing the child safe standards, which have been set out to ensure that the rights of children and young people are recognised, respected and defended, sets Council's expectation about child safe practices for all councillors, employees, volunteers, contractors and other individuals involved in Council.

The updated policy is recommended for Council adoption.

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

That Council:

- 1. Adopt the updated Child Safe Policy 2023; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the updated policy.***

190-22/23 ***CARRIED***

11.4.8 Council Policy Review: Draft Gifts, Benefits and Hospitality Policy 2023

Author: Specialist Governance Advisor

Responsible Director: Director People & Governance

EXECUTIVE SUMMARY

The Gifts, Benefits and Hospitality Policy 2023 is presented to Council as a scheduled policy review.

The policy provides for a high integrity and transparent approach by Councillors, members of Delegated Committees and officers for the acceptance, declaration and allocation of gifts, benefits and hospitality.

There are minimal changes of substance to the policy approved in 2020.

***MOVED: COUNCILLOR DICKINSON
SECONDED: COUNCILLOR RAEBURN***

Amendment:***That Council:***

- 1. Adopt the updated Gifts, Benefits and Hospitality Policy 2023; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's newspaper columns and social media pages informing the community about the adoption of the updated policy.***

191-22/23 ***CARRIED***

11.4.9 Council Policy Review: Investment and Cash Management Policy 2023

Author: Chief Financial Officer

Responsible Director: A/Director People & Governance

EXECUTIVE SUMMARY

At its Ordinary Meeting on 14 December 2021, the Council officially endorsed the *Investment and Cash Management Policy*. This policy is due for renewal after two years.

Council's cash holdings fluctuate during the year depending on factors such as timing of rate receipts and other income including grants, capital works programming as well as operational expenses. Council manages its cash flow to fund expenditure needs but also to invest funds to the greatest advantage.

There is a need for a policy to guide the investment of Council funds and to govern such investments taking into account factors such as:

- Rate of return
- Risk profile
- Compliance with legislative and other obligations
- Other objectives of Council.

The Investment and Cash Management Policy was last reviewed in 2021 and since then there have been no major changes which affect its operation. The only minor change is to add "Treasury Corporation of Victoria (TCV)" as an investment body for short term investment.

The updated policy underwent a thorough evaluation by the Audit and Risk Committee during an extraordinary meeting held on October 6, 2023.

The committee's recommendation was for the Council to acknowledge and formally adopt the revised policy.

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR WEATHERALD

That Council:

- 1. Adopt the updated Investment and Cash Management Policy 2023; and***
- 2. Place the policy on Council's website, along with the publication of a notice in Council's newspaper columns and social media pages informing the community about the adoption of the policy.***

192-22/23 **CARRIED**

11.4.10 S11 Instrument of Appointment and Authorisation Update

Author: Governance Officer

Responsible Director: A/Director People and 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 just the *Local Government Act 2020*.

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 MURRAY
SECONDED: COUNCILLOR HAYES-BURKE***

That Council:

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 27 June 2023 be revoked and replaced by the 17 October 2023 Instrument,***
- 3. The instrument be signed and sealed by Council under Strathbogie Shire Council Local Law No 1 Use of the Common Seal 2020, and***
- 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.***

193-22/23 **CARRIED**

11.4.11 Strathbogie Shire Council Audit and Risk Committee – Confirmed Minutes of the Ordinary Meeting held on 8 September 2023

Author: Coordinator Governance and Records Management

Responsible Director: A/Director People & Governance

EXECUTIVE SUMMARY

This report presents the confirmed minutes of the ordinary meeting of the Audit and Risk Committee held on 8 September 2023, and endorsed by the Audit and Risk Committee at its meeting held 6 October 2023.

The items considered by the Committee at the meeting were as follows:

Business

- Draft 2022-23 Annual Financial Statement Report
- Draft 2022-23 Performance Statement and Governance Management Checklist
- Draft Financial Management Letter
- Draft Closing Report to Audit and Risk Committee
- Appointment of Internal Auditor and Internal Audit Program – RSD Audit
- Local Government Industry Update Q4 – RSD Audit
- Audit and Risk Committee Independent Member Appointments
- Update on Nagambie Library
- Project CODI (Collaborative Digital Transformation Project) Update
- Review of Draft Governance Rules
- Procurement Policy Breach
- Update on Operation Sandon

Standing Reports

- Internal Audit Updates AFS
- Policy Review Update
- Strategic Risk Register Management Update
- Audit and Risk Committee 2023 Workplan update
- Protective Data Security Plan (PDSP) update
- Human Resources – Key Strategic Indicators
- Councillor Expenses
- CEO Purchasing Card
- Fraud and Risk Management
- Investment and Borrowings
- Item raised by Committee members
- Confidential briefing with Acting Director People and Governance

The confirmed minutes from the above meeting are presented for Council's noting.

MOVED: COUNCILLOR WEATHERALD
SECONDED: COUNCILLOR RAEBURN

That Council receive and note the Confirmed Minutes of the Strathbogie Shire Council Audit and Risk Committee meeting of 8 September 2023.

194-22/23 **CARRIED**

11.4.12 Strathbogie Shire Council Audit and Risk Committee Charter

Author: Governance Officer

Responsible Director: A/Director People & Governance

EXECUTIVE SUMMARY

Under section 54 (1) of *the Local Government Act 2020* Council must prepare and approve an Audit and Risk Committee Charter. The Strathbogie Shire Council Audit and Risk Committee reviewed and endorsed the Charter at the meeting held on 2 December 2022, and the Charter was adopted by Council in March 2023.

Following on from the review of Council's Governance Rules in July 2023 and the Audit and Risk Committee Strategic Workshop held in July 2023, several amendments to the Charter have been identified and it is recommended that they are incorporated into the Audit and Risk Committee Charter.

In summary, the amendments/additions to the Charter endorsed at the Strathbogie Shire Council Audit and Risk Committee meeting held on 6 October 2023, are listed below:

- Section 3.1 – Other Committee Attendees – an insertion clarifying the role of attendees at an Audit and Risk Committee meeting
- Section 3.2 – Term of Membership - clarifying the appointment of Councillors to the Audit and Risk Committee. This addition is a recommendation from Council adopted at its meeting held on 21 March 2023
- Section 7.5 Minutes and Agendas – an addition noting changes to order of business and based on updates in the draft Governance Rules
- Section 7.6 – Voting – an addition as recommended by the Audit and Risk Committee at its meeting on 2 July 2023
- Section 13 – Members – the addition of current membership and appointment term ends

Councillor representatives are required to be appointed by Council for the next twelve month period in accordance with the Charter; namely the Mayor and another Councillor as a permanent representative, with another Councillor nominated as a substitute should either permanent member be an apology for the meeting. These appointments will be made at the Statutory meeting to be held in November 2023.

MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR RAEBURN

That Council:

1. ***Endorse changes to the Strathbogie Shire Council Audit and Risk Committee Charter as recommended by the Strathbogie Shire Council Audit and Risk Committee at its meeting held on 6 October 2023;***

11.4.12 Strathbogie Shire Council Audit and Risk Committee Charter (cont.)

MOTION (cont.)

2. ***Makes the updated Charter available on the Audit and Risk Committee page on the Council's website, promoting its availability via its social media channels; and***
3. ***Notes the Councillor term ends and new Councillor appointments to be made at the Statutory meeting to be held in November 2023.***

195-22/23 **CARRIED**

11.5 GOVERNANCE AND CUSTOMER SERVICE

11.5.1 Updated Strathbogie Shire Council Governance Rules

Author: Specialist Governance Advisor

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

A requirement of the *Local Government Act 2020* (the Act) is the review of Council's Governance Rules one year before scheduled Victorian Council elections.

The Governance Rules contain:

- processes for Councillors, committee members and staff to declare conflicts of interest
- Council's Election (Caretaker) Period Policy
- processes for the election of Mayor and (if required) Deputy Mayor and Chairs of Delegated Committees or Community Asset Committees
- procedures for Council meetings, including the Audit and Risk Committee, any Delegated Committees and Community Asset Committees.

Councillors have participated in four internal workshops, with officers assisting, to review the Rules and public consultation has been undertaken.

Key proposed changes are:

- Revised conflict of interest Rules to reflect learnings from state-wide implementations and recommendations from the Independent Broad-based Anti-Corruption Agency (IBAC).
- Availability of Rules to address serious disruptions of Council Meetings
- Changes to standardise extraordinary meeting procedures
- Simplification of processes.

At the August Council Meeting, Council resolved to release the draft Strathbogie Shire Council Governance Rules for broad community consultation for a period of 28 days commencing on 16 August 2023. Two submissions were received during this period with a summary of the submissions detailed in the community engagement section of this report.

The Election (Caretaker) Period Policy is now incorporated in the Governance Rules and is no longer required as a separate policy.

MOVED: COUNCILLOR MURRAY

SECONDED: COUNCILLOR HAYES-BURKE

That Council:

- 1. Adopt the updated Strathbogie Shire Council Governance Rules;***
- 2. Retire the Council Election (Caretaker) Period Policy; and***

11.5.1 Updated Strathbogie Shire Council Governance Rules (cont.)

MOTION (cont.)

- 3. Authorise officers to place the updated Governance Rules on Council's website, along with the publication of a notice in Council's newspaper columns and social media pages informing the community about the adoption of the updated Governance Rules.**

196-22/23 **CARRIED**

11.5.2 Strathbogie Shire Council 2022/23 Annual Report

Author: Executive Manager Communications and Engagement

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Annual Report is a requirement under the Section 98 (1) of the Local Government Act 2020 (the Act).

The Annual Report must be presented to a Council meeting (open to the public) by 31 October 2023.

There is no longer a provision in the Act to submit the annual budget or annual report to the Minister for Local Government.

The Annual Report describes the organisation's performance over the 2022–23 financial year against the objectives of the Council Plan 2021-25 and Budget 2022–23. The report tells us where Council is doing well and where we can do better in helping the community realise its long-term goals.

***MOVED: COUNCILLOR WEATHERALD
SECONDED: COUNCILLOR MURRAY***

That Council endorse the Strathbogie Shire Council Annual Report 2022-2023 for the year ended 30 June 2023, as attached to this report, including the Financial Statements and Performance Statement, as certified by the Auditor General.

197-22/23 ***CARRIED***

11.5.3 Monthly Performance Report

The October 2023 Monthly Performance Report includes reports as follows:-

- Building Department – September 2023 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – September 2023
- Customer Enquiry Analysis Report – Report for September 2023
- Waste Management Reporting ~ Year to Date – September 2023
- Transfer Station Date - September 2023
- Actioning of Council Reports Resolutions – Council Meeting Tuesday 19 September 2023
- Outstanding Actions of Council Resolutions to September 30, 2023
- Review of Council Policies and Adoption of new Policies – September 2023
- Records of Informal Council Briefings / Meetings – 1 to 30 September 2023

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.

MOVED: COUNCILLOR HAYES-BURKE

SECONDED: COUNCILLOR RAEBURN

That the report be accepted.

198-22/23 ***CARRIED***

12. NOTICES OF MOTION

Nil

13. NOTICES OF RESCISSION

Nil

14. URGENT BUSINESS

Nil

15. CONFIDENTIAL BUSINESS

The Chief Executive Officer has declared the following item -

Council's Role in Waterways Management (Goulburn River from Hughes Creek to Goulburn Weir including Lake Nagambie)

to be Confidential in accordance with Section 66(2)(A) and Part 1, Section 3 Definitions of the Local Government Act 2020 -

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released

This ground has been applied to this matter as it relates to confidential negotiations (refer to the Confidential Business Certificate attached).

CLOSURE OF THE MEETING TO THE PUBLIC TO CONSIDER MATTERS DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, SECTION 3 DEFINITIONS OF THE LOCAL GOVERNMENT ACT 2020

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

That Council, in conformance with section 66(2)(a) and the definitions for confidential matters under Part 1, section 3 the Local Government Act 2020 (the Act), resolve to close the meeting to members of the public for the purpose of considering item/s relating to:-

Council's Role in Waterways Management (Goulburn River from Hughes Creek to Goulburn Weir, including Lake Nagambie)

199-22/23 ***CARRIED***

The public gallery was closed and livestreaming of the meeting to the public ceased at 8.03 pm

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

That Council reopen the meeting to the public.

201-22/23 **CARRIED**

The livestreaming of the meeting to the public recommenced at 8.38 pm

Confirmation of Confidential Business Decision/s

Confidential Business Decision/s

C.B. 1 Council's Role in Waterways Management (Goulburn River from Hughes Creek to Goulburn Weir including Lake Nagambie)

Statement from the Chair following consideration and determination of the above matter in camera –

Council has determined to provisionally continue the waterways management role in collaboration with an external funding partner. A media release and further details regarding this decision will be provided on or after 31 October 2023, pending successful negotiations that ensures the delivery of a cost neutral service model to Council and ratepayers.

NEXT MEETING

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday, November 21, 2023, at the Euroa Community Conference Centre, at 6pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.41 PM

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date