

**Strathbogie Shire Council**

# **Council Meeting Agenda**

**Tuesday 18 November 2025**

# Agenda

## Council Meeting

**Tuesday 18 November 2025 at 4:00 pm**

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

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

### **Councillors**

Cr Laura Binks  
Cr Greg Carlson  
Cr Claire Ewart-Kennedy  
Cr Vicki Halsall  
Cr Clark Holloway  
Cr Scott Jeffery  
Cr Fiona Stevens

### **Officers**

Rachelle Quattrocchi	Chief Executive Officer
Amanda Tingay	Director People and Governance
Oliver McNulty	Director Sustainable Infrastructure
Rachael Frampton	Director Community and Planning
Sharon Rainsbury	Executive Manager Communications, Advocacy and Customer Service
Kerry Lynch	Governance Officer

# Order of Business

- 1 Welcome .....5
- 2 Acknowledgement of Country .....5
- 3 Privacy Notice .....5
- 4 Governance Principles .....5
- 5 Apologies/Leave of Absence .....6
- 6 Disclosure of Conflicts of Interest .....6
- 7 Confirmation of Minutes/Decisions of Previous Meetings .....7
- 8 Petitions .....7
- 9 Mayor and Councillor Reports .....7
  - 9.1 Mayor's Report .....7
  - 9.2 Councillor Reports .....7
- 10 Public Question Time .....7
- 11 Officer Reports .....8
  - 11.1 Strategic and Statutory Planning .....8
    - 11.1.1 Quarterly Report - Statutory Planning .....8
  - 11.2 Community .....16
    - 11.2.1 Domestic Animal Management Plan 2025-29 .....16
    - 11.2.2 Variations and Grants awarded under Delegation - October .....62
  - 11.3 Infrastructure .....66
    - 11.3.1 Contract 25/26-19 2025-2026 Roads Reseal Program .....66
    - 11.3.2 Contract 25/26-15 Roads Rehabilitation Program 2025-2026 .....74
    - 11.3.3 Contract 25/26-26 - Strathbogie Road Safety Improvements - Harrys Creek, Longwood Ruffy and Euroa Strathbogie Roads .....81
    - 11.3.4 Quarterly Report - Capital Works .....89
  - 11.4 Corporate .....115
    - 11.4.1 Audit and Risk Committee - Appointment of Independent Community Representative .....115
    - 11.4.2 Quarterly Report - Financial Report September 2025 .....119
    - 11.4.3 Record of Informal Meeting of Councillors October 2025 .....130
  - 11.5 Communications, Engagement and Advocacy .....136
    - 11.5.1 Quarterly Report - Customer Service .....136
- 12 Notice of Motion .....146
- 13 Notice of Rescission .....147
- 14 Confidential Business .....148
- 15 Urgent Business .....149

---

17 Next Meeting .....149

# Meeting Procedure

## 1 Welcome

### Councillors Vision

We will be a Councillor group that delivers valuable outcomes for our community through teamwork characterised by:

- respectful debate
- collaboration, and
- the commitment to being inclusive and transparent.

### Councillor Values

- Respect
- Integrity
- Accountability
- Transparency
- Responsiveness

## 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 is being streamed live via our website ([Council Meetings and Minutes | Strathbogie Shire](#)) and 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 this Agenda give 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 are 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**

**6 Disclosure of Conflicts of Interest**

## 7 Confirmation of Minutes/Decisions of Previous Meetings

The minutes have been circulated to Councillors and posted on Council's website [Council Meetings and Minutes | Strathbogie Shire](#) pending confirmation at this meeting.

### RECOMMENDATION

**That the Minutes of the Council Meeting held on 21 October 2025 be confirmed as a true and accurate record of the meeting.**

## 8 Petitions

Nil

## 9 Mayor and Councillor Reports

### 9.1 Mayor's Report

### 9.2 Councillor Reports

## 10 Public Question Time

### Public Question Time

Questions for the Ordinary Council Meeting can be submitted to be read, and responded to, by the Chair, or a member of Council staff nominated by the Chair, during the Public Question Time. Questions must be submitted 30 hours prior to the Council meeting, by emailing [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au).

Public Question Time will be conducted as per Rule 35 of Strathbogie Shire Council's Governance Rules. The required [form](#) for completion and lodgement, and associated [Procedural Guidelines](#), can be found on Council's website at [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au).

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

## 11 Officer Reports

### 11.1 Strategic and Statutory Planning

#### 11.1.1 Quarterly Report - Statutory Planning

**AUTHOR** Manager Planning and Investment

**RESPONSIBLE DIRECTOR** Director Community and Planning

#### EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (attachment one) and Planning Applications Determined (attachment two) for the period July 2025 to September 2025 (Quarter 3 2025). The latest available Planning Permit Activity Performance (PPARS) figures are also attached (attachment three) for this period.

The contents of this report are provided for information purposes only, the listing of current planning applications on public display can be found on Council's website.

It is noted that there were twenty-six (26) new planning applications received, and thirty-one (31) planning applications decided on during the reporting period. In addition to the applications determined, three (3) applications were withdrawn during the reporting period, and for a further three (3) applications it was determined that a planning permit was not required.

While the PPARS figures in attachment three indicate that thirty (30) applications were determined during the period, Greenlight, Councils Planning Permit system, indicates Council made decisions on thirty-one (31) applications, as detailed in Attachment Two. Throughout this time period, officers have been working with representatives of the State Government to fix the integration issue identified between the two systems that is causing this inconsistency in reporting on the Statewide platform.

#### RECOMMENDATION

##### That Council:

1. Receive the report
2. Note that there were twenty-six (26) new planning applications received, and thirty-one (31) planning applications decided on during the period of July 2025 to September 2025.

#### PURPOSE AND BACKGROUND

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

#### ISSUES, OPTIONS AND DISCUSSION

Council is a Responsible Authority under the *Planning and Environment Act 1987* (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and,

amongst other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of Council, Council officers determine some matters.

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

**COMMUNITY ENGAGEMENT**

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

**RISK CONSIDERATIONS**

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Failure to notify Council of a planning permit application of significant public interest or that is controversial in nature.	Possible	Moderate	Low	Regular reporting on planning permit applications received and decided.

**CONFLICT OF INTEREST DECLARATION**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

**TRANSPARENCY**

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

**CONCLUSION**

This report is provided for Council to note the current planning permit application activity for the period July 2025 to September 2025.

**ATTACHMENTS**

- Attachment 1:** Planning Applications Received
- Attachment 2:** Planning Applications Determined
- Attachment 3:** Planning Permit Activity Performance Figures

**Attachment 1: Planning Applications Received Q3 2025**

Application No	Description	Property	Cost of Development
P2021-144- 1	Two (2) Lot Subdivision	5 Lewis Street Euroa VIC 3666	\$0
P2025-056	Development of land for a storage shed	667 Euroa-Mansfield Road Euroa VIC 3666	\$50,000
P2025-057	Development of land for a storage shed	65 Dykes Road Marraweeney VIC 3669	\$26,530
P2024-104-1	Subdivision of land into 7 lots; construction of a warehouse on each of the lots 2, 3 and 4; reduction in car parking	22 Frost Street Euroa VIC 3666	\$950,000
P2025-058	Two (2) Lot Subdivision (house lot excision)	1554 Merton-Strathbogie Road Strathbogie VIC 3666	\$0
P2025-059	Construction of a shed	97 Kellys Lane Creightons Creek 3666	\$53,039
P2025-060	Use and development of land for a Gyroplane Demonstration and Training Facility (hangar, airstrip); Use and development of land for a dwelling; Two lot subdivision (dwelling excision)	5 Odea's Road Wahring VIC 3608	\$550,000
P2020-056-1	Staged sixteen (16) Lot Subdivision; Amend permit conditions to reflect the staging; Amend the plans for endorsement	20-24 Vale Street Nagambie VIC 3608	\$0
P2025-062	Two (2) Lot Re-Subdivision, Boundary Realignment	10 and 12 River Street Nagambie VIC 3608 Australia	\$0
P2025-061	Development of land for a dwelling	Bunganail Road Wahring VIC 3608	\$500,000
P2025-063	Two (2) Lot Subdivision	387 High Street Nagambie VIC 3608	\$0
P2023-098-1	Use and Development of Land for a Dwelling	230 Dorset Hill Road Earlston VIC 3669	\$0
P2025-064	Alterations and additions to existing aged care facility	22 Church Street Nagambie VIC 3608	\$1,008,474
P2024-099-1	Development of land for the construction of two farm sheds, two storage sheds (shipping containers) and associated earthworks	2 Millards Lane Euroa VIC 3666	\$93,375
P2025-066	Development of land for a dwelling and swimming pool	Lot 5/106 Horseshoe Bend Lane Euroa VIC 3666	\$1,500,000

<b>P2025-067</b>	Development of land for re subdivision into 2 lots	3-9 Kirkland Avenue Euroa VIC 3666	\$0
<b>P2025-068</b>	Development of land for a farm shed	824 Longwood-Mansfield Road Creightons Creek VIC 3666	\$23,630
<b>P2025-069</b>	Development of land for a two (2) lot subdivision	124 Kennedy Street Euroa VIC 3666	\$0
<b>P2025-072</b>	Use and development of land for a jetty	8 Mcleod Street Kirwans Bridge VIC 3608	\$34,000
<b>P2025-073</b>	Twenty (20) lot subdivision with common property; Removal of native vegetation	21 and 23 Racecourse Road Nagambie VIC 3608	\$2,500,000
<b>V2025-010</b>	Construction of a Cattle Yard Cover	42 Marie Street Locksley 3665	\$191,587
<b>V2025-011</b>	Construction of a farm shed	54 Depot Road Baddaginnie 3670	\$100,000
<b>V2025-012</b>	Construction of a storage shed	97 Kellys Lane Creightons Creek 3666	\$53,039
<b>V2025-013</b>	Development of land for a hay shed	493 Selectors Road Mangalore VIC 3663	\$100,089
<b>V2025-014</b>	Development of land for a farm shed	Faithfull Road Longwood East 3666	\$29,077
<b>V2025-015</b>	Development of land for an outbuilding associated with a dwelling	262 High Street Nagambie VIC 3608	\$100,000

**Attachment 2: Planning Applications Determined Q3 2025**

Date of Decision	Application No	Description	Property	Decision	Cost of Development
25-08-2025	P2024-116	Development of land for a second dwelling; Boundary realignment	14 Main Street Strathbogie VIC 3666	Refusal issued	\$200,000
25-07-2025	P2024-127	Development of land for a re subdivision of four lots to two lots	799 Killeens Hill Road Gooram VIC 3666	Permit issued	\$0
29-08-2025	P2025-002	Development of land for a dwelling	29 Spring Creek Road Strathbogie Vic 3666	Permit issued	\$450,000
06-08-2025	P2025-008	Development of land for a small second dwelling and farm shed	341 Galls Gap Road Gooram VIC 3666	Permit issued	\$35,000
04-07-2025	P2025-016	Resubdivision of Three Lots to Two Lots resulting in a house lot excision	290 Ankers Road Creek Junction VIC 3669	Permit issued	\$0
04-07-2025	P2025-026	Two lot subdivision	3 Laurie Crescent Nagambie VIC 3608	Permit issued	\$920,000
04-07-2025	P2025-032	Development of land for the construction of a dwelling	132-142 Boundary Road North Euroa VIC 3666	Permit issued	\$350,000
08-07-2025	P2025-031	Development of land for a second small dwelling	18 Charman Avenue Euroa VIC 3666	Permit issued	\$9,800
25-07-2025	P2025-038	Four (4) lot subdivision	36 Spring Creek Road Strathbogie VIC 3666	Permit issued	\$0
01-07-2025	P2025-040	Use and development of land for an outdoor recreation facility	41 Glencairn Lane Nagambie VIC 3608	Permit issued	\$200,000
18-07-2025	P2025-042	Use and development of land for a dwelling	2/58 Blayney Lane Nagambie VIC 3608	Permit issued	\$850,000

20-08-2025	P2025-045	Use and development of land for a store	72 Maxfield Street Longwood VIC 3665	Permit issued	\$20,000
15-08-2025	P2025-046	Realignment of boundaries to create two lots	6-8 Kirkland Avenue Euroa VIC 3666	Permit issued	\$0
15-08-2025	P2025-047	Display of internally illuminated business identification signage	301 High Street Nagambie VIC 3608	Permit issued	\$25,000
10-09-2025	P2025-051	Development of land for two agricultural sheds, two water tanks and the installation of a swimming pool	641 Wattlevale Road Mitchellstown VIC 3608	Permit issued	\$90,000
11-08-2025	P2025-054	Boundary Realignment	13-15 Kirkland Avenue Euroa VIC 3666	Permit issued	\$0
13-08-2025	P2025-055	Buildings and Works to Construct a Replacement Dwelling	43 Taylor Drive Miepoll VIC 3666	Permit issued	\$500,000
12-09-2025	P2021-144- 1	Two (2) Lot Subdivision	5 Lewis Street Euroa VIC 3666	Permit issued	\$0
22-08-2025	P2025-056	Development of land for a storage shed	667 Euroa-Mansfield Road Euroa VIC 3666	Permit issued	\$50,000
18-09-2025	P2024-104-1	Subdivision of land into 7 lots; construction of a warehouse on each of the lots 2, 3 and 4; reduction in car parking	22 Frost Street Euroa VIC 3666	Permit issued	\$950,000
25-08-2025	P2025-057	Development of land for a storage shed	65 Dykes Road Marraweeney VIC 3669	Permit issued	\$26,530
04-08-2025	P2025-062	Two (2) Lot Re-Subdivision, Boundary Realignment	10 and 12 River Street Nagambie VIC 3608	Permit issued	\$0
12-09-2025	P2023-098-1	Use and Development of Land for a Dwelling	230 Dorset Hill Road Earlston VIC 3669	Permit issued	\$0
22-08-2025	P2024-099-1	Development of land for the construction of two farm sheds, two storage sheds (shipping containers) and associated earthworks	2 Millards Lane Euroa VIC 3666	Permit issued	\$93,375

10-09-2025	P2025-068	Development of land for a farm shed	824 Longwood-Mansfield Road Creightons Creek VIC 3666	Permit issued	\$23,630
17-07-2025	V2025-010	Construction of a Cattle Yard Cover	42 Marie Street Locksley 3665	Permit issued	\$191,587
21-07-2025	V2025-011	Construction of a farm shed	54 Depot Road Baddaginnie 3670	Permit issued	\$100,000
24-07-2025	V2025-012	Construction of a storage shed	97 Kellys Lane Creightons Creek 3666	Permit issued	\$53,039
08-08-2025	V2025-013	Development of land for a hay shed	493 Selectors Road Mangalore VIC 3663	Permit issued	\$100,089
29-08-2025	V2025-014	Development of land for a farm shed	Faithfull Road Longwood East 3666	Permit issued	\$29,077
18-09-2025	V2025-015	Development of land for an outbuilding associated with a dwelling	262 High Street Nagambie VIC 3608	Permit issued	\$100,000

### Number of applications



**Applications received**  
 The number of applications received. This gives an indication of the pipeline of Planning applications and workload for responsible authorities (RA) along with supporting a comparison to the number determined or approved. This has been broken down into application type to demonstrate the proportion of new applications compared to amendments.

**26**

**Responsible authority (RA) outcome**  
 The number of applications with an outcome from the responsible authority, this includes any outcome which removes it from RA processing. This supports insight into the workload and delivery from RAs. This has been broken down into application type to demonstrate the proportion of new applications compared to amendments.

**30**

**Final outcome**  
 The number of applications completed which includes outcomes from either the RA or through appeal where relevant, final outcomes are either 'Permit issued' or 'No permit issued'. Tracking the number of permits issued helps predict industry activity and potential impact to the economy. Other key stats below including 'Estimated cost of works', 'New dwellings' and 'New lots' all display statistics where the final outcome is permit issued

**30**

Final outcome	Amount
Permit issued	29
No permit issued	1

Permit issued	Amount
New application	26
Amended permit application	3

### Processing timeframes

**Within timeframe (All applications)**

**73.33%**

22 of 30 applications have been processed within timeframe

**Within timeframe (Standard applications)**

**66.67%**

16 of 24 applications have been processed within timeframe

**Within timeframe (VicSmart applications)**

**100.00%**

6 of 6 applications have been processed within timeframe

**Processing days to responsible authority (RA) outcome**

**All applications**  
 Average: 64.73 days  
 Median: 57.5 days

**Standard Application**  
 Average: 79.42 days  
 Median: 72.5 days

**VicSmart Application**  
 Average: 6.00 days  
 Median: 4.0 days

**Processing days to final outcome**

**All applications**  
 Average: 64.73 days  
 Median: 57.5 days

**Standard Application**  
 Average: 79.42 days  
 Median: 72.50 days

**VicSmart Application**  
 Average: 6.00 days  
 Median: 4.00 days

## 11.2 Community

### 11.2.1 Domestic Animal Management Plan 2025-29

**AUTHOR** Manager Community Safety

**RESPONSIBLE DIRECTOR** Director Community and Planning

#### EXECUTIVE SUMMARY

In accordance with the *Domestic Animals Act 1994*, all Victorian councils are required to prepare and implement a Domestic Animal Management Plan (DAMP) every four years, with the aim of promoting responsible pet ownership and ensuring the welfare of animals within the municipality. Councils must also review the plan annually and submit the updated plan to the Secretary of the Department of Energy, Environment and Climate Action by 4 December every year.

This draft Plan has been developed in consultation with the community and key stakeholders, reflecting shared priorities, local challenges, and opportunities for improvement. It outlines a clear vision for domestic animal management across the municipality and provides a strategic framework to guide Council's approach to animal registration, compliance, community education, animal welfare, and the operation of pound and shelter services.

The Plan seeks to balance community safety, animal welfare, and responsible pet ownership through proactive education, evidence-based policy, and strong partnerships with veterinarians, animal rescue organisations, and the broader community. It sets measurable objectives and actions to support Council's continued leadership in the effective management of domestic animals.

This report seeks Council's adoption of the Domestic Animal Management Plan 2025-2029.

#### RECOMMENDATION

##### That Council:

1. **Adopt the Domestic Animal Management Plan 2025-2029**
2. **Note the Domestic Animal Management Plan 2025-2029 Engagement Report October 2025**
3. **Place the Domestic Animal Management Plan 2025-2029 on Council's website.**

#### PURPOSE AND BACKGROUND

The purpose of this report is to present Council with the Domestic Animal Management Plan 2026-29 (DAMP) for consideration and adoption.

In accordance with the *Domestic Animals Act 1994* (Act), councils are legally required to prepare and implement a Domestic Animal Management Plan every four years. This plan provides a structured approach to managing domestic animals within the municipality, aiming to support responsible pet ownership, safeguard animal welfare, and minimise the impact of nuisance animals on the community and environment. The current plan will expire in 2025, and

a new version must be submitted to the relevant Secretary of the Department of Energy, Environment and Climate Action by 4 December 2025.

As outlined in the Act, the DAMP must address the following elements:

- Evaluation methods for animal control services
- Training programs for authorised animal management officers
- Planned programs, services, and strategies for animal management
- Review of existing Council orders and consideration of new ones
- Inclusion of any additional relevant matters
- Ongoing evaluation of all implemented initiatives.

The draft DAMP (Attachment 1) has been developed incorporating input from community members, key stakeholders, research, and comparisons with other councils. The Plan aims to reflect community expectations and local priorities received through stage one Community Consultation, while maintaining compliance with statutory obligations under the Act.

## **ISSUES, OPTIONS AND DISCUSSION**

Stage two consultation on the draft Domestic Animal Management Plan 2025–2029 ran from 17 September 2025 to 19 October 2025 and received six submissions.

Stage two Community Consultation indicated strong support for improved animal management, particularly through cat containment measures such as 24-hour curfews, desexing programs, and feral cat control.

Residents also raised concerns about dangerous dogs, barking complaints, and animal welfare standards, calling for better enforcement, education, and community-led initiatives to ensure effective implementation.

A copy of the Domestic Animal Management Plan 2025-2029 *Engagement Report October 2025* is attached (attachment two). This Report provides a comprehensive overview of stage one and stage two consultation. The stage two section includes excerpts from the submissions, along with Officer commentary and related actions.

The DAMP identifies nine focus areas, these include:

1. A skilled and capable workforce
2. Promoting registration and identification
3. Promoting and encouraging responsible pet ownership of dogs and cats
4. Minimising the potential for nuisance dogs and cats
5. Minimising dog attacks
6. Managing over population and reducing euthanasia rates
7. Working with domestic animal business
8. Managing dangerous, menacing and restricted dog breeds
9. Monitoring, reporting and continuous improvement

The Plan identifies actions associated with each focus area including detailed measures and timeframes/ frequency for each action. The Plan also details the annual review methodology and reporting requirements of the Plan.

A copy of the adopted Plan is required to be submitted to the relevant Secretary of the Department of Energy, Environment and Climate Action by 4 December 2025.

## COMMUNITY ENGAGEMENT

All consultation associated with the draft plan was undertaken in accordance with Council’s Community Engagement Policy.

The draft Plan considers and was informed by the Domestic Animal Management Plan 2025-2029 *Engagement Report October 2025* (attachment two). This report details the findings from stage one and stage two community consultation.

Engagement was set at the ‘Consult’ level of the International Association for Public Participation (IAP2) Spectrum of Public Participation.

The Domestic Animal Management Plan 2025-2029 was made available for consultation for a four-week period, opening on 17 September 2025 and closing on 19 October 2025. This included website, social media and newspaper notice.

Online feedback was received via Share Strathbogie, and hard copy responses were accepted via mail, email or hand delivered to customer service centres in Euroa and Nagambie. A hard copy draft Plan was also available at the Euroa and Nagambie Customer Service Centre’s for viewing.

Targeted email communications were also sent to encourage feedback from individual community members, community groups and stakeholders on Council’s community distribution lists.

## POLICY CONSIDERATIONS

### Council Plan

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

- Objective One: Connect
- Objective Three: Deliver

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

This report is aligned with the following legislation, council policies and key strategic documents:

- *Domestic Animal Act 1994*
- Community Local Law 2

## RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Community and Stakeholders don’t feel heard throughout the project.	Possible	Moderate	Medium	A two stage consultation approach providing multiple opportunities for community input.

## **LEGAL CONSIDERATIONS**

All Councils are required to develop a Domestic Animal Management Plan in accordance with section 68A of the *Domestic Animal Act 1994*. Section 68A(2) sets out the requirements for a Domestic Animal Management Plan.

## **CONFLICT OF INTEREST DECLARATION**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

## **TRANSPARENCY**

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

## **FINANCIAL VIABILITY CONSIDERATIONS**

Proposed actions in the draft DAMP are subject to Council's annual budget process. Year one actions can be delivered within the existing 2025–26 Community Safety operating budget.

### **Social**

The draft DAMP aims to strike the right balance and seek positive social outcomes for both pet owners and non-pet owners. Council is committed to providing high quality, responsive and effective services to meet the community's needs.

Pet owners and the broader community look to Council for guidance and support to assist them by providing a balanced approach to safe, well maintained open spaces for animals to exercise, play and be trained. These public places should also be available to the community to enjoy, without fear of attack, or injury.

Council maintains registration systems for cats and dogs, provides community education on responsible pet ownership, and facilitates the collection of lost pets whilst balancing the needs of the greater community.

Responsible pet ownership contributes to community safety by reducing dog attacks and safe management of dangerous and restricted dog breeds.

### **Environmental**

The DAMP actions are anticipated to have positive impacts on the environment by facilitating responsible pet ownership, thereby protecting the cleanliness, safety and amenity of the municipality.

## **HUMAN RIGHTS CONSIDERATIONS**

There are no significant human rights implications arising from this report.

## **CONCLUSION**

Following a comprehensive community engagement process, the draft Domestic Animal Management Plan 2025-2029 is presented to Council for adoption.

## **ATTACHMENTS**

1. 20250729 Domestic Animal Management Plan 2025-2029 Current
2. 20251016 Domestic Animal Management Engagement Report Stage 1 and 2

# **Strathbogie Shire Council Domestic Animal Management Plan 2025-2029**



*Strathbogie*  
SHIRE COUNCIL

## Acknowledgement of Country

Strathbogie Shire Council acknowledges the Taungurung and Yorta Yorta people as the Traditional Owners of the lands and waterways in the area now known as Strathbogie Shire.

We pay our respect to their rich cultures and to Elders, past and present, as well as other First Nations people who live, work and play in the area.

<b>Document ID</b>	SSCEDOC- 1698547927-89
<b>Current review</b>	December 2025
<b>Adopted by Council</b>	18 November 2025
<b>Next review</b>	December 2029
<b>Responsible Officer</b>	Director Community and Planning

# Contents

- Contents .....3**
- Overview of the Domestic Animal Management Plan 2025-29 .....4**
- Domestic Animal Ownership in Strathbogie Shire .....5**
- About our Domestic Animal Management Plan .....6**
- Process Applied in Developing the Plan .....7**
- About the Shire of Strathbogie .....8**
- Current Programs in Place.....9**
- Focus Areas .....9**
- FOCUS 1 – A Skilled and Capable Workforce .....9**
  - 1.1 Training Authorised Officers .....10
  - 1.2 Additional Qualifications and Training for Authorised Officers.....10
- FOCUS 2 – Promoting Registration and Identification .....12**
  - 2.1 Our Plan to Improve Registration and Identification .....12
- FOCUS 3 – Promoting and Encouraging Responsible Pet Ownership of Dogs and Cats ..13**
  - 3.1 Our Plan to Promote Responsible Pet Ownership.....13
- FOCUS 4 – Minimising The Potential for Nuisance Dogs and Cats .....15**
  - 4.1 Nuisance Noise Complaints.....15
  - 4.2 Encourage Owners to Pick Up Their Dog’s Litter .....15
  - 4.3 Dogs Off Lead and at Large in the Community .....16
  - 4.4 Nuisance Cat Complaints .....16
- FOCUS 5 – Minimising Dogs Attacks .....17**
- FOCUS 6 – Managing Over Population and Reducing Euthanasia Rates .....17**
  - 6.1 Excess animal permits.....17
  - 6.2 Reduce Overpopulation .....19
  - 6.3 Reduce High Euthanasia Rates.....19
- FOCUS 7 – Working with Domestic Animal Businesses .....21**
  - 7.1 Domestic Animal Businesses .....21
- FOCUS 8 – Managing Dangerous, Menacing and Restricted Dog Breeds .....22**
  - 8.1 Helping Reduce/Control Dangerous, Menacing and Restricted Breed Dogs .....23
- FOCUS 9 – Monitoring, Reporting and Continuous Improvement .....24**
  - 9.1 Monitoring, Review and Continuous Improvement .....24
- Conclusion .....25**
- Acknowledgements .....25**
- Tracking Our Progress .....25**
- Contact Strathbogie Shire Council .....26**

## Overview of the Domestic Animal Management Plan 2025-29

Under the provisions of the [Domestic Animals Act 1994](#) all councils in Victoria must develop a domestic animal management plan which is renewed every four years.

This plan outlines the council's:

- services
- programs and policies established to address the administration of the Act
- management of dog and cat issues in their community.

Councils are responsible for developing a domestic animal management plan which:

- promotes responsible pet ownership and the welfare of dogs and cats in the community
- protects the community and the environment from nuisance dogs and cats
- identifies a method to evaluate whether the animal management services provided by them are adequate
- outlines the training programs for their Authorised Officers to ensure these Officers are capable in administering and enforcing the provisions of the Act.

The plan provides information on the daily operation of the Council, the current programs Council has in place and the policies the Council has adopted for the following standards of animal management to:

- promote and encourage the responsible ownership of dogs and cats
- ensure that people comply with this Act, the regulations and any related legislation
- minimise the risk of attacks by dogs on people and animals
- address any over-population and high euthanasia rates for dogs and cats
- encourage the registration and identification of dogs and cats
- minimise the potential for dogs and cats to create a nuisance
- effectively identify all dangerous dogs, menacing dogs and restricted breed dogs in that district and to ensure that those dogs are kept in compliance with the Act and the Regulations.

The plan identifies the current local laws and Orders made under the Act and reviews them for effectiveness.

The council must identify any other specific domestic animal management issues within the local area.

Council reviews the plan annually and publishes an evaluation of the implementation of their plan in the Council's annual report.

The plan, including new initiatives, is required to be fully reviewed every four years.

## Domestic Animal Ownership in Strathbogie Shire

Strathbogie Shire Council can see the popularity of dogs and cat as pets through the number of animal registrations council processes each year. As shown in Table 1, dog registration has increased by 25.83%, and cat registrations have grown by 34.43% between 2024 and 2025.

Table 1: Number of animal registrations in Strathbogie Shire.

Type of Animal	2024	2025	Change (%)
Dog	1947	2450	25.83%
Cat	427	574	34.43%

The increase in cat registrations may be attributable to council's previous DAMP initiatives to promote responsible pet ownerships that targeted unregistered cats and nuisance cats which included:

- Promoting and communicating responsible pet ownership
- Increase in cat trappings by the compliance team
- All animals reunited with owners or adopted out of the pound having to be microchipped and registered before leaving the premises, and in line with the Act.

## About our Domestic Animal Management Plan

Pets play an important role in the lives of many Strathbogie Shire residents. Our most recent animal registration data shows a total of 2450 dogs and 574 cats are actively registered in the Strathbogie Shire as of August 2025.

It is important that Strathbogie Shire Council's DAMP addresses the needs of our many pet owners, while also promoting responsible pet ownership and effectively managing the potential for domestic animals to have a negative impact on public amenities, our neighbours, and the environment.

Council reviews these activities annually and reports on our performance to the Victorian Government Department of Jobs, Precincts and Regions.

*Table 2: Domestic Animal Management Services Provided by Council 2024-2025*

<b>Animal Registrations</b>	<b>Service Level or Measure</b>
Dog registrations	2450
Cat registrations	574
Domestic Animal Businesses in Strathbogie	2
<b>Animals Brought into the Euroa Pound by Authorised Officers</b>	
Dogs impounded	47
Dogs reunited with owner/ adopted	41
Cats impounded	112
Cats reunited with owner/ adopted	13
<b>Customer Requests Responded to</b>	
Dogs at large/ stray dogs collected	137
Dog attacks	12
Dogs rushing/ menacing	8
Dog barking complaints	38
Nuisance cats	17
Cats trapped/ contained for collection by Authorised Officer	110

## Process Applied in Developing the Plan

The Strathbogie Shires DAMP has been developed in consultation with councils Community Safety team, relevant internal departments, stakeholders and most importantly the community.

Key steps in the development include:

### Engagement Stage 1

- An online survey seeking feedback on animal management was made available via Strathbogie Shire council website - Share Strathbogie: Have your say [Home | Share Strathbogie](#)
- Community consultation
- Stakeholder consultation
- 'Meet the Local Laws Team': A series of six pop-ups in various locations across the municipality.

### Engagement Stage 2

Draft Domestic Animal Management Plan was provided to the Community for consultation and feedback. The draft DAMP was made available to the community between 19 September - 17 October 2025. Comments received during this period were also considered in the preparation of the draft DAMP.

The plan outlines the following areas of focus:

- A skilled and capable workforce
- Promoting registration and identification
- Promoting and encouraging responsible pet ownership of dogs and cats
- Minimising the potential for nuisance dogs and cats
- Minimising dog attacks
- Managing overpopulation and reducing euthanasia rates
- Working with domestic animal businesses
- Managing dangerous, menacing and restricted dog breeds
- Monitoring, reporting and continuous improvement.

## About the Shire of Strathbogie

The Shire of Strathbogie spans an area of just over 3303 km<sup>2</sup> in the northeastern region of Victoria.



There is a diverse mix of housing types across these towns, from residential, rural residential and farming properties.

## Current Programs in Place

The following table 3 provides a summary of Domestic Animal Management Programs and services provided by Strathbogie Shire Council.

Table 3: Strathbogie Shire Council DAMP Programs

Program	Service Provided
Registration and identification	New registrations are processed within one business day of the application being received Annual pet registration renewal notices mailed out Online application for new registrations in addition to hardcopy's as well Tags sent out with new registration. New tags about to be purchased if old tag is lost
After hours service	Emergency response 24/7 Authorised officers are on call for: <ul style="list-style-type: none"> <li>• dog attacks</li> <li>• to assist Victoria police if they need help with animals</li> </ul>
Dog attacks	Authorised officers are on call 24/7 for all emergency or dangerous situations. They aim to assist the community as soon as possible.
Wandering cat complaints	Authorised officers will respond to reports of Cats wandering within two business days of report being received Community members can hire council cat traps and return trapped cats to Authorised Officers during business hours.
Animal nuisance complaints	Authorised officers will respond to complaints within two business days. Regarding barking dogs - officers will contact complainant to gather all details and then contact owner of dog and discuss and provide education/ guidance to reduce barking. Officers will then follow up with complainant two weeks after for an update. If not resolved complainant will need to keep a barking dog diary and further action may need to be taken. Other animal nuisance complaints will be followed up with authorised officers and they can assist with cat trapping for nuisance cats
Municipal animal pound	Strathbogie Shire pound (council owned and operated) is able to hold dogs and livestock All impounded animals are registered, microchipped, desexed and given parasite prevention before being released.
Animal welfare matters	Refers all animal welfare/ cruelty cases to RSPCA
Domestic Animal Business registration	New DAB application processed and inspected annually
Declared dogs	Annual inspection of properties and enclosure of declared dogs Check registrations at renewal time, 10 April

## Focus Areas

### FOCUS 1 – A Skilled and Capable Workforce

Strathbogie Shire Council's Compliance team are a part of the Community Safety team. The team consist of a Manager of Community Safety, two full time Compliance Officers, one Community Safety Support Officer and two Administration Support Officers.

As well as animal management the Compliance officers are responsible for investigation and enforcement in several different areas. This includes parking enforcement, planning enforcement, local laws and fire prevention.

An after-hours emergency service is provided by rostered Authorised Officers.

The compliance team are responsible for providing animal management service which includes:

- Domestic animal registrations
- Responding to livestock out on roads
- Impounding domestic animals
- Rehoming surrendered and unclaimed stray animals
- Investigating nuisance complaints e.g. Barking dogs
- Investigating dog attacks
- Wandering dogs and cats
- Promoting responsible pet ownership
- Referring animal welfare cases to RSPCA
- Inspecting premises for both Domestic Animal Business and Excess Animal permits.
- After-hours services

#### 1.1 Training Authorised Officers

Action	Measure	Timeframe / Frequency
A. Induction training for new staff. <ul style="list-style-type: none"> <li>• Including induction of all relevant programs/systems and familiarisation of animal management tasks</li> </ul>	Staff training register	Year 1
B. OH&S, customer service training, conflict resolution and dealing with difficult customers/ situations training	All staff to attend training if required which is determined through reviews	Year 1
C. Maintain an accurate staff training register	Register maintained	Annually
D. Develop training programs for staff such as staff attendance at industry related seminars such as RSPCA training, Animal Welfare Victoria training and animal specific training as the opportunity arises	Attend identified training and register updated	Annually
E. Complete nationally accredited first aid and CPR training	Complete required training and register updated	As required
F. Attend Australian institute of Animal Management Conference in line with the register and agreed staff development program, subject to budget available	Attend conference and update Register	Biannually

G. Continue to review and update animal management processes	Process continually updated and reviewed	Annually
--	--	----------

**1.2 Additional Qualifications and Training for Authorised Officers**

Qualification/Training	Frequency
Certification IV in Government Investigations or equivalent	Upon appointment or begin within 12 months
Certificate IV in Animal Control and Regulation	As required
Animal handling Behaviour and Animal Assessment	As required
Customer service/ OH&S training	As required
Breed identification (restricted)	As required

Council aims to ensure all Compliance Officers have the knowledge and skills to carry out their work safely for the officers, animals and community members.

## FOCUS 2 – Promoting Registration and Identification

The *Domestic Animals Act 1994* requires all dogs and cats to be registered with Council after three months of age. The first 12 months of the animal's life is registered for free with Strathbogie Shire Council. After 12 months of age there is an annual renewal on 10<sup>th</sup> of April, this is also stipulated by the Act.

All animals registered must be microchipped and are provided with a council identified tag that is to be worn on the pets collar.

By registering a pet as part of the shire it increases opportunity for reunification. This further means less time for animals in the pound and the quicker they are returned home to their owner.

Registration fees help support:

- Animal management services delivered by the council's Compliance Team
- Compliance audits of Domestic Animal Business such as breeders and boarding kennels
- Stray cat collections to reduce overpopulation across the shire
- Pet facilities such as the off-lead dog park and the Euroa council pound.
- Community education
- A set component of fees is also provided to the State Government

The rate of animals registered has increased significantly over the last financial year. This can be attributed to public education as well as the introduction of SMS, emails reminders and the use of other databases.

### 2.1 Our Plan to Improve Registration and Identification

Action	Measure	Timeframe/ Frequency
A. Ensure councils registration database is maintained and accurate	Increase in animals registered	Annually
B. Develop a 'New Pet Owner' information pack	Increase in packs posted and or downloaded from our website.	Year 1
C. Ensure the community are provided sufficient notice via social media, Website updates etc. on their obligation to Register their animal and renew annually	Increase in registrations being paid on time. Reduction in the volume of registrations that require following up.	Annually
D. Website content revised to ensure it provides all necessary information and downloadable forms for pet registration, supporting responsible pet ownership and compliance with local animal management laws.	Reduction in volume of registrations that require follow up.	Annually
E. Conduct quarterly cross-checks with microchip databases (e.g. Central Animal Records) to ensure registration accuracy and compliance.	Increase in the volume of new registrations	Ongoing
F. Investigate with the Customer Service team, improvements to pet owner registration platforms	Community Satisfaction, reduce the need for manual intervention for the benefit of the community.	Year 2

G. Ensure all impounded/ surrendered animals are registered before being released to their owners or before being rehomed/ adopted	100% Compliance with legislation.	Ongoing
--	-----------------------------------	---------

### FOCUS 3 – Promoting and Encouraging Responsible Pet Ownership of Dogs and Cats

Strathbogie Shire Council aims to promote and encourage responsible pet ownership to provide a positive environment for all members of the community. Responsible pet ownership encompasses a very broad range of issues to ensure that the welfare of the domestic animal is met whilst also ensuring that the community, environment and wildlife are protected.

Strathbogie Shire Council Local Law No.2 part Four (39)-Keeping Animals states that owners or occupiers of land must not without a permit keep more domestic animals than what is stated in the following table in residential areas.

Table 4: Maximum Domestic Animals in Residential Areas

Type of animal	Maximum allowed in residential areas
Dogs	2
Cats	2

(44) A person in charge of a dog must not allow any part of the animal's excrement to remain on a road or council land and must carry suitable receptacle for the removal of that animals' excrement from the road or council land.

(46) A person may unleash a dog in an area designated by council and sign posted

#### 3.1 Our Plan to Promote Responsible Pet Ownership

Action	Measure	Timeframe / Frequency
A. Enhance community education and engagement through regular updates on Council's website and social media, including information on responsible pet ownership, legislative requirements, registration benefits, barking dog management, and promotion of impounded and surrendered animals to support rehoming and reunification Increase social media posts	Increase in the number of animal registrations Website statistics	Ongoing
B. Identify areas with high dog activity to determine opportunities for additional waste bag dispensers or signage, and action accordingly, subject to budget availability.	Identify new signage and infrastructure Deliver new signage and infrastructure	Year 3
C. Develop procedures and processes to support victims of domestic violence that have pets	Improved processes to assist victims	Year 1

<p>D. Investigate the delivery of a Pet Expo, to encourage responsible pet ownership and Council's services, with local stakeholders, with delivery subject to budget availability.</p>	<p>Investigation completed</p> <p>Delivery subject to investigation and to budget availability</p>	<p>Year 4</p>
---	--	---------------

## FOCUS 4 – Minimising The Potential for Nuisance Dogs and Cats

Council has been successful in dealing with nuisance complaints and promoting responsible pet ownership. This is an ongoing issue that is expected to grow as population grows, and the number of pets grow with that population. Council currently has procedures in place to deal with the many types of nuisances caused by dogs and cats.

Barking/ noisy dogs is an issue in the shire and can take significant time to resolve. Most owners are not aware of a barking issue as it normally occurs when owners are away from their property. Authorised officers have a process in place for dealing with barking/noise complaints. They try to work with the owner to resolve the issue by helping them take the appropriate steps to address the noise complaint.

Animals at large is an ongoing issue in Strathbogie Shire. When an animal is impounded, Authorised officers will first check microchip/ registration details to try to identify owners and reunite animals with their owners. If the animal is not registered/ microchipped the animal will be taken to the Euroa pound, and attempts will be made to try to find owner via Council’s website via the lost dog page and the Strathbogie Shire Facebook page. If no owner is found after eight days, and if appropriate, the animal is advertised for adoption.

Nuisance/ trespassing cats is a large issue. This plan proposes an investigation of ways to address this issue. This aims to help wildlife and the environment which is impacted by feral cats and aims to keep domestic animals safe from injury and diseases.

### 4.1 Nuisance Noise Complaints

Action	Measure	Timeframe/ Frequency
A. Review the noise complaint process to ensure current best practice	Reduction in time to resolve such complaints	Year 1
B. Work proactively with complainants and the relevant owner to implement strategies to reduce noise, monitor regularly, and resolve the issue.	Number of complaints responded to.  Number of complaints resolved.	Ongoing
C. Provide education on reducing noise nuisance on website and other social media.	Increase quality of evidence for officers to use and reduce the need for officer intervention.	Ongoing

### 4.2 Encourage Owners to Pick Up Their Dog’s Litter

Action	Measure	Timeframe/ Frequency
A. Promote responsible pet ownership through education and social media to promote carrying waste bags and picking up after their dog	Reduced number of complaints about dog litter	Ongoing
B. Investigate a way to promote picking up dogs’ litter in the registration/ renewal process to advice owners on local laws surrounding pets and waste	Reduced number of complaints about dog litter	Year 3

C. Increase in routine patrols in public high dog presence areas or 'high complaint' areas	Reduced number of complaints about dog litter	Ongoing
--	---	---------

#### 4.3 Dogs Off Lead and at Large in the Community

Action	Measure	Timeframe/ Frequency
A. Promote responsible pet ownership through education signage and social media	Reduction in number of complaints about dogs at large  Website statistics on responsible pet ownership page access	Annually
B. Investigate a way to promote dogs on leads in the registration/renewal process to advise owners of local laws surrounding pets	Reduction in number of dog attacks in public and complaints.	Year 3
C. Update and add signage around high dog presence areas regarding responsible pet ownership and Local Laws	Reduction in number of dog attacks in public.	Year 4
D. Investigate potential new off leash parks/ areas	Number of off leash area available.	Year 4

#### 4.4 Nuisance Cat Complaints

Action	Measure	Timeframe/ Frequency
A. Investigate the viability of introducing a cat curfew to reduce nuisance cats.	Investigation complete, with a recommendation	Year 4
B. Provide community members with loan cat trap for trespassing nuisance cats	Reduction of cat nuisance complaints	As required
C. Provide community with education information on the website and other social media pages on how to keep cats contained to their own property to reduce cats being nuisances to neighbours	Reduction of cat nuisance complaints	Year 1
D. Promote the benefits of preventing cats from wandering	Reduction of cat nuisance complaints	Year 1

## FOCUS 5 – Minimising Dogs Attacks

Strathbogie Shire Council is committed to minimising the risk of attacks on people and animals within our community. As a result, Council’s Compliance Officers investigate all allegations of dog attacks and aggressive behavior displayed by dogs as quickly and efficiently as possible. Officers utilise their skills to investigate and remove the risk from the community.

There are a large range of reasons surrounding why dog attacks and reports are received from a range of different sources. That range of sources includes government agencies, other councils, veterinary clinics or the parties involved such as victims or the owner.

Table 5: Call Outs

Types of Call Outs	2024	2025
Dogs/cats at large	165	80
Minor attack/ rushing offence	9	4
Dog attacks	19	20

### 5.1 Minimise Risk of Dog Attacks in the Community

Action	Measure	Timeframe/ Frequency
A. Provide education through social media and website updates	Reduced number of dog attacks	Year 1
B. Updated processes and procedures to ensure all reports of dog attacks are investigated thoroughly and in a timely manner.	Improved processes and procedures	Ongoing
C. Providing after-hour services to respond to reports of aggressive dogs or dog attacks	Improve response times to reports	Ongoing
D. Proactive patrols around the shire for roaming, unsecured and unregistered dogs	Reduced number of dogs at large to reduce attacks	Ongoing
E. Actively enforce reoccurring instances of wandering at large.	Reduced number of dogs at large	Ongoing
F. Record accurate and complex data for all dog attack reports and investigations	Improved evidence available for authorised officers which will help if case needs to be taken further or dog needs to be classed as dangerous/ menacing	Ongoing

## FOCUS 6 – Managing Over Population and Reducing Euthanasia Rates

### 6.1 Excess animal permits

Excess animal permits are in place to help protect the health of pets and prevent inconvenience to neighbours. It also helps reduce overpopulation.

Strathbogie Shires Council's Local Law 2: Community states that a person must not, without a permit, have domestic pet or other animals on any property if the number of animals exceeds the permitted number in the table below.

*Table 6: Keeping Animals*

Type of Animal*	Land Less than 1,000m <sup>2</sup> *	Between 1,000-10,000m <sup>2</sup> and in a Residential Zone	Land Greater than 10,000m <sup>2</sup> *
Dogs	2	2	5
Cats	2	2	5
Poultry	5	5	Not Limited by this Local Law
Roosters**, Peacocks and Donkeys	Not Permitted	Not Permitted	Not Limited by this Local Law
Pigs	Not Permitted	Not Permitted	Not Limited by this Local Law
Other Large Birds (excluding peacocks, poultry and roosters)	5	5	Not Limited by this Local Law
Livestock	Not Permitted	Maximum Density of one Animal per every 2,000m <sup>2</sup> of Open Land (excluding buildings)	Not Limited by this Local Law
Maximum Total Number of Animals of any Kind	20	20	

\*The Planning Scheme may also affect a person's right to use land for the keeping of animals

\*\*Roosters are prohibited in a Residential Zone

*Table 7: Number of Excess Animal Permit*

	2024	2025
Number of excess animal permits	14	9

*Table 8: Cats Impounded*

	2023-2024	2024-2025
Impounded	23	112
Reclaimed	7	8
Rehomed	0	5
Euthanised	16	97

Table 9: Dogs Impounded

	2023-2024	2024-2025
Impounded	72	47
Reclaimed	66	33
Rehomed	6	8
Euthanised	0	5

Cat overpopulation and high euthanasia is a major issue in the shire. The rise in impounded and euthanised cats has significantly increase from 2023-2024 as shown in table 8 compared to dogs in table 9. This plan proposes multiple ways to overcome this ongoing issue. As previously stated in Focus 4 on how to reduce nuisance cats that plan can also be used/ investigate to help reduce over population.

### 6.2 Reduce Overpopulation

Action	Measure	Timeframe/ Frequency
A. Ensure excess animal permits are being enforced to help reduce nuisance to neighbors and overpopulation in the shire	Reduced number of nuisance complaints	Ongoing
B. Promotes and raise awareness on social media and websites on the benefits of desexing	Reduction in surrender of animals and unplanned litters	Annually
C. Investigate desexing programs/grants	Reduction in surrender of animals and unplanned litters	Year 4
D. Investigate mandatory desexing of cats	Reduction in surrender of animals and unplanned litters	Year 4
E. All dogs adopted/ rehomed must be desexed before going to new homes	100% Compliance with the code of practice	Ongoing

### 6.3 Reduce High Euthanasia Rates

Action	Measure	Timeframe/ Frequency
A. Leverage Council's website and social media platforms to promote animals found at large, support the rehoming of surrendered animals, and highlight adoption success stories.	Reduced animals time spent impounded. Increase number of adoptions of surrendered animals	Ongoing
B. Promote the importance of up-to-date microchipping and registration to help reunite owners	Quick reunifications and reduce euthanasia rates	Annually
C. Increase foster carers to help provide care before rehoming animals	Increase in the number of foster carers on Council's database  Reduced number of animals kept at the pound and increase chances of animals being rehomed	Ongoing
D. All animals impounded must be held for eight days for the owner to reclaim.	100% Compliance with code of practice	Ongoing

## FOCUS 7 – Working with Domestic Animal Businesses

In accordance with the *Domestic Animals Act 1994*, all Domestic Animal Businesses must be registered with local council. In 2025, council had two registered Domestic Animal Business. These include:

- one breeding and rearing establishment
- one boarding kennel

Registered Domestic Animal Businesses are inspected at time of registrations as well as inspected annually to ensure the business is compliant with all relevant codes of practices and legislations applicable to that business.

The five types of Domestic Animal Businesses that must be registered are:

- Pet shop
- Boarding kennel establishments
- Breeding and rearing establishments
- Shelters/ pounds
- Dog training establishments

### 7.1 Domestic Animal Businesses

Action	Measure	Timeframe/ Frequency
A. Identify all businesses that should be registered. Follow up to determine if they do need to be registered and ensure they do register if required	100% Compliance	Ongoing
B. Authorised officers to conduct inspections annually of DABs registered	100% Compliance	Annually
C. Promote and educate DAB definitions and code of practices that must be adhered to.	Increased awareness and education	Annually
D. Enforce action such as infringements for non-compliance	Increased compliance	Ongoing
E. Investigate advertisements of litters for sale	Increased compliance from Breeders within the shire	Ongoing
F. Investigate all reports of suspected backyard breeding	Increased compliance of illegal breeders	Ongoing

## **FOCUS 8 – Managing Dangerous, Menacing and Restricted Dog Breeds**

All councils must register all restricted/ dangerous/ menacing dogs with the Victorian Dangerous Dog register (VDDR). Any animal entered into the VDDR is declared for the life of that animal and cannot be revoked by the council.

The Act defines restricted breed dogs as any one of the following breeds:

- Japanese Tose
- Fila Brasileiro
- Dogo Argentino
- Perro de Prasa Canario
- American Pit Bull Terrier

Strathbogie Shire Council has no restricted breed dogs registered to date. To own a restricted breed dog owners must follow conditions specified in the Act, including:

- Must have implanted permanent identification
- Must notify the council if the dog goes missing; there is a change of ownership or address.
- Owners must notify the council if the municipal district where the dog is kept changes
- Must not consent to, arrange or recklessly allow the dog to breed
- Must ensure the dog cannot escape the dwelling and is kept in a prescribed enclosure
- Must display warning signs which comply with regulations at all entrances of the premises where the dog is kept warning people that a restricted breed dog is kept at the premises.
- Must wear a prescribed collar
- The dog must be muzzled and be on a leash when outside the premises
- When the dog is not inside the premises, the dog must be kept in a prescribed enclosure
- Minors must not enter the dwelling where the dog is kept without an adult
- Owners cannot own more the 2 restricted breed dogs unless that person has a permit from the council of that municipal district where the dogs are kept

Strathbogie Shire Council has no declared dangerous dogs registered to date. A dangerous dog is one that has been declared dangerous by the council or the courts, a guard dog kept for the purpose of guarding non-residential property or a dog that has been trained to attack or bite any person or anything when attached to or worn by a person. Owners of dangerous dogs must abide by conditions specified by the act, including:

- Dangerous dogs must be desexed unless they are kept as a guard dog or undergone protection training in accordance with any relevant business code of practice
- Must have implanted permanent identification
- Must notify the council if the dog goes missing, there is a change of ownership or address.
- Owners must notify the council if the municipal district where the dog is kept changes
- The dog must be confined to the dwelling and must ensure the dog cannot escape.
- Must display warning signs which comply with regulations at all entrances of the premises where the dog is kept warning people that a dangerous breed dog is kept at the premises.
- When the dog is not inside the premises, the dog must be kept in a prescribed enclosure
- Must wear a prescribed collar
- The dog must be muzzled and be on a leash when outside the premises
- Minors must not enter the dwelling where the dog is kept without an adult

Strathbogie Shire Council has no declared menacing dogs registered to date. A menacing dog is one that has been deemed/ declared menacing by council or the courts. Owners of menacing dogs must abide by conditions specified by the Act, including:

- Must have implanted permanent identification
- Must notify council if dog rushes or chases a person
- Must notify councils if the municipal districts where the dog is being kept changes
- The dog must be muzzled and be on a leash when taken outside the premises.

### 8.1 Helping Reduce/Control Dangerous, Menacing and Restricted Breed Dogs

Action	Measure	Timeframe/ Frequency
A. Promote and enhance information for dog owners to ensure there is a clear understanding of dog behaviours that may lead to dogs been declared as dangerous or menacing <ul style="list-style-type: none"> <li>• Promote on social media and website</li> </ul>	Reduction in Dogs to be Declared Menacing/Dangerous	Year 2 and Year 4
B. Create a menacing and dangerous dog registry	Compliant with DAA 100%	Ongoing
C. Maintain the Victorian Declared Dog Registry	Compliant with DAA 100%	Ongoing
D. Complete random unannounced property inspections of all declared dogs to ensure owners are compliant with the <i>Domestic Animal Act 1994</i> and regulations	Completed audits and ensured full compliance with all requirements achieved	As required
E. Review all dog attack investigations upon completion to assess if anything needs to be changed to the procedures in place.	Improved process and outcomes for Victims	Ongoing
F. Proactive patrols around the shire for roaming, unsecured and unregistered dogs	Reduced number of reports of dogs at large and reduced complaints of attack	Ongoing
G. Prosecute repeat offenders or serious breaches of compliance	Prosecutions completed	As required

## FOCUS 9 – Monitoring, Reporting and Continuous Improvement

Council must:

1. Review its Domestic Animal Management Plan annually and if appropriate, amend the plan.
2. Provide the Department of Jobs, Precincts and Regions secretary with a copy of the plan and any amendments to the plan.
3. Publish and evaluation of its implementation of the plan in its annual report.

Council will review the plan annually with a full review being completed in year 4.

### 9.1 Monitoring, Review and Continuous Improvement

Action	Measure	Timeframe/ Frequency
A. Establish a timeline and program by reviewing objectives and if the plan has been implemented successfully	Ensure reporting requirements are met	Year 1
B. Establish as a set agenda item for the Community Safety Department to ensure ongoing reporting on actions and progress	Ensuring plan is being actioned	Ongoing
C. Complete an evaluation of the plan which needs to include any proposed changes	Evaluation completed annually	Annually
D. If amendments are made, submit a copy to the secretary.	Copy provided to secretary	Annually

Table 7: Evaluation of Implementation of the Domestic Animal Management Plan

Complete for each activity	
Was each activity completed?	Yes/ No
Describe any changes you will make if you do that activity again.	<i>Provide details</i>
Was an activity not done or is now not planned to be done?	If so, why?
If an activity was unsuccessful and you don't plan to do it again, outline insights you have into why it didn't work	<i>Provide details</i>
Are any amendments required for the DAMP, if so, please describe	<i>Provide details</i>
If the DAMP has been amended, has a copy been proved to the secretary?	Yes / No
Complete for each objective	
Did you meet your objective by carrying out the planned activities?	Yes/ No
Describe your level of success/ progress in meeting the objectives	<i>Provide details</i>

## Conclusion

The Strathbogie Shire Council Domestic Animal Management Plan (DAMP) has been developed in line with legislative requirements that all councils must develop a DAMP every four years.

The DAMP must:

- Set out a method for evaluating whether animal control services provided by council are adequate to give effect to the requirements of the Act and Domestic Animal regulations
- Outline programs for the training of Authorised Officers to ensure they can properly administer and enforce the requirements of the Act
- Outline programs, services and strategies council intends to pursue to:
  - Promote and encourage responsible pet ownership of dogs and cats
  - Ensure that people comply with the *Domestic Animals Act 1994*, the regulations and any associated legislation
  - Minimise risk of attacks by dogs on people and animals
  - Address any over-population and high euthanasia rates in dogs and cats
  - Encourage registration and identification of dogs and cats
  - Minimise potential for dogs and cats to create a nuisance
  - Effectively identify all dangerous, menacing and restricted breed dogs and ensure that those dogs are kept in compliance with the *Domestic Animals Act 1994*
- Provide for review of existing orders made under the Act and local laws
- Provide for review of any other matter related to management of dogs and cats
- Provide periodic monitoring and evaluation of any programs, services, strategy or review outlines under the DAMP plan.

Council is required to review and, if appropriate, amend the DAMP on an annual basis and to include an evaluation of the implementation of the plan in the Annual Report.

## Acknowledgements

The Strathbogie Shire Council would like to thank the many community members who participated in the consultation. Your participation was valuable in developing the plan.

Thank you to the councillors for providing their feedback. Thank you also to the community safety team who provided input towards the development of the plan.

## Tracking Our Progress

In accordance with the *Domestic Animals Act 1994* Council will:

- review the Domestic Animal Management Plan annually to ensure actions and priorities are still relevant and can be completed within available resources
- provide community with annual updates on the progress of actions in the plan
- undertake a major review of the plan in 2028-2029
- provide the Secretary with a copy of the plan
- provide the Secretary with an annual report highlighting progress against the actions and any amendments to priority actions.

## **Contact Strathbogie Shire Council**

Phone 1800 065 993 (toll free)

Postal Address: PO Box 177 Euroa Vic 3666

Euroa Head Office

109A Binney Street, Euroa VIC 3666

Nagambie Customer Service

352 High Street Nagambie VIC 3608

Visit our website at [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

Email: [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)



## Domestic Animal Management Plan 2025-2029 Engagement Report October 2025

### Contents

<b>Executive Summary Overview .....</b>	<b>2</b>
Engagement Activities.....	2
Reach and Participation .....	2
Key Community Insights .....	3
<b>Background .....</b>	<b>3</b>
<b>Stage 1 Community Consultation .....</b>	<b>4</b>
What We Heard.....	5
Community Priorities .....	9
<b>Stage 2 Community Consultation .....</b>	<b>10</b>
What We Heard.....	10
Community Priorities .....	14
<b>Outcome and Next Steps .....</b>	<b>15</b>

**OFFICIAL**

## Executive Summary Overview

Council is required to develop a new Domestic Animal Management Plan every four years, in accordance with the Domestic Animals Act 1994. This report presents the Engagement Report that has been used to inform the development of this Plan.

The first stage of community consultation for the development of Strathbogie Shire's **Domestic Animal Management Plan (DAMP) 2025–2029** was conducted from **9 July to 1 August 2025**. This early engagement aimed to give the community an opportunity to help shape the direction, priorities and actions of the draft Plan.

The second stage of community consultation was conducted from **19 September - 17 October 2025**. This provided residents and stakeholders with a valuable opportunity to review the draft plan and share their insights, suggestions, and concerns regarding the priorities, actions and measures in the draft Plan.

To ensure the draft Plan reflects local needs and expectations, Council adopted a **targeted and inclusive approach** that included both online and in-person methods to reach a broad cross-section of the Shire.

### Engagement Activities

Engagement methods included:

- **Two online and hard copy surveys** hosted on the *Share Strathbogie* platform and at various key locations in the municipality.
- **“Meet the Local Laws Team”** pop-up sessions held in seven towns across the Shire including Strathbogie, Ruffy, Longwood, Euroa, Nagambie, Violet Town, and Avenel
- **Social media promotion** via Council's official channels
- **Direct outreach** to Community Action Groups and Business Associations, Vet clinics, stock agents and other key identified key stakeholders

These activities provided residents the opportunity to share their views on key topics such as responsible pet ownership, registration, cat curfews, desexing, nuisance behaviour, and off-leash areas.

### Reach and Participation

- **Social Media**
  - Reach: **3,547 people**
  - Reactions: **22**
  - Comments: **8**
- **Share Strathbogie (online engagement platform)**
  - Stage 1**
    - Page Views: **304**
    - Surveys Completed: **45**
  - Stage 2**
    - Page Views: **175**

Domestic Animal Management Plan 2025-2029 Engagement Report October 2025

## OFFICIAL

- Surveys Completed: **6**
- **In-Person Engagement**
  - Local Laws Team visited **7 towns** engaging with over **100 people**
  - Direct conversations and information shared with residents

### Key Community Insights

From the **51 completed surveys** and in-person discussions, several key themes emerged:

- **Strong support** for initiatives that promote responsible pet ownership, and animal welfare
- A clear interest in **cat containment policies, desexing programs, and community education**
- Concerns raised about **roaming/stray cats** and **nuisance behaviour** from dogs (e.g., barking, lack of control in public spaces)
- Desire for improved **infrastructure** to support pet owners (e.g., off-leash areas, bins, signage)

This feedback provides a valuable foundation to guide the drafting of the Domestic Animal Management Plan, ensuring it balances community expectations, public safety, and animal welfare across Strathbogie Shire.

### Background

Under the Domestic Animals Act 1994, Victorian councils are required to develop a Domestic Animal Management Plan (DAMP) every four years. The plan must detail how Council will manage dogs and cats within the municipality, encourage responsible pet ownership, and ensure community safety and animal welfare.

The Strathbogie Shire Domestic Animal Management Plan 2026–2029 will address:

- Promotion of responsible pet ownership
- Support for registration, microchipping and desexing
- Management of dog and cat nuisance issues
- Education and enforcement approaches
- Management of unowned and semi-owned animals
- Provision of animal-related infrastructure and services

## OFFICIAL

## Stage 1 Community Consultation

### Who We Heard From

Throughout Stage 1 of the community engagement, participants had the opportunity to engage online through the Share Strathbogie page. This is a snapshot of who we heard from:

Share Strathbogie Survey Contributions Stage 1: 45

#### Respondent Postcodes

Postcode	Percentage
3608	6.67%
3664	13.33%
3665	2.22%
3666	62.22%
3669	11.11%
No answer	4.44%

#### Age Breakdown

Age Range	Percentage
Under 18	0%
18-24	2.33%
25-44	28.89%
45-65	24.44%
Over 65	44.44%

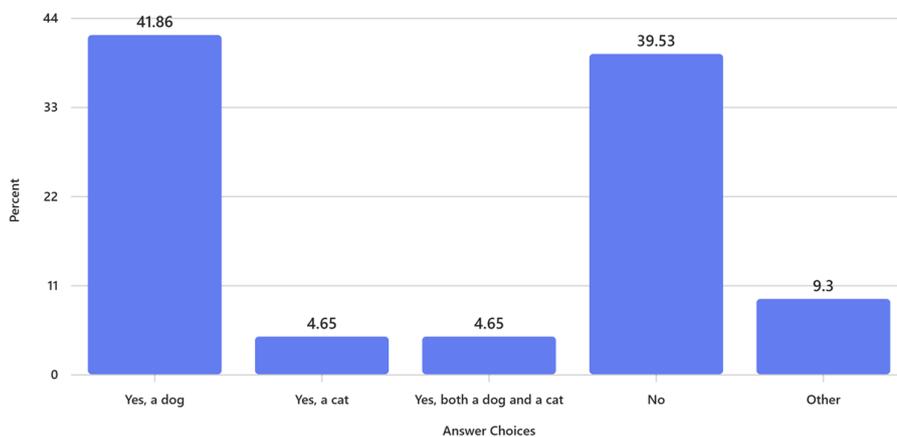
#### Gender Breakdown

Answer Choices	Percent
Male	31.82%
Female	65.91%
Other	0%
Prefer not to say	2.27%

OFFICIAL

**Pet Ownership**

Types of Pets Owned

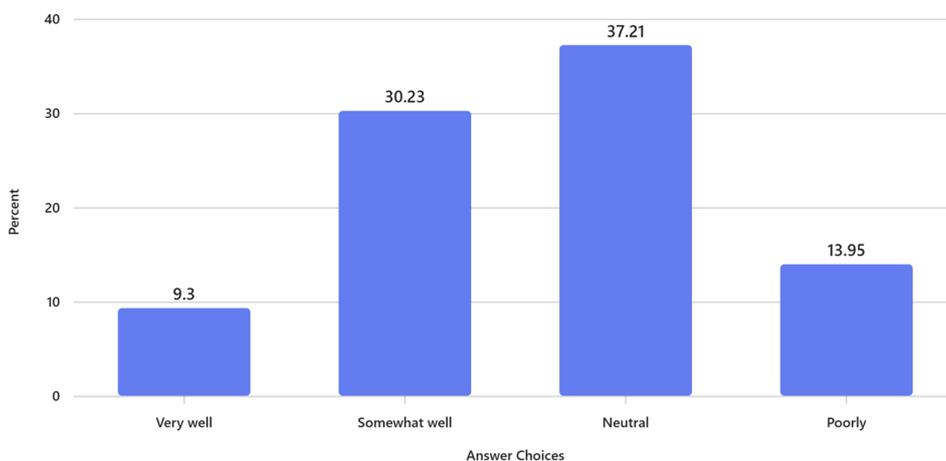


Pet Registration Details

Answer Choices	Percent
Registered with Council	90.910%
Microchipped	95.45%
Desexed	86.36%
None of the above	0%

**What We Heard**

Pet Ownership is Promoted and Supported in the Community



OFFICIAL

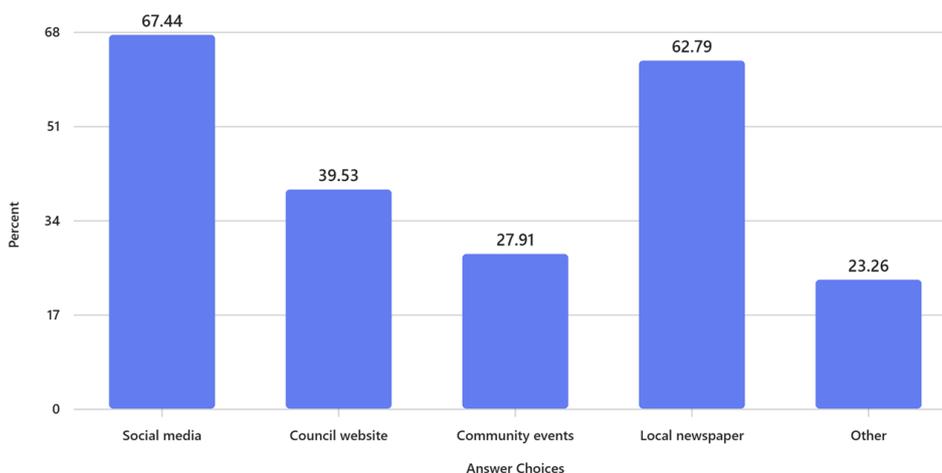
What Will Help Improve Responsible Pet Ownership

Answer Choices	Percent
More community education	65.91%
Access to affordable desexing	65.91%
Increased enforcement of laws	50.00%
More off-leash areas	40.91%
Other	6.82%

How to Encourage More People to Register Their Pets

Answer Choices	Percent
Greater understanding of what pet registration supports	53.85%
Easier online registration process	48.72%
Community awareness campaigns	46.15%
Other	20.51%

How Do You Want to Receive Information



What Information Do You Want to Receive

Answer Choices	Percent
Why microchipping is important	65.85%
Why you need to register your pet	63.41%
Responsibilities of dog owners when walking/exercising their dog	80.49%
What 'effective control' of a dog means	70.73%
Why cat containment is important	73.17%
Why de-sexing is important	73.17%
How to renew or add a pet registration on-line	51.22%
Dog on-leash areas and the rules	73.17%

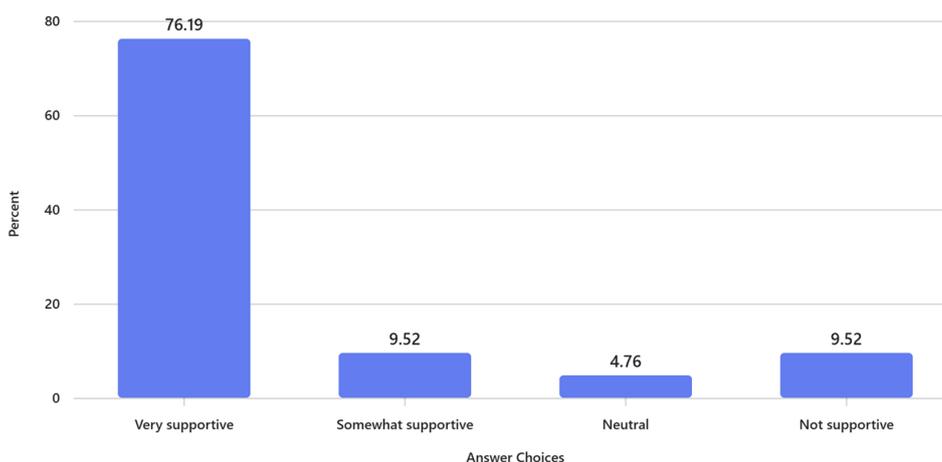
OFFICIAL

What to do if you can no longer care for your pet	53.66%
What to do if you find a lost pet	56.10%
What to do if you lose your pet	48.78%
Barking dogs in your neighbourhood	73.17%
Making a complaint about another pet or owner	53.66%
Other	7.32%

Support for Cat Curfews

Answer Choices	Percent
Introduce a Sunset to Sunrise Curfew where cats must be confined between 7.00pm – 7.00am	52.38%
Introduce 24hr Cat Curfew – Cats must be confined to their registered property at all times	33.33%
No Cat Curfew	7.14%
I don't have a response	7.14%

Cat Containment Support to Protect Environment and Wildlife

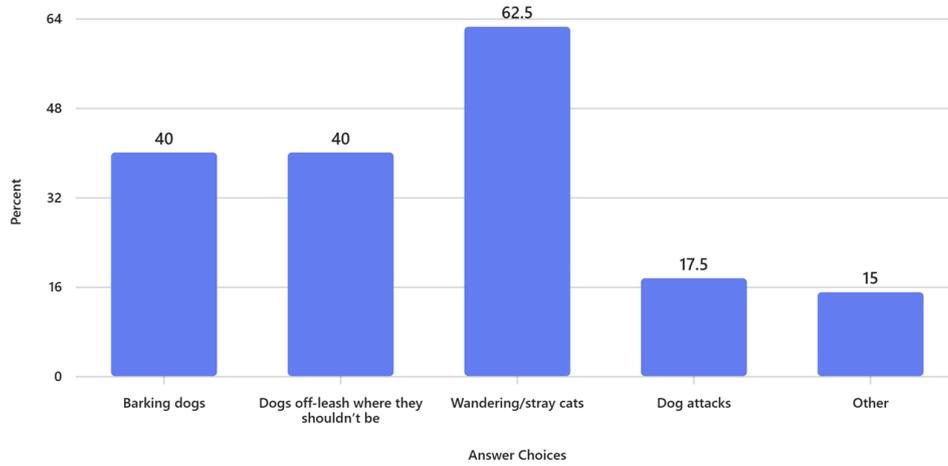


Preferred Curfew Implementation Period

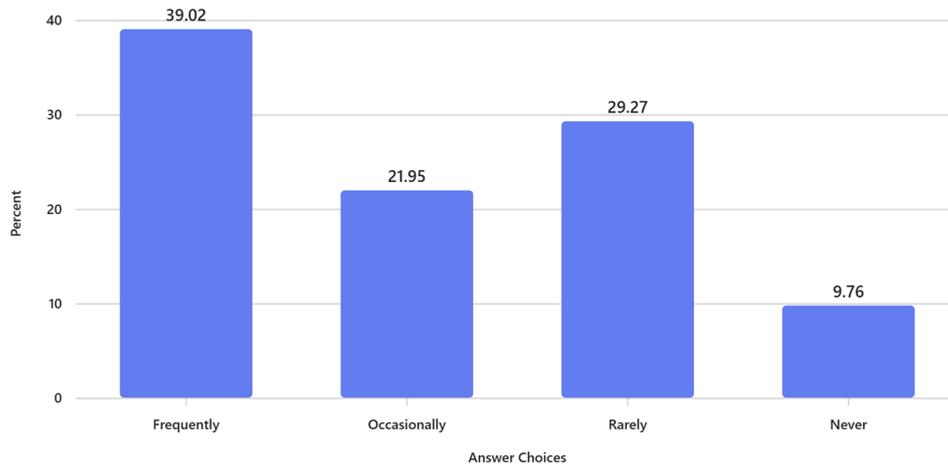
Answer Choices	Percent
3 months	26.83%
6 months	41.46%
12 months	12.20%
Other	19.51%

OFFICIAL

Nuisance Issues Identified



How Often Nuisance Animals Have had an Impact



**OFFICIAL****Community Priorities**

An overriding concern is the issue of barking dogs, which many residents identified as a persistent nuisance, particularly in areas such as Avenel and Euroa. This issue is often linked to dogs being left unattended or inadequately managed, with some respondents noting the impact on mental health and quality of life. Roaming animals, especially cats and dogs, were also frequently mentioned. Cats particularly were identified as a major threat to native wildlife, with strong support for the introduction of cat curfews and containment requirements.

There is a clear call for stricter enforcement of existing laws, including higher penalties for unregistered pets, repeat offenders, and those who fail to contain their animals. Some respondents advocated for a “three strikes” policy for roaming or unregistered pets, leading to rehoming or euthanasia. Others suggested that council officers should be more visible and proactive in the community, including conducting property checks for unregistered animals and enforcing fencing standards.

Affordability was another recurring theme. Many residents cited the cost of registration and desexing as a barrier to compliance. Suggestions included reducing or removing registration fees, offering financial support for desexing, and participating in national desexing programs. There was also a desire for more accessible registration options, particularly for elderly residents who may struggle with online systems.

The community expressed a strong interest in education and awareness initiatives. Respondents recommended more signage, community engagement, and educational materials—such as infographics or videos—on topics like responsible pet ownership, dealing with nuisance animals, and the benefits of registration and microchipping. Collaboration with veterinary professionals and local shelters was also encouraged.

A number of submissions, including one from Avenel Active, advocated for the creation of off-leash dog parks, particularly in Avenel, to support responsible dog ownership and provide safe spaces for exercise. This was linked to broader concerns about dogs wandering off-leash and the need for designated areas to reduce conflict and improve safety.

Other concerns included animal welfare, particularly for neglected or mistreated pets and livestock within town limits, and the need for quicker responses to complaints and cruelty reports. There was also support for limiting the number of animals per household and improving the council’s website to make information and services more accessible.

Conclusively the feedback is reflective of a community that values responsible pet ownership, effective enforcement, and practical support.

There is a strong appetite for improved education, infrastructure, and affordability measures, alongside tougher regulations for those who fail to meet their responsibilities. These insights should guide the development of the next Domestic Animal Management Plan to ensure it aligns with community expectations and promotes the wellbeing of both residents and animals.

## OFFICIAL

## Stage 2 Community Consultation

### What We Heard

Throughout Stage 2 of the community engagement, there was the opportunity to review and provide feedback on the draft Domestic Animal Plan (2025-2029), via a survey on the Share Strathbogrie page and hardcopies of the survey available at the Shire customer service centres.

Share Strathbogrie Survey Contributions Stage 2: 6

	Submission Content	Officer Response	Proposed Action
1	“Strongly opposed to cat curfew Fully support dangerous dogs being dealt with, often feel unsafe walking past some homes in town”	Council had a strong support overall for Cat Curfew of some proportion and will need to investigate this as a part of the DAMP, however all feedback will be taken into consideration when reviewing this in the future and the Community will have an opportunity to provide further feedback at that time. With Dangerous dogs there are strict protocols Council and Owners must follow when a dangerous dog is declared within the shire. Council currently has <b>no</b> declared dangerous dogs currently residing in the shire.	Consider feedback when exploring the option of Cat Curfew.  Merit to be created regarding Dangerous dog within the shire and to be investigated by an officer.
2	“Quite happy with the DAMP Review. I note the high support for some form of 'cat curfew'. I support such. Would like to see the Shire move towards a 24-hour cat curfew (e contained within registered owner's property) as soon as practically possible”	Noted and feedback will be taken into consideration with the implementation of the Local Law as well as the review of the Cat Curfew options.	Consider feedback when exploring the option of Cat Curfew.
3	“4.4.A	Noted and feedback will be taken into	Consider feedback when

OFFICIAL

<p>(Comment 1) No curfew. Cats should never be allowed out between dawn and dusk. During the day, they should only be allowed out only under direct supervision of owner or enclosed in a cat containment enclosure.</p> <p>(Comment 2) Trial loaning 5 cat containment enclosures to shire members. Monitor the success, Write up their experience and share on social media. Make it easy for them to buy their loaned enclosure, maybe on a payment plan. The more enclosures become normalised, the more community advocates they will have for best practice adoption.</p>	<p>consideration with the implementation of the Local Law as well as the review of the Cat Curfew options.</p>	<p>exploring the option of Cat Curfew. No action required regarding Cat traps as this is already in place.</p> <p>4.4 Will investigate whether there is a way this can be handled discretely though still within the Domestic Animal Act and Animal Welfare requirements.</p>
<p>4.4.B.</p> <p>(Comment 1) Make this easier and guilt free, maybe even anonymous. Neighbourhood cat dealings are fraught, and people may not even want council employees to know they are trapping. Maybe have an online booking system and allow pick-up of trap from a keypad accessed locker at the pound (guilt-free and 24/7 access). Make it possible to drop the live cat in trap 7days a week during business hours at a location that does not require personal contact with council member. Just drop off the trap in cool, weather-protected area and text a message that cat has been dropped. People with cat issues have tried talking to their neighbours, the last thing they want is to have their neighbour hate them for trapping the cat.</p> <p>(Comment 2). Progressively raise the fine for each time a cat is trapped and turned in. Make it inconvenient for person to pick up cat and pay increasing fines.</p>	<p>A great suggestion however Council is bound by the Domestic Animals Act and Animal Welfare Guidelines when impounding any animal. Council has set fees and charges for the release of an animal though when the same animal is continually impounded officers do have the ability to also fine the owner for the animal Wandering at Large.</p>	<p>All other feedback to be considered when items are actioned.</p>
<p>4.4.C.</p> <p>Demonstrations at markets of cat traps, cat tracker website, samples of cat containment enclosures, cat leads and costs of spaying</p>	<p>Feedback noted and will be utilised when working on this Action item.</p>	
<p>4.4.d</p> <p>(Comment 1) Make a webpage with a Roaming cat tracker</p>	<p>Feedback to be considered when completing this action.</p>	

OFFICIAL

	<ul style="list-style-type: none"> <li>- Create an interactive map</li> <li>- Let people drop pins for roaming cat sightings (and native animal sightings)</li> <li>- use AI to superimpose an estimated exploration range for each cat sighting pin</li> <li>- let people drop pins for native animal sightings to show their risk from roaming cats</li> <li>- result Real-time demonstration of the impact roaming cats have on the Sevens Creek would be an eye opener and would alarm many people and promote containment.</li> </ul> <p>Partner with schools to make this part of a study project in biology (Comment 2) Initiate a Feral cat trapping/shooting/baiting programme.</p> <p>4.4. (other) Make cat desexing mandatory unless a breeder. Enable Annual free-spaying days. There are only 574 registered cats, won't take long until there are none left to spay</p> <p>6.3. C&amp;D (Comment 1) If we have a pound it must be supervised by humans 24/7 and be set-up to deliver state-of-the-art animal care, with an emphasis on wellbeing. It cannot be an unmanned (on weekends) concrete cage in a shed - exposed to extreme hot and cold temperatures. (Comment 2) If we are impounding animals, there must be community oversight. Institute an active volunteer, foster and community care group to monitor the wellbeing of every animal impounded.</p>	<p>Feedback to be considered when actioning this item.</p> <p>Feedback to be considered when completing this action.</p> <p>Manning a Pound facility 24/7 is not feasible and is not something that we deem necessary. All animals are checked on and fed daily which is a requirement under the Code of Practice. Council is compliant with its requirements under this Code of Practice with the care of the animals as well as the infrastructure requirements. Due to the risk to Community only Authorised officers with the appropriate delegations and training can have any oversight of the animals within our care. Council does regularly advertise and utilise interim foster carers</p>	
--	--	--	--

OFFICIAL

	<p>4.3.C and 3.1.A. Add more Waste bins to drop dog poo bags. More along the sevens would be great.</p> <p>4.3.D&amp;E There need to be secluded and ranging off-lead areas. Many small dogs do not like wide open enclosures with big dogs. They just want to sniff and explore</p> <p>8.1.a Public education: add a pet info ipad kiosk to libraries (or mobile) that includes an interactive dog breed selector - so that people choose the correct breed for their family property”</p>	<p>when appropriate and if it is in the best interest of the animal.</p> <p>Feedback to be considered when actioning the item.</p> <p>Feedback to be considered when actioning that item.</p>	
4	<p>Complaint regarding a specific property, and owner. And lack of enforcement action and penalisation for this owner.</p> <p>“council no longer provides cat cages.</p> <p>Cat curfew (as welcome as it would be) will do nothing, unless the council is actively catching cats outside after hours!”</p>	<p>This is an operational matter for action and response</p> <p>Council does provide Cat Cages. This program is managed by the Compliance Team.</p> <p>Feedback to be considered when investigating Cat curfew.</p>	<p>Customer Service request created and will be actioned.</p> <p>All other feedback will be considered when items are actioned.</p>
5	<p>“That's a fantastic start. Cat curfew is definitely needed, but why stop there? If you own a cat, it stays inside, construct a cat run for outside time.</p> <p>I would also like a restriction on how many cats/dogs people can own as well in a township/residential area too. Especially owners of numerous dogs that never leave their property, all they do is bark/howl.”</p>	<p>Feedback to be considered when investigating Cat curfew.</p> <p>Limit on number of animals allowed per property without an excess animal permit can be found on Councils website within the Local Law No.2. <a href="https://www.strathbogie.vic.gov.au/wp-content/uploads/2022/08/20200915-SSC-Community-Local-Law-No2.pdf">https://www.strathbogie.vic.gov.au/wp-content/uploads/2022/08/20200915-SSC-Community-Local-Law-No2.pdf</a></p>	

OFFICIAL

6	Submission regarding a complaint directed to a specific property, accompanied by log	This is an operational matter for action and response	Customer service request created and will be actioned.
---	--	---	--

### Community Priorities

The six submissions received provided a snapshot of community views on animal management within the Shire.

The community feedback received reveals strong and diverse opinions regarding cat management and broader animal welfare issues. Four submissions expressed strong support for implementing a cat curfew, with many advocating for a 24-hour containment policy requiring cats to remain within their owner’s property. Suggestions to encourage compliance included trial programs for cat containment enclosures, public demonstrations of best practices, and interactive tools such as a “Roaming Cat Tracker” map to highlight the impact of roaming cats on wildlife. Additional responses included mandatory desexing (except for registered breeders), annual free spaying days, and feral cat control programs. Conversely, there was at least one respondent strongly opposed to any form of cat curfew, highlighting the need for balanced consideration of community views. Concerns were raised about enforcement, with some noting that curfews would be ineffective without active council intervention to catch roaming cats after hours. To address neighbourhood tensions, respondents suggested anonymous and guilt-free trapping systems, including online booking and discreet drop-off points.

Feedback also emphasised the importance of managing dangerous dogs, with residents reporting feeling unsafe near certain properties. One submission was in relation to ongoing concern regarding dog/s barking in a specific area accompanied by a noise log book.

Suggestions included creating more secluded off-lead areas for small dogs and installing additional waste bins along popular walking tracks such as Sevens Creek. Animal welfare standards for impounding facilities were another key theme, with calls for 24/7 supervision, climate-controlled environments, and active volunteer programs to ensure the wellbeing of impounded animals. Respondents also proposed community education initiatives, such as interactive kiosks in libraries to help families choose suitable dog breeds, and school partnerships to promote awareness of wildlife impacts. Other responses included restricting the number of cats and dogs per household in residential areas and addressing long-standing issues with stray cats and unregistered breeders.

Overall, the feedback demonstrates strong community interest in improving animal management practices, particularly through cat containment measures, enhanced enforcement, and proactive education. While there is broad support for stricter controls, the comments also highlight practical challenges and the need for council-led initiatives to ensure effective implementation.

OFFICIAL

## Outcome and Next Steps

This report has informed the draft Domestic Animal Management Plan 2025-29, which incorporates community priorities and practical considerations. A copy of this Report and the final draft Plan will be presented to Council for adoption.

## 11.2.2 Variations and Grants awarded under Delegation - October

**AUTHOR** Manager Community and Culture

**RESPONSIBLE DIRECTOR** Director Community and Planning

### EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of community grants or variations approved under delegation by the Chief Executive Officer or relevant Director, as per Council's adopted Community Funding Model, for the period 1 October to 31 October 2025.

Council adopted the 2025-2026 Community Funding Model and associated Grant Guidelines at the April 2025 Council Meeting. This provides authorisation for the Chief Executive Officer to determine and award Community Grants and Event Grants under delegation, following a robust eligibility and assessment process, and subject to budget availability. Variations to Community Grants and Event Grants can also be approved via the Chief Executive Officer and/or the Director Community and Planning.

This report provides transparency to the community for decisions being made under delegation relating to the Community Funding Model 2025-2026.

### RECOMMENDATION

#### That Council:

- 1. Note that there was one event grant awarded to the total value of \$3718 by the Chief Executive Officer between 1 October to 31 October 2025.**

### PURPOSE AND BACKGROUND

In line with Council's approach to transparency and good governance, the grants and variations awarded under delegation report will be tabled for information purposes at each Council Meeting where there has been variations or grants awarded under delegation during the reporting period.

This report details any grant variations approved or grants awarded under delegated authority by the Chief Executive Officer/ and or grant variations approved by the Director Community and Planning, within their approved financial threshold and in line with Council's 2025-26 Community Funding Model.

### ISSUES, OPTIONS AND DISCUSSION

Council adopted the 2025-2026 Community Funding Model and associated Grant Guidelines at the April 2025 Council Meeting. This provides authorisation for the Chief Executive Officer to determine and award Community Grants and Event Grants under delegation, following a robust eligibility and assessment process, and subject to budget availability. Variations to Community Grants and Event Grants can also be approved via the Chief Executive Officer and/or the Director Community and Planning.

**Community Grants Awarded Under Delegation**

<b>Grant</b>	<b>Applicant</b>	<b>Project</b>	<b>Brief Description</b>	<b>Amount</b>
Event Grant	Southern Aurora Memorial Committee, a sub-committee of Violet Town Action Group Inc	Southern Aurora Open Day	The Southern Aurora Open Day is being run to update the local and wider community about progress with the garden and carriage, provide an opportunity for consultation, feedback, ideas, and support of the Southern Aurora project	\$3718
<b>TOTAL</b>				\$3718

In line with the adopted Community Funding Model and Grant Guidelines 2025-26, all applications were reviewed for eligibility and assessed via a comprehensive assessment process providing a recommendation to the Chief Executive Officer, to then determine grant outcomes.

Applications for the 2025-2026 Event Grants opened on the 1 June 2025 and are open until 1 June 2026 or until such time as funds are exhausted. Quick Response Grants opened on the 1 July 2025 and remain open until 31 May 2026 or until such time as funds are exhausted.

Following the award of this grant, the remaining Event Grant budget is \$6,321.

**Variations Awarded under delegation**

Nil.

**COMMUNITY ENGAGEMENT**

The author of this report considers that community engagement was not required on this matter.

**POLICY CONSIDERATIONS**

**Council Plan**

This report is consistent with the following key strategic objectives and or actions in the 2025-29 Council Plan:

- Objective One: Connect
- Objective Two: Sustain
- Objective Three: Deliver

**Regional, State and National Plans, Policies and Legislation**

- Community Funding Model and Grant Guidelines 2025-26

**RISK CONSIDERATIONS**

This report has identified the following risk(s):

<b>Risk(s)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation Action</b>
Lack of transparency with community	Unlikely	Moderate	Low	Regular reporting to Council and the community on grants awarded under delegation
Without grants being awarded under delegation, delays are caused, resulting in community not being able to deliver projects in a timely manner	Possible	Moderate	Low	Delegations in place and regular reporting to Council and the community on grants and variations awarded under delegation.

**LEGAL CONSIDERATIONS**

There are no significant legal considerations associated with this report.

**CONFLICT OF INTEREST DECLARATION**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

**TRANSPARENCY**

In the interests of transparency and open and honest communication with our community, this report is presented to a public Council meeting.

**FINANCIAL VIABILITY CONSIDERATIONS**

The Grants awarded were within the total budget allocation of \$50,000 for Event Grants and \$10,000 for Quick Response Grants, contained in the Council’s Adopted Budget 2025-2026, and were awarded within the relevant financial delegations.

**SUSTAINABILITY CONSIDERATIONS**

**Economic**

Community Funding supports economic growth across the Shire. Local businesses benefit from an increased visitor economy with projects and events assisting in an increase in visitors as well as an increase in the average length of stay of those visitors. Applicants are also encouraged to buy from local suppliers where possible.

**Social**

The Community Funding Model encourages projects and events that demonstrate significant social benefit, supporting a vibrant, inclusive, and connected community.

**Environmental**

Environmental sustainability is promoted at various stages of the grants process. Impacts of projects and events on the natural environment will be assessed in the assessment process and mitigation strategies included in funding agreements.

**Climate Change**

Community Grant and Event Grant applications must also consider climate change, including ways to reduce waste going to landfill and minimising harmful impacts on our natural environment. Event Grant recipients must complete a Waste Wise Plan.

**INNOVATION AND CONTINUOUS IMPROVEMENT**

The change to award all grants under CEO delegation in the 2025-2026 community funding model demonstrates a continuous improvement approach streamlining the process for applicants, reducing administration time and incorporating the findings from the VAGO Fraud Control over Local Government Grants Report 2022.

**COLLABORATION**

No formal collaboration was undertaken in the production of this report.

**HUMAN RIGHTS CONSIDERATIONS**

There are no significant implications for human rights arising from this report.

**CONCLUSION**

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. This report advises Council of any grants or variations awarded under the Chief Executive Officer's or the Director's delegation as per Council's adopted Community Funding Model.

There was one event grant awarded under the delegation of the Chief Executive Officer during this reporting period.

**ATTACHMENTS**

Nil

## **11.3 Infrastructure**

### **11.3.1 Contract 25/26-19 2025-2026 Roads Reseal Program**

**AUTHOR** Director Sustainable Infrastructure

**RESPONSIBLE DIRECTOR** Director Sustainable Infrastructure

#### **EXECUTIVE SUMMARY**

As part of the Strathbogie Shire Council's approved 2025-26 Capital Budget, selected roads have been identified for resealing. This will improve safety, increase the life of the roads, lower ongoing maintenance costs and decrease the frequency of maintenance activities. To implement the reseal program, tender documentation was prepared for the public advertisement.

Under this contract for 2025-26, it is planned to reseal selected segments of fourteen council roads which were prioritised based on third party road conditions assessment. The total work package expands across 25km in length. The resealing work also includes reinstatement of line marking with long life thermoplastic markings, as required and where applicable on those road segments.

Through public advertisements in Council's tender portal, local and state newspapers, Council invited tenders for the work under Contract No. 25/26-19, Roads Reseal Program between 27/08/2025 and 19/09/2025. At the closing of tender, seven (7) tender submissions were received. These tenders have been assessed and evaluated by Council Officers and a summary of results is detailed in this report.

It is recommended that the Council awards the lump sum contract to Boral Resources Pty Ltd, for a total amount of \$635,950.05 (including GST) based on the tender evaluation outcomes.

#### **RECOMMENDATION**

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

##### **Note the outcome of the tender assessment process for Contract No. 25/26-19:**

- 1. Award the tender for Contract No 25/26-19 to Boral Resources Pty Ltd., for a total amount of \$635,950.05 (inclusive of GST)**
- 2. Authorise the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council**
- 3. Authorise the Chief Executive Officer to award additional works to the successful contractor in line with the requirements set out within Councils Procurement Policy and in line with Councils adopted budget**
- 4. Authorise officers to advise unsuccessful tenderers**
- 5. Note that any additional works completed will be reported to Council through Councils quarterly Capital Works report**

**6. Note that the 25/26-19 Roads Reseal Program will be delivered during February – March 2026 after the contract is awarded.**

## TENDER PROCESS

The public tender was released on “Tender Search” via the Council website on 27 August 2025.

Council also advertised in Saturdays “The Age” newspaper (to ensure statewide reach), Euroa Gazette, Benalla Ensign, Shepparton News, in the week following release. By the close of tenders at 4:00pm on 19 of September 2025, seven (7) tender submissions were received.

All tender submissions were assessed for their compliance including the contractual terms and conditions and the requirements of the response schedules. All tenders received were deemed conforming.

Table 1 lists the tenders received at the close of the advertised period.

*Table 1: Tender Submissions Received*

<b>Tender Submissions Received at the close of Tender Period (in Alphabetical Order)</b>
Boral Resources Pty Ltd
Central Vic Stabilising Pty Ltd
Country Wide Asphalt Pty Ltd
Fulton Hogan Industries Pty Ltd
Primal Surfacing Pty Ltd
Rich River Asphalt Pty Ltd
Sprayline Road Services

Table 2 lists the tender offer (including GST) at the close of the advertised tender period.

*Table 2: Tender Offers Received (including GST)*

<b>Tender Offers Received at Close of Tender Period (including GST) in lowest to highest order</b>
\$ 635,950.05
\$ 663,278.61
\$ 691,181.54
\$ 721,087.17
\$ 772,121.08
\$ 783,296.87
\$ 969,985.71

## Panel Assessment Process

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to the release of the Tender documentation. The evaluation panel members were nominated prior to the release of the tender submissions for evaluation. The panel signed 'Conflict of Interest' statements prior to the evaluation panel viewing the submitted tenders.

The Tender Evaluation Panel comprised the following Strathbogie Shire Council staff members:

1. Acting Manager Project Delivery, Sustainable Infrastructure
2. Project Officer, Sustainable Infrastructure
3. Assets Officer, Sustainable Infrastructure
4. Procurement and Tender Officer, Finance (moderator, non-voting member).

The principle that underlies the awarding of all Council contracts is that a contract is awarded on the basis of providing the overall best value, offering the most benefit to the community and the greatest advantage to Council.

The tenders were assessed and evaluated against the following criteria and weightings:

- **Tendered Price (50%)**

This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of 50% is applied.

- **Demonstrated Qualifications / Skills and Experience (10%)**

Due to the high level of technical skills required to provide this service, a weighting of 10% was allocated to this criterium.

- **Project Methodology (10%)**

As the work requires timely completion and elimination/mitigation of work-related risks, this criterium is considered important and therefore allocated a weighting of 10%.

- **Management - Schedules (10%)**

Quality Management Systems, Policies, Relevant Certifications, and Insurance are likewise considered vital and therefore included with an allocated weighting of 10%.

- **Compliance with Specification (10%)**

Tenderer shall demonstrate how they will meet the Council specification requirements as provided within tender. A weighting of 10% was allocated to this tender.

- **Local Content (10%)**

In accordance with Procurement Guidelines and being consistent with value-for-money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

Table 3: Evaluation Criteria

Criteria	Weighting (%)
Price	50
Qualifications / Skills and Experience	10
Time Delivery, methodology and capacity to deliver	10
Compliance with Specification	10
Management -Schedules	10
Local Content	10
<b>Total</b>	<b>100</b>

### Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed the tenderer's submitted schedules and attachments against the evaluation criteria.

The Moderator (Procurement and Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. The Panel members and Moderator met on 9 October 2025 to finalise the evaluation through a moderation meeting.

### Panel Assessment Summary

At the completion of the tender evaluation process, Boral Resources Pty Ltd attained the highest ranking with a total score of 87.56%. Boral offered the lowest tendered price and thereby received the highest score available on pricing (50%), they also received a good qualitative score of 37.56% out of 50%. The Tender Evaluation Panel was therefore satisfied that their tender represents the best value outcome for Council.

Boral Resources Pty Ltd is based in Port Melbourne Victoria and it forms part of Boral Ltd group of businesses which is listed on the ASX. The project related operations will be managed by their depot based in Bendigo. They have ample experience in roadworks and general civil construction and have completed similar works for Strathbogie Shire Council and other regional councils in the past. They have demonstrated capability to complete works in the tender with minimal supervision based on their submitted documents.

### CONFIDENTIAL APPENDICES

The appendices to this report has been classified as being confidential in accordance with Section 66(2)(A) and Part 1, Section 3 Definitions of the *Local Government Act 2020* as they relate to:

- (g) *Private commercial information, being information provided by a business, commercial or financial undertaking that –*
  - (ii) *If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

## COMMUNITY ENGAGEMENT

No external community consultation was necessary as part of the tender process.

## POLICY CONSIDERATIONS

### Council Plan

This report is consistent with the following key strategic focus areas and or actions in the 2025-29 Council Plan:

### Objective Three: Deliver

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council’s governance and provide improved, customer-focused experiences.

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

This report is aligned with the following legislation, council policies and key strategic documents:

#### Asset Management Policy

- Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.

#### Asset Management Strategy

- Ensure the Shires infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

## RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Weather delays	Probable	Moderate	Medium	Schedule reseal during dry season, monitor weather forecasts
Equipment failure	Possible	Minimal	Medium	Regular maintenance, have backup equipment available
Supply chain disruptions	Possible	Moderate	Medium	Source multiple suppliers, maintain buffer stock
Safety incidents	Possible	Major	Medium	Enforce safety protocols, conduct regular safety training
Budget overruns	Unlikely	Minimal	Low	Detailed tender scoping
Community complaints	Possible	Moderate	Medium	Clear communication

## LEGAL CONSIDERATIONS

There are no significant legal considerations associated with this report.

## **CONFLICT OF INTEREST DECLARATION**

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

## **TRANSPARENCY**

All steps have been taken in line with Council's Procurement Policy which ensures transparency in the process. Decisions made by Council will be:

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

Council meetings will be open to the community or can be viewed on the live stream (and available as a recording) unless closed for reasons permitted by s66(2) of the Act.

## **FINANCIAL VIABILITY CONSIDERATIONS**

The approved Capital Budget for the Reseal Program for the 2025-26 financial year amounts to \$1,413,940.00 (Including GST), within existing allocations. Council officers are committed to prudently managing these funds to ensure the successful execution of the reseal program within this budget.

Noting that the recommended award in this report, \$635,950.05 (Inclusive GST) can be comfortably accommodated within available the budget there will be no negative budget implications due to this award.

Additional works may be identified and completed as part of this program once the contractor commences working on site. This will be managed in line with the requirements of Councils in line with the requirements of Councils Procurement Policy. Additional works may be identified and a further process will be completed in early 2026 to maximise the spending against the available program budget.

## **SUSTAINABILITY CONSIDERATIONS**

### **Economic**

By linking producers to markets, workers to jobs, students to school, and the likes, upkeeping roads are vital to support positive economic outcomes for the community.

### **Social**

Improved paved surface of the roads listed in the work scope will enhance the safety of travelers, emissions, and fuel consumption.

### **Environmental**

The proposed works will consider mitigating any environmental impacts to wildlife and the roadside reserves. Environmental management plans will be implemented throughout the construction period.

Modified bitumen with Crumb Rubber derived from end-of-life tyres, will be used in spray seals which is a sustainable initiative using recycled material.

## **Climate Change**

Resealing deteriorating road surfaces is a critical maintenance activity that goes beyond improving ride quality and road safety — it plays an important role in supporting climate resilience and sustainability.

Timely resealing prevents moisture ingress and structural failures, significantly extending the life of the pavement. This proactive approach reduces the need for full reconstruction, cutting down on raw material use, heavy machinery operations, and associated greenhouse gas emissions.

By maintaining the existing road network through regular resealing, Council not only preserves valuable infrastructure assets but also contributes to climate change mitigation by reducing the overall carbon footprint of road maintenance activities.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

As part of Council's commitment to innovation and continuous improvement in road asset management, the 2025 reseal program encourages the adoption of modern practices and sustainable materials. Specifically, contractors were encouraged to use forward moving aggregate spreaders in lieu of conventional spreaders to achieve improved sealing accuracy, enhanced safety, and reduced material wastage.

Additionally, the use of crumb rubber modified bitumen was promoted in place of raw bitumen, supporting circular economy principles through the reuse of recycled tyres, while also delivering superior performance, durability, and reduced environmental impact.

These initiatives demonstrate Council's ongoing efforts to improve operational efficiency, asset longevity, and sustainability outcomes across its road maintenance programs.

## **COLLABORATION**

No formal collaboration was undertaken in the production of this report.

## **HUMAN RIGHTS CONSIDERATIONS**

There are no significant human rights implications arising from this report.

## **CONCLUSION**

Council invited tenders for Contract No 25/26-19 Roads Reseal Program. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications.

It is proposed that Council endorses the recommended contract award for the 2025-26 Roads Reseal Program to Boral Resources Pty Ltd.

## **ATTACHMENTS**

APPENDIX – 1\_Confidential\_CN 25/26-19 Road Reseal Program Tender Evaluation Report

### **11.3.2 Contract 25/26-15 Roads Rehabilitation Program 2025-2026**

**AUTHOR** Director Sustainable Infrastructure

**RESPONSIBLE DIRECTOR** Director Sustainable Infrastructure

#### **EXECUTIVE SUMMARY**

As part of the 2025-26 adopted Capital Works program, Council plans to carry out pavement rehabilitation of selected sections of the municipal roads which were prioritised based on the Road Conditions Assessment. Work will also include sealing, installation of raised reflective road markers, line marking, and installation of guideposts as required.

This maintenance program ensures Council roads retain their quality and their lifespans are extended, thus providing long-term cost savings to Council by ensuring that ongoing maintenance is kept to the minimum.

Through public advertisement, Council invited tenders for the work under Contract No. 25/26-15 between 15 September 2025 and 12 September 2025.

Council received ten (10) tenderers for the work. These tenders have been assessed and evaluated by Council Officers and a summary of results is contained in this report. The report recommends that Council awards the tender to Central Vic Stabilising Pty Ltd of Bendigo, for a total amount of \$1,290,639.00 inclusive of GST.

Council allocated \$990,340 in the Capital Works Budget for 2025-2026 towards the works outlined within this report. It is proposed that the shortfall of the contract amount and the budget be provided from the Roads to Recovery budget which is currently unallocated. The approval for the allocation of the Roads to Recovery funding required for this project will be managed through the quarterly Capital Works Report.

#### **RECOMMENDATION**

**That Council:**

- 1. Note the outcome of the tender assessment process for Contract No. 25/26-15 Roads Rehabilitation Program 2025-2026**
- 2. Award the tender for Contract No 25/26-15 Roads Rehabilitation Program 2025-2026 for a total amount of inclusive of GST to Central Vic Stabilising Pty Ltd**
- 3. Authorise the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council**
- 4. Authorise officers to advise unsuccessful tenderers**
- 5. Note that the Contract 25/26-15 Roads Rehabilitation Program 2025-2026 will be delivered within six months after the contract is awarded**
- 6. Note that the additional funding required to complete this project will be allocated through the quarterly Capital Works report.**

## PURPOSE AND BACKGROUND

As a part of the Strathbogie Shire Council Capital Works Program for Financial Year 2025-26, selected municipal roads requiring rehabilitation have been placed under Council's annual Pavement Rehabilitation Program.

The program's objectives include improving safety, increasing the lifespan of the roads, reducing ongoing maintenance costs, and decreasing the frequency of maintenance activities.

To implement the pavement rehabilitation program, tender documentation was prepared for public advertisement.

Under the adopted 2025-26 program, it was planned to carry out pavement rehabilitation works on eight (8) segments on three (3) council roads which were prioritised based on the road conditions assessment carried out as follows:

- Ruffy-Terip Road, Ruffy (three segments)
- Euroa-Strathbogie Road, Euroa (one segment)
- Alexandersons Road, Locksley (four segments)

The Pavement Rehabilitation Program also includes sealing, installation of raised pavement markers, line marking, and installation of guideposts as required.

## TENDER PROCESS

The public tender was released on "Tender Search" via the Council website on 15 August 2025.

Council also advertised in the Euroa Gazette, in the week following release. By the close of tenders at 4pm on 12 September 2025, ten (10) tender submissions were received.

All tender submissions were assessed for their compliance including the contractual terms and conditions and the requirements of the response schedules. All tenders received were deemed conforming.

Table 1 lists the tenders received at the close of the advertised period

*Table 1: Tender Submissions Received*

<b>Tender Submissions Received at the close of Tender Period (in Alphabetical Order)</b>
Bild Infrastructure Pty Ltd
Central Vic Stabilising Pty Ltd
Country Wide Asphalt Pty Ltd
Downer Edi Works Pty Ltd
Hiway Aus Pty Ltd
Mawson Constructions Pty Ltd

O'Loughlin Excavations Pty Ltd
Stabilised Pavements Of Australia Pty. Limited
TDM Earthworks Pty Ltd
Unyte Southern Pty Ltd

Table 2 lists the tender offer (including GST) at the close of the advertised tender period.

*Table 2: Tender Offers Received (including GST)*

<b>Tender Offers Received at Close of Tender Period (including GST) in lowest to highest order</b>
\$1,290,639.00
\$1,350,580.00
\$1,466,535.01
\$1,619,719.32
\$1,720,908.64
\$1,795,033.23
\$1,864,796.68
\$2,108,667.21
\$2,196,220.64
\$2,248,225.00

### **Panel Assessment Process**

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to the release of the Tender documentation.

The evaluation panel members were nominated prior to the release of the tender submissions for evaluation. The panel signed 'Conflict of Interest' statements prior to the evaluation panel viewing the submitted tenders.

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council staff members:

1. Project Officer, Sustainable Infrastructure
2. Acting Manager Projects, Sustainable Infrastructure
3. Infrastructure Development Engineer, Sustainable Infrastructure, and
4. Procurement AND Tender Officer, Finance (moderator, non-voting member).

The principle that underlies the awarding of all Council contracts is that a contract is awarded on the basis of providing the overall best value, offering the most benefit to the community and the greatest advantage to Council.

The tenders were assessed and evaluated against the following criteria and weightings:

- **Tendered Price (50%)**

This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of 50% is applied, unless a Council exemption is sought.

- **Demonstrated Qualifications / Skills and Experience (10%)**

Due to the high level of technical skills required to provide this service, a weighting of 10% was allocated to this criterium.

- **Project Methodology (20%)**

As the Work requires timely completion and elimination/mitigation of work-related risks, this criterium is considered important and therefore allocated a weighting of 20%.

- **Management - Schedules (10%)**

Quality Management Systems, Policies, Relevant Certifications, and Insurance are likewise considered vital and therefore included with an allocated weighting of 10%.

- **Local Content (10%)**

In accordance with Procurement Guidelines and being consistent with value-for-money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

*Table 3: Evaluation Criteria*

<b>Criteria</b>	<b>Weighting (%)</b>
Price	50%
Qualifications / Skills and Experience	10%
Time Delivery, methodology and capacity to deliver	20%
Management schedules	10%
Local Content	10%
<b>Total</b>	<b>100%</b>

### **Evaluation Moderation Process**

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed the tenderer's submitted schedules and attachments against the evaluation criteria.

The Moderator (Procurement and Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. The Panel members and the Moderator met on 8 October 2025 to finalise the evaluation through a moderation meeting.

### **Panel Assessment Summary**

At the completion of the tender evaluation process, Central VIC Stabilising Pty Ltd attained the highest ranking with a total score of 81.64%. Central VIC Stabilising Pty Ltd offered the lowest tendered price and thereby received the highest score available on pricing (50%), they also received a good qualitative score of 41.64% out of 60%.

The Tender Evaluation Panel was therefore satisfied that their tender represents the best value outcome for Council. The company is based in Bendigo, Victoria.

Central VIC Stabilising Pty Ltd has ample demonstrated experience in construction works and has completed similar work for other organisations in the past. They have demonstrated the capability to complete the Works outlined in the tender with minimal supervision based on their submitted documents. Their references are good and consistent with their declared project history.

### **CONFIDENTIAL APPENDICES**

The appendices to this report has been classified as being confidential in accordance with Section 66(2)(A) and Part 1, Section 3 Definitions of the *Local Government Act 2020* as they relate to:

- (g) *Private commercial information, being information provided by a business, commercial or financial undertaking that –*
  - (ii) *If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

### **COMMUNITY ENGAGEMENT**

The author of this report considers that no external community consultation was necessary as part of the tender process.

### **POLICY CONSIDERATIONS**

#### **Council Plan**

This report is consistent with the following key strategic objectives and or actions in the 2025-29 Council Plan:

#### **Objective Three: Deliver**

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

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

- Road Management Plan
- Procurement Policy

## RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Quality of work	Possible	Minor	Low	Regular meetings with suppliers to provide feedback on works ensuring that work is at or above Australian Standards
Traffic accidents	Possible	Minor	Low	Traffic Control is Mandatory. Use of only qualified personnel to manage traffic control. Work must be carried out during good weather. Contractor safety induction for all personnel. Adequate signs and traffic warnings. Hi-Vis clothing and correct PPE
Budget overrun	Possible	Minor	Low	Ensure detailed project specifications, job prioritization at tendering

## LEGAL CONSIDERATIONS

There are no significant legal considerations associated with this report.

## CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

## TRANSPARENCY

All steps have been taken in line with Council's Procurement Policy which ensures transparency in the process. Decisions made by Council will be:

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

Council meetings will be open to the community or can be viewed on the live stream (and available as a recording) unless closed for reasons permitted by s66(2) of the Act.

## FINANCIAL VIABILITY CONSIDERATIONS

Council allocated \$990,341.00 (incl GST) for 'Pavement Rehabilitation' in the 2025-2026 Capital Works Program. The recommended tender price of \$1,290,639.00 (incl GST) implies a shortfall of \$300,298.00 (incl GST).

It is proposed to offset the shortfall through unallocated funds from the Roads to Recovery Program (\$1.2Million).

## **SUSTAINABILITY CONSIDERATIONS**

### **Economic**

By linking producers to markets, workers to jobs, students to school, and the likes, roads are vital to support positive economic outcomes for the community

### **Social**

Improved paved surface of the roads listed in the work scope will enhance the safety of travellers, emissions and fuel consumptions.

### **Environmental**

The proposed works will consider mitigating any environmental impacts to wildlife and the roadside reserves. Environmental management plans will be implemented throughout the construction period

### **Climate Change**

Climate change can have direct and indirect impacts on road infrastructure. The direct impacts are because of the environment. Rainfall changes and temperature can alter moisture balances and influence pavement deterioration and affect the aging of bitumen. The indirect impacts of climate change on roads are because on the location of population and human activity altering the demand for roads.

## **COLLABORATION**

No formal collaboration was undertaken in the production of this report

## **HUMAN RIGHTS CONSIDERATIONS**

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

## **CONCLUSION**

Council invited tenders for Contract No. 25/26-15 Roads Rehabilitation Program 25/26. The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications.

It is proposed that Council awards the Roads Rehabilitation Program 25/26 to Central Vic Stabilising Pty Ltd of Bendigo, VIC, as their submission represented overall best value.

## **ATTACHMENTS**

**Appendix 1\_Confidential\_CN 25/26-15 Tender Evaluation Report**

### **11.3.3 Contract 25/26-26 - Strathbogie Road Safety Improvements - Harrys Creek, Longwood Ruffy and Euroa Strathbogie Roads**

**AUTHORS** Manager Asset Planning  
Acting Manager Project Delivery

**RESPONSIBLE DIRECTOR** Director Sustainable Infrastructure

#### **EXECUTIVE SUMMARY**

Council was successful in securing \$1,956,900 (incl. GST) total in funding through the Transport Accident Commission's (TAC) Safe Local Roads and Streets Program (SLRSP) to deliver safety and speed reduction improvements on the following roads:

- Euroa–Strathbogie Road – Speed reduction and safety improvements
- Longwood–Ruffy Road (Tarcombe to Ruffy) – Speed reduction and safety improvements
- Harrys Creek Road (Kithbrook to Violet Town) – Guardrail installation and safety improvements

These roads were prioritised for funding due to their identified crash history. The TAC commissioned design works to support Council, with construction works required to be completed by 30 June 2026.

The project scope includes fixed-price components for guardrail installation, signage, and line marking, with additional schedule of rates/day works for associated earth and vegetation works minimising environmental impacts. Ten trees are proposed for removal along Harrys Creek Road, all assessed under the DEECA native vegetation exemption for road safety works. A cultural heritage due diligence assessment has been undertaken, and consultation with the relevant Registered Aboriginal Party will occur prior to construction.

Tenders were publicly invited under Contract 25-26-26 – Strathbogie Road Safety Improvements (Harrys Creek, Longwood–Ruffy and Euroa–Strathbogie Roads), with eight submissions received, ranging from \$1,016,330.61 to \$2,058,663.42 (incl. GST). The schedule of rates and day works are estimated at an additional \$110,000 (incl. GST).

Following a comprehensive evaluation, Safety Barrier Solutions (Aust) Pty Ltd has been identified as the preferred tenderer. It is recommended that Council award the contract for a total value of \$1,178,489.40 (incl. GST), inclusive of the estimated day works, based on the outcomes of the tender assessment.

#### **RECOMMENDATION**

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

- 1. Note the outcome of the tender assessment process for Contract No. 25-26-26 - Strathbogie Road Safety Improvements - Harrys Creek, Longwood Ruffy and Euroa Strathbogie Roads**
- 2. Award the tender for Contract No. 25-26-26 - Strathbogie Road Safety Improvements - Harrys Creek, Longwood Ruffy and Euroa Strathbogie Roads**

- for a total amount of \$1,178,489.40 (incl. GST), including the estimated schedule of rates /day-work related works**
- 3. Authorise the Chief Executive Officer to execute the Contract by signing and affixing the Common Seal of Strathbogie Shire Council**
  - 4. Authorise officers to advise unsuccessful tenderers**
  - 5. Note that the works will be delivered by 31 May 2026**
  - 6. Note that additional road safety works will be identified in consultation and approval by the funding authority, the Traffic Accident Commission, to maximise the spending against the available budget.**

**PURPOSE AND BACKGROUND**

The purpose of this report is to seek Council’s endorsement to award a contract for the delivery of road safety improvement works funded through the Transport Accident Commission’s (TAC) Safe Local Roads and Streets Program (SLRSP).

Council successfully secured \$1,956,900 (incl. GST) under this program to address road safety concerns on Euroa–Strathbogie Road, Longwood–Ruffy Road, and Harrys Creek Road, which were identified as high-risk routes due to their accident history.

The TAC has supported the project by commissioning design works, with construction required to be completed by 30 June 2026. The works will include speed reduction measures, guardrail installation, and associated safety improvements to enhance driver safety and reduce crash risks on these key local roads.

**TENDER PROCESS**

The public tender was released on “Tender Search” via the Council website on the 11 September 2025.

By the close of tenders at 4.00pm Tuesday 7 October 2025, eight (8) tender submissions were received.

All tender submissions were assessed for their compliance including the contractual terms and conditions and the requirements of the response schedules. All tenders received were deemed conforming.

Table one lists the tenders received at the close of the advertised period

*Table 1: Tender Submissions Received*

<b>Tender Submissions Received at the close of Tender Period (in Alphabetical Order)</b>
BILD Infrastructure Pty Ltd
GBM Contractors (Vic) Pty Ltd
Miepol Pty Ltd

O'Loughlin Excavations Pty Ltd
Safety Barrier Solutions (Aust) Pty Ltd
The Trustee for the West Pacific Group Unit Trust
Waratah Constructions (Vic) Pty Ltd
Winslow Infrastructure Pty Ltd

Table two lists the tender offer (including GST) at the close of the advertised tender period.

*Table 2: Tender Offers Received (including GST)*

<b>Tender Offers Received at Close of Tender Period Excluding Provisionals (including GST) in lowest to highest order</b>
\$1,016,330.61 (conforming)
\$1,068,489.40 (conforming)
\$1,130,676.76 (conforming)
\$1,265,751.80 (conforming)
\$1,389,097.66 (conforming)
\$1,725,249.49 (conforming)
\$1,873,729.47 (conforming)
\$2,058,663.42 (conforming)

### **Panel Assessment Process**

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were determined prior to the release of the Tender documentation. The evaluation panel members were nominated prior to the release of the tender submissions for evaluation. The panel signed 'Conflict of Interest' statements prior to the evaluation panel viewing the submitted tenders.

The Tender Evaluation Panel comprises the following Strathbogie Shire Council staff members:

1. Manager Asset Planning, Sustainable Infrastructure Directorate
2. Acting Manager Project Delivery, Sustainable Infrastructure Directorate
3. Infrastructure Development Engineer, Sustainable Infrastructure Directorate, and
4. Procurement and Tender Officer, Finance (moderator, non-voting member).

The principle that underlies the awarding of all Council contracts is that a contract is awarded on the basis of providing the overall best value, offering the most benefit to the community and the greatest advantage to Council.

The tenders were assessed and evaluated against the following criteria and weightings:

- **Tendered Price (40%)**

This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of 40% is applied, unless a Council exemption is sought.

- **Demonstrated Qualifications / Skills and Experience (20%)**

Due to the high level of technical skills required to provide this service, a weighting of 20% was allocated to this criterium.

- **Compliance With Specification (20%)**

The level of compliance with the specification based on the information provided is likewise considered vital and therefore included with an allocated weighting of 20%.

- **Project Methodology, timeline delivery and capacity to deliver (10%)**

As the Work requires timely completion and elimination/mitigation of work-related risks, this criterium is considered important and therefore allocated a weighting of 10%.

- **Local Content (10%)**

In accordance with Procurement Guidelines and being consistent with value-for-money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

Table 3: Evaluation Criteria

Criteria	Weighting (%)
Price	40
Qualifications / Skills and Experience	20
Timeline delivery. Methodology	5
Capacity to Deliver	5
Compliance with Specification	20
Local Content	10
<b>Total</b>	<b>100</b>

### Evaluation Moderation Process

The purpose of the moderation meeting is to discuss and moderate scoring discrepancies larger than three points and to raise any concerns and/or queries that may need to be put to the tenderers prior to recommending the preferred Tenderer.

The Tender Evaluation Panel individually reviewed all tender submissions in detail and assessed the tenderer's submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement and Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. The Panel members and the Moderator

met to finalise the evaluation through a moderation meeting on the 23 October 2025 held in two sessions.

### **Panel Assessment Summary**

Upon completion of the tender evaluation process, Safety Barrier Solutions (Aust) Pty Ltd achieved the highest overall ranking with a total score of 78.9%. Although another tenderer submitted the lowest price and consequently received the maximum score available for pricing (40%), their qualitative assessment was comparatively lower, resulting in a combined total score of 76.95% and a second place ranking overall.

The Tender Evaluation Panel was therefore satisfied that Safety Barrier Solutions (Aust) Pty Ltd tender represents the best value outcome for Council. The company is based in with offices and depots in Pakenham (VIC).

Safety Barrier Solutions Pty Ltd has over fourteen years of industry experience in the installation, repair, and maintenance of roadside safety barrier systems across New South Wales and Victoria for the Department of Transport and Planning (VicRoads) and Transport for New South Wales as well many local authorities.

### **CONFIDENTIAL APPENDICES**

The appendices to this report has been classified as being confidential in accordance with Section 66(2)(A) and Part 1, Section 3 Definitions of the *Local Government Act 2020* as they relate to:

- (g) *Private commercial information, being information provided by a business, commercial or financial undertaking that –*
  - (ii) *If released, would unreasonably expose the business, commercial or financial undertaking to disadvantage*

### **COMMUNITY ENGAGEMENT**

The author of this report considers that no external community consultation was necessary as part of the tender process.

### **POLICY CONSIDERATIONS**

#### **Council Plan**

This report is consistent with the following key strategic objections and or actions in the 2025-29 Council Plan:

#### **Objective One: Connect**

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

#### **Objective Two: Sustain**

We aim to collaborate with others to foster a sustainable environment, a thriving economy and resilient communities.

#### **Objective Three: Deliver**

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

## RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Weather delays	Possible	Moderate	Medium	Works scheduled during summer / early autumn months to reduce risk
Equipment failure	Possible	Minimal	Medium	Regular maintenance, well maintained and relatively new equipment
Supply chain disruptions	Possible	Moderate	Medium	Careful choice of contractor. Acceptance of tender well before required February commencement date.
Safety incidents	Possible	Major	Medium	Enforce safety protocols, conduct regular safety audits
Budget over-runs	Unlikely	Minimal	Low	Detailed tender scoping. Close supervision and authorising of all ancillary works.
Community complaints	Probable	Moderate	Medium	Advance notification of proposed works and associated delays and vegetation impacts

## LEGAL CONSIDERATIONS

There are no significant legal considerations associated with this report.

## CONFLICT OF INTEREST DECLARATION

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

## TRANSPARENCY

All steps have been taken in line with Council's Procurement Policy which ensures transparency in the process. Decisions made by Council will be:

- undertaken in accordance with the Act and the Governance Rules.

- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the live stream (and available as a recording) unless closed for reasons permitted by s66(2) of the Act.

## **FINANCIAL VIABILITY CONSIDERATIONS**

The approved Capital Budget for this TAC funded project for the 2025-26 financial year amounts to \$2,163,700 including GST, which is sufficient to fund this contract including the provisional items and the prior design work. Council officers are committed to prudently managing these funds to ensure the successful execution of these road safety works within this budget.

Noting that the recommended award in this report of \$1,178,489.40 including the estimated schedule of rates /day-work related works (including GST) can be comfortably accommodated within available budget there will be no negative budget implications due to this award.

Officers have commenced discussion with the Funding Authority, the Traffic Accident Commission, to determine if there are additional projects that can be brought forward as part of Councils Program to utilise the remaining money that is available that will meet the objectives set out by the TAC.

## **SUSTAINABILITY CONSIDERATIONS**

### **Economic**

Improving the safety of our roads is key to efficiently connecting producers to markets, workers to jobs, students to school, tourists to destinations and the likes and is vital to support positive economic outcomes for the community.

### **Social**

Improved safety along the roads listed in the work scope will enhance the safety of travellers, reduce emissions, fuel consumption and the detrimental impacts of road trauma on the community.

### **Environmental**

The proposed works will consider mitigating any environmental impacts to wildlife and native vegetation within the roadside reserves. Environmental management plans will be implemented throughout the construction period.

### **Climate Change**

Reduced speed limits and safer less accident-prone roads will reduce fuel consumption and travel involving emergency service vehicles and associated victim treatment impacts.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

Upgrading the safety of these roads is part of a continuous program of road safety improvements to reduce the incidence and impacts of road trauma on the community.

## **COLLABORATION**

No formal collaboration was undertaken in the production of this report

## **HUMAN RIGHTS CONSIDERATIONS**

There are no significant human rights implications arising from this report.

## **CONCLUSION**

It is recommended that Council award Contract No. 25-26-26 - Strathbogie Road Safety Improvements - Harrys Creek, Longwood Ruffy and Euroa Strathbogie Roads to Safety Barrier Solutions Pty Ltd for a total amount of \$1,178,489.40, including the estimated schedule of rates /day-work related works (including GST).

This tender offers best value to Strathbogie Shire Council and its community.

## **ATTACHMENTS**

Appendix 1\_Confidential\_CN 25-26-26\_Tender Evaluation Report

**11.3.4 Quarterly Report - Capital Works**

**AUTHORS** Acting Manager Project Delivery  
Director Sustainable Infrastructure

**RESPONSIBLE DIRECTOR** Director Sustainable Infrastructure

**EXECUTIVE SUMMARY**

*Note: All amounts mentioned within this report are exclusive of GST.*

Council adopted the 2025-26 Capital Works Budget at the Council Meeting held on 17 June 2025. The approved program represents a total investment of \$14.291 million. This includes \$3.596 million in carried-forward financial commitments from 2024-25 financial year capital projects that are not completed.

The Capital Works Program is structured across three key categories:

Category	25-26 Budget (\$'1000)	Carried Forward (\$'1000)	Total Adopted (\$'1000)
Property	1,710	175	1,885
Plant and Equipment	1,420	600	2,020
Infrastructure	7,565	2,821	10,386
<b>Total</b>	<b>10,695</b>	<b>3,596</b>	<b>14,291</b>

This report provides an update on the status of the Capital Program as at 29 October 2025. It is important to note that there has been no significant actual expenditure during the reporting period. This is typical for the first quarter of the financial year, which is primarily focused on project scoping, tender preparation, tender activity, and the completion of ongoing capital works carried over from the previous financial year.

Throughout the first quarter of the 2025-26 financial year, several adjustments were identified as a result of tender awards, contract finalisations, and scope refinements that will be reflected as revised forecasts for applicable projects. These variations, along with additional carry-forward allocations from the end of the 2024-25 financial year (after the budget was displayed), will be further reviewed during the mid-year budget process in the second quarter of 2025-26. The outcomes of this review will be presented to Council for endorsement as part of the adoption of the mid-year budget at the February 2026 Council meeting.

Council officers are also evaluating opportunities to introduce additional infrastructure and facility projects within the 2025-26 program, using savings identified from existing allocations. In addition, it is proposed to establish and maintain a Capital Works Reserve fund as a contingency to address unforeseen project requirements, such as catering for new grant award council contributions and project variations, and to ensure flexibility in the overall delivery of the program.

**RECOMMENDATION**

**That Council:**

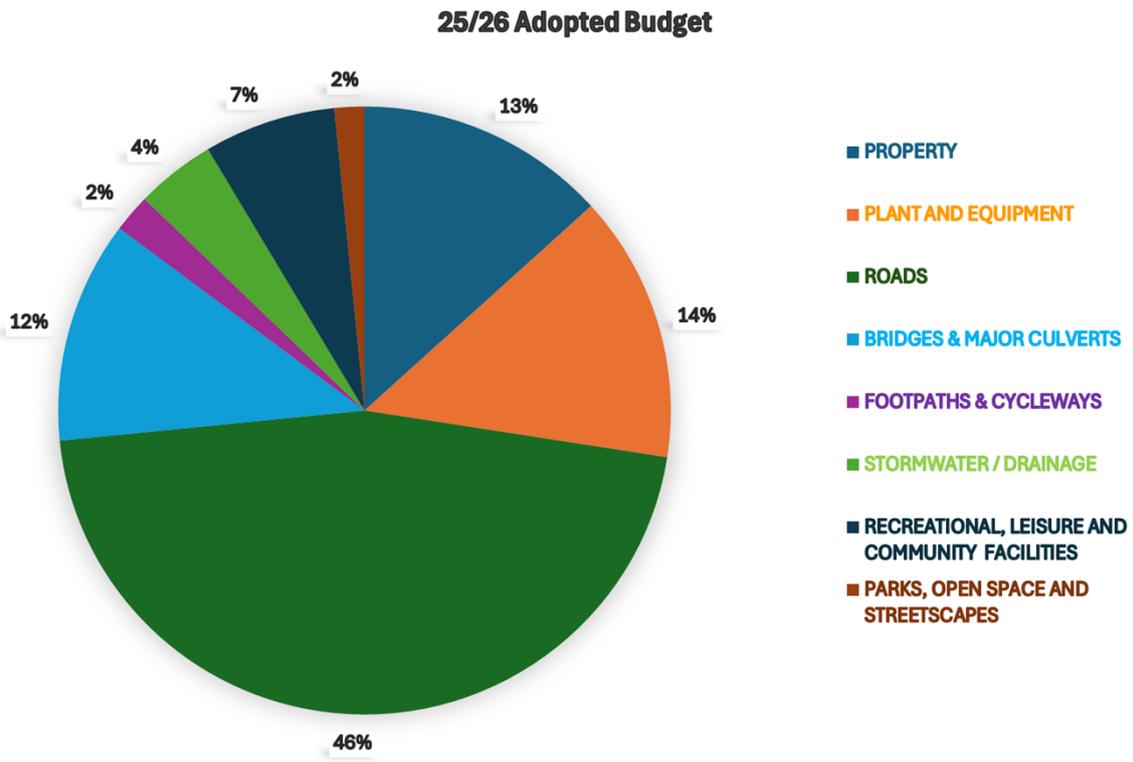
- Note the status of the Capital Works Program for the period to 29 October 2025**

2. **Approve the changes to the budget allocation for each of Councils Capital Works Programs for 2025-2026, as set out within Attachment 2 to this report**
3. **Approve that the \$350,000 contribution received from Inland Rail will be allocated towards the construction of the Frost Street footpath, including accessibility and connectivity improvements consistent with the Euroa Railway Precinct Master Plan**
4. **Note that project savings identified through tender awards will be reallocated within the same asset classes to support delivery of other priority projects.**

**PURPOSE AND BACKGROUND**

The Council’s Capital Works Program provides a structured approach to planning, funding, and delivering priority infrastructure, property, and equipment projects across the municipality. The program supports the Council’s strategic objectives, ensures ongoing maintenance and renewal of assets, and addresses emerging community needs.

The 2025-26 Capital Works Budget was adopted by the Council on 17 June 2025, establishing the approved investment levels and project allocations for the year, and reflected year one of the Financial Plan 2025-35 and Asset Plan 2025-2035. The program incorporates both new initiatives and carry-forward projects from the 2024-25 financial year (that were known when the draft budget was finalised in April 2025). The figure below shows the breakdown of adopted budget breakdown into major budget categories.



Since adoption, project scopes, tender outcomes, grant application outcomes, and funding allocations have been reviewed to ensure effective delivery and alignment with Council priorities. This report provides an update on the status of projects at the end of the first quarter, and first four weeks of October, of the 2025-26 financial year.

Through the management of Council Capital Works Program, it is not uncommon that situations occur that require a review of the scope of a project that can have an impact on the ability to deliver within the available budget.

There will also be instances where a project may be delivered for less than the available budget. In some cases, it may be necessary to defer a project and provide a more detailed review of the objectives and intent of the project.

This report will inform Council of any changes required to the scope or the budget of projects and programs and seek Councils approval for any recommended changes to the overarching Capital Works Program.

## **ISSUES, OPTIONS AND DISCUSSION**

This section explains the status of the 2025-26 Capital Works Program as at 29 October 2025, highlighting key achievements, issues, opportunities, and further considerations.

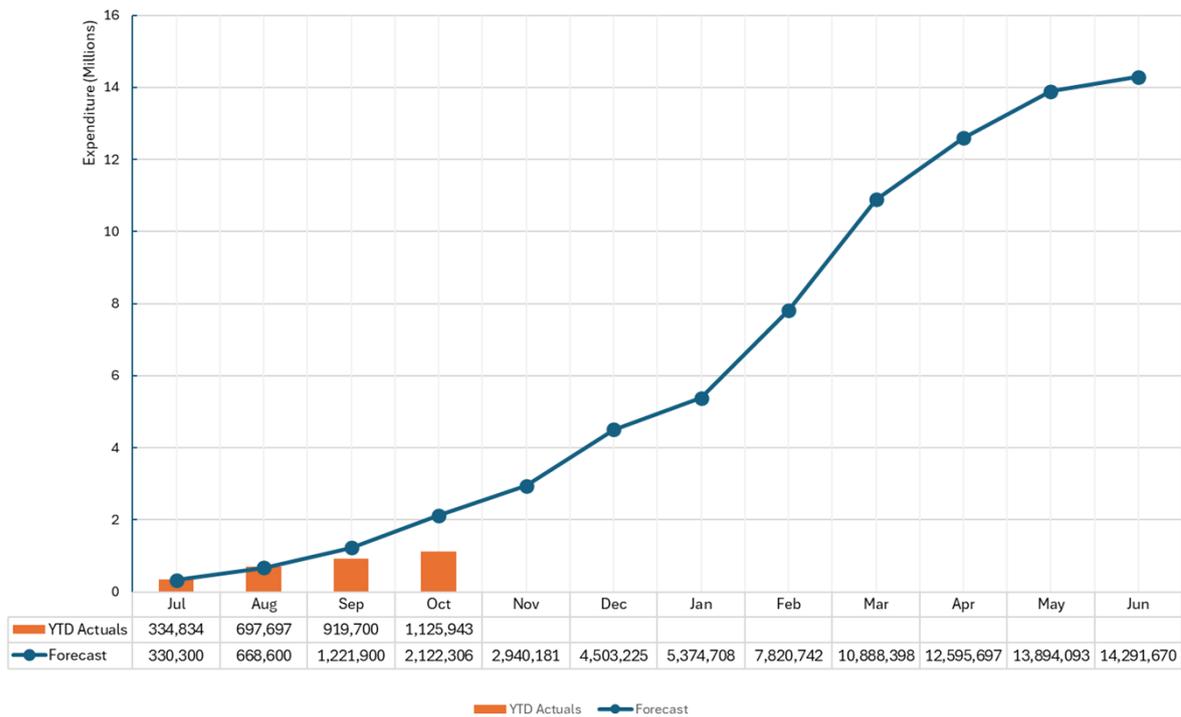
### **Capital Works Update July - October 2025**

- Twenty-five new concrete pads were constructed at Euroa Caravan Park during August
- Essential Safety Measures (ESM) for four kindergartens are underway, where the majority of the Priority 1 works are now completed
- Chinaman's Bridge demolition – ongoing preparation of documentation for Heritage Victoria as per the permit conditions
- Kirwans Bridge – Preliminary heritage advisory report being prepared
- Transport Accident Commission funded road safety upgrade design works completed
- Euroa Lions Park Play Space – Contract awarded, consultation in progress
- Nagambie Splash Park resurfacing underway and will be completed by mid-November 2025
  
- Footpath work contracts awarded:
  - Bury Street Euroa (Kirkland Avenue to Binney Street) - works ongoing
  - Mansfield Road Euroa (Anderson Street to Kennedy Street)
  - Scott Street Euroa (Beaton Street to Garrett Street)
  - Vickers Road Nagambie (Blayney Lane to High Street) - works ongoing
  - High Street Nagambie (opposite Vickers Road to Myola Crescent)
  - High Street Nagambie (Vickers Road to 215 High Street) - works completed
  
- Active Tenders/Tender Evaluations:
  - 2025-26 Roads Reseal Program – report to November Council meeting
  - 2025-26 Road Rehabilitation Program – report to November Council meeting
  - Paget Road - major culvert remediation
  - Valentines Lane – Avenel, drainage rectification
  - Killens Hill - culvert and slip repair
  - Transport Accident Commission road safety upgrades (Euroa Strathbogie Road, Harrys Creek Road and Longwood Ruffy Road)
  
- Committed projects from last financial year (2024-25):
  - Nagambie Foreshore Walk deck replacement completed in July 2025
  - Longwood new female friendly netball changerooms including rec reserve septic upgrade completed in August 2025

- Violet Town streetscape upgrades completed in October 2025
  - Nagambie streetscape design works in progress
  - Pitch my project – Strathbogie Shire Art Trail - Platypus sculpture at Euroa Sevens Creek Park progressing anticipate completion at end of December 2025
  - Pitch My Project – Avenel Memorial Hall Generator – completed in August 2025
  - Pitch My Project – Ruffy Tablelands Centre Verandah – completed in August 2025
  - Pitch My Project – Violet Town Recreation Reserve Oval lighting – completed in September 2025
  - Pitch My Project – Strathbogie walking path preliminary designs completed, detail design ongoing
  - New footpaths construction completed:
    - Barnes Street
    - Templeton Street (Holland to Barnes Streets)
  - Draft Storm Water Strategy under review
  - Harry's Creek Road Land Slip detail design progressing
  - Euroa Arboretum Link footpath designs finalised
- Additionally, the following projects related to plant and equipment are in progress:
    - Plant purchased - new mowers, new grader and two trucks procurement underway
    - Motor vehicle fleet – procurement underway
    - Hardware replacement program – replace IT hardware as required
    - CODI – Lower North East Regional Council Collaboration Digital Transformation project underway

The following graph shows Capital Works Program expenditure against the budget for the first quarter of 2025–26.

### Capital Works Program Expenditure

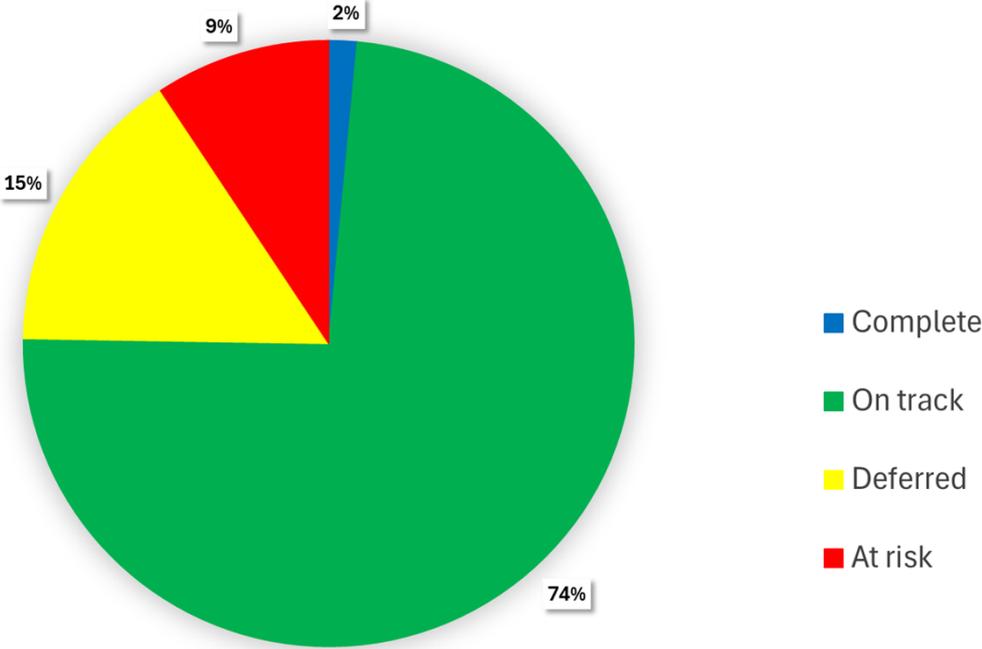


In addition to actual expenditure, as of 29 October 2025, there is over \$1,050,000 of work on order/contract awarded. This includes for the procurement of a new grader and projects completed but not yet invoiced for works such as the new footpath on Bury Street, Euroa and Nagambie Splash Park, as well as other works. There is also over \$2.75M of contract awards in three major contracts being considered at the Council meeting on 18 November 2025.

A more detailed project status report is attached to this report as Appendix 1 - Capital Works Status Report – July/October 2025.

The graph below shows the overall project status summary representing all capital works (including through to 29 October 2025).

**Capital Program 25/26 - Status Overview**



The majority of projects (74%) are progressing in accordance with planned timelines and are anticipated to be completed within the current financial year.

A proportion of projects (9%) have been identified as being at risk, primarily due to factors beyond Council’s direct control, including extended stakeholder consultation processes, reliance on external approvals, and dependencies on third-party inputs and inadequate budget.

The remaining projects (15%) have been deferred to allow adequate time for the completion of supporting studies and investigations necessary to determine the feasibility and most appropriate delivery approach for these initiatives.

If it is determined that the projects identified either as deferred or at risk will not be delivered within the financial year 2025-2026, alternate projects will be brought forward to Council for consideration as forecast adjustments to maximise the delivery of Councils Capital works Program. Any proposed additional changes to the program will be reported through the mid-year Capital Works Update Report.

While the actual expenditure to date is low compared to the total capital budget, this is considered typical for the first quarter of the financial year. During this period, project scoping, design development, and tendering activities are the primary focus, with physical delivery and expenditure expected to accelerate in subsequent quarters.

Additional funding opportunities are available through various streams, including new grant programs from both Federal and State governments. Council officers are actively pursuing these opportunities and will provide recommendations to Council on the most efficient and effective allocation of these resources, both within the current financial year and in subsequent years.

**Frost Street and the Railway Precinct Masterplan**

A contribution of \$350,000 from Inland Rail has been confirmed to support projects within the Euroa Railway Precinct. It is recommended that \$200,000 of this funding will be directed

towards constructing a new footpath along Frost Street, Euroa including a connecting path beside the Charles Street, Euroa underpass linking to the existing footpath at Railway Street, Euroa. This will significantly enhance pedestrian access to the Euroa Showgrounds.

The remaining funds will be used to deliver future designs and footpath connections and access improvements outlined in the Euroa Railway Precinct Master Plan, further improving community connectivity, accessibility, and safety within the precinct – refer Appendix 2 attached to this report illustrating the Proposed footpath connectivity improvements.

### **Chinamans Bridge**

Preliminary cost estimates for the Chinamans Bridge demolition have come in above the available budget, indicating the need for significant additional funding to complete this project. Officers are currently reviewing the project scope to identify potential cost-saving measures, subject to Heritage Victoria's approval. In parallel, officers are also exploring potential grant opportunities to help meet the funding shortfall.

### **Capital Works Program Adjustments Summary**

There are several additional adjustments recommended to the funding allocations and forecast adjustments for Councils 2025-2026 Capital Works Program. These recommended adjustments are outlined below and further detail is provided in Appendix 3 to this report.

- The unallocated \$1,277K Road to Recovery funding:
  - \$877K for additional gravel re-sheets to support the ongoing renewal of Councils Gravel Road Renewal Program
  - \$273K to offset the shortfall on rehabilitation tender award
  - \$127K balance will be reported and reallocated through the mid- year Capital Works update report.
- Reseal Program Savings of \$723K to will be allocated to the next tranche of the identified road seals that require renewal. This work will be managed through Councils Procurement Policy. Any additional unutilised savings will be reported to Council through the mid-year Capital Works Report for reallocation to roads or roads related infrastructure.
- \$142K has been allocated towards the Euroa Truck Wash rectifications. This works is tendered and due to commence soon. It has been identified that there is shortfall of approximately \$50k required on top of the \$142k to complete this work. It is recommended that the \$50k will be reallocated from Councils Plant and Equipment Capital works budget.
- Footpath savings \$126K to reallocate:
  - Renewal footpath (41m) at Tarcombe Street Euroa \$22K
  - Renewal of Queen Street foot path in Avenel from Avenel Memorial Hall to Belmont St approx. \$20K (subject to quotes)
  - New footpath along Euroa Mansfield Road from Kennedy Street, Euroa to Boundary Road, Euroa approx. \$84K (subject to quotes)
- Reflect the loss of grant funding for Euroa Friendlies, Council contribution of \$450K to reallocate for Euroa Friendlies Septic Upgrade (approx. \$250K) The balance of these funds w will be reported and reallocated through the mid-year Capital Works update report.

- There is currently approximately \$600K allocated towards stormwater and Drainage Projects. Currently tenders are sought for the drainage improvements at Valentines Lane, Avenel. It is anticipated that there will be shortfall of approximately \$80K to complete this work. It is recommended that the allocated budget of \$174K for Drainage Strategy Priorities be reallocated for 2025-2026 to enable the completion of Valentines Land and other identified drainage priorities. Any further recommended changes to drainage projects will be reported through the mid-year Capital Works report.
- There are identified savings in the \$500K which has been allocated towards the repairs at the Nagambie Splash Park. Savings will be identified for reallocation through the mid-year Capital Works Report.
- There are a few other projects such as the Vilet Town Recreation Reserve Lights that will require a further \$25k to complete. These projects and any other recommended reallocations are outlined within Attachment 2.

Project statuses, delivery forecasts, and expenditure forecasts will be further reviewed and updated in the mid-year budget process, with the revised program presented to the Council for consideration and adoption as part of the mid-year capital budget review.

## **COMMUNITY ENGAGEMENT**

**Inform** - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions.

## **POLICY CONSIDERATIONS**

### **Council Plan**

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

### **Objective Three: Deliver**

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

## **RISK CONSIDERATIONS**

The 2025-26 Capital Works Program includes several major projects that are predominantly funded through State and Federal Government grants. This reliance on external funding, together with the recent loss of one major grant, introduces risks to program delivery, timing, and scope.

Program delivery is also dependent on approvals from external authorities including the Department of Transport and Planning, Goulburn-Murray Water, Goulburn Valley Water, Taungurung Land and Waters Council, and the Goulburn Broken Catchment Management Authority, as well as planning permits. Delays in obtaining these approvals can adversely affect project schedules.

Internal resource constraints within the Council's project delivery team and supporting departments further increase the risk of delays or reduced program efficiency.

This report has identified the following risk(s):

<b>Risk(s)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation Action</b>
Loss or withdrawal of external grant funding	Possible	Major	High	Maintain engagement with funding agencies; explore alternative funding sources; adjust project scope or sequencing where required.
Delays in project delivery due to grant funding approval processes	Probable	Moderate	High	Monitor funding milestones; align project schedules with approval timelines; maintain readiness for early mobilization.
Delays in obtaining approvals from external agencies or planning permits	Probable	Major	High	Engage early with relevant agencies; track approval progress; sequence works to commence where approvals are in place.
Cost escalation affecting project affordability and scope	Possible	Major	High	Include contingencies in budgets; regularly review costs; pursue additional funding if required.
Resource constraints within Council project teams and departments	Probable	Moderate	High	Prioritise workloads; allocate additional resources or external support; strengthen cross-departmental coordination.
Inability to deliver the full program due to market capacity or procurement delays	Possible	Moderate	Medium	Stagger project delivery; prioritise shovel-ready works; actively engage contractors and suppliers.
Community or stakeholder concern from delays, scope changes, or funding/approval issues	Possible	Moderate	Medium	Implement a clear communication strategy to update stakeholders on project progress, funding, and approvals.

## **LEGAL CONSIDERATIONS**

There are no significant legal considerations associated with this report.

## **CONFLICT OF INTEREST DECLARATION**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

## **TRANSPARENCY**

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

## **FINANCIAL VIABILITY CONSIDERATIONS**

Financial and delivery risks identified in the risk consideration section are closely linked, as funding certainty, resource capacity, and project timing directly influence the long-term viability of the 2025-26 Capital Works Program. The 2025-26 Capital Works Program has been informed and is consistent with the Financial Plan 2025-2035 and Asset Plan 2025-2035.

As of 29 October 2025, overall expenditure within the program remains low, which is typical for the first quarter of the financial year. This period focuses on project planning, design development, tender preparation, and completion of carried-forward works from the previous year.

During the first quarter and into the first four weeks of October 2025, several project forecast adjustments have been identified through tender outcomes, contract finalizations, and scope refinements. These, along with additional carry-forward allocations, will be reviewed as part of the mid-year budget process, with outcomes presented to Council for consideration and endorsement at the February 2026 meeting.

The financial viability of the program remains strongly influenced by external funding from State and Federal Government grants. While these grants support program delivery, they also create exposure to risks associated with approval of timing, changing funding conditions, and compliance requirements. The recent withdrawal of funding for one major project (Euroa Friendlies Pavilion) has required adjustments to maintain financial balance and deliverability.

Ongoing cost escalation pressures, supply chain constraints, and delays in obtaining approvals from external agencies or through planning processes may further affect project viability and timing. Council officers are continuing to evaluate opportunities to introduce additional infrastructure and facility projects using identified savings within existing allocations.

To strengthen the program's long-term financial sustainability and provide flexibility to respond to unforeseen variations or new grant co-contribution requirements, it is proposed to establish a *Capital Works Reserve Fund*. This reserve will support the ongoing viability and resilience of the capital program throughout the financial year and beyond.

## **SUSTAINABILITY CONSIDERATIONS**

The 2025-26 Capital Works Program advances Council's sustainability goals by addressing economic, social, environmental, and climate factors. Economically, it supports local jobs and ensures value through strategic infrastructure investment. Socially, it enhances community wellbeing, accessibility, and safety.

Environmentally, projects incorporate sustainable construction, resource efficiency, and protection of natural assets. Climate change resilience is embedded through durable, low-carbon infrastructure and adaptation measures where feasible to do so.

Together, these initiatives ensure the program delivers long-term, balanced benefits for the community and environment.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

Council is committed to fostering innovation and continuous improvement across its capital program. This includes exploring and adopting new technologies, construction methods, and sustainable materials to enhance project efficiency, reduce environmental impact, and deliver better value to the community.

Lessons learned from completed projects are systematically reviewed and applied to future initiatives, ensuring that Council's approach to planning, procurement, and delivery remains adaptive, forward-looking, and aligned with best practice.

## **HUMAN RIGHTS CONSIDERATIONS**

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

## **CONCLUSION**

The management and delivery of the Capital Works Program continues to progress in alignment with Council's strategic objectives, with the majority of projects on track for delivery within the current financial year.

While some projects have been affected by external dependencies and required deferrals, these are being actively managed through ongoing planning and stakeholder engagement.

Council officers remain focused on maximising the use of available funding, pursuing emerging grant opportunities, and continuously improving delivery processes to ensure efficient and effective outcomes for the community, and the asset-based services that Council provides to the Strathbogie community and visitors to the region.

The forthcoming mid-year budget review will provide an opportunity to further refine project priorities and confirm the capital program forecasts for the remainder of the 2025-26 financial year.

## **ATTACHMENTS**

1. Appendix 1 - Capital Works Status Report - July- October 2025
2. Appendix 2 - Proposed footpath connectivity improvements
3. Appendix 3 – Capital Works Program 2025–2026 Funding Adjustments Summary

OFFICIAL

Capital Works Status Report – July/October 2025

	Project	Location	Status	Remarks	Budget (\$)	Actual (\$)
<b>Property</b>						
1	Euroa Caravan Park	Euroa	Complete	Concrete Pads construction completed and turfing around concrete pads underway	160,000	115,000
2	Essential Safety works at kindergartens	Euroa, Avenel, Nagambie & Violet Town	On track	Majority of Priority 1 works completed	150,000	-
3	Croquet club septic upgrade	Euroa	On track	Scoping and investigate options	25,000	-
4	Air Conditioning to Violet Town Community Hall	Violet Town	On track	Procurement underway	18,000	-
5	Ruffy Tablelands Centre Veranda	Ruffy	Complete	Completed in August	25,000	681
6	Miscellaneous Buildings	Whole Shire			7,000	-
7	Nagambie Library Works	Nagambie	On track	Initial assessments done – design completed awaiting sign off from Libraries Corporation and Property owner to proceed with procurement	75,000	-
8	Euroa Friendlies Pavillion	Euroa	Deferred	\$1.0M grant unsuccessful, remaining budget of \$450K proposed to be spent on priority building works including resolving septic issues at Euroa Friendlies Reserve – Council initiated discussions with GVW	1,450,000	-
<b>Roads</b>						
9	Gravel Road Re-sheet Program	Whole Shire	On track	Multiple road segments - works planned to commence in November and completed by February	557,527	-
10	Road Reseal Program	Whole Shire	On track	Contract award – November 2025 Works planned to complete within February – March 2026	1,301,857	-

OFFICIAL

11	Road Rehabilitation Program	Alexandersons Road Ruffy Terip Road Euroa Strathbogie Road	On track	Contract award – November 2025 Works planned to complete December 2025 – March 2026	900,310	-
12	Unallocated Road to Recovery funds	Whole Shire	On track	Proposed to cover surplus funds required for Rehabilitation Program, identified gravel re-sheeting and Rehabilitation of 1km length at McDonalds Road	1,277,196	-
13	TAC Road safety improvements	Harrys Creek Road Longwood Ruffy Road Euroa Strathbogie Road	On track	Contract award – November 2025 Works planned to complete February – May 2026	1,967,000	65,348
14	Betterment Fund Projects	Killeens Hill culvert and slip repair	On track	Tender in progress	323,000	4,700
15		Harrys Creek culvert and slip repair	Deferred	In assessment with funding agency – could delay procurement process		
16	Special Charges Scheme/ Road Safety Projects	Nagambie	On track	This allocation proposed to be spent on Nagambie Goulburn Street crossing safety upgrades as per the Road Safety Audit completed	50,000	-
<b>Bridges and Major Culverts</b>						
17	Chinamans Bridge demolition	Nagambie	At risk	External consultants are preparing reports to address Heritage Victoria Permit requirements, Initial estimate for the works significantly over budget, flags the requirement of significant additional funding towards the project	1,312,777	62,155
18	Paget Road major culvert remediation	Baddaginnie	On track	Tender assessment underway	292,514	-
19	Bridge Condition Inspection	Whole Shire	On Track	Tender assessment underway	75,000	

OFFICIAL

Footpaths and Cycleways							
20	Bury Street (Kirkland Ave. to Binney street)	Euroa		On track	Contract awarded – works complete by mid of November	48,500	-
21	Mansfield Road (Anderson Street to Kennedy Street)	Euroa		On track	Contract awarded – works complete by end of December	66,250	-
22	Scott street (Beaton Street to Garrett Street)	Euroa		On track	Contract awarded – works complete by end of December	40,500	-
23	Vickers Road (Blayney Lane to High Street)	Nagambie		On track	Contract awarded – works complete by mid of November	56,675	-
24	High Street (opposite Vickers Road to Myola Crescent)	Nagambie		Completed	Completed	26,500	14,198
25	High Street (Vickers Road to 215 High Street)	Nagambie		On track	Contract awarded – works complete by end of November	48,575	-
Stormwater/Drainage							
26	Valentines Lane –drainage rectification	Avenel		On track	Tender in progress	120,000	-
27	Storm water strategy	Whole Shire		On track	Draft strategy in review	174,100	17,800
28	Drainage Strategy Priorities	Whole Shire		Deferred	On hold – pending storm water strategy	180,000	-
29	Pit and Pipe replacement program	Whole Shire		Deferred	On hold – pending storm water strategy	125,000	-
Recreational, Leisure and Community Facilities							
30	Lions park play space	Euroa		On track	Contract awarded – Community consultation underway – planned commencement February 2026	220,000	-
31	Swimming Pool Chlorinators & pump house infrastructure	Selected Pools		Deferred	Pending Condition assessment of current infrastructure	315,000	-
32	Nagambie Splash Park	Nagambie		On track	Works in progress – will be completed by November	500,000	-

OFFICIAL

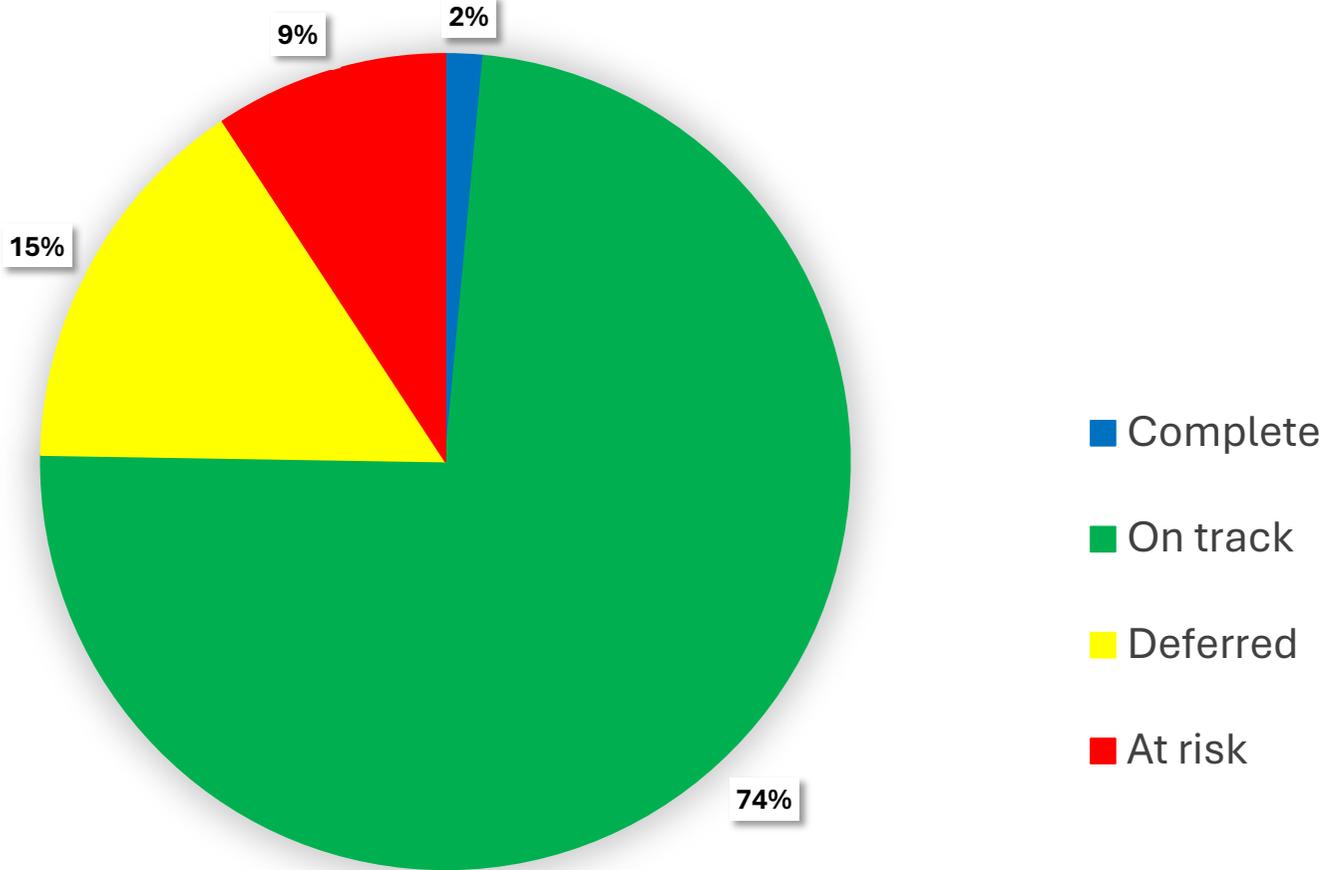
Parks, Open Space and Streetscapes							
33	LED upgrade to Streetlights	Whole Shire	Deferred	On hold – pending options paper from external consultant	50,000	-	
34	Town Entry Sign Upgrades	Whole Shire	Deferred	Not proceeding at this stage	39,106	-	
35	Sporting Fields and Courts	Euroa and Nagambie	On track	Contract awarded Euroa Memorial Oval and Nagambie Rec Reserve Oval Scarify, verti-drain and top dress	60,000	-	
36	Strathbogie Shire Art Trail	Euroa	On track	Platypus sculpture at Euroa sevens creek park progressing anticipate completion at end of December	25,000	25,000	
37	Strathbogie walking path study	Strathbogie	On track	Preliminary designs completed, detail design ongoing	25,000	-	
38	Euroa Branding Project Stage 2	Euroa	Deferred	On hold -Stage 1 community consultation to finalise to commence stage 2	25,000	-	
Plant and Equipment							
39	Plant, equipment and machinery		On track	Procurement underway for new Grader, mowers and replacement of 2 trucks	1,299,000	180,482	
40	Information Technology		On track	Ongoing asset replacement as needed	271,283	54,942	
41	CODI – NERCC Councils IT project		On track	Finance system upgrades underway	200,000	117,075	
42	Asset information and management system		On track	Procurement underway for - Building condition assessments - Seal road condition assessments - Gravel road condition assessments - Footpath condition assessments Considering options to replace asset management system	250,000	-	

OFFICIAL

Committed projects from last Financial Year (24/25)						
1	Foreshore walk deck replacement	Nagambie	Complete	Completed in July		1,858
2	New female friendly netball changerooms	Longwood	Complete	Completed in August		11,500
3	Septic system upgrade	Longwood Recreation Reserve	Complete	Works completed in September, EPA permit process ongoing		41,914
4	Cowslip Street Streetscape	Violet Town	Complete	Completed in October		178,991
5	Nagambie High Street Streetscape	Nagambie	Deferred	Excessive delays in design process due to addressing evolving requirements from Department of Transportation and Planning		-
6	Avenel Memorial Hall Generator	Avenel	Complete	Completed in August		5,500
7	Violet Town Recreation Reserve Oval Lighting	Violet Town	Complete	Completed in September		2,850
8	Foot Path - Barnes Street	Euroa	Complete	Completed in July		21,385
9	Foot Path - Templeton Street (Holland to Barnes Streets)	Euroa	Complete	Completed in July		3,600
10	Arboretum Link Study	Euroa	Complete	Designs finalised		-

OFFICIAL

### Capital Program 25/26 - Status Overview



OFFICIAL

Photos from completed works

Nagambie Foreshore Walk New Decking



Euroa Caravan Park new concrete slabs



OFFICIAL

Longwood Recreation Reserve – New female friendly netball changerooms



06/11/25 11:13:07  
36.803256°, 145.427252°  
183.28 m  
Down St, Hughes Creek Ward, Longwood, 3665,  
VIC, Australia



06/11/25 11:14:13  
36.803256°, 145.427162°  
183.62 m  
Down St, Hughes Creek Ward, Longwood, 3665,  
VIC, Australia



06/11/25 11:13:15  
36.803364°, 145.427326°  
183.35 m  
Down St, Hughes Creek Ward, Longwood, 3665,  
VIC, Australia

OFFICIAL

Avenel Memorial Hall Generator – 24/25 Pitch my project



Ruffy Tablelands Centre Veranda – 24/25 Pitch my project



Foot paths – Barnes Street and Templeton Street Euroa



15/07/25 10:05:26  
-36.753622° 145.580930°  
178.35 m  
0.98 m  
Capture by Survey Cam



15/07/25 10:02:05  
-36.752750° 145.581646°  
177.6 m  
1.45 m  
Capture by Survey Cam



15/07/25 10:06:29  
-36.753623° 145.580872°  
178.45 m  
0.96 m  
Capture by Survey Cam



15/07/25 10:05:50  
-36.753678° 145.581028°  
178.29 m  
1.03 m  
Capture by Survey Cam

of 11

OFFICIAL

Violet Town Streetscape



OFFICIAL

**Violet Town Rec Reserve Lighting**



OFFICIAL

Appendix 3 – Capital Works Program 2025–2026: Funding/Budget Adjustments Summary

Funding Source / Project ('000)	Adjustment / Reallocation	Purpose / Project Description	Approved Budget (\$'000)	Forecast Adjustment (\$'000)	Total Forecast Proposed (\$'000)	Notes / Comments
<b>Road to Recovery (Unallocated – \$1277K)</b>	Allocation to Gravel Re-sheets Program	Support ongoing Gravel Road Renewal Program	558	877	1,435	Utilises part of the unallocated R2R funds
	Offset Rehabilitation Program shortfall	To meet shortfall from recent tender award	900	273	1,173	
	Balance to be reported mid-year	Future reallocation through Mid-Year Report	1,277	(1,150)	127	
<b>Reseal Program Savings (\$723K)</b>	Reallocation of savings	Apply to next tranche of road seals requiring renewal	1,301	-	1,301	No Change - \$723K current savings to manage under Council's Procurement Policy
<b>Rehabilitation of McDonalds Road</b>	New addition	Rehabilitate the failing sections of McDonalds Road	-	300	300	Utilise remainder of Unallocated Road to recovery funds and savings form Reseal Program
<b>Euroa Truck Wash</b>	Allocated budget short of \$50K	Rectification works (tendered, commencing soon)	142	50	192	Identified shortfall of approx. \$50K, proposed to reallocate from savings of Splash Park budget
<b>Footpath Savings (\$126K)</b>	Renewal – Tarcombe Street, Euroa	41m renewal works	-	22	22	Utilise current saving on footpath budget
	Renewal – Queen Street, Avenel	From Avenel Hall to Belmont St	-	20	20	Utilise current saving on footpath budget - Subject to quotes
	New footpath – Euroa Mansfield Rd	From Kennedy St to Boundary Rd, Euroa	-	84	84	Utilise current saving on footpath budget - Subject to quotes
<b>Euroa Friendlies Pavilion</b>	Council contribution reallocation	For Euroa Friendlies Septic Upgrade and other priority building works	1,450	(1,000)	450	\$250K for Euroa Friendlies Septic upgrade, remaining \$200K to be reallocated mid-year. Grant application was not successful (\$1,000K).

OFFICIAL

<b>Valentines Lane – drainage rectification</b>	Reallocate Drainage Strategy Priorities budget (\$180K)	Enable completion of Valentines Lane and other priorities	120	100	220	Addresses anticipated \$100K shortfall for Valentines Lane works
<b>Nagambie Splash Park</b>	Savings to be reallocated	To be identified through mid-year review	500	(400)	100	It is expected that there will be about \$400K savings from this project when the works are completed
<b>Violet Town Recreation Reserve Lights</b>	Additional allocation	To cover the cost of project completion due to variations	-	25	25	Reallocate from Splash park savings
<b>Capital works reserve fund</b>	New allocation	Contingency to address unforeseen project requirements such as council contribution for new grants and project variations	-	\$100	\$100	Reallocate from Splash Park Savings

*Note: a more detailed status update will be reported as part of the midyear capital works review.*

OFFICIAL

Appendix 3 – Capital Works Program 2025–2026: Funding/Budget Adjustments Summary

Funding Source / Project ('000)	Adjustment / Reallocation	Purpose / Project Description	Approved Budget (\$'000)	Forecast Adjustment (\$'000)	Total Forecast Proposed (\$'000)	Notes / Comments
<b>Road to Recovery (Unallocated – \$1277K)</b>	Allocation to Gravel Re-sheets Program	Support ongoing Gravel Road Renewal Program	558	877	1,435	Utilises part of the unallocated R2R funds
	Offset Rehabilitation Program shortfall	To meet shortfall from recent tender award	900	273	1,173	
	Balance to be reported mid-year	Future reallocation through Mid-Year Report	1,277	(1,150)	127	
<b>Reseal Program Savings (\$723K)</b>	Reallocation of savings	Apply to next tranche of road seals requiring renewal	1,301	-	1,301	No Change - \$723K current savings to manage under Council's Procurement Policy
<b>Rehabilitation of McDonalds Road</b>	New addition	Rehabilitate the failing sections of McDonalds Road	-	300	300	Utilise remainder of Unallocated Road to recovery funds and savings form Reseal Program
<b>Euroa Truck Wash</b>	Allocated budget short of \$50K	Rectification works (tendered, commencing soon)	142	50	192	Identified shortfall of approx. \$50K, proposed to reallocate from savings of Splash Park budget
<b>Footpath Savings (\$126K)</b>	Renewal – Tarcombe Street, Euroa	41m renewal works	-	22	22	Utilise current saving on footpath budget
	Renewal – Queen Street, Avenel	From Avenel Hall to Belmont St	-	20	20	Utilise current saving on footpath budget - Subject to quotes
	New footpath – Euroa Mansfield Rd	From Kennedy St to Boundary Rd, Euroa	-	84	84	Utilise current saving on footpath budget - Subject to quotes
<b>Euroa Friendlies Pavilion</b>	Council contribution reallocation	For Euroa Friendlies Septic Upgrade and other priority building works	1,450	(1,000)	450	\$250K for Euroa Friendlies Septic upgrade, remaining \$200K to be reallocated mid-year. Grant application was not successful (\$1,000K).

OFFICIAL

<b>Valentines Lane – drainage rectification</b>	Reallocate Drainage Strategy Priorities budget (\$180K)	Enable completion of Valentines Lane and other priorities	120	100	220	Addresses anticipated \$100K shortfall for Valentines Lane works
<b>Nagambie Splash Park</b>	Savings to be reallocated	To be identified through mid-year review	500	(400)	100	It is expected that there will be about \$400K savings from this project when the works are completed
<b>Violet Town Recreation Reserve Lights</b>	Additional allocation	To cover the cost of project completion due to variations	-	25	25	Reallocate from Splash park savings
<b>Capital works reserve fund</b>	New allocation	Contingency to address unforeseen project requirements such as council contribution for new grants and project variations	-	\$100	\$100	Reallocate from Splash Park Savings

*Note: a more detailed status update will be reported as part of the midyear capital works review.*

## 11.4 Corporate

### 11.4.1 Audit and Risk Committee - Appointment of Independent Community Representative

**AUTHOR** Governance Officer

**RESPONSIBLE DIRECTOR** Director People and Governance

#### EXECUTIVE SUMMARY

There is currently one vacancy on Council's Audit and Risk Committee following the end of the tenure for independent community representative Alister Purbrick AM.

The Audit and Risk Committee Charter requires the appointment of four independent community representatives to help drive the important work undertaken by the Committee to provide independent oversight over Council finances, risk management, and governance and integrity obligations.

Following a robust recruitment process, the panel have recommended that Leon Sargeant be appointed as an independent community representative to the Audit and Risk Committee for a term of three years.

#### RECOMMENDATION

**That Council:**

**Endorse the appointment of Leon Sargeant as an independent community representative on the Audit and Risk Committee for a three-year term commencing 2 December 2025 and ending 1 December 2028.**

#### PURPOSE AND BACKGROUND

The purpose of the report is for Council to endorse the appointment of Leon Sargeant as an independent community member on the Audit and Risk Committee for a three-year period commencing 2 December 2025 and ending 1 December 2028.

#### ISSUES, OPTIONS AND DISCUSSION

At its 6 June 2025 meeting, the Audit and Risk Committee endorsed the process and advertising schedule to commence the recruitment of an independent community representative to the Audit and Risk Committee. It also convened an interview panel comprising the Chair of the Audit and Risk Committee, Chief Executive Officer, a Councillor representative on the Audit and Risk Committee and a People and Culture Advisor.

To attract a high calibre of applicants to the Audit and Risk Committee, an expression of interest document informed the recruitment process and highlighted the need for the following skills and experience:

- knowledge of the Strathbogie Shire community
- a relevant degree qualification
- expertise in financial management
- expertise in risk management and fraud prevention

- experience in public sector management, with experience in rural councils being an advantage
- experience related to internal and external audit functions
- strong interpersonal and communication skills.

In response to a robust recruiting process three (3) applications with a wide variety of skills and work experience were interviewed.

Following this comprehensive recruitment and selection process, the interview panel has recommended the appointment of Leon Sargeant as the new independent community representative.

His appointment will commence on 2 December 2025, and the term will expire on 1 December 2028. Leon brings high level skill sets and experience to the role including:

- Extensive public sector experience
- Significant financial management experience
- Direct risk management experience
- Internal and external auditing experience
- Project management experience
- Systems improvement experience
- Engineering experience

The terms of appointment of the Audit and Risk Committee are listed below.

<b>Independent Community Member</b>	<b>Term Commence</b>	<b>Term End</b>
Sophie Lukeis	4 December 2023	3 December 2026
Paul Ayton	1 June 2024	30 May 2027
John Tanner AM	6 September 2024	5 September 2027
Leon Sargeant	2 December 2025	1 December 2028

## **COMMUNITY ENGAGEMENT**

The recruitment of an independent community representative to the Audit and Risk Committee is an internal operational responsibility and therefore community consultation was not required.

## **POLICY CONSIDERATIONS**

### **Council Plan**

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

#### **Objective Three: Deliver**

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council's governance and provide improved, customer-focused experiences.

**Regional, State and National Plans, Policies and Legislation**

The appointment of independent community members to Council’s Audit and Risk Committee is consistent with sections (53) and (54) of the *Local Government Act 2020*.

**RISK CONSIDERATIONS**

This report has identified the following risk(s):

<b>Risk(s)</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Mitigation Action</b>
Not meeting the requirements of the <i>Local Government Act 2020</i> division 8 – Audit and Risk Committee	Unlikely	Low	Minimal	Internal systems in place to support requirements for the <i>Local Government Act 2020</i> and the requirements of the Audit and Risk Committee.

**LEGAL CONSIDERATIONS**

In accordance with section (53) and (54) of the *Local Government Act 2020* an Audit and Risk Committee must be appointed by all councils, and an Audit and Risk Committee Charter, adopted by Council.

The recruitment of the new independent community representative is in accordance with the requirements of the Act and the Charter.

**CONFLICT OF INTEREST DECLARATION**

No Council officers who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

Furthermore, the interview panel appointed to oversee the recruitment of the independent community representative also ensured there were no conflicts of interest in relation to any of the applicants.

**TRANSPARENCY**

The recruitment of the independent community representative was undertaken in an open, public, and competitive process.

This report also achieves optimal public transparency and accountability around the selection and appointment process by reporting publicly on the outcomes of the recruitment and interview process.

**FINANCIAL VIABILITY CONSIDERATIONS**

Audit and Risk Committee members are currently awarded a stipend of \$402.72 per meeting (indexed annually in July) for independent members. This is funded through the 2025-26 budget allocations, and there are no financial implications of note arising from this appointment.

## **SUSTAINABILITY CONSIDERATIONS**

While there are no direct social, economic, environmental or climate change impacts of note arising from the appointment of the independent member to the Audit and Risk Committee, the Committee does have indirect oversight ensuring sustainability considerations are being implemented in day-to-day decision making, and that the risks around climate change are managed.

The Committee is required to annually monitor the progress to completion of the 2022-2027 Climate Action Plan.

## **COLLABORATION**

The Audit and Risk Committee works collaboratively with Council's external auditors, the Victorian Auditor General's Office (VAGO and/or their representatives), internal auditors RSD Audit, and other external bodies as required.

## **HUMAN RIGHTS CONSIDERATIONS**

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

## **CONCLUSION**

A comprehensive recruitment process to appoint a new independent community representative to Council's Audit and Risk Committee has concluded.

Leon Sargeant, the candidate recommended by the four-member interview panel is highly qualified and brings advanced skills and experience to the Audit and Risk Committee.

## **ATTACHMENTS**

Nil

## 11.4.2 Quarterly Report - Financial Report September 2025

**AUTHOR** Chief Financial Officer

**RESPONSIBLE DIRECTOR** Director People and Governance

### EXECUTIVE SUMMARY

The September Financial Report compares the year-to-date adopted budget for the 2025-26 financial year to the actual financial position of September 2025.

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

The current year operating surplus for the three-month period ending 30 September 2025 was \$16,363,989, as rates have been raised for the full financial year. This was \$835,337 favourable to the year to date budget.

As at 30 September 2025, the total expenditure on capital works was \$919,700, which excludes committed expenditure.

It is noted that a specific capital works program report is also included in the council meeting agenda. The figures contained within that report are as at 29 October 2025. They differ from the figures reported as at 30 September 2025, to meet Council's legislative requirement for a quarterly financial report.

### RECOMMENDATION

**That Council:**

- 1. receive and note the quarterly Financial Report and Financial Statements for the three months ending 30 September 2025**
- 2. note that the Community Grants allocation will be increased by \$25,000 in the 2025-26 financial year, offset by other expenditure savings and reductions in the Community and Culture Department.**

### PURPOSE AND BACKGROUND

The 2025-26 Budget was prepared in accordance with the *Local Government Act 2020* (the Act) and was formally adopted at the Ordinary Council meeting held on 17 June 2025. At the same meeting Council also adopted its 2025-2029 Council Plan, and the Financial Plan 2025-2035, with the latter containing Council's long term financial plan for the coming years.

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

### ISSUES, OPTIONS AND DISCUSSION

Explanations for significant budget variances are outlined below and also provided in the financial performance overview section.

**Income variations:**

1. **Rates and charges variance of \$185,851 (favourable)** - higher than year-to-date budget rate and charges income is due to the level of supplementary rate notices issued.
2. **Statutory fees and fines variance of \$18,590 (unfavourable)** - lower Statutory fees and fines income is due to less than budgeted subdivision fees income received (\$22k), and planning application fee income received (\$21k). This is partly offset by higher income received for animal registrations (\$16k) and voting enforcement fines (\$13k).
3. **User fees variance of \$26,912 (unfavourable)** - the variance in year-to-date user fees is due to the lower saleyards income (\$40k), stemming from lower than expected cattle sale volumes. This is partly offset with prior year swimming pool income received in 2024-25.
4. **Grants – operating variance of \$79,095 (unfavourable)** - less than budgeted operating grant income is mainly due to the timing of receiving roadside weeds and pest management grant (\$60k).
5. **Grants – capital variance of \$133,747 (unfavourable)** - Lower year-to-date capital grant income is mainly due to the timing of the expected TAC Road Safety Improvements grants receipt (\$222k). This is partly offset by Road to Recovery grant received (\$46k) and the Violet Town pathway connection project grant received (\$42k) which was not in the adopted budget.
6. **Monetary Contribution variance of \$296,517 (favourable)** - Higher monetary contribution is due to the receipt of public open space contributions (\$232k) and inland rail project contributions (\$64k) towards costs incurred by Council.
7. **Net gain on disposal of property, plant and equipment and infrastructure variance of \$12,500 (unfavourable)** - There were no capital fixed assets disposals during the first quarter period.
8. **Other income variance of \$58,053 (unfavourable)** - the other income variance is mainly due to the higher than budgeted interest on overdue rates and charges (\$46k), and work cover and income protection recoveries received (\$33k). This is partly offset against less than budgeted income received from sale of scrap steel and waste education income (\$15k).

**Expense variations**

9. **Materials and services variance of \$586,225 (favourable)** - the lower than budget materials and service expense is mainly due to the year-to-date waste management expenses (\$326k) (which is a timing issue), asset maintenance expenses (\$285k), consultants and contractor expense (\$64k) and legal fees (\$34k). This is partly offset by higher than year-to-date budget community expenses (\$91k) that have occurred in the early months of the year, and the timing of subscription expenses (\$62k). Due to the demand for community and event grants within community expenses, this will be increased by \$25k, offset by savings and reductions of expenditure in the Community and Culture Department.
10. **Depreciation and amortisation variance of \$122,845 (unfavourable)** - The current depreciation and amortisation actual expense is a provisional amount and this will be reviewed and finalised when infrastructure capital works are finalised during the year and at the year end.

11. **Other expenses variance of \$44,146 (favourable)** - Other Expenses lower than year-to-date budget mainly due to the timing of auditor's remuneration (\$19k) but will be in line with budget across the full year.

### COMMUNITY ENGAGEMENT

This report aligns with Council's Community Engagement Policy and commitment to:

**Inform** – to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions

The 2025-26 Budget was prepared in accordance with the *Local Government Act 2020* and was formally adopted at the Council meeting held on 17 June 2025, after a public consultation period.

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

### POLICY CONSIDERATIONS

#### Council Plan

This report is consistent with the following key strategic objective and or actions in the 2025-29 Council Plan:

**Objective: Sustain** - we aim to collaborate with others to foster sustainable environment, a thriving economy and resilient communities.

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

This report is aligned with the following legislation, council policies and key strategic documents:

There are also a number of other relevant sections of *the Local Government Act 2020* that guide the preparation of this report, and its reports on progress and achievement against Council's adopted annual budget.

The consideration of the year-to-date financial position is in accordance with State policies, and Australian Accounting standards and reflects income and grants received under State and Federal government funding initiatives and priorities.

### RISK CONSIDERATIONS

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Poor performance against budget	Possible	Moderate	Medium	Regular monitoring and reporting of performance against budget and forecast variances.

## **LEGAL CONSIDERATIONS**

There are no significant legal considerations associated with this report.

### **Conflict of Interest Declaration**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration

### **Transparency**

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

## **FINANCIAL VIABILITY CONSIDERATIONS**

The September 2025 year to date financial statements considers all known economic and financial implications for the financial year ending 30 June 2026. The current financial position shows a surplus of \$16.363 million which is \$0.835 million higher than the predicted surplus in the budget. Work will be undertaken by Council staff on the Mid Year Budget Review, that will be reported to Council in the second quarter finance report for 2025-26.

The current cash position is \$1.781 million higher than the quarter one (Q1) budget. This is mainly due to the favourable operating budget outcome, slightly lower that budget capital expenditure and the higher cash balance at the start of the year.

Council held cash and cash equivalents balance of \$8.283 million and other financial assets balance of \$1.25 million (investment in term deposits over 90 days) as of 30 September 2025.

## **SUSTAINABILITY CONSIDERATIONS**

### **Economic**

The September 2025 year to date financial statements considers all known economic and financial implications for the financial year ending 30 June 2026.

### **Social**

The 2025-26 budget supports the ongoing delivery of community services, facilities and new initiatives to support our community. The September statements highlight expenses and the income received from State and Federal Governments to support the community's ongoing recovery from various natural disaster events that have occurred in the municipality during recent years.

### **Environmental and Climate Change**

The 2025-26 budget include various environmental and sustainable initiatives such as Violet Town landfill restoration work and street tree planting projects, which are also intrinsically linked to Councils Climate Change Action Plan.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

This report is prepared to improve the transparency of council's dealings, and report regularly to the community.

**COLLABORATION**

The September 2025 financial statements highlight the support provided by State and Federal governments in initiatives around emergency management, digital transformation, infrastructure and community services.

**HUMAN RIGHTS CONSIDERATIONS**

There are no significant human rights implications arising from this report.

**CONCLUSION**

The report presents Council's actual financial performance compared to the adopted budget for the three months ended 30 September 2025.

The financial statements show Council's current financial position and its progress against the 2025-26 Budget, the status of delivery of capital projects and its continued support to the community to recover from various natural disaster events that have occurred in recent years.

**ATTACHMENTS**

1. Attachment A September 2025 Council Finance Report 2025-26

# Strathbogie Shire Council

## Financial Report September 2025

The logo for Strathbogie Shire Council, featuring the name 'Strathbogie' in a stylized, cursive font above the words 'SHIRE COUNCIL' in a smaller, sans-serif font.

Strathbogie  
SHIRE COUNCIL

OFFICIAL

**Comprehensive Income Statement  
For the period ended 30 September 2025**

Note	Current year				Same time last year		
	Adopted Budget 2025/26	YTD Budget Sep 2025	YTD Actual Sep 2025	YTD Variance Sep 2025	YTD Actual Sep 2024	YTD Budget Sep 2024	
<b>Income</b>							
Rates and charges	1	24,051,080	23,842,131	24,027,982	185,851	23,228,065	23,188,128
Statutory fees and fines	2	688,010	120,729	102,139	(18,590)	105,821	120,708
User fees	3	954,860	253,711	226,799	(26,912)	152,685	219,225
Grants - operating	4	9,776,809	1,175,399	1,096,304	(79,095)	6,484,295	6,460,746
Grants - capital	5	6,604,296	221,700	87,953	(133,747)	-	341,150
Contributions - monetary	6	257,600	64,401	360,918	296,517	150,510	32,952
Contributions - non monetary		-	-	-	-	-	62,499
Net gain (or loss) on disposal of PPE & infrastructure	7	50,000	12,500	-	82,497	-	12,501
Other income	8	1,001,700	184,501	242,554	58,053	180,126	208,296
<b>Total income</b>		<b>43,384,355</b>	<b>25,875,072</b>	<b>26,144,649</b>	<b>364,574</b>	<b>30,301,502</b>	<b>30,646,205</b>
<b>Expenses</b>							
Employee costs		(15,378,402)	(3,619,074)	(3,542,968)	76,106	(3,762,727)	(3,827,261)
Materials and services	9	(15,030,376)	(4,784,303)	(4,198,078)	586,225	(4,539,977)	(4,292,780)
Depreciation	10	(7,096,880)	(1,756,284)	(1,897,060)	(140,776)	(1,821,736)	(1,718,814)
Amortisation - right of use assets	10	-	(17,931)	-	17,931	-	(45,501)
Bad and doubtful debts		(500)	(126)	(5,020)	(4,894)	-	(126)
Borrowing costs		(155,608)	(39,613)	(39,734)	(121)	(41,865)	(41,073)
Finance costs - leases		(5,310)	(1,326)	-	1,326	-	(2,577)
Other expenses	11	(515,069)	(128,763)	(98,800)	29,963	(76,376)	(120,522)
<b>Total expenses</b>		<b>(38,182,145)</b>	<b>(10,347,420)</b>	<b>(9,781,660)</b>	<b>470,763</b>	<b>(10,242,681)</b>	<b>(10,048,654)</b>
<b>Surplus/(deficit) for the period</b>		<b>5,202,210</b>	<b>15,527,652</b>	<b>16,362,989</b>	<b>835,337</b>	<b>20,058,821</b>	<b>20,597,551</b>

**Financial Performance Overview**

**Income**

**Note 1** - Higher than YTD budget Rate and charges income is due to the level of supplementary rate notices issued.

**Note 2** - The decrease in Statutory fees and fines income is due to less than budgeted subdivision fees income received (\$22k), and planning application fee income received (\$21k). This partly offset by higher income received for Animal registrations (\$16k) and voting enforcement fines income received (\$13k).

**Note 3** - Decrease in year-to-date user fees is due to the lower saleyards income (\$40k), due to lower than expected cattle sale volumes. This partly offset with prior year swimming pool income received in 2024/25.

**Note 4** - Less than budgeted operating grant income is mainly due to the timing of receiving roadside weeds and pest management grant (\$60k).

**Note 5** - The decrease in capital grant income is mainly due to the timing of the expected TAC Road Safety Improvements grants receipt (\$222k). This partly offset against Road to recovery grant received (\$46k) and the Violet Town pathway connection project grant received (\$42k) which was not in the adopted budget.

**Note 6** - Contribution monetary is higher than YTD budget due to the receipt of public open space contributions (\$232k) and inland rail project contributions (\$64k).

**Note 7** - There were no capital fixed assets disposals during the period.

**Note 8** - Increase in other income is mainly due to the higher than budgeted interest on overdue rates and charges (\$46k), and work cover and income protection recoveries received (\$33k). This is partly offset against less than budgeted income received from sale of scrap steel and waste education income (\$15k).

**Expense**

**Note 9** - Decrease in materials and service expense is mainly due to the year-to-date decrease of waste management expenses (\$326k) (which is a timing issue), asset maintenance expenses (\$285k), consultants and contractor expense (\$64k) and legal fees (\$34k). This is partly offset against higher than YTD budget community expenses (\$91k) that have occurred in the early months of the year, and the timing of subscription expenses (\$62k).

**Note 10** - Current depreciation and amortisation actual expense is a provisional amount and this will be reviewed and finalised when infrastructure capital works are finalised during the year end.

**Note 11** - Other Expenses lower than year-to-date budget mainly due to the timing of auditor's remuneration (\$19k), but will be in line with budget across the full year.

OFFICIAL

**Balance Sheet**  
**As at 30 September 2025**

	Current year		Same time last year		Adopted Budget 2025/26
	YTD Budget Sep 2025	YTD Actual Sep 2025	YTD Actual Sep 2024	YTD Budget Sep 2024	
<b>Assets</b>					
<b>Current assets</b>					
Cash and cash equivalents	3,645,966	7,752,196	8,283,643	6,743,576	8,437,501
Trade and other receivables	3,335,180	23,030,000	26,536,614	24,364,085	21,838,000
Other financial assets	-	-	1,250,000	4,000,000	4,516,011
Inventories	15,016	15,016	30,670	42,790	14,762
Other assets	531,432	531,432	1,618,465	1,957,356	499,271
<b>Total current assets</b>	<b>7,527,593</b>	<b>31,328,644</b>	<b>37,719,391</b>	<b>37,107,807</b>	<b>35,305,545</b>
<b>Non-current assets</b>					
Trade and other receivables	12,426	-	-	-	-
Investments in associates, joint arrangements and subsidiaries	262,519	262,519	272,957	262,519	260,755
Property, infrastructure, plant and equipment	401,533,179	388,463,409	468,885,743	389,462,558	367,494,165
Right-of-use assets	71,294	71,294	143,023	324,934	165,740
<b>Total non-current assets</b>	<b>401,879,418</b>	<b>388,797,222</b>	<b>469,301,722</b>	<b>390,050,010</b>	<b>367,920,660</b>
<b>Total assets</b>	<b>409,407,012</b>	<b>420,125,866</b>	<b>507,021,114</b>	<b>427,157,818</b>	<b>403,226,205</b>
<b>Liabilities</b>					
<b>Current liabilities</b>					
Trade and other payables	3,515,057	971,000	345,428	1,335,682	871,000
Trust funds and deposits	1,057,889	4,092,680	4,583,355	4,025,470	2,759,348
Unearned income	-	-	881,689	850,028	-
Provisions	2,915,009	2,915,009	2,635,540	2,885,009	2,303,142
Interest-bearing liabilities	186,427	123,898	133,799	127,243	112,867
Lease liabilities	72,432	-	-	-	-
<b>Total current liabilities</b>	<b>7,746,814</b>	<b>8,102,587</b>	<b>8,579,811</b>	<b>9,223,431</b>	<b>6,046,357</b>
<b>Non-current liabilities</b>					
Trust funds and deposits	34,791	-	34,791	34,791	-
Provisions	1,407,392	1,407,391	1,353,437	1,382,392	1,213,752
Interest-bearing liabilities	2,805,633	2,805,633	2,993,765	3,171,056	2,992,086
Lease liabilities	6,186	78,618	154,212	343,646	154,211
<b>Total non-current liabilities</b>	<b>4,254,002</b>	<b>4,291,642</b>	<b>4,536,203</b>	<b>4,931,884</b>	<b>4,360,049</b>
<b>Total liabilities</b>	<b>12,000,816</b>	<b>12,394,229</b>	<b>13,116,014</b>	<b>14,155,316</b>	<b>10,406,406</b>
<b>Net assets</b>	<b>397,406,196</b>	<b>407,731,637</b>	<b>493,905,100</b>	<b>413,002,502</b>	<b>392,819,799</b>
<b>Equity</b>					
Accumulated surplus	128,620,981	138,946,422	144,824,341	144,217,287	141,855,585
Reserves	268,785,215	268,785,215	349,080,759	268,785,215	250,964,214
<b>Total Equity</b>	<b>397,406,196</b>	<b>407,731,637</b>	<b>493,905,100</b>	<b>413,002,502</b>	<b>392,819,799</b>

OFFICIAL

**Statement of Cash Flows  
For the period ended 30 September 2025**

	Current year			Same time last year	
	Adopted Budget 2025/26	YTD Budget Sep 2025	YTD Actual Sep 2025	YTD Actual Sep 2024	YTD Budget Sep 2024
<b>Cash flows from operating activities</b>					
Rates and charges	24,347,558	6,086,889	5,861,346	5,692,487	5,972,750
Statutory fees and fines	688,010	172,003	102,139	105,821	173,250
User fees	954,860	238,715	293,270	197,048	179,500
Grants - operating	9,776,809	2,444,202	1,707,662	6,801,095	6,460,746
Grants - capital	6,604,296	1,651,074	87,953	-	340,150
Contributions - monetary	257,600	64,400	360,918	150,510	33,000
Interest received	415,000	103,750	38,116	66,130	125,000
Other receipts	601,700	150,425	41,836	129,291	150,500
Net GST refund/payment	1,417,455	354,364	465,757	849,245	347,500
Employee costs	(15,363,402)	(3,840,851)	(3,519,225)	(3,762,727)	(3,674,250)
Materials and services	(14,325,684)	(3,581,421)	(6,255,297)	(6,667,303)	(3,954,750)
Trust funds and deposits collected/(paid)		-	811,504	577,595	-
Other payments	(515,569)	(128,892)	(98,800)	(76,376)	(127,000)
<b>Net cash provided by/(used in) operating activities</b>	<b>14,858,633</b>	<b>3,714,658</b>	<b>(102,821)</b>	<b>4,062,816</b>	<b>6,026,396</b>
<b>Cash flows from investing activities</b>					
Payments for property, infrastructure, plant and equipment	(15,720,837)	(1,221,900)	(919,701)	(2,891,659)	(3,684,395)
Proceeds from sale of property, infrastructure, plant & equipment	240,000	60,000	-	-	60,000
Payments for investments - Other Financial Assets *			(1,250,000)	(4,000,000)	1,750,000
Special rate schemes made/repaid			-		
<b>Net cash provided by/(used in) investing activities</b>	<b>(15,480,837)</b>	<b>(1,161,900)</b>	<b>(2,169,701)</b>	<b>(6,891,659)</b>	<b>(1,874,395)</b>
<b>Cash flows from financing activities</b>					
Finance costs	(155,608)	(38,902)	(39,734)	(41,865)	(41,000)
Repayment of borrowings	(177,291)	(44,323)	(43,492)	(41,361)	(42,500)
Interest paid - lease liability	(5,310)	(1,328)	-	-	(2,500)
Repayment of lease liabilities	(75,593)	(18,898)	-	-	(65,500)
<b>Net cash provided by/(used in) financing activities</b>	<b>(413,802)</b>	<b>(103,451)</b>	<b>(83,226)</b>	<b>(83,225)</b>	<b>(151,500)</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(1,036,006)</b>	<b>2,449,308</b>	<b>(2,355,747)</b>	<b>(2,912,069)</b>	<b>4,000,501</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>4,681,972</b>	<b>5,302,888</b>	<b>10,639,390</b>	<b>9,655,645</b>	<b>4,437,000</b>
<b>Cash and cash equivalents at the end of the period*</b>	<b>3,645,966</b>	<b>7,752,196</b>	<b>8,283,643</b>	<b>6,743,576</b>	<b>8,437,501</b>

\*Note : Cash and cash equivalents include all items at call and short-term deposits with an original maturity of less than three months. Other financial assets include term deposits with an original maturity of greater than three months. Council held total of \$1.25m in term deposits with an initial maturity greater than 90 days as at 30th September 2025.

OFFICIAL

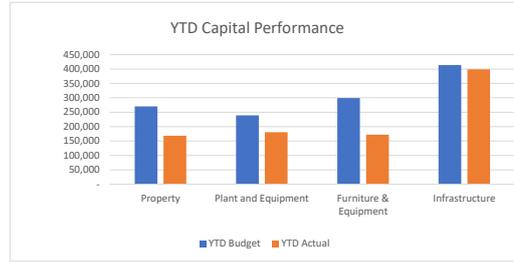
**Statement of Capital Works  
For the period ended 30 September 2025**

	Current year				Same time last year	
	Adopted Budget 2025/26	YTD Budget Sep 2025	YTD Actual Sep 2025	YTD Variance Sep 2025	YTD Actual Sep 2024	YTD Budget Sep 2024
<b>Property</b>						
Buildings	1,885,000	270,000	168,414	101,586	790,405	528,577
<b>Total property</b>	<b>1,885,000</b>	<b>270,000</b>	<b>168,414</b>	<b>101,586</b>	<b>790,405</b>	<b>528,577</b>
<b>Plant and equipment</b>						
Plant, machinery and equipment	1,299,000	239,000	180,483	58,517	368,204	40,000
Computers and telecommunications	721,283	299,400	172,017	127,383	36,058	258,022
<b>Total plant and equipment</b>	<b>2,020,283</b>	<b>538,400</b>	<b>352,500</b>	<b>185,900</b>	<b>404,262</b>	<b>298,022</b>
<b>Infrastructure</b>						
Roads	6,535,890	2,000	70,071	(68,071)	932,883	629,000
Bridges	1,680,291	80,000	64,751	15,249	189,450	325,000
Footpaths and cycleways	312,000	-	26,585	(26,585)	10,251	12,000
Drainage	599,100	88,500	22,500	66,000	1,063	150,000
Recreational, leisure and community facilities	1,170,000	243,000	35,889	207,111	63,032	406,000
Waste management	-	-	-	-	19,404	-
Parks, open space and streetscapes	89,106	-	178,991	(178,991)	480,909	1,335,796
<b>Total infrastructure</b>	<b>10,386,387</b>	<b>413,500</b>	<b>398,787</b>	<b>14,713</b>	<b>1,696,993</b>	<b>2,857,796</b>
<b>Total capital works expenditure</b>	<b>14,291,670</b>	<b>1,221,900</b>	<b>919,701</b>	<b>302,199</b>	<b>2,891,660</b>	<b>3,684,395</b>
<b>Represented by:</b>						
New asset expenditure	610,000	279,400	236,775	42,625	569,644	673,099
Asset renewal expenditure	11,093,464	752,000	608,861	143,139	1,645,745	1,322,296
Asset expansion expenditure	75,000	-	-	-	10,251	-
Asset upgrade expenditure	2,513,206	190,500	74,064	116,436	666,020	1,689,000
<b>Total capital works expenditure</b>	<b>14,291,670</b>	<b>1,221,900</b>	<b>919,700</b>	<b>302,200</b>	<b>2,891,660</b>	<b>3,684,395</b>

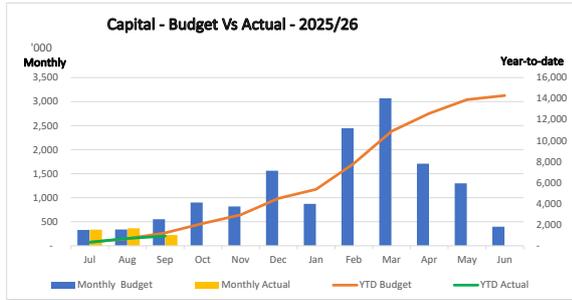
OFFICIAL

Capital Performance

	Adopted Budget	YTD Budget	YTD Actual	YTD Completion %	Annual Completion against Mid year Budget%
Property	1,885,000	270,000	168,414	62%	9%
Plant and Equipment	1,299,000	239,000	180,483	76%	14%
Furniture & Equipmen	721,283	299,400	172,017	57%	24%
Infrastructure	10,386,387	413,500	398,787	96%	4%
	<b>14,291,670</b>	<b>1,221,900</b>	<b>919,701</b>	<b>75%</b>	<b>6%</b>



This graph shows YTD capital expenditure for September25 with comparison to YTD budget for each category of major capital expenditure.



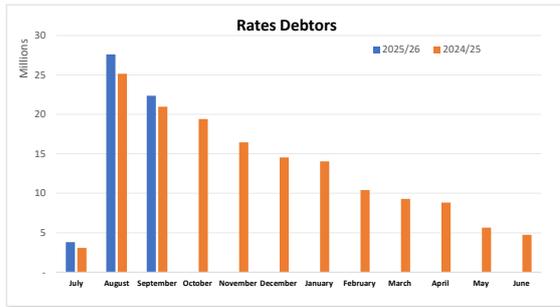
This graph shows monthly capital expenditure for this financial year with comparison to monthly adopted budget. Orange trend line is YTD budget and green trend line shows YTD actual for the year. A narrow gap between these two lines shows a better performance and wider gap is an indication of poor capital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

Other Financial Data

1. Rates Debtors Comparison (excluding Fire Service Levy/ESVF)

Month	2025/26	2024/25
July	3,808,213	3,084,698
August	27,611,410	25,149,068
September	22,368,910	20,979,651
October		19,406,959
November		16,458,348
December		14,548,628
January		14,044,078
February		10,405,290
March		9,280,947
April		8,817,029
May		5,646,406
June		4,734,396

Full year Rates levied



This graph shows total rate debtors for each month comaprison to last year. August has a higher value due to rates run for the full financial year. Council staff have activities planned to try to reduce the current levels of unpaid rates.

### 11.4.3 Record of Informal Meeting of Councillors October 2025

**AUTHOR** Governance Officer

**RESPONSIBLE DIRECTOR** Director People and Governance

#### EXECUTIVE SUMMARY

In accordance with Section (114) of the Strathbogie Shire Council Governance Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors
- is attended by at least one member of Council staff, and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting, these are known as Informal Meetings of Councillors.

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient Council meeting
- recorded in the minutes of that Council meeting.

The details of the Record of Informal Meetings of Councillors for the period 1 October 2025 to 31 October 2025 are included in the attachments to this report.

#### RECOMMENDATION

**That Council:**

**Note the Record of Informal Meetings of Councillors from 1 October 2025 to 31 October 2025.**

#### CONFLICT OF INTEREST DECLARATION

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

#### TRANSPARENCY

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

#### ATTACHMENTS

1. 20251007 Record of Informal Meetings of Councillors
2. 20251008 Record of Informal Meetings of Councillors
3. 20251014 Record of Informal Meetings of Councillors
4. 20251021 Record of Informal Meetings of Councillors
5. 20251031 Record of Informal Meetings of Councillors

Staff Only

## Record of Informal Meetings of Councillors

<b>Meeting Details</b>	<b>Title</b>	Councillor Briefing	
	<b>Date</b>	7 October 2025 at 9:00 am	
	<b>Location</b>	Euroa Community Conference Centre	
<b>Present</b>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>Cr Ewart Kennedy</li> <li>Cr Jeffery</li> <li>Cr Binks</li> <li>Cr Carlson</li> </ul>	<ul style="list-style-type: none"> <li>Cr Holloway</li> <li>Cr Stevens (Online)</li> <li>Cr Halsall</li> <li>Monitor Allan</li> </ul>
	<b>Officers</b>	<ul style="list-style-type: none"> <li>Rachelle Quattrocchi – Chief Executive Officer</li> <li>Amanda Tingay – Director People and Governance</li> <li>Rachael Frampton – Director Community and Planning</li> <li>Oliver McNulty – Director Sustainable Infrastructure</li> <li>Michelle Harris- Executive Manager Communications, Engagement and Advocacy</li> <li>Awais Sadiq – Manager Planning and Investment</li> <li>Brian Doyle – Manager Operations</li> <li>Kate McKernan – Manager Community and Culture</li> <li>Shaun Langlands – Coordinator Waste and Environment</li> <li>Kate Petersen – Facilities, Sport and Recreation Officer</li> <li>Kerry Lynch – Governance Officer</li> </ul>	
	<b>Guest Speakers</b>	Richard Baum – Ashton Forsyth Consultants (Workshop Facilitator) Various community members	
	<b>Apologies</b>		

### Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed  
(Local Government Act 2020 - Section 131)

Matters Considered		Disclosures and Comments
1	Councillors and Executive Leadership Team Planning and Development Workshop Two	None
2	Aquatic Services	None
3	Road Management Plan and Special Charge Scheme	None
4	Review of Draft Agenda 21 October 2025	None
5	Hearing Submission Meeting – Planning Application P2025-60	None
6	Hearing Submission Meeting – Road Management Plan	None

The meeting concluded at 5:00 pm

<b>Record completed by</b>	<b>Officer Name - Officer Title</b>	Kerry Lynch – Governance Officer
----------------------------	-------------------------------------	----------------------------------

Staff Only

## Record of Informal Meetings of Councillors

<b>Meeting Details</b>	<b>Title</b>	Cuppa With A Councillor
	<b>Date</b>	8 October 2025 at 4:00 pm
	<b>Location</b>	Tablelands Community Centre
<b>Present</b>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>Cr Carlson</li> <li>Cr Holloway</li> <li>Cr Halsall</li> </ul>
	<b>Officers</b>	<ul style="list-style-type: none"> <li>Katherine Crosby - Advocacy and Government Relations Officer</li> </ul>
	<b>Guest Speakers</b>	Various Residents
	<b>Apologies</b>	

### Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed  
(Local Government Act 2020 - Section 131)

Matters Considered		Disclosures and Comments
1	Draft Domestic Animal Management Plan and Rural Residential Land Use Strategy	None
2	Telecommunications	None
3	Unreliable power supply	None
4	Community Facilities	None
5	Roads and Road Safety	None
6	Re-establishment of a functioning Ruffy Community Action Group	None
7	Ruffy Emergency Action Plan	None
8	Ruffy Neighbourhood Watch	None
9	Roadside Collection Permit and "Wood Bank" at Nagambie	None
10	Customer Service Charter Review	None

The meeting concluded at 6:00 pm

<b>Record completed by</b>	<b>Officer Name - Officer Title</b>	Kerry Lynch – Governance Officer
----------------------------	-------------------------------------	----------------------------------

Staff Only

## Record of Informal Meetings of Councillors

<b>Meeting Details</b>	<b>Title</b>	Councillor Briefing	
	<b>Date</b>	14 October 2025 at 9:00 am	
	<b>Location</b>	Euroa Community Conference Centre	
<b>Present</b>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>Cr Ewart Kennedy</li> <li>Cr Jeffery</li> <li>Cr Binks</li> <li>Cr Carlson</li> </ul>	<ul style="list-style-type: none"> <li>Cr Holloway</li> <li>Cr Stevens</li> <li>Cr Halsall</li> <li>Monitor Allan</li> </ul>
	<b>Officers</b>	<ul style="list-style-type: none"> <li>Rachelle Quattrocchi – Chief Executive Officer</li> <li>Amanda Tingay – Director People and Governance</li> <li>Rachael Frampton – Director Community and Planning</li> <li>Shaun Langlands – Acting Director Sustainable Infrastructure</li> <li>Awais Sadiq – Manager Planning and Investment</li> <li>Jack Francis – Senior Planner</li> <li>Kerry Lynch – Governance Officer</li> </ul>	
	<b>Guest Speakers</b>	Peter Sagar, Claire Ferres Miles (workshop facilitators) – Curiosity Co	
	<b>Apologies</b>	Oliver McNulty, Director Sustainable Infrastructure	

### Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed  
(*Local Government Act 2020* - Section 131)

Matters Considered		Disclosures and Comments
1	Rural Residential Landuse Strategy and Urban Growth Strategy Workshop	None
2	Review Draft Agenda Council Meeting 21 October 2025	None
3	Draft Model Governance Rules update	None
4	Future Firewood Program	None

The meeting concluded at 4:00 pm

<b>Record completed by</b>	<b>Officer Name - Officer Title</b>	Kerry Lynch – Governance Officer
----------------------------	-------------------------------------	----------------------------------

Staff Only

## Record of Informal Meetings of Councillors

<b>Meeting Details</b>	<b>Title</b>	Councillor Briefing	
	<b>Date</b>	21 October 2025 at 9:00 am	
	<b>Location</b>	Euroa Community Conference Centre	
<b>Present</b>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>Cr Ewart Kennedy</li> <li>Cr Jeffery</li> <li>Cr Binks</li> <li>Cr Carlson</li> </ul>	<ul style="list-style-type: none"> <li>Cr Holloway</li> <li>Cr Stevens</li> <li>Cr Halsall</li> <li>Monitor Allan</li> </ul>
	<b>Officers</b>	<ul style="list-style-type: none"> <li>Rachelle Quattrocchi – Chief Executive Officer</li> <li>Amanda Tingay – Director People and Governance</li> <li>Rachael Frampton – Director Community and Planning</li> <li>Shaun Langlands – Acting Director Sustainable Infrastructure</li> <li>Kate McKernan – Manager Community and Culture</li> <li>Kerry Lynch – Governance Officer</li> </ul>	
	<b>Guest Speakers</b>	Jane Lovell, CEO Goulburn Region Tourism Andrew Yeoland, CEO Foott Caitlyn Baker, People and Culture Manager Foott	
	<b>Apologies</b>	Oliver McNulty, Director Sustainable Infrastructure	

### Disclosures of Conflict of Interests

Disclosure of Interests are to be made immediately prior to any relevant item being discussed  
 (Local Government Act 2020 - Section 131)

Matters Considered		Disclosures and Comments
1	Goulburn Region Tourism Update	None
2	Foott Waste Solutions Update	None
3	2025-20 Council Plan Action Plan Update	None
4	Update Brimbank City Council Monitors Report and Whittlesea City Council Commission of Inquiry	None
5	Review Agenda Council Meeting 21 October 2025	None

The meeting concluded at 3:30 pm

<b>Record completed by</b>	<b>Officer Name - Officer Title</b>	Kerry Lynch – Governance Officer
----------------------------	-------------------------------------	----------------------------------

**Staff Only**

**Record of Informal Meetings of Councillors**

<b>Meeting Details</b>	<b>Title</b>	Commercial Opportunities
	<b>Date</b>	31 October 2025 at 1:30 pm
	<b>Location</b>	Nagambie Regatta Centre
<b>Present</b>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>• Mayor Cr Claire Ewart-Kennedy</li> <li>• Cr Fiona Stevens</li> <li>• Cr Greg Carlson</li> </ul>
	<b>Officers</b>	<ul style="list-style-type: none"> <li>• Rachelle Quattrocchi – Chief Executive Officer</li> <li>• Shaun Langlands – Acting Director Sustainable Infrastructure</li> <li>• Rachael Frampton – Director Community and Planning</li> </ul>
	<b>Guests/ Speakers</b>	<ul style="list-style-type: none"> <li>• Tim Russell, Regional Development Victoria</li> <li>• Frank Cotella, (Invest Victoria)</li> <li>• Lorna Mathieson (DEECA)</li> <li>• Business Representatives</li> <li>• Matthew Syme, MCoConsulting</li> </ul>
	<b>Apologies</b>	

**Disclosures of Conflict of Interests**

Disclosure of Interests are to be made immediately prior to any relevant item being discussed  
(*Local Government Act 2020* - Section 131)

Matters Considered		Disclosures and Comments
1	Commercial Opportunities	None

The meeting concluded at 6:00 pm

<b>Record completed by</b>	<b>Officer Name - Officer Title</b>	Rachael Frampton – Director Community and Planning
----------------------------	-------------------------------------	--

## 11.5 Communications, Engagement and Advocacy

### 11.5.1 Quarterly Report - Customer Service

**AUTHOR** Customer Service Coordinator

**RESPONSIBLE DIRECTOR** Executive Manager Communications, Advocacy and Customer Service

#### EXECUTIVE SUMMARY

This report marks the first quarterly Customer Service Report presented to Council and the community. It provides a detailed overview of customer service performance during the reporting period, performance metrics and outcomes achieved. The report is intended to keep both Council and the community informed of progress in enhancing service quality and responsiveness.

#### RECOMMENDATION

**That Council:**

**Note the Quarterly Customer Service Report for the period 1 July 2025 to 27 October 2025.**

#### PURPOSE AND BACKGROUND

To present the quarterly Customer Service Report to Council and the community, providing an overview of key activities, performance and progress for the reporting period.

#### ISSUES, OPTIONS AND DISCUSSION

The attachment to this report provides a comprehensive summary and graphical representation of core Customer Service activities undertaken between 1 July 2025 and 27 October 2025. This summary encompasses key operational metrics, including the volume and nature of customer requests received, the number of inbound telephone enquiries managed by the Customer Service team, and recorded foot traffic across service centres.

Customer requests are initiated from a number of sources including:

- In person visits to customer service centres at Euroa or Nagambie
- Phone calls directly to customer service
- Self serve requests via Merit Online forms
- eMail received and tasked via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)
- After Hours calls – eMailed via [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)

The existing Customer Relationship Management (CRM) (Merit) platform workflows are not configured with a specific Customer Contact action type, hence there is no way to determine if a customer has had contact from the responsible Officer within the agreed two business day timeframe. Workflow completion is measured against currently assigned service agreements, and these are presented as either completed “In Time” or “Overdue”.

The incoming Altitude CRM system is being configured with workflows that include separate Customer Contact tasks, as well as request-specific tasks. This will enable separation of

initial response, request action/s and request finalisation allowing tracking and reporting of both initial response and overall request completion.

Further, the existing Merit configuration does not accurately reflect the current organisational structure, hence some department titles and memberships are not as expected. Again, this will be addressed with the change to Altitude, with regular reviews to be undertaken to ensure categories and allocations remain accurate. Any structural changes to the organisational chart will be applied to the CRM system as they occur.

A further data limitation of the existing CRM platform is the management of longer-term requests e.g. road grading, footpath extension etc. The existing platform has not been configured to take these types of requests into account, hence the high number of longer-term overdue requests. Discussions are underway to determine the best method of recording and reporting on these types of requests.

From 1 July 2025, phone system codes were updated to reflect the current organisational structure. This allows customer service staff to accurately record the “area of interest” each call represents and develop a picture over time of the volume of calls, cycle of call types and approximate time involved for calls associated with each department.

Unfortunately, this results in specific call allocations not being directly compatible with previous recorded data. Valid comparisons remain however in the areas of total calls, call times, abandoned calls and agent availability.

Proportions and call numbers are similar month to month. Quarter to quarter data also points to a similar result at the conclusion of Q4 as in Q3.

It is important to note that customers at the counter take precedence over in-bound phone calls. This will result in abandoned calls, and extended queue times particularly during the very busy rates payment times and at irregular intervals based on activities initiated in other areas of council. For example, a “blitz” on pet registrations, pool compliance etc.

## **Door Count**

Door count is managed by an automatic counter at the Euroa Office. There is not an automated counter at the Nagambie Office.

Currently Q4 2025 is tracking approximately 8% below the same time Q4 2024.

Door counts are not as accurate as they could be. The device is relatively simple—it records both entries and exits but may not register multiple individuals entering or exiting together. Additionally, it does not account for one-way traffic, such as staff who exit through the front doors but re-enter through a side entrance, or for movements related to deliveries and other exceptions.

The recorded number is that displayed at the end of each day, however a rough estimate of approximately 50% of the recorded number would be reasonably accurate measure of foot traffic.

Anecdotally, Nagambie foot traffic would be in the six to ten daily visitors. There has been a noticeable increase compared to one year ago when the office at 352 High Street, Nagambie opened.

A number of visitors to the Nagambie Office also indicated they were unaware this office was present, having been to the Visitor Information Centre previously. There have also been instances of customers unaware of the range of services that are offered at Nagambie.

**POLICY CONSIDERATIONS**

**Council Plan**

This report is consistent with the following objectives and or actions in the 2025-2029 Council Plan:

**Objective One: Connect**

We are committed to enhancing access for all residents, promoting healthy living, fostering connections, and providing opportunities to thrive and participate in community life.

**Objective Two: Sustain**

We aim to collaborate with others to foster a sustainable environment, a thriving economy and resilient communities.

**Objective Three: Deliver**

We are committed to delivering quality services and infrastructure that meets the needs of our community. We aim to strengthen the Council’s governance and provide improved, customer-focused experiences.

**Regional, State and National Plans, Policies and Legislation**

This report is aligned with the following legislation, Council Policies and key strategic documents:

**Customer Service Charter** – The Charter sets out the standards community can expect when engaging with Council, and what Council ask in return to support respectful, clear and effective interactions. Council is currently consulting on the draft Customer Service Charter. Consultation closes on 24 November 2025.

**RISK CONSIDERATIONS**

This report has identified the following risk(s):

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Inaccurate or incomplete data could lead to misleading conclusions about service performance	Unlikely	Minimal	Low	Implement regular data validation and quality checks and ensure clear definitions and consistent recording of customer service metrics.

**LEGAL CONSIDERATIONS**

There are no negative legal considerations relevant to this report.

**CONFLICT OF INTEREST DECLARATION**

No Council officers and/or contractors who have provided advice in relation to this report have declared a general or material conflict of interest regarding the matter under consideration.

## **TRANSPARENCY**

In the interests of transparency and open and honest communication with our community this report is presented to a public Council meeting.

## **SUSTAINABILITY CONSIDERATIONS**

### **Economic**

Analysis of customer service data supports the identification of trends and informs service improvement initiatives.

### **Social**

Ongoing monitoring of performance metrics supports the continued effectiveness of customer service functions.

## **INNOVATION AND CONTINUOUS IMPROVEMENT**

This first Quarterly Customer Service Report presents performance to Council and the community, demonstrating an innovative approach to transparency and accountability. It supports continuous improvement by measuring outcomes and tracking progress in service quality and responsiveness.

## **COLLABORATION**

No formal collaboration was undertaken in the production of this report

## **HUMAN RIGHTS CONSIDERATIONS**

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

## **CONCLUSION**

This report marks the first quarterly Customer Service Report presented to Council and the community. It provides a detailed overview of customer service performance during the reporting period, performance metrics and outcomes achieved.

The report is intended to keep both Council and the community informed of progress in enhancing service quality and responsiveness. The report is being presented to Council for noting.

## **ATTACHMENTS**

**Customer Service Data 1 July 2025 to 31 October 2025**

OFFICIAL

Attachment to: Quarterly Customer Service Report from the period 1 July – 27 October 2025.

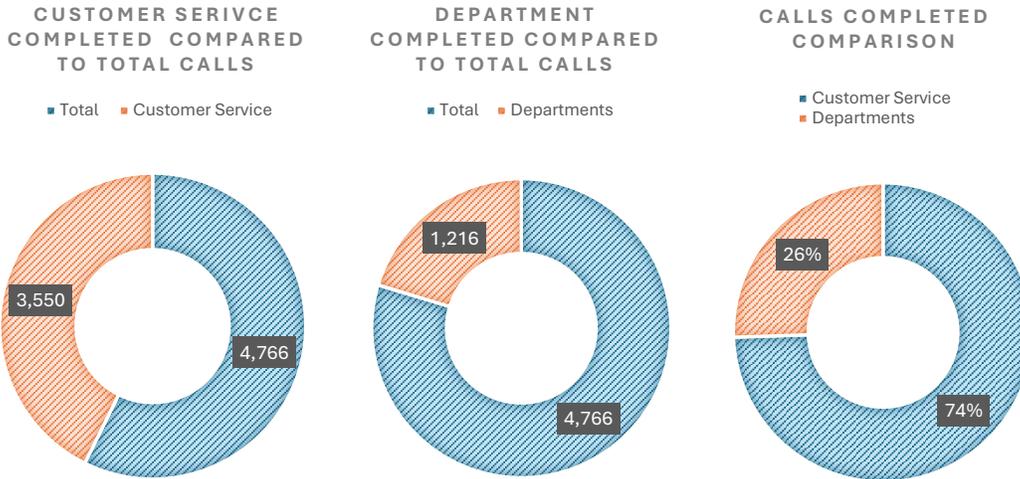


Figure 1: Phone Call Data

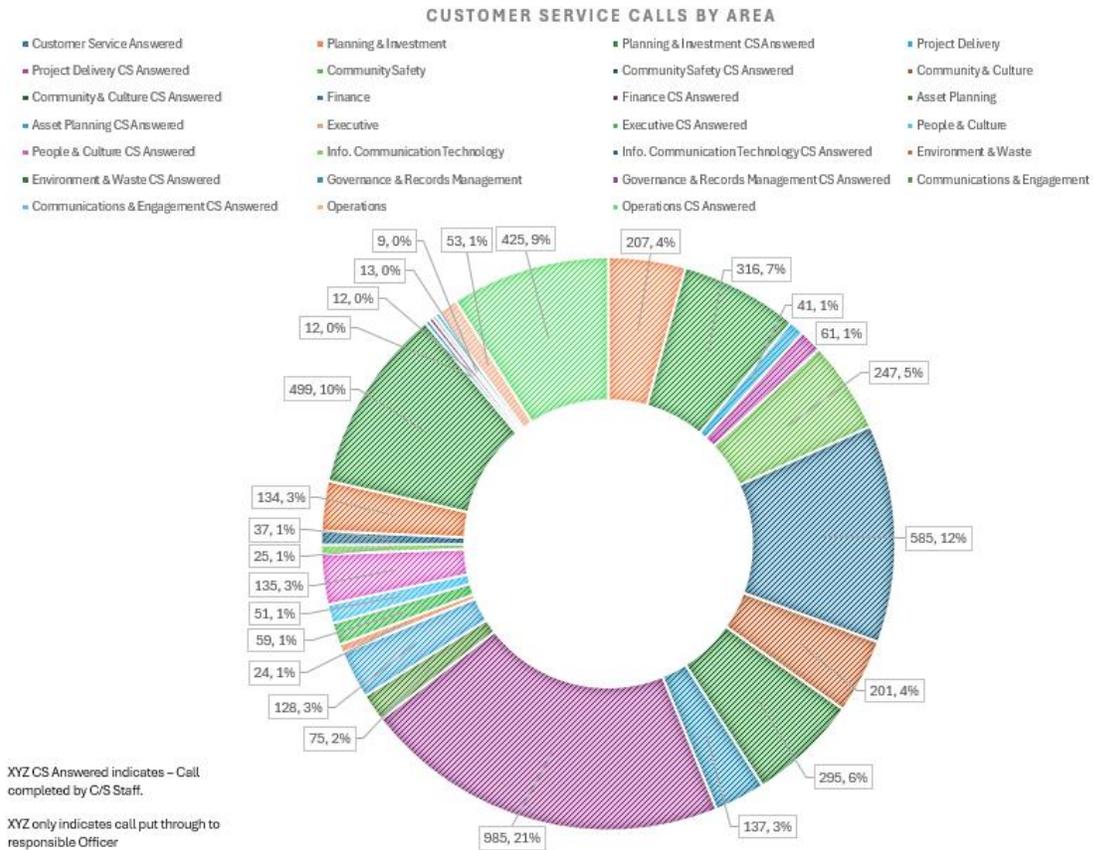


Figure 2: Calls by Service Area

OFFICIAL

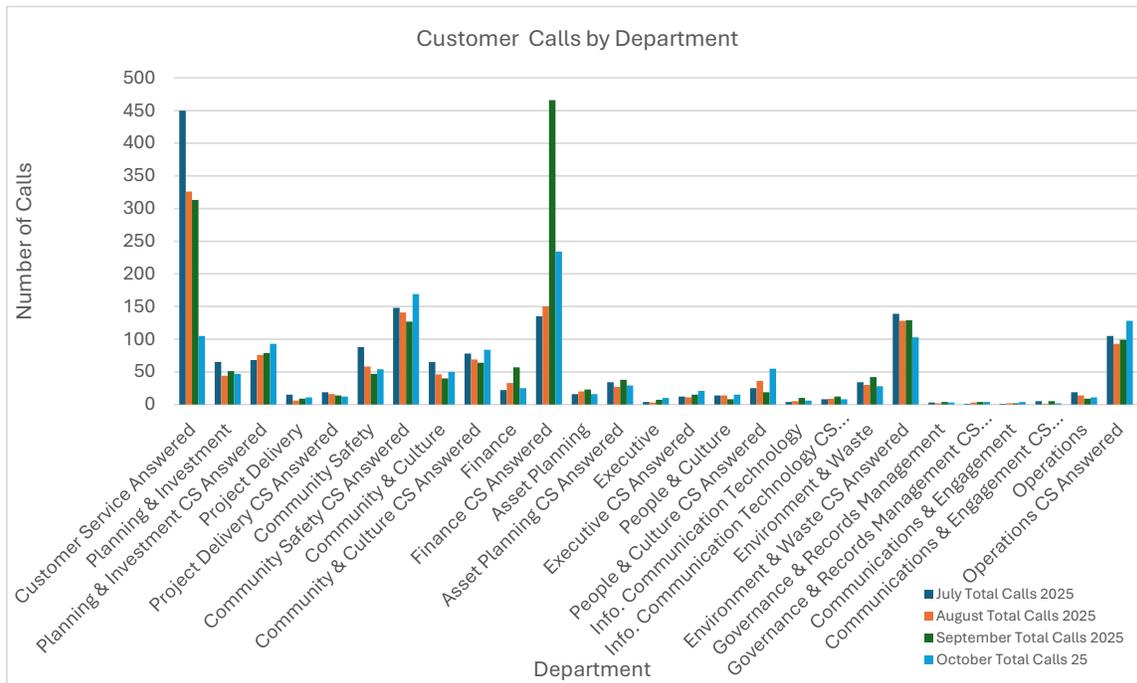


Figure 3: Calls by Department per month

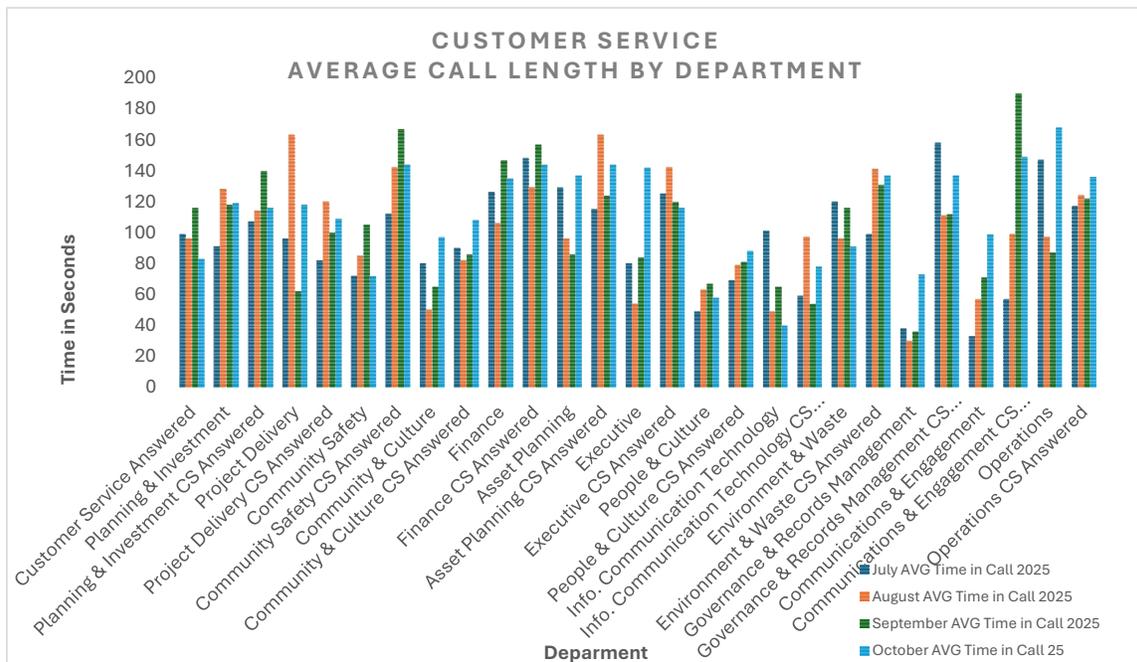


Figure 4: Average Call length by Department

OFFICIAL

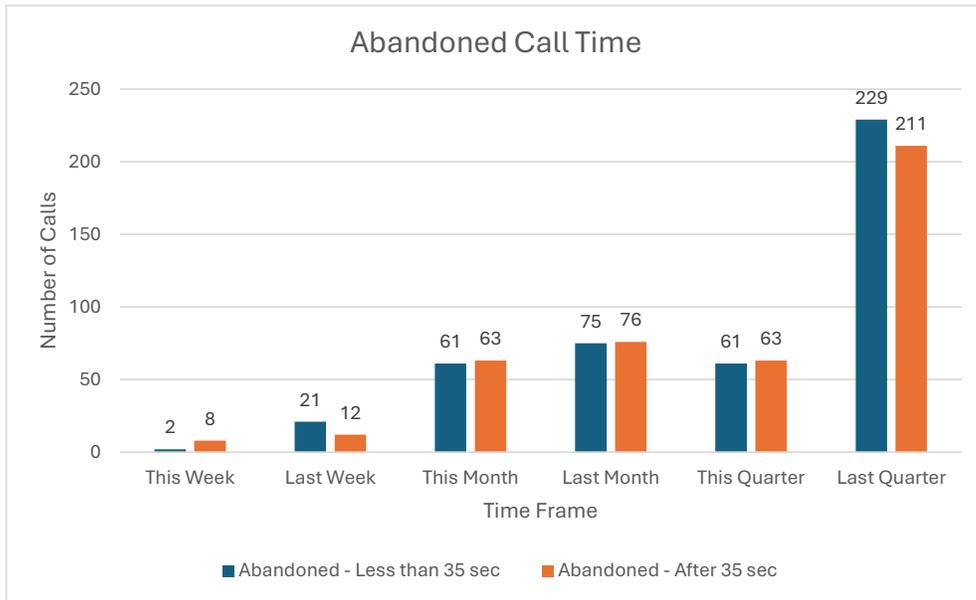


Figure 5: Time to Abandoned Calls

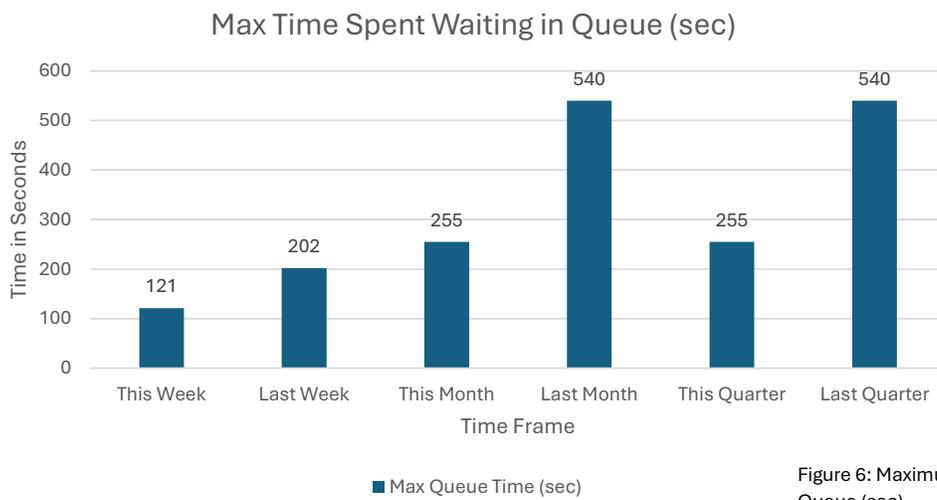


Figure 6: Maximum Time Spent Waiting in Queue (sec)

OFFICIAL

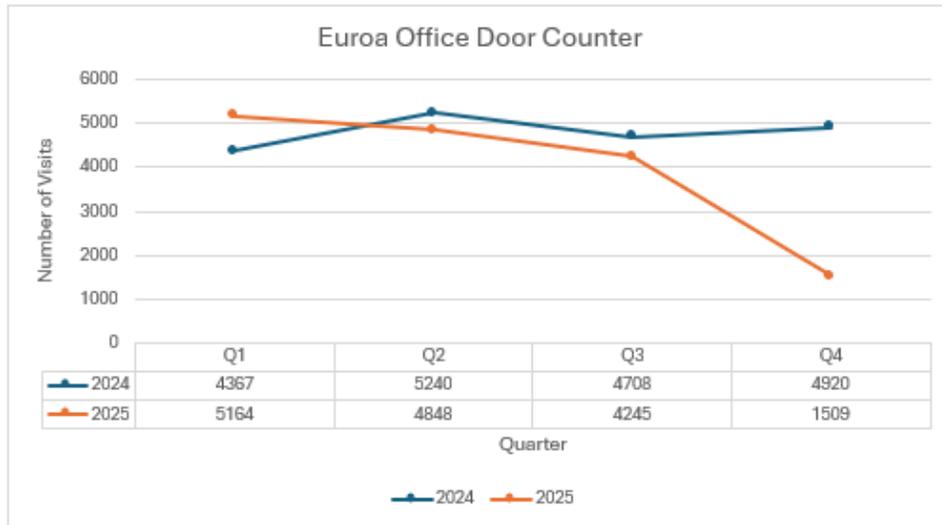
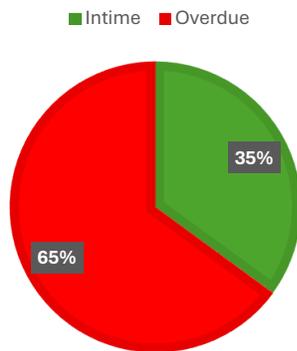


Figure 7: Euroa Office Door Counter

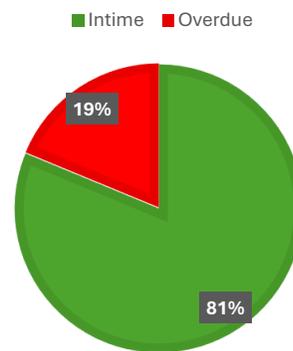
CURRENT OPEN REQUESTS



Total recorded Customer requests: 3,441  
 Currently Open & Intime: 128  
 Currently Open & Overdue: 237

Figure 8: Current Open Requests

CLOSED REQUESTS 1/7/25 - 27/10/25



Total Closed Intime: 2499  
 Total Closed Overdue: 577

Figure 9: Closed Requests 1/7/25-27/10/25

OFFICIAL

**CUSTOMER REQUESTS ALL DEPARTMENTS**  
1/7/25 - 27/10/25

- Community and Planning
- Council
- Finance
- Governance and Customer Service
- People and Culture
- People and Governance
- Sustainable Infrastructure

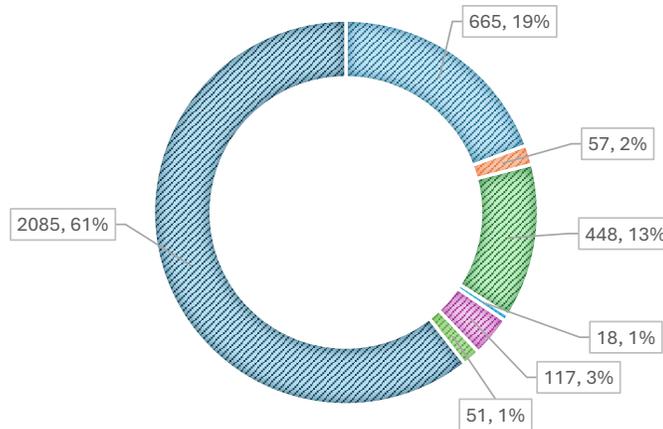


Figure 10: Customer Requests All Departments

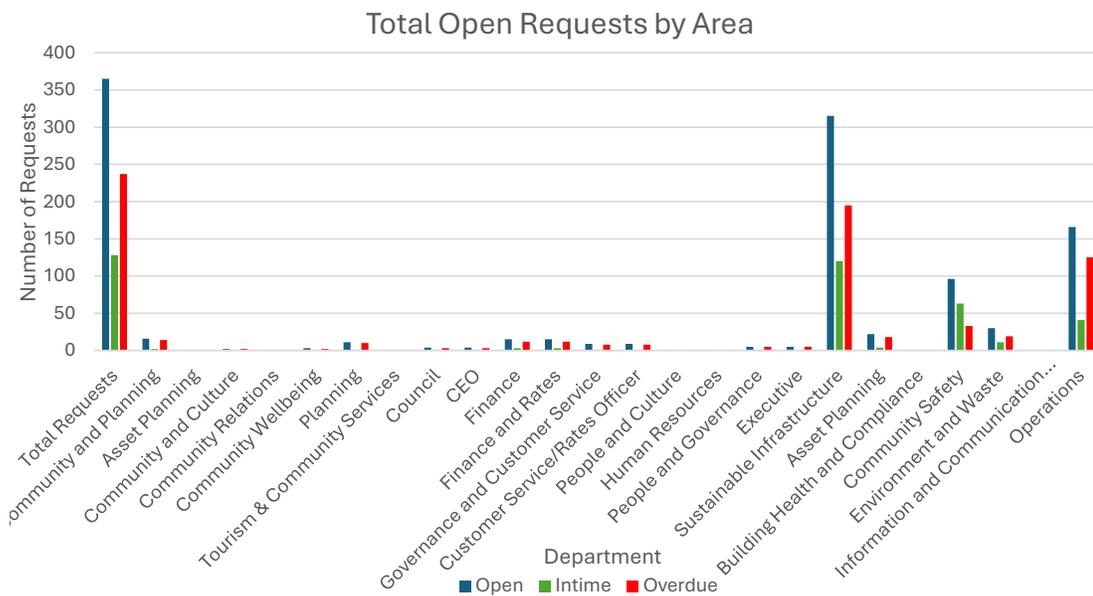


Figure 11: Total Open Requests by Area

OFFICIAL

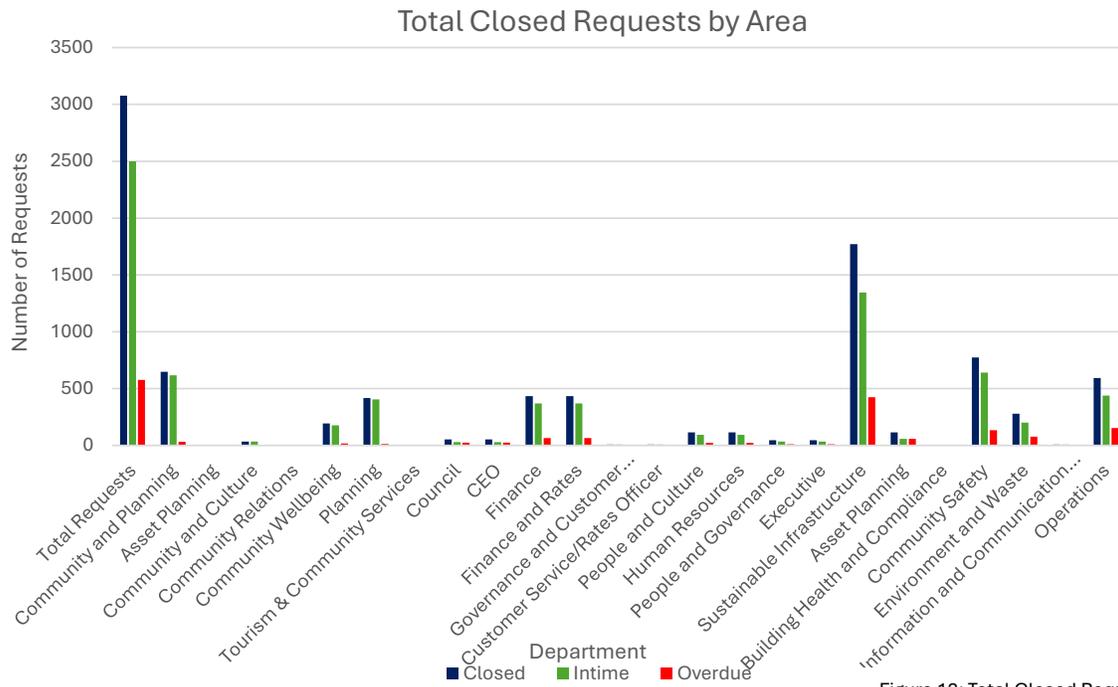


Figure 12: Total Closed Requests by Area

**12 Notice of Motion**

**13 Notice of Rescission**

**14 Confidential Business**

**15 Urgent Business**

**17 Next Meeting**

The next meeting of Strathbogie Shire Council will be held on 9 December 2025 commencing at 4:00 pm

**18 Close of Meeting**

There being no further business the meeting closed at .....pm.