



## **STRATHBOGRIE SHIRE COUNCIL**

Notice is hereby given that a Meeting of the Strathbogrie Shire Council will be held virtually on Tuesday 15 June 2021, commencing at 2.00 p.m.

*Please note: The earlier commencement time is to enable Council to hear verbal objections in relation to Planning Permit Application No. P2020-124: Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision and Creation of Easements, Development of land for boat ramp and four (4) jetties, at 82 Kirwans Bridge Road, Nagambie. The application is also listed for determination at this meeting, and consideration of the application will commence at the conclusion of the hearing of verbal objections.*

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

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

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

1. Welcome
2. Acknowledgement of Traditional Land Owners  
*'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present'*
3. Apologies / Leave of Absence

4. Disclosure of Conflicts of Interests
5. Confirmation of Minutes of Previous Meetings
  - Tuesday 11 May 2021 (Extraordinary Council Meeting – Submissions to Proposed Road Exchange – Un-named Road Reserve (Gilgai Farm))
  - Tuesday 18 May 2021
  - Tuesday 8 June 2021 (Extraordinary Council Meeting – Submissions to Road Closure - Euroa Tip Road)
  - Tuesday 8 June 2021 (Extraordinary Council Meeting – Submissions to Draft 2021/22 Budget, 2021/22 Revenue and Rating Plan, and 2021/22 Fees and Charges)
6. Petitions
7. Reports of Mayor and Councillors and Delegates
8. Public Question Time

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

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

*Response/s to Public Questions raised and responded to at the Ordinary Council meeting held on Tuesday 18 May 2021 were documented in the Minutes of the meeting.*

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

Julie Salomon  
**CHIEF EXECUTIVE OFFICER**

11 June 2021

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

### **NEXT MEETING**

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 20 July 2021, commencing at 6.00 p.m. The manner in which the meeting will be conducted is yet to be established.



Council Ref. .... / 2021

## Public Question Time Form Ordinary Council Meeting

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

**How to ask a question:**

Questions submitted to Council must be:

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

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

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

1.....  
 .....  
 .....  
 .....  
 .....

2.....  
 .....  
 .....  
 .....  
 .....

**Name:** .....

**Address:** .....

**Telephone Number:** .....

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

**Date of Ordinary Council Meeting:** .....

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

## **Public Question Time – as per Rule 31 of the Strathbogie Shire Council Governance Rules**

### **31. QUESTION TIME**

- 31.1 There must be a public question time at every Council meeting fixed under Rule 19 to enable members of the public to submit questions to Council.
- 31.2 Sub-Rule 31.1 does not apply during any:
- 31.2.1 period when a meeting is closed to members of the public in accordance with section 66(2) of the Act; or
  - 31.2.2 election period.
- 31.3 Public question time will not exceed 30 minutes in duration.
- 31.4 Questions submitted to Council must meet all of the following:
- (a) be in writing and state the name and address of the person submitting the question;
  - (b) be generally be In a form approved or permitted by Council; and
  - (c) be lodged either by delivery to Council's main office, or electronically at the prescribed email address prior to 12 noon on the day of the Council meeting.
- 31.5 No person may submit more than two questions at any one meeting.
- 31.6 If a person has submitted two questions to a meeting, the second question may:
- 31.6.1 at the discretion of the Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
  - 31.6.2 not be asked if the time allotted for public question time has expired and Council has not resolved to extend the time allocated for public questions.
- 31.7 If the person who has submitted the question is not present at the meeting the Chair, or a member of Council staff nominated by the Chair, will read out the question on the person's behalf if the person has elected not to participate in the meeting either by way of the live streaming software or by teleconference.
- 31.8 A question may be disallowed by the Chair if the Chair determines that it:
- (a) relates to a matter outside the duties, functions and powers of Council;
  - (b) Is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - (c) deals with a subject matter already answered;
  - (d) is aimed at embarrassing a Councillor or a member of Council staff;
  - (e) relates to personnel matters;
  - (f) relates to the personal hardship of any resident or ratepayer;
  - (g) relates to industrial matters;
  - (h) relates to contractual matters;
  - (i) relates to proposed developments;
  - (j) relates to legal advice;
  - (k) relates to matters affecting the security of Council property; or
  - (l) relates to any other matter which Council considers would prejudice Council or any person.
- 31.9 Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.
- 31.10 All questions and answers must be as brief as possible, and no discussion may be allowed other than by Councillors for the purposes of clarification.
- 31.11 Like questions may be grouped together and a single answer provided.
- 31.12 The Chair may nominate a Councillor or the Chief Executive Officer to respond to a question.
- 31.13 A Councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question within five (5) working days and the answer included in the following Council meeting's agenda.
- 31.14 A Councillor or the Chief Executive Officer may advise Council that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or Chief Executive Officer (as the case may be) must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be so given.

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## 9. OFFICER REPORTS

### 9.1 Planning Permit Application No. P2020-141

#### Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie

Author: Manager Planning and Investment

Responsible Director: Director Community and Planning

#### **EXECUTIVE SUMMARY**

- The proposal is for subdivision and development of a two-storey commercial building comprising 11 tenancies and associated carparking on the subject site 272-278 High Street, Nagambie.
- The proposal includes a waiver of a proportion of car parking requirements (20 spaces on site) and extensive landscaping of the public realm. A detailed assessment of the carparking can be found within the relevant section of this report.
- All power connections to the development will be via underground cables from the nearest source infrastructure. Vehicular access to the proposed site will be via crossover from Goulburn Street.
- The proposal includes common property for access and carparking provisions. A total of 31 Car spaces provided on site.
- The application is considered a Section 1 use under the Commercial Zone. A planning permit is still required for subdivision, buildings and works and car parking reduction.
- The application was advertised pursuant to Section 52 with one (1) objection received.
- The application has not been assessed within the 60-day statutory timeframe due to extended consultation with the applicant in relation to car parking requirements (73 days outside of the statutory timeframe).
- The proposal meets the objectives of the Planning Policy Framework and Local Planning Policy Framework.
- It is recommended that Council resolve to Issue a Notice of Decision to Grant a planning permit in accordance with the Officer's recommendation.

#### **APPLICATION DETAILS**

Application is for:	Building and works to construct a commercial building, eleven (11) lot subdivision with common property, reduction of car parking requirements
Applicant's/Owner's Name:	Spiire
Date Received:	4 November 2020
Statutory Days:	133 days
Application Number:	P2020-141
Planner: Name, title & department	Ben Yates Contract Planner Planning and Investment
Land/Address:	272-278 High Street, Nagambie VIC 3608 Lots 1-5 TP140281, Lots 103 TP139950

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

Zoning:	Clause 34.01 Commercial 1 Zone
Overlays:	None
Is a CHMP required?	Not within an area of Aboriginal cultural heritage sensitivity - No CHMP required
Is it within an Open Potable Catchment Area?	No
Under what clause(s) is a permit required? (include description)	Clause 34.03-4 Commercial 1 Zone – Subdivision Clause 34.01-4 Commercial 1 Zone – Construct or carry out works Clause 52.29 Land Adjacent to a Road is a Road Zone, Category 1 – subdivision land adjacent to a road in a Road Zone, Category 1 Clause 52.06-3 Car Parking – reduction of car parking requirements
Restrictive covenants on the title?	None
Current use and development:	Vacant

**RECOMMENDATION**

***That Council:***

***Having caused notice of Planning Application No. P2020-141 to be given under section 52 of the Planning and Environment Act 1987, and having considered all the matters required under Section 60 of the Planning and Environment Act 1987, decides to issue a Notice of Decision to Grant a Permit under the provisions of Clause 34.01, Clause 34.03 Commercial 1 Zone, Clause 52.29 and Clause 52.06 Car Parking, of the Strathbogie Planning Scheme in respect of the land known as Lots 1-5 TP140281 and Lots 1-3 TP139950, for subdivision, buildings and works and reduction in carparking requirement in accordance with the endorsed plans, subject to the following conditions:***

**Conditions:**

**LAYOUT NOT ALTERED**

- 1. The buildings and works detailed on any endorsed plans must not be altered without the written consent of the Responsible Authority.***

**AMENDED PLANS**

- 2. Before the development commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of this permit. The plans must be generally in accordance with the plans submitted with the application but modified to include:***



9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- a. ***Bicycle parking in accordance with Table 1 to clause 52.34-5. Bicycle parking should be located at the High Street frontage and to the rear of the building, for ease of access for staff and visitors, and to make use of passive surveillance from the public realm. A minimum of 11 spaces to be provided across the development.***
3. ***Prior to the commencement of works, Amended Landscape Plans must be submitted to the responsible Authority for approval to the satisfaction of the Responsible Authority. Once approved these plans will be endorsed and form part of the permit. These plans must be amended to include landscaping on the eastern boundary and southern boundary to soften the visual bulk.***

**SUBDIVISION**

3. ***The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.***
4. ***All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.***
5. ***The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.***
6. ***The owner of the land must enter into an agreement with:***
  - ***A telecommunications network or service provider for the provision of telecommunications services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and***
  - ***A suitably qualified person for the provision of fibre ready telecommunications facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.***
7. ***Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:***
  - ***A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and***

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- *A suitable qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Telecommunications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

**ENGINEERING**

**Urban Vehicle Crossing Requirements**

8. *Before the use begins and/or the building(s) is/are occupied vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Responsible Authority, and shall comply with the following:*
  - a. *standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed and replaced with concrete (kerb and channel);*
  - b. *any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;*
  - c. *crossings shall be at least 9 metres apart.*

**Parking and Traffic Management Plan**

9. *Before the use starts, a traffic and parking management plan to the satisfaction of the Responsible Authority must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. Traffic and parking operations on and adjacent to the site must conform to this endorsed plan. Relevant digital and hard copy plans must be submitted to Council. The plan must include:*
  - a. *the location of all areas on- and/or off-site to be used for staff and patron parking*
  - b. *owner's permission and any required planning permission for parking on other land*
  - c. *specification of staff numbers adequate to enable efficient operation of car parking areas both on- and off-site*
  - d. *the number and location of all on- and off-site security staff*
  - e. *(the means by which the direction of traffic and pedestrian flows to and from car parking areas will be controlled both on- and off-site*
  - f. *measures to discourage patron car parking in (specify location)*

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- g. measures to preclude staff parking in designated patron car parking areas*
- h. staffing and other measures to ensure the orderly departure and arrival of patrons especially any large groups departing at closing time*
- i. servicing of the drainage and maintenance of car parking areas.*

**Car Park Construction requirements**

**10. Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Australian Standards 2800.1, AustRoads Publication 'Guide to Traffic Engineering Practice : Part 11 Parking' and to the satisfaction of the relevant authority, must be submitted to and approved by the responsible authority. The plans must be drawn to scale with dimensions.**

- a. Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be:*
- b. surfaced with an all-weather seal coat / surfaced with crushed rock or gravel and treated to the satisfaction of the Responsible Authority to prevent dust;*
- c. constructed and completed to the satisfaction of the Responsible Authority;*
- d. drained in accordance with an approved drainage plan;*
- e. line-marked to indicate each car space and all access lanes;*
- f. properly illuminated with lighting designed, baffled and located to the satisfaction of the Responsible Authority to prevent any adverse effect on adjoining land;*
- g. measures taken to prevent damage to fences or landscaped areas of adjoining properties and to prevent direct vehicle access to an adjoining road other than by a vehicle crossing;*
- h. Provision of traffic control signage and or structures as required;*
- i. Provision of signage directing drivers to the area(s) set aside for car parking. Such signs are to be located and maintained to the satisfaction of the Responsible Authority. This sign must not exceed 0.3 square metres.*

**To the satisfaction of the responsibility authority:**

- The areas must be constructed, and drained to prevent diversion of flood or drainage waters, and maintained in a continuously useable condition to the satisfaction of the Responsible Authority.*

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- **Car spaces, access lanes and driveways must be kept available for these purposes at all times.**

**Urban Drainage - Works**

**11. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.**

**A qualified engineer is to prepare Stormwater Impact Assessment Report [SIAR] and/ or Stormwater Management Assessment Report [SMAR] in accordance with the requirements of clause 11 of the Infrastructure Design Manual.**

**Appropriate steps must be taken to retain all silt and sediment on site during the construction phase (including existing dwelling and shed removal) to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -**

- **Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and**
- **Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)**

**For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans**

**Drainage Discharge Plan**

**12. Before any of the development starts or before the plan of subdivision is certified under the Subdivision Act 1988, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The information submitted must show the details listed in the council's Infrastructure Design Manual (IDM) and be designed in accordance with the requirements of that manual.**

**The information and plans must include:**

- a. details of how the works on the land are to be drained and/or retarded.**
- b. computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority**
- c. location of the overland flow paths within the development**
- d. underground pipe drains conveying stormwater to the legal point of discharge for each allotment**

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- e. measures to enhance stormwater discharge quality from the site and protect downstream waterways Including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;*
- f. documentation demonstrating approval from the relevant authority for the legal point of discharge.*
- g. the details of the incorporation of water sensitive urban design in accordance with clause 20.3.1 of the Infrastructure Design Manual.*
- h. maintenance schedules for treatment elements.*

*Before the use begins and/or the building(s) is/are occupied or issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority.*

**Council Assets**

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

**DEPARTMENT OF TRANSPORT**

- 14. No access will be permitted from High Street or High Street Service Road. Access will only be permitted via Goulburn Street.*
- 15. Prior to the development coming into use, the existing access to High Street Service Road must be closed and area must be reinstated to the satisfaction of and at no cost to Head, Transport for Victoria.*

**GOULBURN VALLEY WATER**

- 16. Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment.*
- 17. Provision of separate water supply meters to each tenement within the development, located at the property boundary and to the satisfaction of Goulburn Valley Region Water Corporation.*

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- 18. Any existing water service that crosses any of the proposed allotment boundaries within the proposed development must be disconnected and re-located at the developer's expense, to be wholly within one allotment only, including notification of the proposed lot to be serviced by the existing water meter, to the satisfaction of the Goulburn Valley Region Water Corporation.**
- 19. Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment.**
- 20. Provision of sewerage connection points and/or combined sewer drains with an inspection opening to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.**
- 21. In the case of multi-tenement development, the works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage' and include disconnection of any existing house connection drain to the satisfaction of the Corporation's Property Services Section.**
- 22. A notation is to be placed on the plan of subdivision to note that pursuant to Section 12(2) of the Subdivision Act 1988, there exists "implied easements" over all of the allotments and the common property within the development.**  
**Alternatively, the developer is to provide a two-metre-wide sewerage easement over the common portion of the house connection drain, in favour of the benefiting land, to the satisfaction of the Goulburn Valley Region Water Corporation.**
- 23. The plan of subdivision lodged for certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the Subdivision Act, 1988.**
- 24. Before the development begins, a construction management plan must be submitted to the Responsible Authority to be endorsed. The plan must detail:**
  - a. The hours of construction including days of the week.**
  - b. The name and contact details of an onsite manager to be the point of contact during construction.**
  - c. Traffic management measures for ingress and egress during construction to ensure road safety**

**AUSNET SERVICES**

- 25. The plan of subdivision submitted for certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section 8 of the subdivision Act 1988.**

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

**26. The applicant must –**

- a. **Enter into an agreement with AusNet Electricity Services Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.**
- b. **Provide electricity easements internal and external to the subdivision in favour of AusNet Electricity Services Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by AusNet Electricity Services Pty Ltd. The provision of reserves for electricity substations may also be required.**

**GOULBURN BROKEN CATCHMENT MANAGEMENT AUTHORITY**

- 27. The finished floor level of the proposed commercial development must be constructed at least 300 millimetres above the general surrounding ground level, or higher level deemed necessary by the Responsible Authority.**

**GENERAL**

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

**ASSETS**

- 29. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.**
- 30. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -**
- **Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and**
  - **Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)**

- 9.1 Planning Permit Application No. P2020-141  
Development of land for a commercial building; eleven (11) lot subdivision;  
reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

**PERMIT EXPIRY**

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

- (a) the approved development does not start within 2 years of the date of this permit; and**
- (b) the approved development is not completed within 4 years of the date of this permit.**
- (c) the subdivision is not started (Certification) within two (2) years of the date of this permit;**
- (d) the subdivision is not completed (Statement of Compliance) within five (5) years of the date of Certification under the Subdivision Act 1988.**

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

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

**Planning notes:**

***This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.***

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

**PROPOSAL**

The applicant proposes the construction of a two-storey commercial building, with associated car parking and landscaping including the subdivision to create 11 lots to allow for retail/office tenancies and associated common property.



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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

The proposed buildings and works will include:

- A two-storey building at the corner of High Street and Goulburn Street, a landmark location at the entrance to the commercial centre of Nagambie.
- Six (6) commercial tenancies on the ground floor (retail/office spaces) with access from High Street.
- Five (5) commercial tenancies on the first floor (retail/office spaces) and 2 common/meeting rooms.
- Ground floor and first floor foyer containing stairs and lifts for all abilities access.
- Carparking at the rear of the building, accessed from Goulburn Street.
- Landscaping along the High Street frontage, with the provision of seating and amenity to the public realm.

Proposed subdivision sizes of tenancies.

Lot 1	91.37 sqm
Lot 2	97.17 sqm
Lot 3	90.63 sqm
Lot 4	90.87 sqm
Lot 5	162.90 sqm
Lot 6	94.31 sqm
Lot 7	284.88 sqm
Lot 9	147.50 sqm
Lot 10	147.97 sqm
Lot 11	138.04 sqm
Common Property	Tenancy 12 & 13 Floor area 28.68sqm and 26.51sqm respectively) Ground floor and first floor foyer, stairs, lifts, first floor passageway, Carpark spaces 1-17, 24 & 35, carpark and accessway and Bin storage yard.



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Development of land for a commercial building; eleven (11) lot subdivision;  
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**Subdivision**

The commercial building is proposed to be subdivided into eleven (11) lots with common property.

**Car parking reduction**

The development will provide 31 car parking spaces on site. An assessment of carparking against the Strathbogrie Planning Scheme requires a total of 51 car spaces, therefore, there is a requirement for the applicant to seek approval for a reduction of car spaces through the application process.

The proportion of spaces to be allocated as disabled spaces must be in accordance with the Australian Standard AS2890.6-2009 (disabled) and the building Code of Australia as stated within Clause 52.06, Carparking the Victorian Planning Provisions.

A Car Parking Demand Assessment was provided as a result of the application receiving one (1) objection based on these grounds. As the assessment was conducted in December 2020 during usual times, another assessment has been completed which demonstrate usual times and holiday times. The findings are as per the below table.

Date	11/12/20	11/12/20	16/4/21	17/4/21	23/4/21	24/4/21	
Day	Friday	Friday	Friday	Saturday	Friday	Saturday	
Time	8:30am	12:30pm	10:45am	10:45am	10:15am	10:15am	
Usual time/holidays	Usual time	Usual time	School holidays	School holidays	Usual time	Usual time	
Location	No. Spaces	No. and % of Vacant spaces					
North west	14	14 100%	9 64%	10 71%	9 64%	11 79%	9 64%
North east	8	8 100%	4 50%	6 75%	6 75%	6 75%	6 75%
South west	17	17 100%	13 76%	13 76%	10 59%	14 82%	10 59%
Goulburn Street	18	18 100%	18 100%	11 61%	13 72%	12 70%	13 72%
<b>Total</b>	<b>57</b>	<b>57 100%</b>	<b>44 77%</b>	<b>40 70%</b>	<b>38 67%</b>	<b>43 75%</b>	<b>38 67%</b>

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

Having reviewed the Car Parking Demand Assessment of December 2020 and the updated figures, it is considered the request for reduction in car spaces on site will be able to be achieved with the additional car parking spaces via shared parking arrangements on the site, and the use of available on-street parking without any adverse impacts on parking in the surrounding area.

**HIGH STREET NORTH-WEST LANE**



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**HIGH STREET NORTH-EAST LANE**



**GOULBURN STREET**



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Development of land for a commercial building; eleven (11) lot subdivision;  
reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

### **HIGH STREET SOUTH-WEST LANE**



#### **Access**

Ground floor retail spaces will have pedestrian access from the site frontage and vehicular access at the rear.

Each tenancy has separate front and rear access. The foyer on the ground floor provides street access to the lift and main stairwell for access to the first floor.

Vehicular access to the site is proposed via new two-way crossover from Goulburn Street. Access from Goulburn Street will ensure the amenity and safety of the activated frontage along High Street.

#### **Amenity**

The building has been designed to present to the High Street frontage and the Nagambie foreshore. A wrap around balcony and receded walls at the corner of High Street and Goulburn Street address the prominent corner location in a contemporary and interactive style.

The building features large windows along the ground floor, street frontage with recessed entranceways, making a positive contribution to the streetscape.

Balconies and sections of the first-floor façade will be clad in rust-look perforated steel panels and timber-look all weather panels. Rear portions of the building will be constructed of pre-cast concrete panels in grey and brown. The use of a variety of complementary materials, colours and articulated shapes will ensure the building presents as visually appealing, and of a style in keeping with its prominent location. Consideration has been given to the residential uses to the east of site in relation to the provision of setbacks of the building from the eastern boundary, with consideration of any potential overshadowing. Pedestrian and public activity will be focused on High Street.

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**Figure 1 - Site location**



**Figure 2: High Street and Goulburn Street frontage/corner, including landscaping and public amenity**



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Figure 3: Carparking to rear of site



### **SUBJECT SITE AND LOCALITY**

The subject site has an area of 1,710.92m<sup>2</sup> and is located at 272-278 High Street, Nagambie, on the corner of High and Goulburn Streets.

The site is vacant and generally flat, with a frontage to High Street of approximately 60m, and frontage to Goulburn Street or approximately 28 metres.

Access to the site is currently via two sealed crossovers, one at High Street via the service road, and the other from Goulburn Street.

The subject site in the commercial centre of Nagambie, with residential use to the east and the Nagambie Lake foreshore to the west. Surrounding land-use in the area is a mixture of commercial and residential.

High Street Nagambie (RDZ1) adjoins the western boundary of the subject site with a service road accessing the site. This road is a double lane, dual carriageway road and within a Road Zone Category 1.

On the opposite side of High Street is a restaurant/café and the Nagambie Waterfront Motel, with Lake Nagambie located immediately adjacent. Land further to the east is within the Commercial 1 Zone and Public Parks and Recreation Zone.

### **PERMIT/SITE HISTORY**

A search of Council's electronic records revealed the following:

**P2014-082 - Development of land for office.** Planning permit was issued 20/10/2014 and Plans to comply subsequently issued 10/12/2014.



9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

**PUBLIC NOTIFICATION**

Public notification of the proposal was undertaken pursuant to Section 52 as follows:

- A sign placed at the site frontages on High Street and Goulburn Street
- Letters to surrounding property owners and potentially impacted parties (21)
- Notification in the *Nagambie Voice*.

One objection was received to the proposal. The concern from the objector was in relation to the request for the reduction in car parking. A copy of the objection was provided to the applicant. In response, a car parking demand assessment was prepared by the applicant and provided to the objector. The objector raised concerns in regard to the time the assessment was conducted and therefore the applicant provided an updated car parking analysis. The Car park demand analysis demonstrated usual times verse holiday time periods, supporting the reduced parking proposal. The Objection was not withdrawn.

Officer Response

Having reviewed the Car Parking Demand Assessment, Officers determined that the reduced car parking proposal was appropriate given the additional spaces within the area. Further assurance of the application satisfying parking requirements is provided through engineering permit conditions, requiring the submission and approval of a parking and traffic management plan prior to the construction commencing.

**CONSULTATION**

The Objector did not wish to proceed with a consultation meeting.

**REFERRALS**

A summary of referral required by the Strathbogie Planning Scheme is provided:

<b>Referrals/Notice</b>	<b>Advice/Response/Conditions</b>
Section 55 Referrals	CFA – No objection GVW – No objection subject to conditions AusNet – No objection, subject to conditions Department of Transport (DoT) – No objection, subject to conditions.
Section 52 Notices	GBCMA – No objection, no conditions.

<b>Internal Council Referrals</b>	<b>Advice/Response/Conditions</b>
Assets	No objection, subject to conditions.

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## **ASSESSMENT**

### ***Strategic***

#### **NAGAMBIE STYLE GUIDELINES 2008**

The Nagambie Style Guidelines 2008 provides planning guidelines for the future development of Nagambie.

A response to the High Street Built Form Guidelines was provided with the planning permit application, as follows:

*Streetscape* – The proposal provides flexible spaces for commercial/retail premises and will encourage activity in the area through a mix of uses at the one site. The development will not detract from any landmarks within the vicinity due to its siting and scale.

*Siting* – The building will be constructed to front and side boundaries and is setback an appropriate distance from nearby residential land.

*Orientation* – The building is orientated to address High Street and Lake Nagambie. The building provides the entrance to the building and shop front windows at street level at High Street, whilst also addressing Goulburn Street with design features at the corner.

*Building Height and Form* – The building in its general form is simple with strong articulation of elevations, including use of different materials, visual breaks along the façade and asymmetric design features.

It is considered that the proposal complies with the Nagambie Style Guidelines.

#### **Commercial 1 Zone**

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

Officer Response:

The proposal accords with the purposes of the zone and will provide opportunity for additional commercial enterprise within the town centre.

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*General*

- The proposal meets the relevant policies contained in the State and Local Planning Policy Frameworks, including the MSS and local planning policies.
- The proposal is complementary of surrounding land uses and has been designed and sited appropriately regarding character and uses.

*Building and Works*

- The development is considered to provide for the safe and efficient movement of pedestrians, cyclists, and vehicles through designated, separated entry points into the site. Three staircases and a lift provide pedestrian access to both floors with the main entry provided on the ground floor at High Street. Vehicle access for car parking is clearly identified and provides safe entry/exit movements at the site.
- The proposal makes efficient use of existing infrastructure and the site will be connected to all reticulated urban services.
- The proposed provision of car spaces meets the anticipated demands for the proposed development within the site's context. Detailed parking demand assessment has demonstrated justification for reduced parking requirements.
- The building is considered to impact on the streetscape with a design which provides an active frontage with large windows to High Street, entry points, balcony/ verandah along the streetscape and varied materials to minimise the visual dominance of the building at this location.

*Subdivision*

- Each lot/tenancy can be accessed on foot from High Street and by vehicle from Goulburn Street.
- Each lot/tenancy will have proximity to an existing bus stop at High Street and the rear access way and car park for loading, waste removal etc.
- The subdivision will allow each tenancy to be owned and operated individually to assist in maximising the diversity of offerings in Nagambie and the establishment of new commercial operations in a strategic location.

*Amenity*

- Appropriate bin storage facilities have been provided within the site.
- Adjoining land is contained within the Commercial 1 Zone and partially within the General Residential Zone. The setback of the building from the eastern boundary ensures the development will not overshadow any part of the residential property to the east and will not overshadow more than 50% of the private open space of the residential property to the south (see building plans submitted with the application).
- Adequate setbacks are provided to ensure there will be no overshadowing of an existing rooftop solar energy systems on the adjoining lot to the east.

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- There will be no overlooking impacts on adjoining land. There are no windows on the southern side of the building and windows on the eastern side of the building above ground level (passageway) are more than 1.7m above floor level (see building plans submitted with the application).

**Overlays**

No overlays affect the subject site.

**The Planning Policy Framework (PPF)**

**Clause 11.02-1S Supply of Urban Land**

*Objective*

*To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.*

Officer Response:

The proposal will utilise existing commercial land supply for uses supported under state and local policy.

**Clause 11.03-1S Activity Centres**

*Objective*

*To encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community.*

Officer response

The proposal is considered appropriate by providing the concentration of commercial activity within an existing activity centre.

**Clause 15.01-1S Urban Design**

*Objective*

*To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*

Officer Response

The proposal is consider appropriate, demonstrating a safe, healthy, functional, urban environment with accessibility.

**Clause 15.01-2S Building Design**

*Objective*

*To achieve building design outcomes that contribute positively to the local context and enhance the public realm.*

Officer Response

The development is consider appropriate in regard to the local built form context and will enhance the public realm, without dominating the streetscape or adjacent uses.

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

**Clause 15.01-5S Neighbourhood Character**

*Objective*

*To recognise, support and protect neighbourhood character, cultural identity, and sense of place.*

Officer Response:

The articulated form, using a range of materials, colours and finishes that complement the existing built form style of Nagambie's town centre is considered appropriate. A sense of place will be established on a high-profile corner location, addressing the main street and lake foreshore.

**Clause 17.02-1S Business**

*Objective*

*To encourage development that meets the community's needs for retail, entertainment, office and other commercial services.*

Officer Response:

The proposal is considered appropriate to meet future needs for retail, office and other commercial services. The design of the building is such that it offers flexibility of use, for potential commercial use.

**Clause 18.02-4S Car parking**

*Objective*

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

Officer Response:

The proposal contributes to the supply of car parking in Nagambie, with appropriately located and designed car parking spaces. The reduced number of car parks is considered reasonable given the wide range of potential uses for the building and the likelihood that varying uses will require car parking at varying times and days.

**Clause 19.03-3S Integrated water management**

*Objective*

*To sustainably manage water supply, water resources, wastewater, drainage and stormwater through an integrated water management approach.*

Officer Response:

The development will have appropriate drainage and services to maintain efficient water management within the Nagambie town centre. Conditions requiring the submission and approval of a Stormwater Impact Assessment Report ensure that stormwater requirements will be met.

**The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies and:**

**Clause 21.02-6 Building Materials – Muted Tones**

*Objective*

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

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

Officer's Response:

The proposed development utilises a muted tones pallet and will satisfactorily blend with the surrounding environment in the Nagambie town centre.

**Clause 21.03-4 Nagambie**

*Objective*

*To grow Nagambie as an agricultural service centre as well as a visitor, lifestyle and retirement centre.*

Officer's Response:

The proposed development contributes to the growth of Nagambie as a service centre, providing for facilities to expand the range and level of service with the town centre.

The proposal is consistent with the objectives, strategies and design guidelines of the *Nagambie Style Guidelines 2008*.

**Clause 21.06-5 Commercial and Retail**

*Objective*

*To support retail and commercial/industrial development within the Shire.*

Officer's Response:

It is policy to support retail and commercial development such as the proposed development of 11 tenancies at the proposed location within an existing commercial zone.

**Clause 21.07-3 Traffic Management**

*Objective*

*To ensure the safety and efficient functioning of the roads for a variety of users while providing sustainable transport options.*

Officer's Response:

The proposed development is not considered to result in any negative traffic management impacts. Vehicular access is from Goulburn Street, which will ensure vehicular movement resulting from the development is absorbed within a wide road network.

**RELEVANT PARTICULAR PROVISIONS**

**Clause 52.06 Car Parking**

This clause applies to a new use or an increase in the floor area or site area of an existing use. Before a new use commences, the number of car parking spaces required under Clause 52.06-5 must be provided to the satisfaction of the responsible authority.

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

*Purpose*

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.”*

Clause 52.06-5 outlines the following requirements for the proposal:

<b>USE</b>	<b>RATE (Column A)</b>	<b>REQUIREMENT</b>	
Office	3.5 spaces to each 100sqm of net floor area	3.5 x 750.8sqm (first floor)	26 spaces
Shop	4 spaces to each 100sqm of leasable floor area	4 x 627.2sqm (ground floor)	25 spaces
<b>TOTAL</b>			<b>51 spaces</b>

Officer's Response:

The proposal is required to provide a total maximum of 51 car parking spaces. The application provides for 31 onsite car parking spaces at the rear of the site. Therefore, a reduction in car parking spaces is sought.

The location of the site provides good pedestrian and cycle connectivity. The retail tenancies in particular are likely to be visited as part of multi-stop trips within the Nagambie Town Centre in close proximity to public car parks and other retail destinations which will facilitate access to the site by alternative transport.

Reduced car parking allows the improved utilisation and efficiency of the site whilst maintaining a development scale which is appropriate within Nagambie. Additionally, as the uses/businesses at the site vary over time, so too will car parking demands.

The carpark has been designed in accordance with the relevant standards at Clause 52.06-9.

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

A *Car Parking Demand Assessment* was prepared and provided for Council's review, and provides the following conclusions:

*While the provisions of Clause 52.06 require the proposal provide a total of 51 car parking spaces, the car parking demand assessment and car parking reduction assessment demonstrates it is appropriate to provide a reduced number of car parking spaces; 31 car parking spaces onsite and 12 car parking spaces on the streets in the surrounding locality.*

*A reduction is appropriate as there is a high chance of multi-purpose trips within the locality and between the commercial premises, peak times for each land use have little overlap, the balance of demand for long-stay and short-stay parking for each land use is complementary and there is sufficient on-street car parking within the locality to accommodate demands beyond on-site parking provisions.*

*The proposal supports the provisions of the Commercial 1 Zone as it employs a mix of uses adding to the diversity, opportunities and quality of the Nagambie Town Centre. The proposal supports the strategic objectives for the Nagambie Town Centre through reinforcement of the Town Centre's role in supporting local jobs and tourism and infill of key commercial land.*

*It is considered the application provides for an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality, and therefore Planning Permit Application P2020-141 is worthy of Council support.*

Upon assessment of the car parking demand assessment, it is considered that a car parking reduction should be supported.

**Clause 52.29 Land Adjacent to a Road Zone, Category 1**

*Purpose*

- *To ensure appropriate access to identified roads.*
- *To ensure appropriate subdivision of land adjacent to identified roads.*

A planning permit is required pursuant to Clause 52.29 to subdivide land adjacent to a road in a Road Zone, Category 1 (High Street, Nagambie).

Officer's Response:

The application includes subdivision of the new development into 11 tenancies, and the creation of a common property access and car parking area. All lots will gain vehicular access from a new two-way crossover from Goulburn Street, with pedestrian access from High Street. The subdivision will not result in any alternation of access to the Road Zone, Category 1.

The application was referred to the Department of Transport, with no objection, subject to conditions to be included in the planning permit.



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Development of land for a commercial building; eleven (11) lot subdivision;  
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**Clause 52.34 – Bicycle Facilities**

Under this Clause, a new use must not commence, or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

*Purpose*

- *To encourage cycling as a mode of transport.*
- *To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.*

The number of spaces required for each use is provided at Table 1 to Clause 52.34-5:

USE	RATE	REQUIREMENT
Office	Employees - 1 space to each 300sqm of net floor area if the net floor area exceeds 1000sqm	N/A
	Visitors - 1 to each 1000sqm of net floor area if the net floor area exceeds 1000sqm	N/A
Retail Premises	Employees - 1 to each 300sq m of leasable floor area	627.25sqm/ 300 = 2 spaces
	Shoppers - 1 to each 500sqm of leasable floor area	627.25sqm/ 500 = 1 space
<b>TOTAL</b>		<b>= 3 spaces</b>

Officer's Response:

A minimum of 3 bike parking spaces can be accommodated at the site, either at the High Street frontage or within the rear carpark. It is recommended that the bicycle parking be located at the High Street frontage, for ease of access for staff and visitors, and to make use of passive surveillance from the public realm.

Bicycle parking requirement is included as permit condition.

**Clause 53.18 Stormwater Management in Urban Development**

This clause applies to an application under a provision of a zone to subdivide land, construct a building, or construct or carry out works.

*Purpose*

*To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.*

Stormwater management at the site can achieve the objectives and standards of Clause 53.18-5 and 53.18-6 as outlined below:

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

*Standard W2 - The stormwater management system should be designed to:*

- Meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999).
- Minimise the impact of chemical pollutants and other toxicants including by, but not limited to, bunding and covering or roofing of storage, loading and work areas.
- Contribute to cooling, improving local habitat and providing attractive and enjoyable spaces.

The development can be appropriately drained to the existing legal point of discharge. Subject to detailed civil engineering design, stormwater will be designed to carefully integrate with landscaping and other development features to ensure the proposal has a positive contribution to the site and surrounding area.

*Standard W3 - An application should describe how the site will be managed prior to and during the construction period and may set out requirements for managing:*

- Erosion and sediment
- Stormwater
- Litter, concrete and other construction wastes
- Chemical contamination.

The application was referred to Council's Engineer with no objection, subject to permit conditions. During construction, all waste and pollutants will be appropriately stored and disposed of to the satisfaction of Council. The development will not require the use of any highly hazardous materials during construction. Works will be carried out in accordance with any relevant requirements specified by Strathbogie Shire. A condition of permit requiring the preparation and approval of a Stormwater Impact Assessment report ensures the objectives and requirements of clause 53.18 are met.

**The decision guidelines of Clause 65**

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

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*
- *The effect on the amenity of the area.*
- *The proximity of the land to any public land.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*

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Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

The proposal is considered to be in accordance with the relevant decision guidelines of Clause 65. The proposed development can be completed in accordance with the purpose and requirements of Clause 34.01 with no unreasonable impact on existing uses or the amenity of the area. The proposal will not result in an increase in fire, flood or erosion hazard on the site or vicinity. The proposed crossover and access will be sufficient for all construction and maintenance vehicles to access and egress the site safely.

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

No relevant policies external to the Strathbogrie Planning scheme are applicable to the proposal.

**Relevant incorporated, reference or adopted documents**

Nagambie Growth Management Plan, Planisphere, December 2008.

Nagambie Style Guidelines, Planisphere, December 2008.

**Relevant Planning Scheme amendments**

There are no relevant planning scheme amendments that are applicable to the proposal.

**Risk Management**

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

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

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

***POLICY CONSIDERATIONS***

**Council Plans and Policies**

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

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

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

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

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### ***LEGAL CONSIDERATIONS***

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

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

### **Conflict of Interest Declaration**

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

### **Transparency**

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

This application is being heard by Council as the proposal received 1 objection. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

### ***SUSTAINABILITY CONSIDERATIONS***

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

### **Economic**

It is considered that there will be no negative economic implications from the proposal or as a result of this application. This proposal is considered appropriate as it supports the creation of a new infrastructure, the manufacturing of materials and supplies and also employment.

### **Social**

It is considered that there are no negative broader social implications from the proposed use and development or as a result of this application. This proposed use will potentially generate interest from new businesses to relocate to the municipality.

### **Environmental**

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and subject to the proposed conditions any potential environmental impacts will be managed.

9.1 Planning Permit Application No. P2020-141

Development of land for a commercial building; eleven (11) lot subdivision; reduction of car parking requirements ~ 272-278 High Street, Nagambie (cont.)

**Climate change**

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change. Of relevance is Clause 13 within the Strathbogie Planning Scheme which considers a broad range of considerations for Environmental Risks and Amenity. There are a number of permit conditions associated to this application that manage any potential environmental impacts.

***HUMAN RIGHTS CONSIDERATIONS***

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

***SUMMARY OF KEY ISSUES***

With regard to Clause 34.01 Commercial 1 Zone:

- The application meets and complies with the purpose of the zone.
- The proposal complies with the Nagambie Style Guidelines 2008.
- The proposal can provide for a positive contribution to the provision of commercial facilities with the existing Nagambie township.
- The proposed car parking reduction is satisfactory within the context of the site and applicable uses.
- The proposed subdivision is appropriate for the provision of stand-alone tenancies.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Zone and relevant Particular Provisions.

***CONCLUSION***

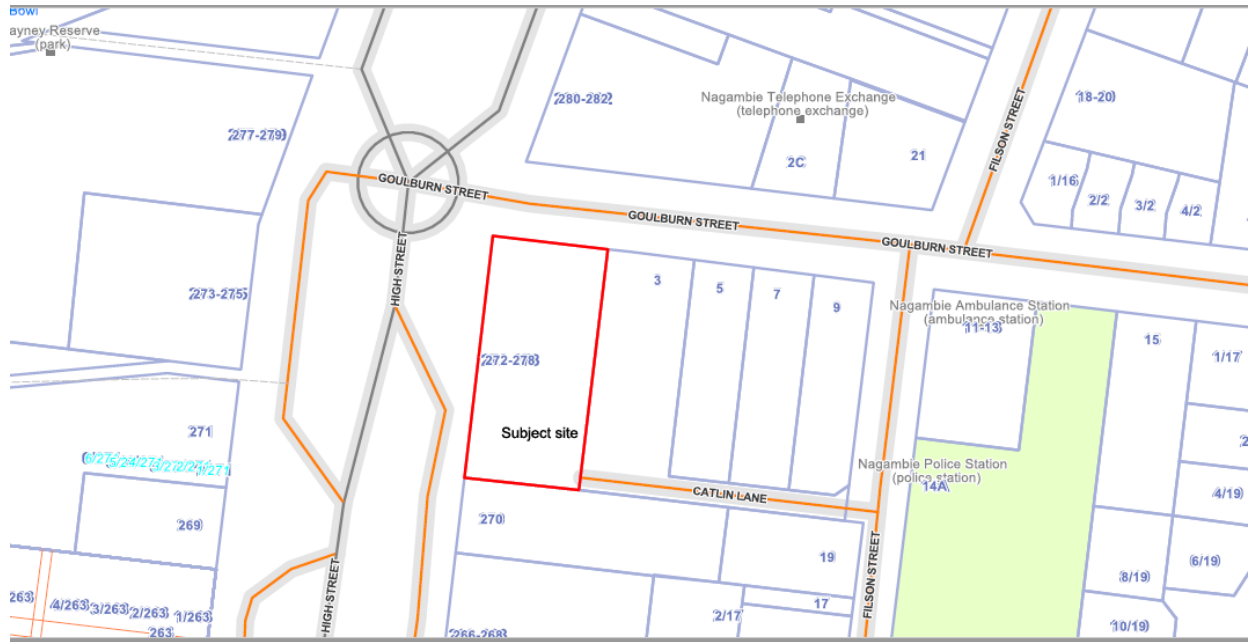
After due assessment of all the relevant factors, it is considered appropriate to issue a Notice of Decision to grant a planning permit, subject to conditions, in accordance with the officer recommendation.

***ATTACHMENTS***

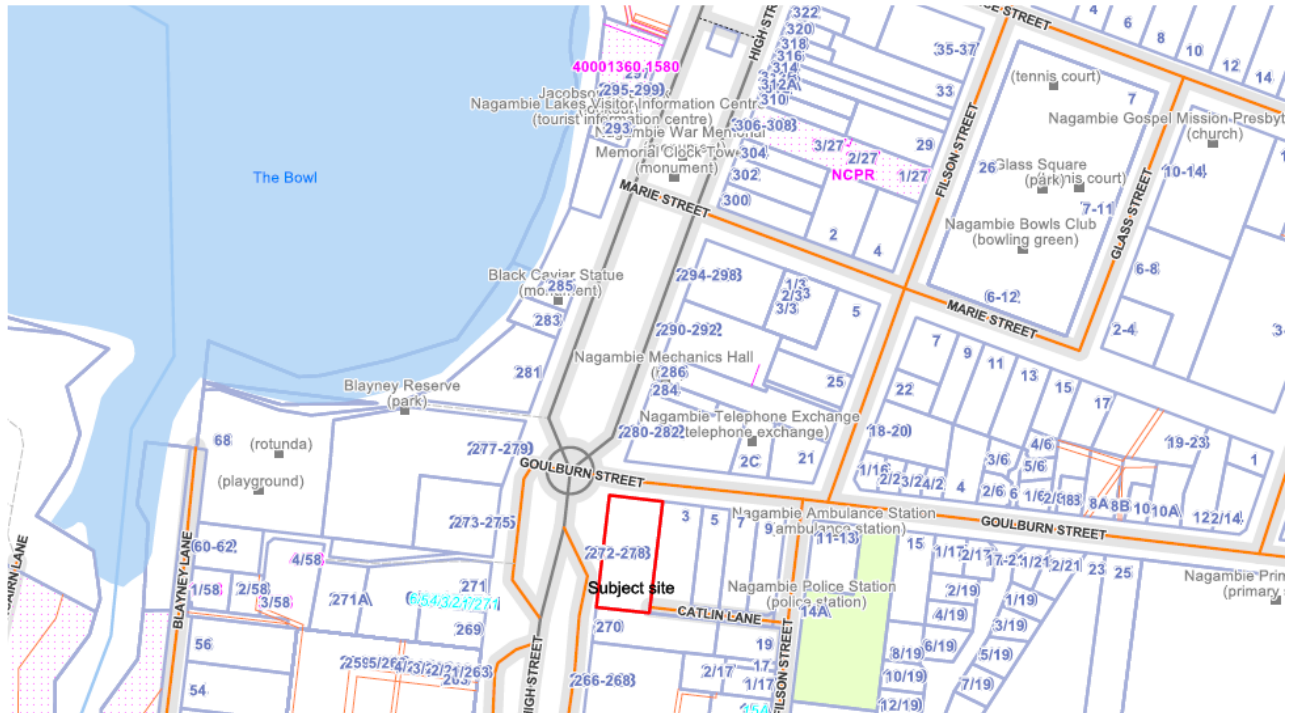
**Attachment 1:** Site Plan

**Attachment 2:** Site Locality map

**ATTACHMENT 1:**



**ATTACHMENT 2:**



**9.2 Planning Permit Application No. P2020-124**  
**Use and Development of a Camping and Caravan Park, Two (2) lot**  
**Subdivision and Creation of Easements, Development of land for boat ramp**  
**and four (4) jetties ~ 82 Kirwans Bridge Road, Nagambie**

Author: Manager Planning & Investment

Responsible Director: Director Community and Planning

***EXECUTIVE SUMMARY***

- Council has received notice from the Victorian Civil and Administrative Tribunal (VCAT) that the Applicant has lodged an application under Section 79 Failure of the Responsible Authority to grant the permit within the prescribed time of 60 statutory days (known as a failure to determine appeal) of the *Planning & Environment Act 1987*.
- Even though a failure to determine appeal has been lodged and VCAT is now the decision maker, Council must still form a view on the merits of the application.
- The purpose of this report is to provide Council with information pertaining to Planning Application P2020-124 to enable Council to form a position on the application to provide to VCAT.
- The application as proposed is for the use and development of land for a Camping and Caravan Park, two (2) lot subdivision, the creation of easements and the development of land for a boat ramp and four (4) jetties.
- The use and development is proposed to be located at 82 Kirwans Bridge Road, Nagambie also known as 225 Lobbs Lane Nagambie, formally identified as Lot 1 on Title Plan 5782242L, Certificate of Title Volume 09667, Folio 723.
- The subject site is approximately 42 hectares in area. The proposed two (2) lot subdivision will create two (2) lots of approximately 16 hectares (Lot 1) and 26 hectares (Lot 2). The 16 hectare parcel will be located in the north west corner of the site with existing access and is proposed to contain the Camping and Caravan Park. The balance lot contains an existing dwelling and associated shedding and is accessed via an existing driveway from Lobbs Lane.
- The proposed creation of easements will allow for water and power supply to both lots.
- The application was advertised, and 1177 objections were received and in addition 19 submissions were received in support of the application. Further detail is contained within this report.
- The application was referred to the Country Fire Authority (CFA), Goulburn Broken Catchment Management Authority (GBCMA), Goulburn Murray Water, Goulburn Valley Region Water Corporation, the Department of Environment, Land, Water and Planning (DELWP), AusNet Electricity Services (AusNet) and Taungurung Land and Waters Council (Taungurung). All authorities have provided conditional consent to the proposal, subject to the inclusion of planning permit conditions.
- The application was referred internally to Council's Asset department and Environmental Health Officer. Neither object to the proposal. The Assets department has provided conditional consent, whilst Council's Environmental Health Officer offered no conditions due to the proposal including connection to reticulated sewer and water services to the site.



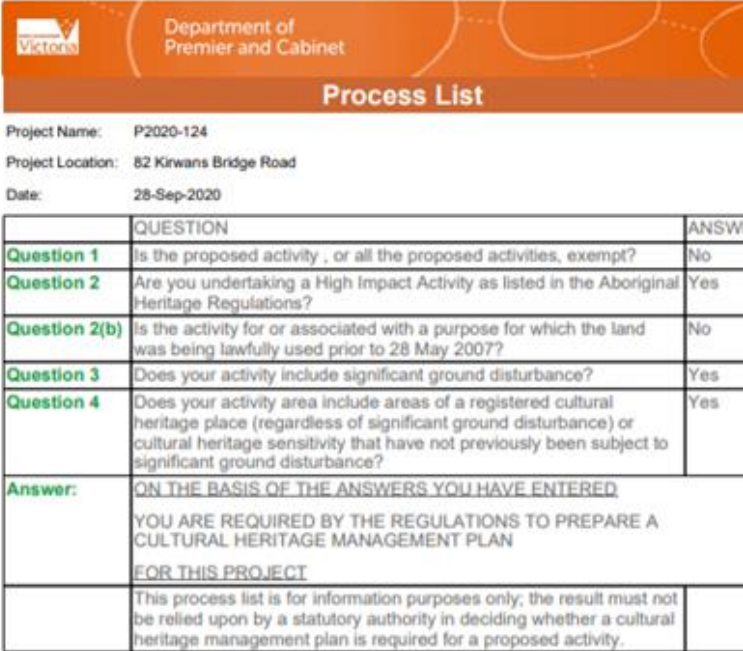
9.2 Planning Permit Application No. P2020-124  
Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision and Creation of Easements, Development of land for boat ramp and four (4) jetties ~ 82 Kirwans Bridge Road, Nagambie (cont.)

- Having provided notification to residents in the surrounding area and more broadly through notification in local media, online through Councils website and the provision of drop in sessions and consultative meetings, the submissions received both objecting to and in support of the application are predominately related to the Camping and Caravan Park component of the application. Further detail in relation to the objections and letters of support can be found within the consultation section of this report.
- The application has not been assessed within the 60-day statutory timeframe due to the extensive consultation with relevant authorities, further detail contained within the consultation section of this report.
- The proposal is considered to meet the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Farming Zone, Overlays and relevant particular provisions.
- It is recommended that Council notify the Victorian Civil and Administrative Tribunal that the issue of a permit is supported subject to the conditions.

**APPLICATION DETAILS**

Application is for:	Use and Development of land for a Camping and Caravan Park, Two (2) lot subdivision, Creation of Easements, development of land for a boat ramp and four (4) jetties.
Applicant's/Owner's Name:	Spiire for Parklea Pty Ltd
Date Received:	28 September 2020
Statutory Days:	83 Statutory days
Application Number:	P2020-124
Planner: Name, title & department	Emma Kubeil Manager Planning & Investment Planning & Investment Department
Land/Address:	Lot 1 on Title Plan 578242L. Certificate of Title Volume 09667 Folio 723 82 Kirwans Bridge Road, Nagambie
Zoning:	Farming Zone
Overlays:	Floodway Overlay (Part)

9.2 Planning Permit Application No. P2020-124  
Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision  
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~ 82 Kirwans Bridge Road, Nagambie (cont.)

<p>Is a CHMP required?</p>	<p>Yes – Provided and approved</p> 
<p>Is it within an Open Potable Catchment Area?</p>	<p>No</p>
<p>Under what clause(s) is a permit required? (include description)</p>	<p>Clause 35.07-1, Farming Zone, Planning Permit required for the 'Use' of land for a Camping and Caravan Park Clause 35.07-3, Farming Zone – planning permit required for subdivision. Clause 35.07-4, Farming Zone – planning permit required for 'buildings and works' associated with a Section 2 use. Clause 44.03-2 Buildings and works (Jetties and Boat ramp) Clause 44.03-4 Subdivision Clause 52.02 Easements, Restrictions and Reserves – planning permit required to create an easement</p>
<p>Restrictive covenants on the title?</p>	<p>No</p>
<p>Current use and development:</p>	<p>Existing use for restaurant, café, liquor license, functions at the time of application.</p>

- 9.2 Planning Permit Application No. P2020-124  
Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision  
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~ 82 Kirwans Bridge Road, Nagambie (cont.)

**RECOMMENDATION**

***That Council:***

1. ***Having considered all the matters required under section 60 of the Planning and Environment Act 1987, resolves that it would have approved planning permit application P2020-124 in respect of the land known and described as 82 Kirwans Bridge Road, Nagambie, generally in accordance with the submitted plans and subject to the conditions in Attachment 1 of this report, which will be appended to the Minutes of this meeting; and***
2. ***Advise the Victorian Civil and Administrative Tribunal and relevant parties of its position on planning permit application P2020-124.***

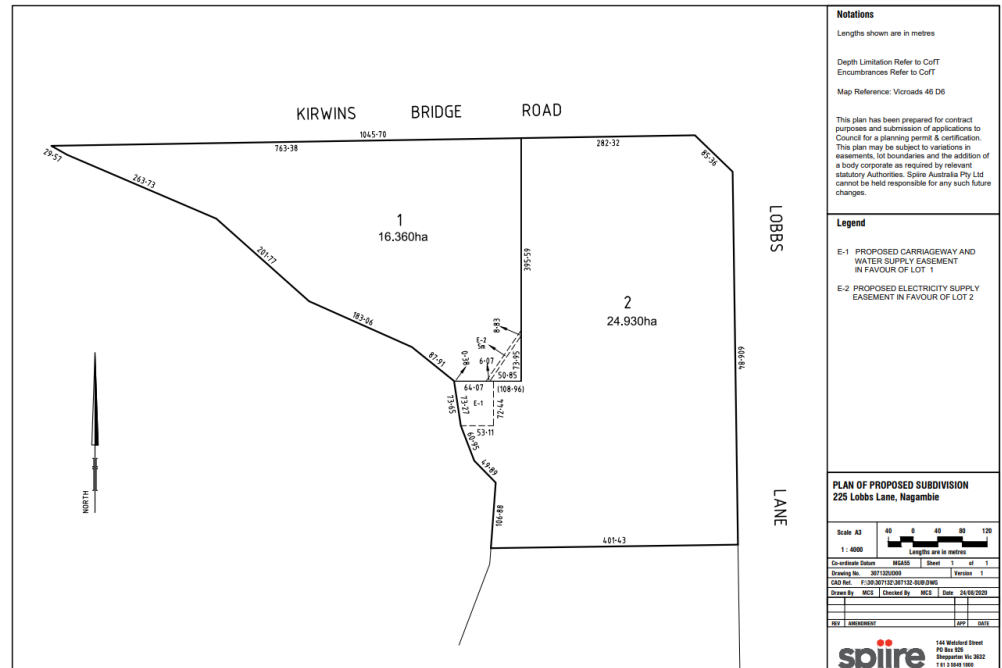
**PROPOSAL**

82 Kirwans Bridge Road, Nagambie, formally comprises of one allotment of approximately 42 hectares in size. The property currently contains an existing dwelling which is accessed via it's own entrance off Lobbs Lane and addressed as 225 Lobbs Lane, Nagambie. On site there is an existing building which has previously been used in association with a winery (Kirwans Bridge Winery) and more recently Le Penelopes Restaurant, with a separate access.

The proposal seeks to subdivide the property into two (2) lots, (Figure 1). Each lot will contain existing infrastructure (Lot 1, 16 hectares, former winery site and Lot 2, 25 hectares, existing dwelling) and build upon the former winery site to develop a Camping and Caravan Park as defined within the Land Use Terms of the Strathbogie Planning Scheme.

9.2 Planning Permit Application No. P2020-124  
Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision and Creation of Easements, Development of land for boat ramp and four (4) jetties ~ 82 Kirwans Bridge Road, Nagambie (cont.)

Figure 1, Proposed two lot subdivision



As proposed in Figure 2 below, it is proposed that the Camping and Caravan Park (Tourist Park) will comprise of 119 villas, 96 ensuite sites and 57 powered sites, as well as a reception/office building, café/bar/restaurant/function facility, recreational facilities, managers residence and landscaped open spaces as described within the application.

Figure 2, Proposal



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~ 82 Kirwans Bridge Road, Nagambie (cont.)

As stated by the Applicant, this area of the site has been chosen to take advantage of the existing infrastructure and the water frontage by providing opportunities for passive style recreation, i.e. provision of jetties as proposed within the application and the provision of a boat ramp.

The Camping and Caravan Park as proposed has considered the materials of the proposed cabins and the materials used to renovate the existing function/restaurant building to ensure that they are constructed to complement the existing natural environment.

The ensuite sites (96 sites) will provide one structure containing two ensuites, centrally between two sites.

**SUBJECT SITE AND LOCALITY**

The subject site comprises of one lot of approximately 42 hectares in size. The site currently contains an existing dwelling accessed via Lobbs Lane. On the North Eastern side of the property the site contains an existing building previously used as a function centre, restaurant and a winery accessed via an existing access off Kirwans Bridge Road.

The property is situated approximately 3 kilometres from the centre of Nagambie and immediately abuts the backwater of lake Nagambie on the western side. The property is bordered by Lobbs Lane and Kirwans Bridge Road to the east and north of the site and immediately to the southern boundary is open grazing land.

**Figure 3, Aerial photo of subject site**



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~ 82 Kirwans Bridge Road, Nagambie (cont.)

**PERMIT/SITE HISTORY**

A search of Council's electronic records showed there are no registered previous permits for the site.

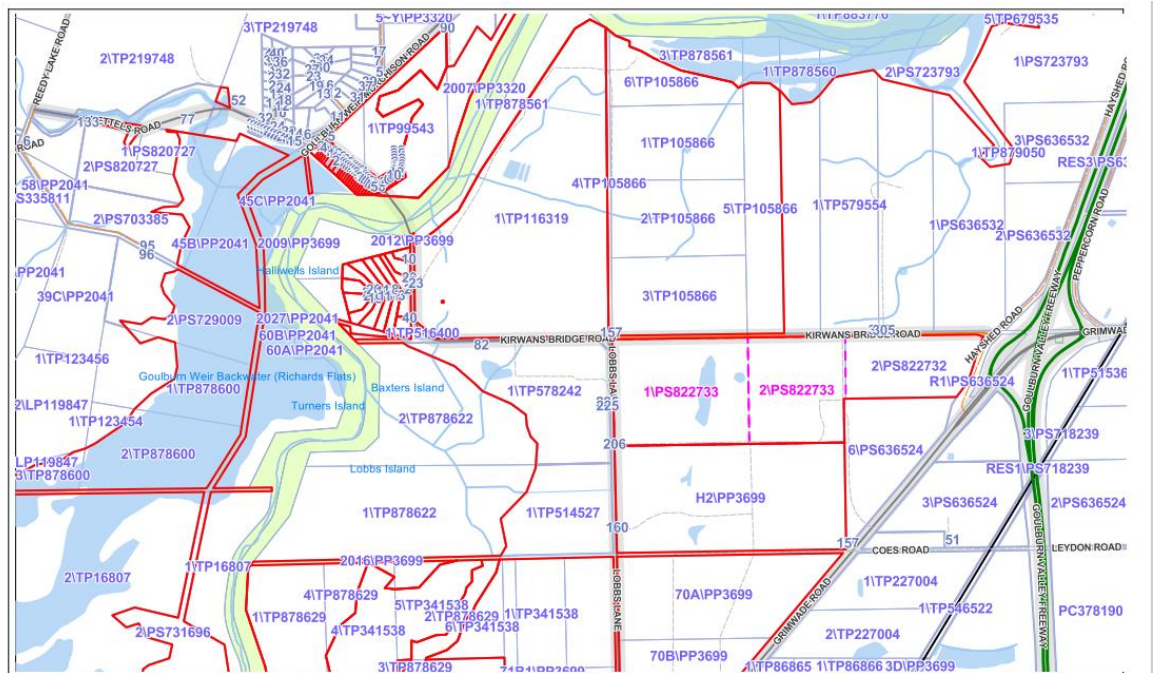
**PUBLIC NOTIFICATION**

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

- Sending letters to adjoining and nearby landowners
- Placing (a) sign on site.
- Notice of application in Nagambie Voice (Local Media)
- Online advertising on Council's website

The map below indicates the properties outlined in red showing the extent of individual notification sent by Council.

**Figure 4, Properties notified directly in the locality**



The notification has been carried out correctly.

At the time of writing this report, 1177 objections have been received by Council.. For clarity, it must be noted that the *Planning & Environment Act 1987* contains the following legislated requirements:

9.2 Planning Permit Application No. P2020-124  
Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision and Creation of Easements, Development of land for boat ramp and four (4) jetties ~ 82 Kirwans Bridge Road, Nagambie (cont.)

**Objections to applications for permits**

(1) Any person who may be affected by the grant of the [permit](#) may object to the grant of a [permit](#).

(2) An objection must be made to the responsible authority in writing stating the reasons for the objection and stating how the objector would be affected by the grant of the [permit](#).

It is noted that all submissions have been taken into consideration as part of the officer assessment.

The objections contained similar themes and can be summarised as follows, full details of objections have been circulated to Councillors and have been available on file for viewing:

<u>Traffic</u>	<ul style="list-style-type: none"> <li>• Increased traffic movements</li> <li>• No provision for cycling and pedestrians to town.</li> <li>• No public transport</li> </ul>
<u>Carparking</u>	<ul style="list-style-type: none"> <li>• Concerns in regard to the number of vehicles potentially on site and not enough car parking allocated</li> </ul>
<u>Waterways</u>	<ul style="list-style-type: none"> <li>• Increased usage of the waterways</li> <li>• The negative impact on the waterway</li> <li>• Existing Blue-green algae problem</li> </ul>
<u>Natural Environment</u>	<ul style="list-style-type: none"> <li>• Impact on natural environment</li> <li>• Disturbance of natural habitat</li> <li>• Disturbance of local fauna</li> <li>• Native Vegetation impacts</li> <li>• Impact on stormwater</li> <li>• Waterway catchment concerns in regard to stormwater and wastewater run-off</li> <li>• Erosion due to extra public in the area</li> </ul>
<u>Existing Infrastructure</u>	<ul style="list-style-type: none"> <li>• Existing infrastructure is not suitable to support additional development i.e. roads</li> <li>• The bridge (Kirwans Bridge) will be ruined due to extra traffic</li> <li>• The bridge needs repairing, who is going to fix it</li> <li>• Impact on stormwater.</li> <li>• Impact on existing boat ramp on Turners Lane with increased usage</li> <li>• Concerns that Kirwans bridge will be closed due to increase in traffic</li> </ul>

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<u>Safety</u>	<ul style="list-style-type: none"> <li>• Road safety</li> <li>• Waterway safety with increased usage</li> </ul>
<u>Farming land</u>	<ul style="list-style-type: none"> <li>• Will take away land from farming</li> </ul>
<u>Rural Residential</u>	<ul style="list-style-type: none"> <li>• In close proximity to rural lifestyle properties</li> </ul>
<u>Location</u>	<ul style="list-style-type: none"> <li>• Better suited closer to town</li> <li>• Not in character for the area</li> </ul>
<u>Amenity</u>	<ul style="list-style-type: none"> <li>• Increased noise</li> <li>• Impact on views</li> <li>• Impact of lighting</li> </ul>

In addition, 19 submissions were received by Council supporting the proposed use and development of the site. All submissions have been circulated to Councillors and have been available on file for viewing. The key matters raised within these submissions of support are:

<u>Economic</u>	<ul style="list-style-type: none"> <li>• Provision of jobs during construction</li> <li>• Provision of jobs post construction</li> <li>• Economic benefits to local businesses and traders by increased length of stay due to additional provision of accommodation</li> </ul>
<u>Tourism</u>	<ul style="list-style-type: none"> <li>• Assist in provision of additional accommodation for the region.</li> </ul>
<u>Growth</u>	<ul style="list-style-type: none"> <li>• The need for growth to support the existing Tourism and assist in sustaining the existing businesses.</li> </ul>
<u>Natural Environment</u>	<ul style="list-style-type: none"> <li>• Support for sympathetic development in consideration of the natural environment.</li> </ul>
<u>Infrastructure</u>	<ul style="list-style-type: none"> <li>• Provision of facility for locals to visit (Café) Assist in maintaining and growing existing and new businesses in the area to support the needs of tourism.</li> <li>• Existing Infrastructure would support the proposed use</li> <li>• The existing condition of Kirwans Bridge itself is a separate matter for Council.</li> </ul>



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~ 82 Kirwans Bridge Road, Nagambie (cont.)

**COMMUNITY ENGAGEMENT**

Extensive community engagement has been conducted due to significant interest in the application.

Engagement has comprised of;

- Individual one on one meetings where requested between Council Officers, community members and Councillors.
- Two drop-in sessions conducted;-
  - 16th December 2020, 10am to 1pm on site; and
  - 1st February 2021, 3pm to 7pm Nagambie Lakes Regatta Centre
- Two Consultative meetings conducted
  - One day comprising of four sessions on the 17<sup>th</sup> March 9am to 4.30pm, held at Nagambie Lakes Regatta Centre; and
  - One evening session, 26<sup>th</sup> April, 2021 from 5.30pm to 7pm held at Nagambie Lakes Regatta Centre

Additionally, submitters to the application have been provided with an opportunity to speak to their submission at 15 June 2021 Council meeting prior to Council forming a position on the matter.

**REFERRALS**

External Referrals/Notices required by the Planning Scheme:

<b>Referrals/Notice</b>	<b>Advice/Response/Conditions</b>
Section 55 Referrals	GBCMA – Recommending referral authority, conditional consent provided Goulburn Murray Water – Determining referral authority, conditional consent provided
Section 52 Notices	CFA – No objection, comments provided DELWP – Comment provided Goulburn Valley Water – Conditional consent Ausnet – Conditional consent Taungurang – Approved CHMP

<b>Internal Council Referrals</b>	<b>Advice/Response/Conditions</b>
Asset Services	No objection, subject to conditions
Environmental Health	No objection as proposal is to be connected to reticulated services.

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**ASSESSMENT**

**Farming Zone**

Purpose:

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

Officer's Response:

In relation to the Farming Zone, the use of land for a caravan and camping park is a Section 2 Use - permit required. Clause 35.07-4 of the Farming Zone requires a planning permit for buildings and works associated with a Section 2 use. Additionally, as the proposal includes subdivision, 35.07-3 is relevant and thus a permit is required to subdivide land.

Clause 35.07-6, Decision guidelines of the Farming Zone are relevant considerations.

Decision Guidelines	Officer Comments	Complies?
<b>General Issues</b>		
The Municipal Planning Strategy and the Planning Policy Framework	Refer to next section of report below	✓ Yes
Any Regional Catchment Strategy and associated plan applying to the land	The site will be connected to reticulated sewer and is therefore considered an appropriate development of the site with particular consideration to the ongoing protection of waterway health.	✓ Yes
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	The site will be connected to reticulated sewer and is therefore considered capable of handling the proposed development. The application was also referred to GVW & GMW who did not object subject to conditions.	✓ Yes

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~ 82 Kirwans Bridge Road, Nagambie (cont.)

<p>How the use or development relates to sustainable land management</p>	<p>The site currently contains a building which formally housed a restaurant/function centre previously associated with a winery for tourism and commercial purposes. It is proposed that the caravan and Camping Park will allow this type of activity to continue on the site. However, with the proposal to be connected to reticulated services, it is considered to provide a sustainable environmental outcome.</p>	<p>✓ Yes</p>
<p>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</p>	<p>The Camping and Caravan Park is proposed on a site which is within close proximity to the Nagambie Township and it's location on the backwater of Lake Nagambie. The proximity to the Goulburn River and other recreational activities is considered to be an appropriate location for the proposed land use. The site is within close proximity to Kirwans Bridge a Heritage listed bridge which provides for an additional tourism attraction. Lake Nagambie itself provides many water-based activities both passive and motorised, including fishing, canoeing, skiing and the like. This application is considered to support Nagambie as an existing tourism destination.</p>	<p>✓ Yes</p>
<p>How the use and development makes use of existing infrastructure and services.</p>	<p>The Caravan and Camping Park has been designed and sited to maximise various setbacks from nearby residential uses. The existing infrastructure on the site will assist in utilising the existing infrastructure to accommodate the proposed services the Camping and Caravan Park will provide.</p> <p>The subdivision component of the application will allow for the existing dwelling on the land to be on it's own lot and continue it's existing use. Whilst allowing the Camping and Caravan Park to be contained on a separate lot.</p>	<p>✓ Yes</p>

9.2 Planning Permit Application No. P2020-124

Use and Development of a Camping and Caravan Park, Two (2) lot Subdivision and Creation of Easements, Development of land for boat ramp and four (4) jetties ~ 82 Kirwans Bridge Road, Nagambie (cont.)

<b>Agricultural issues and the impacts from non-agricultural uses</b>		
Whether the use or development will support and enhance agricultural production	The site's previous uses allow for continued commercial activity and continued agriculture activity	✓ Yes
Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.	The proposal will make use of one portion of the land (Lot 1), which prior to this application being lodged, was used as a commercial business. The balance of the land within proposed Lot 2 will continue to provide for agriculture use, i.e. grazing and cropping. . It is anticipated that there will be no impact on soil quality due to the provision of reticulated sewer to the site.	✓ Yes
The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.	The proposal will provide for the existing commercial building to be utilised to continue to support tourism in the area. The subdivision allows for the existing house to remain on a separate lot (Lot 2), which will allow for the land to be used for agriculture purposes, and adjoins grazing land to the south, immediately abutting Low Density Residential Zoned land.	✓ Yes
The capacity of the site to sustain the agricultural use	The prior use of the land contained some vines associated with a winery. The vines were no longer maintained or used for production. The balance of the land is open grazing land. It is therefore considered the site is capable to retain the mixed uses of the site for commercial and agricultural use.	✓ Yes
The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.	The proposal is unlikely to impact on access to water or infrastructure on the land.	✓ Yes
Any integrated land management plan prepared for the site.	Conditions of permit can ensure that the appropriate management plans are put in place, such as a site management plan.	✓ Yes

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<b>Environmental Issues</b>		
<p>The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.</p>	<p>The proposed development for the Caravan and Camping Park has been designed to minimise adverse impacts on natural and physical features of the site. Of most importance is the potential impacts of the backwater of Lake Nagambie. Extensive consultation with the relevant Water Authority (Goulburn Murray Water) and the Goulburn Broken Catchment Authority has occurred and should a permit issue, appropriate conditions would be placed on the permit.</p>	<p>✓ Yes</p>
<p>The impact of the use or development on the flora and fauna on the site and its surrounds.</p>	<p>While the majority of the site is clear, there are some scattered trees within the site. Vegetation is more prominent along the foreshore of the backwater. Consideration has been had in relation to setbacks of the development, internal accessways, paths, jetties and the proposed boat ramp. As a result of the number of objections which raised concerns in relation to potential environmental impacts, the applicant was requested by Council officers to complete a report on the Ecology of the site with guidance of what should be considered by DELWP. Council received a copy of the final report on the 2<sup>nd</sup> June 2021. Council officers are satisfied that should a permit issue, appropriate conditions can be placed on the permit having regard to the recommendations within the Nature Advisory, Flora and Fauna Assessment. Furthermore, conditional consent provided by the GBCMA and GMW contain a number of conditions which relate to Wastewater Collection pits, Foreshore Landscape Plan, Vegetation Management Plan, Works on Waterway permits amongst others.</p>	<p>✓ Yes</p>

	<p>The application proposes to landscape the development with native species to improve the biodiversity of the area. Initial consultation with the applicant in relation to potential loss of Native Vegetation has indicated that potentially three trees will require removal to allow for the construction of the boat ramp and that some internal layout of roads can be altered and the removal of two cabins to avoid some scattered trees. The Nature Advisory Flora and Fauna Assessment addresses this matter and contains relevant information in relation avoidance, minimisation and any vegetation removal required with offset calculations provided.</p> <p>The application has not been formally amended to include removal of Native Vegetation. This would require a separate application or would be a matter for VCAT to consider with appropriate conditions.</p>	
<p>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</p>	<p>The Applicant proposes to assist with the protection of the natural environment by connecting the development to reticulated sewer. In addition, permit conditions can provide for additional landscaping, should a permit issue requiring the Applicant to submit detailed landscape plans to the satisfaction of the Responsible Authority. This will ensure that further enhancement and protection of the natural features of the land will be implemented and assist the environmental health of the waterway. Additionally, it is considered that any stormwater impacts can be managed appropriately through permit conditions for further protection of the natural features of the area via way of conditions should a permit issue.</p> <p>A Flora and Fauna Assessment has been submitted as at the 2<sup>nd</sup> June 2021. This report makes a series of recommendations which would inform the inclusion of permit conditions such a permit issue.</p>	<p>✓ Yes</p>

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~ 82 Kirwans Bridge Road, Nagambie (cont.)

<p>The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.</p>	<p>As proposed, this requirement will be addressed by connection to reticulated sewer services.</p>	<p>✓ Yes</p>
<p><b>Design and siting issues</b></p>		
<p>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</p>	<p>As proposed the Camping and Caravan Park is proposed to be located on the North Western side of the property so as to not impact on the adjoining agricultural land.</p>	<p>✓ Yes</p>
<p>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</p>	<p>All proposed buildings will be setback in accordance with the relevant authorities' requirements from the waterline, and approximately 16 metres to Kirwans Bridge Road. The buildings are to be constructed of materials and colours sympathetic to the natural environment. A standard permit condition could be included to ensure all materials used are of muted colours and tones.</p> <p>The Flora and Fauna Assessment by Nature Advisory provides recommendations in regard to design construction methods in relation to aspects of the development. Should a permit issue, permit conditions could be placed on a permit in accordance with these recommendations.</p>	<p>✓ Yes</p>
<p>The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.</p>	<p>Nagambie is well known for Lake Nagambie and it's proximity to the Goulburn River for recreational and tourism activities. In addition, it is in close proximity to the historic Kirwans Bridge, a Heritage listed bridge and the historic wall of the Goulburn Weir. The proposal has considered colours and design of the Caravan Park to compliment the landscape and in addition consideration of the proposed subdivision layout has taken into account the natural beauty of the landscape.</p>	<p>✓ Yes</p>

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<p>The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities</p>	<p>All existing buildings on the site will be maintained. Of particular relevance is the main commercial building which will be renovated to support the proposed use of the Camping and Caravan Park. It is proposed that the site is to be connected to reticulated services for water, sewer and electricity as part of the development.</p>	<p>✓ Yes</p>
<p>Whether the use and development will require traffic management measures.</p>	<p>The application was submitted with a Traffic Management Report, which recognised that a revised report would be required as a result of the only time being able to conduct traffic counts was when lockdown was in place due to COVID 19 restrictions. The applicant completed an additional traffic assessment and provided Council with new data. In addition, Council has undertaken it's own surveillance of the traffic within the area and has provided conditional consent to the proposal. Conditions could be placed on any permit issued to ensure that the infrastructure required to support the development is developed by the applicant to the satisfaction of the Responsible Authority.</p>	<p>✓ Yes</p>

**Floodway Overlay**

Purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify waterways, major floodpaths, drainage depressions and high hazard areas which have the greatest risk and frequency of being affected by flooding.*
- *To ensure that any development maintains the free passage and temporary storage of floodwater, minimises flood damage and is compatible with flood hazard, local drainage conditions and the minimisation of soil erosion, sedimentation and silting.*
- *To reflect any declarations under Division 4 of Part 10 of the Water Act, 1989 if a declaration has been made.*
- *To protect water quality and waterways as natural resources in accordance with the provisions of relevant State Environment Protection Policies, and particularly in accordance with Clauses 33 and 35 of the State Environment Protection Policy (Waters of Victoria).*



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~ 82 Kirwans Bridge Road, Nagambie (cont.)

- *To ensure that development maintains or improves river and wetland health, waterway protection and flood plain health.*

Officer's Response:

The western side of the property is located partly within the floodway overlay as depicted below.

**Figure 5 Floodway Overlay**



Clause 44.03-2, buildings and works requires a planning permit for works located within this area and Clause 44.03-3, subdivision, requires a planning permit to subdivide land within the Floodway Overlay.

It is considered that the development will have minimal infrastructure within the Floodway Overlay and will be in accordance with the relevant authorities' requirements by way of conditional consent should a permit issue.

The subdivision does not create a lot entirely within the Floodway Overlay and is therefore considered an appropriate layout.

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### **The Planning Policy Framework (PPF)**

#### **Clause 12.01-1S Protection of Biodiversity**

##### *Objective*

- *To assist the protection and conservation of Victoria's biodiversity*

##### Officers Response

Clause 12.01 is relevant to this application. The applicant has proposed that there will be plantings of indigenous species along the waterfront and ongoing management of the entire site through management of weeds. To ensure protection of biodiversity is achieved, Council officers requested an Ecologists report which was submitted to Council on the 2<sup>nd</sup> June 2021.

As this matter is being determined by VCAT based on failure to determine, it is considered that appropriate conditions would be placed on a permit should a permit issue having regard to the Flora and Fauna assessment conducted by Nature Advisory.

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

##### *Objective*

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

##### Officers Response

As per the above mentioned clause, of Protection of Biodiversity, it is considered that this Clause (12.02-1S) can be read in conjunction with Clause 12.01.

#### **Clause 13.02-1S, Bushfire Planning**

##### *Objective*

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

##### Officers Response

Whilst the subject site is not located within a Bushfire Management Overlay, the site is located with a Bushfire Prone Area. An assessment of the site has been conducted and referral to the Country Fire Authority was undertaken. It was determined that the site is deemed low risk and can be managed accordingly.

#### **Clause 13.03-1S Floodplain management**

##### *Objective*

*To assist the protection of:*

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

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Officers response:

The application as proposed has considered the design and siting of all infrastructure. It is considered that the required setbacks in accordance with the relevant authorities' requirements can be achieved and that through via the provision of appropriate conditions on a permit, that all infrastructure will be developed to the required standard.

The application was also referred to the Goulburn Broken Catchment Management Authority who have not objected subject to conditions. The conditions proposed as per the draft conditions attached to this report consider the following:

- Finished floor levels of all proposed cabins
- Access and egress routes to all cabins
- A Vegetation Management Plan
- A Works on Waterways Permit
- The proposed boat ramp and jetties must be licenced by Goulburn-Murray Water.

**Clause 14.01-1S, Protection of agricultural land**

*Objective*

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

Officers response

Prior to the application being lodged, the site to be developed for the caravan and camping ground was utilised for commercial purposes. The location of the site is within close proximity to land used for residential purposes in Kirwans Bridge. The proposal has been assessed against the decision guidelines of the Farming Zone and is deemed to comply. It is therefore considered that the proposal will not detrimentally impact agricultural land within the area.

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

*Objective*

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

Officers response

As previously noted within Clause 12, the proposal has stated that there will be plantings of indigenous species along the waterfront, this will assist with the protection of management of water along the water foreshore. Additionally, the application was referred to the relevant Catchment Authority and conditional consent has been provided.

**Clause 14.02-2S Water quality**

*Objective*

- *To protect water quality*

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Officer's Response:

The Catchment Management Authority was a referral authority for this application, in addition to Goulburn Murray Water, who both have provided conditional consent to the proposal. It is understood that the provision of conditional consent by these authorities has taken into consideration the protection of water quality.

**Clause 15.03-2S, Aboriginal cultural heritage**

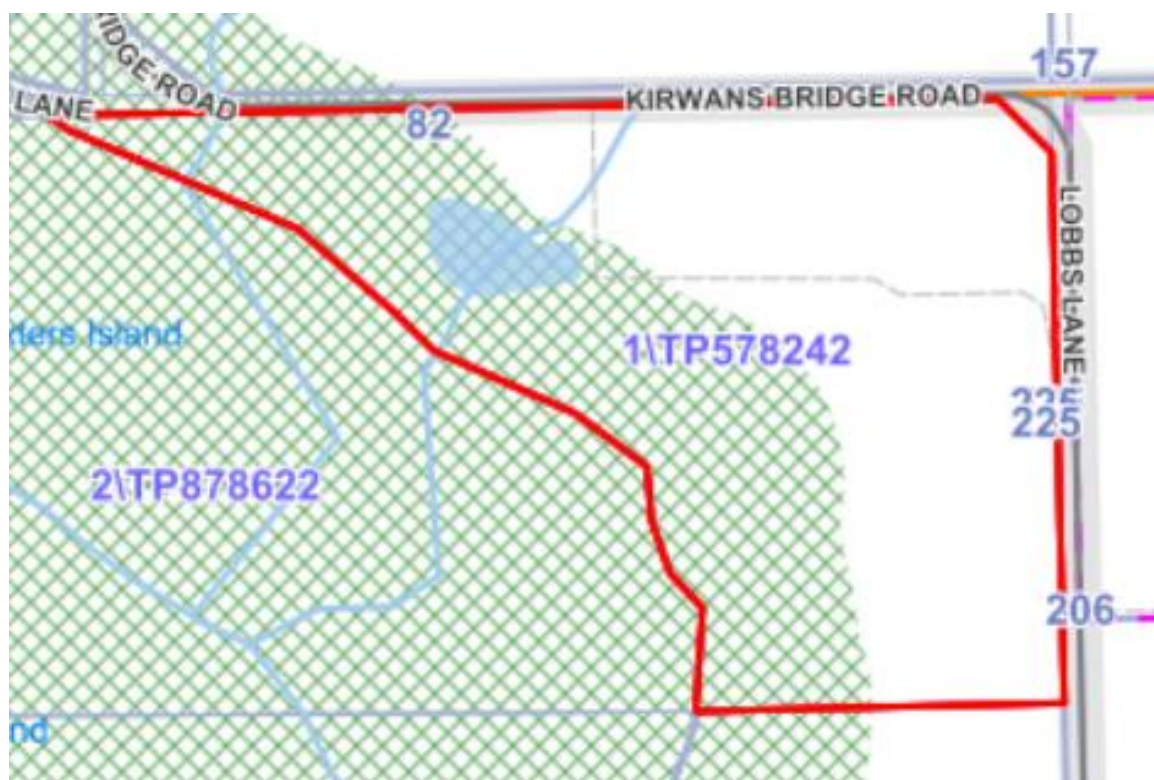
*Objective*

- *To ensure the protection and conservation of places of Aboriginal cultural heritage significance.*

Officer response

Clause 15.03-2S is relevant to this application. The subject site is affected in part by Aboriginal Cultural Sensitivity as shown in Figure 6.

**Figure 6 Area of Aboriginal Cultural Heritage Sensitivity**



A Cultural Heritage Management Plan has been prepared for the site and referred to the registered Aboriginal party for their consideration. In this instance the Taungurung Land and Waters Council Corporation. Approval was received from the Taungurung in December 2020.

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~ 82 Kirwans Bridge Road, Nagambie (cont.)

**Clause 17.04, Facilitating Tourism**

*Objective*

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

Officer response

It is considered that the application complies with this objective by way of providing for an additional tourist facility in Nagambie. In addition, the proposal encourages investment that meets the demand and supports growth in tourism and adds to the already existing offers of tourism in the region.

**Clause 19.03-2S, Infrastructure design and provision**

*Objective*

- *To provide timely, efficient and cost-effective development infrastructure that meets the needs of the community.*

Officer Response

As proposed by the Applicant, it is considered that the provision of water, sewer and electricity to the site will assist in providing appropriate infrastructure to support the use of the proposed development. In addition, the provision of traffic, storm water and other relevant management plans have been referred to Council's Asset department for comment. Council's Asset Department have provided conditional consent to the proposal. Should a permit issue, it would be subject to a range of conditions ensuring that the developer provides appropriate infrastructure to support the development. Council's Asset department have provided draft conditions as attached to this report which have taken relevant matters into consideration.

**The Local Planning Policy Framework (LPPF) - including the Municipal Strategic Statement (MSS) and local planning policies**

**Clause 21.01-2 Key Influences**

- Sustainability  
*The Strathbogie Shire strives to continue to improve sustainability in all elements of the community including; settlement patterns, the natural and built environment, community services and facilities; economic development and growth, infrastructure and asset provision. To define the meaning of sustainability, we say that the general dictionary meaning applies, depending on the terms of reference i.e. environmental, economic etc. 'The ability to sustain itself'.*
- Settlement  
*In the coming years, the Shire is likely to build on 'tree change' growth in towns such as Nagambie and Avenel, due to their close proximity and access to Melbourne and the water features of Nagambie. Due to the picturesque nature of much of the area, the Shire is often faced with many land use conflicts, commonly between lifestyle properties and rural industries.*

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- Economic Growth

*Development and growth is important, and within the Strathbogrie Shire there are many opportunities for growth in the food, wine and equine industries and value-adding to the existing primary production, industries and retail enterprises/sectors.*

Officer response

Consideration of the above-mentioned Clauses within Council's LPPF has been given in relation to the subject site and locality. It is considered the site is appropriately located to provide an additional offering to support tourism attracted by the water features of Nagambie, and the food and wine offerings.

**Clause 21.03, Local Area Plans**

*This clause focuses on Local Area implementation of the objectives and strategies set out earlier in the Strathbogrie Planning Scheme. Each section relates to a particular town and should be read in conjunction with the rest of the Municipal Strategic Statement.*

Clause 21.03-4 is relevant to this application and states;

- *Nagambie's population is growing significantly, albeit from a relatively small base. In recent times, the Strathbogrie Shire has experienced increasing interest from the Melbourne and Shepparton property markets, particularly in the Strathbogrie Ranges, Avenel and Nagambie. Building approvals leapt from \$2.25M to \$7.25M in value in the year to 2006. The population of Nagambie was approximately 1,550 people in 2011, however the permanent population is expected to grow to around 4,000 people in the near future. When considering the population of Nagambie there is considerable tourist population of an additional 4,000 to 5,000 people during the peak season.*

*This increase in population must be considered when planning for the future of Nagambie.*

Objective

*To grow Nagambie as an agricultural service centre as well as a visitor, lifestyle and retirement centre.*

Officer response

The subject site, whilst not specifically identified in the Nagambie Growth Management Plan, is within 3 kilometres of the township of Nagambie and provides a direct linkage to Kirwans Bridge township. Located on the backwater, it is considered to provide a suitable location for a Camping and Caravan Park within close proximity to activities and services the current tourism population utilise and visit.

**Clause 21.02, Sustainable Settlement**

*This clause provides local content to support Clause 11 (Settlement) of the State Planning Policy Framework.*

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*Building Material – Muted Tones*

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

Officer response

As provided with the application documents, the proposed colours of the development have been selected to compliment the area, by providing a range of muted tones both to the external finishes and by choice in materials to assist in complementing the surrounding natural environment.

Main building entrance and indicative cabins are depicted below as submitted with the application.

Figure 7 – Proposed Main building enhancements



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**Figure 8 Proposed colour scheme for cabins**

All cabins will be constructed of timber cladding and corrugated steel. The colours will be natural timber and dulux monument (dark brown).

The following are indicative images prepared by its architects of the proposed villas.



**Clause 21.04-6 Flooding**

*Objective*

*To protect and manage floodplains.*

As highlighted with the State Planning Provisions section of this report, the proposed development will be located appropriately to protect and manage the floodplains. In addition, the application was referred to the relevant floodplain authority (GBCMA) who have provided conditional consent.

**Clause 21.06-3 Tourism**

*Objective*

*To promote the Shire as a tourism destination*

*The strategies following strategies are of particular relevance:*

- *Encourage tourism related development that supports towns, promotes employment and recreational opportunities.*
- *Support new and existing tourism developments that promote key attributes of the Shire such as the natural environment, heritage, town character and niche/boutique industries.*
- *Support the strengthening of tourism links with surrounding municipalities.*
- *Recognise the benefits of Lake Nagambie and Goulburn River for tourism opportunities.*
- *Encourage tourism developments associated with rural pursuits.*
- *Encourage the Regatta Centre in Nagambie as a water sports centre.*



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~ 82 Kirwans Bridge Road, Nagambie (cont.)

Officer response

The application as proposed for a camping and caravan park will provide for additional accommodation in the area to support Nagambie and the broader area. The applicant on a number of occasions has advised Council that the park will not be for permanent residents. A permit condition limiting stays to no more than 3 months is proposed.

**Clause 21.07-2, Urban Services**

*Objective*

*To deliver sustainable services*

Officer response

The following strategies are relevant to the proposal;

- *Ensure new developments are connected to reticulated services or have provision for adequate*
- *Ensure that the design and management of stormwater runoff from all development is generally in accordance with the local adopted Stormwater Management Plan and incorporates consistent best practice water sensitive urban design measures and principles.*

It is proposed to connect the development to reticulated services, for the provision of water and sewer to the site. This extension of services will be bought to the site from Nagambie. The proposed creation of easements will allow for these services.

**Relevant Particular Provisions**

Clause 52.02, Easements, Restriction and reserves

*A permit is required before a person proceeds:*

- *Under Section 23 of the Subdivision Act 1988 to create, vary or remove an easement or restriction or vary or remove a condition in the nature of an easement in a Crown grant.*
- *Under Section 24A of the Subdivision Act 1988.*
- *Under Section 36 of the Subdivision Act 1988 to acquire or remove an easement or remove a right of way.*

*This does not apply:*

- *If the action is required or authorised by the schedule to this clause.*
- *In the circumstances set out in Section 6A(3) of the Planning and Environment Act 1987.*
- *If the person proceeds under Section 362A of the Land Act 1958.*
- *In the case of a person proceeding under Section 36 of the Subdivision Act 1988, if the council or a referral authority gives a written statement in accordance with Section 36(1)(a) or (b) of the Subdivision Act 1988.*

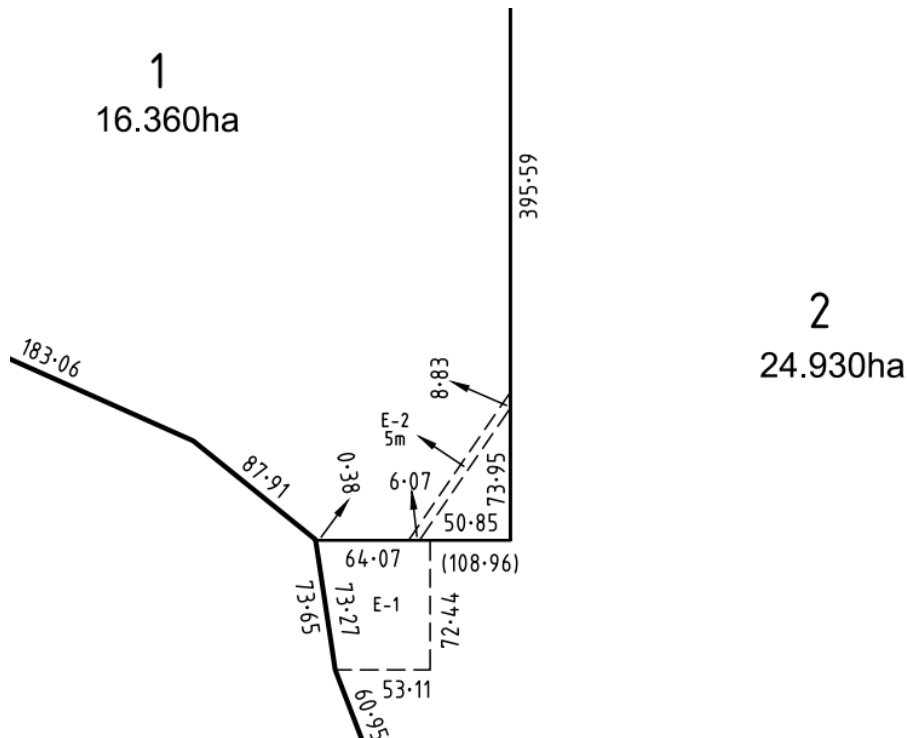
*In this clause, restriction has the same meaning as in the Subdivision Act 1988.*

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~ 82 Kirwans Bridge Road, Nagambie (cont.)

Officer Response

It is proposed to create the following easements on the plan of subdivision;  
Easement E-1 proposed carriageway and water supply easement in favour of Lot 1.

Easement E-2 proposed electricity supply easement in favour of Lot 2.



**Clause 52.05 Signs**

Purpose

- To regulate the development of land for signs and associated structures.
- To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.
- To ensure signs do not contribute to excessive visual clutter or visual disorder.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.

Officer Response:

The application does not specifically apply for signage, however it is anticipated that signage will be required and will either need to be applied for under a separate planning permit application or considered as part of an amended permit application during the VCAT proceeding.

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**52.06 Carparking**

**Purpose**

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*
- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

Officer response

The relevant particular provisions of the planning scheme in relation to Car Parking are addressed at Clause 52.06. In this instance, there is no specific rate for the proposed land use of 'Caravan and Camping Park'. As such, car parking must be provided to the satisfaction of the Responsible Authority.

The existing building on site is acknowledged by the applicant, in that, the land has been used as a 'Place of Assembly' and a 'Function Centre'. It is therefore, considered that existing use rights apply for this function.

A Traffic Impact report submitted with the application, addresses car parking as a consideration as part of the assessment acknowledging that the proposed use is not defined within the table of uses however has made some comparisons.

A simple officer assessment is provided below providing comparisons could be reflected on for carparking which is similar in relation to the cabins/villas with the exception of visitors due to the nature of the proposal not catering for permanent residences and used for tourism accommodation. Whilst this is not a requirement car parking forms a relevant consideration.

<b>Residential village</b>	1	1	To each one or two bedroom dwelling plus
	2	2	To each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) plus
	1	0	For visitors to every five dwellings for developments of five or more dwellings

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With this assessment, a required would be calculated as follows:

16 One bedroom Cabins/Villas	16 spaces
53 two bedroom cabins/villas	100 spaces
50 three bedroom cabins/villas	53 spaces
Visitors	Not considered due to not being permanent residents
	Total: 169 spaces

**Overflow Car parking**

As proposed each cabin/villa will have a single carport which equates to 119 spaces plus the addition of 52 overflow spaces, this equates to, 171 spaces.

Each site provides room for a caravan/motorhome/camper trailer or tent and provision of one car space is available on site.

Trailer parking is also proposed on site to for boat trailer parking.

**The decision guidelines of Clause 65**

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

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

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

There are no relevant incorporated, reference or adopted documents.

**Relevant incorporated, reference or adopted documents**

Clause 72.08, Background documents; Hume Regional Growth Plan (Victorian Government, 2014).

Clause 21.08, Reference documents;

- Nagambie Growth Management Plan, Planisphere, December 2008
- Infrastructure Design Manual, Shire of Campaspe, City of Bendigo, Great Shepparton City Council, Version 4, March 2013.

**Relevant Planning Scheme amendments**

None that are relevant to this application.

**Risk Management**

The author of this report considers that there are no significant Risk Management factors relating to the report and recommendation. The application has been given due consideration and all parties have had opportunities for consultation.

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

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

***POLICY CONSIDERATIONS***

**Council Plans and Policies**

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

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

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

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

***LEGAL CONSIDERATIONS***

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

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

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**Conflict of Interest Declaration**

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

**Transparency**

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

This application is being heard by Council as the proposal has 1196 submissions to the proposed application for a Planning Permit. Hearing the application in the public meeting will allow all parties the opportunity to be heard by the councillors prior to a decision being made.

**SUSTAINABILITY CONSIDERATIONS**

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

**Economic**

It is considered that the proposal will contribute to the area and broader region both with economic inputs during the construction phase and then continuing to provide economic inputs by providing employment opportunities, opportunities for suppliers of services and value adding to the broader region with economic stimulus via visitation and increasing length of stay within the region.

**Environmental**

The application has been assessed against the relevant provisions of the *Planning and Environment Act 1987* and the Strathbogie Planning Scheme. Environmental impacts have been considered by relevant authorities and discussed earlier in this report. In addition, a Flora and Fauna assessment has been submitted for Councils and DELWP's consideration. Due to the timing of receiving this assessment, Council has not received comments from DELWP.

Council officers' review of the Flora and Fauna Assessment notes that further investigation is recommended in relation to the Sloane Froglet prior to the commencement of any buildings and works in relation to the proposed Jetties and Boat Ramp.

Conditions have been proposed to require this work to be undertaken and any necessary amendments to the development and the proposed plans.

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**Climate change**

The Strathbogie Planning Scheme has incorporated broader considerations on Climate Change, with the assessment that the proposal will not have an impact on climate change within the municipality, as all works will be required to comply with relevant legislation.

***HUMAN RIGHTS CONSIDERATIONS***

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

***SUMMARY OF KEY ISSUES***

With regard to the Farming Zone: it is considered that the proposal complies with the decision guidelines of the Farming Zone.

With regard to the Floodway Overlay: It is considered that all relevant matters have been considered and consultation with the relevant floodplain authority has occurred who have provided conditional consent.

In summary, the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, Zone, Overlay and relevant particular provisions.

***CONCLUSION***

After due assessment of all the relevant factors, it is considered appropriate that Council notify the Victorian Civil and Administrative Tribunal that the issue of a permit is supported subject to the conditions.

***ATTACHMENTS***

**Attachment 1:** Proposed conditions

**Attachment 2:** Subject Land Map

**Attachment 3:** Locality Map

## **ATTACHMENT 1:**

### **P2020-124. 82 Kirwans Bridge Road, Nagambie**

#### **PROPOSED CONDITIONS**

##### **General**

##### **Subdivision**

1. Before the use or development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the decision plans (prepared by Building Design & Documentation Pty Ltd, drawing title, overall site layout, proposed new Nagambie Waters Holiday Park Resort, dated July 2020), but modified to show:
  - a. Any changes to the use or development to implement any recommendations of the ecological impact assessment required under condition 10 of the permit.
2. Prior to the Certification of the subdivision, the owner must complete and duly sign a Statutory Declaration agreeing to the Allocation of Street numbers.
3. Prior to the issue of Statement of Compliance for the subdivision, a maintenance bond to the value of 5% of the actual cost of road and drainage works must be paid to the Responsible Authority.
4. Prior to the issue of a Statement of Compliance payment must be made to the Responsible Authority of a supervision fee up to 2.5% of the actual cost of roads and drainage works, the amount to be determined by the Responsible Authority (the permit holder must submit a copy of the road and drainage Construction Contract Schedule, for verification of the amount by Council.
5. Prior to the issue of a Statement of Compliance payment must be made to the Responsible Authority of an engineering design checking fee of up to 0.75% of the value of documented works, the amount to be determined by the Responsible Authority.
6. Prior to the issue of a Statement of Compliance, lighting must be provided to all areas of the park which are in use including pathways, roadways, common areas and recreation, and that intersections and pedestrian crossings are provided with lighting as per AS/NZS 2890.1 and AS/NZS 1158.3.1. Areas which are not in use (for example: sections closed in low season) do not have to be illuminated until they are in use.
7. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
8. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for Certification in favour of the relevant authority for which the easement or site is to be created.



9. The plan of subdivision submitted for Statement of Compliance under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

### Works

10. Prior to the commencement of any works or development, an amended ecological impact assessment to the satisfaction of the Responsible Authority must be submitted for the approval of the Responsible Authority. When approved, the assessment will be endorsed and will then form part of the permit. The assessment must be generally in accordance with the flora and fauna assessment report prepared by Nature Advisory dated May 2021, Report No. 21023 (1.0) but modified to include:
  - a. the results of a targeted survey of the Sloane's Froglet undertaken at appropriate times and duration to maximise the opportunity to identify such species in order to determine its status and presence on or near the land;
  - b. an assessment of the potential impacts of the proposed use and development on the species (if located or is likely to occur);
  - c. measures to be incorporated into the use and development to prevent any harm to the species (if located or is likely to occur);
  - d. any changes to the proposed use and development to prevent any harm to the species (if located or is likely to occur); and
  - e. any other matters that should be implemented in order to protect the species on or near the land as a result of the proposed use or development (if located or is likely to occur).
11. The ecological impact assessment approved under this permit must be complied with and implemented at all times to the satisfaction of the Responsible Authority.
12. Prior to the commencement of works, plans must be submitted for the approval of the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must be generally in accordance with *the plans submitted with the application* modified to show: -
  - a) All bearings, distances, levels, street names, lot numbers, lot sizes, reserves and easements.
  - b) Road Reserve, carriageway and verge widths
  - c) Dimensioned common/shared access and parking bays.
  - d) A common area set aside for rubbish and mail collection, where required.
  - e) Drainage design.
  - f) Other information relevant to the land such as dams, wells, filled land, creeks and natural water courses etc.
13. Prior to the commencement of works, including demolition and excavation, a Construction Management Plan must be submitted to and endorsed by the Responsible Authority. No works are permitted to occur until the Plan has been endorsed by the Responsible Authority. Once endorsed, the construction management plan will form part of the permit and must be implemented to the satisfaction of the Responsible Authority. The plan must provide details of the following:-
  - a) Hours for construction activity in accordance with any other condition of this Permit;
  - b) Measures to control noise, dust, water and sediment laden runoff;
  - c) Measures to inform adjacent residents of work schedules, etc.

- d) Measures relating to removal of hazardous or dangerous material from the site, where applicable.
  - e) A plan showing the location of parking areas for construction and sub-contractors' vehicles on and surrounding the site, to ensure that vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by sub-constructors / tradespersons upon completion of such areas, without delay;
  - f) A Traffic Management Plan showing truck routes to and from the site;
  - g) Swept path analysis demonstrating the ability for trucks to enter and exit the site in a safe manner for the largest anticipated truck associated with the construction;
  - h) A plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;
  - i) Measures to ensure that sub-contractors / tradespersons operating on the site are aware of the contents of the Construction Management Plan;
  - j) Contact details of key construction site staff;
  - k) A site plan showing the location of any site sheds, on-site amenities, building waste storage and the like, noting that Council does not support site sheds on Council road reserves; and
  - l) Any other relevant matters.
14. Prior to the commencement of any works or development, a Site Environment Management Plan (SEMP) to the satisfaction of the responsible authority, must be submitted to and approved by the responsible authority and, where relevant, other authorities. When approved, the plan will be endorsed and form part of this planning permit. The SEMP must include (but not necessarily be limited to) details regarding the following:
- a. Measures to be implemented to protect native vegetation and other biodiversity values on site and on land near to the site, during the construction of the approved development.
  - b. Identification of all stockpiles, storage, parking and machinery storage locations and management requirements during the construction of the development.
  - c. Appropriate sediment control, erosion, and drainage management to be implemented on site, to ensure no sediment or sediment laden runoff enters waterways, wetlands or moves off site during the construction of the development.
  - d. Weed control and management on site, including appropriate vehicle hygiene measures, during the construction of the development.
  - e. Appropriate monitoring/compliance and reporting requirements for the approved use and development, and the components of and actions set out in the SEMP.
  - f. The person/s responsible for implementation and compliance of each aspect of the SEMP.
  - g. All persons undertaking works on site must be fully briefed on all aspects and requirements of the endorsed SEMP.
15. The SEMP approved under this permit must be complied with and implemented at all times to the satisfaction of the Responsible Authority

16. Prior to the commencement of works, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.
17. Appropriate signage and line marking shall be provided to the satisfaction of the Responsible Authority.
18. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -
  - Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and
  - Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)
19. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.
20. The permit holder shall ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by vehicles moving along the access road and/or within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority. The development shall not have an adverse impact on existing or future air quality.
21. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.
22. The earthworks and lot filling must be as per the guidelines specified in Council's Infrastructure Design Manual, to the satisfaction of the Responsible Authority.
23. The approved SEMP must be implemented to the satisfaction of the Responsible Authority.

#### Landscaping

24. Prior to the commencement of works, a detailed landscape plan must be prepared. The detailed landscape plan must be to the satisfaction of the responsible authority. When approved, the landscape plan will be endorsed and will then form part of the permit. The landscape plan must be drawn to scale with dimensions must be provided. The landscape plan must show:
  - a. New planting including the layout to be provided across the site
  - b. Detailed planting schedule of all proposed trees, shrubs and groundcovers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant.

- c. The removal of all existing disused structures, foundations, pipelines or stockpiles and the eradication of weeds,
  - d. The supply and spread of sufficient topsoil and sub soil if required on the proposed areas of open space to provide a stable, free draining surface and hydro-seeding of proposed grass areas (including within any drainage reserves),
  - e. Mechanisms for the exclusion of vehicles,
  - f. All pathways, garden beds, seating, shelters, picnic facilities, tree planting, signage, drinking fountains, irrigation systems, playgrounds, artwork, retaining walls, protective fencing (temporary and permanent), wetlands and ornamental water bodies (including within any drainage reserves).
25. Prior to the commencement of use all landscaping works shown on the endorsed plan must be carried out and completed to the satisfaction of the responsible authority.

### Design and amenity

26. The external cladding of all proposed buildings, including the roof's, must be constructed of new materials of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.
27. Outdoor lighting must be designed, baffled and located to the satisfaction of the Responsible Authority such that no direct light is emitted outside the boundaries of the subject land.
28. The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the direction of the Responsible Authority.
29. The caravan and camping park must not be used to accommodate any person for a period of more than three (3) months in any calendar year, with the exception of within the on site manager's residence.
30. The amenity of the area must not be detrimentally affected by the use, through the:
- a) Appearance of any building, works or materials;
  - b) Transport of materials, goods or commodities to or from the land;
  - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;
  - d) Presence of vermin, and;
  - e) Others as appropriate.

### Roads, Pathways and Common Access

31. Prior to the commencement of works, a Traffic Impact Assessment is to be undertaken by a qualified traffic engineer and submitted as part of the application for all entrances/exits from/to and along the adjoining roads. A road safety audit may be considered to review site specific operations of existing sites. A road safety audit is also to be undertaken by an independent, qualified team to formally examine the proposed intersections and internal roads.

32. Prior to the commencement of works, construction plans for all proposed roadways and pathways must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will form a part of the permit. The plans must be drawn to scale with dimensions and an electronic copy in both .dwg and .pdf formats must be provided.
33. The final design parameters for the roadways and pathways must be based on the relevant Australian and VicRoads standards and in accordance with the requirements of Council's Infrastructure Design Manual (IDM) as modified from time to time, all to the satisfaction of the Responsible Authority. All works shall conform to plans and specifications prepared by a qualified engineer at Owner's expense and approved by the Responsible Authority.

#### Use

34. Prior to the commencement of use, intersections, internal roads and external road expansions shall be formed, drained and surfaced in accordance with detailed plans and specifications prepared by the Applicant/ Owner and approved by the Responsible Authority.
35. For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans

#### **Urban Vehicle Crossing Location**

36. Vehicle crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
37. Vehicle crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standards AS2890.1 Section 3.2.4 and as specified in Austroads' Guide to Road Design Part 4A Section 3.4 – 'Sight Distance at Property Entrance'.
38. The vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Minimum of 10m and 9m clearances shall be maintained from any road intersection and between adjacent crossovers respectively.
39. Any new, relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. Final location of vehicle crossing must be approved by Responsible Authority via vehicle crossing permit. Refer to Clause 12.9.1 "Urban Vehicle Crossings" of the Infrastructure Design Manual. Where there is no existing kerb and channel in the street refer to standard drawing SD255 or to approval of the Responsible Authority.

#### **Upstream catchment diversion**

40. A stormwater system is to be designed for the diversion of upstream catchment flow from north of Kirwans Bridge Road.

### **Urban Drainage – Works**

41. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system or Lake Nagambie.
42. A qualified engineer is to prepare Stormwater Impact Assessment Report [SIAR] and/ or Stormwater Management Assessment Report [SMAR] in accordance with the requirements of clause 11 of the Infrastructure Design Manual.
43. No concentrated stormwater shall drain or discharge from the land to adjoining properties.

### **Drainage Discharge Plan**

#### **Works**

44. Prior to the commencement of works, or prior to the plan of subdivision being Certified under the *Subdivision Act 1988*, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. ***The information submitted must show the details listed in the council's Infrastructure Design Manual (IDM) and be designed in accordance with the requirements of that manual.***

The information and plans must include:

- a) details of how the works on the land are to be drained **and/or** retarded.
- b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority
- c) independent drainage for each lot (for subdivisions only)
- d) location of the overland flow paths within the development
- e) underground pipe drains conveying stormwater to the legal point of discharge for each allotment
- f) measures to enhance stormwater discharge quality from the site and protect downstream waterways including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;
- g) documentation demonstrating approval from the relevant authority for the legal point of discharge.
- h) the details of the incorporation of water sensitive urban design in accordance with clause 20.3.1 of the Infrastructure Design Manual.
- i) maintenance schedules for treatment elements.

#### **Use**

45. Prior to the commencement of use and/or the building(s) is/are occupied or issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority.

46. Tourist facilities which feature a reception office where tourists check-in, are required to position the office so that entering vehicles travel a distance of no less than 30 metres to the point at which the vehicle is required to stop. Vehicles and caravans / trailers parked at the reception office must not block vehicular access to the development.

## **Car Parking**

### Works

47. Prior to the commencement of works, associated with the provision of car parking, detailed layout plans demonstrating compliance with Austroads publication 'Guide to Traffic Management Part 11 Parking Management Techniques', Australian Standards "AS2890: Parking Facilities" and to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The plans must be drawn to scale with dimensions.

### Use

48. Prior to the commencement of use or occupation of the developed starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be: -
  - a) Surfaced with an all-weather surface and treated to prevent dust,
  - b) Drained in accordance with an approved drainage plan,
  - c) Provision for vehicles to pass on driveways,
  - d) Constructed and completed to the satisfaction of the Responsible Authority, and
  - e) An area that is adequate for loading/unloading of recurring deliveries.

## **Goulburn Valley Region Water Corporation**

49. Payment of new customer contribution charges for water supply to the development, such amount being determined by the Corporation at the time of payment.
50. Provision of a reticulated water supply and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation. (The works may include, but not be limited to the construction of a water boosting pumping station, supply mains and gravity mains and tanks). Substantial downstream augmentation works will be required.
51. Provision of reserves for water supply purposes over existing and/or proposed water supply Infrastructure located within private property. The reserve must be adequately sized to enable unrestricted access to the water supply infrastructure for operation and maintenance purposes. The reserve must not be encumbered by any easements. The reserve will be required to be fenced to the satisfaction of Goulburn Valley Water at the developer's expense.
52. Payment of new customer contributions charges for sewerage services to the development, such amount being determined by the Corporation at the time of payment.

53. Provision of reticulated sewerage and associated construction works to each allotment within the development, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation; (The works may include, but not be limited to the construction of a sewerage pumping station, rising mains and gravity mains). Substantial downstream augmentation works will be required.
54. Reserves for sewage pump stations to be in favour of Goulburn Valley Region Water Corporation. The reserve must be adequately sized to enable unrestricted access to the sewage pump station for operation and maintenance purposes. The reserve must not be encumbered by any easements. The reserve will be required to be fenced to the satisfaction of Goulburn Valley Water at the developer's expense.
55. Connection of all sanitary fixtures within the development to reticulated sewerage, at the developer's expense, in accordance with standards of construction adopted by and to the satisfaction of the Goulburn Valley Region Water Corporation.

All works required are to be carried out in accordance with AS 3500.2 - 'Sanitary plumbing and drainage', and to the satisfaction of the Corporation's Property Services Section.
56. Provision of easements in favour of the Goulburn Valley Region Water Corporation over all existing and proposed sewer mains located within private property.
57. Pursuant to Section 36 of the Subdivision Act, if the Corporation considers that, for the economical and efficient subdivision and servicing of the land covered by the Application for Permit, it requires the owner of the land to acquire an easement over other land in the vicinity. That is, any land not owned by the Developer through which a sewerage extension servicing the development is to be located, easements shall be created in favour of the Corporation.
58. Discharge of trade waste from the development shall be subject to a Trade Waste Consent Agreement.
59. The Owner and or occupier is required to submit a completed Trade Waste Application, and install the required pre-treatment facility to the satisfaction of Goulburn Valley Water's Trade Waste Section, before approval to discharge trade waste from the development into the Corporation's sewer is granted.
60. The land to be included in an extension of the Sewer and/or Water Supply District and the owner agree to contribute to the actual cost to extend the District Boundary necessary to provide reticulated sewer and/or water to this development. Such amount being determined by the Authority at the time of payment.
61. The operator under this permit shall be obliged to enter into an Agreement with Goulburn Valley Region Water Corporation relating to the design and construction of any sewerage or water works required. The form of such Agreement shall be to the satisfaction of Goulburn Valley Water. A copy of the format of the Agreement will be provided on request.



62. The plan of subdivision lodged for Certification is to be referred to the Goulburn Valley Region Water Corporation pursuant to Section 8(1) of the *Subdivision Act, 1988*.

**AusNet Electricity Services:**

63. The plan of subdivision submitted for Certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section 8 of the *Subdivision Act 1988*.

The applicant must –

- a. Enter in an agreement with AusNet Electricity Services Pty Ltd for supply of electricity to each lot on the endorsed plan.
- b. Enter into an agreement with AusNet Electricity Services Pty Ltd for the rearrangement of the existing electricity supply system.
- c. Enter into an agreement with AusNet Electricity Services Pty Ltd for rearrangement of the points of supply to any existing installations affected by any private electric power line which would cross a boundary created by the subdivision, or by such means as may be agreed by AusNet Electricity Services Pty Ltd.
- d. Provide easements satisfactory to AusNet Electricity Services Pty Ltd for the purpose of "Power Line" in the favour of "AusNet Electricity Services Pty Ltd" pursuant to Section 88 of the Electricity Industry Act 2000, where easements have not been otherwise provided, for all existing AusNet Electricity Services Pty Ltd electric power lines and for any new power lines required to service the lots on the endorsed plan and/or abutting land.
- e. Obtain for the use of AusNet Electricity Services Pty Ltd any other easement required to service the lots.
- f. Adjust the position of any existing AusNet Electricity Services Pty Ltd easement to accord with the position of the electricity line(s) as determined by survey.
- g. Provide to AusNet Electricity Services Pty Ltd a copy of the plan of subdivision submitted for Certification that shows any amendments that have been required.

**Goulburn Broken Catchment Management**

64. The finished floor level of all proposed cabins is elevated at least 300 millimetres above the 100-year ARI (1% AEP) flood level of 126.45 metres AHD, i.e. 126.75 metres AHD.
65. Access and egress routes to all cabins are set at an elevation above the 100-year ARI (1% AEP) flood level of 126.45 metres AHD to ensure flood free access during flood events up to and including the 100-year ARI (1% AEP) event.

66. A Vegetation Management Plan must be submitted to the Goulburn Broken CMA for approval prior to works commencing on the Site.
67. A Works on Waterways Permit is obtained from the Goulburn Broken CMA prior to the removal of any vegetation within the bed, banks and surrounds of the waterway.
68. A Works on Waterways Permit is obtained from the Goulburn Broken CMA prior to construction of the stormwater discharge pipe.
69. A Works on Waterways Permit is obtained from the Goulburn Broken CMA prior to the construction of the proposed boat ramp and jetties.
70. The proposed boat ramp and jetties must be licenced by Goulburn-Murray Water.

#### **Goulburn Murray Water**

71. Any Plan of Subdivision lodged for Certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
72. The Plan of Subdivision must show either building envelopes or building exclusion zones to prevent future buildings from being located within 50 metres of the Full Supply Level of Goulburn Weir (measured from the 124.24 m AHD level).
73. All construction and ongoing activities must be in accordance with sediment control principles outlined in EPA Publication 275, Construction Techniques for Sediment Pollution Control (May 1991).
74. No buildings or works may be erected or carried out within 50 metres of the Full Supply Level of Goulburn Weir (measured from the 124.24 m AHD level).
75. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of Goulburn Valley Water.
76. Wastewater collection pits and pump stations must be located a minimum setback of 100m from the full supply level of Goulburn Weir (measured from the 124.24 m AHD level) and must be sufficiently bunded to contain overflow (prior to emergency response) in the event of a pump or power failure.
77. All stormwater must be treated in accordance with Water Sensitive Urban Design principals via infrastructure which must be located on the subject land.
78. Prior to Certification of the Plan of Subdivision:
  - a. the applicant must enter into a Foreshore Assets Agreement in accordance with Section 173 of the Planning and Environment Act 1987 with Goulburn-Murray Water, the Responsible Authority and the Goulburn Broken Catchment Management Authority.
  - b. the applicant must enter into an Occupation Licence with Goulburn-Murray Water.

- c. a Foreshore Landscape Plan incorporating proposed vegetation, jetties, boat ramp, pathways and any other foreshore infrastructure must be prepared by the applicant in conjunction with Goulburn-Murray Water, the Responsible Authority and the Catchment Management Authority. The Foreshore Landscape Plan and a works schedule outlining timing of works must form part of the section 173 agreement in relation to foreshore assets.

79. Prior to commencement of any works on Goulburn-Murray Water foreshore land:

- a. The Foreshore Landscape Plan must be approved to the satisfaction of Goulburn-Murray Water, the Responsible Authority and the Catchment Management Authority.
- b. The applicant must obtain a 'Works Approval' from Goulburn Murray Water for any works on GMW land.
- c. The applicant must obtain a 'works on a waterway' permit from the Goulburn Broken Catchment Management Authority.

#### Expiry

##### Subdivision

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

- (a) the subdivision is not started (Certification) within two (2) years of the date of this permit;
- (b) the subdivision is not completed (Statement of Compliance) within five (5) years of the date of Certification under the *Subdivision Act 1988*.

##### Development:

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

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

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

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

#### **Planning notes:**

All construction works and design methods for the proposed boat ramp and jetties are to be considered in accordance with the Flora and Fauna Assessment Report as completed by Nature Advisory in conjunction with consent for a works on waterways permit with the relevant authority.

### **CFA**

As this site is proposed to be registered as a Caravan Park, fire safety must be provided in accordance with the requirements of Clauses 20, 21 and 22 in Part 3, Division 1 of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010. The CFA Caravan Park Guideline provides guidance on the requirements for emergency vehicle access, fire hydrants, fire hose reels, fire fighter access and separation.

### **Goulburn Valley Region Water Corporation**

Where the land is to be developed in stages, the above conditions will, in general, apply to any subsequent stage of the estate development. However, as any future stages of the development will be connected to the Corporation's water supply and sewerage systems independently of this stage, the Corporation reserves the right to revise any conditions applicable to any subsequent stages lodged.

### **AusNet**

It is recommended that, at an early date the applicant commences negotiations with AusNet Electricity Services Pty Ltd for a supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued without delay (the release to the municipality enabling a Statement of Compliance with the conditions to be issued).

Arrangements for the supply will be subject to obtaining the agreement of other Authorities and any landowners affected by routes of the electric power lines required to supply the lots and for any tree clearing.

Prospective purchasers of lots on this plan should contact this office to determine the availability of a supply of electricity. Financial contributions may be required.

### **Goulburn Broken Catchment Management Authority**

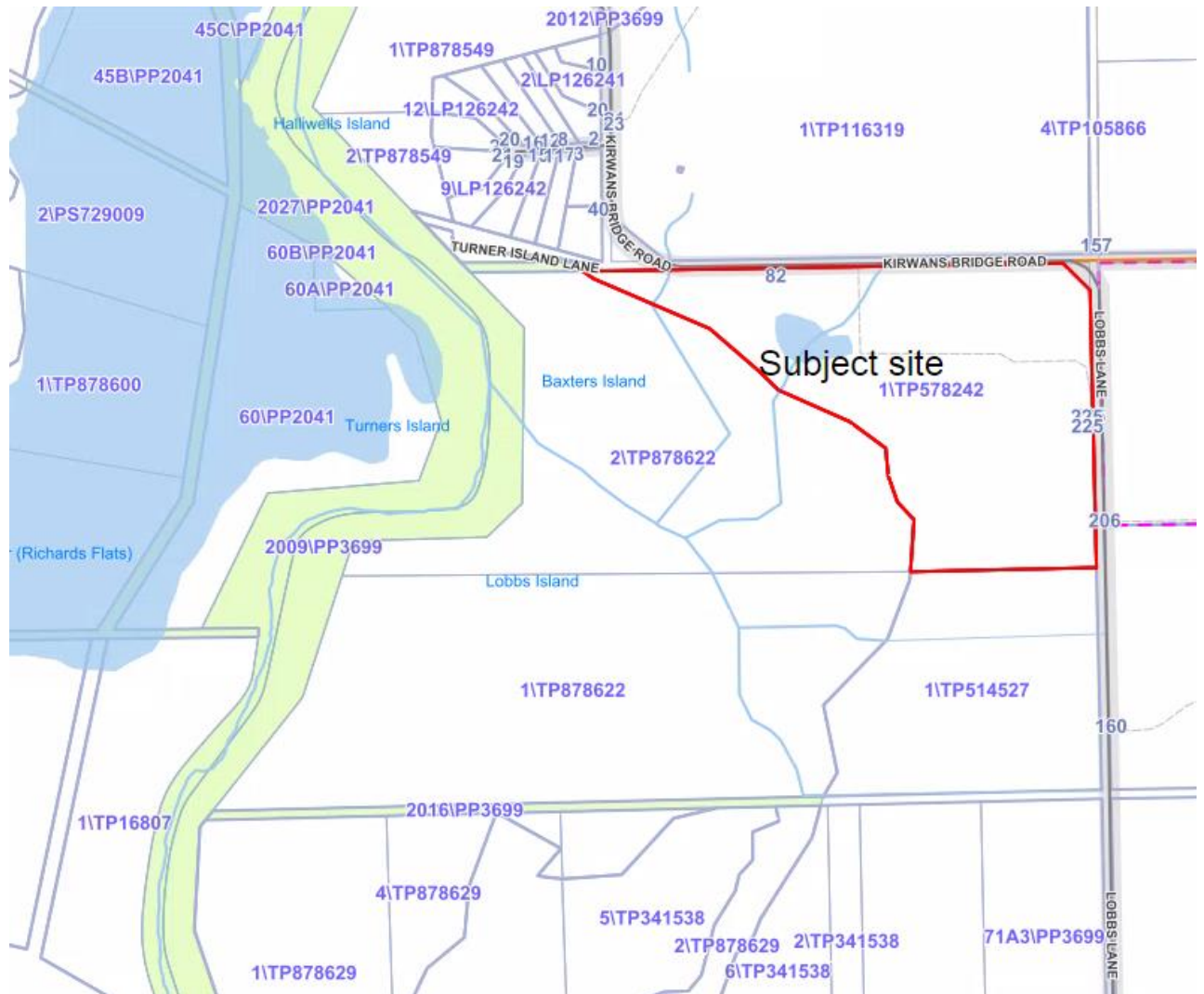
Please note, additional information may need to be provided to the Goulburn Broken CMA when applying for the Works on Waterways permits. A planning permit does not necessarily guarantee a Works on Waterways Permit will be issued. Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.

### **Goulburn Murray Water**

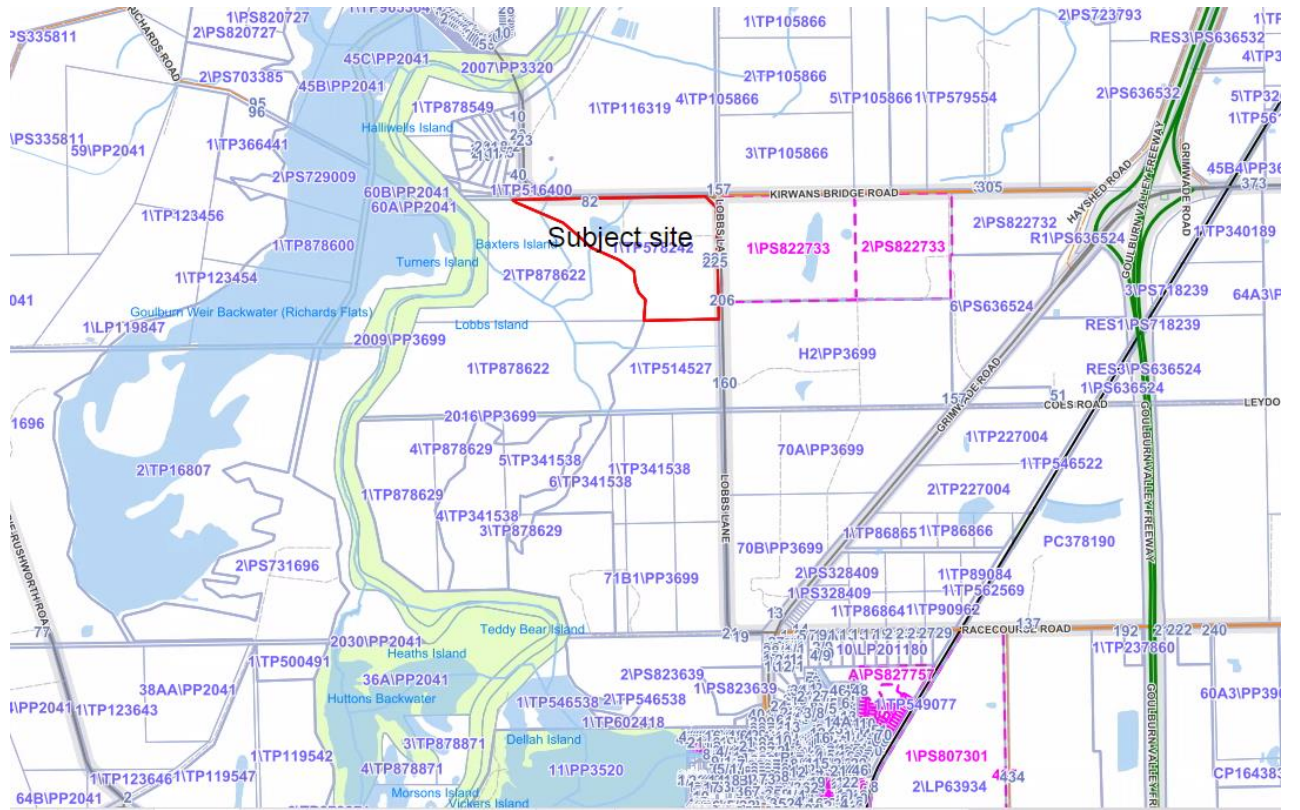
Any enquiries or applications regarding the Foreshore Occupation Licence and associated requirements should be made to Goulburn Murray Water's Property Team on 1800 013 357.

Upon completion of the works, the area will be inspected by GMW and further works may be requested if GMW is not satisfied that the area has been left in a satisfactory condition.

**ATTACHMENT 2: Subject land map**



**ATTACHMENT 3: Locality Map**



### **9.3 Planning Applications Received and Planning Applications Determined - 1 to 30 May 2021**

Responsible Officer: Manager Planning and Investment

Responsible Director: Director Community & Planning

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

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period 1 to 31 May 2021 are provided for information.

It is noted that there were fifteen (15) planning applications received, and (13) thirteen planning applications determined, during this period.

#### ***RECOMMENDATION***

***That Council:***

- 1. Note that there were fifteen (15) new planning applications received, and thirteen (13) planning applications determined, during this period; and***
- 2. Note the report.***

#### ***PURPOSE***

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, among other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of Council, Council officers determine some matters. Many types of use and development do not require a planning permit and may take place without being recorded as part of the planning approvals data. The statistics presented do not represent all development activity in the municipality. In addition, some planning permits are not acted on, or there may be a delay between when the approval is granted and when works take place.

#### ***COMMUNITY ENGAGEMENT***

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

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

9.3 Planning Applications Received and Planning Applications Determined  
- 1 to 30 May 2021 (cont.)

**Conflict of Interest Declaration**

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

**Transparency**

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

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

***CONCLUSION***

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

***ATTACHMENTS***

**Attachment 1** Planning Applications Received

**Attachment 2** Planning Applications Determined



**ATTACHMENT 1:**

## Planning Applications Received

Monday, 3 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2329 Euroa-Mansfield Road, Goomam VIC 3666	P2021-066	Development of land for a farm shed and rainwater tanks	\$30,000.00
2339 Grimwade Road, Longwood VIC 3665	P2021-070	Domestic Shed/Pergola	\$30,000.00
24 Babbler Lane, Tabilk VIC 3607	P2021-072	Development of land for a dwelling	\$250,000.00
345 Goulburn Weir-Murchison Road, Goulburn Weir VIC 3608	P2021-078	Construction of a rural shed	\$30,000.00
Galls Gap Road, Strathbogrie VIC 3666	P2021-067	Development of Land for a new dwelling and carport	\$200,000.00

Tuesday, 4 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
401 High Street, Nagambie VIC 3608	P2021-071	Removal of Native Vegetation	\$8,500.00

Wednesday, 5 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
19 Binney Street, Euroa VIC 3666	P2021-069	Development of land to construct a solar pergola and two (2) carports to service six (6) residential units	\$20,000.00
98 Nook Road, Nagambie VIC 3608	P2021-068	Vegetation Removal on Mullers Road Nagambie to upgrade and widen	\$505,987.63

Wednesday, 12 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
18 Armstrong Avenue, Strathbogrie VIC 3666	P2021-073	Use and development of land for a dwelling, shed and associated driveway	\$450,000.00

Friday, 14 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
290-292 High Street, Nagambie VIC 3608	P2021-077	To construct 2 shops with second storey apartments and consolidate 2 titles into 1 title	\$0.00

Monday, 17 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1381 Seymour-Avenel Road, Avenel VIC 3664	P2021-074	Two lot subdivision	\$0.00
37 Wilkinsons Lane, Euroa VIC 3666	P2021-075	Construction of replacement shearing shed	\$10,000.00

Tuesday, 18 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
34 Ferguson Lane, Avenel VIC 3664	P2021-076	Development of land for an extension to existing equine hospital (additional surgery, surgery stables and horse stables.)	\$900,000.00

Monday, 24 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
340 Polly McQuinns Road, Strathbogie VIC 3666	P2021-080	Use and development of land for a dwelling and a shed	\$420,000.00

Tuesday, 25 May 2021

Site Address	Application Number Display	Application Description	Cost Of Works
Dunnings Road, Balmattum VIC 3666	P2021-079	Use and development of land for a dwelling	\$0.00

**ATTACHMENT 2:**

Planning Applications Determined

7/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
254 Oneils Road, Tabilk VIC 3607	P2020-071	Use and development of land for a warehouse	\$700,000.00	Issued

11/05/2021 12:00:00 AM

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

18/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
4316 Heathcote-Nagambie Road, Bailieston VIC 3608	P2021-059	Development of land for two new sheds (100 metres from a declared waterway)	\$80,000.00	Issued

24/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1878 Northwood Road, Mitchellstown VIC 3608	P2020-161	Buildings and works for an alterations and extension to an existing dwelling and a shed (Farm Machinery)	\$850,000.00	Issued
21 Filson Street, Nagambie VIC 3608	P2021-041	2 Lot Subdivision	\$0.00	Issued
3 Baird Street, Violet Town VIC 3669	P2021-024	Development of land for a dwelling (Replacement dwelling)	\$0.00	Issued

26/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
30 Boundary Road North, Euroa VIC 3666	P2020-125	Use of land for Materials Recycling (loading, unloading and handling of scrap metal including recycling vehicles)	\$0.00	NOD
35 Cowslip Street, Violet Town VIC 3669	P2020-009	Use of development of land for a Community Art Building	\$0.00	Issued

27/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
19 Binney Street, Euroa VIC 3666	P2021-069	Development of land to construct a solar pergola and two (2) carports to service six (6) residential units	\$20,000.00	Issued

28/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
839 Aerodrome Road, Avenel VIC 3664	P2021-042	Development of land for a shed (associated with a dwelling)	\$20,000.00	Issued

31/05/2021 12:00:00 AM

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2339 Grimwade Road, Longwood VIC 3665	P2021-070	Domestic Shed/Pergola	\$30,000.00	Issued
367 Burnells Road, Upotipotpon VIC 3669	P2021-015	Use and development of land for a replacement second dwelling.	\$400,000.00	Issued
54 Punt Road, Mitchellstown VIC 3608	P2021-025	Development of land for a jetty	\$0.00	Issued

#### **9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers**

Authors: Procurement and Tender Officer & Manager Operations

Responsible Director: Director Corporate Operations

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

Council has conducted a competitive process to create what is known as a Provision of Road Maintenance Service – Panel of Suppliers for a three (3) years period, commencing 21 June 2021.

A Panel of Suppliers Arrangement creates a more efficient and competitive process when goods or services under the value of \$50,000 need to be procured. This is because the due diligence around expertise and quality systems has already been undertaken. It also means a maximum schedule of rates has been locked in.

Officers will be required to seek quotes from approved Panel of Supplier members through a further competitive process as projects arise. This process will be in accordance with the Purchasing provision in Council's Procurement Policy. Experience tells us that this further competitive process often leads to a reduction in cost from the maximum rates schedule provided when the Panel of Suppliers Arrangement was created.

At the closure of the advertising process, eleven (11) submissions to be considered for inclusion on the Panel were received. These have now been independently assessed and evaluated by a panel of Council Officers, with the results summarised in the tables within this report. It is recommended that a Panel of Suppliers Arrangement be issued to eleven (11) suppliers.

The public tender process for this Panel of Suppliers has been undertaken to meet Council's compliance requirements under the Local Government Act for potential spends on services over \$150,000. This Panel of Suppliers will provide Strathbogie Shire Council a 'go-to' list of preferred suppliers that meet market driven pricing, the required skillset, demonstrated experience and quality management systems, along with valuing and rewarding local content.

This report seeks Council's authorisation to constitute this Panel of Suppliers and authorise the Chief Executive Officer to execute the agreements.

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**RECOMMENDATION**

***That Council:***

1. ***Awards Panel of Supplier Arrangement for Provision of Road Maintenance Services Contract 20/21-47 for a schedule or rates based contract for the contract term of three (3) years to:***

**Line Marking**

***Miepol  
North Eastern Roadmarkers***

**Street Sweeping**

***Miepol  
RDI Services  
Specialised Pavement Services***

**Minor Patching of Sealed Roads including Stabilisation**

***Seven Creeks Excavations Pty Ltd  
Bitu-mill Pty Ltd  
Cleaves Earthmoving & Drainage Pty Ltd  
Miepol  
Stabilco Pty Ltd***

**Underground Drainage Maintenance**

***Sevens Creek Excavations Pty Ltd  
Environmental Services Group  
Miepol  
RDI Services  
RSP Environmental Services***

**Traffic Management**

***Sevens Creek Excavations Pty Ltd  
Cleaves Earthmoving & Drainage Pty Ltd  
Synergy; and***

2. ***Authorises the Chief Executive Officer to execute the Panel of Supplier Arrangements by signing and affixing with the Common Seal of Strathbogie Shire Council; and***
3. ***Notes that the Contracts will commence 21 June 2021.***

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**PURPOSE AND BACKGROUND**

To improve its ability to carry out maintenance functions, Council wishes to create a Panel Of Suppliers. The contract specifies the required services for road maintenance which are beyond the capabilities of Council's Operations Unit in term of specialised machinery and associated skills or qualifications. This includes maintenance of road related infrastructure such as line marking, road stabilisation, underground pipe cleaning and machine street sweeping. These services will be utilised in addition to Council's proactive and routine road maintenance to meet the requirements of the Road Management Plan.

A Panel of Suppliers Arrangement creates a more efficient but competitive process when goods or services under the value of \$50,000 (i.e. at a time or for a specific location) need to be procured. Efficiencies are gained when Council has already analysed the company's expertise, their occupational health and safety/risk management systems and has locked in a (maximum) schedule of rates for goods and services.

As the need for goods and services for road maintenance services valued at under \$50,000 arises, this type of arrangement will allow officers to issue a brief for what goods/services are being sought and seek quotes from approved Panel of Supplier members through a further competitive process.

An additional benefit to this approach is that Council will meet its legislated requirements under the *Local Government Act 1989* to avoid non contracted cumulative spend from a single supplier that exceeds \$150,000 for goods/services or \$200,000 for works.

It is important to note that there is no guarantee of a contract or a minimum spend value to any company during the life of this Panel of Suppliers Arrangement.

**ISSUES, OPTIONS AND DISCUSSION**

**Tender Process:**

Tenders were invited by advertising on "Tendersearch" via the Council website on 30 October 2020 and were advertised in Wednesday and Saturday's The Age newspaper (both state-wide reach), the Shepparton News, the Euroa Gazette and the Benalla Ensign in the week following release. By close of tenders at 4.00pm on 2<sup>nd</sup> December 2020, eleven (11) tenders had been received.

**Conformance:**

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

Table 1 below lists the tenders that were received at the close of the advertised tender period.

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**Table 1**

<b>Tender Submissions Received at the close of Tender Period (in Alphabetical Order)</b>
Sevens Creek Excavations Pty Ltd
Bitu-mill
Cleave’s Earthmoving & Drainage Pty Ltd
Environmental Services Group
Miepol
RDI Services
RSP Environmental Services Pty Ltd
Specialised Pavement Services Pty Ltd
Stabilco Pty Ltd
Synergy Traffic Management
North Eastern Roadmarkers

A complete schedule of rates containing pricing for the provision of required road and drainage maintenance services limited to line marking, street sweeping, minor patches of sealed roads including stabilisation, underground drainage maintenance and traffic management services was requested. None of the tenderers supplied rates for all requested services, yet each tenderer addressed at least one service. This outcome led to the decision to sub-divide the panel of suppliers by service.

The provision of miscellaneous rates for road and drainage maintenance services not specifically addressed in the aforementioned items was optional. However, miscellaneous items were not taken into account to compile the panel of suppliers.

The tables below list the average pricing (excluding GST) at the close of the advertised tender period.

**Table 2**

<b>Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order for Line Marking</b>
\$225.88
\$1,964.00

**Table 3**

<b>Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order for Street Sweeping</b>
\$103.51
\$128.52
\$1,512.50



9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**Table 4**

Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order for Minor Patching of Sealed Roads including Stabilisations
\$3.79
\$45.64
\$27.82
\$37.66
\$196.82

**Table 5**

Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order for Underground Drainage Maintenance
\$40.00
\$198.00
\$237.50
\$185.00
\$240.00

**Table 6**

Average pricing from Schedule of Rates provided at Close of Tender Period (excl GST) in lowest to highest order for Traffic Management
\$139.33
\$447.33
\$603.67

**Panel Assessment Process**

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

1. Manager Operations
2. Coordinator Roads & Parks
3. Team Leader Administration Operations
4. Procurement and Tenders Officer (Moderator).

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

The Panel assessed each of the submissions in line with the selection criteria and best value for money principles.

**Evaluation Criteria**

<b>Criteria</b>	<b>Weighting (%)</b>
Price	60
Qualifications, Skills and Experience	10
Quality / Environmental / OHS Systems	10
Local Content	10
Management schedules (policies/procedures)	10
<b>Total</b>	<b>100</b>

In order to ensure Council obtains best value when choosing the contractor for works under this Panel of Suppliers Contract, including consideration for local content wherever practicable, this Contract has a two-part evaluation.

**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 tenderers submitted schedules and attachments against the evaluation criteria.

The Moderator (Procurement & Tender Officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Monday 17 March 2021, Tuesday 16 March 2021, Thursday 18 March 2021, Monday 22 March 2021 and Monday 29 March 2021, the Panel and the Moderator met for a series of tender moderation meetings due to the high-volume quantity of both services and tenders for this contract.

At the completion of the moderation meetings, it was determined that all eleven (11) tenders were compliant and met the minimum requirements. Due to the complexity of services and associated pricing, all are recommended to be awarded this Panel of Suppliers contract.

**Panel Assessment Summary**

After the Tender Evaluation Panel completed their evaluation process it was agreed that all eleven (11) tenderers are recommended to be awarded a Contract.

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

These tenderers submitted quality tenders and all tenderers have demonstrated they can provide at least one of the specified services under the Road Maintenance Services Panel of Suppliers Contract for:

- Line Marking
- Street Sweeping
- Minor Patching of Sealed Roads including Stabilisations
- Underground Drainage Maintenance
- Traffic Management Consulting.

Council Officers will always evaluate pricing, methodology and local content prior to awarding works under this contract as per Council's Procurement Policy.

**DISCUSSION**

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

It is Council's intention to maximise the longevity of the road and drainage assets, minimise ongoing maintenance and ensure roads meet the relevant Australian Standards. Implementation of the road maintenance services panel of suppliers will provide service to the community in a timely and acceptable manner. Council is committed to ensuring compliance with its procurement policy and the requirements of the Local Government Act.

Tender specifications were prepared by Council officers to seek suitably qualified and experienced tenderers to provide specified road maintenance services throughout the municipality, satisfying the requirements to the brief and specifications.

**COMMUNITY ENGAGEMENT**

Community engagement was not a consideration as part of the Provision of Road Maintenance Services -Panel of Suppliers Contract. Consultation did take place internally to ensure the tender was advertised publicly as per the tender process explained below.

The ability to express interest to be on the Panel of Supplier Arrangement list for Road Maintenance Services was advertised on Council's website, in The Age and locally circulating papers as required by the *Local Government Act 1989* for a period of twenty nine (29) days.

**POLICY CONSIDERATIONS**

The tender and tender evaluation was undertaken in accordance with Council's Procurement Policy.

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**Council Plans and Policies**

Creating a competitive Panel of Suppliers Arrangement is consistent with the Council Plan goal 5: '*To be high a performing Shire*' through implementing these key strategies:

*Continue to focus on operational efficiencies*  
*Continue to create a secure investment environment through sound financial management*  
*To be equitable and fair in all decision-making processes.*

The advertising process and submission evaluation has been undertaken in accordance with Council's Procurement Policy.

The implementation of the panel is also in support of the Council Plan Goal 3: '*To provide quality infrastructure*':

*Provide best practice management of all assets including roads, bridges and facilities.*

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

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

The creation of a Panel of Suppliers Arrangement is consistent with the objectives of regional, State and national objectives of maximising best value for money when it comes to spending public funds.

**LEGAL CONSIDERATIONS**

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

The Panel of Suppliers Arrangement process has been advertised and evaluated in accordance with the Local Government Acts 1989 and 2020.

The creation of this Panel serves to enhance compliance with the requirements of these acts in relation to non-contracted cumulative spend with one supplier.

**CONFLICT OF INTEREST DECLARATION**

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

**TRANSPARENCY**

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

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

The Panel of Suppliers Arrangement has been publicly advertised and the matter is being decided by Council through its scheduled monthly public meeting.

Only commercial in confidence information, as classified under section 3 (g) of the Local Government Act 2020, which relates to:

*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*

is being considered in camera, with the resolution of the Council being confirmed in the part of the meeting being open to the public to maximise scrutiny and transparency.

**FINANCIAL VIABILITY CONSIDERATIONS**

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

The tender evaluation process provides for a panel of consultants/contractors to provide services. The financial aspect of the tender evaluation provides a maximum pricing schedule within their tender documentation. These submitted rates provide a platform to enable Council to request/confirm further quotes for the services outlined to expedite procurement and ensure best value and competitive tendering.

A minimum number of quotes is outlined in Council's procurement policy, required to be sought as projects arise to ensure competition within the Panel of Suppliers. This may lead to companies submitting quotes with rates less than the schedules contained in the Panel of Suppliers Arrangement. This further maximises best value for our community.

An independent internal audit process will be undertaken across the life of the Panel of Supplier Agreement to ensure that Officers are not regularly seeking quotes from the same handful of companies given that there is a panel of eleven (11) suppliers recommended to be created by this report. This new process seeks to ensure the integrity of the panel of supplier process.

**SUSTAINABILITY CONSIDERATIONS**

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

This recommendation ensures that Council can review from a Panel of the most appropriate organisations for the specific task taking into account sustainability considerations. All suppliers have been assessed against the tender documents, with due consideration to the Economic, Social, Environmental and Climate Change implications as part of the process and will allow for further consideration when requests for specific services are required to be further assessed.

9.4 Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers (cont.)

**HUMAN RIGHTS CONSIDERATIONS**

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

**CONCLUSION**

The creation of a panel of suppliers' arrangement for Line marking, Street Sweeping, Minor Patches of Sealed Roads (Including Stabilisations), Underground Drainage Maintenance and Traffic Management Consulting achieves operational efficiency for procurement processes under \$50,000, while also ensuring Council complies with all aspects of the Local Government Acts 1989 and 2020 in relation to cumulative spend on non-contracted suppliers.

New internal audit processes will add probity and integrity to the panel of supplier process, ensuring that quotes are requested from a broad range of companies on the Panel during the life of the Arrangement should goods or services need to be procured.

**APPENDICES:**

**Appendix 1:** Tender for Contract No. 20/21-47: Provision of Road Maintenance Service – Panel of Suppliers - CONFIDENTIAL

## **9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck**

Author: Manager Operations

Responsible Director: Director Corporate Operations

### **EXECUTIVE SUMMARY**

As part of the Strathbogie Shire Council's approved 2020/21 plant replacement program, Council invited tenders from 23 suppliers through the Municipal Association of Victoria's (MAV) Contract for Trucks NPN04-13 using the MAV Vendorpanel portal.

Council Officers sought quotations for the supply and delivery of one Road Maintenance Discharge Truck.

Request for submissions commenced on Wednesday 28 October 2020. At closing of the formal quotation period on 5pm Wednesday 11 November 2021, one (1) supplier had submitted a quotation. This submission was evaluated by the Tender Evaluation Panel to have met the tender specifications.

This report seeks Council approval to award the tender to Daimler Trucks and Bus Australia Pacific Pty Ltd for a total cost \$313,326.52, excluding GST.

### **RECOMMENDATION**

***That Council:***

- 1. Receives and notes the outcome of the tender assessment process for Contract No 20/21-26 – Supply and Delivery of Road Maintenance Discharge Truck;***
- 2. Awards the tender for Contract No 20/21-26 to Daimler Trucks and Bus Australia Pacific Pty Ltd via the Municipal Association of Victoria's Contract for Trucks – NPN04-13 for supply of Fuso Fighter 1627 XLWB, 5550mm, Hi GCM, AUTO Air model Mitsubishi Fuso Model # FM67FM2RFAM including the FLOCON Road Maintenance body to specification – 4.83 cubic metres, for a total cost \$313,326.52 excluding GST;***
- 3. Authorises the Chief Executive Officer to approve the purchase order for the amount of \$313,326.52 (plus GST);***
- 4. Authorises the Chief Executive Officer to execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council; and***
- 5. Notes that the Road Maintenance Discharge Truck Delivery will occur between six to eight months of order of the order confirmation.***

9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck (cont.)

**PURPOSE AND BACKGROUND**

The new Road Maintenance Discharge Truck was part of the Council's approved 2019/20 plant replacement program to replace Plant No 52 – A Mitsubishi 2007 Tray with Flocon body.

The previously owned Council Flocon truck became unreliable to the point that it was unusable for Council tasks and it was not deemed feasible for repair due to the age and amount of issues the truck had. The Truck was disposed in accordance with Council's Disposal Policy via public auction on the 26 August 2020.

Due to the extended time period involved in procuring a new Road Maintenance Discharge Truck, a long term hire arrangement was entered into with Porter Plant (the winning tender) for a hired 8 tonne Flocon Truck. The hired truck will be utilised until the new truck is delivered at a cost of \$1400.00 per week excluding GST.

**ISSUES, OPTIONS AND DISCUSSION**

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

To ensure services are provided to the community in a timely and acceptable manner as part of Council's approved 5 year replacement plan, tender specifications were prepared by Council officers (including plant operators) in conjunction with Council's specialist plant consultant for a replacement Road Maintenance Discharge Truck. The vehicle is to be used for the general maintenance of sealed and unsealed roads within the Shire including:

- Potholes and heavy patching
- Shoulder edge repairs and shoulder laying
- Crack sealing with emulsion
- Operating with various materials including hot and cold premix asphalt, emulsion and aggregate, and crushed rock.

Tender Process

The quotation to be considered in this report were sought on the 28 October 2020 via MAV Vendorpanel using the Contract Trucks NPN04-13, from 23 suppliers.

By close of quotations program at 5.00pm on Wednesday 11 November 2020, one (1) supplier had provided one (1) offer for the required specification:

- FUSO Fighter 1627 with FLOCON body.

This item is a specialized piece of equipment.

In accordance with Council's Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening. The panel signed 'Conflict of interest' and 'Confidentiality' statements prior to the evaluation panel viewing the submitted tender.



9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck (cont.)

The quotation was accessed for compliance against the specifications and was deemed complying to the minimum requirements.

Table 1 below lists the quotation that was received at the close of the quotation period.

**Table 1**

<b>Quotation Submission Received at the close of Quotation Period</b>
<b><i>Daimler Trucks and Bus Australia Pacific Pty Ltd</i></b>

Lump sum pricing was requested by Council. Table 2 below is a full list the pricing quotation (excluding GST) at the close of the advertised quotation period.

**Table 2**

<b>Lump Sum prices provided at Close of Quotation Period (excl GST) in lowest to highest order</b>
\$313,326.52

**Panel Assessment Process**

The tender evaluation panel consisted of the following Strathbogie Shire Council staff members:

1. Roads and Parks Co-ordinator
2. Plant and Fleet Manager/Operations Manager
3. Technical Officer Operations
4. Procurement and Tenders Officer (moderator).

The Panel assessed the submission in line with the required specification and best value for money principles. No comparative assessment was undertaken for ranking purposes due to the single submission received.

The Tender Evaluation Panel diligently individually reviewed the quotation submission in detail and assessed the quotation submitted schedule and attachments against the evaluation criteria to ensure that the submission met the mandatory requirements of the specifications. The Tender Evaluation Panel deemed the one submission to be fully compliant with the required vehicle and road discharge maintenance equipment required. No comparative assessment was undertaken for ranking purposes due to single submission received

9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck (cont.)

**PANEL ASSESSMENT SUMMARY**

The result of the Panel evaluation was that the Panel recommend that Daimler Trucks and Bus Australia Pacific Pty Ltd be awarded the Contract for supply of FUSO Fighter 1627 with following options:

- FLOCON Road Maintenance body to specification - 4.8m<sup>3</sup>, conveyor heating,
- bins, lockers, emulsion, edger, paver, Rear camera, and beacons.
- Wheelbase modification. Power Take off switch,
- Detroit Locker Diff lock
- Traction tread drive tyres, electronic workshop manual, extra
- Operations manual and workshop training
- Air blower, Heavy Duty canvas seat covers, Heavy Duty rubber floor mats
- Air passenger suspension seat, window tint, 2 x key fobs, 1 x extra key
- GME TX4500 UHF Radio, Heavy Duty battery isolator, headlight protectors
- Electric/hydraulic cab tilt
- Signwriting to specification.

The supplier has indicated a willingness to increase the size of the emulsion tank from 500 to 1200 litres at no additional cost.

Strathbogie Shire sought tenders from 23 suppliers listed on the MAV Truck Contract. Due to detailed nature of the specifications, the Evaluation Panel is satisfied Daimler Trucks and Bus Australia Pacific Pty Ltd submission represents the most suitable purchase for Council.

**COMMUNITY ENGAGEMENT**

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

Council engaged an Independent Plant Consultant to produce the specifications for the required Road Maintenance Discharge Truck in line with Councils requirements and in consultation with Council staff (including operators). This was part of Council's approved 2020/21 plant replacement program.

As an essential work machine to enable the carrying out of Councils essential services and part of the replacement program the author of this report considers that the matter under consideration did not warrant any further community engagement.

**POLICY CONSIDERATIONS**

The tender and tender evaluation was undertaken in accordance with Council's Procurement Policy.

**Conflict of Interest Declaration**

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

9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck (cont.)

**Council Plans and Policies**

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

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

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

The author of this report considers that the report is consistent with Best Value, National Competition Policy and Trade Practices Act requirements.

**LEGAL CONSIDERATIONS**

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

The tender and tender evaluation was undertaken in accordance with Council's Procurement Policy 2021.

**Transparency**

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy and is to be decided in an open Council meeting, which ensures transparency in the process.

**FINANCIAL VIABILITY CONSIDERATIONS**

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

Whilst the tendered price is in excess of that budgeted a review of the overall plant replacement program has confirmed that funding is available within the overall budget allowances for Plant and Fleet replacement in the 2020-21 Capital Budget.

Road Maintenance Discharge Truck -	\$313,326.52
Initial Budgeted cost – 2019-20 Budget -	\$276,970.00

Costs are excluding GST.

The supplier has indicated that pricing remains unchanged from that originally submitted.

9.5 Tender for Contract No. 20/21-26: Supply and Delivery of Road Maintenance Discharge Truck (cont.)

***SUSTAINABILITY CONSIDERATIONS***

Environmental considerations were considered during this Tender process; Tenderers were asked to provide and were assessed on their Environmental Policies as a component of the Quality Management Schedules.

The tender and tender evaluation was undertaken in accordance with Council's procurement policy.

The purchase of the item of equipment will assist in maintaining a safe road network for the benefit of the community in an efficient manner. Environmentally, whilst the emulsion distributed from the truck to maintain roads is petroleum based, the vehicle uses latest technology to ensure the most efficient distribution of the material.

***HUMAN RIGHTS CONSIDERATIONS***

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

***CONCLUSION***

Council invited submissions for the 20/21-26 Supply and Delivery of Road Maintenance Discharge Truck via the Contract Trucks – NPN04-13 Contract using the Municipal Association of Victoria's vendor panel portal.

The submitted quotation was evaluated strictly in accordance with the Council's Procurement Policy and against the provided specifications.

It is proposed that Council endorses the recommendation that Council awards the quotation from Daimler Trucks and Bus Australia Pacific Pty Ltd via the MAV Contract Trucks – NPN04-13 for supply of a Fuso Fighter 1627 XLWB, 5550mm, Hi GCM, AUTO Air model Mitsubishi Fuso Model # FM67FM2RFAM including the FLOCON Road Maintenance body to specification – 4.83.

***ATTACHMENTS***

Due to a single submission received, all relevant information related to this quotation is available on this report; therefore this is no CONFIDENTIAL appendices.

## 9.6 **Strathbogrie Shire Council Road Management Plan Review**

Author: Manager Asset Planning

Responsible Director: Director Community and Planning

### **EXECUTIVE SUMMARY**

The Strathbogrie Shire Council Road Management Plan (RMP) is a document which describes road assets within road reserves for which Council is responsible.

The document sets inspection intervals and response times as well as stating management systems that Council will implement to ensure that responsibilities within the *Road Management Act 2004* are met.

Under the *Road Management Act 2004* and in accordance with the *Road Management (General) Regulations 2016*, Council must review and publish its Road Management Plan every four years. In line with the general Council election held in October 2020, the Plan is now due for renewal.

An internal review of the Plan has been undertaken following a series of workshops and discussions over the past three months. In summary proposed amendments to the plan include:

- Identification of stakeholders
- Diagram to assist with determining who is responsible for the road
- Figures to describes the most common operational demarcation scenario found for the arterial road network
- Provision of clearer explanations and additional definitions.

It is now recommended that public comment and input be sought for the draft *Road Management Plan 2021 – 2025* in accordance with Council's Community Engagement Policy.

The provisions relating to community consultation for a review of the RMP are set out in *the Local Government Act 1989* (the 1989 Act), which are still relevant given that the new *Local Government Act 2020* does not contain provisions around road management by councils.

This means that a formal section 223 consultation process is required under the 1989 Act, with submitters being provided with 28 days to make a written submission and also the opportunity for submitters to ask for an opportunity to make a verbal presentation to a Committee of Council, which is recommended to be the entire Council.

A meeting date of 10<sup>th</sup> August 2021 for this Committee is proposed. It should be noted that this meeting will not be required should there be no written submissions received and the reviewed RMP would be referred directly to Council for adoption.

9.6 Strathbogie Shire Council Road Management Plan Review (cont.)

**RECOMMENDATION**

***That Council:***

1. ***Endorse the draft Road Management Plan 2021 – 2025;***
2. ***Seek community input in the draft Road Management Plan by placing it on public exhibition for a period of 28 days in accordance with section 223 of the Local Government Act 1989;***
3. ***Use a variety of communication platforms from 18 June until 16 July 2021 to seek public input in accordance with Council's Community Engagement Policy, ensuring the community understands submitters can request an opportunity to present a verbal submission to a Committee of Council in support of their written submission;***
4. ***Appoint the entire Council to be the Committee of Council to consider any written submissions and to hear any supporting verbal submissions;***
5. ***Set the Committee of Council meeting to be held on 10<sup>th</sup> August 2021 at the Euroa Community Conference Centre commencing at 5:00pm;***
6. ***Note that the Committee of Council meeting will not be required should there be no written submissions received during the public exhibition period; and***
7. ***Note that should no written submissions be received, the final Road Management Plan 2021 – 2025 will be presented to Council for adoption at a future Council meeting.***

**PURPOSE AND BACKGROUND**

In accordance with Sections 1, 49 and 50 of the *Road Management Act 2004*, the purposes of the Road Management Plan are to:

- Establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources
- Specify the relevant standards in relation to the discharge of duties in the performance of those road management functions
- Establish good road asset management practices focused on delivering optimal outcomes which having regard to affordability, available resources and the policies, priorities and strategies of governments and road authorities.

## 9.6 Strathbogie Shire Council Road Management Plan Review (cont.)

In addition the purpose of this review is for Council, as a road authority, to ensure that the standards in relation to and the priorities to be given to the inspection, maintenance and repair of the roads and classes of road to which the plan applies are appropriate.

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

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

Changes made to the plan include:

- Identification of stakeholders
- Diagrams to assist with determining who is responsible for a road
- Figures to describes the most common operational demarcation scenario found for the arterial road network
- Provision of clearer explanations and additional definitions.

### **COMMUNITY ENGAGEMENT**

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

As per the directives of section 54 of the *Road Management Act 2004*, consultation will include Council providing notice of its intention to amend the Road Management Plan through a number of different platforms including a public notice advertised in local newspapers. Council will also be required to allow at least 28 days after the day, on which a notice is given under subsection (2) of the Act for submissions.

In addition to the requirements of the Act, information in relation to the Section 223 process and the opportunity to make a submission on the revised Draft Road Management Plan will be presented on Council's website.

### **POLICY CONSIDERATIONS**

#### Council Plans and Policies

- Council Plan:
  - *Goal 2 – To sustainability manage our natural and built environment*
  - *Key Strategy – Protect and enhance our built environment.*
- 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 Shire's infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.*

## 9.6 Strathbogie Shire Council Road Management Plan Review (cont.)

### **LEGAL CONSIDERATIONS**

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

#### Road Management Act 2004

The *Road Management Act 2004* lists the roles and responsibilities of different authorities across Victoria's road networks. It establishes the functions and powers of councils as the road authority for local roads.

Under section 40, councils have a statutory duty to inspect, maintain and repair public roads. This legislation also requires councils to maintain a register of all roads for which they are responsible. Under the Road Management Act, councils can choose to develop a RMP that details standards or policies on how they will perform their road management duties.

This includes:

- Service levels
- Criteria on what defects to repair
- What type of response the council will use for different defects.

Whilst it is not compulsory for councils to develop a RMP, it can provide a defense to civil cases brought against a council for damages related to their roads. Councils need to comply with the standards set out in their RMP and maintain records of compliance in order to rely on this defense. Councils that choose to have an RMP must consult their community on it.

#### Local Government Act 2020

The new *Local Government Act 2020* is being introduced gradually over four tranches. At the time of writing this report, the provisions of the *Local Government Act 1989* remain in place in relation to council powers over roads. Further, the requirements for public submissions to be lodged under section 223 of the Act still remain in place.

The following provisions of the *Local Government Act 1989* are relevant and at this stage, are continuing indefinitely;

- Section 206(1) (Power of Councils over Roads)
- Clause 2 (Power to deviate Roads) of Schedule 10 (Powers of Councils over Roads)
- Section 207A (Submissions under section 223)
- Section 223 (Right to make submissions)
- Section 207B (Certain land used, or to be used for Roads to vest in Council)
- Section 207D(1)(b) (Registration of titles of land affected by action concerning roads)
- Section 207E Alterations to titles if land exchanged).

### **Conflict of Interest Declaration**

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



## 9.6 Strathbogie Shire Council Road Management Plan Review (cont.)

### **Transparency**

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

An internal review has been completed and to continue the review process the draft Road Management Plan will be placed on exhibition for further community feedback.

The Road Management Plan establishes a management system for the road management functions of Council which is based on policy, operational objectives and available resources. It is also used to establish the service standards which Council is required to meet in the discharge of those road management functions.

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

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

There is no direct affect to Councils' operational budget as no changes have been made to the intervention, inspection, maintenance targets or response times for roads.

### ***SUSTAINABILITY CONSIDERATIONS***

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

### **Economic**

The author of this report has considered that there are no economic implications of the Road Management Plan.

### **Social**

The proposed amendments to the Road Management Plan maintains and improves on the existing service levels and standards for the maintenance of Council's road and pathway infrastructure. The proposed amendments should result in positive social impacts.

### **Environmental**

Early efforts to create sustainable roads focused on reducing the ecological footprint of new roads by optimising route alignment, managing storm water runoff and controlling erosion. Best practice in sustainable roads has now moved into a second phase of initiatives, where sustainable road construction and maintenance centres around energy and resource efficient materials and methodologies.

### **Climate change**

Climate change can have direct and indirect impacts on road infrastructure. The direct impacts are due to the effects of the environment, chiefly rainfall and temperature. Rainfall changes can alter moisture balances and influence pavement deterioration.

9.6 Strathbogie Shire Council Road Management Plan Review (cont.)

Temperature can affect the aging of bitumen resulting in an increase in embrittlement of the surface seals that represent more than 90% of the rural sealed roads within the Municipality.

Embrittlement of the bitumen causes the surface to crack, with a consequent loss of waterproofing of the surface seal. The result is that surface water can enter the pavement causing potholing and fairly rapid loss of surface condition. More frequent reseal treatments will amend the problem, but at a cost to Council. Changes in temperature and rainfall patterns can interact where higher temperatures increase cracking, which compounds the effects of increased rainfall.

The indirect impacts of climate change on roads are due to the effects on the location of population and human activity altering the demand for roads.

**HUMAN RIGHTS CONSIDERATIONS**

The *Charter of Human Rights and Responsibilities Act 2006* is a consideration when reporting to Council. The author of this report considers that the recommendation does not limit any human rights under the Victorian Charter of Human Rights and Responsibilities Act 2006.

**CONCLUSION**

Council is required to undertake a review of the RMP in consideration of section 9 of the *Road Management (General) Regulations 2016* after each general election and during the same period as it is preparing its council plan. An internal review has been undertaken and this report seeks Council endorsement to undertake broad community engagement on the draft *Road Management Plan 2021-2025*.

**ATTACHMENTS**

Attachment 1: Draft Road Management Plan 2021-2025

**ATTACHMENT 1:**



**Strathbogie  
Shire Council**  
**Road  
Management  
Plan**

April 7, 2021

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# 1 GENERAL

## 1.1 Distribution & Availability

The Director Community & Planning shall be responsible for: -

- Control of this RMP,
- Distribution of the RMP, and the
- Control and issue of any amendments

Copies of the RMP shall be held by: -

- Manager Asset Planning,
- Manager Operations,
- Council Libraries, and
- Team Leader Community Relations

This RMP is available at the following locations and may be viewed, free of charge, by the public during office hours each working day: -

Municipal Offices  
109A Binney Street,  
Euroa, 3666  
Phone: 03 5795 0000  
Mon – Fri. 9.00 am to 5.00 pm

Nagambie Customer Service  
293 High Street,  
Nagambie, 3608  
Phone: 1800 065 993  
Mon – Fri 10.00 am to 4.00 pm

The RMP is also available on Council's website at [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)

## 1.2 Amendment Register

Document Control		
Rev No.	Date	Revision Details
Draft	31/08/04	
Ver 1.0	10/09/04	Version 1: Public exhibition
Ver 1.0	16/11/04	Version 1: Adopted
Ver 2.0	11/07/05	Version 2: Public exhibition
Ver 2.0	20/09/05	Version 2: Adopted
Ver 3.0	04/08/06	Version 3: Public exhibition
Ver 3.0	15/05/07	Version 3: Adopted
Ver 4.0	19/06/12	Version 4: Adopted
Ver 5.0	Feb 2014	Version 5: Adopted
Ver 6.0	April 2017	Version 6: Adopted
Ver 7.0		Version 7: Public exhibition
Ver 7.0		Version 7: Adopted

## 1.3 Delegations

The Chief Executive Officer has delegated the various functions under the Road Management Act 2004 (the Act) and the Road Management (General) Regulations 2016 to the respective officers of Council detailed in an Instrument of Sub-Delegation. This allows Council, through its various members of staff to respond quickly to technical and administrative matters under the RMP.

## 1.4 Climate Change Impact on Pavement Maintenance and Rehabilitation

Climate change can have direct and indirect impacts on road infrastructure. The direct impacts are due to the effects of the environment; chiefly rainfall and temperature. Rainfall changes can alter moisture balances and influence pavement deterioration. Temperature can affect the aging of bitumen resulting in an increase in embrittlement of the surface seals that represent more than 90% of the rural sealed roads within the Municipality. Embrittlement of the bitumen causes the surface to crack, with a consequent loss of waterproofing of the surface seal. The result is that surface water can enter the pavement causing potholing and fairly rapid loss of surface condition. More frequent reseal treatments will amend the problem, but at a cost to Council. Changes in temperature and rainfall patterns can interact where higher temperatures increase cracking, which compounds the effects of increased rainfall.

The indirect impacts of climate change on roads are due to the effects on the location of population and human activity altering the demand for roads.

Road infrastructure is a long-lived investment, with roads typically having design lives of 20 to 40 years and bridges of 100 years and an understanding of the expected impacts of future climate change by Councils' Manager Asset Planning and Manager Operations could generate considerable cost savings in the long term.

## 1.5 Environmental Impact on Pavement Maintenance and Rehabilitation

### 1.5.1 Environmental Issues Related to Road Management

Roads can have both positive and negative influences on people and the environment. On the positive side roads provide the opportunity of mobility and transport for people and goods. On the negative side roads occupy land resources, form barriers to animals and can also cause adverse impacts on natural water resources and discharge areas.

The three most damaging effects of road construction and management are noise, dust and vibrations. Noise mainly occurs during road construction phases, but it can also occur to a lesser degree during maintenance operations and the condition of roads has an effect on noise level, for example if a road is in poor condition and cars are traveling fast, this can cause more noise than if the road is in good condition. Dust is created during the construction and rehabilitation of gravel roads and unbound aggregate layers. Excess dust production can be treated by a range of means such as watering, the use of alternative materials and by using dust binders near houses. Vibration can be caused by uneven road surfaces and can pose significant impacts and problems to transported goods and structures close to the source.

### 1.5.2 Reducing the environmental impact

Early efforts to create sustainable roads focused on reducing the ecological footprint of new roads by optimising route alignment, managing storm water runoff and controlling erosion. Best practice in sustainable roads has now moved into a second phase of initiatives, where sustainable road construction and maintenance centres around energy and resource efficient materials and methodologies.

## 1.6 Glossary of Terms

Ancillary Area	An area designated as an ancillary area by the co-ordinating road authority under section 18 of the Act.
Arterial Roads	Freeways, Highways & Declared Main Roads which are managed by the State Government through the Department of Transport (DoT) and Rural Roads Victoria (formally VicRoads).
Code of Practice	Code of Practice for Road Management Plans (13 <sup>th</sup> September 2004). Supporting document to the legislation, which provides practical guidance to Road Authorities in the making of RMPs.
Condition Inspections	Inspections conducted to assess the life of the road and footpath network and to prioritise major works.
Consent Applications	Applications made by other Road Authorities and Utilities companies to perform works on Council-managed roads.
Co-ordinating Road Authority	The road authority which has coordination functions as determined in accordance with section 38 of the Act.
Fire Access Track	A track that primarily exists to allow access for fire fighting vehicles.
"Force Majeure" Clause	A clause included in the RMP that describes the conditions under which a Council can suspend its maintenance and inspection responsibilities under the RMP due to the occurrence of events outside their control.
Defect	A localised failure in an asset, for example, a pothole in a road surface or a joint displacement in a concrete footpath.
Intervention Level	The size or severity of a defect at which a mandatory response is required. The response could be to either repair the defect or make it safe.
Manager Asset Planning & Manager Operations	Road Authority staff responsible for the management and maintenance of roads as determined by the classification system within the Act, and as contained in the roads register.
Municipal Road	A public road within the municipality where Council is the designated Co-ordinating Road Authority.
Non road infrastructure	Includes infrastructure in, on, under, or over a road, which is not road infrastructure. The RMA provides examples of non-road infrastructure that includes gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public telephones, mail boxes, road side furniture and fences erected by utilities or providers of public transport.
Other Roads	Includes roads in State reserves and roads on private property. Council is not responsible for the care and maintenance of these roads.



Pathway	A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle. Does not include any path which has not been constructed by a responsible road authority; or which connects to other land.
Proactive Inspections	Inspections performed as part of a scheduled program, according to the hierarchy of roads, which is based on the road classification, volume of traffic etc.
Public Highway	Any area of land that is a highway for the purposes of the common law.
Public Road	A road that is reasonably required for general public use.
Public Road Register	A list of public roads within the municipality where Council is the designated Co-ordinating Road Authority. Council is required to keep a register under section 19 of the Act.
Reactive Inspections	Inspections performed in response to a complaint about the condition of the road, or report of injury and/or property damage to a member of the public.
Response Time	The maximum time allowed before a response is required on a defect that is above intervention level. The response could be to either repair the defect or make it safe. Response time is measured from the time the defect is inspected by Council.
Responsible Road Authority	The road authority which has operational functions as determined in accordance with section 37 of the Act.
Road	Includes any public highway; any ancillary area; or any land declared to be a road under section 11 of the Act.
Road Infrastructure	The infrastructure which forms part of a roadway, pathway or shoulder, including: - <ul style="list-style-type: none"> <li>- Structures forming part of the roadway, pathway or shoulder; and the road-related infrastructure.</li> <li>- Materials from which a roadway, pathway or shoulder is made; such as asphalt, bitumen, gravel, lane markers and lines.</li> </ul>
Road Management Act (the Act)	Road Management Act 2004 (Vic) The Act provides a statutory framework for the management of the road network in Victoria.
Road Management Plan (RMP)	A document developed by Councils to assist in the management of their road related duties and responsibilities, as defined in the Act.
Road Related Infrastructure	Infrastructure which is installed by the relevant road authority for road related purposes to: - <ul style="list-style-type: none"> <li>- Facilitate the operation or use of the roadway or pathway</li> <li>- Support or protect the roadway or pathway.</li> </ul> <p>Examples: Traffic islands, traffic management, signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, a noise wall, gate, post or board installed on the road reserve.</p>
Road reserve	All of the area of land that is within the boundaries of a road.
Roadside	Roadside means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.

Regional Roads Victoria (RRV) – formally VicRoads	Regional Roads Victoria (RRV) was established in September 2018, to respond to community needs, focus on regional issues and improve the condition of regional roads. On 1 July 2019, RRV and VicRoads came together with Public Transport Victoria (PTV) and the Department of Transport, to form a new, integrated Department of Transport.
Sealed Road	A road within a road reserve that has been sealed with bitumen or asphalt.
Shared Path	A pathway that caters for both pedestrians and bicycles that has been constructed on a road reserve where Council is the responsible road authority or on land managed by Council that has unrestricted public access. Excludes the following: – <ul style="list-style-type: none"> <li>– ‘on-road’ bike lanes</li> <li>– paths or tracks on land that Council does not manage</li> <li>– unconstructed paths or tracks.</li> </ul>
Traffic Lane	The part of a sealed or unsealed road designed to carry through traffic, excludes parking lanes, shoulders and table drains.
Unformed Road	A track within a road reserve that has not been formed or surfaced.
Unsealed Road	A road within a road reserve that has been formed and surfaced with crushed rock or gravel, but not sealed with bitumen or asphalt.
Unsurfaced Road or Limited Access Road	A road or track within a road reserve that has been formed (shaped) but not surfaced. These roads have limited access and are suitable for dry weather only.
Unused Road Reserve or Paper Road	A road reserve that exists on paper but does not contain a physical road.

## 2 INTRODUCTION

### 2.1 Background

This Road Management Plan (RMP) is a document which describes road assets within road reserves for which Council is responsible.

The document sets inspection intervals and response times as well as stating management systems which this Council will implement to ensure that its responsibilities within the Act are met.

For Council to show that it has satisfied its duty of care to road users, it is required to demonstrate that it has in place a reasonable regime for inspecting the road network to discover defects and a reasonable regime for planning and implementing repairs to overcome those defects. These aspects of inspection and response are dealt with in Section 5 and are the key components of this RMP.

Implementation and management of the RMP is consistent with Council’s various strategic and corporate documents and policies.

## 2.2 Purpose

In accordance with Sections 1, 49 and 50 of the Act, the purposes of this RMP are: -

- To establish a management system for the road management functions of the Council which is based on policy and operational objectives and available resources;
- To specify the relevant standards in relation to the discharge of duties in the performance of those road management functions; and
- To establish good road asset management practices focussed on delivering optimal outcomes while having regard to affordability, available resources, and the policies, priorities and strategies of governments and road authorities.

This RMP details the management system that the Council proposes to implement in the discharge of its duty to inspect, maintain and repair public roads for which the Council is responsible.

## 2.3 Key Stakeholders

The RMP is intended to demonstrate to stakeholders that Council is managing its roads and the road related assets responsibly. The key stakeholders include: -

- Community - as users of services that rely on sound asset management
- Councillors - as stewards of Council's infrastructure assets
- State & Federal Governments as funding providers for road infrastructure development
- Utilities / Developers - as infrastructure providers
- Employees – responsible for managing Council's infrastructure assets
- Contractors / Suppliers - as service providers
- Emergency agencies (Police, Fire, Ambulance, VIC SES).

## 2.4 Vision and Strategy

The RMP forms an integral part of the Council's Asset Management Strategy and recognises the linkage between the effective management of road assets and the standard of maintenance outlined in this RMP. The overall objective of asset management (AM) is to ensure that Council's road infrastructure continues to provide sustainable, safe and economic service. Council has adopted an Asset Management Policy with the objective to set the broad framework for undertaking asset management in a structured and co-ordinated way.

## 2.5 Review of This Road Management Plan

### 2.5.1 Audit

A program of auditing, using both internal and external auditors, is regularly conducted for the purposes of ensuring that all the management systems in place are delivering the levels of service adopted by Council for its road network assets. The outcomes of these audits shall be reported to Council's Audit and Risk Committee and then through to Council.

Council supervisors undertake auditing of completed works, both maintenance and capital, to ensure that the works are being delivered to the specified standards. Council also undertakes condition audits for the purposes of reviewing asset condition and meeting statutory obligations.

### 2.5.2 Road Management Plan Review

This RMP will be reviewed in accordance with section 11(1) of the *Road Management (General) Regulations 2016* and will be conducted every four years in line with Council elections.

The review will consider the levels of service for road infrastructure on public roads maintained by this Council. Particular attention will be given to managing the demand for asset maintenance with the proposed level of resources made available through the Council budget.

### 2.5.3 Amendment

If the adopted level of service, i.e. tolerable level of defect and/or rectification response time, is not achievable, the level of maintenance effort may need to be varied. The level of service, the anticipated quantity of works and Council's budget and resources would have to be reviewed and a new RMP proposed.

Any revised RMP would be subject to the consultation and approval processes as detailed in Section 54 of the Act.

## 3 LISTING OF ROAD INFRASTRUCTURE

### 3.1 Classification of Infrastructure

Council has adopted hierarchies which provides for the classification of assets of a similar nature. The objective of a classification is to group assets based on factors including, but not limited to: -

- Type and volume of use
- Risk factors
- Standards of construction and maintenance.

Details of Council's road asset hierarchies are included in Appendix 1.

### 3.2 Asset Registers

Council maintains asset registers of roads, roadways, pathways, road infrastructure or road related infrastructure for which Council is the responsible road authority.

#### 3.2.1 Register of Public Roads

A 'public road' is a road reasonably required for general public use as defined in Section 17 of the Act. Section 19 of the Act places a mandatory requirement that a road authority keeps a register of public roads. The purpose of the Register is to list those road assets which will be maintained by Council in accordance with this RMP. The Act provides guidance as to what must be included in the Road Register, which includes: -

- Road name
- Date the road became a public road (if after 1 July 2004)
- Date the road ceases to be a public road
- Classification, if any

- Reference to any plan or instrument that fixes or varies the boundaries of the public road (if made after 1 July 2004)
- Any ancillary areas
- Reference to any arrangement under which management function is transferred to or from another road authority
- Any matter required to be included by the relevant road minister under section 22 of the Act.

Council's register is held as a database. A copy of the Register is available for public viewing at the Municipal Offices. The mandatory information to be kept is listed in Schedule 1 of the Act.

A hard copy record of the location of road assets is kept in the Council Publications File in the Records Department. The Road Register is available to the public for inspection at no charge at the Municipal Offices, 108A Binney Street, Euroa, during normal business hours. It is also available for inspection anytime through Council's website.

### 3.2.2 Bridges & Major Culverts Asset Register

The register lists all bridges and major culverts for which Council is the responsible road authority. The register is held as a database and includes the following information: -

- Location
- Dimensions
- Age
- Description of type.

### 3.2.3 Footpaths Asset Register

The register lists footpaths for which Council is the responsible road authority. The register is held as a database and includes the following information: -

- Location
- Materials
- Dimensions.

### 3.2.4 Car Parks Asset Register

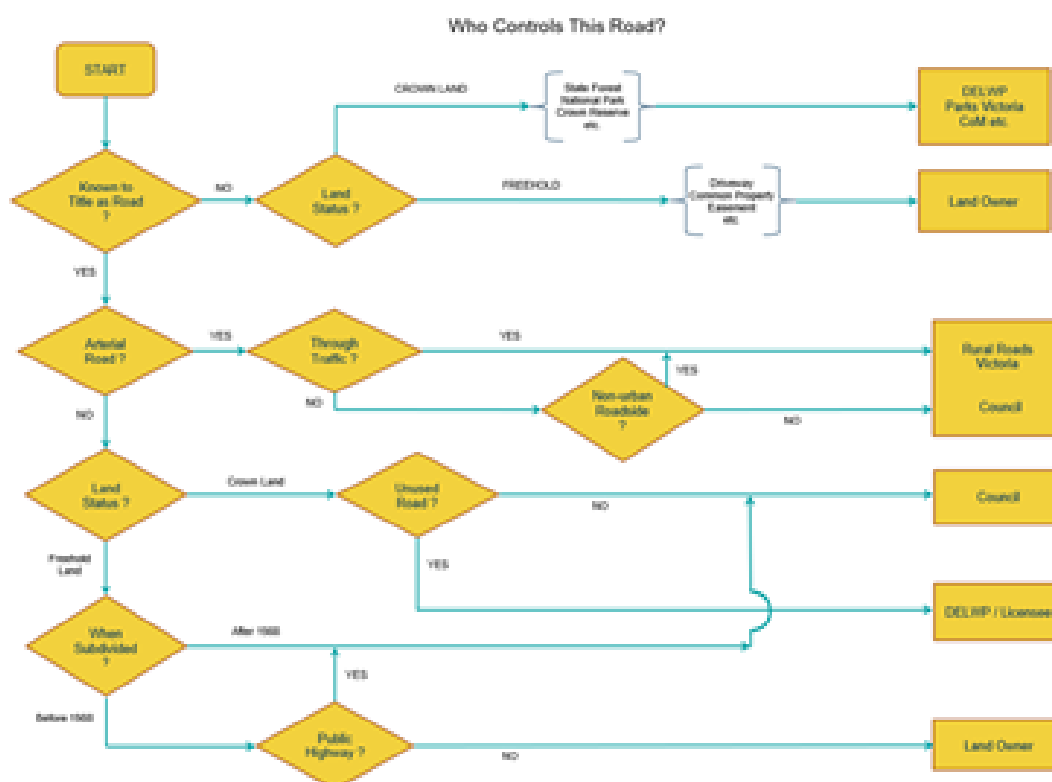
Both on and off [street car](#) parks are maintained by this Council. Maintenance requirements for car park pavements, drains, signs and line markings are the same as Access Roads as described in this RMP.

## 4 DEMARCATION OF RESPONSIBILITY

There are a number of areas where Municipal roads interface with roads or railways which are maintained by other authorities such as neighbouring Municipalities, RRV, Parks Victoria, DELWP, Goulburn Valley Water, Goulburn-Murray Water, CFA and the Railways.

There may be a differing level of service arising at this interface, due to the change in the way roads are managed by the various road authorities.

The diagram below outlines the "tests" used to help determine who is responsible for a road. Where it is a public road, that body becomes the coordinating road authority.



## 4.1 Bordering Municipalities

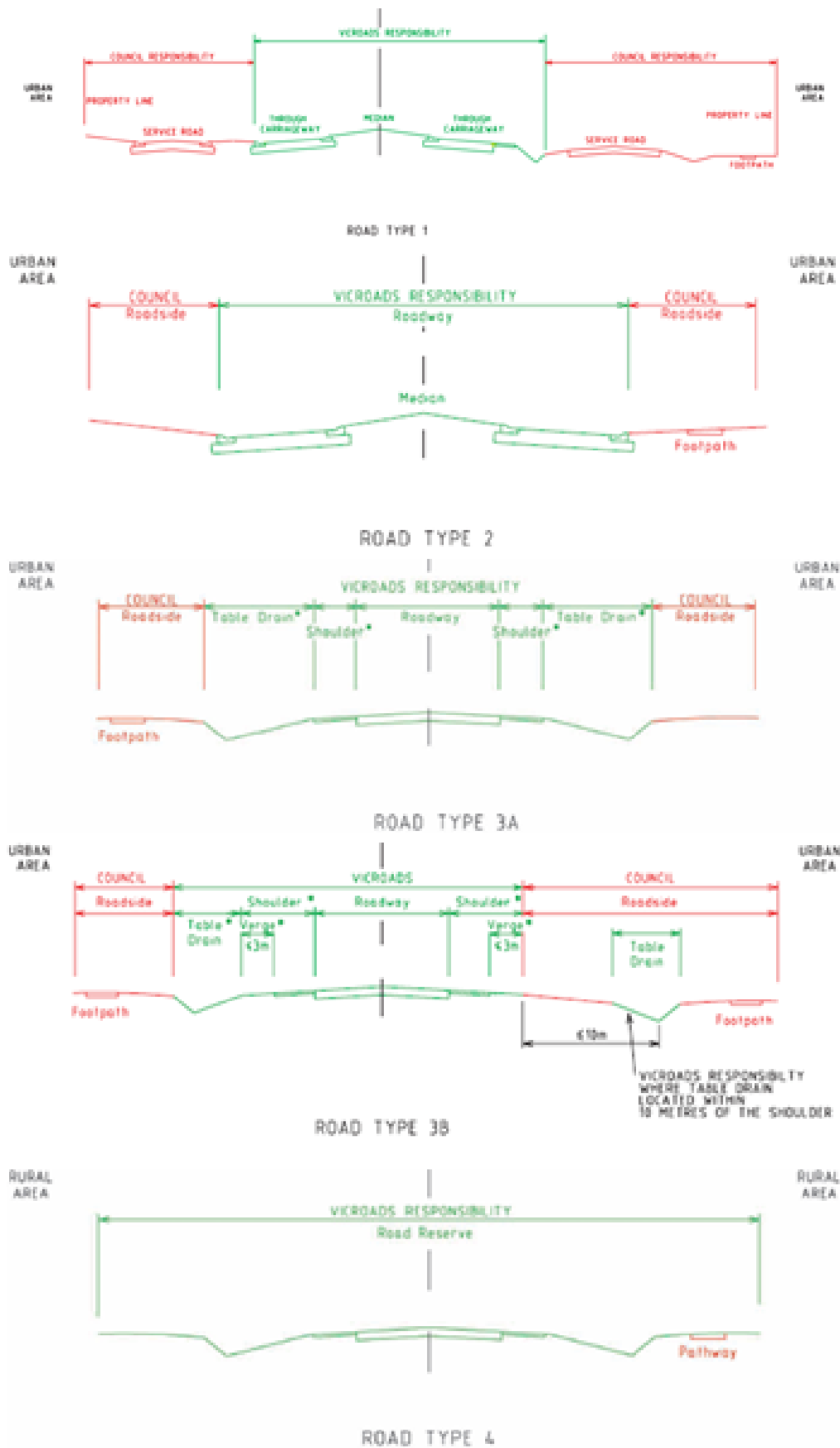
In the instance of boundary roads with other municipalities the responsibility is allocated according to an agreement between municipalities. The agreement allocates routine maintenance responsibility split on an equitable cost basis. Capital works, reseals costs are shared equitably by both municipalities. The Strathbogie Shire Council borders: -

- Campaspe Shire to the west
- City of Greater Shepparton to the north
- Benalla Rural City to the north-east
- Mansfield Shire to the east
- Murrindindi Shire to the south
- City of Greater Bendigo to the west.

## 4.2 Arterial Roads

The operational responsibility for arterial roads is shared between Council and RRV. While RRV is the co-ordinating road authority for arterial roads, Council is the responsible road authority for aspects of the arterial road behind the kerb and/or channel such as footpaths.

The figure below, based on the *Operational Responsibility for Public Roads Code of Practice*, describes the most common operational demarcation scenario found for the arterial road network.



A State Road may be a Freeway, a Declared Arterial Road or a Non-Declared Arterial State Road.

Freeways in the Strathbogie Shire are: -

- Hume Freeway
- Goulburn Valley Freeway – Sections 1 and 3.

Highways in the Strathbogie Shire are: -

- Goulburn Valley Highway (Mitchellstown Road to Wahring)

Declared Arterial Roads in the Strathbogie Shire are: -

Official Name	Local Name
Avenel Nagambie Road	Avenel Nagambie Road
Dookie Violet Town Road	Dookie Violet Town Road
Euroa Mansfield Road	Euroa Mansfield Road
Euroa Main Road (the old Hume Highway through Euroa)	Euroa Main Road (Clifton St/Tarcombe St in town)
Euroa Shepparton Road	Euroa Shepparton Road
Heathcote Nagambie Road	Heathcote Nagambie Road (Vickers Road in town)
Murchison Violet Town Road	Murchison Violet Town Road (Urmston Street in town)
Wahring Murchison East Road	Wahring Murchison East Road

Under section 40(4) of the Act, the road authority's statutory duty to inspect does not apply to any roadside that has not been developed by a road authority for use by the public as a roadway or pathway, nor to non-road infrastructure which is installed in the road reserve; and under section 107 the road authority does not have a statutory duty or a common law duty to maintain, inspect or repair the roadside of any public highway (whether or not a public road).

### 4.3 Council Responsibility

The Council has the power to determine the standard to which it will construct, inspect, maintain and repair roadways as set out in the Act. The Council is responsible for implementing processes and systems to ensure compliance with those standards.

Section 205 of the Local Government Act 1989, which is still in force despite the introduction of the Local Government Act 2020, also empowers Council with responsibility for the care and management of local roads within its responsibility.



## 4.4 Road-user Responsibility

Road user obligations are set out in Section 17A of the Road Safety Act 1986 (as amended by the Road Management Act) and summarised below.

A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all relevant factors including (but not limited to) the: -

- physical characteristics of the road
- prevailing weather conditions
- level of visibility
- condition of the motor vehicle
- prevailing traffic conditions
- relevant road laws, advisory signs and roadworks restrictions
- physical and mental condition of the driver.

Note: The above factors are relevant to section 106 of the Road Management Act 2004 (Matters which may be considered to constitute contributory negligence).

A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.

A road user must have regard to the rights of other road users and the community, taking reasonable care to avoid conduct that may: -

- endanger the safety and welfare of other road users
- damage any infrastructure on the road reserve
- harm the environment of the road reserve.

## 4.5 Crown Land (Other than Road Reserves)

A number of roads are located on crown land managed by the Department of Environment Land Water and Planning, and Parks Victoria. Where these roads do not service a Council asset or ratepayer, the road may be the responsibility of the relevant Department. In some instances, a road may pass through the crown land and Council may remain the responsible authority.

There are many free hold / private properties that are only accessed via roads located on crown land or via unused road reserves, and Council is under no obligation to provide or maintain access to those lots. There are also hundreds of kilometres of unused road reserves throughout the Shire that Council accepts no responsibility for, under the Act. These road reserves are also not included in the Road Register.

## 4.6 Rail

Road authorities and rail infrastructure managers are required under the Rail Safety Act 2008 to identify and assess risks to safety associated with road/rail interfaces and enter into a Safety Interface Agreement (SIA) for the purpose of managing those risks. The parties to the agreement recognise the need for a collaborative approach towards the management of risk associated with road/rail interfaces.

The SIA defines the interface boundaries between the parties, outlines demarcation at road/rail interfaces and identifies stakeholder responsibility. For defined interface points, responsibilities and demarcation boundaries applicable to the SIA, refer to the Safety Interface Agreement for Level Crossing and Grade Separated Interfaces Located within Strathbogie Shire Council.

#### 4.7 Utility Services

The relevant service provider including water, gas, sewer, phone or power is responsible for the maintenance of its infrastructure located within the road reserve.

#### 4.8 Private Roads

Council has a role in supervising the construction of private subdivisional works that occur within the municipality. This ensures that assets are constructed to an appropriate standard. Roads which are constructed as part of a subdivision are generally private roads until such time as the Statement of Compliance is finalised at which point, they become public roads.

There are some roads (and road related assets) which remain privately owned and maintained. Private Roads and other roads which are not available to the general public are excluded from this plan. These roads are not the responsibility of Council to inspect, repair or maintain. However, Council may enter into an agreement with an owner, leaseholder or relevant authority to carry out works. These roads are not listed in Council's Register of Public Roads.

#### 4.9 Unused and Unformed Roads

All unused road reserves and unformed roads within the municipality are excluded from the inspection and defect response requirements of the RMP. Council is not obliged to undertake any of the following: -

- Pro-active inspections
- Maintenance works
- Capital renewals
- Capital improvements.

Unused road reserves and unformed roads are not included in the Register of Public Roads.

#### 4.10 Fire Access Tracks

In addition to Municipal Roads, Council also undertakes periodic maintenance on nominated tracks to allow access for fire fighting vehicles. These fire access tracks are not maintained to a standard suitable for public access and are excluded from the inspection and defect response requirements of the RMP. Council is not obliged to undertake any of the following: -

- Pro-active inspections
- Maintenance works
- Capital renewals
- Capital improvements.

These roads are not required for general public use and as such are not included in the Register of Public Roads.

#### 4.11 Unsurfaced Roads (or Limited Access Roads)

Roads that have been formed (shaped) but not surfaced provide limited access and are usually only suitable for dry weather use. A number of roads in the municipality have been formed over the years but not surfaced; these roads are excluded from the inspection and defect response requirements of the RMP. Council is not obliged to undertake any of the following: -

- Pro-active inspections
- Maintenance works
- Capital renewals
- Capital improvements.

However, Council may inspect these roads on occasion and may program limited maintenance work (such as grading) if resources permit.

These roads generally provide limited access to specific properties rather than general public use and as such are not included in the Register of Public Roads.

#### 4.12 Unsealed Roads

Unsealed roads are roads that have been formed and surfaced with crushed rock or gravel, but not sealed with bitumen or asphalt. These roads provide access in all weather conditions and are included in the inspection and defect response requirements of the RMP. Council will undertake the following: -

- Pro-active inspections
- Maintenance works
- Capital renewal works.

Capital renewal works are only designed to renew the unsealed road to its original condition. Council is not obliged to improve the road further, e.g. seal an unsealed road.

These roads are included in Council's Register of Public Roads.

#### 4.13 Capital Upgrades

In accordance with Section 40(2) of the Act, Council does not have a duty to upgrade a road or to maintain a road to a higher standard than the standard to which the road is constructed. Council is not obliged to: -

- Provide a road in an unused road reserve
- Construct or improve an unformed road
- Provide an all-weather surface on an unsurfaced road
- Seal an unsealed road.

Upgrade works requested by landowners that only benefit a limited number of properties will not be funded by Council. Residents may elect to fully fund the cost for these upgrade works; however, they will be required to undertake the works in accordance with the relevant standards and with the appropriate permissions and permits. Council will only take over

responsibility for the ongoing maintenance of the road when satisfied that the road has been constructed to an appropriate standard.

If the upgrade works can be demonstrated as providing a clear benefit to the general public and not just the adjacent landowners, Council will rank the project against other similar projects using cost/benefit criteria. High ranked projects will be considered as part of the preparation of Council's budget.

## 4.14 Owner Responsibilities

### 4.14.1 Vehicle Crossings

A vehicle crossing is a point next to a road to enable a person using the road to have access to land on the other side of a pathway (footpath, reserve path or shared path) or channel (kerb and channel or table/open drain).

The Act provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner. Schedule 10 and Section 225 of the Local Government Act 1988 gives Council the power to require the property owner to maintain or reconstruct the crossing to Council's approved standard at the property owner's cost. Council's Community Local Law 2 (2020), Clause 47 further supports this provision.

Vehicle crossings are considered private property and repair of and damage to them is the responsibility of the property owner, however council remains responsible for any section of the crossover that is used by the general public as a footpath. This section of footpath shall be inspected and maintained to the same standard applied to other public footpaths.

Council does not inspect the remaining area of the vehicle crossover that does not form part of the footpath. If there is no footpath on the nature strip, Council does not inspect the nature strip.

If the property owner wishes to construct a new vehicle crossing or renew an existing vehicle crossing, the property owner must obtain a Works Within Road Reserves permit (WWRR) and comply with Council specifications and WWRR permit conditions when constructing vehicle crossings. Council will not contribute funds towards the construction of the pathway or channel sections in these situations.

### 4.14.2 Footpaths and Overhanging Vegetation

A landowner has a responsibility to keep a footpath clear of vegetation growing from their property. Under the provisions of Council's Community Local Law 2 (2020) Clause 10, Council may direct the landowner to trim the overhanging branches.

### 4.14.3 Obstructing Footpaths and Roads

It is the responsibility of landowners to keep footpaths and roads clear of obstructions, including circumstances relating to: -

- Tables, chairs, shop displays and signs on footpaths in commercial areas
- Obstructions on nature strips
- Vegetation affecting visibility.

excepting where the activity is approved by Council in accordance with Community Local Law No. 2 (2020).

#### 4.14.4 Roadside Vegetation

A road authority does not have a statutory duty or a common law duty to maintain, inspect or repair land of any public highway that is not a constructed path or roadway (section 107 of the Act).

In accordance with Clause 52.17 of the Victoria Planning Provisions, Council is exempt from the requirement to obtain a permit for native vegetation removed, destroyed or lopped to the minimum extent necessary to maintain the safe and efficient function of an existing road.

#### 4.14.5 Nature Strips

Nature strips are the piece of land situated between the edge of a road and the property boundary (excluding any kerb and formed pathway). Nature strips form part of the road reserve and provide: -

- A space for authorities to house their assets
- May contain trees for shade and beautification of a street.

While a resident does not own the nature strip in front of their homes, they are encouraged to maintain it. Maintenance carried out by the resident typically involves regular mowing, weeding, cutting the edges and picking up litter.

In accordance with sections 40 and 107 of the Act, Council does not have a statutory or common law duty to inspect, maintain and repair the nature strip.

Modifications or landscaping of nature strips must be undertaken in accordance with Council's Nature strip Policy.

#### 4.14.6 Consent to Perform Works in Road Reserve

In general, any person considering performing works in road reserves must obtain consent from the Co-ordinating Road Authority unless they are exempted under the Road Management (Works & Infrastructure) Regulations 2005. Advice and application forms are available from the Municipal Offices for work on municipal roads.

### 4.15 Access Control

Under the provisions of the Act a road authority may ~~make a decision~~ concerning access onto a public road in relation to: -

- Location
- Restrictions of use
- Conditions
- Works.

RRV may specify requirements for highways and arterial roads and Council for local roads.

Under the Planning Permit process Council may impose conditions on a permit for the use or development of land in relation to: -

- Stock Crossings,
- Vehicle crossings,
- Driveway dimensions,
- Turning lanes, and
- School bus stopping areas.

## 5 STANDARDS FOR INSPECTION

Road and path asset inspections are conducted at pre-determined intervals, according to the classification. The timing of inspections is determined by a number of factors, such as seasonal weather and use, traffic type, gravel type, and may be carried out at various times throughout the year, and may vary according to the season of year.

The main reasons for the inspection of road assets are: -

- To identify defects and act to minimise the risk of injury to the asset users
- To identify defects in time and repair to prevent premature failure of assets and minimise the financial impact to the community.

### 5.1 Types of Inspections

The Council and the community collectively identify the defects on roads. Inspections are performed in three modes as follows: -

• Mode 1	Inspection by service inspector (proactive maintenance/defect inspection)
• Mode 2	Inspection based on customer complaints or reports (reactive/safety inspection)
• Mode 3	Inspection by works officers or by independent team (condition inspection).

Details of inspections are included in Appendix 3.

#### 5.1.1 Pro-active Inspections

Pro-active inspections are regular programmed safety inspections designed to identify those defects that exceed the stated intervention level.

Pro-active inspection frequencies are based on risk and are aligned to the asset hierarchies detailed in Appendix 1.

All inspections are recorded against the asset, as well as any defects detected that exceed the stated intervention level.

Pro-active inspections for bridges (Level 1 inspections) are undertaken in accordance with VicRoads guidelines on a 12-monthly basis.

Any defects likely to affect road user or public safety identified in the pro-active inspections will have a response timeframe as detailed in Appendix 4.

#### 5.1.2 Re-active Inspections

Re-active inspections are initiated by requests from the public (the customer).

Customer requests regarding road infrastructure and road related infrastructure will be inspected within 15 working days of the request being lodged.

Any defects above intervention level identified in the re-active inspection will have a response time frame as detailed in Appendix 4 and will be treated the same as those identified in the pro-active inspections. The defect response time is measured from the time the defect is inspected by Council.

### 5.1.3 Condition Inspections

Condition Inspections are used to determine the overall structural condition and remaining life of the assets. They are used to program periodic rehabilitation and replacement, as well as for determining depreciation costs when valuing the assets. Condition Inspections are not undertaken to identify individual defects; however, they may be conducted in conjunction with pro-active safety inspections.

The frequency of the asset condition assessments are not governed by the RMP.

## 5.2 Defect Intervention Levels and Response Times

A defect is a localised failure in an asset, for example, a pothole in a road surface or a joint displacement in a concrete footpath. The defect intervention level is the size or severity of a defect at which a mandatory response is required. An appropriate response could be to undertake maintenance works to ensure the defect no longer exceeds intervention level.

The response time is the maximum time allowed before a response is required on a defect that is above intervention level. Response time is measured from the time the defect is inspected by Council and is determined from the defect intervention level and the hierarchy of the asset.

Within the relevant response time, Council may also at its discretion and where appropriate employ temporary measures to defects that exceed a stated intervention level utilising one of the following: –

- Provision of warning signs
- Provision of safety barriers
- Traffic control action -
  - Diverting traffic around the site
  - Install temporary speed limit
  - Lane closure or road closure
  - Closure of the road to certain vehicles (e.g. Load limit)
- Spray painting footpath lips.

Response times for repair work exclude major capital works (i.e. maintenance work only).

## 6 SERVICE LEVELS

The desirable minimum design targets for road and bridges, including road related infrastructure, for each road classification are set out in Appendix 2, with reference to Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.

The design targets are the desirable minimum standards to be achieved, where possible, when reconstruction or replacement of the asset is undertaken.

The existing assets are generally of a lower standard, and this standard will be maintained until any upgrade works are programmed.

Roads are classified according to their function and traffic volumes.

The level of service provided by a road is determined by its geometrical design standard and its surfacing.

A road with a bituminous surface seal provides a higher level of service than an unsealed gravel road due to improved ride quality and all-weather, dust free surface.

Council may change the classification of a road if the function or usage of the road changes and this may affect the service level provided and the standard of maintenance.

It is Council's intention to upgrade the classification of a number of Fire Access / Zero Class roads progressively over the life of this RMP. This will be implemented as funding for both the capital upgrade works and ongoing maintenance is made available. Roads will be prioritised for reclassification by assessment of their network importance, the number of existing houses, the length of the road and the current traffic volumes. (Refer to Road Assessment Matrix at Appendix 6).

To qualify for assessment, the roads will need to provide prime access to a dwelling or have been identified as High Usage in the 2021 RMP review.

## 7 STANDARDS FOR MAINTENANCE AND REPAIR

Council has determined standards in relation to the condition to be achieved in maintenance and repair of roads, pathways and other road infrastructure.

Details of maintenance in relation to intervention levels are included in Appendix 4.

By agreement with Council, the users of roads not satisfied with construction standards or service levels may undertake road improvement works at their cost.

Residents and road users should contact Council to discuss the requirements and costings for proposed improvements on an individual basis.

Such works will be subject to the VicRoads "Code of Practice for Worksite Safety – Traffic Management" and "a Works within Road Reserves" permit from Council.

Improvement works must be approved by Council and carried out by a Council approved contractor.

Improvement works may include:

- Maintenance grading
- Addition of dust suppressant to the surface of an unsealed road
- Sealing of the road surface
- Construction works to upgrade the road to Council standards.

If an urgent or high risk situation is identified either through the Council's routine maintenance inspections, or through another inspection mechanism, Council will take appropriate action, as a matter of priority, to reduce the risk of an incident, by means of appropriate warning until the maintenance/repair works are completed. These works may be considered as emergency works.



## 8 MANAGEMENT SYSTEM

Council's asset information is stored on an electronic database known as the Asset Management System (AMS). This system is continually being developed and enhanced. The system is currently being upgraded to manage and record maintenance information, enabling work done on specific assets to be traced more readily. Projects are also underway to improve the integration of the AMS with Council's other information systems.

The AMS is also increasingly being used to manage information on risk and to model deterioration and replacement scenarios.

Key aspects of the management system utilised by Council includes:

- Regular inspections of the asset portfolios
- The setting of intervention levels
- The type of intervention action
- The target time for intervention action.

The maintenance management system is illustrated in Appendix 5.

## 9 "FORCE MAJEURE"

Council will make every endeavour to meet all aspects of its RMP.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as lack of Council staff or suitably qualified contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its RMP.

In the event that the CEO of the Council has to, pursuant to section 83 of the above Act, consider the limited financial resources of the Council and its other conflicting priorities, meaning Council's RMP cannot be met, they will write to Council's Officer in charge of its RMP and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's RMP and inform them which parts of Council's RMP are to be reactivated and the timeframes for each part of the RMP to be reactivated.

## 10 ROAD ADVISORY COMMITTEE

The purpose of the Road Advisory Committee is to provide input into the cost-effective management of the Council's road network. A separate document that contains the scope, function, composition and meeting frequency will be developed and approved by Council for the operation of the Committee.

## 11 APPENDICES

**Appendix 1 – Road & Footpath Hierarchy**

**Appendix 2 – Design Targets**

**Appendix 3 – Inspection Targets**

**Appendix 4 – Maintenance Targets and Response Times for Roads**

**Appendix 5 – Maintenance Management System**

**Appendix 6 – Road Assessment Matrix**

## Appendix 1 – Road & Footpath Hierarchy

### Road Hierarchy

Functional Classification:	Definition:	Road Class				
		Class 0 Fire Access	Class 1	Class 2	Class 3	Class 4
		Unformed or Formed with no pavement	Formed with pavement (may be sealed) <50vpd	Sealed or unsealed Generally, 50 to 150vpd	Sealed or unsealed Generally, 150 to 500vpd	Sealed or unsealed Generally, >500vpd
Link	Prime function: link between major roads, and regions	n/a	n/a	L2	L3	L4
Collector	Prime function: mixed function – traffic mobility and property access	n/a	C1	C2	C3	C4
Access	Prime function: access to residences	n/a	A1	A2	A3	n/a
Access – property only	Prime function: "property only" access	A0	A1	n/a	n/a	n/a
Fire Access	Prime function: access for 4wd fire vehicles	FA	n/a	n/a	n/a	n/a

### Footpath Hierarchy

Classification	Definition
<b>Priority 1 High Use Areas</b>	These are footpaths within the CBD of towns where public footpaths have been constructed. Also included in this category is any footpath in the vicinity of Hospitals, Churches, Schools, Aged Hostels, and strategic routes to areas of significance.
<b>Priority 2 Other Areas</b>	Primarily included in this category is any footpath specifically constructed as access to residential and other areas & have less use than Priority 1 footpaths.

## Appendix 2 – Design Targets

Road Classification	Traffic Volume (vpd)	Seal Width (m)	Pavement Width (m)	Pavement Depth (mm)	Formation Width (m)	Bridge Width (m)	Bridge Design Loading
Link L4	>500	7.0	7.3	250	11.0	7.4	SM 1600
Link L3	150-500	6.8	7.1	250	10.0	7.4	SM 1600
Link L2	<150	6.2	6.5	250	9.2	7.4	SM 1600
Collector C4	>500	6.8	7.1	200	10.0	7.4	SM 1600
Collector C3	150-500	6.2	6.6	200	7.8	7.4	SM 1600
Collector C2	<150	6.2	6.6	200	7.8	7.4	SM 1600
Access A3	>150	6.2	6.6	150	7.8	7.4	SM 1600
Access A2	50-150		4.0	150	6.0	4.5	SM 1600
Access A1	<50		4.0	150	6.0	4.5	SM 1600

L4 roads will be associated with strategic freight routes (gazetted B-double routes) hence will need to meet Austroads geometric design requirements.

The desirable minimum design targets for road and bridges, including associated road related infrastructure, are in accordance with the relevant Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.

## Appendix 1 – Road & Footpath Hierarchy

### Road Hierarchy

Functional Classification:	Definition:	Road Class				
		Class 0 Fire Access	Class 1	Class 2	Class 3	Class 4
		Unformed or Formed with no pavement	Formed with pavement (may be sealed) <50vpd	Sealed or unsealed Generally, 50 to 150vpd	Sealed or unsealed Generally, 150 to 500vpd	Sealed or unsealed Generally, >500vpd
Link	Prime function: link between major roads, and regions	n/a	n/a	L2	L3	L4
Collector	Prime function: mixed function – traffic mobility and property access	n/a	C1	C2	C3	C4
Access	Prime function: access to residences	n/a	A1	A2	A3	n/a
Access – property only	Prime function: “property only” access	A0	A1	n/a	n/a	n/a
Fire Access	Prime function: access for 4wd fire vehicles	FA	n/a	n/a	n/a	n/a

### Footpath Hierarchy

Classification	Definition
<b>Priority 1 High Use Areas</b>	These are footpaths within the CBD of towns where public footpaths have been constructed. Also included in this category is any footpath in the vicinity of Hospitals, Churches, Schools, Aged Hostels, and strategic routes to areas of significance.
<b>Priority 2 Other Areas</b>	Primarily included in this category is any footpath specifically constructed as access to residential and other areas & have less use than Priority 1 footpaths.

**Appendix 2 – Design Targets**

Road Classification		Traffic Volume (vpd)	Seal Width (m)	Pavement Width (m)	Pavement Depth (mm)	Formation Width (m)	Bridge Width (m)	Bridge Design Loading
Link	L4	>500	7.0	7.3	250	11.0	7.4	SM 1600
Link	L3	150-500	6.8	7.1	250	10.0	7.4	SM 1600
Link	L2	<150	6.2	6.5	250	9.2	7.4	SM 1600
Collector	C4	>500	6.8	7.1	200	10.0	7.4	SM 1600
Collector	C3	150-500	6.2	6.6	200	7.8	7.4	SM 1600
Collector	C2	<150	6.2	6.6	200	7.8	7.4	SM 1600
Access	A3	>150	6.2	6.6	150	7.8	7.4	SM 1600
Access	A2	50-150		4.0	150	6.0	4.5	SM 1600
Access	A1	<50		4.0	150	6.0	4.5	SM 1600

**L4 roads will be associated with strategic freight routes (gazetted B-double routes) hence will need to meet Austroads geometric design requirements.**

**The desirable minimum design targets for road and bridges, including associated road related infrastructure, are in accordance with the relevant Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.**

**Appendix 3 – Inspection Targets**

INSPECTION TYPE	FREQUENCY				
	Class 0, Fire Access	Class 1	Class 2	Class 3	Class 4
Road Defect Inspection	12 months	12 months	6 months	3 months	3 months
Road Night Inspection	n/a	n/a	n/a	12 months	12 months
Bridge Inspection (Level 1)	12 months	12 months	12 months	6 months	6 months
Safety/Hazard inspection	As required	As required	As required	As required	As required

FOOTPATH INSPECTION	FREQUENCY	
	Priority 1	Priority 2
Defect Inspection	6 months	12 months

**Appendix 4 – Maintenance Targets and Response Times for Roads**

ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
<b>Bridges</b>					
Damage affecting structural performance:	1 mth	1 wk.	1 wk.	2 days	2 days
Bridge signage/trailing/drain cleaning	12 mths	6 mths	6 mths	3 mths	3 mths
Waterways	After major storms				
<b>Sealed surfaces:</b>					
Pothole:	n/a	>500mm dia. and >150mm deep	>300mm dia. and >100mm deep	>300mm dia. and >100mm deep	>300mm dia. and >100mm deep
Pothole repair response time:	n/a	2 mths	1 mth	14 days	14 days
Deformation (under 3m straight edge):	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Deformation repair response time:	n/a	2 mths	1 mth	14 days	14 days
Rutting (under 1.2m straight edge):	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Rutting repair response time:	n/a	2 mths	1 mth	14 days	14 days
Edge break: (trotting)	n/a	> 300mm	> 300mm	> 200mm	> 200mm
Edge break repair response time:	n/a	2 mths	2 mths	14 days	14 days
Sealed road shoulder drop-off:	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Shoulder drop-off repair response time:	n/a	2 mths	2 mths	14 days	14 days
Shoulder rutting:	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Shoulder rutting repair response time:	n/a	2 mths	2 mths	14 days	14 days



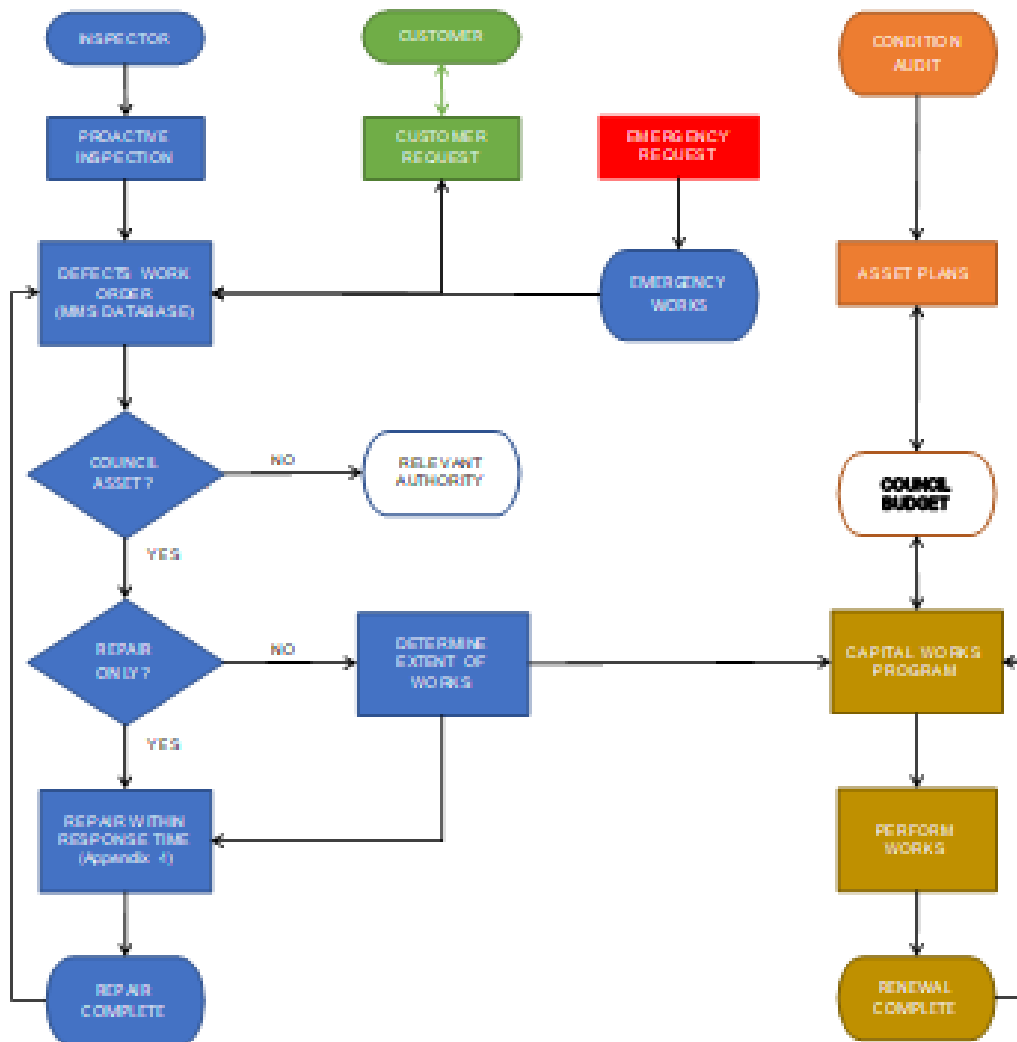
ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
<b>Unsealed surfaces:</b>					
Rough surface:	see note 2	see note 3	see note 3	see note 3	see note 3
Rough surface repair response time:	n/a	6 mths	6 mths	3 mths	3 mths
Unsealed road crossfall:	see note 2	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road
Crossfall repair time:	n/a	6 mths	6 mths	6 mths	3 mths
Pothole:	n/a see note 2	>500mm dia. and >150mm deep, or >100mm deep over >30% of road	>500mm dia. and >150mm deep, or >100mm deep over >30% of road	>500mm dia. and >150mm deep, or >75mm deep over >30% of road	>500mm dia. and >150mm deep, or >75mm deep over >30% of road
Pothole repair response time:	n/a	6 mths	3 mths	3 mths	2 mths
Rutting:	see note 2	> 150mm	> 150mm	> 150mm	> 150mm
Rutting repair response time:	n/a	6 mths	6 mths	3 mths	3 mths
<b>Roadside Drainage:</b>					
Table drains	see note 2	< 25% of capacity	< 25% of capacity	< 25% of capacity	< 25% of capacity
Table drain response time	As resources permit	6 mths	6 mths	3 mths	3 mths
Culverts	see note 2	< 25% of capacity	< 25% of capacity	< 25% of capacity	< 25% of capacity
Culvert response time	As resources permit	6 mths	6 mths	3 mths	3 mths
<b>General:</b>					
Roadside vegetation – clearance envelope.	see note 2	Limb clearance < 5.0 m high above road surface, guidepost line width			
Clearance envelope response time:	As resources permit	As resources allow – See note 4			6 mths

ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
Regulatory & hazard signs	n/a	Replace within 1 month if missing or substantially ineffective			
Linemarking, Pavement Markings & Delineation:	n/a	Missing or faded so as to render them ineffective			
Linemarking, Pavement Markings & Delineation response time:	n/a	Annual Program subject to funding – See note 5			
Guideposts:	n/a	culverts only	required	required	required
Guidepost repair response time:	n/a	6 mths	6 mths	2 mths	1 mth
Emergency works: see note 1	see note 1	see note 1	Turn out time – 30 minutes Remedial works/appropriate warning – 2hrs		
Footpaths	Priority 1 Paths		Priority 2 Paths		
Footpaths -paved:	>20mm abrupt step		>20 mm abrupt step		
Footpath repair response time:	2 weeks		: Refer to Program		
Street trees:	2.5m minimum clearance above footpath				
Clearance response time:	2 months		6 months		

**Notes:**

1. When Council is notified of a hazard, Council staff will inspect and rectify it if possible, or provide appropriate warning within the repair/response time indicated. Where, because of the nature of the repair required or workload, it is not possible to rectify within the time shown, appropriate warning of the hazard will be provided until the repair can be completed.
2. "Class 0, Fire Access" roads will be maintained to a standard that allows for the passage of a fire truck in dry weather.  
Grade the formation and table drains as required to maintain standard and prevent loss of formation as resources permit.
3. Safe travelling speed is reduced to <60% of the environmental speed or scour channels/corrugations >75mm deep over >30% of road.
4. For Priority 1 and 2 roads (access and egress) indicated on CFA's Strathbogie Shire Bushfire management plan an extension of the roadside vegetation clearance envelope to include removal of regrowth to 6 metres from the edge of the carriageway. This work to be done as resources permit.
5. To be undertaken in accordance with the requirements of the relevant Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.

### Appendix 5 – Maintenance Management System



**Customer Service Commitments**

**Roads & Bridges Maintenance**

- Pol Holes - Sealed Roads  
Inspect within 14 days  
Repairs as per Appendix 4 of the RMP
- Pol Holes - Gravel Roads  
Inspect within 3 months  
Repairs as per Appendix 4 of the RMP

- Bridges - Class 3 & 4  
Inspect and make safe structural damage to bridges within 2 working days of report being received

**Footpaths**

- Inspect and make safe dangerous footpaths within two (2) working days of a report being received

**Drains**

- Investigate blocked Council owned drains and pits within 2 working days of a report being received
- Inspect and make safe missing or damaged pit lids within 1 working day of a report being received

Appendix 6 – Road Assessment Matrix

Upgrade of Zero Class Roads												
To prioritise roads for upgrade												
Goal:	Road Name	Length in	Locality	Assessment Criteria						TOTAL SCORE	Cost of Upgrade	Priority Cost per Point
				Network Connectivity	Number of Houses	Number of other Businesses	Road Condition	Community Needs	Score			
				Score	Weighting	Total	Score	Weighting	Total	Score	Weighting	Total

Note:  
 Network Connectivity: Score out of 10 (ie. Full score for through road)  
 Weighting %  
 Total score in points  
 Priority is lowest cost per point

**9.7 Request for Variation to Request For Quotation Strathbogrie Recreation Reserve Pavilion Upgrade Stage 1**

Author: Manager Project Delivery

Responsible Director: Director Community and Planning

***EXECUTIVE SUMMARY***

This report seeks Council approval for a variation to the Request for Quotation (RFQ) awarded to NEAD Architectural & Design Pty Ltd for the design of stage 1 of the upgrade to Strathbogrie Recreation Reserve Pavilion.

The need for a variation, with a value of \$12,600 excluding GST, is required to further develop this project from concept design to fully developed plans in readiness for tendering & construction.

The initial RFQ was awarded for a total price of \$19,000 excluding GST. The approved notional budget for this project was \$20,000, however savings from other projects means that the additional funding can be found within the existing capital works budget.

This report is coming to Council due to the quantum of the value of the variation. In doing so, Council achieves maximum public transparency around the project costs.

***RECOMMENDATION***

***That Council endorse a variation to the Request for Quote Strathbogrie Recreation Reserve Pavilion Upgrade for the sum of \$12,600.00 excluding GST with NEAD Architectural & Design Pty Ltd for the completion of Stage 1 of the Strathbogrie Recreation Reserve Pavilion Upgrade.***

***PURPOSE AND BACKGROUND***

A RFQ was signed with NEAD Architectural & Design Pty Ltd for the initial consultation and concept design of Stage 1 upgrade works for the Strathbogrie Recreation Reserve Pavilion Upgrade in May 2019.

It is considered appropriate the variation be considered by Council for reasons of public transparency.

***ISSUES, OPTIONS AND DISCUSSION***

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

This variation will ensure the continuation of the project to enable the relevant design work to be undertaken.

To further minimise future variations, a Project Management Framework (currently in draft format) will soon be presented to Council for formal adoption and implementation. This framework will drive Council's project methodology and aim to implement streamlined processes ensuring consistency and further rigour in project planning and delivery.

9.7 Request for Variation to Request For Quotation Strathbogie Recreation Reserve Pavilion Upgrade Stage 1 (cont.)

**COMMUNITY ENGAGEMENT**

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

Community consultation has not been undertaken in relation to the need to vary the contract, however, there has been a lot of interest from the community around the project. Following the receipt of the concept plans from the Architect, Officers will meet with the Strathbogie Recreation Reserve Committee to discuss the plans in further detail.

**POLICY CONSIDERATIONS**

**Council Plans and Policies**

The completion of Stage 1 concept design of the Strathbogie Recreation Reserve Pavilion Upgrade works is consistent with Goal 3 of the Council Plan 'to provide quality infrastructure'.

Seeking Council approval for a variation to the RFQ is consistent with the probity objectives of Council's Procurement Policy.

**LEGAL CONSIDERATIONS**

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

Council's financial delegations allows the Chief Executive Officer (CEO) to approve variations within the allocated budget for a project.

Section 186 of the *Local Government Act 1989* relates to restrictions on powers to enter contracts.

The RFQ was awarded in May 2019 after undertaking a competitive RFQ process and therefore all requirements of the Act have been met.

**Conflict of Interest Declaration**

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

**Transparency**

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

Seeking Council approval for a further variation to the contract achieves maximum probity and transparency in accordance with Council's Procurement Policy and Public Transparency Policy.

9.7 Request for Variation to Request For Quotation Strathbogie Recreation Reserve Pavilion Upgrade Stage 1 (cont.)

**FINANCIAL VIABILITY CONSIDERATIONS**

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

The need for a variation, with a value of \$12,600 excluding GST, is required to further develop this project from concept design to fully developed plans in readiness for tendering and construction.

The initial Request for Quotation (RFQ) was awarded for a total price of \$19,000 excluding GST. The approved notional budget for this project was \$20,000.

The additional funding can be met from the existing Capital Works budget given savings from other projects.

A summary of the budget allocation for this project includes:

2018/19 - \$10,000 for scoping

2020/2021 - \$9,000 reallocated from 2018/19 plus an additional \$250,000 allocated for delivery. A Request for Quotation for design was awarded in 2020/21 for \$19,000 (including GST).

2021/2022 – \$250,000 proposed in the draft budget for delivery.

The final delivery amount will be determined once all detailed design documentation is complete.

**SUSTAINABILITY CONSIDERATIONS**

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

**Social**

The Strathbogie Recreation Reserve Pavilion Upgrade will provide a greater fit for purpose facility.

**Economic**

The construction of the pavilion upgrade will be undertaken through a competitive tender process encouraging additional work for businesses and manufacturers.

**Environmental**

Through the concept design phase, there is the opportunity to explore environmentally friendly materials that reduce energy consumption.

**Climate Change**

As highlighted above, ways to reduce the energy consumption of the building will ultimately reduce the carbon footprint of the infrastructure.

**HUMAN RIGHTS CONSIDERATIONS**

There are not impacts arising out of this report in relation to the *Charter of Human Rights and Responsibilities Act 2006*.

9.7 Request for Variation to Request For Quotation Strathbogrie Recreation Reserve Pavilion Upgrade Stage 1 (cont.)

**CONCLUSION**

There is the need to progress Stage 1 of the Strathbogrie Recreation Reserve Upgrade concept design to shovel ready, this includes full tender and construction plans and specifications. This has resulted in the need for a RFQ variation and this report is to achieve maximum transparency around the need for an additional funding to complete the design phase of the project.

**ATTACHMENTS**

Nil.



**9.8 Strathbogie Shire Council Audit and Risk Committee  
- Unconfirmed Minutes of the Meeting held on Wednesday 14 April 2021**

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

***EXECUTIVE SUMMARY***

This report presents the draft unconfirmed Minutes of the Strathbogie Shire Council Audit and Risk Committee meeting held on:

- Wednesday 14 April 2021.

Items considered by the Committee at its 14 April 2021 meeting were:

- Budget documents 2021/22 including :
  - Revenue and Rating Plan
  - Budget 2021/22
  - Fees and Charges 2021/22
  - Financial Plan 2021/22 to 2030/31
- Risk Report
- Investment and cash management policy
- Internal Audit program update
- Shared Services update

It is recommended that council notes the unconfirmed minutes of the Audit and Risk Committee meeting held on Wednesday 14 April 2021.

***RECOMMENDATION***

***That Council:***

- 1. Notes the unconfirmed Minutes of the Audit and Risk Committee meeting held on Wednesday 14 April 2021.***
- 2. Notes that the unconfirmed Minutes will be signed by the Chair of the Committee, once accepted, at the next Committee meeting, and any substantive changes to the unconfirmed Minutes will be reported to the next Council meeting.***

***PURPOSE AND BACKGROUND***

The Strathbogie Shire Council Audit and Risk Committee is a Committee appointed by Council and pursuant to section 53 of the *Local Government Act 2020*.

The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for compliance with Council policies and legislation, sound financial reporting and financial management, oversight of risk management including the Strategic Risk Register, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

9.8 Strathbogie Shire Council Audit and Risk Committee  
- Unconfirmed Minutes of the Meeting held on Wednesday 14 April 2021 (cont.)

**KEY ISSUES AND DISCUSSION**

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

The independence of the Audit and Risk Committee ensures there is a 'watchdog' over Council operations at all times, which helps ensure the best interests of the municipal community are achieved through Council operations and decisions.

**COMMUNITY ENGAGEMENT**

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

Consultation on this matter is not required under Council's Community Engagement Policy given the operational nature of the committee and its operation under the Audit and Risk Committee Charter 2020.

The Audit Committee Charter is comprised of for four independent Community representatives and two Councillors.

**POLICY CONSIDERATIONS**

The Council Plan 2012-21 contains a goal to "*Continue to create a secure investment environment through sound financial management*" with the Audit Committee playing a key role in monitoring this goal".

The Audit and Risk Committee has been established under State government legislation and its workplan and Charter have been developed in accordance with State government guidelines.

**LEGAL CONSIDERATIONS**

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

The Audit and Risk Committee has been constituted and established under sections 53 and 54 of the *Local Government Act 2020*, which requires all councils to appoint a Committee under a Charter developed in accordance with the 2020 Act.

The work on developing a work plan for the newly appointed Committee is a new requirement under the Act.

**Conflict of Interest**

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

9.8 Strathbogie Shire Council Audit and Risk Committee  
- Unconfirmed Minutes of the Meeting held on Wednesday 14 April 2021 (cont.)

**Transparency**

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

The appointment of an Audit and Risk Committee, along with noting the unconfirmed minutes through this Council agenda at a public meeting ensures transparency around the operation of the Committee and the issues that it is considering/monitoring.

***CONCLUSION***

This report advises the public of the matters considered by the Audit and Risk Committee and recommends endorsement of the Minutes for the meeting held on 14 April 2021.

***ATTACHMENTS***

**Attachment 1:** Unconfirmed Minutes of the Audit Meeting held on 14 April 2021

## **ATTACHMENT 1:**

Strathbogie Shire Council  
Audit and Risk Committee Meeting

14 April 2021

### STRATHBOGIE SHIRE COUNCIL



#### **Minutes of a Meeting of the Strathbogie Shire Council Audit and Risk Committee held on Wednesday 14 April 2021, via Teams, commencing at 9.30 a.m.**

- Committee Members:**
- Ms Claire Taranto (Chair) - Community Representative
  - Mr Mark Freudenstein - Community Representative
  - Mr Alister Purbrick - Community Representative
  - Cr Sally Hayes-Burke - Council Representative
- Officers:**
- Ms Julie Salomon - Chief Executive Officer
  - Mr David Roff - Director Corporate Operations
  - Ms Amanda Tingay - Director Community and Planning
  - Ms Dawn Bray - Executive Manager Governance and Customer Service
  - Mr Chris Dube - Executive Manager People and Culture
  - Mr Upul Sathurusinghe - Manager Finance
  - Ms Hannah Sharp - Corporate Risk Officer
- Internal Auditors:**
- Mr Brad Ead - AFS & Associates
- External Auditors:**
1. Welcome
  - 2.
  2. Acknowledgement of Traditional Land Owners  
*'I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to their Elders, past and present'*
  3. Apologies  
Mr Geoff Dobson - Community Representative  
Cr Paul Murray - Council Representative
  4. Disclosure of Interests  
Nil
  5. Confirmation of Minutes - Friday 12 March 2021  
  
***MOVED: ALISTER PURBRICK  
SECONDED: MARK FREUDENSTEIN***  
  
***21-20/21 CARRIED***
  6. Business
  7. Items raised by Committee Members
  8. Next Meeting

**REPORTS INDEX**

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6.1	<div style="border: 1px dashed black; padding: 5px;"> <p><b>Budget Documents 2021/22</b></p> <ul style="list-style-type: none"> <li>-Revenue and Rating Plan 2021/22</li> <li>-Budget 2021/22</li> <li>-Fees and Charges 2021/22</li> <li>-Financial Plan 2021/22 – 2030/31</li> </ul> </div>	1
6.2	Risk Report	3
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6.6	Investigations / Chief Executive Officer Reports	6
<b>7.</b>	<b>Items Raised by Committee Members</b>	6
<b>8.</b>	<b>Next Meeting</b>	6

**6. BUSINESS****6.1 Budget Documents 2021/2022**

Preparation of the 2021/2022 has been a little different this year as a result of the Local Government Act 2020 which has differing dates for implementation of specific elements relating to Financial Management specifically:

Budget, Fees and Charges	30 June 2021
Revenue and Rating Plan	30 June 2021
Financial Plan	31 October 2021
Asset Management Plans	30 June 2022

The Fees and Charges document has remained one that goes with the Budget.

Taking each of the above in turn:

**Budget 2021/2022**

The document was provided to Committee members, and of note are:

- Increase in the average rate per assessment of 1.5%
- Capital Works Program of \$20.25m of which \$3.198 m is expected to be carried over from 2020/2021
- Council currently has a significant funding application for the Nagambie Foreshore Walk which, if successful, will increase grant income and capital expenditure by some \$3 million in 2021/2022
- Operating Surplus of \$2.044 million
- In relation to the Cash Flow Statement, in previous years the Federal Government has paid 50% of the following years grant late in the previous financial year (amount of amount \$2.8 million). Should this occur it will probably be received in May, but the Budget does not assume that, i.e. is conservative
- Assumptions about Capital grants going forward are considered conservative
- Borrowings of \$5.0 million for rehabilitation of Violet Town Landfill - tenders are currently being evaluated for design and costing of the project
- There is still some narrative in the document to be completed

Indicators over the next 4 years are as follows :

INDICATOR	2021/22	2022/23	2023/24	2024/25
Operating Result	2.044 m	1.567 m	1.079 m	.557 m
Liquidity	1.45:1	1.21:1	1.18:1	1.09:1
Capital Works	20.25 m	8.869 m	7.355 m	7.653 m
Depreciation	5.853 m	5.999 m	6.149 m	6.303 m
Asset Renewal and Upgrade/Depreciation	231%	103%	107%	105%
Indebtedness (Non-Current liabilities/Own Source Revenue	29%	28%	25%	23%

**6.1 Budget Documents 2021/2022 (cont.)****Revenue and Rating Plan 2021/2022**

This is a new document which outlines how Council raises its revenue. It is presented for review. Council is still considering several matters:

- The level of the Residential Vacant land rate (now 175% of the General rate) when compared to the Commercial/Industrial land rate (now 210%)
- The future of Council's First Home Buyers Scheme
- Revaluation figures are currently being finalised and will result in rates in the dollar coming down as CIV will increase – a summary of preliminary figures is shown below. What this is showing is that there has been a similar increase in the Farm and Residential categories of about 10% and whilst individual outcomes will vary, there will not be a major shift in the burden between these two categories. There will be some benefit to the Commercial sector but this is not considered significant:

<b>CATEGORY</b>	<b>2020</b>	<b>2021</b>	<b>INCREASE</b>
Residential	1,488,381,000	1,638,109,500	
Residential Elloura	34,402,000	40,353,000	
	1,522,783,000	1,678,462,500	1.10
Farm over 40 ha	1,828,890,523	2,009,051,000	
Farm under 40 ha	126,320,000	137,620,000	
	1,955,210,523	2,146,671,000	1.10
Commercial Industrial	163,000	163,000	
	149,850,000	156,124,000	
	150,013,000	156,287,000	1.04
Commercial Industrial Vacant	2,071,000	2,189,000	1.06
Residential Vacant	80,623,000	91,029,000	
	17,391,000	17,573,000	
	98,014,000	108,602,000	1.11
<b>TOTAL</b>	<b>3,728,091,523</b>	<b>4,092,211,500</b>	<b>1.10</b>

**Financial Plan 2021/2022 – 2030/2031**

This document is not required until 31 October 2021 as it requires consideration of Council Plan outcomes (still under development) and inputs from Asset Management Plans (not due until 30 June 2022).

However, based on current assumptions, the document has been prepared to give an indication of the likely scenario going forward. There will need to be adjustment to the narrative before October 2021.

## 6.1 Budget Documents 2021/22 (cont.)

### Fees and Charges 2021/22

This document is part of the normal Budget package. There is one proposed change to the document to increase the Saleyard fee for scanning to \$4.00 to reflect increased charge from contractor.

**MOVED: COUNCILLOR HAYES-BURKE**  
**SECONDED: ALISTER PURBRICK**

*That the Committee review and endorse the Budget documents for 2021/22, with a suggestion that Council consider a stepped increase in the Residential Vacant Land rate.*

22-20/21      **CARRIED**

## 6.2 Risk Report

Responsible Officer: Corporate Risk Officer

An update on the Enterprise Risk Management Project was provided to Committee members.

**MOVED: MARK FREUDENSTEIN**  
**SECONDED: ALISTER PURBRICK**

*That the Committee note the Risk Report and highlight the importance of this issue to Council.*

23-20/21      **CARRIED**

## 6.3 Investment and Cash Management Policy

Author: Manager Finance

Responsible Director: Director Corporate Operations

### **EXECUTIVE SUMMARY**

This report presents a revised Investment and Cash Management Policy for Council adoption.



6.3 Investment and Cash Management Policy (cont.)

**MOVED: MARK FREUDENSTEIN  
SECONDED: ALISTER PURBRICK**

***That the Audit Committee review and endorse the revised Investment and Cash Management Policy.***

24-20/21      **CARRIED**

**PURPOSE AND BACKGROUND**

Council maximises its return on investment and minimizes risk by placing appropriate investments. This policy governs how Council does that and was last reviewed in 2016.

**ISSUES, OPTIONS AND DISCUSSION**

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

This policy is an update to the existing policy. The policy complies with Local Government Act 2020 section 103.

The author and other officers providing advice in relation to this report have considered potential alternative courses of action. No feasible alternatives have been identified.

**COMMUNITY ENGAGEMENT**

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

There was no consultation process or community engagement undertaken. The author of this report considers that the matter under consideration did not warrant a community engagement process because it is an internal operational policy document.

**POLICY CONSIDERATIONS**

Council Plans and Policies

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

Regional, State and National Plans and Policies

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

The author of this report considers that the matter under consideration did not warrant a consideration of regional, State and national plans and policies because it is an internal policy document.

### 6.3 Investment and Cash Management Policy (cont.)

#### **Legal Considerations**

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

This policy complies with *Local Government Act 2020* section 103. The author of this report considers that the recommendation has no other legal or statutory implications which require the consideration of Council.

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

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

#### **Transparency**

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

Adoption of this policy ensures council meets transparency obligations in its investment decisions.

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

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

The Policy assists Council in achieving its financial objectives by appropriate investment of funds.

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

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

There are no significant sustainability considerations arising from the adoption of the revised policy.

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

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

#### ***CONCLUSION***

This report presents a revised Investment and Cash Management Policy for Council adoption. It is recommended that the Audit Committee review and endorse the revised Investment and Cash Management Policy.

#### ***ATTACHMENTS***

Nil.

#### 6.4 Internal Audit Program Update

Provided to Committee members was an update for the Internal Audit Program which proposes some changes such as:

- Events Program to occur in May (new Item)
- Planning deferred in view of current staffing vacancies

**MOVED: COUNCILLOR HAYES-BURKE**  
**SECONDED: ALISTER PURBRICK**

*That the Committee note the revised timetable.*

25-20/21      CARRIED

#### 6.5 Shared Services Update

An update was provided on the Shared Services project.

**MOVED: COUNCILLOR HAYES-BURKE**  
**SECONDED: MARK FREUDENSTEIN**

*That the verbal report be noted.*

26-20/21      CARRIED

#### 6.6 Investigations / Chief Executive Officer Reports

A verbal briefing on any investigations currently being undertaken by Council was provided, with matters being –

- Update on Nagambie Retaining Wall
- Update on Audit and Risk Committee Recruitment. Mark Freudenstein nominated to Interview Panel and Cr Hayes-Burke or Cr Murray nominated as the Councillor representative

**MOVED: COUNCILLOR HAYES-BURKE**  
**SECONDED: ALISTER PURBRICK**

*That the verbal report be noted.*

27-20/21      CARRIED

**7. Items raised by Committee Members**

- Australian Rail Track Corporation (ARTC) – CEO provided an update
- Positive feedback provided on Council's recent consultation at Farmers Markets
- Discussion on aspects of Internal Audit program
- Works Plan to come back to the Committee
- Claire Taranto thanked Council and Audit and Risk Committee members for the opportunity to serve on the Audit and Risk Committee for the past ten years. Alister Purbrick responded, thanking Claire for her service

**8. Next Meeting**

Is scheduled for Friday 11 June 2021

***THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.39 P.M.***

Confirmed as being a true and accurate record of the Meeting

.....  
Chair

.....  
Date

## **9.9 Operational Management of Strathbogie Shire Aquatic Facilities**

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

### ***EXECUTIVE SUMMARY***

In 2020 Strathbogie Shire Officers conducted an analysis of the management and operational model of the Shire's aquatic facilities and concluded the most appropriate model going forward was to contract out the management and operations of all four pools to a professional aquatic management organisation for the 2020/21 season. The maintenance, capital improvements and preparation of the pools was managed by the Strathbogie Shire Operations (Works) Department as per previous seasons.

This approach was endorsed by Council at the May 2020 Council Meeting and a procurement process was undertaken with a one-year contract awarded to Belgravia Health Leisure Group in November 2020.

The 2020/21 pool season under Belgravia Leisure's operational management has been a successful one with facilities vastly improved through the management of Belgravia and their expertise in this field and strong focus on safety and risk management at each pool.

There was a total of seven cold weather days in the season where each venue was closed due to the forecast temperature being less than 22 degrees. In addition, there was a five-day closure in February related to COVID-19 equating to 12 total closure days for the season. This contributed to labour savings over the season at each venue.

Over the 2020/21 a total of 1,098 residents activated their free season ticket to the local pools. Season pass attendances made up 58% (6,398) of total attendances (11,851). There were 6,401 paid swim entries, delivering a total of \$4,076 compared to the budget expectation of \$10,000. In summary, attendance figures are significantly lower than prior years, which is likely to be a result of Covid 19 related closures and inadequate manual tracking of membership users through the gates.

The Officer recommendation is to establish a longer, fixed term contract with a professional aquatic management organisation to deliver long term strategic goals and mutually beneficial outcomes for the community in line with Strathbogie Community Pools 10 Year Strategy.

It is also important to note that the Pools Advisory Committee, to which the Mayor Councillor Raeburn and Councillor Murray were appointed to as Council representatives at the November 2020 Statutory Council Meeting, will recommence meeting on a quarterly basis.

9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

**RECOMMENDATION**

***That Council:***

1. ***Note the attendance and income figures for the 2020-21 pool season provided by Belgravia Pty Ltd; and***
2. ***Authorise Officers to proceed with a competitive tender process to source a provider to manage and operate Council's aquatic facilities for an initial three-year period with the option of two, one year extensions subject to satisfactory performance.***

**PURPOSE AND BACKGROUND**

The purpose of the report is to analyse the 2020/21 pool season, which was contracted out to a professional aquatic management company and recommend to Council, based on the findings and historical data, to be the best model moving forward.

The management of the Strathbogie Shire aquatic facilities over the past five years has been varied with a mix of outsourcing and internal management. Prior to 2018/19 season the management of the aquatic facilities were contracted out. In the 2018-19 season the model changed again with three of the four swimming pools in the municipality (Avenel, Nagambie and Violet Town) managed by Council officers, while the Euroa pool was managed by a contractor. In the 2019/20 season Council managed all four pools in the Shire. Then in 2020/21, Council moved to a fully outsourced model.

The key decision points in moving to an outsourced model in 2020/21 season were as follows:

**Table 1 Analysis of Management Options**

<b>Factor</b>	<b>Council Management</b>	<b>Contractor Management</b>	<b>Recommended Management</b>
<i>Cost (including backpays of lifeguards)</i>	2019/20 was the first time Council managed all four (4) pools and there were significant cost increases compared to other years. Although, in 2018/19 (3 pools under direct management) there seemed to have been a reduction in cost, this was due to under payment of lifeguards. Therefore, the true cost was much higher and closer to previous years.	Contractor payments have been consistent and easily managed through the contract clauses. Variations are agreed to by both parties based on needs during the season, e.g. longer opening hours. There is no employee oncost or risk to Council in incorrect payment of staff, i.e. not Council staff.	Contractor

9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

<i>Risk Management &amp; OHS</i>	2019/20 saw a significant health and safety incident due to incorrect handling of chemicals which was attributed to a lack of experience in pool and chemical management and operations. Further investigations by WorkSafe discovered other non-compliance due to lack of experience and knowledge of staff. These have been addressed but highlighted the risk exposure Council has by direct management of the pools.	There have been no WorkSafe investigations due to non-compliance or reportable incidents under contract management of the pools. Contractors with good industry experience have the correct risk management mitigation and strategies in place, proper processes and procedures, and relevant qualifications at a higher level. Council's insurers would recommend outsourcing to an experienced and professional aquatic provider.	Contractor
<i>Control</i>	Direct management of the four (4) pools resulted in a number of staff members with limited experience in pool operations managing the day-to-day operations (including weekends) of the pool without the required training, experience and proper control. A number of high-level decisions were made over the telephone and people resources were "stretched" across the Shire.	Under contract the pools are resourced at appropriate levels at all times as per the contract specification. Control is high and visible and decisions around operations and management are made by more hands-on assessment by experienced aquatic operators.	Contractor
<i>Resources</i>	The direct management of the four (4) pools by Council, resulted in more resources (staff, maintenance and materials) being allocated to the pools during the season.	Resources under contract management are controlled by the contract specification and thus, there is less variations and "surprises" during the pool seasons. Issues are promptly managed and executed.	Contractor

9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

<i>Employees</i>	<p>Council employees directed to manage the operations of the pools had limited experience and qualifications to do so as it was not their core function. The lifeguards employed and trained had limited management/supervision by experienced aquatic managers and supervisors. Also, Council's HR department discovered underpayment of the lifeguards employed by Council. This was due to the lack of knowledge in this sector and the relevant entitlements of lifeguards. It was rectified at cost to Council.</p>	<p>Experienced industry contractors have the high-level experience and qualifications to manage aquatic facilities as this is their yearly profession. They can employ local lifeguards but have in place the appropriate manager and supervisors to mentor and monitor the staff. They also have the HR knowledge to pay the correct award rates and entitlements.</p>	Contractor
<i>Kiosks</i>	<p>Under direct management by Council the kiosks were managed by Council staff and run by the lifeguards. This model is deemed to be inappropriate as it takes the lifeguards away from their core responsibility. It's run as a service, not as a business.</p>	<p>Under contract to a qualified and experienced organisation, the kiosks could turn a profit whilst providing a service to the patrons. Also, under contract it would not pose any risk to Council.</p>	Contractor
<i>Attendance vs cost</i>	<p>Attendances were substantially down in the 2019/20, yet costs were up. This factor could be contributed to decisions being made by inexperienced aquatic managers. There were also several other factors such as poor weather, however, the attendance statistics are very low compared to a number of previous years.</p>	<p>Each year when contractors managed the pool seasons, attendances were up. Contractors are responsible for marketing and promoting the pools in addition to marketing and promotion done by Council.</p>	Contractor

In 2020/21 there has been a strong focus on the safety and risk management at each pool with improvements implemented to enhance workplace health and safety policies and procedures. In addition, Strathbogie Shire in partnership with Belgravia Leisure implemented new point of sale software to track membership and attendances at each pool.



## 9.9 Operational Management of Strathbogrie Shire Aquatic Facilities (cont.)

There was a total of seven cold weather days in the season where each venue was closed due to the forecast temperature being less than 22 degrees. We also had a five-day closure in February related to COVID-19 equating to 12 total closure days for the season. This contributed to labour savings over the season at each venue.

In the 2020/21 pool season Strathbogrie Shire Council continued with its free membership for rate payers and overall a total of 1,098 residents activated their free season ticket to the local pools.

Season pass attendances made up 58% (6,398) of total attendances (11,851). In total 6,401 swim entries were paid for delivering a total of \$4,076 which will be paid to Strathbogrie Shire Council as per contract requirements. This is significantly down on the budgeted amount of \$10,000.

Overall attendance figures provided by Belgravia are significantly lower than prior years. This could be a result of COVID-19 and may also be contributed to inadequate manual tracking of membership users through the gate.

Membership attendances and all children under 5 who are admitted free of charge needed to be entered manually into the point of sale system which was open to human error and numbers not being recorded.

For the next pool season, Council's Facilities and Recreational Officer will be implementing a Radio Frequency Identification (RFID) tag system which will allow the membership card to be scanned on entry removing the requirement for manual entry and will deliver accurate tracking of membership use and attendances. Unfortunately, this system was unable to be implemented in time for the start of the 2020/21 season.

Kiosk sales performed well across all pools, with Euroa and Violet Town being the strongest. As a consolidated line there was \$11,223 in sales for the summer with a cost of sales \$5,137.

Tables 2, 3 and 4 below indicate the approximate annual attendances recorded at each pool for the past six (4) seasons and income and expenditure totals:

**Table 2 Attendance Figures**

<b>Pool</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Avenel</b>	4,815	3,679	3,308	600*
<b>Euroa</b>	16,108	17,325	9,328	7,850*
<b>Nagambie</b>	3,034	3,424	2,209	837*
<b>Violet Town</b>	12,154	6,468	4995	2,564*
<b>Attendance Totals</b>	<b>36,111</b>	<b>30,896</b>	<b>18,834</b>	<b>11,851</b>

**Note\*** as mentioned above manual tracking of membership attendees was required to be entered into the point of sale software this may not have been conducted efficiently resulting in significantly lower numbers than expected.

9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

**Table 3 Income/Expenditure (less painting of pools)**

	2017/18	2018/19	2019/20	2020/21
<b>Income</b>	-\$6,321	-\$16,415	-\$13,702	-\$4,076
<b>Expenditure</b>	\$358,894	\$275,354*	\$452,474	\$321,029
<b>Net Result (Exp.)</b>	<b>\$352,573</b>	<b>\$258,939</b>	<b>\$438,772</b>	<b>\$316,953</b>

**Note:** \*This figure excludes costs associated with backpay paid in the 2019/20 financial year

**Table 4 Contractor Payment History (when all pools were contracted out)**

<b>Contractor Payments</b>	<b><u>2016/17</u></b>	<b><u>2017/18</u></b>	<b><u>2020/21</u></b>
<b>Totals</b>	<b>\$252,370</b>	<b>\$271,766</b>	<b>\$310,000</b>

***ISSUES, OPTIONS AND DISCUSSION***

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

The aquatic facilities in the Shire have the potential to be further utilised and deliver increased community programs and events but carry high risk and cost for the municipality. This year the following issues were experienced:

- Avenel pool prior to season beginning had a known leak and investment was made to have the expansion joints replaced. However, in spite of this the pool has continued to leak around 10,000 litres per 24 hours throughout the season. The services of a professional pool water leak engineering company have been sourced to locate the leak(s) and to have them repaired over the off season. The cost of repairs is unknown at this stage until the leak is located and an understanding of the repair requirement is established.
- Belgravia Leisure identified 16 urgent requirements to be completed by the Shire to bring all the pools up to an acceptable industry standard. These requirements focused on health and safety and included improved signage, chemical handling processes and storage protocols.
- An incident occurred at Avenel pool as a result of mismanagement of pool chemicals. This forced the closure of the pool for 2 days, posed a risk to staff and swimmers (had it not been identified) and resulted in wasted water as water levels were reduced so the pool could be refilled with fresh water to balance out the chemical imbalance. Due to this incident we are exploring automated chemical mixing stations for each pool to automate correct chemical dosages. Automated chemical mixing stations are recommended as an industry standard due to health and safety risks posed to staff of manual handling of chemicals.

## 9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

- Funding of \$2.065 million has been provided over the years 2021/22 to 2023/24, of which \$.181 million is from grant funds. Detailed work is required to assess works at each pool, and additional funding sources to ensure proposals fit within the estimated funding envelope in those years and beyond.

It is estimated that some \$11.50 million will be available beyond 2023/24 for works including pools, and other Council buildings / works.

Once again, detailed assessment is required to establish priority, estimated costs, and potential external funding to fit the funding envelope. This work will be undertaken in the coming year.

### **COMMUNITY ENGAGEMENT**

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

The tendering of the management of the pools during the pool seasons is not considered to require any community engagement as the tender specifications will be consistent with current expectations of the relevant stakeholders. The day-to-day management during the pool openings should be seamless regardless of contractor or direct management by Council.

However, the tender process will be a public process conducted in accordance with Council's Procurement Policy.

It is proposed that the Pools Advisory Committee meetings will re-commence and be held on a quarterly basis. The committee has Council representation through Mayor Raeburn and Cr Murray and is to have 2 Council Officers, up to 8 community representatives and up to 8 youth representatives.

The role of the Committee is to carry out the following functions:

- To participate in the implementation of Strathbogie Shire Community Pools Strategy 2019-2029
- To participate in the development of levels of service for pool access and infrastructure
- Respond to issues referred by Council to the Committee associated with issues pertaining to marketing, promotion, safety and other pool opportunities.

### **POLICY CONSIDERATIONS**

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

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:

- The Community Pools Strategy 2019-2029
- Council Plan Goal 1. Enhance community health and wellbeing
- Council Plan Goal 3. To provide Quality Infrastructure
  - Strategy 2. Provide Passive and Active Recreational Facilities

## 9.9 Operational Management of Strathbogrie Shire Aquatic Facilities (cont.)

### **LEGAL CONSIDERATIONS**

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

The public open tender process will be in accordance with Council's Procurement Policy and in accordance with *the Local Government Act 2020*. The reference group will be modelled in line with the new provisions of this Act.

### **Conflict of Interest Declaration**

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

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

### **Transparency**

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

In the interest of transparency and open and honest communication with our community, it is recommended that the decision to open tender process for our aquatic facilities be discussed in a public forum providing full disclosure to the community.

The public open tender process will be in accordance with Council's Procurement Policy and a decision on the successful tenderer made at an open Council meeting.

### **FINANCIAL VIABILITY CONSIDERATIONS**

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

The following has been allocated in the draft budget for the 2021/2022 pool season:

1. Swimming Pools – Management/Operations - \$325,200
2. Swimming Pools – Maintenance - \$56,600
3. Capital Expenditure - \$1,422,510.

### **SUSTAINABILITY CONSIDERATIONS**

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

### **Economic**

The aquatic facilities remain a large economic investment for the Council. In outsourcing to a contractor, management costs can be negotiated and consistent and easily managed through the contract clauses.

## 9.9 Operational Management of Strathbogie Shire Aquatic Facilities (cont.)

### **Social**

Public aquatic facilities can provide much more than just “places to cool off in summer”. A properly managed pool and aquatic strategy can deliver a sense of community, improve social capital, offer access to water safety education and increase patron enjoyment.

The Shire's aquatic facilities have the potential to deliver increased value to the community and can be measured by such things as:

- (a) sense of community – e.g. stakeholder participation, recognition of diversity, social cohesion
- (b) community services – e.g. range and quality of services for different groups (children and families, young people, elderly people and people with disabilities), accessibility of services or cost of services
- (c) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications
- (d) education and skills development – e.g. number and quality of education options for the community, life-long learning opportunities.

### **Environmental**

Improved operational management of the Shire's aquatic facilities has the potential to reduce water consumption across the pools and our impact on the environment. This includes appropriate use of pool blankets to decrease water evaporation as well as an introduction of automated disinfection system allowing for better management of chemical use and chemical consumption. Chemicals usually require significant energy to produce, transport, high use of plastic storage containers and can be harsh and damaging to the environment. The reduction of chemical consumption can therefore be a significant eco benefit.

In addition, it has been recommended that the Shire purchase automatic commercial pool cleaners to enable effective cleaning of the pool which can contribute to a further decrease in chemical usage.

### **Climate change**

The above listed improvements in the operational management of our pools can deliver eco benefits across all facilities supporting our commitment to making effective change to reduce our carbon footprint and act on climate change.

### **CONCLUSION**

Based on the successful outsourcing of aquatic management in 2020-21 season and the prior analysis done and outlined in this report, it is recommended to contract out the management and operations of all pools for the next three opening seasons through a public open tender process.

In addition, to ensure proper engagement with the users and broader community, it is further recommended to re-establish our Pools Advisory Committee to drive further strategic improvements of our facilities.

### **ATTACHMENTS**

**Attachment 1:** Strathbogie Shire Council Community Pools Strategy 2019-2029

**ATTACHMENT 1:**



Prepared by Otium Planning Group Pty Ltd  
in conjunction with Peddle Thorp Architects  
and Turner & Townsend Quantity Surveyors









## The Project - Strathbogie Shire Community Pools Strategy

There are four outdoor community swimming pools in Strathbogie Shire located in the townships of Avenel, Euroa, Nagambie and Violet Town.

Each of the pools has its own character and is highly valued by its local community. There is a strong belief in the important social, health, fitness and wellbeing role that local swimming pools should continue to play into the future.

The four pools are aging. They range from between almost 40 to around 60 years old and left as they are, will only cost more to operate as they age. Without work, the combined capital and operational cost of keeping these pools running over the next 10 years is expected to reach \$6.5 million.

In early 2017, Council established a Community Pools Working Group to consider a range of pool planning and management challenges.

In mid 2017, Council commissioned Otium Planning Group to develop the Community Pools Strategy to guide Council's planning and decision-making for the community pools into the future.

The Community Pools Strategy gives focus to the longer-term sustainability and viability of the pools. It provides:

- A plan for the pool's long-term sustainability and recommendations for each of the community swimming pools into the future
- Recommended development options and costs for specific facilities such as reconfiguring existing pools and creation of splash park facilities
- Options for additional activities that will generate revenue and assist facility sustainability
- A staged implementation strategy
- A preferred management model for the future
- Recurrent Council budget implications for the future operation of the pools



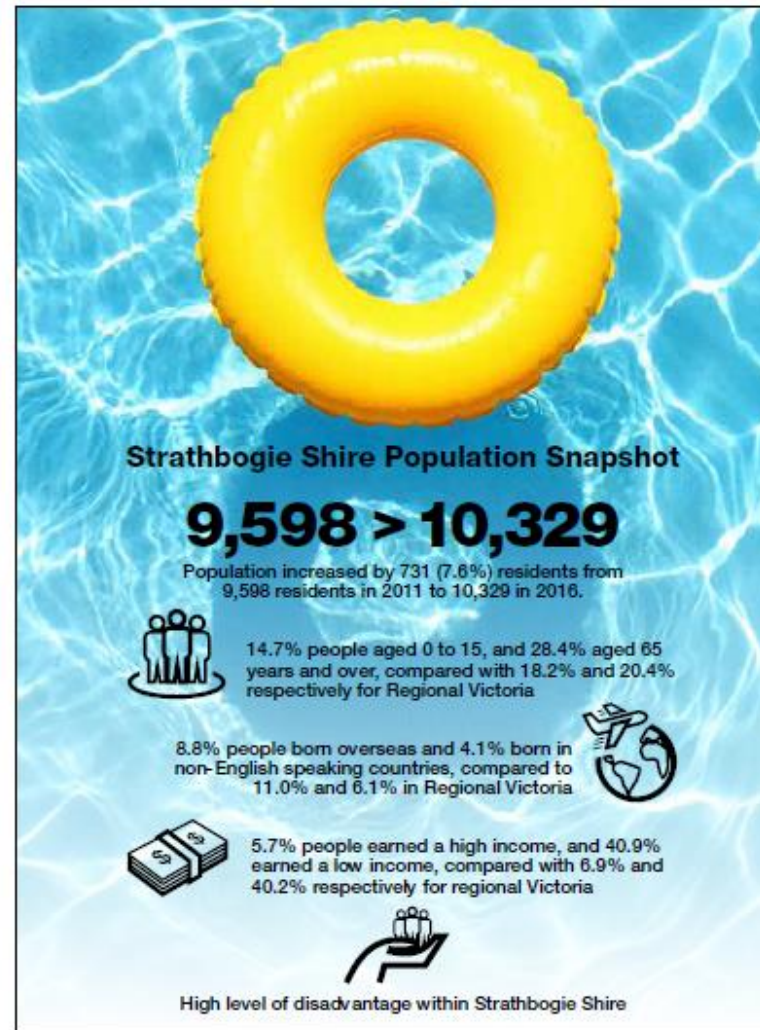
# What Have We Done?

Community pools are important to our community. To work out the best way to provide these facilities into the future and the best options for their long-term sustainability we undertook an extensive research and consultation process described by this diagram.



## What Our Research Told Us

1. Strathbogie Shire Council provides four outdoor swimming pools: Avenel, Euroa, Nagambie and Violet Town.
2. The pools provide residents of all ages the opportunity to enjoy social contact and participate in recreational activities such as swimming, water play and exercise. They also play a role, though not as effectively as many people consulted for this project would like, in promoting and educating locals about water safety.
3. With an aging population and a high level of disadvantage, affordable and accessible community facilities that can promote and encourage health, wellbeing and community connectedness such as the community pools are important and will become increasingly so.
4. The pools operate for a summer swimming season which starts on December 1 and finishes on the long weekend in March. The current operational hours are:
  - Weekdays – 1.00 pm to 7.00pm
  - Weekend – 1.00 pm to 7.00 pm
  - School Holidays – 12.00pm to 7.00 pm
  - Closed Christmas Day and any day below 23°C
5. The fee structure for the pools involves:
  - Season and day passes for families, adults and/or children
  - Pool membership tickets are available from the pool complexes.
6. Annual season ticket holders may gain entry to any pool complex within the Shire.
7. All children under five years of age are admitted free of charge.
8. Carer companion card holders are admitted free.
9. Minimum age of child allowed to attend pool on their own is 10 years old
10. Rate payers can take up a free seasons pass for individuals and/or families living in the same house
6. The majority of pool attendees use free (rate-payer) passes.
7. The operational performance of the Strathbogie Community Pools is summarised in the table on the next page. It shows that the average level of subsidy per resident for the provision of the four outdoor pools is \$33.08 and the attendance levels vary from almost 3,000 at the Nagambie pool to just over 16,000 at Violet Town.
8. All four of the Strathbogie Pools are aging with amenity shortcomings including:
  - Cold showers
  - Roofless change rooms
  - Cracked and loose tiles
  - Lack of shade
  - Cracked concourses
  - No all abilities access
  - Lack of supporting infrastructure (old tables, chairs etc)
  - Cold and deep (at some pools) water



**Table 1: Strathbogie Community Pool's Operational Performance Summary**

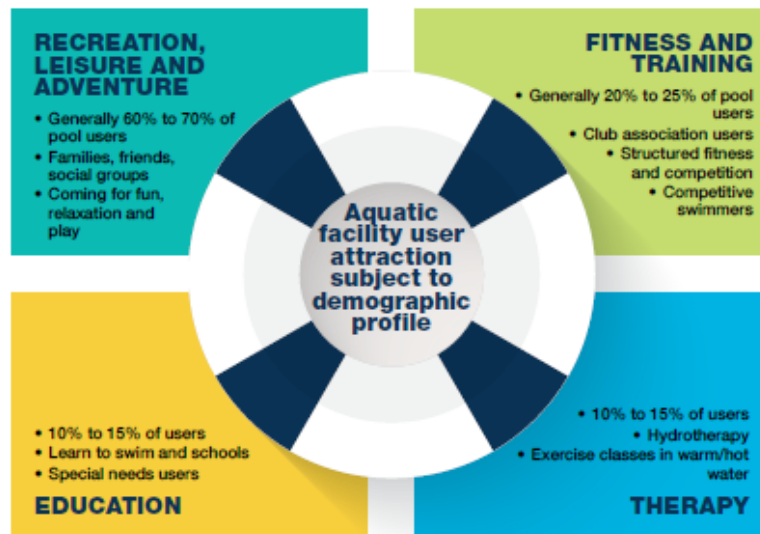
Item	Avenel	Euroa	Nagambie	Violet Town	TOTAL
Income	\$344	\$2,791	\$180	\$1,681	\$4,996
Expenditure	72,381	137,177	64,099	72,991	\$346,646
Net Operating (Loss) Surplus	(\$72,037)	(\$134,386)	(\$63,919)	(\$71,310)	(\$341,650)
Attendance	5,084	15,306	2,737	16,163	39,290
Usual resident (local area) population	1449	4037	2029	1539	
Attendance per head of local population	3.5	3.8	1.3	10.5	
Revenue per user	\$0.07	\$0.18	\$0.07	\$0.10	\$0.13
Expenditure per user	14.24	8.96	23.42	4.52	\$8.82
Subsidy per user	\$14.17	\$8.78	\$23.35	\$4.41	\$8.70
Subsidy per 10,329 estimated residents	-	-	-	-	\$33.08
Revenue as a % of Expenditure	0.48%	2.03%	0.28%	2.30%	1.44%

**Aquatic facility market trends**

Local pools were once built for more specialist or limited market users such as competitive swimmers or high-level sport participants. Research indicates that these days pools such as the Strathbogie Pools need to align more to the recreation and leisure market. This is the largest market for aquatic facilities as it contains people of all ages, ability, types, interest and gender.

Community expectations about recreation and how leisure time is spent and how people use aquatic facilities is changing. The Strathbogie pools design with formal rectangular pools, limited alternate activity amenity such as basketball rings and barbeques and poor all abilities access don't support recreation and leisure market trends.

The key aquatic facility markets and what drives them are identified in this diagram.



## What You Told Us

### Consultation for this project involved community and school surveys, discussion workshops, public submissions and interviews with other regional shire council officers.

You told us that:

1. All four of Strathbogie Shire's pools are valued by the community though Euroa and Violet Town with much higher patronage would seem to be valued by more people.
2. Strathbogie's pools are primarily used as places to cool off in the summer. They offer limited lap swimming and learn to swim (Vic Swim) programs. Some people travel to Seymour, Shepparton and Benalla for warm water & learn to swim.
3. The contract management structure is not conducive to programming/service, pool activation, community connection and development.
4. The management of the pools is important. People want a strong local community connection and want the management to liaise with, engage and support local community pool committees.
5. Free entry for rate payers was felt to be inequitable and entry for locals who are not rate payers needed to be better provided for.
6. Greater flexibility around opening hours would be appreciated to accommodate warm weather earlier than December, particularly for school kids.
7. Additional programming and/or activities at the pool is important as an attraction to the pools, to activate the pools and to build patronage.
8. A desire for lap swimming access was identified at the pools. People wanted early access lap swimming and/or designated lanes for lap swimming.
9. Community pools 'friends of' groups would like to hold events and program activities such as large on-water inflatables. They cited event insurance as being problematic and identified that Council assistance with this would be good.
10. The pools need more amenities including 'play' elements, shade, barbeques, modern changerooms and showers, basketball rings/ half courts etc. Splash park facilities were suggested as features that would improve the amenity and attractiveness of the pools.
11. All abilities access was identified as an issue at all of the pools and needs to be improved as a priority.
12. Young people identified that pools often cater for little kids and there needs to be more for older age groups. This could include other features such as basketball rings. Events at pools were also suggested as young people attractors.
13. Transport and being able to get to the pools is a concern for a lot of kids that live out of the towns.

## Who Did We Consult?

- Community Pools Reference Group
- Euroa Workshop
- Avenel Workshop
- Nagambie Workshop
- Violet Town Workshop
- Access & Disability Advisory Committee Meeting
- Evolve Youth Committee Meeting
- Local Schools
- General Community
- Strathbogie pools management contractors
- Aquamoves Shepparton
- Benalla Aquatic Centre
- Seymour Sports and Aquatic Centre
- Indigo Shire
- Murrundindi Shire
- Aged care providers: Euroa, Violet Town, Avenel and Nagambie
- Council officers from across the organisation



14. The aspects of the pools that people were most unhappy with included the age and condition of the change rooms, the lack of indoor pools and lack of shaded grass area.
15. The swimming facilities or programs that schools felt are lacking in the Strathbogie local area included:
  - Learn to swim programs for schools and local swimming lessons
  - Indoor swimming facilities
  - Maintaining VicSwim program
  - Pool resources
  - Swimming teachers to run/assist with school programs
  - Continual maintenance and upgrade of the pool facilities
  - Water/splash park on pool grounds
  - Kids activities
16. The marketing and promotion of the pools was identified as an area where work should be done. It was felt that apart from locals no one else knows about the pools in Strathbogie.
17. A number of 'friends of' groups suggested that leaving the pools uncovered during winter was inefficient, damaging to the pools and environmentally poor practice. They expressed desire to trial blanketing to the pools in order to properly determine if it would be beneficial or not.

### Regional benchmarking

18. A number of regional Councils blanket their pools over winter and have found this to be a financial as well as environmental benefit.
19. A regional review of the fees and charges found that Strathbogie was the only Council providing free pool access for ratepayers. This suggests that the opportunity exists, particularly given the expressed misgivings from local pool patrons about the 'free passes for ratepayers', to reintroduce fees for entry into the pool. Ideally, the fees schedule would include concession rates that would encourage those who may struggle to pay fees and/or may not be rate payers, to attend.
20. There are a number of community pool management models in operation within the region. In-house management and hybrid management models are both working successfully.
21. The identified key benefits of the hybrid management model are:
  - Access to a 'pool' of lifeguards that get moved across all Council/regional participating facilities
  - Management of payroll and recruitment
  - Provision of the rostering software and Point of Sale software and hardware
  - Reduced operational cost



## The Strategy - Key Directions

**Strathbogie people told us that they want each of the community pools to have their own distinct 'look and feel' and provide a different experience that will attract people from across the shire to each.**



### Management service scope

Management that is community focussed, connected and collaborative is identified as essential to the pools being able to attract locals and visitors and ensuring the pools are fun, inviting places for community, family and friends to gather, meet and cool off over summer.

Specifically, the service specification should require the pools management to:

- Provide broader service than just opening the gates and rostering lifeguards, although of course provision of a safe and properly supervised environment remains a critical component of service
- Be engaged and connected with the local community
- Work proactively with and support local community groups such as the friends of groups, to plan and deliver community events and activity programs at the local pools
- Plan and facilitate delivery of programs at the pools that support Council's health and wellbeing strategies and actions
- Encourage activities that build and promote local community connection, health, fitness and wellbeing
- Work with local organisations, including (but not limited to) schools, aged care facilities and community centres to provide aquatic safety, swimming and fitness and wellbeing programs and activities



### Management model

A number of management models were identified and assessed during this project including:

- **Council in-house management** where Council employs a facility manager and associated staff and is responsible for all aspects of the facility's operation including operating policies, financial performance and asset maintenance and directly operates and manages the facilities. This option allows Council full control of operations, pricing, programming, asset management and staffing but it can be cost prohibitive as council recruiting and maintaining a pool workforce in-house can be high.
- **External Management** where management rights are contracted or leased out to a professional contract management company or an individual to operate all facilities. This has been the Strathbogie pool management model for a number of years. This model is proving difficult to sustain as there are limited management contractors in the market place with the capacity to support the strong community collaboration requirements identified as important by the local community.
- **Committee of Management** where an incorporated (usually volunteer) Committee of Management is appointed by Council to operate the swimming pool under a detailed charter that sets out the role and responsibilities for each party. This model is increasingly being phased out within the pool industry as it can be difficult to sustain given its reliance on volunteers.
- **Internal/ external hybrid model** where Council directly operates and man-

ages the facilities, and is responsible for all aspects of the facility's operation including operating policies, financial performance and asset maintenance. Council employs an in-house facilities manager to coordinate rostering and program planning but engages specialist HR company to provide pool staff (lifeguard) engagement and IT solutions for the pool operations. The pool staff are engaged under the Fitness Industry Award delivering staffing cost savings but Council still has full control of operations, pricing, programming, asset management and staffing.

Given the identified importance of community engaged and connected management that provides and/or supports programming, activities and equipment that makes the pools attractive and fun summer time community gathering places that attract all ages, the management model must support delivery of these sorts of outcomes. An increased level of service that requires management to work with, support and be supported by the community and, to provide and/or facilitate programming is essential.

The following initiatives have been identified as central to this approach.

1. An individual management plan, reflecting the unique nature of each pool should be developed to capture the community development and liaison, programming, marketing, and other operational priorities. The management plan should provide an operational guideline reference for the pools management, the pool working group for each pool and the local community.
2. The Community Pool 'Friends of' Groups, that have been instrumental in providing



local energy into the programming of and support for the individual local pools should be formalised as an ongoing feature of the pools' operation.

3. Council should continue to regularly convene the overarching Community Pools Working Group to provide strategic overview input for the pool service as a core aspect of its ongoing community engagement strategy.
4. Council should coordinate a combined meeting of all the Community Pool 'Friends of' Groups to share ideas and opportunities.
5. The internal/external hybrid model has been found to deliver staff cost savings of up to 25% over a direct employment (internal) model. The experience of other councils is that this is an efficient operational model that supports working in collaboration with local communities for the sustainable future of community pools.

#### Recommendation: That:

1. Individual management plans be developed for each pool to provide an operational guideline reference for the pools management, the pool working group for each pool and the local community
2. The individual Community Pool Working Groups be formalised by Council to be an integral part of the ongoing operation of each of the pools
3. Council convene meetings of the overarching Community Pools Working Group as necessary
4. Council facilitate a combined meeting of all the Community Pool 'Friends of' Groups to share ideas and opportunities
5. Council implement an internal/external hybrid management model for its community pools.



### Programming and activities to build patronage and revenue

Provision, support and encouragement of programming, events and fun activities has been identified as essential to improving attendance at the pools. Programming as a means of activating the pools and attracting and engaging community was raised in every community consultation process.

With the exception of Violet Town Pool, there has been minimal programming at Strathbogrie Shire's pools. Violet Town pool was consistently identified as being a very successful model where the management and community has proactively provided programming and activities making the place attractive to attend, providing a reason to attend and building a strong community ownership and loyalty for the pool.

The Violet Town pool management and community has also invested in the purchase of pool toys that people attending can use in and around the pool. The toys increase fun and provide opportunities for water play. They also provide a point of difference and a reason to visit.

The idea of a collection of toys (some larger, some smaller) that could travel around the pools to attract people and provide regularly changing experiences at each of the pools was suggested regularly during consultation for this project.

Proactive, strategic programming will improve the relevance and attractiveness of the pools and support for this needs to be an expectation of pools management in the future.

A successful program needs to include both formal programs and activities such as learn to swim and less regular and/or structured activities and events such as games and swimming toys in the pools and community events such as barbecues.

The activities and programs that are proposed to build pool relevance, attractiveness, patronage and revenue include:

- Pool management to provide, support and encourage programming, events and fun activities at the pool that could include but not be limited to working with local:
  - Swim teachers/schools to grow programs at the local pool
  - Schools to run their swimming lessons and/or swimming carnivals from their local pool and/or the Euroa pool as the local swimming carnival destination
  - Friends of the pool groups supported to provide community programs and activities at the pool. This may include council assisting with public liability

insurance and provision of additional lifeguards.

- Purchase inflatable pool toys (feature and smaller) to be moved around the pools enabling different experiences at each of the pools.
- Purchase swimming equipment such as kick boards and flippers for use around the pool.

#### Recommendation:

That provision and/or facilitation of programming at the pools be a core pool management function into the future and that pool toys be purchased for use at each of the pools to enhance the fun and waterplay aspects of the local pool experience.

#### Fees and charges

During consultation, people felt that the current policy to provide free passes to rate payers had increased the patronage of Strathbogrie Shire's pools but there was concern that:

- The policy was inequitable with non-rate paying residents still having to pay and that some of the local people in greatest need of access to the pool facilities might be least able to pay.
- Providing free entry may de-value the pools and result in less respect/regard for the facilities and the services.
- The majority of pool users are non-fee paying, so the amount of income generated for the pools is very limited and it is almost more cost to collect fees than not collect at all
- People are willing to pay if the pool and its activities are worth visiting. The Violet Town Pool with the highest fee collection levels of all the pools, supports this idea.

A review of other regional local government pools showed that many are charging fees for entry without reduction in attendance numbers and they are able to generate some income to contribute to the overall cost of provision of the service. The research and consultation suggests that improving the programming, management and physical environment of the pools will provide the community and visitors with 'a reason to want attend', will increase the value of attending the pool and is reasonable justification for reintroduction of fees. A policy shift to enable subsidised resident entry was proposed by a number of Strathbogrie Councillors.

#### Recommendation:

That Council develop a fees and charges policy to guide the reintroduction of fees for entry into the pools to coincide with the recommended improvements to the programming and management services and physical improvements to the environment.



### Pool operating hours

The need for operational hours flexibility and being responsive to local demand particularly once school holidays finish was a persistent theme throughout the consultation. Regional benchmarking pointed to the success of trialing requests for changes to operating times at the individual pools and if successful, adopting the change at that pool, then trialing at the next and so on. The 'trial then implement' method had resulted in pool opening hours at pools being varied to respond to local need where changes were justified by local take-up.

#### Recommendation:

That Council take a more flexible approach around the core opening hours for the pools and consider, where there is sufficient local demand, trialing local requests to vary local pool opening hours.

### Water temperature

There is demand for warmer water, particularly at the Euroa and Avenel pools.

Survey results indicated that some people are travelling to Seymour, Shepparton and Benalla for year-round access to indoor, warm water and learn to swim, however there is not sufficient demand to justify development of an indoor, warm water pool in Strathbogie.

There is some evidence that provision of warmer water at the pools would improve the use and functionality of the pools by a number of groups, particularly older adults and the experience at other similar regional outdoor pools is that heating the water has improved the use and functionality of the pools.

#### Recommendation:

That a cost benefit analysis be undertaken to determine if a solar heating trial at Avenel Pool is feasible and, depending on the outcome of the feasibility of a solar heating trial and possible subsequent trial at Euroa Pool, that solar heating feasibility and trialing at other pools be considered.

### Water/pool management

Strathbogie Shire does not cover its pools over winter. It annually empties, cleans and refills the pools in preparation for the swimming season. There were strong views expressed through the consultation for this project about this practice with many advocating for covering the pools with a pool blanket over winter as means of conserving water and making pre-season preparation less labour intensive.

The experience of a number of other local governments in the region is that the decision to blanket their pools to improve their environmental performance, had also resulted in significant savings in their water charges and the time it takes to get 'swim ready' at the beginning of each season. This means they are able to open pre-season if required.

Winter blanketing and conservation of the water is an accepted industry approach as it is generally a more cost efficient, water saving, better environmental practice. Not allowing the pool to become so dirty means that the cleaning process is not so harsh and, not emptying the pool prolongs the life of the pool shell as emptying places additional strain on the shell.

#### Recommendation:

That Council covers one pool over winter as a trial to gauge the local impact of changing this long-standing practice with a view to progressively introducing winter pool blanketing at all the pools if successful.

### Marketing/ Promotion

Strathbogie Shire's community pools suffer from a lack of profile. Many local people are unaware of the pools and what they have to offer.

#### Recommendation:

That Council develop a Community Pools marketing plan to provide ongoing information about the proposed improvements to the pools and encourage people to 'come back' to the pools. It should:

- Complement/enhance local 'friends of communications about the pools
- Improve overall community awareness of the pools and their activities and,
- Build loyalty and interest in the pools.



### Access

The lack of accessibility is an important issue at all of the pools. None of the pools provide access to the water for people with mobility issues but on a more basic level, the pathways and concourses between carparks and around the pools surrounds are not in good condition and need to be improved.

**Recommendation:**

That universal access in and around the pools be a priority for improvement in the pool renewal and upgrade works.

### Transport

In terms of getting to the pools, young people in particular told us that transport was an issue for a lot of kids that live outside of the towns.

**Recommendation:**

That Council explore options to develop transport and access services to attract and support young people and others in the community with transport issues being able to get to and use the pools.

### Physical environment

All four of Strathbogie's community pools have aging infrastructure with substandard amenities including cold showers, roofless change rooms, cracked and loose tiles, lack of shade, cracked concourses, no all abilities access, lack of supporting infrastructure such as tables, chairs, basketball rings and barbeques and, and they have cold (and at some pools deep) water.

All the pools are older style, formal rectangular pools that don't currently support the contemporary aquatic leisure market (fun and play) for which there is community demand.

**Recommendation:**

That Council adopt renewal and upgrade works program for the pools that will improve their physical environment and make them more attractive, comfortable, relevant and sustainable into the future.



## The Strategy - A Development Plan for Each Pool

**Into the future we want Strathbogie Shire's community pools to operate as a network of integrated and complementary aquatic facilities and services.**

**Within the network, each pool will reflect the unique characteristics of that facility and the community it services.**

Reflecting the key directions outlined previously, the overarching aims of the community pools strategic plan are to:

- Encourage and increase child and youth entries by:
  - Adding leisure water, play and fun water features at facilities
  - Improve and update facilities
  - Refurbish the outdoor pools and grounds at all pools
  - Add complementary activity features
- Improve the overall amenity and accessibility of facilities by upgrading and refurbishing the:
  - Change rooms
  - Entrance foyer area
  - Car parking areas
  - Connecting paths from car park to pool entrance

- Upgrade and improve the point of entry to facilities and create a stronger linkage to adjoining open space areas
- Improve the overall amenity of facilities by developing landscape designs for each site to include/review shade, seating, BBQ's, tables, lighting, paving and soft landscaping
- Accept that individual adult swimmers are normally more attracted to indoor heated pools
- Encourage increased adult visits by:
  - Improving family friendly features
  - Improving services, amenities and relaxation/social areas

A strategic development plan has been developed for each pool that incorporates a range of site specific works to achieve these aims.

Each plan indicates a proposed timing for the works and the cost of each based on cost plans developed by Turner and Townsend Quantity Surveyors. A range of potential external funding opportunities have been identified as options for Council to further consider as part of an overall funding strategy.



# Avenel Pool Strategic Development Plan

**The Avenel community pool facilities are basic and the services provided are minimal. It needs more people to use it to make it sustainable in the longer term.**

With the introduction of management that will work with community to develop programming and activities for the pool and incremental improvement of pool facilities, Avenel should see its community popularity increase.

The strategy is for the focus at Avenel Pool to:

- Encourage/attract family/social market
- Be a multi-generational community place

The recommended works to be undertaken include:

- Improve overall amenity and accessibility
- Formalise car parking areas and develop connecting paths from car park to entrance
- Install shade sails, seating, BBQ's, tables, lighting, paving and soft landscaping to improve overall amenity
- Add family friendly features and appeal by adding amenities to encourage relaxation and socialising
- Install informal leisure features to attract older children & teenagers
- Replace/retrofit toddler pool with shallow or zero depth free form splash decks with water sprays, bubblers and low-level water play equipment



- Upgrade entry and reception areas to improve the overall look and amenity of the facility
- Purchase pool toys that could be moved around each of the pools
- Allow to install a pool lining to extend the useful life of the pool or, replace the pool shell in the future
- Replace grass around pool (must be soft and comfortable – no prickles)
- Investigate options for solar heating

A concept design that provides for these elements has been prepared .

A strategic implementation plan is provided below. It includes high-level cost estimates as well as potential funding opportunities.



Table 2: Avenel Strategic Implementation Plan

Stage	Description	Indicative Capital Cost	Capacity to Attract External Funding	Timing/Priorities
1	<ul style="list-style-type: none"> <li>• Upgrade entry building to improve overall look and amenity</li> <li>• Reline existing pool</li> <li>• Purchase pool toys and equipment</li> </ul>	\$525,050		Short (Year 1-4)
2	<ul style="list-style-type: none"> <li>• Build splash park/water play area to replace old toddler pool</li> <li>• Install new shade sail over water play (remove old sail)</li> <li>• Construct formalised carpark</li> <li>• Install new front entry pavements</li> <li>• Install table tennis table (teenage play elements)</li> <li>• Replace turf (new lawns) and plant trees/landscaping</li> <li>• New BBQ &amp; picnic facilities</li> <li>• Furniture and fittings</li> </ul>	\$740,190	SFV Small Aquatic Projects funding (SFV \$2:\$1 local)	Medium (Year 5-8)
3	<ul style="list-style-type: none"> <li>• Install solar heating</li> <li>• Review pool performance to determine if pool shell replacement can be justified</li> <li>• Demolish and remove existing 25m pool (not included in costing)</li> <li>• Replace 25m pool shell, finishes and plant (not included in costing)</li> </ul>	\$193,000		Long (Year 9-10+)

Note: Stages 1 & 2 include allowance for design/construction contingencies, professional fee allowance, authority fees & charges and some loose furniture and equipment. Stage 3 does not include costings for the demolition, removal and replacement of the pool shell. This would cost an estimated additional \$1,400,000.

# Euroa Pool Strategic Development Plan

**Euroa Pool is Strathbogie's largest and only 50 metre pool. It has the second highest attendance rates of all the pools, however it currently suffers from having very basic and tired amenity in and around the pool with key criticisms being that it's cold and has little to attract or keep young people there.**

**However, given its size, available grounds and location, Euroa Pool has the potential to be Strathbogie's premier aquatic venue with a particular focus on school carnivals and swimming education.**

With the introduction of management that will proactively work with shire schools, develop programmes, community events and activities for the pool and incremental improvement of the pool and its grounds, it can increase use and build its shire wide market.

The strategy is for the focus at Euroa Pool to:

- Proactively build its capacity as the school carnival and swimming education destination for Strathbogie Shire
- Encourage and attract a family and youth social market



The recommended works to be undertaken include:

- 2 pools shell options: Allow to install a pool lining to extend the useful life or the pool or, replace the pool shell in the future.
- Upgrade male & female change rooms and toilets. Roof them and make more comfortable. (completed in 2018/2019)
- Add informal leisure features to attract older children & teenagers. E.g. half-court basketball areas to encourage "pick up" games or outdoor ping-pong tables. Consider a climbing wall feature
- Replace/retrofit toddler pool with shallow or zero depth free form splash decks with water sprays, bubblers and low level water play equipment
- Upgrade entry, reception and change rooms areas to improve the overall look and amenity of the facility
- Improve universal access across the site:
  - Install disabled access hoist to shallow end of pool
  - Improve pathways and pool concourse around pool
  - Improve connecting pathways between carpark and pool entry
- Formalise the car parking
- Improve entrance to the facility so it's more inviting and welcoming
- Install support/social infrastructure such as tables, seating and BBQ areas
- Add shade features (possibly in school house colours) to support school carnival atmosphere
- Replace grass around pool (must be soft and comfortable – no prickles)

A concept design that provides for these elements has been prepared.

A strategic implementation plan is provided below. It includes high-level cost estimates as well as potential funding opportunities.



Table 3: Euroa Pool Strategic Implementation Plan

Stage	Description	Indicative Capital Cost	Capacity to Attract External Funding	Timing/Priorities
1	<ul style="list-style-type: none"> <li>• Replace roof to existing male and female change rooms including new ceiling and lighting</li> <li>• Make good amenities after roof construction completed</li> <li>• Upgrade entry building to improve overall look and amenity</li> <li>• Reline existing pool</li> <li>• Add disabled access hoist to shallow end</li> <li>• Install Solar Heating</li> <li>• Resurface existing concourse [concrete]</li> </ul>	\$2,189,415	Building Better Regions Fund (Federal Govt)	Short (Year 1-4)
2	<ul style="list-style-type: none"> <li>• Build splash park / water play area to replace old toddler pool</li> <li>• Make good perimeter between splash and pool concourse</li> <li>• New shade sail</li> <li>• Remove existing shade</li> <li>• Reconfigure existing carpark with central access pathways</li> <li>• New House Colour Shades</li> <li>• New tiered spectator seating</li> <li>• Replace / new turf and plant trees / landscaping</li> <li>• New half-court Basketball area paving and backboard</li> <li>• New BBQ &amp; picnic</li> </ul>	\$2,178,425	SFV Small Aquatic Projects funding (SFV \$2:\$1 local)	Medium (Year 5-8)
3	<ul style="list-style-type: none"> <li>• New climbing wall</li> <li>• New table tennis tables</li> <li>• New shade sails</li> <li>• Demolish and remove existing 50m pool (not included in costing)</li> <li>• Replace 50m pool shell, finishes and plant (not included in costing)</li> </ul>	\$664,404- \$856,800		Long (Year 9-10+)

*Note: Each stage includes allowance for Design/construction contingencies, Professional Fee Allowance, Authority Fees & Charges and some Loose Furniture and Equipment. Stage 3 does not include costings for the demolition, removal and replacement of the pool shell. This would cost an estimated \$3,950,000 for demolition, removal and replacement of the pool shell.*



# Nagambie Pool Strategic Development Plan

**Nagambie Pool clearly has a level of ongoing support and enthusiasm however its current level of use is very low. It has the least support infrastructure and its location is considered an impediment to use so its capacity to attract people is perhaps more limited than the other shire pools.**

The inclusion of programming and community events and the purchase of some pool toys and equipment, are proposed for the pool to give it the opportunity to grow its patronage and popularity. It is also proposed that its use and cost should continue to be monitored and if low usage levels persist, that once the pool shell reaches the end of its useful life (approx. 2022/23), it not be replaced.

As with all the pools, the introduction of management that will proactively programme the pool and work with local community is key.

The strategy is for the focus at Nagambie Pool to:

- Build local patronage and develop a local community flavour
- Monitor and assess the long-term sustainability of the pool once some social features are improved/provide





The proposed works to be undertaken if patronage improves include:

- Retrofit toddler pool with low level water play equipment
- Upgrade entry and reception to improve the overall look and amenity of the facility
- Improve universal access
  - Improve pathways and pool concourse around pool
  - Improve connecting pathways between carpark and pool entry
- Improve the car parking and entrance to the facility. Create more inviting and welcoming entrance
- Provide the family/social features such as tables, seating and BBQ areas
- Add shade features
- Replace grass around pool (must be soft and comfortable – no prickles)

A concept design that provides for these elements has been prepared.

A strategic implementation plan is provided. It includes high-level cost estimates as well as potential funding opportunities.

Table 4: Nagambie Pool Strategic Implementation Plan

Stage	Description	Indicative Capital Cost	Capacity to Attract External Funding	Timing/Priorities
1	<ul style="list-style-type: none"> <li>• Purchase pool toys</li> </ul>	\$3,800		Short (Year 1-4)
2	<ul style="list-style-type: none"> <li>• Undertake a review to determine if usage has grown with introduction of new management and programming. If not, prepare report for Council to commence decommission</li> <li>• Reline existing pool</li> <li>• Resurface existing concourse (concrete)</li> <li>• Build splash park / water play area to replace old toddler pool</li> <li>• Make good perimeter between splash and pool concourse</li> <li>• Formalise carpark</li> <li>• New front entry pavements</li> <li>• New shade sails</li> </ul>	\$1,031,110	SFRV Small Aquatic Projects funding (SFRV \$2:\$1 local)	Medium (Year 5-8)
3	<ul style="list-style-type: none"> <li>• Replace / new turf and plant trees / landscaping</li> <li>• New BBQ &amp; picnic facilities</li> <li>• Demolish and remove existing 25m pool (not included in costing)</li> <li>• Replace 25m pool shell, finishes and plant (not included in costing)</li> </ul>	\$171,300		Long (Year 9-10+)

**Note:** Each stage includes allowance for Design/construction contingencies, Professional Fee Allowance, Authority Fees & Charges and some Loose Furniture and Equipment. Stage 3 does not include costings for the demolition, removal and replacement of the pool shell. This would cost and estimated additional \$1,400,000.

# Nagambie Splash Park Strategic Development Plan

The opportunity to build a water-based playground on the Nagambie Lakes edge as an alternative to a traditional pool in Nagambie, found strong support during the project consultation. This could be a point of difference for Nagambie and the Strathbogie Pool network and would be an additional drawcard feature in this popular location that would support local economic development and tourism planning.

A concept design has been prepared for a Buckley Park site that provides a water play feature incorporated into the boardwalk and picnic area.

A strategic implementation plan is provided on the next page. It includes high-level cost estimates as well as potential funding opportunities.



Table 5: Nagambie Splash Park Strategic Implementation Plan

Stage	Description	Indicative Capital Cost	Capacity to Attract External Funding	Timing/ Priorities
1	<ul style="list-style-type: none"> <li>Detailed design and planning process</li> <li>Grant application preparation</li> </ul>			
2	<ul style="list-style-type: none"> <li>Build Splash Park / Water play and Wet deck area</li> <li>New shade sail</li> <li>New jumping pillow</li> <li>New adventure park equipment</li> <li>New table tennis tables</li> <li>New shade sail</li> <li>Replace / new turf and plant trees / landscaping New BBQ &amp; picnic facilities</li> </ul>	\$1,829,000	Building Better Regions Fund \$20,000 to \$10 million*	
3	<ul style="list-style-type: none"> <li>Nil</li> </ul>			

\* BBRF grant program to support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas. **Note: Stage 2 includes allowance for Design/construction contingencies, Professional Fee Allowance, Authority Fees & Charges and some Loose Furniture and Equipment.**



# Violet Town Pool Strategic Development Plan

**Violet Town Pool is the most popular and successful of all of the local Strathbogie Pools.**

The new management model for all the pools will include proactive programming and community development. For Violet Town, this management approach will be the continuation of a model that has worked successfully for a number of years.

The strategy is for the focus at Violet Town Pool to:

- Continue to embrace the Violet Town Community Pool as a community meeting place
- Continue to encourage/attract a family and social market

The proposed works to be undertaken include:

- Install informal leisure features to attract older children & teenagers
- Replace/retrofit toddler pool with shallow or zero depth free form splash deck with water sprays, bubblers and low-level water play equipment
- Upgrade kiosk area. Line ceiling, install air conditioning
- Improve universal access around the site:
  - Improve pathways and pool concourse around pool
  - Improve connecting pathways between carpark and pool entry





- Formalise the car parking
- Enhance entrance to the facility. Create more inviting and welcoming entrance
- Install social infrastructure such as tables, seating and BBQ areas
- Add shade features
- Replace grass around pool so it's soft and comfortable

A concept design that provides for these elements has been prepared.

A strategic implementation plan is provided opposite. It includes high-level cost estimates as well as potential funding opportunities.

Table 6: Violet Town Pool Strategic Implementation Plan

Stage	Description	Indicative Capital Cost	Capacity to Attract External Funding	Timing/Priorities
1	<ul style="list-style-type: none"> <li>• Reline existing pool</li> <li>• Resurface existing concourse (concrete)</li> <li>• Build splash park / water play area to replace old toddler pool</li> <li>• Make good perimeter between splash and pool concourse</li> <li>• Formalise carpark</li> <li>• New front entry pavements</li> <li>• New half-court Basketball area paving and backboard</li> <li>• New shade sails</li> <li>• Replace / new turf and plant trees / landscaping</li> <li>• New BBQ &amp; picnic facilities</li> <li>• Loose Furniture, Toys and Equipment</li> </ul>	\$1,992,853	SRV Small Aquatic Projects funding (SRV \$2:\$1 local)	Short (Year 1-4)
2	<ul style="list-style-type: none"> <li>• New table tennis tables</li> </ul>	\$11,250		Medium (Year 5-8)
3	<ul style="list-style-type: none"> <li>• Demolish and remove existing 25m pool (not included in costing)</li> <li>• Replace 25m pool shell, finishes and plant (not included in costing)</li> </ul>	\$0		Long (Year 9-10+)

**Note:** Each stage includes allowance for Design/construction contingencies, Professional Fee Allowance, Authority Fees & Charges and some Loose Furniture and Equipment. Stage 3 does not include costings for the demolition, removal and replacement of the pool shell. This would cost an estimated additional \$1,754,000.

# Costings

**Operational changes such as reintroducing entry fees, changing the management model and covering/blanketing the pools over winter will have an impact on the operational cost of the pools.**

## Operational Cost

The experience of other municipal areas is that they have achieved significant cost savings from similar operational changes.

An indicative operational budget based on previous attendance numbers and operational costs has been developed. It indicates that implementation of range of operational initiatives can improve the financial performance of the pools.

The indicative budget is based on the following assumptions:

### Income Assumptions

- Season Pass holders attend at least 25 times during the season
- 75% of seasons passes issued are for families
- Families have an average of 5 people attending at one time
- 15% of seasons passes issued are for adults, 15% of seasons passes issued are for children/juniors
- 75% of casual passes issued are for children/junior admissions

- All student passes are for children/juniors
- These income calculations are conservative and comparable to similar pools in other shires

### Expenditure Assumptions

- The baseline expenditure is the 2016/17 actual expenditure
- Benchmarked Councils that have achieved between 5% and 20% cost savings through implementation of operational changes similar to those recommended in this report.



Table 7: Strathbogie Pools Indicative Operational Budget

Pools Income and Expenditure		5% improvement	10% improvement	15% improvement	20% improvement
<b>Pools Income</b>	<b>Actual Income</b>	<b>Current Income*</b>			
Avenel	\$344	\$17,214	\$18,074.82	\$18,935.53	\$19,796.23
Euroa	\$2,791	\$29,419	\$30,890.23	\$32,361.19	\$33,832.15
Nagambie	\$180	\$9,481	\$9,955.03	\$10,429.08	\$10,903.13
Violet Town	\$1,681	\$29,434	\$30,905.36	\$32,377.05	\$33,848.73
<b>Total Income:</b>		<b>\$85,548</b>	<b>\$89,825</b>	<b>\$94,103</b>	<b>\$98,380</b>
<b>Pools Expenditure</b>		<b>Current Expenditure</b>			
Avenel		\$72,381	\$68,762	\$65,143	\$61,524
Euroa		\$137,177	\$130,318	\$123,459	\$116,600
Nagambie		\$64,099	\$60,894	\$57,689	\$54,484
Violet Town		\$72,991	\$69,341	\$65,691	\$62,042
<b>Total Expenditure:</b>		<b>\$346,646</b>	<b>\$329,314</b>	<b>\$311,982</b>	<b>\$277,317</b>

\*Income is indicative based on previous attendance numbers and assumptions listed above

## **9.10 Review of 2021-22 Sponsorship Program Guidelines**

Author: Manager Tourism and Community Services

Responsible Director: Executive Director Community and Planning

### ***EXECUTIVE SUMMARY***

This report is to inform Council of the guidelines associated with the 2021/2022 Sponsorship Program that provides both financial and in-kind support for our community for events where they align with the values and priorities of Council.

The Sponsorship Program provides an opportunity for groups to undertake events that complement the focus areas identified as priorities for the Strathbogie Shire Council, and an annual allocation of \$30,000 is provided for event sponsorship within the draft 2021/2022 Council budget.

Adoption of the guidelines is sought from Council.

### ***RECOMMENDATION***

***That Council adopt the 2021-22 Sponsorship Program Guidelines and make them available on the Shire's website.***

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

An annual program of events within a Shire adds significantly to the social health of the community, assists to raise awareness of the destination to identified markets, provides yield and yield dispersal to a broad range of local businesses and directly assists to increase the average length of stay of visitors.

Opportunities to attract or develop an event to a level of regional and state significance could be supported by Strathbogie Shire Council relevant to available resources.

In partnership with community groups and event organisers, Strathbogie Shire Council is committed to ensuring that our municipality continues to develop as a thriving destination and Council aims to provide appropriate support for groups undertaking the development and delivery of events where possible.

Applications are sought for events that:

1. Promote community engagement and participation.
2. Support gender equality and social inclusion and improve accessibility.
3. Contribute to building healthy and vibrant communities.
4. Increase economic development, tourism and the visitor economy.

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

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



## 9.10 Review of 2021-22 Sponsorship Program Guidelines (cont.)

An ongoing Sponsorship Program assists Council in supporting the community to deliver events that have a positive impact upon our community, the visitor economy, tourism and the overall economic impact of our region.

The attached guidelines have been amended to reflect the 2021/2022 financial year and the change in name of the department responsible for reviewing the sponsorship applications.

### **COMMUNITY ENGAGEMENT**

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

A review of the guidelines is undertaken on an annual basis with feedback obtained from the community during the application for sponsorship process utilised to inform any changes or alternations that may need to be made.

### **POLICY CONSIDERATIONS**

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

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan. It directly links to the Council Plan 2017 – 2021 as follows:

*Goal 1 – To enhance community health and wellbeing.*

### **LEGAL CONSIDERATIONS**

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

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

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

#### **Transparency**

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

Transparency goals are achieved by making the guidelines of the 2021/2022 Sponsorship Program available to the community in the relevant area on our website.

### **FINANCIAL VIABILITY CONSIDERATIONS**

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

An annual allocated amount of \$30,000 is included for the provision of sponsorship for events as outlined in the attached guidelines in the draft 2021/2022 Council budget.

9.10 Review of 2021-22 Sponsorship Program Guidelines (cont.)

***SUSTAINABILITY CONSIDERATIONS***

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

**Economic**

The guidelines for the 2021/2022 Sponsorship Program provide a succinct summary of the sponsorship opportunities from Council and assists to provide support to eligible groups and individuals in recognition of the vital contribution made by them to Strathbogie Shire's economic and tourism development, visitor economy and community wellbeing.

**Social**

This document clearly and easily defines Council's requirements surrounding the process of applying for and acquitting sponsorship that is provided to events by Council.

**Environmental**

Through the sponsorship of events, event holders will be required to hold a Waste Wise Event. A Waste Wise event is any event where the organiser/s have identified what kinds of waste there will be and how much waste the event will generate, as well as creating a plan to avoid, minimise, collect and remove that waste.

**Climate change**

As highlighted above, there is an opportunity to reduce the carbon footprint of the event by holding Waste Wise Events.

***INNOVATION AND CONTINUOUS IMPROVEMENT***

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

These guidelines have been reviewed in conjunction with any feedback received by the community to ensure continued best practice is achieved.

***HUMAN RIGHTS CONSIDERATIONS***

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

***CONCLUSION***

The information provided is for Council review and comment of the updates to the guidelines for the 2021/2022 Sponsorship Program.

***ATTACHMENTS***

**Attachment 1:** 2021-22 Sponsorship Program Guidelines

**ATTACHMENT 1:**

# Strathbogie Shire Council

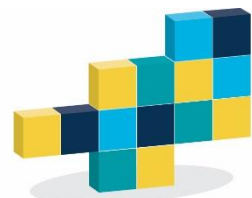
## 2021-2022 Sponsorship Program Guidelines

Online applications can be lodged at

<https://www.strathbogie.vic.gov.au/community/community-funding/sponsorship-program>

**Address:**

109A Binney St, Euroa  
PO Box 177, Euroa 3666  
[www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)  
[info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au)



**Strathbogie**  
*shire*

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*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE TABLE OF CONTENTS IS NOT SYNCRONISHED TO THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

If you are unsure about any information outlined in these Guidelines or would like to discuss your application further, please contact a member of the Tourism and Community Services Team on 5795 0000 or by emailing

## **IMPORTANT THINGS YOU NEED TO KNOW BEFORE YOU START**

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- Read the Guidelines carefully. It is important to have a full understanding of the Guidelines before you start completing the online application.
- The term ‘**event**’ is used throughout this document. Event means any activity, project, initiative or program that you are seeking funds for.
- **It is a condition of application that you discuss your proposed event with a member of the Tourism and Community Services Team.** This will help to:
  - Check your group is eligible for funding.
  - Check your event is eligible to be funded and that you have successfully completed the *Event Application Part A*.
  - Clarify any queries you may have about the guidelines and online application process.
- Final decision regarding sponsorship applications is determined at monthly Council meetings. All requests for sponsorship need to be submitted before 12pm on the last Monday of the month in order to be considered at the following monthly Council meeting.
- The amount of funds awarded will be dependent on the number and quality of applications. Please note: you may not receive the full amount of funds that you have requested.
- Applicants are required to contribute towards the implementation of their event; this may include cash or in-kind contributions or a combination of both. There is no minimum contribution required however evidence of the contribution must be provided.
- Council will require evidence of appropriate Public Liability Insurance prior to the receipt of funds. The preferred minimum coverage is to be \$20,000,000 or other amount to the satisfaction of Council.
- Applications can only be received from incorporated groups. If your group is not incorporated, you will need to seek out an incorporated group or a Community Planning Reference Group (also known as Community Action Group) who is willing to auspice (endorse) your application.
- If your group is submitting an application for sponsorship you may also agree to act as auspicing group for another non-incorporated group.
- If your group has received Community Grants or Sponsorship Funding previously you will need to complete any outstanding acquittal requirements before being eligible to reapply for Sponsorship Funding.
- These guidelines will apply to sponsorship requests of and above \$1,000 and up to \$5,000.
- Requests for amounts over \$5,000 and up to \$10,000 will only be considered based on the economic benefit that the event can deliver to Strathbogie Shire.
- Any questions regarding acquittal requirements can be directed to the Arts, Culture and Economy Team on 5795 0000.

## ***PRINCIPLES OF THE SPONSORSHIP PROGRAM***

An annual program of events within a Shire adds significantly to the social health of the community, assists to raise awareness of the destination to identified markets, provides yield and yield dispersal to a broad range of local businesses and directly assists to increase the average length of stay of visitors.

Opportunities to attract or develop an event to a level of regional and state significance could be supported by Strathbogie Shire Council relevant to available resources.

In partnership with community groups and event organisers, Strathbogie Shire Council is committed to ensuring that our municipality continues to develop as a thriving destination and Council aims to provide appropriate support for groups undertaking the development and delivery of events where possible.

The Sponsorship Program provides an opportunity for groups to undertake events that complement the focus areas identified as priorities for the Strathbogie Shire Council.

Applications are sought for events that:

1. Promote community engagement and participation.
2. Support gender equality and social inclusion and improve accessibility.
3. Contribute to building healthy and vibrant communities.
4. Increase economic development, tourism and the visitor economy

It is recommended that your event should directly relate to a strategic goal that is specified in one or more of the following documents:

It is recommended that your event should directly relate to a strategic goal that is specified in one or more of the following documents:

- Strathbogie Shire Council Plan 2017-2021 - click [HERE](#)
- Strathbogie Shire Council Livability Plan 2017-2021 - click [HERE](#)
- Strathbogie Shire Arts & Culture Strategy 2019-2023 – click [HERE](#)
- Strathbogie Shire Waste Wise Events Guide – click [HERE](#)
- A Community Plan developed by the Community Planning Reference Group in your community - click [HERE](#)
- Any other relevant plan that you may identify (please specify)

## ***GENERAL GUIDELINES***

### **1. Who is eligible to apply?**

To be eligible for funding under the Sponsorship Program, applicants must be:

- Organisations or club that have an Australian Business Number
- OR
- An **unincorporated** not for profit community group, organisation or club that has an auspicing body that is either
    1. An incorporated not for profit community group, organisation or club or
    2. A Community Action Group (formally known as Community Planning Reference Group).

## **2. Features of an eligible application**

- The event will generate positive outcomes for Strathbogie Shire residents and/or visitors.
- The applicant is able to demonstrate their own contribution to the event in the form of funds or in kind support.
- There is demonstrated support for the event from other groups within the community (such as formal partnerships, letters of support and / or a financial commitment to the event).
- The applicant is able to demonstrate sound event planning.
- The event considers gender equity, inclusion, accessibility and cultural diversity.
- Preference is given to events based within the Strathbogie Shire municipality.

## **3. Who is not eligible to apply?**

- An individual.
- An unincorporated not for profit community group, organisation or club without an appropriate auspicing body.
- Any group who has an overdue acquittal from a previous funding application.
- Any group already receiving other financial support from Council or where their funding and service agreement precludes access to other Council funding.
- Private, profit making organisations.

## **4. What is not eligible for funding?**

- Applications for retrospective funding.
- Applications seeking funds to cover the cost of fundraising, prizes, alcoholic beverages and/or wages.
- Applications seeking sponsorship to attend conferences or sporting events.
- Events that are to occur primarily outside of Council's municipal boundary.
- Applications from federal or state government agencies, religious organisations and private profit making organisations or individuals.
- Applications that are incomplete such as: not attaching evidence of public liability insurance coverage and not attaching copies of relevant quotes.

## **5. Sponsorship and GST**

- Where the applicant is registered for GST Council will pay the funding amount requested plus 10%. The Applicant will then remit to the Australian Tax Office (ATO).
- If the applicant is not registered for GST, or is not auspiced by a group registered for GST, 10% will be added to GST items as part of the total funding amount.

## 6. Funding conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the sponsorship money only as stated in the original application. Approval for any proposed variation to the event must be sought in writing via the Manager Tourism and Community Services, and permission received in writing, prior to a new event or variation commencing.
- Return any unspent funds at the completion of the event or the end of the agreement unless prior approval has been obtained to expend the funds.
- Where required, complete an Event Application Part A plus Event Application Part B (if applicable) and obtain all necessary permits, compliance requirements as deemed necessary for your application.
- Adhere to the requirements of Council's Waste Wise Events Policy and the associated [Waste Wise Events Guide](#)
- Obtain all necessary approvals (E.g. Letter from land owner) and permits (building/planning or other statutory requirements) associated with your event; failure to do so will result in the event being delayed, or potentially, stopped.
- Inform Council officers of changes to key event contact details, including telephone number, email or postal address.
- Invite Council officers and Ward Councilor/s to the event as appropriate.
- Acknowledge Strathbogie Shire Council's support on all promotional material. The following wording must be incorporated in any material related to the funded project: "Proudly supported by Strathbogie Shire Council"
- Display the Strathbogie Shire Council logo on all marketing collateral and advertisements.
- List the event with the Australian Tourism Data Warehouse - ATDW (<https://atdw.com.au/>).
- Dispersal of a percentage of net surplus by the event organisers in order to assist community groups is seen as entirely appropriate. However, if Council has a financial interest in the event then Council feels that priority should be given to investing a percentage of net surplus into the next event in the following year, with a view to the development of a self-sustaining event.
- Complete an acquittal process and ensure any outstanding acquittals are submitted no later than **30 days after the completion date of the event** (or other date as agreed to by Council).
- The possibility of any impact that an event may have on residents, ratepayers and business sector groups is required to be addressed and appropriate liaison with same will need to be demonstrated if requested.



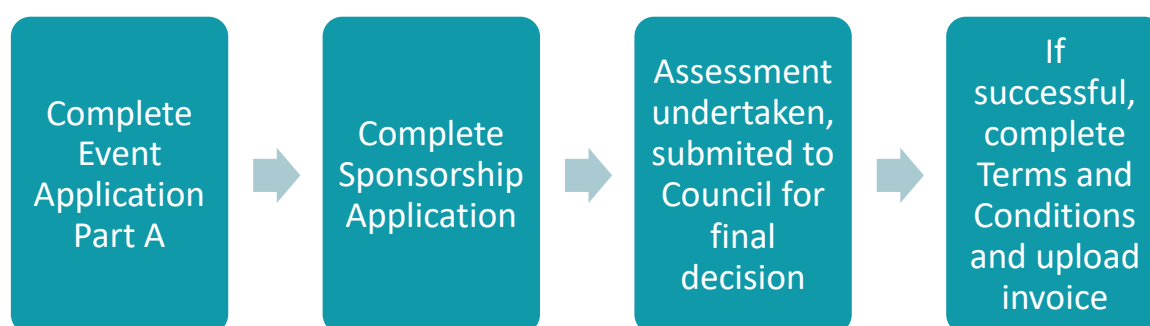
## HOW TO APPLY

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All applications are completed online at:

<https://strathbogie.smartygrants.com.au/sponsorship>

- Please answer all questions and attach all information as requested as a **failure to do so may render your application ineligible.**
- Applicants may only submit one application for Sponsorship per financial year.
- **A successful funding application does not imply ongoing funding.**



### ASSESSMENT

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Applications will be assessed according to set criteria including:

- Demonstrated ability to raise awareness of Strathbogie Shire Council brand and other associated brands in identified markets
- Demonstrated financial budget
- Demonstrated capacity to add benefit to community and local businesses
- Demonstrated ability to provide economic benefits to local businesses
- Demonstrated links to relevant strategic documents
- Demonstrated partnerships.

## **9.11 Violet Town & District Early Childhood Centre – Application for Sponsorship**

Author: Manager Tourism and Community Services

Responsible Director: Executive Director Community and Planning

### **EXECUTIVE SUMMARY**

The Violet Town & District Early Childhood Centre have submitted a request for sponsorship of \$3,000 from Council to be used towards hosting Fanny Lumsden's Country Halls Tour in the Violet Town Community Complex on Saturday 3<sup>rd</sup> July, 2021.

Proceeds from this event will go into supporting Violet Town & District Early Childhood Centre develop its programs (Childcare for under 3 years old, 3 & 4 year old Kindergarten, After School Care, School Holidays Care), improve physical environment, access resources and equipment, support local residents to get Early Childhood Education Qualifications and allow them to provide children with experiences and opportunities through excursions and incursions.

Although the event is to be held three days into the new financial year, it is recommended that the \$3000 sponsorship be funded from the current financial year's budget given the request has been received in the 2021-21 financial year. There is currently \$18,000 available in the budget for sponsorship as the Covid 19 pandemic has hampered community events.

This report seeks approval for the provision of this sponsorship request.

### **RECOMMENDATION**

***That Council endorse the request for \$3,000 in sponsorship, to be funded from the 2020-21 budget allocation for community sponsorship, for the Violet Town & District Early Childhood Centre to be used towards hosting Fanny Lumsden's Country Halls Tour in the Violet Town Community Complex on Saturday 3<sup>rd</sup> July, 2021.***

### **PURPOSE AND BACKGROUND**

Violet Town & District Early Childhood Centre are hosting the 2021 Country Halls Tour to bring a wonderful event that supports local artists and provides our town and region with opportunity for award winning live music at a family friendly event.

A public event for the community and surrounds, the Country Halls Tour put on shows in Halls throughout regional and remote Australia. Fanny and her band 'The Thrillseekers' have brought an 'all-in-community-night-out' to over 70 halls, raising funds for communities and generally promoting a great time.

The sponsorship monies from Council will go towards the payment of the Country Halls Tour to enable the act to be brought to and staged in Violet Town which is used as a fund raising opportunity for the Violet town and District Early Childhood Centre.

## 9.11 Violet Town & District Early Childhood Centre – Application for Sponsorship (cont.)

Although kindergartens do receive an annual funding contribution from the State government, typically they still need to fundraise throughout the year to supplement whatever funding they do receive. Due to the nature of this specific fundraiser and the whole of community inclusion and participation that it will encapsulate it the recommendation that it be put forward to receive funding assist from the Council's Sponsorship budget.

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

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

This project occurs three (3) days after the end of the financial year and the period for which the 2020/2021 Sponsorship is available. Due to the timing of this event and the amount of sponsorship funding remaining being \$18,000, it is recommended that the sponsorship funding of \$3,000 be granted in this current financial year's sponsorship allocation.

### **COMMUNITY ENGAGEMENT**

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

Violet Town is actively involved in engagement within their own community and have sort the support of a variety of local groups and businesses in the implementation of this event.

### **POLICY CONSIDERATIONS**

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

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

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

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

- *Goal 1: A Connected and Vibrant Community which is focused on strengthening the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness.*
  - *Strategic Objective 1.1 – we will support initiatives that bring people together, encourage collaboration and partnerships and create networks.*

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

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

9.11 Violet Town & District Early Childhood Centre – Application for Sponsorship (cont.)

**LEGAL CONSIDERATIONS**

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

Council officers will work with the event organisers to ensure that all appropriate risk, emergency and COVID safe plans are in place prior to a formal approval letter being issued for this event.

**Conflict of Interest Declaration**

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

**Transparency**

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

In the interest of transparency and open and honest communication with our community, it is recommended that this request for sponsorship for the Fanny Lumsden's Country Halls Tour event in Violet Town be acknowledged in a public forum providing full disclosure of how potential allocated sponsorship funding is being distributed within our community.

**FINANCIAL VIABILITY CONSIDERATIONS**

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

The Sponsorship requests granted in this financial year to date total \$12,000 out of a 2020/2021 Sponsorship budget of \$30,000, leaving a balance of \$18,000 remaining in the Sponsorship budget. The lack of community events as a result of COVID-19 has had an impact on the request for sponsorship during the 2020/2021 financial year.

**SUSTAINABILITY CONSIDERATIONS**

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

**Economic**

This event will assist in bringing people from the surrounding areas into Violet Town to enjoy the event and also provide an economic stimulus to both the township and the region.

**Social**

The event supports social connection by providing an all community event in the town of Violet Town enabling those residents who usually have to travel to access cultural events out of town access to a cultural event in their own town.

9.11 Violet Town & District Early Childhood Centre – Application for Sponsorship (cont.)

**Environment**

There may be some minimal environmental impacts including additional electricity consumption that will be required to deliver the event.

**Climate Change**

This event provides the opportunity for attendees to carpool to the venue, reducing the carbon footprint on the environment.

***HUMAN RIGHTS CONSIDERATIONS***

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

***CONCLUSION***

It is recommended that the request from the Violet Town & District Early Childhood Centre for \$3,000 to support them bringing the Fanny Lumsden's Country Halls Tour to Violet Town be granted for the reasons as identified in this report.

***ATTACHMENTS***

Nil.

## **9.12 Strathbogie Shire Council Audit and Risk Committee – Appointment of Two Independent External Members**

Author: Executive Manager Governance & Customer Service

Responsible Director: Director Corporate Operations

### ***EXECUTIVE SUMMARY***

There are currently two vacancies on Council's Audit and Risk Committee following the end of the term of appointment for independent external members Mr Geoff Dobson and Ms Claire Taranto, the latter of which was Chair of the Committee, in May 2021.

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

At its 12 March 2021 meeting, the Audit and Risk Committee endorsed the release of an Expression of Interest document outlining the roles, responsibilities and skill set required for independent members, along with the process for advertising of the two vacancies. The Committee also endorsed the interview panel membership of one Executive Leadership Team member, one external independent member and one Councillor.

The vacancies were widely advertised on Council's website, social media and newspapers between 17 to 31 March 2021.

In response, ten (10) applications were received from a wide variety of skills and work experience. The interview panel shortlisted these applications and conducted four (4) interviews.

Following this process, and after conducting referee checks, the panel have recommended that Mr Alistair Thomson and Mr Paul Ayton be appointed to the Audit and Risk Committee for a term of three (3) years.

### ***RECOMMENDATION***

***That Council appoint Alistair Thomson and Paul Ayton to be independent external members of the Audit and Risk Committee for a three-year term ending in June 2024.***

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

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

Two members' terms expired in May 2021; Chair Claire Taranto and Geoff Dobson.

9.12 Strathbogie Shire Council Audit and Risk Committee – Appointment of Two Independent External Members (cont.)

An expression of interest process to fill these two vacancies was, therefore, required to be undertaken during March 2021, after endorsement of an Expression of Interest document and recruitment process by the Audit and Risk Committee at its March 2021 meeting.

***ISSUES, OPTIONS AND DISCUSSION***

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

In an attempt 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.

Following a comprehensive recruitment and selection process, including interviewing four candidates, the three-member interview panel has recommended the appointment of two new members; Alistair Thomson and Paul Ayton. Their terms will expire in June 2024 in accordance with the Audit and Risk Committee Charter.

Mr Ayton has the following skill sets and experience: qualifications in marketing, business and finance, over 30 years in the financial sector running large and small organisations, extensive experience as a chief executive officer and managing director, former member of the CGU's Risk and Compliance Committee and extensive experience with audit and risk processes and member of the Strathbogie Shire community for over 8 years.

Mr Thomson has the following skill sets and experience: qualification in accounting and financial planning, over 40 years' experience in the financial sector and large multinational companies, extensive executive experience, former member of internal audit groups and experience in risk management, former Councillor of the Strathbogie Shire between 2016 – 2020 and resident of the Shire for over 20 years.

***COMMUNITY ENGAGEMENT***

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

9.12 Strathbogie Shire Council Audit and Risk Committee – Appointment of Two Independent External Members (cont.)

The expression of interest process was widely promoted through locally and regionally circulating newspapers, the Shire's website and social media pages. Pleasingly, this exposure resulted in the highest number of applications for external independent members on our Audit and Risk Committee that the Council has ever received.

***POLICY CONSIDERATIONS***

**Council Plans and Policies**

The appointment of independent external members to Council's Audit and Risk Committee implements the following goals and strategies from the 2017-21 Council Plan:

*Goal:*

*To be a high performing Shire.*

*Strategies:*

*Conduct an organisation-wide cultural change / innovation program that promotes a "can do philosophy", continuous improvement processes, culture of collaboration and a willingness to embrace positive change.*

*Promote open and transparent reporting of Council decision making including Know Your Council Data.*

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

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

The appointment of independent members to Council's Audit and Risk Committee is consistent with the approach taken to independent oversight at State and Federal levels of government.

***LEGAL CONSIDERATIONS***

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

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

The recruitment of the two new independent external members is in accordance with the requirements of the Act and the Charter.

**Conflict of Interest Declaration**

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



9.12 Strathbogie Shire Council Audit and Risk Committee – Appointment of Two Independent External Members (cont.)

Furthermore, the interview panel appointed to oversee the recruitment of the two new external members also ensured there were no conflicts of interest in relation to any of the applicants.

**Transparency**

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

The recruitment of the two new external members was undertaken in an open, public and competitive process. The use of an expression of interest document, which identified the skills and expertise required of the two new members, aimed to provide clarity and certainty around the appointment of the external members.

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***

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

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

***SUSTAINABILITY CONSIDERATIONS***

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

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

***INNOVATION AND CONTINUOUS IMPROVEMENT***

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

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

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

9.12 Strathbogie Shire Council Audit and Risk Committee – Appointment of Two Independent External Members (cont.)

**COLLABORATION**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

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

**HUMAN RIGHTS CONSIDERATIONS**

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

**CONCLUSION**

A comprehensive and successful expression of interest process to recruit two new external independent members to Council's Audit and Risk Committee has been conducted between March to May as a means of filling two vacancies.

The two preferred candidates recommended by the three-member interview panel are highly qualified and will bring a mix of skills and experience to the Committee.

It is therefore recommended that Paul Ayton and Alistair Thomson be appointed for a three year term in accordance with the Audit and Risk Committee Charter.

**ATTACHMENTS**

Nil

**9.13 Victorian Small Business Commission (VSBC) - Small Business Friendly Council Charter Agreement**

Author: Economic Development and Projects Coordinator

Responsible Director: Director Community and Planning

***EXECUTIVE SUMMARY:***

The Victorian Small Business Commission (VSBC) have developed a Small Business Friendly Council Charter Agreement (Charter). This Charter outlines a commitment between local councils and the VSBC to work together to create a fair and competitive trading environment for Victorian small businesses.

A summary of this commitment includes:

- pay small business supplier invoices within 14 days
- support local businesses in managing the disruption caused by infrastructure projects
- streamline approval processes for people looking to open a business in the area
- help set up and support local business networks.

Currently, 55 of the 79 Victorian local councils have signed up to the initiative.

In an unofficial capacity, Council is already delivering a number of the above commitments to support small business in our municipality. It is recommended that Council become a signatory to the Small Business Friendly Council Charter Agreement.

***RECOMMENDATION***

***That Council become a signatory to the Small Business Friendly Council Charter Agreement.***

***PURPOSE***

The Victorian Small Business Council (VSBC) is currently implementing their Small Business Friendly Council initiative in partnership with local councils to provide small business owners with the support they need to do business. The Small Business Friendly Charter outlines shared goals for the VSBC and participating local councils in working together to create a fair and competitive trading environment for small businesses.

As a local government authority, Strathbogie Shire Council has been approached by the VSBC to become a signatory to this Charter.

9.13 Victorian Small Business Commission (VSBC) - Small Business Friendly Council Charter Agreement (cont.)

**ISSUES, OPTIONS AND DISCUSSION**

The Australian Tax Office defines a small business as an entity that has an annual turnover (excluding GST) of less than \$10 million per year. In Strathbogie Shire small businesses are the backbone of our community. As identified in the Strathbogie Shire Economic Profile, in 2019 there were 1402 registered businesses in Strathbogie Shire with four businesses or 0.3% reporting an annual turnover of greater than \$10 million.

The remaining 99.7% is recognised as small businesses. Of these 12 (1%) reported a turnover of greater than \$5million and the majority (64%) reported an annual turnover of less than \$200,000.

The Small Business Friendly Charter outlines shared goals for the Victorian Small Business Commission (VSBC) and participating local councils in working together to create a fair and competitive trading environment for small businesses. When signing the Charter, local councils are making important commitments including to:

- pay small business supplier invoices within 14 days
- support local businesses in managing the disruption caused by infrastructure projects
- streamline approval processes for people looking to open business in the area
- help set up and support local business networks.

In an unofficial capacity, Council has already committed to these principles through the implementation of the State Government's Better Approvals Project, which assists business applicants in negotiating the local government business permit application process. Council's staff have been involved in training sessions with Small Business Victoria to deliver this initiative. In addition, other requirements of the Charter such as the payment of small business within 14 days of invoice are currently in place.

Becoming a signatory to this Charter would formalise Council's commitment and demonstrate to business and the wider community that Strathbogie is a business friendly Shire. In addition, it would also provide Council access to a number of resources offered by the VSBC.

**COMMUNITY ENGAGEMENT**

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

No community engagement was undertaken in compiling this report however becoming a signatory to this charter would continue to streamline council processes for small businesses and further commit demonstrate Council's commitment to supporting small businesses, the backbone of our local economy.

9.13 Victorian Small Business Commission (VSBC) - Small Business Friendly Council Charter Agreement (cont.)

**POLICY CONSIDERATIONS**

**Council Plans and Policies**

Our values and 2017-21 Council Plan highlight the need for openness, the highest ethical standards and transparency.

- Section 4.2 - Support and drive economic development by supporting tourism as well as business development
- Section 5.1 - becoming a High Performance Shire by proactively developing and delivering quality services that achieve customer satisfaction.

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

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

To assist business in Australia, the Supplier Payment Code was developed by the Business Council of Australia to which the Victorian Government is a signatory, committing government to pay supplier invoices within 30 days to small businesses. This commitment was further strengthened by the Victorian State Government on 27 November 2020, when the Victorian government made an ongoing commitment to pay invoices to its suppliers within 10 business days of receiving a correct invoice. This new process commenced on 1 January 2021.

**LEGAL CONSIDERATIONS**

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

The signing of the charter ensures that the trading terms described in the agreement are embedded in council processes.

**Conflict of Interest Declaration**

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

**Transparency**

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

The matters discussed in this report meet council transparency goals and will be discussed in a council meeting open to the public.

**SUSTAINABILITY CONSIDERATIONS**

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

9.13 Victorian Small Business Commission (VSBC) - Small Business Friendly Council Charter Agreement (cont.)

**Economic**

99.7% of registered businesses within the Strathbogrie Shire Council are recognised as small business. This Charter will further strengthen Council's commitment to supporting small business in our community.

**Social**

The adoption of this Charter will strengthen and improve permit application processes and provide a level of confidence in council processes to the business community as well as transparency for potential business investors.

**Environmental**

Through the diversity of small businesses throughout the shire, there are a number of environmental measures that can be undertaken that can have positive impacts on the environment including; using products from recycled materials, rain water tanks, solar, energy saving devices, office supplies made from recycled plastic.

**Climate change**

Through the above measures, small businesses can reduce their carbon footprint on the environment.

***INNOVATION AND CONTINUOUS IMPROVEMENT***

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

The signing of the Charter will meet the Council's requirement to pursue continuous improvement by outlining a clear pathway for small business interaction with the Shire.

***HUMAN RIGHTS CONSIDERATIONS***

There are no issues raised in this report that undermine the human rights under the Charter of Human Rights and Responsibilities Act 2006.

***CONCLUSION***

The signing of the Charter will formalise previous commitments already made by council and will provide business certainty on the pathways for interaction with council.

***ATTACHMENTS***

**Attachment 1:** Small Business Friendly Council – Charter Agreement

## **ATTACHMENT 1:**



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## **Charter Agreement**

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### **Introduction**

This Charter is a commitment between your council and the Victorian Small Business Commission (VSBC) to work together to create a fair and competitive trading environment for Victorian small businesses. It also tells you what you can expect as a business owner from your local council and the VSBC. By signing the charter, the VSBC and local councils agree to meet these commitments within 12 months.

### **Commitments and what you can expect from us**

#### **Part 1 | Work with small businesses disrupted by infrastructure projects**

The VSBC will:

- a. provide councils with VSBC resources for managing the impacts of disruption
- b. provide dispute resolution services in relevant matters
- c. advocate on behalf of small businesses with authorities who undertake major works
- d. work collaboratively with council to develop practical initiatives that benefit small businesses

Your council will:

- a. refer to the VSBC's [Small Business Engagement Guidelines](#) when planning new works and request that external project managers do the same
- b. provide small businesses with the VSBC's guide for small businesses on [Managing Disruption](#)

#### **Part 2 | Support the creation of small business networks across Victoria**

The VSBC and your council will:

- a. distribute the VSBC's guide to building [Stronger Networks](#)
- b. actively engage with small business networks and identify new opportunities for development
- c. include representatives of associations in conversations concerning small businesses

#### **Part 3 | Streamlined permit approvals processes for small businesses**

Your council will:

- a. work towards improving permit approvals processes for new small businesses. This may mean:
  - i. an ongoing commitment to consolidating processes; or
  - ii. implementing new strategies to streamline permit approvals processes for small businesses

#### **Part 4 | Prompt payment to small businesses**

The VSBC and your council will:

- a. initiate processes to ensure invoices from small businesses are paid within 14 days

#### **Part 5 | Easy to read, easy to understand information for Victorian small businesses**

The VSBC will:

- a. liaise with Small Business Victoria on the development of new resources for your business and communicate requests from your council about what is needed
- b. create timely and relevant resources for your business as required
- c. refer your council to new resources as they are made available

Your council will:

- a. link your business with the resources available at [business.vic.gov.au](http://business.vic.gov.au)
- b. provide the VSBC [Retail Lease Checklist](#) to prospective tenants
- c. share resources of relevance from the VSBC with you

Both parties will:

- a. identify opportunities for the development of new resources for your business

#### **Part 6 | Open channels of communication between the VSBC and local councils**

The VSBC will:

- a. advocate on behalf of small business when your council notifies VSBC of key issues of concern
- b. work with relevant agencies to progress matters of concern to local councils and small businesses

Your council will:

- a. notify the VSBC of issues affecting local small business communities
- b. refer commercial disputes to the VSBC dispute resolution team as appropriate
- c. provide details of the VSBC's dispute resolution services on its website



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## **Additional commitments**

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### **Promotion of Initiative**

The VSBC will:

- a. provide all participating councils with the Small Business Friendly Council Initiative logo to use in their own materials
- b. provide all participating councils with an animated video promoting the benefits of having a small business friendly council to Victorian small businesses
- c. share success stories and case studies from participating councils in the VSBC eNewsletter and on social media
- d. list all participating councils on the VSBC website

Your council will:

- a. utilise the Small Business Friendly Council Initiative and videos in relevant communications
- b. provide VSBC with case studies and success stories associated with the initiative

### **Quality assurance and review**

The VSBC will:

- a. contact your council 12 months after signing the charter to assess their status on each commitment
- b. review feedback from your council about the value of the charter and modify it as appropriate after 12 months

Your council will:

- a. work towards fulfilling each commitment within the first 12 months of signing the charter
- b. work with the VSBC to amend the charter if required

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## Acceptance

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On behalf of ..... we agree to the terms outlined in this Charter and agree to implement the Small Business Friendly Council Initiative.

Name  
Position  
Signature

.....

Date

/ /

Name  
Position  
Signature

Mark Schramm  
Acting Victorian Small Business Commissioner

.....

Date

/ /

Please provide the contact details for the CEO for your organisation, and the details of a contact person that we can use as matters for discussion arise.

	CEO	Point of contact
Name		
Position		
Phone		
Email		
Postal address		



**9.14 Contract 20-21-55: Roads Rehabilitation Program 2020-21  
- Variation to Contract**

Author: Manager Projects

Responsible Director: Director Community & Planning

***EXECUTIVE SUMMARY***

The Roads Rehabilitation Program is part of Strathbogie Shire's Capital Work Program for the Financial Year 2020-21. The project is required to maintain Council road assets to ensure that Strathbogie Shire region has safe and high-quality local roads.

At the December Council Meeting, Council approved the recommendation to award Contract No 20/21-55 for Roads Rehabilitation Program to GW & BR Cramer Pty Ltd, following a competitive tender process. The lumpsum contract was awarded for a total sum of \$593,913.00 plus GST.

Contract No 20/21-55 was fully executed on 18/02/2021 and GW & BR Cramer have commenced work, having completed over 60% of the project by 03/06/2021. However, latent ground conditions and other unforeseen conditions at the roadwork locations have necessitated additional works which are considered necessary to successfully complete the program. Total project cost including the proposed cost variation would become \$668,894.77 plus GST if approved. The new contract value would still be within \$800,000.00 budget allocated for Rehabilitation Program for the Financial Year 20/21. Having considered these, it is hereby recommended that Council support this variation.

***RECOMMENDATION***

***That Council accept the variation to increase the value of Contract No 20-21-55 Roads Rehabilitation Program 2020-21, from the original amount of \$595,913.00 plus GST to \$668,894.77 plus GST to cover additional works required to complete work.***

***PURPOSE AND BACKGROUND***

This report seeks Council approval to increase the value of Contract No 20-21-55 – Roads Rehabilitation Program 2020-21 by \$72,981.77 plus % GST (12.25%) to cover additional works required to complete the work.

The 2020-21 Roads Rehabilitation Program comprising of eight segments on five different Council roads. Locations were prioritised based on the outcome of third-party Road Conditions Assessments on behalf of Strathbogie Shire Council. The scope of work includes segments on (1) Nagambie-Locksley Road, (2) Boundary Road North Euroa, (3) Charles Street Euroa, (4) Balmattum North Road, and (5) Feltrim Road. It is expected that the program will keep recurrent cost down for the selected roads, extend the lifespan of the pavements and minimise expensive road reconstruction if left to disintegrate.

9.14 Contract 20-21-55: Roads Rehabilitation Program 2020-21  
- Variation to Contract (cont.)

However, the periodic Road Conditions Assessment upon which work scope and specifications development for Rehabilitation Program was based, does not include comprehensive underground investigations and other environmental factors often required to further understand the existing underground conditions and reduce uncertainties. The situation therefore leaves Rehabilitation Program open to likely variations during construction.

*VARIATION DETAILS*

Additional works discovered during construction are as summarised below.

*Table 1: Summary of Additional Works*

S/N	Description	Amount
<b>1.0</b>	<b>Site #1: Nagambie-Locksley Road</b>	
1.1	Addition of 135m road length to rehabilitation work – actual site measurement was 135m longer  <i>NOTE: Total quote for this item was \$39,693.78, part of it (\$23,946.52) was covered under Provisional Sum, the balance \$15,747.26 is captured under variation</i>	15,747.26
1.2	Variation to correct road shoulder steepness at the bridge	28,143.62
1.3	450mm Diameter x 4.8m Culvert extension + 2x wingwalls	3,920.00
1.4	375mm Diameter x 7.2m Side-road culvert replacement	2,880.00
1.5	Pavement extension and new culvert + wingwall – 716 Nagambie/Locksley Rd	6,165.00
<b>2.0</b>	<b>Site #2: Boundary North Road, Euroa</b>	
2.1	Additional 121m <sup>2</sup> road extension at Saleyards entrance	6,968.39
<b>3.0</b>	<b>Site #3: Balmattum North Road, Euroa</b>	
3.1	Supply, place and compact 70.64ton FCR crushed rock	1,657.50
<b>4.0</b>	<b>Site #5 Feltrim Road -</b>	
4.1	Cement Stabilization due to high clay content, Replacement of soft materials Other additions envisaged before completion	7,500.00
	<b>TOTAL</b>	<b>72,981.77</b>

**ISSUES, OPTIONS AND DISCUSSION**

**Summary**

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

The alternative option to accepting the additional work would be to continue the work as tendered and defer the additional works till later. However, this option will lead to additional costs, result in longer social and environmental disturbances and ultimately impact on the value of the road pavement, at Feltrim Road and Nagambie/Locksley Road. Accepting to include the additional works is therefore in the best interest of Council as it represents the best value outcome. In addition, the overall project cost inclusive of additional works stays with Council approved budget of \$800,000.00, therefore this proposal would not impact negatively on Council budget.

9.14 Contract 20-21-55: Roads Rehabilitation Program 2020-21  
- Variation to Contract (cont.)

**COMMUNITY ENGAGEMENT**

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

**Consultation**

The author of this report considers that the matter under consideration did not warrant a community consultation process.

**Community Implications**

Approving this variation will result in a better outcome for the community, by providing additional works that will strengthen the integrity and life of the asset.

**Risk Management**

The Responsible Officer considers timely consideration of the variation while construction is ongoing as vital to successful delivery of the Rehabilitation Program. Delay in taking decision could attract further costs once the contractor moves out of site. The Responsible Officer therefore advises timely consideration of this approval by Council.

**POLICY CONSIDERATIONS**

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

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

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

The *Council Plan*:

- Goal 3 - To provide quality infrastructure.  
Key Strategy – Provide best practice management of all assets including roads, bridges and facilities.  
Approach – Target major capital works projects to seek government funding to reduce Council's costs.

*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.

**LEGAL CONSIDERATIONS**

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

Under Council's Procurement Guidelines, this variation is requires approval by Council.

**Conflicts of Interest Declaration**

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

9.14 Contract 20-21-55: Roads Rehabilitation Program 2020-21  
- Variation to Contract (cont.)

**Transparency**

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

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

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the Act.

***FINANCIAL VIABILITY CONSIDERATIONS***

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

The budget allocated to Roads Rehabilitation Program in the current financial year is \$800,000.00. With the proposed variation of \$72,981.77 to the contract, the new contract sum of \$668,894.77+ GST still falls within budget.

***SUSTAINABILITY CONSIDERATIONS***

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

There are no significant sustainability considerations arising from the consideration of this contract variation, however it is expected that the program will keep recurrent cost down for the selected roads, extend the lifespan of the pavements and minimise expensive road reconstruction if left to disintegrate.

***INNOVATION AND CONTINUOUS IMPROVMENT***

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

The Roads Rehabilitation program will ensure safety and promote social interaction across communities within the shire, this would in turn enhance innovation within the society.

***HUMAN RIGHTS CONSIDERATIONS***

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

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

***CONCLUSION***

It is recommended that Council endorse the additional works (and subsequent contract variation) emanating from latent conditions during construction to successful complete the Rehabilitation Program.

### **9.15 Business Management System**

The June 2021 Business Management System Report includes reports as follows:-

- Building Department – April and May 2021 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - May 2021
- Customer Enquiry Analysis Report – Report for May 2021
- Waste Management Reporting ~ Year to Date – May 2021
- Actioning of Council Reports Resolutions – Council Meeting 18 May 2021
- Outstanding Actions of Council Resolutions to 31 May 2021
- Review of Council Policies and Adoption of new Policies – May / June 2021
- Records of Informal Council Briefings / Meetings

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

#### ***DISCUSSION***

There has been a further reduction in outstanding requests from 2018-19 this month from 26 to 22, continuing the recent trend of attending to these long term outstanding matters.

The number of new requests received was down slightly from last month to 879 but there has been some gain in reducing the overall numbers of outstanding requests as some 899 requests were completed during May. This leaves 486 outstanding requests, down from just over 500 last month.

#### ***RECOMMENDATION***

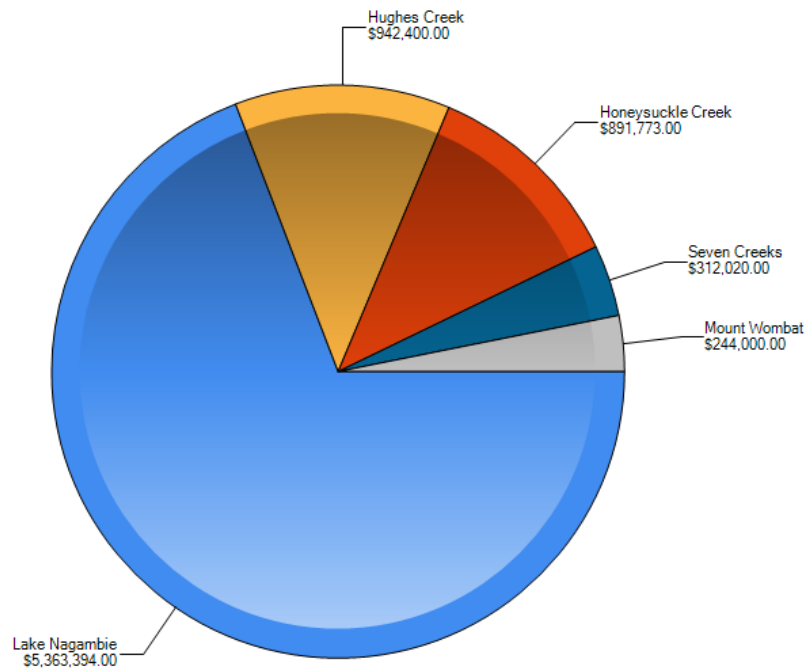
***That the report be noted.***

## BUILDING ACTIVITY

### APRIL & MAY 2021

#### APRIL 2021

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	6	\$891,773.00
Hughes Creek	2	\$942,400.00
Lake Nagambie	8	\$5,363,394.00
Mount Wombat	5	\$244,000.00
Seven Creeks	3	\$312,020.00
	<b>24</b>	<b>\$7,753,587.00</b>



### Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2727023788243	20/04/2021	Construction of	Shelter	Violet Town	\$35,864.00
4005485492406/0	5/04/2021	Construction of	Dwelling	Violet Town	\$559,951.00
5879984193222	19/04/2021	Restump of	Dwelling	Violet Town	\$9,900.00
7191663248154	28/04/2021	Construction of	Farm Shed	Balmattum	\$42,027.00
721111647647	26/04/2021	Construction of	Dwelling & Garage	Violet Town	\$219,257.00
8879223964472/0	23/04/2021	Construction of	Shed	Violet Town	\$24,774.00



## Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
3778304207758	16/04/2021	Construction of	Dwelling & Garage	Avenel	\$510,000.00
4211104895223	24/03/2021	Construction of	Dwelling & Garage	Avenel	\$432,400.00

## Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1518475430991	5/03/2021	Construction of	Dwelling & Garage, Shed	Kirwans Bridge	\$365,000.00
2338822815656	15/03/2021	Construction of	Explosive magazine, Toilet	Mitchellstown	\$1,732,000.00
3077905751069	6/04/2021	Construction of	Shelter	Nagambie	\$10,000.00
4190044206891	5/04/2021	Construction of	Shed	Nagambie	\$208,985.00
4382796222007	6/04/2021	Construction of	Shed	Nagambie	\$116,294.00
5105622152315	19/04/2021	Construction of	Shed	Nagambie	\$21,000.00
8690138260642	30/04/2021	Construction of	Office, Warehouse	Nagambie	\$2,680,400.00
8718751852222	1/04/2021	Construction of	Dwelling & Garage	Nagambie	\$229,715.00

## Mount Wombat

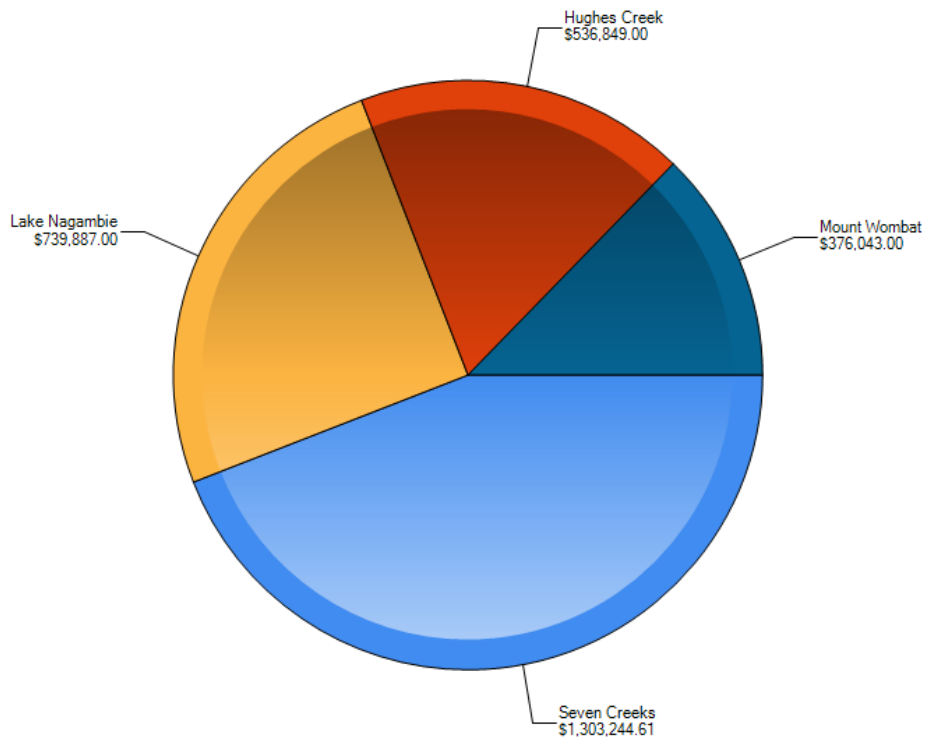
Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
4591096447526	12/04/2021	Additions to, Alteration to	Cellar, Dwelling	Ruffy	\$15,000.00
4781044485070	30/04/2021	Construction of	Shed	Euroa	\$15,000.00
5449907736456	26/04/2021	Construction of	Shed	Balmattum	\$60,400.00
7698211110735	12/04/2021	Construction of	Swimming Pool Barrier	Euroa	\$3,600.00
8674173665629	14/04/2021	Extension to	Shed	Longwood East	\$150,000.00

## Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2659528710051	6/04/2021	Construction of	Shed	Euroa	\$8,500.00
6657651957421	13/04/2021	Construction of	Dwelling & Garage	Euroa	\$300,000.00
6853654974210	26/04/2021	Restump of	Dwelling	Euroa	\$3,520.00

**MAY 2021**

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	0	\$0
Hughes Creek	5	\$536,849.00
Lake Nagambie	6	\$739,887.00
Mount Wombat	5	\$376,043.00
Seven Creeks	8	\$1,303,244.61
	<b>24</b>	<b>\$2,956,023.61</b>



**Honeysuckle Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works

**Hughes Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1119237393606	21/05/2021	Construction of	Garage	Locksley	\$26,922.00
1758163559162	12/05/2021	Construction of	Swimming Pool, Swimming Pool Barrier	Avenel	\$55,727.00
6748457865239	29/04/2021	Construction of	Shed	Avenel	\$63,773.00
7997184469984	18/05/2021	Construction of	Shed	Avenel	\$45,000.00
9111634606345	24/04/2021	Construction of	Dwelling & Garage	Avenel	\$345,427.00

## Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1247334434245	13/05/2021	Construction of	Dwelling & Garage	Nagambie	\$237,494.00
1994358087788	14/04/2021	Construction of	Dwelling & Garage	Nagambie	\$180,808.00
3092720696521	14/05/2021	Construction of	Dwelling & Garage	Nagambie	\$240,606.00
6616429160129	20/05/2021	Construction of	Shed	Moorilim	\$28,489.00
8885519306450	2/05/2021	Construction of	Farm Shed	Nagambie	\$35,000.00
9894077507417	9/05/2021	Construction of	Spa	Tabilk	\$17,490.00

## Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1351987159108	8/05/2021	Construction of	Shed	Longwood East	\$25,000.00
2038939973450	21/05/2021	Construction of	Dwelling, Shed	Kelvin View	\$9,000.00
2201910226095	4/05/2021	Construction of	Garage	Strathbogie	\$46,863.00
4630210360807	4/05/2021	Construction of	Verandah	Kithbrook	\$11,000.00
4891100020270	4/05/2021	Extension to	Dwelling	Strathbogie	\$284,180.00

## Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1654500172460	8/05/2021	Demolition of	Dwelling	Euroa	\$5,000.00
2064604697538	26/05/2021	Construction of	Shed	Euroa	\$34,600.00
2557387283469	30/04/2021	Construction of	Farm Shed	Euroa	\$40,000.00
3626173978193/0	30/05/2021	Construction of	Dwelling & Garage	Euroa	\$354,222.61
4049550818486	26/05/2021	Construction of	Verandah	Euroa	\$2,600.00
4636332958877	8/05/2021	Construction of	Shed	Euroa	\$571,775.00
6976489654681	1/05/2021	Construction of	Dwelling & Garage	Euroa	\$263,047.00
9380713045530	27/05/2021	Construction of	Shed	Euroa	\$32,000.00

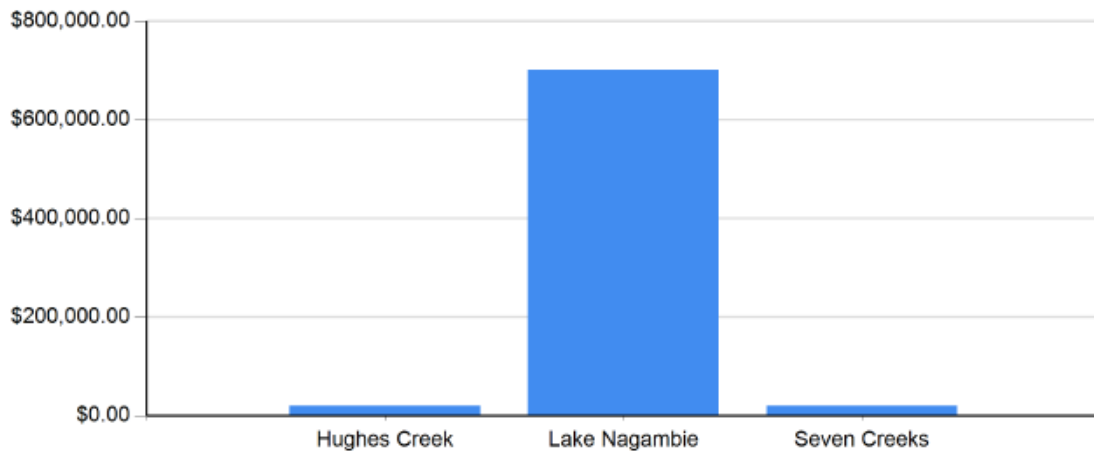
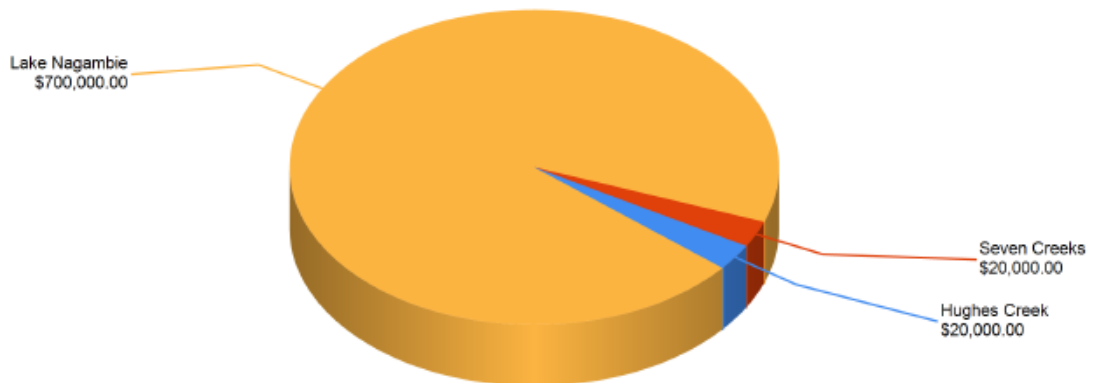
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)**  
**MAY 2021**



# Planning Applications Determined

May 2021

Hughes Creek	\$20,000.00
Avenel	\$20,000.00
Lake Nagambie	\$700,000.00
Tabilk	\$700,000.00
Seven Creeks	\$20,000.00
Euroa	\$20,000.00
<b>Total Value</b>	<b>\$740,000.00</b>



**CUSTOMER ENQUIRY ANALYSIS REPORT  
- REPORT FOR MAY 2021**



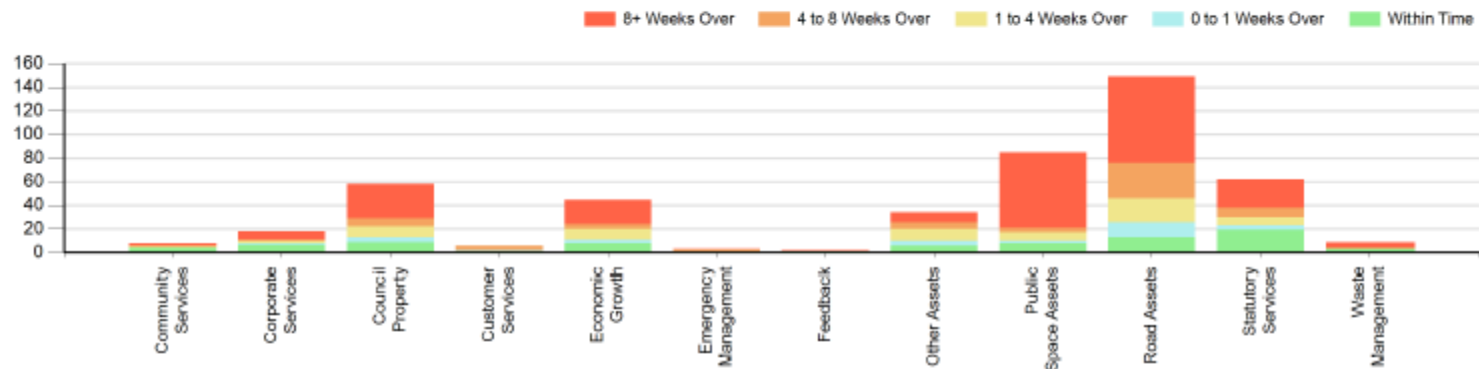
**Request Throughput Analysis**

01/05/2021 to 31/05/2021

Complete / New		> 80%		50-80%		< 50%
Overdue / Remaining		< 33%		34-70%		> 70%

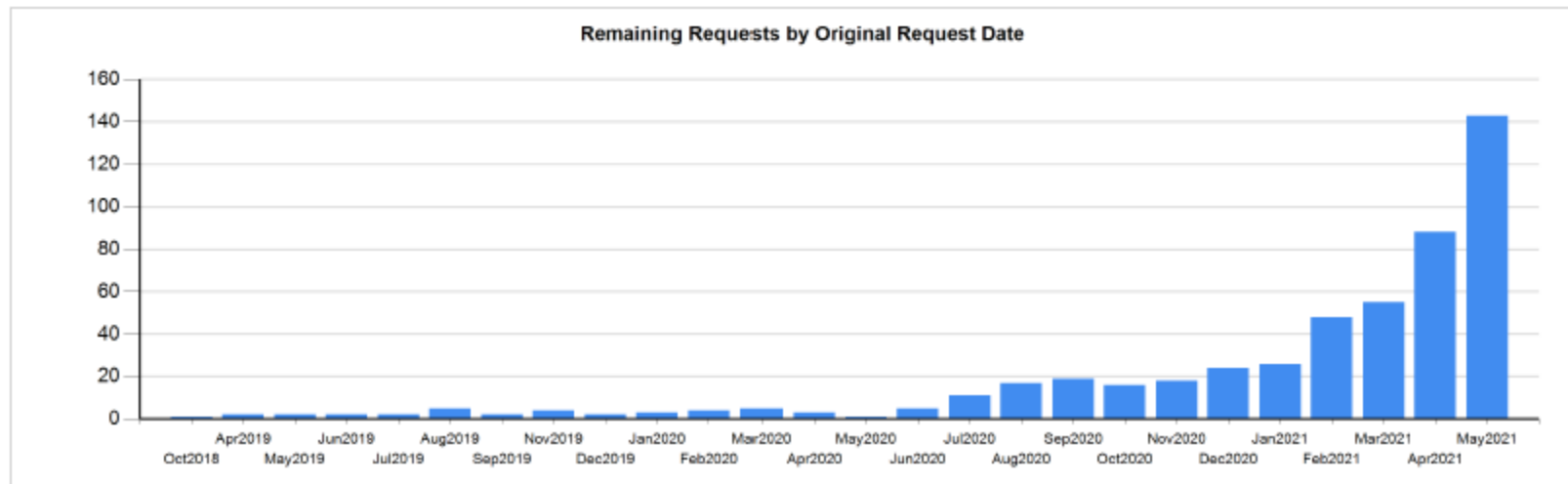
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	6	49	47	8		4	4		0	
Corporate Services	19	104	104	19		7	12		0	
Council Property	64	53	54	61		9	52		2	
Customer Services	4	11	9	6		1	5		0	
Economic Growth	53	283	291	45		8	37		0	
Emergency Management	2	7	6	3		0	3		0	
Feedback	2	3	3	2		1	1		0	
Other Assets	28	33	27	34		6	28		0	
Public Space Assets	102	53	50	85		8	77		20	
Road Assets	163	72	85	150		13	137		0	
Statutory Services	75	181	192	64		19	44		0	
Waste Management	10	30	31	9		3	6		0	
<b>Total</b>	<b>528</b>	<b>879</b>	<b>899</b>	<b>486</b>		<b>79</b>	<b>406</b>		<b>22</b>	

**Request Ageing**



Service Usage

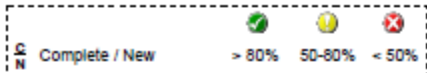
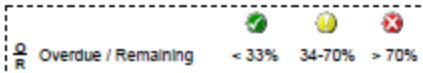




		Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Feedback	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2018	October										1		
	April									1	1		
	May									1	1		
	June									1	1		
	July									2			
2019	August			1						1	3		
	September									2			
	November									4			
	December									2			
	January			1						2			
	February									1	2		1
	March			1						1	3		
2020	April										2	1	
	May										1		
	June							1		3		1	

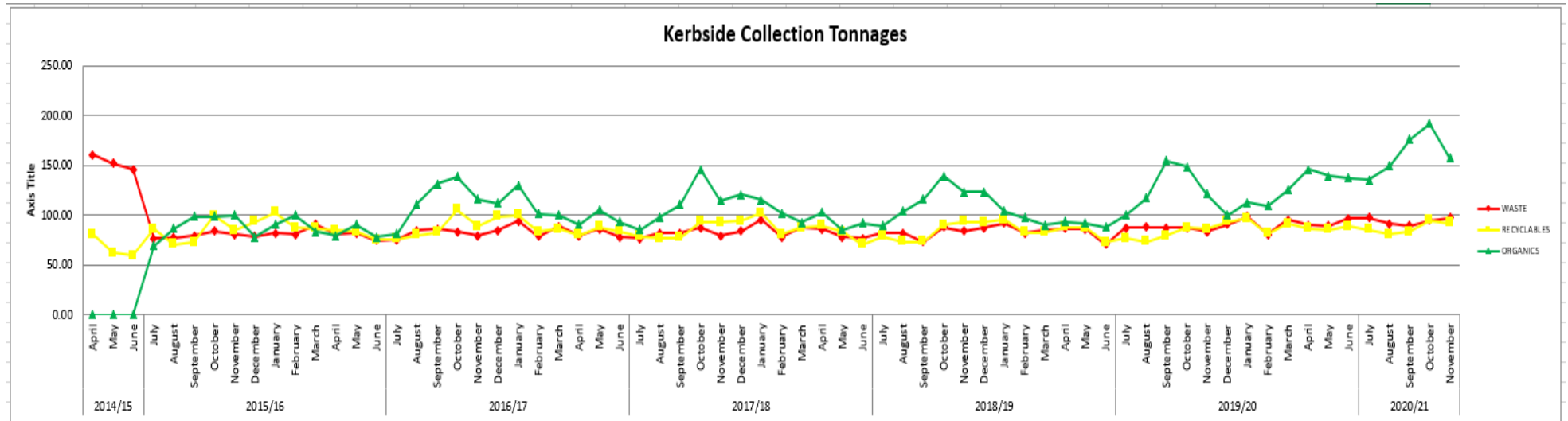
2020	July			2					5	3	1		
	August			2		2		1	5	3	3	1	
	September			2					5	11	1		
	October		1			2		1	4	6	1	1	
	November			5					9	3	1		
	December	1		3				2	9	7	2		
2021	January		3	3		7			3	5	4	1	
	February			4		7	1	2	14	11	8	1	
	March	1	3	10	1	4		6	6	17	7		
	April	1	2	9	3	9		9	10	37	6	2	
	May	5	10	20	2	14	2	1	13	14	32	28	2
Total		8	19	63	6	45	3	2	34	105	150	64	9

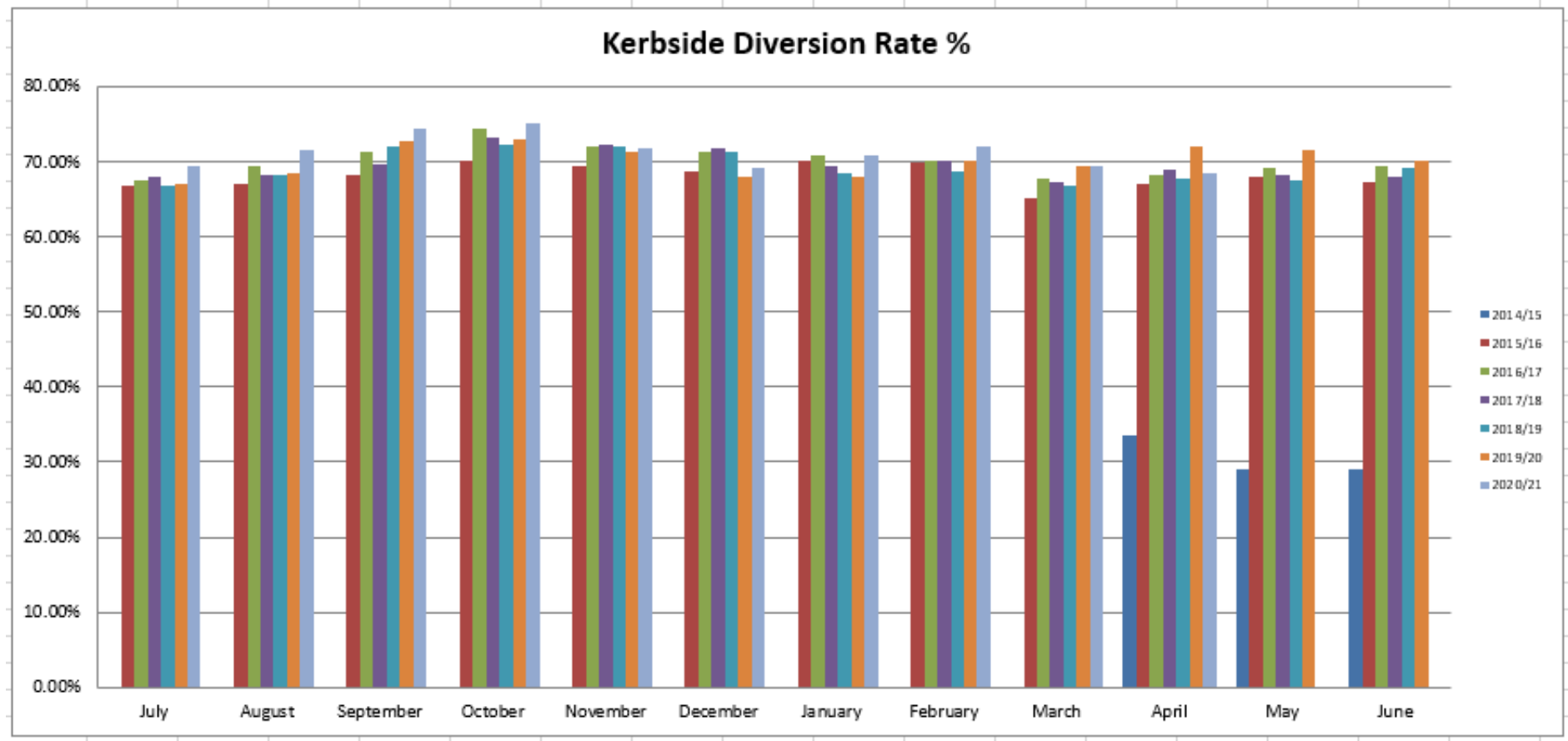
## Definitions

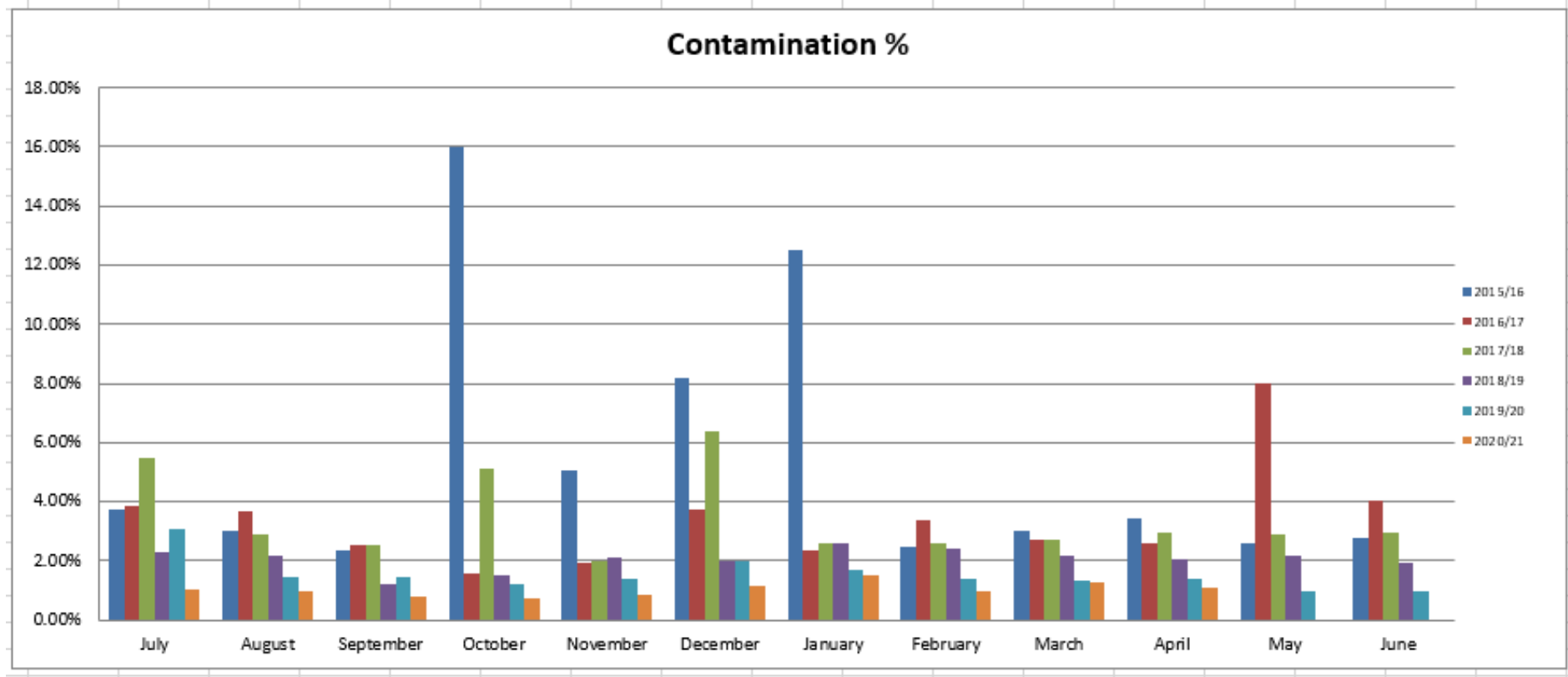
Service Area	Grouping of services by area of responsibility	Service	Activities that provide value to the customer
Existing	Requests open prior to reporting period	Remaining	Requests incomplete at end of reporting period
New	Requests made during reporting period	Completed	Requests completed during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period	Over Time	Remaining Requests where defined deadline is before the end of the reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.		
Complete New	An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.	Overdue Remaining	An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.
			



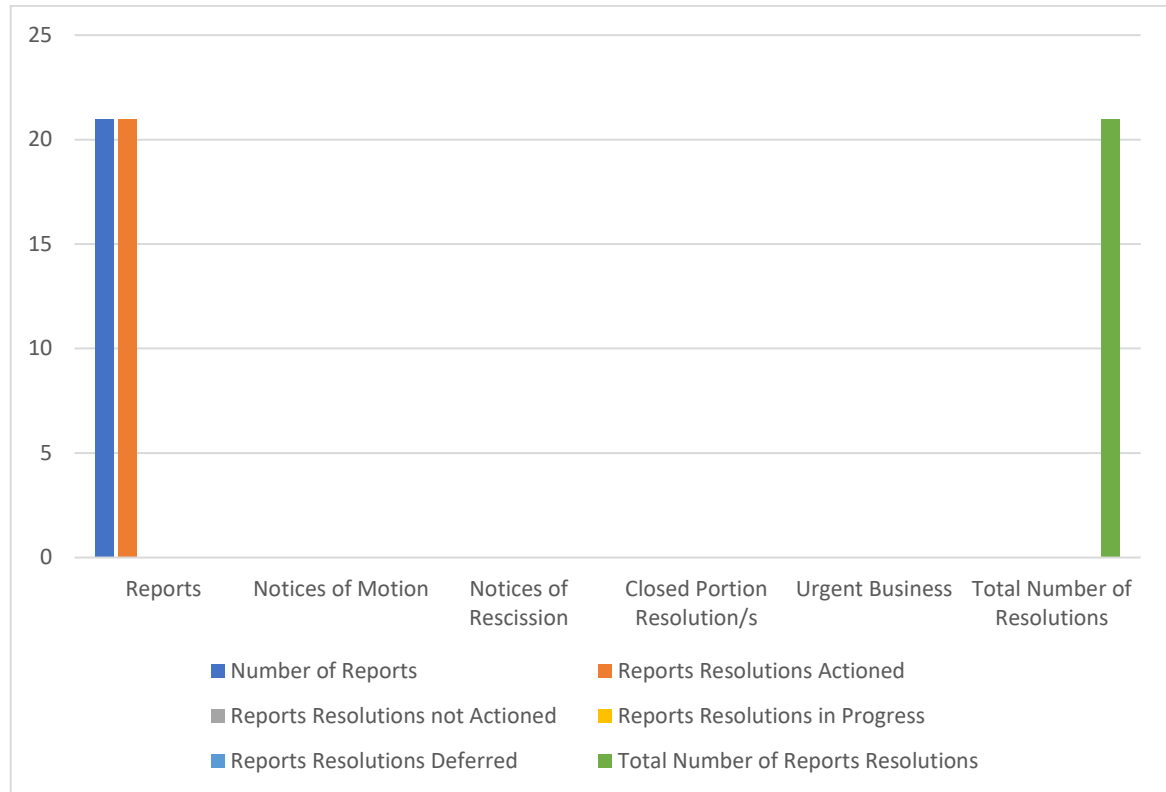
**WASTE MANAGEMENT REPORTING**  
**YEAR TO DATE - MAY 2021**







**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – 18 MAY 2021**



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
31 May 2021**

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

<b>Council Meeting Date</b>	<b>Item No.</b>	<b>Description</b>
20 April 2021	10.1	Notice of Motion - Climate Emergency Declaration

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

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

## **RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS**

### **For period 1 to 30 May 2021**

Record in accordance with Council's Public Transparency Policy 2020

*Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting*

**Name of Meeting:** Informal Council Briefings / Meetings

**Date of Meeting:** Tuesday 4 May 2021

**Time:** 12.30 p.m. – 4.30 p.m.

#### **Attendees:**

##### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

##### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Bruce Rowley (Manager, Project Delivery) *(Item 1)*

Jason McConkey (Team Leader, Compliance) *(Item 1)*

Molly Odgers (Environment and Waste Co-Ordinator) *(Item 3)*

##### Apologies

Cr Melanie Likos

1. Strathbogie Matters
2. Councillors Only Discussions
3. Briefings –
  - Sustainable Strathbogie
  - Electric Vehicle Charge Station Expression
4. Councillors / CEO Discussions

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

Councillor/s - NIL

Officer/s – NIL

## Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

*Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting*

**Name of Meeting:** Informal Council Briefings / Meetings

**Date of Meeting:** Tuesday 11 May 2021

**Time:** 10.30 a.m. – 5.30 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Kristin Favaloro (Executive Manager, Communications and Engagement)

#### Apologies

Dawn Bray (Executive Manager, Governance and Customer Service)

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Staff Satisfaction Survey
4. Presentation / discussion on Hume Priorities with Regional Development Australia Hume Region Chair, Amanda McClaren
5. Draft May 2021 Council Meeting Agenda Review
6. Extraordinary Council Meeting - receiving / hearing of Submissions to 'Road Exchange - Un-named Road Reserve (Gilgai Farm)

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

Councillor/s –

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
5 / 9.1	Sec. 127	Cr Sally-Hayes-Burke	Yes (left meeting at 2.45 p.m. / returned to meeting at 3.30 p.m.)

Officer/s – NIL

## Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

*Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting*

**Name of Meeting:** Informal Council Briefings / Meetings

**Date of Meeting:** Tuesday 18 May 2021

**Time:** 10.30 a.m. – 8.27 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Melanie Likos

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favalaro (Executive Manager, Communications and Engagement)

Kate McKernan (Co-Ordinator, Community Services and Inclusion) (*Item 5*)

Claire Taylor (Manager, Tourism and Community Services) (*Item 7*)

#### Apologies

Nil

1. Morning Tea with Volunteers as part of Volunteer Week
2. On site visit for planning matter
3. Councillors Only Discussions
4. Councillors / CEO Discussions
5. Action Groups Proposed Funding Review
6. May 2021 Council Meeting Agenda Review
7. Sport and Recreation Victoria Country Football and Netball Funding Program
8. May 2021 Council Meeting



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

Councillor/s –

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
6 / 9.1	Sec. 127	Cr Sally Hayes-Burke	Yes (left meeting at 2.47 p.m. / returned to meeting at 3.02 p.m.)
6 / 9.7	Sec. 128	Cr Sally Hayes-Burke	Yes (left meeting at 3.27 p.m. / returned to meeting at 3.46 p.m.)
6 / 9.8	Sec. 128	Cr Laura Binks	Yes (left meeting at 3.46 p.m. / returned to meeting at 3.55 p.m.)
8 / 9.1	Sec. 127	Cr Sally Hayes-Burke	Yes (left meeting at 6.21 p.m. / returned to meeting at 6.49 p.m.)
8 / 9.7	Sec. 128	Cr Sally Hayes-Burke	Yes (left meeting at 7.06 p.m. / returned to meeting at 7.15 p.m.)
8 / 9.8	Sec. 128	Cr Laura Binks	Yes (left meeting at 7.15 p.m. / returned to meeting at 7.27 p.m.)

Officer/s – NIL

## Record of Informal Council Briefings / Meetings

Record in accordance with Council's Public Transparency Policy 2020

*Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting*

**Name of Meeting:** Informal Council Briefings / Meetings

**Date of Meeting:** Tuesday 25 May 2021

**Time:** 10.00 a.m. – 5.00 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Kate McKernan (Co-Ordinator, Community Services and Inclusion) *(Items 3 & 4)*

Claire Taylor (Manager, Tourism and Community Services) *(Items 3 & 4)*

Lloyd Williams (Facilities and Recreation Officer) *(Item 4)*

Leanne Waters (Revenue Co-Ordinator) *(Item 5)*

Jason McConkey (Team Leader, Compliance) *(Item 7)*

Emma Kubeil (Manager, Planning and Investment) *(Item 7)*

#### Apologies

Councillor Reg Dickinson

Councillor Melanie Likos

1. Councillors Only Discussions
2. Councillors / CEO Discussions
3. Action Groups Proposed Funding Update
4. Aquatic Facilities Operation / Management
5. Rates Matters
6. Visit to Euroa Historical and Genealogical Society
7. Compliance / Native Vegetation Removal

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

Councillor/s - Nil

Officers - Nil

**10. NOTICES OF MOTION**

**11. NOTICES OF RESCISSION**

**12. URGENT BUSINESS**

**13. CONFIDENTIAL BUSINESS**

**Confidential Appendices**

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

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

C.A. 1 Tender for Contract No. 20/21-47: Provision of Road Maintenance Services – Panel of Suppliers

**NEXT MEETING**

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 20 July 2021, commencing at 6.00 p.m. The manner in which the meeting will be conducted is yet to be established.

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