



STRATHBOGIE SHIRE COUNCIL

Notice is hereby given that a Meeting of the Strathbogie Shire Council will be held, virtually, on Tuesday 17 August 2021, commencing at 6.00 p.m.

Chair:	Chris Raeburn (Mayor)	<i>(Honeysuckle Creek Ward)</i>
Councillors:	Laura Binks	<i>(Mount Wombat Ward)</i>
	Reg Dickinson	<i>(Lake Nagambie Ward)</i>
	Sally Hayes-Burke	<i>(Seven Creeks Ward)</i>
	Kristy Hourigan	<i>(Seven Creeks Ward)</i>
	Paul Murray	<i>(Hughes Creek Ward)</i>
Officers:	Julie Salomon	Chief Executive Officer (CEO)
	David Roff	Director, Corporate Operations (DCO)
	Amanda Tingay	Director, Community and Planning (DCP)
	Dawn Bray	Executive Manager, Governance and Customer Service (EMGCS)
	Kristin Favaloro	Executive Manager, Communications and Engagement (EMCE)

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

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

Questions for the Ordinary Council Meeting can still be submitted, and will be read out by the Mayor during the Public Question Time component of the meeting and responded to in the usual way by Councillors and/or Officers. **Questions must be submitted by 12 noon on Tuesday 17 August 2021** by emailing info@strathbogie.vic.gov.au

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

Councillor Melanie Likos (Deputy Mayor) *(Lake Nagambie Ward)*
(on leave)
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings
 - Council Meeting Tuesday 20 July 2021
 - Extraordinary Council Meeting Tuesday 10 August 2021 (submissions to draft Road Management Plan)
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 20 July 2021 were documented in the Minutes of the meeting.
9. Officer Reports
 - 9.1 Strategic and Statutory
 - 9.2 Community
 - 9.3 Infrastructure
 - 9.4 Corporate
 - 9.5 Governance and Customer Service
 - 9.6 Executive
10. Notices of Motion
11. Notices of Rescission
12. Urgent Business
13. Confidential Business

Julie Salomon
CHIEF EXECUTIVE OFFICER

17 August 2021

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 21 September 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

It is intended that this meeting be held at the Euroa Community Conference Centre, however, it should be noted that if coronavirus restrictions are in force, the meeting will be held virtually.



Council Ref. / 2021

Public Question Time Form Ordinary Council Meeting

Strathbogie 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.....
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2.....
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.....

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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	Closure of the meeting in conformance with section 66(2)(a) and the definitions for confidential matters under Part 1, section 3 the Local Government Act 2020 (the Act) – (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; and (c) Land use planning information, being information that if prematurely released is likely to encourage speculation in land values;	
C.B. 1	Planning Permit P2020-124: 82 Kirwans Bridge Road, Kirwans Bridge	

9. OFFICER REPORTS

9.1 STRATEGIC AND STATUTORY PLANNING

9.1.1 Planning Applications Received and Planning Applications Determined - 1 to 31 July 2021

Author: Director Community and Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

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

It is noted that there were 15 planning applications received, 15 planning applications issued, three withdrawn and one application lapsed during this period.

RECOMMENDATION

That Council:

- 1. Note that there were 15 new planning applications received, 15 applications issued, three applications withdrawn, and one application lapsed during this period during this period.***
- 2. Note the report.***

PURPOSE AND BACKGROUND

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

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.

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.

9.1.1 Planning Applications Received and Planning Applications Determined
- 1 to 31 July 2021 (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.

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

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 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, 5 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
25 Tarcombe Street, Euroa VIC 3666	P2021-122	Development of land for a bottle shop	\$480,000.00

Friday, 9 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
28 McGregor Avenue, Nagambie VIC 3608	P2021-123	Use and development of land for three (3) dwellings	\$650,000.00

Monday, 12 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1369 Harrys Creek Road, Marraweeney VIC 3669	P2021-126	Native Vegetation Removal	\$320,469.00
1513 Euroa-Mansfield Road, Gooram VIC 3666	P2021-128	Native Vegetation Removal	\$10,000.00
18 Creek Junction Road, Kithbrook VIC 3666	P2021-125	Native Vegetation Removal	\$203,147.49

Monday, 19 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
12 James Grant Lane, Longwood VIC 3665	P2021-130	Use and development of land for a store	\$70,524.00

Wednesday, 21 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
115 Grenada Road, Mangalore VIC 3663	P2021-131	Native Vegetation Removal	\$0.00
1350 Geodetic Road, Molka VIC 3666	P2021-132	Two lot resubdivision	\$0.00

Friday, 23 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1937 Harrys Creek Road, Marraweeney VIC 3669	P2021-134	Use and development of land for a dwelling	\$275,000.00
22-24 Jean Street, Longwood VIC 3665	P2021-133	Two (2) lot subdivision	\$0.00

Monday, 26 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
490 Feltrim Road, Earlston VIC 3669	P2021-135	Use and development of land for a caretakers dwelling	\$450,000.00

Tuesday, 27 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
203 Goulburn Weir Road, Goulburn Weir VIC 3608	P2021-136	Two (2) lot re- subdivision	\$0.00

Friday, 30 July 2021

Site Address	Application Number Display	Application Description	Cost Of Works
101 Siems Road, Euroa VIC 3666	P2021-137	Use and development of a storage shelter and water tank	\$15,000.00
35-37 Filson Street, Nagambie VIC 3608	P2021-138	Addition to a Dwelling	\$60,000.00
59 Tulip Street, Violet Town VIC 3669	P2021-139	2 (two) lot resubdivision	\$0.00

ATTACHMENT 2:**PLANNING APPLICATIONS DETERMINED**

5/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
124 Brookleigh Road, Strathbogie VIC 3666	P2021-119	Development of land for a pergola and above ground pool	\$80,000.00	Issued

12/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
18 Saleyard Road, Avenel VIC 3664	P2021-063	Two Lot Subdivision	\$0.00	Withdrawn
Hume Freeway, Hume Freeway - Melbourne Bound (500m east of Oxenburys Road), LONGWOOD VIC 3665	P2021-043	Bridge Strengthening Building and Works and Addition of Monitoring Apparatus	\$1,000,000.00	Issued

13/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
252 Killeens Hill Road, Gooram VIC 3666	P2021-021	Two Lot Subdivision (Dwelling Excision)	\$0.00	Issued
29 McKindleys Road, Arcadia South VIC 3631	P2021-120	Construction of a Shed	\$10,000.00	Issued
30 Backwater Court, Kirwans Bridge VIC 3608	P2021-106	Addition to a Dwelling	\$150,000.00	Issued

14/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2654 Heathcote-Nagambie Road, Graytown VIC 3608	P2020-119	Use and Development of a Telecommunications Facility (Mobile Blackspot Program)	\$200,000.00	Issued
197 Ryans Lane, Locksley VIC 3665	P2021-113	Use and Development for a Single Dwelling	\$1,500,000.00	Withdrawn

18/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
660 Creek Junction Road, Kithbrook VIC 3666	P2016-129-2	Two (2) Lot Subdivision	\$0.00	Issued

19/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2 Graves Street, Violet Town VIC 3669	P2021-054	Two Lot Subdivision (Existing Buildings)	\$0.00	Issued

21/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1381 Seymour-Avenel Road, Avenel VIC 3664	P2021-074	Two (2) Lot subdivision	\$0.00	Issued
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	Issued

23/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
6 Fleming Road, Arcadia South VIC 3631	P2021-094	Use and Development for a Dwelling	\$300,000.00	Withdrawn

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
12 Magiltan Drive, Strathbogrie VIC 3666	P2021-039	Development of land for a dwelling	\$180,000.00	Lapsed
1653 Creightons Creek Road, Creightons Creek VIC 3666	P2021-115	Development of land for a shed (Agricultural)	\$114,363.00	Issued

30/07/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
345 Goulburn Weir-Murchison Road, Goulburn Weir VIC 3608	P2021-078	Construction of a Shed	\$30,000.00	Issued
401 High Street, Nagambie VIC 3608	P2021-071	Removal of Native Vegetation	\$8,500.00	Issued
54 Birkett Street, Euroa VIC 3666	P2021-036	Use and Development of a Second Dwelling and Two Lot Subdivision	\$380,000.00	Issued
7 Woodlea Court, Kirwans Bridge VIC 3608	P2021-101	Development of land for an outbuilding (Shed)	\$14,441.00	Issued

9.2 COMMUNITY

9.2.1 Goulburn Valley Libraries – Community Representative

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

The Goulburn Valley Regional Library Corporation provides library services for Greater Shepparton City Council, Moira Shire Council and Strathbogie Shire Council. It is governed by a Board of nine (9) members comprising a Councillor and officer from each Council, and a community representative.

Council's current representatives are Cr Reg Dickinson and David Roff, and the previous community representative was Amanda Tingay. With Amanda's appointment as Council's Director Community and Planning, there was a need to recruit a new community representative.

The position was advertised, and three applications were received. Interviews were conducted with all applicants and it is recommended that Ms Kym Bailey be appointed as the community representative for Strathbogie Shire Council on the Board of Goulburn Valley Libraries.

RECOMMENDATION

That Council endorse the appointment of Ms Kym Bailey as the community representative for Strathbogie Shire Council on the Board of Goulburn Valley Libraries.

PURPOSE AND BACKGROUND

The Goulburn Valley Regional Library Corporation provides library services for the City of Greater Shepparton, Moira Shire and Strathbogie Shire. It is governed by a Board of nine comprising a Councillor and officer from each Council, and a community representative.

Council's current representatives are Cr Reg Dickinson and David Roff, and the previous community representative was Amanda Tingay. With Amanda's appointment as Council's Director Community and Planning, there is a need to recruit to that role.

The position was advertised, and three applications were received. Interviews were conducted with all applicants and it is recommended that Ms Kym Bailey be appointed as the community representative for Strathbogie Shire on the Board of Goulburn Valley Libraries.

Ms Bailey is based in Nagambie and has been involved in community organisations over a number of years. She is graduate of the Fairley Leadership program and is a graduate of the Australian Institute of Company Directors.

9.2.1 Goulburn Valley Libraries – Community Representative (cont.)

Her skills include Continuous Improvement, Social media, Risk management, communications and marketing.

ISSUES, OPTIONS AND DISCUSSION

Victorian public libraries offer vital services to their local communities. They are safe, non-judgemental places that provide free access to services, programs and information technology, as well as opportunities for social interaction and inclusion.

The indirect benefits of library services include:

- improved language and digital literacy, community health and career development outcomes;
- complementarity with the services of education institutions; and
- enhanced local area amenity and environmental sustainability.

Goulburn Valley Libraries is governed by an independent Board. The Board's responsibilities and authorities include policy development, strategic and corporate planning and service evaluation.

The Board meets every 2 months and works to its Vision "We connect, empower and inspire our communities" and Mission "To deliver library services that are accessible, relevant and support the social, cultural and economic needs of our communities."

The Library service operates ten branches and a mobile library. In Strathbogie Shire, there are branches at Euroa, Violet Town and Nagambie. The mobile library visits the townships of Avenel, Longwood and Strathbogie, and also visits the Avenel Primary School. It is important that the Strathbogie Community representative position be filled so that local community views can inform Board deliberations.

COMMUNITY ENGAGEMENT

The vacancy was advertised in newspapers circulating in the community and on Council's website/social media and was determined that additional community engagement was not required.

POLICY CONSIDERATIONS

Council Plans and Policies

Goal – to be a high performing Shire

Strategy – To proactively develop and deliver quality services that achieve high community satisfaction

Regional, State and National Plans and Policies

The Library Service is set up under the provisions of the Local Government Act 1989. Public libraries are primarily funded by local government with Victorian government support.

It also operates under a range of policies which have application wider than just the local area such as Equal Employment Opportunity, Protected Disclosure, Freedom of Information

9.2.1 Goulburn Valley Libraries – Community Representative (cont.)

LEGAL CONSIDERATIONS

As indicated the Local Government Act governs the operation, and the Library is required to operate under relevant legislation and standards including Occupational Health and Safety, Accounting Standards.

The Board has overall responsibility for compliance with relevant legislation and is charged with providing good governance.

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

The position has been publicly advertised and this report is presented at a Council meeting open to the public

FINANCIAL VIABILITY CONSIDERATIONS

Council contributes approximately \$270,000 towards the operation of the Library service as well as funding direct costs of operation of libraries in Euroa, Nagambie and Violet Town

One of the Board's primary functions is to oversee the viability of the service.

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

According to the State Library of Victoria, libraries not only create jobs directly by employing staff, but also generate economic activity that leads to further employment. Through access to information technology, literacy-based programs and job search activities libraries directly support employment opportunities and improving economic outcomes for the community.

Social

The library service provides an opportunity for social interaction and provides a number activities which promote inclusion. It provides free access to physical and digital books and resources, information technology, literacy programs and other activities, and to a safe and welcoming space that encourages social inclusion and community engagement. The emphasis of library programs on life-long learning supports and contributes to language and digital literacy and complements other educational opportunities available to community members.

Environmental/Climate change

The library service provides a range of information on this subject and Council buildings address these issues as appropriate

9.2.1 Goulburn Valley Libraries – Community Representative (cont.)

INNOVATION AND CONTINUOUS IMPROVEMENT

One of the Board's roles in overseeing operations is to promote and assess opportunities to continuously improve the service

COLLABORATION

The library service is a collaboration between three (3) Councils and also works with State Government and other library services throughout the State.

HUMAN RIGHTS CONSIDERATIONS

The library service provides free and universal access to all members of the community and respects a range of human rights.

CONCLUSION

The recommendation addresses the need to fill a vacancy on the Library Board through the appointment of Ms Kym Bailey as the community representative for Strathbogie Shire Council.

9.2.2 Community Grants Funding 2021/2022 Allocations

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Community Grants funding for 2021/2022 opened on 1 June 2021 and closed on the 30 June 2021 with 19 submissions received.

The intent of the Community Grants Program is to provide an opportunity for community groups to undertake projects that complement the focus areas of Council and encourage participation in a community activity at all stages of the project from planning to completion.

As specified in the guidelines, applications were invited under one of four below categories:

- Active and Healthy Communities
- Arts and Culture
- Environment and Sustainability
- Facilities and Infrastructure.

The total budget allocation for the 2021-2022 Community Grants Program is \$85,000. Following the evaluation process, it is recommended that Council support 17 community projects and an expenditure totalling \$57,593.00.

Officers are recommending the remaining amount of \$27,407 to be utilised by opening a second round of Community Grants with a budget of \$20,000 and the remaining \$7,407 to be utilised for the Small Project Grants Program as detailed in the 2021/22 Community Grants Guidelines. These grant opportunities would open on 1 October 2021 allowing sufficient time to advertise the grants and for Community groups to consider any application.

RECOMMENDATION

That Council:

1. ***Award funding to seventeen (17) applicants for the total sum of \$57,593 to the following organisations;***

<i><u>Applicant /Organisation</u></i>	<i><u>Proposed Funding</u></i>
<i>Euroa Toy Library</i>	<i>\$5,000.00</i>
<i>Violet Town Football Netball Club</i>	<i>\$2,588.00</i>
<i>Nagambie Soccer Club</i>	<i>\$5,000.00</i>
<i>Southern Aurora Memorial Committee</i>	<i>\$5,000.00</i>
<i>Longwood East Landcare</i>	<i>\$4,992.00</i>
<i>Tablelands Community Centre Inc</i>	<i>\$3,068.00</i>
<i>Euroa Arboretum</i>	<i>\$5,000.00</i>
<i>Nagambie RSL Sub Branch</i>	<i>\$5,000.00</i>
<i>Euroa Village Farmers Market</i>	<i>\$2,563.00</i>
<i>Strathbogie Memorial Hall</i>	<i>\$1,440.00</i>
<i>Euroa Friendlies Reserve</i>	<i>\$1,300.00</i>

9.2.2 Community Grants Funding 2021/2022 Allocations (cont.)

RECOMMENDATION (cont.)

<i>Nagambie Senior Citizens Centre Inc</i>	<i>\$3,000.00</i>
<i>Violet Town Bowls Club Inc</i>	<i>\$3,150.00</i>
<i>Euroa Historical and Genealogical Society</i>	<i>\$1,895.00</i>
<i>Graytown Community Centre</i>	<i>\$760.00</i>
<i>Longwood Community Centre</i>	<i>\$4,038.00</i>
<i>Euroa Miniature Railway</i>	<i>\$3,799.00</i>

- 2. Authorise officers to implement a second round of Community Grants with a budget allocation of \$20,000 opening 1st October, closing 31th October 2021 with recommendations of funding allocations to be put forward in the December 2021 Council meeting; and**
- 3. Authorise officers to implement the Small Grants Program from 1st October to utilise the remaining 2021-22 Community Grants funding of \$7,407 in accordance with the 2021-22 Community Grants Program Guidelines; and**
- 4. Receive a regular officer reports to award a funding allocation to eligible submitters to the 2021-22 Community Grants - Small Grants Program until such time that the remaining Community Grants funding allocation is exhausted.**

PURPOSE AND BACKGROUND

The purpose of this report is to seek approval from Council of the following funding recommendations for the 2021-22 Community Grants Program.

A total of 19 submissions were received for the 2021-22 Community Grants Program, requesting a total funding amount of \$67,343. The number of submissions is consistent with the 2019-20 Community Grants opportunity which had 20 submissions. Last year due to the COVID-19 global pandemic the Community Grants Program was rebadged to the *RE3 Grants Program*, with a focus on recovery from Covid19. The RE3 Grants program was well subscribed with 40 applicants over two rounds.

The 2021-22 applications have been assessed by Council Officer Assessment Panel which comprised of the following:

- Manager Tourism, Arts and Culture
- Coordinator Community Services and Inclusion
- Community Development Officer

Additional advice was sought from other departments across Council dependent on their area of expertise in the grant categories and included Officers from Operations and Projects & Planning.

9.2.2 Community Grants Funding 2021/2022 Allocations (cont.)

The applications were evaluated and scored against the funding criteria as detailed below:

- Alignment to Community Grants Outcomes and Strategic Plan (30% weighting)
- Community Need (20% weighting)
- Organisational Capacity (20% weighting)
- Access and Equity (15% weighting)
- Budget (15% weighting)

The officer assessment panel have recommended that 17 projects receive funding, with the remaining two (2) projects not recommended as follows:

- Nagambie Bowls Club has received funding approval for their project through the 2021-22 Budget 'Pitch my Project' program.
- Violet Town Community House - submission has been deemed ineligible. The submission was made by a private profit-making company submitting on behalf of Violet Town Community House. While a very suitable project with clearly defined outcomes grant applications from private for profit organisations are not eligible. Council Officers will meet with Violet Town Community House to discuss the application process and reiterate that the Community House needs to be the entity applying to be successful in the future.

Eligible applications were received for the following categories:

- 3 submissions under Active and Healthy Communities, requesting \$12,588
- 3 submissions under Arts and Culture, requesting \$13,060
- 0 submissions under Environment and Sustainability, requesting \$0
- 11 submissions under Facilities and Infrastructure, requesting \$31,945

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.

Twelve (12) of the 17 applications have accompanying funding conditions as detailed in Attachment 1. These include an application which requires an auspice agreement. The remaining require additional information on insurance or quotes and a large majority of the facilities and infrastructure grants require approval and sign off from operations or planning prior to funds being released.

The terms and conditions for all grants will require grant recipients to formally recognise Strathbogie Shire Council. All facilities and infrastructure grants will also include requirement that any works being carried out on our buildings by a Committee of Management must be carried out by qualified tradespeople or professional and provide all relevant certificates of compliance.

9.2.2 Community Grants Funding 2021/2022 Allocations (cont.)

Table 1 below provides a summary of the officer assessment panel recommendations:

Table 1: Summary of Proposed Grants Recipients

Applicant / organisation	Name and Project Description	Proposed Funding
Euroa Toy Library	Euroa Toy Library: Establishment of a Euroa Toy Library	\$5,000.00
Violet Town Football Netball Club	Increase participation of under 12 footballers through the purchase of equipment and uniforms	\$2,588.00
Nagambie Soccer Club	Increase participation rates through purchase of equipment and uniforms	\$5,000.00
Southern Aurora Memorial Committee	Purchase materials for restoration works on the train carriage	\$5,000.00
Longwood East Landcare	Deliver two workshops reconnecting the history of Longwood. Key Outcome to deliver a historical information board	\$4,992.00
Tablelands Community Centre Inc	Initial creation of the Tablelands pottery studio	\$3,068.00
Euroa Arboretum	Construction of stand-alone composting toilet	\$5,000.00
Nagambie RSL Sub-Branch	Installation of power to the toilet block to be used by market and RSL	\$5,000.00
Euroa Village Farmers Market	Installation of 3phase distribution power board	\$2,563.00
Strathbogie Memorial Hall Committee	Installation of blinds and shelving	\$1,440.00
Euroa Friendlies Reserve Committee of Management	Purchase of maintenance tools	\$1,300.00
Nagambie Senior Citizens Centre Inc	Installation of sound system and new bingo display system	\$3,000.00
Violet Town Bowls Club Inc	Installation of a split system	\$3,150.00
Euroa Historical and Genealogical Society	Purchase of new ergonomic chairs	\$1,895.00
Graytown Community Centre Committee of Management	Purchase of new fridge	\$760.00
Longwood Community Centre Management Committee Inc.	New tables with folding legs and a trolley for each of moving	\$4,038.00
Euroa Miniature Railway	Installation of new seating between the rail track and the walking track	\$3,799.00

Attachment 1 provides further detail of the proposed 2021-22 Community Grants recommendations. Attachment 2 provides details of the projects not recommended for funding.

9.2.2 Community Grants Funding 2021/2022 Allocations (cont.)

The Small Projects Grants program is to be made available for applicants throughout the year. Groups are only eligible to receive this grant once per year and are not eligible for a Small Project Grant if they are currently expending other Strathbogie Shire Community Grant Funds. Small Project Grants must meet the criteria for one of the four Community Grant Categories:

- Active & Healthy Communities
- Arts & Culture
- Environmental & Sustainability
- Facilities & Infrastructure.

Small Projects Grants are up to the value of \$1000 and must be acquitted within six months of the submission of their Terms and Conditions unless otherwise negotiated with the Manager of Tourism and Community Services.

Applications are accepted through the remainder of the financial year (or until funding allocation is exhausted) and are assessed on a monthly basis. Applications should be received before 12 pm on the last Monday of the month.

Applications will then be assessed and recommendations presented to Council at a further Council Meeting. Any application received after 12pm on the last Monday of the month will be assessed the following month.

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 four stage communications plan was developed with a simple overarching goal. We wanted to show our community that with small financial support many good things could be achieved for the benefit of our communities.

Through clear and consistent communications our plan ensured our community was informed. By offering written and face-to-face communication opportunities our community was able to receive this important information using its preferred method of delivery.

The table below outlines the four stages in the communications and engagement plan. The first three stages are now complete.

Stage	Goal	Tools and methods
One Inform	To inform the community the Community Grants Program is now open. To encourage the community to attend an information session. To remind the community about Grants Program timelines	<ul style="list-style-type: none"> • Media release • Social media • eNews • Website content • Advertising Frequently asked questions

Two Engage	To provide applicants with the opportunity to seek feedback and assistance from Council Officers on their applications.	<ul style="list-style-type: none"> • Workshops • Media release • Social Media • eNews • Website content • Advertising
Three Inform	To keep applicants up to date on the process and what to expect	<ul style="list-style-type: none"> • Acknowledgement letter
Four Inform	To inform applicants and the community of the projects which received grants	<ul style="list-style-type: none"> • Letter successful • Letter unsuccessful • Media release • Social media • Advertising • Website content • eNews

Further communications will be required to inform the community if the grants program is endorsed by Council to re-open for a second round. This will draw on the materials, tools and methods outlined in stage one and two.

POLICY CONSIDERATIONS

Council Plans and Policies

- *Council Plan goal one:*
 - *To enhance community health and wellbeing*
 - *Key strategy - engage and participate with the community in Council / Community initiatives.*

LEGAL CONSIDERATIONS

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

The 2021-22 Applications have been assessed against an updated weighted scorecard to ensure consistency, equity and transparency across the program.

Conflict of Interest Declaration

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

Transparency

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

In the interest of transparency and open and honest communication with our community it is recommended that the attached 2021-2022 Community Grants Program – Applications Recommended for Funding be released to the public providing an understanding of the assessment process and outcomes of the program.

9.2.2 Community Grants Funding 2021/2022 Allocations (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.

It is proposed that the 17 eligible applications will form a total of \$57,593 from a budgeted allocation of \$85,000. This will leave an amount of \$27,407 remaining for Small Project applications that will be assessed and presented to Council on a Monthly basis throughout the remainder of the 2021/22 financial year.

It is not considered that there are any further financial implications involved other than those already outlined in 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.

Economic

The distribution of funds through the 2021-22 Community Grants Program will greatly assist community groups progress with projects that would otherwise be unable to go ahead due to lack funding. Many projects will support improvements to facilities and promote participation and engagement which will have a positive impact on the Shire's economic future.

Social

The awarding of funding for these groups will further assist with rebuilding the sense of community that has been challenged during the various lockdown periods throughout the COVID-19 pandemic.

Environmental

Despite Officers encouraging submissions for projects under the Environment and Sustainability category no submissions were received. All applicants regardless of category their projects were submitted under were required to describe how the project will contribute to environmental and sustainable outcomes and benefits in the Strathbogie Shire.

Climate change

All submissions have been assessed with a climate change lens applied. Applicants have made commitments to using recycled products for their projects namely the Euroa Miniature Railway who has committed to using recycled plastics for new seating. Another project addressing climate change is the proposed Euroa Toy Library which is looking to promote awareness and avoid generating unnecessary toy waste and encourage a reduction of toy waste to landfill.

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.

9.2.2 Community Grants Funding 2021/2022 Allocations (cont.)

An updated Community Grants Guidelines document was created for the 2021-22 Community Grants Program. The updates included a new look and feel and presented information in an easy to digest format. For transparency purposes the updated guidelines included the addition of the weighted scorecard to be used by the assessment panel.

Council Officers have recognised further improvements for next year's program. These include simplifying the application process for the community by incorporating more checklist style questions to target appropriate responses. This will also improve the assessment process making it more efficient.

HUMAN RIGHTS CONSIDERATIONS

It is not considered that there are any Human Rights that will be impacted as a result of the 2021-22 Community Grants program.

CONCLUSION

It is recommended that Council endorse the recommendation to award funding to the 17 successful applicants for the 2021-22 Community Grants funding round and support the implementation of the Small Grants Program funding.

ATTACHMENTS

Attachment 1: 2021-22 Community Grants Program – Applications Recommended for funding

Attachment 2: 2021-22 Community Grants Program – Applications Not Recommended for funding

ATTACHMENT 1: 2021-22 Community Grants Program – Applications Recommended for Funding

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Euroa Toy Library	Euroa Toy Library	Establishment of Euroa Toy Library to provide young children and their families with a social, fun and educational family hub. The library will be open to community groups, organisations and event organisers throughout the Shire.	\$5,000.00	\$14,324.43	\$5,000.00	Auspice agreement to be finalised with Euroa Health prior to funds being released. Covid Safe cleaning practices to be documented.
Violet Town Football Netball Club	Increase children's participation in sport	Retain and add new Under 12 participants by subsidising uniforms and equipment to minimise fees.	\$2,588.00	\$2,587.80	\$2,588.00	
Nagambie Soccer Club	Nagambie Soccer Club Increased membership drive	Funding will support the purchasing of equipment and uniforms, reducing participation costs for families who cannot afford it, as well as facilitate coaching training for parents.	\$5,000.00	\$5,000.00	\$5,000.00	
Southern Aurora Memorial Committee	Project Renovate and restore derelict train carriage	Funds will support the costs associated with the replacement of the floor, walls and ceiling of the train carriage. Committee funds have been used to replace windows, building a door and removing graffiti.	\$5,000.00	\$5,143.00	\$5,000.00	An official quote from supplier required to verify and confirm email.

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Longwood East Landcare	Building Community Capacity Through Historical Research and Information Outcomes of the Town that Moved to the Railway Line	Two workshops, day and evening, to reconnect with the history of the area. Workshops will seek community input on the history of Longwood East. Outcomes include an aluminium Historical Panel, a brochure and enhanced community wellbeing and social connections.	\$4,992.00	\$5,292.00	\$4,992.00	Liaise with Communications Department regarding signage, art work/style guide. Confirm with Assets in regards to sign size and permits. Confirm with relevant road authority for sign placement and permits. Certificate of Currency required not renewal form.
Tablelands Community Centre Inc	The Pottery Project	This project will kick-start the Tablelands Community Pottery Studio. The studio will be producing a variety of tiled chairs that will help create a culturally vibrant space for the entire community. The tiles will be decorated by members of the community and will express the diversity of the people within the tablelands.	\$3,068.00	\$3,068.00	\$3,068.00	Certificate of Currency to be provided
Euroa Arboretum	A composting loo for volunteers at Euroa Arboretum	The construction of a standalone, composting loo in the main work area for access by volunteers and staff.	\$5,000.00	\$10,700.00	\$5,000.00	Relevant permits required prior to funding being released. The Euroa Arboretum has confirmed that they have the required funds to complete the project. The toilet to also be available for public use.

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Nagambie RSL Sub Branch	Nagambie RSL Memorial Upgrade	Installing power to the Memorial for use in the RSL presentations on ANZAC and Remembrance Day. Will provide a further benefit to the Community Market	\$5,000.00	\$6,859.05	\$5,000.00	Requirement to work with Council in regards to location, installation and accessibility
Euroa Village Farmers Market	Euroa Village Farmers Market Power Upgrade	Euroa Village Farmers Market is growing and the current access to power is not suitable or safe. Funds to purchase a portable 3phase distribution board which would provide a more reliable power source which would be safer and easier to access for all users.	\$2,563.00	\$2,893.00	\$2,563.00	Installation by a qualified Electrician is required. Council approval required prior to commencing.
Strathbogie Memorial Hall Committee	Blinds for the Hall	Install blinds on the few remaining windows of the Strathbogie Memorial Hall. (namely the Music room, Office, Soldiers room and Kitchen). Install shelving installed in the Cleaners Room.	\$1,440.00	\$1,440.00	\$1,440.00	Council approval required prior to commencing.
Euroa Friendlies Reserve Committee of Management	Euroa Friendlies Reserve Ground Maintenance	Purchase of new maintenance tools to maintain grounds.	\$1,300.00	\$1,300.00	\$1,300.00	Committee to contact Operations Department in regard to purchasing of equipment and recording on Council Asset Register

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Nagambie Senior Citizens Centre Inc	Improving Facilities for User Groups	Installation of updated sound system and bingo display tablet system, that will utilize the new sound system, screen, and projector.	\$3,000.00	\$3,708.00	\$3,000.00	Council approval required prior to installation.
Violet Town Bowls Club Inc	Violet Town Community Bowls Club Heating	Installation of a split system in the clubhouse to help make it more comfortable for community use during the colder months	\$3,150.00	\$3,150.00	\$3,150.00	Council approval required prior to commencing.
Euroa Historical and Genealogical Society	Purchase of ergonomic chairs	Purchase of ergonomic chairs for research room and front desk to replace those which are not ergonomic or suitable	\$1,895.00	\$1,895.00	\$1,895.00	
Graytown Community Centre Committee of Management	Graytown Community Centre	Purchase of new fridge for the Graytown Community Centre	\$760.00	\$760.00	\$760.00	
Longwood Community Centre Management Committee Inc.	Folding tables and trolley	Purchase of folding tables with folding legs and a trolley for ease of movement at the Longwood Community Centre.	\$4,038.00	\$4,038.00	\$4,038.00	

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Euroa Miniature Railway	Permanent seating around Miniature Railway area and adjacent Walking Track	Installation of permanent bench seating under the pergola area, near fences and some around the track between walking track and rail. This would enable use by the public as well as our visitors on our running days.	\$3,799.00	\$4,299.00	\$3,799.00	Committee to contact Operations Department in regard to the product, position and approvals

ATTACHMENT 2: 2021-22 Community Grants Program – Applications not Recommended for Funding

Applicant Organisation	Project Title	Brief Project Description	Amount Requested	Total Project Cost	Recommended Funding	Funding Conditions
Violet Town Community House	Rewild to Rewire - creating connected communities through nature	Outdoor nature connection program for youth and families. Establishes healthy connections, opportunities for inter-generational mentoring, skill sharing and peer support. Individual and group challenges enable discovery of psychological, emotional and physical strengths; environmental awareness; safe engagement in outdoor recreation, mindfulness and mind-body connection activities which promote health and wellbeing.	\$5,000.00	\$5,000.00	\$0.00	The submission was made by a private profit-making company submitting on behalf of Violet Town Community House. While a very suitable project with clearly defined outcomes the grant application private for-profit organisations are not eligible. Council Officers will meet with Violet Town Community House to discuss the application process and reiterate that the Community House needs to be the entity applying to be successful in the future.
Nagambie Bowls Club	Painting Inside Nagambie Bowls Clubhouse	Paint inside Bowls Clubhouse	\$4,750.00	\$5,610.00	\$0.00	Funding has been received via 2021-22 Budget 'Pitch my Project' allocation.

9.2.3 Mangalore Pilot Training Advocacy

Author: Economic Development Coordinator

Responsible Director: Director Community & Planning

EXECUTIVE SUMMARY

In June 2017 Moorabbin Aviation Services Pty Ltd established a campus at Mangalore Airport where they undertake pilot training of international students. One of their major clients being China Southern Airlines, training their airline cadets.

Each class is approximately 15 in number and the course is of 14 months duration. These students live in the local community during their training and participate in community activities including sport and social pursuits.

Under pre-COVID arrangements there are usually approximately 140 students training facility however this number has steadily diminished as students have finished their training and returned to China.

In late October 2021 the centre will be forced to cease operations until such time as regular overseas travel to Australia is resumed or a system of entry and quarantine for students can be established.

However, Moorabbin Aviation Services have also alluded to the challenge that such a cessation will result in the dispersal of their training staff and aircraft meaning it will be difficult to re-establish the operation in the future. This means, that a successful aviation industry generating jobs and an economic contribution of approximately \$200,000 per student will be lost to our region.

Moorabbin Aviation Services advise that they have submitted a proposal to the federal government for urgent need to continue the pilot program. Within this proposal, they advised the willingness either to meet the full cost of travel and quarantine for their students through the establishment of a "Quarantine Bubble" at Mangalore to facilitate the safe travel and training of their students to that site. The airfield is a large isolated facility and there is sufficient on-site accommodation and recreational facilities to permit complete isolation of the international pilots whilst they complete their training if this is required.

This report seeks for Council to provide further advocacy on behalf of Moorabbin Aviation Services through writing to State and Federal Members of Parliament requesting their urgent review, consideration and approval of Moorabbin Aviation Services proposal for the sustainable continuation of the Mangalore Pilot Training Program.

9.2.3 Mangalore Pilot Training Advocacy (cont.)

RECOMMENDATION

That Council:

1. ***Write to the following Members of Parliament and relevant Ministers, seeking their support and advocacy for Mangalore Airport's Proposal to continue the viability of the Mangalore Pilot Training Program:***
 - ***The Hon. Scott Morrison Prime Minister;***
 - ***The Hon. Barnaby Joyce Deputy Prime Minister and Minister for Infrastructure, Transport and Regional Development;***
 - ***The Hon. Tim Pallas Victoria Minister for Economic Development;***
 - ***The Hon. Mary Anne Thomas Minister for Agriculture and Minister for Regional Development;***
 - ***The Hon. Shaun Leane Minister for Local Government;***
 - ***The Hon. Tim Pallas Minister for Economic Development;***
 - ***Ms Steph Ryan Member for Euroa;***
 - ***Mr Mark Gepp Member for Northern Victoria;***
 - ***The Hon. Wendy Lovell Member for Northern Victoria;***
 - ***Ms Tania Maxwell Member for Northern Victoria;***
 - ***Mr Tim Quilty Member for Northern Victoria;***
 - ***The Hon. Jaclyn Symes Member for Northern Victoria;***
 - ***The Hon. Damian Drum Member for Nicholls; and***
 - ***Ms Helen Haines Independent Member for Indi.***

PURPOSE AND BACKGROUND

Mangalore Airport was established in 1939 for training Royal Australian Air Force pilots.

From November 2007 to April 2009, the airport was home to the Australian Airline Pilot Academy (AAPA) owned by Regional Express Airlines. AAPA relocated to Wagga Airport, New South Wales in 2009.

Since June 2017, Moorabbin Aviation Services have operated a commercial Pilot Training program at Mangalore Airport. The pilot training is provided under contract to China Southern Airlines and includes the provision of accommodation and support of the student pilots throughout their training.

As a result of the restrictions on international travel following the onset and ongoing nature of the COVID-19 global pandemic and continuous graduation of Pilots from the scheme, the number of students has steadily diminished. Moorabbin Aviation Services have advised that due to these continuing challenges, in late October 2021 the centre will be forced to cease operations until such time as regular overseas travel to Australia is resumed or a system of entry and quarantine for students can be established.

9.2.3 Mangalore Pilot Training Advocacy (cont.)

However, Moorabbin Aviation Services (Moorabbin Aviation) have also alluded to the challenge that such a cessation will result in the dispersal of their training staff and aircraft meaning it will be difficult to re-establish the operation in the future.

Moorabbin Aviation advise that they have submitted a proposal to the federal government for urgent need to continue the pilot program. Within this proposal, they advised the willingness either to meet the full cost of travel and hotel quarantine for their students and establish a "Quarantine Bubble" at Mangalore to facilitate the travel and training of their students to that site. The airfield is a large isolated facility and there is sufficient on site accommodation and recreational facilities to permit complete isolation of the international pilots whilst they complete their training if this is required.

Moorabbin Aviation advise that they have approached the offices of the Federal Member for Nichols the Hon Damian Drum and state representatives and that they have not received a response.

The purpose of this report seeks for Council to provide further advocacy on behalf of Moorabbin Aviation through writing to State and Federal Members of Parliament requesting their urgent review, consideration and approval of Moorabbin Aviation proposal for the sustainable continuation of the Mangalore Pilot Training Program.

ISSUES, OPTIONS AND DISCUSSION

The following key points need to be considered -

- COVID-19 restrictions have resulted in a cessation of the throughput of students at the facility and the last remaining students will graduate from the facility in late October 2021.
- The cessation of training operations at Mangalore airport will result in the dispersal of highly skilled training staff and a significant reduction in economic activity in the region.
- There is suitable accommodation at the facility to allow the creation of a safe and secure "quarantine bubble" where fully COVID vaccinated students could isolate whilst undergoing their training.
- Moorabbin Aviation are willing to meet all costs associated with quarantining students at the site or at a site chosen by the federal government.
- Moorabbin Aviation have indicated that if necessary they are able to transport newly arrived students from their point of entry into Australia to the facility using their own aircraft if this is deemed to be a suitable means of ensuring complete isolation from the wider community during the quarantine phase.
- Moorabbin Aviation is proposing that students be moved into the facility at a rate of approximately 20 students per fortnight to ensure smooth operations of the training facility whilst protecting the public from potential exposure.

9.2.3 Mangalore Pilot Training Advocacy (cont.)

The owner/operator of Mangalore Airport and Moorabbin Aviation, operators of the Mangalore Pilot Training Program are seeking the assistance of Strathbogrie Shire in advocating for this proposal at state and federal level. Mangalore Airport and its training operations provide a substantial contribution to the local economy.

COMMUNITY ENGAGEMENT

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

Whilst no formal broader community engagement has been undertaken, Council Officers have met with representatives from the Moorabbin Aviation Services.

POLICY CONSIDERATIONS

Council Plans and Policies

preparation of a written submission supports:

- Council Plan Goal 6:
 - o Advocacy

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.

There are no negative legal considerations associated with advocating on behalf of this local business.

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 is been tabled at Council to achieve public transparency.

FINANCIAL VIABILITY CONSIDERATIONS

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

There is no financial impact to Council in relation to this report. However, the Mangalore Training School provides a significant economic benefit to the local economy. The contribution of the training facility to the local economy is estimated at \$30 million per year.

9.2.3 Mangalore Pilot Training Advocacy (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 cessation of training operations and possible permanent shut down of training at the site will result in substantial economic loss to the local community. The operators of the facility have estimated a contribution to the local economy of \$200,000 per student of the period of their training. This is through the provision of Pilot training use of Aircraft, purchase of fuel local accommodation rental and living expenses

Social

Under normal circumstances, students at the facility regularly participate in social activities and local sport during their tenure. Whilst these activities would be curtailed under a quarantine situation the ongoing operations of the training facility would result in regular student social interaction and sporting participation in the region.

Environmental

There are no negative environmental considerations associated with this report.

Climate change

There are no negative Climate change considerations associated with this report.

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 consequences of the COVID-19 pandemic have resulted in the cessation of travel by international students to Australia. The Mangalore airport air training facility is reliant upon students traveling from China to maintain its viability.

All training operations will cease in late October following the graduation of the last class of students that arrived prior to the travel ban. It is likely that the cessation of training will result in significant economic loss to the local community. The closure of the training facility would result in the dispersal of highly qualified pilot instructors and aircraft. The operators, Moorabbin Aviation Services, advised that it will be very difficult to re-establish commercial pilot training operations at the airport in the event that this happens.

The operators of the training facility Moorabbin Aviation have requested that Strathbogie Shire Council support them in lobbying state and federal government to permit the travel of these students to the facility and the continued training of pilots. It is recommended that council advocate to state and federal members to support the ongoing training of overseas pilots at this facility.

9.2.4 **Events Policy**

Author: Manager Tourism and Community Services

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Strathbogie Shire Council plans, manages, supports and delivers a range of events, functions and festivals held in Council facilities and on Council owned land. The purpose of this Policy is to provide the community and Council staff with clarity and an understanding of Council objectives and approach with regards to the delivery and support of events.

The development of this Events Policy is a direct result of the findings from the Internal Audit Report conducted by AFS & Associates in April 2021 into the Event Management procedures at Strathbogie Shire Council.

The Events Policy (refer Attachment 1) has been developed in line with the recommendations of the Internal Audit Report. The policy applies to all Council and Community run events conducted on land owned/managed by Strathbogie Shire Council. This policy will be supported by the Event Management Framework for the delivery of internal and external events within the Shire.

RECOMMENDATION

That Council:

1. ***Adopt the Events Policy, which will form part of the overall Event Management Framework for Strathbogie Shire Council; and***
2. ***Receive a further report in the September/October 2021 Council meeting cycle to consider the Strathbogie Shire Council Event Management Framework that will guide the delivery of safe and successful internal and external events and festivals.***

PURPOSE AND BACKGROUND

Strathbogie Shire Council recognises the important role events play in the development of vibrant sustainable communities. Evidence shows that events can generate significant social, cultural and economic benefits to the community. Well managed local events offer a range of benefits including:

- Improve social cohesion, community spirit and pride;
- Build community involvement, interest and participation;
- Increased health and well being;
- Support local economic development;
- Foster and strengthen civic pride and encouraging community connections; and
- Encourage and support a diverse community by promoting access and inclusion for all.

9.2.4 Events Policy (cont.)

Council plans, manages, supports and delivers a range of events, functions and festivals held in Council facilities and on Council owned land. In April 2021, an internal audit was conducted by AFS & Associates to review the effectiveness of Event Management in achieving event and economic goals, whilst effectively identifying and mitigating associated risks.

This report seeks Council's endorsement of the Events Policy to address one (1) of the seven (7) findings identified in this recent audit.

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.

Whilst the internal audit found a number of strengths, it also identified areas of risk exposure to be addressed. Their recommendation around the development of an Events Policy includes (amongst other considerations):

- the definition of an 'event'
- policy on the level of Council involvement and support to be provided to community groups
- defined roles and responsibilities for Council staff
- policy position relation to the provision of in-kind contributions
- thresholds for event size and complexity are established in an Events Policy to support and drive appropriate event approval processes
- decision making processes and considerations required to approve events
- delegations for approving event applications.

A development of the Strathbogie Shire Council Events Policy has been undertaken in consultation with relevant internal stakeholders and benchmarked against best practice and similar departments within other local government authorities.

The purpose of this Events Policy is to provide the community and Council officers with clarity and an understanding of Council objectives and approach with regard to the delivery and support of events.

The policy applies to all Council and Community run events conducted on land owned/managed by Strathbogie Shire Council. Council will become involved in third party events and functions which are held on private land, if there is an impact to permit obligations such as fireworks, temporary structures or other legislative requirements. This policy will be supported by the Event Management Framework for the delivery of internal and external events within the Shire.

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 Events Policy was developed and informed by the Victorian Guidelines for Planning Safe Public Events as the foremost authoritative documentation relating to best practice within the events sector. Benchmarking against other event policies and practices was also conducted.

9.2.4 Events Policy (cont.)

Due to the specific legislative requirements of the event process to ensure that all events held within Strathbogie Shire are conducted safely, the appropriate authorities have been consulted in the development of the Events Policy for the purpose of actioning safe and compliant event. As such, no community engagement was required in the development of this Policy.

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

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 Victorian Guidelines for Planning Safe Public Events were referenced in the development of the Events Policy in line with the Internal Audit Recommendations.

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.

In addition, the following legislation is required to be adhered to when reviewing the safe implementation of events and has been taken into consideration in the development of the Events Policy:

- Community Local Laws No. 2 (2020)
- Food Act 1998
- Transport Act (1983)
- Maritime Safety Act (2010)
- Planning & Environment Act (1987)
- Liquor Control Reform Act (1998)
- Building Act (1993), Building Regulations (2006)

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.

9.2.4 Events Policy (cont.)

Transparency goals will be achieved by making the Events Policy available to the community online in the relevant area on our website.

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

A key driver of the visitor economy within Strathbogie Shire is the events calendar, in particular the high impact/major events and events held on and around Lake Nagambie. Spectators, participants and event personal all contribute to the tourism impact on the area which is a growing driver of economic growth for the broader Strathbogie region.

The Events Policy clearly outlines the significance to Strathbogie Shire of assisting in the delivery of safe, well organised events and when assessing an event application and there are key principles that are taken into consideration to assist with the economic development of the Shire.

Social

Events bring communities together, enhance health and wellbeing, boost the local economy, build a sense of identity within our towns and townships and help to create memorable moments through shared experiences.

The Events Policy clearly defines Council's requirements and event management process and informs the broader Event Management Framework. The Policy will provide a clearly defined process for both Council Officers and community for the implementation of events within Strathbogie Shire.

Environmental

The Events Policy builds on Councils commitment to the sensitivity of our environment as a key principle in the consideration and assessment of suitable events within Strathbogie Shire. Furthermore, it highlights the expectation of all organisers requirement to deliver Waste Wise events.

Climate change

The expectation that all event organisers adhere to Council's Waste Wise Event Policy is in consideration of the position that Council has taken in relation to the Climate Change Emergency. A Waste Wise event is any event where the organisers 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.

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 Events Policy has been developed with consideration of the recommendation from the Internal Audit Report to review the Victorian Guidelines for Planning Safe Public Events along with the specified recommendations as mentioned previously in this report.

9.2.4 Events Policy (cont.)

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 proposed that Council review and adopt the Strathbogie Shire Council Events Policy, in line with the recommendations of the Internal Audit Report conducted by AFS & Associates in April 2021.

ATTACHMENTS

Attachment 1: Events Policy

ATTACHMENT 1:



EVENTS POLICY

COUNCIL POLICY	
Document ID:	729468
Effective Date:	August 2021
Last Review:	New
Current Review:	August 2021
Adopted by Council:	
Next Review Date:	August 2022
Responsible Officer:	Manager Tourism and Community Services

1 INTRODUCTION

The Strathbogie Shire Council facilitates a number of events each year, ranging from nationally recognised sports events to mass participation offerings, community-based activities and local markets.

Council is a keen supporter of these events and recognises the important role they play in community and civic life. Depending on the nature and scale of the event, they have the potential to deliver significant economic, environmental, social and cultural benefits to the region.

Council has an important role to play in leveraging these benefits, while managing the impacts of events on their host communities. With increasing demand from organisers wishing to host events within the region, there is a need for a clear policy framework to ensure events are planned and delivered to the highest standard.

All events will be subject to an assessment process against the key considerations outlined in this policy.

2 PURPOSE

The purpose of this policy is to define Strathbogie Shire Council's role in supporting, partnering, facilitating and delivering events held within Strathbogie Shire on Council owned and managed land by external stakeholders, as well as internal events organised by Council Officers for Council produced events.

The level of event planning required for individual events may differ greatly and this policy and supporting documentation will provide a clear framework for the delivery of safe, well planned, documented events.

3 SCOPE

This Policy applies to all events held within Strathbogie Shire that:

- a) are held on Council owned or managed land, water and/or roadways;
- b) require approval or authorisation by Council or its partner agencies including, but not limited to, the Department of Environment Land Water and Planning, Victoria Police, Maritime Safety Victoria, Worksafe, the Department of Health and/or Regional Roads Victoria;
- c) require a planning, local laws or occupancy permit;
- d) are sponsored by Council through Council's Sponsorship Program; or
- e) are of a scale that would have a significant impact on the host community, eg. through changes in traffic volume, road closures and/or noise levels. This includes events on private land or Crown land that Council does not manage.

4 OBJECTIVES

Council aims to assist events to achieve a net benefit for the community from its involvement in events across the Shire, which can be achieved by:

- a) Providing a streamlined process for managing event related enquiries;
- b) Effectively managing the event application process;
- c) Providing advice and support to event organisers, particularly where the event is not well established, or it is run on a voluntary basis for community benefit;
- d) Assisting event organisers with the development and delivery of community engagement plans, risk management plans, particularly for events involving elevated noise levels, road and waterways closures, changed traffic conditions and any other activities that might affect amenity;
- e) Identifying and assisting the event organiser in developing local business integration opportunities;
- f) Leveraging events to promote Strathbogie Shire's Council Plan objectives and brand;
- g) Leveraging events to increase visitor yield (length of stay and expenditure);
- h) Coordinating post-event debriefs and evaluation for events involving significant impact on host communities, particularly those involving large attendance numbers or requiring changed traffic conditions; and
- i) Supporting events through the Sponsorship Program.

The accompanying Strathbogie Shire Event Management Framework outlines all expectations on event organisers in relation to planning, approval, risk management, delivery, reporting and evaluation of the event.

In addition, all event organisers are required to adhere to Council's policies and guidelines relating to events, including Local Laws, Waste Wise Events Policy and Child Safe Policy.

5 KEY CONSIDERATIONS

When assessing an event application, Council officers will consider the following:

- 5.1 Event activity suitability – how well the type of activity planned fits with the proposed venue and surrounding facilities;
- 5.2 Event location suitability – factors such as the size of the event and alignment (or otherwise) with other events held in the location and surrounding areas will be considered, along with the level of host community tolerance for events;
- 5.3 Purpose - a clear explanation of why the event is being proposed;
- 5.4 Audience – a clearly defined target audience;
- 5.5 Demonstrated capacity – the experience of the event organiser in relation to the scale of the event;
- 5.6 Risk – the level of risk posed to Council and/or community as outlined in the Risk Assessment for the event and the measures able to be taken to mitigate identified risks;
- 5.7 Timeframes – whether sufficient time has been allowed to gain input and approval from all relevant agencies;
- 5.8 Local business integration - opportunities for local business integration and involvement;
- 5.9 Environment and Climate Change – a commitment and sensitivity to mitigating possible adverse environmental impacts, how event planning addresses relevant climate change considerations (eg waste minimisation, public transport options), our local communities;
- 5.10 Calendar management – managing the geographic spread of events to alleviate impact on host communities and to maximise economic benefit and minimise impacts; and
- 5.11 Alignment with Council policy – how the event organiser is ensuring compliance with relevant Council policies.

6 EVENT APPLICATION PROCESS

Event organisers wishing to conduct an event on land or water owned and/or controlled by Strathbogie Shire Council must submit an online event application using the Event Application Form via the Strathbogie Shire Council website.

An event held on private or Crown land may require a planning permit from Council, dependant on overlays and zoning of the land. Organisers must consult our Planning and Investment department well before the event is to be held to seek advice as to whether or not a planning permit is required. You should obtain your planning permit prior to applying for the event.

A Council officer will contact the applicant within five (5) working days of receiving the application, to discuss the proposal and assess the suitability of the event based on the principles outlined in this policy.

Table 1 below details the minimum required deadlines for event applications. Please note that this deadline excludes the planning permit application process.

Table 1: Event Application Deadlines

Event Threshold	Event Application Deadlines
Low Impact Events: <ul style="list-style-type: none"> • 1-100 estimated attendees 	A minimum of four (4) weeks / one (1) month
Medium Impact Events & Markets <ul style="list-style-type: none"> • 101-1500 estimated attendees 	A minimum of three (3) months
High Impact Events <ul style="list-style-type: none"> • 1501+ estimated attendees 	A minimum six (6) months

The processing time for approval of events will vary depending on the complexity of the application and the risk management implications associated with the event. Where event organisers do not meet the specified timelines, this may result in the non-approval and/or cancellation of the event.

Roadways & Waterways Closures

Events requiring road closures, waterways closures or a traffic management plan will require a minimum 6-month lead-time and may be subject to approval from other departments within Council.

Council officers may consult with other agencies, including Victoria Police, Maritime Safety Victoria, Worksafe (if fireworks are proposed) and Regional Roads Victoria in considering applications and applying conditions for on-road/on-water events.

7 APPROVAL PROCESS

Council is committed to ensuring that all events held on Council owned or Council managed land or waterways are safe, accessible, well planned and address all potential impacts.

Once all necessary applications and documentation have been approved by relevant stakeholders, the event organiser will be issued with an event approval letter to confirm that the event has been approved to take place. This event approval will then be forwarded to all relevant internal and external stakeholders.

8 COUNCIL ROLES AND RESPONSIBILITIES

Council's roles and responsibilities in supporting the development of a dynamic events program for the Shire are fourfold as follows:

1. Patron and Partner

Council may provide funding or in-kind support to community events through an annual sponsorship program. Council's approach will be to ensure funding investment and partnerships are fully leveraged by clearly articulating expectations and the link to Council objectives as defined in the Council Plan and other relevant policies and strategies.

2. Enabler

Council will enable and assist events through a range of supports including:

- Use of Council managed facilities;
- Assistance with marketing and promotion via Calendar of Events and the Strathbogrie Shire Social Media platform;
- Advice on risk management and event management;
- In-kind assistance at events where the role, responsibility and relevant resourcing requirements of the Council Officer are clearly documented and approved through Councils Sponsorship Program;
- Professional development and community capacity building through skills training and community development; and
- Attracting events to Strathbogrie Shire that enhance the offer to the community.

3. Producer

Council produces civic events such as those to commemorate important cultural or community significance such as NAIDOC and Seniors Week. Others are to showcase and share information such as FREEZA youth events or openings of significant infrastructure achievements within the Shire.

4. Monitor and Regulator

Council ensures the regulation of events according to Council standards and legislative compliance requirements, including waterways and road traffic management, environmental health, liquor licensing and risk management.

Table 2 below details the Council officers are involved in the event approval process:

Table 2: Officer Approval Process

ACTION	POSITION
Event Application Documentation reviewed by:	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy & Events Co-ordinator • Relevant Internal/External Stakeholders as required
COVID safe Plans/Public Liability Insurance reviewed by:	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy & Events Co-ordinator
Risk Assessments reviewed by: <i>(High Impact Events may require a professional Risk Assessment to be submitted)</i>	<ul style="list-style-type: none"> • Events and Business Relationship Support Officer • Visitor Economy & Events Co-ordinator
Risk Assessments approved by:	<ul style="list-style-type: none"> • Manager Tourism & Community Services (assistance provided by the Risk Officer if required)
Event Approval given by: <i>(dependant on size of event - see Table 3 below)</i>	<ul style="list-style-type: none"> • Visitor Economy & Events Co-ordinator • Manager Tourism & Community Services • Director Community & Planning

Table 3: Event Approval Process

Application process	Types of Events	Total Processing Time	Approvals
High Impact Event	<p>Estimated 1501+ attendees</p> <p>Events including but not limited to:</p> <ul style="list-style-type: none"> • 'On water' Events (ie. Go Fish, Head of the River) • Music Festivals (ie. Euroa Music Festival) • Significant Events (ie. Show and Shine, NYE Fireworks) • Large 'on road' Events (ie. Ride the Ranges, Jayco Herald Sun Tour) 	Minimum 6 months	<ul style="list-style-type: none"> • Director Community & Planning • Manager Tourism & Community Services
Medium Impact Event	<p>Estimated 101-1500 attendees.</p> <p>Events including but not limited to:</p> <ul style="list-style-type: none"> • 'on water' Events (ie. Rowing/Dragon Boat Regatta's) • 'on road' Events (ie. Cycling events) • 'on land' Events (ie. Longwood Beer, Wine & Cider Festival) 	Minimum 3 months	<ul style="list-style-type: none"> • Director Community & Planning • Manager Tourism & Community Services
	<p>Markets</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> • Monthly markets • Community markets 	Minimum 3 months	<ul style="list-style-type: none"> • Manager Tourism & Community Services • Visitor Economy & Events Co-ordinator
Low impact Event	<p>Estimated 1-100 attendees</p> <p>Events including but not limited to:</p> <ul style="list-style-type: none"> • Small community events • Weddings • Celebration in Park 	Minimum 1 month	<ul style="list-style-type: none"> • Visitor Economy & Events Co-ordinator

Civic Events	Including but not limited to: <ul style="list-style-type: none"> Youth events Official openings NAIDOC Week 	Minimum 1 - 3 months (dependant on scale of event)	<ul style="list-style-type: none"> Director Community & Planning Manager Tourism & Community Services
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9 ACCOUNTABILITY/LIABILITY

Event organisers, either as an individual or as an organisation that is a legal entity within its own right, are responsible and accountable for the operation of the event. This includes ensuring that the relevant permits and permissions are obtained before running an event and that the required level of insurance and risk management is maintained for the event.

People and organisations who organise and run events on Council land and/or buildings without having the relevant permissions or permits in place will be subject to enforcement action and possible prosecution under relevant legislation.

10 COMPLIANCE

Compliance with permit terms and conditions for externally produced events is the responsibility of the designated Event Organiser as outlined in the approval given by Council.

11 RELATED LEGISLATION AND DOCUMENTS

The following table details the relevant associated documentation that inform and guide event planning, management, and delivery.

Table 4: Relevant Legislations and Policies

Strathbogrie Shire Council:	State Government	Federal Government
<ul style="list-style-type: none"> Council Plan Event Management Guidelines 2021 Arts & Culture Strategy 2019 - 2023 Sponsorship Program Guidelines 2021 - 2022 Waste Wise Events Policy 2020 Child Safety Policy 2021 Community Local Law No. 2 (2020) Strathbogrie Shire Planning Scheme 	<ul style="list-style-type: none"> Victorian Guidelines for Planning Safe Public Events – Edition 01 Local Government Acts 1989 & 2020 Charter of Human Rights & Responsibilities Act 2006 Food Act 1984 Transport Integration Act 2010 Maritime Safety Act 2010 Planning & Environment Act 1987 Equal Opportunity Act 2010 	<ul style="list-style-type: none"> Australia’s Strategy for Protecting Crowded Places from Terrorism

	<ul style="list-style-type: none"> • Liquor Control Reform Act 1998 • SEPP (Control of Music Noise from Public Premises) No. N-2 (Environment Protection Authority) • Building Act 1993, Building Regulations 2018 • Dangerous Goods Act 1985 and the Dangerous Goods (Explosives) Regulations 2011 	
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12 DEFINITIONS

- | | | |
|------|--|---|
| 12.1 | Council | Refers to Strathbogie Shire Council |
| 12.2 | Council Officer | Refers to the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer |
| 12.3 | Event | Includes, but not limited to any organised activity or function that requires specific planning where people congregate for a unique purpose, in any permanent or temporary structure, open area or road area, that will contain a number of persons greater than that normally found in that area or location at one time. The purpose may include but is not limited to community, cultural and environmental gatherings; commercial activities; celebrations and some sporting events. |
| 12.4 | Event - Low-Impact | <ul style="list-style-type: none"> • 1-100 estimated attendees • No caterers or food vendors • No temporary infrastructure • No amplification • No change to traffic conditions and parking • No impact to usual amenity of space |
| 12.5 | Event – Medium Impact (includes one or more of the following): | <ul style="list-style-type: none"> • 101-1500 estimated attendees (inclusive of staff, contractors, volunteers and artists) |

- Up to 7 caterers or food vendors
 - Moderate temporary infrastructure required, for example:
 - Single stage under 400mm high & under 50sqm
 - Single Public Address system
 - Less than 6 marquees
 - Less than 6 portable toilets
 - Low-mid noise impact
 - Moderate additional vehicle traffic to the event area
 - Moderate waterways closure
 - Some impact to amenity of space
 - Event has successfully been delivered in Strathbogie Shire before and has no significant changes to the Event Plan
- 12.6 Event – High Impact (includes one or more of the following):
- 1501+ estimated attendees (inclusive of staff, contractors, volunteers and artists)
 - 8+ caterers or food vendors
 - Substantial temporary infrastructure required, for example:
 - Multiple/large staging
 - Public Address Systems
 - Marquees
 - Toilets
 - Catering
 - Moderate to high noise impact
 - Substantial additional vehicle traffic to the event area
 - Substantial waterways closures
 - Substantial impact to the usual amenity of space
 - Professional Risk Assessment may be required
 - Event is new or has significant changes to the Event Plan
 - Event has fireworks or any form of pyrotechnics
- 12.7 Event Approval
- This allows for an event or market to operate on Council managed public space or waterway and outlines the conditions of this approval. It is only

issued once all plans are approved and all requirements have been met.

- | | | |
|-------|------------------------------|---|
| 12.8 | Event Organiser | The individual or organisation responsible for producing the event. This will usually be the person/organisation listed on the event application form. |
| 12.9 | Market | An event where a group of stalls convene for the purpose of selling goods. For the purposes of this policy markets can be one-off, or they can operate on a regular basis. |
| 12.10 | Sponsorship (Cash & In-kind) | A formal, reciprocal arrangement between groups or event organisers and Council, which the benefits for both parties are documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and the rights and responsibilities of both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council Plan objectives. |

13. FEEDBACK

This policy has been developed in conjunction with a review of the Victorian Guidelines for Planning Safe Public Events – Edition 01 and consultation of best practice within local government authorities.

Council staff and community may provide feedback about this document by emailing info@strathbogie.vic.gov.au .

9.4 **CORPORATE**

9.4.1 **Cultural and Recreational Land – Rate Concession**

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

This report recommends the granting of a rate concession for the land at 431 Forlonge Memorial Road, Euroa, acquired by the Taungurung Land and Waters Council given its cultural significance to Taungurung people.

Council is able to determine that a rate equivalent payment is not required under the Cultural and Recreational Lands Act 1963 given the community benefit derived from the preservation of cultural heritage.

RECOMMENDATION

That Council:

1. ***Determines that the land located at 431 Forlonge Memorial Road, Euroa, (Lot 2 PS827748) (Land) and owned by the Taungurung Land and Waters Council is 'recreational lands' for the purposes of the Cultural and Recreational Lands Act 1963;***
2. ***Having regard to the services provided to the Land and the benefit to the community derived from the preservation of cultural heritage on it, considers that it reasonable that no rate equivalent payment is required; and***
3. ***Determines not to require a rate equivalent payment of \$1,127.80 outstanding, estimated levy of \$669.83 for 2021/22 and rates payable in subsequent years in respect of the Land under s4 of the Cultural and Recreational Lands Act 1963.***

PURPOSE AND BACKGROUND

Council received a request for waiving of rates in relation to a property at 431 Forlonge Memorial Road Euroa (Lot 2 PS827748).

The property is owned by Taungurung Land and Waters Council and was acquired in March 2020 for \$180,000. It is in the Farming Zone and includes steep rocky outcrop and has no agricultural capacity. It was sold as a site of cultural significance and is partially covered by a Cultural Significance Overlay. It contains areas of cliff rock art and an area that was a woman's birthing spot.

9.4.1 Cultural and Recreational Land – Rate Concession (cont.)

The Cultural and Recreational Lands Act 1963 provides for possible for concessions for “recreational lands” which are defined as

- (a) lands which are—
 - (i) vested in or occupied by any body corporate or unincorporate which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members; and
 - (ii) used for out-door sporting recreational or cultural purposes or similar out-door activities;

or

- (f) lands (whether or not otherwise rateable) which are declared by Order of the Governor in Council under section 2A to be recreational lands—

The Act further states: “ *Notwithstanding the provisions of any Act or enactment relating to the making and levying of rates by a municipal council in lieu of the rates that would otherwise be payable to a municipal council in respect of recreational lands there shall be paid to the municipal council as rates in each year such amount as the municipal council thinks reasonable having regard to the services provided by the municipal council in relation to such lands and having regard to the benefit to the community derived from such recreational lands.*”

Therefore, any concession is a matter for Council to decide.

ISSUES, OPTIONS AND DISCUSSION

Investigation has been conducted to ascertain whether the proposal could be accommodated under the provisions of the *Cultural and Recreational Lands Act* and this has been confirmed.

The site has been deemed as being of cultural significance and is partially covered by a Cultural Significance Overlay under the Strathbogie Shire Planning Scheme.

COMMUNITY ENGAGEMENT

The proposal has come for the Taungurung Land and Waters Council who have acquired the property and any impact is confined to this property. No further engagement is considered necessary.

POLICY CONSIDERATIONS

Council Plans and Policies

Several of the key strategies in the Council Plan flagged increased engagement with the Taungurung Land and Waters and while this report does not address that Council Plan action directly its intent is consistent with that

Regional, State and National Plans and Policies

Council has an action to develop Reconciliation Action Plan and the action proposed in this report is considered consistent with that

9.4.1 Cultural and Recreational Land – Rate Concession (cont.)

LEGAL CONSIDERATIONS

Legal advice indicates that:

- Taungurung land *is* properly characterised as ‘recreational lands’ for the purposes of the *Cultural and Recreational Lands Act 1963* (CRL Act)
- Council could decide to treat the subject site as “recreational lands” and decide that no amount was payable in light of its cultural significance.
- This would require a resolution of Council.

Based on this advice, the recommendation before Council is consistent with the Cultural Lands and Recreational Lands 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.

Transparency

The proposal is being considered in a Council meeting open to the public.

FINANCIAL VIABILITY CONSIDERATIONS

Rates for 2021/22 are estimated at \$669.83, together with a one-off amount of \$1,127.80 being the current amount outstanding

SOCIAL CONSIDERATIONS

This report allows for recognition of a site of cultural significance and assists in its preservation. Aboriginal and Torres Strait Islander heritage is an important part of Australian heritage. As well as historically important, the heritage of our First People is of continuing significance, creating and maintaining continuous links with the people and the land.

COLLABORATION

The recommendation in this report follows discussion with the Taungurung Land and Waters Council.

HUMAN RIGHTS CONSIDERATIONS

The outcome of this report if adopted recognises cultural rights and respects the culture of indigenous people.

CONCLUSION

The recommendation is to recognise a property’s cultural significance by granting of a rate concession.

**9.4.2 Strathbogie Shire Council Audit and Risk Committee
- Unconfirmed Minutes of the Meeting held on Friday 9 July 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 Friday 9 July 2021

Items considered by the Committee at the meeting were:

- Committee membership
- Internal Audit program
- Audit Committee Work Plan
- VAGO Audit strategy and Interim Management letter
- Budget 2021/22 update
- Risk Management update
- Human Resources Indicators
- Climate Change Actions Progress Report.

It is recommended that council notes the unconfirmed minutes of the Audit and Risk Committee meeting held on Friday 9 July 2021.

RECOMMENDATION

That Council:

- 1. Notes the unconfirmed Minutes of the Audit and Risk Committee meeting held on Friday 9 July 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.

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.

9.4.2 Strathbogie Shire Council Audit and Risk Committee
- Unconfirmed Minutes of the Meeting held on Friday 9 July 2021 (cont.)

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.

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.

9.4.2 Strathbogie Shire Council Audit and Risk Committee
- Unconfirmed Minutes of the Meeting held on Friday 9 July 2021 (cont.)

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 9 July 2021.

ATTACHMENTS

Attachment 1: Unconfirmed Minutes of the Audit Meeting held on 9 July 2021

ATTACHMENT 1:



STRATHBOGIE SHIRE COUNCIL

Minutes of a Meeting of the Strathbogie Shire Council Audit and Risk Committee held on Friday 9 July 2021 at the Euroa Community Conference Centre, at the Strathbogie Shire Council Offices, commencing at 9.30 a.m.

ATTENDANCE:	Mr Mark Freudenstein	-	Community Representative
	Mr Alistair Thomson	-	Community Representative
	Mr Paul Ayton	-	Community Representative
	Cr Sally Hayes-Burke	-	Council Representative
	Cr Paul Murray	-	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
	Ms Claire Taylor	-	Manager Tourism and Community Services
	Ms Molly Odgers	-	Environment and Waste Co Ordinator
Internal Auditors:	Mr Brad Ead	-	AFS & Associates
REMOTE ATTENDANCE:			
External Auditors:	Mr Upul Sathurusinghe	-	Manager Finance
	Ms Hannah Sharp	-	Corporate Risk Officer
	Sanchu Chummar	-	Acting Sector Director, Local Government, VAGO
	Jung Yau	-	Manager Financial Audit, VAGO
Apologies	Mr Alister Purbrick	-	Community Representative

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
 4. Disclosure of Interests
 5. Confirmation of Minutes
- Friday 14 April 2021
- Moved Cr Hayes-Burke seconded Mark Freudenstein That the minutes of the meeting of 14 April 2021 be adopted**
28-20/21 **CARRIED**

6. Business
7. Items raised by Committee Members
8. Next Meeting

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6. **BUSINESS**

6.1 **Committee Membership**

With the resignation of Claire Taranto and Geoff Dobson from the Committee a recruitment process was undertaken to select two independent members and, at the conclusion of that process, Alistair Thomson and Paul Ayton were successful.

As Claire Taranto was also Chair of the Committee, there is a need to elect a Chair for the Audit and Risk Committee who needs to be one of the independent members, and is subject to Council approval. The Charter does not specify a term.

Alistair Thomson/Paul Ayton

That Mark Freudenstein be elected as Chair of the Audit and Risk Committee for a 12 month period.

29-20/21 **CARRIED**

6.2 **Internal Audit Reports**

Previous reports

The Audit Committee, at its meeting of December 2020 and March 2021 considered reports in relation to:

- Depot Operations
- Tree Management

Work has continued on recommendations from both of these audits and in particular:

- The Depot Operations manual is largely complete and in the process of being implemented
- A Tree Management Plan, which was the major recommendation is at second draft stage and will be finalised prior to presentation to Council

A detailed report on implementation will be presented to the next Audit Committee meeting.

Current Reports

Since the last meeting Internal Audit reports in respect of:

- Event Management
- Infrastructure Asset Management
- Purchasing Cards
- Internal Audit Program Status Update
- Past Issues Review

have been completed and were provided to Committee members for review.

In relation to Past Issues there is detailed document tracking those items which will be presented to the next meeting of the Committee.

6.2 Internal Audit Reports (cont.)

Internal Audit Program Review

The Internal Auditor has provided a document reviewing the current plan and flagging potential projects for future years.

The existing internal audit contract was awarded for a 3 year period expiring 30 June 2021, with a two year option at Council's discretion. Given the advent of new members on the Audit Committee a report is going to the Council meeting of 13 July recommending a 12 month extension to 30 June 2022 which will give the new Committee time to assess the program in time for a decision in March 2022 on whether to exercise the final year to 30 June 2023.

Also in respect of the Internal Audit program, in view of changes in the Planning department (new manager to commence), this review has been deferred with Payroll and Local Laws brought forward.

Whilst a decision on the contract for the next two years is yet to be made, an indicative program has been provided until June 2024 for the Committee to consider.

There is also a mapping of possible Internal Audit projects to the Committee Work Plan, which is the subject of Item 6.3 in the Agenda.

Industry Update

Matters of current Interest are presented for information

Paul Ayton/Alistair Thomson

- 1. That the Committee note progress on the Depot Operations and Tree Management audits and review the reports in relation to :**
 - Events Management**
 - Infrastructure Asset Management**
 - Purchasing Cards**
 - Internal Audit Program Status Update**
 - Past Issues Review**

- 2. That the Internal Audit Program Review be endorsed with the following alterations:**
 - remove Purchasing Cards from future audits**
 - report to be provided to a future meeting on implementation of new Credit Card Management system**

30-20/21

CARRIED

6.3 Audit Committee Work Plan

With the introduction of the Local Government Act 2020 there are new public reporting requirements for the Audit and Risk Committee, including a requirement to prepare a work plan and report back on its implementation.

The previous meeting considered a Draft Audit Committee Work Plan which would fit the requirements of the Act and noted a Draft. The Committee resolved to note the draft with officers to insert dates, having regard to expiry of existing policies.

Two documents have been provided :

- Identification of the functions of the Audit and Risk Committee and how they will be fulfilled. This is a work in progress and will be continually updated. A reporting system will also be developed.
- Specific timelines for some of the policies and actions

The current budget, funding for Internal Audit is \$50,000. Whilst a number of the actions in the Work Plan will be carried out internally, time will tell if the budget provision is adequate.

Of further interest to the Committee would be the Council's recently adopted 2021/22 Budget, which also provides for a new full time Governance position, part of whose role is to service the Audit and Risk Committee

Sally Hayes-Burke/Paul Ayton

- 1. That the Committee review the documents and endorse the proposed Work Plan, noting that a reporting system is in the process of being developed.**
- 2. That the Committee monitor the structure and frequency of meetings to ensure resourcing is sufficient to deliver the program.**

31-20/21 **CARRIED**

6.4 VAGO Audit Strategy and Interim Management Letter

The external auditors provided both their Audit Strategy Memorandum and Interim Management letter for the Year ended 30 June 2021 for discussion.

Paul Ayton/Alistair Thomson

That the Committee note the Audit Strategy Memorandum and Interim Management letter.

32-20/21 **CARRIED**

6.5 **Budget 2021/22**

The Audit and Risk Committee has considered the 2021/22 Budget on two occasions.

At its meeting of 12 March 2021 the Committee noted progress on preparation of the Budget for 2021/22 and resolved :

“That progress with Budget preparation be noted and that an additional Audit and Risk Committee meeting be held in April 2021 prior to the budget being considered by Council for public exhibition.”

A subsequent meeting was held on 14 April 2021 and the Committee resolved :
“That the Committee has reviewed and endorses the Budget documents for 2021/2022, with a suggestion that Council consider a stepped increase in the Residential Vacant Land rate and a period of grace before the rate charge is levied to allow a purchaser of vacant land time to lodge a Planning Application, receive approval and begin building.

The Council considered this suggestion and awaited the outcome of submissions on the Budget process and although there were several on the issue of a rate increase generally none related to the differentials. Therefore the Adopted Budget has no change to the proposed differentials.

In relation to the subsequent Budget process Council has now complied with the legislative requirements for the preparation and public notification of its Budget for the twelve (12) months ending 30 June 2022.

The Draft Budget was considered at a meeting on 20 April 2021 and was placed on public exhibition for 28 days, with submissions closing on Monday 24 May 2021. Fifty-nine submissions to the draft Budget were received and these have been considered by Council.

As a result of the submissions, a number of amendments to the advertised budget were made and will be responded to individually. Some submissions have been addressed in future years. Recent receipt of Government funding has assisted in funding some of these initiatives.

As a result of submissions, the following changes were made to the 2021/22 Draft Budget

Operating Expense	
Street Tree Planting (4 years)	35,000
Street Tree maintenance	27,382
Painting and exhaust fans Nagambie Bowls Club	6,627
Master Plan for Longwood Open Spaces	20,000
Street activation workshop and implementation	35,000
	124,009
Capital Expense	
Sewer Euroa Tennis Club and vicinity (plus \$80,000 carry over)	95,000
Additional toilet Friendlies Reserve – further longer-term planning to occur also	50,000

6.5 Budget 2021/22 (cont.)

Ruffy Recreation Reserve Verandah	10,000
Digital screen and projector – Avenel Hall	13,000
Tablelands Community Centre – additional funding to finalise kitchen renovation	4,007
Solar Battery Heat refuge Avenel Hall	29,000
Southern Aurora gardens viewing platform contribution	30,000
	231,007

In addition to these projects, a number of projects have been identified for detailed scoping, with a view to future consideration for funding. Council has also been advised of significant capital funding available for 2021/22 and 2022/23 which will assist in delivering scoped and prioritized projects. Further amendments have been necessitated by receipt of some operating grants as well as further review of likely outcome for 2020/21

A summary of amendments to the Advertised Budget is provided on the following page:

6.5 Budget 2021/22 (cont.)

Operating Budget	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000
Advertised Operating Result	5002	2044	1567
Grants NR-OP (State) - Greening Euroa		30	
Grants NR-OP (State) - Growing Cooler Green Urban Spaces		60	
Roadside weeds spraying		(60)	
Rates		21	21
Grants R-OP (Commw) - Grants Commission - Financial Assistance		(36)	
Grants NR-OP (State) - Women Building Surveyors Program	75	75	
Building control		(150)	(52)
Grants NR-OP (State) - Waterways Management		48	
Waterways management		(48)	
Grants R-OP (Commw) - Local Roads - Financial Assistance		18	
Strategic planning		(70)	
Grants NR-CP (State) - Nagambie Foreshore Walk		3,000	
Grants NR-CP (Commw) - LRCI Infrastructure Funding-Stage 3		1,440	1,440
Contributions - Nagambie foreshore path		98	
Other Community Expenses		(16)	(7)
Employee Expenses		(11)	(11)
Employee Expenses On Costs		(5)	(5)
Grants-Others		15	
Street tree planting/maintenance (additional budget)		(63)	(99)
Building maintenance (additional budget)		(6)	(6)
Insurance premium increase		(40)	(40)
Community workshops		(35)	(25)
Community garden Euroa		(10)	
Master Plan for Longwood		(20)	
Visitor economy		(15)	
Landfill rehabilitation design	380		
Contribution - Greening Euroa GVW	(37)		
Sustainability Service Delivery Expenses	44		
Strategic planning	70		
Emergency management	(65)		
	467	4,220	1,216
Adopted budget Operating result	5,469	6,264	2,783

6.5 Budget 2021/22 (cont.)

Cashflow	2020/21	2021/22	2022/23
	\$'000	\$'000	\$'000
Advertised budget cash at the end	12046	6726	5233
Changes in opening cash	0	6,162	697
Rates		21	21
Grants Commission 50%	2,918	(2,918)	
COVID relief grant		15	
Hydrological Survey grant		48	
Growing Greener spaces grant		60	
Building Surveyor grant		75	
Grants Commission		12	
Other grants	42	0	212
Other contribution (GMV)		98	102
Foreshore Path State	2,400	300	300
Foreshore Path Fed	280	70	
Grants RLCI 3		1,440	1,440
Other receipts	92	(11)	
Employee cost		(16)	(16)
Material and services	440	(543)	(714)
Other payments	(10)	21	22
Capital works payments		(4,311)	(1,594)
Net change	6162	523	470
Adjusted budget cash at the end	18208	7249	5703

The Council has adopted a 1.5% increase in the average rate for 2021/22. This increase is in line with the State Government requirement under the 'Fair Go Rates' legislation. This level keeps maintenance of existing service levels, funding of a number of new initiatives and continue to allocate sufficient funds for the continuing strategic renewal of Council's infrastructure. Waste charges will increase by 2% to fund ongoing waste collection and disposal commitments.

The 2021/22 Budget provides for a \$21.57 million capital works program with New Capital Works proposed including:

ACTIVITY	EXPENDITURE (m)
Roads - including resealing, resheeting and rehabilitation	3.855
Road Bridges and Culverts	1.400
Drainage	0.753
Pedestrian Bridges and Paths	3.989
Plant and Machinery	0.902
Buildings/Property	1.143
Information Technology	0.350
Recreation , Leisure and Community Facilities	2.425
Aquatic Facilities	1.423
Parks, Open Spaces, Streetscapes	0.331
Landfill Rehabilitation	5.000

6.5 Budget 2021/22 (cont.)

The Budget and Long Term Financial Plan produces the following indicators which are considered prudent:

	2021/22	2022/23	2023/24	2024/25
Adjusted Underlying Result	-2%	-1.0%	-1.0%	0 %
Working Capital Ratio	1.38	1.26	1.21	1.09
Debt servicing/repayment as % of Rate Revenue	2.7%	2.3%	2.2%	1.8%
Asset Renewal and upgrade expenditure/Depreciation	228.7%	102.5%	107.3%	104.8%
Capital Works Expenditure	\$21.6 m	\$10.3 m	\$7.4 m	\$7.7 m
Cash and Investments	\$7.25 m	\$5.70 m	\$5.34 m	\$4.61 m
Cash Flow from Operations	\$10.13 m	\$10.71 m	\$8.21 m	\$7.86 m

Sally Hayes-Burke/Alistair Thomson

That the report be noted.

33-20/21 **CARRIED**

6.6 Risk Management Update

An update on the Risk management program has been prepared and was provided to Committee members for review/information.

Paul Murray/Paul Ayton

That the report be noted.

34-20/21 **CARRIED**

6.7 Key Strategic Indicators – Human Resources

Provided for Audit Committee members' information were the Human Resources Reports from 26 February 2021 to 17 June 2021.

Alistair Thomson/Paul Ayton

That these items be noted.

35-20/21 **CARRIED**

6.8 Climate Change Actions Progress Report

EXECUTIVE SUMMARY

On 20 April 2021, the Council declared a Climate emergency. This report presents information on Council's current policies and procedures and potential options for future action.

Paul Murray/Paul Ayton

That the Committee note the report.

36-20/21 **CARRIED**

PURPOSE AND BACKGROUND

On April 20 2021 the Strathbogie Shire Council declared a climate emergency with the following recommendations:

1. Declare a Climate Emergency; and
2. Following community engagement, develop an Emissions Reduction Pledge under the Climate Change Act 2017 and in accordance with the Sustainable Strathbogie 2030 Strategy and Action Plan.
3. Give priority to the formulation of policy and actions that will provide for both mitigation and adaptation to climate change and to embed such climate change actions and policies across the organisation.
4. Engage with communities across the Shire for the purpose of raising awareness of and providing support for community led actions designed to mitigate greenhouse gas emissions, reduce our carbon footprint and build environmental resilience.
5. Ensure climate change adaptation and mitigation are emphasised as a key priority in the 2021- 2025 council plan.

6.8 Climate Change Actions Progress Report (cont.)

6. Oversee the development of a climate emergency action plan in partnership with the community in the 2021-2022 budget cycle which emphasises both mitigating and adaptive policies and actions.
7. Set a zero carbon emissions target and some intermediate targets which form part of the development of a climate emergency action plan.
8. Report bi-annually to the community on all emission reduction and climate mitigation projects.

The last time Council reported on its emissions was in 2017 and we had the following emissions:

Emission source	Annual consumption	Annual emissions (tCO ₂ e)
Legacy Landfills		2,892.00
Electricity - Buildings	664,722 kWh	791
Plant	240 kl	584
Street lighting	215,998 kWh	257
Vehicles	77 kl	215
Water	20,434 kl	38
LPG - Buildings	7,919 litres	13
Natural Gas - Buildings	153,102 MJ	8
Corporate waste		2.28
Total		4,802

Over time emissions from the landfill will progressively reduce . In relation to buildings Council has recently signed up to a project where all electricity is being sourced from renewables – this includes street lighting . These three sources account for 82% of emissions.

The Environment and Waste Coordinator has begun the process of collating all data required for emissions reporting but due to fragmented data and other work commitments this has been delayed.

Staff have undertaken 1 of 3 internal workshops (the final 2 have been delayed because of COVID 19 restrictions) and will be hosting a Community Forum on 15 July 2021 to help staff understand the community's priority areas before work commences on the draft Climate Change Action Plan.

ISSUES, OPTIONS AND DISCUSSION

The Audit and Risk Committee has asked for an update on where Council is currently placed on the following areas:

1. Policies and procedures regarding procurement of:
 - a. Plant, Equipment and motor vehicles
 - b. Contractor management and environmental and waste factors
 - c. Selection of Contractors with relation to environmental performance and management practices
2. Design of Community and Council buildings, structures and facilities
3. Plans and targets for improved environmental and waste performance
4. Budgets and planned budgets for environmental projects

6.8 Climate Change Actions Progress Report (cont.)

Each of the above sections is discussed in further detail below.

It is important to note that staff are still currently undertaking consultation internally and externally to develop our priority areas for action and these will guide the development of our Climate Action Plan and our focus areas moving forward.

1a. Policies and procedures regarding the procurement of plant, equipment and motor vehicles.

In 2019 Council undertook a fleet review but much has changed in the market and policy space since then. Council has recently engaged a consultant to update the original review. This review contains information around the current make up of Councils fleet and any greenhouse gas emissions reductions opportunities from changing our fleet make up.

All fleet decisions are guided by CEO Directive for Motor Vehicles which may be updated once the fleet review has been undertaken. Of recent times Council has introduced a number of hybrid vehicles into its fleet.

1b. Contractor management and environmental and waste factors

The Project Delivery department is in the process of developing a Project Management Framework for endorsement by Council and this will have policies and procedures around contract management. There are also opportunities to further develop our Environmentally Sustainable Design process and ensure that this is fully embedded in the Project Management Framework.

1c. Selection of Contractors with relation to environmental performances and management practices.

The following paragraph is located in Council's adopted Procurement Policy:

“Council is committed to enhancing the environment by adopting the principles of environmentally sustainable procurement, and will aim to make purchases that have the least impact on the environment and human health, within the context of purchasing on a Value for money basis.”

In a recent engagement session with internal staff the action “Integrate sustainability criteria and carbon emissions questions into procurement process” rate 13 out of 20 for its importance to staff.

At this stage environmental performance is included in procurement sporadically.

2. Design of Community and Council buildings, structures and facilities

At this stage there is no policy or procedure in place to ensure that the design of Council and Community buildings are undertaken in a sustainable fashion, there are minimum standards but these requirements fall well short of best practice ESD. Mitchell Shire Council is currently in the process of developing a minimum Environmental Sustainable Development (ESD) Minimum Building Starts for Council building policy and procedure and it would be possible to adapt these for Strathbogie Shire Council.

6.8 Climate Change Actions Progress Report (cont.)

3. Plans and targets for improved environmental and waste performance

Staff are currently using the Sustainable Strathbogie 2030 to direct projects and staff time (subject to budget considerations). This will be superseded by the Climate Action Plan, once developed, which will have both internal and external activities. One of these may be to look at ways to increase the amount of recycled product we use and minimising paper and printer use.

The Council has also asked for 6 monthly reporting from staff on our emissions. This will also include reporting against the Council plan and Councils Climate Action Plan.

Waste diversion amounts are reported to Council on a monthly basis and annually the State Government prepares a report. At this stage Strathbogie Shire Council is currently sitting in 2nd place in the State for the highest diversion from landfill.

4. Budgets and planned budgets for environmental projects

In the operating budget, for sustainability, there is currently \$50,000 available to develop to implement actions, and this money could be supplemented by external funding, when available. This does not include capital expenditure on Council buildings which would come out of a scoping and prioritisation process along with other capital bids.

It is also recommended that Councils current policies and procedures are looked at to identify if they are sympathetic to Councils Climate Change aspirations or are a detriment to them. Those that aren't sympathetic should be updated.

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 will be engaging with the community at its Climate Change Forum on 15 July 2021 in Longwood. From this a draft Climate Change Action Plan will be developed and then we will engage again with the community.

A community engagement plan has been developed for this project.

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.

CONCLUSION

In April 2021, Council declared a Climate Emergency. This report outlines the actions that staff have already undertaken and what has been planned to occur in the future.

6.9 Shared Services Update

An update was provided on the Shared Services project.

Alistair Thomson/Paul Ayton

1. That the verbal report be noted but this item be removed from future agendas.
2. That the brief to Minister on the regional Information Technology project be distributed to Committee members.

37-20/21 **CARRIED**

Officers left the meeting, with CEO and EMGCS remaining.

6.10 Investigations / Chief Executive Officer Reports

A verbal briefing on any investigations currently being undertaken by Council was provided.

RECOMMENDATION

That the verbal report be noted.

38-20/21 **CARRIED**

7. Items raised by Committee Members

8. Next Meeting

Is scheduled for Friday 17 September 2021

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12.55 P.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date

9.4.3 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Budget)

Author: Procurement and Tenders Officer

Responsible Director: Manager Finance

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of the status of request for quotations that have been recently awarded under delegation as at 04 August 2021. This report relates to works that formed part of Council's 2020/21 budget.

RECOMMENDATION

That Council note the:

1. ***Contracts awarded under delegated authority by the Chief Executive Officer.***
2. ***Contracts awarded under delegated authority by a Director.***

PURPOSE AND BACKGROUND

In line with Council's approach to transparency and good governance, the Contracts Awarded Under Delegation report has been tabled for information purposes. The report details any contracts that have been awarded under delegated authority by the Chief Executive Officer, a Director, or a Manager within their approved financial threshold. This report relates to works that formed part of Council's approved 2020/21 budget.

ISSUES, OPTIONS AND DISCUSSION

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

- Chief Executive Officer – award a contract up to the value of \$150,000 for Goods and Services and \$200,000 for Works
- A Director – award a contract up to the value of \$50,000 for Goods and Services and \$50,00 for Works
- A Manager – award a contract up to the value of \$15,000 for Goods and Services and \$15,000 for Works.

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

Tendered Contracts Awarded under Delegated Authority by the CEO

Contract No.	<i>CN 20/21-27</i>
Contract Name	<i>Design and Provision of New Council Website</i>
Contract Details	Lump Sum Contract
Value Excluding GST	\$89,400
Awarded to	Rock Agency Pty Ltd
Scheduled Commencement	August 2021
Scheduled Completion Date	February 2022

Tendered Contracts Awarded under Delegated Authority by a Director

Contract No.	<i>CN 20/21-72 - A</i>
Contract Name	<i>Provision of EPA Approved Environmental Auditor Services – Items 1. Financial Assurance Audit & 2. Audit and Approval of the Violet Town Landfill design</i>
Contract Details	Lump Sum Contract
Value Excluding GST	\$17,348
Awarded to	SMEC Australia Pty Ltd
Scheduled Commencement	August 2021
Scheduled Completion Date	August 2022

Contract No.	<i>CN 20/21-72 - B</i>
Contract Name	<i>Provision of EPA Approved Environmental Auditor Services – Item 3. 53V Operations Audit Tenderers</i>
Contract Details	Lump Sum Contract
Value Excluding GST	\$22,390
Awarded to	GHD Pty Ltd
Scheduled Commencement	August 2021
Scheduled Completion Date	August 2022

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

Contract No.	<i>CN 20/21-06</i>
Contract Name	<i>Rehabilitation Design of the Violet Town Landfill</i>
Contract Details	Lump Sum Contract, Design
Value Excluding GST	\$26,500
Awarded to	Coffey Services Australia Pty Ltd
Scheduled Commencement	August 2021
Scheduled Completion Date	February 2022

Contract No.	<i>CN 20/21-75</i>
Contract Name	<i>Project Manager Consultant for the Rehabilitation of the Violet Town Landfill</i>
Contract Details	Lump Sum Contract, Design
Value Excluding GST	\$61,875
Awarded to	Strac Consulting Engineers Pty Ltd
Scheduled Commencement	August 2021
Scheduled Completion Date	August 2024

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.

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

Conflict of Interest Declaration

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

9.4.3 Contracts Awarded Under Delegation (as approved in Council's 2020/21 Budget) (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.

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

FINANCIAL VIABILITY CONSIDERATIONS

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

The contracts awarded under delegation are projects that have formed part of Council's adopted 2020/21 budget.

SUSTAINABILITY CONSIDERATIONS

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

Economic

Works awarded under delegation provide an opportunity to generate great economic benefit using local contractors and the purchasing of materials and supplies. In addition, the enhancement of infrastructure continues to make our municipality a place of destination, one where people choose to live, work and play.

Social

Each project includes several social benefits to our community. Some of these benefits include improve much improved navigation of our website, with enhanced search personalisation, booking systems and payments.

Environmental

Through the above work packages, the Violet Town Landfill is a vital environmental project. The new Council Website will provide ease to stakeholders finding information on new and existing environmental projects.

Climate Change

As identified above, the opportunity to enhance the natural environment will reduce our carbon footprint.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

It is important that decisions and actions taken under delegation be properly documented and transparent in nature. The report details recent tenders awarded under delegation as at 04 August 2021.

9.5. GOVERNANCE AND CUSTOMER SERVICE

9.5.1 Business Management System

Author: Executive Manager, Governance and Customer Service

The August 2021 Business Management System Report includes reports as follows:-

- Building Department – July 2021 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - July 2021
- Customer Enquiry Analysis Report – Report for July 2021
- Waste Management Reporting ~ Year to Date – July 2021
- Actioning of Council Reports Resolutions – Council Meeting 20 July 2021
- Outstanding Actions of Council Resolutions to 31 July 2021
- Review of Council Policies and Adoption of new Policies – July/August 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

Work continues on addressing outstanding customer service request, particularly those that are over 12 months old.

Customer Service team members have been working with the Operations department in particular to work through the linkages between the customer service request system and their work management software (ie closing off the job).

This is because a detailed analysis of outstanding requests from 2018 and 2019 found that the majority relate to fallen trees/pruning street trees, requests for street lighting and maintenance of footpaths. All have been entered onto the Operation department's works order system and further investigation is required to ensure that all completed jobs are updated in the customer request management system.

This month saw an increase in emergency call outs and road maintenance related requests given the ongoing impacts of high rainfall and a number of wind/storm events.

Waste management requests mostly related to missed bin collections and damaged/missing bins, which are attended to by the contractor in accordance with the standards set out in the contract with Council.

Planning requests relate to queries for the need for a planning permit, calls relating to the status of planning permit applications or planning scheme amendments and other general enquiries.

9.5.1 Business Management System (cont.)

Efforts will continue across the organisation to meet the standards set out in our Customer Service Charter in terms of responding to requests in a timely manner and keeping the community informed as to what action has been taken in response to their query.

RECOMMENDATION

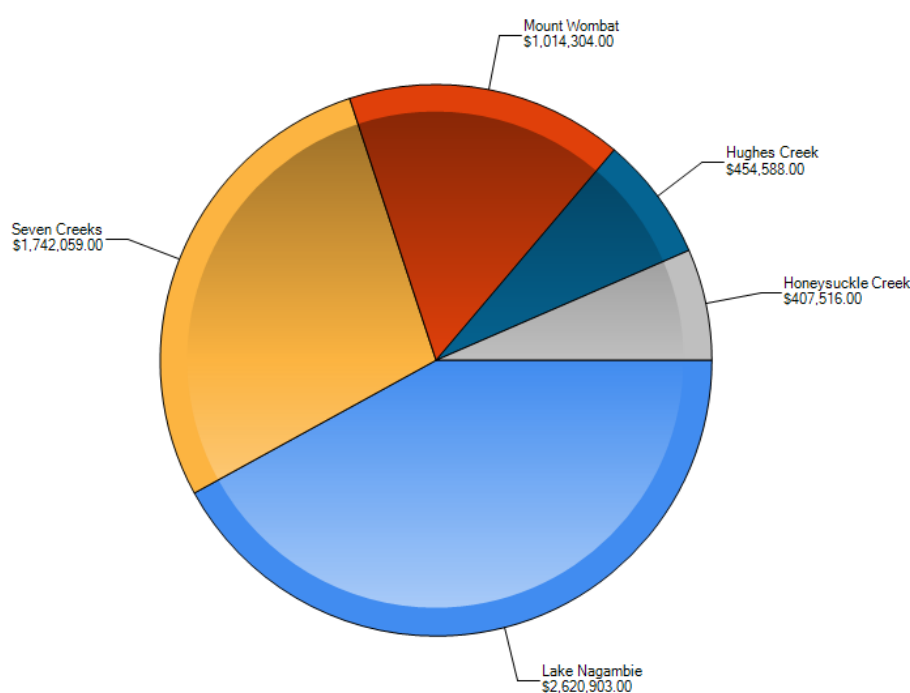
That the report be noted.

BUILDING ACTIVITY

JULY 2021

A report on new building permits recorded in Council's building permit register in July 2021

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	3	\$407,516.00
Hughes Creek	4	\$454,588.00
Lake Nagambie	14	\$2,620,903.00
Mount Wombat	3	\$1,014,304.00
Seven Creeks	11	\$1,742,059.00
	35	\$6,239,370.00



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
5935291399505	12/05/2021	Construction of	Dwelling & Garage	Sheans Creek	\$341,516.00
8543988116187	24/06/2021	Construction of	Shed	Baddaginnie	\$26,000.00
8708840729739	7/07/2021	Construction of	Shed	Sheans Creek	\$40,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1226428050414	16/07/2021	Construction of	Carport	Avenel	\$13,187.00
3420076778240	7/07/2021	Demolition of	Dwelling	Locksley	\$4,000.00
5831665720782	16/07/2021	Construction of	café	Avenel	\$400,000.00
6769665368112	7/07/2021	Construction of	Shed	Mangalore	\$37,401.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1281246334680	14/07/2021	Installation of	Swimming Pool	Nagambie	\$12,100.00
1514542379129	21/07/2021	Construction of	Shed	Nagambie	\$16,500.00
2262234287668	8/07/2021	Construction of	Farm Building	Mitchellstown	\$92,820.00
2363087788695	11/07/2021	Demolition of	Dwelling, Shop	Nagambie	\$40,000.00
4198034837824	6/07/2021	Construction of	Dwelling & Garage	Nagambie	\$421,624.00
5822400072561	9/07/2021	Construction of	Dwelling & Carport	Mangalore	\$490,000.00
6355767669316	16/06/2021	Construction of	Dwelling & Garage	Nagambie	\$318,123.00
6474463945935	5/07/2021	Construction of	Dwelling & Carport, Shed	Nagambie	\$221,900.00
6664783314528	30/06/2021	Additions to	Dwelling	Kirwans Bridge	\$75,000.00
6705799431392	21/07/2021	Construction of	Shed	Arcadia South	\$10,000.00
7657339148614	21/07/2021	Extension to	Dwelling	Arcadia South	\$94,233.00
7825684888588	15/07/2021	Alteration to	Bank	Nagambie	\$286,973.00
8674623913057	27/07/2021	Installation of	Swimming Pool, Swimming Pool Barrier	Nagambie	\$61,630.00
9159167762367	25/07/2021	Construction of	Dwelling & Garage	Nagambie	\$480,000.00

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1406603808165	5/07/2021	Re-erection of	Dwelling	Gooram	\$15,500.00
2758557966774	2/07/2021	Construction of	Dwelling, Shed	Kelvin View	\$800,000.00
9500665203818	7/07/2021	Extension to	Dwelling	Upton Hill	\$198,804.00

Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2577520415405	26/04/2021	Construction of	Dwelling & Garage	Euroa	\$297,000.00
3897492118378	29/07/2021	Alterations & Additions to	Factory	Euroa	\$50,000.00
3921925946970	1/07/2021	Installation of	Swimming Pool, Swimming Pool Barrier	Euroa	\$51,700.00
5061022519333	27/07/2021	Construction of	Dwelling & Garage	Euroa	\$332,383.00
5283178368535	13/07/2021	Restump of	Dwelling	Euroa	\$11,600.00
5866277111714	6/07/2021	Construction of	BBQ Shelter, Carport	Euroa	\$1,000.00
6547445224906	22/07/2021	Construction of	Dwelling & Garage	Euroa	\$349,830.00
6578843589204	28/07/2021	Installation of	Swimming Pool, Swimming Pool Barrier	Euroa	\$54,880.00
6901922022392	8/07/2021	Construction of	Shed	Euroa	\$13,650.00
9407595603285	23/06/2021	Construction of	Dwelling & Garage	Miepoll	\$544,016.00
9465843219766	24/07/2021	Construction of	Shed	Euroa	\$36,000.00

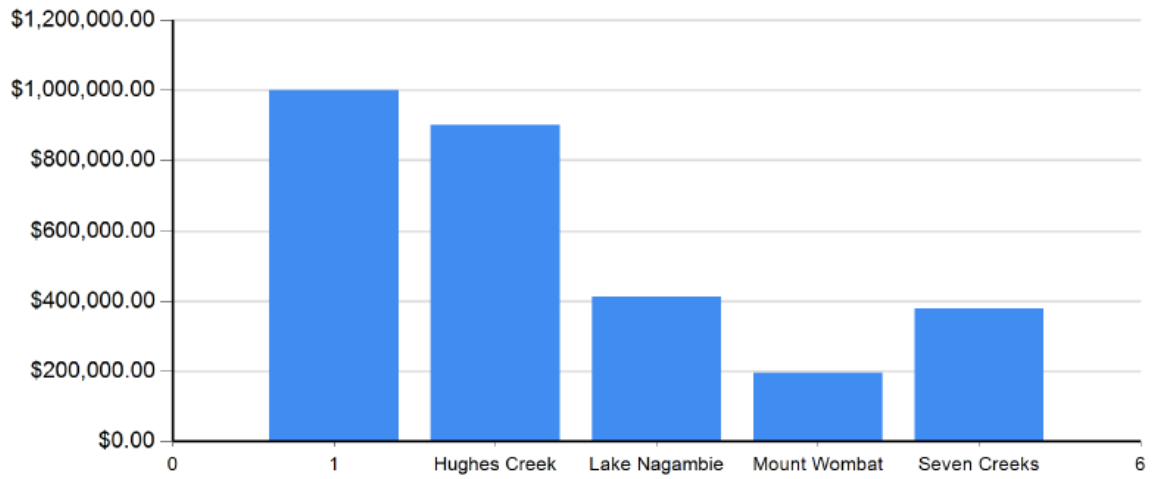
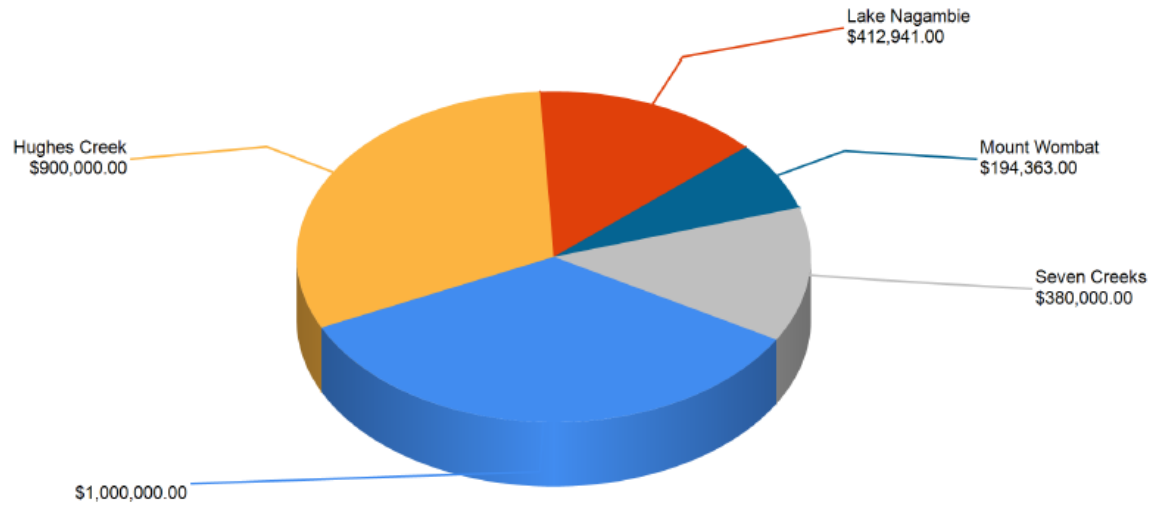
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL
IMPROVED VALUE)
JULY 2021**



Planning Applications Determined

July 2021

	\$1,000,000.00
LONGWOOD	\$1,000,000.00
Hughes Creek	\$900,000.00
Avenel	\$900,000.00
Lake Nagambie	\$412,941.00
Arcadia South	\$10,000.00
Goulburn Weir	\$30,000.00
Graytown	\$200,000.00
Kirwans Bridge	\$14,441.00
Kirwans Bridge	\$150,000.00
Nagambie	\$8,500.00
Mount Wombat	\$194,363.00
Creightons Creek	\$114,363.00
Strathbogrie	\$80,000.00
Seven Creeks	\$380,000.00
Euroa	\$380,000.00
Total Value	\$2,887,304.00



CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR JULY 2021



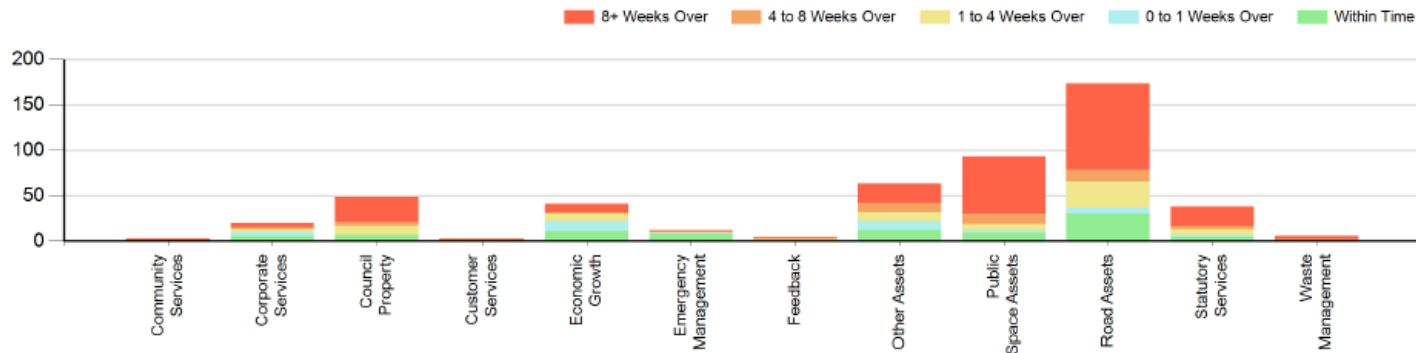
Request Throughput Analysis

01/07/2021 to 31/07/2021

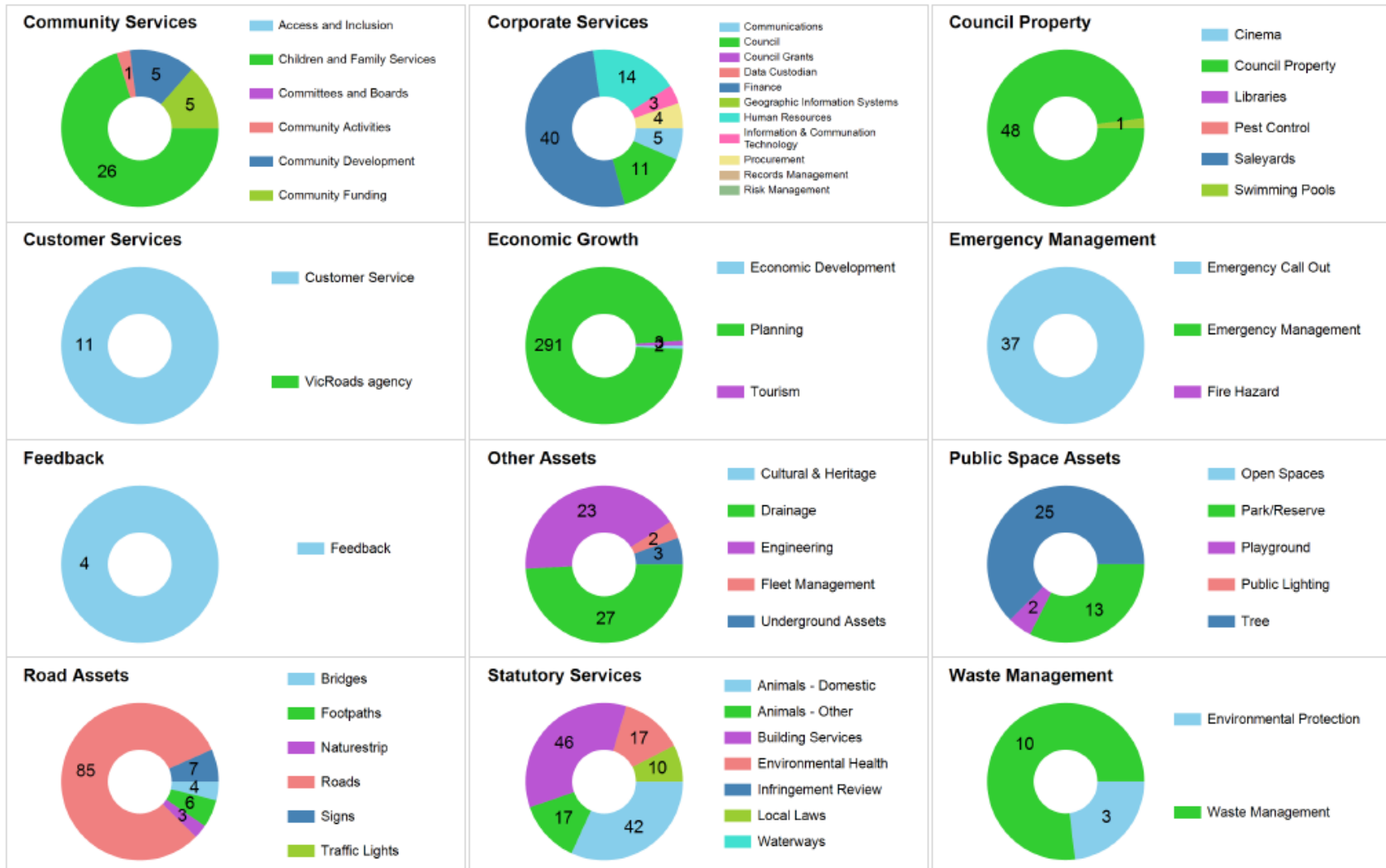
C N	Complete / New	✔	✔	✘
		> 80%	50-80%	< 50%
O R	Overdue / Remaining	✘	✘	✘
		< 33%	34-70%	> 70%

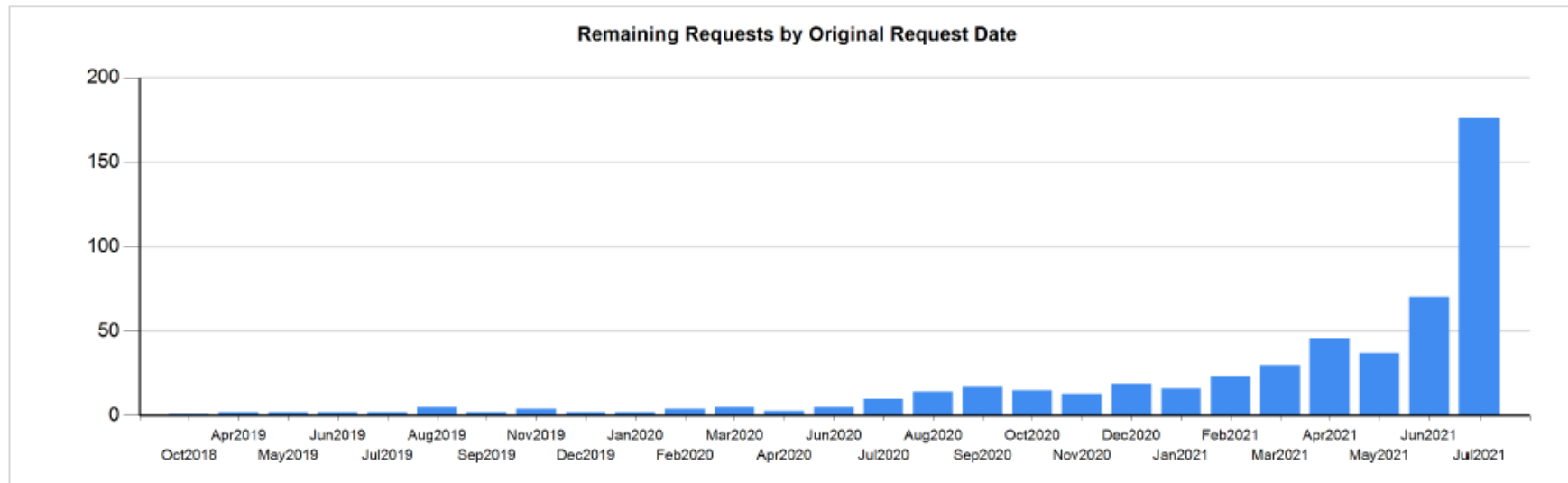
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	7	37	41	3	✔	0	3	✘	0	
Corporate Services	22	77	79	20	✔	6	14	✔	0	
Council Property	60	49	57	50	✔	7	42	✘	2	
Customer Services	2	11	10	3	✔	1	2	✔	0	
Economic Growth	55	296	310	41	✔	11	30	✘	0	
Emergency Management	5	37	30	12	✔	8	4	✔	0	
Feedback	3	4	2	5	✔	0	5	✘	0	
Other Assets	50	55	42	63	✔	12	51	✘	0	
Public Space Assets	115	40	46	93	✔	9	84	✘	16	
Road Assets	173	105	104	174	✔	30	144	✘	0	
Statutory Services	61	132	154	39	✔	5	33	✘	0	
Waste Management	9	13	16	6	✔	1	5	✘	0	
Total	562	856	891	509		90	417		18	

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		
2019	April									1	1		
	May									1	1		
	June									1	1		
	July									2			
2019	August			1						1	3		
	September									2			
	November									4			
	December									2			
2020	January									2			
	February									1	2		1
	March			1						1	3		
	April										2	1	
	June							1		3		1	
	July			2						5	2	1	

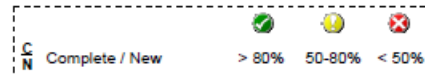
2020	August			1		2			1	5	3	1	1
	September			2						4	10	1	
	October		1			2			1	3	6	1	1
	November			3						6	3	1	
	December	1		2					2	8	5	1	
2021	January		3	3		1				2	4	2	1
	February			3					1	11	5	3	
	March	1		6		2			5	5	8	3	
	April		1	4	1				8	6	23	2	1
	May			3		2	2	1	6	3	15	5	
	June		4	8	1	4	1	1	11	12	22	6	
	July	1	11	13	1	28	9	2	28	18	54	10	1
Total		3	20	52	3	41	12	5	63	109	174	39	6

Definitions

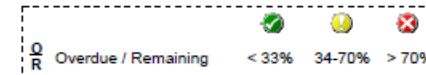
Service Area	Grouping of services by area of responsibility
Existing	Requests open prior to reporting period
New	Requests made during reporting period
Within Time	Remaining Requests where defined deadline is after reporting period
Pending Resources	Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

Service	Activities that provide value to the customer
Remaining	Requests incomplete at end of reporting period
Completed	Requests completed during reporting period
Over Time	Remaining Requests where defined deadline is before the end of the reporting period

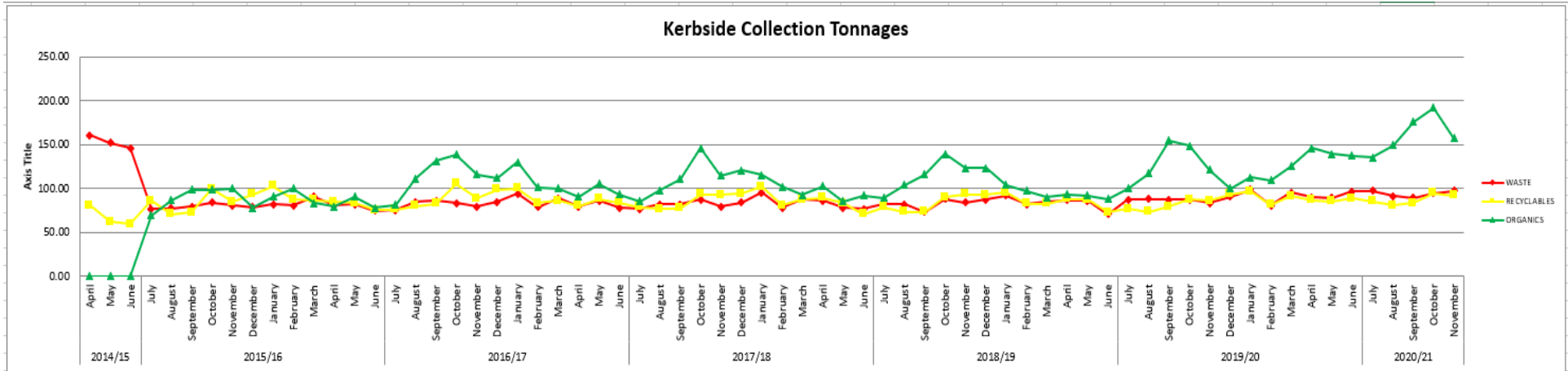
C
N Complete / New
An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

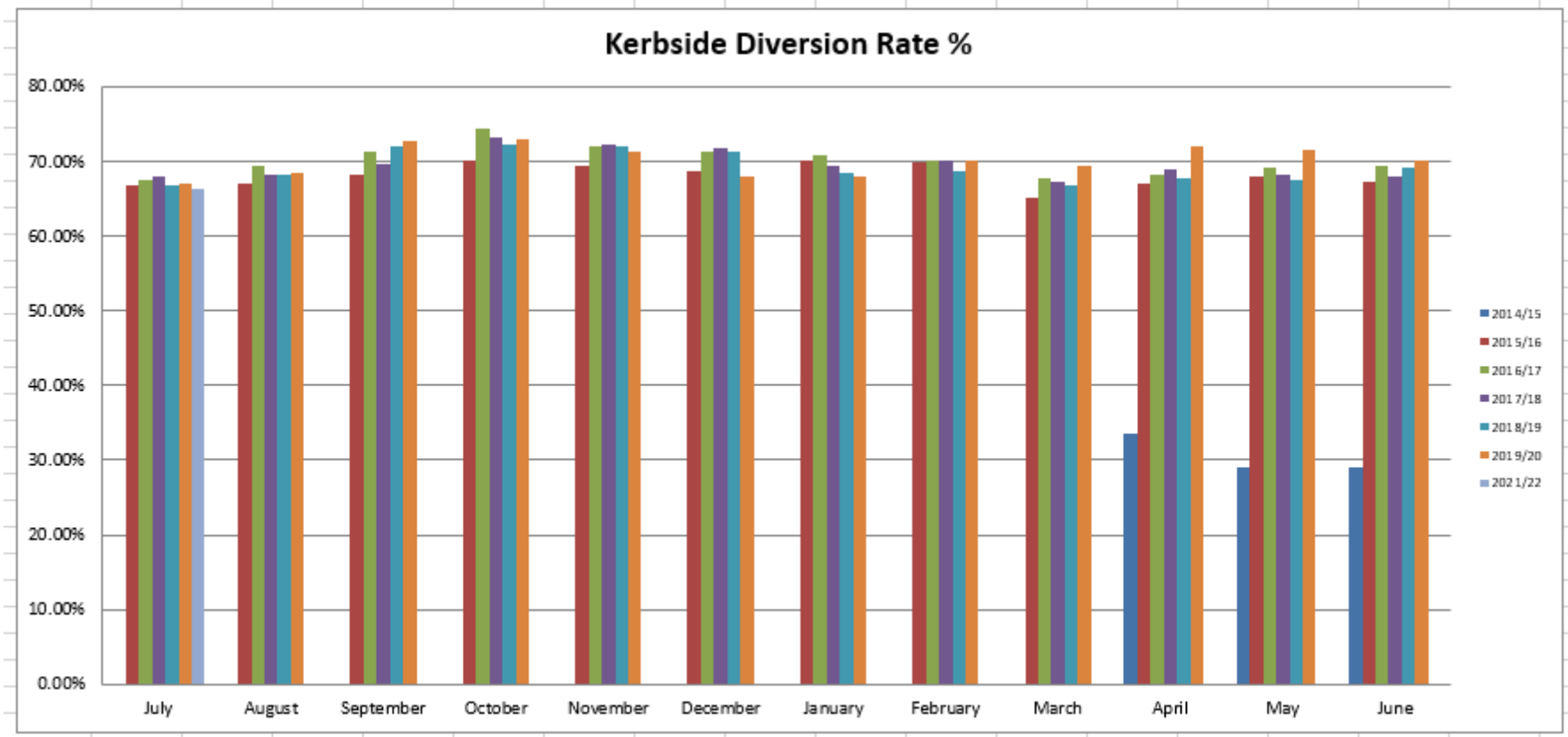


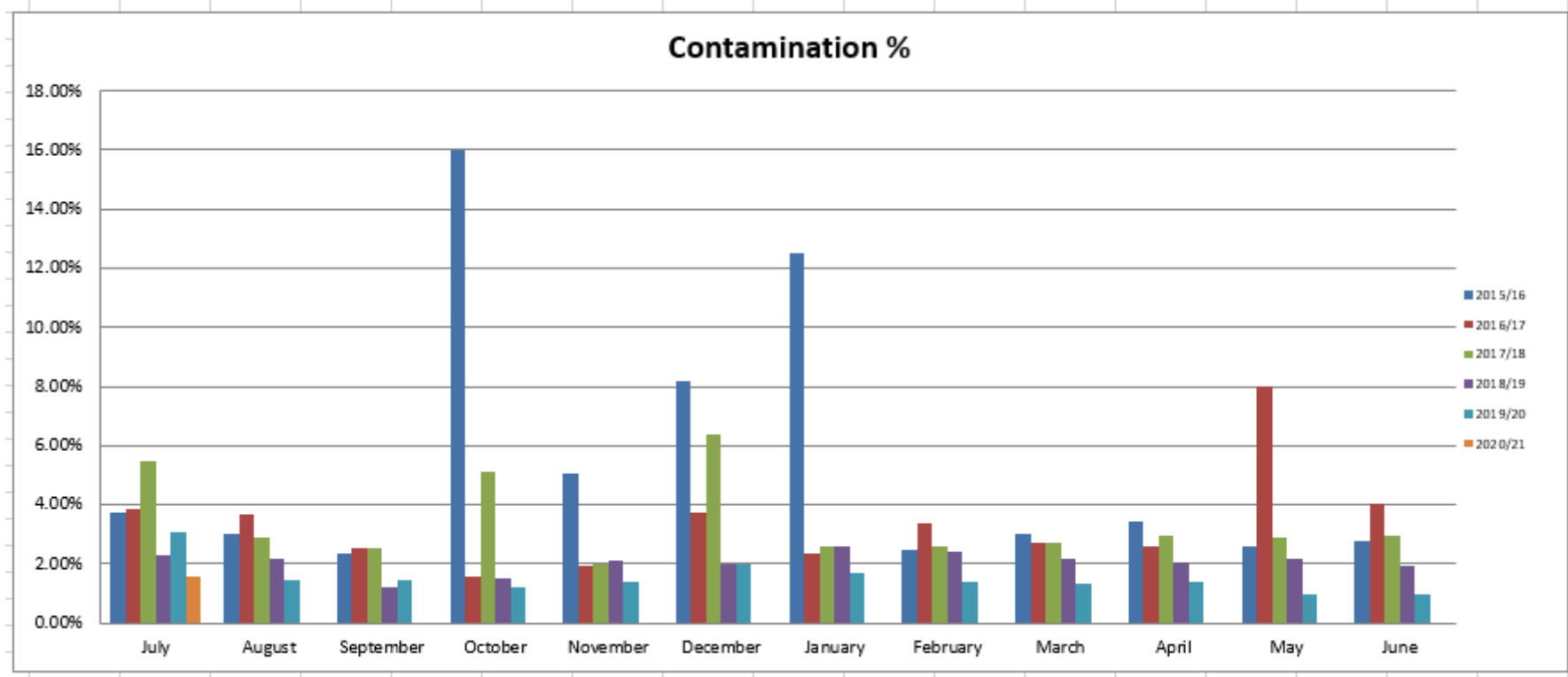
O
R Overdue / Remaining
An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.



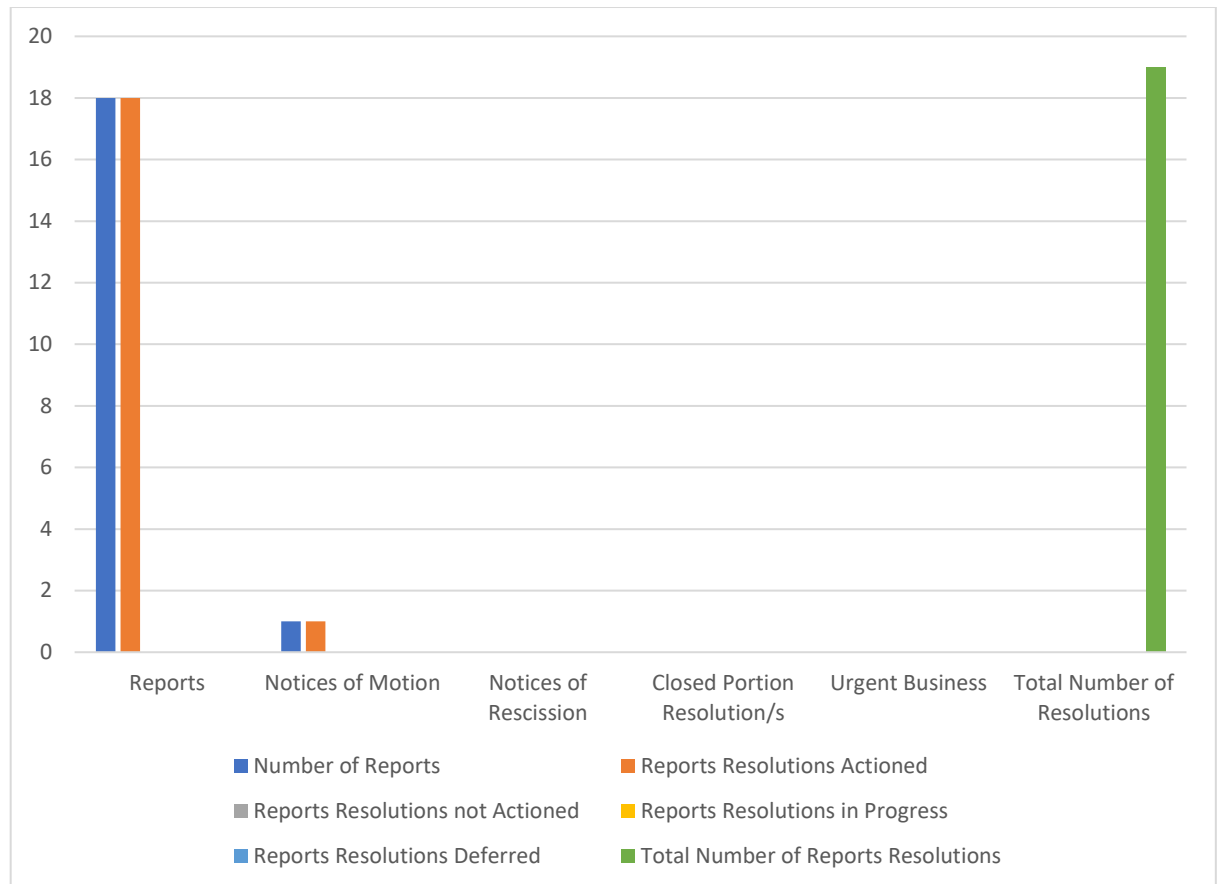
WASTE MANAGEMENT REPORTING YEAR TO DATE - JULY 2021







ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – 20 JULY 2021



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
31 JULY 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.

Council Meeting Date	Item No.	Description
20 April 2021	10.1	Notice of Motion - Climate Emergency Declaration

**REVIEW OF EXISTING COUNCIL POLICIES
AND ADOPTION OF NEW POLICIES**

Review of Policy / New Policy	Policy Name	Details
Nil		

RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS

For period 1 to 31 July 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 6 July 2021

Time: 10.00 a.m. – 3.30 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

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)

Dan Haysom (Manager, Operations) *(Item 6)*

Steve Cooper (Economic Development and Projects Co-Ordinator) *(Item 7)*

Apologies

Cr Melanie Likos

Cr Kristy Hourigan

Kristin Favaloro (Executive Manager, Communications and Engagement)

1. Official Raising of Taungurung Flag
2. Councillors Only Discussions
3. Councillors / CEO Discussions
4. Related Party Transactions
5. Water Dams at Shadforth Reserve
6. Roads Management
7. Economic Development / Economic Development Strategy
8. Planning Applications for presentation to July Council Meeting
9. Streetscapes Project

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 13 July 2021

Time: 11.00 a.m. – 5.00 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

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)

Apologies

Cr Melanie Likos

Cr Kristy Hourigan

Cr Paul Murray

1. Planning application site visit
2. Review of draft Agenda for 20 July 2021 Council Meeting
3. Community Satisfaction Survey Outcomes
4. Councillor / CEO Discussions
5. Councillor Only 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 –

Matter No.	LGA 2020 Interest Section	Names of Officer who disclosed interest	Did the Officer leave the meeting?
2 / 9.8		Amanda Tingay	Yes

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 20 July 2021

Time: 1.00 p.m. – 7.14 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

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)

Chris Dube (Executive Manager, People and Culture) (*Item 6*)

Apologies

Cr Melanie Likos

Cr Kristy Hourigan

1. Councillors Only Discussions
2. Planning Matters
3. Agenda Review
4. Climate Action Questions / Emergency Preparedness – Cr Hayes-Burke
5. Councillors / CEO Discussions
6. July 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 - Nil

Officer/s –

Matter No.	LGA 2020 Interest Section	Names of Officer who disclosed interest	Did the Officer leave the meeting?
6 / 9.8	127	Amanda Tingay	Yes (<i>Left meeting at 6.37 p.m. / returned at 6.39 p.m.</i>)
6 / 9.10	128	Julie Salomon	Yes (<i>Left meeting at 6.46 p.m. / returned at 6.49 p.m.</i>)

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 27 July 2021

Time: 1.30 p.m. – 3.15 p.m.

Attendees:

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

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)

Katherine Crosbie ((Policy Research and Council Support Officer) (*Item 2*))

Apologies

Cr Melanie Likos

Cr Kristy Hourigan

1. Councillors Only Discussions
2. Events and Training Registrations / attendances / completion of forms
3. Planning Application - Nagambie
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

10. NOTICES OF MOTION

11. NOTICES OF RESCISSION

12. LATE URGENT BUSINESS

12.1 Resignation – Councillor Melanie Likos (Deputy Mayor)

12.1 Receipt of Resignation – Councillor Melanie Likos (Deputy Mayor)

Author: Executive Manager, Governance & Customer Service

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Chief Executive Officer has received written notice that Councillor Melanie Likos, the Deputy Mayor and Councillor for the Lake Nagambie Ward, has resigned for personal reasons.

Under the Local Government Act 2020 (the Act), the resignation takes effect the day that it is delivered to the Chief Executive Officer and an extraordinary vacancy in the Lake Nagambie Ward now exists.

The Act requires notification to the Minister for Local Government and the Victorian Electoral Commission within 72 hours of this extraordinary vacancy occurring. The Chief Executive Officer will inform both parties on Wednesday 18 August 2021.

RECOMMENDATION

That Council:

- 1. *Note that the Chief Executive Officer has received written notice from Councillor Melanie Likos of her resignation as the Deputy Mayor and Councillor for the Lake Nagambie Ward.***
- 2. *Note that the Chief Executive Officer will inform the Minister for Local Government and the Electoral Commissioner of the Victorian Electoral Commission that there is an extraordinary vacancy in the Lake Nagambie Ward in accordance with section 258(8) of the Local Government Act 2020.***
- 3. *Note that the Victorian Electoral Commission will commence proceedings for a countback for the Lake Nagambie Ward to elect a new Councillor in accordance with the Local Government Act 2020.***

DISCUSSION

The Chief Executive Officer received written notice from Deputy Mayor Likos regarding her resignation earlier today.

It was felt imperative that the community be informed of the resignation as soon as possible through this urgent item.

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.

12.1 Receipt of Resignation – Councillor Melanie Likos (Deputy Mayor) (cont.)

Section 359(b) of the Act states that a Councillor ceases to hold office if they resign in writing to the Chief Executive Officer. This causes what is known as an extraordinary vacancy under the Act. Under section 35 (2) of the Act, a resignation cannot be withdrawn once it is received by the Chief Executive Officer.

Section 258 of the Act relates to extraordinary vacancies. Under section 258(2) the resignation takes effect on the day it is delivered to the Chief Executive Officer.

Section 258(8) states:

*The Chief Executive Officer must within 3 working days of—
(a) receiving a written resignation from a Councillor;....*

— notify the Minister and the VEC that an extraordinary vacancy has occurred.

Under section 261 of the Act, because the Lake Nagambie Ward is represented by more than one Councillor, a countback of votes will be undertaken, assuming that more than one or more candidates from the last election are eligible to be candidates for the purpose of the countback.

The countback is conducted by the Victorian Electoral Commission (VEC) in accordance with Division 8 of the Act.

It is noted that within 14 days of the extraordinary vacancy occurring, the VEC must publish a notice on the VEC's Internet site and give written notice to each eligible candidate at their last known address that a countback will be held.

This VEC notice must specify the date, time and place for the conduct of the countback and that candidates can appoint scrutineers for the countback.

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 purpose of this report is to inform the public of Cr Likos' resignation as Lake Nagambie Ward Councillor and Deputy Mayor.

Further information will be provided to the community regarding Cr Likos' resignation through Council's website, social media accounts and a media release.

FINANCIAL CONSIDERATIONS

There is no budget allocation or contingency to cover the costs associated with the countback in the Lake Nagambie ward to elect a new Councillor, however the costs will be met within existing budget allocations by Council and will be reflected in the mid-year budget review.

12.1 Receipt of Resignation – Councillor Melanie Likos (Deputy Mayor) (cont.)

CONCLUSION

A countback will be conducted by the Victorian Electoral Commission as soon as possible to fill the extraordinary vacancy resulting from Deputy Mayor Likos' resignation from Council.

Further information will be available across all Shire social media portals and the VEC website once the Chief Executive Officer has written to both the Minister for Local Government and the VEC regarding the extraordinary vacancy.

ATTACHMENTS

Nil.

13. URGENT CONFIDENTIAL BUSINESS

..... p.m.

MOTION

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

C.B. 1 Planning Permit P2020-124: 82 Kirwans Bridge Road, Kirwans Bridge

In accordance with section 66(5) of the Act, this item is classified as confidential under the following definition outlined by section 3 of the Act:

- (a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; and
- (c) Land use planning information, being information that if prematurely released is likely to encourage speculation in land values;

This ground has been applied to this matter as it relates to a major planning permit application currently before the Victorian Civil and Administrative Tribunal.

..... p.m.

MOTION

That Council open the meeting to members of the public and resume normal business.

Confirmation of Confidential Business Decision/s

Confidential Business Decision/s

RECOMMENDATION

That the decision/s of Council's Confidential Business considerations be confirmed.

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 21 September 2021, at the Euroa Community Conference Centre, commencing at 6.00 p.m.

It is intended that this meeting be held at the Euroa Community Conference Centre, however, it should be noted that if coronavirus restrictions are in force, the meeting will be held virtually.

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