



**STRATHBOGIE SHIRE COUNCIL**

Notice is hereby given that a Meeting of the Strathbogie Shire Council will be held, virtually, on Tuesday 21 September 2021, commencing at 6.00 p.m.

<b>Chair:</b>	Chris Raeburn (Mayor)	<i>(Honeysuckle Creek Ward)</i>
<b>Councillors:</b>	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>
<b>Councillor-Elect:</b>	David Andrews	<i>(Lake Nagambie Ward)</i>
<b>Municipal Monitor:</b>	Janet Dore	
<b>Officers:</b>	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 held virtually, and live streamed on our website at [www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au). This ensures we are meeting the Victorian Government's current COVID-19 restrictions.**

We encourage all community members to watch the meeting online, given we are required to conduct meetings virtually, with all Councillors and Officers also participating in the meeting by virtual means.

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 21 September 2021** by emailing [info@strathbogie.vic.gov.au](mailto: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
4. Disclosure of Conflicts of Interest
5. Confirmation of Minutes of Previous Meetings
  - Council Meeting – Tuesday 17 August 2021
  - Extraordinary Council Meeting – Tuesday 31 August 2021
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.

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 September 2021

### **NEXT MEETING**

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 19 October 2021, 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

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

### **How to ask a question:**

Questions submitted to Council must be:

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

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

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

1.....  
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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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## 9. OFFICER REPORTS

### 9.1 Strategic and Statutory Planning

#### 9.1.1 Planning Permit Application No. P2021-072 Use and Development of land for a dwelling and associated outbuilding ~ 24 Babblers Lane, Tabilk

Author: Town Planner

Responsible Director: Director Community and Planning

#### **EXECUTIVE SUMMARY**

- The proposal is for the Use and Development of land for a dwelling and associated outbuilding at 24 Babblers Lane, Tabilk VIC 3607.
- The application was advertised, and one (1) objection was received. Further detail is contained within this report.
- The application has not been assessed within the 60-day statutory timeframe (15 days outside of the statutory timeframe) due to the timing of the Council Meeting.
- The proposal generally meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Farming Zone and Bushfire Management Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

#### **APPLICATION DETAILS**

Application is for:	Use and Development of land for a dwelling and associated outbuilding
Applicant's/Owner's Name:	Weam Elbedewy
Date Received:	23 April 2021 Application Received
Statutory Days:	75 days
Application Number:	P2021-072
Planner: Name, title & department	Trish Hall Town Planner Planning and Investment Department
Land/Address:	Crown Allotment 32 Portion 3, Certificate of Title Volume 9713 Folio 622 24 Babblers Lane, Tabilk VIC 3607
Zoning:	Farming Zone (FZ)
Overlays:	Bushfire Management Overlay (BMO)
Is a CHMP required?	The subject site is within a Culturally Sensitive Area, however; a single dwelling is an exempt activity - No CHMP required
Is it within an Open Potable Catchment Area?	The subject site is not within an Open Potable Water Catchment Area
Under what clause(s) is a permit required? (include description)	Clause 35.07-1 Use of land for a dwelling Clause 35.07-4 Buildings and works in the Farming Zone
Restrictive covenants on the title?	No
Current use and development:	Agriculture

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**RECOMMENDATION**

***That Council having caused notice of Planning Application No. P2021-072 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of Clause 35.07-1 and Clause 35.07-4, of the Strathbogie Planning Scheme in respect of the land known as Crown Allotment 32 Portion 3, Certificate of Title Volume 9713 Folio 622 24 Babbler Lane, Tabilk VIC 3607, for the Use and Development of land for a dwelling in accordance with endorsed plans, subject to the following conditions:***

**Endorsed Plans:**

- 1. The development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.***

**Amended Plans:**

- 2. Prior to the commencement of the dwelling, the following plans must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit***
  - a) An updated Integrated Land Management Plan including a site plan demonstrating proposed fencing and shelters within the area identified for farm use.***

**Section 173 Agreement:**

- 3. Prior to the commencement of works a Section 173 Agreement must be entered into at no cost to Council, which ensures the following:***
  - (a) Prevent subdivision of the land so as to excise the dwelling.***
  - (b) Require that the use of the land for a dwelling must be undertaken in accordance with an agricultural use of the property in accordance with the Whole Farm plan and Integrated Land Management Plan endorsed as part of this permit.***
  - (c) The Owner acknowledges and accepts that the possibility of nuisance from adjoining or nearby agricultural operations may occur. The possible off-site impacts include but are not limited to dust, noise, odour, waste, vibration, soot, smoke or the presence of vermin, from animal husbandry, animal waste, spray drift, agricultural machinery use, pumps, trucks and associated hours of operation.***

***The Section 173 Agreement must be prepared by Council's solicitors, to the satisfaction of the Responsible Authority and must be recorded on the folio of the Register to the subject land pursuant to Section 181 of the Planning and Environment Act 1987.***

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**Engineering Conditions:**

**Rural Vehicle Crossing Location**

4. ***Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.***
5. ***The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.***

**Internal Access Roads**

6. ***Prior to the commencement of the use/issue of the Certificate of Occupancy all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4m.***

**Rural Drainage - Works**

7. ***All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.***
8. ***Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -***
  - ***Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and***
  - ***Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)***
9. ***Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).***

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**Council's Assets**

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

**Health Department Conditions:**  
**Septic Tanks Code of Practice**

11. ***All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority.***
12. ***All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority.***
13. ***No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.***

**Approval of wastewater disposal**

14. ***The system must be at least 300 metres from potable water supply. The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties.***
15. ***Prior to installation/alterations work commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.***

**Area of wastewater disposal**

16. ***No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).***

**Dwelling Conditions:**

17. ***The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.***

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**18. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.**

**Outbuildings**

**19. The use of the approved outbuildings must be restricted to that of incidental activities associated with the normal enjoyment of the new dwelling.**

**20. All shedding and approved outbuildings must not be used at any time for the purposes of human habitation.**

**General Conditions:**

**21. The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition and be of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.**

**22. The amenity of the area must not be detrimentally affected by the use, through the:**

- (a) Appearance of any building, works or materials.**
- (b) Transport of materials, goods or commodities to or from the land.**
- (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil.**
- (d) Presence of vermin.**

**Bushfire Protection Measures:**

**Water Supply**

**23. A minimum of 10,000 litres of effective water supply for firefighting purposes must be provided which meets the following requirements:**

- Be stored in an above ground water tank constructed of concrete or metal.**
- Have all fixed above ground water pipes and fittings required for firefighting purposes made of corrosive resistant metal.**
- Include a separate outlet for occupant use.**
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.**
- Be located within 60 metres of the outer edge of the approved building.**
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.**
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64-millimetre CFA 3 thread per inch male fitting).**
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling)**



9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**Access**

**24. Access for fire-fighting purposes must be provided which meets the following requirements:**

- **All weather construction.**
- **A load limit of at least 15 tonnes.**
- **Provide a minimum trafficable width of 3.5 metres**
- **Be clear of encroachments for at least 0.5 metre on each side and at least 4 metres vertically.**
- **Curves must have a minimum inner radius of 10m.**
- **The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.**
- **Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.**

**Permit Expiry:**

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

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

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

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

**Planning Notes:**

- **This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**
- **This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.**
- **This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.**

**Environmental Health Notes**

- **A High Risk Template - Land Capability Assessment must be provided for this proposal to determine if wastewater can be contained on site before any further comment can be made by the Environmental Health Department.**

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**PROPOSAL**

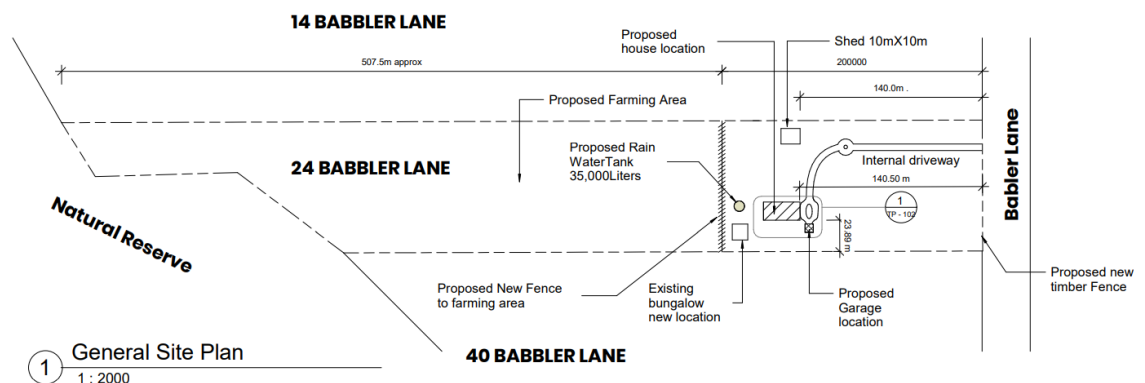
The application is for the use and development of land for a dwelling and associated outbuilding at 24 Babbler Lane, Tabilk formally known as Crown Allotment 32 Portion 3, Certificate of Title Volume 9713 Folio 622.

It is proposed to develop the site with a dwelling and garage in association with a farming use at the site.

The subject site is identified as requiring a land size of 100 hectares for an as of right use for a dwelling under the Farming Zone in the Strathbogie Planning Scheme. The subject site has an area of 5.99 hectares.

The proposed dwelling is proposed to be setback 140.5 metres from the eastern boundary and Babbler Lane, 23.5 metres from the southern boundary and over 300 metres from the western boundary and the Wormangal Creek riparian area. The proposed dwelling is located outside of the Bushfire Management Overlay.

The proposed site plan is as follows:



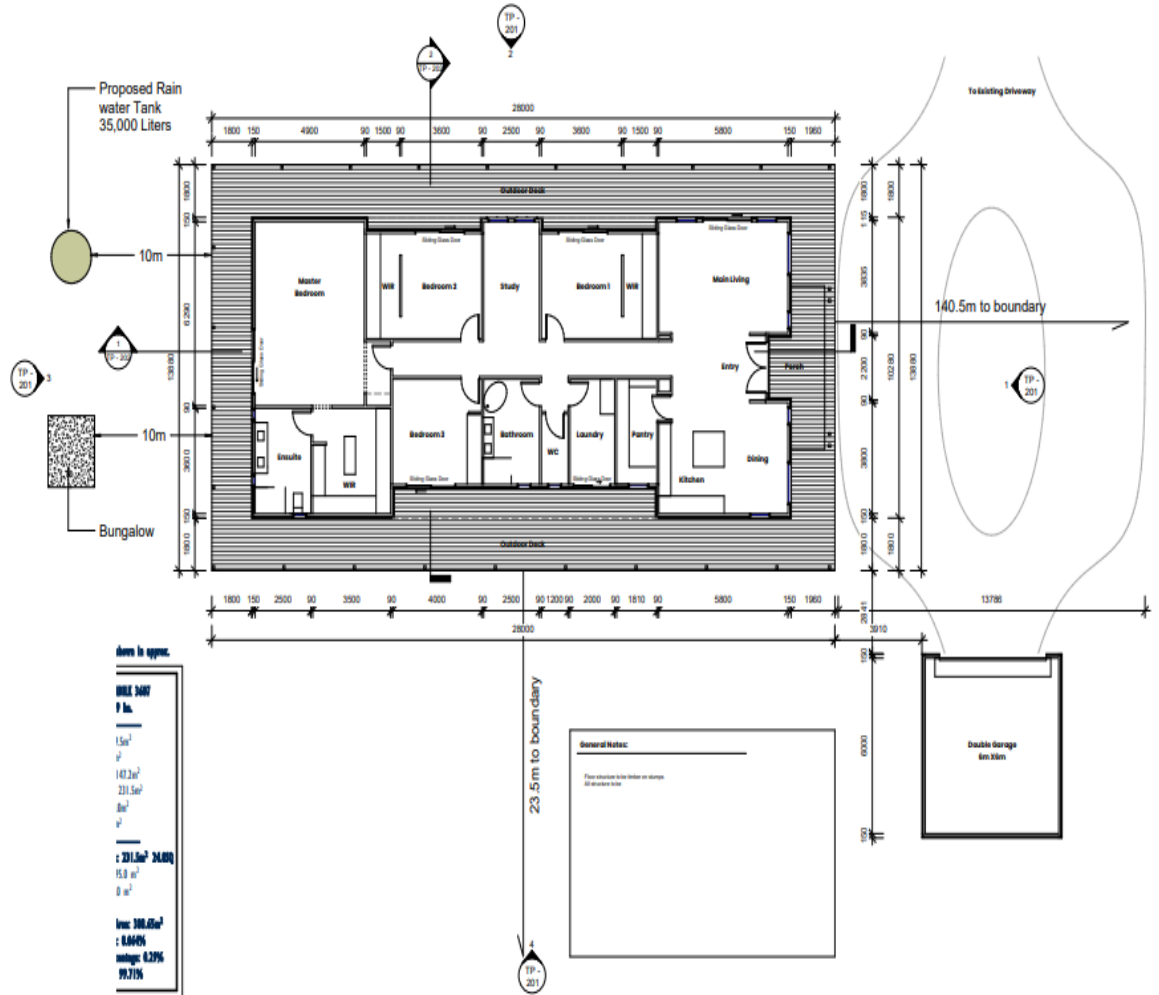
**Dwelling**

The proposed dwelling is:

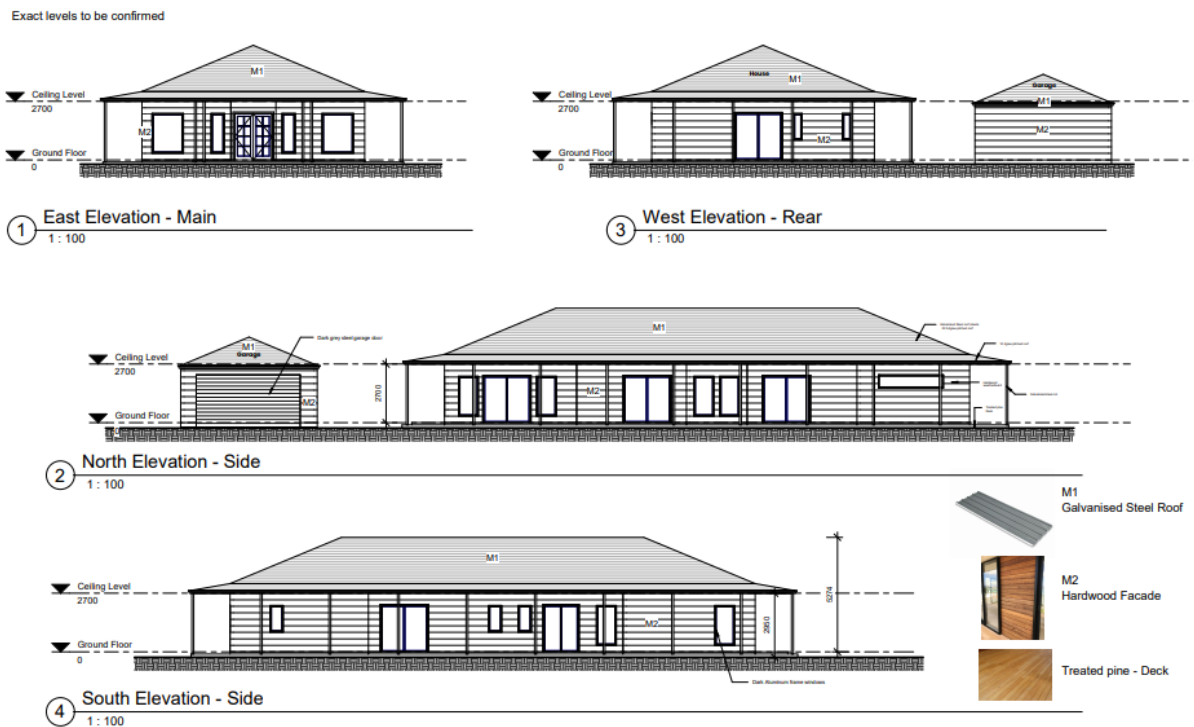
- Single storey
- Four (4) bedrooms including Main bedroom with WIR and Ensuite
- Study
- Open entry meals/living, dining and kitchen
- Walk in Pantry
- Laundry
- Bathroom
- Separate toilet
- Wrap around Verandah
- Serviced by a 35,000-litre water tank, 10 metres from the north western side of the dwelling.

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Babbler Lane, Tabilk (cont.)

The dwelling is proposed to be 28 metres by 13.8 metres with a total floor area of 386.4 square metres.



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Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)



The dwelling is proposed to have an eave height of 2.7 metres with a pitched roof and a total height of 5.274 metres.

Double Garage

The garage is proposed to be 2.84 metres from the south eastern corner of the dwelling. The garage is proposed to have a pitched roof with an eave height of 2.7 metres. The garage is proposed to be 6 metres by 6 metres with a total area of 36 square metres.

Existing Shed

The existing shed towards the site frontage in the north quadrant is proposed to be retained. The shed is 10 by 10 metres with an area of 100 square metres.

Existing bungalow

The existing bungalow has a total area of 144 square metre and is proposed to be relocated along the southern boundary. The bungalow is proposed to be 10 metres from the south western corner of the dwelling.

Materials

- The proposed dwelling is clad in hardwood weatherboards
- Galvanised steel roof
- Verandah would be supported by galvanised steel posts and with treated pine flooring.

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Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

Land Management

The land is proposed to be used for the breeding and husbandry of goats.

The intended use is for animal husbandry – the rearing and sale of goats. There are to be ten to twenty (10-20) goats initially.

The breed will be Boer Goats. The Boer goat is a breed of goat that was developed in South Africa in the early 1900s and is a popular breed for meat production.

It is proposed the dwelling intended for the site will allow for permanent on-site management of the farm, ensuring water supply, regular distribution of feed, and oversight of the livestock.

The water source for the goats will be the on-site dam. This will have overflow of water from the water tank, which will be fed by the roof of the dwelling.

The existing canopy trees on-site will be retained ensuring ongoing canopy cover for the goats, particularly in hot weather.

The site will be divided into separate paddocks with internal fencing. This will separate the goats from the driveway and dwelling areas while ensuring ongoing access to the dam.

Four to five (4-5) shelters would be provided around the site. These allow for the goats to sleep and avoid hot sun or rain. These shelters will have a floor area of around 1.5m x 1.5m with a 1.2m height, and generally a small verandah.

The goats will be drenched for worms and powdered against parasites at regular intervals.

***SUBJECT SITE AND LOCALITY***

The subject site is formally addressed as 24 Babbler Lane, Tabilk also legally known as Crown Allotment 32 Portion 3, Certificate of Title Volume 9713 Folio 622. The subject site has an area of 5.99 hectares in area. The land is relatively irregular in shape.

The subject site is in a 100-hectare area for an as of right use for a dwelling.



The subject site is on the west side of Babbler Lane and south of Nagambie-Locksley Road, in Tabilk. The site has a frontage of 100.58m to Babbler Lane.

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

The eastern boundary adjoins Babbler Lane. Babbler Lane is unsealed, and the road reserve is heavily vegetated with trees.

The western Boundary adjoins the riparian area surrounding the Wormangal Creek. The area is heavily vegetated.

The subject site contains a bungalow, water tanks, shedding and a disused car. The existing tanks and disused car mid-site are proposed to be removed and the existing shed towards the site frontage, and the bungalow, would be retained.

The site contains grasses and includes clumps of trees to the east. Two single paddock trees can be found towards the middle of the site.

There is a dam along the eastern boundary and no identified waterways are found on site.

**DAM ONSITE**



Surrounding lot sizes in the area vary in size.

It is noted there is a rectangular section of land which contains twelve (12) smaller parcels of land. Eight (8) of these parcels have been developed since 1984 with dwellings and associated infrastructure.

The area is not recognised in the 2004 Strathbogie Shire Rural Residential Strategy.

These parcels are being utilised for rural living with smaller types of agricultural use and other uses including boarding kennels.



9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

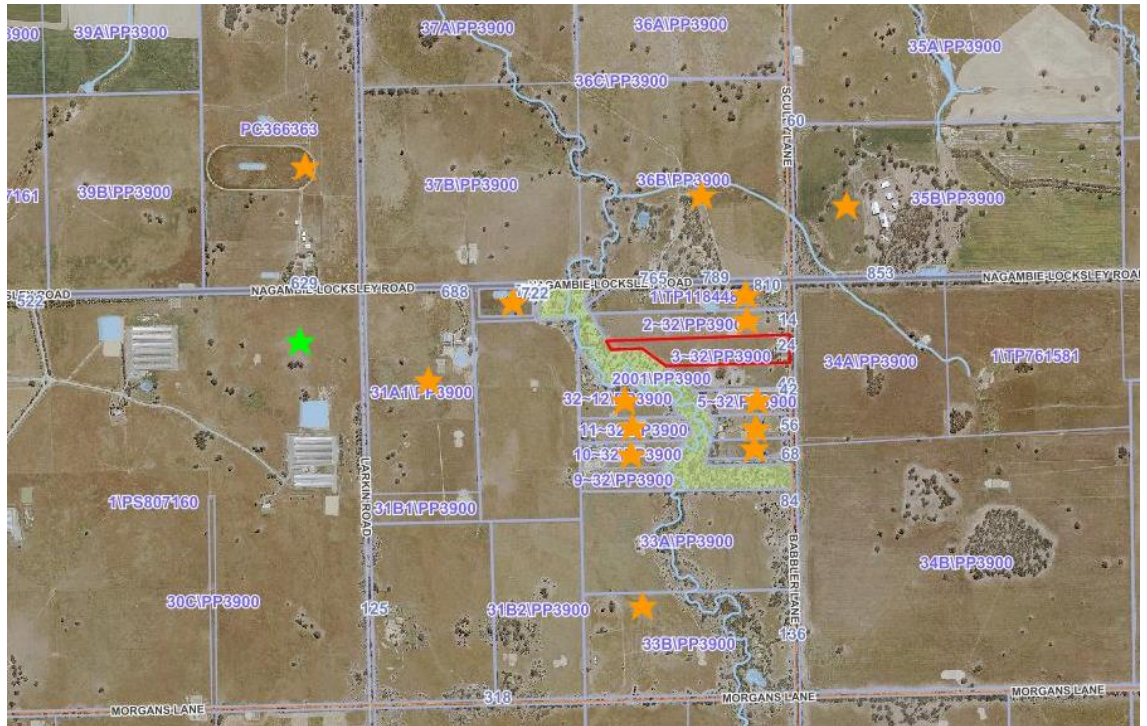
**SURROUNDING AREA**



On a broader context the parcel sizes and uses vary. Some are still smaller than the 100-hectare requirement and dwellings, whilst others are utilised for intensive farming practices such as the Broiler farm located 968 metres to the west of the site ensuring a buffer between uses.

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Use and Development of land for a dwelling and associated outbuilding ~ 24  
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**LOCALITY AREA**

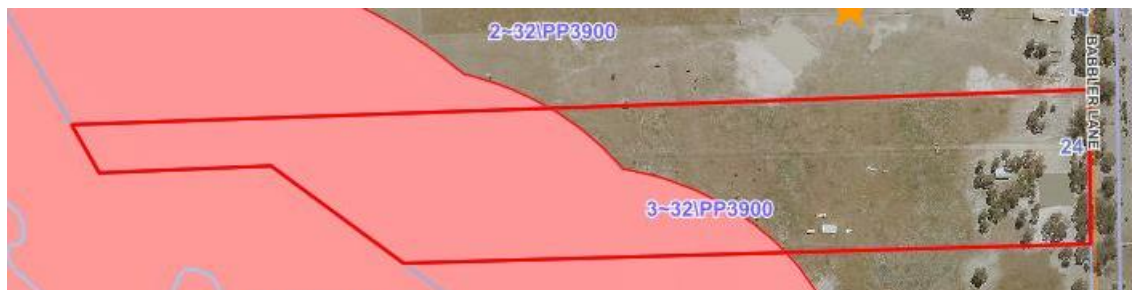


★ Dwellings on lots less than 100 hectares

★ Intensive farming practices such as the Broiler farm

The subject site is in the Farming Zone, partly affect by the Bushfire Management Overlay.

**SUBJECT SITE OVERLAY**



It is also identified in the Bushfire Prone Area and located in an area of Aboriginal Cultural Heritage Sensitivity.



9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**PERMIT/SITE HISTORY**

A search of Council's electronic records showed no planning permits issued for the site.

**PUBLIC NOTIFICATION**

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

- Sending letters to adjoining and nearby landowners
- Placing (a) sign on site
- On Council's website.

The notification has been carried out correctly.

One (1) objection has been received. The key issues that were raised in the objections are:

- A house is not needed to watch over 20 sheep - the proposal is more about life styling than farming.
- Dorper sheep are a low maintenance breed and do not require full time care or attendance.
- This area will end up becoming a rural living estate in a good farming area.
- The farm plan is not strong enough to show how a house is actually needed.
- The most useful thing to happen is to have this lot combined with another one and be incorporated into a larger holding.
- The Shire needs to stop letting people build houses on small lots in farming areas.
- Farm land should be used to grow food, not houses.
- Rising valuations of farming land.

Officer's Response

The points raised in the objection would normally apply to an application for a dwelling in the Farming zone on a lot that was under the scheduled minimum lot size, and indeed, raises valid planning matters in this respect. However, given the context of the area where there are a number of small lots that have been created and developed since the 1980's for rural lifestyle living, and the size of the land, the lot cannot be utilised for viable larger scale farming activities. It is considered that rather than leave the lot vacant and potentially unmanaged which would detrimentally affect the neighbouring properties and farms, it is in this instance considered that the use for a dwelling can be supported, in conjunction with a small-scale agricultural pursuit.

**COMMUNITY ENGAGEMENT**

The proposal was advertised as per the Planning and Environment Act 1987.

The Objector was sent a copy of the applicant's formal response which detailed that:

- The dwelling intended for the site will allow for permanent on-site management of the farm, ensuring water supply, regular distribution of feed, and oversight of the livestock.

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Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

- Protection of predators will be essential. These will be breeding goats where birthing mothers and kids will be vulnerable.
- This is not a cropping operation which can be done remotely.

The objector reviewed the response and would like their objection to still stand.

- They are still concerned regarding the loss of farming land.
- The objector acknowledges the subdivision is seen as a historical error and does not want to see the situation worsen.
- They consider area change is incremental, so even if one house doesn't make a huge difference the gradual changing does make a difference.

**REFERRALS**

External Referrals/Notices required by the Planning Scheme:

Referrals/Notice	Advice/Response/Conditions
Section 55 Referrals	Nil
Section 52 Notices	Nil

Internal Council Referrals	Advice/Response/Conditions
Asset Services	No Objection subject to Conditions
Health Department	No Objection subject to Conditions

**ASSESSMENT**  
**Farming Zone**

Purpose:

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


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Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

Officer's Response:

The proposal has been assessed against the decision guidelines of the zone as follows:

Decision Guidelines	Officer Comments	Complies?
<b>General Issues</b>		
The Municipal Planning Strategy (MPS) and the Planning Policy Framework (PPF).	Assessment against MPS & PPF is provided below.	✓ Yes
Any Regional Catchment Strategy and associated plan applying to the land	It is considered the proposal will not have any adverse impact on the local Pranjip water catchment. The Pranjip zone incorporates the Pranjip, Branjee, Wormangal and Creightons Creek catchments. The proposed works are more than 100 metres from any waterway (Wormangal Creek to the west) and any septic tank will be required to meet health standards. The proposal is considered in accordance with the Regional Catchment Strategy.	✓ Yes
The capability of the land to accommodate the proposed use or development, including the disposal of effluent.	A Land Capability Assessment has not been prepared as part of the application. The land is considered large enough to hold any wastewater from a single dwelling. The dwelling is proposed over 300 metres from the Wormangal Creek. The application has been referred to Council's Environmental Health Department who have consented to this application, subject to conditions.	✓ Yes
How the use or development relates to sustainable land management	The subject site is in an area of 100 hectares for an as of right use for a dwelling. However, the site only measures 5.99 hectares and is bound by the creek to the west the road reserve to the east and similar sized parcels to the north and south which have been developed with single dwellings. The application includes a Whole Farm Plan for the breeding of Boer Goats. The existing trees will be maintained for shade. The applicant proposes to have a stock rate of 10-20 goats initially this is considered appropriate considering the size of the land.	✓ Yes

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<p>Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.</p>	<p>Surrounding lot sizes in the area vary in size. It is noted there is a rectangular section of land which contains twelve (12) smaller parcels of land. Eight (8) of these parcels have been developed since 1984 with dwellings and associated infrastructure. The area is not recognised in the 2004 Strathbogie Shire Rural residential Strategy. These parcels are being utilised for rural living with smaller types of agricultural use including boarding kennels.</p>  <p>Conditions will be included to ensure that muted tones are used for any buildings and the landowners accept any amenity impacts from surrounding agricultural uses. The development of a dwelling on this lot is unlikely to create any additional detrimental impact on the adjoining land uses. The proposal is bound by lots which have been developed in a similar manner. It is important to note however it is considered any future development should not be approved on smaller lots beyond the rectangular quadrant which has been identified as this would lead to future proliferation of dwellings. The subject site has no opportunity to be absorbed by other larger parcels for larger agricultural use.</p>	<p>✓ Yes</p>
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9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<p>How the use and development make use of existing infrastructure and services.</p>	<p>The subject site already contains some infrastructure which will be utilised as part of this proposal.</p> <p>Any Planning permit issued will include conditions and regards to access and provided services.</p> <p>The proposed dwelling will be accessed from Babbler Lane. Babbler Lane is gravel and adjoins Nagambie-Locksley Road to the north (207 metres). Nagambie- Locksley Road is a connector road from the Hume Freeway to Nagambie.</p> <p>A condition would be included on any planning permit issued that the vehicle crossing be constructed at a location and of a size and standard to the satisfactory to the Responsible Authority.</p> <p>Water, sewer and gas are not available to the subject site, alternative sources will be required to be provided on site.</p>	<p>✓ Yes</p>
<p><b>Agricultural issues and the impacts from non-agricultural uses</b></p>		
<p>Whether the use or development will support and enhance agricultural production</p>	<p>As discussed above the site has an area of 5.99 hectares and does not have the opportunity to be absorbed by larger agricultural pursuits due to site constraints and surrounding development.</p> <p>The application includes a Whole Farm Plan for the breeding of 10-20 Boer Goats. This is considered appropriate due to the size of the land. The Whole Farm Plan will be endorsed and included in a Section 173 Agreement for any planning permit issued.</p> <p>The land size will be able to continue grazing and or smaller boutique agricultural enterprises should the land ownership change.</p>	<p>✓ Yes</p>
<p>Whether the use or development will adversely affect soil quality or permanently remove land from agricultural production.</p>	<p>Smaller agricultural pursuits will be able to be undertaken on the site.</p> <p>A Section 173 Agreement will be required on any planning permit issued preventing any future subdivision, or house lot excision. The agreement will also acknowledge agricultural pursuits being undertaken on the surrounding properties.</p>	<p>✓ Yes</p>

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<p>The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.</p>	<p>It is considered the proposed use and development will not further limit the operation of adjoining and nearby agricultural uses due to the location of the site and surrounding development. A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.</p> <p>The land is bound by Wormangal Creek to the west, Babbler Lane to the east and small rural lots to the north and south.</p> <p>A broiler far is located to the west (as shown with the green star below). There are a number of other dwellings on small lots in between the subject site and the broiler site, it is therefore considered the proposal will not have a direct impact in limiting the operation and expansion of adjoining and nearby agricultural uses. The same applies to larger lots to the north, east and south.</p>	<p>✓ Yes</p>
<p>The capacity of the site to sustain the agricultural use</p>	<p>The subject site is 5.99 hectares and therefore any agricultural use is limited and would be considered to be either a hobby farm, or boutique enterprise. The site will still be able to be utilised for grazing and is suited to smaller type agricultural pursuits.</p>	<p>✓ Yes</p>
<p>The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.</p>	<p>A discussed throughout this report. No detrimental impacts are likely to result from this proposal.</p>	<p>✓ Yes</p>
<p>Any integrated land management plan prepared for the site.</p>	<p>A Whole Farm Plan has been prepared.</p>	<p>✓ Yes</p>
<p><b>Dwelling Issues</b></p>		
<p>Whether the dwelling will result in the loss or fragmentation of productive agricultural land</p>	<p>The proposed dwelling will not result in the further loss or fragmentation of productive agricultural land. As previously discussed, lot sizes in the area vary, and some of the lots contain dwellings and shedding.</p> <p>The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses. It is considered the land is already lost in the identified quadrant below due to historical subdivision pattern which has been developed since 1988.</p>	<p>✓ Yes</p>

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.	The dwelling is proposed to be used in conjunction with an agricultural pursuit and is appropriately located on site. A Section 173-agreement required on title will acknowledge agricultural pursuits being undertaken on the surrounding properties.	✓ Yes
Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.	The use of the land for a dwelling is unlikely to impact on the surrounding agricultural properties. The parcel is separated from larger parcels to the west by Wormangal Creek riparian area, smaller rural lots and the Nagambie-Locksley Road to the north, small rural lots to the south and Babbler Lane to the east.	✓ Yes
The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.	Eight (8) of the twelve (12) parcels have been developed since 1984 with dwellings and associated infrastructure. It is considered these lots now only lend themselves to small rural enterprise associated with a dwelling. However, under no circumstances the existing development should go beyond the Wormangal Creek reserve, Nagambie-Locksley Road and Babbler Lane. In addition, development should not be allowed to creep further south.	✓ Yes
<b>Environmental Issues</b>		
The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.	The dwelling and associated infrastructure has been sited appropriately on the site. The land is flat. The proposed dwelling is located over 300 metres from the Wormangal Creek. The application was referred to Strathbogie Environmental Health Department who does not object subject to conditions.	✓ Yes
The impact of the use or development on the flora and fauna on the site and its surrounds.	No native vegetation is proposed to be removed. The dwelling is located 300 metres from the Riparian area associated with the Wormangal Creek.	✓ Yes

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<p>The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.</p>	<p>The proposal does not include the removal of any native vegetation, nor is it likely that it would lead to vegetation removal in the future. The dwelling is proposed to be located more than 300 metres from any identified waterway.</p>	<p>✓ Yes</p>
<p>The location of on-site effluent disposal areas to 17rganiza the impact of nutrient loads on waterways and native vegetation.</p>	<p>On site effluent disposal will be carried out in accordance with the requirements of the Responsible Authority.</p>	<p>✓ Yes</p>
<p><b>Design and siting issues</b></p>		
<p>The need to locate buildings in one area to avoid any adverse impacts on surrounding agricultural uses and to minimise the loss of productive agricultural land.</p>	<p>The proposed dwelling is located appropriately on the site, where it can be appropriately drained, and is located away from the boundaries and clear of vegetation. A Whole Farm plan has been submitted as part of the application.</p>	<p>✓ Yes</p>
<p>The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to minimise any adverse impacts.</p>	<p>The proposed siting is considered appropriate. The design and materials employed are appropriate within the rural context and the site's landscape. Should a permit be issued, a condition will be placed on the permit requiring muted tones on the exterior of the dwelling. The proposed dwelling is appropriately located on site and will be screened by trees in the road reserve and in the riparian area to the west.</p>	<p>✓ Yes</p>



9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance.	The proposed dwelling is unlikely to detract from the existing character and amenity values of the area. Permit conditions will require that muted materials are used. This along with screening from existing trees will mitigate any potential adverse visual impacts from buildings.	✓ Yes
The location and design of existing and proposed infrastructure including roads, gas, water, drainage, telecommunications and sewerage facilities	The proposed building is appropriately located on the site away from significant vegetation and significant physical features. The proposal utilises the existing road network. The only other infrastructure to be constructed will be the wastewater management system, which will be located in an appropriate place on the site.	✓ Yes
Whether the use and development will require traffic management measures.	As the proposal is for a single dwelling, it is deemed not necessary for there to be traffic management measures implemented.	✓ Yes

**Bushfire Management Overlay**

Purpose:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To identify areas where the bushfire hazard warrants bushfire protection measures to be implemented.
- To ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

Officer's Response:

The proposed buildings and works are located outside of the Bushfire Management Overlay and therefore a planning permit is not required under Clause 44.06.

**The Planning Policy Framework (PPF)**

*Clause 13.02-1S Bushfire planning*

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

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

Officer Comment:

The subject site is within a bushfire prone area. The subject site has access to Wormangal Creek which adjoins the western boundary, along with a dam located on the eastern boundary and a proposed 35,000 litre water tank. The dwelling is proposed to be developed to meet a 12.5 Bushfire Attack Level (BAL) and has existing access. Standard bushfire protection conditions regarding water supply and access will be included on any planning permit issued.

*Clause 13.04-2S Erosion and landslip*

*Objective*

- To protect areas prone to erosion, landslip or other land degradation processes.

Officer Comment:

The subject site is not within the Erosion Management Overlay. The proposed dwelling, and associated works is proposed to be located on relatively flat land. The land does not contain any steep rises or ridgelines.

Conditions will be included on any planning permit issued to ensure any works required for the construction of the dwelling or ancillary services will be stabilised to the satisfaction of the Responsible Authority to ensure there is no runoff into the creek system.

*Clause 14.01-1S Protection of agricultural land*

*Objective*

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

Officer Comment:

As discussed within this report it is considered due to historical creation of small lots and development which has occurred since 1988 that the area in which the proposal is located has already been removed from agricultural pursuits.

The land will continue to be used for low level agricultural production in accordance with the relevant policies within the Planning Policy Framework. The Whole Farm Plan will be endorsed as part of any planning permit issued and any conditions will include a Section 173 agreement prohibiting any future subdivision including house lot excision to prevent any proliferation of dwellings in the area.

The development of a dwelling on this lot is unlikely to create a detrimental impact on the adjoining land uses.

Surrounding lot sizes in the area vary in size. It is noted there is a rectangular section of land which contains twelve (12) smaller parcels of land. Eight (8) of these parcels have been developed since 1984 with dwellings and associated infrastructure. The area is not recognised in the 2004 Strathbogie Shire Rural residential Strategy. These parcels are being utilised for rural living with smaller types of agricultural use and other uses including boarding kennels.

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

*Clause 14.01-2S Sustainable agricultural land use*

*Objective*

- *To encourage sustainable agricultural land use.*

Officer Comment:

The dwelling is proposed for the ongoing operation and security for a Boer Goat stud. The use of the land for a dwelling in conjunction with an agricultural use and ongoing land management is considered an appropriate land use for the site given its size and location.

Surrounding land is within the area specified in this report is generally used for residential purposes in conjunction with small agricultural pursuits. It is acknowledged that the broader area is also used for larger agricultural uses and these must be protected, however it is considered the historical development that has occurred in this area allows for the addition of this proposed dwelling in conjunction with an agricultural pursuit for the following reasons:

- The land has an area of 5.99 hectares
- The land is bound by the creek reserve to the west and Babbler Lane to the east
- The lots to the north and south are of similar size and development
- The land has limited opportunity to be absorbed by larger agricultural practices
- The development of the dwelling and proposed farming enterprise will assist in the reduction of weeds and pests in the area.

However, further development beyond the perimeter of the historic lots should not be allowed to be developed further to protect the broader farming enterprises.

The land will continue to be used for agricultural production in accordance with the relevant policies within the Planning Policy Framework.

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

*Objective*

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

*Clause 14.02-2S Water quality*

*Objective*

- *To protect water quality*

Officer Comment:

The dwelling is proposed to be located over 300 metres from the waterway (Wormangal Creek) to the west. Standard drainage conditions will be included on any planning permit issued.

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

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

*Clause 21.02-4 Rural Zones*

*Objective*

- *To protect and maintain established farming areas.*
- *To ensure suitable land is available to provide for emerging rural enterprises, e.g. intensive animal husbandry, horticulture and equine industry.*

Officer Comment:

The subject site is in an area of 100 hectares for an as of right use for a dwelling. The land is proposed to continue to be used for agricultural production (at a hobby farm scale) in accordance with the relevant policies within the Planning Policy Framework. The surrounding lots are typically used for rural living with smaller types of agricultural use and other uses including boarding kennels.

A condition will be included on any planning permit issued requiring Section 173 Agreement that acknowledges amenity impacts from surrounding agricultural pursuits.

Strathbogie Shire Planning Scheme outlines the minimum requirement for an as of right use for dwellings in the Farming Zone. The land sizes vary across the Shire from 40 hectares to 100 hectares dependant on the agricultural values of the land. Whilst this parcel is located in the 100-hectare area, eight (8) of the twelve (12) parcels identified below have been developed.

The area is not recognised in the 2004 Strathbogie Shire Rural Residential Strategy and further development for dwellings on small lots should not be considered beyond this perimeter.

*Clause 21.02-6 Building Material – Muted Tones*

*Objective:*

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

Officer Comment:

The dwelling is proposed to be constructed of new materials. The materials are unlikely to impact the aesthetic amenity currently enjoyed in the area. Standard conditions will be included on any planning permit issued to ensure the materials are muted and of good repair.

*Clause 22.01-3 Dwellings on small lots in the Farming Zone*

*Policies:*

- *The construction of a new dwelling on an existing small lot will be discouraged unless it meets all the following requirements:*
  - *The lot is accessed by an all-weather road and has appropriate service provisions.*
  - *Emergency ingress and egress is at an appropriate standard.*

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

- *The dwelling will not inhibit the operation of agriculture and rural industries.*
- *The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards, and;*
- *Meets at least one of the following requirements:*
  - *The dwelling should be associated with a sustainable rural pursuit that requires a dwelling on the land to manage that pursuit. The application should be supported by a farm management plan that justifies the need for a dwelling to assist in the operation of the farm.*
  - *The applicant can substantiate that the land has no agricultural potential due to environmental significance and the dwelling is to be used in conjunction with sustainable land management and the significant vegetation is protected on title.*
  - *The lot has been identified in the Strathbogie Shire Rural Residential Strategy, 2004 as rural residential; implying that that there is an historic use and development pattern. Consideration should be given to the recommendations in the Strategy.*
  - *The applicant is proposing to consolidate one or more lots in the same ownership with the subject land prior to the construction of the dwelling.*

Officer Comment:

The lot is accessed by an all-weather road. Babbler Lane is gravel and is regularly graded, it adjoins Locksley-Nagambie Road 207 metres to the north. Nagambie-Locksley Road is the main connector road between the Hume Freeway and Nagambie. The existing rural access is proposed to be upgraded to meet Councils IDM standards and will be conditioned on any planning permit issued.

It is considered the dwelling is appropriately setback on the subject site. A Section 173 Agreement included on title via conditions will ensure any future occupiers accept the potential of any adverse amenity impacts due to agricultural pursuits being undertaken on neighbouring sites. The agreement will also prevent further subdivision including house lot excision.

The subject site is not identified within the 2004 Strathbogie Shire Rural Residential Strategy. However, as identified throughout this report the land is part of an historic subdivision which has been developed and the parcel cannot be re-absorbed by surrounding agricultural land. An assessment of how the proposal complies with the relevant policy is as follows:

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<i>Policy Requirement</i>	<i>Officer Comment</i>	<i>Complies?</i>
<i>The lot is accessed by an all-weather road and has appropriate service provisions.</i>	<p>Babblers Lane is an unsealed road but is appropriately graded for the use of vehicles. It has a width of generally 4m – 5m and can accommodate access by emergency vehicles. There is also an existing driveway into the site that can accommodate emergency vehicles.</p> <p>The existing rural access will be required to meet Councils IDM standards and will be Conditioned on any planning permit issued.</p> <p>The dwelling will be able to connect services or have an alternative source and this will be conditioned on any planning permit issued.</p> <p>The property is large enough to contain onsite wastewater for a single dwelling.</p>	✓ Yes
<i>Emergency ingress and egress is at an appropriate standard.</i>	The proposed driveway will be required to be constructed to allow all weather access and minimum trafficable width for safe ingress and egress of emergency vehicles.	✓ Yes
<i>The dwelling will not inhibit the operation of agriculture and rural industries</i>	The dwelling is setback appropriately on the subject site. The land will continue to be used for agricultural production on a small lot in accordance with the relevant policies within the Planning Policy Framework. As discussed in the report the subject site does not meet the 100-hectare requirement in the Farming Zone, however future growth for agricultural pursuits are limited on this site. A 173 Agreement will be conditioned on any planning permit issued to ensure current and future landowners acknowledge the agricultural pursuits on adjoining land.	✓ Yes

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

<p><i>The site must be able to contain and treat onsite effluent and wastewater in accordance with the relevant Code of Practice and Australian Standards</i></p>	<p>The application has been referred to Environmental Health who do not object subject to conditions. It is intended to install a wastewater disposal system onsite to treat any wastewater. This will be distributed on-site by sprinklers or permeable piping. This would ensure soil filtration and is compatible with livestock.</p>	<p>✓ Yes</p>
<p><i>Meets at least one of the following requirements:</i></p> <ul style="list-style-type: none"> <li>• <i>The dwelling should be associated with a sustainable rural pursuit that requires a dwelling on the land to manage that pursuit. The application should be supported by a farm management plan that justifies the need for a dwelling to assist in the operation of the farm.</i></li> </ul>	<p>It is clear from the zone purposes, and Council's local policies listed above that dwellings should be in association with agricultural/farming uses. That is the case in this proposal, with this dwelling being required to oversee the rearing and sale of goats. Although the enterprise is small in nature it is considered appropriate due to site constraints and the inability for the lot to be absorbed by larger agricultural enterprises.</p>	<p>✓ Yes</p>

The policy requires that a Section 173 Agreement condition be included on any planning permit issued to ensure subdivision of the land which increases the number of lots including house lot excision is prevented and that the property owner acknowledges and accepts that the possibility of some amenity impacts from adjoining and/or nearby land uses including agriculture.

Although the land will not meet the 100-hectare area for an as of right the land will continue to be used for small scale agricultural production within the site constraints in accordance with the relevant policies within the Planning Policy Framework.

**Relevant Particular Provisions**

There are no provisions considered applicable to this planning permit application.

**The decision guidelines of Clause 65**

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

- The matters set out in Section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

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

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

**Relevant incorporated, reference or adopted documents**

Rural

**Relevant Planning Scheme amendments**

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

**Risk Management**

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

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

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

***POLICY CONSIDERATIONS***

**Council Plans and Policies**

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

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

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

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



9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**LEGAL CONSIDERATIONS**

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

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

**Conflict of Interest Declaration**

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

**Transparency**

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

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

**SUSTAINABILITY CONSIDERATIONS**

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

**Economic**

The applicant has demonstrated the land will continue to be used for small scale agricultural production in accordance with the relevant policies within the Planning Policy Framework. The dwelling is setback appropriately setback on the subject site.

**Social**

It is considered that there are no negative broader social implications from the proposed use and development or as a result of this application. It is clear from the zone purposes, and Council's local policies listed above, dwellings should be in association with agricultural/farming uses. That is the case in this proposal, with this dwelling being required to oversee the rearing and sale of goats. Although the enterprise is small in nature it is considered appropriate due to site constraints and the inability for the lot to be absorbed by larger agricultural enterprises.

**Environmental**

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

9.1.1 Planning Permit Application No. P2021-072  
Use and Development of land for a dwelling and associated outbuilding ~ 24  
Babbler Lane, Tabilk (cont.)

**Climate change**

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

***HUMAN RIGHTS CONSIDERATIONS***

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

***SUMMARY OF KEY ISSUES***

As discussed in the report the subject site does not meet the 100-hectare requirement in the Farming Zone. However, it is considered the proposal is appropriate and when assessed against the decision guidelines is found to support them.

The applicant has demonstrated the land will continue to be used for small scale agricultural production in accordance with the relevant policies within the Planning Policy Framework. The dwelling is setback appropriately setback on the subject site.

It is acknowledged that the proposal is a rural lifestyle lot with a hobby farming enterprise. This is considered appropriate due to the historic subdivision patterns and development of dwellings since 1988. It is considered due the previous development and the location of the lot there is limited potential for the land to be absorbed into a larger agricultural lot.

It is considered the proposal will not contribute to any further proliferation of dwellings beyond the area identified in this report.

With regard to the Bushfire Management Overlay: The proposed buildings and works are located outside of the Bushfire Management Overlay and therefore a planning permit is not required under Clause 44.06.

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

***CONCLUSION***

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

***ATTACHMENTS***

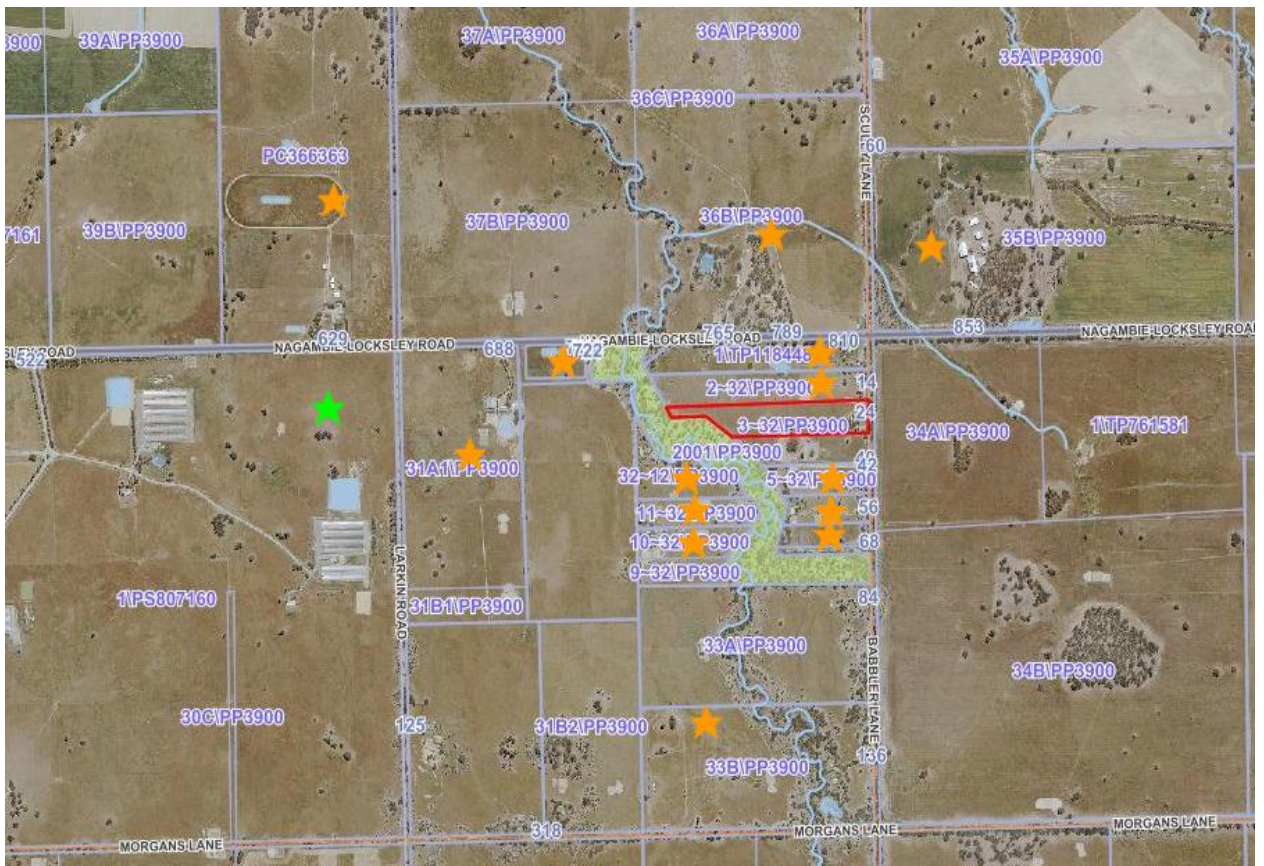
**Attachment 1:** Site Plan

**Attachment 2:** Site Locality Map

**ATTACHMENT 1: Site plan**



**ATTACHMENT 2: Site locality map**



### **9.1.2 Planning Applications Received and Planning Applications Determined - 1 to 31 August 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 August 2021 are provided for information.

It is noted that there were 27 planning applications received, 17 planning applications issued, 2 planning applications lapsed and 1 planning application was withdrawn during this period.

#### ***RECOMMENDATION***

***That Council:***

- 1. Note that there were 27 new planning applications received, 17 planning applications issued, 2 planning applications lapsed and 1 planning application withdrawn during the period 1<sup>st</sup> to 31<sup>st</sup> August 2021.***
- 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.

9.1.2 Planning Applications Received and Planning Applications Determined  
- 1 to 31 August 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:**

Tuesday, 3 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
298 Mitchellstown Road, Tabilk VIC 3607	P2021-140	Native Vegetation Removal (3 large trees) to allow for the construction of an internal access road.	\$0.00

Thursday, 5 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
20-22 Tarcombe Street, Euroa VIC 3666	P2021-141	Development of land for a storage shed/verandah and signage associated with a retail premises	\$15,000.00

Friday, 6 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
115 Grenada Road, Mangalore VIC 3663	P2018-131 SC 1	Use and development of land for nine (9) dwellings, water pump station and signage	\$0.00
66 Loddings Lane, Nagambie VIC 3608	P2021-154	Use and development of land for a public pathway.	\$2,812,256.83

Monday, 9 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
Murray Street, Nagambie VIC 3608	P2015-078 EOT 2	Staged 25 Lot Subdivision	\$0.00

Tuesday, 10 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
12 McLeod Street, Kirwans Bridge VIC 3608	P2021-143	Development of land for alterations to an existing dwelling	\$250,000.00

1491 Merton-Strathbogrie Road, Strathbogrie VIC 3666	P2021-142	Development of land for the construction of a shed (Agricultural Use)	\$0.00
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### Thursday, 12 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2 Daisy Street, Violet Town VIC 3669	P2021-146	Use and Development for a Dwelling and Outbuilding	\$0.00
5 Lewis Street, Euroa VIC 3666	P2021-144	Two (2) Lot Subdivision	\$0.00

### Friday, 13 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
3 Hill Close, Ruffy VIC 3666	P2021-145	Construction of a Garage and Carport	\$9,500.00

### Tuesday, 17 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
181 Millards Lane, Euroa VIC 3666	P2021-148	Use and Development for a Dwelling	\$498,000.00
18-20 Frost Street, Euroa VIC 3666	P2021-147	Two (2) Lot Subdivision	\$0.00
7-11 Scott Street, Euroa VIC 3666	P2021-157	Development of Six Dwellings, Six Lot Subdivision, Reduction in Car Parking	\$980,000.00

### Wednesday, 18 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
205 Goulburn Weir Road, Goulburn Weir VIC 3608	P2021-150	Addition to a Dwelling	\$120,000.00
6 Cree Street, Euroa VIC 3666	P2021-097-SC1	Development of land for an extension of dwelling	\$0.00
667 Creightons Creek Road, Creightons Creek VIC 3666	P2021-149	Development of land for a carport	\$29,700.00



### Thursday, 19 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
143 High Street, Nagambie VIC 3608	P2018-026-1 S72	Update to masterplan for Nagambie Caravan Park	\$6,440,000.00
34 Kelvin View School Road, Kelvin View VIC 3666	P2021-151	Construction of a Verandah	\$41,800.00

### Friday, 20 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
51 Wattlevale Road, Bailieston VIC 3608	P2021-152	Construction of an Outbuilding	\$40,617.00
99 Binney Street, Euroa VIC 3666	P2019-112-1 EOT	Development of land for an extension to a court house; Two lot boundary re-alignment	\$0.00

### Monday, 23 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
1175 Lambing Gully Road, Avenel VIC 3664	P2021-155	Construction of an outdoor entertainment area (inc storage, cool room, toilets and front service counter)	\$150,000.00
23 Kettels Road, Kirwans Bridge VIC 3608	P2019-078 SC C1	Development of land for alterations and extension to a dwelling	\$0.00
43-45 Tarcombe Street, Euroa VIC 3666	P2021-153	Two (2) lot subdivision and access to a road zone category 1	\$0.00

### Tuesday, 24 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
2654 Heathcote-Nagambie Road, Graytown VIC 3608	P2021-156	Native Vegetation Removal (small saplings) to allow construction of telecommunications tower.	\$0.00



### Wednesday, 25 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
272-278 High Street, Nagambie VIC 3608	P2020-141-1	Development of land for a two-storey commercial building; Eleven (11) Lot Subdivision; Reduction in car parking requirements	\$0.00

### Friday, 27 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
380 Drysdale Road, Euroa VIC 3666	P2017-021-1 SC C2	Inclusion of staff amenities block at existing a free range egg farm	\$0.00

### Tuesday, 31 August 2021

Site Address	Application Number Display	Application Description	Cost Of Works
Murray Street, Nagambie VIC 3608	P2015-078- 1 COR	Staged 25 lot subdivision - correcting condition 1a on permit to reflect correct number of lots	\$0.00

**ATTACHMENT 2:**

05/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
4 Hughes Street, Avenel VIC 3664	P2021-060	Two Lot Subdivision	\$0.00	Issued
Mt Cecelia Road, Gooram VIC 3666	P2020-087	Development of land for a dwelling, barn, garage and internal access	\$0.00	Issued

11/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
22-24 Jean Street, Longwood VIC 3665	P2021-055	Development of land for the construction of a second dwelling on a lot	\$161,000.00	Issued
261 McKenzies Road, Locksley VIC 3665	P2021-109	Three Lot Re Subdivision	\$0.00	Issued
44 McLeod Street, Kirwans Bridge VIC 3608	P2021-064	Use and Development of land for a landing and jetty	\$12,000.00	Issued
6 Cree Street, Euroa VIC 3666	P2021-097	Development of land for an extension of dwelling	\$30,000.00	Issued

13/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
12 James Grant Lane, Longwood VIC 3665	P2020-068	Development of land for the installation of powerlines, construction of road and associated removal of native vegetation	\$0.00	Issued

17/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
3 Hill Close, Ruffy VIC 3666	P2021-145	Construction of a Garage and Carport	\$9,500.00	Issued

337 Mt Camel-Graytown Road, Moorbool West VIC 3523	P2021-062	Re-subdivision of three (3) lots into two (2) lots	\$0.00	Issued
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18/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
197 Ryans Lane, Locksley VIC 3665	P2021-112	Development of land for a shed (Agricultural)	\$52,936.00	Lapsed
290-292 High Street, Nagambie VIC 3608	P2021-077	Development of Two Retail Premises with Accommodation	\$300,000.00	Issued
533 Zanelli Road, Nagambie VIC 3608	P2021-050	Use and Development for a Mineral Processing Facility (to process gold bearing ore with tailings processing and storage); and Native Vegetation Removal	\$2,000,000.00	Issued

20/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
61-63 Tulip Street, Violet Town VIC 3669	P2021-057	Two Lot Subdivision	\$0.00	Issued

23/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
Dunnings Road, Balmattum VIC 3666	P2021-079	Use and Development of a Dwelling	\$0.00	Lapsed

24/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2654 Heathcote-Nagambie Road, Graytown VIC 3608	P2021-156	Native Vegetation Removal for telecommunications tower– no planning permit required removal of saplings under 10 years in age.	\$0.00	Withdrawn

25/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
205 Goulburn Weir Road, Goulburn Weir VIC 3608	P2021-150	Addition to a Dwelling	\$120,000.00	Issued

26/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
1175 Lambing Gully Road, Avenel VIC 3664	P2021-155	Construction of an outdoor entertainment area (inc storage, cool room, toilets and front service counter)	\$150,000.00	Issued
51 Wattlevale Road, Bailieston VIC 3608	P2021-152	Construction of an Outbuilding	\$40,617.00	Issued
667 Creightons Creek Road, Creightons Creek VIC 3666	P2021-149	Development of land for a carport	\$29,700.00	Issued

27/08/2021

Site Address	Application Number Display	Application Description	Cost Of Works	Decision
2329 Euroa-Mansfield Road, Gooram VIC 3666	P2021-066	Construction of a Farm Shed and Water Tanks	\$30,000.00	Issued

## 9.2 **COMMUNITY**

### 9.2.1 **Euroa Little Theatre Inc. – Application for Sponsorship**

Author: Manager Tourism and Community Services

Responsible Director: Director Community and Planning

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

The Euroa Little Theatre (ELT) Inc. have submitted a request for sponsorship of \$3,000 from Council to be used towards their theatre production event being held in October 2021. These funds will assist to enable the purchase and hire of safety and access equipment for this production.

The funds will be utilised for the following purpose:

1. The purchase of ground operated, wind-up lighting towers to reduce the current OHS risk, undertaken by volunteers during the event.
2. The hire of a wheelchair lifter to address accessibility issues and barriers to inclusion for the performers at this event.

Their application was of a very high standard with all questions addressed and scored a 21/25 against the measured criteria of the Sponsorship Program. This sponsorship application is the first for the 2021 – 2022 financial year with a budget of \$30,000 of available funds still remaining in the program.

This application for sponsorship aligns with the following priority focus areas of Council for the Sponsorship Program which are to:

1. Promote community engagement and participation
2. Support gender equality and social inclusion and improve accessibility
3. Contribute to building health and vibrant communities.

This report seeks approval for the provision of this sponsorship request. Should Covid-19 restrictions prevent this event from occurring in October, the event will be postponed until restrictions ease.

#### ***RECOMMENDATION***

***That Council endorse the request for \$3,000 in sponsorship, to be funded from the 2021 – 22 budget allocation for community sponsorship, for the Euroa Little Theatre Incorporated to assist with their event production being held in October 2021.***

#### ***PURPOSE AND BACKGROUND***

The Euroa Little Theatre (ELT) Inc has been active since 1956, presenting a variety of stage performances and workshops within the Strathbogie Shire. Membership is open to all ages and abilities, with an emphasis in recent years on scripts written within the Euroa Community. ELT Inc. is open to anyone in the community and develops production and personal skills around theatrical performance.

### 9.2.1 Euroa Little Theatre Inc. – Application for Sponsorship (cont.)

The funds from the sponsorship program will be put towards the purchase of wind-up lighting towers for ongoing use in the performance space at The Euroa School House where ELT Inc conduct their rehearsals and performances. This will ensure that lighting crew volunteers will not have to climb five (5) metre high ladders to hang lights, providing a safer environment for all to work in.

In addition, the hire of a wheelchair lifter will provide greater inclusion for performers, as the School House stage is only accessible by steps, meaning that a wheelchair is currently prohibited from accessing the stage area.

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

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

The sponsorship assistance provided by Council will facilitate a safer, more accessible and inclusive environment in which ELT Inc may conduct both their rehearsals and performances, enabling them to afford appropriate equipment for use in the lighting of and accessible access to the stage area.

Currently, it is an Occupational Health and Safety issue for volunteers to have to climb five (5) metre high ladders to hang and change lighting configurations for the event performance. The sponsorship funds requested will allow for the purchase of wind-up lighting towers that are operated at ground level, and these will be able to be utilised at the October 2021 event as well as other events/performances in the future. Should Covid-19 restrictions prevent this event from occurring in October, the event will be postponed until restrictions ease.

The requested sponsorship funds will also be utilised for the hire of a wheelchair lifter, which will address accessibility issues and barriers to inclusion for the performers at this event.

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

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

Community engagement was undertaken in development of the Arts and Culture Strategy 2019 -2023, with the following goal and key objective identified:

- 'A culturally capable community' – To increase the capacity for the community to lead and deliver arts and cultural experiences, by supporting opportunities for growth and learning.

This request for sponsorship to assist with both accessibility and OHS issues aligns with this goal as identified by the community in the Arts and Culture Strategy 2019 -2023.

## 9.2.1 Euroa Little Theatre Inc. – Application for Sponsorship (cont.)

### **POLICY CONSIDERATIONS**

#### Council Plans and Policies

*This initiative addresses the key objectives of the Council Plan 2017 – 2021 as follows:*

- *Goal One: To enhance community health and wellbeing*
  - *Key strategies – Plan for improved community health, wellbeing and liveability; Engage and participate with the community in Council/Community initiatives; Support and drive community, arts and cultural events*

*This initiative also directly relates to the Arts and Culture Strategy 2019 -2023 as follows:*

- *Goal 1: A Connected and Vibrant Community which is focused on strengthening the strong sense of belonging and community pride, by increasing the opportunities for creative stimulation and connectedness.*
  - *Strategic Objective 1.1 – we will support initiatives that bring people together, encourage collaboration and partnerships and create networks.*

*It also relates to the Liveability Plan 2017-2021 as follows:*

- *Priority One: Stronger Together. Establish strong partnerships and increase collaboration.*

### **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 provision of a safe workplace environment and adequate all abilities facilities are a basic workplace right, and *to eliminate ‘as far as possible’ discrimination on the ground of disability* is one of the main objectives under the Disability and Discrimination Act 1992.

#### **Conflict of Interest Declaration**

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

#### **Transparency**

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

In the interest of transparency and open and honest communication with our community, it is recommended that this request for sponsorship of the Euroa Little Theatre be acknowledged in a public forum providing full disclosure of how potential allocated sponsorship funding is being distributed within our community.

### 9.2.1 Euroa Little Theatre Inc. – Application for Sponsorship (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.

This request for sponsorship is the first request received for the 2021 – 2022 financial year, with a budget of \$30,000 currently remaining in the Sponsorship Program. The event production scheduled for October 2021 has good support from local sponsors providing cash contributions as well as ELT Inc contributing their own funds to the project.

#### **SUSTAINABILITY CONSIDERATIONS**

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

##### **Economic**

This event will assist in bringing people from the surrounding areas into Euroa to enjoy the event with the possibility of a small economic stimulus to the township.

##### **Social**

The event supports social connection by providing an all community event within the town of Euroa enabling those residents who usually have to travel to access cultural events out of town access to a cultural event within their own town, by their own community.

##### **Environment**

There may be some minimal environmental impacts including additional electricity consumption that will be required to deliver the event.

##### **Climate Change**

This event can provide the opportunity for attendees to carpool to the venue, reducing the carbon footprint on the environment.

#### **INNOVATION AND CONTINUOUS IMPROVEMENT**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

The recognition of the need for all abilities access to the performance stage area at the event highlights the pursuit of continuous improvement in the area of equality and accessibility for all.

#### **COLLABORATION**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

This event will be a collaboration between the local community, local philanthropists, Shire, and the Euroa Little Theatre Inc Committee.



9.2.1 Euroa Little Theatre Inc. – Application for Sponsorship (cont.)

**HUMAN RIGHTS CONSIDERATIONS**

The sponsorship funding will assist to facilitate the right to equality under The *Charter of Human Rights and Responsibilities Act 2006* by the provision of a wheelchair lifter to enable access the performance stage at the event for all abilities.

**CONCLUSION**

It is recommended that the request from the Euroa Little Theatre Inc for \$3,000 to support the requirements of their event production to take place in October 2021 be granted for the reasons as identified in this report.

**ATTACHMENTS**

Nil

### **9.2.2 Tourism, Arts and Culture Advisory Group – Minutes of Meeting held on Monday 21 June 2021**

Author: Manager Tourism, Arts and Culture

Responsible Director: Director Community and Planning

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

This report presents the accepted minutes of the Tourism, Arts and Culture Advisory Group for the most recent meeting held to date in 2021/2022 – Monday 21 June 2021 for noting by Council.

No formal meeting took place in July 2021 as a quorum of members was unable to be achieved.

There are no required actions of Council relating to these minutes.

#### ***RECOMMENDATION***

***That Council note the minutes of the Tourism, Arts and Culture Advisory Group meeting held on Monday 21 June 2021.***

#### ***PURPOSE AND BACKGROUND***

The objectives of the Strathbogie Shire Council Tourism, Arts and Culture Advisory Group are:

- To provide a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Act as advocates and champions for Tourism, Arts and Culture programs and projects with the Shire that are of community benefit.
- Provide a forum for discussion of tourism, arts and culture industry trends and best practice in the Local Government sector.

The role of the Committee is to carry out the following functions:

- To assist with the development and implementation of a Tourism, Arts and Culture Strategy Plan.
- Respond to issues referred by Council to the committee.
- Assist Council to work strategically to encourage, foster, value and promote tourism, arts and culture.
- Provide a consultative mechanism for Council on tourism, arts and culture activities within the Shire.
- Assist in identifying and responding to key issues relating to tourism, arts and culture in the Shire.
- Provide advice on the review and implementation of the future Tourism, Arts and Culture Strategy Plan.

The Tourism, Arts and Culture Advisory Group Charter was adopted by Council on 15<sup>th</sup> of August 2017 and reviewed and further adopted on 17<sup>th</sup> of September 2019.

9.2.2 Tourism, Arts and Culture Advisory Group – Minutes of Meeting held on Monday 21 June 2021 (cont.)

**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.

There are no actions requiring Council consideration within the attached minutes. The minutes are for Council and community information at this time.

**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 Tourism, Arts and Culture Advisory Committee provides specialist advice and enables community participation in developing and implementing a Tourism, Arts and Culture Strategy Plan which helps drive key tourism-related items in the Council Plan.

**POLICY CONSIDERATIONS**

**Council Plans and Policies**

*The Tourism, Arts and Culture Advisory Group is an advisory group of Council and not a decision making body and are subject to the terms of the Charter of the Tourism, Arts and Culture Advisory Group as endorsed by Council on 17 September, 2019.*

**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.

State:

- Creative Victoria - Creative State Victoria's First Creative Industries Strategy
- Victorian Visitor Economy Strategy
- Visitor Economy Recovery and Reform Plan.

**LEGAL CONSIDERATIONS**

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

**Conflict of Interest Declaration**

All officers, and/or contractors, involved in the preparation of this report have signed a written declaration that they do not have a conflict of interest in the subject matter of this report. It is also reflected in the minutes of the meeting should any attendees believe that they have a conflict of interest with the subject matter discussed within the meeting.

9.2.2 Tourism, Arts and Culture Advisory Group – Minutes of Meeting held on Monday 21 June 2021 (cont.)

**Transparency**

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

Transparency goals are achieved by making the minutes of the Tourism, Arts and Culture Advisory Group meetings available as attached.

***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**

There are many positive economic benefits deriving from the actions of the Tourism, Arts and Culture Advisory Group. The group work to continually promote Strathbogie Shire as a visitor destination through the many and varied offerings the shire has available.

**Social**

The group comprises of a membership of Councillors, community representatives/stakeholders and Council staff that meet regularly.

**Environment**

Throughout initiatives driven by the Tourism, Arts and Culture Advisory Group there are opportunities to promote and enhance the natural environment through the shire.

**Climate Change**

As a result of the natural topography, there are opportunities to promote ecotourism a primary focus on experiencing natural areas that fosters environmental and cultural understanding, appreciation and conservation.

***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.

Members of the Tourism, Arts and Culture Advisory Group are appointed by Council to assist with being a voice for our community and offer input into innovation and continuous improvement within the areas of Tourism, Arts and Culture for our Shire.

***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*.

9.2.2 Tourism, Arts and Culture Advisory Group – Minutes of Meeting held on Monday 21 June 2021 (cont.)

**CONCLUSION**

The minutes of the Tourism, Arts and Culture Advisory Committee are being presented to Council for information and in the interests of transparency. No further Council action is required at this time.

**ATTACHMENTS**

**Attachment 1:** Minutes of the Tourism, Arts and Culture Advisory Committee of Monday 21 June 2021.



<p><b>6. ARTS &amp; CULTURE INITIATIVES</b></p> <p><i>6.1 Arts ACTION</i> Report will be provided on the outcomes of the workshops once it has been received</p> <p><i>6.2 Update to Arts &amp; Culture Strategy – 12-month Action Plan</i> TACAG members went through some of the goals, strategic objectives and actions in the meeting to discuss what had been achieved. Claire to format the spreadsheets to highlight actions achieved for a final report</p> <p><i>6.3 Arts &amp; Culture Officer</i> This new position has been advertised, with the new officer hopefully able to be announced at the next TACAG meeting to be held in July</p>	<p>Claire</p> <p>Claire</p> <p>Claire</p>
<p><b>7. OTHER BUSINESS</b></p>	<p>All members</p>
<p><b>8. MEETING CLOSED - 4:40pm</b></p>	
<p><b>9. NEXT MEETING/S:</b> Monday 26 July 2021</p>	

### **9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery**

Author: Waste Management Officer

Responsible Director: Director Corporate Operations

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

Changes to the *Environment Protection Act 2017* (the Act) that came into effect on July 1 2021 require a renewed attention to the best waste management practices and obligations required of Council regarding materials received at our Resource Recovery Centres (RRC). The new Act emphasises the tenet of general environmental duty, which is understood as our duty as individuals and as a business to minimise the risk of harm to environmental and human health from the activities conducted within our Shire.

The Act has introduced a new waste classification system, with controls and obligations toward managing waste materials based on their level of hazard to environmental and human health.

Council receives materials at four (4) of its RRC's that are classified as reportable priority waste (RPW). Refrigerants, most commonly contained in refrigerators and air conditioning units, are classified as a RPW, given they contain ozone depleting substances (ODS) or synthetic greenhouse gases (SGG) that are potentially extremely hazardous if not handled correctly.

The management of refrigerant containing materials requires Council staff to engage a licensed contractor who obtains an Environmental Protection Agency (EPA) approved permission to safely either collect these items and transport off site, or, decommission the refrigerant on site, transport and safely dispose or rebirth the contained material.

The engagement of a licensed contractor will ensure Council meets their obligations under the new Act, whilst ensuring we correctly manage potentially hazardous materials that are directly correlated with enhancing climate change.

The cost to recover hazardous ODS's and SGG's contained in refrigerators and air conditioning units is substantially higher than what the members of our community are currently charged to dispose at our RRC's. Therefore, Council is provided with three (3) options to update the cost-recovery method that will reflect the best outcome for our Shire across economic, environmental and social pillars.

It is recommended that Council update the charges at our RRC's to reflect the true cost of recovery - Option 3.

#### ***RECOMMENDATION***

***That Council increase the charges associated with the disposal of refrigerant containing materials at our Resource Recovery Centres to \$20 to reflect the true cost of handling ozone depleting substances and synthetic greenhouse gases under the new Environment Protection Act 2017.***



### 9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

#### **PURPOSE AND BACKGROUND**

Under the new Act there is a greater emphasis placed on managing waste the right way. This is embodied through the Act's core tenet of General Environmental Duty (GED). The GED applies to all Victorians, and especially applicable to how we manage waste received at our Resource Recovery Centre's (RRC). To uphold our GED, we must ensure that we reduce the risk of harm from our activities to environmental and human health, and from pollution and waste.

Due to the changes to the Act, which came into effect on July 1 2021, we need to reassess how we best manage waste materials received at our RRC's. The Environment & Waste team have ensured that we remain partnered with suppliers who also uphold their GED and have the correct permissions to conduct their respective activity. However, some materials we receive require a renewed attention from Council, as their waste classification has changed, or new measures are in place to ensure the handling, transportation and disposal of such materials are conducted that best prevents harm to environmental and human health.

The results of such changes have either; increased the cost to manage items the right way, or, created the need to find an alternate, sustainable solution to ensure we meet our obligations under the Act.

Refrigerants are classed as a reportable priority waste (RPW) under the new Act, where if not properly managed, are extremely harmful to the environment. Refrigerants are most commonly contained in air-conditioning units and refrigerators. We accept refrigerant containing materials at four of our RRC's. The sites accepting these items are; Avenel, Euroa, Nagambie and Violet Town.

Depending on the age of an air conditioning unit or refrigerator, the unit's refrigerant will either consist of chlorofluorocarbons (CFC's), hydrochlorofluorocarbons (HCFC's) or hydrofluorocarbons (HFC's). CFC's and HCFC's are extremely hazardous, ozone depleting substances, whereas synthetic HFC's are not an ozone depleting substance, but its composition has greater greenhouse gas potency than carbon dioxide, contributing to climate change.

Council's management of refrigerant containing materials has oscillated between various management models, including; bulk haulage of materials and on-site material degassing, with neither model having a long-term agreement or contract in place.

To ensure that we properly handle Ozone Depleting Substances (ODS) and Synthetic Greenhouse Gases (SGG), whilst meeting our obligations under the new EP Act, Council is required to determine the best cost recovery process regarding the reclamation of refrigerants received across our RRC's.

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

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

9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

The management of refrigerants accepted at our RRC's is an important factor toward ensuring that we minimise our ecological footprint within our Shire, ensuring the best outcomes for our community and future generations.

Council staff have conducted further research into engaging a contractor to sustainably manage the proper reclamation of refrigerants, on a longer-term, sustainable basis. However, the ability for our Shire to attract potential contractors faces geospatial and material throughput barriers. These barriers are reflected in the pricing received from potential contractors to collect or decommission units onsite, as potential contractors must travel to Strathbogie and reclaim a lower number of units than they would usually service.

The current charge for members of our community when disposing of refrigerant containing materials for the 2021-22 financial year at our RRC's is \$10, whereas to hire a contractor to recover refrigerants will cost between \$18.18 and \$28.10 per unit.

As the cost incurred to manage this material the right way will cost more than what is currently being recovered from members of our community, Council staff propose the following options for Council to determine as the best cost recovery method.

**OPTIONS**

The following options and associated costs are based on the annual recovery of 400 units, with the price per unit based on the most cost-effective contractor (\$18.18).

**Option 1 - No Change:** Council covers the extra cost of recovery. The cost to Council to cover the excess would be \$3,272 this financial year.

**Option 2 - Staggered Charge Increase:** The charges will increase annually by 25% based off the current charge for financial year 2021/22 (\$10), until the supplier service charge and cost recovery are equal (2024/25). Assuming a 3% annual increase in the supplier's service charge, the relevant charge and costs to council over the next four (4) years would be:

Year	2021/22	2022/23	2023/24	2024/25
Service Charge (Unit)	\$18.18	\$18.73	\$19.29	\$19.87
Charge Per Unit	\$12.50	\$15	\$17.50	\$20
Cost to Council	\$2,272	\$1,492	\$716	\$0

**Option 3 - Full Charge Increase:** The charge for materials requiring refrigerant recovery at our RRC's to be updated to reflect the full cost of recovery of \$20. This option would not carry any excess costs to Council.

### 9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

#### **ISSUES**

The adoption of *Options 2* and *3* have the potential to create several issues.

Primarily, increasing the charges associated with refrigerant containing materials will have an economic effect on members of our community, which may prevent best waste management practices in the household. The economic barrier may entice members of the community to decommission refrigerant containing materials improperly before transporting units to our RRC's (decommissioned units are accepted free of charge). This will release ODS's and SGG's into our atmosphere, having an adverse effect on the environment. The inhalation of refrigerants can also result in damaging human health effects.

Increasing the charges for refrigerant containing materials at our RRC's may also lead to an increase of illegally dumped materials. Illegally dumped rubbish poses as an economic, environmental and social risk to Council and members of community. Furthermore, illegally dumped refrigerators and freezers pose as a hazard and safety risk in our community, particularly for children and adolescents, whilst also enhancing the likelihood of attracting further dumped rubbish that does not include refrigerant containing materials.

#### **COMMUNITY ENGAGEMENT**

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

There has not been any community engagement undertaken prior to the production of this report. The community has not been engaged as this is an operational decision that requires Council to make a financial decision based on the best economic, environmental and social outcomes for members of our community. Council will have the ability to inform the community once a decision has been made and its justification.

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

The proper management of refrigerants received at our RRC's furthers Council's plan to sustainably manage our natural and built environment. The acceptance of refrigerant containing materials at four (4) of our RRC's highlight our ability to promote and support sustainability initiatives, with refrigerant reclamation an important tool toward mitigating the effects of climate change.

The engagement of a suitably qualified refrigerant reclaiming will also support Council's Climate Change Emergency Declaration, ensuring that ODS's and SGG's that enhance the effects of climate change are not released into the atmosphere.

##### **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.

### 9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

#### **LEGAL CONSIDERATIONS**

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

The management of refrigerant containing materials is essential for Strathbogie Shire Council to meet their obligations under the new Act. Furthermore, the management and handling of refrigerants must conform with national policies and regulations including; The *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989* and *Ozone Protection and Synthetic Greenhouse Gas Management Regulations 1995*.

Council has the ability to set fees as it does annually in its Budget.

#### **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 matter is being discussed in an open Council meeting. Hence, Staff are seeking the approval of Council to determine the best cost recovery method when processing refrigerant containing materials.

#### **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 costs to Council are outlined earlier in the report. The highest cost incurred would be \$3,272 this financial year if Option 1 is selected. Option 2 would cost \$2,272 to Council this financial year, decreasing year on year. Option 3 would bear no excess financial cost to Council.

#### **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 determination of a cost-recovery method will have economic ramifications for Council, our Shire's community, or a combination of both. The costs associated with best (and required) waste management practices may act as a deterrent to sustaining these practices, however, the costs associated with inaction over ODS's and SGG's will be greater in the future than it is in the present for Council and our community.

### 9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

#### **Social**

Adjusting the charge associated with refrigerant containing materials and providing the justification as to why these materials need to be managed the right way can increase awareness amongst our community of the best management practices of environmentally hazardous materials. However, price increases may act as a deterrent for members of our community to dispose of materials responsibly, potentially creating further environmental and human health risks.

#### **Environmental**

The management of hazardous ODS's and SGG's are of utmost importance to Council and the community toward ensuring we meet our general environmental duty. Refrigerant containing materials we receive at our sites contain these substances, and it is our obligation under the Act to ensure that we minimise the risk of harm to environmental and human health from the conduction of all activities in our Shire.

#### **Climate Change**

There is a direct correlation between the improper management of ODS's and SGG's and climate change. Therefore, determining the best cost recovery method will assist Council toward ensuring that we meet our obligations under State and National frameworks, whilst informing the community of the efforts we undertake and are required so as to ensure best socio-environmental outcomes for present and future generations.

#### ***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 engagement of a suitably qualified refrigerant reclaimer will allow Council to improve its resource recovery endeavours. Reclaimed refrigerant of good quality can be rebirthed and reused. Thus, ensuring Strathbogie Shire Council plays its role toward ensuring adherence to the Montreal Protocol by preventing the release of ODS's into the atmosphere.

#### ***COLLABORATION***

One of the overarching governance principles in section 9 of *the Local Government Act 2020 is that collaboration with other councils, levels of government and statutory bodies is to be sought.*

Council Staff engaged fellow counterparts from member Councils of the Goulburn Valley Waste Resource and Recovery Group. Staff were able to shortlist or exclude potential contractors based on the feedback provided from other Environment and Waste Officers in the region.

#### ***HUMAN RIGHTS CONSIDERATIONS***

There are no human rights considerations arising from the issues discussed in this report.

9.2.3 Resource Recovery Centres – Refrigerant Management and Cost Recovery (cont.)

**CONCLUSION**

The management of refrigerant containing materials requires a renewed attention due to adoption of the new Act and the potentially serious environmental and human health risks associated with these harmful substances. With this renewed attention, the costs associated with the proper management of refrigerants currently outweighs what is being recovered from the community when materials are disposed at our RRC's. Therefore, Council is required to decide on increasing the associated charges of refrigerant containing materials we accept to fully reflect the cost of recovery.

**ATTACHMENTS**

Nil.

#### **9.2.4 2021 – 2022 Community Grants Program Guidelines**

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

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

The Strathbogie Shire Community Grants Program encourages community organisations and community groups to apply for funding to support projects that improve the liveability of Strathbogie residents.

A review of the grant program guidelines was undertaken in April 2021, with a number of opportunities identified and endorsed by Council to strengthen the guidelines for the 2021/22 program. This included the removal of emergency services, educational institutions and religious organisations eligibility for funding as these organisations have access to funding via their governing bodies.

During Round 1 of the 2021/22 Community Grants Program, Council Officers identified that while educational institutions are now not eligible, further clarification is required regarding the definition. Specifically, it is considered that non-privatised early education providers, who receive minimal funding and operate in Council facilities, should remain as eligible organisations for this grant program.

This report seeks to amend the Community Grant Program Guidelines to provide greater clarity around the eligibility intent of educational institutions.

##### ***RECOMMENDATION***

***That Council adopt the revised 2021-2022 Community Grant Program Guidelines to provide further clarification around the definition and eligibility of educational institutions.***

##### ***PURPOSE AND BACKGROUND***

The Strathbogie Community Grants Program is the annual grants program offered by Council and provides funding for small and medium sized projects, events and initiatives that respond to the social, cultural, recreational and economic needs of Strathbogie residents.

The Strathbogie Community Grants Program has been a significant source of funding of the Strathbogie community since 1998. The program aims to:

- develop partnerships between Council and community groups to achieve Council's strategic directions;
- direct resources to both the emerging and specific needs of community groups;
- develop a positive approach to the resolution of local social issues;
- support local groups, activities and community connectedness; and
- support the implementation actions identified in local Community Action plans.

#### 9.2.4 2021 – 2022 Community Grants Program Guidelines (cont.)

The Strathbogie Community Grants Program was administered throughout June 2021 with successful applicants notified in August. Due to the remaining funds in the adopted budget, at the August 2021 Council Meeting Council endorsed to undertake a second round of the community grants opening in October with a funding pool of \$20,000 available.

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

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

To further strengthen the Community Grants Program the following amendment is recommended to be made to the Guidelines; the suggested amendment is the additional wording of “*excluding non-privatised early education providers operating in Council facilities*” to be added to provide greater clarity around the intent of educational institution eligibility. The rationale behind allowing non-privatised early education providers access to apply is founded on the basis that these organisations receive minimal funding and operate out of Council facilities. Other educational institutions are well supported by key funding bodies and private enterprise

The guidelines under the section “who is not eligible to apply” would be amended to read as follows:

- Emergency services, Educational Institutions (excluding non-privatised early education providers operating in Council facilities) and Religious organisations.

##### **COMMUNITY ENGAGEMENT**

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

No community consultation process undertaken for this report. Council Officers deem this amendment to provide further clarification of the guidelines and consultation with the community is not required.

##### **POLICY CONSIDERATIONS**

###### **Council Plans and Policies**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:

Goal 1: To enhance community health and wellbeing

- (2) Engage and participate with the community in Council/Community initiatives
- (4) Support and drive Community, arts, and cultural events.

##### **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.



#### 9.2.4 2021 – 2022 Community Grants Program Guidelines (cont.)

Under the Local Government Act 2020 Council must be accountable for how public funds are spent and governance arrangements around decision making.

Strathbogie Shire Council has a Community Grants Program Assessment Panel responsible for the assessment of all grants ensuring consistency, equity and transparency across the program. A Terms of Reference have been created outlining Strathbogie Shires governance arrangements for the assessment panel.

Strathbogie Shire Council Community Grants Program Guidelines and subsequent funding agreements managed via the SmartyGrants system will ensure accountability and transparency regarding decision making by Council in awarding grants and the responsibility of recipients in the spending and acquittal of funds.

#### **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.

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 these changes to the community grants guidelines be acknowledged in a public forum providing full disclosure of the changes to the community.

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

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

The 2021/2022 Strathbogie Community Grant Program has a total budget allocation of \$85,000. The first round of the Community Grants utilised \$57,593 from this allocation.

As determined at the August 2021 Council Meeting, a second round of the Community Grants Program will be offered and assigned a budget of \$20,000. The remaining \$7,407 will be allocated to the Small Grants Program.

#### ***SUSTAINABILITY CONSIDERATIONS***

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

#### 9.2.4 2021 – 2022 Community Grants Program Guidelines (cont.)

##### **Environment**

Through the application process, community projects that deliver environmental benefits to residents of the Shire will be encouraged. Applicants will be asked to outline the environmental impacts/benefits of their project as part of the application process.

##### **Climate change**

Through the application process, community projects that deliver improved outcomes for climate change will be encouraged. In addition, any successful applications that undertake events (on Council owned or managed land) will be required to so in line with Council's Zero Plastic Events Policy.

##### **Economic**

The community grants program has four key categories available for funding of projects up to the value of \$5000. The categories include:

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

In addition, grants are available for small projects up to the value of \$1000.

Projects in all four categories have the potential to increase economic development within the Shire. Arts and Culture projects have historically created tourist opportunities celebrating our rich indigenous history as well as our thriving art community, bringing exhibitions and tourists to town. Facilities and Infrastructure grants have enabled groups to become more efficient and sustainable as well as improving facilities to enable activities that bring financial gain to the group.

##### **Social**

The community grants program promotes community engagement as members of the community collaborate to develop their project ideas, apply for funding and work together to deliver their projects. The grants program helps to drive a sense of community and deliver change and improvements to the community.

##### ***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 changes proposed to the guidelines for 2021/2022 program demonstrates continuous improvement by providing greater clarity around the eligibility intent of educational institutions.

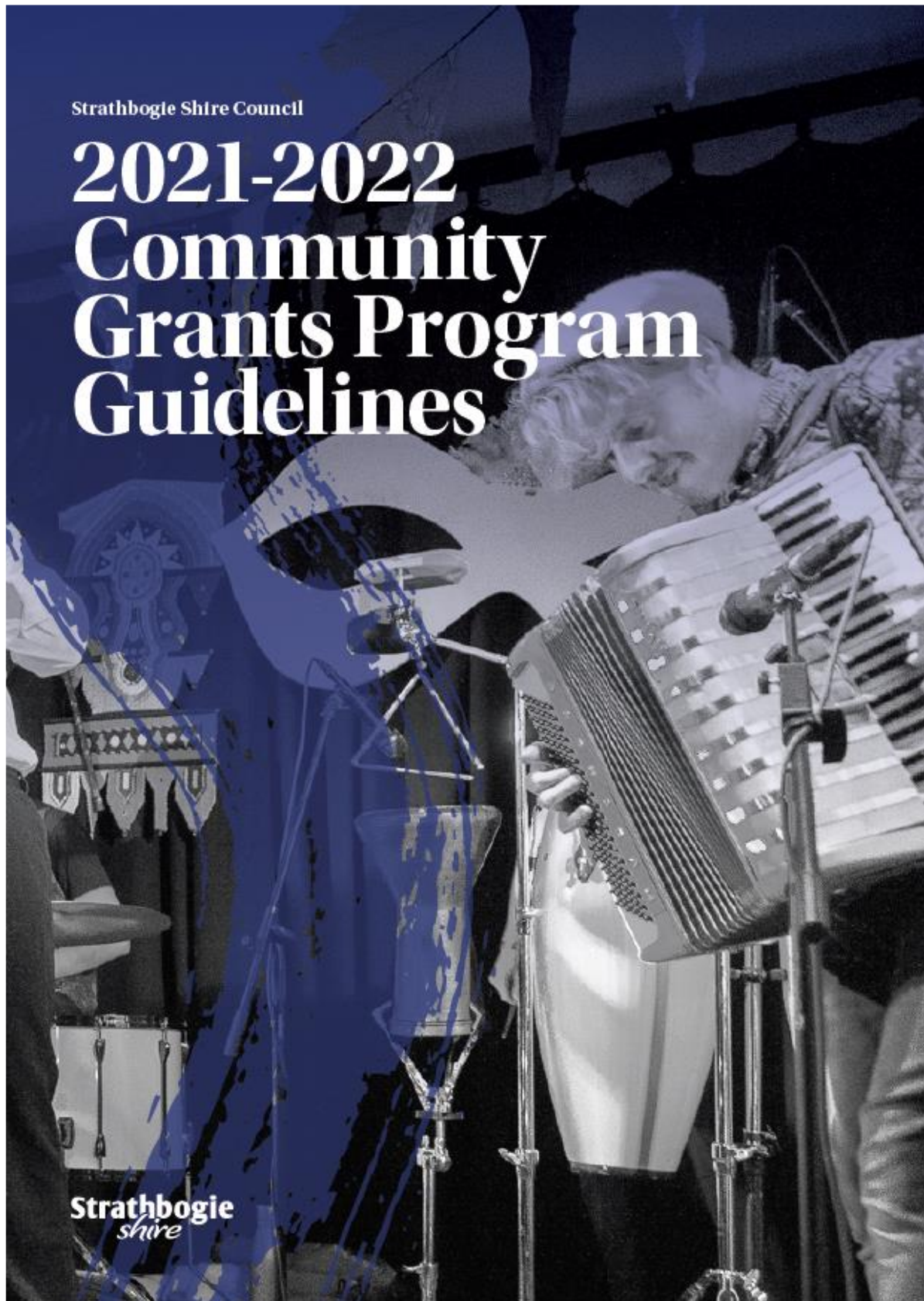
##### ***CONCLUSION***

The recommendation put forward for endorsement forms part of our continuous improvement process and will only enhance the well-established program and processes of the community grants program.

##### ***ATTACHMENTS***

**Attachment 1:** Community Grant Assessment Guidelines (*with proposed amendments highlighted*)

**ATTACHMENT 1:**



Online applications can be lodged at  
**[www.strathbogie.vic.gov.au/community/community-funding/community-grants-program](http://www.strathbogie.vic.gov.au/community/community-funding/community-grants-program)**

If you are unsure about any information outlined in these Guidelines or would like to discuss your application further, please contact a member of the Community Services and Inclusion Team on 5795 0000 or by emailing [Info@strathbogie.vic.gov.au](mailto:Info@strathbogie.vic.gov.au)

**Strathbogie Shire Council**  
109A Binney St, Euroa  
PO Box 177, Euroa 3666  
Free call: 1800 065 993  
[www.strathbogie.vic.gov.au](http://www.strathbogie.vic.gov.au)  
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*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT SYNCHRONISED WITH THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

## Important things you need to know before you start

*Read the Guidelines carefully. It is important to have a full understanding of the Guidelines before you start completing the online application.*

The term project is used throughout this document. Project means any activity, event, initiative or program that you are seeking funds for.

It is a condition of your application that you discuss your proposed project with a member of the Community Services and Inclusion Team.

This will help to:

- Check your group is eligible for funding.
- Check your project is eligible to be funded and that you are applying in the correct category.
- Check your project is in line with the relevant Community Action Plan where applicable
- Clarify any queries you may have about the guidelines and online application process.

Please note if you apply under an incorrect category we are unable to move your application to a more appropriate category and your chance of receiving funding will be reduced.

The amount of funds awarded will be dependent on number and quality of applications. Please note: you may not receive the full amount of funds you have applied for.

The maximum grant amount for each category is as follows:

**Active and Healthy Communities – \$5000**

**Arts and Culture – \$5000**

**Environment and Sustainability – \$5000**

**Facilities and Infrastructure – \$5000**

**Small Projects – \$1000**

Applicants are required to contribute towards the implementation of their project; this may include cash or in kind contributions or a combination of both. There is no minimum contribution required however evidence of the contribution must be provided.

**Council will require evidence of appropriate Public Liability Insurance prior to the receipt of funds.** The preferred minimum coverage is to be \$20,000,000 or other amount to the satisfaction of Council.

**Applications can only be received from incorporated groups.** If your group is not incorporated, you will need to seek out an incorporated group or a Community Planning Reference Group (also known as Community Action Group) who is willing to auspice (endorse) your application.

If your group is submitting an application for funding you may also agree to act as an auspicing group for another non-incorporated group.

If your group has received Community Grants Funding previously you must have completed any outstanding project acquittal requirements before being eligible to reapply for the current round of the Community Grants Program. The Grant Acquittal Form is available on the SmartyGrants account that you used to apply for your previous Grant.

**Any questions regarding acquittal requirements can be directed to the Community Services and Inclusion Team on 5795 0000.**



## Community Grants Program timeline 2021-2022

**Applications open**  
– June 1, 2021

*It is a condition of application that you discuss your proposed project with a member of the Community Services and Inclusion Team.*

**Applications close**  
– June 30, 2021

**Applications assessed**  
– July 2021

**Recommendations to Council for decision**  
– August 17, 2021

**Applicants advised of outcome**  
– August 27, 2021

**Project can commence from**  
– August 27, 2021

**Project completed and acquittal submitted**  
– May 31, 2022

**Small Projects Grants**  
– available to apply all year  
(or until funding allocation is exhausted)  
applications open from 1st July

# Principles of the Community Grants Program

*The Community Grants Program provides an opportunity for groups to undertake projects that complement the focus areas identified as priorities for the Strathbogie Shire Council.*

Applications are sought for projects that:

Promote community engagement and participation.

Support gender equality and social inclusion and improve accessibility.

Contribute to building healthy and vibrant communities.

It is recommended that your project should directly relate to a strategic goal that is specified in one or more of the following documents:

Strathbogie Shire Council Plan 2017-2021 – [click here](#)

Strathbogie Shire Council Liveability Plan 2017-2021 – [click here](#)

A Community Plan developed by the Community Planning Reference Group in your community – [click here](#)

## General guidelines – for all categories

### 1. Who is eligible to apply?

To be eligible for funding under the Community Grants Program, applicants must be:

A not for profit community group, organisation or club that is **incorporated**.

OR

An **unincorporated** not for profit community group, organisation or club only if they have a Community Planning Reference Group (also known as Community Action Group) or an incorporated body that is willing to act as auspice for the application.

### 2. Features of an eligible application

The project must be based in the Strathbogie Shire municipality.

The project will generate positive outcomes for Strathbogie Shire residents and/or visitors.

The applicant is able to demonstrate their own contribution to the project in the form of funds or in kind support.

There is demonstrated support for the project from other groups within the community (such as formal partnerships, letters of support and/or a financial commitment to the project).

The applicant is able to demonstrate sound project planning.

The project considers gender equity, inclusion, accessibility and cultural diversity as well as environmental impacts/benefits.

### 3. Who is not eligible to apply?

An individual.

An unincorporated not for profit community group, organisation or club without an appropriate auspicing body.

Emergency services, Educational Institutions (excluding non-privatised early education providers operating in Council facilities) and Religious organisations.

Any group who has an overdue acquittal of a previous Community Grant.

Any group already receiving other financial support from Council (such as a Community Planning Reference Group) or where their funding and service agreement precludes access to other Council funding.

Private, profit making organisations.



#### 4. What is not eligible for funding?

Applications for retrospective funding, including for projects that are due to start before 27th August 2021.

Applications seeking funds to cover the cost of fundraising, prizes and/or wages.

Applications seeking sponsorship to attend conferences or sporting events.

Projects that are to occur primarily outside of Council's municipal boundary.

Applications from federal or state government agencies and private profit making organisations or individuals.

Applications that are incomplete such as: not attaching evidence of public liability insurance coverage and not attaching copies of relevant quotes.

Projects that are already receiving other financial support from Council or an alternate funding source.

#### 5. Community Grants and GST

Where the applicant is registered for GST Council will pay the grant amount requested plus 10%. The Applicant will then remit to the Australian Tax Office (ATO).

If the applicant is not registered for GST, or is not auspiced by a group registered for GST, 10% will be added to GST items as part of the total grant sum.

Grant maximum amounts to remain as suggested, noting that the amount will cover GST, with any amount over that to be funded by the applicant.

#### 6. Grant conditions

Successful applicants will be required to:

- Enter into a funding agreement and adhere to the conditions of the agreement.
- Spend the grant money only as stated in the original application. Approval for any proposed variation to the project must be sought in writing via the Manager Tourism & Community Services, and permission received in writing, prior to a new project or variation commencing.
- Return any unspent funds at the completion of the project or the end of the agreement unless prior approval has been obtained to expend the funds.
- Complete a project plan and obtain all necessary permits, compliance requirements as deemed necessary for your application.
- Obtain all necessary approvals (e.g. letter from land owner) and permits (building/planning or other statutory requirements) associated with your project; failure to do so will result in the project being delayed, or potentially, stopped.
- Any joint application from multiple clubs for the same project must have sign off by all clubs that they will work collaboratively to deliver the project. Individual applications for the same project will not be accepted
- Inform Council officers of changes to key project contact details, including telephone number, email or postal address.
- Ensure any outstanding acquittals are submitted by 31 May 2022 (or other date as agreed to by Council). (If this is not done, your application will not be considered).
- Invite Council officers and Ward Councillor/s to the project launch if applicable.
- Acknowledge Council in all public and promotional materials.

## How to apply

*All applications are completed online at:*

[www.strathbogie.vic.gov.au/  
community/community-funding/  
community-grants-program](http://www.strathbogie.vic.gov.au/community/community-funding/community-grants-program)

Please answer all questions and attach all information as requested.

**Failure to answer all questions and attach all information as requested will render your application ineligible and your application will not be assessed.**

- **Note 1:** We acknowledge that there has been leniency on this criteria in the past however due to the increasing number of applications for Community Grants Funding it is no longer possible to assess incomplete applications. Your understanding in this matter is appreciated and we look forward to receiving your application with all requested documentation included.
- **Note 2:** Depending on the specific project, additional information, such as a building permit or event approval may be required for the implementation of your project.

This is different from the required documents for a complete application. If applicable, this information will be sought when a project has been short listed and will not impact on your eligibility for assessment.

**Applicants may only submit one application for Community Grants per year.**

**Late applications will not be considered, and no extensions will be granted.**

**A successful funding application in any round does not imply ongoing funding.**



## Specific grant category guidelines

The Community Grants Program is divided into five categories, each of which has specific guidelines. Please make sure you refer to the specific guidelines for the relevant category before you start.

Sometimes the project may appear to be applicable to more than one category – If this is the case, please discuss this with the Community Services and Inclusion Team to for advice about which is the best category to submit your proposal.

Once the application has been submitted it is not possible to change it to a more appropriate category and your chance of success may be reduced.

### Active and Healthy Communities

*(To be read in conjunction with the general guidelines)*

#### The Active and Health Communities category supports:

- Local projects that promote collaboration and resource sharing among groups.
- The development of new or expanding existing programs and activities for example craft workshops, walking groups, community engagement programs or formal and informal sport and leisure activities.
- The purchase of project related equipment/materials e.g.: purchase of printer, materials for workshops and/or project costs such as printing, facility hire, consumables.
- Building more capable community groups for example committee of management training, leadership/skill development and/or volunteer development and/or skills training initiatives that will increase the efficiency of volunteer roles and responsibilities.

- Provision of essential equipment with priority given to safety equipment e.g. defibrillator, safety padding.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

#### Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to developing the health and wellbeing of residents of the Strathbogie Shire.
- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills, promote awareness and/or action with regards to community issues and provide opportunities to increase skills/knowledge of community members

- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.

- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.



## Arts and Culture

*(To be read in conjunction with the general guidelines)*

### The Arts and Culture grant category supports:

- Arts and Culture based Initiatives that engage the broader community in creative activities i.e. workshops, residencies, master classes, tours, exhibitions.
- Local artists and organisations to develop art projects that increase the community participation in the arts.
- Local arts and culture based activities that celebrate diversity and reduce isolation. Local arts and culture based activities that promote awareness of community issues and strengthen and develop community skills. Opportunities that assist to sustainably build the region's tourism products that relate to Arts and Culture.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

**Please note:** In previous years Community Grants Program has provided funding for Events, however, as of 2019-2020, Event funding has been transferred to the Sponsorship Program. Click: [Sponsorship Program](#)

Please discuss your project with the Arts Culture Economy Team.

### Eligibility

Successful applications/ applicants will be required to:

- Demonstrate how the project contributes to developing the

cultural vibrancy of the Strathbogie Shire area and supports local creativity and innovation.

- Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.
- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.



## Environment and Sustainability

*(To be read in conjunction with the general guidelines)*

### **The Environment and Sustainability category supports:**

Community groups to undertake a range of environmentally sustainable projects which improve our natural and built environments, for example, community garden projects or the provision of essential group equipment.

Environmental projects for waste and resource management, and recycling initiatives.

Sustainability projects to improve energy efficiency or implement sustainable transport initiatives.

Conservation and climate change projects such as landscape restoration and re-vegetation projects or pest, plant and animal control projects.

The development of Environmental and Sustainability educational programs, behavioural change project, field days or workshops, development brochures, booklets and other resource materials.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

### **Eligibility**

Successful applications/applicants will be required to:

Demonstrate how the project contributes to environmental sustainability outcomes and benefits.

Demonstrate the Community benefits of the project for example how will the project strengthen and develop community skills such as leadership, performance skills, event management.

Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.

Demonstrate sound Project Planning/Management and Risk Management skills.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.





## Facilities and Infrastructure

*(To be read in conjunction with the general guidelines)*

### The Facilities and Infrastructure category supports:

- Minor capital purchases such as furniture and equipment.
- Improvements to community facilities such as minor capital work projects or make non-essential modifications to community facilities, for the benefit of facility users.
- Small Infrastructure projects such as costs towards an all abilities ramp.
- Children's playgrounds or recreational space improvements.

The project should be free or low cost for the community to attend.

Applicants must keep a record/register of volunteer involvement and audience attendance at all activities associated with the project and submit with the project acquittal report.

### Eligibility

Successful applications/applicants will be required to:

- Demonstrate how the project contributes to improving and developing facilities and infrastructure in Strathbogie Shire.
- Demonstrate the Community benefits of the project, for example, how will the project impact on user groups of the facility.

- Demonstrate how the project is accessible and inclusive of all members of the community and if it addresses gender equality.
- Demonstrate sound Project Planning/Management and Risk Management skills.

- Provide evidence of approval from the building owner for any works to be undertaken.

Successful funding in this round does not imply ongoing funding.

Groups should always work towards a sustainable funding model for projects that are intended to be ongoing.



## Small Projects Grants

*(To be read in conjunction with the general guidelines)*

**Small Projects Grants are available for applicants that have missed the submission dates for Community Grants from other categories.**

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 must be acquitted within six months of the submission of their Terms and Conditions unless otherwise negotiated with the Manager Community Services & Inclusion.

### Application process

Applications are accepted all year (or until funding allocation is exhausted) from 1st July 2021

Small Project Grants are assessed on a monthly basis.

- Applications should be received before 12 pm on the last Monday of the month

- Applications then undergo pre-eligibility checks before being forwarded to Assessors

- Applicants will be advised of the outcome by the first Monday of the month

Any application received after 12pm on the last Monday of the month will be assessed the following month.

### Eligibility

As per Community Grants Category under which the applicant is applying.





## Evaluation Process

All Community Grant submissions will be evaluated by Strathbogie Shire Council's Community Grants Program Assessment Panel.

The Community Grants Program Assessment Panel will be made up of three (3) Council officers from within the Community Services & Inclusion team. Additional advice will be provided by other officers dependent on their area of expertise in the grant categories of Arts & Culture, Environment & Sustainability, Facilities & Infrastructure and Projects

The panel will consider all eligible applications submitted. A list of ineligible applications received will also be presented to the assessment Panel.

All applications will be reviewed and assessed against a scoring matrix to ensure consistency, equity and transparency across the program. All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Strathbogie Shire Community Grants Program Policy document.

Where the Strathbogie Shire Community Grant Program Assessment Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Strathbogie Shire Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in a report to Council.





<b>Criteria description</b>	<b>Weighting</b>
<p><b>Alignment to Community Grants Outcomes and Strategic Plans</b></p> <ul style="list-style-type: none"> <li>• Are the application's aims and outcomes clearly identified?</li> <li>• Does the application support the Community Grants outcomes and Strategic plan of Council and/or Local Community Reference Group Strategic plan?</li> <li>• How is the project evaluated – how will they know if the project has achieved the community grants outcomes?</li> <li>• Does the application address environmental sustainability?</li> </ul>	<b>30%</b>
<p><b>Community Need</b></p> <ul style="list-style-type: none"> <li>• Is there a clearly identified and demonstrated local need for this application?</li> <li>• Does the application and activities identified effectively address this need?</li> <li>• Has the application appropriately engaged with the local community?</li> <li>• Have local people, participants, members or service users been involved in identifying this need and have input into the response?</li> </ul>	<b>20%</b>
<p><b>Organisational Capacity</b></p> <ul style="list-style-type: none"> <li>• Is the application well planned and achievable within the timeframe?</li> <li>• Is there a clear link between the community need, the community outcomes and the activities that will be delivered?</li> <li>• Does the application identify appropriate partners that will work with them in a collaborative way?</li> <li>• Is the scope of the project appropriate?</li> </ul>	<b>20%</b>
<p><b>Access and Equity</b></p> <ul style="list-style-type: none"> <li>• Does the application address issues of social exclusion or barriers to participation?</li> <li>• Does the application target vulnerable sectors of the community?</li> <li>• Is the application accessible and inclusive?</li> <li>• Does the application address issues of disadvantage?</li> </ul>	<b>15%</b>
<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Does the budget accurately reflect the scope and scale of the application?</li> <li>• Have other funding sources been identified?</li> <li>• Have the resources that are required to deliver the project been clearly identified?</li> <li>• Is the application financially viable and does it demonstrate sound management?</li> </ul>	<b>15%</b>

### 9.2.5 Euroa Community Garden

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

#### **EXECUTIVE SUMMARY**

The Euroa Action Group Committee (ECAG) were successful in securing a budget allocation of \$10,000 for a community garden in Council's 2021/22 Budget via a submission to the 'Pitch My Project' platform. The vision of ECAG is to revitalise an underutilised space in Euroa to create a communal gathering place where people can connect through food and companionship.

Following the adoption of the 2021/22 Council Budget, Council Officers have met with ECAG to identify potential sites to house the community garden. Key attributes of the required land that would suit a community garden include:

- At least 500 square metres in size
- Well lit, safe and accessible by roads and footpaths
- Access to water mains
- Close to main street and local community facilities.

A parcel of land has been identified for the proposed community garden at 16A Bury Street, Euroa and is owned by Council (refer to Figure 1). This parcel of land encompasses the Euroa swimming pool and runs through to Brock Street. Within the parcel of land, there is an underutilised vacant section within the land adjacent to Brock Street. The parcel of land has not been utilised since such time as the netball courts were decommissioned and does meet all of the above requirements.

**Figure 1 Subject Site**



Now that a potential location has been identified, further consultation is required with surrounding residents and the broader community to further determine the suitability of the site. Following this process, a summary of the community engagement and recommended next steps in response to community feedback will be presented to Council for consideration.

### 9.2.5 Euroa Community Garden (cont.)

#### **RECOMMENDATION**

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

- 1. Continue to work with the Euroa Community Action Group to progress the concept of a community garden at 16A Bury Street, Euroa by;***
  - a. undertaking consultation with surrounding residents and community members regarding a community garden on this site***
  - b. receiving a report from officers outlining a summary of the community engagement and recommended next steps in response to community feedback.***

#### **PURPOSE AND BACKGROUND**

Community gardens are an important part of building resilient communities. They build connection, increase food security, and can support with a range of mental health and wellbeing outcomes.

Sustain, a leading food network organisation in Australia created the first ever national Pandemic Gardening Survey in 2020. The report reflects the voices of over 9,000 gardeners from urban, regional and remote communities across Australia who shared how edible gardening is good for the mind, body and soul. 62% said the garden meant a great deal to them during the pandemic. Along with their substantial mental health benefits, edible gardens have the power to create greener cities, reduce household waste, strengthen community connectedness, enhance food security, and encourage fresh produce consumption. This shows the opportunity of creating community through food production with the establishment of an edible Community Garden.

The Euroa Community Action Group under the leadership of their new committee completed a Pitch My Project submission as part of the draft budget consultation process that then resulted in an allocation of \$10,000 in Council's 2021/22 Budget.

Community gardens offer a shared space for people to come together to help build a vibrant, diverse community who connect, share and grow through local food production and cultivation.

The key outcomes of the Euroa community garden include:

- to increase the opportunities for building intergenerational relationships through the practice of growing food leading to stronger mental health and wellbeing outcomes
- to develop local food production skills that can be shared between people to increase knowledge and wisdom about food and nature
- to generate sufficient food that increases food security and healthy living options
- to build the garden in a way that is environmentally sustainable and provides approaches to inspire locals to be more sustainable in their homes.

### 9.2.5 Euroa Community Garden (cont.)

The garden will provide an opportunity to educate the community on the importance of local food production, how to build gardens in their own backyard as well as create a communal space to gather and grow.

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

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

In progressing 16A Bury Street, Euroa (owned by Council) as a potential site to establish a community garden, a number of considerations need to be explored:

#### *Planning and Building considerations:*

The land is subject to the following planning Overlays and Planning Zones:

- Land Subject to Inundation Overlay (LSIO)
- General Residential Zone (GRZI)
- Urban Floodway Zone (UFZ)
- Public Park and Recreation Zone (PPRZ)

The land has been vacant following the decommissioning of the netball courts over 20 years ago. The use of a community garden at this site is aligned with the planning zones for the parcel of land considering it is low intensity and will be used for agriculture and recreational purposes. Urban development is generally not encouraged in urban floodway zones leaving the land underutilised. There are no requirements for planning or building permits for the current proposed garden. Should ECAG wish to construct a rotunda and sheds a building permit will be required.

#### *Community Support:*

The ECAG have undertaken consultation within the group's membership. Additional consultation with nearby residents and the broader community needs to be undertaken to ensure full community support for the project.

#### *Operations and Maintenance:*

Key considerations will need to be made regarding the installation and ongoing annual cost of the garden as well public safety requirements. A licence agreement would need to be established for the use of the land, detailing responsibilities, and costs of the tenant.

The initial required budget for the community garden was estimated between \$28,800 – \$38,800 depending on site upgrade requirements. Should community consultation support the establishment of a community garden at 16A Bury Street, further scoping would need to be undertaken regarding installation and ongoing maintenance costs to ensure a suitable community garden is delivered within the assigned budget of \$10,000.

It is estimated that based on the size and scale of the location, the annual cost for operations and maintenance will be approximately \$1,000 - \$2,500. ECAG would be responsible for on-going costs and will target a mix of funding of Council grants and philanthropic donations to cover these costs.

### 9.2.5 Euroa Community Garden (cont.)

#### **COMMUNITY ENGAGEMENT**

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

Consultation has been undertaken by the ECAG with committee members before submitting a budget proposal through the Pitch my Project Platform.

Now that a potential location has been identified, further consultation is required with surrounding residents and the broader community to further determine the suitability of the site.

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:

Goal 1: To enhance community health and wellbeing

- (1) Plan for improved community health, wellbeing and liveability
- (2) Engage and participate with the community in Council/Community initiatives
- (3) Enhance community resilience including supporting and increasing the participation of volunteers

Goal 2: To sustainably manage our natural and built environment

- (1) Promote and support sustainable environmental initiatives

Goal 3: To provide quality infrastructure

- (1) Provide best practice management of all assets
- (2) Provide passive and active recreational facilities

Goal 4: To support and drive economic development

- (1) Promote and support local business and produce.

In addition, the recent Strathbogie Shire Council Engagement Report, which informed the development of a Community Vision and Council Plan, identifies the community's top service priorities in Euroa as the Environment (2nd), climate change (4th) and parks and garden (5th).

#### **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 is no specific legislation governing the establishment of a community garden, however under the Local Government Act 2020 Council must be accountable for how public funds are spent and governance arrangements around decision making.

### 9.2.5 Euroa Community Garden (cont.)

Should the Euroa Community Garden proceed, to formalise governance agreements, a licence agreement would be put in place between Council and the ECAG in accordance with Council's Lease and Licencing Policy.

#### **Conflict of Interest Declaration**

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

#### **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 important that this matter is acknowledged and discussed in a public forum providing full disclosure to the community.

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

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

A budget allocation of \$10,000 has been made in the 2021/22 Council budget for the development of a community garden. Through preliminary discussions with ECAG, ongoing maintenance and operational costs for the garden will be the responsibility of Euroa Community Action Group, which includes the cost of utilities used on site.

#### ***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**

Community gardens deliver economic benefits to the community by providing fresh locally produced food. Food can be sold at the farmers market or on site to raise funds for continued improvement of the garden.

#### **Social**

Community gardens have the potential to have a strong impact on social outcomes in the community by connecting people through food and education. Gardens provide a space for intergenerational interactions and provide an opportunity to educate the community on the importance of local food production, how to build gardens as well as creating a space to gather and work together.

Expected outcomes to be seen include:

- a stronger sense of community and improved community health and well-being due to the increase in community connections driving down social isolation;
- providing the community access to fresh, nutritious locally produced food;
- increasing physical activity through garden maintenance activities; and
- improved mental health and promote relaxation.

### 9.2.5 Euroa Community Garden (cont.)

#### **Environmental**

Community gardens can help reduce negative environmental impacts by promoting sustainable agriculture; reducing food miles and transportation costs; reducing water runoff and improving air and soil quality.

#### **Climate change**

Community garden will have positive climate change impact for the community by reducing our carbon footprint through the release of oxygen back into the environment from the green space created by the garden and the reduction in food miles of the locally grown produce.

#### ***CONCLUSION***

The proposed community garden has the potential to deliver positive change to the health and well-being for the Euroa Community. The position of the land being easily accessible and visible will lend itself to high utilisation by the community. Now that a potential location has been identified, further consultation is required with surrounding residents and the broader community to further determine the suitability of the site.

#### ***ATTACHMENTS***

Nil.

## 9.2.6 Action Group Funding 2021/22

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

### **EXECUTIVE SUMMARY**

Funding allocation for Strathbogie Shire Council's eight Action Groups opened on 1 August 2021 and closed on the 27 August. Council Officers consulted with each of the Action Groups throughout June and July regarding the new structure for funding in the 2021/22 financial year.

The purpose of the Action Group Funding Allocation is to provide an opportunity for Action Groups to undertake projects that complement the focus areas of Council and encourage participation in community activity. Project submissions are to be based on the Action Groups strategic plans. This year there are a number of groups in the final year of their strategic plan, with some groups completing all actions highlighted in their respective plans. To continue to support these Action Groups, submissions were accepted for projects not listed in the strategic plan providing the Action Group could demonstrate community support for the suggested project.

The total budget allocation for the 2021-2022 Action Group Funding is \$70,000, with \$20,000 of this allocation attributed toward administration costs, festivities, and community engagement with each individual action group receiving \$2,500. The remaining \$50,000 is made available to support community projects.

This year total project submissions equate to \$17,864 leaving \$32,136 in the funding allocation. Council Officers will continue consultation with those Action Groups which have not submitted projects and support them in proceeding with an application prior to year end, with proposed funding applications to be heard at the December Council Meeting.

### **RECOMMENDATION**

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

- Award funding to five (5) projects for the total sum of \$17,864 to the following Action Groups;***

<b><i>Application/Action Group</i></b>	<b><i>Proposed funding</i></b>
<b><i>Maintenance Community Centre /Graytown Action Group</i></b>	<b><i>\$1,000</i></b>
<b><i>Repair/Maintenance Police Building/Avenel Action Group</i></b>	<b><i>\$5,000</i></b>
<b><i>Monthly newsletter/printing/Violet Town Action Group</i></b>	<b><i>\$4,364</i></b>
<b><i>Fairy Lights – Binney Street/Euroa Action Group</i></b>	<b><i>\$5,000</i></b>
<b><i>Planting and signage/Euroa Action Group</i></b>	<b><i>\$2,500</i></b>

- Authorise officers to continue consultation with Action Groups who did not submit projects and re-open funding commencing 22 September 2021, closing 19 November 2021 with recommendations of funding allocations to be put forward in the December 2021 Council Meeting.***



### 9.2.6 Action Group Funding 2021/22 (cont.)

#### **PURPOSE AND BACKGROUND**

Action Group Funding Allocation is structured to provide an opportunity for Action Groups to undertake projects that complement the focus areas of Council and encourage participation in community activity. Action Groups are able to apply for multiple projects up to the value of \$5,000 per project.

A total of four submissions were received for the 2021-22 Action Group Funding Program, with a total of six projects and a total funding amount requested of \$29,864. The funding round is under subscribed with four Action Groups not submitting projects for funding.

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

- 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 and Planning.

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

- Alignment to Community Plan and Council Plan (40% weighting)
- Community Need (25% weighting)
- Demonstrated Community Capacity (20% weighting)
- Budget (15% weighting).

The Officers have recommended that five of the six projects receive funding, as one of the listed projects from Euroa Action Group for upgrade to town signage already has funding allocated in the 2021/22 Council Budget.

Eligible applications were received from the following Action Groups

- Euroa, requesting \$15,500
- Avenel, requesting \$9,000
- Graytown, requesting \$1,000
- Violet Town, requesting \$4,364.

No applications were received from Ruffy, Strathbogie, Nagambie or Longwood.

#### ***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.

Four of the Action Groups have not proceeded with funding applications. Please find a summary below of the communication in the lead up to the funding period with these groups:

- Strathbogie Action Group – considered projects that they may be able to deliver by end of financial year while currently in recess. Decided there were no projects they currently wished to proceed with. Will utilise \$2,500 from funding to support administration costs and community engagement.

### 9.2.6 Action Group Funding 2021/22 (cont.)

- Ruffy Action Group – new leadership, reviewing the current strategic plans and decided not to proceed with project listed as did not deem it was necessary. Looking to engage with community to ascertain future projects for Ruffy. With ongoing support from Council could be a candidate to submit a project for funding prior to year end should Council support this approach in the recommendations. Will utilise \$2,500 from funding to support administration costs and community engagement
- Longwood Action Group – no response to phone calls and emails regarding funding closure dates. Attended the funding workshop held by Council.
- Nagambie Action Group – no response to phone calls, emails and did not attend workshops

Of the applications submitted for review, two of the four submissions have been recommended for approval as per their application. This is Graytown and Violet Town.

Euroa Action Group have applied for three projects in total, one project has not been recommended for funding as the project is for upgrading the entry signs to Euroa, \$30,000 has been assigned in the 2021/22 Council Budget for this purpose and as such additional funding to the Action Group has not been recommended for funding.

Avenel Active's request for funding was \$9,000 for their project to upgrade the Old Police Residence in Jubilee Park, this is a Council asset managed by a Committee of Management. The Action Group Funding program supports projects up to the value of \$5,000. As such, the recommendation to Council is for this project to be capped at \$5,000 in line with the guidelines.

Table 1 Below provides a summary of the officer assessment panel recommendations:  
Table 1: Summary of Proposed Projects

Action Group	Brief Project Description	Amount Requested	Recommended Funding
Graytown	Maintenance of the Community Centre	\$1,000	\$1000
Avenel	Repair and maintenance to the Old Police Residence building	\$9,000	\$5,000
Violet Town	50% Monthly newsletter printing and posting costs	\$4,364	\$4,364
Euroa	Fairy lights to improve ambience of Binney Street	\$5,000	\$5,000
Euroa	Planting of local bush tucker plants and associated educational signage	\$2,500	\$2,500
Euroa	Change the welcome to Euroa signage	\$8,000	\$0.00

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

## 9.2.6 Action Group Funding 2021/22 (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.

A workshop with all Action Groups was facilitated in March 2021 to discuss the funding model. Minor amendments to the funding model were approved by Council in June. Follow up information sessions were held across June and July to introduce the changes and discuss the application process. Sessions were held during work hours and after hours to provide flexibility and opportunities for representatives to attend the sessions. The workshops were well attended with all Action Groups present except Nagambie Action Group who did not attend a session.

Emails were sent to the secretary of each Action Group to notify them that the funding round was open. Officers also followed up by phone to offer support throughout the application process to those Action Groups that had not yet submitted applications. A final reminder of the round closing was also sent to the secretary in the final week of the round.

### **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 Action Group Funding Program – Applications Recommended for funding be released to the public providing an understanding of the assessment process and outcomes of the program.

## 9.2.6 Action Group Funding 2021/22 (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 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 Action Group Funding 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**

The application from the Euroa Action Group specifically focuses on the enhancement of the environment through the planting of vegetation.

#### **Climate change**

As highlighted above the Euroa Action Group will enhance the natural environment and decrease our carbon footprint on the environment.

### **INNOVATION AND CONTINUOUS IMPROVEMENT**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is the pursuit of innovation and continuous improvement.

An updated Action Group Funding Guidelines document was created for the 2021-22 Program. The updates included a new look and feel and presented information in an accessible format.

For transparency purposes the updated guidelines included the addition of the weighted scorecard to be used as well as the minor changes adopted by Council at the June Council Meeting. These included removing the funding allocation based on population but instead on project merit. Council Officers will continue to review the funding allocation process for further improvements in future year programs including the timing of application for this funding.

### **HUMAN RIGHTS CONSIDERATIONS**

It is not considered that there are any Human Rights that will be impacted as a result of the 2021-22 Action Group Funding Program.

### 9.2.6 Action Group Funding 2021/22 (cont.)

#### ***CONCLUSION***

It is recommended that Council endorse the recommendation to award funding to the four applicants for the 2021-22 Action Group Funding Program and support Council Officers to continue to engage with the remaining four Action Groups to identify and apply for funding prior to year end.

#### ***ATTACHMENTS***

**Attachment 1:** 2021-22 Action Group Funding Program – Applications Recommended for funding

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

**ATTACHMENT 1:** 2021-22 Action Group Funding Program – Applications Recommended for Funding

<b>Applicant Organisation</b>	<b>Project Title</b>	<b>Brief Project Description</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended Funding</b>	<b>Funding Conditions</b>
Graytown Community Action Group	Community Centre Maintenance	Maintaining the community centre and surrounding garden area to ensure safety and increased use	\$1,000	\$1,000	\$1000	Liaise with Council's Facilities and Recreation Officer in relation to works to be undertaken
Avenel Active Inc.	Old Police Residence Building ReVamp	Avenel Community Hub Project Repair and maintenance to the Old Police Residence building in Jubilee Park	\$9,000	\$9,000	\$5,000	Funding caps projects at \$5000
Violet Town Action Group Inc	Monthly Newsletter Costs	50% Monthly newsletter printing and posting costs	\$4,364	\$8728	\$4364	Request that recycled paper is used in the production of the newsletter if not already in place
Euroa Community Reference Group	Solar Fairy Lights in Binney Street	Fairy lights to improve ambience of Binney St. Will support Euroa Chamber of Commerce in their plans to revitalise Binney St and can be used at events or all year round. No operating costs due to solar installation	\$5,000	\$5,000.00	\$5,000.00	Requirement to work with Council operations/outdoors team regarding installation works
Euroa Community Reference Group	Bush Tucker Trail	Work with Taungurung LaWC and the Arboretum to plant local bush tucker plants and then have signage that highlights First Nations culture and builds awareness of native food	\$2,500	\$2,500	\$2,500	Liaise with Council staff prior to commencement

**ATTACHMENT 2:** 2021-22 Action Group Funding Program – Applications Not Recommended for Funding

<b>Applicant Organisation</b>	<b>Project Title</b>	<b>Brief Project Description</b>	<b>Amount Requested</b>	<b>Total Project Cost</b>	<b>Recommended Funding</b>	<b>Funding Conditions</b>
Euroa Community Reference Group	Entrance Signage in town	Change the welcome to Euroa signage, to a new, artistic slogan and design that aligns to the new objectives of council	\$8,000.00	\$8,000.00	\$0,000.00	\$30k has been assigned to upgrading town entrance signs in the capital budget.

### **9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools**

Author: Coordinator Community Services and Inclusion

Responsible Director: Director Community and Planning

#### **EXECUTIVE SUMMARY**

Council owns four outdoor swimming pools within Strathbogie Shire. These pools are located in Avenel, Euroa, Nagambie and Violet Town. Last financial year, the management of the outdoor pools was undertaken via a contractual arrangement with a third party following a competitive procurement process. The 2020/21 pool season was successful with facilities vastly improved through the management of a well-established pool management company.

At the June 2021 Council Meeting, Council decided in part to:

- *Authorise Officers to proceed with a competitive tender process to source a provider to manage and operate Council's aquatic facilities for an initial three-year period with the option of two, one year extensions subject to satisfactory performance.*

Council invited submissions through a public open tender process for Contract Number 21/22-01 Operation and Management of Pools on Friday 2 July 2021.

At tender closing on Friday 6 August 2021 one (1) tender submission was received. This was a conforming tender and following the evaluation of this tender it is recommended that Council award contract number 21/22-01 to Belgravia Leisure Services for a period of three years.

#### **RECOMMENDATION**

***That Council:***

- 1. Receives and notes the outcome of the tender assessment process for Contract Number 21/22-01 – Operation and Management of Pools;***
- 2. Award Contract Number 21/22-01 Operation and Management of Pools to Belgravia Leisure Services for the value of \$1,018,223 excluding GST (\$1,120,045.30 incl GST) for the period of three years, inclusive of a 3% annual CPI increase;***
- 3. Authorise the Chief Executive Officer to execute Contract Number 21/22-01 by signing and affixing with the Common Seal of Strathbogie Shire Council; and***
- 4. Subject to satisfactory performance, authorise the Chief Executive Officer to approve two single year extensions only upon recommendation from the Director of Community and Planning, for seasons 2024/25 & 2025/26 for the amount of \$359,972.68 and \$370,771.86 both excluding GST per annum.***



### 9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (cont.)

#### **PURPOSE AND BACKGROUND**

In 2020 Strathbogie Shire Officers conducted an analysis of the management and operational model of the Shire's aquatic facilities and concluded the most appropriate model going forward was to contract out the management and operations of all four pools to a professional aquatic management organisation for the 2020/21 season. The maintenance, capital improvements and preparation of the pools was managed by the Strathbogie Shire Operations (Works) Department as per previous seasons. This approach was endorsed by Council at the May 2020 Council Meeting and a procurement process was undertaken with a one-year contract awarded for the 2020/21 season. The pool season under operational management through a third party contractor was successful with facilities vastly improved utilising their expertise and knowledge in this sector and strong focus on safety and risk management at each pool.

At the June 2021 Council Meeting Council supported the Officer recommendation to establish a longer, fixed term contract with a professional aquatic management organisation to deliver long term strategic goals and mutually beneficial outcomes for the community in line with Strathbogie Community Pools 10 Year Strategy.

#### **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.

Based on the successful outsourcing of aquatic management in 2020-21 season and subsequent analysis of management options undertaken in June 2021, Council advertised a public open tender process on 2 July 2021 for the management and operations of all outdoor pools for the next three opening seasons. The tender also included that subject to satisfactory performance, two, one year extensions may be enacted.

#### ***Tender process***

The Tender for the Contract Number 20/21-20 Operation and Management of Municipal Swimming Pools was released for submission on Friday 2 July, via TenderSearch, with listing on the Strathbogie Shire website. State-wide advertising was provided in the Public Notices of The Age, Saturday 3 July 2021, and advertising provided in the following local newspapers, Euroa Gazette, Shepparton News Classifieds, Benalla Ensign, Violet Town Village Voice, and Nagambie Community Voice throughout the following week/fortnight depending on print date.

A tender extension was granted due to ongoing Covid restrictions and lockdowns.

At the close of tender at 4pm on Friday 6 August one (1) submission was received.

9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (cont.)

Table 1 below lists the organisation that submitted documents at close of the advertised tender period.

**Table 1: Tender submissions**

<i><b>Tender Submissions Received at Close of Tender Period (in Alphabetical Order)</b></i>
Belgravia Leisure Services

Table 2 below is the Tenderer lump sum offer with annual breakdown (excluding GST) at the close of the advertised quotation period.

**Table 2: Pricing**

<i><b>Lump Sum Price provided at Close of Tender Period (excl GST)</b></i>
Lump sum amount <b>\$1,018,223.00</b>
<i><b>Annual price breakdown</b></i>
2021/2022 - \$329,426.00
2022/2023 - \$339,308.78
2023/2024 - \$349,488.04

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

- Director Community and Planning
- Coordinator Community Services and Inclusion
- Recreation and Facilities Officer
- Procurement and Tenders Officer (moderator).

The Panel assessed the submission in line with the selection criteria and best value for money principals.

In accordance with the Procurement Policy, the evaluation panel and evaluation criteria weightings were nominated prior to opening.

**Table 3: Selection Criteria**

<i><b>Criteria</b></i>	<i><b>Weighting %</b></i>
Price	60%
OH&S, Environmental, Management	10%
Capacity	10%
Capability, Experience, Personnel, Methodology	10%
Local Content, Regional Benefit	10%
<b>Total</b>	<b>100%</b>

## 9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (cont.)

### ***Evaluation Moderation Process***

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

The Tender Evaluation Panel individually reviewed the tender submission in detail and assessed the submitted schedules and attachments against the evaluation criteria. The Moderator (Procurement and Tenders officer) averaged the scores and highlighted scoring discrepancies larger than three (3) points. On Friday 27 August 2021 the Panel's members met for the tender moderation meeting.

### ***PANEL ASSESSMENT SUMMARY***

The result of the Panel evaluation and the subsequent moderation meeting was that Belgravia Leisure Services provided the best value for money and experience to deliver the operational management of Council's outdoor swimming pools for a three-year period.

### ***COMMUNITY ENGAGEMENT***

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

The tendering of the management of the pools during the pool seasons considered not to require any community engagement as the tender specifications were consistent with current expectations of relevant stakeholders. The tender process was undertaken as a public process conducted in accordance with Council's Procurement Policy.

In addition, it is proposed that the Pools Advisory Committee meetings will recommence and be held on a quarterly basis. The Committee has Council representation through Mayor Raeburn and Cr Murray and is to have 2 Council Officers, up to 8 community representatives and up to 8 youth representatives. The role of the Committee is to carry out the following functions to:

- participate in the implementation of Strathbogie Shire Community Pools Strategy 2019-2029
- participate in the development of levels of service for pool access and infrastructure
- Respond to issues referred by Council to the Committee associated with issues pertaining to marketing, promotion, safety and other pool opportunities.

### ***POLICY CONSIDERATIONS***

#### ***Council Plans and Policies***

*The author of this report considers that the report is consistent with Council Policies, key strategic documents and the Council Plan, in particular, aligning with:*

- The Strathbogie Community Pools Strategy 2019-2029
- Council Plan Goal 1: Enhance community health and wellbeing
- Council Plan Goal 3: To provide Quality Infrastructure
  - o Strategy 2: Provide Passive and Active Recreational Facilities.

## 9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (cont.)

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

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

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

### **LEGAL CONSIDERATIONS**

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

The public open tender process was undertaken in accordance with Council's Procurement Policy and the procurement requirements under the Local Government Act 2020.

### **Conflict of Interest Declaration**

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

No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

### **Transparency**

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

It is considered by the author of this report that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process

### **FINANCIAL VIABILITY CONSIDERATIONS**

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

The following has been allocated in the Council budget for the 2021/2022 pool season:

- Swimming Pools – Management/Operations - \$325,200 (includes operating costs, materials, advertising)
- Swimming Pools – Maintenance - \$56,600
- Capital Expenditure - \$942,120 (allocated in years 2021/22-2023/24). This does not include an allocation of \$1,000,000 for a splash park in Nagambie in 2021/22.

The price of the tender submitted come in slightly over 2021/22 allocated budget amount by approximately \$20,000. The shortfall of funds will be fund through any operational savings that may occur throughout the financial year.

### 9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (cont.)

As part of the tender specifications, the kiosk management and takings are the responsibility of the contractor. The admission fees are directed to Council.

#### ***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.

Environmental considerations were made during this Tender process. Tenderers were asked to provide and were assessed on their Environmental Policies as a component of the Quality Management Schedules. The tender and tender evaluation was undertaken in accordance with Council's procurement policy.

#### **Economic**

The aquatic facilities remain a large economic investment for the Council. In outsourcing to a contractor, management costs can be negotiated and consistent and easily managed through the contract clauses.

#### **Social**

Public aquatic facilities can provide much more than just "places to cool off in summer". A properly managed pool and aquatic strategy can deliver a sense of community, improve social capital, offer access to water safety education and increase patron enjoyment. The Shire's aquatic facilities have the potential to deliver increased value to the community and can be measured by such things as:

- a) sense of community – e.g. stakeholder participation, recognition of diversity, social cohesion
- b) community services – e.g. range and quality of services for different groups (children and families, young people, elderly people and people with disabilities), accessibility of services or cost of services
- c) community health and well-being – e.g. recreation facilities, public safety, health services and facilities or public health implications
- d) education and skills development – e.g. number and quality of education options for the community, life-long learning opportunities.

#### **Environmental**

Improved operational management of the Shire's aquatic facilities has the potential to reduce water consumption across the pools and our impact on the environment. This includes appropriate use of pool blankets to decrease water evaporation as well as an introduction of automated disinfection system allowing for better management of chemical use and chemical consumption. Chemicals usually require significant energy to produce, transport, high use of plastic storage containers and can be harsh and damaging to the environment. The reduction of chemical consumption can therefore be a significant ecological benefit. In addition, it has been recommended that the Shire purchase automatic commercial pool cleaners to enable effective cleaning of the pool which can contribute to a further decrease in chemical usage.

#### **Climate change**

The above listed improvements in the operational management of our pools can deliver ecological benefits across all facilities supporting our commitment to making effective change to reduce our carbon footprint and act on climate change.

9.2.7 Tender for Contract CN21/22-01: Operation and Management of Pools (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**

Council invited submissions through a public open tender process for Contract Number 21/22-01 Operation and Management of Pools on Friday 2 July 2021. At tender closing on Friday 6 August 2021 one (1) tender submission was received. This submission was evaluated strictly in accordance with the Council's Procurement Policy and against the provided specifications.

Following the evaluation of this tender it is recommended that Council award contract number 21/22-01 to Belgravia Leisure Services for a period of three years.

***ATTACHMENTS***

**Attachment 1:** Tender Evaluation for Contract No. 21/22-01: Operation and Management of Pools – CONFIDENTIAL

## **9.2.8 Contracts Awarded Under Delegation (as approved in Council's 2021/22 Capital Works Budget)**

Author: Manager Projects

Responsible Director: Director Community and Planning

### **EXECUTIVE SUMMARY**

The purpose of this report is to inform Council and the community of the status of request for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded as of 1 September 2021. This report specifically relates to works that form part of Council's 2021/22 capital works 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 will be tabled for information purposes at each Council Meeting. The report details any contracts that have been awarded under delegated authority by the Chief Executive Officer, a Director, or Manager within their approved financial threshold. This report specifically relates to works that form part of Council's approved 2021/22 capital works budget.

The report also details an update on the commencement time of projects that have previously been awarded by Council.

### **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
- Director Corporate Operations – award a contract up to the value of \$100,000 for Goods and Services and \$100,000 for Works
- Director Community and Planning - award a contract up to the value of \$50,000 for Goods and Services and \$50,000 for Works
- A Manager – award a contract up to the value of \$15,000 for Goods and Services and \$15,000 for Works.

9.2.8 Contracts Awarded Under Delegation (as approved in Council's 2021/22 Capital Works Budget) (cont.)

**Tendered Contracts Awarded under Delegated Authority by the CEO**

<b>Contract No.</b>	PN 20-21-34A
<b>Contract Name</b>	<b><i>Footpaths Renewal Program</i></b>
<b>Contract Details</b>	Lump Sum Contract for the Gravel Footpath construction along Anderson Street Avenel connecting with Ewing's Road to Ash Street Avenel.
<b>Value Excluding GST</b>	\$69,500.00
<b>Awarded to</b>	BR Excavations Pty Ltd
<b>Scheduled Commencement</b>	September 2021
<b>Scheduled Completion Date</b>	October 2021

<b>Contract No.</b>	CN 21-22 - 02
<b>Contract Name</b>	<b><i>Replacing Euroa Cinema Seating</i></b>
<b>Contract Details</b>	Lump Sum Contract
<b>Value Excluding GST</b>	\$91,000.00
<b>Awarded to</b>	Profurn (approved under delegation due to funding obligations/timeframes and lead order time for the actual chairs)
<b>Scheduled Commencement</b>	October 2021
<b>Scheduled Completion Date</b>	March 2022

**Tendered Contracts Awarded under Delegated Authority by a Director**

<b>Contract No.</b>	PN 20-21-34B
<b>Contract Name</b>	<b><i>Footpaths Renewal Program</i></b>
<b>Contract Details</b>	Lump Sum Contract for the Gravel Footpath construction along Queens Street Avenel from Ewing's Road to Pinneger Street Avenel
<b>Value Excluding GST</b>	\$29,000.00
<b>Awarded to</b>	BR Excavations Pty Ltd
<b>Scheduled Commencement</b>	September 2021
<b>Scheduled Completion Date</b>	October 2021



9.2.8 Contracts Awarded Under Delegation (as approved in Council's 2021/22 Capital Works Budget) (cont.)

<b>Contract No.</b>	Quotations
<b>Contract Name</b>	<b><i>Digital Projector and Screen Avenel Memorial Hall</i></b>
<b>Contract Details</b>	Lump Sum Contract
<b>Value Excluding GST</b>	\$13,000.00
<b>Awarded to</b>	Soundsaround
<b>Scheduled Commencement</b>	September 2021
<b>Scheduled Completion Date</b>	September 2021

<b>Contract No.</b>	Quotations
<b>Contract Name</b>	<b><i>Footpath Renewal Program</i></b>
<b>Contract Details</b>	Lump Sum Contract for Footpaths and School Crossing Works at Euroa and Nagambie
<b>Value Excluding GST</b>	\$19,900.00
<b>Awarded to</b>	Spot on Concrete
<b>Scheduled Commencement</b>	September 2021
<b>Scheduled Completion Date</b>	November 2021

<b>Contract No.</b>	Quotations
<b>Contract Name</b>	<b><i>Footpath Renewal Program</i></b>
<b>Contract Details</b>	Lump Sum Contract for Footpath widening construction works at Hyacinth Street Violet Town to Tulip Street Violet Town and continuing to Lily Street Violet Town
<b>Value Excluding GST</b>	\$83,520.00
<b>Awarded to</b>	Canlong
<b>Scheduled Commencement</b>	September 2021
<b>Scheduled Completion Date</b>	November 2021

9.2.8 Contracts Awarded Under Delegation (as approved in Council's 2021/22 Capital Works Budget) (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.

Where required, external stakeholders have been 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.

**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 capital 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 2021/22 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 enabling infrastructure that encourages health and wellbeing activities and amenity improvements.

**Environmental**

The works will be undertaken in line with an approved scope of works and ensure that the site is made good upon completion of the works.

9.2.8 Contracts Awarded Under Delegation (as approved in Council's 2021/22 Capital Works Budget) (cont.)

**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 the publicly advertised contracts awarded by the Chief Executive Officer and Directors under delegated authority of the Council during the period 1 August 2021 to 1 September 2021.

***ATTACHMENTS***

Nil.

### **9.2.9 Designation of a Bushfire Place of Last Resort - Euroa**

Author: Manager Operations/Municipal Fire Prevention Officer (MFPO)

Responsible Director: David Roff

#### **EXECUTIVE SUMMARY**

Councils in country Victoria are required to designate Neighbourhood Safer Places or Bushfire Places of Last Resort (BPLR) under the Country Fire Authority Act 1958 (CFA Act).

The CFA Act requires that a proposed BPLR be given the Municipal Fire Planning Sub-Committee approval, and endorsement by the Municipal Emergency Management Planning Committee. The Council are required to approve the site by Council resolution and can only do so once the proposed BPLR site has the approval of the CFA.

This report recommends that the Euroa BPLR be relocated from the current Kirkland Avenue site to the carpark area at the Euroa War Memorial Swimming Pool.

The proposed location has been assessed against eleven criteria, as set out in the Council's Neighbourhood Safer Places Plan adopted by the Council on 15 June 2010. The site has been assessed and certified by the Country Fire Authority as being suitable for a BPLR.

The report seeks Council's endorsement of this proposal.

#### **RECOMMENDATION**

***That Council:***

- 1. Designate the car park location at 16a Bury Street, Euroa (Euroa War Memorial Swimming Centre) as a Bushfire Place of Last Resort in accordance with section 50G of the Country Fire Authority Act 1958;***
- 2. Install directional signage to guide the public to the site;***
- 3. Decommission the current Bushfire Place of Last Resort on Kirkland Avenue, Euroa;***
- 4. Advise the Country Fire Authority of Council's decision; and***
- 5. Communicate to the public of the changes to the designated Bushfire Place of Last Resort for Euroa, once the Bury Street site is established, through Council's website, newspaper column and social media.***

#### **PURPOSE AND BACKGROUND**

In country Victoria, councils have an obligation to identify and Designate Bushfire Places of Last Resort (BPLR), which were previously known as Neighbourhood Safer Places (NSP).

### 9.2.9 Designation of a Bushfire Place of Last Resort – Euroa (cont.)

There are total of eight (8) BPLRs designated within the Strathbogie Shire located in the townships of Euroa, Violet Town, Strathbogie, Longwood, Avenel, Mangalore, Ruffy and Nagambie.

During a recent annual review of the Victorian Bushfire Risk Register for the Strathbogie Shire by the Municipal Fire Planning Sub-Committee, a discussion was held about the ongoing suitability of the current BPLR in Euroa, being a section of Kirkland Avenue, Euroa, between Bury Street and Clifton Street.

The BPLR for Euroa was initially designated at the service centre on the Hume Freeway and was changed to Kirkland Avenue when Council did not wish to meet the demands of the service centre operator to continue the site as a BPLR (refer item 9.7.3 Council meeting 20 November 2018).

This report proposes that consideration be given to alter the location of the Euroa BPLR prior to the commencement of the 2021/2022 fire danger period.

#### ***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. It is difficult to find an alternative BPLR open space site within the Euroa township area.

BPLRs are **not** community fire refuges or emergency relief centres. BPLRs are places of last resort during the passage of a bushfire and are intended to be used by persons whose primary bushfire plans have failed. BPLRs are places of relative safety only.

They do not guarantee the survival of those who assemble there. Furthermore, there may be serious risks to safety encountered in travelling, and seeking access, to BPLRs during bushfire events. Depending on the direction of a fire, it may not be a safer place to assemble than other places within the municipal district. At that point in time, it almost certainly will be a matter for individual judgement and decision as to which, if any, BPLR a person or persons should travel in the presence of fire.

The existing Kirkland Avenue BPLR site being a roadway has potentially created some confusion as to the exact location of the BPLR. All the signage is erected on the edge of the adjacent parkland beside the Seven Creeks, which encourages people using the site to be in the reserve instead of indicating that it is the roadway which has been designated as the BPLR.

One of the reasons for reconsidering the location for the BPLR was the fact that the Euroa Kindergarten has been recommended for inclusion in the Victorian Bushfire Risk Register in the event of a bushfire incident, given the proximity of vegetation along the Seven Creeks reserve/parkland and its designation in the Municipal Emergency Management Plan as a vulnerable facility.

At the Fire Sub-Committee meeting it was initially thought that the main shopping strip area in Euroa could be considered but upon further investigation, the clearance zone of 310m around an open area Bushfire Place of Last Resort ruled this location out.

### 9.2.9 Designation of a Bushfire Place of Last Resort – Euroa (cont.)

The Friendlies Reserve wasn't considered but it would clearly not meet the clearance (vegetation) requirements as it is nestled near the Seven Creeks reserve with significant treed areas similar to the issues with the Kirkland Avenue existing site.

The proposed site at the pool car park meets the clearance guidelines and has been assessed by CFA under 11 criteria and been found to be suitable.

The site needs to be in place for the upcoming fire season and if another site was to be considered there would not be time to have it assessed then go through Municipal Fire Planning Committee and Municipal Emergency Planning Committee and then Council. The Council cannot resolve unless approval has been received from the CFA re :assessment of the site.

There is also a requirement for an annual review process and this can be considered next year.

Whilst the Council needs to make a resolution in this matter, the Council has no authority over the MEMPC or the Fire Sub-committee (under new arrangements they are not Committees of Council), which may well reject/fail to endorse an alternative proposal.

Any potential BPLR site is required to be assessed against criteria as set out in the Council's Neighbourhood Safer Places Plan which was adopted by the Council on 15 June 2010. A summary of the assessment is contained in Attachment No 1.

The key criteria are;

1. A minimum of 310 metres clearance to vegetation (bushland/grasslands)
2. Community access availability
3. Proximity to major highways and standard of access (roads)
4. Capacity of the proposed site
5. Suitable access for emergency services
6. Suitable access for pedestrians available
7. Disabled accessibility
8. 24/7 accessibility
9. Appropriate signage in place
10. Inspection and maintenance regime in place
11. Community informed.

Criteria 9 to 11 inclusive would be addressed following a Council decision to proceed with the BPLR at 16a Bury Street and prior to the site becoming operational.

For a building as a BPLR the clearance requirement is reduced to 140 metres. The Council's existing offices in Bury Street, Euroa, would not comply with this requirement. Other building sites could be considered, although the requirement to have 24 hour access could prove problematic from a building security and standby staffing costs perspective if the building was Council owned or security and access agreements for non-Council owned sites.

### 9.2.9 Designation of a Bushfire Place of Last Resort – Euroa (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.

The responsibility for emergency management planning now rests with the Strathbogrie Shire Municipal Emergency Planning Committee (MEMPC) which reports to the Hume Regional Emergency Management Committee. The MEMPC is not a committee of the Council although Council has representatives on the MEMPC and the Director Corporate Operations chairs this committee.

The MEMPC has established a specialist sub-committee, the Municipal Fire Planning Sub-Committee (MFPSC).

The matter of establishment of BPLRs relies heavily on the CFA's technical assessment of the proposed site and the specialist guidance of the MFPSC. The MFPSC have recommended support for the proposed BPLR and the MEMPC has supported this proposal.

In this instance a wider community engagement process is not required, although the Strathbogrie Shire Community will be engaged in the triannual review of the existing Municipal Emergency Management Plan which is scheduled in 2022.

In relation to community awareness of fire related issues, including individual fire plans, primarily the fire season messaging is provided by State Government with Council playing a support role

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

The consideration of a Bushfire Places of Last Resort (BPLR) supports the Council's strategy (1.3) in the 2017/2021 Council Plan by enhancing community resilience.

##### **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 consideration of BPLRs is a requirement of state legislative requirements and is consistent with emergency management planning at regional and state levels.

#### **LEGAL CONSIDERATIONS**

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

Under section 50G (1) of Country Fire Authority Act 1958 a council in country Victoria must identify and designate places as Neighbourhood Safer Places (now referred to as Bushfire Places of Last Resort) within its municipal district.

### 9.2.9 Designation of a Bushfire Place of Last Resort – Euroa (cont.)

Council must refer any proposed BPLR site to the CFA for a detailed assessment and cannot designate the site as a BPLR until the site has been certified by the CFA. The CFA have assessed the proposed BPLR and have certified its approval – refer to Attachment 3.

Council is further obligated to undertake an annual review of all its BPLRs and maintain them during the declared fire danger period.

#### **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 and the matters discussed achieve public transparency goals as the proposal has been raised with both the Municipal Fire Planning Sub-Committee and the Municipal Emergency Management Planning Committee, was available to the public on Council's website and is being discussed in a Council meeting open to the public.

#### ***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.

Minimal costs would be associated with the establishment of the BPLR, with some existing signage being able to be reused from the existing BPLR site.

The existing emergency management budget can accommodate the costs of this proposal.

All BPLRs are inspected annually and monthly during the declared fire danger period, and therefore, as the proposal will not increase the total number of BPLRs, no additional inspection costs will be incurred.

#### ***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**

Nil impacts.

#### **Social**

The implementation of the Bushfire Place of Last Resort at the Euroa Pool Carpark site will contribute to resilience and the health and safety of the community by providing a designated alternative site in the event of a bushfire impacting on the community where individual fire response plans have failed.



## 9.2.9 Designation of a Bushfire Place of Last Resort – Euroa (cont.)

### **Environmental**

No impacts.

### **Climate change**

Current evidence suggests that fire seasons are becoming longer, and extreme weather conditions are becoming more frequent. A regular review of the Council's emergency management arrangements including the designation of Bushfire Places of Last Resort (BPLR) is required by legislation and is necessary to ensure that these arrangements are able to respond to the increasing risks due to climate change.

### ***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 recommendation in this report is a direct result of a review of the suitability of an existing BPLR by the Municipal Fire Planning Sub-Committee and is a demonstration of continuous improvement principles in Council's emergency management arrangements.

### ***COLLABORATION***

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

Collaboration has occurred across a wide range of agencies as represented on the Municipal Emergency Management Planning Committee and the Municipal Fire Planning Sub-Committee.

### ***HUMAN RIGHTS CONSIDERATIONS***

The proposal is supportive of human rights as contained in the *Charter of Human Rights and Responsibilities Act 2006*, including the protecting life and the protection of families and children.

### ***CONCLUSION***

An alternative Euroa BPLR site has been identified which offers increased protection and reduces potential confusion for the community compared to the existing BPLR on Kirkland Ave Euroa.

It is recommended that the Council designate the carpark at the Euroa War Memorial Swimming Pool as the BPLR (NSP) and decommission the existing Kirkland Ave BPLR site.

### ***ATTACHMENTS***

**Attachment 1:** Council assessment of the Carpark site at 16a Bury Street, Euroa.

**Attachment 2:** Locality map showing the 310 metres defendable space requirement.

**Attachment 3:** Country Fire Authority Certification of the site at 16a Bury Street, Euroa

**ATTACHMENT 1:**

**Assessment of the car park area at 16a Bury Street, Euroa, as a Bushfire Place of Last Resort (BPLR)**

The following is an assessment undertaken in accordance with the Council's approved Neighbourhood Safer Places Plan adopted on 15 June 2010.

ITEM	BPLR CRITERIA		COMMENTS
1	Defendable space – 310m clearance to vegetation as per CFA recommendations	✓	Refer to map showing 310m radius around the site
2	Consents & right of access	✓	Council owned land – no restrictions
3	<u>Access &amp; Egress</u> Proximity to major highways/population centres  Easy and clear access from sealed major roads  Capacity  Emergency vehicle access Pedestrian accessing site - safety	✓ ✓ ✓ ✓ ✓	Centre of Euroa. Close to old Hume Highway & Euroa Shepparton Rd Clifton St and Anderson St. All sealed roads. Limited vegetation. Over 50 car parking spaces please adjoining on-street parking. Approximately 200 plus person capacity. Refer attached maps. Available Proposed BPLR tending to encourage people to move away from more highly vegetated areas
4	Maintenance	✓	Council responsible – already maintains the site
5	Operation of BPLR (24hrs)	✓	Can operate effectively 24/7
6	Signage	✓	Signs to be installed once BPLR designation approved
7	Disabled access	✓	Site accessible, good pedestrian path network.
8	Community communication	✓	Media/communication to be undertaken once the site is approved as a BPLR and the signage has been installed.

Assessment completed by Council's Municipal Emergency Management Officer (MEMO) and the Municipal Fire Prevention Officer (MFPO) and the Car Park associated with the Euroa War Memorial Swimming Pool is recommended as a designated a Bushfire Place of Last Resort (BPLR formerly an NSP).

Signed:.....

Date:.....

Daniel Haysom (MFPO)

Brian Doyle (MEMO)



**ATTACHMENT 2:** Locality Map for the Proposed Euroa Bushfire Place of Last Resort





**ATTACHMENT 3:** Country Fire Authority Certification



**Neighbourhood Safer Place – Bushfire Place of Last Resort  
Assessment Certification**



Site Details:

NSP-BPLR ID Number	1000102562		
CFA Region	North East	CFA District	22
Municipal Council	Strathbogie Shire		

Main Location	Car park at the Euroa Swimming Pool		
Sub Location			
Address	16A Bury Street		
Township	Euroa	Postcode	3666

Location Type	Building <input type="checkbox"/>	Open Space <input checked="" type="checkbox"/>
---------------	-----------------------------------	------------------------------------------------

Best Access to Site	Bury Street
Brief Description of Use	Car park area associated with a public swimming pool

Site Assessment Officer Details:

Name	Mark Burton-Walter
Contact Number	0499 305 285
Assessment Date	15 July 2021
Signature	

Assessment Result:

<input checked="" type="checkbox"/> COMPLIANT	PRESCRIPTIONS OF MANAGEMENT TO BE SECURED FOR COMPLIANCE (Go to the Compliance Checklist - Refer to attached 'Assessment Summary Report' for details)
<input type="checkbox"/> Review / Reassessment - Site Unchanged (Go to the Compliance Checklist for details)	
<input type="checkbox"/> NON-COMPLIANT	

Certification Details:

	Manager Community Safety	Assistant Chief Fire Officer
Name	Darren Viney	Tony Owen
Date	02/08/2021	26/08/21
Signature		

The assessment result is determined in accordance with the CFA NSP-BPLR Assessment Guideline. The Guideline has been prepared and approved by CFA, published in the Government Gazette and on the CFA website, pursuant to s.306 of the Country Fire Authority Act 1958.

### **9.2.10 Refugee Council of Australia - Afghanistan Advocacy**

**Author:** Coordinator Community Services & Inclusion

**Responsible Director:** Director Community and Planning

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

The Refugee Council of Australia have written to all Refugee Welcome Zone Councils calling on support to advocate to the Australian Federal Government on the unfolding crisis in Afghanistan. The Refugee Council of Australia are urging the Federal Government to implement the below seven practical steps to provide safety for people from Afghanistan:

1. Evacuate people who are at grave risk
2. Urge governments in the region to keep borders open
3. Offer additional refugee resettlement places for Afghan refugees
4. Increase Australian aid to the region
5. Support people whose asylum claims have been previously rejected to be able to submit new claims in the light of the changed circumstances in Afghanistan.
6. Extend permanent protection to 4300 Afghans on temporary protection visas
7. Assist Afghan Australians with urgent family reunion applications for relatives who are at particular risk.

In 2017, Strathbogie Shire become a Refugee Welcome zone. A Refugee Welcome Zone is a Local Government Area which has made a commitment in spirit to:

- Welcoming refugees into the community
- Upholding the human rights of refugees
- Demonstrating compassion for refugees, and
- Enhancing cultural and religious diversity in the community.

Over 300 organisations, businesses, and community groups have signed on to a joint letter to all Federal MPs and Senators calling on them to take urgent action on the devastating situation in Afghanistan. The Refugee Council are calling on our support to back their urgent advocacy on the unfolding crisis in Afghanistan, including support for Afghan refugees here in Australia and their separated families.

#### ***RECOMMENDATION***

***That Council advocate to the Australian Federal Government by including Council's support to the Refugee Council of Australia's advocacy calling on the Federal Government to implement seven practical steps to support the people of Afghanistan and our local Afghan community.***

#### ***PURPOSE AND BACKGROUND***

Over 300 organisations, businesses, and community groups have signed on to a joint letter to all Federal MPs and Senators calling on them to take urgent action on the devastating situation in Afghanistan. The Refugee Council are calling on our support to back their urgent advocacy on the unfolding crisis in Afghanistan, including support for Afghan refugees here in Australia and their separated families.

### 9.2.10 Refugee Council of Australia - Afghanistan Advocacy (cont.)

As the Taliban takes control of Afghanistan, years of work to support the education, safety and autonomy of Afghanistan's women, including programs generously supported by Australian aid, is being destroyed and many people are in fear for their lives. They include people who have worked with Australian and other western governments and organisations as translators, security and support staff, NGO workers and journalists. Members of religious minorities are also at grave risk, including the many Shia members of the Hazara community.

Civil society groups in the Asia-Pacific region, refugee-led organisations such as the Asia Pacific Network of Refugees and members of Australia's Afghan diaspora have shown wide consensus on seven important and urgent actions the Australian Government can take:

- Do everything possible to evacuate people who are at grave risk within Afghanistan, including those who have worked for or assisted the Australian Government and Australian organisations (including the embassy, armed forces, NGOs and media), human rights defenders and women and girls whose lives and security are under great threat.
- Urge governments in the region to keep borders open for people trying to flee persecution in Afghanistan, including and particularly Pakistan and Iran.
- Offer additional refugee resettlement places for Afghan refugees immediately, as the Australian Government did in 2015 with 12,000 additional places for Syrian and Iraqi refugees. Canada has already announced its commitment of 20,000 additional places for Afghan refugees. Australia could match this offer and urge other resettlement states to do the same, sending a strong and positive message to states receiving Afghan refugees that the world is ready to share responsibility in the protection of lives at risk.
- As many people are now at risk from hunger and lack of shelter due to their forced displacement, immediately increase Australian aid to the region to support programs to assist people who have been displaced across borders and, wherever possible, support organisations still offering assistance within Afghanistan.
- Welcome the extension of temporary visas of all Afghan citizens in Australia announced by Immigration Minister Alex Hawke on 17 August. A vital next step of this is to ensure that people whose asylum claims have been previously rejected be supported to submit new claims in the light of the changed circumstances in Afghanistan.
- Extend permanent protection to 4300 Afghans on temporary protection visas, recognising that members of this group are unlikely to be able to return in safety for many years to come and need the assurance that they can continue to live in Australia without the constant fear of forced return.
- Assist Afghan Australians, including people with temporary and permanent protection visas, with urgent family reunion applications for relatives who are at particular risk, as members of minorities targeted by the Taliban or people likely to be targeted because of their connections to western nations. This should include giving priority to finalising family reunion applications which have previously been lodged but are waiting on a decision from the Department of Home Affairs.

## 9.2.10 Refugee Council of Australia - Afghanistan Advocacy (cont.)

### **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.

As a Council in the Refugee Welcome Zone Council has made a commitment in spirit to:

- Welcoming refugees into the community,
- Upholding the human rights of refugees,
- Demonstrating compassion for refugees and
- Enhancing cultural and religious diversity in the community.

Demonstrating Council's support to The Refugee Council of Australia is an opportunity to stand by this commitment. In addition, Council has a long-standing relationship with Rural Australian Refugees (RAR), who are an informal network of regional and rural groups supporting and advocating for refugees and people seeking asylum.

### **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 Officers have engaged with the Strathbogie Shire's Rural Australian for Refugees committee and they have confirmed that they support this initiative and Council's advocacy.

### **POLICY CONSIDERATIONS**

#### **Council Plans and Policies**

Our Values and 2017-21 council Plan highlight the need for openness, the highest ethical standards and transparency.

Council Plan Goal

- To enhance community health and wellbeing and liveability
  - o Plan for improved community health, wellbeing and liveability
  - o Engage and participate with the community in Council / Community initiatives
- To be a high performing shire
  - o To communicate and engage effectively with our community and key stakeholders
  - o To be equitable and fair in all decision making processes
- Liveability Plan
  - o Stronger Together

#### **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 Refugee Council are seeking Council to advocate for Australian Federal Government to take practical steps including a focus on the Government's immigration policies to support Afghan families, specifically resettlement places, temporary visas, temporary protection visas and family reunion applications.

## 9.2.10 Refugee Council of Australia - Afghanistan Advocacy (cont.)

### **LEGAL CONSIDERATIONS**

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

The Refugee Council of Australia are urging the Federal Government to implement seven practical steps to provide safety for people from Afghanistan. Detailed within the seven practical steps includes initiatives for Federal Government review existing policy direction including extending permanent protection to 4300 Afghans on temporary protection visas and offering additional refugee resettlement places for Afghan refugees immediately.

### **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 request for Council to advocate with Refugee Council of Australia to the Australian Federal Government is put forward in this report to ensure 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 commitment to Council associated with 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**

Economic modelling undertaken by Deloitte in 2019 suggests that increasing Australia's humanitarian migration intake could have a notable impact on the broader economy. An increase in the humanitarian intake could:

- Increase the size of the Australian economy by \$37.7 billion over the next 50 years.
- On average, Gross Domestic Product (GDP) could be \$4.9 billion greater annually between 2018-19 and 2067-68.
- Sustain on average an additional 35,000 full time equivalent jobs in the Australian economy every year for the next 50 years.
- Increase private consumption, which is the best measure of consumer welfare in the CGE model, by \$18.2 billion



## 9.2.10 Refugee Council of Australia - Afghanistan Advocacy (cont.)

### **Social**

Increasing Australia's humanitarian migrant intake will have a significant social impact. Humanitarian migrants actively contribute to the multicultural and diverse fabric of Australian Society.

The following social benefits derived from this proposal include:

- (a) sense of community – promoting social cohesion through advocacy for the Afghan community;
- (b) community health and well-being – improving the plight of refugees

### **Environmental**

The impacts of climate change are numerous and may both trigger displacement and worsen living conditions or hamper return for those who have already been displaced. Limited natural resources, such as drinking water, are becoming even scarcer in many parts of the world that host refugees. Crops and livestock struggle to survive where conditions become too hot and dry, or too cold and wet, threatening livelihoods.

### **Climate change**

As mentioned above the impacts on the natural environment and wide and varied as a result of climate change.

### ***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.

Advocating on behalf of The Refugee Council to our Federal Government to act and support refugees is an opportunity for continuous improvement by making a step-change difference to the experience of people displaced and impacted by the takeover of Afghanistan by the Taliban.

### ***HUMAN RIGHTS CONSIDERATIONS***

Supporting the Refugee Council in advocating our Federal Government aligns with the Charter of Human Rights and Responsibilities Act 2006, including:

- (i) recognition and equality before the law;
- (ii) right to life;
- (iii) protection from torture and cruel, inhuman or degrading treatment;
- (iv) freedom from forced work;
- (v) freedom of movement;
- (vi) privacy and reputation;
- (vii) freedom of thought, conscience, religion and belief;
- (viii) freedom of expression;
- (ix) peaceful assembly and freedom of association;
- (x) protection of families and children;
- (xi) taking part in public life;
- (xii) cultural rights;
- (xii) property rights;
- (xiii) rights to liberty and security of person; and
- (xiv) fair hearing; and

The above human rights are all at risk of being impacted by the Taliban's control in Afghanistan and outline the need to advocate on behalf of Afghanistan and Afghan refugees.

9.2.10 Refugee Council of Australia - Afghanistan Advocacy (cont.)

**CONCLUSION**

Over 300 organisations, businesses, and community groups have signed on to a joint letter to all Federal MPs and Senators calling on them to take urgent action on the devastating situation in Afghanistan. The Refugee Council are calling on our support to back their urgent advocacy on the unfolding crisis in Afghanistan, including support for Afghan refugees here in Australia and their separated families.

**ATTACHMENTS**

Nil.

### **9.3 INFRASTRUCTURE**

#### **9.3.1 Strathbogie Shire Council Road Management Plan Review**

Author: Manager Asset Planning

Responsible Director: Director Community and Planning

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

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

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

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

At the June 2021 Council Meeting, Council resolved to undertake a Section 223 process in accordance with the *Local Government Act 1989*, calling for submissions in relation to Council's periodical review of the Road Management Plan.

The purpose of the consultation was to provide an opportunity for the community to comment and provide feedback on the draft Road Management Plan, including how effective the previous version was. This feedback is collated in this report and is presented to Council as part of their consideration and deliberation before adopting the final Road Management Plan.

Following the submission period, 12 submissions regarding the draft Road Management Plan were received. Two (2) of the 12 submitters were heard in support of their written submission. This hearing took place on 10 August 2021. A summary of the submitters' objections can be found further in this report.

The changes to the Plan were based on community feedback and engagement with relevant stakeholder groups. The body of the Plan has been updated and reflects improvements to policies and maintenance and management practices.

The Plan seeks to balance the competing influences that impact Council's level of service - including economic, technical, social, safety and environmental influences. In managing the local road system, Council seeks to establish a reasonable level of service to meet the expectations of road users and the local community.

##### ***RECOMMENDATION***

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

- 1. Endorse the Road Management Plan 2021 – 2025.***
- 2. Note that a notice of the decision will be published in the Victoria Gazette.***

### 9.3.1 Strathbogrie Shire Council Road Management Plan Review (cont.)

#### **PURPOSE AND BACKGROUND**

The purpose of this report is to seek endorsement for the amended Road Management Plan which has been developed pursuant to the Road Management Act 2004 and Road Management (General) Regulations 2016.

Council's powers and obligations as a road authority are set down in the Road Management Act 2004 and associated regulations. A number of Codes of Practice also guide Council's role as a road authority especially the Code of Practice for Operational Responsibility for Public Roads which outlines the division of responsibilities between Council and Department of Transport (VicRoads). In accordance with the Road Management (General) Regulations 2016, Council, as a road authority, must conduct a review of its RMP during the same period as it is preparing its Council Plan following a general election. This was completed earlier this year and an amended RMP was made available for community input through Council's Share Strathbogrie web page.

The RMP has a number of functions:

- Defines, in a Public Road Register, the roads Council considers are required for public use in an integrated network and will be maintained to the defined standards;
- Establishes a management system for the road management functions assigned to Council as the Road Authority for local roads;
- Bases the system on policy and operational objectives within the resources available, and;
- Sets relevant standards for carrying out inspection, repair and maintenance functions for the road infrastructure.

#### **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's Asset Planning team undertook an internal review of the RMP with representatives from the Operations Department. The primary focus of the review was to assess the appropriateness of the established levels of service, taking account of what is considered reasonable, affordable, and achievable.

Changes made to the plan include: -

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

In accordance with the Act and the Regulation, the amended version of the RMP was placed in the daily circulating newspaper calling for submissions from the general public over a 28-day period from the date of advertisement.

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

The exhibition included:

- The publication of a notice to review and amend the RMP in the Government Gazette (on 1 July 2021);
- Copies of the amended RMP being available for viewing at Council's Euroa and Nagambie Customer Service Centres;
- A webpage to view the amended RMP and provide feedback; and
- Promotion on Council's social media channels.

At the conclusion of the exhibition period 12 submissions regarding the draft Road Management Plan were received. Two (2) of the 12 submitters were heard in support of their written submission. This hearing took place on 10 August 2021.

Many of the submissions focussed on requests for specific road maintenance and updates and/or changes to specific road and intersection treatments.

The following recommendations were made to Council: -

- Remove the use of the word Paper Road
- Clarify flow chart responsibilities
- Include three new fire access roads
- Put more effort into Project Management and supervision of contractors
- Include Mitchell Shire as an abutting Shire to the Shire of Strathbogie
- Clarification needed on terms "fire access track" and "fire access roads"
- Improve roadside vegetation section for clarity
- Include section about road maintenance program including roadside spraying or slashing
- Include section outlining road marking and compliance with applicable acts and standards.

#### **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 adopted the Draft 2021 Road Management Plan to be released for community consultation at its June meeting.

Council used [www.share.strathbogie.vic.gov.au](http://www.share.strathbogie.vic.gov.au) to provide the community with a copy of the draft plan and a submission form to have their say. The community was also able to email and post submissions.

The consultation period was open for four weeks and during this time Council ran a communication campaign that included a media release, advertising, social media, eNews, website content and emails seeking feedback to key stakeholders.

Overall Council received 12 submissions. Of these nine were received through the Share Strathbogie platform, two via email and one in writing. The project achieved 290 views on Share Strathbogie platform and our social media campaign achieved a reach of more than 1300.

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

#### ***POLICY CONSIDERATIONS***

##### Council Plans and Policies

- Council Plan:
  - Goal 2 – To sustainability manage our natural and built environment;
  - Key Strategy – Protect and enhance our built environment.
- Asset Management Policy
  - Asset renewal – is the upgrading or replacement of an existing Asset, or a component, that restores the service capability of the Asset to its original functional condition and performance.
- Asset Management Strategy
  - Ensure the Shire’s infrastructure enhances efficiency for people and freight movement, service delivery and community amenities.

#### ***LEGAL CONSIDERATIONS***

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

##### Road Management Act 2004

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

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

This includes:

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

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

##### Local Government Act 2020

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

### 9.3.1 Strathbogrie Shire Council Road Management Plan Review (cont.)

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

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

#### **Conflict of Interest Declaration**

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

#### **Transparency**

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

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

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

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

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

The current capital works and operational budgets and forward budget projections are sufficient to maintain the standards established in the RMP.

The current Long Term Financial Plan contains forecasts for the capital investment required to maintain roads, footpaths and road related assets to the required standards.

#### ***SUSTAINABILITY CONSIDERATIONS***

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

#### **Economic**

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

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

#### **Social**

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

#### **Environmental**

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

#### **Climate change**

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

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

#### ***HUMAN RIGHTS CONSIDERATIONS***

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

#### ***CONCLUSION***

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

It is recommended that the Road Management Plan 2021-2025 is accepted with an implementation date of 30 September 2021.

#### ***ATTACHMENTS***

**Attachment 1:** Consultation Response

**Attachment 2:** Road Management Plan 2021-2025 version 7 – Draft 4 to become final version once approved with updated date on cover page



**ATTACHMENT 1:** Consultation Response

From	Request to speak	Submission	Officer Response
1. DELWP via email	NO	<p>The Department would like to provide the following comments regarding the draft plan:</p> <p>Section 1.6 Glossary of Terms:</p> <p>The document defines: “Unused Road Reserve or Paper Road” as “A road reserve that exists on paper but does not contain a physical road”.</p> <p>DELWP Comment: The plan does not refer anywhere to “Paper Road” and we suggest this term be removed. “Unused Road” as defined under the Land Act 1958, “means a road or any part of a road which is the subject of a notice under section 400(1)”. Scheduling of all or part of a road under this section means that DELWP may issue an agricultural licence under the Land Act 1958.</p> <p>Section 4 Demarcation of Responsibility</p> <p>The flow chart on Page 9 could be seen as misleading to the public because of the definition (provided in your glossary) for unused road. DELWP is only responsible for administering unused road Licences under the Land Act 1958 over unused roads. DELWP are of the opinion that all other management requirements (including access) of unused roads (whether licenced or not) fall under the “care and management” of Council, in accordance with section 205 of the Local Government Act 1989.</p> <p>While nothing in the Road Management Act 2004 can be construed as requiring that a road which is specified to be an unused road under section 400 must be opened to the public or maintained to any standard, DELWP believes that section 205 of the Local Government Act 1989 makes Council responsible for the care and management of all Public Highways under Common Law on Crown land. Reiterating above, DELWP is only responsible for the management of the Licence and Licensee.</p>	<p>The term ‘Paper Road’ removed and definition amended</p> <p>No changes to flow chart required due to the amended definition for “Unused Road”</p>

<p>2. Strathbogie Shire Council Emergency Management Officer</p>	<p>No</p>	<p>One of the roles of the Council's Emergency Management Officer position is to provide administrative support to the Municipal Fire Planning Sub Committee (MFPSC) and convene weekly catchup meetings with the CFA Group Officers and the CFA's Strathbogie Catchment Officer to discuss issues of concern.</p> <p>I have recently completed inspections of existing fire access roads accompanied in some instances by the CFA Group Officers from Euroa and Violet Town. The former Municipal Fire Management Planning Committee (prior to 1st December 2020) had discussed the inclusion of some additional fire access tracks in the Fire Plan and a recent weekly meeting of the CFA Group Officers including the Strathbogie CFA Catchment Officer endorsed the following new fire access roads for consideration by the Council in the Road Management Plan.</p> <ol style="list-style-type: none"> <li>1. Unnamed Fire Access from Arcadia Two Chain Road to Frosts Road 1630m Miepoll - length 1630m</li> <li>2. Sugarloaf Road from Sheans Creek Road 3415 to end of road 9032m Kithbrook length 4900m</li> <li>3. Wakenshaws Road from Polly McQuinns Road 98 to Coach Road 2765m Strathbogie length 2667m</li> </ol> <p>As indicated in the proposed Road Management Plan, fire access tracks are only required to be trafficable during the declared fire season such that minimal maintenance is generally required which typically would include trimming of low branches and grading or otherwise filling in some ruts/larger potholes which may have developed.</p>	<p>General comments have been forward to Council's Asset Planning and Operations teams to action</p>
<p>3. General submission</p>	<p>No</p>	<p>Baxters Rd Goulburn Weir desperately needs a good layer of gravel put down and rolled.</p>	<p>The general comment has been forward to Council's Operations team to action</p>
<p>4. General submission</p>	<p>No</p>	<p>In regards to roads in Euroa that need improvement one is Birkett Street from Branjee Street to Drysdale Road. Due to the volume of traffic especially semi trailers and school buses the road needs to be widened to reduce the huge clouds of dust that cover our houses, washing, and we breathe in. We have to refrain from having our doors and windows open from spring to winter to minimize the dust inside.</p>	<p>The general comment has been forward to Council's Asset Planning team to action</p>

<p>5. General submission</p>	<p>No</p>	<p>Any time there is rain Wormangal-Wahring Rd turns to mush and despite slowing to 20-30 km/h my all wheel drive still slides and locks up with lights lit up all over the dash.</p> <p>I have stood on the side of the road many times watching the school bus lock up and or skid as it tries to stop to let my kids off. Our car gets so filthy every single trip that trying to get in and out of the car without covering our clothes in mud which dries to white is near impossible. When the local primary school uniform is black my kids end up turning up at school looking filthy each morning despite being dressed in freshly washed clothes.</p> <p>The rest of the year the road releases a thick white dust when driven on. This covers every surface in our house and with my husband as an asthmatic I spend hours wiping surfaces each week. Once again the bus stop becomes a dangerous environment as we can't breathe easily for a minute or two as each vehicle goes past while waiting at the stop.</p> <p>The road is used by numerous trucks travelling at 100km/h all year round but more frequently during harvest time.</p> <p>I would love to see the road properly formed and covered in bitumen to make it safer and healthier for all the local residents. While there are only a small number of houses on the road the number of trucks and farm machinery travelling on this road greatly exceeds that number.</p>	<p>General comments have been forward to Council's Asset Planning and Operations teams to action</p>
<p>6. General submission</p>	<p>No</p>	<p>Look at local traffic only on Mansfield-Longwood Rd. It has become the bypass of Euroa. Traffic move on that road at a 100km plus.</p> <p>Making the road better will only make more traffic not what locals need. It's dust in summer travels for kms over the homes and farms in summer. I have video over our farm. They travel onto the old Hume without stopping and myself and family members have been run off the road.</p> <p>On long weekends I've seen 20 plus cars and trailers trying to get back on the Hume taking 1/2 hour or more as the traffic is moving thick back to Melbourne and travelling at 110 kms.</p> <p>The road is potholes plus at the moment. Big gravel trucks run on this road nonstop and drive fast. I hope no one is killed before something is done, it would be better if they could get on the Hume near Euroa.</p>	<p>General comments have been forward to Council's Asset Planning and Operations teams to action</p>

7. General submission	No	<p>1. Formalise traffic management at intersection of Binney St and Railway St with a small roundabout</p> <p>2. Modify drainage on N side of Binney St between Brock St and Bury Street (nearly need a 4x4 to access between road and footpath at times)</p>	The general comment has been forward to Council's Asset Planning team to action
8. General submission	No	Turning circle required at the end of Fleming road, Arcadia South	The general comment has been forward to Council's Asset Planning team to action
9. General submission	Yes	<p>Thank you for the opportunity to submit our points of awareness and concern. We understand that Strathbogie Shire has been, since the previous Councillors, prior to 2020 election, are on somewhat of a mission to improve the roads of their various classes in the Strathbogie Shire this is very commendable, we have witnessed it often and more in depth when we had to wait for machinery to be do their work.</p> <p>This is a good start, but the quality of the work does not seem to be of any sort of high nor enduring standard, you have 20-40-100yr standards on roads keep to it. A lot more effort into Project Management and Supervision on behalf of the Shire's Supervising body seems to be greatly needed. An example of this is the 'below par' effort is the corner of Livingstone Street and Ewings Rd Avenel. To the observer, over the greatly extended time in which the works were going on, the project appeared to be poorly managed and executed, lacked supervision from the relevant authority and the work done is not seamless to its surrounds, the lines were in the wrong place, new lumps and bumps on the new road, the shoulders were and still are in a very poor condition, to access footpaths/driveways it is unpleasant to put it mildly and messy.</p> <p>Then a big disconnect from the 'works' start and end to the existing roads, Queen Street drainage has not been addressed, the many side roads that were used over the extended period due to these works are shoulders damaged, potholes and uneven surfaces then throwing some gravel on the area may have looked good but the rain sorted that out in less than an hour!</p>	The general comments have been forward to Council's Project Delivery, Asset Planning and Operations teams to action

		<p>Seriously it is a badly done job leaving a mess all about the greater project area. Ewings road; in total road shoulders are appalling, it is well used and hazardous. Children, Adults, cyclists walk along this road and then to cross the railway line is just a hazard as they have to walk on the road to cross the railway line, go figure.. it is a major access road into and about Avenel.</p> <p>Very recently, as in this week, grading works on Hovell St in Avenel occurred but totally pointless as there appears to be no drainage at all, so runoff is the road, it is a mess, this same situation too is obvious in Vearings Rd.</p> <p>Fergusons Lane the same, waste of time with poorly conducted works. Also Vearings Rd Bank Street intersection is very deceptive when travelling north, Bank street is not easily seen and the signage is not well placed. Footpaths: Make them at least 1200mm wide, Granitic sand is fine but, it needs to have a correctly set up base and materials worked in and rolled well, otherwise, as all can see, it deteriorates quickly and where it has been done well, quite some years ago, these footpaths still have a solid base so the upkeep if done correctly should be minimal if done well, once again pointing to a management and supervision problem.</p> <p>The Avenel to Seymour road, who is in care of this? It is not in good shape, ARTC caused quite some damage but not all of it, that goes back to badly executed work practices, ignorance of how to do it should not be a mitigating circumstance and once again points to management and supervision the lack of, workers and contractors seem to only do what they feel they can get away with, this is not good work practice or direction, nor have high standards obviously been explained, put it in the contract, redoing a bad job badly does not mean that it is fixed!</p> <p>The intersection of Mangalore Road over the railway line at Mangalore heading to Avenel is shameful, check it out, fix it! Why is Station Road Mangalore not fully sealed? The amount of traffic through this area is increasing not decreasing. Tree 'sorting' on the road verges main or domestic roads, one tree is close to falling across Livingstone street onto Pioneer Reserve rd more rain and wind and it will topple. But someone will trim some branches of it and it will be left to fall another day. Take old dying falling leaning trees out from areas of public space and replace them with new ones, same sort I don't care but the romance of old trees dying gracefully is not a concept I am comfortable with neither is the</p>	
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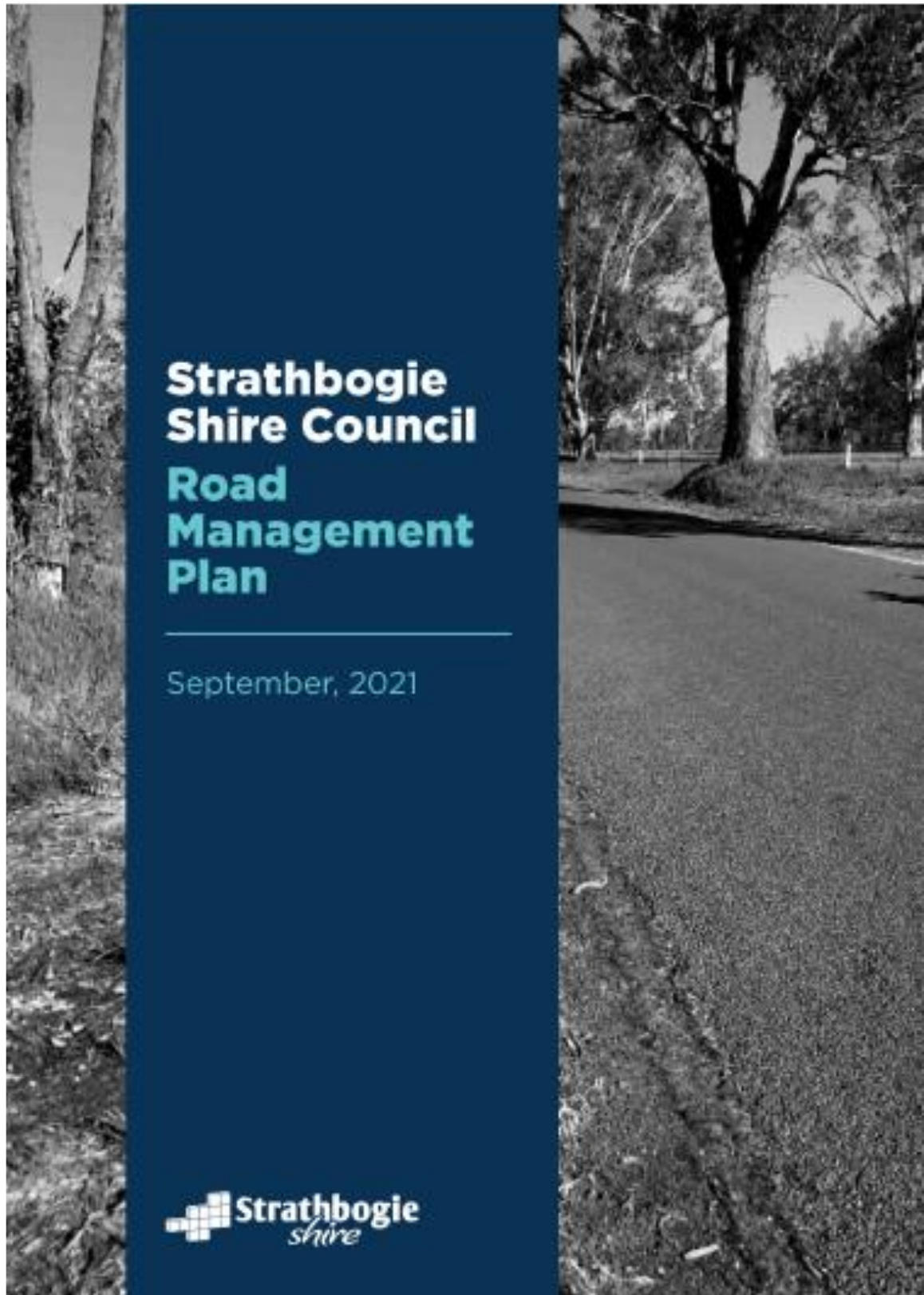
		<p>idea that people can be badly maimed or killed by same, take them out plant trees that will not cause harm.</p> <p>For your information Mitchell Shire is also an abutting Shire to the Shire of Strathbogie paragraph 4:1 of the Draft Strategy. There is a lot more to be said in the greater area of Strathbogie Shire and I would be happy to discuss it.</p>	<p>Corrected</p>
<p>10. General submission</p>	<p>Yes</p>	<p>The purpose of my submission is to recommend the Council install signs on non-maintained council roads to that effect and that the road may be impassable. Near our family farm is Airstrip Road which on Google Maps and car GPS displays runs from Drysdale Rd north to Wood Rd as shown, Airstrip Road is also shown on the Shire's Road Register, but notes only 545 metres north of Drysdale Rd is maintained.</p> <p>I believe the balance isn't maintained because Council feel it doesn't service a Council asset or ratepayer. I assume Airstrip Road is an Unsurfaced Road, (page 14 Strathbogie RMP 27/04/2021) and Council is not obliged to undertake Maintenance works however it is on the Register of Public Roads contrary to par 4.11. I don't believe it is an unused road reserve as per par 4.5 and 4.9 which the Council also accepts no responsibility for, under the Act.</p> <p>These unused roads reserves are also not included in the Road Register. (Submission included photo taken on June 27 2021 in Airstrip Road at the intersection with Wood Road). The installation of the Give Way sign suggests someone believes the road has more than limited access. My point is that the general public on viewing Google Maps or their GPS could reasonably assume they could safely use that road. As that section is not maintained the road is impassable in winter and challenging in the dry.</p> <p>(Submission included photo taken on June 27 2021 looking south in Airstrip Road at the intersection with Wood Road). To ensure the Council shows a duty of care to road users, signs should be installed at each end of the non-maintained road saying the road is not maintained. I assume there are similar situations elsewhere in the shire and these should also be addressed.</p> <p>It is disappointing on reading par 1.5.1 and 1.5.2 that in part states that "the three most damaging effects of road construction and management are noise, dust and vibrations". No mention is made of the importance of road reserves as wildlife corridors or the need to preserve and revegetate indigenous trees and understorey.</p>	<p>The general comment has been forward to Council's Asset Planning team to action</p> <p>Forms part of Council's Roadside Management Plan, Roadside</p>

		<p>Also, the management of weeds doesn't seem to be addressed. Our road reserves also carry evidence of our First Nations prior occupation of the country, i.e.. scar trees and yet this history and its preservation isn't referenced in the draft plan.</p> <p>First Nations artefacts are protected by state law, <a href="https://www.aboriginalvictoria.vic.gov.au/fact-sheet-aboriginal-scar-trees">https://www.aboriginalvictoria.vic.gov.au/fact-sheet-aboriginal-scar-trees</a> and I assume someone in Council is tasked with that responsibility.</p>	<p>Maintenance – Spraying and Slashing Policy.</p> <p>Managed by Planning team</p>
<p>11. CFA Catchment Officer</p>	<p>No</p>	<p>As the CFA Catchment Officer for Strathbogie, I thank you for the opportunity to review your DRAFT Roadside Management Plan, I've only a couple of comments to make, the majority of which relate to Fire Safety/Prevention.</p> <ul style="list-style-type: none"> <li>• “Fire Access Track” is this term in reference to tracks that are used for predominantly firefighting vehicle access, as opposed to designated “Fire Access Roads” under the Fire Access Road Subsidy Scheme (FARSS funded) to which there are FARSS funded roads within the Shire of Strathbogie i.e. Bonds Lane, Weibye Track etc. FARSS funded roads have a limited maintenance requirement.</li> <li>• Roadside Vegetation, This section is a little confusing in relation to the statement “A road authority does not have a statutory or a common law duty to maintain, inspect or repair land on any public highway that is not a constructed path or roadway (section 107 of the Act)”.</li> </ul> <p>Should the plan not mention the roadside maintenance program of the shire including the roadside spraying or slashing for road safety reasons including fuel management on roadsides, or is this outside the scope of the document.</p> <p>Lastly, would a brief section detailing the Shires position on road markings, that being compliance with applicable Acts and Standards, be referenced in the Road Management Plan to clearly articulate the Council's position on road markings.</p>	<p>General comments have been forward to Council's Asset Planning and Operations teams to action</p> <p>Forms part of Roadside Maintenance – Spraying and Slashing Policy</p> <p>Reference is made for use of the relevant standards throughout the RMP</p>

<p>12. General submission</p>		<p>I am writing in regards to the Draft Road Management Plan, I have two roads to report. These roads are Harrington Rd from Pine Lodge Rd to Violet Town Boundary Rd and Chanters Rd between Violet Town Boundary Rd to Wallis Rd.</p> <p>These two roads are used extensively as new owners of land on either side of the road have increased the traffic . Also the Violet Town Boundary Rd, between Chanters Rd and lcks Rd, which needs repairs. I would like to meet some of the staff to explain these roads re water over them, and culverts and road repairs and explain the new owner's direction compared to the past owners.</p>	<p>General comments have been forward to Council's Asset Planning and Operations teams to action</p>
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**ATTACHMENT 2:** Road Management Plan 2021-2025



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*PLEASE NOTE: THE PAGE NUMBERING FOR THE ABOVE CONTENTS IS NOT SYNCHRONISED WITH THE PAGE NUMBERING OF THIS AGENDA DOCUMENT*

## 1 GENERAL

### 1.1 *Distribution & Availability*

The Director Community & Planning shall be responsible for: -

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

Copies of the RMP shall be held by: -

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

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

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

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

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

### 1.2 *Amendment Register*

Document Control		
Rev No.	Date	Revision Details
Draft	31/08/04	
Ver 1.0	10/09/04	Version 1: Public exhibition
Ver 1.0	16/11/04	Version 1: Adopted
Ver 2.0	11/07/05	Version 2: Public exhibition
Ver 2.0	20/09/05	Version 2: Adopted
Ver 3.0	04/08/06	Version 3: Public exhibition
Ver 3.0	15/05/07	Version 3: Adopted
Ver 4.0	19/06/12	Version 4: Adopted
Ver 5.0	Feb 2014	Version 5: Adopted
Ver 6.0	April 2017	Version 6: Adopted
Ver 7.0	June 2021	Version 7: Public exhibition
Ver 7.0		Version 7: Adopted

### 1.3 *Delegations*

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

#### **1.4 Climate Change Impact on Pavement Maintenance and Rehabilitation**

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

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

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

#### **1.5 Environmental Impact on Pavement Maintenance and Rehabilitation**

##### **1.5.1 Environmental Issues Related to Road Management**

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

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

##### **1.5.2 Reducing the environmental impact**

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

#### **1.6 Glossary of Terms**

Ancillary Area	An area designated as an ancillary area by the co-ordinating road authority under section 18 of the Act.
Arterial Roads	Freeways, Highways & Declared Main Roads which are managed by the State Government through the Department of Transport (DoT) and Rural Roads Victoria (formally VicRoads).
Code of Practice	Code of Practice for Road Management Plans (13 <sup>th</sup> September 2004). Supporting document to the legislation, which provides practical guidance to Road Authorities in the making of RMPs.
Condition Inspections	Inspections conducted to assess the life of the road and footpath network and to prioritise major works.
Consent Applications	Applications made by other Road Authorities and Utilities companies to perform works on Council-managed roads.

Co-ordinating Road Authority	The road authority which has coordination functions as determined in accordance with section 36 of the Act.
Fire Access Track	A track that primarily exists to allow access for fire fighting vehicles.
"Force Majeure" Clause	A clause included in the RMP that describes the conditions under which a Council can suspend its maintenance and inspection responsibilities under the RMP due to the occurrence of events outside their control.
Defect	A localised failure in an asset, for example, a pothole in a road surface or a joint displacement in a concrete footpath.
Intervention Level	The size or severity of a defect at which a mandatory response is required. The response could be to either repair the defect or make it safe.
Manager Asset Planning & Manager Operations	Road Authority staff responsible for the management and maintenance of roads as determined by the classification system within the Act, and as contained in the roads register.
Municipal Road	A public road within the municipality where Council is the designated Co-ordinating Road Authority.
Non road infrastructure	Includes infrastructure in, on, under, or over a road, which is not road infrastructure. The RMA provides examples of non-road infrastructure that includes gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public telephones, mailboxes, roadside furniture and fences erected by utilities or providers of public transport.
Other Roads	Includes roads in State reserves and roads on private property. Council is not responsible for the care and maintenance of these roads.
Pathway	A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle. Does not include any path which has not been constructed by a responsible road authority; or which connects to other land.
Proactive Inspections	Inspections performed as part of a scheduled program, according to the hierarchy of roads, which is based on the road classification, volume of traffic etc.
Public Highway	Any area of land that is a highway for the purposes of the common law.
Public Road	A road that is reasonably required for general public use.
Public Road Register	A list of public roads within the municipality where Council is the designated Co-ordinating Road Authority. Council is required to keep a register under section 19 of the Act.
Reactive Inspections	Inspections performed in response to a complaint about the condition of the road, or report of injury and/or property damage to a member of the public.
Response Time	The maximum time allowed before a response is required on a defect that is above intervention level. The response could be to either repair the defect or make it safe. Response time is measured from the time the defect is inspected by Council.
Responsible Road Authority	The road authority which has operational functions as determined in accordance with section 37 of the Act.
Road	Includes any public highway; any ancillary area; or any land declared to be a road under section 11 of the Act.
Road Infrastructure	The infrastructure which forms part of a roadway, pathway or shoulder, including: -

	<ul style="list-style-type: none"> <li>– Structures forming part of the roadway, pathway or shoulder; and the road-related infrastructure.</li> <li>– Materials from which a roadway, pathway or shoulder is made; such as asphalt, bitumen, gravel, lane markers and lines.</li> </ul>
Road Management Act (the Act)	Road Management Act 2004 (Vic) The Act provides a statutory framework for the management of the road network in Victoria.
Road Management Plan (RMP)	A document developed by Councils to assist in the management of their road related duties and responsibilities, as defined in the Act.
Road Related Infrastructure	<p>Infrastructure which is installed by the relevant road authority for road related purposes to: –</p> <ul style="list-style-type: none"> <li>– Facilitate the operation or use of the roadway or pathway</li> <li>– Support or protect the roadway or pathway.</li> </ul> <p>Examples: Traffic islands, traffic management, signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, a noise wall, gate, post or board installed on the road reserve.</p>
Road reserve	All of the area of land that is within the boundaries of a road.
Roadside	Roadside means any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.
Regional Roads Victoria (RRV) – formally VicRoads	Regional Roads Victoria (RRV) was established in September 2018, to respond to community needs, focus on regional issues and improve the condition of regional roads. On 1 July 2019, RRV and VicRoads came together with Public Transport Victoria (PTV) and the Department of Transport, to form a new, integrated Department of Transport.
Sealed Road	A road within a road reserve that has been sealed with bitumen or asphalt.
Shared Path	<p>A pathway that caters for both pedestrians and bicycles that has been constructed on a road reserve where Council is the responsible road authority or on land managed by Council that has unrestricted public access. Excludes the following: –</p> <ul style="list-style-type: none"> <li>– ‘on-road’ bike lanes</li> <li>– paths or tracks on land that Council does not manage</li> <li>– unconstructed paths or tracks.</li> </ul>
Traffic Lane	The part of a sealed or unsealed road designed to carry through traffic, excludes parking lanes, shoulders and table drains.
Unformed Road	A track within a road reserve that has not been formed or surfaced.
Unsealed Road	A road within a road reserve that has been formed and surfaced with crushed rock or gravel, but not sealed with bitumen or asphalt.
Unsurfaced Road or Limited Access Road	A road or track within a road reserve that has been formed (shaped) but not surfaced. These roads have limited access and are suitable for dry weather only.
Unused Road	A road becomes an unused road when Council has given notice to DELWP that it considers that the road is not required for public traffic and is an unused road.

## **2 INTRODUCTION**

### **2.1 Background**

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

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

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

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

### **2.2 Purpose**

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

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

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

### **2.3 Key Stakeholders**

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

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

### **2.4 Vision and Strategy**

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



## **2.5 Review of This Road Management Plan**

### **2.5.1 Audit**

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

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

### **2.5.2 Road Management Plan Review**

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

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

### **2.5.3 Amendment**

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

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

## **3 LISTING OF ROAD INFRASTRUCTURE**

### **3.1 *Classification of Infrastructure***

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

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

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

### **3.2 *Asset Registers***

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

#### **3.2.1 Register of Public Roads**

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

- Road name
- Date the road became a public road (if after 1 July 2004)
- Date the road ceases to be a public road
- Classification, if any
- Reference to any plan or instrument that fixes or varies the boundaries of the public road (if made after 1 July 2004)

- Any ancillary areas
- Reference to any arrangement under which management function is transferred to or from another road authority
- Any matter required to be included by the relevant road minister under section 22 of the Act.

Council's register is held as a database. A copy of the Register is available for public viewing at the Municipal Offices. The mandatory information to be kept is listed in Schedule 1 of the Act. A hard copy record of the location of road assets is kept in the Council Publications File in the Records Department. The Road Register is available to the public for inspection at no charge at the Municipal Offices, 109A Binney Street, Euroa, during normal business hours. It is also available for inspection anytime through Council's website.

### 3.2.2 Bridges & Major Culverts Asset Register

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

- Location
- Dimensions
- Age
- Description of type.

### 3.2.3 Footpaths Asset Register

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

- Location
- Materials
- Dimensions.

### 3.2.4 Car Parks Asset Register

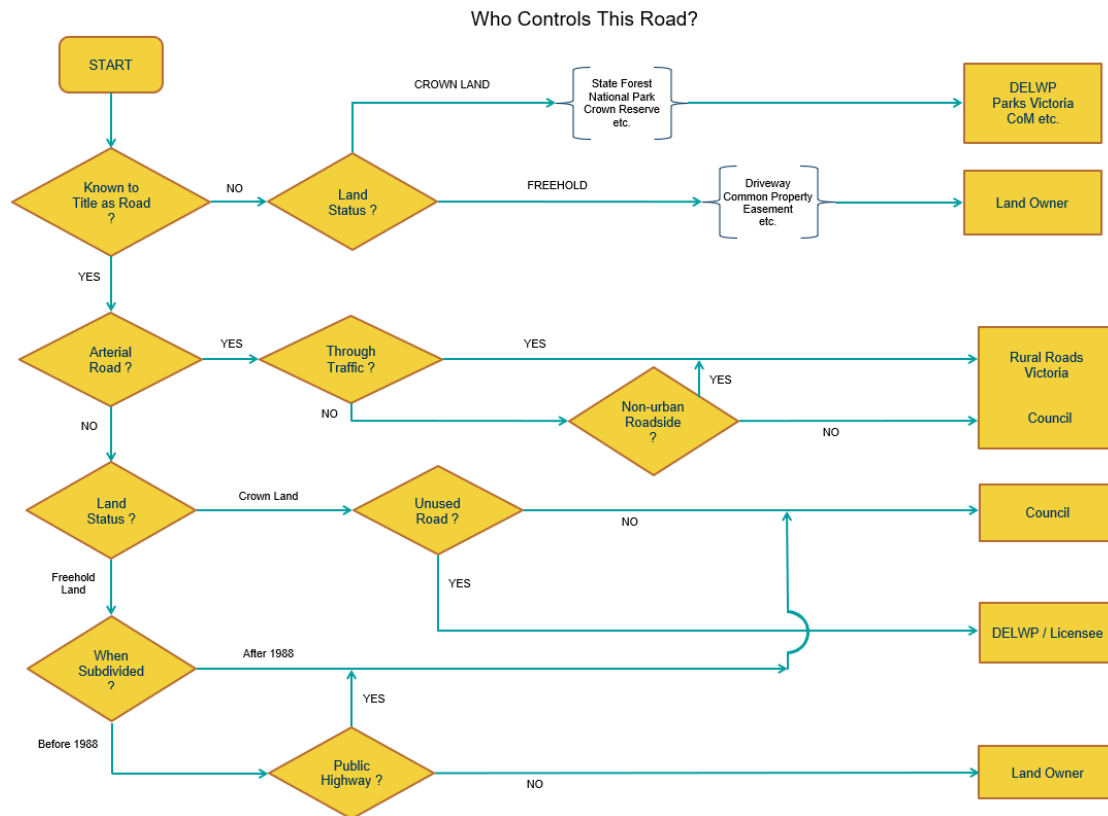
Both on and off street car parks are maintained by this Council. Maintenance requirements for car park pavements, drains, signs and line markings are the same as Access Roads as described in this RMP.

## **4 DEMARCATION OF RESPONSIBILITY**

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

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

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



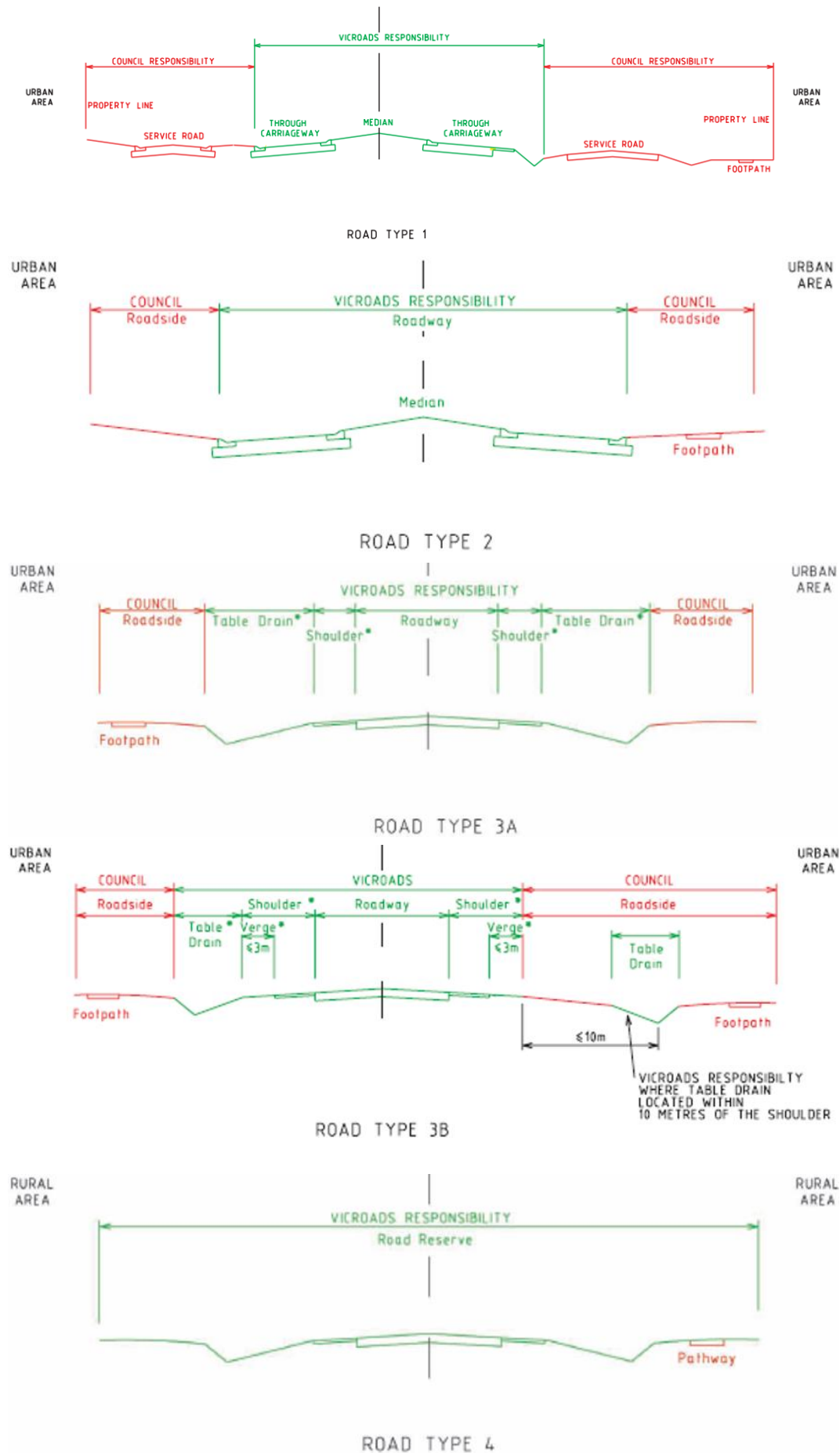
#### 4.1 **Bordering Municipalities**

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

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

#### 4.2 **Arterial Roads**

The operational responsibility for arterial roads is shared between Council and RRV. While RRV is the co-ordinating road authority for arterial roads, Council is the responsible road authority for aspects of the arterial road behind the kerb and/or channel such as footpaths. The figure below, based on the *Operational Responsibility for Public Roads Code of Practice*, describes the most common operational demarcation scenario found for the arterial road network.



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

Freeways in the Strathbogrie Shire are: -

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

Highways in the Strathbogrie Shire are: -

- Goulburn Valley Highway (Mitchellstown Road to Wahring)

Declared Arterial Roads in the Strathbogrie Shire are: -

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

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

#### **4.3 Council Responsibility**

The Council has the power to determine the standard to which it will construct, inspect, maintain and repair roadways as set out in the Act. The Council is responsible for implementing processes and systems to ensure compliance with those standards. Section 205 of the Local Government Act 1989, which is still in force despite the introduction of the Local Government Act 2020, also empowers Council with responsibility for the care and management of local roads within its responsibility.

#### **4.4 Road-user Responsibility**

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

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

- physical characteristics of the road
- prevailing weather conditions

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

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

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

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

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

#### **4.5 Crown Land (Other than Road Reserves)**

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

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

#### **4.6 Rail**

Road authorities and rail infrastructure managers are required under the Rail Safety Act 2006 to identify and assess risks to safety associated with road/rail interfaces and enter into a Safety Interface Agreement (SIA) for the purpose of managing those risks. The parties to the agreement recognise the need for a collaborative approach towards the management of risk associated with road/rail interfaces.

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

#### **4.7 Utility Services**

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

#### **4.8 Private Roads**

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

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

#### **4.9 Unused and Unformed Roads**

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

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

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

#### **4.10 Fire Access Tracks**

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

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

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

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

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

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

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

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

#### **4.12 Unsealed Roads**

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

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

Capital renewal works are only designed to renew the unsealed road to its original condition. Council is not obliged to improve the road further, e.g. seal an unsealed road. These roads are included in Council's Register of Public Roads.

#### **4.13 Capital Upgrades**

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

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

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

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

#### **4.14 Owner Responsibilities**

##### **4.14.1 Vehicle Crossings**

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

The Act provides that a road authority is not liable for private vehicle crossings (driveways) and pathways on road reserves that provide access to land adjoining a road, this responsibility being with the adjoining landowner. Schedule 10 and Section 225 of the Local Government Act 1989 gives Council the power to require the property owner to maintain or reconstruct the crossing to Council's approved standard at the property owner's cost. Council's Community Local Law 2 (2020), Clause 47 further supports this provision.



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

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

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

#### 4.14.2 Footpaths and Overhanging Vegetation

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

#### 4.14.3 Obstructing Footpaths and Roads

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

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

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

#### 4.14.4 Roadside Vegetation

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

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

#### 4.14.5 Nature Strips

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

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

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

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

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

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

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

#### **4.15 Access Control**

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

- Location
- Restrictions of use
- Conditions
- Works.

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

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

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

### **5 STANDARDS FOR INSPECTION**

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

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

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

#### **5.1 Types of Inspections**

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

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

Details of inspections are included in Appendix 3.

### 5.1.1 Pro-active Inspections

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

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

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

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

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

### 5.1.2 Re-active Inspections

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

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

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

### 5.1.3 Condition Inspections

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

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

## **5.2 *Defect Intervention Levels and Response Times***

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

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

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

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

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

## **6 SERVICE LEVELS**

The desirable minimum design targets for road and bridges, including road related infrastructure, for each road classification are set out in Appendix 2, with reference to Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines. The design targets are the desirable minimum standards to be achieved, where possible, when reconstruction or replacement of the asset is undertaken.

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

Roads are classified according to their function and traffic volumes.

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

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

Council may change the classification of a road if the function or usage of the road changes and this may affect the service level provided and the standard of maintenance. It is Council's intention to upgrade the classification of a number of Fire Access / Zero Class roads progressively over the life of this RMP. This will be implemented as funding for both the capital upgrade works and ongoing maintenance is made available. Roads will be prioritised for reclassification by assessment of their network importance, the number of existing houses, the length of the road and the current traffic volumes. (Refer to Road Assessment Matrix at Appendix 6).

To qualify for assessment, the roads will need to provide prime access to a dwelling or have been identified as High Usage in the 2021 RMP review.

## **7 STANDARDS FOR MAINTENANCE AND REPAIR**

Council has determined standards in relation to the condition to be achieved in maintenance and repair of roads, pathways and other road infrastructure.

Details of maintenance in relation to intervention levels are included in Appendix 4.

By agreement with Council, the users of roads not satisfied with construction standards or service levels may undertake road improvement works at their cost.

Residents and road users should contact Council to discuss the requirements and costings for proposed improvements on an individual basis.

Such works will be subject to the VicRoads "Code of Practice for Worksite Safety – Traffic Management" and "a Works within Road Reserves" permit from Council.

Improvement works must be approved by Council and carried out by a Council approved contractor.

Improvement works may include:

- Maintenance grading
- Addition of dust suppressant to the surface of an unsealed road
- Sealing of the road surface
- Construction works to upgrade the road to Council standards.

If an urgent or high risk situation is identified either through the Council's routine maintenance inspections, or through another inspection mechanism, Council will take appropriate action, as a matter of priority, to reduce the risk of an incident, by means of appropriate warning until the maintenance/repair works are completed. These works may be considered as emergency works.

## **8 MANAGEMENT SYSTEM**

Council's asset information is stored on an electronic database known as the Asset Management System (AMS). This system is continually being developed and enhanced. The system is currently being upgraded to manage and record maintenance information, enabling work done on specific assets to be traced more readily. Projects are also underway to improve the integration of the AMS with Council's other information systems.

The AMS is also increasingly being used to manage information on risk and to model deterioration and replacement scenarios.

Key aspects of the management system utilised by Council includes:

- Regular inspections of the asset portfolios
- The setting of intervention levels
- The type of intervention action
- The target time for intervention action.

The maintenance management system is illustrated in Appendix 5.

## **9 "FORCE MAJEURE"**

Council will make every endeavour to meet all aspects of its RMP.

However, in the event of natural disasters and other events including, but not limited to, fires, floods, droughts and the like, together with human factors, such as lack of Council staff or suitably qualified contractors, because of section 83 of the Victorian Wrongs Act 1958, as amended, Council reserves the right to suspend compliance with its RMP.

In the event that the CEO of the Council has to, pursuant to section 83 of the above Act, consider the limited financial resources of the Council and its other conflicting priorities, meaning Council's RMP cannot be met, they will write to Council's Officer in charge of its RMP and inform them that some, or all, of the timeframes and response times are to be suspended.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's CEO will write to Council's Officer responsible for Council's RMP and inform them which parts of Council's RMP are to be reactivated and the timeframes for each part of the RMP to be reactivated.

## **10 ROAD ADVISORY COMMITTEE**

The purpose of the Road Advisory Committee is to provide input into the cost-effective management of the Council's road network. A separate document that contains the scope, function, composition and meeting frequency will be developed and approved by Council for the operation of the Committee.

## **11 APPENDICES**

Appendix 1 – Road & Footpath Hierarchy

Appendix 2 – Design Targets

Appendix 3 – Inspection Targets

Appendix 4 – Maintenance Targets and Response Times for Roads

Appendix 5 – Maintenance Management System

Appendix 6 – Road Assessment Matrix

## Appendix 1 – Road & Footpath Hierarchy

### Road Hierarchy

Functional Classification:	Definition:	Road Class				
		Class 0 Fire Access	Class 1	Class 2	Class 3	Class 4
		Unformed or Formed with no pavement	Formed with pavement (may be sealed) <50vpd	Sealed or unsealed Generally, 50 to 150vpd	Sealed or unsealed Generally, 150 to 500vpd	Sealed or unsealed Generally, >500vpd
Link	Prime function: link between major roads, and regions	n/a	n/a	L2	L3	L4
Collector	Prime function: mixed function – traffic mobility and property access	n/a	C1	C2	C3	C4
Access	Prime function: access to residences	n/a	A1	A2	A3	n/a
Access – property only	Prime function: “property only” access	A0	A1	n/a	n/a	n/a
Fire Access	Prime function: access for 4wd fire vehicles	FA	n/a	n/a	n/a	n/a

### Footpath Hierarchy

Classification	Definition
<b>Priority 1 High Use Areas</b>	These are footpaths within the CBD of towns where public footpaths have been constructed. Also included in this category is any footpath in the vicinity of Hospitals, Churches, Schools, Aged Hostels, and strategic routes to areas of significance.
<b>Priority 2 Other Areas</b>	Primarily included in this category is any footpath specifically constructed as access to residential and other areas & have less use than Priority 1 footpaths.

## Appendix 2 – Design Targets

Road Classification		Traffic Volume (vpd)	Seal Width (m)	Pavement Width (m)	Pavement Depth (mm)	Formation Width (m)	Bridge Width (m)	Bridge Design Loading
Link	L4	>500	7.0	7.3	250	11.0	7.4	SM 1600
Link	L3	150-500	6.8	7.1	250	10.0	7.4	SM 1600
Link	L2	<150	6.2	6.5	250	9.2	7.4	SM 1600
Collector	C4	>500	6.8	7.1	200	10.0	7.4	SM 1600
Collector	C3	150-500	6.2	6.6	200	7.8	7.4	SM 1600
Collector	C2	<150	6.2	6.6	200	7.8	7.4	SM 1600
Access	A3	>150	6.2	6.6	150	7.8	7.4	SM 1600
Access	A2	50-150		4.0	150	6.0	4.5	SM 1600
Access	A1	<50		4.0	150	6.0	4.5	SM 1600

**L4 roads will be associated with strategic freight routes (gazetted B-double routes) hence will need to meet Austroads geometric design requirements.**

**The desirable minimum design targets for road and bridges, including associated road related infrastructure, are in accordance with the relevant Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.**

**Appendix 3 – Inspection Targets**

INSPECTION TYPE	FREQUENCY				
	Class 0, Fire Access	Class 1	Class 2	Class 3	Class 4
Road Defect Inspection	12 months	12 months	6 months	3 months	3 months
Road Night Inspection	n/a	n/a	n/a	12 months	12 months
Bridge Inspection (Level 1)	12 months	12 months	12 months	6 months	6 months
Safety/Hazard inspection	As required	As required	As required	As required	As required

FOOTPATH INSPECTION	FREQUENCY	
	Priority 1	Priority 2
Defect Inspection	6 months	12 months



Appendix 4 – Maintenance Targets and Response Times for Roads

ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
<b>Bridges</b>					
Damage affecting structural performance:	1 mth	1 wk.	1 wk.	2 days	2 days
Bridge signage/railing/drain cleaning	12 mths	6 mths	6 mths	3 mths	3 mths
Waterways	After major storms				
<b>Sealed surfaces:</b>					
Pothole:	n/a	>500mm dia. and >150mm deep	>300mm dia. and >100mm deep	>300mm dia. and >100mm deep	>300mm dia. and >100mm deep
Pothole repair response time:	n/a	2 mths	1 mth	14 days	14 days
Deformation (under 3m straight edge):	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Deformation repair response time:	n/a	2 mths	1 mth	14 days	14 days
Rutting (under 1.2m straight edge):	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Rutting repair response time:	n/a	2 mths	1 mth	14 days	14 days
Edge break: (fretting)	n/a	> 300mm	> 300mm	> 200mm	> 200mm
Edge break repair response time:	n/a	2 mths	2 mths	14 days	14 days
Sealed road shoulder drop-off:	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Shoulder drop-off repair response time:	n/a	2 mths	2 mths	14 days	14 days
Shoulder rutting:	n/a	> 100mm	> 100mm	> 100mm	> 100mm
Shoulder rutting repair response time:	n/a	2 mths	2 mths	14 days	14 days
<b>Unsealed surfaces:</b>					

ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
Rough surface:	see note 2	see note 3	see note 3	see note 3	see note 3
Rough surface repair response time:	n/a	6 mths	6 mths	3 mths	3 mths
Unsealed road crossfall:	see note 2	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road	1% < xfall < 8% on >20% of road
Crossfall repair time:	n/a	6 mths	6 mths	6 mths	3 mths
Pothole:	n/a see note 2	>500mm dia. and >150mm deep, or >100mm deep over >30% of road	>500mm dia. and >150mm deep, or >100mm deep over >30% of road	>500mm dia. and >150mm deep, or >75mm deep over >30% of road	>500mm dia. and >150mm deep, or >75mm deep over >30% of road
Pothole repair response time:	n/a	6 mths	3 mths	3 mths	2 mths
Rutting:	see note 2	> 150mm	> 150mm	> 150mm	> 150mm
Rutting repair response time:	n/a	6 mths	6 mths	3 mths	3 mths
<b>Roadside Drainage:</b>					
Table drains	see note 2	< 25% of capacity	< 25% of capacity	< 25% of capacity	< 25% of capacity
Table drain response time	As resources permit	6 mths	6 mths	3 mths	3 mths
Culverts	see note 2	< 25% of capacity	< 25% of capacity	< 25% of capacity	< 25% of capacity
Culvert response time	As resources permit	6 mths	6 mths	3 mths	3 mths
<b>General:</b>					
Roadside vegetation – clearance envelope.	see note 2	Limb clearance < 5.0 m high above road surface, guidepost line width			

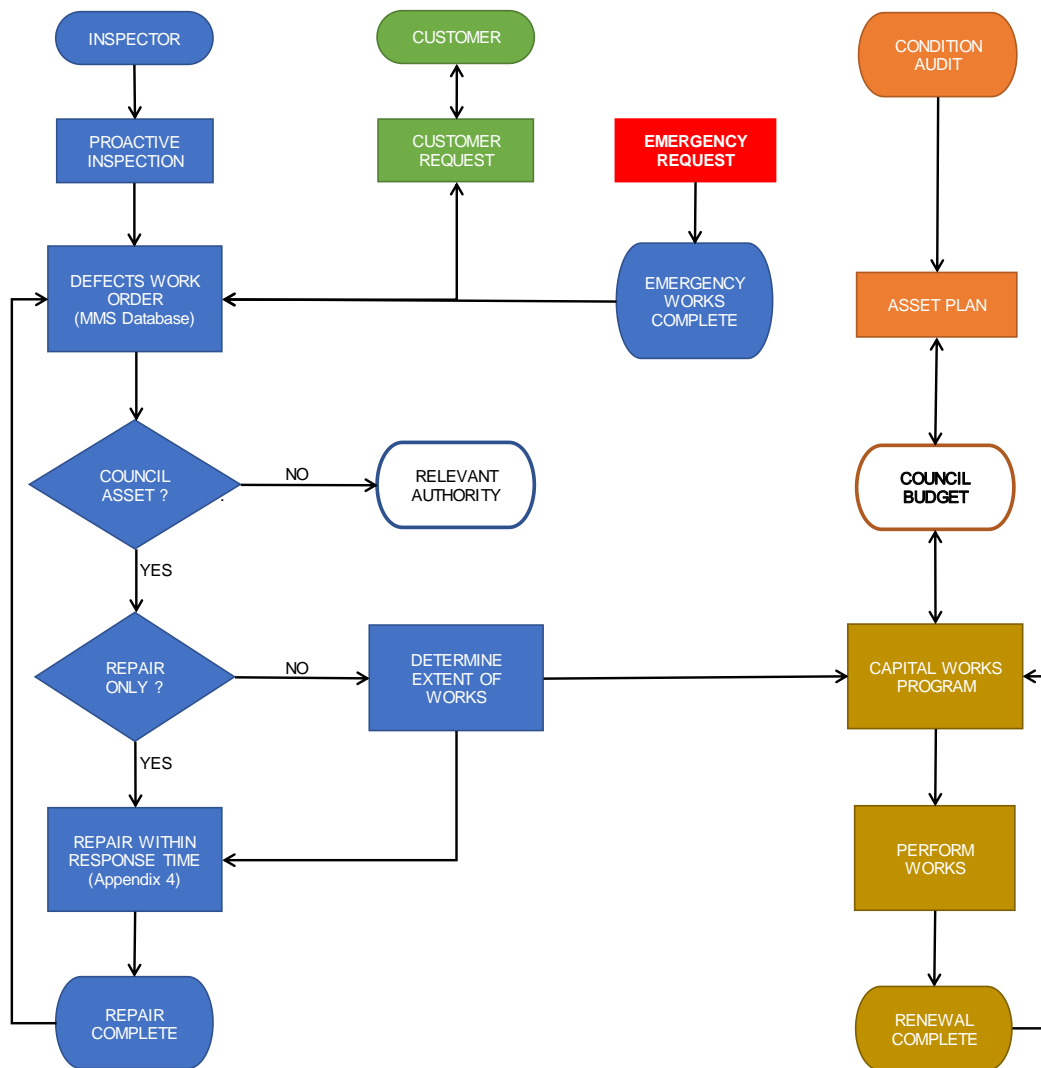
ACTIVITY/TOLERABLE DEFECT INTERVENTION LEVEL:	ROAD CLASS				
	Class 0 Fire access	Class 1:	Class 2:	Class 3:	Class 4:
Clearance envelope response time:	As resources permit	As resources allow – See note 4			6 mths
Regulatory & hazard signs	n/a	Replace within 1 month if missing or substantially ineffective			
<b>Linemarking, Pavement Markings &amp; Delineation:</b>	n/a	Missing or faded so as to render them ineffective			
Linemarking, Pavement Markings & Delineation response time:	n/a	Annual Program subject to funding – See note 5			
Guideposts:	n/a	culverts only	required	required	required
Guidepost repair response time:	n/a	6 mths	6 mths	2 mths	1 mth
<b>Emergency works: see note 1</b>	see note 1	see note 1	Turn out time – 30 minutes Remedial works/appropriate warning – 2hrs		
<b>Footpaths</b>	<b>Priority 1 Paths</b>		<b>Priority 2 Paths</b>		
Footpaths -paved:	>20mm abrupt step		>20 mm abrupt step		
Footpath repair response time:	2 weeks		: Refer to Program		
<b>Street trees:</b>	2.5m minimum clearance above footpath				
Clearance response time:	2 months		6 months		

**Notes:**

1. When Council is notified of a hazard, Council staff will inspect and rectify it if possible, or provide appropriate warning within the repair/response time indicated. Where, because of the nature of the repair required or workload, it is not possible to rectify within the time shown, appropriate warning of the hazard will be provided until the repair can be completed.
2. “Class 0, Fire Access” roads will be maintained to a standard that allows for the passage of a fire truck in dry weather.  
Grade the formation and table drains as required to maintain standard and prevent loss of formation as resources permit.

3. Safe travelling speed is reduced to <60% of the environmental speed or scour channels/corrugations >75mm deep over >30% of road.
4. For Priority 1 and 2 roads (access and egress) indicated on CFA's Strathbogje Shire Bushfire management plan an extension of the roadside vegetation clearance envelope to include removal of regrowth to 6 metres from the edge of the carriageway. This work to be done as resources permit.
5. To be undertaken in accordance with the requirements of the relevant Australian Standards, VicRoads Supplementary Guidelines and Austroads Guidelines.

## Appendix 5 – Maintenance Management System



### Customer Service Commitments

#### Roads & Bridges Maintenance

- Pot Holes - Sealed Roads
  - Inspect within 14 days
  - Repairs as per Appendix 4 of the RMP
- Pot Holes - Gravel Roads
  - Inspect within 3 months
  - Repairs as per Appendix 4 of the RMP
- Bridges - Class 3 & 4
  - Inspect and make safe structural damage to bridges within 2 working days of report being received

#### Footpaths

- Inspect and make safe dangerous footpaths within two (2) working days of a report being received

#### Drains

- Investigate blocked Council owned drains and pits within 2 working days of a report being received
- Inspect and make safe missing or damaged pit lids within 1 working day of a report being received

Appendix 6 – Road Assessment Matrix

Upgrade of Zero Class Roads														
To prioritise roads for upgrade														
Road Name	Length m	Locality	Assessment Criteria						TOTAL SCORE	Cost of Upgrade	Priority Cost per Point			
			Network Connectivity		Number of Houses		Number of other Businesses					Road Condition		Community Needs
			Score	Weighting	Total	Score	Weighting	Total	Score	Weighting	Total	Score	Weighting	Total

Note:  
 Network Connectivity: Score out of 10 (ie. Full score for through road)  
 Weighting %  
 Total score in points  
 Priority is lowest cost per point

## **9.4 CORPORATE**

### **9.4.1 Adoption of 2020/21 Annual Financial Report**

Author and Responsible Director: Director Corporate Operations

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

The Local Government Act 2020 (the Act) states it is essential there is a legislative framework that provides for councils to be accountable to their local communities in the performance of functions and the exercise of powers and the use of resources. It is a statutory requirement under the Act that councils prepare and report on medium and short term plans to discharge their duties of accountability and transparency to their communities.

The Act specifically requires that Council pass a resolution giving its approval in principle to the Annual Financial Report prior to formally submitting to the Auditor-General Victoria and the Hon. Shaun Leane MP, Minister for Local Government. The Act further requires that Council must authorise two Councillors to approve the Report.

The Audit Committee, at its meeting on Friday 17 September 2021, in accordance with the Local Government Act 2020, having reviewed the Annual Financial Report consisting of the Financial Statements and Notes, recommends the 2020/21 Annual Financial Report be considered for approval by Council.

Section 99 of the Act also applies to this report.

Draft copies of the Annual Financial Report have been circulated to Councillors for their consideration and are attached to this report.

#### ***RECOMMENDATION***

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

- 1. Notes the recommendation of the Audit Committee to approve the Financial Statements;***
- 2. Approve in principle the 2020/21 Annual Financial Report;***
- 3. Authorise Councillors Raeburn and Murray to sign the 2020/21 Annual Financial Report;***
- 4. Authorise the Chief Executive Officer to make minor amendments to the 2020/21 Annual Financial Report, if required, and brief Council if amendments are made;***
- 5. Authorise the Chief Executive Officer to certify the 2020/21 Annual Financial Report; and***
- 6. Upon receipt of the Auditor's Certified Report, submit the Annual Report to the Hon. Shaun Leane MP, Minister for Local Government and make the Annual Report available for public inspection.***

#### 9.4.1 Adoption of 2020/21 Annual Financial Report (cont.)

##### **PURPOSE AND BACKGROUND**

The Victorian Auditor-General's Office has completed the external audit of the 2020/21 Financial Report.

The Annual Financial Report consisting of the Financial Statements and Notes (refer Attachment 1) has been prepared in accordance with relevant legislation, applicable Australian Accounting Standards and other related accounting guidelines.

The Victorian Auditor-General's certification is anticipated in September 2021.

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

The Annual Financial Report is prepared strictly in accordance with the applicable Australian Accounting Standard which includes the Australian equivalent to International Financial Reporting Standards (AIFRS). These Standards require the preparation of five mandatory statements. These statements include –

- “Comprehensive Income Statement” (Operating – Accrual Statement). This comprises non-cash items such as Depreciation and cost of goods (assets) sold, and excludes Capital Expenditure and Transfers to and from Other Reserves.
- “Balance Sheet” which lists Councils' assets and liabilities. It indicates the overall financial position of Council as at 30<sup>th</sup> June 2021.
- “Statement of Changes in Equity”. This indicates movements in Council's Reserve Funds.
- “Statement of Cash Flows”. This indicates all cash expended and received for all activities during the financial year.
- “Statement of Capital Works” which details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, infrastructure, plant and equipment by each category of asset.

For the 2020/21 financial year, Council is also required to prepare two “Budget Comparison Notes” with variance explanations to the 2020/21 Annual Budget. These being –

1. Income and Expenditure
2. Capital Works.

The following analysis of the 2020/21 Annual Financial Report is at a macro level, which reflects the nature of the Report's disclosures. It is not designed nor intended to be used as a Management report that provides details of programs, or resultant variances. No analysis has been provided for the Statement of Changes in Equity.



#### 9.4.1 Adoption of 2020/21 Annual Financial Report (cont.)

##### 1. Income Statement

The operating result represents the accrual accounting treatments, which includes the non-cash items of depreciation and cost of goods (assets) sold, but excludes expenditure on Capital items, loan proceeds and loan principal repayments and transfers to and from other reserves.

For the year ended 30 June 2021, Council reported an Operating surplus of \$6,365,056. Operating costs were \$30.9 million.

The result was also impacted by changes in Accounting Standards as follows:

- Need to reduce operating grant income by \$305,172 to reflect grants received but with obligations still attached at 30 June – will adjust in 2020/21 so no overall impact
- Need to reduce Capital grant income by \$3,401,555 similar to above
- Recognition of expense of \$257,822 for amortisation of “right of use “assets, finance costs for leases (non cash item)

##### 2. Balance Sheet

Council’s Balance Sheet indicates that Council’s overall financial position and its cash and liquidity position is sound and within acceptable financial parameters.

Council’s cash position as at 30 June 2021 was represented by cash on hand and investments of \$22.90 million. This represents an increase in cash holdings of \$6.32 million during the 2020/21 financial year due primarily to receipt of significant capital grants and less than budgeted expenditure on capital works. A number of capital works will also be carried over into the 2021/22 financial year.

The value of Council’s property, infrastructure, plant and equipment non-current assets as at 30 June 2020 is \$282.66 million, an increase of \$1.84m million, due primarily to the acquisition of assets as part of Council’s capital works program offset by the effects of depreciation and an external revaluation of property assets.

Council’s end-of-year working capital ratio is 2.16:1, which is greater than the target ratio of 1.1:1. This ratio is used to assess Council’s ability to meet current commitments and is derived by dividing current assets by current liabilities.

##### 3. Cash Flow Statement

Cash flow reflects expenditure on capital works and there are a number of projects carried forward to 2021/22.

#### 9.4.1 Adoption of 2020/21 Annual Financial Report (cont.)

#### 4. Statement of Capital Works

Council completed \$10.43 million worth of projects for 2020/21, an increase of 53% over the previous year as resourcing in the Project delivery area has improved and projects completed. There remain some carried over works to be completed in 2021/22, some of which are attached to substantial grant funding received in 2020/21.

#### **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 Annual Financial Statements are prepared and audited and once completed Council is required to advertise the fact that they are available for inspection as part of the Annual Report

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

Some of the items completed during the year are consistent with Policies of other levels of government, some of which have provided funding to assist.

#### **LEGAL CONSIDERATIONS**

The Annual Statements have been prepared in accordance with timelines laid out in the Local Government Act and in accordance with relevant Accounting Standards.

##### **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 Annual Statements will be presented to an open Council meeting and will then be available on the website and at the Customer Service Desk at Euroa and Nagambie for public review.

#### **FINANCIAL VIABILITY CONSIDERATIONS**

The annual Statements show Council to be in a sound financial position, with the Long Term Financial Plan to be updated to reflect the end of year result and any items required to be carried over into 2020/21 (both income and expenditure).

9.4.1 Adoption of 2020/21 Annual Financial Report (cont.)

***SUSTAINABILITY CONSIDERATIONS***

Economic

The financial report and associated documentation provide published evidence and data on the financial costs and benefits across the main areas of Strathbogie Shire Council income and expenditure. Our report is intended to inform the community of the wider financial and economic impact of council expenditure.

Social

Strathbogie Shire Council, in partnership with other levels of government, is responsible for aspects of everyday life that our community value – from our public open spaces, to accessible libraries, to strong local business and employment opportunities. Effective planning and reporting by councils is essential for ensuring transparency and accountability to the community and other levels of government as to how public money is being spent and the quality of services delivered.

***INNOVATION AND CONTINUOUS IMPROVMENT***

Council continues to refine its end of year processes and with the advent of Coronavirus COVID-19, the audit has been conducted remotely and officers have adapted to this way of working

***COLLABORATION***

Council staff and Council's external auditor, the Victorian Auditor-General's Office and Council's Audit Committee have worked cooperatively in the preparation of these reports.

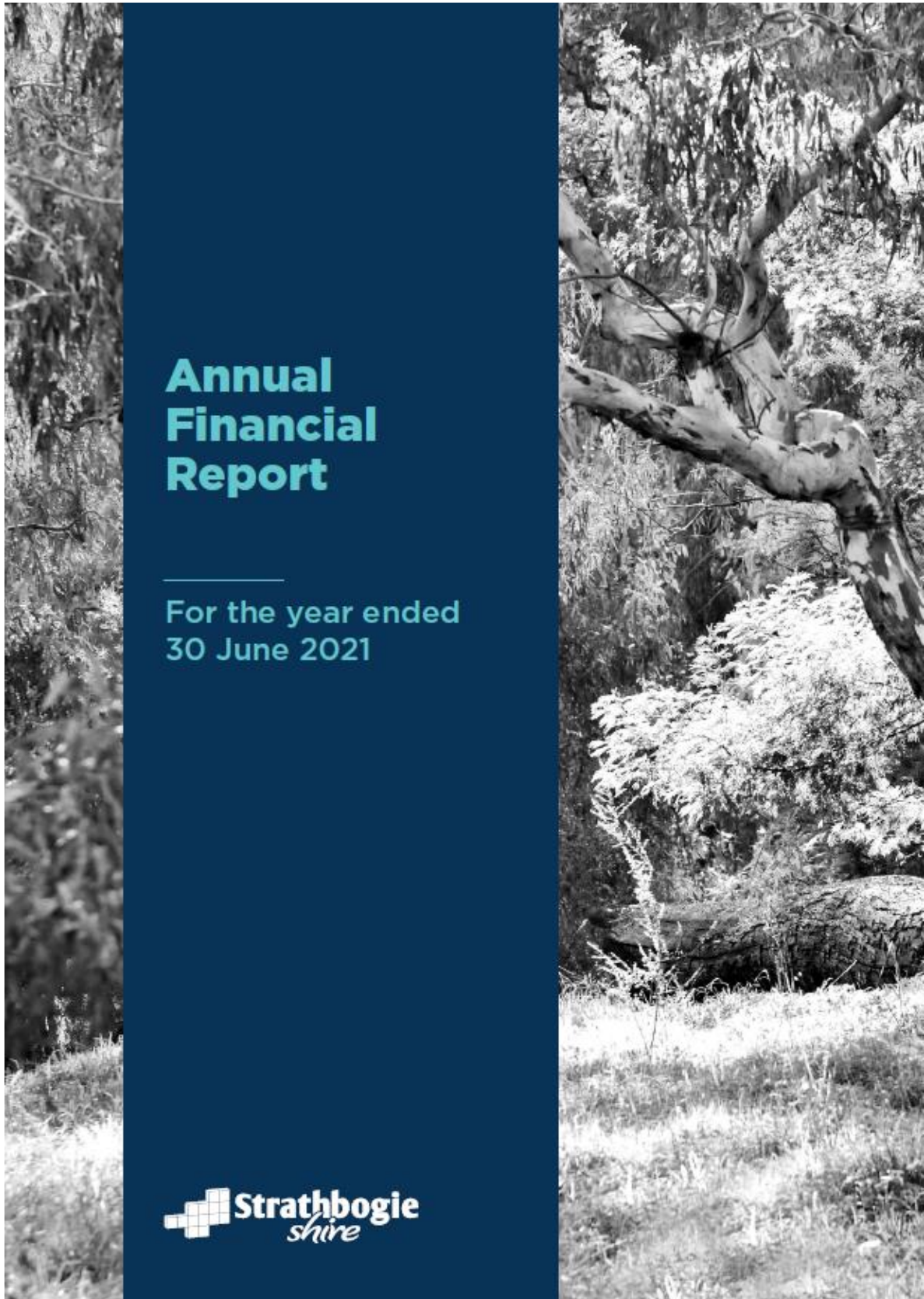
***CONCLUSION***

This report summarises the end of year result and recommends approval in principle of the Annual Financial Report.

***ATTACHMENTS***

**Attachment 1:** Annual Financial Report 2020/21

**ATTACHMENT 1:**



**Strathbogie Shire Council**  
**Financial Report**  
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**Strathbogie Shire Council**  
**2020/2021 Financial Report**

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### Certification of the Financial Statements

In my opinion, the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, the Australian Accounting Standards and other mandatory professional reporting requirements.

Upul Sethurusinghe CPA  
Principal Accounting Officer

Date : <Date>

Euroa

In our opinion the accompanying financial statements present fairly the financial transactions of the <Council name> for the year ended 30 June 2021 and the financial position of the Council as at that date.

At the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify the financial statements in their final form.

Chris Raeburn  
Councillor

Date : <Date>

Euroa

Paul Murney  
Councillor

Date : <Date>

Euroa

Julie Salomon  
Chief Executive Officer

Date : <Date>

Euroa

Strathbogie Shire Council  
2020/2021 Financial ReportComprehensive Income Statement  
For the Year Ended 30 June 2021

	Note	2021 \$	2020 \$
<b>Income</b>			
Rates and charges	3.1	20,085,572	19,824,720
Statutory fees and fines	3.2	661,449	401,657
User fees	3.3	747,079	663,298
Grants - operating	3.4	7,714,366	7,405,568
Grants - capital	3.4	5,785,233	4,174,796
Contributions - monetary	3.5	311,706	355,983
Contributions - Non-monetary	3.5	1,363,611	-
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	143,869	99,764
Share of net profits (or loss) of associates and joint ventures	6.3	28,141	8,714
Other income	3.7	483,808	474,943
<b>Total income</b>		<b>37,324,834</b>	<b>33,409,443</b>
<b>Expenses</b>			
Employee costs	4.1	12,078,311	10,334,811
Materials and services	4.2	11,812,354	11,318,010
Depreciation	4.3	6,253,090	6,030,978
Amortisation - intangible assets	4.4	64,669	59,845
Amortisation - right of use assets	4.5	236,078	199,732
Bad and doubtful debts	4.6	13,430	50,233
Borrowing costs	4.7	20,556	25,783
Finance costs - leases	4.8	21,744	21,467
Other expenses	4.9	459,546	505,109
<b>Total expenses</b>		<b>30,959,778</b>	<b>28,545,968</b>
<b>Surplus/(deficit) for the year</b>		<b>6,365,056</b>	<b>4,863,475</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	6.2	(4,110,458)	(17,565,870)
<b>Items that may be reclassified to surplus or deficit in future periods</b>			
<b>Total comprehensive result</b>		<b>2,254,598</b>	<b>(12,702,395)</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.



Strathbogie Shire Council  
2020/2021 Financial Report**Balance Sheet**  
**As at 30 June 2021**

	Note	2021	2020
		\$	\$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	5,550,069	2,873,672
Trade and other receivables	5.1	2,588,020	3,118,075
Other financial assets	5.1	17,350,000	13,704,764
Non-current assets classified as held for sale	6.1	417,384	690,384
Other assets	5.2	590,030	762,932
<b>Total current assets</b>		<b>26,495,503</b>	<b>21,149,827</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1	43,096	57,513
Other financial assets	5.1	2,032	2,032
Investments in associates, joint arrangements and subsidiaries	6.3	255,287	227,146
Property, infrastructure, plant and equipment	6.2	282,027,083	280,818,278
Right-of-use assets	5.8	636,453	872,530
Intangible assets	5.2	79,167	106,703
<b>Total non-current assets</b>		<b>283,043,118</b>	<b>282,084,203</b>
<b>Total assets</b>		<b>309,538,621</b>	<b>303,234,030</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	3,179,808	2,154,303
Trust funds and deposits	5.3	500,056	381,474
Unearned income	5.3	3,706,727	1,441,712
Provisions	5.5	4,584,145	3,695,814
Interest-bearing liabilities	5.4	91,000	86,116
Lease liabilities	5.8	178,337	230,029
<b>Total current liabilities</b>		<b>12,240,073</b>	<b>7,989,448</b>
<b>Non-current liabilities</b>			
Trust funds and deposits	5.3	55,166	64,203
Provisions	5.5	4,830,380	4,752,639
Interest-bearing liabilities	5.4	191,425	282,425
Lease liabilities	5.8	474,083	652,421
<b>Total non-current liabilities</b>		<b>5,551,054</b>	<b>5,751,688</b>
<b>Total liabilities</b>		<b>17,791,127</b>	<b>13,741,137</b>
<b>Net assets</b>		<b>291,747,494</b>	<b>289,492,893</b>
<b>Equity</b>			
Accumulated surplus		104,541,524	98,252,685
Reserves	9.1	187,205,970	191,240,208
<b>Total Equity</b>		<b>291,747,494</b>	<b>289,492,893</b>



Strathbogie Shire Council  
2020/2021 Financial Report

**Statement of Changes in Equity  
For the Year Ended 30 June 2021**

	Note	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
		\$	\$	\$	\$
<b>2021</b>					
Balance at beginning of the financial year		289,492,892	98,252,684	190,381,250	858,958
<b>Adjusted Opening balance</b>		<b>289,492,892</b>	<b>98,252,684</b>	<b>190,381,250</b>	<b>858,958</b>
Surplus/(deficit) for the year		6,365,056	6,365,056	-	-
Net asset revaluation increment/(decrement)	6.2	(4,110,458)	-	(4,110,458)	-
Transfers to other reserves	9.1	-	(76,220)	-	76,220
		<b>291,747,490</b>	<b>104,541,520</b>	<b>186,270,792</b>	<b>935,178</b>
<b>Balance at end of the financial year</b>		<b>291,747,490</b>	<b>104,541,520</b>	<b>186,270,792</b>	<b>935,178</b>

		Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
		\$	\$	\$	\$
<b>2020</b>					
Balance at beginning of the financial year		295,750,650	93,389,208	201,502,484	858,958
<b>Adjusted Opening balance</b>		<b>295,750,650</b>	<b>93,389,208</b>	<b>201,502,484</b>	<b>858,958</b>
Surplus/(deficit) for the year		4,863,476	4,863,476	-	-
Net asset revaluation increment/(decrement)	6.2	(17,565,870)	-	(17,565,870)	-
Assets recognised first time	6.2	6,444,636	-	6,444,636	-
		<b>289,492,892</b>	<b>98,252,684</b>	<b>190,381,250</b>	<b>858,958</b>
<b>Balance at end of the financial year</b>		<b>289,492,892</b>	<b>98,252,684</b>	<b>190,381,250</b>	<b>858,958</b>

Strathbogie Shire Council  
2020/2021 Financial Report

### Statement of Cash Flows For the Year Ended 30 June 2021

	Note	2021 Inflows/ (Outflows) \$	2020 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>			
Rates and charges		20,077,132	19,149,820
Statutory fees and fines		661,449	401,657
User fees		775,129	527,310
Grants - operating		7,112,385	9,091,084
Grants - capital		9,396,850	5,595,329
Contributions - monetary		308,524	359,165
Interest received		107,922	179,278
Trust funds and deposits taken		2,030,176	1,703,481
Other receipts		405,025	459,685
Net GST refund/payment		1,779,939	1,781,544
Employee costs		(11,112,240)	(10,209,745)
Materials and services		(12,601,893)	(13,843,090)
Trust funds and deposits repaid		(1,920,631)	(1,985,486)
Other payments		(446,896)	(334,169)
<b>Net cash provided by/(used in) operating activities</b>		<b><u>16,572,871</u></b>	<b><u>12,875,883</u></b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(10,398,956)	(6,770,973)
Payments for intangible assets	5.2 (b)	(37,132)	(31,629)
Proceeds from sale of property, infrastructure, plant and equipment		543,296	262,134
Payments for investments - Other Financial Assets		(3,645,236)	(13,704,764)
<b>Net cash provided by/(used in) investing activities</b>		<b><u>(13,538,028)</u></b>	<b><u>(20,245,232)</u></b>
<b>Cash flows from financing activities</b>			
Finance costs		(20,556)	(25,783)
Repayment of borrowings		(86,116)	(136,373)
Repayment of lease liabilities		(251,774)	(211,279)
<b>Net cash provided by/(used in) financing activities</b>		<b><u>(358,446)</u></b>	<b><u>(373,435)</u></b>
Net increase (decrease) in cash and cash equivalents		2,676,397	(7,742,804)
Cash and cash equivalents at the beginning of the financial year		2,873,672	10,616,477
<b>Cash and cash equivalents at the end of the financial year</b>		<b><u>5,550,069</u></b>	<b><u>2,873,672</u></b>
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

*Strathbogie Shire Council  
2020/2021 Financial Report*

**Statement of Capital Works  
For the Year Ended 30 June 2021**

	2021	2020
	\$	\$
<b>Property</b>		
Buildings	564,676	1,104,510
<b>Total property</b>	<u>564,676</u>	<u>1,104,510</u>
<b>Plant and equipment</b>		
Heritage plant and equipment		
Plant, machinery and equipment	905,373	353,183
Fixtures, fittings and furniture	242,289	223,985
Intangible Assets	37,132	31,629
<b>Total plant and equipment</b>	<u>1,184,794</u>	<u>608,796</u>
<b>Infrastructure</b>		
Roads	5,163,945	3,219,159
Bridges and culverts	299,308	206,434
Footpaths and cycleways	246,431	317,817
Drainage	1,221,609	132,183
Recreational, leisure and community facilities	1,155,029	-
Parks, open space and streetscapes	600,296	1,213,703
<b>Total infrastructure</b>	<u>8,686,618</u>	<u>5,089,297</u>
<b>Total capital works expenditure</b>	<u>10,436,089</u>	<u>6,802,602</u>
<b>Represented by:</b>		
New asset expenditure	1,500,807	340,246
Asset renewal expenditure	4,395,768	4,863,710
Asset expansion expenditure	918,884	-
Asset upgrade expenditure	3,620,630	1,598,646
<b>Total capital works expenditure</b>	<u>10,436,089</u>	<u>6,802,602</u>

The above statement of capital works should be read in conjunction with the accompanying notes.

## Notes to the Financial Report For the Year Ended 30 June 2021

### OVERVIEW

#### Introduction

The Strathbogie Shire Council was established by an Order of the Governor in Council on 18 November 1994 and is a body corporate. The Council's main office is located at the corner of Binney and Bury Streets, Euroa, Victoria 3666.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

#### Significant accounting policies

##### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities (refer to Note 3)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

##### (b) Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its financial operations:

Council received additional \$756K capital grant from Federal Government under RLCIP for roads constructions. Also received non recurrent capital grants totalling \$1.08 million for various initiatives for economic support. Part of this is an additional 33 parttime staffing positions for Working for Victoria grant funding of \$1.40 million and received over two financial years (2019/20 and 20/21).

Council has refunded \$43K food/health registration fees. Council also applied zero percent rate increase for 20/21 financial year. There are no noticeable impact for asset revaluation due to Covid 19. There was a positive impact to delivery of large capital works due to additional grant fundings and additional staffing from Working for Victoria grant. Customer service and other possible services were moved to online environment. There were no other business disruptions during the year. overall impact to the council's operations during the last year has been immaterial even with the considerable impact to service that comes with having to be closed to the public.

Strathbogie Shire Council  
2020/2021 Financial ReportNotes to the Financial Report  
For the Year Ended 30 June 2021

## Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$100,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014.

## 1.1 Income and expenditure

	Budget 2021 \$	Actual 2021 \$	Variance 2021 \$	Variance 2021 %	Ref
<b>Income</b>					
Rates and charges	19,942,000	20,085,572	143,572	1%	1
Statutory fees and fines	494,000	661,449	167,449	34%	2
User fees	602,000	747,079	145,079	24%	3
Grants - operating	8,416,000	7,714,366	(701,634)	-8%	4
Grants - capital	5,214,000	5,785,233	571,233	11%	5
Contributions - monetary	275,000	311,706	36,706	13%	6
Contributions - non- monetary	-	1,363,611	1,363,611	100%	7
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	(839,000)	143,869	982,869	-117%	8
Share of net profits/(losses) of associates and joint ventures	-	28,141	28,141	100%	
Other income	424,000	483,808	59,808	14%	9
<b>Total income</b>	<b>34,528,000</b>	<b>37,324,834</b>	<b>2,796,834</b>	<b>8%</b>	
<b>Expenses</b>					
Employee costs	12,167,000	12,078,311	88,689	1%	
Materials and services	12,581,000	11,812,354	768,646	6%	10
Depreciation	5,835,000	6,253,090	(418,090)	-7%	11
Amortisation - Intangible assets	-	64,669	(64,669)	100%	
Amortisation - Right of use assets	227,000	236,078	(9,078)	-4%	
Bad and doubtful debts	1,000	13,430	(12,430)	-1243%	12
Borrowing costs	20,000	20,556	(556)	-3%	
Finance costs - Leases	26,000	21,744	4,256	16%	
Other expenses	303,000	459,546	(156,546)	-52%	14
<b>Total expenses</b>	<b>31,160,000</b>	<b>30,858,778</b>	<b>200,222</b>	<b>1%</b>	
<b>Surplus/(deficit) for the year</b>	<b>3,368,000</b>	<b>6,365,056</b>	<b>2,596,812</b>	<b>77%</b>	

## Notes to the Financial Report For the Year Ended 30 June 2021

Strathbogie Shire Council  
2020/2021 Financial Report

### (i) Explanation of material variations

#### Income

1	Rates and charges	Increase in rates income due to supplementary rates from new subdivisions.
2	Statutory fees and fines	Favourable variance due to increase in subdivision fees (\$108K), planning application fees (\$36k) and health registration fees (\$27k).
3	User fees	Favourable variance due to increased income from tip fees (\$66k), saleyard fees (\$34k) and lease income (\$33k).
4	Grants - operating	Less than budgeted operating grant received is mainly due to underutilised working for Victoria grant (\$1,374k) which partly offset with unbudgeted grants; local government outdoor eating & entertainment (\$250k), community connector program (\$124k), business concierge & hospitality support (\$60k), women building surveyors program grant (\$75k), greening Euroa (\$65k), GoFish Nagambie (\$30k) and additional grants receipt for municipal emergency management (\$73k).
5	Grants - capital	Increase in capital grant income is mainly due to receipt of fixing country roads grants (\$1,364k) which was originally budgeted in 2019/20 year. This partly offset by grants not yet received local road and community infrastructure funding grants (\$683k) and drought funding grants (\$200k). The balance amount offset by un-earned income carried forward.
6	Contributions-monetary	More than budgeted due to increased developer contributions (\$19k) and maintenance contribution received (\$18k).
7	Contributions -non-monetary	Greater than budget by \$1,364k due to greater than anticipated Developer Gifted Assets received such as Vickers Road estate (\$790k) and Vineyard estate (\$523k).
8	Gain on disposal of Assets	Gain on sale of assets is mainly due to better price received on disposal of vehicles at secondhand market and better price received from sale of plant and equipments at auctions.
9	Other income	More than budgeted mainly due more than budgeted income protection insurance income (\$95k) which partly offset by decrease in miscellaneous income.

#### Expenses

10	Materials and services	Materials and services less than budgeted due to savings in assets maintenance expenses (\$277k), savings in external contractor expenses (\$804k), savings in utility expenditure (\$128k) and savings in training and development expense (\$100k). This partly offset by increase in landfill provision (\$538K).
11	Depreciation/Amortisation	Due to increased depreciation expenditure in buildings (\$160k) and infrastructure assets (\$284k).
12	Bad and doubtful debts	Increase in bad and doubtful debts is mainly due to write off of long outstanding unrecoverable debtor balances which include infringement/penalty charges, Health/Food registration fees and hiring income.
14	Other expenses	Due to election expenses (\$111k) and councillor conference and training expenses (\$33k) which were originally budgeted under materials and services.



Strathbogie Shire Council  
2020/2021 Financial ReportNotes to the Financial Report  
For the Year Ended 30 June 2021

Capital works	Budget 2021 \$	Actual 2021 \$	Variance \$	Variance %	Ref
<b>Property</b>					
Buildings	978,000	564,676	(413,324)	-42%	
<b>Total property</b>	<b>978,000</b>	<b>564,676</b>	<b>(413,324)</b>	<b>-42%</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	1,262,000	942,505	(319,495)	-25%	1
Fixtures, fittings and furniture	570,000	242,289	(327,711)	-57%	2
<b>Total plant and equipment</b>	<b>1,832,000</b>	<b>1,184,794</b>	<b>(647,206)</b>	<b>-35%</b>	
<b>Infrastructure</b>					
Roads	6,613,000	5,163,945	(1,449,055)	-22%	3
Bridges	513,000	299,308	(213,692)	-42%	4
Footpaths and cycleways	378,000	246,431	(131,569)	-35%	5
Drainage	1,031,000	1,221,609	190,609	18%	6
Recreational, Leisure & Community Facilities	1,332,000	1,155,029	(176,971)	-13%	7
Parks, open space and streetscapes	2,827,000	600,296	(2,226,704)	-79%	8
<b>Total infrastructure</b>	<b>12,694,000</b>	<b>8,886,618</b>	<b>(4,007,382)</b>	<b>-32%</b>	
<b>Total capital works expenditure</b>	<b>15,504,000</b>	<b>10,436,089</b>	<b>(5,067,911)</b>	<b>-33%</b>	
<b>Represented by:</b>					
New asset expenditure	2,296,000	1,500,807	(795,193)	-35%	
Asset renewal expenditure	9,559,000	4,395,768	(5,163,232)	-54%	
Asset expansion expenditure	2,507,000	918,884	(1,588,116)	-63%	
Asset upgrade expenditure	1,142,000	3,620,630	2,478,630	217%	
<b>Total capital works expenditure</b>	<b>15,504,000</b>	<b>10,436,089</b>	<b>(5,067,911)</b>	<b>-33%</b>	

## (i) Explanation of material variations

Ref	Item	Explanation
1	Plant, machinery and equipment	Surplus due to delayed replacement of grader (\$230k) and large loader (\$104k).
2	Fixtures, fittings and furniture	Cinema seating replacement delayed to 21/22 (\$130k) and other IT replacement (\$150k).
3	Roads	Savings in reseal (\$461k), zero class (\$143k), rehabilitation (\$87k), re-sheet (\$63k) and kerb & channel (\$36k) programs. Reclassification of general budget allocation (\$259k). Work in progress projects that need to be carried forward; Creek Junction Road (\$40k) and Harrys Creek/Bonnie Doon Road (\$346k) intersection realignments and Nagambie Industrial Estate Drainage (\$53k). Partly offset by increased expenditure in fixing Country Roads - Mullers Road, Nagambie (\$440k).
4	Bridges	Not proceed with bridges & major culverts program (\$450k) due to tenders received were too high. Partly offset by Harrys Creek Road Major Culvert work (\$236k) part of which originally budgeted under roads.
5	Footpaths and cycleways	Savings in footpath renewal (\$41) and tracks & trails (\$28k) programs. Work in progress project Rockies Pedestrian Footbridge (\$48k) and projects not undertaken due to heritage vegetation overlay Strathbogie township footpaths (\$25k).
6	Drainage	Increased expenditure in Euroa - Augment Castle Creek Levee \$313k which partly offset by savings in drought funding projects (\$118k).
7	Recreational, Leisure & Community Facilities	Work in progress project Strathbogie recreation reserve clubhouse pavilion (\$246k) and Nagambie Recreation Reserve netball court/carpark (\$52k) which partly offset by increased expenditure in Violet town skate park (\$80k) and Violet town market infrastructure (\$31k).
8	Parks, open space and streetscapes	Work in progress projects drought funding (236k), Nagambie foreshore walk (677k), streetscapes renewal (\$599k), Nagambie active space (\$70k), Nagambie splash park (\$43k). Projects not started or not progressed (\$195k) and project management expenses which were allocated among projects (\$400k).

**Note 2 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2 (a) Community & Planning**

Community & Planning provides high quality community focused programs. Service areas include maternal and child health, youth, seniors, community grants, arts and culture, tourism and economic development programs. It also includes strategic and statutory land use planning.

**Corporate Leadership**

Corporate Leadership provides effective governance, policy development, communication and human resources.

**Corporate Operations**

Corporate Operations provides strategic and financial management of the organisation. Service areas include regulatory services, local laws, financial management, emergency management, assets management, operations and emergency management.

**Mayor & Councillors**

Mayor & Councillors provides services for mayor and elected members.



**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**2 (b) Summary of revenues, expenses, assets and capital expenses by program**

	Income	Expenses	Surplus/(Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
<b>2021</b>					
Community & Planning	3,579,189	(4,817,662)	(1,238,472)	3,044,230	47,596,608
Corporate Leadership	97,646	(3,143,282)	(3,045,636)	-	31,054,393
Corporate Operations	34,012,921	(22,957,311)	11,055,610	10,455,369	226,809,234
Mayor & Councillors	6,363	(412,809)	(406,445)	-	4,078,386
	<b>37,696,120</b>	<b>(31,331,063)</b>	<b>6,365,056</b>	<b>13,499,599</b>	<b>309,538,621</b>

	Income	Expenses	Surplus/(Deficit)	Grants included in income	Total assets
	\$	\$	\$	\$	\$
<b>2020</b>					
Community & Planning	6,289,656	(5,243,401)	1,046,255	5,571,814	64,321,760
Corporate Leadership	96,144	(2,049,727)	(1,953,583)	-	25,144,377
Corporate Operations	25,152,026	(17,502,713)	7,649,313	7,145,516	214,644,629
Mayor & Councillors	4,015	(351,091)	(347,076)	-	4,306,898
	<b>31,541,841</b>	<b>(25,146,932)</b>	<b>6,394,909</b>	<b>12,717,330</b>	<b>308,417,664</b>

Strathbogie Shire Council  
2020/2021 Financial ReportNotes to the Financial Report  
For the Year Ended 30 June 2021

Note 3 Funding for the delivery of our services	2021	2020
	\$	\$

## 3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the valuation of the land and all improvements on the land.

The valuation base used to calculate general rates for 2020/21 was \$3.689 million (2019/20 \$3.514 million).

General rates	17,266,867	16,220,930
Municipal charge	-	913,057
Waste management charge	2,818,705	2,689,797
Special rates and charges	-	936
<b>Total rates and charges</b>	<b>20,085,572</b>	<b>19,824,720</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation will be first applied in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

## 3.2 Statutory fees and fines

Building fees	119,489	66,113
Planning fees	395,119	217,164
Health registrations	27,463	14,212
Animal registrations	98,088	83,824
Land information certificates	20,762	16,983
Fire Prevention Notice Infringements	528	3,361
<b>Total statutory fees and fines</b>	<b>661,449</b>	<b>401,657</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

## 3.3 User fees

Tip fees	190,006	148,373
Nagambie Lakes events	11,910	20,320
Saleyard operations revenue	253,464	231,965
Swimming pools revenue	3,148	10,193
Rent/lease Charges	118,323	93,337
Euroa Cinema	23,687	54,520
Septic tank fees	20,234	14,787
Other user charges and contributions	126,307	89,803
<b>Total user fees</b>	<b>747,079</b>	<b>663,298</b>
<b>User fees by timing of revenue recognition</b>		
User fees recognised at a point in time	747,079	663,298
<b>Total user fees</b>	<b>747,079</b>	<b>663,298</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

## 3.4 Funding from other levels of government

Grants were received in respect of the following :

## Summary of grants

Commonwealth funded grants	9,640,626	8,659,624
State funded grants	3,858,973	2,920,740
<b>Total grants received</b>	<b>13,499,599</b>	<b>11,580,364</b>

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	2021 \$	2020 \$
<b>(a) Operating Grants</b>		
<i>Recurrent - Commonwealth Government</i>		
Financial Assistance Grants	5,773,874	5,592,672
Senior Citizens Grants	-	2,600
<i>Recurrent - State Government</i>		
Maternal & Child Health	221,404	196,893
Community Safety	18,673	9,763
Youth	76,658	94,167
Pests and Plants Program	60,231	60,231
Municipal Emergency Resource Programme	133,200	60,000
Supported Playgroup	60,638	34,981
Vulnerable Persons Register	18,216	17,947
Boat Ramp Maintenance	170	8,500
School Crossing Supervision	30,205	24,696
Other	25,241	4,960
<b>Total recurrent operating grants</b>	<b>6,418,510</b>	<b>6,107,410</b>
<i>Non-recurrent - Commonwealth Government</i>		
Environmental planning	-	5,000
Tourism & Events	51,100	-
<i>Non-recurrent - State Government</i>		
LGA Small Scale Infrastructure Grant	-	10,395
Economic Development	60,000	-
Greening Euroa	65,350	-
Environment	10,000	-
Tourism & Events	250,000	-
Emergency & Disaster Management	121,006	378,861
Working for Victoria	645,899	751,631
Planning and Business Case	2,500	59,271
Creative Victoria-Youth	-	25,000
Water/Waterways Management	-	28,000
Rural Council Victoria Summit	-	40,000
Other	90,000	-
<b>Total non-recurrent operating grants</b>	<b>1,295,856</b>	<b>1,298,158</b>
<b>Total operating grants</b>	<b>7,714,366</b>	<b>7,405,568</b>
<b>(b) Capital Grants</b>		
<i>Recurrent - Commonwealth Government</i>		
Roads to recovery	2,159,352	2,159,352
<b>Total recurrent capital grants</b>	<b>2,159,352</b>	<b>2,159,352</b>
<i>Non-recurrent - Commonwealth Government</i>		
Drought Funding	900,000	900,000
Infrastructure Funding Grant	76,300	-

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	2021 \$	2020 \$
<b>Non-recurrent - State Government</b>		
Roads and Bridges	1,503,668	886,194
Buildings	99,633	175,000
Recreation	325,000	59,300
Footpaths	-	33,000
Pick My Project	-	9,950
Other Flood Recovery Grants	41,280	18,720
Flood Event 12/2017-Capital *	-	(127,125)
Environment - Capital	-	60,406
<b>Total non-recurrent capital grants</b>	<b>3,625,881</b>	<b>2,015,444</b>
<b>Total capital grants</b>	<b>5,785,233</b>	<b>4,174,796</b>
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>		
<i>Operating</i>		
Balance at start of year	273,582	30,000
Received during the financial year and remained unspent at balance date	160,800	273,582
Received in prior years and spent during the financial year	(129,210)	(30,000)
<b>Balance at year end</b>	<b>305,172</b>	<b>273,582</b>
<i>Capital</i>		
Balance at start of year	1,164,948	0
Received during the financial year and remained unspent at balance date	3,401,555	1,164,948
Received in prior years and spent during the financial year	(1,164,948)	0
<b>Balance at year end</b>	<b>3,401,555</b>	<b>1,164,948</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

\* 2020 - Debit balance in grant income is due to reversal of excess income accrued in 2018/19 which include flood event grant \$112,125 and Southern Aurora Memorial Garden grant \$15,000.

## 3.5 Contributions

Monetary	311,706	355,983
Non-monetary	1,363,611	-
<b>Total contributions</b>	<b>1,675,317</b>	<b>355,983</b>

*Contributions of non monetary assets were received in relation to the following asset classes.*

Roads	330,009	-
Kerb & Channel	102,560	-
Footpath	278,450	-
Drainage	601,892	-
Land under roads	50,700	-
<b>Total non-monetary contributions</b>	<b>1,363,611</b>	<b>-</b>

Monetary and non monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

## 3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

Proceeds of sale	543,296	262,134
Written down value of assets disposed	(399,427)	(162,370)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>143,869</b>	<b>99,764</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

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	2021	2020
	\$	\$
<b>3.7 Other income</b>		
Interest	105,520	182,861
Interest on rates	122,904	101,606
Diesel rebate	65,917	64,318
Insurance recoveries	95,576	22,586
Other	93,891	103,572
<b>Total other income</b>	<u>483,808</u>	<u>474,943</u>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**Note 4 The cost of delivering services****4.1 (a) Employee costs**

Wages and salaries	10,592,117	8,981,109
WorkCover	190,742	173,593
Superannuation	954,747	828,063
Fringe benefits tax	84,695	134,925
Other	256,010	217,121
<b>Total employee costs</b>	<u>12,078,311</u>	<u>10,334,811</u>

**(b) Superannuation**

Council made contributions to the following funds:

**Defined benefit fund**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	59,242	61,144
Employer contributions - other funds	-	-
	<u>59,242</u>	<u>61,144</u>

Employer contributions payable at reporting date.

**Accumulation funds**

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	449,024	422,704
Employer contributions - other funds	428,532	326,921
	<u>877,556</u>	<u>749,625</u>

Employer contributions payable at reporting date. 17,949 17,294

Refer to note 9.3 for further information relating to Council's superannuation obligations.

**4.2 Materials and services**

Building maintenance	648,836	441,156
General maintenance	4,205,400	4,108,108
Utilities	297,979	267,025
Office administration	1,555,734	1,493,265
Information technology	760,836	687,652
Insurance	374,095	326,537
Consultants	1,055,114	1,235,190
Legal fees	140,411	134,774
Emergency Expense	21,389	434,399
Waste Management	2,752,560	2,189,904
<b>Total materials and services</b>	<u>11,812,354</u>	<u>11,318,010</u>

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	2021	2020
	\$	\$
<b>4.3 Depreciation</b>		
Property	1,030,464	985,866
Plant and equipment	444,487	442,201
Furniture and Equipment	187,672	161,768
Infrastructure	4,590,467	4,441,143
<b>Total depreciation</b>	<b>6,253,090</b>	<b>6,030,978</b>

Refer to note 5.2( c ), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

**4.4 Amortisation - Intangible assets**

Software	64,669	59,845
<b>Total Amortisation - Intangible assets</b>	<b>64,669</b>	<b>59,845</b>

**4.5 Amortisation - Right of use assets**

Property	9,206	9,206
Plant and equipment	226,872	190,526
<b>Total Amortisation - Right of use assets</b>	<b>236,078</b>	<b>199,732</b>

**4.6 Bad and doubtful debts**

Rates debtors	-	429
Other debtors	13,430	49,804
<b>Total bad and doubtful debts</b>	<b>13,430</b>	<b>50,233</b>

**Movement in provisions for doubtful debts**

Balance at the beginning of the year	35,831	7,025
New provisions recognised during the year	7,436	28,806
Amounts already provided for and written off as uncollectible	(31,710)	-
Amounts provided for but recovered during the year	(1,984)	-
<b>Balance at end of year</b>	<b>9,573</b>	<b>35,831</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.7 Borrowing costs**

Interest - Borrowings	20,556	25,783
<b>Total borrowing costs</b>	<b>20,556</b>	<b>25,783</b>

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

**4.8 Finance Costs - Leases**

Interest - Lease Liabilities	21,744	21,467
<b>Total finance costs</b>	<b>21,744</b>	<b>21,467</b>



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4.9 Other expenses	2021 \$	2020 \$
Auditors' remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	41,600	48,400
Auditors' remuneration - Internal	57,743	50,890
Councillors' allowances	193,618	196,479
Other Councillor expenses	43,388	11,724
WDV of Infrastructure Assets Renewed	12,650	170,940
Election Expenses	110,547	26,676
<b>Total other expenses</b>	<b>459,546</b>	<b>505,109</b>

**Note 5 Our financial position****5.1 Financial assets****(a) Cash and cash equivalents**

Cash on hand	1,293	1,827
Cash at bank	2,948,776	1,621,845
Term deposits	2,600,000	1,250,000
<b>Total cash and cash equivalents</b>	<b>5,550,069</b>	<b>2,873,672</b>

**(b) Other financial assets**

Share in MAV Purchasing Scheme	2,032	2,032
Term deposits - current	17,350,000	13,704,764
<b>Total other financial assets</b>	<b>17,352,032</b>	<b>13,706,796</b>
<b>Total financial assets</b>	<b>22,902,101</b>	<b>16,580,468</b>

Councils cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

- Trust funds and deposits (Note 5.3)	555,222	445,677
<b>Total restricted funds</b>	<b>555,222</b>	<b>445,677</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>4,994,847</b>	<b>2,427,995</b>

**Intended allocations**

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

- Cash held to fund carried forward capital works	3,198,000	3,498,000
- Open space reserve	185,178	108,958
- Caravan Park (operating and capital expense)	112,391	73,289
<b>Total funds subject to intended allocations</b>	<b>3,495,569</b>	<b>3,680,247</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

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	2021	2020
	\$	\$
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Rates debtors	2,157,164	2,134,307
Special rate assessment	11,886	9,184
Net GST Receivable	142,794	212,575
Other debtors	285,749	797,840
Provision for doubtful debts - other debtors	(9,573)	(35,831)
<b>Total current trade and other receivables</b>	<u>2,588,020</u>	<u>3,118,075</u>
<b>Non-current</b>		
<i>Statutory receivables</i>		
Special rate scheme	43,096	57,513
<b>Total non-current trade and other receivables</b>	<u>43,096</u>	<u>57,513</u>
<b>Total trade and other receivables</b>	<u>2,631,116</u>	<u>3,175,588</u>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of Receivables**

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	23,618	504,879
Past due by up to 30 days	72,204	2,454
Past due between 31 and 180 days	46,350	163,932
Past due between 181 and 365 days	128,910	43,255
Past due by more than 1 year	14,667	83,320
<b>Total trade and other receivables</b>	<u>285,749</u>	<u>797,840</u>



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5.2 Non-financial assets	2021	2020
(a) Other assets	\$	\$
Prepayments	407,803	255,819
Accrued income	172,897	501,824
Inventories	9,330	5,289
<b>Total other assets</b>	<b>590,030</b>	<b>762,932</b>
(b) Intangible assets		
Software	79,167	106,703
<b>Total intangible assets</b>	<b>79,167</b>	<b>106,703</b>
	<b>Software</b>	<b>Total</b>
Gross carrying amount		
Balance at 1 July 2020	920,048	920,048
Other additions	37,132	37,132
Balance at 1 July 2021	957,180	957,180
Accumulated amortisation and impairment		
Balance at 1 July 2020	813,344	813,344
Amortisation expense	64,669	64,669
Balance at 1 July 2021	878,013	878,013
Net book value at 30 June 2020	106,704	106,704
Net book value at 30 June 2021	79,167	79,167
Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.		
5.3 Payables		
(a) Trade and other payables		
Trade payables	2,642,774	1,646,384
Accrued expenses	537,034	507,919
<b>Total trade and other payables</b>	<b>3,179,808</b>	<b>2,154,303</b>
(b) Trust funds and deposits		
Current		
Fire services levy	67,292	114,670
Retention amounts	185,683	133,432
Other refundable deposits	247,081	133,372
<b>Total Current trust funds and deposits</b>	<b>500,056</b>	<b>381,474</b>
Non-current		
Trust funds bequeathed	55,166	64,203
<b>Total Non-Current trust funds and deposits</b>	<b>55,166</b>	<b>64,203</b>
<b>Total trust funds and deposits</b>	<b>555,222</b>	<b>445,677</b>
(c) Unearned income		
Grants received in advance - operating	305,172	273,582
Grants received in advance - capital	3,401,555	1,164,948
Other	-	3,182
<b>Total unearned income</b>	<b>3,706,727</b>	<b>1,441,712</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

*Purpose and nature of items*

Fire Service Levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a <<monthly>> basis. Amounts disclosed here will be remitted to the state government in line with that process.

Retention Amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

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5.4 Interest-bearing liabilities	2021	2020
	\$	\$
<b>Current</b>		
Borrowings - secured	91,000	86,116
	<u>91,000</u>	<u>86,116</u>
<b>Non-current</b>		
Borrowings - secured	191,425	282,425
	<u>191,425</u>	<u>282,425</u>
<b>Total</b>	<u>282,425</u>	<u>368,541</u>

Borrowings are secured by a registered charge over the council rates on the Personal Property Security Register.

(a) The maturity profile for Council's borrowings is:

Not later than one year	91,000	86,116
Later than one year and not later than five years	191,425	282,425
Later than five years	-	-
	<u>282,425</u>	<u>368,541</u>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

## 5.5 Provisions

	Employee	Landfill restoration	Total
	\$	\$	\$
<b>2021</b>			
Balance at beginning of the financial year	2,850,990	5,597,463	8,448,453
Additional provisions	1,248,695	-	1,248,695
Amounts used	(756,028)	-	(756,028)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(64,630)	538,034	473,404
Balance at the end of the financial year	<u>3,279,027</u>	<u>6,135,497</u>	<u>9,414,524</u>
<b>2020</b>			
Balance at beginning of the financial year	2,746,190	5,577,198	8,323,388
Additional provisions	1,030,226	-	1,030,226
Amounts used	(888,515)	-	(888,515)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(36,911)	20,265	(16,646)
Balance at the end of the financial year	<u>2,850,990</u>	<u>5,597,463</u>	<u>8,448,453</u>

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	2021	2020
	\$	\$
(a) Employee provisions		
Current provisions expected to be wholly settled within 12		
Annual leave	745,568	415,968
Long service leave	203,181	34,103
Other	31,444	31,444
	<u>980,193</u>	<u>481,515</u>
Current provisions expected to be wholly settled after 12		
Annual leave	571,070	578,246
Long service leave	1,410,446	1,551,652
	<u>1,981,516</u>	<u>2,129,898</u>
Total current employee provisions	<u>2,961,709</u>	<u>2,611,413</u>
Non-current		
Long service leave	317,318	239,577
Total non-current employee provisions	<u>317,318</u>	<u>239,577</u>
Aggregate carrying amount of employee provisions:		
Current	2,961,709	2,611,413
Non-current	317,318	239,577
Total aggregate carrying amount of employee provisions	<u>3,279,027</u>	<u>2,850,990</u>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Wages and salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long service leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

	2021	2020
	%	%
Key assumptions:		
- discount rate	0.88%	0.87%
- index rate	1.70%	1.60%
(b) Landfill restoration	\$	\$
Current	1,622,436	1,084,402
Non-current	4,513,062	4,513,062
	<u>6,135,498</u>	<u>5,597,464</u>

Council is obligated to restore [landfill] site to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill restoration has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

	2021	2020
	%	%
Key assumptions:		
- discount rate	0.88%	0.87%
- index rate	1.90%	1.25%

**5.6 Financing arrangements**

The Council has the following funding arrangements in place as at 30th June 2021.

Bank overdraft	1,145,000	2,290,000
Loan facilities	282,424	368,541
Credit card facilities	100,000	100,000
Total facilities	<u>1,527,424</u>	<u>2,758,541</u>
Used facilities	(290,214)	(376,363)
Unused facilities	<u>1,237,210</u>	<u>2,382,178</u>

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## 5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

2021	Not later than 1	Later than 1	Later than 2	Later than 5	Total
	year	year and not later than 2 years	years and not later than 5 years	years	
	\$	\$	\$	\$	\$
<b>Operating</b>					
Open space management	93,251	158,849	-	-	252,100
Consultancies	13,992	13,992	-	-	27,985
Home care services	49,008	49,008	-	-	98,016
Cleaning contracts for council buildings	346,940	-	(29,493)	-	317,447
Emergency	161,878	-	-	-	161,878
Assets	4,242	-	-	-	4,242
Environment & Waste	43,598	-	43,598	43,598	130,793
<b>Total</b>	<b>712,908</b>	<b>221,850</b>	<b>14,105</b>	<b>43,598</b>	<b>992,460</b>
<b>Capital</b>					
Buildings	-	-	-	-	-
Roads	1,890,621	-	-	-	1,890,621
Drainage	-	-	-	-	-
<b>Total</b>	<b>1,890,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,890,621</b>
2020	Not later than 1	Later than 1	Later than 2	Later than 5	Total
	year	year and not later than 2 years	years and not later than 5 years	years	
	\$	\$	\$	\$	\$
<b>Operating</b>					
Open space management	219,391	-	-	-	219,391
Governance	90,497	-	-	-	90,497
Home care services	13,992	13,609	-	-	27,601
Cleaning contracts for council buildings	44,553	44,553	122	-	89,228
<b>Total</b>	<b>368,433</b>	<b>58,162</b>	<b>122</b>	<b>-</b>	<b>426,717</b>
<b>Capital</b>					
Buildings	-	-	-	-	-
Roads	-	-	-	-	-
Drainage	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## 5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

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The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

### Right-of-Use Assets

	Property	Plant & Equipment	Total
	\$	\$	\$
Balance at 1 July 2019	36,822	644,775	681,597
Additions	-	390,665	390,665
Amortisation charge	(9,206)	(190,526)	(199,732)
Balance at 30 June 2020	<u>27,616</u>	<u>844,914</u>	<u>872,530</u>
Balance at 1 July 2020	27,616	844,914	872,530
Additions	-	-	-
Amortisation charge	(9,206)	(226,871)	(236,077)
Balance at 30 June 2021	<u>18,410</u>	<u>618,043</u>	<u>636,453</u>

### Lease Liabilities

	2021	2020
	\$	\$
Maturity analysis - contractual undiscounted cash flows		
Less than one year	194,393	250,791
One to five years	492,559	690,556
More than five years	-	-
Total undiscounted lease liabilities as at 30 June:	<u>686,952</u>	<u>941,347</u>

Lease liabilities included in the Balance Sheet at 30 June:

Current	178,337	230,029
Non-current	474,083	652,421
Total lease liabilities	<u>652,420</u>	<u>882,450</u>

### Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2021	2020
	\$	\$
Expenses relating to:		
Short-term leases	16,490	16,564
Leases of low value assets	-	-
Total	<u>16,490</u>	<u>16,564</u>
Variable lease payments (not included in measurement of lease liabilities)	-	-

### Note 6 Assets we manage

	2021	2020
	\$	\$
6.1 Non current assets classified as held for sale		
Cost of acquisition	417,384	690,384
Total non current assets classified as held for sale	<u>417,384</u>	<u>690,384</u>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.



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6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2020	Additions	Contributions	Revaluation	Depreciation	Disposal	Write-off	Transfers/ Reclassification	At Fair Value 30 June 2021
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Property	62,053,057	1,518,292	50,700	(4,452,184)	(1,030,463)	-	-	66,839	58,206,241
Plant and equipment	4,553,083	1,147,662	-	-	(632,159)	(126,427)	(892)	-	4,941,267
Infrastructure	213,027,957	4,226,006	1,312,911	341,726	(4,590,467)	(12,650)	-	402,341	214,707,824
Work in progress	1,184,182	3,507,016	-	-	-	-	(50,266)	(469,180)	4,171,752
	<b>280,818,278</b>	<b>10,398,976</b>	<b>1,363,611</b>	<b>(4,110,458)</b>	<b>(6,253,089)</b>	<b>(139,077)</b>	<b>(51,158)</b>	<b>-</b>	<b>282,027,083</b>

Summary of Work in Progress

	Opening WIP	Additions	Write-off	Transfers/ Reclassification	Closing WIP
	\$	\$	\$	\$	\$
Property	267,896	48,409	(41,366)	(211,060)	63,879
Plant and equipment	-	-	-	-	-
Infrastructure	916,286	3,458,607	(8,900)	(258,120)	4,107,873
<b>Total</b>	<b>1,184,182</b>	<b>3,507,016</b>	<b>(50,266)</b>	<b>(469,180)</b>	<b>4,171,752</b>

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(a) Property

	Land - specialised	Land - non specialised	Land under roads	Total Land	Buildings - specialised	Buildings - non specialised	Total Buildings	Cultural and heritage assets	Work In Progress	Total Property
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2020	26,172,407	5,861,777	214,065	32,248,249	60,872,450	3,305,676	64,178,127	2,298,900	267,896	98,993,172
Accumulated depreciation at 1 July 2020	-	-	-	-	(35,705,541)	(1,093,144)	(36,798,685)	-	-	(36,798,685)
	26,172,407	5,861,777	214,065	32,248,249	25,166,910	2,212,532	27,379,442	2,298,900	267,896	62,194,487
<b>Movements in fair value</b>										
Additions	-	-	-	-	1,518,292	-	1,518,292	-	48,409	1,566,701
Contributions	-	-	50,700	50,700	-	-	-	-	-	50,700
Reclassification	(26,172,407)	26,172,407	-	-	-	-	-	-	(17,755)	(17,755)
Revaluation	-	(4,337,184)	-	(4,337,184)	-	-	-	-	-	(4,337,184)
Disposal	-	-	-	-	-	-	-	-	-	-
Write-off	-	-	-	-	-	-	-	-	(41,366)	(41,366)
Prior year revaluation adjustment	-	-	-	-	(715,000)	-	(715,000)	-	-	(715,000)
Transfers	-	-	-	-	193,305	-	193,305	-	(193,305)	-
	(26,172,407)	21,835,223	50,700	(4,286,484)	996,597	-	996,597	-	(204,017)	(3,493,904)
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	-	-	-	-	(1,030,463)	-	(1,030,463)	-	-	(1,030,463)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	-
Prior year revaluation adjustment	-	-	-	-	600,000	-	600,000	-	-	600,000
Transfers	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	(430,463)	-	(430,463)	-	-	(430,463)
At fair value 30 June 2021	-	27,697,000	264,765	27,961,765	61,869,047	3,305,676	65,174,723	2,298,900	63,879	95,499,268
Accumulated depreciation at 30 June 2021	-	-	-	-	(36,136,003)	(1,093,144)	(37,229,148)	-	-	(37,229,148)
	-	27,697,000	264,765	27,961,765	25,733,044	2,212,532	27,945,576	2,298,900	63,879	58,270,120

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**(b) Plant and Equipment**

	Plant machinery and equipment	Fixtures fittings and furniture	Cultural and heritage assets - Arts & Monuments	Total plant and equipment
	\$	\$	\$	\$
At fair value 1 July 2020	4,844,549	3,843,385	2,146,950	10,834,864
Accumulated depreciation at 1 July 2020	(3,149,116)	(3,132,665)	-	(6,281,781)
	<b>1,695,434</b>	<b>710,699</b>	<b>2,146,950</b>	<b>4,553,083</b>
<b>Movements in fair value</b>				
Additions	942,505	205,157	-	1,147,662
Contributions	-	-	-	-
Revaluation	-	-	-	-
Disposal	(778,781)	-	-	(778,781)
Write-off	(892)	-	-	(892)
Transfer	888,419	(888,419)	-	-
	<b>1,051,251</b>	<b>(683,262)</b>	<b>-</b>	<b>367,989</b>
<b>Movements in accumulated depreciation</b>				
Depreciation and amortisation	(444,487)	(187,672)	-	(632,159)
Accumulated depreciation of disposals	652,353	-	-	652,353
Transfer	(813,344)	813,344	-	-
	<b>(605,478)</b>	<b>625,672</b>	<b>-</b>	<b>20,194</b>
At fair value 30 June 2021	5,895,800	3,160,103	2,146,950	11,202,853
Accumulated depreciation at 30 June 2021	(3,754,593)	(2,506,993)	-	(6,261,586)
	<b>2,141,207</b>	<b>653,109</b>	<b>2,146,950</b>	<b>4,941,267</b>



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(c) Infrastructure

	Roads	Bridges	Footpaths and cycleways	Drainage	Kerb and channel	Parks open spaces and streetscapes	Cultural and heritage assets	Work In Progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$
At fair value 1 July 2020	195,330,942	62,743,428	4,906,219	16,378,089	6,597,907	22,012,886	2,288,263	916,286	311,174,020
Accumulated depreciation at 1 July 2020	(57,900,801)	(19,267,341)	(1,445,484)	(4,433,107)	(2,638,792)	(11,417,787)	-	-	(97,103,311)
	<b>137,430,142</b>	<b>43,476,085</b>	<b>3,460,735</b>	<b>11,944,983</b>	<b>3,959,115</b>	<b>10,595,099</b>	<b>2,288,263</b>	<b>916,286</b>	<b>214,070,709</b>
<b>Movements in fair value</b>									
Additions	1,951,242	930,302	224,197	827,281	64,286	228,698	-	3,458,607	7,684,613
Contributions	330,009	-	278,450	601,892	102,560	-	-	-	1,312,911
Reclassification	-	-	-	-	-	-	-	17,755	17,755
Revaluation	-	-	-	-	-	(1,368,419)	-	-	(1,368,419)
Disposal	-	(79,634)	-	-	-	-	-	-	(79,634)
Write-off	-	-	-	-	-	-	-	(8,900)	(8,900)
Transfers	9,541	103,288	19,081	114,978	-	28,988	-	(275,875)	-
	<b>2,290,792</b>	<b>953,958</b>	<b>521,728</b>	<b>1,544,151</b>	<b>166,846</b>	<b>(1,110,733)</b>	<b>-</b>	<b>3,191,587</b>	<b>7,558,326</b>
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(3,049,218)	(645,696)	(108,338)	(158,397)	(113,109)	(515,709)	-	-	(4,590,467)
Accumulated depreciation of disposals	-	66,984	-	-	-	-	-	-	66,984
Revaluation	-	-	-	-	-	1,710,145	-	-	1,710,145
Transfers	-	-	-	-	-	-	-	-	-
	<b>(3,049,218)</b>	<b>(578,712)</b>	<b>(108,338)</b>	<b>(158,397)</b>	<b>(113,109)</b>	<b>1,194,436</b>	<b>-</b>	<b>-</b>	<b>(2,813,338)</b>
At fair value 30 June 2021	197,621,734	63,697,382	5,427,948	17,922,240	6,764,753	20,902,153	2,288,263	4,107,873	318,732,346
Accumulated depreciation at 30 June 2021	(60,950,019)	(19,846,053)	(1,553,822)	(4,591,504)	(2,751,901)	(10,223,351)	-	-	(99,916,649)
	<b>136,671,716</b>	<b>43,851,329</b>	<b>3,874,126</b>	<b>13,330,736</b>	<b>4,012,852</b>	<b>10,678,802</b>	<b>2,288,263</b>	<b>4,107,873</b>	<b>218,815,697</b>

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**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of purchase. Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit \$
<b>Asset recognition thresholds and depreciation periods</b>		
<b>Property</b>		
land	-	10,000
<b>Buildings</b>		
buildings	10 to 100 years	5,000
<b>Plant and Equipment</b>		
plant, machinery and equipment	2 to 20 years	1,000
furniture and equipment	2 to 10 years	1,000
leased plant and equipment including right of use assets	3 to 5 years	5,000
<b>Infrastructure</b>		
road pavements - sealed	40 to 130 years	5,000
road pavements - unsealed	25 to 40 years	5,000
road seals	18 to 40 years	5,000
formation and earthworks	100 years	5,000
bridges deck	50 to 120 years	5,000
bridges substructure	60 to 250 years	5,000
culverts	60 to 250 years	5,000
footpaths	10 to 60 years	5,000
drainage	100 years	5,000
parks open spaces and streetscapes	15 to 100 years	5,000
kerb and channel	50 to 100 years	5,000
cultural and heritage assets	-	5,000

**Land under roads**

Council recognises land under roads it controls at fair value.

**Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Leasehold improvements**

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, there are no leasehold improvements.

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### Valuation of land and buildings

Valuation of land were undertaken by a qualified independent valuer APV Valuers & Assets Management in June 2021. The valuation of land is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Depending upon the nature of the specific assets the valuation approach has included the adoption of a singular or multiple techniques; Market approach or Cost approach. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement. However, Level 2 inputs has been assumed by default for all land parcels, as there is observable market evidence.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table.

Land and building asset values disclosed in the financial statements are not expected to be materially impacted by COVID-19 as at 30 June 2021. A formal revaluation was undertaken for buildings and structures in June 2020 and land in June 2021.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Land	-	27,697,000	-	Jun-21
Specialised land	-	-	-	Jun-21
Land under roads	-	-	264,765	Jun-18
Heritage Buildings	-	-	2,298,900	Jun-20
Buildings & site improvements	-	2,212,532	25,733,044	Jun-20
<b>Total</b>	<b>-</b>	<b>29,909,532</b>	<b>28,286,709</b>	

Level 1 Inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

### Valuation of infrastructure

The valuation is at fair value as at 30 June 2020 plus all 2020/21 additions at cost and is based on replacement cost less accumulated depreciation as at the date of valuation. The base valuation of infrastructure assets conducted at 30 June 2020 was made by Uwe Paffrath, Certified Municipal Engineer.

Parks, open space and streetscapes were assessed as part of the 2020-2021 Open Spaces condition assessment contract by external Contractors Morphum Environmental (Bruce Stephens Level 3 Playground Assessor). Replacement unit rates have been applied to the asset condition to arrive at revaluation figure as at 30th June and reviewed by Uwe Paffrath, Certified Municipal Engineer.

The date of the current valuation is detailed in the following table.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1	Level2	Level 3	Date of Valuation
Roads	-	-	136,671,716	Jun-19
Bridges	-	-	43,851,329	Jun-19
Footpaths and cycleways	-	-	3,874,126	Jun-19
Drainage	-	-	13,330,736	Jun-19
Kerb and channel	-	-	4,012,852	Jun-19
Parks, open space and streetscapes	-	-	10,678,802	Jun-21
<b>Total</b>	<b>-</b>	<b>-</b>	<b>212,419,581</b>	

### Description of significant unobservable inputs into level 3 valuations

*Specialised land and land under roads* is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 85% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0.48 and \$565 per square metre.

*Specialised buildings* are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$200 to \$700 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

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*Infrastructure assets* are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 18 years to 120 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2021	2020
	\$	\$
<b>Reconciliation of specialised land</b>		
Parks and reserves	-	19,287,996
Waste management	-	937,303
Civic centres	-	2,448,870
Council depts	-	673,883
Caravan parks	-	2,086,281
Pre schools	-	399,599
Saleyards	-	338,475
<b>Total specialised land</b>	<u>-</u>	<u>26,172,407</u>

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	2021 \$	2020 \$
<b>6.3 Investments in associates, joint arrangements and subsidiaries</b>		
<b>(a) Investments in associates</b>		
- Goulburn Valley Regional Library Corporation	255,287	227,146
<b>Goulburn Valley Regional Library Corporation</b>		
<b>Background</b>		
The Goulburn Valley Regional Library Corporation was formed under the provisions of section 196 of the Local Government Act 1989 on 15/09/2009 to provide library services within the local government area of Strathbogie Shire, Moira Shire and City of Greater Shepparton. Council holds 9.89% (2019/20 9.86%) of equity in the Corporation. Council has two directors on the board of nine. Council has the ability to influence rather than control its operations.		
<b>Fair value of Council's investment in Goulburn Valley Library Corporation</b>	<u>255,287</u>	<u>227,146</u>
<b>Council's share of accumulated surplus/(deficit)</b>		
Council's share of accumulated surplus/(deficit) at start of year	227,146	218,432
Reported surplus/(deficit) for year	28,141	8,714
Council's share of accumulated surplus/(deficit) at end of year	<u>255,287</u>	<u>227,146</u>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	227,146	218,432
Share of surplus/(deficit) for year	28,141	8,714
Share of asset revaluation	-	-
Distributions received	-	-
Carrying value of investment at end of year	<u>255,287</u>	<u>227,146</u>

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

**Committees of management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

Avenel Memorial Hall  
 Creighton's Creek Recreation Reserve  
 Euroa Band Hall  
 Euroa Friendlies Reserve  
 Gooram Soldiers' Memorial Hall  
 Longwood Community Centre  
 Miepoll Public Hall  
 Moglonemby Hall  
 Nagambie Recreation Reserve  
 Ruffy Recreation Reserve  
 Strathbogie Memorial Hall  
 Strathbogie Recreation Reserve  
 Tableland Community Centre Committee (Ruffy)  
 Violet Town Recreation Reserve



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	2021	2020
	No.	No.
<b>Note 7 People and relationships</b>		
<b>7.1 Council and key management remuneration</b>		
<b>(a) Related Parties</b>		
<i>Parent entity</i>		
Strathbogie Shire Council is the parent entity.		
<i>Subsidiaries and Associates</i>		
Interests in subsidiaries and associates are detailed in Note 6.3.		
<b>(b) Key Management Personnel</b>		
Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:		
<b>Councillors</b>		
Cr Chris Raeburn (from 1/7/2020 to 23/10/2020, and from 17/11/2020)		
Cr Melanie Likos (from 17/11/2020)		
Cr Kristy Hourigan (from 17/11/2020)		
Cr Laura Binks (from 17/11/2020)		
Cr Paul Murray (from 17/11/2020)		
Cr Reg Dickinson (from 17/11/2020)		
Cr Sally Hayes-Burke (from 17/11/2020)		
Amanda McClaren (from 1/7/2020 to 23/10/2020)		
John Mason (from 1/7/2020 to 23/10/2020)		
Malcolm Little (from 1/7/2020 to 23/10/2020)		
Alistair Thomson (from 1/7/2020 to 23/10/2020)		
Graeme (Mick) Williams (from 1/7/2020 to 23/10/2020)		
Robert 'Bob' Gardner (from 1/7/2020 to 23/10/2020)		
<b>Chief Executive Officer</b>		
Director - Corporate Operations *		
Acting Director - Community & Planning (from 5/10/2020 to 14/12/2020)		
Executive Manager People & Culture		
Executive Manager Governance & Customer Service		
Executive Manager Communications and Engagement		
<b>Total Number of Councillors</b>	13	9
<b>Total of Chief Executive Officer and other Key Management Personnel</b>	6	8
<b>Total Number of Key Management Personnel*</b>	<u>19</u>	<u>17</u>
*Director - Community & Planning role was filled by two individuals and an acting officer during the year.		
<b>(c) Remuneration of Key Management Personnel</b>	2021	2020
	\$	\$
Total remuneration of key management personnel was as follows:		
Short-term benefits	1,314,972	1,071,634
Long-term benefits	12,459	92,910
Post employment benefits	129,963	68,187
Termination benefits	15,720	-
<b>Total</b>	<u>1,473,114</u>	<u>1,232,731</u>
The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:		
	2021	2020
	No.	No.
\$1 - \$9,999	5	3
\$10,000 - \$19,999	6	1
\$30,000 - \$39,999	1	
\$20,000 - \$29,999	1	5
\$30,000 - \$39,999	-	1
\$50,000 - \$59,999	1	-
\$60,000 - \$69,999		1
\$80,000 - \$89,999	1	1
\$100,000 - \$109,999	-	2
\$110,000 - \$119,999	1	-
\$180,000 - \$189,999	2	1
\$190,000 - \$199,999	1	-
\$200,000 - \$209,999	1	-
\$210,000 - \$219,999	-	1
\$260,000 - \$269,999	1	-
\$280,000 - \$289,999	-	1
<b>Total*</b>	<u>21</u>	<u>17</u>
*Director - Community & Planning role was filled by two individuals and an acting officer during the year.		

Strathbogie Shire Council  
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For the Year Ended 30 June 2021**(d) Senior Officer Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

Income Range:	2021 No.	2020 No.
\$150,000 - \$159,999	2	-
\$160,000 - \$169,999	1	-
\$170,000 - \$179,999	-	3
	<u>3</u>	<u>3</u>
Total Remuneration for the reporting year for Senior Officers included above, amounted to:	477,086	527,879

**7.2 Related party disclosure****(a) Transactions with related parties**

During the period Council entered into the following transactions with related parties.

Other Related Party Expenses	12,852	47,940
Euroa Caravan Park - Operating and Capital Expenses *	55,095	-
Euroa Caravan Park - Lease Income *	68,629	-

**(b) Outstanding balances with related parties**

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties

Euroa Caravan Park - Sundry Debtors (Lease) *	99,522	-
-----------------------------------------------	--------	---

**(c) Loans to/from related parties**

There are no loans in existence at balance date that have been made, guaranteed or secured by the council to a related party.

**(d) Commitments to/from related parties**

The aggregate amount of commitments in existence at balance date that have been made, guaranteed or secured by the council to a related party are as follows:

Euroa Caravan Park - Commitments to related parties - Amount allocated for specific purposes *	112,391	-
------------------------------------------------------------------------------------------------	---------	---

\* On 26 June 2013 Council entered into a lease agreement with a tenant for 21 years for Euroa Caravan park and subsequently the lease agreement was transferred to the new tenant Lily Ann Pty Ltd on 27 February 2017. Councillor Kristy Hourigan is a director of Lily Ann Pty Ltd and Kristy Hourigan became a Councillor from 17/11/2020. There has been no change to the terms and conditions of the lease agreement during the year.

## Note 8 Managing uncertainties

### 8.1 Contingent assets and liabilities

#### (a) Contingent liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

#### Future superannuation contributions

In addition to the disclosed contributions, Strathgogie Shire Council has paid no unfunded liability payments to Vision Super during the 2020/21 year (2019/20 \$0). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$0.

#### Landfill

Council do not have operational landfill. However council will have to carry out site rehabilitation works at Violet Town old landfill in the future. At balance date Council is unable to accurately assess the financial implications of such works. Contractor has been appointed to estimate the cost of such works. Currently council has a budget of \$5 million for the future works.

#### Insurance claims

There are no any major insurance claims that could have a material impact on future operations.

#### Legal matters

There are no any major legal matters that could have a material impact on future operations.

#### Building cladding

Council does not exposed to any potential contingents that may exist in relation to rectification works or other matters associated with building cladding that may have the potential to adversely impact on Council.

#### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

#### MAV Workcare

In November 2017, the Victorian WorkCover Authority (the Authority) granted the Municipal Association of Victoria (MAV) a three-year self-insurance licence allowing it to provide workers' compensation insurance to Victorian councils. When the MAV WorkCare Scheme commenced, there were 31 inaugural members, including the MAV.

In accordance with the Authority's decision not to renew the MAV's self-insurance licence, the MAV WorkCare Scheme ceased operation on 30 June 2021. The MAV is continuing to support the orderly transition of claims management responsibilities to the Authority. Council was a participant of the MAV WorkCare Scheme.

The MAV WorkCare Scheme participation agreement stated that each participant would remain liable to make further contributions to the Scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability would continue whether or not the participant remained a participant in future insurance years.

The net financial impact on Council as a result of the cessation of the MAV WorkCare Scheme for the 2020-21 financial year is yet to be determined. Any obligation is dependent upon the Authority's initial actuarial assessment of the tail claims liabilities of the MAV WorkCare Scheme.

In accordance with the Workplace Injury Rehabilitation and Compensation Act 2013, there is a six-year liability period following the cessation of the MAV WorkCare Scheme. During the liability period, adjustment payments may be required (or received) by Council. The determination of any adjustment payments is dependent upon revised actuarial assessments of the Scheme's tail claims liabilities as undertaken by the Authority.

#### (c) Guarantees for loans to other entities

Council does not have any financial guarantees.



## Notes to the Financial Report For the Year Ended 30 June 2021

### 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.

### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

## Notes to the Financial Report For the Year Ended 30 June 2021

### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 0.25% and - 0.25% in market interest rates (AUD) from year-end rates of 0.33%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## Notes to the Financial Report For the Year Ended 30 June 2021

### 8.4 Fair value measurement

#### *Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### *Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

#### *Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### 8.5 Events occurring after balance date

Councillor Melanie Likos (Deputy Mayor) resigned as Councillor for the Lake Nagambie Ward on 17 August 2021. Under the Local Government Act 2020, a vacancy in the Lake Nagambie Ward now exists. A countback of votes will be undertaken for Lake Nagambie Ward and will be carried out by the Victorian Electoral Commission in accordance with Division 8 of the Act to appoint a new Councillor.

On 15 July 2021 the Victorian State Government in response to COVID-19 imposed stage 5 restrictions on Victoria from Friday 16 July 2021. No adjustments to balances are required as at 30 June 2021.

All receivables and payables balances along with actual impacts on revenue and expenses and asset values are not expected to be further impacted by these events.

Disclosures regarding COVID-19 have been made in the relevant notes to the statements.

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## Note 9 Other matters

## 9.1 Reserves

	Balance at beginning of reporting period	Increment (decrement)	Balance at end of reporting period
	\$	\$	\$
<b>(a) Asset revaluation reserves</b>			
<b>2021</b>			
<b>Property</b>			
Land and land improvements	27,268,862	(4,337,184)	22,931,678
Buildings	27,073,316	(115,000)	26,958,316
	<u>54,342,178</u>	<u>(4,452,184)</u>	<u>49,889,994</u>
<b>Plant and Equipment</b>			
Cultural and heritage assets	1,541,200		1,541,200
<b>Infrastructure</b>			
Roads	89,369,647	-	89,369,647
Bridges	30,085,240	-	30,085,240
Footpaths and cycleways	1,600,498	-	1,600,498
Drainage	4,026,118	-	4,026,118
Parks, open space and streetscapes	6,444,635	341,726	6,786,361
Kerb and Channel	2,954,641		2,954,641
Other infrastructure	17,093	-	17,093
	<u>134,497,872</u>	<u>341,726</u>	<u>134,839,598</u>
<b>Total asset revaluation reserves</b>	<u>190,381,250</u>	<u>(4,110,458)</u>	<u>186,270,792</u>
<b>2020</b>			
<b>Property</b>			
Land and land improvements	27,268,863	-	27,268,863
Buildings	46,180,386	(19,107,070)	27,073,316
	<u>73,449,248</u>	<u>(19,107,070)</u>	<u>54,342,178</u>
<b>Plant and Equipment</b>			
Cultural and heritage assets	-	1,541,200	1,541,200
<b>Infrastructure</b>			
Roads	89,369,647	-	89,369,647
Bridges	30,085,240	-	30,085,240
Footpaths and cycleways	1,600,498	-	1,600,498
Drainage	4,026,118	-	4,026,118
Parks, open space and streetscapes	-	6,444,635	6,444,635
Kerb and Channel	2,954,641	-	2,954,641
Other infrastructure	17,093	-	17,093
	<u>128,053,237</u>	<u>6,444,635</u>	<u>134,497,872</u>
<b>Total asset revaluation reserves</b>	<u>201,502,485</u>	<u>(11,121,235)</u>	<u>190,381,250</u>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$	\$	\$	\$
<b>(b) Other reserves</b>				
<b>2021</b>				
Bridge replacement reserve	750,000	-	-	750,000
Open space reserve	108,958	76,220	-	185,178
<b>Total Other reserves</b>	<u>858,958</u>	<u>76,220</u>	<u>-</u>	<u>935,178</u>
<b>2020</b>				
Bridge replacement reserve	750,000	-	-	750,000
Open space reserve	108,958	-	-	108,958
<b>Total Other reserves</b>	<u>858,958</u>	<u>-</u>	<u>-</u>	<u>858,958</u>



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	2021	2020
	\$	\$
<b>9.2 Reconciliation of cash flows from operating activities to</b>		
Surplus/(deficit) for the year	6,365,056	4,863,476
Depreciation/amortisation	6,553,837	6,290,556
Profit/(loss) on disposal of property, infrastructure, plant and equipment	(143,869)	(99,764)
Written down value of infrastructure assets replaced	12,650	170,940
Contributions - Non-monetary assets	(1,363,611)	-
Borrowing costs/Finance Cost	42,300	47,250
Trust funds and other deposits repaid	-	-
Share of net profits of associates	(28,141)	(8,714)
WIP expended 2016/17 - reclassified as operating expense 2017/18	-	-
Payments from Open Space Reserve	-	-
Other	51,140	67,490
<b>Change in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	544,472	440,555
Trust funds and other deposits received (repaid)	109,545	(304,013)
(Increase)/decrease in prepayments	(151,984)	(16,713)
Increase/(decrease) in accrued income	328,927	784,221
Increase/(decrease) in trade and other payables	1,025,505	(934,717)
(Decrease)/increase in other liabilities	2,265,015	1,441,712
(Increase)/decrease in inventories	(4,041)	8,519
Increase/(decrease) in provisions	966,071	125,065
<b>Net cash provided by/(used in) operating activities</b>	<b>16,572,871</b>	<b>12,875,883</b>

**9.3 Superannuation**

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

**Accumulation**

Council makes both employer and employee contributions to The Fund's accumulation category, Vision MySuper/Vision Super Saver, on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Strathbogie Shire Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 Employee Benefits.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

- Net investment returns 5.6% pa
- Salary information 2.5% pa for two years and 2.75% pa thereafter
- Price inflation (CPI) 2.0% pa.

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the estimated VBI at 30th June 2021 was 109.7%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions****Regular contributions**

On the basis of the results of the 2020 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019/2020). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

## Notes to the Financial Report for the Year Ended 30 June 2021

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### Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

### The 2020 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following for the Defined Benefit category of which Council is a contributing employer:

	2020 (Triennial) \$m	2019 (Interim) \$m
- A VBI Surplus	100.0	151.3
- A total service liability surplus	200.0	233.4
- A discounted accrued benefits surplus	217.8	256.7

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2019).

### The 2021 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021.

### Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

Scheme	Type of Scheme	Rate	2021	2020
			\$	\$
Vision super	Defined benefit	9.50%	59,242	61,144
Vision super	Accumulation fund	9.50%	428,532	422,704
Other funds	Accumulation fund	9.50%	452,098	326,921

Council hasn't paid any unfunded liability payments to Vision Super in 2019/20 or 2020/21. Council does not expect to pay to the Defined Benefit category of Vision Super for the year ending 30 June 2022.

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

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**10 Change in accounting policy**

***AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)***

Council has adopted AASB 1059 Service Concession Arrangements: Grantors, from 1 July 2020. This has resulted in no changes in accounting policies and adjustments to any amounts recognised in the financial statements. Council does not consider it has any assets which are subject to Service Concession arrangements.

***AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)***

Council has adopted AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material, from 1 July 2020. All information has been disclosed where material in nature, amount and impact to ensure primary users of the general purpose financial statements are informed and can make decisions on the basis of the information disclosed regarding the entity.

***AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)***

Council has adopted AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework from 1 July 2020. These financial statements present fairly the financial position, financial performance and cash flows of Council. There is a fair presentation of the effect of transactions, other events and conditions in accordance with the definitions and recognition criteria for assets, liabilities, income and expenses set out in the conceptual Framework for financial reporting.

**It is not expected that these standards will have any significant impact on council.**

#### **9.4.2 Adoption of Performance Statement 2020/21 and Governance and Management Checklist 2020/21**

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

##### **EXECUTIVE SUMMARY**

The Local Government Performance Reporting Framework is a **mandatory system of performance reporting for all Victorian councils**. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

The Local Government Act 2020 (the Act) requires that Council pass a resolution giving its approval to the Performance Statement 2020/21 and Governance and Management Checklist prior to formal submission to the Auditor-General Victoria and the Minister. The performance statement provides our community with audited results against the prescribed performance indicators and measures.

The Act further requires that Council must authorise two Councillors to approve the Report.

Draft copies of the Performance Statement 2020/21 and Governance and Management Checklist have been circulated to Councillors for their consideration and are attached to this report.

Council's Audit and Risk Committee considered both documents at its meeting on 17 September 2021 and endorsed them for adoption by Council.

##### **RECOMMENDATION**

***That:***

- 1. Council adopt, in principle, the –***
  - a) Performance Statement 2020/21.***
  - b) Governance and Management Checklist 2020/21.***
- 2. Council authorise Councillors Raeburn and Murray to sign the 2020/21 Performance Statement.***
- 3. The above Statements be included in the Annual Report and submitted to the Hon. Shaun Leane MP, Minister for Local Government.***

##### **PURPOSE AND BACKGROUND**

Under Section 131 of the Local Government Act 1989 (the old Act), the Annual Budget 2020/21 included a list of prescribed indicators of service performance, financial and sustainable capacity performance required by regulations to be reported against in the performance statement. The Performance Statement represents an independent certification of Council's results against the prescribed indicators.



#### 9.4.2 Adoption of Performance Statement 2020/21 and Governance and Management Checklist 2020/21 (cont.)

In addition, Section 131 and Section 98 of the Local Government Act 2020 requires Council to report on Council's assessment against the prescribed governance and management checklist for 2020/21.

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

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

The Local Government Performance Reporting Framework is a **mandatory system of performance reporting for all Victorian councils**. It ensures that councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

This is the seventh year of operation of the Local Government Performance Reporting Framework (LGPRF). There is a comparison between 2017/18, 2018/19, 2019/20 and 2020/21 with comments detailing any variances. All data was collected according to the Local Government Act 1989 and 2020 and Local Government (Planning and Reporting) Regulations 2014.

Subject to Council adopting the recommendation in this report, the Performance Statement will be forwarded to the Victorian Auditor-General for certification. It is also a statutory requirement for Council to include the Performance Statement in the Annual Report 2020/21.

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

No community engagement is necessary in respect of this report although some of the measures incorporate the result of the Annual Community Survey.

##### ***POLICY CONSIDERATIONS***

###### ***Council Plans and Policies***

The report is consistent with Council Policies, key strategic documents and the Council Plan.

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

The Performance Statement reports on indicators mandated by State Government through its Local Government Performance Reporting Framework.

##### ***LEGAL CONSIDERATIONS***

The proposal is consistent with sections 131 and 132 of the Local Government Act 1989 and Section 98 of the Local Government Act 2020 which, amongst other things, requires the Council to "certify the statements in their final form".

###### ***Conflict of Interest Declaration***

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

#### 9.4.2 Adoption of Performance Statement 2020/21 and Governance and Management Checklist 2020/21 (cont.)

##### Transparency

Performance reporting is a key program promoting council transparency, accountability and performance. The data in the Performance Statement will appear on the Know Your Council website which will be available to the community.

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

Some indicators are directly from the Financial Statements.

##### **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 Performance Statement contains an indicator of performance in Statutory Planning

##### Social

The Performance Statement includes reporting in Indicators relating to:

- Maternal and Child Health
- Aquatic facilities
- Animal Management
- Food Safety.

##### Environmental

The Performance Statement contains an indicator on waste diversion from landfill.

##### **INNOVATION AND CONTINUOUS IMPROVMENT**

Council continues to refine its end of year processes and with the advent of Coronavirus COVID-19 the audit has been conducted remotely and officers have adapted to this way of working.

##### **COLLABORATION**

Council staff and Council's external auditor, the Victorian Auditor-General's Office and Council's Audit Committee have been consulted as part of the preparation of these reports.

##### **CONCLUSION**

The Chief Executive Officer and two Councillors are required to sign the Performance Statement. It is recommended that Council adopt, in principle, the Performance Statement, shown in Attachment 1.

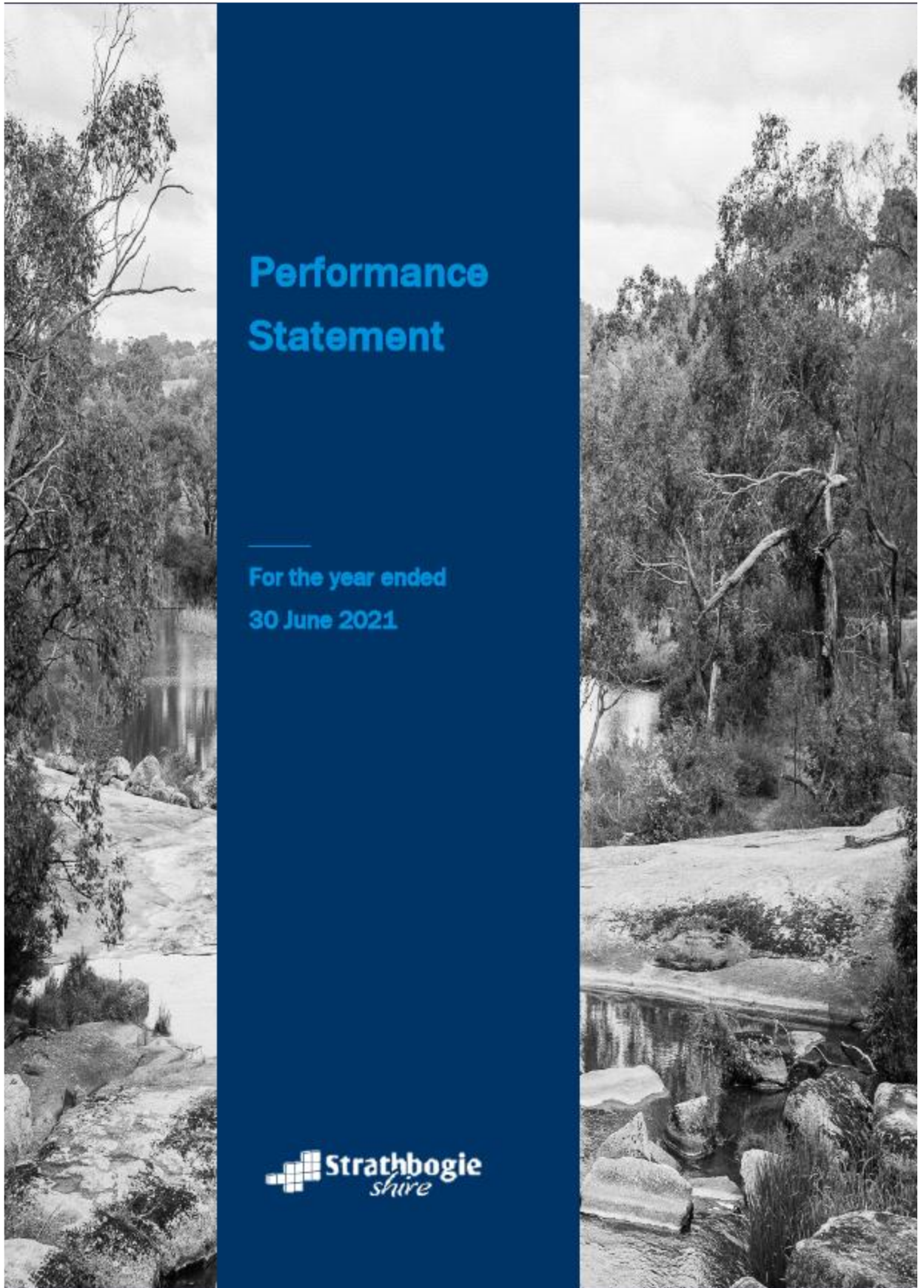
The Chief Executive Officer and one Councillor are required to sign the Governance and Management Checklist. It is recommended that Council adopt, in principle, the Governance and Management Checklist, shown in Attachment 2.

##### **ATTACHMENTS**

**Attachment 1:** Strathbogie Shire Council Performance Statement 2020/21

**Attachment 2:** Governance and Management Checklist 2020/21

**ATTACHMENT 1:**



**Strathbogie Shire Council**  
**Performance Statement**  
For the year ended 30 June 2021

Performance Statement

## Performance Statement

For the year ended 30 June 2021

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### Description of municipality

Strathbogie Shire is a rural municipality located approximately two hours from the Melbourne CBD and covers 330,328 hectares. We have diverse and picturesque communities served by townships such as Euroa, Nagambie, Violet Town, Avenel, Longwood, Ruffy and Strathbogie with a population of over 10,000 and growing. The Shire has an ageing population with 38% of residents aged 60 years and over. Approximately eight out of ten residents were born in Australia and about 5% of people came from countries where English was not their first language.

The Strathbogie Shire has a rural economic base of wool, grain, sheep and cattle production, extensive vineyards, world class wineries and a wide range of intensive cool climate horticultural enterprises. The region is also known as the Horse Capital of Victoria due to its ever expanding horse industry. Thoroughbred breeding studs are the cornerstone of this important industry, with many prestigious Melbourne Cup winners bred and trained in the shire. Nagambie is also the birthplace of Black Caviar, the world champion horse, and now has a life-size bronze statue sitting pride of place at Jacobson's Outlook.

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## Sustainable Capacity Indicators

For the year ended 30 June 2021

Indicator / measure [formula]	Results	Results	Results	Results	Comments
	2018	2019	2020	2021	
<b>Population</b>					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$3,031.18	\$2,691.78	\$2,647.81	\$2,816.59	
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$24,569.20	\$24,376.51	\$23,056.21	\$25,715.25	
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	4.41	4.49	4.89	4.98	
<b>Own-source revenue</b>					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,972.55	\$1,991.64	\$1,991.84	\$2,015.06	
<b>Recurrent grants</b>					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$747.68	\$671.58	\$766.72	\$780.29	
<b>Disadvantage</b>					
<i>Relative Socio-Economic Disadvantage</i> [Index of Relative Socio-Economic Disadvantage by decile]	4.00	4.00	4.00	4.00	

<b>Workforce turnover</b>					
Percentage of staff turnover	8.5%	17.4%	20.6%	10.9%	
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100					

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**Definitions**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

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## Service Performance Indicators

For the year ended 30 June 2021

Service/indicator/measure	Results 2018	Results 2019	Results 2020	Results 2021	Comments
<b>Aquatic Facilities</b> <b>Utilisation</b> Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	3.44	2.90	1.82	1.08	Shutdowns due to Covid 19
<b>Animal Management</b> <b>Health and safety</b> Animal management prosecutions [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	New in 2020	0%	0%	
<b>Food Safety</b> <b>Health and safety</b> Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100	0.00%	100.00%	86.67%	100.00%	Improvement to 100% follow up



<p><b>Governance</b> <b>Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</p>	48	55	49	52	
<p><b>Libraries</b> <b>Participation</b> <i>Active library borrowers in municipality</i> [Number of active library borrowers in the last three years / The sum of the population for the last three years] x100</p>	22.30%	23.32%	24.17%	24.99%	
<p><b>Maternal and Child Health (MCH)</b> <b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</p> <p><b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</p>	77.87%	73.96%	73.94%	77.63%	
<p><b>Roads</b> <b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</p>	47	51	51	51	

<p><b>Statutory Planning</b> <b>Decision making</b> <i>Council planning decisions upheld at VCAT</i></p> <p>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</p>	0.00%	0.00%	50.00%	0.00%	
<p><b>Waste Collection</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i></p> <p>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</p>	69.75%	69.41%	70.27%	71.01%	

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**Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

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"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

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<b>Loans and borrowings</b>									
Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	3.73%	2.65%	1.86%	1.41%	23.83%	21.49%	19.21%	17.42%	Reducing debt levels
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.05%	1.17%	0.82%	0.53%	2.70%	2.30%	2.25%	1.77%	Reducing debt levels
<b>Indebtedness</b>									
Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	30.38%	24.74%	26.79%	25.06%	35.30%	33.01%	30.48%	28.33%	
<b>Asset renewal and upgrade</b>									
Asset renewal and upgrade compared to depreciation [Asset renewal and asset upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	107.16%	128.19%	293.75%	153.11%	119.61%	121.41%	
<b>Operating position</b>									
<b>Adjusted underlying result</b>									
Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	-6.33%	1.03%	9.07%	3.32%	-2.18%	-0.87%	-1.27%	-2.03%	
<b>Stability</b>									
<b>Rates concentration</b>									
Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	62.16%	65.73%	63.15%	62.72%	68.08%	68.33%	68.53%	69.11%	

<b>Rates effort</b> <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.64%	0.58%	0.56%	0.49%	0.49%	0.50%	0.51%	0.51%	
<b>Retired indicators</b> <i>Service / indicator / measure</i>	<b>Results</b> 2018	<b>Results</b> 2019	<b>Results</b> 2020		<b>Comments</b>				
<b>Animal Management</b> <i>Health and safety</i>  <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	0	0	Retired in 2020	Retired in 2020	This measure was replaced by AM7 from 1 July 2019.				
<b>Efficiency</b> <i>Revenue level</i>  <i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,998.20	\$2,035.00	Retired in 2020	Retired in 2020	\$0.00	\$0.00	\$0.00	\$0.00	This measure was replaced by E4 from 1 July 2019.
<b>Obligations</b> <i>Asset renewal</i>  <i>Asset renewal compared to depreciation</i> [Asset renewal expense / Asset depreciation] x100	147.87%	147.17%	Retired in 2020	Retired in 2020	0.00%	0.00%	0.00%	0.00%	This measure was replaced by O5 in 1 July 2019.

## Other Information

For the year ended 30 June 2021

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### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 28 June 20X4 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

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## Certification of the Performance Statement

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*In my opinion, the accompanying performance statement has been prepared in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).*

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Upul Sathurusinghe CPA

**Principal Accounting Officer**

**Dated:**



In our opinion, the accompanying performance statement of the (council name) for the year ended 30 June 2021 presents fairly the results of council's performance in accordance with the Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.

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Chris Raeburn

**Councillor**

**Dated:**

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Paul Murray

**Councillor**

**Dated:**

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Julie Salomon

**Chief Executive Officer**

**Dated:**

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**ATTACHMENT 2:**

DATA INPUT 5 - GOVERNANCE AND MANAGEMENT CHECKLIST						
Governance and Management Item		Status	1 YES NO	2 Date Applicable (single item date)	3 Supporting comments (multiple items/dates)	If 'No' 4 Reason for "No" response
GC1	<b>Community engagement policy</b> (policy outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act	YES	16/02/2021		
GC2	<b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	20/08/2019		
GC3	<b>Financial Plan</b> (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the Act	YES	14/07/2020	SRP 14/7/2020.Financial Plan not due for adoption until 31/10/2021	
GC4	<b>Asset Plan</b> (plan that sets out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act	NO			Not due for adoption until 30/6/2022
GC5	<b>Revenue and Rating Plan</b> (plan setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act	YES	29/06/2021		
GC6	<b>Annual budget</b> (plan setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 94 of the Act	YES	29/06/2021		
GC7	<b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	18/06/2019		
GC8	<b>Fraud policy</b> (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	20/02/2018		
GC9	<b>Municipal emergency management plan</b> (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986	YES	30/01/2020	MEMPC adoption 19/11/2019	
GC10	<b>Procurement policy</b> (policy outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council)	Adopted in accordance with section 108 of the Act	YES	16/02/2021		
GC11	<b>Business continuity plan</b> (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation	YES	20/04/2021		
GC12	<b>Disaster recovery plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation	YES	24/05/2017		

GC13	<b>Risk management framework</b> (framework outlining Council's approach to managing risks to the Council's operations)	Current framework In operation	YES	18/06/2019		
GC14	<b>Audit and Risk Committee</b> (advisory committee of Council under section 53 and 54 of the Act)	Established in accordance with section 53 of the Act	YES	18/08/2020		
GC15	<b>Internal audit</b> (Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged	YES	15/05/2018		
GC16	<b>Performance reporting framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Current framework In operation	NO			
GC17	<b>Council Plan report</b> (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report	YES		21/07/2020,15/12/2020,16/02/2021,20/04/2021	
GC18	<b>Financial reporting</b> (quarterly statements to Council under section 138(1) of the Local Government Act 1989 comparing budgeted revenue and expenditure with actual revenue and expenditure.)	Quarterly statements presented to Council in accordance with section 138(1) of the 1989 Act	YES		20/10/2020,15/12/2020,19/01/2021,16/2/2021,18/5/21	
GC19	<b>Risk reporting</b> (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Risk reports prepared and presented	YES		Audit Committee 18/12/2020,12/3/2021,19/4/21	
GC20	<b>Performance reporting</b> (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the 1989 Act)	Performance reports prepared and presented	YES		21/7/2020,18/8/2020,15/9/2020,20/10/2020,15/12/2020,19/01/2021,16/02/2021,16/03/2021,20/04/2021,18/05/2021,15/06/2021	
GC21	<b>Annual report</b> (annual report under sections 131, 132 and 133 of the Local Government Act 1989 to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the 1989 Act	YES	15/12/2020		
GC22	<b>Councillor Code of Conduct</b> (Code setting out the standards of conduct to be followed by Councillors and other matters.)	Code of conduct reviewed and adopted in accordance with section 139 of the Act	YES	16/02/2021		
GC23	<b>Delegations</b> (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act	YES	18/08/2020		
GC24	<b>Meeting procedures</b> (Governance Rules governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act	YES	25/08/2020		
				Enter single item date as: [dd/mm/yyyy] e.g. 21/07/2011	Enter multiple items/dates as: [name of item][dd/mm/yyyy] e.g. Road Management Plan 24/07/2013 e.g. Quarterly Statement No.1 23/07/2014	

## **9.5 GOVERNANCE AND CUSTOMER SERVICE**

### **9.5.1 Adoption of Mutual Respect Charter**

Author: Executive Manager, Governance & Customer Service

Responsible Director: Chief Executive Officer

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

A draft Mutual Respect Charter has been developed to underline the commitment to inclusive and respectful interactions between Councillors, the community and Council staff.

Council is committed to interacting more with its community in relation to decision making, as set out in our Public Transparency Policy and Community Engagement Policy. In being more consultative, there have been a growing number of incidents where interactions between the Council, community and staff have not been respectful. This, in turn, has an adverse impact on maintaining a safe workplace.

In a recent survey auspiced by the Equal Opportunity Commission, and completed by 60% of Council staff in June 2021, 13% of respondents stated that they had been bullied in the past 12 months. Drilling down into this data, it was apparent that of those that had experienced bullying, 20% identified that the perpetrator was a member of the community.

While there is a Councillor Code of Conduct, Staff Code of Conduct and a Customer Service Charter that set out values and behaviours in our day-to-day interactions with others, it is felt that stronger and more concise statements around the expectations for the conduct of all interactions is required. Further, a greater focus on community interactions is required, particularly given the results of the People Matter survey.

State and Federal legislation require Council to identify risks to the health and safety of employees and the community and to take action to mitigate those risks. The draft Charter outlines the responsibilities and rights of all that are involved in Council business. Being treated with dignity, fairness and respect is at its very core. That is, Council has identified a risk to the health, wellbeing and welfare of staff, Councillors and the community, and the draft Charter is one way to mitigate this identified risk.

By adopting a clear statement around rights and behaviours, Council is enabling all parties to be able to call out inappropriate behaviour and to allow complaints around a breach of the Charter to be made to the Mayor or to the Chief Executive Officer.

Council also reserves the right to modify, curtail or decline service in response to ongoing unacceptable behaviour which because of its nature or frequency raises health, safety, or equity issues. This course of action will only be taken if absolutely necessary, however it is felt important that all parties be put on notice that repeated unacceptable behaviour will not be tolerated and will be acted upon.

### 9.5.1 Adoption of Mutual Respect Charter (cont.)

Challenging inappropriate behaviour is an integral part of the cultural change we are trying to drive across the organisation to drive the highest standards of good governance, ethical behaviour and integrity. It is also a demonstration of leadership in a broader social context by stating that there is zero tolerance to disrespectful behaviour of any form.

It is recommended that the draft Mutual Respect Charter be adopted by Council and that an education and awareness campaign be conducted to ensure all parties are aware of their rights and responsibilities. This includes the display of the Charter around Council offices, at Customer Service Centres and information being available on our website and social media pages. One key message that will form part of this campaign is that verbal abuse, harassment and disrespect of any kind is not acceptable and will not be tolerated.

#### **RECOMMENDATION**

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

- 1. Adopt the Mutual Respect Charter.***
- 2. Endorse the display of the Mutual Respect Charter in all Shire of Strathbogie workplaces and Customer Service Centres.***
- 3. Endorse the implementation of an education and awareness campaign to ensure all parties involved in Council business are aware of their rights and responsibilities under the Mutual Respect Charter.***

#### **PURPOSE AND BACKGROUND**

A number of organisations have, in recent times, implemented a mutual respect charter in an attempt to make a clear statement that disrespectful behaviour will not be tolerated, regardless of a position someone holds and irrespective of the role any party has in interacting with Council, Council staff (including our volunteers and contractors) or the community.

In working more closely with our community Council officers have been exposed to more frequent unacceptable behaviour from members of the public in particular. This is borne out by the results of the People Matter Survey recently undertaken in June 2021 for the organisation by the Equal Opportunity Commission.

It is essential, however, that respectful and inclusive behaviour works both ways – that is Councillors and staff alike must ensure that decisions are explained, processes are clear and consistent and that interactions are courteous, fair and open.

The draft Mutual Respect Charter sets the 'ground rules' for all interactions within and external to Council in the hope that all exchanges between parties are open, productive and respectful regardless of whether or not people agree with each other.

### 9.5.1 Adoption of Mutual Respect Charter (cont.)

#### **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.

A number of mutual respect charters/policies have been reviewed in the development of the Mutual Respect Charter. In particular, the City of Stonnington Mutual Respect Charter was one that the elected Council highlighted as a good example of this type of document.

The draft Mutual Respect Charter presented in this report takes a broader approach in comparison by highlighting the behaviours of three groups; the community, Council staff (including volunteers and contractors) and the elected Council.

#### **COMMUNITY ENGAGEMENT**

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

No community consultation has been undertaken to develop the draft Mutual Respect Charter, however it is proposed that a community, Councillor and staff education campaign be conducted to ensure all stakeholders are aware of their rights and responsibilities under the Charter.

Furthermore, the promotion of the Charter to the community will support the creation of a culture where complaints about interactions with Councillors or Council staff can be made to the appropriate person, whether the Mayor in the case of the former or the Chief Executive Officer in the latter. It is essential that any such complaints be investigated and acted upon.

#### **POLICY CONSIDERATIONS**

##### **Council Plans and Policies**

The Mutual Respect Charter is consistent with the following aspects of the 2017-21 Council Plan:

*Mission "To support our community to grow through effective partnerships, engagement and equitable and efficient delivery of services."*

*Values "To be a respectful, innovative, open and transparent, inclusive, fair and ethical Council."*

*Commitment to Engagement and Communication "We will be a more inclusive Council, by engaging and communicating in an open and honest Manner with our local community and key stakeholders".*

### 9.5.1 Adoption of Mutual Respect Charter (cont.)

#### **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.

Mutual respect policies and charters are being adopted by a wide variety of councils, government departments and quasi government agencies.

#### **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 provision of a safe workplace, free from bullying and harassment, is a requirement for employers under the *Occupational Health and Safety Act 2004*. This Act also requires an organisation to ensure the community is not placed at risk by the conduct of employees. Section 35 of this Act requires organisations to consult with its staff around health and safety risks and the measures which should be taken to mitigate those risks.

Section 49 of the *Local Government Act 2020* requires the Chief Executive Officer to prepare a staff code of conduct, while section 139 requires Council to adopt a Councillor Code of Conduct implementing the conduct principles outlined by the Act and any regulations. The code must prohibit discrimination, harassment (including sexual harassment) and vilification.

Federal legislation, in the form of the *Fair Work Act 2009*, *Sex Discrimination Act 1984* and the *Human Rights Commission Act 1986*, also sets out responsibilities for organisations to take active measures to prevent, and effectively respond to complaints about, bullying, sexual harassment and other behaviours that are detrimental to the health and welfare of staff and the community.

Overall, failure to address the issues raised by staff in the People Matters Survey and the experience of current Councillors, exposes Council to tangible risks in relation to breaching the aforementioned legislation.

#### **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.

One key purpose of the draft Mutual Respect Charter is to clearly articulate expectations around behaviours when interacting within and to Council. The Charter sets out everyone's roles, rights and responsibilities.

### 9.5.1 Adoption of Mutual Respect Charter (cont.)

The document also clearly announces Council's willingness to take action against those who breach the Charter, particularly those who are consistently and frequently disrespectful and abusive in their interactions with other parties.

#### **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.

Failure to address the concerns raised by staff in the People Matter survey, and anecdotal feedback from Councillors in relation to the occurrence of inappropriate behaviour from members of the community, can expose Council to potential future action which could have financial impacts on the organisation, whether it be through legal action or increases in WorkCover premiums.

#### **SUSTAINABILITY CONSIDERATIONS**

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

#### **Social**

Setting out clear standards of conduct and behaviour is one way in which Council can promote social cohesion and inclusion.

By challenging inappropriate behaviour and interactions, the draft Mutual Respect Charter recognises the potentially debilitating and destructive consequences of verbal abuse and other forms of disrespectful behaviour on an individual's health and wellbeing.

#### **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 draft Mutual Respect Charter is a proactive way in which Council can address some of the concerns raised by staff and Councillors in relation to verbal abuse and inappropriate behaviour, while also ensuring that our interactions with the community display the leadership and courtesy expected of Councillors and Council employees.

In adopting this Charter, Council will join a growing number of organisations who are challenging inappropriate social behaviour.

#### **COLLABORATION**

One of the overarching governance principles in section 9 of the *Local Government Act 2020* is that collaboration with other councils, levels of government and statutory bodies is to be sought.

Discussions have been held with senior staff from the Strathbogie Shire Council in relation to the development of their Mutual Respect Charter.



### 9.5.1 Adoption of Mutual Respect Charter (cont.)

#### **HUMAN RIGHTS CONSIDERATIONS**

The adoption of the draft Mutual Respect Charter upholds the *Charter of Human Rights and Responsibilities Act 2006* in that it:

- offers protection from degrading treatment, maintaining an individual's dignity;
- upholds freedom of thought, conscience, religion and belief but requires differences in opinion to be communicated in a courteous and respectful manner;
- protects people's ability to take part in public life without fear of abuse or degrading treatment;
- protects the security of all parties by promoting respectful behaviour; and
- enables all parties to receive a fair and equal hearing without fear of reprisals.

#### **CONCLUSION**

The drafting of a Mutual Respect Charter is a proactive way in which Council, and the organisation, can make a very clear and public statement that all interactions with, and from, Council must be respectful, fair and courteous.

Being able to express differences of opinion is essential to the pursuit of good governance, good decision making and continuous improvement, however disagreeing with others or being frustrated at a decision made by Council is not an excuse for verbal abuse, degradation of others or disrespect.

It is essential that Councillors and Council officers (including volunteers and contractors) set an example within our community that people must be fair, courteous and respectful to each other. The adoption of this Charter will support existing codes of conduct and policies to achieve this.

#### **ATTACHMENTS**

**Attachment 1:** Draft Mutual Respect Charter

## **ATTACHMENT 1:** Draft Mutual Respect Charter



## **Ensuring we are fair, efficient and kind**

**Strathbogie Shire Council is strongly committed to ensuring all interactions with our community are fair, efficient, and kind.**

**Our goal is also to ensure occupational health and safety standards and duty of care obligations are always adhered to.**

Working with our community, and including their knowledge, thoughts and feedback into our decision-making process is a priority for Council. In doing this we acknowledge there will be times when there are opposing views.

This Mutual Respect Charter has been developed to promote the highest levels of integrity, inclusiveness and good governance. This includes appropriate, respectful behaviour that supports our values of providing a safe and respectful workplace.

In considering the broad diversity of interests and needs of the Strathbogie community, the Charter outlines the rights and responsibilities of the community, Councillors, Committee members and Council staff (which includes our contractors and volunteers) in all our interactions.

### **The community has the **right** to:**

- Be treated with dignity, courtesy and respect
- Be given reasons that explain decisions affecting them
- A fair and impartial assessment based on the facts and merits of the matter
- A timely response
- Respectfully communicate concerns and views without fear of reprisal
- Access Council's complaints process
- Be informed about the actions taken and outcome of any complaint.]

### **The community has the **responsibility** to:**

- Express their opinions in ways that are respectful and concise
- Respect the rights of others
- Provide accurate and complete information when dealing with Council staff, contractors and volunteers
- Deal with issues positively to find acceptable solutions to problems.
- Respect the privacy of Council staff out of working hours.

Strathbogie Shire Council

September 2021

## Mutual Respect Charter

### Councillors and Committee members have the **right** to:

- Be treated with dignity, courtesy and respect
- A safe and healthy working environment
- Expect honesty, cooperation and reasonable assistance from the community
- Have zero tolerance to any verbal abuse, offensive, threatening and/or bullying behaviour
- Modify, curtail or decline service in response to unacceptable behaviour which because of its nature or frequency raises health, safety, or equity issues.

### Councillors and Committee members have the **responsibility** to:

- Be inclusive of, and actively engage with, the municipal community to gain input from a broad cross section of people, groups and bodies
- Actively listen to what others have to say without making judgement or interrupting them and for this to be reciprocated
- Represent Council professionally.

### Council staff, contractors and volunteers have the **right** to:

- Be treated with courtesy, objectivity, fairness, and respect
- A healthy and safe workplace that is free from any verbal abuse, intimidation, or undermining bullying behaviour from any officer, Councillors and/or community
- Respectfully communicate information, advice, and seek direction without fear of reprisal.

### Council staff, contractors and volunteers have the **responsibility** to:

- Provide reasons for decisions that are consistent and in line with Council policies and relevant legislation
- Be clear on how the matter will be handled, including compliance to statutory and/or legislative processes
- Respectfully communicate with Councillors and our community, actively listening and considering differing points of view.

**“Strathbogie Shire Council is committed to providing a safe and healthy workplace, promoting wellbeing, dignity and respect for all.”**

### **9.5.2 Business Management System**

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

- Building Department – August 2021 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) - August 2021
- Customer Enquiry Analysis Report – Report for August 2021
- Waste Management Reporting ~ Year to Date – August 2021
- Actioning of Council Reports Resolutions – Council Meeting Tuesday 17 August 2021
- Outstanding Actions of Council Resolutions to 31 August 2021
- Review of Council Policies and Adoption of new Policies – August/September 2021
- Records of Informal Council Briefings / Meetings – 1 to 31 August

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***

Building and planning permit activity continues to be strong, particularly in the Lake Nagambie Ward, where a significant amount of new subdivisions are being released to the market.

Customer requests lodged for the month focused on Council assets and roads, with many reports of potholes and drainage issues caused by high levels of rainfall and wind/storm events. The allocation of outdoor crews has shifted in response to these events and also to respond to strict Covid 19 pandemic controls in relation to the definition of authorised work. Outdoor crews are focusing on safety and hazard reduction work, such as drainage clearing/works as a result.

#### ***RECOMMENDATION***

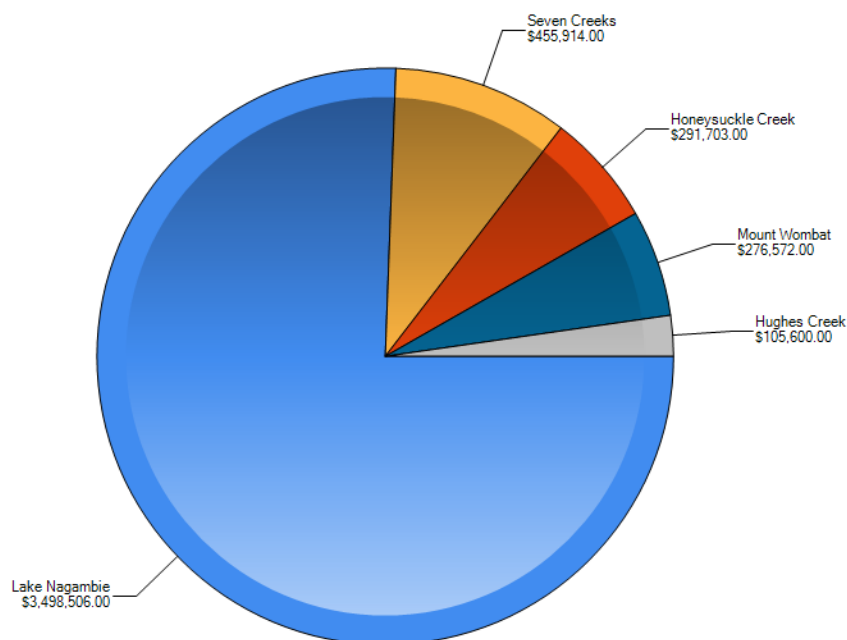
***That the report be noted.***

## BUILDING ACTIVITY

### AUGUST 2021

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

Council ward	Number of lodgements	Total works value
Honeysuckle Creek	3	\$291,703.00
Hughes Creek	3	\$105,600.00
Lake Nagambie	15	\$3,498,506.00
Mount Wombat	4	\$276,572.00
Seven Creeks	5	\$455,914.00
	<b>30</b>	<b>\$4,628,295.00</b>



### **Honeysuckle Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
6345775219162	9/08/2021	Construction of	Shed	Boho	\$30,800.00
8199300329947	24/08/2021	Construction of	Shed	Earlston	\$32,828.00
8922427559795	20/08/2021	Construction of	Dwelling	Violet Town	\$228,075.00

### **Hughes Creek**

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1644866641845	20/08/2021	Re-erection of	Dwelling	Longwood	\$80,500.00
3111795831465	17/08/2021	Construction of	Shed	Avenel	\$15,900.00
3574617551753	5/08/2021	Construction of	Shed	Avenel	\$9,200.00

## Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
1259334296476	3/08/2021	Construction of	Dwelling & Garage	Nagambie	\$298,250.00
1465008072486	12/08/2021	Construction of	Dwelling & Garage	Nagambie	\$393,510.00
2330298543936	13/08/2021	Construction of	Carport	Nagambie	\$15,200.00
2880382261465	2/08/2021	Construction of	Shed	Kirwans Bridge	\$14,441.00
2981653043267	30/07/2021	Construction of	Dwelling & Garage	Nagambie	\$371,168.00
3283309964534	3/08/2021	Extension to	Shed	Bailleston	\$22,600.00
3605126491758	4/08/2021	Construction of	Shed	Nagambie	\$47,960.00
4712989586524	6/08/2021	Construction of	Dwelling & Garage	Nagambie	\$696,108.00
5319956925162	25/08/2021	Extension to	Dwelling	Bailleston	\$350,000.00
6071494311505	20/08/2021	Construction of	Dwelling & Garage	Nagambie	\$220,000.00
7333269303946	10/08/2021	Construction of	Dwelling & Garage	Nagambie	\$286,090.00
7646235225048	9/08/2021	Construction of	Dwelling & Garage	Nagambie	\$424,461.00
9211673571557	3/08/2021	Construction of	Dwelling & Garage	Nagambie	\$268,000.00
9594663742176	24/08/2021	Construction of	Shed	Tabilk	\$53,736.00
9987329843603	3/08/2021	Construction of	Shed	Goulburn Weir	\$36,982.00

## Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
3515244930126	11/08/2021	Alterations & Additions to	Dwelling & Garage	Kelvin View	\$99,000.00
4971881557146	2/08/2021	Construction of	Shed	Creightons Creek	\$127,488.00
7437554357913	25/08/2021	Construction of	Shed	Ruffy	\$20,384.00
7868472614294	1/09/2021	Construction of	Carport	Creightons Creek	\$29,700.00

## Seven Creeks

Permit Number	Permit Date	Works	Building Use	Town	Cost of Works
2204616653231	30/08/2021	Construction of	Shed	Euroa	\$14,000.00
3797523677998	3/08/2021	Construction of	Dwelling & Carport	Euroa	\$398,834.00
5384174495594	19/08/2021	Construction of	Shed	Euroa	\$9,800.00
6790940058459	17/08/2021	Construction of	Shed	Euroa	\$27,480.00
7800308835677	30/07/2021	Construction of	Carport	Euroa	\$5,800.00

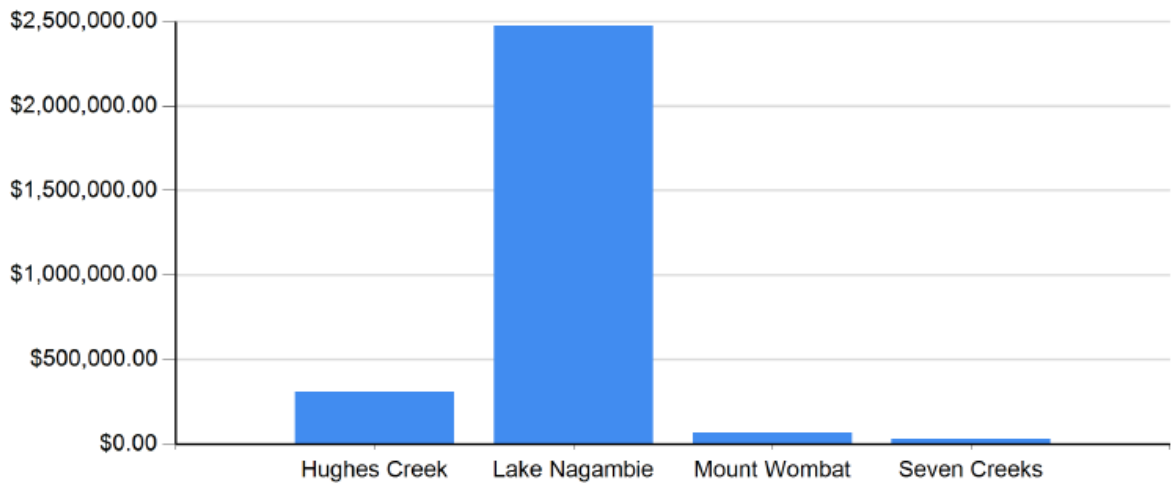
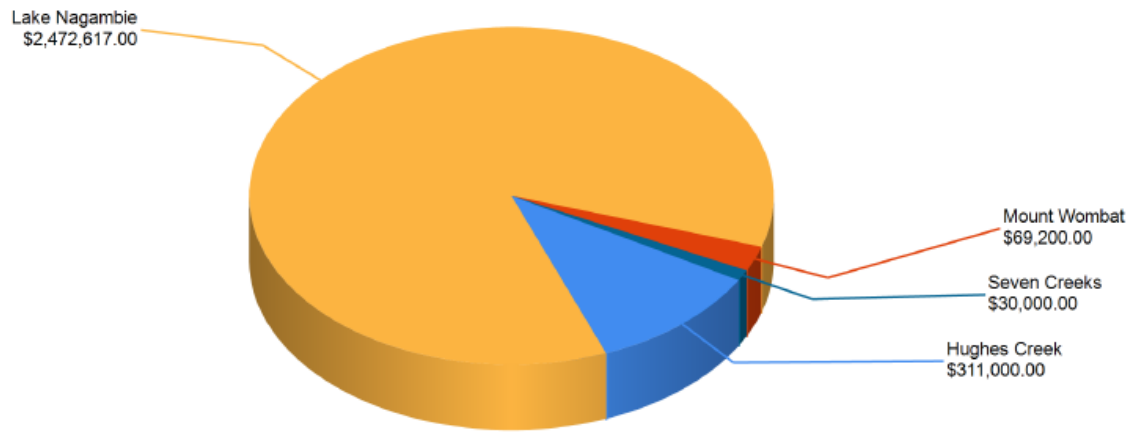
**PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL  
IMPROVED VALUE)  
AUGUST 2021**



## Planning Applications Determined

August 2021

<b>Hughes Creek</b>	<b>\$311,000.00</b>
Avenel	\$150,000.00
Longwood	\$161,000.00
<b>Lake Nagambie</b>	<b>\$2,472,617.00</b>
Bailieston	\$40,617.00
Goulburn Weir	\$120,000.00
Kirwans Bridge	\$12,000.00
Nagambie	\$2,000,000.00
Nagambie	\$300,000.00
<b>Mount Wombat</b>	<b>\$69,200.00</b>
Creightons Creek	\$29,700.00
Goram	\$30,000.00
Ruffy	\$9,500.00
<b>Seven Creeks</b>	<b>\$30,000.00</b>
Euroa	\$30,000.00
<b>Total Value</b>	<b>\$2,882,817.00</b>





## CUSTOMER ENQUIRY ANALYSIS REPORT - REPORT FOR AUGUST 2021



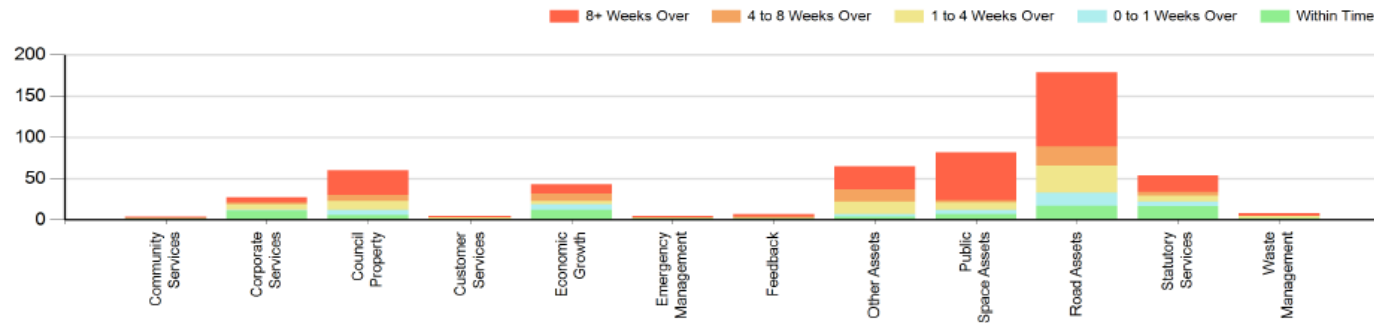
### Request Throughput Analysis

01/08/2021 to 31/08/2021

Legend	Complete / New	<span style="color: green;">✔</span> > 80%	<span style="color: yellow;">⚠</span> 50-80%	<span style="color: red;">✘</span> < 50%
	Overdue / Remaining	< 33%	34-70%	> 70%

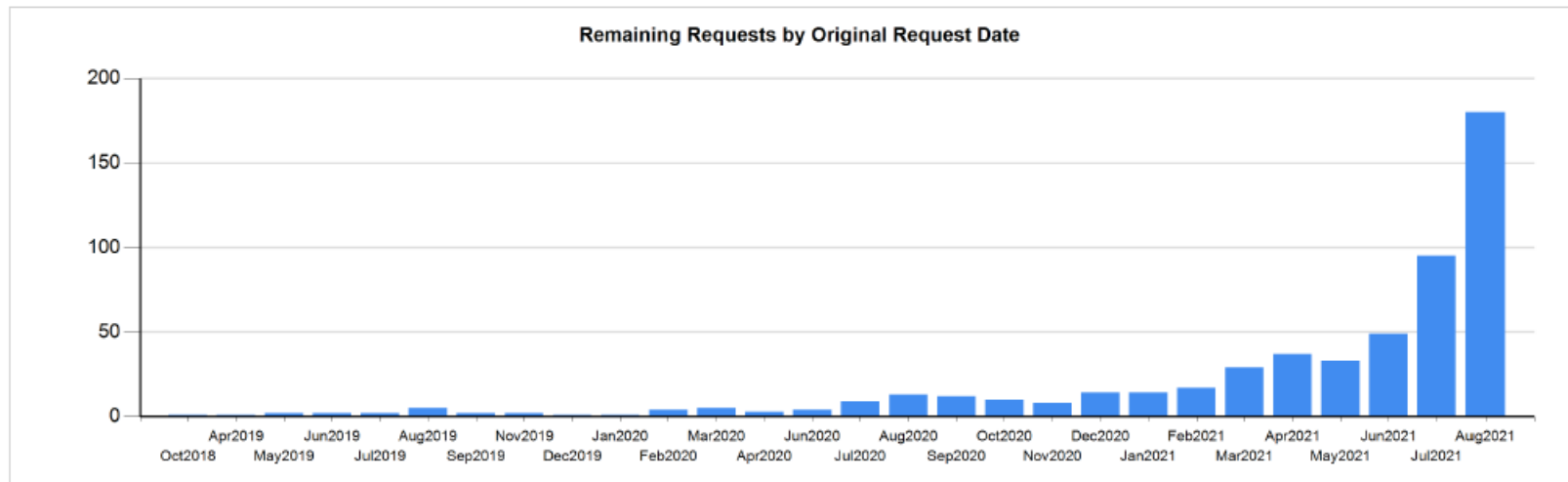
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C/N	Within Time	Over Time	O/R	Pending Resources	Service Area Usage
Community Services	3	28	27	4	✔	2	2	⚠	0	
Corporate Services	20	121	114	27	✔	11	16	⚠	0	
Council Property	53	53	43	62	✔	6	55	✘	1	
Customer Services	3	14	12	5	✔	1	4	✘	0	
Economic Growth	41	256	252	45	✔	12	33	✘	0	
Emergency Management	12	15	22	5	✔	2	3	⚠	0	
Feedback	5	4	2	7	⚠	2	5	✘	0	
Other Assets	63	34	32	65	✔	4	61	✘	0	
Public Space Assets	109	36	54	82	✔	7	75	✘	9	
Road Assets	174	105	99	179	✔	17	162	✘	1	
Statutory Services	40	164	149	55	✔	16	38	⚠	0	
Waste Management	6	17	15	8	✔	2	6	✘	0	
<b>Total</b>	<b>529</b>	<b>847</b>	<b>821</b>	<b>544</b>		<b>82</b>	<b>460</b>		<b>11</b>	

### Request Ageing



**Service Usage**





		Community Services	Corporate Services	Council Property	Customer Services	Economic Growth	Emergency Management	Feedback	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2018	October										1		
	April									1			
	May									1	1		
	June									1	1		
	July									2			
2019	August			1						1	3		
	September									2			
	November									2			
	December									1			
	January									1			
	February									1	2		1
	March			1						1	3		
2020	April										2	1	
	June						1			2		1	
	July			2						4	2	1	

2020	August			1	2			1	5	3		1	
	September			2					3	6	1		
	October		1		2				1	5	1		
	November			3					2	2	1		
	December	1		2					7	3	1		
2021	January		3	3		1			2	2	2	1	
	February			2				1	7	4	3		
	March	1		5		2		5	5	8	3		
	April		1	4	1			8	3	20			
	May			3		2	2	1	5	3	14	3	
	June		1	6	1	3	1	1	10	6	15	5	
	July		2	9		10		2	19	9	37	6	1
	August	2	19	19	3	23	2	2	16	18	46	26	4
Total		4	27	63	5	45	5	7	65	91	180	55	8

## Definitions

Service Area      Grouping of services by area of responsibility

Service              Activities that provide value to the customer

Existing              Requests open prior to reporting period

Remaining            Requests incomplete at end of reporting period

New                    Requests made during reporting period

Completed            Requests completed during reporting period

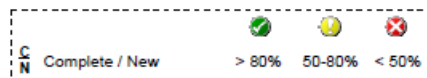
Within Time          Remaining Requests where defined deadline is after reporting period

Over Time            Remaining Requests where defined deadline is before the end of the reporting period

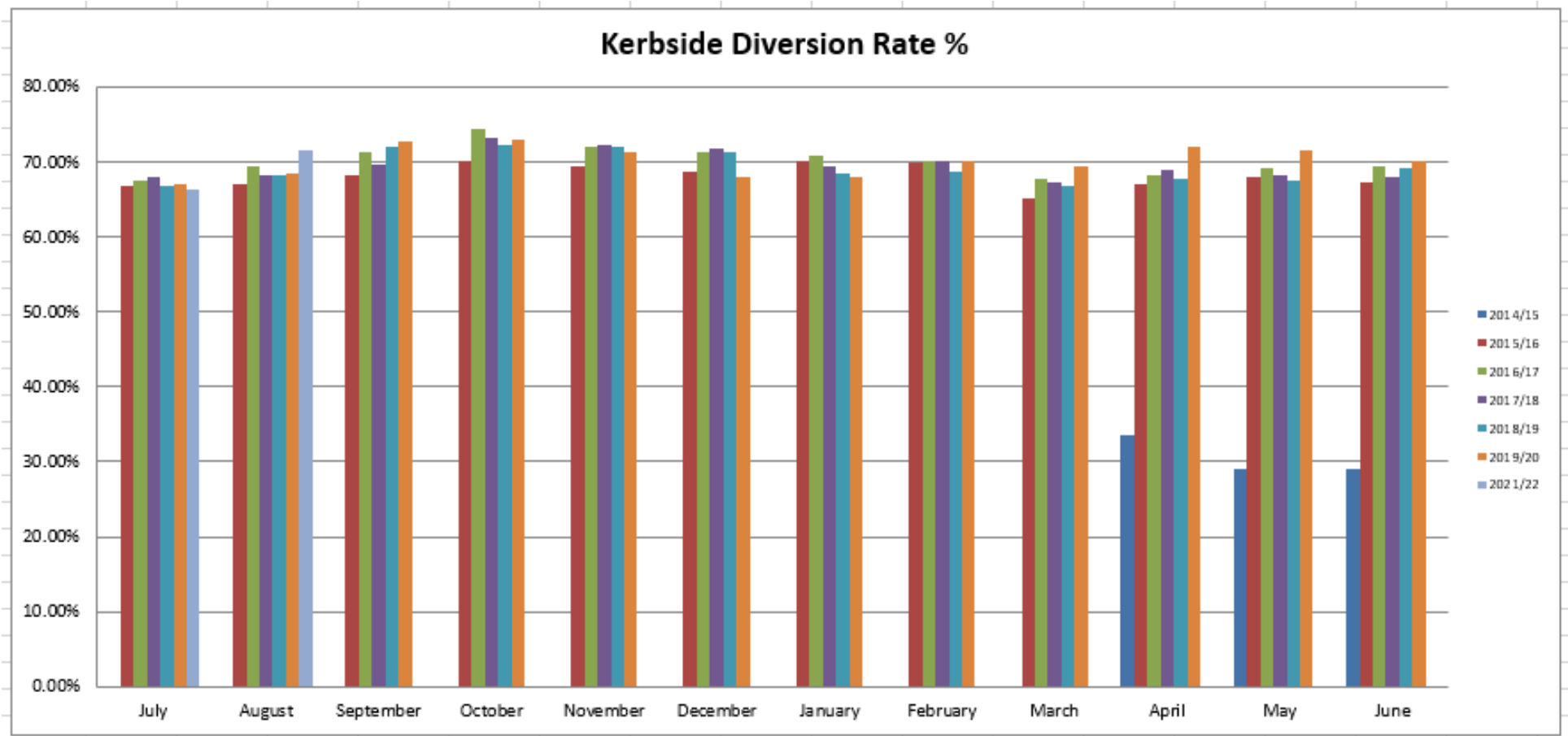
Pending Resources      Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

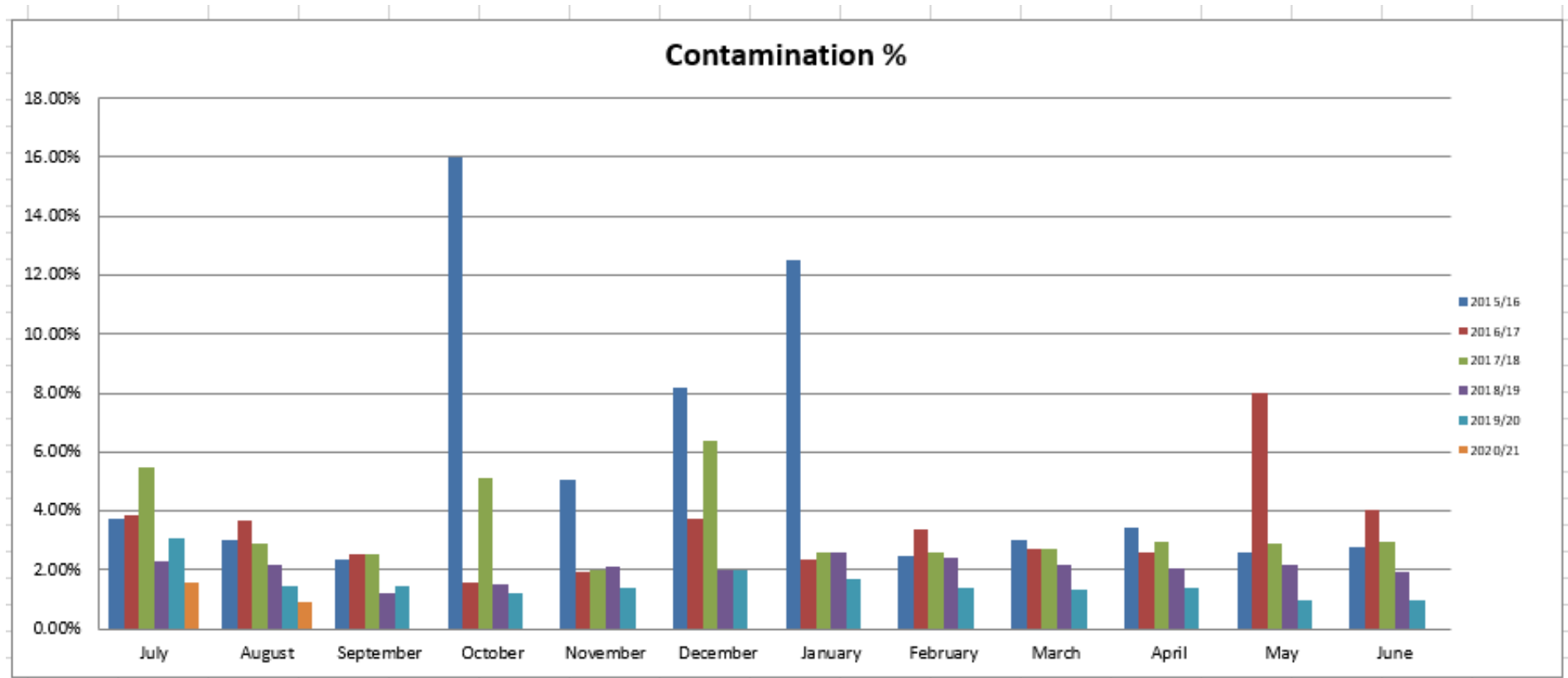
Complete New          An indicator showing the ratio of Completed requests and New requests. Designed to represent how well we are keeping up with the demand for a service.

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

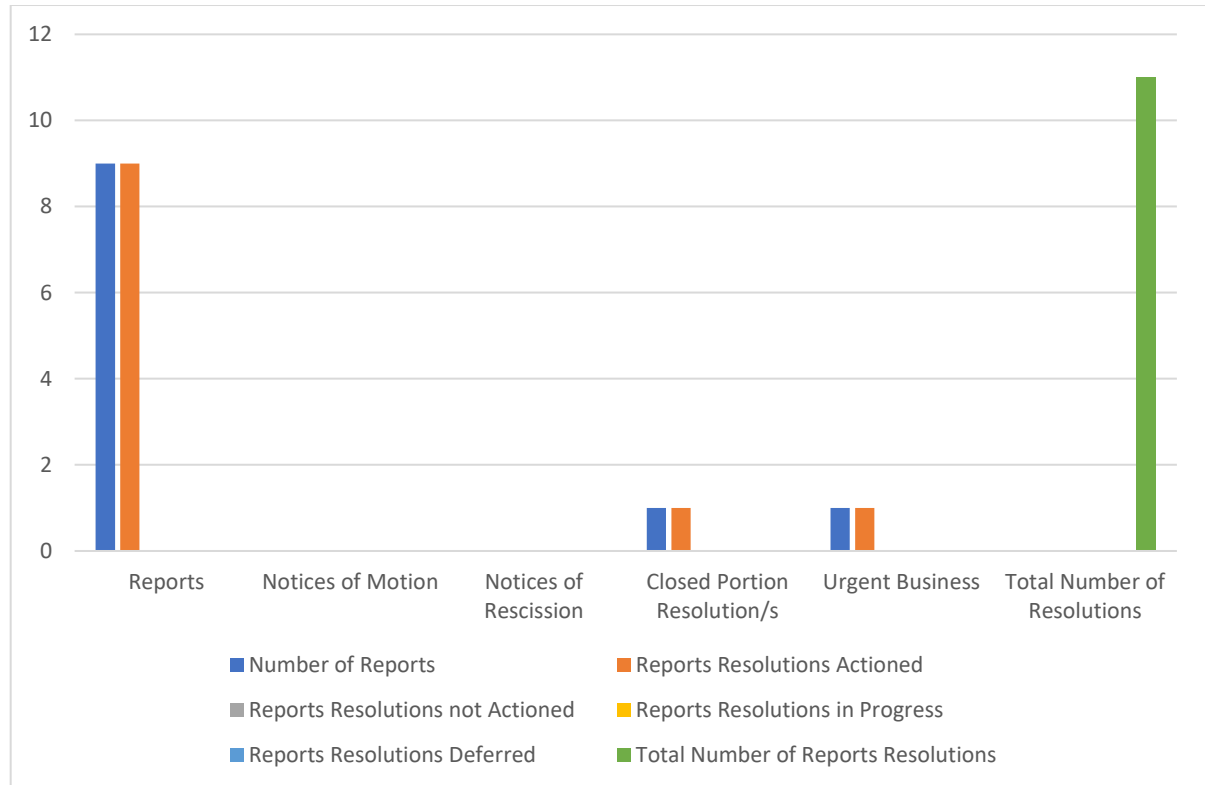








**ACTIONING OF COUNCIL REPORTS RESOLUTIONS**  
**COUNCIL MEETING – TUESDAY 17 AUGUST 2021**





**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO  
31 AUGUST 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
16 March 2021	9.15	Reduction in Load Limit for Kirwans Bridge <i>(Recommendation 5 yet to be implemented)</i>
20 April 2021	10.1	<p>Notice of Motion - Climate Emergency Declaration</p> <p><u>Officer Update:</u> <i>Due to the implications of COVID-19 and the postponement of the originally scheduled Climate Change Forum the decision was made to change it to an online forum. This will include videos from our speakers, an interactive Q and A monitored by Communications and Environment Teams and a prioritization exercise to gauge people's areas of interest.</i></p> <p><i>Once this work had been completed, the Climate Change Action Plan will be developed for Council and the Community to endorse.</i></p>

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

Review of Policy / New Policy	Policy Name	Details
<i>Nil.</i>		

## **RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS**

**For period 1 to 31 August 2021**

### **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 10 August 2021

**Time:** 12.45 p.m. – 5.15 p.m.

#### **Attendees:**

##### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

##### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favalaro (Executive Manager, Communications and Engagement)

Uwe Paffrath (Manager, Asset Planning *(Item 7)*)

##### Apologies

Cr Melanie Likos

1. Councillors / CEO Discussions
2. Review of draft Agenda for August 2021 Council Meeting  
Review of Agenda / Submissions to Road Management Plan
3. Kirwans Bridge Proposed Development
4. Proposed Nagambie Accommodation
5. Mutual Respect Charter
6. Councillors Only Discussions
7. Extraordinary Council Meeting - Receiving / Hearing of submissions to Road Management Plan

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 17 August 2021

**Time:** 12.30 p.m. – 7.22 p.m.

**Attendees:**

Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Bruce Rowley (Manager, Project Delivery *(Item 4)*)

Apologies

Cr Melanie Likos

Kristin Favaloro (Executive Manager, Communications and Engagement)

1. Councillor/CEO Discussions
2. Future Structure for Informal Council Briefings / Meetings
3. Draft Vision Review / Council Plan / Financial Plan
4. Nagambie Boardwalk
5. Councillors Only Discussions
6. Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128

Councillor/s -

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
6 / 9.2.2	128	Cr Sally Hayes-Burke	<i>(Left meeting at 6.19 p.m. / returned at 6.47 p.m.) It is noted that the meeting was adjourned from 6.25 p.m. to 6.44 p.m. to rectify livestreaming issues</i>

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 24 August 2021

**Time:** 12.00 p.m. – 4.45 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

Jason McConkey (Team Leader, Compliance) (*Items 2 & 3*)

#### Apologies

1. Councillor/CEO Discussions
2. CCTV
3. Local Laws
4. Draft Vision / Council Plan / Financial Plan
5. Councillors 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 – 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 31 August 2021

**Time:** 3.45 p.m. – 4.45 p.m. / 6.00 p.m. – 6.13 p.m.

### **Attendees:**

#### Councillors

Chris Raeburn

Laura Binks

Reg Dickinson

Sally Hayes-Burke

Kristy Hourigan

Paul Murray

#### Officers

Julie Salomon (Chief Executive Officer)

David Roff (Director, Corporate Operations)

Amanda Tingay (Director, Community and Planning)

Dawn Bray (Executive Manager, Governance and Customer Service)

Kristin Favaloro (Executive Manager, Communications and Engagement)

#### Apologies

1. Extraordinary Council Meeting Agenda Review
2. Extraordinary Council Meeting - Draft Community Vision, 2021-2025 Council Plan and 2021/22-2030/31 Financial Plan

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Councillor/s

Matter No.	LGA 2020 Interest Section	Names of Councillor/s who disclosed interest	Did the Councillor/s leave the meeting?
2 / 5.5.1	128	Cr Hourigan	Yes (Left meeting at 6.02 p.m. / returned at 6.12 p.m.)

Officer/s – NIL

**10. NOTICES OF MOTION**

**11. NOTICES OF RESCISSION**

## **12. URGENT BUSINESS**

### **12.1 Oath of Office Councillor-Elect for Lake Nagambie Ward**

In accordance with Section 30(1) of the Local Government Act 2020 (the 2020 Act), a person elected to be a Councillor is not capable of acting as a Councillor until the person has taken the Oath of Office.

Section 31 of the Act states that the office of a Councillor becomes vacant if a person elected to be a Councillor does not take the Oath of Office within three months after the day on which the person was declared elected.

The oath is taken in accordance with section 30(1) if the Local Government Act 2020, regulation 5 of the Local Government (Governance & Integrity) Regulations 2020 and Part 2 of the Oaths and Affirmations Act 2018.

The Oath or Affirmation must be signed and dated before the Chief Executive Officer.

The elected representative for the Lake Nagambie Ward will now be invited to take the Oath or Affirmation of Office and to sign the document in the presence of the Chief Executive Officer.

### **13. CONFIDENTIAL BUSINESS**

#### **Confidential Appendices**

These appendices have been classified as being confidential in accordance with section 66(2)(a) and Part 1, section 3 of the Local Government Act 2020 as they relate to:

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

C.A. 1 (g) Tender for Contract CN21/22-01: Operation and Management of Pools

#### **NEXT MEETING**

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 19 October 2021, 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.***