

Strathbogie Shire Council

Council Meeting Agenda

Tuesday 16 July 2024

Agenda

Council Meeting

Tuesday 16 July 2024, at 6.00 pm

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

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

Administrator:

Peter Stephenson

Officers:

Tim Tamlin – Interim Chief Executive Officer

Amanda Tingay – Director People and Governance

John Harvey – Director Sustainable Infrastructure

Rachael Frampton – Director Community and Planning

Rosemary Scott – Executive Manager Communications, Engagement and Advocacy

Meeting Procedure

1. Welcome

2. Acknowledgement of Country

We acknowledge the Traditional Custodians of the places we live, work and play. We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging. Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

3. Privacy Notice

This public meeting is being streamed live via our website ([Council Meetings and Minutes | Strathbogie Shire](#)) and made available for public access on our website along with the official Minutes/Decisions of this meeting. All care is taken to maintain your privacy; however, as a visitor in the public gallery, it is assumed that your consent is given in the event that your image is broadcast to the public. It is also assumed that your consent is given to the use and disclosure of any information that you share at the meeting (including personal or sensitive information) to any person who accesses those recordings or Minutes/Decisions.

4. Governance Principles

Council considers that the recommendations contained in this Agenda gives effect to the overarching governance principles stated in Section 9(2) of the Local Government Act 2020. These principles are as follows:

- 1. Council decisions are to be made and actions taken in accordance with the relevant law;*
- 2. priority is to be given to achieving the best outcomes for the municipal community, including future generations;*
- 3. the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;*
- 4. the municipal community is to be engaged in strategic planning and strategic decision making;*
- 5. innovation and continuous improvement is to be pursued;*
- 6. collaboration with other Councils and Governments and statutory bodies is to be sought;*
- 7. the ongoing financial viability of the Council is to be ensured;*
- 8. regional, state and national plans and policies are to be taken into account in strategic planning and decision making;*
- 9. the transparency of Council decisions, actions and information is to be ensured.*

5. Apologies / Leave of Absence

6. Disclosure of Conflicts of Interest

7. Confirmation of Minutes/Decisions of Previous Meetings**RECOMMENDATION**

That the Minutes/Decisions of the Council Meeting held on Tuesday 18 June 2024 and the Extraordinary Council Meeting held on Tuesday 25 June 2024 be confirmed (Council Meetings and Minutes | Strathbogie Shire)

8. Petitions**9. Report of Administrator****10. Public Question Time****11. Officer Reports**

11.1 Strategic and Statutory

11.2 Community

11.3 Infrastructure

11.4 Corporate

11.5 Governance and Customer Service

11.6 Executive

12. Notices of Motion**13. Notices of Rescission****14. Urgent Business****15. Confidential Business**

Amanda Tingay
Acting Chief Executive Officer
12 July 2024

Next meeting

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 20 August 2024, at the Nagambie Lakes Regatta Centre, at 6.00 pm.

Public question time

Questions for the Ordinary Council Meeting can be submitted to be read, and responded to, by the Chair, or a member of Council staff nominated by the Chair, during the Public Question Time. Questions must be submitted before 12 noon on Monday 15 July 2024, by emailing info@strathbogie.vic.gov.au. No more than two (2) questions may be asked, with each question up to a maximum of 300 characters.

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

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

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	CLOSURE OF THE MEETING TO CONSIDER MATTERS DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, SECTION 3 DEFINITIONS OF THE LOCAL GOVERNMENT ACT 2020	
	(g) <i>private commercial information, being information provided by a business, commercial or financial undertaking that—</i> (ii) <i>if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</i>	
C.B. 1	Contract No. 22-23-01: Weir Road and Reedy Lake Road Upgrade - Nagambie	
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	APPENDICES DEEMED CONFIDENTIAL IN ACCORDANCE WITH SECTION 66(2)(A) AND PART 1, CLAUSE 3 OF THE LOCAL GOVERNMENT ACT 2020 (g) <i>private commercial information, being information provided by a business, commercial or financial undertaking that—</i> (ii) <i>if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage</i>	
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11. OFFICER REPORTS

11.1 STRATEGIC AND STATUTORY PLANNING

11.1.1 Planning Applications Received and Planning Applications Determined - 1 to 31 May 2024

Author: Manager Planning and Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period of 1 to 31 May 2024. The latest available Planning Permit Activity Performance (PPARS) Figures are also attached (Attachment 3). It should be noted that the latest PPARS Figures are for the month of April 2024. The May 2024 PPARS Figures were not available at the time of writing this report as the monthly figures are not updated until 15th of each month. The contents of this report are provided for information purposes only.

It is noted that there were seventeen (17) new planning applications received and twenty-three (23) planning applications decided on during the reporting period.

Attachment 4 to this report provides an update on current Victorian Civil and Administrative Tribunal (VCAT) appeals where no decision has been made.

This report has been held over from the June Council meeting, due to no determination being made on the matter (at the June Council meeting), resulting from an administrative oversight.

RECOMMENDATION

That Council:

- 1. Note that there were seventeen (17) new planning applications received, and twenty-three (23) planning applications decided on during the period of 1 to 31 May 2024; and***
- 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.

11.1.1 Planning Applications Received and Planning Applications Determined
- 1 to 31 May 2024 (cont.)

Council is a Responsible Authority under the Planning and Environment Act 1987 (the Act). In this role, Council administers the Strathbogie Planning Scheme (Planning Scheme) and, among other things, determines planning permit applications made for the use and development of the land in the municipality. Under delegated authority of Council, Council officers determine some matters.

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

COMMUNITY ENGAGEMENT

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

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

RISK CONSIDERATIONS

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

Conflict of Interest Declaration

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.

11.1.1 Planning Applications Received and Planning Applications Determined
- 1 to 31 May 2024 (cont.)

CONCLUSION

This report is provided for Council to note the current planning permit application activity. This report has been held over from the June Council meeting, due to no determination being made on the matter (at the June Council meeting), resulting from an administrative oversight.

ATTACHMENTS

Attachment 1: Planning Applications Received – May 2024

Attachment 2: Planning Applications Determined – May 2024

Attachment 3: Planning Permit Activity Performance Figures – May 2024

Attachment 4: Current VCAT Appeals – May 2024

11.1.2 Planning Applications Received and Planning Applications Determined - 1 to 30 June 2024

Author: Manager Planning and Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the period of 1 to 30 June 2024. The latest available Planning Permit Activity Performance (PPARS) Figures are also attached (Attachment 3). It should be noted that the latest PPARS Figures are for the month of May 2024. The June 2024 PPARS Figures were not available at the time of writing this report as the monthly figures are not updated until 15th of each month. The contents of this report are provided for information purposes only, the listing of current planning applications on public display can be found on Council's website.

It is noted that there were ten (10) new planning applications received and sixteen (16) planning applications decided on during the reporting period.

Attachment 4 to this report provides an update on current Victorian Civil and Administrative Tribunal (VCAT) appeals where no decision has been made.

RECOMMENDATION

That Council:

- 1. Note that there were ten (10) new planning applications received, and sixteen (16) planning applications decided on during the period of 1 to 30 June 2024.***
- 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.

11.1.2 Planning Applications Received and Planning Applications Determined - 1 to 30 June 2024 (cont.)

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

COMMUNITY ENGAGEMENT

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

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

RISK CONSIDERATIONS

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

Conflict of Interest Declaration

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 permit application activity.

ATTACHMENTS

Attachment 1: Planning Applications Received – June 2024

Attachment 2: Planning Applications Determined – June 2024

Attachment 3: Planning Permit Activity Performance Figures – June 2024

Attachment 4: Current VCAT Appeals – June 2024

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy

Author: Senior Strategic Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

A review of the Strathbogie Planning Scheme was adopted on 21 February 2023, this review recommended two high priority actions relating to the need to update and develop a Rural Residential and Land Use Strategy (RRLUS) and an Urban Growth Strategy (UGS) (Strategies). In addition, this was included as an action in the Council Plan 2021-2025.

These Strategies will guide land use planning and decision making within the Strathbogie municipality for the next 15-30 years. These Strategies will work together to inform development across the municipality with the aim of maximising amenity for residential uses while not compromising the ongoing viability of agricultural, industrial, commercial businesses or future opportunities.

A comprehensive engagement approach is required to ensure these Strategies reflect the current and future aspirations of the community and provide the strategic justification for future planning decisions. To support Council's engagement on these strategic documents Officers have appointed, under delegation, an independent engagement facilitator, following a competitive procurement process. They will support the more technical aspects of the engagement. Engagement will occur through traditional engagement techniques like surveys, drop-in sessions and public exhibition periods but also include a deliberative engagement process using a Community Panel.

A draft four stage Engagement Approach is being presented to Council for endorsement through this Council report, ensuring Council has oversight of the Engagement Approach, and the community is aware of all engagement touch points for the broader community and target groups, as well as the deliberative panel process.

Council Officers are seeking endorsement of the draft Engagement Approach to guide the community engagement process associated with the development of these strategic documents.

RECOMMENDATION

That Council:

- 1. Endorse the draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy; and***
- 2. Endorse the release of the Issues and Opportunities Reports for the Rural Residential and Land Use Strategy and the Urban Growth Strategy for initial engagement, at an appropriate time in line with the draft Engagement Approach.***

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

PURPOSE AND BACKGROUND

Strathbogie Shire incorporates a diverse rural community served by four main townships; Euroa, Nagambie, Violet Town and Avenel. The Shire's population of approximately 11,455 people includes approximately 3,750 residents in rural areas and smaller towns such as Longwood, Ruffy, Strathbogie and Graytown.

A review of the Strathbogie Planning Scheme was adopted by Council on 21 February 2023. It recommended two high priority actions relating to the need to update and develop a RRLUS and an UGS. This was included as an action in the Council Plan 2021-2025.

Previously Council adopted a Rural Residential Strategy in 2004 and a Rural Land Use Strategy in 2008. These Strategies require updating. Council has not previously had an overarching Urban Growth Strategy. This opportunity to update has been identified following the Strathbogie Planning Scheme Review.

These two strategies, the Rural Residential and Land Use Strategy (RRLUS) and the Urban Growth Strategy (UGS) are the key strategic documents that will inform land use planning decisions for the next 15-30 years.

These Strategies will work together to guide development across the municipality with the aim of maximising amenity for residential uses while not compromising the ongoing viability of agricultural, industrial, commercial businesses or future opportunities.

The RRLUS and UGS will provide much needed strategic support to assist Council Officers in making planning permit application and planning scheme amendment decisions.

The overarching aim of the RRLUS is to ensure Council has formal and strategic justification to direct development to appropriate locations that minimise impacts to productive agricultural land and other associated non-residential uses. Strathbogie Shire has a largely rural economic base of wool, grain and cattle production, extensive vineyards at Nagambie and throughout the Strathbogie Ranges and a wide range of intensive cool climate horticultural enterprises. The Municipality is home to a strong and growing equine industry and markets itself as the "Horse Capital of Victoria". The Municipality is now becoming renowned for tourism as supported by the 2021 census.

The UGS will provide a framework to assist future decision making in areas of future residential expansion and any potential rezoning in a coordinated municipal wide approach. The Strathbogie Planning Scheme requires Council to:

- Ensure that sufficient land is available to meet forecast demand; and
- Plan to accommodate projected population growth over at least a 15-year period and provide clear direction on locations where growth should occur.

The UGS will ensure residential land supply will be considered on a municipal level, rather than a town-by-town basis, providing a consistent and considered approach. It will also inform the current draft Township Strategies and any future iterations.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (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.

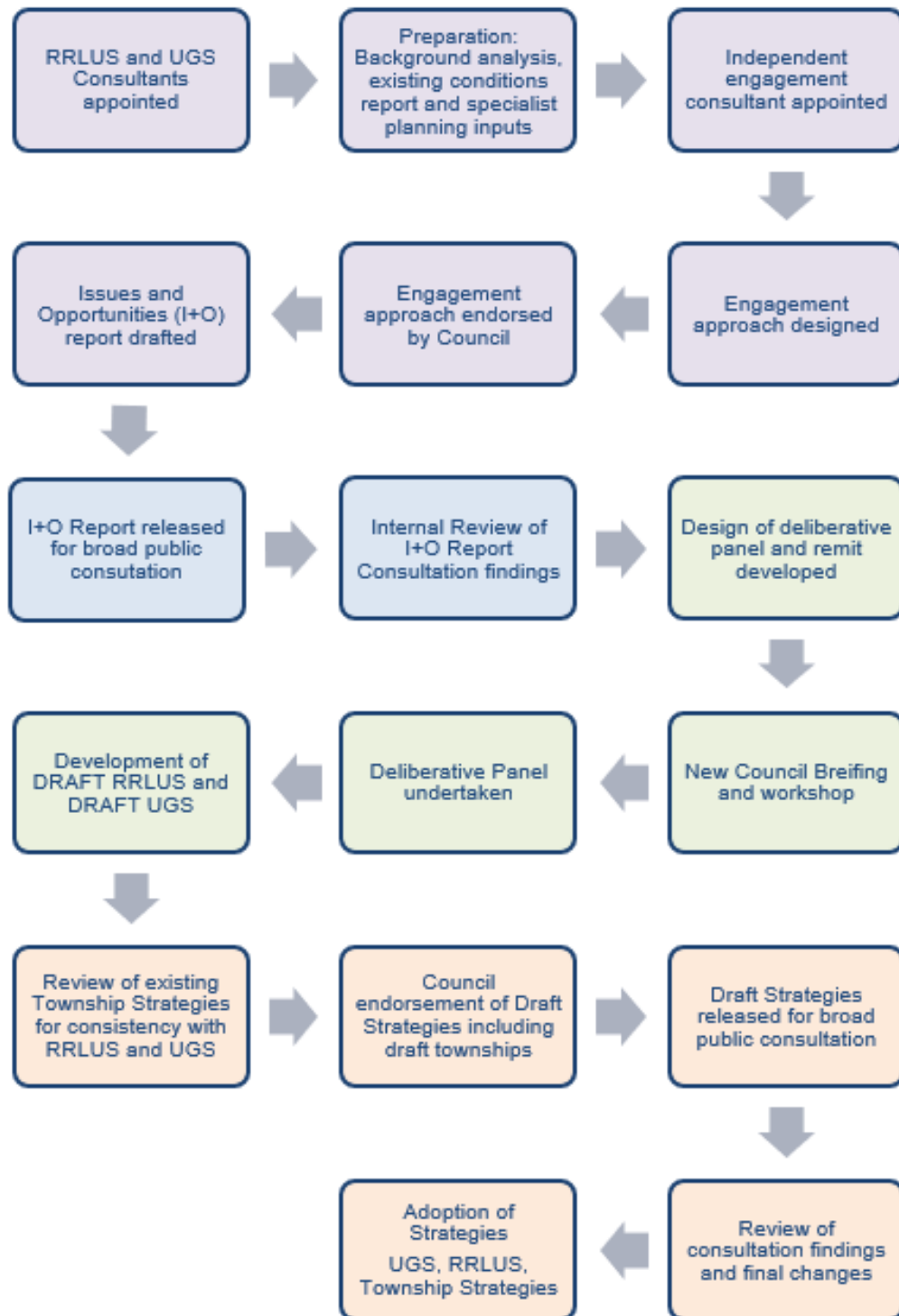
A comprehensive engagement approach is required to ensure these Strategies reflect the current and future aspirations of the community and provide the strategic justification for future planning decisions. To support Council's engagement on these strategic documents Officers have appointed, under delegation, an independent engagement facilitator, following a competitive procurement process. They will support the more technical aspects of the engagement. Engagement will occur through traditional engagement techniques like surveys, drop-in sessions and public exhibition periods but also include a deliberative engagement process using a Community Panel.

A draft four stage Engagement Approach is being presented to Council for endorsement through this Council report, ensuring Council has oversight of the Engagement Approach, and the community is aware of all engagement touch points for the broader community and target groups, as well as the deliberative panel process.

During the engagement on the draft RRRLUS and UGS, Council will also have the four township strategies out for public engagement.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

Figure 1* provides a high-level overview of Council’s approach to the development of these Strategies.



*Please note this outline provides a guide only and the approach may differ depending on the community sentiments received throughout the process.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

COMMUNITY ENGAGEMENT

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

Community engagement will be key to the development of both Strategies.

Councils’ draft approach to community engagement in relation to these Strategies is outlined in Attachment 1 to this report. This provides the community with oversight of Council engagement planning and identifies the key touch points for the community to participate in the development of the Strategies. This is intended to be a guide only and may change subject to the sentiments received from the Community and Council. The Depth of Engagement and the Engagement Plan are outlined in Table 1 and 2 respectively.

Table 1. Depth of Engagement

Stage	Depth	Public participation goal	Promise to the public
One - Underway	Inform	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	We will keep you informed.
Two	Involve	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.
Three	Collaborate	To partner with the public in each aspect of the decision including the development of the alternatives and identification of preferred solution(s).	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations in the decisions to the maximum extent possible.
Four	Inform	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

Table 2. Engagement Plan

Project stage	Engagement purpose	Engagement goals	Tools and methods **	Success criteria
One	To inform the community of the relevant evidence.	To inform the community of growth data, constraints and identified opportunities.	<ul style="list-style-type: none"> • Planning specialists to undertake Background Assessment and Existing Conditions Report • Desktop review of previous and existing engagement with stakeholders 	<ul style="list-style-type: none"> • Increased community understanding of growth data, constraints and identified opportunities.
Two	Community insights improve evidence-based assessment.	To seek community input into the draft issues and opportunities report for the RRLUS and UGS.	<ul style="list-style-type: none"> • Project information on Share Strathbogie • Online survey on Share Strathbogie • Survey stations • Drop in and pop-up sessions 	<ul style="list-style-type: none"> • Community participation to refine issues and opportunities.
Three	Community Panel formulate recommendations for RRLUS and UGS development.	To facilitate the development of directions and recommendations to guide the development and content of the Draft RRLUS and UGS	<ul style="list-style-type: none"> • Expert presentations • Fact files • Feedback during the presentations, through Q&A sessions with subject matter experts • Group discussions and brainstorming recommendations • Level of comfort for drafted and final recommendations and draft RRLUS and UGS • Interactive tools. 	<ul style="list-style-type: none"> • Participation is representative of the Strathbogie community. • Increase understanding of growth data, constraints, issues and opportunities • High level of agreement on key elements of the RRLUS and UGS • Stakeholders and communities say they are confident in the process
Four	To seek community feedback on Draft RRLUS and UGS	To seek community feedback on the Draft RRLUS and UGS	<ul style="list-style-type: none"> • Project information on Share Strathbogie • Online survey on Share Strathbogie • Survey stations • Written communication to all residents 	<ul style="list-style-type: none"> • Wider community satisfaction with the draft strategies • Stakeholders and communities say they are confident in the process

***This is not an exhaustive list of engagement tools, it is an example only.*

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

Action 4.1.2 of the Strathbogie Council Plan identifies the need to “complete a review of the Strathbogie Planning Scheme to ensure it reflects changing economic, environmental and social trends and identifies the further strategic work required to deliver a fit for purpose framework to guide sustainable growth and development while protecting our built and natural heritage”. The Planning Scheme Review was completed and adopted at the February Council Meeting in 2023. A key finding of the Planning Scheme Review was the need for work to be undertaken for an overall growth strategy and framework plan that sets a vision and high-level guidance for land use and development for the municipality over the next 20 years. The RRLUS and UGS will provide the overall framework for urban and rural growth to be coordinated across the municipality.

Action 4.6 of the Strathbogie Council Plan identifies the “review the Avenel 2030 Strategy and Violet Town District Strategic Development Plan to guide future development and growth while maintaining local character”. The RRLUS and UGS will provide a framework to ensure development can occur as identified in the draft Avenel Township Strategy and the Violet Town District Strategic Development Plan. Both the Avenel and Violet Town strategies will undergo further public consultation as the RRLUS and UGS are at a draft stage.

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.

Plan Melbourne 2017-2050 provides a blueprint for 35 years to ensure the city, and more broadly the state of Victoria, grows in a more sustainable, productive and liveable direction. One of the seven outcomes for the plan involves ensuring regional Victoria remains productive and sustainable and ensuring that development is balanced with protection of productive land and biodiversity. The RRLUS and UGS provide a more in-depth review of the pattern of current and future settlement in urban townships and rural areas of the municipality at a more detailed level, where key considerations are protection of farmland and biodiversity.

Hume Regional Growth Plan provides a regional approach to land use planning in the Hume Region, identifying opportunities to accommodate population growth over the next 30 years. The plan aligns with the RRLUS and UGS which provide a further attenuated focus to the management of growth within the Strathbogie Shire municipality over the next 15-30 years.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

RISK CONSIDERATIONS

Table 3. Risk considerations

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Project timelines not being met	Probable	Moderate	Medium	Regular meetings with Project Control Group
Community concern about lack of consultation or engagement	Probable	Moderate	Medium	Community Engagement Plan Clear engagement promise communicated with the community.
Exceeding allocated budget	Possible	Moderate	Medium	Regular meetings with Project Control Group

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 RRLUS and UGS will consider the Strathbogie Planning Scheme, the *Planning & Environment Act 1987* and applicable Planning Practise Notes and Ministerial Directions.

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.

Council Officers can undertake the consultation for these strategies under delegation. However, due to the public interest surrounding the RRLUS and UGS the outcomes these strategies may identify across the municipality; and for transparency; this matter is being heard at a formal Council meeting.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

FINANCIAL VIABILITY CONSIDERATIONS

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

The contract has been awarded to an engagement consultant to undertake the deliberative engagement process, the funds required for the development of and engagement on the RRLUS and UGS has been included in Council's operating budget and is within existing resources.

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 benefits of a Rural Residential and Land Use Strategy;

- Sustainable Agriculture: By protecting agricultural land and promoting sustainable farming practices, rural areas can ensure long-term productivity and economic stability in the agricultural sector; and
- Tourism and Recreation: Protecting natural landscapes and promoting eco-tourism can attract visitors, generating income and employment opportunities in rural communities.

Economic benefits of an Urban Growth Strategy;

- Efficient Infrastructure Use: Concentrating growth in urban areas can lead to more efficient use of existing infrastructure, reducing the costs of extending services and utilities to new areas;
- Economic Clustering: Encouraging urban density can promote economic clustering, where businesses benefit from being close to each other, leading to increased productivity and innovation;
- Attracting Investment: Well-planned urban growth can create vibrant, attractive cities that draw investment from businesses and developers, boosting the local economy; and
- Job Creation: Concentrated urban development can create numerous construction jobs in the short term and a variety of service and professional jobs in the long term as new businesses and residents move in.

Social

The Strategies will improve amenity by ensuring rural residential development is directed away from productive agriculture will ensure amenity for rural residential areas and ensure productive agricultural businesses can expand into the future.

The Strategies will also explore opportunities to reduce housing costs and making urban areas more affordable in areas of the Strathbogie municipality.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

Housing is considered a basic need and a key contributor to the social fabric of creating communities, where people can and can't live and the conditions that they live in has a major impact on their health and wellbeing and the creation of community. These Strategies will guide where people can and can't live within the municipality, thereby having a significant social impact.

Environmental

These Strategies will work to reduce urban sprawl and greenhouse gas emissions, and protect natural areas, leading to long-term environmental benefits associated with a healthier environment and fewer negative climate change impacts.

Climate change

The RRLUS and UGS will provide strategic support for the work Strathbogie Shire Council is undertaking through the Council Alliance for a Sustainable Built Environment (CASBE) and the Goulburn Murray Climate Alliance. These projects include Sustainable Subdivisions Framework (SSF) and Elevating Sustainable Development (Planning Scheme Amendment).

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.

Council Officers have met with referral authorities and applicable government departments to ensure views of water, agriculture, fire authorities (among others) have been considered and will be implemented into the Issues and Opportunities Reports for both the RRLUS and UGS. Further referral with relevant authorities will be undertaken throughout the development of these Strategies.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

The overarching aim of the RRLUS and UGS is to provide the Council with formal and strategic justification for directing residential developments in appropriate locations.

These Strategies will guide land use planning and decision making within the Strathbogie municipality for the next 15-30 years. These Strategies will work together to inform development across the municipality with the aim of maximising amenity for residential uses while not compromising the ongoing viability of agricultural, industrial, commercial businesses or future opportunities.

A comprehensive engagement approach is required to ensure these Strategies reflect the current and future aspirations of the community and provide the strategic justification for future planning decisions.

11.1.3 Draft Engagement Approach for the Rural Residential and Land Use Strategy and Urban Growth Strategy (cont.)

The draft four stage Engagement Approach is being presented to Council for endorsement through this Council report, ensuring Council has oversight of the Engagement Approach, and the community is aware of all engagement touch points for the broader community and target groups, as well as the deliberative panel process.

Council Officers are seeking endorsement of the draft Engagement Approach that has been developed to guide the community engagement process associated with these strategic documents.

ATTACHMENTS

Attachment 1: Strathbogie Shire Council Rural Residential and Land Use Strategy and Urban Growth Strategy Engagement Approach

11.2 COMMUNITY

11.2.1 2024-25 Community Grant Allocations

Author: Community Development Officer

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Council has a long history of providing community funding to groups in the municipality to support the delivery of important community projects.

Strathbogie Shire Council's (*Council*) Community Grants program provides an opportunity for groups to undertake projects that complement the Community Vision and strategic focus areas of the Strathbogie Shire Council Plan 2021-25. At the 16 April 2024 Council meeting, Council adopted the revised Community Funding Model.

As per the adopted 2024-25 Community Funding Model, the Community Grants program features three streams of funding:

- Community Strengthening Grant up to the value of \$10,000.
- Reducing Emissions Grant up to the value of \$20,000.
- Quick Response Grant up to the value of \$1,000

The Reducing Emissions Grant is a new stream, introduced in 2024-25, in response to the expressed need in community. The reducing emissions grant stream has been established to support projects that deliver a positive environmental change through community infrastructure improvements that reduce emissions on Council owned assets, supporting Council's commitment to Climate Change and the associated Climate Change Action Plan 2022-2027.

This report relates to the consideration of the applications for the Community Strengthening Grant and Reducing Emissions Grant streams. Both streams opened for applications on the 17 April 2024 and closed on the 11 June 2024.

Officers received 19 applications in total, 13 for the Community Strengthening Grant and six (6) for the Reducing Emissions Grant. All were determined as eligible and proceeded through to the assessment stage. These grant applications were then assessed by an Assessment panel comprising of Officers from various internal departmental areas providing a diverse skill set and expertise in the assessment process. Additional advice was sought as required from other departments across Council.

Following the comprehensive assessment process, officers recommend that Council approves 19 applications to the total value of \$163,000.

Furthermore, an allocation of \$10,000 for Quick Response grants remains available to the community to apply for eligible projects in 2024-25. These grants are authorised under delegation of the CEO and are included in the monthly Contracts, Works and Grants Awarded Under Delegation Report that is presented to Council.

11.2.1 2024-25 Community Grant Allocations (cont.)**RECOMMENDATION**

That Council award funding to nineteen (19) applicants for the total sum of \$163,000 excluding GST, to the following organisations:

Community Strengthening

<u><i>Applicant/Organisation</i></u>	<u><i>Funding allocated</i></u>
<i>Avenel Active Inc.</i>	<i>\$8,665</i>
<i>Tablelands Community Centre Inc.</i>	<i>\$10,000</i>
<i>Euroa Agricultural Society Inc.</i>	<i>\$10,000</i>
<i>Go Nagambie Inc.</i>	<i>\$6,970</i>
<i>Avenel Bowling Club Inc.</i>	<i>\$7,691</i>
<i>Nagambie Soccer Club</i>	<i>\$10,000</i>
<i>Strathbogie Sporting and Recreation Club Inc.</i>	<i>\$5,712</i>
<i>Strathbogie Tablelands History Group</i>	<i>\$3,500</i>
<i>Strathbogie Tablelands Action Group Inc.</i>	<i>\$1,329</i>
<i>Avenel Golf Club Inc.</i>	<i>\$3,894</i>
<i>Strathbogie Golf Club Inc.</i>	<i>\$10,000</i>
<i>Longwood Action Group Inc.</i>	<i>\$10,000</i>
<i>Strathbogie Recreation Reserve Committee of Management</i>	<i>\$5,460</i>

Reducing Emissions

<u><i>Applicant/Organisation</i></u>	<u><i>Funding allocated</i></u>
<i>Violet Town Action Group Inc.</i>	<i>\$20,000</i>
<i>Nagambie Senior Citizens Inc.</i>	<i>\$9,080</i>
<i>Strathbogie Memorial Hall Inc.</i>	<i>\$20,000</i>
<i>Violet Town Football Netball Club Inc.</i>	<i>\$8,659</i>
<i>Strathbogie Recreation Reserve Committee of Management</i>	<i>\$3,500</i>
<i>Nagambie Lakes Men's Shed Inc.</i>	<i>\$8,540</i>

PURPOSE AND BACKGROUND

The purpose of this report is to present the proposed applications to Council for the 2024-25 Community Strengthening Grant and 2024-25 Reducing Emissions Grant for funding consideration.

The Community Strengthening Grant supports local community groups and creatives to implement accessible community projects that they design and deliver. It focuses on people and social connection; building community capacity around the principles of respect and equality; and locally led responses to opportunities and identified community needs. These grants support larger projects that will be completed within the 2024-25 financial year.

11.2.1 2024-25 Community Grant Allocations (cont.)

The Reducing Emissions Grant supports Council's Climate Change Action Plan 2022-2027 to reduce emissions and will assist community groups to save on energy costs. This grant is for the installation of energy saving initiatives at community managed, Council owned facilities, including upgrades to energy efficient appliances and moving from gas to electrical appliances.

As a result of community feedback from the 2023-24 Community Grants Program review, applications for the Community Strengthening Grant and the Reducing Emissions Grant streams opened earlier than prior years to provide more time for successful applicants to complete larger impactful projects.

Officers received 19 applications in total, 13 for the Community Strengthening Grant and six (6) for the Reducing Emissions Grant, all of which proceeded through to the assessment stage.

Following the assessment process, officers recommend that Council approves the 19 applications to the total value of \$163,000.

As part of the revised Community Funding model introduced this year, the new Reducing Emissions Grant stream generated strong interest from community. Applications ranged from upgrading to energy efficient appliances, converting from gas to electric appliances, installing renewable energy sources and storage. These applications support Council's Climate Change Action Plan 2022-2027 including providing opportunities for community education in reducing emissions.

Eligible 2024-25 Community Strengthening Grant and 2024-25 Reducing Emissions Grant applications have been assessed by an Assessment panel comprising Officers from various internal departmental areas providing a diverse skill set and expertise in the assessment process. Additional advice was sought as required from other departments across Council.

The applications were assessed, and a weighted score determined for the following categories:

40% - Why? What need does the project address and does the community support it?

40% - What? What is the project delivering and what does it hope to achieve?

20% - Who? Who is delivering the project and what capacity do they have to deliver?

Applications with a total score of 50% or over were eligible for funding consideration. The assessment panel have recommended 19 projects to receive funding as listed in Table 1 and Table 2 that all ensure community benefit outcomes are consistent with the objectives of the Council Plan 2021-25.

11.2.1 2024-25 Community Grant Allocations (cont.)**Table 1: 2024-25 Community Strengthening Grant Applications**

Applicant	Project	Allocation	Additional funding conditions
Avenel Active Inc.	<p><i>Implementing the Avenel Community Plan 2022-2026 Project</i> - five elements designed to support the Avenel Community Plan in 2024-25:</p> <ol style="list-style-type: none"> 1. Delivery of a wawa Euroa Wayilak (Young People) Cultural Learning Experience to a group of children from Avenel, led by members of the Taungurung People. 2. Maintenance planting of Avenel Town Entry Indigenous Plantations. 3. Establishment of Indigenous garden beds at Avenel Old Courthouse, in partnership with Jubilee Park Committee of Management. 4. Household delivery of the Community Voice newspaper in Avenel in 2024-25. 5. Delivery of the Get Me to the Shops Community Transport Program in 2024-25 	\$8,665	<p>Risk Management Plan for elements 2 and 3.</p> <p>Applicant to consult with Council officers re plant species for element 2.</p>
Tablelands Community Centre Inc.	<p><i>Art Box workshops</i> - The Strathbogie Shire Art Box will be hosted by the Tablelands Community Centre in Ruffy for October and November 2024. TCC will host indigenous artist Isobel Morphy/Walsh and Chainsaw/wood carver artist Shlomit Moria. Isobel Morphy/Walsh will exhibit her weaving and mapping art and run four weaving workshops for the general public and two workshops for the children from Longwood Primary School. Shlomit Moria will exhibit in the Art Box her wood carved sculptures and run three whittling workshops over the month.</p>	\$10,000	Risk Management Plan
Euroa Agricultural Society Inc.	<p><i>AV Equipment</i> - upgrade of a community asset with a multi-purpose portable display screen & audio-visual equipment. This technology will enable event hirers to display presentations, videos, screen share and more, to significantly expand the range of events and activities able to be hosted. This will benefit the overall community by offering and improving learning experiences, increasing facility hire and fostering greater community engagement.</p>	\$10,000	

11.2.1 2024-25 Community Grant Allocations (cont.)

Go Nagambie Inc.	<i>Kirwans Bridge Lighting</i> – Advocacy project to promote the preservation of Kirwans Bridge and to help secure funding for its restoration with temporarily installation of 760 solar fence lights along the bridge's curbs and posts. The solar lights will emit a maximum of 25 lumens per light, creating beautiful reflections on the water and showcasing the bridge's historical features at night. This scenic lighting will attract photographers and drone enthusiasts after dark, encouraging them to share their captivating visuals on social media platforms such as Instagram and Facebook. This, in turn, will boost tourism and the local visitor economy.	\$6,970	Risk Management Plan including installation and bridge integrity. Heritage considerations and/or requirements.
Avenel Bowling Club Inc.	Purchase and install seven aluminium bench seats with backrests with sun safe shelter to provide a safer environment for all users of the facility and encourage greater use of the area by the wider community.	\$7,691	
Nagambie Soccer Club (under the auspice of Shepparton Junior Soccer Association)	The purchase of much needed goals and a shipping container for storage for the Nagambie Soccer Club following a rapid expansion in membership over the last four years from three teams and 30 players to 112 players spread out over 12 different teams registered in the Shepparton league. This includes four new all girls team playing in the first ever girls competition.	\$10,000	A permit may be required for the shipping container, depending on the proposed location.
Strathbogie Sports & Recreation Club Inc.	Purchase a commercial glasswasher in the new bar area; and internal blinds in the new extension and on the outward facing bar window to improve security and assist with climate control; and a 3 terminal eftpas system for use at the bar and community pizza nights.	\$5,712	Council to supervise installation of the glasswasher
Strathbogie Tablelands History Group (under the auspice of Strathbogie Tablelands Action Group)	Purchase a glass display cabinet for the display of local history memorabilia, in the Soldiers Room, Strathbogie Memorial Hall. A need has been identified by local community members as there is currently no safe storage and display capability for history items and memorabilia donated by the district community	\$3,500	

11.2.1 2024-25 Community Grant Allocations (cont.)

Strathbogie Tablelands Action Group Inc.	Purchase a mobile eftpos terminal and 4 steel A frame signage frames for safe parking to support the running of community functions and events throughout the year	\$1,329	
Avenel Golf Club Inc.	<p>Replace two old gas ovens with a fully electric oven as part of the Club's plan to eliminate the use of gas in line with the current State Government policy.</p> <p>This application is not eligible to apply under the reducing emissions grant as it is not a Council owned facility.</p>	\$3,894	
Strathbogie Golf Club Inc.	Replace 30 year old manually operated diesel motor and pump which recently blew a head gasket and mechanics advice is that the cost of rebuild is uneconomic, with a new automated pump. This will ensure the Club continues to be a safe Place of Last Resort, save water, promote membership, and maintain the amenity of this community asset.	\$10,000	
Longwood Action Group Inc.	Construction of the Longwood Historical Sign which will serve as a pivotal addition to Longwood. Its unique history, encompassing the origins, stories of original industries, farming, schools, and the community that have evolved over time, represents valuable historical references. These need to be preserved and presented through a professionally designed and thoughtfully executed medium. The project has been driven by strong and sustained enthusiasm from the Longwood community. It's purpose is to proudly present the unique and intriguing history of Longwood to the many tourists and visitors who frequent the area.	\$10,000	<p>Applicant to consult with Council re siting of the sign.</p> <p>Sign must have Council approved anti-graffiti coating</p>

11.2.1 2024-25 Community Grant Allocations (cont.)

<p>Strathbogie Recreation Reserve Committee of Management (under the auspice of Strathbogie Memorial Hall Inc)</p>	<p>Install 6 picnic tables made by the Euroa men's shed at the Strathbogie rec Reserve to increase visitors to the reserve, support the growing Tennis Club with spectator seating, and provide seating at community events and functions. Supply the recently renovated facility with a set of crockery able to cater for 80 attendees to support hiring of the facility and reduce costs for community events by eliminating the need to hire crockery.</p>	<p>\$5,460</p>	<p>Applicant to consult with Council re placement and installation of the picnic tables.</p> <p>Picnic tables must be fixed to a Council approved concrete slab.</p> <p>Picnic tables must comply with the Australian Disability Discrimination Act 1992 (public places must be accessible to people with a disability)</p>
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Table 2: 2024-25 Reducing Emissions Grant Applications

Applicant	Project	Allocation	Proposed funding conditions
<p>Violet Town Action Group Inc.</p>	<p>Replace the outdated and inefficient floodlights on the main oval at the Violet Town Recreation Reserve with modern, energy-efficient LED lighting. This project will significantly lower energy consumption and emissions, while enhancing the functionality, safety, and amenity of the Reserve for both sports and community events.</p>	<p>\$20,000</p>	<p>Return current floodlights to Council</p>
<p>Nagambie Senior Citizens Inc.</p>	<p>Replace existing dishwasher with energy and water efficient model resulting in savings and reduced emissions along with savings on power and water usage. The new unit uses only 2.5lt per load with 40 loads possible in an hour, which would be in excess of what we require, a significant saving on water. The other old unit uses 15 to 20lt per load and compared to washing dishes by hand, an average of 60lts per sink fill. This is required two or three times when washing up after a meal function. The power usage required for the old unit is approximately between 0.88 kWh and 15.8 kWh for an average wash cycle. It is estimated between .5kWh to 4kWh watts for the commercial unit per cycle, which is a very cost efficient compared to the old unit.</p>	<p>\$9,080</p>	<p>The installation must be managed by the applicant.</p> <p>Any modifications to the kitchen as part of the installation will not be provided or funded by Council.</p> <p>Council to supervise installation of the dishwasher and inspect when installation is completed.</p>

11.2.1 2024-25 Community Grant Allocations (cont.)

Strathbogie Memorial Hall Inc.	Installation of a solar & battery power system at the Strathbogie Memorial Hall, that will including a solar array, an inverter, and a battery bank. Following an energy audit in 2022, the gas heating in the hall was replaced with energy efficient electrical split air conditioners. This solar power system will offset the increase in electricity costs to run the new air conditioners. The Committee of Management are aiming to reduce emissions with renewable energy, reduce electricity bills, and maintain power during an outage.	\$20,000	Council will inspect when installation is completed.
Violet Town Football Netball Club Inc.	Upgrade of the aging dishwashers in both our bar and kitchen areas. These originally donated appliances have served the club for over a decade but are now showing signs of declining cleaning efficiency and consuming excessive energy. The VTFNC aims to curb emissions and enhance energy efficiency, aligning with the club's commitment to sustainable environmental practices. Through the investment in newer, higher energy-rated dishwashers, the Club anticipates substantial positive impacts on both the environment and a more sustainable, energy-efficient footprint, as well as reducing power costs for the Club.	\$8,659	Council will inspect when installation is completed.
Strathbogie Recreation Reserve Committee of Management (under the auspice the Strathbogie Memorial Hall Inc)	Installation of energy efficient split air conditioner in newly renovated section pavilion to reduce reliance on existing old model air conditioner and wood heater.	\$3,500	Council will inspect when installation is completed.
Nagambie Lakes Men's Shed Inc.	Installation of solar panels to reduce emissions and electricity costs.	\$8,540	Council will inspect when installation is completed.

All projects at Council owned or managed facilities require the presentation of Certificates of Compliance by authorised tradespeople following the works or installation.

11.2.1 2024-25 Community Grant Allocations (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.

All recipients are required to sign a Funding Agreement which includes standard terms and conditions. Some projects may also have specific funding conditions dependent on the nature of the project, refer to Tables 1 and 2 to see any specific funding conditions.

The terms and conditions for all grants require recipients to formally recognise Strathbogie Shire Council in line with Council's Acknowledgement and Publicity Guidelines.

Council has no OH&S responsibility for the delivery of any works being carried out as part of the funded projects. All works must be carried out by qualified tradespeople or professionals with the appropriate level of insurance and relevant certification and accreditation if required.

Any electrical equipment purchased as part of these projects must comply with Council's 'test & tagging' requirements if they are used in Council owned or managed facilities.

Three (3) of the 19 projects recommended for funding will result in new Council assets. These assets will be added to Council's asset register and incorporated into Council's regular maintenance program.

The life span maintenance including repairs of all other assets resulting from these projects will remain the sole responsibility of the applicant.

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 Communications and Engagement Plan was developed for the 2024-25 Community Grants Program. Using a range of platforms including website, a media release, social media and emails to community groups, and community networks, the community were informed about the program, the application and assessment processes, and encouraged to apply.

Two (2) workshops were delivered, a face to face and online workshop during business hours and an after-hours workshop for those unable to attend the first workshop. A recording of the workshop was made available on Council's website for those unable to attend. Council's Community Development Officer was available to answer questions regarding applications and the Community Funding Program more broadly.

Table 3 below outlines the four (4) stages of the Communications and Engagement Plan. The first three (3) stages are now complete.

11.2.1 2024-25 Community Grant Allocations (cont.)

Table 3: Communication and Engagement Stages

Stage	Goal	Tools and Method
One <i>Inform</i>	To inform the community that the Community Grant Program is now open. To encourage the community to attend an information session. To remind the community about Community Grant Program timelines	<ul style="list-style-type: none"> • Face and Face and online sessions • Media release • Social media • eNews • Website content • Advertising • Frequently Asked Questions
Two <i>Engage</i>	To provide applicants with the opportunity to seek feedback and assistance from Council Officers on their applications.	<ul style="list-style-type: none"> • Workshops • Media release • Social Media • eNews • Website content
Three <i>Inform</i>	To keep applicants up to date on the process and what to expect	<ul style="list-style-type: none"> • Acknowledgement notification
Four <i>Inform</i>	To inform the community the Community Grant Program's success	<ul style="list-style-type: none"> • Letter successful • Letter unsuccessful • Media release • Social media • Advertising • Website content • eNews

POLICY CONSIDERATIONS

Council Plans and Policies

The report is consistent with Council Policies, key strategic documents, and the 2021-25 Council Plan, in particular, aligning with:

- Climate Change Action Plan 2022-2027
- Community Funding Policy
- 2021-2025 Council Plan, specifically:
 Strategic focus area 1: Engage. Create. Unite
 Strategic focus area 4: Inclusive. Productive. Balanced
 Strategic focus area 5: Strong. Healthy. Safe
 Strategic focus area 6: Accountable. Transparent. Responsible

RISK CONSIDERATIONS

Consideration has been given to risk management issues in relation to funded projects as part of the application assessment process. Risk Management Plans will be a funding condition as required for appropriate projects identified in the assessment process.

Low risks have been identified in relation to the delivery of the program and will be addressed at an operational level.

11.2.1 2024-25 Community Grant Allocations (cont.)

All grant recipients will be required to consult with Council Officers prior to, and during their projects regarding identified and presenting risks, and mitigation strategies.

All applications have provided Certificates of Currency for the necessary level of Public Liability insurance.

The risk of conflict of interest for the assessment panel members has been addressed with the inclusion of a Conflict-of-Interest Declaration on the grant assessment form.

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Applicant fraud	Unlikely	Major	Medium	Internal approved supplier process applied. Acquittal reporting process confirming approved expenditure.
Non-compliance with funding terms and conditions	Possible	Moderate	Medium	Signed Funding Agreement prior to disbursement of funds. Acquittal reporting process confirming adherence to terms and conditions.
Failure to complete projects	Possible	Moderate	Medium	Follow up with applicants during the funding period to ensure projects are on track. Variation process as required to support completion of projects.

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 2024-25 Community Strengthening Grant and 2024-25 Reducing Emissions Grant applications have been assessed against key assessment criteria to ensure consistency, equity, and transparency across the program.

Conflict of Interest Declaration

All Council Officers 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.

11.2.1 2024-25 Community Grant Allocations (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.

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

FINANCIAL VIABILITY CONSIDERATIONS

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.

Council’s 2024-25 budget allocated \$173,000 for the 2024-2025 Community Grants Program. The current allocation breakdown can be found in Table 4 below.

Table 4: 2024-25 Community Grants Budget Summary

Community Grant Stream	2024-25 Budget Allocation	2024-25 Proposed Allocation
Community Strengthening & Reducing Emissions	\$163,000	\$163,000
Quick Response	\$10,000	\$10,000
TOTAL	\$173,000	\$173,000
Balance Remaining	\$0	\$0

The program was initially oversubscribed by \$2,170 but following budget corrections for two applications in line with the Guidelines the program can be successfully delivered on budget.

It is important to note that an allocation of \$10,000 for Quick Response grants is available to the community to apply for eligible projects in 2024-25. These grants are authorised under delegation of the CEO and are included in the monthly Contracts, Works and Grants Awarded Under Delegation Report that is presented 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 distribution of funds through the 2024-25 Community Strengthening Grant and 2024-25 Reducing Emissions Grant programs will assist community groups to progress with important community projects and contribute to reducing emissions supporting Council’s Climate Change Action Plan 2022-2027.

Many projects will provide income opportunities through an increase in visitor numbers to our townships which will have a positive impact on the Shire’s economic viability. Several projects will also utilise local contractors and services or involve the procurement of goods from local business.

11.2.1 2024-25 Community Grant Allocations (cont.)

Officers have also noted the significant applicant contribution for these projects with \$127,696 being contributed through volunteer hours and community cash contributions, which is a marked increase from previous years.

Social

Social sustainability involves strengthening our society to improve our individual and collective wellbeing and resilience. The Community Grants program supports social impact projects that bring people together to connect, collaborate, celebrate, upskill, share resources and that support the building of a vibrant, inclusive, and connected community.

Environmental

Environmental sustainability is promoted at various stages of the grants process.

While eligible Reducing Emissions Grant applications must demonstrate how their project will reduce emissions, funding conditions will include environmentally sustainable decommissioning, disposal, or upcycling of any items being upgraded.

Community Strengthening Grant applicants must identify if or how their project supports Council's Climate Change Action Plan 2022-2027 which includes protecting our natural environment.

None of the projects will have a significant negative environmental impact and 74% of the projects will contribute to improving sustainability practices within the Strathbogie Shire area e.g., reducing emissions by minimising waste going to landfill and the upcycling/repurposing of goods in the first instance or, if upcycling is not possible, using recycled material whenever possible.

Climate Change

The new Reducing Emissions funding stream has strengthened support through the Community Grants Program of Council's Climate Change Action Plan 2022-2027. The six applications submitted will reduce emissions by reducing electricity and water consumption and installing renewable energy sources and storage at Council owned facilities.

The Community Strengthening Grant stream also supports Council's Climate Change Action Plan 2022-2027 with eight of the 13 applicants aligning their project with the plan including how they would reduce waste going to landfill, use renewable energy sources, purchase energy efficient appliances, use recyclable materials, and reduce emissions.

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.

Following a review of the Community Funding Program, the revised Community Funding Model was adopted by Council in April 2024. The review took into consideration officer feedback, community feedback, the Fraud Control Over Local Government Grants report from the Victorian Auditor-General's Office, and benchmarking against other Councils with the intent to deliver an improved funding model for Council and community.

11.2.1 2024-25 Community Grant Allocations (cont.)

The updated model promotes ease of access to funding for community, increases in efficiency, improvements in governance, and support for community managed council owned facilities to reduce emissions and provide savings on energy costs.

As part of the continuous quality improvement process for the Community Grants Program 2024/25, the model will be evaluated using applicant feedback, assessor panel feedback and best practice guidelines published by specialist organisations in the grant, or Local Government.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

The Community Strengthening Grant supports local community groups and creatives to implement accessible community projects that they design and deliver. It focuses on people and social connection; building community capacity around the principles of respect and equality; and locally led responses to opportunities and identified needs. These grants support larger projects that will be completed within the 2024-25 financial year.

The Reducing Emissions Grant supports Council's Climate Change Action Plan to reduce emissions and will assist community groups to save on energy costs through the installation of energy saving initiatives at community managed, Council owned facilities during the 2024-25 financial year.

Officers received 19 applications in total and following the comprehensive assessment process, officers recommend that Council approves the 19 applications to the total value of \$163,000.

ATTACHMENTS

Nil

11.2.2 Event Grant Application Received **- Tablelands Community Christmas Celebration**

Author: Events and Business Relationship Support Officer

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Council adopted a community funding model at the 16 April 2024 Council Meeting. This model sets out the strategic direction and associated guidelines for the distribution of community funding for Strathbogie Shire Council. Event Grants provide grants of up to \$5,000 to eligible organisations and associations for events that align with the objectives of the Council Plan 2021-25, submitted in line with Council's Event Guidelines.

Council has received one (1) Event grant application for Council's consideration this month.

The application was received from Tablelands Community Centre Inc. to support the delivery of the Annual Tablelands Community Christmas Party on Saturday 7 December 2024. Tablelands Community Centre Inc. have applied for a total of \$1,380, to cover the cost of printing marketing material, hire of a jumping castle and catering. The request of \$1,380 is for a cash contribution. The application also states that there will be a \$32.95 cash contribution from the Tablelands Community Centre Inc. to provide gas for the BBQ and \$3,540 in-kind contribution of volunteer hours and venue hire to help deliver the event.

The annual Tablelands Community Christmas Party has been held over several years and promotes community strengthening and identity, as it is the largest community event held in Ruffy and is well attended by local residents and returning residents. The event will be delivered in line with Council's Events and Regulatory policies and procedures.

Council has a budget of \$50,000 allocated to Event Grants under the Community Funding Model in the 2024-25 budget. The application has been submitted in-line with the Event Grant Guidelines 2024-25 adopted on 16 April 2024 and has been assessed using the relevant assessment process. The Tablelands Community Centre Inc. application is of a good standard and officers recommend funding in full.

RECOMMENDATION

That Council:

- 1. Approve the Event Grant application from Tablelands Community Centre Inc. to the value of \$1,380, to support the delivery of the Annual Tablelands Community Christmas Party; and***
- 2. Work with Tablelands Community Centre Inc. to reduce overall waste produced at the event through the implementation of the objectives of both the Waste Wise Events Policy and Sustainable Strathbogie 2030 in being "A Zero Waste Shire".***

11.2.2 Event Grant Application Received
- Tablelands Community Christmas Celebration (cont.)

PURPOSE AND BACKGROUND

Council adopted a community funding model at the 16 April 2024 Council Meeting. This model sets out the strategic direction and associated guidelines for the distribution of community funding for Strathbogie Shire Council.

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

Event Grants provide grants of up to \$5,000 to eligible not for profit organisations and associations for events that align with the objectives of the Council Plan 2021-25.

Council has received one (1) Event Grant application for the 2024 Tablelands Community Christmas Party for Council's consideration.

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 has received one (1) Event grant application from Tablelands Community Centre Inc. to support the delivery of the Annual Tablelands Community Christmas Party on Saturday 7 December 2024. Tablelands Community Centre Inc. have applied for a total of \$1,380, to cover the cost of printing marketing material, hire of a jumping castle and catering. The request of \$1,380 is for a cash contribution. The application also states that there will be a \$32.95 cash contribution from the Tablelands Community Centre Inc. to provide gas for the BBQ and \$3,540 in-kind contribution of volunteer hours and venue hire to help deliver the event.

The annual Tablelands Community Christmas Party has been held over several years and promotes community strengthening and identity, as it is the largest community event held in Ruffy and is well attended by local residents and returning residents.

The event grant application is deemed eligible and has been assessed in-line with the relevant assessment process.

This event will result in several significant social benefits to the Ruffy Community and will be delivered in line with Council's Events and Regulatory policies and procedures.

Following assessment, officers recommend this application for funding, to the value requested by the applicant.

Furthermore, as a condition of funding, the event organisers must deliver a zero waste event. All required documentation in accordance with Council's Events and Regulatory policies and procedures including, risk plan, emergency management and public liability insurance certificate of currency have been provided.

11.2.2 Event Grant Application Received
- Tablelands Community Christmas Celebration (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.

Event organisers have been working with key stakeholders, Council and the community to plan a safe and successful event. The event will be publicised broadly across the community through advertisements and press releases in the local newsletters, social media and Council’s website where appropriate.

POLICY CONSIDERATIONS

Council Plans and Policies

This initiative addresses the key objectives of the Council Plan 2021 – 2025 as follows:

- Strategic focus area 1: Engage. Create. Unite.
Our community’s goals – We create welcoming social spaces where people can connect.
- Strategic focus area 2: Live. Access. Connect
Our community’s goals - We are focused on activities that build economic, financial and social security.
- Strategic Focus Area 5: Strong. Healthy. Safe
Our community’s goals – We have protected the ‘vibe’ we love.

RISK CONSIDERATIONS

There are no significant risk considerations associated with this report.

Table 1: Risk assessment

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Without funding the event may not go ahead	Possible	Minimal	Low	The development and delivery of a community funding model supports the community to deliver events and projects that are important to them.
Event not delivered in line with State regulations regarding inflatables, resulting in risk or injury to the public	Possible	Major	Medium	The Event organisers are required to submit an event application and all required documentation for the relevant event permit, which addresses the installation and supervision of inflatables
Reputational risk to council if not approved	Possible	Minimal	Low	The development and delivery of a community funding model supports the community to deliver events and projects that are important to them.

11.2.2 Event Grant Application Received
- Tablelands Community Christmas Celebration (cont.)

LEGAL CONSIDERATIONS

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

There are no significant legal considerations associated with this report.

Conflict of Interest Declaration

Officers providing advice in relation to this report do not have a direct or indirect interest, as provided in accordance with the *Local Government Act 2020*.

Transparency

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

In the interest of transparency and open and honest communication with community, it is recommended that this report be acknowledged in a public forum providing full disclosure of how potential allocated Event Grant funding is being distributed within the community.

This action is consistent with the requirements of the adopted Community Funding Model, where only Council through a Council resolution, can determine the outcome of an Event Grant application.

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.

Council adopted an Event Grant budget allocation of \$50,000 in the 2024-25 operating budget. This allocation falls within the Community Funding Budget line item.

Table 2 – 2024-25 Event Budget overview

Adopted Budget 2024-25 Event Grants	\$50,000
Number of Event Grants approved 2024/25	0
Total value of Event Grants approved 2024/25	\$0
2024/25 Allocation Remaining	\$50,000

11.2.2 Event Grant Application Received
- Tablelands Community Christmas Celebration (cont.)

Table 3 - Annual Tablelands Community Christmas Party Proposed Budget

INCOME		EXPENDITURE	
Shire Grant	\$1,380	Butcher	\$368
Tablelands Community Centre Inc.	\$32	Supermarket	\$195
		Printers	\$67
		Bakery	\$159
		Jumping Castle	\$590
		Gas	\$33
Total	\$1412	Total	\$1412

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 event will result in minor economic benefits to the Strathbogie Shire Community. All items relating to the event will be sourced locally. The event will utilise four local businesses to provide catering and printing services.

Social

The event will offer significant social benefits to the local community and those attending the event. The event will provide an opportunity for attendees to connect, re-engage, make lasting relationships and celebrate their township.

Environmental

Officers will work with Tablelands Community Centre Inc. to support the delivery of Annual Tablelands Community Christmas Party event to reduce the overall waste produced at the event through the implementation of the objectives of both the Waste Wise Events Policy and Guidelines and Sustainable Strathbogie 2030 in being “A Zero Waste Shire”. This includes the implementation of measures to enforce the State Governments ban on single use plastics.

Climate change

Officers will work with Tablelands Community Centre Inc to implement initiatives in the Waste Wise Events Guidelines at this event, making it a showcase for how a waste wise event should be run and encouraging all to reduce their consumption of raw materials in a further effort to reduce the effects 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.

The organisers will ensure that all regulatory requirements are in place consistent with the approved event application and conditions.

11.2.2 Event Grant Application Received
- Tablelands Community Christmas Celebration (cont.)

COLLABORATION

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

Council will provide the required assistance to the event as per Council's role and responsibility in line with the *Local Government Act 2020*, Council's Events Policy and any other relevant policies and procedures.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

It is recommended that Council approve the event funding application for \$1,380 for Tablelands Community Centre Inc. to support them in hosting the Annual Tablelands Community Christmas Party in December 2024.

The event will result in significant social benefits to the community, thereby meeting the requirements of the Event Funding Guidelines, consistent with the Community Funding Model adopted by Council.

ATTACHMENTS

Nil

11.2.3 Draft Seven Creeks Master Plan

Author: Manager Community and Culture

Responsible Director: Community and Planning

EXECUTIVE SUMMARY

In 2022 Euroa Community Action Group (ECAG) submitted a Pitch My Project proposal to complete an updated master plan for the Seven Creeks Park area, incorporating the space from the Butter Factory Bridge to the newly erected bridge at the Rockies. An allocation of \$15,000 was included in the 2022-23 budget to update the 2016 Seven Creeks Master Plan incorporating detailed design of a nature play space at the Seven Creeks Park. Concurrently, there was a budget allocation made to develop a Play and Open Space Strategy. This Strategy is currently out for community consultation and will also inform the master plan.

The Play and Open Strategy and the draft Seven Creeks Master Plan (*the Master Plan*) are the result of a comprehensive review completed by an external consultant, JF Studio Pty Ltd, and community engagement with Friends of the Sevens group, Euroa Chamber of Business and Commerce, schools, kindergartens, event organisers and a survey through the Share Strathbogie engagement hub.

This report recommends that the draft Master Plan be placed on public exhibition for a further consultation period from 17 July 2024 to 16 August 2024 via Council's Share Strathbogie hub and promoted on Council's various communications platforms.

This feedback will then be collated and reviewed to inform the final Master Plan for presentation and consideration by Council at the December 2024 Council Meeting and insertion as an appendix into Council's Play and Open Space Strategy 2024-2034.

RECOMMENDATION

That Council:

- 1. Endorse the release of the draft Seven Creeks Master Plan for broad community consultation and feedback, commencing on Wednesday 17 July 2024 and closing on Friday 16 August 2024 at 5.00 pm; and***
- 2. Receive a further report at the December 2024 Council Meeting for the consideration of the final Seven Creeks Master Plan and insertion as an appendix into Council's Play and Open Space Strategy 2024-2034.***

PURPOSE AND BACKGROUND

The draft Seven Creeks Master Plan was a result of a successful Pitch My Project submission from Euroa Action Group. The submission requested that Council update the 2016 Seven Creeks Master Plan and for the plan to include a nature play space. The Seven Creeks Park area is of great significance to the Euroa community, visitors to the region and to the traditional owners of the land.

11.2.3 Draft Seven Creeks Master Plan (cont.)

The draft Seven Creeks Master Plan (*the Master Plan*) extends the work completed by community group; friends of the sevens, who first established a master plan and prioritisation of works in 2016.

Extensive community consultation was undertaken to inform the development of the draft Seven Creeks Master Plan. The purpose of the draft master plan is to set the direction for the future investment and management of the Seven Creeks area and will determine what is required to meet the demands of our communities as they grow and change over the next 10 years as well as servicing the high number of visitors to the park.

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 comprehensive master plan assists in guiding Council to address the diverse needs of our community by enhancing access and use of the Seven Creeks Park, promoting active lifestyles, and fostering social interaction while also preserving and enhancing the natural environment.

All improvement works identified in the draft Master Plan were developed with reference to the 2016 Seven Creeks Master Plan and Council's Play and Open Space Strategy 2024-34.

The draft Master Plan identifies the following key priority actions:

- Replace/upgrade of Twomey's bridge;
- Revegetation and vegetation management;
- Education and awareness;
- Interpretative signage;
- Trail enhancements;
- Installation of a nature play space; and
- Lighting.

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.

Broad community engagement has been undertaken in the development of the draft Master Plan. Community consultation has included discussion with Council's Community Panel, our Share Strathbogie Engagement Hub, a social media campaign, officer representation at local markets and direct engagement with Euroa Chamber of Business and Commerce and Friends of the Sevens group.

The next step is inviting further community feedback and comment on the draft Master Plan.

Submissions will be open from Wednesday 17 July 2024 and close on Friday 16 August 2024 and will be used to complement the Play and Open Space Strategy 2024-34.

11.2.3 Draft Seven Creeks Master Plan (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

The report is integrally linked with, and supports, other Council plans and strategies and aligns with the following policies and key strategic focus areas of the Council Plan, in particular:

- 2021-2025 Council Plan, specifically:
 - Strategic focus area 1: Engage. Create. Unite
 - Strategic focus area 2: Live. Access. Connect
 - Strategic focus area 3: Protect. Enhance. Adapt
 - Strategic focus area 4: Inclusive. Productive. Balanced
 - Strategic focus area 5: Strong. Healthy. Safe

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.

There are no regional, state, or national plans or policies relevant to this report.

RISK CONSIDERATIONS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Impact to Council’s reputation if master plan not delivered	Possible	Minimal	Low	Continued communication with key community stakeholders on progress, requirements and next steps
Poor strategic management of Seven Creeks Park without a master plan to guide decision making	Unlikely	Moderate	Low	Regular reporting of developments in the park and responsible chain of management on key decisions

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 draft Master Plan, however, under the *Local Government Act 2020*, Council must be accountable for how public funds are spent and governance arrangements around decision making.

11.2.3 Draft Seven Creeks Master Plan (cont.)

Conflict of Interest Declaration

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

Transparency

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

The subject of this report is to be considered in an open Council meeting which the public may attend. The draft Master Plan is to be published for final community feedback.

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

Council plays an important role in managing capital investments in play and open spaces across the municipality. The draft Master Plan along with Council's Play and Open Space Strategy will inform Council's development strategy for the Seven Creeks Park area supporting responsible fiscal management of public funds by effectively prioritising allocation of resources.

The Seven Creeks Park area between Templeton Street and Bury Street, Euroa, attracts visitors to Euroa given the premier location and facilities, the draft master plan will continue to inform on the development of the area to ensure the natural environment is maintained while also considering economic development opportunities.

Social

Open spaces provide social, health and wellbeing benefits for the whole community. Spaces that are well-designed will encourage community connections and provide opportunities to play and socialise.

Environmental

The draft Master Plan considers the environmental impact of developments in this space. Council will consider environmental risks, heat, flood, drought, climate change considerations and the need to create habitat corridors in future designs.

Where possible Council will preserve remnant vegetation and consider the selection of planting species to have appropriate environmental tolerance to ensure survival rates and provide positive impacts under climate change and extreme weather events.

Climate change

Open spaces help to cool our towns, build resilience to climate change, and create and maintain healthy biodiversity across our environment.

11.2.3 Draft Seven Creeks Master Plan (cont.)

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 Master Plan encourages a culture of continuous improvement and innovation. The draft Master Plan provides direction for development and supports Council's commitment to building strong, healthy communities.

HUMAN RIGHTS CONSIDERATIONS

This report does not limit any human rights under the Victorian *Charter of Human Rights and Responsibilities Act 2006* and encourages participation in civic life by our community.

CONCLUSION

The draft Seven Creeks Master Plan has been developed in consultation with the community to provide further guidance to Council on this significant and important open space managed by Council.

This report seeks Council endorsement to release the draft Master Plan for broad community consultation for the period from Wednesday 17 July 2024 to Friday 16 August 2024, with a further report to be presented to the December 2024 Council Meeting.

ATTACHMENTS

Attachment 1: Draft Seven Creeks Master Plan

11.3 **INFRASTRUCTURE**

11.3.1 **Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers**

Author: Trees Project Officer (Acting)

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

Council is seeking to appoint a panel of suppliers to assist Council with the provision of services to provide tree maintenance in the municipality.

Services sought under this tender are:

- a) Emergency works - Failed Tree, Limb, and Debris Clearing and Disposal;
- b) General Tree Works - Pruning, Tree, and Stump removal;
- c) Tree Root Maintenance - Pruning, Root Barriers;
- d) Tree Planting, Maintenance and Establishment - Supply and Plant Trees, Ongoing Watering and Care;
- e) Rural Road Canopy Clearing - Road Envelope Vegetation Maintenance;
- f) Pest and Disease Control; and the
- g) Electric Line Clearing - 6 monthly Program.

Council has undertaken a competitive tender process to ensure the procurement process for the Tree Maintenance Services - Panel of Suppliers Contract represents best value for the municipality and meets compliance requirements of the *Local Government Act 2020* and Strathbogie Shire Council's Procurement Policy.

Through public advertisement in local and national newspapers, Council invited tenders for the Tree Maintenance Services - Panel of Suppliers with the tender opening at 9am Friday 15 March 2024. At the close of the tender at 4pm Friday 12 April 2024, thirteen (13) tender submissions were received.

The thirteen (13) tender submissions were assessed for compliance including the contractual terms and conditions and the requirements of the response schedules. One tenderer was determined to not meet the minimum tenderer requirements, and two tenderers were not considered due to being located well out of our region.

After initial independent assessment and evaluation, the result of the officer evaluations is summarised in the tables within this report. This report looks to award this tender in line with this assessment to the preferred tenderers who will form the panel of suppliers.

RECOMMENDATION

That Council:

1. ***Note the outcome of the Request for Tender assessment process for Contract No.23/24-54 Tree Maintenance Services - Panel of Suppliers;***

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

RECOMMENDATION (cont.)

2. Award Contract No. 23/24-54 Tree Maintenance Services - Panel of Suppliers, Separable Parts for the period of three (3) years, to the following suppliers:

Contract a): Emergency works - Failed Tree, Limb, and Debris Clearing and Disposal services to:

Kenyons Tree Tactics Pty Ltd (Kilmore)

Total Tree and Stump Removal (Murchison)

Wright Out Tree and Stump Removal (Euroa)

IndeezTreez Industries Pty Ltd (Creightons Creek)

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

Arbor Dynamics Pty Ltd (Tatura)

Tree Solutions North East (Congupna)

Contract b): General Tree Works Pruning, Tree, and Stump Removal services to:

Kenyons Tree Tactics Pty Ltd (Kilmore)

Total Tree and Stump Removal (Murchison)

Wright Out Tree and Stump Removal (Euroa)

IndeezTreez Industries Pty Ltd (Creightons Creek)

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

Arbor Dynamics (Tatura)

Tree Solutions North East (Congupna)

Contract c): Tree Root Maintenance Pruning, Root Barriers

Wright Out Tree and Stump Removal (Euroa)

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

Arbor Dynamics (Tatura)

Contract d): Tree Planting, Maintenance and Establishment Supply and Plant Trees, Ongoing Watering and Care, Debris Clearing and Disposal services to:

Kenyons Tree Tactics Pty Ltd (Kilmore)

Total Tree and Stump Removal (Murchison)

Wright Out Tree and Stump Removal (Euroa)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

North East Tree Service (Benalla)

Arbor Dynamics (Tatura)

Tree Solutions North East (Congupna)

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

RECOMMENDATION (cont.)

Contract e): Rural Road Canopy Clearing Road Envelope Vegetation Maintenance

Kenyons Tree Tactics Pty Ltd (Kilmore)

Total Tree and Stump Removal (Murchison)

Wright Out Tree and Stump Removal (Euroa)

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

Tree Solutions North East (Congupna)

Contract f): Pest (Elm Leaf Beetle)

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

Contract g): Tree Pruning / Electric Line Clearing

North East Tree Service (Benalla)

The trustee for the G & W Reynolds Family Trust (T/A Arboressence) (Wangaratta)

3. ***Authorise Officers to advise the unsuccessful tenders;***
4. ***Authorise the Chief Executive Officer to award the Contracts by signing a letter of award; and***
5. ***Note that the contract term will commence on 15 August 2024 for 3 years, to 15 August 2027.***

PURPOSE AND BACKGROUND

This Tender replaces the Contract 17/18-49, Provision of Tree Service, with the final Contract extension options issued to be completed on 31 December 2024.

The panel of suppliers has worked well providing good value to the Council and residents. General feedback from the current suppliers is that Strathbogie Shire's policies and processes are of a high standard in the industry.

The purpose of this new tender is to provide the Council greater value and contingency by expanding the panel of suppliers and continuing to improve the canopy cover in our urban environments and maintain the safety of our rural roads.

REQUEST FOR QUOTATION PROCESS

Tenders were invited by advertising on "Tendersearch" via the Council website on Friday 15 March 2024. Council also advertised in Saturday's The Age newspaper (providing state-wide reach), Shepparton News, Euroa Gazette, and Benalla Ensign, in the week following release.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

All registered tree care/maintenance suppliers were invited to tender via eProcure.

By the close of tenders at 4.00 pm on Friday 12 April 2024, thirteen (13) tender submissions were received.

The thirteen (13) tender submissions were assessed for compliance including the contractual terms and conditions and the requirements of the response schedules. One tenderer was determined to not meet the minimum tenderer requirements, and two tenderers were not considered due to being located well out of our region.

Table 1 below lists the quoters that were received at the close of the Quotation period.

Table 1: Quotation Submissions Received

Quotation Submissions Received at the close of Quotation Period (In Alphabetical Order)
Advanced Tree Care
Arbor Dynamics Pty Ltd
Bradsworth Tree Services & Contracting
IndeezTrees Industries Pty Ltd (T/A Arborknack Holistic Tree Care)
Kenyons Tree Tactics Pty Ltd
Kialla Lawn and Garden
North East Tree Services Pty Ltd
Northern Tree Solutions
The G & W Reynolds Family Trust (T/A Arboressence Tree Service)
The Trustee for Royal Tree Services Trust
Total Tree and Stump Removal
Tree Solutions North East
Wright Out Tree and Stump Removal

Table 2 below lists the quotation offer at the close of the quotation period.

Table 2: Quotation Offers Received

Evaluated Tenderers Pricing Rate range received at Close Of Quotation Period in lowest to highest order
\$27.50-\$132 including GST
\$41.25-\$1,320 including GST
\$45-\$3,500 including GST
\$55-\$198 including GST
\$57.48 to \$213.81 including GST
\$60-\$6,000 including GST
\$60.50-\$162 including GST
\$66- \$458.13 including GST
\$126-\$256 including GST
\$450 - \$14,400 including GST

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

ASSESSMENT PROCESS

The following Strathbogie Shire Council Officers reviewed the submission:

1. Trees Project Officer (Acting)
2. Environment and Waste Co-ordinator
3. Operations Co-ordinator
4. Procurement and Tenders Officer (process facilitator, non-voting member).

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

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

- Tendered Price (40%)
This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer. In accordance with Council's Procurement Guidelines, a price weighting of 40% was applied.

A 40 % weighting was considered appropriate for this panel to determine if the Contractors had read and understood the requirements of them to perform the works safely and appropriately.

Every work package that is identified within the panel period is then procured in accordance with Council's Procurement system with every package assessed for value for money prior to that package being awarded.
- Project Methodology, Traffic Management Plan, Experience (15%)
As the work requires timely completion and the requirement for extensive public engagement, this criterium is considered important therefore allocated a weighting of 15%.
- Resources, Subcontractors, Capability, and Current Commitments (15%)
Tenderer to demonstrate they have the capacity and capability to deliver the project, and a 15% weighting was allocated to this criterium.
- Local Content (20%)
In accordance with Procurement Guidelines and being consistent with value for money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 20% was allocated to this tender.
- Sustainability 10%
In accordance with Procurement Guidelines and being consistent with overall value for money principles, a weighting of 10% is applied to this tender to promote purchasing practises that support the principles of sustainable procurement.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

- Business and Management Requirements - OHS, Insurance, Quality, Risk, Management, HR, QMS/ISO (0%)
Due to the importance for the tender to meet the specification, a weighting of pass/fail (0)% was allocated to this criterium.
- Tender Conformance, Offer of Alternative Tender, Request for Contract Changes/Exclusions (Pass/Fail) 0%
Due to the importance for the tender to meet the specification, a weighting of pass/fail (0)% was allocated to this criterium.

Table 3: Evaluation Criteria

Criteria	Weighting (%)
Price	40%
Project Methodology & Experience	15%
Resources, Subcontractors, Capability, and Current	15%
Regional Benefit	20%
Sustainability	10%
Business and Management Requirements	Pass/Fail (0%)
Conformance to Contract and Specification	Pass/Fail (0%)

The framework of the Evaluation Criteria determined that nine (9) tenderers are recommended as successful for inclusion in the panel of suppliers (See table 4).

The Evaluation Panel are satisfied that the nine (9) tenderers as detailed in Table 4 demonstrated the necessary skills, experience, and equipment to provide an overall best value outcome for Council in the management and maintenance of Council’s tree assets.

Table 4: Evaluation Results

Recommended as successful for inclusion in the panel of suppliers. (In Alphabetical Order)
Arbor Dynamics Pty Ltd
IndeezTrees Industries Pty Ltd (T/A Arborknack Holistic Tree Care)
Kenyons Tree Tactics Pty Ltd
North East Tree Services Pty Ltd
Northern Tree Solutions
The G & W Reynolds Family Trust (T/A Arboressence Tree Service)
Total Tree and Stump Removal
Tree Solutions North East
Wright Out Tree and Stump Removal

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 consultation was undertaken as part of the tender process.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

Strathbogie Shire Council's Tree Management Plan outlines the processes and governance around the management of trees in the Strathbogie Shire. Successful tenderers will need to ensure that they comply with the Tree Management Plan when providing tree maintenance services.

Council's Road Management Plan details the road envelope boundaries and the requirements for vegetation clearance within these boundaries. Suppliers will need to comply with these requirements when completing roadside tree works.

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 successful tenderers for the Electric Line Clearing contract category will need to ensure compliance with the Electricity Safety (Electric Line Clearance) Regulations 2020.

All tree works on the roadsides in the shire will need to be completed in accordance with the Road Management Act 2004 including all codes of practice under the Act.

RISK CONSIDERATIONS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Quality of tree maintenance work.	Possible	Minor	Low	Regular meetings with suppliers to provide feedback on works ensuring that pruning work is at or above Australian Standards
Insufficient resources during significant weather events	Possible	Moderate	High	Maintaining a good number of suppliers helps mitigate this risk
Suppliers no longer available / dropping off the panel	Unlikely	Minor	Low	Maintaining a good number of suppliers also helps mitigate this risk

LEGAL CONSIDERATIONS

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

There are no legal implications associated with this report.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

Conflict of Interest Declaration

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

Transparency

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

Decisions made by Council will be: -

- undertaken in accordance with the *Local Government Act 2020* and Council's Governance Rules.
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the *Local Government Act 2020*.

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 panel evaluation process considered the overall value that the tenderers were offering to ensure that Council can continue to remain financially viable, while mitigating the risks posed by trees in our urban and rural environments.

This Contract does not guarantee any volume of work to any of the Contractor's appointed to the panel.

All works are identified and appropriately packaged to provide true value for money and response times to match the intervention levels required by the Council's Native Vegetation Management Plan and Policies.

Each work package is then procured from members of the panel in accordance with Council's Procurement Policy to obtain the best value for money for each works package.

The creation of the panel eliminates the steps for publicly advertising for each works package, therefore significantly increasing the response times and reducing the administrative burden for delivering these works.

Each financial year based on the history of the physical effort from previous years a budget provision for the management of the Native vegetation across the municipality is prepared. The awarding of works under this panel by individual works packages as they are identified enables budget management to be performed progressively over that financial year to eliminate as much as practicable the possibility of the annual budgets being overspent.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

It also enables all works required for Disaster recovery to be managed and the required data collected and appropriately processes to enable these claims to be made to the government authorities for the reimbursement of these costs.

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.

Sustainable processes and procurement were given a 10% weighting in considering the tenderers for this panel.

Economic

This panel of suppliers will help support the economy of Strathbogie Shire by ensuring that critical infrastructure that may be disrupted or damaged during weather events is maintained and cleared.

Social

The health of Council's trees impacts all residents, by sequestering carbon and producing oxygen and by improving our general well-being. This panel of suppliers will contribute to the social benefits of the residents of Strathbogie.

Environmental

This panel of suppliers will help support Council's Urban Forest strategy set out in the Sustainable Strathbogie 2030: Strategy and Action Plan, by managing the existing trees to promote health and vigour and planting more trees in the years ahead.

Climate change

This panel of suppliers will also support Council to maximise opportunities to drive climate change responsiveness and low carbon impact land use. By increasing our canopy cover, we can help to reduce the Urban Heat-Island effect.

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 Arborists Victoria is a network of Council Arborists across many of the Local Government areas of Victoria. Through this network, references for some of the tenderers was sought and provided.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights considerations associated with this report.

11.3.1 Tender for Contract No. 23/24-54: Tree Maintenance Services Panel of Suppliers (cont.)

CONCLUSION

Council invited tenders for Contract No 23/24-54 *Tree Maintenance Services - Panel of Suppliers*. The submitted tenders were sought and evaluated strictly in accordance with Council's Procurement Policy and against the provided brief and specifications. This report looks to award this tender in line with this assessment to the preferred tenderers for the development of the 23/24-54 *Tree Maintenance Services - Panel of Suppliers*

ATTACHMENTS

Nil

APPENDICES

Appendix 1: Tender Evaluation for Contract No. 23/24-54: Tree Maintenance Services - Panel of Suppliers (CONFIDENTIAL)

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor

Author: Manager Asset Planning and Procurement and Tenders Officer

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

Council has undertaken a Request for Tender (RFT) process from supplier members of the Municipal Association of Victoria's (MAV) Heavy Plant Machinery Equipment (NPN2.15-2) and Light Plant & Equipment Purchasing Contract (LP20091) for the provision of a 128 HP Tractor. This procurement option was utilised as it allows for the targeted and efficient quotes process from industry specialist suppliers, providing group buying pricing and is permitted by Strathbogie Shire Council's Procurement Policy (last update November 2023) clause 20, Exemptions, Collaborative Engagement. It allows for Council to continue to meet its obligation to obtain Best Value, and compliance requirements of the *Local Government Act 2020*.

Through advertising in MAV's e-portal Vendor panel, Council invited quotes for one (1) 128 HP Tractor with the RFT opening on 3 May 2024. At the close of the RFT process on 17 May 2024, Council received three (3) quotations.

A comprehensive evaluation of all submissions was conducted by the evaluation panel, and a summary of the evaluation results is provided in this report. It is recommended that Council award the tender to Kubota Pty Ltd through their agent Bertoli Farm Machinery Shepparton, for a total amount of \$163,350.00 (including GST).

RECOMMENDATION

That Council:

- 1. Note the outcome of the tender assessment process for Contract No. 23/24-65: Provision of 128 HP Tractor;***
- 2. Award the tender for Contract No. 23/24-65: Provision of 128 HP Tractor utilising the MAV Heavy Plant Machinery Equipment (NPN2.155-2) and Light Plant & Equipment Purchasing Contract (LP20091) to Kubota Pty Ltd through their agent Bertoli Farm Machinery of Shepparton, for a total amount of \$163,350.00 (including GST);***
- 3. Authorise Officers to advise the unsuccessful tenderers;***
- 4. Authorise the Chief Executive Officer to award the Contract by signing a letter of award and approving a purchase order for the above amount; and***
- 5. Note that the tractor will be delivered 12 weeks following contract award.***

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor (cont.)

PURPOSE AND BACKGROUND

This report seeks Council endorsement to note the process and assessment for Contract No. 23/24-65: Provision of 128 HP Tractor utilising the MAV Heavy Plant Machinery Equipment (NPN2.15-2) and Light Plant & Equipment Purchasing Contract (LP20091) for the provision of a 128 HP Tractor and award the contract as recommended in this report.

Council has undertaken a Request for Tender (RFT) process from supplier members of the Municipal Association of Victoria’s (MAV) Heavy Plant Machinery Equipment (NPN2.15-2) and Light Plant & Equipment Purchasing Contract (LP20091) for the provision of a 128 HP Tractor. This procurement option was utilised as it allows for the targeted and efficient quotes process from industry specialist suppliers, providing group buying pricing and is permitted by Strathbogie Shire Council’s Procurement Policy (last update November 2023) clause 20, Exemptions, Collaborative Engagement. It allows for Council to continue to meet its obligation to obtain best value, and compliance requirements of the *Local Government Act 2020*.

REQUEST FOR QUOTATION PROCESS

Suppliers were invited by advertising on the MAV’s e-portal Vendor panel on 3 May 2024. By close of the RFT process on 17 May 2024 three (3) quotation submissions had been received.

A comprehensive assessment of all tender submissions was conducted by the evaluation panel against the provided brief and specifications. All tenders were deemed conforming.

Table 1: Tender Submissions Received

Tender Submission received at the close of Tender Period
Kubota Pty Ltd -via agent Bertoli Farm Machinery Shepparton
CASE IH via agent O’Connors Shepparton
New Holland via agent Rural Group Shepparton

Assessment Process

The following Strathbogie Shire Officers reviewed the submissions:

1. Technical Officer Operations
2. Operations Co-ordinator
3. Works Supervisor
4. Procurement and Tenders Officer (process facilitator, non-voting member).

The principle that underpins the awarding of all Council contracts is that a contract is awarded based on providing the overall Best Value, offering the most benefit to the community and the greatest advantage to Council.

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor (cont.)

The tenders were assessed and evaluated against the following criteria and weightings and as detailed in Table 2:

- Tendered Price (70%)
This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer.

All submissions were given a weighted score for their submitted price based on a comparative assessment of pricing for all tenders. The comparative assessment awards the highest evaluation score (70%) to the lowest priced tender submission. The subsequent tender submissions received reduced evaluation scores based on the percentage difference between them and the lowest priced tender.
- Capacity to Deliver (10%)
Opportunity for tenderers to advise the ability to meet the required delivery requirements.
- Capability, Experience, Methodology, Timeline (10%)
As the Work requires timely completion and elimination/mitigation of work-related risks, this criterium is considered important therefore allocated a weighting of 10%.
- Local Content (10%)
In accordance with Procurement Guidelines and being consistent with value for money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

Table 2: Evaluation Criteria

Criteria	Weighting (%)
Price	70%
Capacity to deliver	10%
Capability, Methodology and Experience	10%
Regional Benefit	10%
TOTAL	100%

The Evaluation Panel was satisfied that the conforming quoter, Kubota Australia Pty Ltd supplied via Bertoli Farm Machinery Shepparton Victoria submitted a tender that demonstrated a capable supplier with the capacity to deliver the tractor that best meet the required technical specifications within the requested timeframe and budget.

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.

The matter under consideration does not require community consultation as it is of an operational nature.

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

This procurement is consistent with the following Council Policies, key strategic documents :-

- Strathbogie Shire Council Procurement Policy
- Strathbogie Shire Asset management Policy
- Strathbogie Shire Council’s Approved Plant and Fleet Capital Replacement Plan
- Strathbogie Shire Road Management Plan

Regional, State and National Plans and Policies

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

Request for Tender (RFT) process utilised the MAV Heavy Plant Machinery Equipment (NPN2.15-2) and Light Plant & Equipment Purchasing Contract (LP20091). This procurement option allows for the targeted and efficient quotes process from industry specialist suppliers, providing group buying pricing and is in accordance with the Strathbogie Shire Council’s Procurement Policy.

RISK CONSIDERATIONS

This following risks were identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Plant and equipment not maintained and breaks down resulting in assets out of intervention standards	Unlikely	Minimal	Low	Maintain plant and equipment in accordance with manufacturers recommendations; and Replace plant and equipment in a timely fashion to decrease likelihood of breakdowns
Replacement of plant and equipment costs higher than expected	Possible	Medium	Moderate	Plant and Equipment replaced frequently to maximise resale value of trade in

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 recommendation has no legal or statutory implications which require the consideration of Council.

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor (cont.)

Conflict of Interest Declaration

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

Transparency

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

Decisions made by Council will be: -

- undertaken in accordance with the *Local Government Act 2020* and Council's Governance Rules.
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the *Local Government Act 2020*.

FINANCIAL VIABILITY CONSIDERATIONS

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

The tender from Kubota Pty Ltd through their agent, Bertoli Farm Machinery of Shepparton, is for a total amount of \$163,350.00 (including GST).

The need for this tractor was identified prior to the last fire season where slashing of the road reserves is required to be performed prior to the declared fire season across the municipality.

At that time no slashing contractors were available to assist in the slashing activities as they were all committed to other municipalities, with previously used contractors retiring from their businesses. Subsequently the slashing was performed using the single tractor we have for this purpose, which resulted in the slashing being performed during the fire season, rather than prior to it commencing.

Slashing during the fire season requires the slasher to be escorted by a water tanker to provide fire suppression capability in case the slashing starts a fire. This substantially increases the cost of this operation, and inefficiently allocates additional resources to perform this required activity.

An assessment of funding available for the replacement of Heavy Plant items identified to be replaced in the 2023-24 Financial Year was made to review the priorities for these replacements, the existing plant items condition and the operations priorities related to the items of plant.

11.3.2 Tender for Contract No. 23/24-65: Provision of 128 HP Tractor (cont.)

Subsequently, it was decided that the operational priority for the purchase of the 128 HP Tractor to substantially decrease the cost of the municipality's roadside slashing activities was greater than the purchase to replace the Prime Mover in the fleet. The allocation of \$308,000.00 in the 2023-24 Capital Replacement plan to replace the Prime Mover is proposed be carried forward to the 2024-25 financial year for purchasing subject to a procurement process.

SUSTAINABILITY CONSIDERATIONS

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

This is an essential piece of equipment required to enable the carrying out of Council's essential services including slashing of roadsides and drain cleaning.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Council invited tenders for Contract No. 23/24-65: Provision of 128 HP Tractor using the Municipal Association of Victoria (MAV) contracts Heavy Plant Machinery Equipment (Contract NPN2.15-2) and Light Plant & Equipment – Supply of Tractors (Contract LP20091). The submitted tenders were evaluated strictly in accordance with Council's Procurement Policy and against the provided brief and specifications.

It is proposed that Council endorses the recommended contract award for Contract No. 23/24-65: Provision of 128 HP Tractor to Kubota Pty Ltd via it's agent Bertoli Farm Machinery Shepparton for a total amount of \$163,350.00 (inclusive of GST).

ATTACHMENTS

Nil

APPENDICES

Appendix 2: Tender Evaluation for Contract No. 23/24-65: Provision of 128 HP Tractor (CONFIDENTIAL)

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms

Author: Manager Asset Planning; Procurement and Tenders Officer

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

The proposed purchase of two road brooms, one to be based in Euroa and the other in Nagambie are essential pieces of equipment that will assist in the safety of completed road projects and our broader road network.

Request for Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms, was advertised from 21 May 2024 to 05 June 2024 using the Municipal Association of Victoria (MAV) e-portal Vendor panel, inviting preferred suppliers of Heavy Plant Machinery Equipment (NPN2.15-2) Contract. Council received one (1) quotation by the closing date. A comprehensive evaluation of the submission was conducted by the evaluation panel, and a summary of the evaluation results is provided in this report.

It is recommended that Council award the tender to Earthmoving Equipment Australia Pty Ltd for a total amount of \$220,000.00 (including GST), utilising MAV Contract Heavy Plant Machinery Equipment (NPN2.15-2) Contract.

The budget for the purchase has been secured by the rescheduling of the replacement of the smaller shoulder grader from the 2023-24 financial year to the 2024-25 financial year. This was possible as its current condition is considered appropriate for its replacement to be delayed by the 6 months that will be required to arrange for the procurement and purchase in the 2024-25 financial year. As such, there has been no change the current service level provided as the smaller shoulder grader is still in operation.

RECOMMENDATION

That Council:

- 1. Note the outcome of the tender assessment process for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms;***
- 2. Award the tender for Contract No 23/24-66: Provision of x2 Towable Power Road Brooms to Earthmoving Equipment Australia Pty Ltd based in Laverton North, Victoria for a total amount of \$220,000.00 (including GST);***
- 3. Authorise the Chief Executive Officer to award the Contract by signing a letter of award and approving a purchase order for the above amount; and***
- 4. Note that the Power Road Brooms will be delivered 2-4 weeks after the contract is awarded.***

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (cont.)

PURPOSE AND BACKGROUND

This report seeks Council endorsement to note the process and assessment for Contract No.23/24-66: Supply of x2 Towable Power Road Brooms utilising Municipal Association of Victoria (MAV) Heavy Plant Machinery Equipment Contract (NPN2.15-2) and award the contract as recommended in this report.

Council has undertaken a Request for Tender process inviting preferred suppliers of the MAV's Heavy Plant Machinery Equipment Contract (NPN2.15-2) for two (2) Towable Power Road Brooms.

This procurement option was utilised as it allows for the targeted and efficient quotes process from industry specialist suppliers, providing group buying pricing and is permitted by Strathbogie Shire Council's Procurement Policy (last update November 2023) clause 20, Exemptions, Collaborative Engagement.

REQUEST FOR QUOTATION PROCESS

Council invited all 24 suppliers on the MAV's Heavy Plant Machinery Equipment Contract (NPN2.15-2) by advertising on the MAV's e-portal Vendor panel on Tuesday 21 May 2024. By close of the Request for Tender process on Wednesday 5 June 2024, one (1) submission had been received.

The tender process commenced on Tuesday the 21 May 2024. By the close of tenders at 4.00 p.m. on 5 June 2024, Council received one (1) quotation by the closing date.

The tender submission was assessed for compliance with the provided brief and specifications, and all were deemed conforming.

The following Strathbogie Shire Council Officers reviewed the submission:

1. Technical Officer Operations;
2. Operations Co-ordinator;
3. Works Supervisor; and
4. Procurement and Tenders Officer (process facilitator, non-voting member).

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

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

- Tendered Price (70%)
This criterion measures the price only – either lump sum or unit rates – submitted by the tenderer.

Officers placed a 70% weighting on the tender price due to pricing being considered most important as quantitative criteria to ensure the purchase is affordable but can still deliver the functions required.

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (cont.)

All submissions were given a weighted score for their submitted price based on a comparative assessment of pricing for all tenders. The comparative assessment awards the highest evaluation score (70%) to the lowest priced tender submission. The subsequent tender submissions received reduced evaluation scores based on the percentage difference between them and the lowest priced tender.

- Capacity to Deliver (10%)
Opportunity for tenderers to advise the ability to meet the required delivery requirements.
- Capability, Experience, Personnel CVs, Methodology, Timeline (10%)
As the Work requires timely completion and elimination/mitigation of work-related risks, this criterium is considered important therefore allocated a weighting of 10%.
- Local Content (10%)
In accordance with Procurement Guidelines and being consistent with value for money principles, where different products are of comparable price, quality and equivalent value can be sourced either locally or regionally; preference will be given to local suppliers. A weighting of 10% was allocated to this tender.

TABLE 2: Evaluation Criteria

Criteria	Weighting (%)
Price	70%
Capacity to deliver	10%
Capability, Methodology and Experience	10%
Regional Benefit	10%
TOTAL	100%

As a single tender submission was received, and there were minimal discrepancies in Tender Evaluation Panel members' scoring, no moderation meeting was required.

Prior to advertising the tender for the procurement of the Power Brooms, Officers contacted suppliers within the market for indicative pricing and the specifications of the differing Power Brooms available for the purpose proposed.

The Evaluation Panel were satisfied that Earthmoving Equipment Australia Pty Ltd submitted a tender which demonstrated they were best able to meet Council's Road Power Broom specifications, delivery requirements and was within the initial pricing received prior to the procurement process and budget, and therefore demonstrates overall best value outcome for Council.

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (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.

This is an operational matter and as such, community consultation and engagement is not required.

POLICY CONSIDERATIONS

Council Plans and Policies

This procurement is consistent with the following Council Policies, key strategic documents:-

- Strathbogie Shire Council Procurement Policy;
- Strathbogie Shire Asset Management Policy;
- Strathbogie Shire Council’s Approved Plant and Fleet Capital Replacement Plan; and
- Strathbogie Shire Road Management Plan.

Regional, State and National Plans and Policies

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

The Request for Tender process utilised the MAV Heavy Plant Machinery Equipment Contract (NPN2.15-2). This procurement option allows for the targeted and efficient tender process from industry specialist suppliers, providing group buying pricing and is in accordance with the Strathbogie Shire Council’s Procurement Policy.

RISK CONSIDERATIONS

The following risks were identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Plant and equipment not maintained and breaks down resulting in assets out of intervention standards	Unlikely	Minimal	Low	Maintain plant and equipment in accordance with manufacturers recommendations; and Replace plant and equipment in a timely fashion to decrease likelihood of breakdowns
Replacement of plant and equipment costs higher than expected	Possible	Medium	Moderate	Plant and Equipment replaced frequently to maximise resale value of trade in

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (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 recommendation has no legal or statutory implications which require the consideration of Council. Procurement was undertaken in accordance with the Strathbogie Shire Procurement Policy.

Conflict of Interest Declaration

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

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 that all steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the *Local Government Act 2020* and Council's Governance Rules.
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the *Local Government Act 2020*.

FINANCIAL VIABILITY CONSIDERATIONS

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

The tender from Earthmoving Equipment Australia Pty Ltd is for a total amount of \$220,000.00 (including GST).

The proposed purchase of two road brooms, one to be based in Euroa and the other in Nagambie, are essential pieces of equipment that will assist in the safety of completed road projects and our broader road network.

The Municipality engages Contractors using truck style street sweepers to sweep the residential streets on a regular basis using Contract 2012-47, Road Maintenance Contract Panel of Suppliers. The Road Maintenance Contract Panel of Suppliers 2021-47 expires in the next few months. The replacement contract, 2024-79 Road Maintenance Contract Panel of Suppliers, is currently out to tender with the expectation that the outcome of this procurement will be presented to a future Council meeting.

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (cont.)

The sweeping of the rural road intersections utilising this type of equipment is considered cost prohibitive. Subsequently, the purchase of Towable Power Road Brooms will enable the rural road intersections to be swept of the loose stones regularly at a relative low cost, substantially improving the safety of the intersections for road users.

An assessment of the Capital Budget funding available for the replacement of the Heavy Plant items identified to be replaced in the 2023-24 Financial Year (carry forward provision) was made to review the priorities for these replacements. The existing plant items condition and the operations priorities related to the items of plant.

Subsequently, it was determined that the operational priority for the purchase of the Towable Power Road Brooms was greater than the purchase of a replacement for the currently owned small shoulder grader to be replaced in the 2024-25 financial year.

The budget for the purchase has been secured by the rescheduling of the replacement of the smaller shoulder grader from the 2023-24 financial year to the 2024-25 financial year. This was possible as its current condition is considered appropriate for its replacement to be delayed by the 6 months that will be required to arrange for the procurement and purchase in the 2024-25 financial year. As such, there has been no change the current service level provided as the smaller shoulder grader is still in operation, consistent with the Council Report presented at the July 2021 council meeting. In this meeting the minimum fleet of three full size graders and the shoulder grader were to be maintained to ensure the level of service for the maintenance of the road network was maintained.

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 and Social

The proposed purchase of two (2) road brooms, one to be based in Euroa and the other in Nagambie are essential pieces of equipment that will assist in the safety of completed road projects and our broader road network.

Environmental and Climate Change

These machines are able to be towed by standard utility vehicles and as such do not rely on large tractors to tow and power them. As the fleet moves toward zero emission vehicles the vehicle towing these machines will have a much lessor impact on Climate Change.

HUMAN RIGHTS CONSIDERATIONS

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

11.3.3 Tender for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (cont.)

CONCLUSION

Council invited tenders for Contract No. 23/24-66: Provision of x2 Towable Power Road Brooms utilising the Municipal Association of Victoria (MAV) Heavy Plant Machinery Equipment Contract (NPN2.15-2). The submitted tender was evaluated strictly in accordance with Council's Procurement Policy and against the provided brief and specifications.

It is proposed that Council endorses the recommendation to award for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms, to Earthmoving Equipment Australia Pty Ltd for a total amount of \$220,000.00 (inclusive of GST).

ATTACHMENTS

Nil.

APPENDICES

Appendix 3: Tender Evaluation for Contract No. 23/24-66: Supply of x2 Towable Power Road Brooms (CONFIDENTIAL)

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal

Author: Acting Environment and Waste Coordinator

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

In collaboration with Mansfield Shire Council, Strathbogie Shire Council has undertaken a tender for Contract No. 25/26-02 – Landfill Disposal. Strathbogie Shire Council took the lead role in this procurement.

This is following on from the Hume Regional Collaborative tender that was undertaken in late 2022. The outcomes of this process were reported to Council at its meeting in February 2023 where Council resolved to award all tenders, except CN 25/26-02 Landfill Disposal. As part of this recommendation, Officers recommended that staff commence a new tender process and report back on this process by 1 December 2023. A further update on the tender process for landfill disposal was presented to the September 2023 Council meeting.

Council staff, in collaboration with Mansfield Shire Council, undertook an extended tender process to ensure value for money for Council. Following the assessment and evaluation from officers at both Councils, it is recommended that Council award CN 25/26-02 to Greater Shepparton City Council for a 7.5 year period, with an extension at Council's discretion of an additional 7.5 year period.

RECOMMENDATION

That Council:

- 1. *Note the outcome of the collaborative Request for Tender assessment process for Contract No. 25/26-02 – Landfill Disposal;***
- 2. *Award the Contract No. 25/26-02 – Landfill Disposal to Greater Shepparton City Council for seven years and six months commencing 01 July 2025 with an option of a further seven years and six months at Council's discretion;***
- 3. *Authorise Officers to advise unsuccessful tenderers; and***
- 4. *Authorises the Chief Executive Officer to finalise negotiations on the contract terms and execute the Contract by signing and affixing with the Common Seal of Strathbogie Shire Council.***

PURPOSE AND BACKGROUND

In 2014, the Councils of Strathbogie, Benalla, Murrindindi, Mansfield and Mitchell Shire came together to collaboratively procure kerbside and transfer station collection, disposal, and recycling services. This resulted in a much smoother and easier tender process and significant savings for all Councils involved. The ability to work together to deliver Councils largest contracts meant that the participating Councils were able to bring in external expertise to help manage the process. Those contracts expired in 2024 and it was recommended that Council extend these contracts for the additional one year.

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal (cont.)

In 2022, Councils in the North East and Goulburn Valley came together again to undertake another collaborative tender process for waste services. From this process, Council awarded tenders at its February 2023 Council Meeting for Kerbside Collection, Commingled Recycling, Glass and FOGO processing, but did not award a tender for Landfill.

The purpose of this report describes the subsequent Landfill Disposal tender process and provides a recommendation for awarding the Landfill Disposal contract.

Tender Process

The public tender was released on <https://www.eprocure.com.au/strathbogie/> website on Friday 13th October 2023. The tender was advertised in Saturday's The Age newspaper (statewide coverage) and local newspapers following release. By the close of tender at 4.00pm on Friday 15th December 2023, only one (1) tender submission had been received from Benalla Rural City Council.

The Tender Evaluation Panel felt a single tender submission did not allow them to fully assess overall best value. As Council had previously gone to public tender, a new process via email invitation was considered the best course of action. Three (3) Local Government suppliers were invited.

As all invitees are Local Government entities which are required to meet regulatory requirements as landfill suppliers, Council reduced the evaluation criteria, and asked for best and final quotes and EPA licence only. After this process had closed on 8 May, two (2) submissions were received.

The two (2) tender submissions were assessed for their compliance including the contractual terms, conditions, and the requirements of the response schedules. Both tender submissions were deemed conforming.

Panel Assessment Process

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

The Tender Evaluation Panel members were made up of the following Strathbogie Shire Council and Mansfield Shire Council officers as follows:

1. Waste Management Officer – Strathbogie Shire Council
2. Environment & Waste Coordinator – Strathbogie Shire Council
3. Contract Coordinator Waste & Environment – Mansfield Shire Council
4. General Manager Infrastructure & Planning – Mansfield Shire Council
5. Procurement & Tender Officer – Strathbogie Shire Council (moderator)
6. Procurement Strategy Manager – Recycling Victoria (non-voting member)

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

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal (cont.)

The tenders were assessed and evaluated against the pricing per tonne and appropriate current EPA licence. Council also consulted with Procurement Strategy Manager from Recycling Victoria for a full review of both submissions.

At the conclusion of this process, the Tender Evaluation agreed that the recommendation that Contract No. 25/26-02 – Landfill Disposal for Strathbogie Shire be awarded to Greater Shepparton City Council, Cosgrove Landfill.

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.

North East and Goulburn Valley Waste and Resource Recovery Groups (NE&GVWRRG) jointly sponsored and facilitated a collaborative tender process to procure kerbside collections, waste disposal and processing services for kerbside waste streams for Local Government Councils and Alpine Resort Management Boards.

At its February 2023 meeting, Council endorsed all tenders except for the landfill processing tender, due to the distances of the submitted tenderers. Staff began working with an adjoining Council to facilitate a joint tender process, the result of which is recommended in this report.

It is to be noted that, through the Greater Shepparton City Council tender, there is a departure from the Community Education Provision – their submission excludes the \$15,000 per annum *Waste Education Contribution*. Greater Shepparton City Council advised that the Education Provision would make the gate fee untenable over the term of the contract. With the recent appointment of a Waste Education Officer, Council will undertake community education through social media, online and in-person training session, and other educational opportunities as required. Regardless of whether waste education is included or not, the tender remains competitive and represents best value for Council.

COMMUNITY ENGAGEMENT

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

Council officers have undertaken significant community engagement with the community and the Four Bin Kerbside Service was one of the most engaged projects on Share Strathbogie. In 2025, when preparing to roll out the new services, staff will undertake further engagement to inform our community of the changes.

POLICY CONSIDERATIONS

Council Plans and Policies

The key strategic focus area that links in with the delivery of waste management services is:-

Strategic Focus Area 3: Protect. Enhance. Adapt.

- Action 3.6 Complete community engagement around the State Government's new 4 waste bin system to determine the structure of the service for tender purposes.

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal (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 tender considered the significant policy, regulatory and industry change within the waste and resource recovery sector.

Key regulatory and current state changes that will be considered include:

China National Sword

- Widespread disruption to the recycling industry in 2018 due to a ban on the export of waste to China
- SKM Recycling insolvency and Cleanaway entry to the market

Government Intervention

- Guidance Notes and Model Contract Clauses (Model Clauses) for local governments 2018
- National Waste Policy at Federal level
- Greater regulatory scrutiny at State level

Environment Protection Act 2017 (Vic)

- General environmental duty, specific duties and permissions regime

Circular Economy Act 2021 (Vic)

- Greater consistency and transparency in service delivery
- Greater State government oversight (Recycling Victoria)

RISK CONSIDERATIONS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Contractor becomes insolvent and cannot operate	Possible	Moderate	Medium	Alternative suppliers can be contacted to continue service until a further procurement process can occur.
Unexpected changes to submitted pricing	Unlikely	Moderate	Low	Contracts to be water-tight and clearly define the fee structure.
The Shire exceeds its allocation of tonnage allotted by the contractor.	Unlikely	Moderate	Low	Once allocation has been exceeded, there is an increase of the gate fee. The allocation is very generous and is unlikely to be exceeded.

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.

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal (cont.)

Conflict of Interest Declaration

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

Transparency

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

All steps have been taken in line with Council's Procurement Policy which ensures transparency in the process.

Decisions made by Council will be: -

- undertaken in accordance with the *Local Government Act 2020* and Council's Governance Rules; and
- will be conducted in an open and transparent forum with information available via Council reports.

Council meetings will be open to the community or can be viewed on the livestream (and available as a recording) unless closed for reasons permitted by s.66(2) of the *Local Government Act 2020*.

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.

Strathbogie Shire Council's long term financial plan includes projections/assumptions regarding the cost of kerbside waste services and this contract will be captured as part of our normal budgeting processes.

Should this recommendation be supported, the contract's prices will be subject to the existing rise and fall provisions within the contract, which forms part of existing budgets and long-term financial plan projections.

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 ability to collaboratively procure waste services across the region means that Council is able to source the best value for money service for our residents.

Social

Waste is considered a key service that Council delivers for its residents. Disposal of landfill is a very important part of the waste services Council offers. This recommendation ensures that our residents continue to have access to high quality, best practice waste management services.

11.3.4 Tender for Contract No. 25/26-02: Landfill Disposal (cont.)

Environmental

This tender had, as one of its core tenants, mitigations to reduce the environmental impacts of waste management services. Reduction of carbon emissions, encouraging the development of the circular economy and investment in sustainable infrastructure all rate highly and were part of the tender and evaluation process. Encouragement and education to reduce reliance on landfill disposal continues.

Climate change

The impacts of climate change were investigated, but the strategic objectives of this tender were to minimise greenhouse gas emissions and environmental outcomes.

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.

For this Landfill Processing tender, staff have collaborated with Mansfield Shire Council officers.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Council invited tenders for Contract No. 26/26-02 – Landfill Disposal Tender as part of a collaborative tender process with Mansfield Shire Council.

The submitted tenders were sought and evaluated strictly in accordance with the Council's Procurement Policy and against the provided brief and specifications. It is proposed that Council endorses the recommended contract and award to Greater Shepparton City Council for landfill disposal at their Cosgrove Landfill Facility.

ATTACHMENTS

Nil

APPENDICES

Appendix 4: Tender Evaluation for Contract No. 25/26-02: Landfill Disposal (CONFIDENTIAL)

11.3.5 Contracts, Works, Variations and Grants Awarded Under Delegation - 1 to 30 June 2024

Author: Procurement and Tenders Officer

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of the status of request for the publicly advertised tenders, invitations for written quotations and quotations provided using collaborative and/or third-party contracts which have been awarded under delegation for the period 1 June 2024 to 30 June 2024. This report specifically relates to works that formed part of Council's 2023-24 adopted Budget.

This report also details any grants awarded as per Council's adopted Community Funding Model, or variations approved under delegation. Council adopted a Community Funding Model at the June 2023 Council Meeting authorising the Chief Executive Officer to award Quick Response Grants.

RECOMMENDATION

That Council note:

- 1. The contracts awarded under delegated authority by the Chief Executive Officer;***
- 2. The contract awarded under delegated authority by a Director;***
- 3. That no low value Contract Variations of up to 15% of original Contract value, but less than \$15,000 (inclusive of GST), were awarded under delegation by the Chief Executive Officer in June 2024; and***
- 4. There were no quick response grant applications received during the reporting period.***

PURPOSE AND BACKGROUND

In line with Council's approach to transparency and good governance, the Contracts, Works and Grants Awarded Under Delegation report will be tabled for information purposes at each Council Meeting. The report details any contracts, works or grants that have been awarded under delegated authority by the Chief Executive Officer, a Director, or a Manager within their approved financial threshold.

This report specifically relates to works and/or services that formed part of Council's adopted 2023/24 budget.

11.3.4 Contracts, Works, Variations and Grants Awarded Under Delegation
 - 1 to 30 June 2024 (cont.)

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 \$170,000 for Goods and Services and \$220,000 for Works
- A Director – award a contract up to the value of \$100,000 for Goods, Services and Works
- A Manager – varies in value depending on the functionality contained within the portfolio, awarding of contracts up to the value of between \$10,000 to \$50,000 for Goods and Services and Works

Council adopted a Community Funding Model at the 18 June 2023 Council Meeting authorising the Chief Executive Officer to award Quick Response Grants via this report. There were no Quick Response Grants received in this period.

Contracts Awarded Under Delegated Authority by Chief Executive Officer

Contract No.	CN 23/24-81
Contract Name	CN 23/24-81 – MAGIQ Software Subscription Subscription – (System Renewal – Open Office Community Suite, Town Planning, Building, Health Manager) Existing software systems with no resellers available for price comparison. Replacement systems have been identified through tender processes, however will not be implemented prior to current renewal period.
Contract Details	Annual IT subscription renewal This is an exemption to obtaining marketplace quotes under of the 2023 Strathbogie Shire Procurement Policy, Item 20 Exemptions: “Information technology, software renewals” Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software, who holds the intellectual property rights to the software.”
Value Including GST	\$70,854.06 including GST
Supplier	MAGIQ Software
Scheduled Commencement	30 June 2024
Scheduled Completion Date	30 June 2025

11.3.4 Contracts, Works, Variations and Grants Awarded Under Delegation
- 1 to 30 June 2024 (cont.)

Contract No.	CN 23/24-82
Contract Name	<i>CN 23/24-82 – Layton ServiceDesk Subscription</i> Existing software systems with no resellers available for price comparison. Replacement systems have been identified through tender processes, however, will not be implemented prior to current renewal period.
Contract Details	Annual IT subscription renewal This is an exemption to obtaining marketplace quotes under of the 2023 Strathbogie Shire Procurement Policy, Item 20 Exemptions: “Information technology, software renewals” Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software, who holds the intellectual property rights to the software.”
Value Including GST	\$1,265.00 including GST
Supplier	Layton Technology
Scheduled Commencement	30 June 2024
Scheduled Completion Date	30 June 2025

Contracts Awarded Under Delegated Authority by Director

Contract No.	CN 23/24-77
Contract Name	<i>Awarded May 2024 - Respect at Work - Prevention of Sexual Harassment Training</i> (originally reported at June Council meeting)
Contract Details	Lump Sum Contract – compulsory training for staff
Value Including GST	Correction - \$29,494.80 including GST (\$26,813 reported in June was excluding GST)
Supplier	En Masse Pty Ltd
Scheduled Commencement	26 June 2024
Scheduled Completion Date	28 June 2024

Contracts Awarded Under Delegated Authority Manager/s
Nil.

11.3.4 Contracts, Works, Variations and Grants Awarded Under Delegation
- 1 to 30 June 2024 (cont.)

Contract Variations of up to 15% of original Contract value, but less than \$15,000 including GST, awarded under delegation by Chief Executive Officer
 Nil.

Quick Response Grants Awarded Under Delegated Authority by Chief Executive Officer
 Nil.

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 works projects and grants issued under delegation.

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, works and grants awarded under delegation are projects that have formed part of Council’s adopted 2023-24 budget and were within the budget allocation.

RISK CONSIDERATIONS

The following risks has been identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Lack of transparency with community	Unlikely	Moderate	Medium	Regular reporting to Council and the community on contracts and grants awarded under delegation

11.3.4 Contracts, Works, Variations and Grants Awarded Under Delegation
- 1 to 30 June 2024 (cont.)

Without projects being awarded under delegation, delays to progressing approved and budgeted projects and not meeting annual Council plan targets are possible.	Possible	Moderate	Medium	Delegations in place and regular reporting to Council and the community on contracts and grants awarded under delegation
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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 infrastructure that encourages health and wellbeing activities and amenity improvements.

Environmental

The author of this report considers that the recommendation has no significant implications on Climate Change and on the general environment.

Climate Change

The author of this report considers that the recommendation has no significant implications on Climate Change and on the general environment.

HUMAN RIGHTS CONSIDERATIONS

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 tenders, invitations for written quotations and quotations provided using collaborative and/or third-party contracts which have been awarded by the Chief Executive Officer, Directors and Managers under delegated authority of the Council during the period 1 to 30 June 2024.

11.3.4 Contracts, Works, Variations and Grants Awarded Under Delegation
- 1 to 30 June 2024 (cont.)

This report advises Council of any grants awarded under CEO delegation as per Council's adopted Community Funding Model. There were no grant applications received during the reporting period.

This report also advises of any contract variations of up to 15% of original Contract value, but less than \$15,000 including GST. There were no variations to Contracts that met this requirement during the reporting period.

ATTACHMENTS

Nil.

11.4 CORPORATE

11.4.1 Strathbogie Shire Council Audit and Risk Committee – Confirmed Minutes of the Ordinary Meeting held on 31 May 2024

Author: Coordinator Governance and Records Management

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

This report presents the confirmed minutes of the ordinary meeting of the Strathbogie Shire Council Audit and Risk Committee meeting held on 31 May 2024, endorsed by the Audit and Risk Committee at its meeting held on 21 June 2024.

The following items were considered by the Committee at the meeting held on 31 May 2024:

Business

- Appointment of the Council Administrator
- Rural Councils Transformation Program (Project CODI) update
- Disaster Recovery Plan and Business Continuity Plan update
- 2024 Local Government Election update
- Bi-annual Audit and Risk Committee Performance Report
- Victorian Auditor-Generals Office – Results of 2022-23 Audits: Local Government
- Fair Value Assessment and Asset Valuation
- Capital Works Program Update
- Appointment of Interim Chief Executive Officer

Standing Items

- Internal Audit Updates – RSD Audit
- External Audit Updates – Crowe Australasia
- Outstanding Internal Audit Items
- Policy Review
- Risk Management
- Audit and Risk Committee Work Plan
- Human Resources Update
- Administrator Expenses and Reimbursements
- CEO Purchasing Card
- Fraud Risk Management
- Investment and Borrowings Report

The confirmed minutes from the meeting held on 31 May 2024 are presented for Council's noting.

RECOMMENDATION

That Council receive and note the Confirmed Minutes of the Strathbogie Shire Council Audit and Risk Committee meeting held on 31 May 2024.

11.4.1 Strathbogie Shire Council Audit and Risk Committee – Confirmed Minutes of the Ordinary Meeting held on 31 May 2024 (cont.)

PURPOSE AND BACKGROUND

The Strathbogie Shire Council Audit and Risk Committee is a Committee appointed by Council and pursuant to section (53) of the *Local Government Act 2020*.

The primary objective of the Audit and Risk Committee is to assist Council in the effective conduct of its responsibilities for compliance with Council policies and legislation, sound financial reporting and financial management, oversight of risk management including the Strategic Risk Register, good corporate governance, maintaining a reliable system of internal controls and facilitating the organisation's ethical development.

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 independence of the Audit and Risk Committee guarantees there is a 'watchdog' over Council operations at all times, which ensures the best interests of the municipal community are achieved through Council operations and decisions.

The advice received from the Committee influences strategic financial management, policy, risk management and good governance and decision-making frameworks.

COMMUNITY ENGAGEMENT

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

Consultation on this matter is not required under Council's Community Engagement Policy given the operational nature of the Committee and its operation under the Audit and Risk Committee Charter.

POLICY CONSIDERATIONS

Council Plans and Policies

The work of the Committee is consistent with Strategic Focus Area 6: Accountable. Transparent. Responsible, which outlines several strategies:

As a Council we will:

- Achieve the highest level of good governance across the organization and as an elected Council
- Be accountable for the decisions we make and the quality of services we deliver
- Maximize public transparency and accountability around our performance and decision-making processes
- Be financially responsible achieving the greatest possible community benefit from the programs, initiatives, and services we fund.

The Audit and Risk Committee plays a key role in monitoring the implementation of these strategies.

11.4.1 Strathbogie Shire Council Audit and Risk Committee – Confirmed Minutes of the Ordinary Meeting held on 31 May 2024 (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 Audit and Risk Committee has been established under State government legislation (Section (53) of the Act whilst its workplan and Charter have been developed in accordance with State government guidelines (Section (54) of the *Local Government Act 2020*.

RISK CONSIDERATIONS

The following risks have been considered:

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

LEGAL CONSIDERATIONS

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

The Audit and Risk Committee has been established under State Government legislation (Section (53) of the *Local Government Act 2020* whilst its workplan and Charter have been developed in accordance with State Government guidelines (Section (54) of 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.

Transparency

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

The appointment of an independent Audit and Risk Committee, along with noting the confirmed minutes through this Council agenda at a public meeting, ensures transparency around the operation of the Committee and the issues that it is considering/monitoring.

11.4.1 Strathbogie Shire Council Audit and Risk Committee – Confirmed Minutes of the Ordinary Meeting held on 31 May 2024 (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.

Pursuant to section (4.2) of the Audit and Risk Committee Charter, the independent overview of Council's financial management processes and performance is a key task undertaken by the Committee to ensure Council's ongoing financial sustainability.

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.

The Audit and Risk Committee assists Council in fulfilling its oversight responsibilities including financial management, occupational health and safety, risk, privacy, and governance.

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 oversight of the Audit and Risk Committee into key governance and financial management practices such as the strategic risk management and policy reviews ensures continuous improvement is achieved across the organisation.

Service and value for money improvements are achieved through the internal and external audit processes and is overseen by the Committee.

COLLABORATION

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

The Committee works collaboratively with Councillor representatives on the Audit and Risk Committee, internal auditors and external auditors appointed by the Victorian Auditor-General's Office (VAGO).

HUMAN RIGHTS CONSIDERATIONS

The Audit and Risk Committee's activities are consistent with the implementation of the *Charter of Human Rights and Responsibilities Act 2006* in terms of its role in ensuring Council adheres to legislative requirements.

CONCLUSION

This report recommends the noting of the confirmed minutes of the Strathbogie Shire Council Audit and Risk Committee meeting held on 31 May 2024.

ATTACHMENTS

Attachment 1: Confirmed Audit and Risk Committee Minutes 31 May 2024

11.4.2 S11, S11A and S11B - Instruments of Appointment and Authorisation Update

Author: Director People and Governance

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

Regular reviews are required to be made to the S11 Instrument of Appointment and Authorisation, S11A Instrument of Appointment and Authorisation *Planning and Environment Act 1987* and the S11B Instrument of Appointment and Authorisation *EPA Act 2017* to ensure the instruments are reflective of the current organisation structure.

The *Local Government Act 1989* is still active in relation to the appointment of authorised officers, not the *Local Government Act 2020*.

These instruments give specified officers the ability to enforce legislation and are essential to ensuring any enforcement action is undertaken on behalf of Council in a legal and robust manner. The instruments also appoint officers to key roles and positions including the Municipal Building Surveyor, Municipal Emergency Management Officer, and appointment of Councillor Conduct Officer.

The updated instruments, once approved by Council, will remain in force until the next update is prepared in response to legislative changes, changes in position titles or staff changes.

RECOMMENDATION

That in the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and the other legislation referred to in the attached instruments of appointment and authorisation (S11, S11A and S11B), Strathbogie Shire Council (Council) resolves that:

- 1. The members of Council staff referred to in the instruments be appointed and authorised as set out in the instruments;***
- 2. The S11 Instrument of Appointment and Authorisation endorsed by Council at its meeting of 19 March 2024 be revoked and replaced by the 16 July 2024 instrument;***
- 3. The S11A Instrument of Appointment and Authorisation endorsed by Council as its meeting of 19 March 2024 be revoked and replaced by the 16 July 2024 instrument;***
- 4. The S11B Instrument of Appointment and Authorisation endorsed by Council as its meeting of 19 March 2024 be revoked and replaced by the 16 July 2024 instrument;***
- 5. The instruments be signed and sealed by Council under the Strathbogie Shire Council Local Law No 1 Use of the Common Seal 2020; and***

11.4.2 S11, S11A and S11B - Instruments of Appointment and Authorisation Update

RECOMMENDATION (cont.)

6. ***The instruments come into force immediately when the Common Seal of Council is affixed to the Instruments and remains in force until Council determines to vary or revoke it/them.***

PURPOSE AND BACKGROUND

There is a basic distinction between a delegation and an appointment to authorise an officer. A delegate acts on behalf of the Council, exercising the Council's powers. In contrast, a person who is appointed to a position has the authority to exercise the powers of that position directly from the enabling legislation.

Appointments identify the office to which the person is being authorised to exercise the powers legislation provides to it.

Although the *Local Government Act 2020* is largely in place, the power to authorise an officer still sits under the *Local Government Act 1989*.

Authorisations also allow the relevant officers of Council to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/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.

Council's endorsement of the S11, S11A and S11B Instruments means that:

- Updated Instruments of Appointment reflect the current organisation structure;
- Council is practicing good governance in line with its obligations under the *Local Government Act 2020* and other statutory bodies that affect Council operations; and
- Public safety is monitored and maintained in line with our legislative obligations.

These instruments give specified officers the ability to enforce legislation and are essential to ensuring any enforcement action is undertaken on behalf of Council in a legal and robust manner. The instruments also appoint officers to key roles and positions including the Municipal Building Surveyor, Municipal Emergency Management Officer, and appointment of Councillor Conduct Officer.

It is important that the Instruments be updated to reflect the names and position titles of the officers that hold authority under a range of legislation.

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.

11.4.2 S11, S11A and S11B - Instruments of Appointment and Authorisation Update

Given that the instruments of authorisation are internal documents responding to a legislative requirement community engagement is not considered necessary.

POLICY CONSIDERATIONS

Council Plans and Policies

The report is consistent with Council Policies, key strategic documents, and the Council Plan 2021-2025 in terms of ensuring officers can legally perform their roles under a variety of legislation.

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 authorisation of officers enables them to work with other agencies to ensure compliance with legislation, particularly in the local laws, environment protection and emergency management areas.

RISK CONSIDERATIONS

The following risk has been identified:

Risk	Likelihood	Consequence	Rating	Mitigation Action
If the delegations and authorisations are not current, the enforceability of decisions and actions taken may be compromised and there may be legal, reputational and administrative concern for the Council.	Possible	Moderate	Medium	Legal, reputational and administrative risk is minimised by maintaining the currency of delegations and authorisation and reviewing them every six months

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.

Not maintaining instruments of authorisation can potentially impact on the enforcement of legislation and jeopardises Council’s compliance with its legal obligations.

A copy of the instrument will be made available to the public in accordance with the *Local Government Act 2020* and regulations.

11.4.2 S11, S11A and S11B - Instruments of Appointment and Authorisation Update

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.

By considering this report the community becomes aware of legislative structures Council has in place to manage public safety and authorised officers capable of administering various pieces of legislation. This instrument of delegation is available on request.

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 are no negative financial implications associated with this report.

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.

Ensuring officers have appropriate authorisations enables a coordinated approach to emergency management and domestic animal enforcement with State agencies.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Council endorsement of instruments of authorisation enables Council to fulfil its obligations in relation to public safety matters and enforcement of legislative and statutory requirements.

ATTACHMENTS

Attachment 1: S11 Instrument of Appointment and Authorisation

Attachment 2 S11A Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*)

Attachment 3: S11B Instrument of Appointment and Authorisation (*Environment Protection Act 2017*)

11.4.3 S18 – Instrument of Sub-Delegation to Members of Council Staff under the Environment Protection Act 2017 Update

Author: Director People and Governance

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

The *Environment Protection Act 2017 (the EP Act)* and Environment Protection Regulations 2021 came into effect on 1 July 2021. Under the *EP Act*, the scope of local government's role as a regulator has not changed, but there are changes to the laws and powers of local governments, including a delegation of powers from the Environment Protection Authority (EPA) to Councils. The S18 sub-delegates Council's powers (delegated to it by the EPA) to members of Council staff.

This instrument provides for delegations that cannot be sub-delegated by the Chief Executive Officer (CEO); that is, they must be directly delegated from Council to the subject matter experts. The delegations relate to specialised legislation, in this case the *Environmental Protection Act 2017*.

The S18 Instrument of Sub-Delegation under the *EP Act* is updated six monthly ensuring currency of positions within the organisation structure and changes to state government legislative frameworks.

A public register of delegations must be maintained by the CEO under the Local Government Act 2020 and Council's Public Transparency Policy. Accordingly, this instrument, once signed, will be available for inspection by the public upon request.

RECOMMENDATION

That in the exercise of the powers conferred by the legislation referred to in the attached S18 Instrument of Sub-Delegation under the Environment Protection Act 2017, Strathbogie Shire Council (Council) resolves that:

- 1. The members of staff referred to in the S18 Instrument of Sub-delegation under the Environment Protection Act 2017 be appointed and authorised as set out in the instrument;***
- 2. The Instrument be signed and sealed by Council under the Strathbogie Shire Council Local Law No. 1 – Use of the Common Seal 2020; and***
- 3. The instrument come into force immediately when the Common Seal of Council is affixed to the Instrument and remains in force until Council determines to vary or revoke it.***

PURPOSE AND BACKGROUND

This report is designed to ensure that the S18 Instrument of Sub-Delegation to Members of Council Staff Environmental Protection Act 2017 is kept up to date and relevant to current legislation and in line with the direction of the current elected Council.

11.4.3 S18 – Instrument of Sub Delegation to Members of Council Staff under the Environment Protection Act 2017 Update (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.

Council's endorsement of the S18 Instrument means that:

- Updated Instruments of Appointment reflect the current organisation structure;
- Council is practicing good governance in line with its obligations under the *Local Government Act 2020* and other statutory bodies that affect Council operations; and
- Public safety is monitored and maintained in line with our legislative obligations.

Authorisations also allow the relevant Council Officers to generally institute proceedings for offences against Acts and regulations as Authorised Officers under the various Act/s.

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 updating of an instrument which delegates power from Council to Members of Council Staff is not a matter where community consultation would provide any meaningful direction and therefore no engagement process has been undertaken.

POLICY CONSIDERATIONS

Council Plans and Policies

Efficient and effective decision making, as provided through the S18 Instrument of Sub-Delegation to Members of Council Staff under the *Environment Protection Act 2017* is consistent with Strategic Focus Area 6 – Accountable. Transparent. Responsible, including the following strategies outlined in the Council Plan:

As a Council we will:

- Achieve the highest level of good governance across the organisation and as an elected Council.
- Maximise public transparency and accountability around our performance and decision making processes.

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.

All councils across Victoria authorise Council Officers through this instrument. The authorisation of officers enables them to work with other agencies to ensure compliance with legislation, particularly adherence to the powers under the *Environment Protection Act 2017*.

11.4.3 S18 – Instrument of Sub Delegation to Members of Council Staff under the Environment Protection Act 2017 Update (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.

Not keeping instruments of authorisation up to date can potentially impact on the enforcement of legislation and jeopardises Council’s compliance with its legal obligations.

A copy of the instrument will be made available to the public in accordance with the *Local Government Act 2020* and regulations.

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.

By considering this report the community becomes aware of legislative structures Council has in place to manage public safety and authorised officers capable of administering various pieces of legislation

This instrument of delegation will be available upon request.

RISK CONSIDERATIONS

The following risk was considered:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
If the delegations are not up to date, the enforceability of decisions and actions taken may be compromised and there may be legal and administrative problems for the Council.	Possible	Moderate	Medium	Legal and reputational risk is minimised by maintaining the currency of delegations and reviewing them every six months

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 are no significant financial implications arising out of the review and updating these instruments and the additional work created by the review of the instruments has been met by existing resource allocations.

11.4.3 S18 – Instrument of Sub Delegation to Members of Council Staff under the Environment Protection Act 2017 Update (cont.)

SUSTAINABILITY CONSIDERATIONS

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

There are no significant sustainability impacts arising from the updating of this instrument.

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.

Updating the S18 Instrument of Sub-Delegation to Members of Council Staff under the *Environment Protection Act 2017* ensures that efficient and effective decision making is made on a day-to-day basis via Council delegated Officers.

The frequent review of instruments of delegation and authorisation is the means through which continuous improvement is achieved and that legislative and regulatory obligations are maintained.

HUMAN RIGHTS CONSIDERATIONS

It is considered that the updating of this Instrument of Delegation has no material impact on the *Charter of Human Rights and Responsibilities Act 2006*.

CONCLUSION

Council's endorsement of instruments of authorisation enables Council to fulfil its obligations in relation to public safety matters and enforcement of legislative and statutory requirements.

ATTACHMENTS

Attachment 1: S18 Instrument of Sub-Delegation to Members of Council Staff under the *Environment Protection Act 2017*

11.4.4 S6 – Instrument of Delegation to Members of Staff Update

Author: Director People and Governance

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

The *Local Government Act 2020 (the Act)* requires regular review of all instruments of delegation.

The Council to Officers Instrument of Delegation is the way in which Council enables day to day decisions, made under a raft of legislation and local laws, to be made. Without this delegation of power, all decisions would have to be made by a resolution of Council, which would become unsustainable due to the volume of decisions made by the administration on behalf of Council every day.

This instrument provides for delegations that cannot be sub delegated by the Chief Executive Officer (CEO), that is, they must be directly delegated from Council to the subject matter experts. The delegations relate to specialised legislation such as the *Planning and Environment Act 1987*, *Roads Management Act 2004*, and the *Environmental Protection Act 2017*.

The Instrument before Council is based on the current delegation. There are some powers, such as setting fees, that are not delegated to any officer. The draft instrument before Council reflects the current organisational structural.

There are conditions against some delegated powers requiring notification of the CEO or Council through written notice within a specified period of a decision being made to ensure transparency and that information flows between the delegated officers and Council.

A public register of delegations must be maintained by the CEO under the Act and Council's Public Transparency Policy, and so this instrument, once signed, will be available for inspection by the public upon request.

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached S6 Instrument of Delegation to Members of Council Staff, Strathbogie Shire Council (Council) resolves that:

- 1. There be delegation to the members of Council staff holding, acting in or performing the duties of the officers or positions referred to in the attached Instrument of Delegation to members of Council staff, the powers, duties, and functions set out in that instrument, subject to the conditions and limitations specified in the Instrument;***
- 2. The Instrument be signed and sealed by Council under the Strathbogie Shire Council Local Law No. 1 – Use of the Common Seal 2020;***
- 3. The Instrument comes into force immediately when the Common Seal of Council is affixed to the Instrument;***

11.4.4 S6 – Instrument of Delegation Members of Staff Update (cont.)

RECOMMENDATION (cont.)

4. ***On the coming into force of the Instrument, the Instrument endorsed at its meeting of 19 March 2024 be revoked and replaced by the 16 July 2024 Instrument; and***
5. ***The duties and functions set out in the Instrument must be performed, and the powers set out in the Instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

PURPOSE AND BACKGROUND

The *Local Government Act 2020 (the Act)* requires the preparation and adoption of a set of Instruments of Delegation. The various acts and regulations referred to in the instrument allow the delegation of powers from Council to members of Council staff. The Instrument before Council has been reviewed and is based on six monthly legislative updates received from Maddocks, Council's legal counsel in these matters.

The draft instrument before Council reflects organisational structural changes and position title changes that have occurred in recent months to hold authority under a range of legislation. The purpose of this report is to facilitate the adoption of the S6 Instrument so that Council's day to day decision making is efficient and seamless.

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 Council to Officers instrument of delegation is the way in which Council enables day to day decisions, made under a raft of legislation and local laws, to be made. Without this delegation of power, all decisions would have to be made by a resolution of Council, which becomes unsustainable due to the large volume of decisions made by the administration on behalf of Council every day.

This instrument provides for delegations that our legal counsel state cannot be sub delegated by the Chief Executive Officer (CEO) that is, they must be directly delegated from Council to the subject matter experts. The delegations cover specialised legislation such as the *Planning and Environment Act 1987*, *Roads Management Act 2004*, and the *Environmental Protection Act 2017*.

The draft Instrument before Council is based on the current legislation. There are some powers, such as setting fees, that are not delegated to any officer. The draft instrument before Council reflects organisational structural changes and position title changes that have occurred since the previous update in March 2024.

11.4.4 S6 – Instrument of Delegation to Members of Staff Update (cont.)

There are conditions against some delegated powers requiring notification of the CEO or Council through written notice within a specified period of a decision being made to ensure transparency and that information flows between the delegated officers and Council. A public register of delegations must be maintained by the CEO under the Act and Council's Public Transparency Policy, and so this instrument, once signed, will be available for inspection by the public upon request.

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.

Given that the instruments of delegations are internal documents responding to a legislative requirement, community engagement is not considered necessary.

POLICY CONSIDERATIONS

Council Plans and Policies

The report is consistent with Council Policies, key strategic documents, and the 2021-25 Council Plan in terms of ensuring officers can legally perform their roles under a variety of legislation. Efficient and effective decision making, as provided through the S6 Instrument of Delegation is consistent with Strategic Focus Area 6 (of the Council Plan) – Accountable. Transparent. Responsible, including the following strategies outlined in the Council Plan: As a Council we will:

- Achieve the highest level of good governance across the organisation and as an elected Council.
- Maximise public transparency and accountability around our performance and decision making processes.

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 instrument of delegation to council officers enables them to work efficiently to ensure compliance with specialised legislation such as the *Planning and Environment Act 1987*, *Roads Management Act 2004*, and the *Environmental Protection Act 2017*.

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.

By not maintaining currency of the authorisation instruments can potentially impact on the enforcement of legislation and jeopardises Council's compliance with its legal obligations. A copy of the instrument will be made available to the public in accordance with the Act and regulations.

11.4.4 S6 – Instrument of Delegation to Members of Staff Update (cont.)

Conflict Of Interest Declaration

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

Transparency

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

By considering this report the community becomes aware of some structures that Council has in place to administer various pieces of legislation. The Act requires Council to maintain a public register of instruments of delegations. A copy of the instrument will be made available to the public in accordance with the Act and regulations.

RISK CONSIDERATION

The following risk has been identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
If the delegations and authorisations are not up to date, the enforceability of decisions and actions taken may be compromised and there may be legal, reputational, and administrative problems for the Council.	Possible	Moderate	Medium	Legal, reputational and administrative risk is minimised by maintaining the currency of delegations and reviewing them every six months

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 are no significant financial implications arising from the updating of this instrument.

SUSTAINABILITY CONSIDERATIONS

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

There are no sustainability impacts arising from the updating of this instrument.

11.4.4 S6 – Instrument of Delegation to Members of Staff Update (cont.)

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 frequent review of instruments of delegation and authorisation is the means through which continuous improvement is achieved and that legislative and regulatory obligations are maintained.

All Instruments of Delegation and Authorisation are reviewed and updated six monthly.

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 is not a major consideration in this case, however ensuing officers have appropriate authorisations enables a coordinated approach to emergency management and domestic animal enforcement with State agencies.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

Council endorsement of instruments of authorisation enables Council to fulfil its obligations in relation to public safety matters and enforcement of legislative and statutory requirements.

ATTACHMENTS

Attachment 1: S6 Instrument of Delegation to Members of Staff Update

11.4.5 S5 – Instrument of Delegation from Council to the Chief Executive Officer Update

Author: Director People and Governance

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

One of the key instruments of delegation that facilitates efficient and effective Council operations and decision making is the S5 Instrument, through which Council delegates the bulk of its powers to the Chief Executive Officer (CEO).

This instrument identifies the decisions that cannot be made by the CEO, as prescribed by the *Local Government Act 2020* (the Act), such as amending the Council Plan, expenditure of Council funds outside of certain parameters, amending local laws or the Governance Rules, approving the borrowing of money or amending/creating policies required to be adopted through a Council resolution.

The existing instrument of delegation from Council to the CEO was approved by Council on 19 March 2024. Six monthly reviews and updates of the S5 Instrument are undertaken to respond to changing circumstances. There has been one main change to the S5 Instrument of Delegation since that time, to include the provision for the CEO to enter into a contract exceeding the value of \$170,000 for goods and services or \$300,000 for works where exceptional circumstances only apply. This relates to exceptional circumstances only where the CEO has determined that a contract must be entered into because of a declared emergency, disaster impacting life, property or to ensure business continuity. A report to Council detailing expenditure is required at the next scheduled Council meeting. This change has been included, as the delegation provision currently exists in Council's Procurement Policy, with an amended limit of \$300,000 subject to Council consideration.

The authorisation of these delegations to the CEO ensures the ongoing efficiency of Council operations and a clear legal framework through which day to day decisions are made. The Instrument also enables the elected Council to focus on strategic matters rather than operational decisions in accordance with the Act.

RECOMMENDATION

That Council in the exercise of the power conferred by S11(1)(b) of the Local Government Act 2020 (the Act), Strathbogie Shire Council (Council) resolves that:

- 1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer, subject to the conditions and limitations specified in that Instrument;***
- 2. The instrument comes into effect immediately upon the Common Seal of Council is affixed to the instrument;***

11.4.5 S5 – Instrument of Delegation from Council to the Chief Executive Officer Update (cont.)

RECOMMENDATION (cont.)

3. ***On the coming into force of the instrument, all previous delegations to the Chief Executive Officer are revoked; and***
4. ***The duties and functions set out in the Instrument must be performed, and the powers set out in the Instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.***

PURPOSE AND BACKGROUND

This report is designed to ensure that the S5 Council to CEO delegation instrument is kept up to date and relevant to current circumstances and reflects the direction of the current elected Council.

The S5 Instrument of Delegation is the key method by which the majority of decision-making powers and responsibility for ensuring compliance with legislation is passed from Council to the Chief Executive Officer (CEO). In turn, the CEO can delegate these powers to other Officers, provided they hold appropriate levels of authority and qualifications.

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 updating of the S5 Instrument of Delegation from Council to the CEO is one way in which good corporate governance is achieved and practiced.

This instrument ensures that the elected Council maintains a strategic focus and oversight in accordance with the *Local Government Act 2020* (the Act) and as such focuses on the Council Plan, Budget and Community Vision as opposed to day-to-day operational decision making.

It is important to note that although the CEO has extensive delegations from Council, it does not mean that the CEO will automatically exercise these powers. A CEO is highly unlikely to exercise legal power to make decisions on matters that are of significant interest to the community and where a decision may have an impact on the overall strategic direction of the organisation.

These matters will come before Council for their consideration and determination.

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.

11.4.5 S5 – Instrument of Delegation from Council to the Chief Executive Officer Update (cont.)

The updating of an instrument which delegates power from Council to the CEO is not a matter where community consultation would provide any meaningful direction and therefore no engagement process has been undertaken.

POLICY CONSIDERATIONS

Council Plans and Policies

Efficient and effective decision making, as provided through the S5 Instrument of Delegation is consistent with Strategic Focus Area 6 – Accountable. Transparent. Responsible, including the following strategies outlined in the Council Plan:

“As a Council we will:

- Achieve the highest level of good governance across the organisation and as an elected Council.
- Maximise public transparency and accountability around our performance and decision making processes”.

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.

All councils across Victoria delegate to the CEO through this instrument. This authorisation ensures that the day to day operations are administered by the CEO.

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.

Updating the S5 Instrument of Delegation is to be undertaken within 12 months of a general election of Council under the *Local Government Act 2020*. The Instrument is based on a template provided by Maddocks, Council’s Legal Counsel in these matters to ensure it is in keeping with the *Local Government Act 2020*’s provisions. Updates to the S5 Instrument of Delegation occur every six months.

A copy of the instrument will be made available to the public in accordance with the *Local Government Act 2020* and regulations.

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.

11.4.5 S5 – Instrument of Delegation from Council to the Chief Executive Officer Update (cont.)

The purpose of this report is to ensure that the delegation of powers from Council to the CEO is carried out in a public manner. This instrument of delegation is available to the public on request.

RISK CONSIDERATION

The following risk has been considered:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
If the delegations are not up to date, the enforceability of decisions and actions taken may be compromised and there may be legal and administrative problems for the Council.	Possible	Moderate	Medium	Legal and reputational risk is minimised by maintaining the currency of delegations and reviewing them every six months.

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 CEO has the ability to invest Council funds of up to \$3 million, and this is considered prudent so that funds can be moved to where returns are greatest without the need for delay via a council resolution. It is important to note that any such decision is reported to the Audit and Risk Committee so that there is transparency and accountability for these types of decisions.

SUSTAINABILITY CONSIDERATIONS

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

There are no significant sustainability impacts arising from the updating of the S5 Instrument of Delegation.

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.

Updating the instrument of delegation ensures that efficient decision making can be made on a day-to-day basis via the Administration. Six monthly reviews and updates of the S5 Instrument are undertaken to respond to changing circumstances.

HUMAN RIGHTS CONSIDERATIONS

It is considered that the updating of this Instrument of Delegation has no material impacts on the *Charter of Human Rights and Responsibilities*.

11.4.5 S5 – Instrument of Delegation from Council to the Chief Executive Officer Update (cont.)

CONCLUSION

The authorisation of the S5 Instrument of Delegation from Council to the Chief Executive Officer ensures the ongoing efficiency of Council operations and a clear legal framework through which day to day decisions are made.

ATTACHMENTS

Attachment 1: Draft S5 – Instrument of Delegation Council to CEO 2024

11.4.6 Council Policy Review – Updated Procurement Policy and Procedure 2024

Author: Chief Financial Officer

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

Council, at its meeting held 21 November 2023 adopted the updated Procurement Policy and Procedure in its current form.

Section 108 (1) of the *Local Government Act 2020* (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy. Whilst there have been no changes to the overall intent of this policy, there are a number of changes to align the Procurement Policy and Procedure with existing practice. These are as follows:

- Section 19 – Procurement Thresholds increased to \$300,000 (from \$250,000) in exceptional circumstances only, where the CEO has determined that a contract must be entered into because of a declared emergency; disaster impacting life, property or to ensure business continuity. A report to Council is required detailing expenditure at the next scheduled Council meeting.
- Section 21.1 – inclusion of wording to set aside a tenderer if it is over budget by 15% and that if a Council Tender Report is required for approval, all tendered prices including the over budget tender prices will be tabled.
- Section 26 – new section to include financial variations of up to 15% of original contract value but less than \$15,000 inclusive of GST and within the original budget allocation can be approved by the CEO.
- Throughout the policy – change from guidelines to procedure.

Given the minor changes made to the policy and to bring the policy in line with current practice, this updated policy was not presented to the Council's Audit and Risk Committee.

The updated policy is presented to Council for its adoption.

RECOMMENDATION

That Council:

- 1. Adopt the updated Procurement Policy and Procedure 2024; and***
- 2. Place the updated policy on Council's website, along with the publication of a notice in Council's weekly newspaper column and social media pages informing the community about the adoption of the updated policy.***

PURPOSE AND BACKGROUND

Council adopted its current Procurement Policy on 21 November 2023. As per the requirements of Section 108(5) of the *Local Government Act 2020* and the existing Procurement Policy and Procedure, a review has been conducted and key changes are recommended to further strengthen its provisions and align with current practice.

11.4.6 Council Policy Review – Updated Procurement Policy and Procedure 2024 (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.

The following changes have been incorporated into the updated Procurement Policy and Procedure:

- Section 19 – Procurement Thresholds increased to \$300,000 (from \$250,000) in exceptional circumstances only, where the CEO has determined that a contract must be entered into because of a declared emergency; disaster impacting life, property or to ensure business continuity. A report to Council is required detailing expenditure at the next scheduled Council meeting.
- Section 21.1 – inclusion of wording to set aside a tenderer if it is over budget by 15% and that if a Council Tender Report is required for approval, all tendered prices including the over budget tender prices will be tabled.
- Section 26 – new section to include financial variations of up to 15% of original contract value but less than \$15,000 inclusive of GST and within the original budget allocation can be approved by the CEO.
- Throughout the policy – change from guidelines to procedure.

The recommended changes put controls in place to further enhance probity and governance processes providing protection to both Council Officers, Council, and the expenditure of public money. This has also added more clarity to achieve best value for the municipality.

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 external consultation has been undertaken. Given the minor changes made to the policy to reflect current practice, this updated policy was not presented to the Council's Audit and Risk Committee.

POLICY CONSIDERATIONS

Council Plans and Policies

The review of the Procurement Policy is consistent with Strategic focus area 6: Accountable. Transparent. Responsible of the 2021 - 25 Council Plan. The policy ensures good governance, transparency and accountability in decision making.

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 Procurement Policy and Procedure has been developed in accordance with best practice approaches from other council policies and considering recommendations from broader sector reviews around procurement by the Victorian Auditor-General's Office and the Local Government Inspectorate.

11.4.6 Council Policy Review – Updated Procurement Policy and Procedure 2024 (cont.)

RISK CONSIDERATIONS

The following risk was identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Good governance and legislative obligations may be jeopardised if robust policies are not in place	Unlikely	Minimal	Low	The application of this policy by officers provides a framework that ensures good governance and maintains compliance with Section 108 (1) of the <i>Local Government Act 2020</i> .

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.

Section 108 (1) of the *Local Government Act 2020* (the Act) requires the Council to prepare, adopt and comply with a Procurement Policy. Section 108(5) of the Act also requires Council to review its Procurement Policy at least once during a four-year cycle. It is proposed that Council review this policy once every two years since our approach to procurement and tendering has undergone significant changes and the objective is to ensure it reflects best practice.

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 adoption of this policy will strengthen probity and public transparency through more clarity being given around contract variations exceeding a certain threshold.

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 Procurement Policy and Procedure is a vital tool for the Council to ensure optimal use of public funds and emphasises the importance of competitive processes to achieve this objective.

11.4.6 Council Policy Review – Updated Procurement Policy and Procedure 2024 (cont.)

SUSTAINABILITY CONSIDERATIONS

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

There are clear environmental and social benefits arising from the policy given the inclusion of a sustainable procurement section to focus on the circular economy and drive environmental benefits (limiting environmental impacts in the process) and helping drive social procurement outcomes through the inclusion of a weighting for Taungurung Land and Waters Council related tenders.

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.

This update of the policy is aimed at achieving continuous improvement around procurement activities that currently occur.

HUMAN RIGHTS CONSIDERATIONS

Procurement Policy and Procedure is consistent with the Human Rights Charter by promoting the rights of members of the community to take part in public life.

CONCLUSION

The updated Procurement Policy and Procedure ensures continuous improvement (aligning with current practice) in the procurement activities of Council, improving its focus on environmental sustainability, social procurement and transparent decision making.

ATTACHMENTS

Attachment 1: Procurement Policy and Procedure

Attachment 2: Procurement Policy and Procedure – Policy Impact Assessment Tool

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024

Author: Chief Financial Officer

Responsible Director: Director People and Governance

EXECUTIVE SUMMARY

At its Ordinary Meeting on 17 October 2023, Council adopted the Rates Payment and Collection Policy and Procedures. Since then, an internal review has been completed to ensure compliance with the relevant Act. The following updates include:

- Section 9 clarification on rate payment method,
- Section 10 Payment Plans, clarification of interest charges only to be applied on arrears once a payment plan has been established (per section 172 of the *Local Government Act 1989*, Council may charge interest on unpaid rates and charges),
- Section 16 Caveat on property for unpaid rates and charges (per section 156 of the *Local Government Act 1989*, liability to pay rates and charges),
- Section 17 Sale of Property, time frame has been updated from two (2) years to three (3) years of overdue rates and charges before council will take action (as per section 181 of the *Local Government Act 1989*, Council may determine to sell land to recover unpaid rates or charges); and
- A number of grammatical changes throughout the document.

It is recommended that Council adopt the updated Rates Payment and Collection Policy 2024.

RECOMMENDATION

That Council:

- 1. Adopt the updated Rates Payment and Collection Policy 2024; and***
- 2. Place the policy on Council's website, along with the publication of a notice in Council's weekly newspaper columns and social media pages informing the community about the adoption of the policy.***

PURPOSE AND BACKGROUND

The purpose of the Rates Payment and Collection Policy (*the Policy*) is to establish a framework for Strathbogie Shire Council to manage and assist Ratepayers in:

- The payment of rates and charges, including the State Revenue Office's Fire Services Levy,
- Entering into special payment arrangements,
- Applications for financial hardship,
- Applications to defer payment of rates and charges,
- Applications to have rates and charges waived,
- Understanding the levying of penalty interest on outstanding rates and charges, and
- Recognising Council's debt recovery process.

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024 (cont.)

In December 2022, Council's internal auditors AFS & Associates undertook an assessment of the rates and collection processes. AFS & Associates recommended that a comprehensive review of the rates and collection policy be undertaken and to establish a clearly defined Council-approved policy for rate waivers and hardship.

Their recommendation encompassed the following key elements:

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

A revised draft Policy was subsequently reviewed by Council's Audit and Risk Committee at an extraordinary meeting held on 6 October 2023, this policy was then adopted by Council at its meeting held on 17 October 2023.

ISSUES, OPTIONS AND DISCUSSION

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

This Policy applies to the collection of Rates and Charges levied by Council including the Fire Services Levy (collected on behalf of the State Government).

Furthermore, the Policy allows Council to ensure that monies owed are recovered in a manner acceptable to Council and the person/organisation experiencing financial hardship. Hardship can arise in numerous ways for our community. Having the means available to temporarily assist the community member to allow them time to overcome their hardship in a sensible and sensitive way is appropriate.

Since the adoption of the Policy in October 2023, a further internal review has been undertaken and the proposed key changes are as follows:

- Section 9 clarification on rate payment method,
- Section 10 Payment Plans, clarification of interest charges only to be applied on arrears once a payment plan has been established (per section 172 of the *Local Government Act 1989*, Council may charge interest on unpaid rates and charges),
- Section 16 Caveat on property for unpaid rates and charges (per section 156 of the *Local Government Act 1989*, liability to pay rates and charges),
- Section 17 Sale of Property, time frame has been updated from two (2) years to three (3) years of overdue rates and charges before council will take action (as per section 181 of the *Local Government Act 1989*, Council may determine to sell land to recover unpaid rates or charges); and
- A number of grammatical changes throughout the document.

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024 (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.

No further consultation has been undertaken as community consultation was conducted as part of budget process for levying of rates.

POLICY CONSIDERATIONS

Council Plans and Policies

Rates Payment and Collection Policy is in accordance with Strategic focus area 6: Accountable. Transparent. Responsible of the 2021-25 Council Plan.

The Policy ensures good governance and accountability in decision making and supports the achievement of the following strategies outline in this section of the Plan:

As a Council we will:

- Achieve the highest level of good governance across the organisation and as an elected Council
- Be accountable for the decisions we make and the quality of service we deliver
- Maximise public transparency and accountability around our performance and decision-making processes and
- Be financially responsible, achieving the greatest possible community benefit from the programs, initiatives, and services we fund.

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 considered in strategic planning and decision-making.

The report is consistent with Best Value, National Competition Policy and the Competition and *Consumer Act 2010* requirements.

RISK CONSIDERATIONS

The following risks were identified:

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Good governance and legislative obligations may be jeopardised if robust policies, are not in place	Unlikely	Minimal	Low	The application of this policy ensures transparency and a consistent approach of Rate Collection in accordance with the <i>LGA 1989</i> .
Financial implications if rates remain unpaid	Unlikely	Minimal	Low	Application of this policy ensures a collection process is in place

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024 (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 *Local Government Act 1989 (LGA 1989)* provides legislated powers to local government to collect rates and charges. This includes the following:

- Section 156 of the LGA 1989, the owner of the land is liable to pay rates and charges.
- Section 172 of the LGA 1989 enables Council to charge interest on unpaid rates and charges.
- Section 181 of the LGA 1989 enables Council to sell land or cause land to be transferred to the Council to recover unpaid rates and charges.

The *Local Government Legislative Amendment (Rating and Other Matters) Act 2022* received Royal Assent on 9 August 2022. The Act implements the first stage of rating system reforms and benefits over three million ratepayers by:

- Prescribing more flexible payment plans as a means for councils to recover unpaid rates and charges in addition to the four instalments for payment currently mandated,
- Introducing the Minister for Local Government to set the capped interest rates for unpaid rates and charges,
- Empowering the Minister for Local Government to issue Ministerial Guidelines for greater consistency in financial hardship policies across councils,
- Expanding the criteria for councils to provide rate rebates and concessions for properties that provide a public benefit,
- Repealing redundant service rates and charges powers,
- Amending the power for councils to declare a service rate or charge to ensure that charges relate to waste management and essential services; and
- Ensuring the timely levying of council special rates and charges, to minimise delays between declaring special rates and charges schemes and the billing of ratepayers.

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.

Setting a fair and equitable policy framework to manage rates and assist ratepayers demonstrates that Council continues to be open and transparent with its community. This is further supported by having its policies available on the Council website.

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024 (cont.)

FINANCIAL VIABILITY CONSIDERATIONS

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

The only financial impact resulting from this policy is from interest waiver/write off and some cashflow impact from deferred rates and payment plans.

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 recommended changes to the updated Rates Payment and Collection Policy will have no significant economic implications on the wider community however it does provide support to ratepayers with financial hardships within the municipal district.

Social

There will be some positive social implications to this report and amendments made to the Rates Payment and Collection Policy. Policy identifies various measures for ratepayers with financial hardship. This will have a positive social impact.

Environmental and Climate Change

The recommendation has no significant negative environmental or amenity implications for Council or the broader 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 updated Policy, if adopted is an improvement in management of outstanding rates.

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.

Similar policies of other councils have been considered when this policy was developed.

HUMAN RIGHTS CONSIDERATIONS

This policy is consistent with the Human Rights Charter, in particular, by promoting the rights of members of the community to take part in public life.

11.4.7 Council Policy Review - Updated Rates Payment and Collection Policy 2024 (cont.)

CONCLUSION

The Rates Payment and Collection Policy 2024 has been updated to ensure compliance with the relevant Acts. The adoption of the updates to this policy provides a consistent, fair and transparent approach for Council and Community.

ATTACHMENTS

Attachment 1: Rates Payment and Collection Policy

Attachment 2: Rates Payment and Collection Policy – Policy Impact Assessment Tool

11.4.8 Council Policy Review – Draft Kerbside Waste Collection Services 2024

Author: A/Environment and Waste Coordinator

Responsible Director: Director Sustainable Infrastructure

EXECUTIVE SUMMARY

The Kerbside Waste Collection Services Policy (*the Policy*) outlines Council's objectives regarding the waste management services it offers to residents, businesses and other groups within the Shire. The current policy was adopted by Council at its November 2019 Ordinary Meeting and is now due for review.

The Policy ensures that our kerbside waste services are delivered equitably across the Shire and is driven by the below principles:

- Minimising the amount of landfill waste generated within the municipality;
- Increasing the recovery of resources;
- Providing alternatives to landfill disposal;
- Minimising the contamination of recycling and organic waste streams; and
- Equitable and accessible access for all residents.

Officers have engaged with internal departments to ensure that the proposed draft Policy is consistent across relevant business operations. There have been no significant changes to the draft Policy (refer Attachment 1).

It is proposed that the draft Policy is endorsed for community engagement consistent with Council's Community Engagement Policy.

RECOMMENDATION

That Council:

- 1. Note the draft Kerbside Collection Services Policy 2024;***
- 2. Place the draft Policy on public exhibition for a period of four (4) weeks, commencing on Wednesday 17 July 2024 to Tuesday 13 August 2024 at 5.00 pm, in accordance with the Communication and Engagement Plan; and***
- 3. Receive a Council report in a future Council meeting outlining the outcomes of the community engagement and presenting a final Policy for adoption by Council.***

PURPOSE AND BACKGROUND

In November 2019 Council adopted the current *Kerbside Collection Services Policy (the Policy)* and is now due to be reviewed. Waste Officers have undertaken internal engagement with the Community and Culture, Rates and Projects Departments to ensure that the policy is consistent and now presents that final draft Policy for Council endorsement for community engagement.

The Policy covers:

- Residential Kerbside Collection Services in Urban and Rural Areas;
- Extensions to the collection routes;
- Special Considerations Kerbside Collection Services;

11.4.8 Council Policy Review – Draft Kerbside Waste Collection Services 2024 (cont.)

- Collections services from Commercial Premises and Educational Organisations;
- Special Events;
- Contamination management of Kerbside Bins; and
- Public Place Recycling.

As waste management impacts all residents within the municipality, it is important that the community is provided with the opportunity to provide input into the final draft Policy.

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 Policy allows Council officers to apply a consistent approach to resident requests around waste management services and enable a base line expectation with our residents.

Minor changes and updates to the draft Policy (refer Attachment 1) include:

- Referencing the introduction of a new glass bin in July 2025;
- Update of Officers titles and responsibilities;
- A new section around how to manage Multi Unit Dwellings;
- Minor changes to the “Special Consideration” Kerbside Collection Service; and
- Removal of Section 8.1 – “Kerbside collection services are mandatory for all habitable dwellings located on existing collection routes in rural areas of the Shire”.
- Clarity around bin allocations for community groups and arrangements for special events.

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 Communications and Engagement Plan has been developed to provide an opportunity for input from people who may be affected by the proposed changes as well as the wider community.

Depth of Engagement

Depth of engagement	Consult.
Public participation goal	To obtain public feedback on analysis, alternatives and/or decisions.
Promise to the public	We will keep you informed, listen to and acknowledge concerns and aspirations and provide feedback on how public input influenced the decision.

Results from this engagement will be presented with the final copy of the Policy for consideration at a future Council meeting.

11.4.8 Council Policy Review – Draft Kerbside Waste Collection Services 2024 (cont.)

POLICY CONSIDERATIONS

Council Plans and Policies

The key strategic focus that links with the delivery of waste management services is:

- Strategic Focus Area 3: Protect. Enhance. Adapt.

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.

Key regulatory and current stat plans and policies that were considered include:

Federal

- National Waste Policy

State

- Environment Protection Act 2017
- Circular Economy Act 2021
- Recycling Victoria: a new economy
- Waste to Energy Framework
- Climate Change Act 2017

RISK CONSIDERATIONS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Non compliance with this policy	Unlikely	Minor	Low	Policy will be available on staff intranet and on Council's website
Good governance and legislative obligations may be jeopardised if robust policies are not in place	Unlikely	Minor	Low	The application of this policy by officers provides a framework for how or waste services are delivered to the community.

LEGAL CONSIDERATIONS

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

Council provides waste management services to its community, and these are seen as one of the fundamental core functions of Council. This updated Policy will ensure that we are providing a consistent and fair waste service for our community.

11.4.8 Council Policy Review – Draft Kerbside Waste Collection Services 2024 (cont.)

Conflict of Interest Declaration

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

Transparency

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

This report will be presented to Council in a Council meeting, open to the public and live streamed to the public. This is consistent with Council's Transparency Policy, enabling the community to have oversight regarding the matters being discussed by Council and the decisions being made.

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 are no financial implications associated with the adoption of the draft Policy. All costs associated with Council's waste management services are budgeted for annually.

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 no economic considerations as part of this policy update.

Social

Waste management is a key service that Council delivers to its community and undertaking the review of the key policy will mean our residents continue to have access to high quality, consistent, best practice waste management services.

Environmental

Council currently delivers a best practice waste management service to its community that promotes a three (3) bin service to maximise the amount of waste diverted away from landfill.

Climate change

This Policy will assist Council in diverting waste away from landfill and promoting waste education to our community.

11.4.8 Council Policy Review – Draft Kerbside Waste Collection Services 2024 (cont.)

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

In conclusion, the review of the *Kerbside Collection Services Policy* ensures consistency and responsiveness to community needs.

While minor updates to the policy have been made, the focus continues to be on delivering high quality waste management services. It is proposed that Council undertake community engagement before the final draft Policy is presented to Council for consideration at a future Council meeting.

ATTACHMENTS

Attachment 1: Draft Kerbside Waste Collection Services Policy 2024

Attachment 2: Kerbside Waste Collection Services Policy – Policy Impact Assessment Tool

11.5 GOVERNANCE AND CUSTOMER SERVICE

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors

Author: Director People and Governance

Responsible Director: Acting Chief Executive Officer

EXECUTIVE SUMMARY

Pursuant to section (139) of the *Local Government Act 2020* (the Act) and the Local Government (Governance and Integrity) Regulations 2020 a council must develop a Councillor Code of Conduct.

The Code forms the foundation for Council's firm commitment to good governance as it discharges the duty of a council prescribed by section 8 of the Act, which is to govern for the benefit and wellbeing of the whole of a municipal community.

Strathbogie Shire Council developed a Councillor Code of Conduct and signed a declaration to pledge they will abide by the Code of Conduct as per the Affirmation of Office Councillors took on 17 November 2020. The Councillor Code of Conduct was officially adopted by Council on 16 February 2021.

The Local Government Amendment (Governance and Integrity) Bill 2024 (the Bill) was introduced into Parliament on 30 April 2024. The Bill makes various amendments to the *Local Government Act 2020* that aims to enhance standards of governance and Councillor behaviour across the local government sector.

Key reforms made by the Bill include the introduction of a Model Councillor Code of Conduct (*Model Code*), mandatory mayoral training and mandatory professional development training for councillors.

A background paper has been developed by Local Government Victoria (LGV) to facilitate an understanding of the current legislative framework and canvasses possible issues and proposals to inform feedback relating to the content of the Model Code and mandatory Councillor training.

Councils and other key stakeholders have been invited to participate in a survey and consult to guide the development of the Local Government (Governance and Integrity) Amendment Regulations 2024, which will give effect to these reforms. This is the first stage of consultation regarding the scope of the Model Councillor Code of Conduct and training syllabus to inform the drafting of the regulations. Following this feedback, a second stage of feedback will be undertaken following Local Government Victoria's preparation of a draft Model Councillor Code of Conduct and training outline with input from the Steering Committee.

This report notes that Strathbogie Shire Council has participated in the survey and consultation process to provide feedback to ensure that a Model Councillor Code of Conduct is introduced that is robust, easily understood, but most importantly uniform for all Victorian Councils. A copy of Council's submission can be found at Attachments 1 and 2 of this report.

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors (cont.)

RECOMMENDATION

That Council note the submission to the Local Government Reforms 2024 Model Councillor Code of Conduct and Professional Development and Mayoral Training submitted to Local Government Victoria with submissions to be received by 15 July 2024.

PURPOSE AND BACKGROUND

Model Code of Conduct

To date, councils have been required to develop and adopt their own councillor codes of conduct. The purpose of these codes is to include the standards of conduct expected to be observed by councillors in the course of performing their duties and functions as councillors, including prohibiting discrimination, poor behaviour, harassment (including sexual harassment) and vilification.

Currently, councillor codes of conduct can include any matters a council chooses to include, as long as they include the standards of conduct set out in Schedule 1 of the Local Government (Governance and Integrity) Regulations 2020.

While each code of conduct is different, most include requirements around behaviours, roles and responsibilities, decision making, council policies and resolving disputes.

The Local Government Amendment (Governance and Integrity) Bill 2024 (the Bill) enables regulations to be made to introduce a uniform Model Councillor Code of Conduct (Model Code) that will be applied all councils.

Consultation on the Model Councillor Code of Conduct (*Model Code*) closes 15 July 2024. Council has made a submission to this consultation via survey response. The survey questions used in the consultation process were developed through analysis of the seventy-nine current councillor codes of conduct and with the below framing in mind.

A code of conduct should be a description of the personal behaviours that are required of a person holding the relevant office. For a Model Code, this means:

1. A code of conduct is not just a statement of ethics. It must go beyond that and describe specific behaviours that are expected and required of a Councillor or prohibited.
2. The behaviours described in a Model Code must be necessary for the proper and ethical performance of the role of a councillor. It should not just cover operational matters.
3. The Model Code must be able to be readily understood by councillors and council staff.
4. The behaviours described in a Model Code must be capable of being enforced through an internal arbitration process. Councillors should be able to be held accountable.

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors (cont.)

The Local Government Act 2020 introduced mandatory standards of conduct that are taken to be incorporated into all councils Codes of Conduct. Under the current framework, only a breach of the standards of conduct come under the definition of misconduct and can be brought before an internal arbitrator. A range of sanctions are available to internal arbiters to hold councillors account for a breach of the standards of conduct. There are no sanctions available if councillors breach a requirement set out in the other sections of their councillor code of conduct.

The Bill will broaden the scope of misconduct so that any breach of the Model Code will be considered misconduct (not just the Standards of Conduct).

It is important therefore that the contents of the Model Code are clearly set out, easy to understand, and consistent across the State.

Training for Mayors and Councillors

Under the *Local Government Act 2020*, all candidates nominating in a council election must first complete mandatory candidate training to ensure they understand the demands and requirements of the role. Once elected, councillors are also required to undertake mandatory induction training.

This induction training is intended to enable the mayor and councillors to quickly become familiar with how the council works, the rules under which it operates and the complexities of the roles.

The Local Government Culture Project acknowledged some limitations of this training, namely that newly elected councillors may be overwhelmed with information upon commencing, may not retain this information and that a single instance of providing this information may not support a good understanding of the role of councillor over the long-term.

The Local Government Amendment (Governance and Integrity) Bill 2024 builds on this by introducing a comprehensive training program for councillors throughout their term in office that builds up their skills and understanding of the role.

The new training program requires:

- Councillor induction training to be completed within four (4) months of taking the oath or affirmation of office (currently four months)
- Professional development training to be completed by all councillors each year of their term, beginning in the year following their election (new requirement)
- Mayoral training to be completed by all mayors, deputy mayors and acting mayors (if appointed for one month or more) within one month of appointment (new requirement).

This suite of mandatory training is intended to upskill councillors, mayors and deputy mayors by ensuring they understand what is required of them and have the tools they need to succeed in the role.

Consultation on the training syllabus for Mayors and Councillors closes 15 July 2024. Council has made a submission to this consultation via survey response.

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors (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.

Good governance is paramount in achieving the best outcomes for the municipal community. The Model Councillor Code of Conduct will provide critical direction, processes and procedures to ensure Council is meeting its obligations under the *Local Government Act 2020*. It will also provide uniformity, consistency and transparency going forward.

Continued improvement around our governance structure will only be achieved by constant review and oversight over our key strategic documents including the Councillor Code of Conduct, and making necessary changes and amendments, when and where anomalies are identified and need rectification.

The implementation of a Model Councillor Code of Conduct means Councillors will commit to:

- Achieving the highest standards of conduct and behaviour and good governance
- Undertaking the duties and responsibilities of the office of Councillor with integrity and impartiality
- Representing the wider and diverse Strathbogie Shire community
- Achieving the best possible outcomes and community benefit through their decision making
- Adhering to all aspects of the Local Government Act 2020 and any legislation and regulations

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 consultation process for the introduction of a Model Councillor Code of Conduct and mandatory training for Mayors and Councillors will include consultation with Councillors, Chief Executive Officers, council staff, peak bodies and members of the community.

A draft Model Councillor Code of Conduct and training outline will be released by Local Government Victoria in August 2024 for a further round of feedback. The current stage one round closes on 15 July 2024.

POLICY CONSIDERATIONS

Council Plans and Policies

This report addresses the Council Plan area of Accountable. Transparent. Responsible. and particularly the following goals:

- Achieve the highest level of good governance across the organisation and as an elected Council; and
- Maximise public transparency and accountability around our performance and decision-making processes.

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors (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.

This report addresses existing best practice from Councils across the state and has considered potential government directions set out by Local Government Victoria.

RISK CONSIDERATIONS

Risk(s)	Likelihood	Consequence	Rating	Mitigation Action
Good governance and legislative obligations may be jeopardised if a robust Councillor Code of Conduct is not in place	Possible	Moderate	Medium	The application of the Model Councillor Code of Conduct and Mandatory Mayor and Councillor Training identifies key processes and standards to meet the requirements of the Local Government Amendment (Governance and Integrity) Bill 2024

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 Local Government Amendment (Governance and Integrity) Bill 2024 makes various amendments to the *Local Government Act 2020* that aim to enhance standards of governance and behaviour across the local government sector.

Key reforms made by the Bill include the introduction of a Model Councillor Code of Conduct (Model Code), mandatory mayoral training and mandatory professional development training for councillors.

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 Local Government Amendment (Governance and Integrity) Bill 2024 (the Bill) was introduced into Parliament on 30 April 2024. The Bill was extensively debated through the Victorian Parliament including a number of readings and amendments. The Victorian Legislative Assembly agreed to the amendments on 19 June 2024.

11.5.1 Model Councillor Code of Conduct and Training for Mayors and Councillors (cont.)

The passing of the Bill allows for public consultation to take place ensuring the transparency of the process to develop the Model Councillor Code of Conduct and Mandatory Training for Mayors and Councillors.

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 introduction of a Model Councillor Code of Conduct and Mandatory Training for Mayors and Councillors promotes best practice in Council operations and ensures decisions are made collectively and ethically, whilst prohibiting discrimination, harassment and vilification.

COLLABORATION

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

The development of a Model Councillor Code of Conduct and Mandatory Mayor and Councillor Training will result from a broad collaborative effort involving state government, local government representation including Councillors and Council Management and Staff and local government peak body representation.

HUMAN RIGHTS CONSIDERATIONS

The *Charter of Human Rights and Responsibilities Act 2006* was considered in the preparation of this report with particular consideration given to the aspects of respect, equality and dignity.

CONCLUSION

Currently there is no supporting guidance to help councillors understand the councillor code of conduct and how it relates to the role of a councillor under the Local Government Act 2020. Sixty nine of the seventy nine councillor codes of conduct include sections on the difference in roles and responsibilities for councillors, mayors, deputy mayors and the CEO. Many codes also include sections on the councillor conduct framework and the roles of the Principal Councillor Conduct Registrar and the Councillor Conduct Officer.

Having a consistent Model Code for all councils offers the opportunity to provide additional information through supporting guidance including examples of what may be considered to be a breach of the Model Code.

The requirement for mandatory training is intended to upskill councillors, mayors and deputy mayors by ensuring they understand what is required of them and have the tools they need to succeed in the role.

A copy of Council's submission can be found at Attachment 1 and 2 of this report.

ATTACHMENTS

Attachment 1: Submission - Model Councillor Code of Conduct

Attachment 2: Submission - Professional Development and Mayoral Training

11.5.2 Monthly Performance Report

The July .2024 Monthly Performance Report includes reports as follows:-

- Building Department – June 2024 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – June 2024
- Customer Enquiry Analysis Report – Report for June 2024
- Waste Management Reporting ~ Year to Date – June 2024
- Transfer Station Date - June 2024
- Actioning of Council Reports Resolutions – Council Meeting Tuesday 18 June 2024 and Extraordinary Council Meeting Tuesday 25 June 2024
- Outstanding Actions of Council Resolutions to 30 June 2024
- Review of Council Policies and Adoption of new Policies – June/July 2024
- Records of Informal Council Briefings / Meetings – 1 to 30 June 2024

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.

RECOMMENDATION

That the report be accepted.

BUILDING ACTIVITY

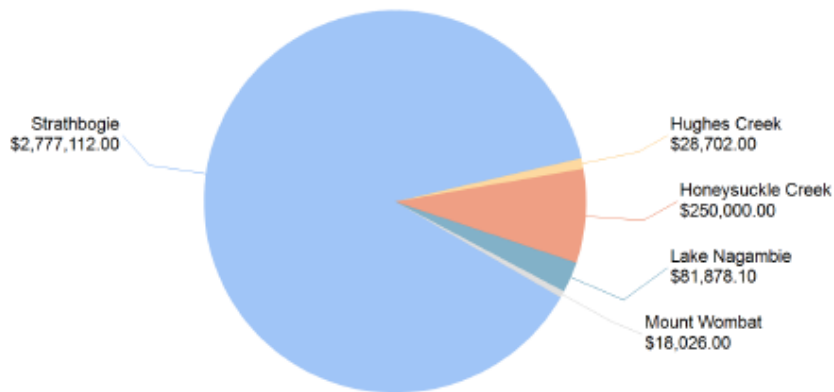
JUNE 2024



Building Activity

A report on new building permits recorded in Council's building permit register in June 2024

Ward	Number of Lodgements	Cost Of Works
Honeysuckle Creek	1	\$250,000.00
Hughes Creek	1	\$28,702.00
Lake Nagambie	1	\$81,878.10
Mount Wombat	1	\$18,026.00
Strathbogie	16	\$2,777,112.00
	20	\$3,155,718.10



Honeysuckle Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
3058281994630	06/06/2024	Construction of	Dwelling	Violet Town	\$250,000.00
					\$250,000.00

Hughes Creek

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
9786626897391	12/06/2024	Construction of	Verandah	Avenel	\$28,702.00
					\$28,702.00

Lake Nagambie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
2661708150288	04/06/2024	Construction of	Swimming Pool, Swimming Pool Barrier	Nagambie	\$81,878.10
					\$81,878.10

Mount Wombat

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
8821857215771	06/06/2024	Re-erection of	Garage	Kithbrook	\$18,026.00
					\$18,026.00

Strathbogrie

Permit Number	Permit Date	Works	Building Use	Town	Cost Of Works
5296352865582	18/06/2024	Construction of	Dependent Relative Unit	Baillieston	\$105,000.00
7642391124843	17/06/2024	Construction of	Dwelling & Garage	Avenel	\$433,918.00
2757010537329	19/06/2024	Installation of	Swimming Pool, Pool safety barrier	Miepoll	\$54,700.00
7625463769979	19/06/2024	Installation of	Swimming Pool, Swimming Pool Barrier	Euroa	\$99,000.00
9011374620623	14/06/2024	Construction of	Dwelling	Creightons Creek	\$123,773.00
214447195312	19/06/2024	Construction of	Machinery Shed	Strathbogrie	\$27,729.00
97274041593280	19/06/2024	Construction of	Shed	Euroa	\$22,039.00
9637636409983	28/06/2024	Construction of	Detached Dwelling & Garage	Euroa	\$538,579.00
3605507643465	25/06/2024	Construction of	Carport	Euroa	\$30,310.00
6116518201636	11/06/2024	Extension to	Dwelling	Euroa	\$230,000.00
9466950139269	08/06/2024	Construction of	Retail Building	Euroa	\$450,000.00
6545182184152	26/06/2024	Construction of	Dwelling & Garage	Euroa	\$165,697.00
6469785460399	26/06/2024	Construction of	Dwelling & Garage	Euroa	\$148,350.00
3944345808009	26/06/2024	Construction of	Dwelling & Garage	Euroa	\$96,174.00
8137831154102	26/06/2024	Construction of	Storage Sheds	Nagambie	\$35,000.00
8630141983394	27/06/2024	Alterations & Additions to	Dwelling	Goram	\$216,843.00
					\$2,777,112.00

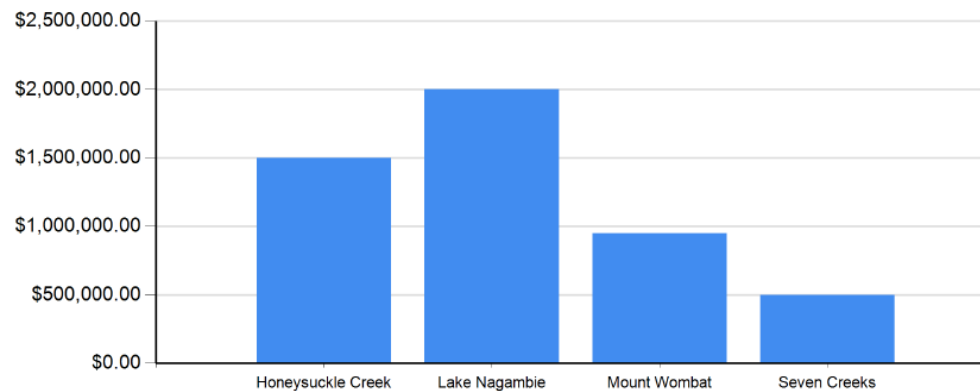
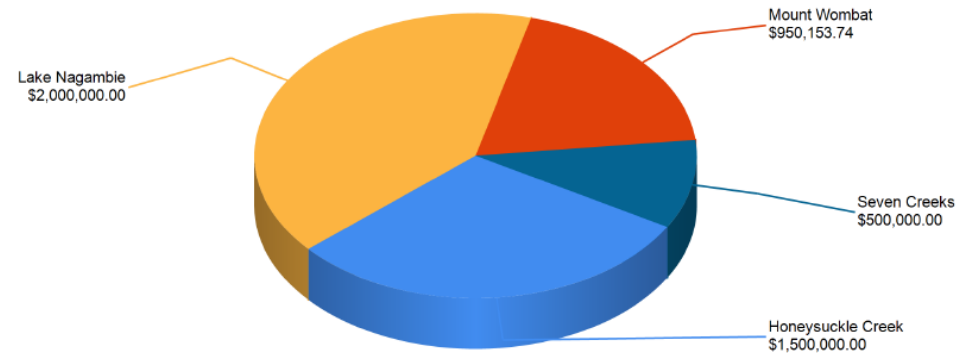
PLANNING APPLICATION APPROVALS – DEVELOPMENT COST (CAPITAL IMPROVED VALUE)
JUNE 2024



Planning Applications Determined

June 2024

Honeysuckle Creek	\$1,500,000.00
Violet Town	\$1,500,000.00
 Lake Nagambie	 \$2,000,000.00
Nagambie	\$2,000,000.00
 Mount Wombat	 \$950,153.74
Creightons Creek	\$560,000.00
Gooram	\$250,000.00
Sheans Creek	\$63,153.74
Strathbogie	\$50,000.00
Strathbogie	\$27,000.00
 Seven Creeks	 \$500,000.00
Euroa	\$150,000.00
Euroa	\$350,000.00
 Total Value	 \$4,950,153.74



CUSTOMER ENQUIRY ANALYSIS REPORT
- REPORT FOR JUNE 2024

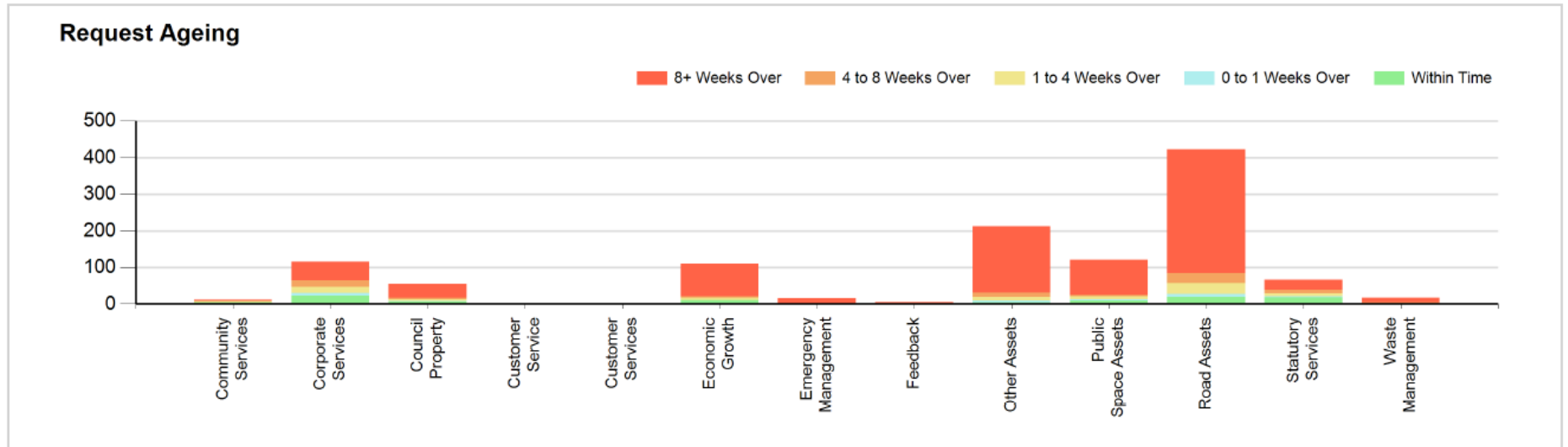


Request Throughput Analysis

01/06/2024 to 30/06/2024

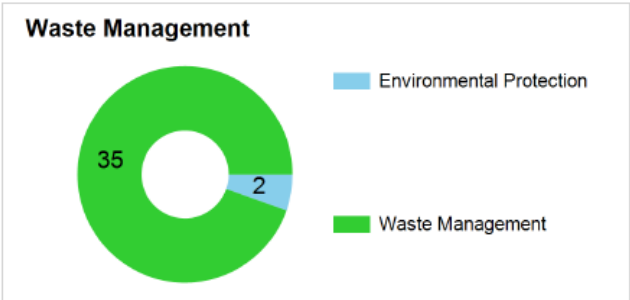
C N	Complete / New	> 80%	50-80%	< 50%
	O R	Overdue / Remaining	< 33%	34-70% > 70%

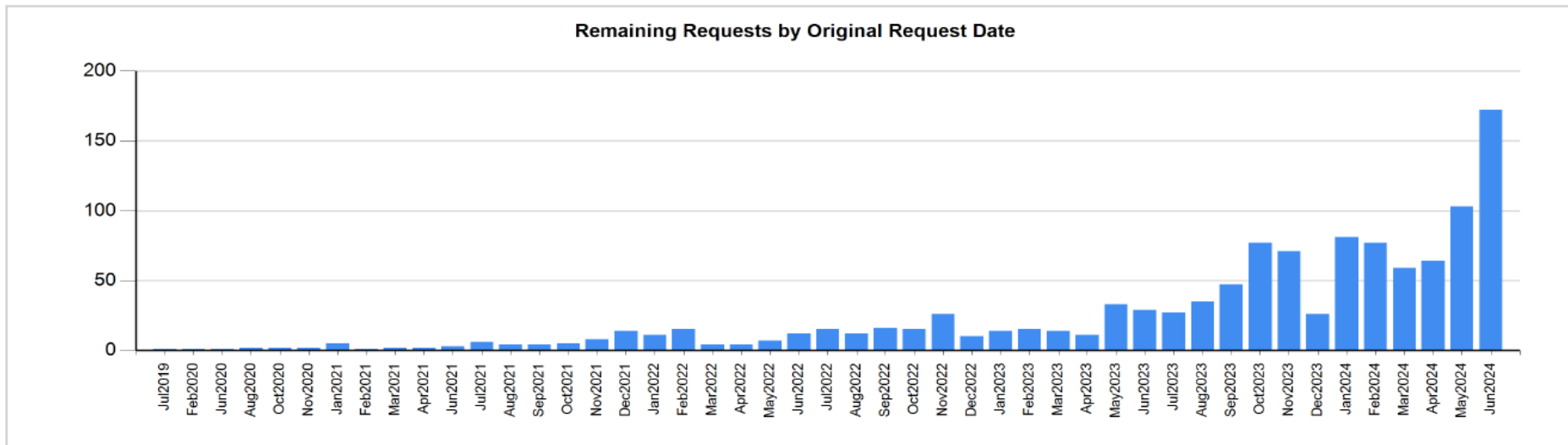
Service Area	Existing Requests	New Requests	Completed Requests	Remaining Requests	C N	Within Time	Over Time	O R	Pending Resources	Service Area Usage
Community Services	9	42	39	12	✓	4	8	⚠	0	
Corporate Services	116	85	86	115	✓	22	93	✗	0	
Council Property	77	41	62	56	✓	7	48	✗	0	
Customer Service	0	0	0	0	✓	0	0	✓	0	
Customer Services	0	1	1	0	✓	0	0	✓	0	
Economic Growth	97	131	117	111	✓	11	100	✗	0	
Emergency Management	23	6	13	16	✓	1	15	✗	0	
Feedback	9	1	4	6	✓	0	6	✗	0	
Other Assets	220	31	38	213	✓	5	208	✗	0	
Public Space Assets	131	51	55	124	✓	10	111	✗	3	
Road Assets	412	73	61	423	✓	20	403	✗	1	
Statutory Services	65	121	118	68	✓	19	47	⚠	0	
Waste Management	20	37	40	17	✓	2	15	✗	0	
Total	1179	620	634	1161		101	1054		4	



Service Usage







		Community Services	Corporate Services	Council Property	Economic Growth	Emergency Management	Feedback	Other Assets	Public Space Assets	Road Assets	Statutory Services	Waste Management
2019	July								1			
	February											1
	June						1					
2020	August				2							
	October		1		1							
	November							1		1		
	January		3		1							1
	February							1				
	March							2				
	April							2				
2021	June							2	1			
	July							3		3		
	August		1							3		
	September			1	1			1	1			
	October								2	3		

2021	November			1			1		6			
	December			1		1		4		8		
2022	January	5		1				1	2	2		
	February			1				4	2	8		
	March			1					1	2		
	April							1		3		
	May	1						1	1	3	1	
	June							3		8	1	
	July	1			1					11		
	August			1	2				5	1	3	
	September		1		1		1		5	1	7	
	October				3				5		6	1
	November				4				11	1	10	
	December		1		2				1		5	1
2023	January	1		1		4		1	1	5	1	
	February	1		5				1	2	5	1	
	March	3					1	2		7	1	
	April	1		1					3	5	1	
	May	3		10				8	3	9		
	June	1	1	3				8	2	14		
	July	2		4				8	2	10	1	
	August	2	3	1				7	2	20		
	September	3	1	8				8	5	21	1	
	October	4	1	13	1			17	4	36	1	
	November	9	5	4	1			10	8	32	1	1
	December	3	2	6	1				2	10	1	1
2024	January	2		3	8	4	1	24	13	25	1	
	February	1		5	3	1		19	21	23	1	3
	March		2	6	5	1		13	9	15	6	2
	April		4	5	1		1	10	11	18	11	3
	May		24	7	4	1	1	11	5	37	12	1

2024	June	8	39	10	16	1		12	18	40	26	2
Total		12	115	56	111	16	6	213	127	424	68	17

Definitions

Service Area Grouping of services by area of responsibility

Existing Requests open prior to reporting period

New Requests made during reporting period

Within Time Remaining Requests where defined deadline is after reporting period

Pending Resources Requests where additional resources are required to continue. This includes labour, materials, and financial resources.

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.

		
C N	Complete / New	> 80% 50-80% < 50%




Service Activities that provide value to the customer

Remaining Requests incomplete at end of reporting period

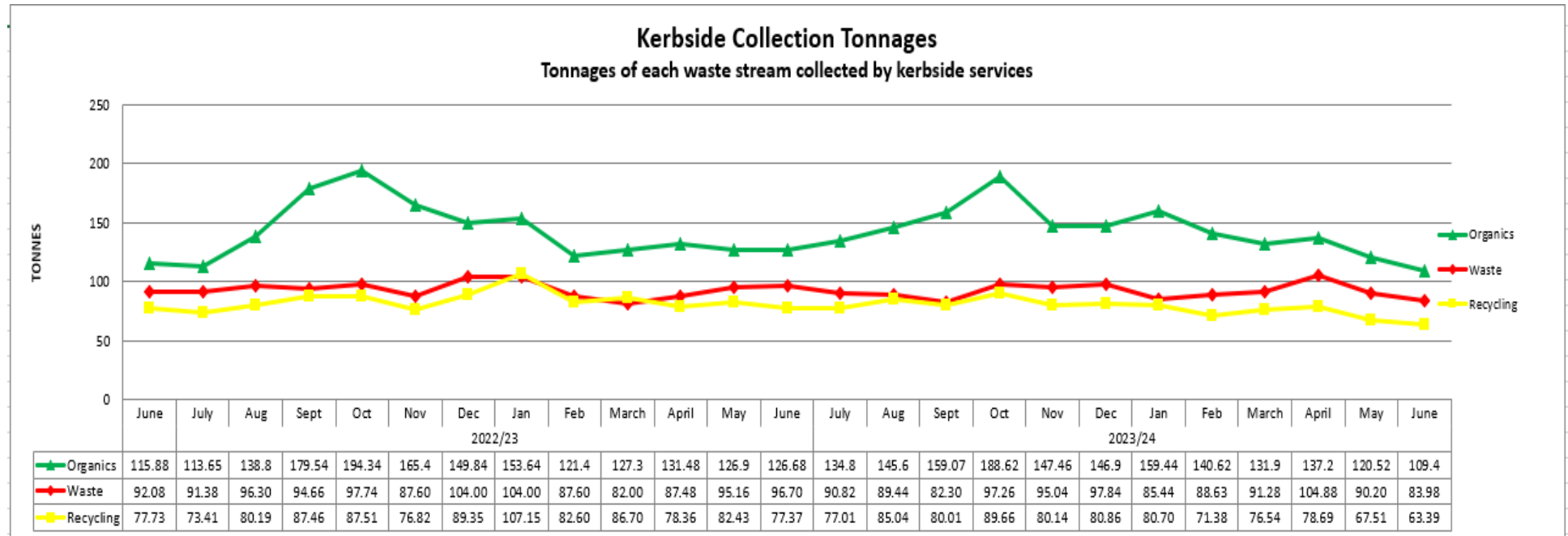
Completed Requests completed during reporting period

Over Time Remaining Requests where defined deadline is before the end of the reporting period

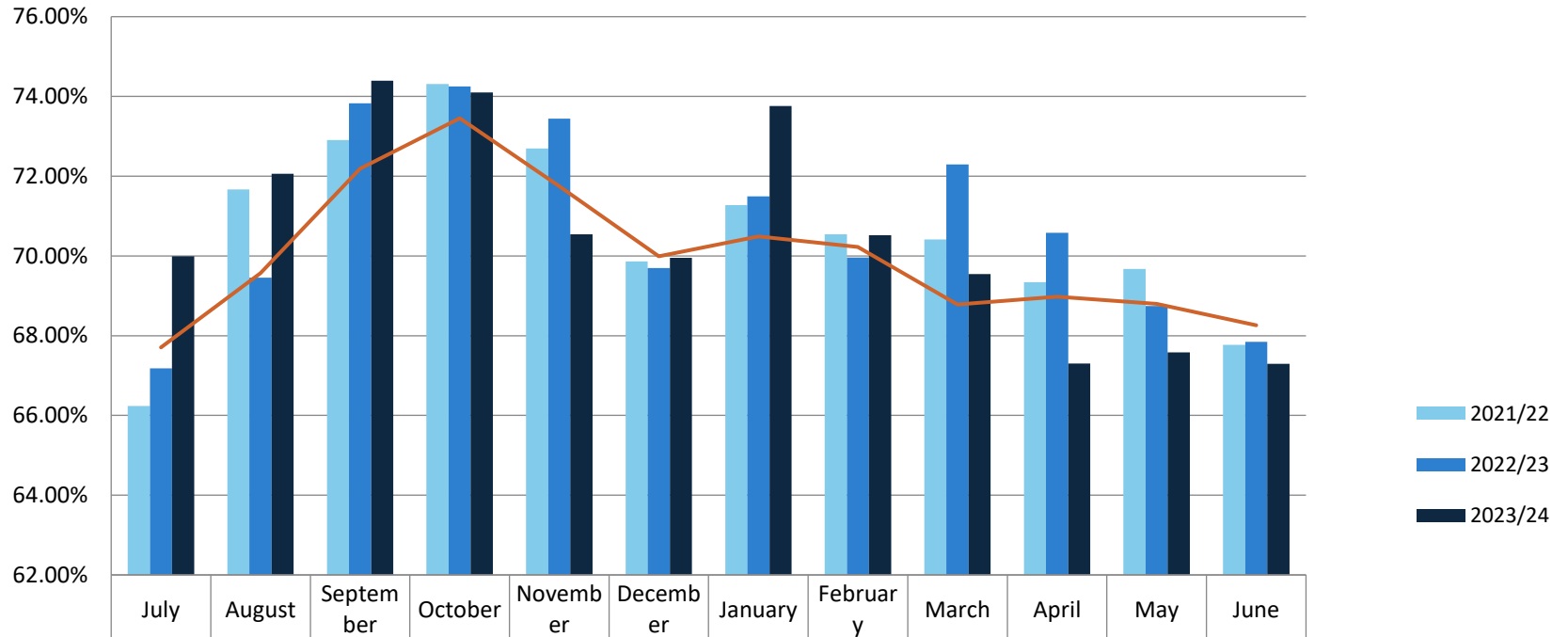
Overdue / Remaining An indicator showing the ratio of Overdue requests and Remaining requests. Designed to represent how well we are keeping to the defined deadlines.

		
O R	Overdue / Remaining	< 33% 34-70% > 70%

WASTE MANAGEMENT REPORTING
YEAR TO DATE - JUNE 2024

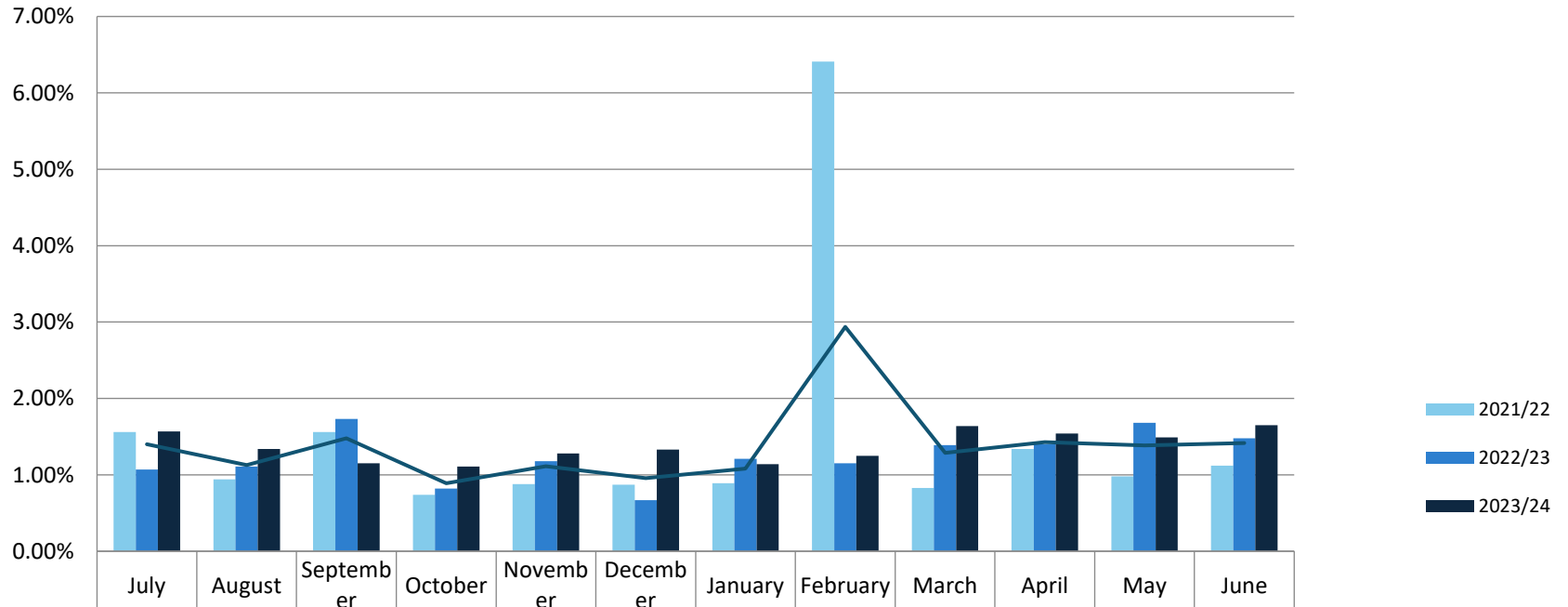


Kerbside Diversion Rate % Percentage of waste diverted from landfill



	July	August	September	October	November	December	January	February	March	April	May	June
2021/22	66.24%	71.67%	72.91%	74.31%	72.69%	69.86%	71.27%	70.54%	70.41%	69.34%	69.67%	67.77%
2022/23	67.18%	69.46%	73.83%	74.25%	73.44%	69.70%	71.49%	69.96%	72.30%	70.58%	68.75%	67.85%
2023/24	69.99%	72.06%	74.39%	74.10%	70.54%	69.95%	73.76%	70.52%	69.54%	67.30%	67.58%	67.29%
Nine-Year Average	67.71%	69.57%	72.19%	73.45%	71.75%	69.99%	70.49%	70.23%	68.78%	68.98%	68.79%	68.26%

Organics Contamination % Percentage of contamination found in kerbside bins

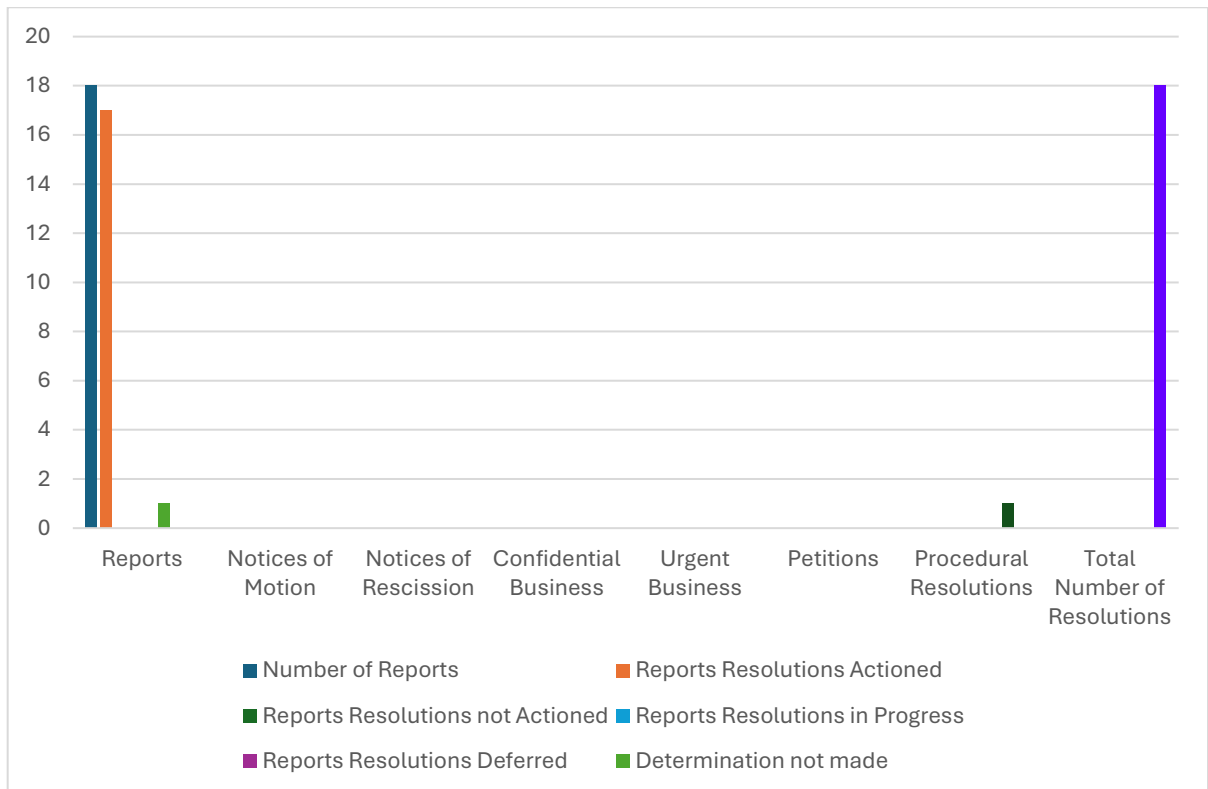


2021/22	1.56%	0.94%	1.56%	0.74%	0.88%	0.87%	0.89%	6.41%	0.83%	1.34%	0.98%	1.12%
2022/23	1.07%	1.11%	1.73%	0.82%	1.18%	0.67%	1.21%	1.15%	1.39%	1.40%	1.68%	1.48%
2023/24	1.57%	1.34%	1.15%	1.11%	1.28%	1.33%	1.14%	1.25%	1.64%	1.54%	1.49%	1.65%
Three-Year Average	1.40%	1.13%	1.48%	0.89%	1.11%	0.96%	1.08%	2.94%	1.29%	1.43%	1.38%	1.42%

TRANSFER STATION DATA – JUNE 2024



ACTIONING OF COUNCIL REPORTS RESOLUTIONS
COUNCIL MEETING – TUESDAY 18 JUNE 2024



ACTIONING OF COUNCIL REPORTS RESOLUTIONS
EXTRAORDINARY COUNCIL MEETING – TUESDAY 25 JUNE 2024



**OUTSTANDING ACTIONS OF COUNCIL RESOLUTIONS TO
30 JUNE 2024**

This Report is to advise the Administrator, Executive Leadership Team and the community of the status of previous Council resolutions which are in progress but are yet to be finalised.

Council Meeting Date	Item No.	Description
20/02/2024	11.4.5	Master Inland Rail Development Agreement – Australian Rail Track Corporation

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

Review of Policy / New Policy	Policy Name	Details
Review	Procurement Policy and Procedure 2024	Refer to Item 11.4.6
Review	Rates Payment and Collection Policy 2024	Refer to Item 11.4.7
Review	Draft Kerbside Waste Collection Services 2024	Refer to Item 11.4.8

RECORDS OF INFORMAL COUNCIL BRIEFINGS / MEETINGS**FOR PERIOD 1 TO 30 JUNE 2024**

Record in accordance with Council's Public Transparency Policy 2020

Note: Details of matters discussed at the meeting that have been designated confidential under Rule 103 of the Governance Rules and sections 3 and 125 of the LG Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 4 June 2024

Locations: 2.00 pm - Kirwans Bridge
5.00 pm - Euroa Community Conference Centre

Time: 2.00 pm to 4.00 pm (Administrator & MPI)
5.00 pm to 6.43 pm (Administrator & EOs)

Attendees:Administrator

Peter Stephenson

Executive Officers

Julie Salomon (Chief Executive Officer)

Amanda Tingay (Director People and Governance)

John Harvey (Director Sustainable Infrastructure)

Rachael Frampton (Director Community and Planning)

Rosemary Scott (Executive Manager Communications, Engagement and Advocacy)

Other Officers

Braydon Aitken (Manager Planning and Investment) (*Items 1 & 2*)

Apologies:

Nil

1. Site visit – Kirwans Bridge Camping and Caravan Park Development
2. Kirwans Bridge Camping and Caravan Park Development Objectors
3. Extraordinary Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

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 Local Government Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 11 June 2024

Location/s: Teams (Item 1)
Meeting Room 2 (Items 2 & 3)
Euroa Community Conference Centre (Item 4)

Time/s: 1.00 pm to 4.30 pm (*Items 1 to 3*)
6.30 pm to 8.30 pm (*Item 4*)

Attendees:

Administrator

Peter Stephenson

Executive Officers

Julie Salomon (Chief Executive Officer)

Amanda Tingay (Director People and Governance)

John Harvey (Director Sustainable Infrastructure)

Rosemary Scott (Executive Manager Communications, Engagement and Advocacy)

Braydon Aitken (Acting Director Community and Planning)

Other Officers

Jack Francis (Senior Planner) (*Item 2*)

Apologies:

Rachael Frampton (Director Community and Planning)

1. Civic Accommodation Update
2. Planning Matters Update
3. Review of draft June 2024 Council Meeting Agenda/Confidential Appendices
4. MAV Stand for Council Information Session

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

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 Local Government Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings
Date of Meeting: Tuesday 18 June 2024
Location/s: Euroa Community Conference Centre
Time/s: 3.30 pm to 7.50 pm

Attendees:

Administrator

Peter Stephenson

Executive Officers

Julie Salomon (Chief Executive Officer)

Amanda Tingay (Director People and Governance)

John Harvey (Director Sustainable Infrastructure)

Rosemary Scott (Executive Manager Communications, Engagement and Advocacy)

Apologies:

Rachael Frampton (Director Community and Planning)

Braydon Aitken (Acting Director Community and Planning)

1. Kirwans Bridge Community Group Presentation – Kirwans Bridge Camping and Caravan Park application
2. June 2024 Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

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 Local Government Act 2020 are described in a separate "confidential addendum" that will be reported to the next closed Council meeting

Name of Meeting: Informal Council Briefings / Meetings

Date of Meeting: Tuesday 25 June 2024

Locations: Euroa Community Conference Centre

Time: 4.00 pm to 6.27 pm

Attendees:

Administrator

Peter Stephenson

Executive Officers

Julie Salomon (Chief Executive Officer)

Amanda Tingay (Director People and Governance)

Rachael Frampton (Director Community and Planning)

Rosemary Scott (Executive Manager Communications, Engagement and Advocacy)

Other Officers

Kerry Lynch (Governance Officer) (Item 2)

Apologies:

John Harvey (Director Sustainable Infrastructure)

1. Nagambie Health – Carrick Crescent, Nagambie, Development
2. Model Councillor Code of Conduct – Local Government Victoria Consultation Paper
3. Extraordinary Council Meeting

Declaration of Interest/s under Local Government Act 2020 (General Conflict of Interest - Section 127 / Material Conflict of Interest – Section 128)

Nil

11.6 EXECUTIVE

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study

Responsible Director: Chief Executive Officer

EXECUTIVE SUMMARY

The Civic Administration and Depot Operations – Design Options and Feasibility Study has recommended an effective future operating model for civic, administrative and depot operations for Strathbogie Shire.

The project analysed a range of options and potential locations before recommending a distributed civic, administrative, and depot operating model that responds effectively to geographic attributes of the Shire, likely future settlement and growth patterns, and need for service and emergency response.

Local government plays an essential democratic and service role for its community and an important foundation are the assets and facilities to support quality outcomes for the community.

Existing buildings and facilities have attracted insufficient investment in maintenance and renewal due to higher priority competing demands in a financially constrained environment. Most civic, administrative, and depot assets are at the end of their economic life and are not considered fit-for-purpose to support delivery of quality services to the community or provide a safe and healthy work environment for councillors, employees, and visitors.

After analysing many alternative options, the study has recommended redevelopment of the civic and administrative facilities at Binney Street Euroa and upgrades of the existing depots at Nagambie and Euroa. The study found that the staff accommodation at Nagambie currently underway is complementary to and supportive of this strategy.

A key design principle was to ensure that the design reflected hybrid and flexible work arrangements. This introduced efficiencies in the design of the buildings and savings in floor space for employees and support services. This space has been reallocated to enhance civic, governance, and customer service functions.

Three (3) civic and administrative options have been developed for the Binney Street site; two (2) options include consideration of colocation of library services. Maternal Child Health and Visitor Information services are also incorporated.

All civic and administrative options retain the Public Hall (Cinema) and reinstate the original façade and foyer.

Masterplans have been developed for the two depots; these will be long term redevelopment proposals far beyond the scope of this project. Employee accommodation and safer travel routes at both sites are in urgent need of improvement and upgrade.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

Included in this report are summaries of elements of the business case and the full design options report. Financial analysis and modelling will continue, including potential sources of funding for the project which is likely to include self-generated capital works, operational efficiencies and savings, loans to ensure inter-generational equity, and external grants.

It is recommended that Council receive and note the report and refer consideration to the incoming Council as part of its induction and strategic planning processes.

Council staff will continue to explore potential funding sources including development of an advocacy strategy to State and Federal governments.

RECOMMENDATION

That Council:

- 1. Receive and note the Civic Administration and Depot Operations – Design Options and Feasibility Study.***
- 2. Note that further financial modelling and analysis of potential funding sources will be undertaken over the next three to six months.***
- 3. Refer the Study for consideration by the incoming Council as part of its induction and strategic planning process to establish the Council Plan, Financial Plan, and Asset Plan for the next council term.***

PURPOSE AND BACKGROUND

The purpose of this report is for Council to note and receive the outcomes of a design options, feasibility study, and business case for future civic, administrative, and depot operations for the Strathbogie Shire.

Funded in the 2023-24 Council Budget, the project was initiated to explore the most appropriate operating model, develop design options, and investigate site and feasibility issues.

A decision on directions and financial implications will be referred for consideration to the new Council as part of its induction, long-term financial planning, and Council Plan process in early 2025.

ISSUES, OPTIONS AND DISCUSSION

Project background

Workshop Architecture and Mach2 Consulting were engaged to review multiple options for the development of a renewed civic presence to provide administrative, councillor and depot functions to support current and future community and economic conditions.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

The project brief outlined that the project should:

- Consider civic office accommodation to deliver core local government services to the Shire from Euroa and Nagambie
- Outdoor operations delivery from either multiple sites or from a single consolidated site
- Incorporate sustainable design principles to minimise the environmental impact of the redevelopment

The project analysed a range of options to arrive at a preferred operating model for both civic and depot functions considering:

- Council and democratic functions of the council operating as a level of government
- A civic presence to support the east-west nature of the municipality with a staffing profile across both sites to deliver improved customer interface
- Depot operations delivery locations, including analysis of centralised options that might deliver operational efficiencies and the ongoing demands for emergency response across the municipality
- Staffing profiles and changes in the method of working (post-Covid)
- Location assessment and site analysis for council owned and leased facilities
- The cultural and civic heritage of existing buildings and facilities
- Regulatory and legal requirements for preferred options
- Size and optimal layouts of proposed office accommodation based on current and future service needs

Project methodology

The project methodology included:

- Collection of relevant information through a comprehensive Request for Information
- Conduct of more than 30 interviews with managers, key process owners and Executive members to determine design principles and explore operating parameters
- The project team conducted on-site and facility tours and face to face interviews over a 5-day period, this was supplemented by many online meetings and consultations
- Manager surveys to better understand individual departmental staffing and operating requirements
- An all-staff survey to understand existing staff sentiment and requirements
- A detailed market analysis document to analyse and assess land and economic factors relevant to the project
- Development of a comprehensive functional brief that outlines operating requirements, preferred space allocation, and relationships between business functions
- An iterative design development process that explored and refined more than a dozen options before selecting three civic and two depot options

Project context

Councils are area-based representative governments with a democratic, legislative, and electoral mandate to manage local issues, deliver services, and plan for community needs.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

Council has a broad range of mandated responsibilities that it has an obligation to resource and deliver on behalf of the community, these include:

- Governance and civic functions supporting the democratic process
- Customer service to support effective relationships with the community
- Land use planning and building control
- Asset management and renewal – roads, buildings, drains, bridges, etc.
- Engineering services, design, and stormwater and flood management
- Environmental health, food safety, and public safety
- Emergency management response, relief, and recovery
- Waste management and environment

Some functions of local government are discretionary but are an important response to local community need, these include:

- Open space and recreation design
- Arts, culture, and supporting a creative community
- Library services (funded by council and delivered through the Goulburn Valley Regional Library Corporation)
- Maternal and child health, immunisation, preschool, family, and youth services
- Tourism development and economic development
- Community development and support for different groups in the community

All functions and services delivered by local government require skilled and qualified people to support the delivery of outcomes to the community.

Council is a key employer in the shire and has a responsibility to provide a safe and appropriate workplace for all employees. This includes consideration of occupational health and safety matters, compliance with building standards and regulations, accessibility and hygiene and environmental standards. These considerations related also to access by councillors, community members, and contractors.

Project scope

The project focused on accommodation and operations associated with the following core local government functions:

- Civic and councillor functions – meeting chamber and councillor meeting and work spaces
- Council service and administration facilities to provide accommodation for Council staff engaged in delivery of services and programs
- Depot administration and staff accommodation to support delivery of physical and outdoor maintenance and emergency services

Existing conditions

The business case has identified that investment in renewal or replacement of civic, administrative, and depot operations is justified because existing facilities are not fit-for-purpose, provide very poor working conditions, and do not support excellent customer service for the community.

Council has a legislated obligation to provide a safe and healthy workplace. The current facilities do not meet this standard.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

All Councils need skilled and experienced staff to deliver services to their community. The quality of office accommodation is a key consideration in the attraction and retention of quality staff.

Council has not invested in asset maintenance and renewal of civic, administrative, and depot assets over many decades and most buildings are at the end of their useful and economic life. This is primarily due to issues related to the financial sustainability of small rural shires and the precedence given to competing priorities such as roads and other physical assets.

The business case has identified that civic and administrative buildings that provide councillor and staff accommodation and support for legitimate council operations at all locations are not fit for purpose and require significant renewal and upgrade investment.

The options outlined in this report provide a medium to long term solution for the identified issues. There is no 'do nothing' option available to Council in the short to medium term as the study identified that 'do nothing' is no longer a viable option.

An overview of existing conditions is outlined at Appendix 1.

Future civic operating model

A project priority was to determine an appropriate operating model for civic, administrative, and depot functions delivered by Strathbogie Shire Council.

The project considered and rejected, due to cost and impracticability, options that centralised civic, administrative and depot functions:

- Consolidation of administrative and/or depot operations to a single site to achieve organisational and systems efficiencies through economies of scale, including:
 - Centralisation of civic and administrative functions to either Euroa or Nagambie, either at the existing sites or a new site to be determined
 - Centralisation of civic and administrative functions (and potentially depot functions) to a new location (e.g., Longwood)

It was determined after consultation and review of costs that the centralised model would not suit the east-west nature of the municipality, the need for civic and depot operations presence in both Nagambie and Euroa, and the future growth pressures and service demand that is projected for Nagambie and Avenel in the south.

A further critical consideration was the number of emergency callouts that depot operations staff respond to each year, this appears to on the increase with more than 300 callouts in 2023/24. A distributed operating model is essential to ensure that plant, equipment, materials, and staff are located close to the emergency to ensure that response times are minimised and costs for the municipality contained.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

The feasibility and business case has confirmed that the Strathbogie Shire community will be best served through the development of a distributed operating model:

- Civic and administration
 - Euroa – civic operations at the current site or a new site
 - Nagambie – planned development to be an initial base
- Depot operations
 - Euroa – redesign and develop the existing Euroa Depot
 - Nagambie – redesign and develop and existing Nagambie Depot
 - Violet Town – maintain the existing sub-depot
 - Strathbogie – maintain the existing sub-depot

The associated project to redevelop the former Goulburn Shire offices in Nagambie is deemed entirely consistent with this strategy. The initial redevelopment to be completed this year will provide an initial operating base for Council staff, with future civic and administrative expansion likely to be focused in Nagambie due to the housing, population, and economic growth being centred in the west and south of the municipality.

Design principles

Principles were developed to guide option analysis and design development.

Customer relationships

- Welcoming and spacious customer service area
- Access to appropriate meeting rooms for consultation and sensitive or confidential discussions
- Improved technology for online access to specialist staff
- Booking of appointments and encouraging onsite engagement to provide better service standards across the municipality
- Take advantage of new technology and systems to enable better customer service to community, service users, and applicants
- Consulting spaces for visiting specialist staff and community engagement

Productivity, attraction, and retention of staff

- A quality contemporary office environment with suitable meeting rooms, and the flexibility to work from home or other places as required
- Comfortable and inclusive work areas that enable collaboration and increased productivity
- Good natural light and fresh ventilation with access to outdoor spaces
- Shower and end-of-journey facilities to encourage active transport options for staff
- Flexibility with certainty for community and colleagues
- Adaptive spaces to support training and development, project management, and community meetings
- HYBRID+Flexible work – supporting better customer and community outcomes, conditions for staff, and efficiencies in building design
 - Build for 70% capacity – 70% workstations and 30% workplaces

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

Internal relationships

- HYBRID+Flexible model of work will support better adaptation to internal relationships
- Project and task teams will be able to collaborate in designated spaces
- Flexible workstations and workplaces will support changing needs of work and internal relationships
- Single workspace/building with open space will promote internal collaboration

Environmental standards

- A building with high environmental standards
- Solar generation – maximise solar generation on available roof space
- Acoustic treatment to be explored through schematic design
- Rainwater harvesting and reuse for landscape and internal
- Waste management – external space allocation for waste separation

Power and technical

- Energy independence including battery back-up and secondary generation capacity
- Standalone functionality for solar battery charging
- Battery and solar to provide UPS capacity for building

Functional brief – civic and administration

A functional brief (refer Attachment 3) was developed through discussions with all workgroups, a manager survey and a staff survey. This outlines the functional and spatial requirements of all council work areas and documents specialised requirements such as storage and relationships.

Strathbogie Shire has a total workforce of approximately 150 staff (125 FTE) spread across three main locations. Under the proposed operating model, it is assumed that the staff population at the main sites will be:

- Nagambie – assumed initial baseline of 20 staff
- Euroa – assumed baseline of 70 staff
- Euroa and Nagambie Depots – assumed baseline of up to 18 administrative staff (plus outdoor crews)

The decision to design for between 70% and 80% capacity means that the space allocated for staff accommodation can be physically smaller, therefore saving on design, building, and operating costs.

In overall terms, the footprint of the proposed civic and administrative redevelopment at Euroa is equivalent to existing buildings planned for demolition. The space saved by compressing staff areas has been distributed to:

- Increased councillor and civic spaces to support good governance
- An enhanced customer service area to provide better service to the community
- Allowances for additional community services (maternal & child health and visitor information centre) at the site

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

Option analysis

The business case contemplated various options before settling on the design options outlined below, these included:

- Centralisation of all civic operations at a new site on the periphery of Euroa or Nagambie
- Centralisation of all depot operations to a single site in Euroa, Nagambie or separate location (discounted from consideration due to cost and community service outcomes)
- Centralisation of both civic and depot operations at a new site on the periphery of Euroa or Nagambie (discounted due to cost and inability to support effective emergency operations)
- Retain and refurbish the existing civic and administrative facilities in Euroa (discounted due to impracticability and potential cost)
- Demolish 1980s extension, refurbish remaining and extend (this is Option One referred to below)
- Demolish all original civic elements, retain the public hall and build new (Option Two below)

During May 2024, the project was asked to consider relocation of the library, maternal and child health service and Visitor Information Centre to the civic site in Euroa.

The library has been incorporated into Option One and Option Three.

The Maternal and Child Health service and Visitor Information Centre are included in all three civic options under consideration.

Design options – civic and administrative (Euroa)

An iterative analysis process reduced possibilities to three preferred options for civic and administrative functions at Binney Street Euroa. The Project Control Group and Executive endorsed the following options for further development:

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)



Figure 1 - Option One - Civic and administrative plus library (Euroa)

Option One

- Demolish the 1980s civic extension and two additional buildings at the rear
- Preserve the Public Hall and reinstate Foyer
- Refurbish the original civic building for use as a library including raising the floor-level to achieve flood resilience, and
- Build a new two-storey civic and administrative hub at the rear

Option Two

- Demolish all original civic buildings, retain Public Hall and reinstate Foyer
- Build new single storey building adjacent to the Public Hall (no library included)
- Civic and administrative functions designed around a welcoming customer service foyer adjacent to the council chamber

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

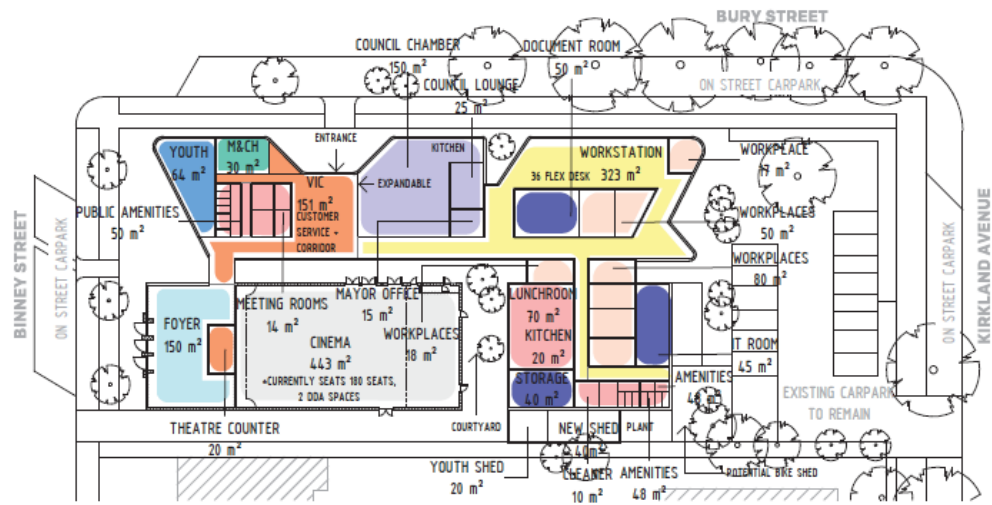


Figure 2 - Option Two - Civic and administrative – no library (Euroa)

Option Three

- Demolish all original civic buildings, retain Public Hall and reinstate Foyer
- Build new library adjacent to the Public Hall
- Build new two-storey civic and administrative hub to the rear

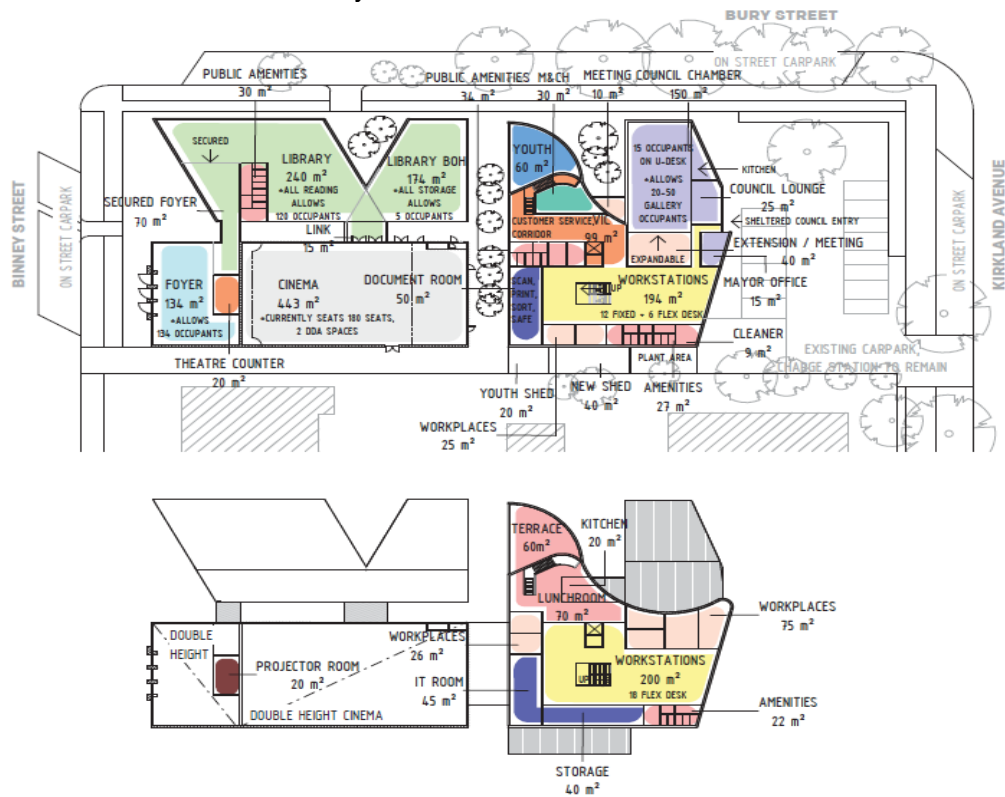


Figure 3 - Option Three - Civic and administrative plus library (Euroa)

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

A final design report providing details and 3D renderings of the proposed developments will be provided to Council for consideration.

Library options

Two (2) of the three (3) options developed include consideration of moving the Euroa library to the civic site in Binney Street.

No community consultation has occurred with the community as to whether this is a supported concept, and the Goulburn Valley Library Corporation has been advised and not engaged in detail about the possibility.

Any decision to relocate the library will be subject to a separate comprehensive engagement, design, and decision process.

Community uses

The civic and administrative options include a youth space, maternal and child health, and visitor information centre.

The existing buildings include a small youth space and associated storage, this has been replicated in the new schemes.

Additional space has been allocated for the following uses:

- Maternal & child health will be relocated from across Bury Street to allow expansion of pre-school services
- Visitor Information Centre will relocate from its current main street location to be close to the Travellers Rest service area on Sevens Creek

No final decision has been made on the transition of these services and further stakeholder consultation and engagement will occur before any final decision.

Depot options

Once the distributed depot operating model was confirmed a consultative process was used to develop a masterplan for the Euroa and Nagambie depots. The focus of this project is contained to the administrative and staff accommodation elements and the majority of the masterplan implementation will be a long-term project.

The Euroa depot masterplan (Figure 4 below) includes:

- Demolition of existing staff facilities and replacement with new administration building with staff amenities
- Significant upgrade to the layout, hardstand, buildings and associated infrastructure (e.g., bulk materials storage etc).
- Redesigned traffic flow to promote safety for staff and visitors

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

The Nagambie Depot masterplan (Figure 5 below) includes significant additional works beyond staff and administration that will be subject to its own feasibility study. Key aspects of the plan include:

- Demolition of existing staff facilities and replacement with new administration building with staff amenities
- Better control of traffic and separation of staff and visitor parking to improve safety
- Significant upgrade of hardstand and associated infrastructure

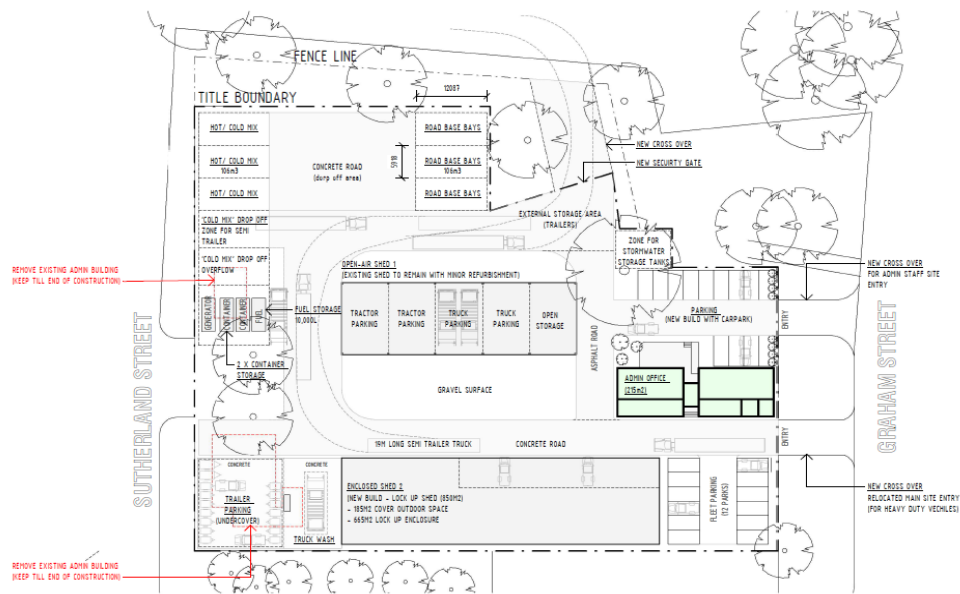


Figure 4 - Euroa Depot - Site Plan (proposed)

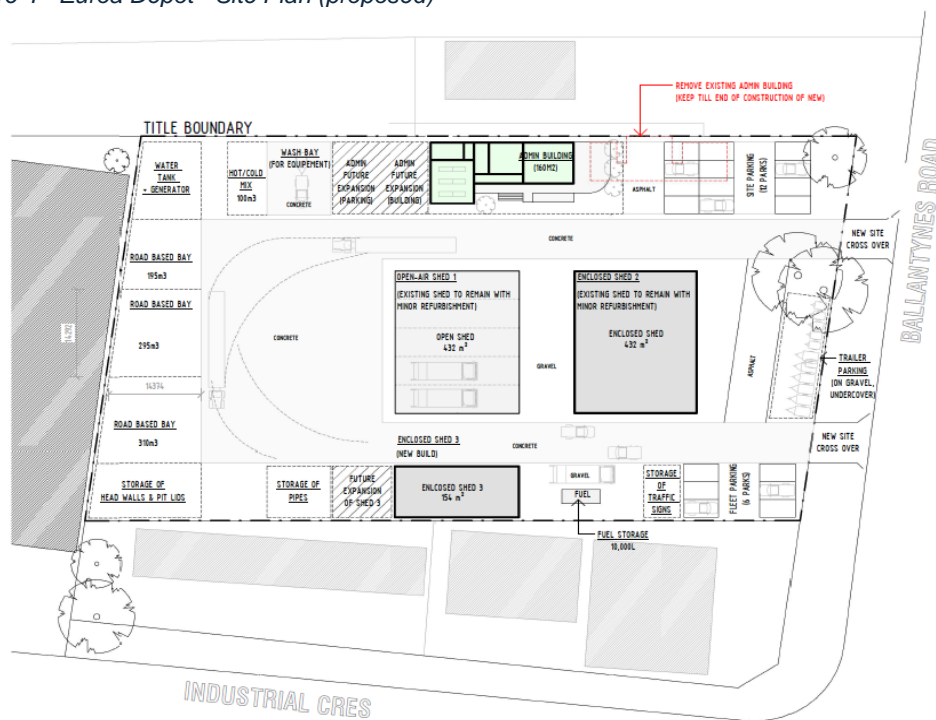


Figure 5 - Nagambie Depot - Site Plan (proposed)

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

COMMUNITY ENGAGEMENT

A key governance principle of the *Local Government Act 2020* is that the municipal community is to be engaged in strategic planning and strategic decision making.

This project has been undertaken on the assumption that the findings will be referred to the incoming Council for decision and direction.

This will include community consultation as part of the development of the Council Plan, Financial Plan, Asset Plan and four-year budget.

Significant internal consultation and engagement has occurred to inform the development of the functional brief and ensure that design options will meet future operational requirements.

Engagement has also occurred with:

- the Catchment Management Authority and building surveyor on the issue of flood resilience
- Various technical sub-consultants to inform the design response and project cost assumptions

POLICY CONSIDERATIONS

Council Plans and Policies

Council Plan 2021/25

- Engage.Create.Unite
 - We create welcoming social spaces where people can connect
- Live.Access.Connect
 - We all have access to important services
 - Integrated service and infrastructure planning
 - Ensure upgrades of council facilities are accessible and compliant

Asset Plan

- The renewal and replacement of assets and facilities is a core function of any local government
- Over decades limited funds have been spent on maintenance and upgrade of civic and administrative facilities and staff accommodation generally
- This project outlines a once in fifty years renewal of infrastructure required to support core civic and administrative functions

Financial Plan

- This project will be implemented over the medium to long term and will require careful planning in terms of its financial sources
- The new Financial Plan to be developed by the incoming Council in 2025 will need to consider how the elements of the project can be delivered

Regional, State and National Plans and Policies

There are no state or national plans relevant to this project.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

RISK CONSIDERATIONS

This is a major project for Strathbogie Shire Council and implementation will include consideration and mitigation of significant risks.

Risk	Likelihood	Consequence	Mitigation
Refurbishment risk – upgrade of old buildings includes an inherent risk due to unknown conditions.	High	High	Include an appropriate project and design contingency in cost estimates. Advice from sub-consultants and invasive testing might be required to better understand conditions.
Flood resilience – Euroa is flood prone and any project will need to consider flood-resilience standards.	High	High	Buildings and refurbishment to include flood resilience standard of 1:100 plus 150mm relative floor level.
Scope creep – uncontrolled changes or growth of project scope.	Medium	High	Additional functions and space requirements will add to cost and complexity.
Capital cost escalation – construction and civil costs have increased by ~40% since 2021. There is some evidence that the market is starting to cool with better prices being achieved.	Medium	Medium	Because the project is medium to long term the associated financial modelling includes appropriate contingency and cost escalation factors. The contingency allowances should be reviewed at each stage to ensure they are appropriate compared with level of risk.
Project management risks – Strathbogie Shire is a small rural shire and has limited experience with major projects of this scale and complexity.	Medium	High	Strathbogie Shire to review project management structures and ensure skilled and qualified project managers are engaged on major projects.
Environmental site conditions – it is very likely that the depots and possibly administrative buildings could be affected by contamination.	High	High	Commission site assessments to better understand conditions. Ensure project contingencies are reassessed at each stage of the project.
Regulatory compliance – failure to adhere to planning, environment, and other regulations.	Medium	Medium	This phase of the has assessed that regulatory compliance risk is relatively low. DDA and OH&S risk will be addressed by the project.
Stakeholder risk – the project has not been exposed to community consultation. This should be a priority through the next stage of development.	Medium	High	Briefing of the incoming Council through the induction period will be a priority. Community consultation on the project is essential during the next phase of development.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

Financial constraints – Strathbogie Shire is a small rural shire operating within significant financial constraints.	Medium	High	Careful financial planning will be required to realise the project. This will include consideration of financial capacity and potentially loan borrowings to ensure inter-generational equity.
Access to grants – this project will require external funding from State or Federal governments.	Medium	High	Without external financial support in the form of grants it is unlikely that the core project scope can be implemented.

LEGAL CONSIDERATIONS

Council has a legislated obligation to provide a range of services and functions, it also provides a range of discretionary services that respond to needs within the community. It must employ staff to deliver these services and functions.

As an employer, Council has an obligation to ensure that it provides councillors, staff, and visitors with safe and healthy workplace.

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

This report provides the Council and community with an overview and summary of the design options, business case, and feasibility study.

The incoming Council will be provided with a comprehensive briefing on the outcomes of the project, the new Council will determine the form and style of community consultation during the next stage of the project.

FINANCIAL VIABILITY CONSIDERATIONS

Financial implications of the project are continuing to be developed and modelled in consultation with Council’s Chief Financial Officer and other key staff.

This is considered a major project, and it is unlikely to be delivered without external financial support from the State or Federal government.

The estimated range of cost of works considered in the original scope for the three civic and two depot options is outlined in Table 1 below. These costs do not include library or Public Hall related expenses which would be developed through a separate project.

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

	Contract Sum	Contingency & Escalation	Total Project Cost
Option One	\$10,672,848	\$6,580,717	\$17,253,565
Option Two	\$11,074,567	\$6,770,744	\$17,845,311
Option Three	\$10,823,103	\$6,651,604	\$17,474,707
Euroa Depot	\$3,446,296	\$1,632,786	\$5,079,082
Nagambie Depot	\$1,768,104	\$837,693	\$2,605,797

Table 1 - Estimated range of costs - Civic and Depot options.

Contract sum in the table above is the likely baseline tendered cost for the project, this includes:

- Demolition
- New works
- External works and services
- Landscaping
- Locality allowance

Contingency and escalation includes allowances for the following factors, noting that these will be refined and reduced as the project moves through design development:

- Design contingency (10%) – this allows for unknown factors at this early stage of development
- Cost escalation (5%) – further modelling of cost escalation will occur to account for the project not commencing in the short term
- Construction contingency (10%) – allowance for potential cost increases above inflation (i.e., construction costs increased 40% between 2021 and 2024)
- Consultant fees (10%) – costs of consultants through schematic and detailed design phases
- Furniture and equipment (~3%) – allowance for furniture and equipment for the proposed development
- Council costs (5%) – Council costs related to project management and associated works
- Authority costs (1%) – costs associated with referrals to authorities (i.e., Catchment Management Authority / network managers etc)

Cost estimates at this stage are always qualified with exclusions as on-ground and invasive tests and assessments have not been conducted. Another key variable is existing conditions when working with older buildings; it is at the demolition stage where confidence levels can increase.

The projects will have several sources of funding:

- Council's ongoing capital works program
- Savings and efficiencies in operational budgets
- Loan borrowings to achieve inter-generational equity
- Grants from State and/or Federal government

11.6.1 Civic Administration and Depot Operations – Design Options and Feasibility Study (cont.)

SUSTAINABILITY CONSIDERATIONS

Economic

The project has reflected the economic reality that most of the growth in the Shire is in the west and south of the municipality.

Future expansion of civic and administrative functions will likely be in Nagambie using the proposed redevelopment of the Goulburn Shire offices as a base.

A market and economic analysis was completed as a key input into the project.

Social

The project will deliver improved social and community outcomes in terms of better customer and service outcomes.

The integration of maternal and child health and consideration of including the library collocated with the Public Hall provides an opportunity for collaboration and development of a community hub.

The provision of improved working conditions for staff will support better service outcomes through improved staff morale and attraction and retention of skilled staff.

Environmental

All options consider and reflect high environmental design standards.

Flood resilience is a critical design factor for the civic and administrative facilities located in Euroa.

Climate change

There are no significant climate change implications arising from the report.

INNOVATION AND CONTINUOUS IMPROVEMENT

The project incorporates an innovative HYBRID+flexible approach to work design. This allows the staff accommodation element of the building to achieve significant space savings that are reinvested into civic, governance, and customer service outcomes.

HUMAN RIGHTS CONSIDERATIONS

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

CONCLUSION

This report presents the outcomes from an extension analysis and design process for the future of civic, administrative and depot operations for Strathbogie Shire.

It is recommended that Council note the report and refer it for consideration of the incoming Council as part of its induction and strategic planning process in 2025.

ATTACHMENTS

Attachment 1: Existing Conditions

Attachment 2: Design Principles

Attachment 3: Functional Brief

12. NOTICES OF MOTION**13. NOTICES OF RESCISSION****14. URGENT BUSINESS****15. CONFIDENTIAL BUSINESS**

The Acting Chief Executive Officer has declared the following item -

- Contract No. 22-23-01: Weir Road and Reedy Lake Road Upgrade - Nagambie

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

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

This ground has been applied to this matter as it relates to confidential contractual matters regarding Contract No. 22-23-01 Weir Road and Reedy Lake Road Upgrade – Nagambie, necessitated by a number of delays (weather and design variations) that have affected the contract (refer to the Confidential Business Certificate attached).

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

MOTION

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

Contract No. 22-23-01: Weir Road and Reedy Lake Road Upgrade - Nagambie

The public gallery was closed and livestreaming of the meeting to the public ceased at p.m.

MOTION

That Council reopen the meeting to the public

***The livestreaming of the meeting to the public recommenced at
p.m.***

Confirmation of Confidential Business Decision/s***Confidential Business Decision/s***

C.B. 1 Contract No. 22-23-01: Weir Road and Reedy Lake Road Upgrade -
Nagambie

RECOMMENDATION

That the decisions made in camera be ratified by Council.

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 Evaluation for Contract No. 23/24-54:
Tree Maintenance Services - Panel of Suppliers
- C.A. 2 (g) Tender Evaluation for Contract No. 23/24-65:
Provision of 128 HP Tractor
- C.A. 3 (g) Tender Evaluation for Contract No. 23/24-66:
Supply of x2 Towable Power Road Brooms
- C.A. 4 (g) Tender Evaluation for Contract No. 25/26-02:
Landfill Disposal

NEXT MEETING

The next monthly meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 20 August 2024, at the Nagambie Lakes Regatta Centre, at 6.00 pm.

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