

**PYRENEES**  
— S H I R E —



## **AGENDA**

### **Ordinary Meeting of Council**

**6:00pm Tuesday 11 December 2018**

**Council Chambers  
BEAUFORT**

**Public Copy**

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## **WELCOME MEMBERS OF PUBLIC**

### **OPENING PRAYER**

Heavenly Father, we ask you to give your blessing to this Council, direct and prosper its deliberations to the advancement of your glory, and the true welfare of the people of the Pyrenees Shire.

Amen

### **ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the people past and present of the Wadawurrung, Dja Dja Wurrung, and Djab Wurrung tribes, whose land forms the Pyrenees Shire.

We pay our respect to the customs, traditions and stewardship of the land by the elders and people of these tribes, on whose land we meet today.

### **APOLOGIES**

### **NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS**

### **CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Meeting of Council held on 13 November 2018 and the Closed Meeting of Council held on 13 November 2018 (as previously circulated to Councillors) be confirmed as required under Section 93 (2) of the Local Government Act 1989.

### **BUSINESS ARISING**

### **PUBLIC PARTICIPATION**

#### Questions

- All questions and answers must be as brief as possible, and no debate or discussion will be allowed other than for the purposes of clarification
- The number of questions that any person may ask at each meeting is limited to two.
- A question may include a brief introduction.
- A time limit of five minutes for each question will apply but the time may be extended at the discretion of the Chairperson.
- Questions will only be heard at a meeting if the person who submitted the question or their nominated representative, is present at the meeting.
- The Chairperson or an Officer may:
  - a. Immediately answer the question asked; or
  - b. Require the question to be taken on notice.

### Submissions

- Any member of the public wishing to address Council must submit a brief synopsis of the address in writing to the Chief Executive Officer a week prior to the Council meeting.
- A time limit of five minutes for each address will apply but the time may be extended at the discretion of the Chairperson.
- Council may decide to defer an address until a later date.
- The Chairperson may, at their discretion, refuse a request to address Council.
- Addresses will only be heard at a meeting if the person who submitted the synopsis, or their nominated representative, is present at the meeting.

## ITEMS FOR NOTING

### ASSET AND DEVELOPMENT SERVICES

#### 1. PLANNING AND DEVELOPMENT REPORT

**Katie Gleisner – Manager Planning and Development**

**File No:** 66/02/02 – 08/02/02 – 50/24/02 – 46/02/02

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to provide Council with an update on activities within Planning, Development and Regulatory Services, during November 2018.

This report includes four parts:

- Part A: Planning
- Part B: Building
- Part C: Environmental Health
- Part D: Community Safety and Amenities

#### PART A: PLANNING

The planning activity statistics for October and November 2018 are summarised in the table below:-

Month	Applications received	Applications completed	Number of referrals	Requests for further information
October 2018	11	17	4	5
November 2018	11	10	3	4

#### Key projects

##### Planning Policy Framework Translation Project

The Department of Environment Land Water and Planning (DELWP) have been working on reforming Victoria's planning system. This project has seen the introduction of new digital tools, assessment pathways and drafting rules to support the process of applying planning controls.

In July 2018, the Victorian Planning Provision and Planning Schemes were amended to simplify and improve structure, function and application of the policy whilst removing unnecessary regulation and duplication. The next stage of this project will include reviewing Council's Local Planning Policy Framework (LPPF), which includes the Municipal Strategic Statement (MSS). This will see the LPPF also take a consistent form and remove unnecessary regulation and duplication.

The new LPPF will be presented to Council for adoption in early 2019.

### Highway Service Centre

Applicants for the proposed highway service center were granted a time extension to allow for the provision of additional information. All information is due to be submitted to Council by the 14<sup>th</sup> of December. The planning department will then proceed to assess the application and make it available for public viewing and comment.

### **Statutory planning**

Council's planning department continues to receive a high number of enquiries and requests for information. Since the implementation of a new case management and tracking system, officers have received and responded to 125 general planning enquiries (three week period). The nature of these enquiries include the subdivision of land, pre-purchase property information, requests to meet with a planning officer and 39 new shed permit enquiries. The number and nature of these enquiries highlights the level of future investment intended for the shire and the importance and timeliness of Council's strategic township planning work (Pyrenees Futures).

The Planning department is responding to a series of unauthorised land use activities within the municipality. An element of this work includes ensuring that the collection, storage and trade of recyclable materials, including motor vehicles, is undertaken in accordance with the Planning Policy Framework. Property owners identified as hosting such unauthorised uses will be contacted by officers in the coming months and encouraged to expiate the situation by seeking the required approvals and/or cleaning up the site.

Officers recently inspected a site that is being used to store 500+ vehicles and other recyclable materials on farm zoned land. Council are now working with the property owners to ensure that the site is cleaned up within a defined timeframe.

Planning staff continue to collaborate with other agencies on a range of non-compliance matters within the shire.

Planning permits have been issued for the development of two telecommunications towers, at the Lexton Golf Club and Langi Kal Kal Prison.

A planning permit has been issued for the rebuild of the fire affected butchers shop in Avoca. In the interest of supporting the butchery being returned to the Avoca community, planning officers were able to assess and issue the permit within 5 days.

Officers attended a VCAT hearing in November concerning a greyhound keeping and training facility permit that Council issued for a property in Landsborough earlier this year. As part of the hearing, a number of permit conditions were reviewed and consolidated to provide greater clarity to the operators. To assist in the further review of conditions, Council was directed to request and provide to the VCAT chair, industry specific information from Greyhound Racing Victoria. A final outcome of the hearing will be communicated from VCAT early in 2019.

### **Strategic issues**

'Pyrenees Futures' project is progressing with three of the township plans (Lexton, Waubra and Snake Valley) currently on public exhibition until 11 January 2019.

Draft plans for Avoca, Beaufort and Raglan will be released for public review in early 2019 and community engagement on plans for Amphitheatre, Landsborough and Moonambel will commence during 2019.

### Planning summary

1. Council continues to perform above the state regional local government average for permit application turn-around times.
2. Council are collaborating internally and with other agencies to respond to issues of non-compliance.
3. Council is finalising framework plans for six towns, and expecting to commence community engagement on a further 3 plans during 2019, as part of the Pyrenees Futures Project.

### **PART B: BUILDING**

#### Activity

The building activity statistics as at 31/10/2018 are summarised in the table below:

CATEGORY	NUMBER	COMMENT
Permits issued by private Building Surveyor	14	\$645,089.00
'Report and Consent' applications processed and issued in accordance with the Building Regulations 2018	6	4 x Dispensation for variation 2 x Demolition applications
'Property Information Certificates' prepared and issued	23	

#### Key projects & compliance

##### Swimming Pools and Spas

Following recent changes made to the *Building Act 1993* and the *Building Regulations 2018*, Council has commenced implementing a safety and compliance swimming pool inspection program. This will allow Council to establish a base line condition register of known pools and provide an opportunity to ensure compliance.

##### Place of Public Entertainment Occupancy Permits (POPE)

An initial assessment of the Rainbow Serpent Festival POPE application has been undertaken. Council will continue to work with event organisers to progress the required approvals.

#### Council plan / legislative requirements

- Council Plan 2013-2017
- *Building Act 1993*
- Building Regulations 2018

#### Financial / risk implications

The Municipal Building Surveyor must have regard to any relevant guidelines under the *Building Act 1993* or subordinate regulations. The building services department must ensure that a responsive service is provided that meets the demand of the building industry within the municipality.

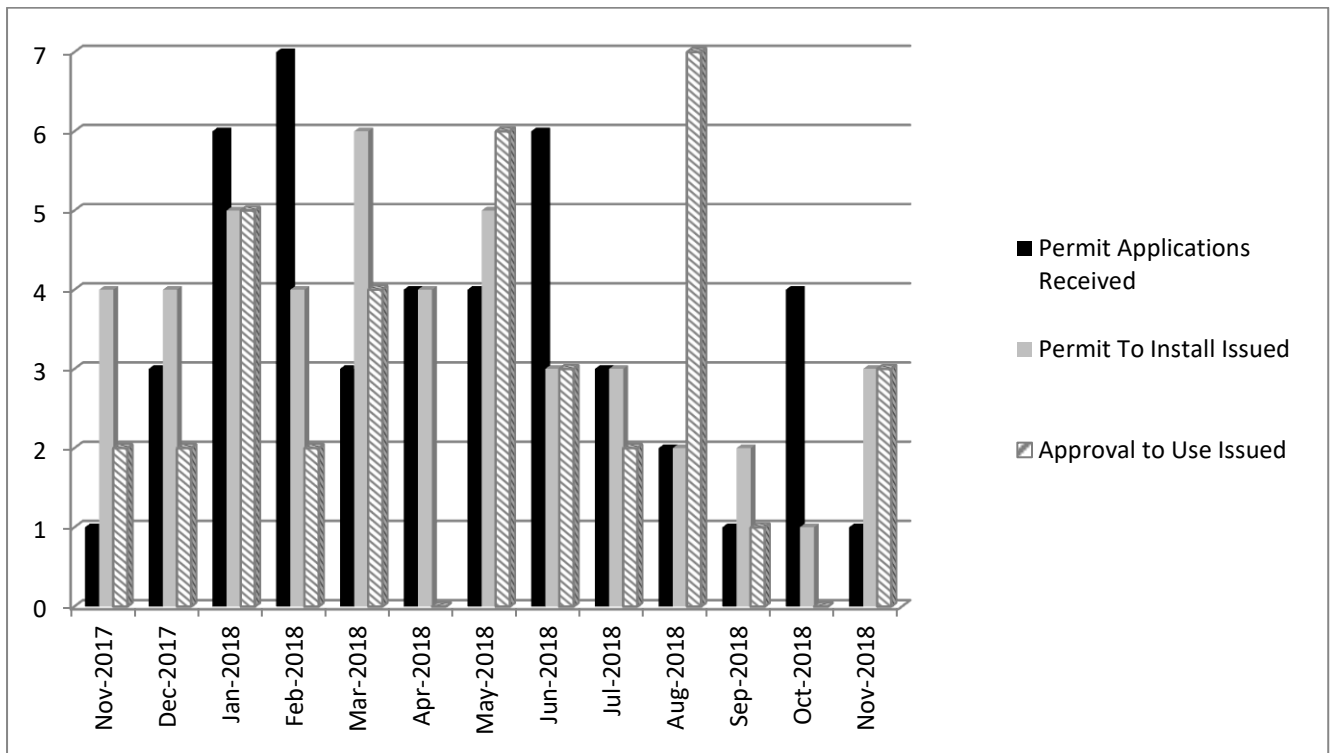


**PART C: ENVIRONMENTAL HEALTH**

**Activity: wastewater**

Period	Applications to Install New or Alter Existing Septic Tanks Received	Permits to Install Issued	Approval to Use Issued	Fees Paid
1st – 30 <sup>th</sup> Nov 2018	1	3	3	\$380

Wastewater activity statistics for November 2018



Monthly wastewater activity (November 2017 to November 2018)

Period	Septic Tank Inspections	Domestic Wastewater Management Plan (DWMP) Inspections
1st – 30 <sup>th</sup> Nov 2018	7	8

Wastewater related Inspections November 2018

Period	Service Reports Received
1st – 30 <sup>th</sup> Nov 2018	12

Domestic Wastewater Service Agent Report November 2018

**Activity: food, health & accommodation premises**

*Food Act 1984 and Public Health and Wellbeing Act 2008* Premises activity statistics for August 2018 are summarised in the table below.

Period	New Premises	Routine Inspections and Assessments	Follow Up Inspections	Complaints Received about Registered Premises	Food Recalls	Fees Paid
1st–30th November 2018	13	4	1	0	0	\$3,167

**Mobile and Temporary Food Premises in the Shire (Streatrader)**

Period	New Mobile or Temporary Premises	New Class 4 Notifications	Routine Inspections and Assessments	New Statements of Trade (SOT)	Fees Paid
1st -30th November 2018	0	2	0	20	\$2170

At 30<sup>th</sup> November 2018, Pyrenees Shire had 36 premises registered, 73 low risk notifications and 193 current Statements of Trade (SOT). Renewals have been sent out to all mobile and temporary food vendors for their 2019 registration.

**Activity: immunisations**

Immunisation sessions in November were conducted as normal in Beaufort and Avoca as well as opportunistic services performed by the Shire’s Maternal Child Health Nurses (MCHN) throughout the month.

Session Type	Number of Clients & Vaccines	2 Month - 4+ Yr Old	Secondary School	Adult
MCHN Opportunistic	Clients	22	0	0
	Vaccines	46	0	0
Beaufort Sessions	Clients	4	0	0
	Vaccines	11	0	0
Avoca Session	Clients	6	0	0
	Vaccines	15	0	0

Immunisation activity statistics for November 2018

### **Key projects**

- Food, Health and Accommodation registration renewal reminders will be sent out in the first week of December.
- Implementation of the Domestic Wastewater Management Plan continues. Notices have been sent to land owners in Waubra and Landsborough which will result in a further 60 inspections being completed before the end of the year.

### **Compliance issues**

Council's contractors continue to work with several registered premises to support and ensure continued compliance.

### **Council plan / legislative requirements**

- Council Plan 2013-2017
- Domestic Wastewater Management Plan 2015-2018
- Food Act 1984
- Public Health & Wellbeing Act 2008
- Tobacco Act 1987
- Environment Protection Act 1970
- Code of Practice for Septic Tanks

### **Financial / risk implications**

The Environmental Health Officer (EHO) must work with regard to various legislative requirements with respect to Food Safety (*Food Act 1984*), Public Health (*Public Health & Wellbeing Act 2008*, *Environment Protection Act 1970*), Tobacco (*Tobacco Act 1987*) and Wastewater (*Environment Protection Act 1970*, *Domestic Wastewater Management Plan*, *Code of Practice for Septic Tanks*).

It is necessary for the EHO to adapt to any changes in regulations whilst still providing a service that meets the demands of residents within the municipality and complies with legislation.

### **Environmental health summary**

1. EH received two Public Health and Well Being (PHWB) Act Nuisance complaints in November. One was in relation to odour from a failing waste water system and the other related to the storage of excess rubbish.
2. EH received two complaints regarding the possible illegal installation of a wastewater system.

## **PART D: LOCAL LAWS AND ANIMAL CONTROL**

### **ACTIVITY**

	October 2018	November 2018
Cats impounded	1 (reunited)	4
Dogs impounded	2 (reunited)	3
Stock impounded	0	Goats x 3
Infringements issued	9	4
Prosecutions	0	0

Impoundment and infringement statistics

As at 30th November, there were **613 cats** and **2,467 dogs** registered within the municipality. Records show that a further **20 cats** and **32 dogs** have not had their registrations renewed, however this could be due to a transfer of ownership, change of address or the animal has passed away.

### **Key projects**

- The final draft of *General Local Law 2019* is currently on exhibition and Council invite submissions from the public.
- Business improvement opportunities are being identified and implemented ensure that local law is administered effectively.
- Officers continue to investigate a range of complex animal keeping matters.
- A number of nature strips within Beaufort have been tidied up, following Council contacting residents who were using the road reserve to store equipment such as unregistered motor vehicles and firewood.

### **Council plan / legislative requirements**

- Council Plan 2013-2017
- Domestic Animals Act 1994
- Domestic Animal Management Plan 2012-2016
- Council Local Laws No. 2, No. 3 and No. 4

### **Local laws and animal control summary**

1. Development of *General Local Law 2019* has progressed and is expected to be adopted by Council at its February meeting.
2. New internal processes are being developed to strengthen Council's administration of its Local Laws
3. Council continues to investigate matters of non-compliance across the Shire

## CORPORATE AND COMMUNITY SERVICES

### 2. CUSTOMER ACTION REQUESTS – NOVEMBER 2018

**Kathy Bramwell – Director Corporate and Community Services**

**File No:** 16/08/04

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to update Council on our Customer Action Request System (CARS) for the month of November 2018.

#### BACKGROUND

Council has operated an electronic Customer Action Service Request system (CARS) for a number of years enabling residents to lodge service requests. Requests can be lodged in person, via telephone, via Council's website or by using a smartphone "Snap Send Solve" application.

Since December 2012, CARS has been promoted on a regular basis in Council's Public Notices published in the Pyrenees Advocate.

Service requests are received for maintenance issues – potholes, road conditions, drainage, signage, slashing and overhanging branches. Additional services were recently added to the CARS system including – pools, local laws, building maintenance and compliance.

Council receives between 400 and 1000 customer action requests per annum.

#### ISSUE / DISCUSSION

149 CARS were received in November 2018, a 54% increase on the previous month. 164 requests were closed in November (more than those received) resulting in 79 outstanding. As at the 30<sup>th</sup> November 2018 the status of CARS was as follows:

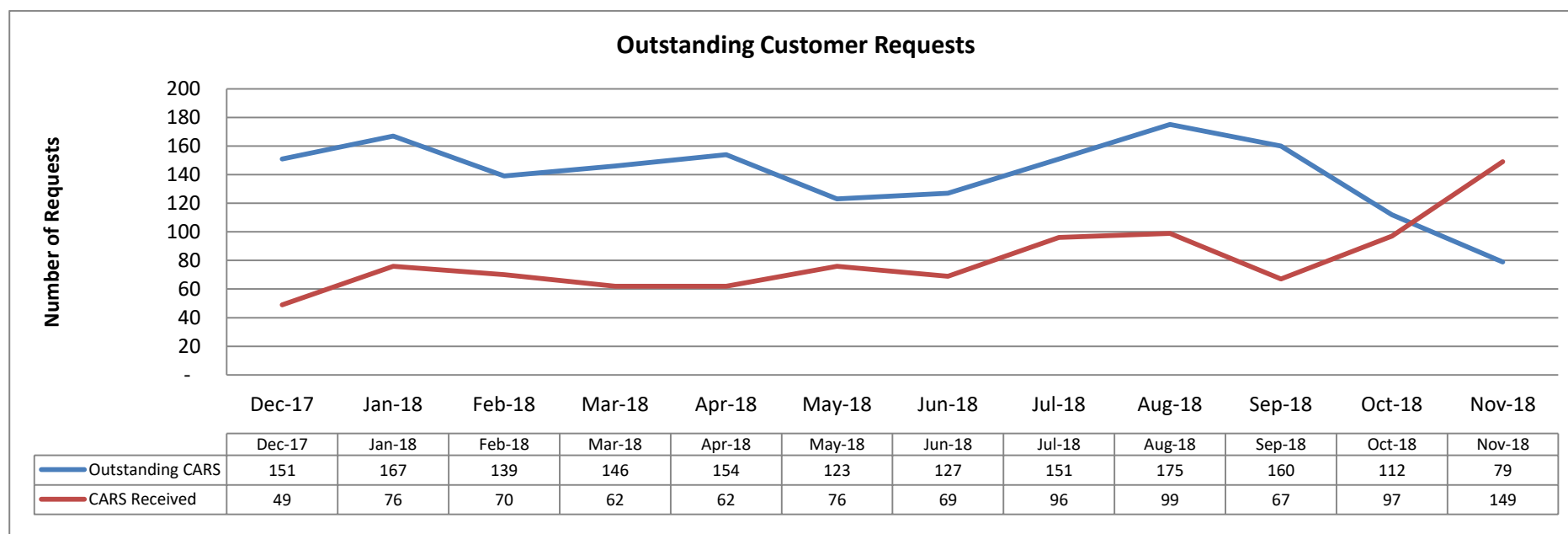
- 67% decrease in 2016 outstanding CARS
- 89% decrease in 2017 outstanding CARS
- 16% decrease in 2018 outstanding CARS
- 29% decrease on total CARS outstanding
- Of the 158 outstanding CARS 8 relate to natural disasters, a reduction of 2 from the previous month.
- For the month of November 164 CARS were closed

The largest groupings of open CARS requests relate to: Roadside Vegetation (21); Road maintenance (19) and Building maintenance (17).

The review of the CARS system is progressing with a draft report being recently discussed. A final report and recommendations for improvement is expected in the near future.

Reports detailing outstanding CARS are detailed below:

Year	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	% Change
<b>2016</b>	38	38	31	29	29	29	24	24	23	21	3	1	-67%
<b>2017</b>	113	90	56	49	44	38	32	31	30	29	18	2	-89%
<b>2018</b>	0	39	52	68	81	56	71	96	122	110	91	76	-16%
<b>Total</b>	<b>151</b>	<b>167</b>	<b>139</b>	<b>146</b>	<b>154</b>	<b>123</b>	<b>127</b>	<b>151</b>	<b>175</b>	<b>160</b>	<b>112</b>	<b>79</b>	<b>-29%</b>
<b>Total Received</b>	49	76	70	62	62	76	69	96	99	67	97	149	54%



Open Requests - Type			
	Oct-18	Nov-18	Change
Roads	9	15	6
Streetlights	2	1	-1
Drainage	12	14	2
Footpaths	4	6	2
Roadside Vegetation	21	21	0
Environmental Health	0	0	0
Planning	2	2	0
Bld maintenance	10	17	7
Park & Reserves	6	10	4
Local Laws	4	14	10
Fire Hazard	5	15	10
Bld Compliance	3	4	1
Road Maintenance	16	19	3
Waste Management	0	1	1
Roads Unsealed	3	4	1
Road Maintenance Unsea	16	2	-14
Cats	0	1	1
Natural Disasters	10	8	-2
Pools	0	0	0
Design & Assets	0	0	0
GIS	0	0	0
Dogs	3	4	1
Livestock Act	0	0	0
<b>Total</b>	<b>126</b>	<b>158</b>	<b>32</b>

## COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 1 - Leadership

1.1 - Communicate the Council's decisions, policies and activities and the reasons behind them, in a form relevant to ratepayer needs and expectations in accordance to Council's communication strategy.

## ATTACHMENTS

2.1 - CARS Analysis – November 2018

## FINANCIAL / RISK IMPLICATIONS

There are no financial implications associated with this report

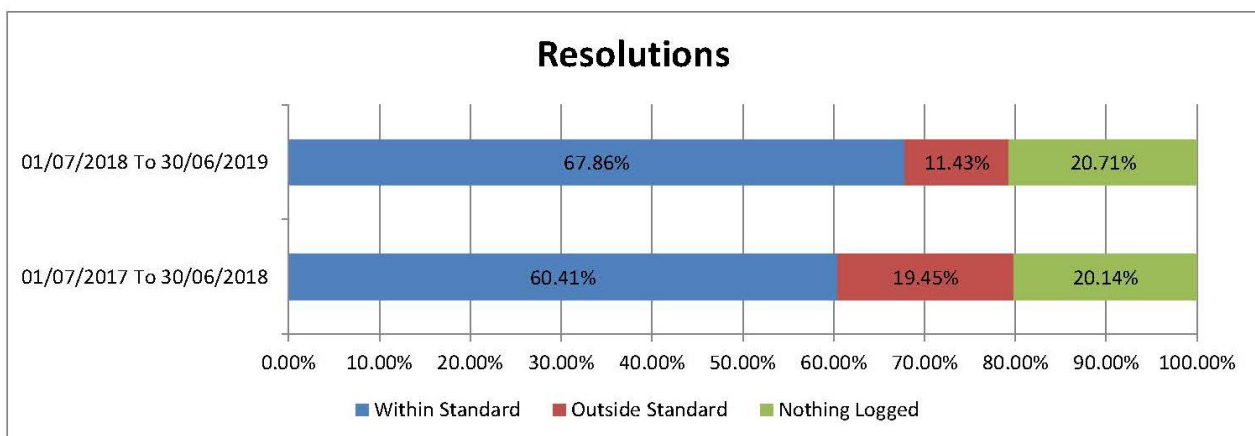
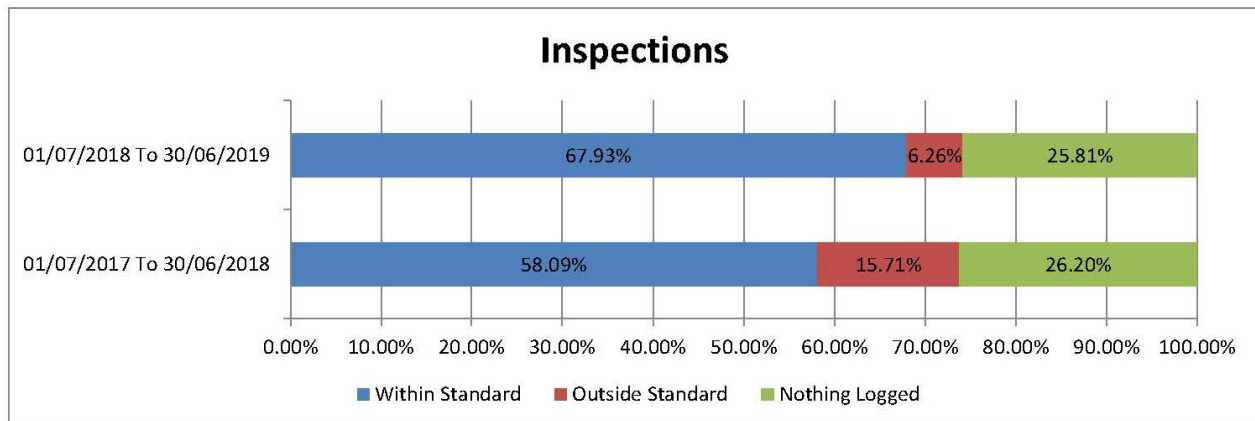
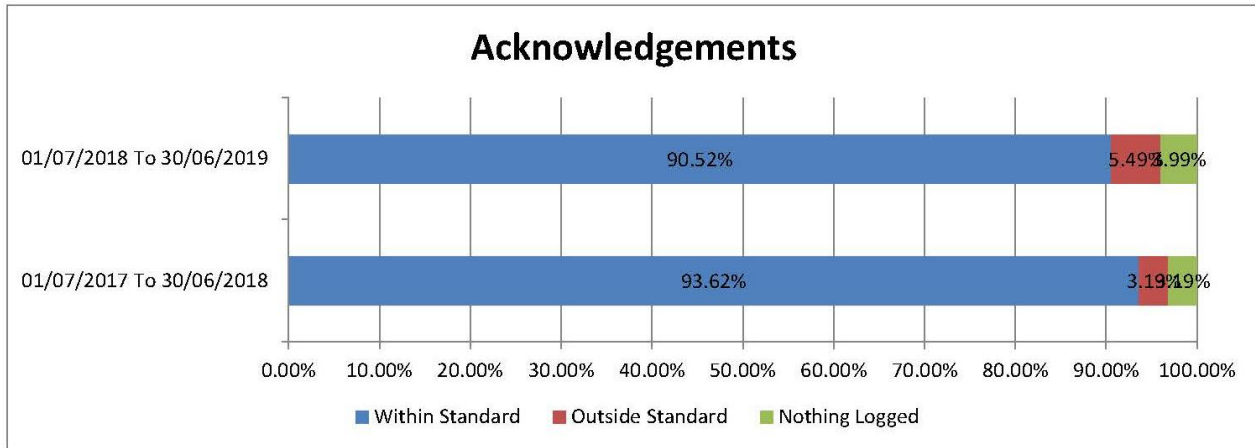
## CONCLUSION

Attention to resolution, inspection and acknowledgement of customer requests continues showing a drop in outstanding CARS numbers. Ongoing focus and effort is required to continue the downward trend and improve status follow-ups and awareness programs are being implemented.

## OFFICERS RECOMMENDATION

That Council notes the Customer Action Request update for November 2018.

	Within Standard	Outside Standard	Nothing Logged
<b>Acknowledgement:</b>			
01/07/2017 To 30/06/2018	93.62%	3.19%	3.19%
01/07/2018 To 30/06/2019	90.52%	5.49%	3.99%
<b>Inspection:</b>			
01/07/2017 To 30/06/2018	58.09%	15.71%	26.20%
01/07/2018 To 30/06/2019	67.93%	6.26%	25.81%
<b>Resolution:</b>			
01/07/2017 To 30/06/2018	60.41%	19.45%	20.14%
01/07/2018 To 30/06/2019	67.86%	11.43%	20.71%





### 3. RISK MANAGEMENT REPORT

**Kathy Bramwell – Director Corporate & Community Services**

**File No:** 16/24/06

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to provide Council with an update against the Risk-OHS Action Plan 2018-2020.

#### BACKGROUND

The original action plans for OHS and Risk Management were developed in 2017 as separate documents to inform and guide actions for improvement. These documents have been combined to form one action plan moving forward.











In November 2017 Council commenced participation with the MAV self-funded WorkCare Scheme. To ensure ongoing WorkSafe endorsement of this program, participating councils must become compliant with WorkSafe’s OHS requirements and councils were given three years to become 100% compliant. Actions to achieve compliance are included within the revised Risk/OHS Action Plan 2018-2020.

#### ISSUE / DISCUSSION

##### Risk/OHS Action Plan update:

The Risk/OHS Action Plan 2018-2020 is continually monitored and updated as items are progressed or completed. The Plan has been updated in November 2018 to reflect progress and add new items identified. The Plan also provides an update on completed reviews of documents comprising the OHS Management System.

The plan update utilises similar symbols to other reports and brief commentary to provide a snapshot of current progress. The state of action items is identified against the individual item in the attached report, with a summary of progress provided below.

Symbol	Progress	Number of items
	0%	12
	25%	11
	50%	9
	75%	11
	Complete	49
	Funding Required	0
	Information Required	0
	Ongoing	7
	Delayed or on hold	11
	Cancelled	0
<b>Total action items</b>		<b>110</b>

12 action items have experienced delays during 2018 primarily due to staff changeovers creating temporary resourcing and competing work priority issues. Full staffing is now complete and delayed items will be addressed as a priority over coming months – particularly outstanding business continuity plan development.

A copy of the plan progress update is attached for information. The plan will be further reviewed in early 2019 to include relevant actions from relevant strategies under development.

**MAV OHS improvement program:**

The MAV and JLT (Council's insurance broker) enter jointly into a three-year OHS improvement program to assist participating councils become compliant. Target compliance levels are: 50% compliant by December 2018; 75% compliant by December 2019 and 100% compliant by December 2020. As at November 2018 all 31 member councils had achieved the 50% compliance target and the Pyrenees Shire Council stands at approximately 65% compliant.

The main focus of 2018 has been review and improvement of the OHS management system – comprising of the policies and procedures that make up the OHS management framework. The document review schedule is detailed on pages 10-14 of the attached plan. Of the 34 documents planned, 20 are complete (59%) and three have experienced delays as detailed above.

**Draft Health, Safety & Wellbeing Strategy 2019-2021:**

A strategy is under development to detail plans aimed at improving the health, safety and wellbeing of staff. This is being developed with the support of JLT staff as part of the three-year improvement program.

The strategy will be based around five pillars:

- OHS policies and procedures
- Hazard / risk management
- Incident management
- OHS training and communication
- Health and wellbeing

The strategy will provide a three-year rolling plan articulating the key priorities for action within each of the five pillars. Additional action plans will be included as part of the health and wellbeing pillar, focused on:

- Mental health and wellbeing – including promoting greater personal and organisational resilience
- Our ageing workforce – positive strategies to enable the organisation and its workforce to recognise and manage limitations imposed through ageing

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 4 - Financially Sustainable, High-performing Organisation. Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

4.3 - Provide a safe working environment through the provision of an integrated risk and OH&S management system.

## **ATTACHMENTS**

3.1 Risk/OHS Action Plan 2018-2020 – *circulated separately*

## **FINANCIAL / RISK IMPLICATIONS**

Risks are inherent in all business decisions and risk management therefore needs to be integral to good management practice.

## **CONCLUSION**

As part of Council's obligations to monitor risks faced by the organisation, this report provides an update on the combined Risk/OHS Action Plan 2018-2020 plus a draft Health, Safety & Wellbeing Strategy that identifies key drivers for change and improvement, and the strategies planned to address these at the Pyrenees Shire.

## **OFFICER RECOMMENDATION**

That Council notes the risk management report and attachment.

#### 4. ICT STRATEGY 2016 -2020

Scott Wright - Manager Information & Communication Technology

File No: 14/04/02

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to provide Council with a progress update on the ICT Strategy 2016-2020.

#### BACKGROUND

The ICT Strategy 2016-2020 was developed in June 2016 and details the strategy vision and key objectives. The Council Plan drives the ICT Vision Statement:

*“Through consultation with the internal user community, as well as comparison with other like organisations, develop a Strategic Plan for the operations of PSC’s ICT systems and functions. The ICT Strategic Plan will focus on a short, medium and long term approach to the development of PSC’s ICT systems, ensuring best practice and relevant industry benchmarking is taken into account.”*

The key objectives of the strategy are:

- The ICT unit, and the underlying infrastructure and systems, are able to act as an enabler to the organisation’s objectives;
- Supporting responsive customer service that ‘closes the loop’;
- Providing simple / effective / accessible ways for the community to interact with and use the Shire’s services;
- Supporting community input to decision making;
- ICT decisions are made in the context of an appropriate ICT Governance Framework which ensures:
  - ICT systems continue to be maintained in accordance with business requirements;
  - ICT infrastructure is able to adapt to changes in circumstances and requirements;
  - The systems and infrastructure are managed in an environment which ensures continued alignment with the business requirements of the organisation; and
  - Return on investment is demonstrated through productivity improvements or improved service levels.
- The ICT systems and infrastructure are of suitable standard that minimises basic maintenance and manual effort, releasing ICT resources to focus on value-adding to the business and focusing on continued improvement; and
- An appropriate and realistic Application Framework is established to ensure that current and future applications are able to meet and take advantage of current and future technologies as they may be relevant to PSC’s operations. A key aspect of this is to ensure that undue demands are not placed on ICT resourcing to provide support for an ever-expanding set of technologies without adequate review, oversight and understanding of impacts.

A copy of the ICT Strategy 2016-2020 is attached for Council Information.

## ISSUE / DISCUSSION

Work plans for each year of the strategy life were developed to guide its implementation. These work plans are regularly monitored and this report provides an update on their current status. A copy of the work plan document is attached for Council’s information.

Implementation of the ICT Strategy is well behind the original schedule, largely due to a shortfall of both capital and operating funding combined with a lack of human resources in the ICT Department. As a result, a number of items have been pushed back to later years in the work plan and/or removed from the work plan completely.

Initial funding schedule:

Funding Status	2016	2017	2018	2019	2020	Total
Capital	\$97,000	\$365,000	\$385,000	\$255,000	\$185,000	\$1,287,000
Operating	\$107,000	\$203,000	\$253,000	\$286,000	\$283,000	\$1,132,000

Funded:

Funding Status	2016	2017	2018	2019	2020	Total
Capital	\$97,000	\$90,000	\$246,000			\$433,000
Operating	\$0	\$0	\$81,900			\$81,900

Shortfall:

Funding Status	2016	2017	2018	2019	2020	Total
Capital	\$0	\$60,000	\$139,000			\$199,000
Operating	\$107,000	\$32,000	\$105,000			\$244,000

Our ICT Strategy requires a degree of flexibility and fluidity - the ICT landscape changes so quickly that it can be difficult to keep up with all the latest and greatest technology; the Organisation’s needs from 3 years ago have certainly changed and new products and technologies are hitting the market all the time that will revolutionise the way we do things. Our ICT Strategy needs to adapt to and include these where possible.

## COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 4 - Financially Sustainable, High-performing Organisation. Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

4.4 - Develop our systems to support and enable our people to deliver efficient and quality services which are cost effective.

## ATTACHMENTS

- 4.1 Pyrenees ICT Strategy 2015 – *circulated separately*
- 4.2 Pyrenees ICT Strategy 2015 – Appendices – *circulated separately*

- 4.3 Pyrenees ICT Strategy 2016-2020 work plan – *circulated separately*
- 4.4 Pyrenees ICT Strategy Detailed Initiatives – *circulated separately*

#### **FINANCIAL / RISK IMPLICATIONS**

PSC traditionally used a large and diverse set of business systems across the organisation. The complex range of systems causes training and usage issues, combined with integration issues across the organisation. PSC strategically is attempting to move away from this approach to the consolidation of existing modular systems based on what is already in place.

Financial implications exist with both the implementation of the ICT Strategy and non-implementation. To achieve the outcomes PSC is required to make catch-up investments in areas that may have received insufficient targeted resourcing over years, while at the same time commit to an ongoing uplift in overall ICT annual spend. ICT spend in the years to-date have under-represented the true cost needed to maintain and uplift ICT capability which; due to changes in internet provision, need to implement addition IT system capability and the potential impact of local government transformation projects; will be forced to increase substantially in coming years. Without this additional expenditure, the ICT capability of the PSC will move significantly backward.

#### **CONCLUSION**

A concerted effort to increase ICT funding is required to fully realise the ICT Strategy 2016-2020.

#### **OFFICER RECOMMENDATION**

That Council notes the ICT Strategy 2016-2020 update report.

## 5. FLOOD RECOVERY PROGRAM – CLAIMS UPDATE AS AT 30 NOVEMBER 2018

Kathy Bramwell – Director Corporate & Community Services

File No: 28/06/31, 28/06/32 and 28/06/34

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is to provide Council with an update following the October 2018 Council meeting in relation to progress with the September/October 2016, April 2017 and November 2017 flood/storm events claim recovery process.

### BACKGROUND

Council applied for Advance funding of **\$4,000,000** to the Department of Treasury and Finance in June 2018. This application was refused.

On 7 September 2018 Council sent a letter to the Department of Treasury and Finance seeking a way forward on its application for an Advance and agreement on a process to resolve some operational issues that were interfering with the claims process.

At its October 2018 Meeting Council resolved to note a report on the lack of progress with its application for Advance from the Department of Treasury and Finance and requested senior managers to provide an update report on this matter to this December 2018 Council meeting.

As at 30 November 2018 no response has been received from the Department of Treasury and Finance to Council's letter dated 7 September 2018 and the application for Advance.

### ISSUE / DISCUSSION

At the October 2018 Council Meeting a summary of the claims outstanding for each flood event was provided. The amount owing of **\$1,824,859** is summarised below. A further **\$132,528** in claims was pending at the time.

- September/October 2016 Flood - **\$613,083**
- April 2017 Flood Event - **\$1,164,391**
- November 2017 Flood Event - **\$47,385**

As per the summary in Tables 1, 2 and 3 on the following pages, Council has a total eligible claim for "Asset Repair" of **\$10,724,376** for the 3 flood events currently lodged with the Department of Treasury and Finance. Council has received **\$7,771,321** leaving the amount of **\$2,953,055** currently outstanding.

The total estimated cost for the three events is **\$14,217,713** so the likely expenditure remaining is in the order of **\$3,493,346**. If the remaining expenditure is added to the amount currently outstanding the figure (**\$6,446,402**) is **\$2,446,402** more than the refused application for Advance (**\$4,000,000**).

Council continues to incur additional interest costs for every day that its application for Advance remains outstanding. A daily update of the interest costs to Council is being maintained in Council records.

11 DECEMBER 2018 – PYRENEES SHIRE COUNCIL – ORDINARY MEETING OF COUNCIL  
AGENDA – ITEMS FOR NOTING

**Flood Claims Summary as at 30 November 2018, AGRN 728 Sept/Oct 2016 Event**

Flood Event	Council Claim #	Claim at Month Ended	Date Lodged	DTF Claim #	Amount Claimed \$	Emergency Works \$	Asset Repairs \$	Asset Repair Excess \$	Emerg Works Disallowed \$	Payable \$	Date Approved	Payment Received \$	Amount Received \$
Sep/Oct 16	3	Nov-16	07-Dec-2016	MC-8C372	233,417	38,985	194,431	(35,000)		\$198,417	15-Feb-2017	02-Mar-2017	\$198,417
Sep/Oct 16	1	Sep-16	10-Nov-2016	MC-8A086	27,154	14,548	12,607			\$27,154	15-Feb-2017	02-Mar-2017	\$27,154
Sep/Oct 16	2	Oct-16	25-Nov-2016	MC-9B616	143,236	90,788	52,448		(15,236)	\$128,000	23-Feb-2017	28-Mar-2017	\$128,000
Sep/Oct 16	4	Dec-16	06-Feb-2017	MC-9DA82	394,894	-	394,894			\$394,894	16-Nov-2017	21-Apr-2017	\$394,894
Sep/Oct 16	5	Jan-17	10-Feb-2017	MC-8DEA2	317,023	-	317,023			317,023	16-Nov-2017	21-Apr-2017	\$317,023
Sep/Oct 16	6	Feb-17	14-Mar-2017	MC-9F4C2	226,023	-	226,023			226,023	16-Nov-2017	21-Apr-2017	\$226,023
Sep/Oct 16	7	Mar-17	07-Apr-2017	MC-910A02	414,756	-	414,756			414,756	16-Nov-2017	21-Apr-2017	\$62,059
Sep/Oct 16	7	Mar-17	07-Apr-2017	MC-910A02	414,756	-	414,756			414,756	16-Nov-2017	16-Jun-2017	\$352,696
Sep/Oct 16	8	Apr-17	03-May-2017	MC-910E76	551,899	-	551,899			551,899	16-Nov-2017	16-Jun-2017	\$551,899
Sep/Oct 16	9	May-17	19-Jun-2017	MC-912BE2	441,096	-	441,096			441,096	16-Nov-2017	16-Jun-2017	\$441,096
Sep/Oct 16	10	Jun-17	04-Aug-2017	MC-813BC6	934,265	-	934,265			934,265	16-Nov-2017	16-Jun-2017	\$904,309
Sep/Oct 16	10	Jun-17	04-Aug-2017	MC-813BC6	934,265	-	934,265			934,265	16-Nov-2017	01-Dec-2017	\$29,956
Sep/Oct 16	11	Jul-17	11-Sep-2017	MC-914AB6	163,291	-	163,291			163,291	16-Nov-2017	01-Dec-2017	\$163,291
Sep/Oct 16	12	Aug-17	12-Dec-2017	MC-9179BA	398,880	-	398,880			398,880	28-Aug-2018	24-Nov-2017	\$398,880
Sep/Oct 16	13	Sep-17	18-Dec-2017	MC-817AAA	368,335	-	368,335			368,335	28-Aug-2018	24-Nov-2017	\$368,335
Sep/Oct 16	14	Oct-17	19-Dec-2017	MC-817AEA	437,976	-	437,976			437,976	28-Aug-2018	24-Nov-2017	\$437,976
Sep/Oct 16	15	Nov-17	20-Dec-2017	MC-817B4E	336,858	-	336,858			336,858	28-Aug-2018	24-Nov-2017	\$336,858
Sep/Oct 16	16	Dec-17	10-Jan-2018	MC-817C66	424,583	-	424,583			424,583	28-Aug-2018	24-Nov-2017	\$424,583
Sep/Oct 16	17	Jan-18	14-Mar-2018	MC-818B8A	455,515	-	455,515			455,515	28-Aug-2018	24-Nov-2017	\$455,515
Sep/Oct 16	18	Feb-18	27-Mar-2018	MC-919AEA	474,681	-	474,681			474,681	28-Aug-2018	24-Nov-2017	\$77,854
Sep/Oct 16	18	Feb-18	27-Mar-2018	MC-919AEA	474,681	-	474,681			474,681	28-Aug-2018	28-Aug-2018	\$396,827
Sep/Oct 16	19	Mar-18	30-Apr-2018	MC-819F9E	437,953	-	437,953			437,953	28-Aug-2018	28-Aug-2018	\$437,953
Sep/Oct 16	20	Apr-18	04-Jun-2018	MC-91B5A6	280,599	-	280,599			280,599	28-Aug-2018	28-Aug-2018	\$280,599
Sep/Oct 16	21	May-18	07-Jun-2018	MC-91B622	176,051	-	176,051			176,051	28-Aug-2018	28-Aug-2018	\$176,051
Sep/Oct 16	22	Jun-18	04-Jul-2018	MC-81C602	183,073	-	183,073			183,073	31-Oct-2018	21-Nov-2018	\$183,073
Sep/Oct 16	23	Jul-18	17-Sep-2018	MC-82058E	430,011	-	430,011			430,011	20-Nov-2018		
Sep/Oct 16	24	Aug-18	22-Oct-2018	MC-920942	66,757	-	66,757			66,757	20-Nov-2018		
Sep/Oct 16	25	Sep-18	12-Nov-2018	MC-82172E	313,826	-	313,826			313,826			
Sep/Oct 16	26	Oct-18	28-Nov-2018	MC-821A06	199,191	-	199,191			199,191			
<b>TOTAL</b>					<b>8,831,342</b>	<b>144,321</b>	<b>8,687,021</b>	<b>(35,000)</b>	<b>(15,236)</b>	<b>8,781,106</b>			<b>7,771,321</b>
<b>Outstanding</b>												<b>1,009,785</b>	
<b>SHADING REPRESENTS A SPLIT DTF REIMBURSEMENT WITHIN AN INDIVIDUAL CLAIM</b>													

Table 1 – September/October 2016 Flood Event Claims Summary, as at 30 November 2018



**Flood Claim Summary as at 30 November 2018, AGRN 765 Apr 2017 Event**

Flood Event	Council Claim #	Claim at Month Ended	Date Lodged	DTF Claim #	Amount Claimed \$	Emergency Works \$	Asset Repairs \$	Asset Repair Excess \$	Emerg Works Disallowed \$	Payable \$	Date Approved	Payment Received \$	Amount Received \$
Apr-17	1	Apr-17	21-Jun-2018	MC-81B962	1,008,152	-	1,008,152	-	-	1,008,152	21-Nov-2018	-	-
Apr-17	2	Jun-18	25-Jul-2018	MC-81D882	156,239	-	156,239	-	-	156,239	21-Nov-2018	-	-
Apr-17	3	Jul-18	22-Oct-2018	MC-92095A	18,421	-	18,421	-	-	18,421	21-Nov-2018	-	-
Apr-17	4	Aug-18	22-Oct-2018	MC-9214FE	11,374	-	11,374	-	-	11,374	21-Nov-2018	-	-
Apr-17	5	Sep-18	12-Nov-2018	MC-8217C2	168,368	-	168,368	-	-	168,368	-	-	-
Apr-17	6	Oct-18	28-Nov-2018	MC-821BCE	204,755	-	204,755	-	-	204,755	-	-	-
<b>TOTAL</b>					<b>1,567,309</b>	<b>-</b>	<b>1,567,309</b>	<b>-</b>	<b>-</b>	<b>1,567,309</b>		<b>-</b>	<b>-</b>

Outstanding **1,567,309**

**Table 2 – April 2017 Flood Event Claims Summary, as at 30 November 2018**

**Flood Claims Summary as at 30 November 2018, AGRN 777 Nov 2017 Event**

Flood Event	Council Claim #	Claim at Month Ended	Date Lodged	DTF Claim #	Amount Claimed \$	Emergency Works \$	Asset Repairs \$	Asset Repair Excess \$	Emerg Works Disallowed \$	Payable \$	Date Approved	Payment Received \$	Amount Received \$
Nov-17	1B	Jun-18	25-Jul-2018	MC-81D8BA	47,385	-	47,385	-	-	47,385	21-Nov-2018	-	-
Nov-17	2	Jul-18	22-Oct-2018	MC-9209EA	58,855	-	58,855	-	-	58,855	21-Nov-2018	-	-
Nov-17	3	Aug-18	22-Oct-2018	MC-92161E	99,319	-	99,319	-	-	99,319	21-Nov-2018	-	-
Nov-17	4	Sep-18	12-Nov-2018	MC-8217E6	116,826	-	116,826	-	-	116,826	-	-	-
Nov-17	4	Oct-18	28-Nov-2018	MC-821B8A	53,577	-	53,577	-	-	53,577	-	-	-
<b>TOTAL</b>					<b>375,962</b>	<b>-</b>	<b>375,962</b>	<b>-</b>	<b>-</b>	<b>375,962</b>		<b>-</b>	<b>-</b>

Outstanding **375,962**

**Table 3 – November 2017 Flood Event Claims Summary, as at 30 November 2018**

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 1 - Roads and Townships. We will plan, manage, maintain and renew infrastructure in a sustainable way that responds to the needs of the community.

1.1 - Ensure local roads are maintained and renewed in line with adopted plans and strategy to provide a safe transport network and meet community needs.

**Note:** Natural Disaster Financial Assistance for local councils is provided to assist in the recovery process and to alleviate some of the financial burden that may be experienced following a natural disaster, in accordance with Commonwealth-State Natural Disaster Relief and Recovery Arrangements (NDRRA). *Eligible natural disasters are 'any one of, or a combination of, the following natural hazards: bushfire; earthquake; flood; storm; cyclone; storm surge; landslide; tsunami; meteorite strike; or tornado. These arrangements do not apply to disasters where human activity is a significant contributing cause.*

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

Council is not in a position to provide bridging finance for natural disasters due to its low unrestricted cash reserves, small rate base and rate capping.

## **CONCLUSION**

The Department of Treasury and Finance's refusal to provide an Advance impacts on the ability of Council to deliver services.

It is noted that funding arrangements post November 2018 events have changed the arrangements with payments intended to be made upon substantiated estimates prior to works being undertaken which may reduce future financial impact on Council.

## **OFFICER RECOMMENDATION**

That Council notes the status update on flood claim recovery as at 30 November 2018.

## 6. COUNCILLOR ACTIVITY REPORTS

<b>Cr David Clark – Ercildoune Ward</b>		
<b>November</b>		
Thu 01	MAV Board Insurance Workshop	Melbourne
Fri 02	MAV Board Meeting	Melbourne
Thu 08	Rating Strategy Consultation	Lexton
Sun 11	Remembrance Day	Beaufort
Sun 11	Mount Mitchell 180 <sup>th</sup> Year Anniversary	Lexton
Tue 13	Councillor Briefing Session meeting	Avoca
Tue 13	Council Meeting	Avoca
Fri 16	Constituent Meeting	Beaufort
Mon 19–Wed 21	ALGA Annual Meeting National Local Roads and Transport Congress	Alice Springs
Fri 23	MAV Human Services Committee	Melbourne
Sat 24	Energy Breakthrough Launch	Maryborough
Wed 28	Violence Against Women Morning Tea	Avoca
Thu 29	CVGA's AGM	Inglewood
<b>December</b>		
Mon 03	MAV Audit Committee	Teleconference
Thu 06	MAV Risk Management Workshop	Melbourne
Fri 07	MAV Board Meeting	Melbourne

<b>Cr Robert Vance – De Cameron Ward</b>		
<b>November</b>		
Fri 9	RCV Committee meeting	Melbourne
Tue 13	Councillor Briefing Session meeting	Avoca
Tue 13	Council Meeting	Avoca
Thu 15	pARTnership showcase (Grampians Pyrenees Primary Care Partnership)	Beaufort
Fri 16	Beaufort Show Art Opening	Beaufort
Sun 18	Beaufort Show	Beaufort
Mon 19–Wed 21	National Local Roads and Transport Congress	Alice Springs
Fri 23	Timber Towns Victoria Meeting	Melbourne

<b>Cr Ron Eason – Avoca Ward</b>		
<b>November</b>		
Sun 11	Remembrance Day	Avoca
Tue 13	Sunraysia Highway meeting	Birchip
Tue 13	Councillor Briefing Session meeting	Avoca
Tue 13	Council Meeting	Avoca
Thu 15	Recovery Centre Exercise	Avoca
Fri 16	Rail Freight Aust	Melbourne
Tue 27	Audit & Risk Committee Meeting	Beaufort

<b>Cr Tanya Kehoe - Mount Emu Ward</b>		
<b>November</b>		
Thu 1	MAV Media Training	Melbourne
Sun 4	Lake Goldsmith Steam Rally	Lake Goldsmith
Tue 13	Councillor Briefing Session meeting	Avoca
Tue 13	Council Meeting	Avoca
Tue 20	Snake Valley Steering Committee Meeting	Snake Valley
Wed 21	Municipal Emergency Management Planning Committee Meeting	Beaufort

<b>Cr Damian Ferrari - Beaufort Ward</b>		
<b>November</b>		
Sun 4	Lake Goldsmith Steam Rally	Lake Goldsmith
Sun 11	Remembrance Day	Beaufort
Tue 13	Councillor Briefing Session meeting	Avoca
Tue 13	Council Meeting	Avoca
Thu 15	Recovery Centre Exercise	Avoca
Sun 18	Beaufort Show	Beaufort
Fri 23	Beaufort Friends of the Pool Meeting	Beaufort
Tue 27	Audit & Risk Committee Meeting	Beaufort

## 7. ASSEMBLY OF COUNCILLORS

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session & Community Cuppa		
Meeting Date	13 November 2018 commenced at 11.30am and closed at 5.45pm		
Meeting Location	Avoca Information Centre		
Matters Discussed	<ol style="list-style-type: none"> <li>1. <b>Tour of Crowlands Wind Farm</b></li> <li>2. <b>Community Cuppa</b></li> <li>3. <b>Visit Ballarat</b></li> <li>4. <b>Onsite Meeting – Unused Road Reserve, Waterloo</b></li> <li>5. <b>Council Agenda Review</b></li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr David Clark Cr Ron Eason Cr Robert Vance Cr Tanya Kehoe Cr Damian Ferrari		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Asset and Development Services) Kathy Bramwell (Director Corporate and Community Services) Ray Davies (Manage Economic Development & Tourism) – Item 3		
Visitors	Lucy Ibrahim (Head of Marketing), Stuart Simmons (Customer Service Manager) and Selma Kajan (Marketing and Communications Assistant) – Item 3		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
5	Cr Vance	Direct interest in items relating to interstate travel	5.39pm and returned 5.41pm

### RECOMMENDATION

That the items for noting be received.
--

## ITEMS FOR DECISION

### ECONOMIC DEVELOPMENT AND TOURISM

#### 8. SPONSORSHIP REQUEST – PYRENEES GRAPEGROWERS AND WINEMAKERS

Ray Davies – Manager Economic Development & Tourism

File No: 32/13/06

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to seek council's endorsement of a sponsorship request received from Pyrenees Grap growers and Winemakers Association (PGW).

#### BACKGROUND

Council has for many years supported the growth of the wine industry and brand awareness of Pyrenees Wines through a number of initiatives where sponsorship and in kind support has been granted. These initiatives include but are not limited to:-

- Seduction by Tastebud lunches, a series of five to six annual lunches featuring celebrity chefs in the years 2005-13
- 2009 Pyrenees Escapade; \$5,000 sponsorship and Events Officer support provided
- 2014 Avoca River Festival; \$5,000 sponsorship and officer time during planning and operation of the event
- 2015; \$7,500- sponsorship to assist PGW hold its Slow Boat to Pyrenees event as part of the Melbourne Food and Wine Festival, and Avoca River Festival
- 2016; \$7,500- towards Pyrenees Unearthed Avoca Wine Festival held in partnership with other event organisations over ANZAC day weekend
- 2017; \$7,500- sponsorship towards Pyrenees Unearthed Avoca Wine Festival for the same structure as the previous year
- 2018; \$6,500- sponsorship towards Pyrenees Unearthed Avoca Wine Festival with no in kind support on the day of the event (refer comments below)

In each year of the Avoca Wine Festival council officers have provided in kind support in the planning and event coordination phases, and on the day of the event with the exception of this year. In 2018 the PGW decided the event date be changed from the Sunday of ANZAC week to a Saturday, partially due to ANZAC day being mid-week and also to allow patrons and visitors to explore the region in more detail on Sunday. While crowd numbers in 2018 remained similar to prior years there was no council officer support available on event day this year. PGW intend to continue with the event on Saturdays in future years and have scheduled 6 April 2019 as its next event.

Following the initial year of the event in 2014 where crowd numbers were estimated at almost 500 people, 428 patrons attended in 2015 and have generally grown to between 800 to 1,000 people since.

The event has allowed the region to showcase product from local wineries and build on their wine club lists with participation ranging between sixteen to nineteen wineries, plus local food entities and entertainers. A report on the 2016 event noted that with the assistance of council support the "Pyrenees Unearthed Festival" included marketing of around eight other tourism activities in conjunction with the wine festival held over ANZAC weekend, which in total attracted audiences of 3878 people.

Most importantly the event has generated genuine interest in and sales of local wine, and created economic activity for the benefit of the small business community in and around Avoca and Moonambel.

Council sponsorship has also enabled PGW to leverage support from the State Government on a number of occasions and also supported its cash flow position to participate in other events throughout the year. Examples include but are not exclusive to:-

- Melbourne Good Food and Wine Show at the Melbourne Exhibition and Convention Centre
- 2017 China Road Trip (coordinated by Wine Australia, and attended by six Pyrenees wineries)
- Seriously Red event at Ballarat Mining Exchange during Ballarat's Winter Festival

PGW intend to continue to participate at events in Ballarat and Melbourne such as those listed above and where the profile and awareness of the regions wines can be increased. Sponsorship of the Avoca event will continue to allow PGW to leverage the cash flow required to participate in these.

### ISSUE / DISCUSSION

The wine industry, along with the agriculture and construction industries are described in council's 2015-18 Growth Strategy as a key propulsive sectors.

The industry is identified as a propulsive sector as wine manufacturing is the third largest source of the Shire's employment, accounting for over 11% of jobs (131), slightly below the construction industry at 13.6% (134) and agriculture at 29.4%(589). Economic output (gross sales) for these three industries share the same rankings as for employment.

The employment figures for wine manufacturing do not include those jobs associated with activities of wine grape growing, nor the hospitality and accommodation services available at some of the wineries. The wine industry is therefore considered to be the second largest private sector employer in the Shire after agriculture.

The wine sector also generates tourism activity in townships across the Pyrenees by encouraging people to visit the twenty one cellar doors located across the Shire and in some cases become new residents and/or investors. While the PGW conduct a number of events on behalf of its members there are also a growing number of individual wineries holding events of their won to encourage visitation. Examples include the Dragon concert at Blue Pyrenees Estate in November, Paella lunches at Summerfield, Wine Club events at Taltarni and so on.

Councils Growth and Tourism Strategies both mention that council continue its support for the wine industry to build brand awareness in the market and generate tourism activity which economic data indicates is continuing to trend upwards. More specifically Action 4 in the Tourism Strategy mentions that council should *"support the development and promotion of the wine sector, including events."*

Sponsorship has been provided by council over a number of years to support the growth and awareness of the Pyrenees Wine Region which has enabled PGW to engage in a wider range of event opportunities than would otherwise be possible.

This year PGW have requested to enter into a three year sponsorship agreement with council to the extent of \$6,500 per annum- commencing in 2019. It is worthy to note that as ANZAC Day falls over Easter holidays in 2019 the festival is being moved forward to 6 April 2018 and will be held separately to the traditional ANZAC Race Day activities. The races themselves have been rescheduled by Country Racing Victoria to March in future years.

The industry makes a valuable contribution to employment, tourism and attracting new residents and investment to the Shire as mentioned earlier. Recent investment by new owners of wineries around Moonambel provide evidence of this, together with renewal investment by existing operators with recent support from the Victorian Governments Wine Growth Fund which is aimed at increasing wine tourism activity.

Council's ongoing support of the Avoca Wine Festival is deemed highly important to enable the PGW to build on recent market awareness in a very competitive industry.

It is recommended therefore that council agree to provide sponsorship as requested of \$6,500 per year over the following three years subject to:-

- Council retaining the right to withdraw its support in the circumstance that the event is discontinued or cancelled by PGW at some stage
- A written report is provided to council outlining the outcomes achieved from each annual event and the benefits including:-
  - The number of people attending the event.
  - The results for accommodation bookings and other tourism activity generated both during and after the event.
  - The benefits to the local community.
  - The number of visitors attracted to Avoca as a result of the event.
  - Benefits to the local wine businesses and other economic benefits generated.
  - That council support for the event be acknowledged by
  - Inclusion of the Shire logo in the event programs, promotional materials, the PGW web site, and electronic promotional mediums.
  - The option to display Shire banners at events.
  - Acknowledgement of the Shires support in media articles.
  - Invitation to the mayor and CEO to attend the events.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 5 - Development and Environment. We will undertake forward planning, and facilitate growth in our local economy while protecting key natural and built environmental values.

5.4 - Increase the visitor economy by implementing the Pyrenees Shire Council Tourism Strategy.

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

The extent of financial support requested is \$6,500 per annum over a three year term.

While there is a low risk that councils reputation may be affected through its sponsorship support due to some adverse incident at, during, or as a result of the event. Considering councils long history of support as outlined in this report this risk is considered to be negligible, as no such adverse event has eventuated at this time.



## **CONCLUSION**

The sponsorship request aligns with the objectives of councils 2015-18 Growth Strategy and 2016-19 Tourism Strategy.

An investment of \$6,500- per annum over three years to support the second largest industry in the Shire is considered warranted, in particular due to the flow on benefits of attracting visitors, investment and new residents, all key objectives of the council's Growth Strategy.

## **OFFICER RECOMMENDATION**

1. That Council approves sponsorship support for PGW events amounting to \$6,500- per annum over a term of three years.
2. That the sponsorship provided is subject to the terms and conditions recommended in this report.

## ASSET AND DEVELOPMENT SERVICES

### 9. RAINBOW SERPENT FESTIVAL TOWING ZONES

Douglas Gowans – Director Corporate & Community Services

File No: 62/54/13

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is to request endorsement from Council to re-establish the tow-away zone in areas associated with the Rainbow Serpent Festival for the period of the 2019 festival.

#### BACKGROUND

Last year the Rainbow Serpent Festival in conjunction with Council and VicRoads established a tow away zone in order to mitigate risks from the parking of vehicles in the adjacent road reserves.

The risks include:

- Vehicles being parked over dry grass and other vegetation creating a fire hazard
- Vehicles pulling over on the highway in 80kmh or 100kmh zones and causing traffic hazards.
- Restricting the carriageway width on road reserve which require unobstructed travel for the time of the festival
- Risk of pedestrian accidents while passengers are disembarking from a vehicle located along the highway.
- Vehicles being used as camp sites during the time of the festival.

It has also been established that people are parking in the vicinity of the festival, and walking cross country through private property to illegally gain access to the festival site. This causes damage to fencing, stock, crops and is also putting the individuals at significant risk of injury, as they often attempt this journey under the cover of darkness. Festival operators have received complaints from adjoining property owners regarding this issue.

It is proposed to once again enforce a tow-away zone which will act as a deterrent and reduce the risk significantly during the period of the festival.

#### ISSUE / DISCUSSION

Council officers have been in contact with VicRoads regarding the process surrounding the designation of the tow away-zone for the duration of the festival. The requested timing from the organisers is 9am on Thursday 24<sup>th</sup> January 2019 to 6pm on Tuesday 29<sup>th</sup> January 2019. At the request of Council, VicRoads has the power through an instrument of delegation to confer on Council the authority to enforce a designated tow-away zone.

Council then has the authority to engage a contractor on its behalf to undertake any necessary removal and impounding of vehicles.

The conditions of the VicRoads permit are:

*In return for VicRoads executing an instrument of delegation (“Instrument”) conferring on the Council its powers under section 119A of and Clause 5 of Schedule 4 to the Road Management Act 2004, for the Event and on the dates documented, the Council agrees to comply with each of the following:*

1. *The Council will ensure that adequate signage is in place, in advance of and during the Event, to warn motorists of any tow-away zones.*
2. *The Council will undertake any necessary towing in a way that minimises inconvenience to motorists, including by ensuring that vehicles are towed the shortest distance necessary.*
3. *The Council must return to its owner a vehicle towed, kept or impounded under the Instrument, on payment of a fee no higher than the fee authorised by the Road Management Act 2004.*
4. *The Council will indemnify VicRoads against any liability, claim, loss, damage, cost or expense suffered or incurred by VicRoads in connection with the exercise by the Council or its employees, delegates or contractors of the powers conferred by the Instrument.*

It is proposed that Council works with the organisers of the Rainbow Serpent Festival and their Traffic Management Company, Dome Traffic, to co-ordinate this approach. Dome Traffic did this last year enforcing the temporary zones.

It is proposed that:

- Rainbow Serpent event organisers (Gap Events) establish an impound area on the site of the festival – there are no specific requirements as long as the vehicles are kept safe.
- The release fees comply with Road Management Act 2004 Schedule 4 clause 5(2A). It has to reflect the reasonable costs of impoundment, including overhead and indirect costs.
- If a contractor is undertaking the towing, then any cost recovery fee received by the council is arguably received as an agent for the towing company, and can be paid to them. It would be best if the fee charged to the customer is the fee charged by the contractor, with the council not keeping any excess. Council authorised officers will negotiate this payment process with event organisers. The fee charged also needs to reflect the cost associated with all aspects of management and release of impounded vehicles.
- The formal notification requirement for the tow away is publicised in the Government Gazette. This cost and the cost of appropriate signage will be required to be met by the event organisers.

Council officers have arranged the application through VicRoads to receive the appropriate authorities to establish and enforce the tow-away zone for the length of the festival.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

### **Under section 119A of and Clause 5 of Schedule 4 to the Road Management Act 2004. – 119.**

Power of VicRoads to perform road management functions on roads

- (1) Subject to this section, VicRoads may perform any road management function under this Act on any road—
  - for the purposes of facilitating road safety and traffic management in relation to access to or from a freeway or arterial road;

### **Road Management Act 2004 Schedule 4 Clause 5(2A)**

Power to remove vehicles causing obstruction or danger

- (1) A State road authority may move or impound any vehicle that—

- is causing an unlawful obstruction; or
  - is unlawfully parked or left standing in an area designated by the Minister; or
  - has been left standing illegally for a period of at least 2 days; or
  - has been left standing in an area in which in the opinion of the State road authority the vehicle is obstructing the free movement of traffic on a road or from a driveway;  
or
  - has been left standing in an area in which in the opinion of the State road authority the vehicle constitutes a hazard to road safety.
- (2) A State road authority may charge the owner of a vehicle a fee of up to the amount of the fee set for the purposes of clause 4(1)(c).
- (3) The powers conferred by this clause and clause 4 are in addition to any powers under the Road Safety Act 1986.

## **ATTACHMENTS**

9.1 Proposed tow-away areas map supplied by Rainbow Serpent Organisers.

## **FINANCIAL / RISK IMPLICATIONS**

There is a significant risk to the community of fire in the locality during the period of the festival and could be caused by vehicles which park or camp on roadsides.

## **CONCLUSION**

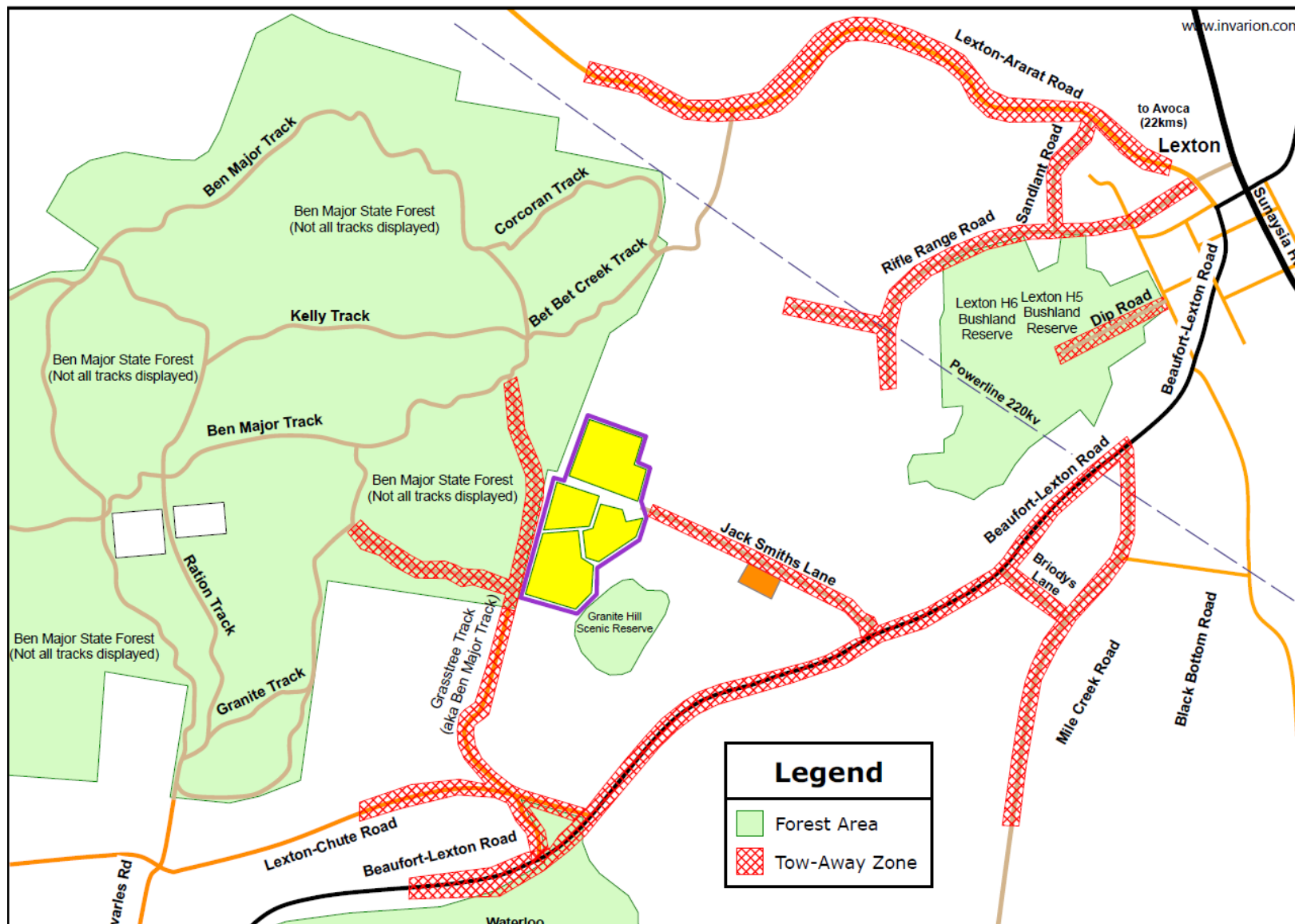
Council officers believe that undertaking this action will improve safety and reduce risk to the community, road users and festival attendees during the time of the Rainbow Serpent Festival. Having the authority to undertake the enforcement and removal of vehicles within the area of the festival provides some rigour to the process, and immediately eliminate a risk once it has been identified.

Further work will be undertaken to finalise with the event contractor, a reasonable cost recovery process which sees no cost to Council.

## **OFFICER RECOMMENDATION**

That Council:

1. Endorses the application process to gain delegation from VicRoads to establish the tow-away zone in the locality of the Rainbow Serpent Festival between Thursday 24<sup>th</sup> January 2018 and Tuesday 29<sup>th</sup> January.
2. Endorses the Chief Executive Officer's actions to authorise officers on behalf of the Rainbow Serpent event organisers to implement an appropriate process to apply fees associated with the management and enforcement of the tow-away zone for the duration of the festival.



## 10. CROWLANDS TRANSFER STATION

**Phil Diprose – Project Management Officer**

**File No:** 68/04/10

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is to provide Council options in managing the illegal dumping at the Crowlands Skip Facility.

### BACKGROUND

The Landsborough skip facility has recently been manned to reduce the excessive illegal dumping at the site. The manning of the site has reduced illegal dumping at the Landsborough Transfer Station but the Crowlands site is now experiencing a similar trend of illegal dumping of hardwaste, green waste and mattresses. The Crowlands Skip Facility is for general household waste and recycle. It does not have the infrastructure in place to handle other materials.

### ISSUE / DISCUSSION

The Crowlands skip facility is now receiving commercial waste, hard waste material and green waste which is being dumped adjacent to the skips. This is making the area unsightly and encouraging more material to be dumped. The items below highlight the main concerns with the safe operating of this site.

- The location of the skip facility in the road reserve of the Spring Flat Road and Howlett Street intersection is reasonably isolated with no houses close by to monitor the use of the site. The possibility of relocating the site with consultation from the community to a more visible location could deter patrons from outside the Crowlands community from using the site.
- The containers supplied at the site are open top which allows large items to be easily deposited. If the skip was changed to a skip similar to the Beaufort Carrenballac Road skip, it would reduce the opportunity to place large items into the skip. The Beaufort Carrenballac Road skip has a closed top with several 240 litre bin style lids placed along the length, with recycle on one side and general waste on the other. This covered style skip would also reduce lightweight material from being blown from the skip.
- The inclusion of the 33 Crowlands properties to be part of the roadside waste collection service would mitigate the need for a skip service, provide an efficient way to collect and record waste and recyclable material and provide a waste collection service for existing and future residents that have no or little transportation.
- Fencing can be erected at the existing site with access provided to designated residents through a key system or similar. This may still not prevent material from being placed on the outside of the fence by patrons who do not have a key.
- A combination of the options that could best suit the community to reduce the unwanted collection of illegal dumping but still allow the community to clear their waste and recycle material.

The green waste is not preferred at this site as it has to be transported to Beaufort or Avoca transfer stations to be processed and re-used as mulch for rehabilitation on old landfill sites.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 5 - Environment

5.2 – Provide efficient and effective waste management.

### **ATTACHMENTS**

10.1 Photos of Crowlands site

### **FINANCIAL / RISK IMPLICATIONS**

Council has directed contractors to remove greenwaste, hardwaste and commercial waste on two occasions over the previous 5 months at this site. If left unchanged further clearing would be expected. The dumped material is a fire risk and would be a hazard for people using the site.

If a new covered skip is requested there will be some delay, possibly months, for the skip to be manufactured.

With the roadside collection option there will be an initial cost to supply the 33 properties in the Crowlands community with waste and recycle bins to be purchased and delivered. The cost would be \$5,692, at current contract costs for the supply and delivery, but then it will be user pays as the service is rolled out. This will also stop the need for vouchers to be mailed out to the residents.

### **CONCLUSION**

Council has the opportunity to change the way waste is collected and managed for the Crowlands community.

### **OFFICER RECOMMENDATION**

That Council consults with the Crowlands community for the possible introduction of a roadside collection for the Crowlands area.





## 11. EXPANSION OF ROADSIDE COLLECTION

**Phil Diprose – Project Management Officer**

**File No:** 68/08/06

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is to provide Council information on the possibility of changing the way Council provides the general waste and recycle collection, E Waste and disposal for all properties in the Pyrenees Municipality for the next waste and recycle contract which is due in July 2019.

### BACKGROUND

The street or kerbside collection for general waste and recycling has expanded over time to include green waste and hard waste collections. In 2015 the kerbside collection was expanded to include the Glenpatrick area. Beaufort and Avoca also had their collection areas increased to capture the increasing development of residential areas.

Council currently has 82% of improved properties within Pyrenees Shire Council that have street collection available to them. There are some exceptions where the vehicle access is restricted. The remaining 18% of improved properties that currently have no street collection available are predominately in the western side of the Municipality covering approximately half of the area, as shown on Attachment 1.

The China Sword Policy from February 2018 has had a large impact on Australia's recycling. The process of how to recycle is still evolving and has changed the way processors are receiving recycled material from the community. The recycle waste streams have various costs associated with them. Currently cardboard and glass are not attracting a cost to dispose when separated. Co-mingled material is costed per tonne at the gate, so if one can remove these items which are the heavier component, it will reduce Council's gate fee.

The Victorian Government has committed to banning the disposal of e-waste to landfill, with implementation to come into effect on 1 July 2019. E-waste is growing three times faster than general municipal waste in Australia, and it contains both valuable and hazardous materials that can be recovered when they reach the end of their working life. The ban seeks to improve outcomes for e-waste recovery and recycling and to reduce the risk of negative impacts on the environment.

### ISSUE / DISCUSSION

Over the last year residents that do not have a street collection service are increasingly asking to be included in the collection of domestic waste and recycle. There are groups of residents on Grays Road, Hurleys Lane area, Church Road, and Tansey Court area that are in the process of being included in the street collection. There also is interest in the Crossroads area, Skipton Road and Stockyard Hill Road for inclusion in the street collection.

There are currently 4876 improved properties that are able to have a street collection service with another 1070 improved properties that could be included if the collection expanded to the full Municipality.

Not all properties choose to be included in the street collection. These properties can purchase vouchers to take their waste to a Transfer Station. The properties in these opt in areas that choose to be included would normally join over a period of time which would spread initial delivery costs. The current cost to supply one 240 litre bin is \$86.25.

For every property that joins the street collection scheme, this will have the added benefit of waste vouchers being reduced. Vouchers could be individually prepared and printed specifically for a property. This will reduce the cost of having large quantities printed.

The delivery for new services and the repair of Councils bins could be delivered by Council personnel who can supply, deliver and repair as needed. The employee can also deliver and return waste and recycle bins for community events. The bins could be stored at The Beaufort Transfer Station where the employee can also maintain the E Waste collection and its proper storage.

The recycling processing has dramatically changed over the last 8 months. Where recycling processing was at no cost to Council, it now has a cost of \$100 per tonne with strict guidelines of what can be recycled. This may lead to pre-sorting and separating various waste streams either at the household level or at the resource recovery centres and Transfer Stations.

The ability for Council to operate the transfer stations while navigating through this period will be increasingly hard under a contract. Council can adapt and adjust its process of collecting and sorting of waste and recycle streams more effectively with direct control. With the unknown and current volatile nature regarding how Australia can properly process this material, costs are expected to increase which would also lead to variations to a contract that would increase costs in its associated implementation.

Currently the transfer stations do not charge for recycled material it receives from residents. Approximately 40% of all the Shire's recycling comes from the Transfer Stations. This cost is essentially being met by the waste charge. The cost of recyclable material is \$100 per tonne and Council is currently producing 576 tonne annually.

Council has grant funding from Sustainability Victoria to build storage sheds at three transfer stations. Storage for E Waste will have strict guidelines with items recorded and stored safely until it is transported to an E Waste recycler. Personnel would need to be on site to record the items and place them in the appropriate bins. The E Waste material will need to be stored in cages on wooden pallets, a small fork lift will need to be purchased to load, stack the pallets onto the haulage vehicles. The fork lift would have to be small enough to be transported by trailer to the four Transfer Stations.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 5 - Environment

5.2 – Provide efficient and effective waste management.

## **ATTACHMENTS**

11.1 Collection area map

## **FINANCIAL / RISK IMPLICATIONS**

The delivery of 240 litre bins for a new collection service based on current costs to Council would be \$86.25 per bin. Improved properties outside of township boundaries have one general waste and one recycle bin. If the maximum amount of properties chose to participate in a new collection service, the

cost to Council to provide and deliver the bins would be \$184,575. This initial cost could be amortised within the new contract due to commence on the 1 July 2019. The additional cost per service would then be amortised at the new contract pick up rate and would be recouped via the waste charge.

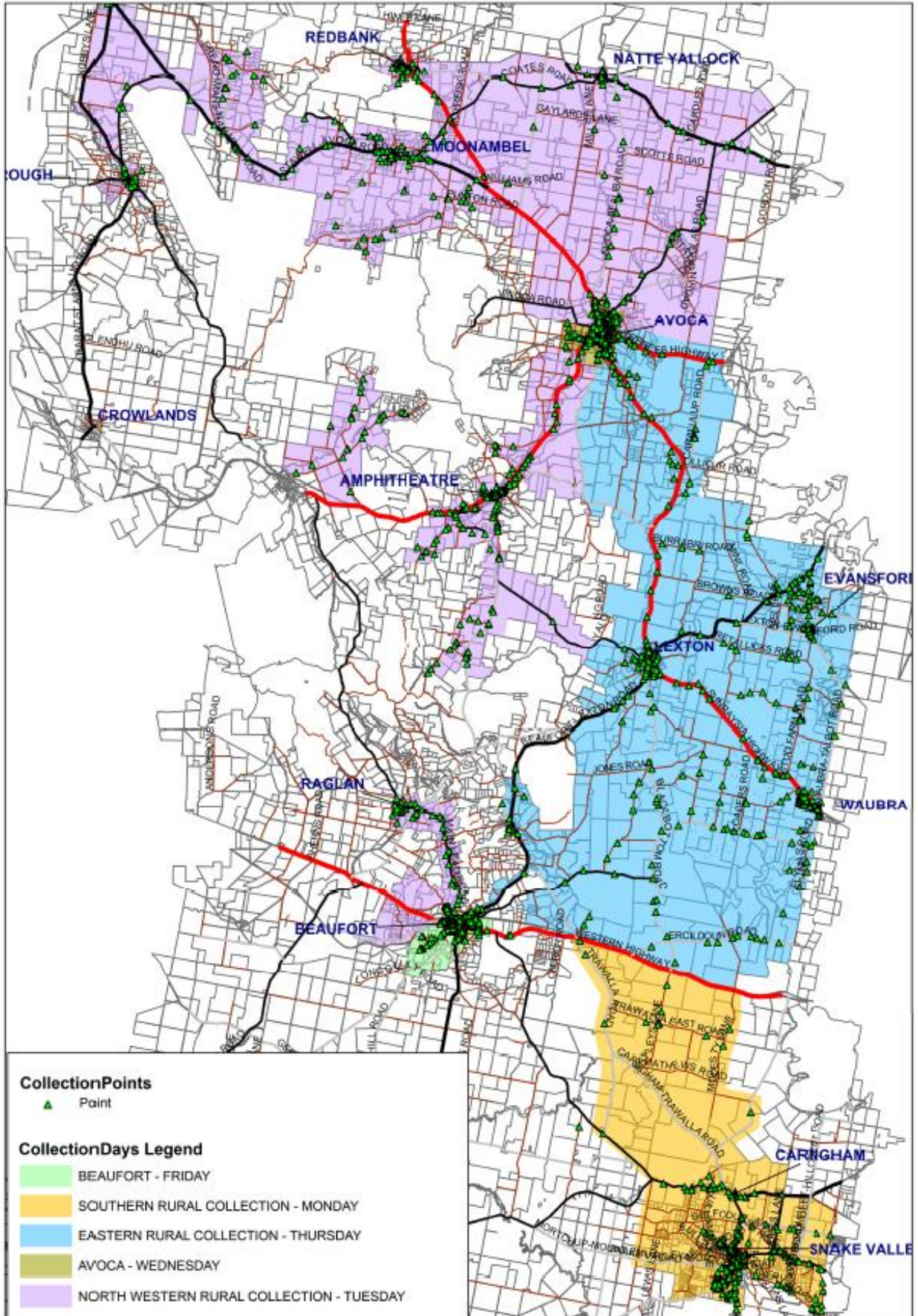
### **CONCLUSION**

Council has the opportunity to respond to the changing waste needs and expectations of the Pyrenees community. It is possible to address some of the issues through the upcoming waste contract that Council will need to have in place by the end of this financial year.

### **OFFICER RECOMMENDATION**

That Council:

1. Considers extending the collection areas to provide a collection service for all improved properties as an option within the new waste and recycling collection service contract.
2. Undertakes further community consultation with those who do not have street collection to ascertain their willingness to be part of the street collection for waste and recycle material.
3. Brings a further report to the March 2019 Council meeting to consider the option to self-manage Council's transfer stations to control and sort recycle and E-waste streams.



## **12. NP33 PROPOSAL TO NAME AN UNAMED LANE BETWEEN LEICHARDT STREET AND CALLISTER STREET IN BEAUFORT, PINES LANE**

**Douglas Gowans – Director Corporate & Community Services**

**File No:** 58/02/08

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### **PURPOSE**

The purpose of this report is to finalise the naming process for the unnamed lane between Leichardt Street and Callister Street in Beaufort that exists to provide property access.

### **BACKGROUND**

At the Ordinary Meeting of Council on 18<sup>th</sup> July 2017, Council resolved to commence the process for the naming of the unnamed lane between Leichardt Street and Callister Street in Beaufort, with the view to clarify property addresses and reduce confusion for emergency services.

The Council recommendation of Norman Lane was advertised in the Pyrenees Advocate on 21<sup>st</sup> July 2017 and a letter was sent to adjoining property owners on 7<sup>th</sup> August 2017. Three submissions were received in the four week period: one verbal and emailed submission that proposed the alternative names of Church Lane or Parish Lane; an anonymous submission that proposed the alternative name of Optus Tower Road; and a petition with 15 names from 9 different addresses that proposed the alternative name of Pines Lane.

A further report was presented at the Ordinary Meeting of Council on 17<sup>th</sup> October 2017 detailing the submissions received. At this meeting Council resolved the following:

*That Council:*

- 1. Seeks approval from the Registrar of Geographic Names to proceed with the use of the name Pines Lane.*
- 2. Subject to 'In-Principle Support from the Registrar of Geographic Names', Council adopts the name Pines Lane, which has historical ties to the area and is supported by a petition from local residents.*
- 3. Forwards a report to the Registrar of Geographic Names for consideration of the name Pines Lane.*

### **ISSUE / DISCUSSION**

Council officers submitted a report to the Registrar of Geographic Names for the consideration of the name Pines Lane on the 14<sup>th</sup> March 2018. On the 14<sup>th</sup> May 2018 the Registrar of Geographic Names rejected the initial proposal for Pines Lane on the basis that there needed to be further consultation on the proposed name 'Pines Lane'.

On 25<sup>th</sup> May 2018 the proposed name of 'Pines Lane' was advertised in the Pyrenees Advocate with submissions closing on Friday 29 June 2018. There were no submissions received.

Council officers have received further information from the Registrar of Geographic Names that has confirmed that even though Council has undertaken further consultation an additional report needs to be provided to Council for endorsement of the name 'Pines Lane'.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 3 – Roads

3.1 Maintain and enhance the road network in line with the Road Asset Management Plan level of service.

This proposal complies with:

- Pyrenees Shire Council – Principles on Road Naming policy.
- Naming Rules for Places in Victoria – Statutory requirements for naming roads, features and localities 2016.

## **ATTACHMENTS**

12.1 NP33 – Pines Lane Map

## **FINANCIAL / RISK IMPLICATIONS**

Costs for the naming of the road are able to be accommodated within the limits of Council's operating budget.

The naming of new roads and accurate addressing is important to ensure that residents are able to be located by emergency services and to receive mail. To mitigate the risk of errors, Council needs to comply with the 'Statutory requirements for naming roads, features and localities, 2016' and the Australian Standards for Signing and Rural and Urban Addressing.

## **CONCLUSION**

To complete the naming process a name needs to be formally adopted by Council along with the recommendation to forward a report to the Registrar of Geographic Names for consideration of this name.

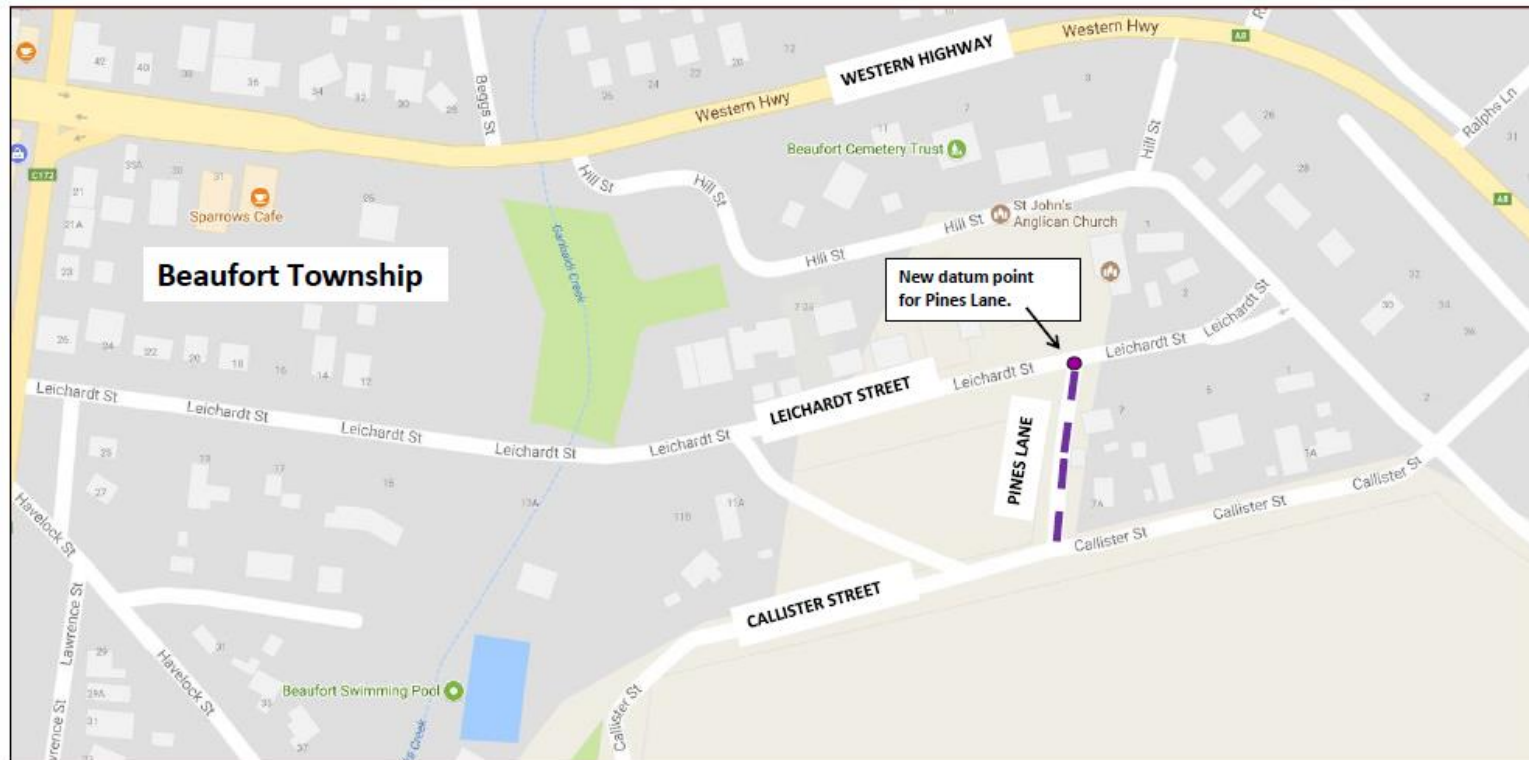
## **OFFICER RECOMMENDATION**

That Council:

3. Seeks approval from the Registrar of Geographic Names to proceed with the use of the name Pines Lane.
4. Subject to 'In-Principle Support from the Registrar of Geographic Names', Council adopts the name Pines Lane, which has historical ties to the area and is supported by a petition from local residents.
5. Forwards a report to the Registrar of Geographic Names for consideration of the name Pines Lane.

<p><b>BEAUFORT TOWNSHIP</b></p>	<p>NP32: Proposal to name an unnamed lane between Leichardt Street and Callister Street in Beaufort, as PINES LANE.</p>
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Road Proposed to be Renamed: 			
Longitude:	143.388954°	Latitude:	-37.431308°
Feature:	Road	Locality:	Beaufort Township



## CORPORATE & COMMUNITY SERVICES

### 13. APPOINTMENTS TO S86 COMMITTEES OF MANAGEMENT

**Michelle Richards – Manager Governance, Risk and Compliance**

**File No:** 16/16/02

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is for Council to consider an amendment to the formal appointment of community representatives to its s.86 Committee of Management for the Beaufort Community Bank Complex.

#### BACKGROUND

Under s.86 of the *Local Government Act 1989*, Council can appoint Special Committees with the delegated authority to manage council assets. This authority is set out in the Instrument of Delegation which describes the Committee function, duties and powers.

One of Council's s.86 Committees of Management is the Beaufort Community Bank Complex. In December 2017, Council formally appointed members of this Committee of Management.

At the Committee's Annual General Meeting in August 2018, additional members were included within the Committee. This report seeks to formalise additional appointments to the s.86 Committee of Management of the Beaufort Community Bank Complex.

#### ISSUE / DISCUSSION

The following appointments are recommended by the Beaufort Community Bank Complex s.86 Committee of Management:

*Jim Mahony; Cr Damien Ferrari; Trish Collins; Heather Biddle McCracken; Brett Chamings; Jennifer Trengove; Lynelle Day; Brad Foster; Seean Broadbent; Cameron Russell; Kate McGinty*

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Legislative Compliance: Pursuant to the Victorian *Local Government Act 1989*:

- Under s.86 (2) Council may appoint members to a special committee and may at any time remove a member from a special committee.
- Under s.86 (6) Council must review any delegations to a special committee in force under this section within the period of 12 months after a general election.

#### ATTACHMENTS

Nil

#### OFFICER RECOMMENDATION

That Council Formally appoint the following community representatives to the Beaufort Community Bank Complex s.86 Committee of Management:

*Jim Mahony; Cr Damien Ferrari; Trish Collins; Heather Biddle McCracken; Brett Chamings; Jennifer Trengove; Lynelle Day; Brad Foster; Seean Broadbent; Kate McGinty; Cameron Russell*



## 14. AUDIT & RISK COMMITTEE MINUTES

**Kathy Bramwell – Director Corporate and Community Services**

**File No:** 32/04/04

**Declaration of Interest:** As author of this report I have no disclosable interest in this item

### PURPOSE

The purpose of this report is to provide Council with an update of the Audit and Risk Committee meeting held on 27<sup>th</sup> November 2018.

### BACKGROUND

In accordance with Section 139 of the Local Government Act 1989 Council is required to establish an Audit Committee. The Committee meets three times a year and the attached report is an update of the meeting held on 26 August 2014.

### ISSUE / DISCUSSION

A brief overview of the issues considered by the Audit & Risk Committee is now provided for Council's information.

1. Receipt of the Pyrenees Shire Council's 2017/2018 Annual Report;
2. CEO's Report – overview of current issues for the Pyrenees Shire Council;
3. Governance, Risk and Compliance Report;
4. Annual leave balances – update on reduction of leave balances;
5. Letter from Council's Internal Auditor advising that no internal outstanding issues were closed since the last review;
6. Internal Audit program status update provided by AFS & Associates;
7. Recent reports and publications of interest to Council's provided by AFS & Associates;
8. Update on the Risk/OHS Action Plan 2018-2020;
9. Proposed 2019 Schedule of Audit & Risk Committee meetings:
  - a. MO37 – Tuesday 30<sup>th</sup> April 2019 (including a presentation by Council's insurance and risk brokers)
  - b. MO38 – Tuesday 27<sup>th</sup> August 2019
  - c. MO39 – Tuesday 26<sup>th</sup> November 2019
10. Compliance update advising of no instances of fraud and no protected disclosures received since the last meeting; and
11. Provision of a copy of the draft timetable for the 2019/20 budget preparation.

An action arising from the Audit & Risk Committee Meeting was for a copy to be circulated of a document produced by CPA Australia: "A guide to understanding financial reports of local governments". This document was circulated to committee members and a copy has also been included as an attachment to this report for the information of Council.

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 4 - Financially Sustainable, High-performing Organisation. Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

4.4 - Develop our systems to support and enable our people to deliver efficient and quality services which are cost effective.

#### **ATTACHMENTS**

- 14.1 Minutes of the Audit & Risk Committee Meeting of 27<sup>th</sup> November 2018 – *circulated separately*
- 14.2 CPA Australia: A guide to understanding financial reports of local governments – *circulated separately*

#### **FINANCIAL / RISK IMPLICATIONS**

All financial issues have been addressed in the Issues/Discussion section.

#### **CONCLUSION**

In accordance with the Local Government Act 1989 the Pyrenees Shire Council's Audit & Risk Committee met on the 27<sup>th</sup> November 2018. This report summarises the items considered by the Committee.

#### **OFFICER RECOMMENDATION**

That Council notes the minutes of the Audit & Risk Committee meeting held on 27<sup>th</sup> November 2018, and receives the attached CPA Australia Guide.

## 15. TIMETABLE FOR THE PREPARATION OF THE 2019/2020 BUDGET

Kathy Bramwell – Director Corporate & Community Services

File No: 32/08/25

**Declaration of Interest:** As author of this report I have no disclosable interest in this item

### PURPOSE

The purpose of this report is to set the timetable for the preparation of the 2019/20 budget.

### BACKGROUND

Council is required by State legislation to prepare and adopt a budget for each financial year. In order to achieve the legislated deadlines for this action a timetable has been prepared for Council's adoption and implementation.

### ISSUE / DISCUSSION

Section 127 of the Local Government Act 1989 requires a council to prepare a budget for each financial year containing mandated inclusions.

Council must adopt a budget in respect of each financial year by the 30<sup>th</sup> June. The draft budget must be available for inspection by the public before being adopted by Council.

A copy of the draft budget timetable is attached for Council consideration and adoption, including the suggested dates for two special meetings of Council.

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Section 127 of the Local Government Act 1989 requires a council to prepare a budget for each financial year and adopt by 30<sup>th</sup> June of each year.

### ATTACHMENTS

15.1 - Draft 2019/20 budget development timetable – *circulated separately*

### FINANCIAL / RISK IMPLICATIONS

No financial implications are associated with this report.

### CONCLUSION

The development of a budget timetable will ensure the 2019/20 budget is prepared in accordance with legislated timeframes.

### OFFICER RECOMMENDATION

That Council:

1. Adopts the timetable for the preparation of the 2019/20 budget;
2. Determines the locations for the budget information sessions scheduled for April 2019 to be \_\_\_\_\_ and \_\_\_\_\_; and
3. Endorses the suggested dates for Special Council meetings in 2019 as follows:
  - a. Tuesday 14<sup>th</sup> May 2019 for proposed 2019/20 budget presentation for approval in principle prior to public submissions period; and
  - b. Tuesday 18<sup>th</sup> or 25<sup>th</sup> June 2019 for formal adoption of the 2019/20 budget.

## 16. REVIEW OF THE S11 INSTRUMENT OF APPOINTMENT AND AUTHORISATION

Kathy Bramwell – Director Corporate & Community Services

File No: 16/20/08

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is for Council to consider a review of the S11 Instrument of Appointment and Authorisation.

### BACKGROUND

The *Local Government Act (1989) (Section 98)* requires Council to regularly review all delegations, appointments and authorisations that are in force or have been made by Council under this section.

Council is advised by Maddocks Lawyers in preparation of Instruments of Delegation. Advice is received after each sitting of Parliament on the changes to legislation affecting local government.

In addition, reviews are undertaken when changes in personnel occupying Authorised Officer roles occur.

### ISSUE / DISCUSSION

#### S11 Instrument of Appointment and Authorisation

The S11 Instrument of Appointment and Authorisation has been revised and updated to reflect the following changes in roles:

- Officer appointments / changes:
  - Peter Goodson and Ryan Roberts were added as contracted Environmental Health Officers
  - Dennis Nikoltsis and Terry McAliece were added as support Municipal Fire Prevention Officers
  - Michelle Richards was added as the Manager Governance, Risk & Compliance
  - Claire Pepin was added as an additional Statutory Planner

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under Section 98 of the *Local Government Act (1989)* Council is required to regularly review all delegations, appointments and authorisations that are in force or have been made by Council.

### ATTACHMENTS

16.1 S11 Instrument of Appointment and Authorisation – December 2018 – *circulated separately*

### FINANCIAL / RISK IMPLICATIONS

It is a requirement under the *Local Government Act (1989)* for Council to regularly review all delegations, appointments and authorisations that are in force or have been made by Council.

### CONCLUSION

In order to legally allow staff other than the Chief Executive Officer to enforce provisions of legislation, Council must review its Delegations at regular intervals throughout the year, or when significant changes occur.

Amended Delegations once approved by Council will remain in force until further reviews are conducted following ongoing legislation changes.

#### **OFFICERS RECOMMENDATION**

In the exercise of the powers conferred by section 224 of the Local Government Act 1989 (the Act) and other legislation referred to in the attached S11 Instrument of Appointment and Authorisation (the instruments), Pyrenees Shire Council (Council) resolves that:

1. The members of Council staff referred to in the Instrument be appointed and authorised as set out in the Instrument.
2. The Instrument comes into force immediately the common seal of Council is affixed to the Instrument, and remains in force until Council determines to vary or revoke it.
3. Council affixes the Common Seal to the Instrument.

## CHIEF EXECUTIVE OFFICER

### 17. COUNCIL MEETINGS 2019

Jane Bowker – EA to CEO and Councillors

File No: 16/17/02

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

#### PURPOSE

The purpose of this report is for Council to decide on the meeting schedule for Council Meetings and Briefing Sessions for 2019.

#### BACKGROUND

A 2019 schedule of meetings has been prepared in consultation with Councillors and is circulated with this report.

The schedule contains dates for Ordinary Council Meetings to be held monthly as well as Assemblies of Councillors (Briefing Sessions) and the annual Statutory Meeting.

#### ISSUE / DISCUSSION

The schedule also contains locations for the meetings to be held across this shire to enable Councillors to engage with the various communities and in particular those communities who maintain Community Action Plans.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 4 - Financially Sustainable, High-performing Organisation. Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

4.4 - Develop our systems to support and enable our people to deliver efficient and quality services which are cost effective.

#### ATTACHMENTS

17.1 Council Meeting and Briefing Schedule for 2019

#### FINANCIAL / RISK IMPLICATIONS

Council has made provisions in its 2018-19 Budget to meet the costs associated with Council Meetings and Briefings

#### CONCLUSION

Subject to Council's agreement to the meeting schedule, it is proposed that public notice be given in accordance with Section 89 of the Local Government Act 1989.

#### OFFICER RECOMMENDATION

That Council:

1. Adopts the meeting schedule for 2019 as attached to this report; and
2. Gives public notice in accordance with Section 89 of the Local Government Act 1989 of the proposed Council meetings.

<b>2019 Council Meeting Calendar - DRAFT</b>					
<b>January</b>					Ercildoune
15th	Briefing & Cuppa	2.00pm	Beaufort		DeCameron
15th	Council Meeting	6.00pm	Beaufort		Mt Emu
<b>February</b>					Avoca
12th	Briefing & Cuppa	1.00pm	Redbank		Beaufort
19th	Briefing	2.00pm	Beaufort		
19th	Council Meeting	6.00pm	Beaufort		
<b>March</b>					
12th	Briefing & Cuppa	1.00pm	Barkly		
19th	Briefing	2.00pm	Beaufort		
19th	Council Meeting	6.00pm	Beaufort		
<b>April</b>					
9th	Briefing & Cuppa	1.00pm	Raglan		
16th	Briefing & Cuppa	1.00pm	Amphitheatre		
16th	Council Meeting	6.00pm	Avoca		
<b>May</b>					
14th	Briefing & Cuppa	1.00pm	Beaufort		
21st	Briefing	2.00pm	Beaufort		
21st	Council Meeting	6.00pm	Beaufort		
<b>June</b>					
4th	Briefing & Cuppa	1.00pm	Waubra		
11th	Briefing	2.00pm	Beaufort		
11th *	Council Meeting	6.00pm	Beaufort		
<b>July</b>					
9th	Briefing & Cuppa	1.00pm	Moonambel		
16th	Briefing	2.00pm	Beaufort		
16th	Council Meeting	6.00pm	Beaufort		
<b>August</b>					
13th	Briefing & Cuppa	1.00pm	Avoca RTC		
20th	Briefing	2.00pm	Beaufort		
20th	Council Meeting	6.00pm	Beaufort		
<b>September</b>					
10th	Briefing & Cuppa	1.00pm	Natte Yallock		
17th	Briefing	2.00pm	Beaufort		
17th	Council Meeting	6.00pm	Beaufort		
<b>October</b>					
8th	Briefing & Cuppa	1.00pm	Carranballac		
15th	Briefing	2.00pm	Beaufort		
15th	Council Meeting	6.00pm	Beaufort		
29th	Briefing & Cuppa	1.00pm	Lexton Comm Centre		
29th	Statutory Meeting	6.00pm	Lexton CCentre		
<b>November</b>					
12th	Briefing & Cuppa	1.00pm	Avoca RTC		
12th **	Council Meeting	6.00pm	Avoca Hall		
<b>December</b>					
3rd	Planning Day & Cuppa	1.00pm	Snake Valley		
10th	Briefing	2.00pm	Beaufort		
10th	Council Meeting	6.00pm	Beaufort		
* Moved 1 week earlier to accommodate NGA 16-19 June 2019					
** Moved 1 week earlier to accommodate National Roads & Transport Congress November 2019					
Please note the location for Council or Briefings is subject to change					

## 18. CUSTOMER ACTION REQUEST SYSTEM (CARS) REVIEW

Jim Nolan – Chief Executive Officer

File No: 16/08/04

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is for Council to receive and consider the Service Review of the Customer Action Request System (CARS).

### BACKGROUND

In June 2018, Council received a report on the organisational Business Improvement Program. One of the elements of the program was that a formal review of the Customer Action Request System (CARS) be undertaken to determine effectiveness and efficiency of the system in meeting the needs of customers.

Engineering Management Styles was engaged to undertake the review which has been completed in final draft and circulated to Councillors for consideration, and extracts from the review report are contained below.

The review process involved an assessment of the current service, consultation with a range of Council staff, an appraisal of the Customer Satisfaction Survey Report and a past review report undertaken by DJK Consulting. It also involved a benchmarking exercise with other similar sized Victorian Councils.

The review had used as a guide the Australian Centre of Excellence for Local Government's "Service Delivery Review A how to manual for local government" Second Edition June 2015 which applies the Best Value Principles enshrined in Victoria's Local Government Act 1989.

### ISSUE / DISCUSSION

The Executive Summary of the review report is contained below:

*"A Service Review has been undertaken of the Customer Services Unit of Pyrenees Shire Council (the Council) by Engineering Management Styles in accordance with the requirements of a briefing by the Chief Executive Officer and the Director Assets and Development Services as discussed on 7 June 2018, and that set the following objectives:*

- *Determine what improvements may be made to the current service - particularly in follow-up sign-off and conveying actions or non-actions to those submitting requests.*
- *Benchmark with similar-size Councils and explore Best Practice services provided by such Councils in the local government industry*
- *If it is determined Council should be resourcing significant improvements to all or some of the functions currently provided by the Customer Action Request Services team, determine how these functions can be provided in the most cost - effective way into the future.*



*The Council is in the Central West of Victoria, about 130 kilometres north-west of Melbourne. Pyrenees Shire had a resident population of 7,301 in 2016. Its area of 3,500 square kilometres has 738 kilometres of sealed roads, 1,292 kilometres of unsealed roads, and 82 kilometres of formed only roads and fire tracks. There are 159 bridges, 136 major culverts and over 4,000 smaller culverts and piped drains.*

*In its 2018 Annual Report the Council's vision is expressed as "Healthy, vibrant, prosperous and connected communities". Its mission is expressed as follows:*

- *To provide quality road and built infrastructure for the community;*
- *To work with others to provide services to maintain the wellbeing of the community; and*
- *To operate an efficient, forward-looking organisation.*

*The Council states in its strategic objectives that "We will engage with communities to provide responsive, efficient services that enhance the quality of life of residents and promote connected, active and resilient communities."*

*As part of its 2017-21 Council Plan aim to be a financially sustainable, high performing organisation one of the strategies is to "develop our systems to support and enable our people to deliver efficient and quality services which are cost effective." Two initiatives to achieve such outcomes is to "Continuously improve organisational processes by reviewing and mapping two processes per year to eliminate waste and inefficiency" and "Monitor and report on our performance in responding to Customer Action Requests against agreed standards."*

*This review of the Customer Action Request System has aimed to address the following:*

- *Are the services appropriate?*
- *Are the services effective? and*
- *Are the services efficient?*

*The review included extensive consultation with staff, and internal stakeholders. A Service profile has been developed for the Service:*

*The information gathered from the Service Profile was then used to populate a Draft Service Plan for the Service. The Draft Service Plan provides a "snapshot" of the Service as currently delivered although additional information is required to complete the Service Plan.*

*The Core Business of the service is to receive, log follow up and report the outcomes of requests from customers. The review undertook benchmarking of similar – sized rural Councils, has identified a number of key findings as areas to consider, and for the Council's Executive Management Team to address.*

*The Customer Services Team has established a strong and positive service delivery reputation as indicated by the independent Community Satisfaction Survey results (score of 74 in 2017 compared to Small Rural Shires score average of 69). As a result of the review and analysis of the delivery of the Service a number of recommendations for improvement have been made. The recommendations reflect that dependence upon improvement currently has to rely upon customer services within overlapping services and indeed upon software requiring*

*improvements – particularly in ultimately being able to record tasks completed in a format that can be directly fed into the Council’s information retention and reporting software.*

*The report does not identify any major savings although longer term savings will be made by improving efficiencies in monitoring and measuring performance using a proactive process.*

*A more focused approach to having the core Customer Services approach being embraced across the whole organisation will also provide consistency and more effective service outcomes in the long run.*

### Key Issues

*“The key issues identified in this review were:*

- Opportunity to improve reporting and feedback to customers;*
- Population is growing by 2% per year overall, decreasing in rural areas but increasing in urban areas;*
- Communities are demanding a higher standard of Services and meaningful responses;*
- Processes used by staff in responding to customers requesting services need revision to ensure that all customers are informed and where necessary updated about the outcomes of their requests.*
- The current Biz-e-Asset software, being web-based, and having a number of incompatibilities with other software systems used by the Council, requires a fundamental review within a relatively short timeframe;*
- Current paper – based recording in the field for roads and associated assets requires change to the use of electronic recording on i-pads and response capability;*
- There is a need to develop a number of “fact sheets” that will assist CARS staff and customers about services delivery by and across the Council;*
- There is a need to review the Customer Services Charter, expand the Charter to encompass all services provided by the Council, present it as an easy to follow document, and possibly re-name it to ensure that all Council staff relate to its summary of requirements; and*
- Any outstanding actions accepted by the Executive Management Team or the Council to be implemented of the “Review of the Council Customer Action Request System” (November 2015) by DJK Consulting require following up and review as to current relevance by the Executive Management Team.”*

### Recommendations

*“As a result of this review the Consultant makes the following recommendations which it believes will improve further the operational efficiency of the Customer Action Request service.*

***Recommendation 1: The Customer Services Team adopt its core business as “ensuring that people in the community who request a service or action from the Council will have the request recorded and followed through”.***

***Recommendation 2: Agreed standards be developed with input from service provider stakeholders across the Council to clearly define Levels of Service and the Key Performance Indicators that Council staff should aspire to achieve.***

***Recommendation 3: The Council through its media services encourage citizens to channel service requests via Council's website and suitable electronic systems. The Council should actively discourage the use of social media outlets in responding directly to particular customer requests, yet continue to check and monitor any concerns expressed through such media.***

***Recommendation 4: Signage be introduced at the public counters reinforcing that aggressive or violent behaviour towards Council staff is unacceptable. The Customer Service Team to undertake regular periodic training associated with how to deal with threats and abuse from members of the public, with a view to reducing the level of risk by appropriate mitigation measures.***

***Recommendation 5: The Customer Services Team develop a set of Key Performance Indicators for inclusion into a set of agreed standards.***

***Recommendation 6: That Council, when preparing future strategic documents, continue to ensure that the strategic documents describe a clear link to the services undertaken by the Customer Services Team.***

***Recommendation 7: That reviews of all position descriptions be undertaken as part of programmed reviews for all positions within the Team – inclusive of casual positions - to ensure that they reflect any changes to roles and responsibilities.***

***Recommendation 8: Council's Executive Management Team consider establishing an exploration of potential models for future handling of Customer Action Requests across the whole organisation with the aim of a whole of Council approach to responding to requests.***

***Recommendation 9: That resourcing be considered at a future Council budget for staff resources to follow up outstanding requests status and investigating why any delays are occurring.***

***Recommendation 10: That the suite of software - and particularly Biz-e -Asset across the Council be subject to a comprehensive review with the aims of compatibility between the systems, ease of use, good reporting characteristics, and an ability to be part of a regional approach by neighbouring or similar – sized Councils"***

It is intended that the Review document be reported to the next Audit Committee meeting including a management response from the Executive Management Team.

At the time of preparing this report a number of actions are in development in response to the recommendations above. These include:

- further investigation into digital information systems to enable improved online submission and processing of CARS (Recommendation 3)
- development of a set of service standards and performance indicators for key service activities that are clearly defined and understood to be used to drive ongoing excellent service delivery (Recommendation 2 and 5)

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 4 - Financially Sustainable, High-performing Organisation. Our organisation will respond to community needs, attend to our core business, and strive for excellence in service delivery in an ethical and financially responsible manner.

4.2 - Promote learning and growth that will facilitate change, continuous improvement, innovation and efficiency.

4.4 - Develop our systems to support and enable our people to deliver efficient and quality services which are cost effective.

## **ATTACHMENTS**

Nil

## **FINANCIAL / RISK IMPLICATIONS**

The Service Review document references budget consideration be made to ensure there is an appropriate level of resourcing allocated for Customer Service to ensure appropriate level of service delivery is maintained.

## **CONCLUSION**

The review of the Customer Action Request System has been undertaken and is presented for Council consideration.

## **OFFICER RECOMMENDATION**

That:

1. Council receives the final draft report by Engineering Management Styles of the review of Council's Customer Action Request System.
2. the review document be reported to the next meeting of the Audit Committee.
3. review findings and the management response to the recommendations in the review report be given further consideration in preparation of the 2019/2020 budget.

## 19. WESTERN BULLDOGS YOUTH LEADERSHIP PROGRAM

**Jim Nolan – Chief Executive Officer**

**File No:** 36/20/08

**Declaration of Interest:** As author of this report I have no disclosable interest in this item.

### PURPOSE

The purpose of this report is for Council to determine whether to participate in the 2019 Western Bulldogs Foundation Leadership Program.

### BACKGROUND

In 2018, Council agreed to sponsor a number of young people in the Pyrenees shire to participate in the Western Bulldogs Youth Leadership program.

11 young people commenced and eight completed the program which was a very worthwhile experience for all involved.

Council received a discounted introductory offer to participate with Hepburn and Golden Plains Shire Councils, and the total cost for Pyrenees was \$16,000.

A further offer has been received from the Western Bulldogs Foundation (WBF) to run the Program in 2019, but the cost has increased to \$20,100 for 6 participants. This cost exceeds Council's budget, and Council direction is sought prior to advising the WBF about PSC sponsorship for 2019.

The 2019 offer is on the basis of the three councils participating, and includes a \$12,000 lump sum per council and \$1350/participant x 6 participants = \$20,100 (PSC).

The program does require parents to get the young people to the workshops / sessions, while all other costs are met by the program.

Once the three Councils are signed up, WBF will advertise and invite participants to nominate. In case of Pyrenees young people from across the shire will be invited to express their interest.

The participating Councils will then be required to enter into a Partnership Agreement with the WBF.

### ISSUE / DISCUSSION

The program is designed for young people aged between 14-16 and it uses the Western Bulldogs Football Club as a vehicle to inspire, educate and mentor leaders for social change in Victoria's west by providing nominated young people with an exciting range of life, civic, and sport experiences in which to learn and develop.

Previously topics included in the program were:

- Social inclusion
- Gender equity
- Youth mental health
- Homelessness
- Health and wellbeing

A nomination process is proposed during January–March 2019, and previously the program involved a series of 9 workshops, two week end camps and other activities during the period March-October.

In 2018, Council’s participation in the program was the primary youth activity of Council given its financial constraints.

Given the increased cost of participation in 2019, it is suggested that Council seek other partners such as the Bendigo Community Band and the Waubra Community Fund to participate to defray part of the overall cost to Council.

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Strategic Objective 3 - Community Connection and Wellbeing. We will engage with communities to provide responsive, efficient services that enhance the quality of life of residents and promote connected, active and resilient communities.

3.3 - Community Development - Supporting communities to build connections, capacity and resilience.

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

The 2018 program agreement provided for \$3000 lump sum plus \$1000/participant for up to 7 participants (total of \$10,000).

There were 11 young people nominated for the 2018 program, and Council agreed to take on the additional 4 participants at @\$1500 each (making it a total of 11 starters and new total cost of \$16,000).

Council’s budget for youth program in 18/19 is:	\$15,800
Less final payment for 2018 program:	<u>\$10,000</u>
Funds remaining in 18/19:	\$ 5,800

The total sponsorship required of Council for 6 participants in 2019 is \$20,100. 2019 program is to be paid in instalments with final payment by 31 August 2019.

### **CONCLUSION**

The Western Bulldogs Leadership Program provides an excellent opportunity for young people aged 12-16 from across the shire to grow and develop leadership skills as part of their lifelong learning.

### **OFFICER RECOMMENDATION**

That Council:

1. Agrees to participate as a sponsor in the 2019 Western Bulldogs Leadership Program
2. Seeks other sponsorship partners to participate to offset the total cost to Council
3. Provides the required funds in its budget as outlined in this report.



## **COUNCILLOR REPORTS AND GENERAL BUSINESS**

## **CONFIDENTIAL ITEMS**

### **20. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC**

That pursuant to the provisions of Section 89(2) of the Local Government Act 1989, the meeting be closed to the public in order to consider personnel and contractual matters that may prejudice the Council.

### **RECOMMENDATION**

That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, to consider reports on the:-

21. Supply and Delivery of a Backhoe
22. Renewal Major Culvert 356 – Mount William Road
23. Australia Day Award Nominations





**24. RE-OPENING OF MEETING TO MEMBERS OF THE PUBLIC**

**RECOMMENDATION**

That Council, having considered the confidential item, re-opens the meeting to members of the public.

**CLOSE OF MEETING**

Meeting closed at

Minutes of the meeting confirmed .....

2018

Mayor