



**Pyrenees**  
Shire Council

**AGENDA**  
**Ordinary Meeting of Council**

**6:00pm Tuesday 9 June 2020**  
**Beaufort Council Chambers**  
**BEAUFORT**

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## **1. WELCOME MEMBERS OF PUBLIC**

### **2. STREAMING PREAMBLE**

As the meeting Chair, I give my consent for this Open Council Meeting to be streamed live, recorded and published online. Anyone who is invited to read out a question or a presentation will be recorded and their voice, image and comments will form part of the livestream and recording.

The Chair and/or the CEO have the discretion and authority at any time to direct the termination or interruption of livestreaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

The stream will stop prior to the closed section of the meeting, and will recommence for the conclusion of the meeting.

The public is able to view this livestream via our website at [www.pyrenees.vic.gov.au](http://www.pyrenees.vic.gov.au). Should technical issues prevent the continuation of the stream, a recording will be made available on our website.

### **3. 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

### **4. ACKNOWLEDGEMENT OF COUNTRY**

We acknowledge the people past and present of the Wadawurrung, Dja Dja Wurrung, Djab Wurrung and Wotjobaluk 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.

### **5. APOLOGIES**

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

### **7. CONFIRMATION OF PREVIOUS MINUTES**

#### **RECOMMENDATION**

That the Minutes of the:

- Ordinary Meeting of Council held on 19 May 2020; and
- Closed Meeting of Council held 19 May 2020

as previously circulated to Councillors be confirmed as required under Section 93 (2) of the Local Government Act 1989.

## **8. BUSINESS ARISING**

Responses to questions taken on notice at the previous ordinary Council meeting on 19 May 2020.

### **8.1. Mr Steven Gallina**

#### Question 1:

To supplement the vague general answer previously given to me by Council CEO Mr Jim Nolan, Will Council advise me and provide me with documents of what was the original design and constructed specifications of the Road Pavement Widths, verges/shoulders for the three Waubra Heights RLZ Roads (Mark St, Kimberley Dr & Wilcar Dr)? as the Document (Shire Of Lexton Partial Private Street Construction) I received via a FOI request details details All RLZ Road pavement widths to be 6.5m which is clearly not the case.

#### Response:

Mr Gowans thanked Mr Gallina for his questions. In direct response to Mr Gallina's first question the seal widths for the three roads in the estate are 5.3m for Kimberley Drive, 5.4m for Mark Street and Wilcar Drive, having two segment lengths, are 5.6m and 5.2m respectively. Also in relation to the first part of the question, the current seal widths are considered acceptable seal widths and have been conveyed previously. Road construction seal widths are considered acceptable in residential streets and typically vary from 3.8m to 6.2m. Also, this estate was established in about 1979 and the standards of the day, we can only assume, were built to the standards then. Council's current practice is that we are signed up to the Infrastructure Design Manual which would mean a similar estate would have seal widths of 6.2m. However, Council isn't in the practice of re-doing previous estate seal widths and considered that the seal widths are acceptable and have been that way for some 40 years.

#### Question 2:

Will Council make this information and these documents freely available to me without the need for me to resort to a formal FOI Request?

#### Response:

In relation to the second part of the question, more than happy to provide documented evidence of seal widths which are considered publicly available.

#### *Note:*

The document tabled at Council was sent to Mr Gallina.

## **9. PUBLIC PARTICIPATION**

Members of the public are encouraged to ask questions of Council at Ordinary Council Meetings. In normal times, questions may be asked by members of the public in person. However, at present community members are not permitted to attend Council meetings in person due the COVID-19 pandemic.

Questions can be submitted online through Council's website, by mail or hand delivered.

It is preferred that questions be submitted at least 30 minutes prior to the commencement of the meeting.

A person can submit a maximum of two questions on any topic and the question(s) and its response shall not exceed five minutes.

Questions are read by the Chairperson during Public Participation.

The Chairperson may accept or reject any question or summarise the question before putting it to the meeting.

The Chairperson may disallow a question if it is:

- Phrased as a statement rather than a question;
- Relates to matters outside the duties, functions and powers of Council;
- Is defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or content;
- Is a repetition of a question already asked or answered (whether at the same or an earlier meeting);
- Is aimed at embarrassing a Councillor or Council officer.

The Chairperson or Councillor or Council officer to whom a question is referred may:

- Immediately answer the question;
- Take the question on notice for the next Ordinary meeting;

## 10. ITEMS FOR NOTING

### ASSET AND DEVELOPMENT SERVICES

#### 10.1. PLANNING AND DEVELOPMENT REPORT

**Katie Gleisner – Manager Planning and Development**

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

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

#### PURPOSE

The purpose of this report is to provide Council with an update on activities within Planning, Development and Regulatory Services, during May 2020.

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 April and May 2020 are summarised in the table below:-

Activity	April 2020	May 2020	Financial Year to date
Applications received	10	4	73
Applications completed	8	7	86
Number of referrals	3	2	28
Requests for further information	3	6	49
Estimated cost of works	\$719,438	344,000	\$9.5 million

General Enquiries			
Enquiry Type	April 2020	May 2020	Financial Year to date
Pre-purchase enquiry	36	38	414
Pre-application enquiry	41	53	661
Existing permit enquiry	15	12	216
Current application enquiry	17	23	305
All other enquiries	12	24	297
<b>Total Enquiries</b>	<b>121</b>	<b>150</b>	<b>1893</b>

#### STATUTORY PLANNING

The statutory planning department continues to observe a steady increase in the number of general enquiries being made in relation to prospective property purchases and pre-permit applications. During May officers received the highest number of phone calls per day since December 2019.

Despite the COVID-19 pandemic and its associated economic impacts, officers continue to observe steady growth within the shire with 30 planning permit applications currently active. There has however been a small number of time extensions sought, particularly in instances where applicants are seeking information and services from technical specialists.

## STRATEGIC PLANNING

### Planning Scheme Amendment C47: Lexton, Snake Valley and Waubra Framework Plans

The Department of Environment, Land, Water and Planning has provided advice regarding the draft Planning Scheme amendment for C47. Officers expect to formally commence the amendment process in the coming months however this timeline will be subject to COVID-19 restrictions and our ability to undertake meaningful engagement with communities.

### Avoca Streetscape Plan Project

Officers continue to respond to enquiries from the community regarding proposed tree and outstand locations within High Street, Avoca. Following efforts to locate underground service infrastructure, Regional Roads Victoria have been consulted to provide advice on their requirements around outstands, trees, safer crossing points and pedestrian crossings.

## PART B: BUILDING

### **Activity**

The building activity statistics as at 31/05/2020 are summarised in the table below:

CATEGORY	APRIL 2020	MAY 2020	COMMENT
Permits issued by private Building Surveyor	12	1	
'Property Information Certificates' prepared and issued	9	17	
'Report and Consent' issued	0	0	
Building Notices	0	0	
Building Order	0	0	
Resolved Building Notices	1	1	
Resolved Building Orders	3	0	
Direction to Fix Building Work	0	0	
Building permit inspections undertaken	1		
Council issued permits finalised	2		** Council has not issued building permits since June 2018.

## KEY PROJECTS & COMPLIANCE

### Swimming Pool Registrations

In a response to the pressures Victorians are experiencing during the COVID-19 pandemic, the Victorian Government has determined to extend the date by which pool and spa owners are required to have their assets registered with Council. Private pool and spa owners now have until 1 November 2020 to register their pools with their local council – an extension of five months from the original 1 June deadline

**Council plan / legislative requirements**

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

**Financial / risk implications**

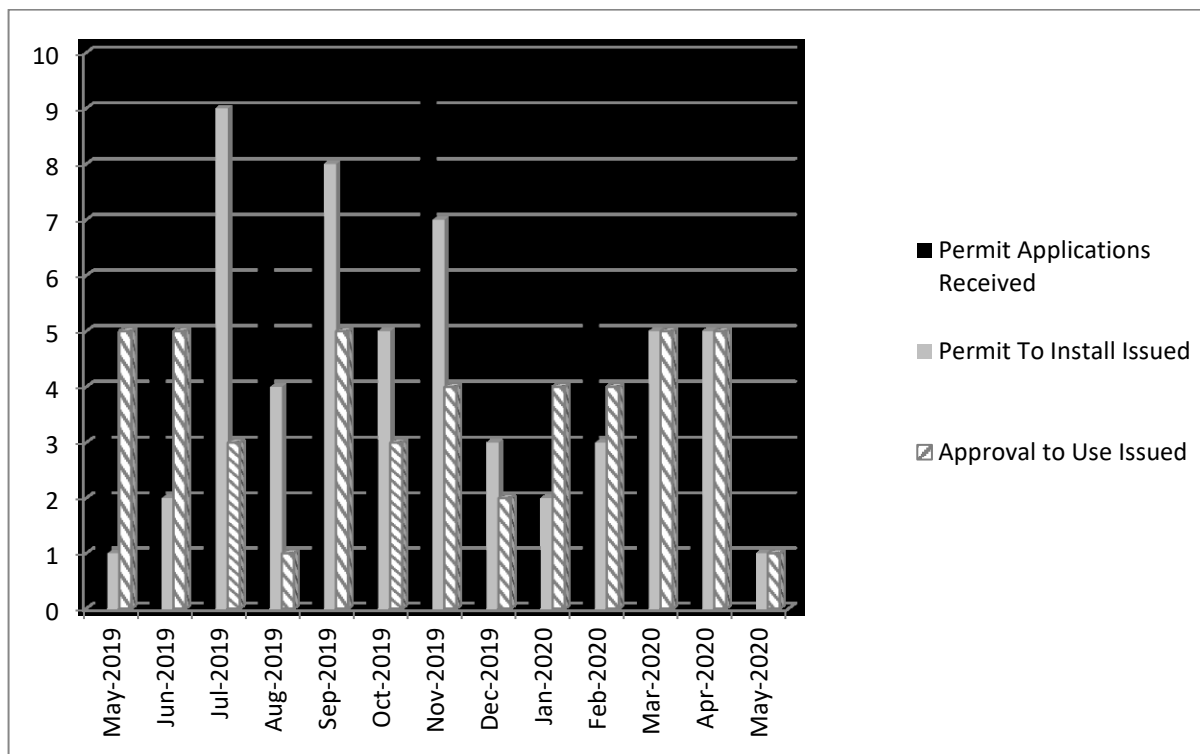
The Municipal Building Surveyor must have regard to any relevant guidelines under the *Building Act 1993* or subordinate regulations. The building services department must ensure that a responsive service is provided that meets the demand of the building industry within the municipality.

**PART C: ENVIRONMENTAL HEALTH**

**Activity: Wastewater**

Period	Applications to Install or Alter Septic Tanks Received	Permits to Install or Alter Issued	Approval to Use Issued	Fees Paid
1st – 31st May 2020	0	1	1	\$195

Wastewater activity statistics for May 2020



Monthly wastewater activity (May 2020)

Wastewater related tasks for May 2020	
Septic Tank Inspections	1
Domestic Wastewater Management Plan Inspections	28
Domestic Waste Water Service Agent Reports	18



**Activity: Food, Health & Accommodation Premises**

*Food Act 1984 and Public Health and Wellbeing Act 2008 Premises activity*

Period	New Premises, Transfers and Renewals	Routine Inspection, Assessments and Follow Ups	Complaints Received about Registered Premises	Food Recalls	Fees Paid
1st – 31st May 2020	2	15	1	7	\$349.50

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

Due to the continued cancellation of events and markets across the Shire, Streatrader activity has been minimal during May.

**Activity: immunisations**

Immunisation sessions in Beaufort and Avoca are not being conducted due to COVID-19 however individual appointments continue to be arranged through Council’s Maternal Child Health nurse.

Session Type	Number of Clients & Vaccines	2 Month - 4+ Yr Old	Secondary School	Adult
May 2020	Clients	31	0	4
	Vaccines	65	0	4

Immunisation activity statistics for May 2020

**Key Projects**

Council has contacted all registered food, health and accommodation premises to provide advice to assist businesses opening back up with the easing of COVID-19 restrictions.

A total of 14 businesses have applied to receive a 25% pro-rata refund of their annual registration fee.

Domestic Wastewater Management Plan (DWMP) inspections will be focusing on areas in the potable catchment areas of Lexton and Waubra during June and July.

**Council plan / legislative requirements**

- Council Plan 2017-2021
- Domestic Wastewater Management Plan 2015-2018
- Food Act 1984
- Public Health & Wellbeing Act 2008
- Public Health & Wellbeing Regulations 2019
- Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010
- Tobacco Act 1987
- Environment Protection Act 1970
- EPA Code of practice – onsite wastewater management

**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.

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

**ACTIVITY - Animals**

	<b>April 2020</b>	<b>May 2020</b>	<b>Total Year to date</b>
<b>Cats Registered</b>	448	513	
<b>Dogs registered</b>	1783	2083	
<b>Cats impounded</b>	2	6	<b>89</b>
<b>Cats reclaimed</b>	0	1	<b>8</b>
<b>Cats Euthanised</b>	2	2	<b>72</b>
<b>Dogs impounded</b>	3	0	<b>35</b>
<b>Dogs Reclaimed</b>	3	0	<b>24</b>
<b>Dogs Euthanised/surrendered</b>	0	0	<b>4</b>
<b>Stock impounded</b>	2	0	<b>126</b>

Registration and impoundment statistics

**ACTIVITY - Infringements**

<b>Infringement Type</b>	<b>April 2020</b>	<b>May 2020</b>	<b>Total YTD (2019/20)</b>
Domestic Animals Act	1	2	<b>70</b>
Local Laws	1	0	<b>17</b>
Road Safety Act	0	2	<b>061</b>
Environment Protection Act	0	0	<b>0</b>
Impounding of Livestock Act	0	0	<b>0</b>
Other	3	65	<b>68</b>
<b>Total Infringements Issues</b>	<b>5</b>	<b>5</b>	<b>147</b>
Prosecutions	0	0	<b>8</b>

Infringement statistics

Pet registrations were due in April with renewal notices being sent to pet owners in late February. It has been pleasing to see an improved rate of renewal this year and pet owners should be congratulated. Officers will continue to undertake property inspections to confirm further pet ownership.

Two heeler type dogs attacked and mauled approx. 20 ewes in lamb on a property near Avoca. Both dogs were destroyed by the farmer. The dog's owner has been investigated and a brief of evidence is being prepared.

A Great Dane type dog attacked a sheep at a property in Main Lead. The owner had the dog euthanized at the local vet and was issued a fine and ordered to pay costs to the sheep owner.

A number of properties have received notices to formalise the use of shipping containers on their land after a complaint was received from a member of the public.

**Council plan / legislative requirements**

- Council Plan 2017-2021
- Domestic Animals Act 1994
- Domestic Animal Management Plan 2017-2021
- Environment Protection Act 1970
- Infringements Act 2006
- Impounding of Livestock Act 1994
- Road Safety Act 1986 / Road Safety Road Rules 2017
- Council General Local Law 2019

## CORPORATE AND COMMUNITY SERVICES

### 10.2. CUSTOMER ACTION REQUESTS (CARS) – MAY 2020

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

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

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

#### PURPOSE

The purpose of this report is to update Council on requests made through the Customer Action Request System (CARS) for the month of May 2020.

#### BACKGROUND

Council has operated an electronic Customer Action 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 smart phone "Snap Send Solve" application.

Service requests are received for operational issues regarding maintenance, pools, local laws, building maintenance and compliance matters. The system is also used for internal telephone messaging and case management of some matters (primarily local laws, dogs and cats).

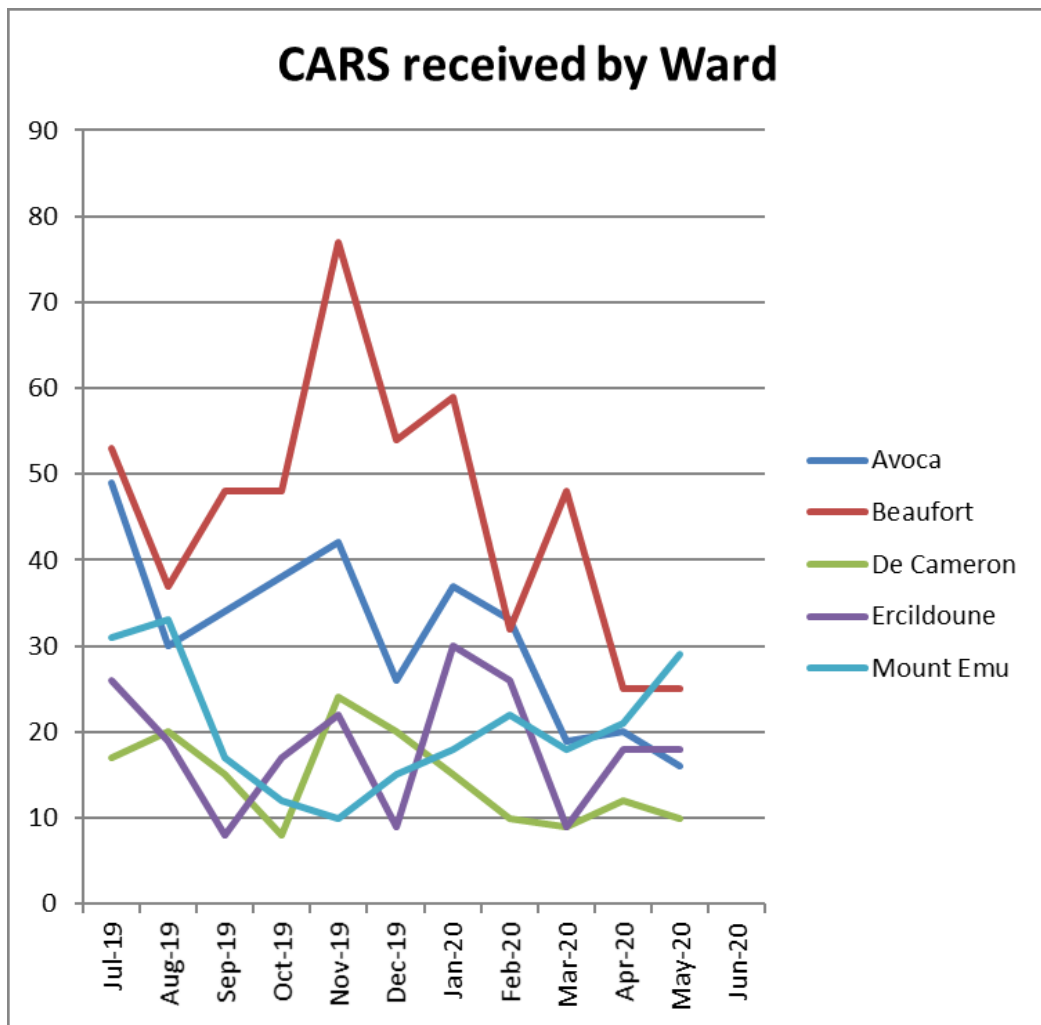
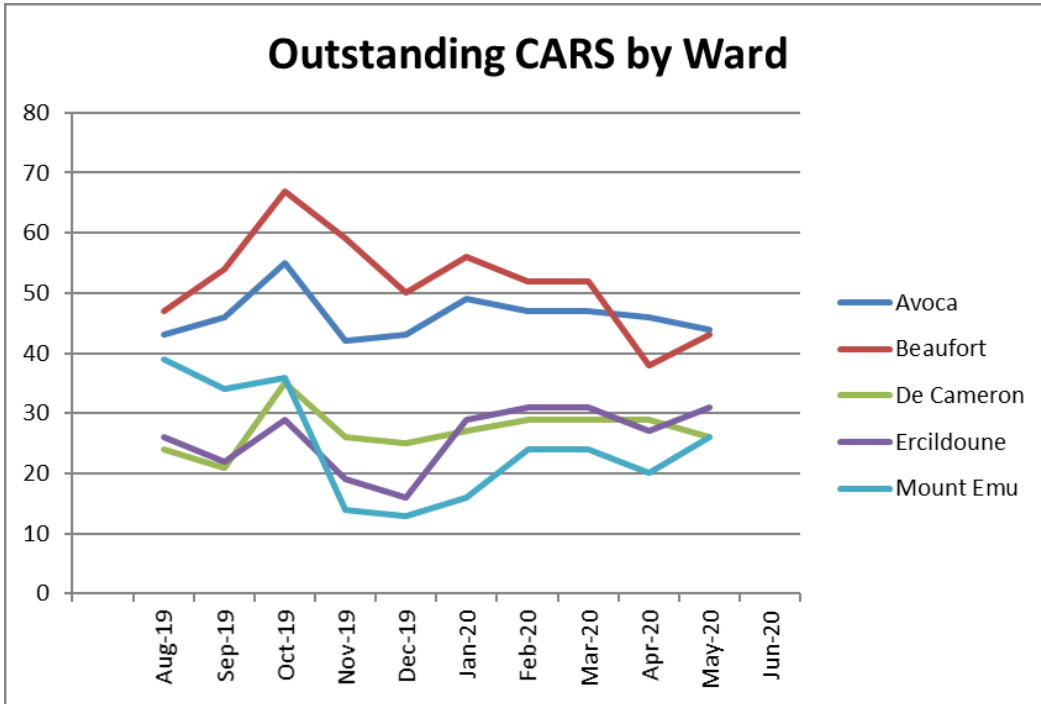
#### ISSUE / DISCUSSION

229 customer action requests were received in May 2020. 218 requests were closed during the month resulting in 255 outstanding.

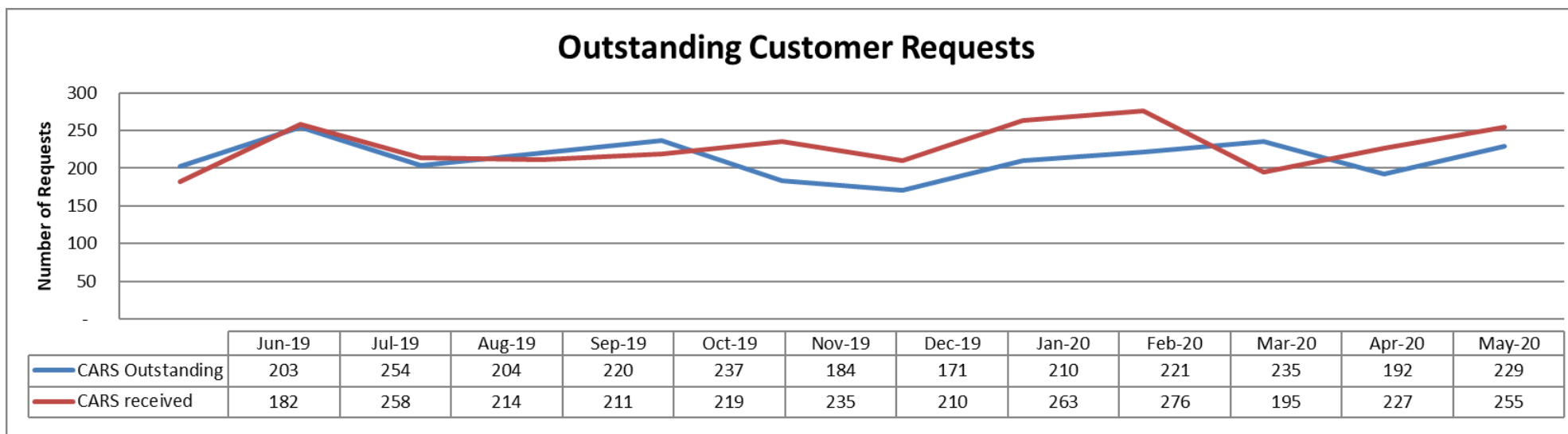
#### Requests by Ward:

The following table shows an overview of requests received and outstanding by Ward. Requests received over and above these numbers relate to telephone messages which are not allocated by Ward.

	<b>Avoca Ward</b>	<b>Beaufort Ward</b>	<b>De Cameron Ward</b>	<b>Ercildoune Ward</b>	<b>Mount Emu Ward</b>
Number of Requests received in May 2020 (last month)	16 (20)	25 (25)	10 (12)	18 (18)	29 (21)
Requests received in May still outstanding	6	12	4	7	15
Outstanding requests older than 1 month	30	23	19	19	7
Total outstanding requests	44	43	26	31	26



Outstanding requests by age													
Year	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	% Change
2016	-	-	-	-	-	-	4	4	-	-	-	-	
2017	2	2	2	2	2	1	5	5	2	2	1	1	0%
2018	15	16	14	13	13	6	5	5	5	5	4	4	0%
2019	186	236	188	205	222	177	157	107	80	75	57	50	-14%
2020	-	-	-	-	-	-	-	89	134	153	130	174	25%
<b>Total outstanding</b>	<b>203</b>	<b>254</b>	<b>204</b>	<b>220</b>	<b>237</b>	<b>184</b>	<b>171</b>	<b>210</b>	<b>221</b>	<b>235</b>	<b>192</b>	<b>229</b>	<b>16%</b>
<b>Total requests logged</b>	182	258	214	211	219	235	210	263	276	195	227	255	11%



31 May 2020 - Open Requests - Type			
	Apr	May	Change
Roads & Rd Maint.	44	52	8
Streetlights	0	0	0
Drainage	26	27	1
Footpaths	6	5	-1
Park & Reserves	9	7	-2
Roadside Veg	27	24	-3
Environmental Health	0	0	0
Planning	0	0	0
Bld maint	12	11	-1
Local Laws	19	25	6
Cats	1	3	2
Dogs	14	16	2
Livestock Act	1	1	0
Parking	0	0	0
Fire Hazard	1	2	1
Bld Compliance	0	0	0
Waste Management	0	0	0
Natural Disasters	0	0	0
Pools	0	0	0
Council cleaning	0	0	0
EPA - Litter	1	1	0
Design & Assets	0	0	0
GIS	0	0	0
Community Care	0	0	0
Telephone messages	31	55	24
<b>Total</b>	<b>192</b>	<b>229</b>	<b>37</b>

**Note:**

- The item 'Roads' now represents an amalgamation of Roads, Road Maintenance, Roads Unsealed and Road Maintenance Unsealed.

**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.

**ATTACHMENTS**

Nil

**FINANCIAL / RISK IMPLICATIONS**

There are no financial implications associated with this report.

**CONCLUSION**

The Customer Action Request System remains an integral part of Council's reactive identification of issues that need attention, as well as case management of more complex matters. Ongoing focus and effort continues with regard to resolution of customer requests in a timely and effective manner.

**OFFICER RECOMMENDATION**

That Council notes the above report.

### 10.3. INTERNAL AUDIT OUTSTANDING ISSUES UPDATE

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

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

**File No:** 16/30/06

#### PURPOSE

The purpose of this report is to provide Council with an update on outstanding recommendations from internal audit reports.

#### BACKGROUND

Council has a three-year internal audit program provided by AFS & Associates. The current program ends on 30<sup>th</sup> June 2020 and a new program is being developed in collaboration with the senior leadership team and the AFS team members.

The Outstanding Issues Register details recommendations made through the internal audit program. Monitoring of completions is undertaken twice per year by Council's internal auditors with reports made to the Audit & Risk Committee to authorise completed items' removal from the register.

#### ISSUE / DISCUSSION

There are currently 52 outstanding issues on the register, relating to nine separate audits, spanning from 2017 to 2020. Ageing of outstanding issues is detailed below:

	<b>Outstanding</b>	<b>Recommended for Completion</b>
2017	4	2
2018	19	7
2019	22	2
2020	7	-

Progress notes are included against individual items in the attached register. The remaining two issues outstanding against 2017 audits relate to:

- IA2017-11 Asset inspection regimes and maintenance / response time recording and documentation. The requirements of this recommendation cannot be achieved with current manual processes.  
Mobile technology is planned as part of the Rural Councils Transformation Project but is not part of the first tranche of implementation. A request was made to internal auditors for this to be removed but they advised leaving in place until resourcing and technology enabled it to be completed.  
The current inability to complete this recommendation was reported to Council in 2019.
- IA2017-07 Review the ability that allows some ratepayers to opt out of using Council's kerbside waste collection service due to public equity issues. This will be included within the planned review of Council's waste management strategy.  
This review was delayed through the 2019 recycling crisis.

A review of the register was conducted in February 2020 with three issues confirmed as complete by the Audit & Risk Committee in May 2020.

Of the remaining 41 outstanding issues not yet recommended for completion:

- 1 relates to an opportunity, not risk – completion of this is not monitored by auditors
- 18 relate to audit recommendations made within the last six months



- 22 relate to risk recommendations older than six months old
- They are rated at the following risk / priority level:
  - 1 x High
  - 22 x Moderate
  - 17 x Minor
- 13 are in progress and likely to be ready for completion by September 2020 Audit & Risk Committee meeting.

It is acknowledged that completion of recommendations has been slow in the past due to a lack of prominence of the register items. To improve visibility and completion rates, all outstanding issues will be included within individual work plans as part of the 2020 annual review process.

#### **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.

#### **ATTACHMENTS**

10.3.1 - Outstanding Issues Register – June 2020 (*circulated separately*)

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

Financial, operational and governance risks exist if internal audit recommendations are not implemented.

#### **CONCLUSION**

A three-year rolling internal audit program is in place and recommendations arising from internal audits are recorded in an Outstanding Issues Register. Regular monitoring and reporting of completions is undertaken. Improvement of completion rates in 2020/21 will be achieved by including outstanding issues in individual officer work plans as part of the annual review process.

#### **OFFICER RECOMMENDATION**

It is recommended that Council notes the information provided in this report and supporting attachment.

#### **10.4. MAV WORKCARE MEMBER REPORT**

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

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

**File No:** 32/12/18

#### **PURPOSE**

The purpose of this report is provide Councillors with the February 2020 MAV WorkCare Member Performance Report for noting.

#### **BACKGROUND**

Council entered a self-funded workers compensation scheme in October 2017. The scheme has 31 member councils and is led by the Municipal Association of Victoria (MAV). The MAV acts on behalf of WorkSafe Victoria in monitoring member council injury claims performance and on behalf of member councils in providing support in determining and implementing strategies for injury prevention and employee safety.

The report provides information on claims and premium and details premium for the 2020/2021 financial year.

Council officers met with the MAV to discuss the report and the actions undertaken to address the issues highlighted in previous years.

#### **ISSUE / DISCUSSION**

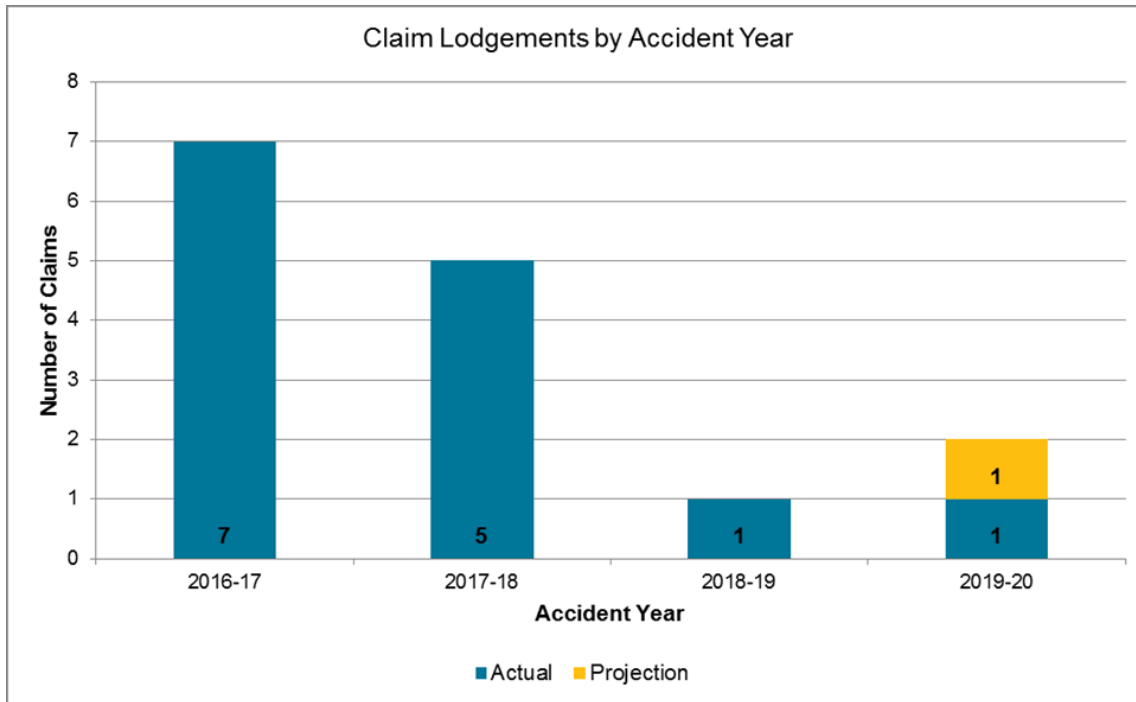
Attached is a report provided by the MAV on Council's workers compensation claim performance. The information contained within the report is used to calculate workers compensation insurance premium payable for the 2020/21 financial year.

#### **Premium**

Information relating to Premium starts on page 24 of the attached report. Premium is calculated using Council's certified remuneration for the forthcoming year (\$8.9m for 2020/21) and the Premium Rate (historical premium rates that would have been required to cover under-excess claims).

The Premium payable for 2020/21 is \$143,000. This is an increase from \$98,000 in the current financial year primarily due to the increase in workforce levels planned.

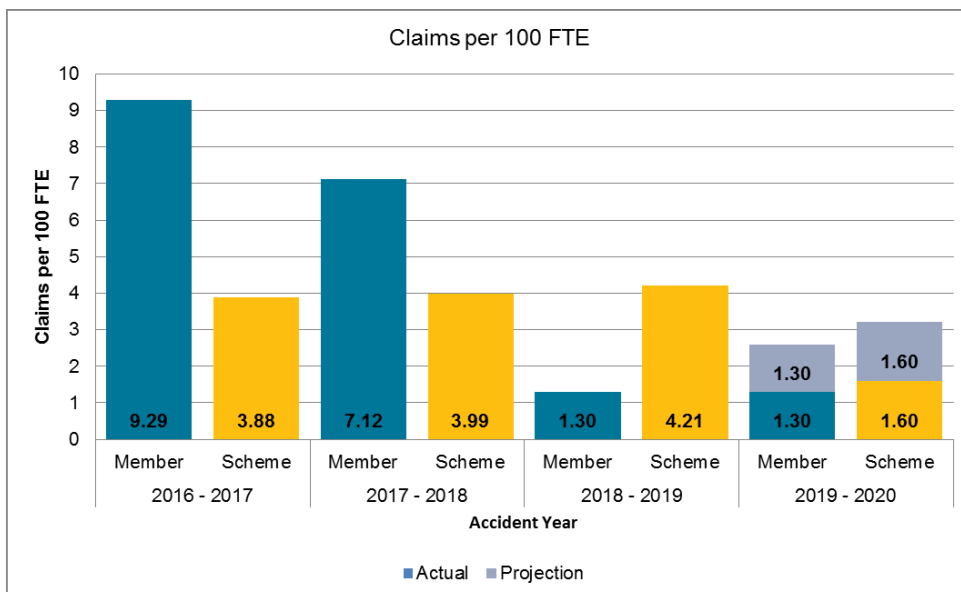
At the meeting, Council officers questioned the large increase when strong and successful efforts had been input to reverse injury claims levels. As the premium payable each year is based on historical claims performance for the previous three years (2017/18, 2018/19, 2019/20) and the claims costs that can continue for years following, there is a lag in positive trends impacting upon the Premium amount. The graph below shows the decrease in claim numbers that should have a positive impact in future years.



Other factors that should impact positively in future years includes a reduction in claims frequency from 2018 to 2020; plus the effort being input into proactive management of staff mental health and wellbeing and early intervention with potential issues that should reduce the number of related claims. Over the past three years, mental stress has been a leading cause of injury in our workplace, representing four claims out of a total of 14; providing clear justification for the increase in effort and resourcing in this area.

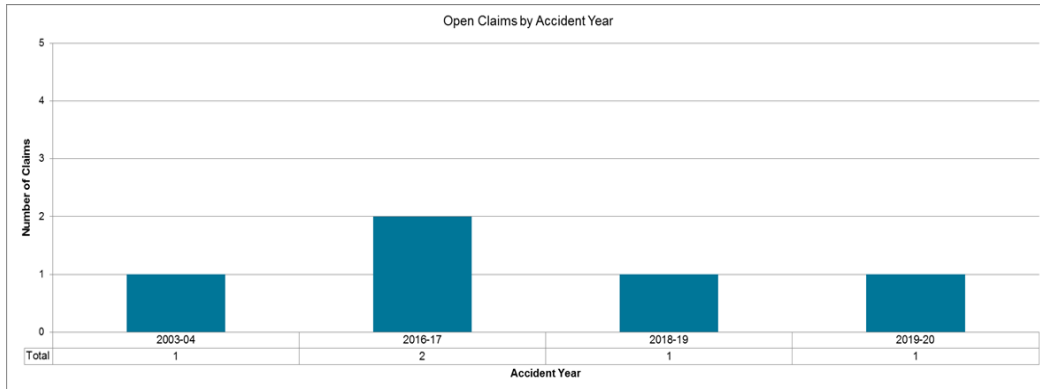
**Claims and injury performance**

Claim numbers are small in our workplace but, because of low workforce numbers, the percentage of claims per 100 FTE (full time equivalent) have been high compared to the scheme average (average of all 31 member councils). The graph below shows that proactive work to reduce injuries and claims is having a positive effect on numbers with Council’s claims percentage reducing to below the scheme average in 2018/19.



Information in the first part of the report shows a combination of injury type, location, and occupation of injured employees, that allows Council to identify where specific injury prevention strategies need to be targeted for maximum affect.

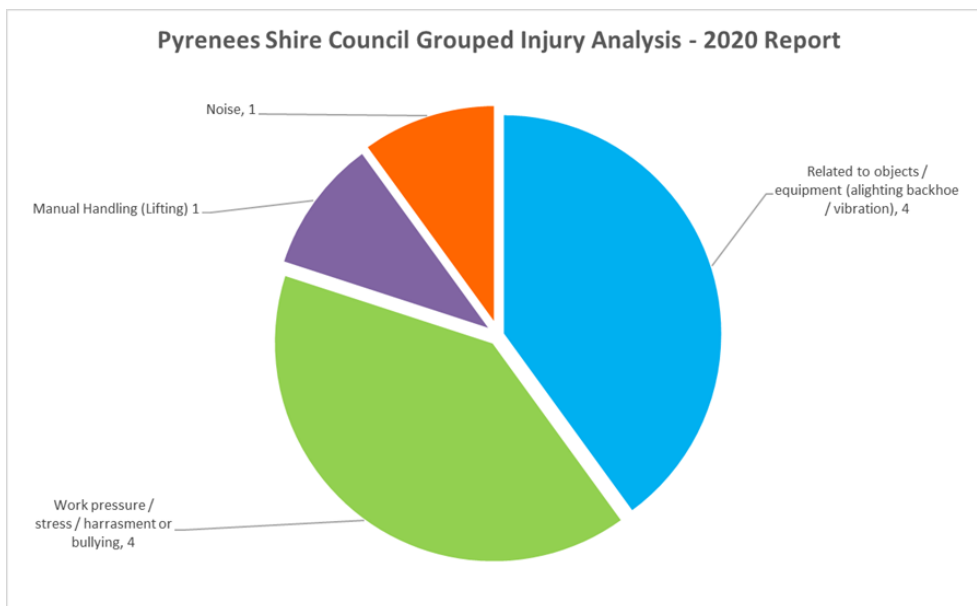
At present, five claims remain open.



**Rectification strategies**

The report provides guidance on identifying trends and understanding contributing factors that will assist in continuing proactive actions to prevent future injuries, which are already showing a positive downward trend in the past two financial years.

An OHS analysis of injuries and causes is demonstrated by the chart below.



With MAV support, much effort has been input into improving injury prevention processes, risk assessments and training for staff – particularly in jobs where physical activity creates higher risk of musculoskeletal injuries. Annual health checks also monitor potential injuries relating to noise and sun skin damage.

The biggest challenge for injury prevention is that of mental health and wellbeing, which has only been exacerbated by the current COVID-19 working environment. 2017 was an outstanding year for mental health claims caused by factors now resolved within the organisation; however mental stress, workload pressures and escalation of minor workplace conflicts continue to be an issue.

A mental health steering group has been convened, that includes executive team members, to develop strategies to address these issues. To support the steering group, provide operational advice and feedback and implement strategies, a mental health working group has also been created representing all parts of the organisation. Recommendations for OHS improvement within the attached report have been taken on board by the steering group and will be translated into action.

#### **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**

10.4.1 - MAV WorkCare Member Performance Report (*circulated separately*)

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

Proactive addressing of OHS issues results in a lessening of financial risk and downward pressure on WorkCare Premiums and an improved safety outcome for staff injuries.

#### **CONCLUSION**

The MAV WorkCare team provided a report on member injury claims performance as part of 2020/21 WorkCare Premium discussions. Council officers met with the MAV team to discuss past performance, current positive trends, and improvement strategies for the future. Recommendations made in the report and ongoing support provided by the MAV team, are being utilised to improve injury prevention and continue the current downward trend in claims.

#### **OFFICER RECOMMENDATION**

It is recommended that Council notes the information contained within the attached MAV WorkCare Member Performance Report.

## CHIEF EXECUTIVE OFFICER

### 10.5. PROJECTS REPORT

**Jim Nolan – Chief Executive Officer**

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

**File No:** 22/22/02

#### PURPOSE

The purpose of this report is to provide Council with an update of the progress of projects funded to \$50k or more in the current year.

#### BACKGROUND

At the 12 November 2019 Ordinary Council Meeting it was resolved that a quarterly report be presented to Council for the progress of projects funded to \$50K or more in the current year and the next year on a rolling basis. The report to show the start date, end date and any change in project details from the last report.

#### ISSUE / DISCUSSION

The report details the project name, location, total project cost and the status of the project. This report will be presented to Council on a quarterly basis.

#### 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.

1.4 - Maintain, develop and renew the public amenity of our townships in consultation with our communities.

#### ATTACHMENTS

10.5.1 – Projects Spreadsheet (*circulated separately*)

#### FINANCIAL / RISK IMPLICATIONS

There are no financial implications associated with this report.

#### OFFICER RECOMMENDATION

That Council notes the Projects Report.

## **10.6. RECONCILIATION ACTION PLAN – INCLUSION OF WOTJOBALUK**

**Jim Nolan – Chief Executive Officer**

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

**File No:** 16/20/06

### **PURPOSE**

The purpose of this report is note the inclusion of Wotjobaluk in Council publications and acknowledgements to country.

### **BACKGROUND**

In February 2019, Council adopted the Reflect Reconciliation Action Plan (RAP). Pyrenees Shire Council was required to develop a RAP as per the Recognition and Settlement Agreement between the Dja Dja Wurrung People and the State of Victoria (RSA).

The initial RAP (Reflect) is a 12 month action plan that requires the formation of a working group (consisting of Traditional Owners, community members and other relevant parties) to implement a number of specific actions that focuses on the three pillars of 'Relationships', 'Respect' and 'Opportunities.' The action plan commenced from when the RAP was endorsed by Reconciliation Australia.

### **ISSUE / DISCUSSION**

The region of Pyrenees falls within the boundaries of four Aboriginal Traditional Custodians including the Wadawurrung (towards the South and East of the Shire), Dja Dja Wurrung (towards the Northeast of the Shire), Djab Wurrung (towards the Northwest of the Shire) and Wotjobaluk (in a Northwest corner). A further Native Title Claim by the Eastern Maar is currently being reviewed.

An action in the RAP is to 'Ensure Acknowledgement of Traditional Owners on Council's website, Council email signatures and public documents (e.g. Community Newsletter and Annual Report)' which is being undertaken. Council is undertaking an investigation in the RAP on how Traditional Owners are best wish to be acknowledged. As a first step in order to pay respect to all of the Traditional Owners whose land forms part of the Pyrenees local government area, Wotjobaluk is now included in all relevant documents and publications including Council's website, when undertaking an acknowledgement to country.

A further report will be presented to Council once a final agreement with Traditional Owner groups has been undertaken.

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

Strategic Objective 2 - Relationships and Advocacy. We will build and maintain effective relationships with community, government and strategic partners, and advocate on key issues.

2.3 - Maintain strategic partnerships, and participate with peak bodies for support and to enhance advocacy.

### **ATTACHMENTS**

Nil

### **FINANCIAL / RISK IMPLICATIONS**

Nil

## **CONCLUSION**

Council has sought to develop and foster strategic partnerships by actively engaging with Traditional Owner groups to increase awareness of cultural heritage matters. An outcome from that initiative has been the development of this RAP. The RAP is evidence of Council's commitment to build internal and external relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations in connection with our reconciliation journey by raising awareness and undertaking actions detailed in the RAP.

## **OFFICER RECOMMENDATION**

That Council note the inclusion of Wotjobaluk in Council publications and acknowledgements to country.



## 11. COUNCILLOR ACTIVITY REPORTS

<b>Cr Tanya Kehoe – Mount Emu Ward</b>		
<b>May</b>		
Mon 02	CEO / Mayor Meeting	Beaufort
Tue 03	Meeting with Cr Own Sharkey	Beaufort
Mon 09	CEO / Mayor Meeting	Beaufort
Tue 10	Councillor Cuppa	Stoneleigh
Tue 10	Councillor Briefing Session	Beaufort
Tue 17	Councillor Briefing Session	Beaufort
Mon 16	CEO / Mayor Meeting	Beaufort
Tue 17	Council Meeting	Beaufort
Fri 20	Interviews – The Advocate and Businesses	Beaufort
Mon 30	CEO / Mayor Meeting	Phone
Tue 31	Councillor Briefing Session	Virtual

<b>Cr David Clark – Ercildoune Ward</b>		
<b>May</b>		
Wed 04	Farmer Health Programs, Lexton Fire Recovery	Beaufort
Tue 10	Councillor Cuppa	Stoneleigh
Tue 10	Councillor Briefing Session	Beaufort
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Tue 31	Councillor Briefing Session	Virtual

<b>Cr Robert Vance – De Cameron ward</b>		
<b>May</b>		
Tue 10	Councillor Cuppa	Stoneleigh
Tue 10	Councillor Briefing Session	Beaufort
Fri 13	MAV Meeting	Melbourne
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Tue 31	Councillor Briefing Session	Virtual

<b>Cr Ron Eason – Avoca Ward</b>		
<b>May</b>		
Tue 10	Councillor Cuppa	Stoneleigh
Tue 10	Councillor Briefing Session	Beaufort
Thu 12	Activate Avoca Project Meeting	Avoca
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Tue 31	Councillor Briefing Session	Virtual

<b>Cr Damian Ferrari – Beaufort Ward</b>		
<b>May</b>		
Tue 10	Councillor Cuppa	Stoneleigh
Tue 10	Councillor Briefing Session	Beaufort
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Tue 31	Councillor Briefing Session	Virtual

## 12. ASSEMBLY OF COUNCILLORS

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	12 May 2020 commenced at 2.00pm and closed at 5.30pm		
Meeting Location	Via Zoom		
Matters Discussed	<ol style="list-style-type: none"> <li>1. <b>Western Victoria Transmission Network Project</b></li> <li>2. <b>Stockyard Hill Wind Farm Update</b></li> <li>3. <b>VRC – Property Revaluations 2020</b></li> <li>4. <b>Planning Update</b></li> <li>5. <b>Finance Report</b></li> <li>6. <b>Conduct of Council Meetings by Electronic Means</b></li> <li>7. <b>Avoca Railway Land</b></li> <li>8. <b>Agenda Review (May Council Meeting)</b></li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance		Cr Damian Ferrari Cr David Clark
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) Kathy Bramwell (Director Corporate and Community Services) Katie Gleisner (Manager Planning and Development) – Item 4 James Hogan (Manager Finance) – Item 5 Kate Deppeler (Communications Officer) – Item 6		
Visitors	Danielle Rant, David Grant, Ashley Clifton, Tara Horsnell, Deb Neumann, Niamh Moynihan, Paul Ower – Item 1 Ian Courtney – Item 2 Chris Barrett – Item 3		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
1	Cr David Clark	Cr Clark is a landholder impacted by the project	No
2	Cr David Clark	UMEC Landcare Network has been engaged by Goldwind to assist with the implementation of landholder screening and planting works	No

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	19 May commenced at 2.00pm and closed at 4.00pm		
Meeting Location	Via Zoom		
Matters Discussed	<ol style="list-style-type: none"> <li>1. <b>Grampians Renewable Energy Roadmap</b></li> <li>2. <b>Working for Victoria Program</b></li> <li>3. <b>Old Beaufort Primary School Site Update</b></li> <li>4. <b>Beaufort Mechanics Institute Update</b></li> <li>5. <b>Agenda Review (May Council Meeting)</b></li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance	Cr Damian Ferrari Cr David Clark	
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Asset and Development Services) Kathy Bramwell (Director Corporate and Community Services)		
Visitors	Emma Vogel – Item 1		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
Nil			

#### **OFFICER RECOMMENDATION**

That the items for noting be received.

## 13. ITEMS FOR DECISION

### ASSET AND DEVELOPMENT SERVICES - PLANNING

#### 13.1 PLANNING PERMIT APPLICATION PA2946/20

**Katie Gleisner – Manager Planning and Development**

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

**File No:** 604046220

#### PURPOSE

The purpose of this report is to provide Council with information on the state and local planning policy that is relevant to making a determination on Planning Permit Application PA2946/20 for the Development of a single dwelling at Lot 2 on Plan of Subdivision 814588X (Vol: 11975, Fol: 102), Golf Course Lane, Beaufort 3373.

#### BACKGROUND

The planning permit application seeks planning permission for the development of a single dwelling. The proposed dwelling is sited 18.3m from the north-western title boundary, 95m from the north-eastern boundary and 140m from the southern boundary. The dwelling contains a master bedroom with ensuite and walk-in robe, bathroom, laundry, guest bedroom, sitting room, dining, lounge and kitchen areas, attached two car carport and shed/garage. The total floor area of the dwelling is 206 square metres which includes the deck. The outbuildings total 110 square metres.

The lot is zoned for Rural Living with no overlays.

A permit is required under:

- Clause 35.03 – Rural Living Zone
  - Clause 35.03-4 – *A permit is required to construct a building which is within:*
    - 100m from a waterway, wetlands or designated flood plain, and;
    - The distance from a dwelling not in the same ownership specified in the schedule to the zone (Schedule 1 to the Rural Living Zone specifies 100m).

The application is supported by a Land Capability Assessment prepared by Provincial Geotechnical Pty Ltd.

#### SITE CONTEXT

**Location:** Lot 2 on Plan of Subdivision 814588X (Vol: 11975, Fol: 102), Golf Course Lane, Beaufort 3373

**Area:** 2.783 hectares

**Zone:** Rural Living Zone (“RLZ”)

**Overlays:** N/A

**Current use:** Vacant

**Existing structures/features:** Constructed gravel driveway

**Access:** Via Golf Course Lane which abuts the site on the north-eastern title boundary.

**Other:** The site is fenced and contains some scattered vegetation including newly planted landscaping on north-western boundary. The site slopes down towards the south-eastern boundary. The site slopes at an approximate gradient of 1:11.

#### Surrounding context

All surrounding lots are zoned Rural Living, with the exception of the Beaufort Golf, Bowls and Croquet Club located to the northeast which is zoned for Special Use – Schedule 1 (Private Golf Club (Beaufort)). A description of the surrounding locality is provided below:

**To the northwest** is 43 Golf Course Lane, which contains a single dwelling (double storey) and a number of outbuildings. The dwelling is setback approximately 70m from the shared title boundary.

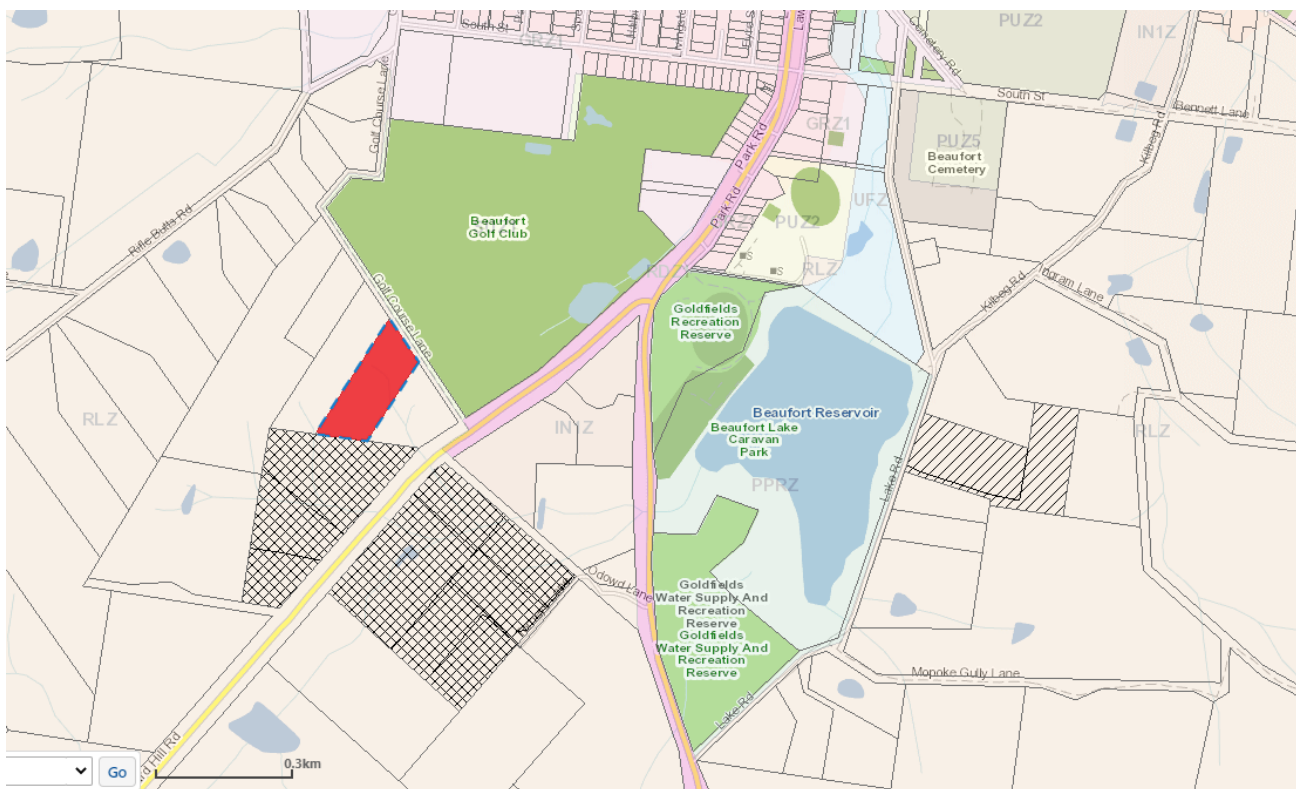
**To the southeast** is 60 Stockyard Hill Road, which contains an existing single dwelling (single storey) and outbuilding sited approximately 30m from the shared title boundary. The lot contains a large dam.

**To the northeast** is Golf Course Lane which abuts the site, and beyond is the Beaufort Golf, Bowls and Croquet Club. The golf course is screened by vegetation, particularly within the road reserve of Golf Course Lane. The proposed dwelling is setback approximately 95m from Golf Course Lane.

**To the south** is 86 Stockyard Hill Road, which contains a single dwelling and a number of outbuildings. The lot is subject to a current planning permit which permits a three (3) lot subdivision (as shown by the hatched area on the map below) for rural residential development. The land further south of Stockyard Hill is also subject to a current planning permit for a six (6) lot subdivision (as shown by the hatched area on the map below).



Figure 1: The subject site in red (Vicplan, DELWP).



## REFERRALS AND NOTICE

Under Section 52 of the *Planning & Environment Act 1987* (The Act), notice was sent to eight (8) adjoining landowners and occupiers directly abutting the site in accordance with the scheme. Two submissions were received which are summarised within this report. Public notice was also provided through Council's website.

The application was subject to an internal referral to Council's Environmental Health Department, who do not oppose the proposed development subject to a range of conditions relating to the treatment of wastewater.

There were no required Section 55 referrals under the Act.

## Submissions

Two submissions were received in relation to the application during the notice period. The grounds of the submission have been summarised below:

### Objection 1

- 1.1 *Excess height of the building as we believe it will greatly affect the views from our property as well as the views from our next-door neighbours property also.*
- 1.2 *Concerns relating to two storeys.*
- 1.3 *Style and design of the home is ultra-modern and does not blend with the environment.*

### Objection 2

- 2.1 *Virtually obliterate my view which is paramount to the virtues of my property.*
- 2.2 *Will incur substantial devaluation of my property.*
- 2.3 *As my recent purchase of my property was made on the attributes of the property in its present environment, and no mention had been made of any such approval consideration made I consider both unfair and unreasonable that approval for such a building in its present format should proceed.*

In response to the above objections, the assessing officer provides the following advice:

**1.1 Excess height of the building as we believe it will greatly affect the views from our property as well as the views from our next-door neighbours property also.**

The subject site slopes down towards the south-eastern corner of the site (see image below). The proposed dwelling is sited approximately 91m and 130m from the neighbouring dwellings to the north-west. Given an approximate slope gradient of 1:11 (gathered from the plans provided), the proposed dwelling is not anticipated to be a prominent feature on the horizon nor impact significantly on the outlook of the existing dwellings at 43 Golf Course Lane or 51 Golf Course Lane.

Additionally, as found in the VCAT cases, *Tashounidis v Shire of Flinders & Others* [1 AATR 116](1987), and more recently, *J Healy & Other v Surf Coast SC* (13 May 2005), objections stating ‘loss of views’ cannot be considered as there are “no legal right[s] to a view” and that “the availability of views must be considered in the light of what constitutes a reasonable sharing of these views” (Senior Member Marsden).

The Responsible Authority must therefore deliberate the loss of a view in respect to overall amenity to surrounding sites as the Scheme does not specifically address views nor the amenity derived from the views for property owners. In this case, the proposed dwelling at its tallest point on the slope is approximately 5.65m above Natural Ground Level (NGL), whilst the highest point at the most southern and downslope point of the building envelope is 7.185m. The assessing officer is satisfied that the dwelling will not cause inappropriate or unreasonable adverse impacts on the vistas and “view” of the existing dwellings and that the loss of view to the existing dwellings is not significant when balanced with the purpose of the zone.

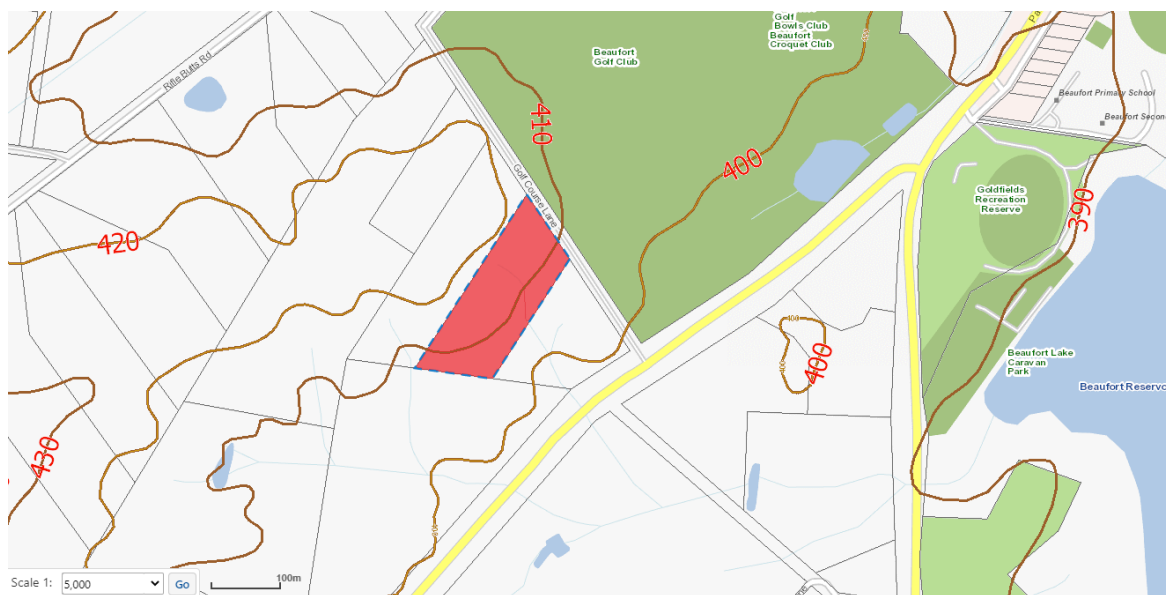


Figure 3: Contours (ten metre contour) shown in site context (subject site in red). (Vicplan, DELWP)

**1.2 Concerns relating to two storeys.**

The proposed dwelling is a single storey building (with roof space created by the roof structure) (See floor plan, *TP04 Revision B 03/03/2020, Talina Edwards Architecture*). It is on this basis that the objection relating to the number of building stories is invalid.

**1.3 Style and design of the home is ultra-modern and does not blend with the environment.**

The application is supported by a *Schedule of proposed colours/materials* (See materials schedule, *TP09 Revision B 03/03/2020, Talina Edwards Architecture*). The proposed materials and colours include:



- a. Recycled brick (varied red)
- b. Cement sheeting (black)
- c. Corrugated steel (grey)
- d. Timber cladding (natural)
- e. Timber decking (natural)
- f. Concrete (natural)
- g. Corten steel (rust)
- h. uPVC framed windows and doors (black).

The assessing officer has considered the colour and material schedule in relation to the grounds of the proposed development being “*ultra-modern and does not blend with the environment*”. It is considered that the selection of colours and materials are sympathetic to the rural environment, with the colour palette taking cues from the surrounding and rural area (natural timbers, red brick, rusted corten steel, corrugated steel). The style and design, whilst different to that of surrounding properties, is respectful in its bulk and form by not being of an inappropriate size or by dominating the skyline. Further, the site is not subject to any Heritage and Built form Overlays (Clause 43) or stipulated design requirements in the schedule to the zone which specifies the colours, materials, bulk, design and sitting of the development.

2.1 *Virtually obliterate my view which is paramount to the virtues of my property*

As per response provided to point 1.

2.2 *Will incur substantial devaluation of my property.*

In accordance with Section 57 (Objections to applications for permits) of the *Planning and Environment Act 1987*, the Responsible Authority (Pyrenees Shire Council) may reject an “*objection which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector*”. In this case, Council cannot consider “property devaluation” in the assessment of this application.

2.3 *As my recent purchase of my property was made on the attributes of the property in its present environment, and no mention had been made of any such approval consideration made I consider both unfair and unreasonable that approval for such a building in its present format should proceed.*

The site is zoned for Rural Living which “*provides for residential use in a rural environment*”. The assessing officer does not support claims that this application is “unfair and unreasonable”, particularly when the underlying zone permits the proposed use. Council, in its role of the Responsible Authority for this application has undertaken all necessary processes as required by the *Planning and Environment Act 1987* and Pyrenees Planning Scheme in considering the application.

### Planning considerations

Under Section 60 of the *Planning and Environment Act 1987*, the below planning matters must be taken into consideration by Council when assessing the application.

*Table 1: Relevant State Planning Policy Framework which must be considered in the context of this application*

<b>STATE PLANNING POLICY FRAMEWORK</b>	
<b>Settlement (Clause 11)</b>	
Anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.	
Clause 11.02-1S – Supply of urban land	<p><u>Objectives</u> To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.</p> <p><u>Relevant Strategies</u></p> <ul style="list-style-type: none"> <li>• Ensure the ongoing provision of land and supporting infrastructure to support sustainable urban development.</li> <li>• Planning for urban growth should consider:</li> <li>• Opportunities for the consolidation, redevelopment and intensification of existing urban areas.</li> </ul> <p>Neighbourhood character and landscape considerations.</p>
Clause 11.03-6S – Regional and local places	<p><u>Objectives</u> To facilitate integrated place-based planning.</p> <p><u>Relevant Strategies</u></p> <ul style="list-style-type: none"> <li>• Integrate relevant planning considerations to provide specific direction for the planning of sites, places, neighbourhoods and towns.</li> <li>• Consider the distinctive characteristics and needs of regional and local places in planning for future land use and development.</li> </ul>
<b>Environmental and Landscape Values (Clause 12)</b>	
Protect, restore and enhance sites and features of nature conservation, biodiversity, geological or landscape value.	
Clause 12.03-1S River corridors, waterways, lakes and wetlands	<p><u>Objective</u> To protect and enhance river corridors, waterways, lakes and wetland</p> <p><u>Relevant Strategies</u></p> <ul style="list-style-type: none"> <li>• Ensure development does not compromise bank stability, increase erosion or impact on a water body or wetland’s natural capacity to manage flood flow.</li> <li>• Facilitate growth in established settlements where water and wastewater can be managed.</li> </ul>

<p><b>Environmental Risks and Amenity (Clause 13)</b>                  Aim to avoid or minimise natural and human-made environmental hazards, environmental degradation and amenity conflicts</p>	
<p><b>Natural Resource Management (Clause 14)</b>                  Must assist in the conservation and wise use of natural resources including energy, land, stone and minerals to support both environmental quality and sustainable development and that planning should ensure agricultural land is managed sustainably, while acknowledging the economic importance of agricultural production.</p>	
<p><b>Built Environment and Heritage (Clause 15)</b></p> <ul style="list-style-type: none"> <li>• Ensuring all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context</li> <li>• Supporting the establishment and maintenance of communities by delivering functional, accessible, safe and diverse physical and social environments, through the appropriate location of use and development and through high quality buildings and urban design.</li> </ul>	
<p>Clause 15.01-5S                  Neighbourhood character</p>	<p><u>Objective</u>                  To recognise, support and protect neighbourhood character, cultural identity, and sense of place.</p> <p><u>Relevant Strategies</u></p> <ul style="list-style-type: none"> <li>• Ensure development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by emphasising the:                         <ul style="list-style-type: none"> <li>○ Pattern of local urban structure and subdivision.</li> <li>○ Underlying natural landscape character and significant vegetation.</li> <li>○ Heritage values and built form that reflect community identity</li> </ul> </li> </ul>
<p>Clause 15.01-6S – Design                  for rural areas</p>	<p><u>Objective</u>                  To ensure development respects valued areas of rural character.</p> <p><u>Relevant Strategies</u></p> <ul style="list-style-type: none"> <li>• Ensure that the siting, scale and appearance of development protects and enhances rural character.</li> <li>• Protect the visual amenity of valued rural landscapes and character areas along township approaches and sensitive tourist routes by ensuring new development is sympathetically located.</li> <li>• Site and design development to minimise visual impacts on surrounding natural scenery and landscape features including ridgelines, hill tops, waterways, lakes and wetlands.</li> </ul>

**Housing (Clause 16)**

- Planning should provide for housing diversity, and ensure the efficient provision of supporting infrastructure.
- Planning should ensure the long term sustainability of new housing, including access to services, walkability to activity centres, public transport, schools and open space.
- Planning for housing should include the provision of land for affordable housing.

Clause 16.01-5S – Rural residential development

Objective

To identify land suitable for rural residential development

Relevant Strategies

- Manage development in rural areas to protect agriculture and avoid inappropriate rural residential development.
- Ensure land is only zoned for rural residential development where it:
  - Is located close to existing towns and urban centres, but not in areas that will be required for fully serviced urban development.
  - Can be supplied with electricity, water and good quality road access.
- Encourage the consolidation of new housing in existing settlements where investment in physical and community infrastructure and services has already been made.

*Table 2: Relevant Local Planning Policy Framework which must be considered in the context of this application*

**LOCAL PLANNING POLICY FRAMEWORK**

Clause 21.03 Settlement, Built Environment and Heritage

**Clause 21.03-1 Settlement**

The settlement policies for the Shire are:

- To encourage the consolidation and enhancement of existing urban centres, through the provision of the widest possible range of services and facilities and the provision of a diverse range of housing types and lifestyle opportunities.
- To encourage new urban development which makes efficient use of existing physical and servicing infrastructure.
- To allow for urban expansion only in areas which have a suitability for specified uses and which represents an orderly extension of existing settlements and infrastructure.
- To restrict rural residential development to areas which are intrinsically suitable for this type of use, which:
  - Are in close proximity to existing urban centres and have good access to services and facilities.
  - Are not subject to significant land management hazards.
  - Are not subject to flooding.
  - Are aesthetically attractive and are capable of providing appealing lifestyle opportunities or future residents.
  - Are not inappropriately subdivided.

	<p><b>Clause 21.03-2 Housing</b>                  Housing policies for the Shire include:</p> <ul style="list-style-type: none"> <li>• Encourage a diverse range of housing, to attract and maintain a socially diverse population base within the Shire.</li> <li>• Encourage site-responsive designs for dwellings which are pleasant to live in, are cost-effective, and do not adversely impact on neighbours or the surrounding environment.</li> </ul>
<p>Clause 21.04 Environmental and Landscape Values &amp; Risks</p>	<p><b>Clause 21.04-1 Natural environment</b>                  The environmental policies for the Shire are:</p> <ul style="list-style-type: none"> <li>• To minimise the potential of new development and land use causing pollution of waterways, water storages and ground water resources, land degradation, fire hazards or other adverse environmental impacts.</li> </ul>
<p>Clause 21.05 Rural Development</p>	<p><b>Clause 21.05-3 – Rural living areas</b>  <u>Objective</u>                  To provide for appropriately located rural residential development.  <u>Strategies</u></p> <ul style="list-style-type: none"> <li>• Ensure that opportunities for rural residential development continue to be provided in intrinsically attractive areas on the periphery of existing townships and settlements so that residents may take advantage of the facilities and services available in these communities.</li> </ul> <p><u>Implementation</u></p> <ul style="list-style-type: none"> <li>• Applying the Rural Living Zone to existing areas of rural residential living and to other areas within the Shire where rural residential living is considered appropriate</li> </ul>
<p>Clause 21.06 Local areas</p>	<p><b>Clause 21.06-1 Beaufort</b>                  Beaufort functions as a service and community centre to the surrounding rural area and offers an excellent range of services and facilities to residents including retail, education, health, recreation and other community services.  <u>Key Issues (Strengths and opportunities)</u></p> <ul style="list-style-type: none"> <li>• A potential to accommodate more substantial residential development, ranging from conventional sized lots in the town itself, to low-density and rural residential lots on the periphery.</li> </ul> <p><u>Objectives</u>                  To maintain Beaufort’s existing function as the Shire’s principal town for urban development.  <u>Strategies</u></p> <ul style="list-style-type: none"> <li>• Direct residential development to residential areas that have the potential to accommodate significant infill development.</li> <li>• Make the areas to the south of the town between Skipton Road and the railway (including the former rifle range site) available for rural residential development, together with the areas on the south side of the Western Highway to the</li> </ul>

east of the Forest Reserve

*Table 3: Relevant Zones and Overlays which must be considered in the context of this application.*

<b>ZONE</b>	
<p>Clause 35.03 Rural Living Zone</p>	<p><u>Purpose</u>                      To provide for residential use in a rural environment.                      To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.</p> <p><b>Clause 35.03-5 Decision Guidelines</b>                      The Municipal Planning Strategy and the Planning Policy Framework                      The capability of the land to accommodate the proposed use or development.                      Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses.                      The impact on the natural physical features and resources of the area and in particular any impact caused by the proposal on soil and water quality and by the emission of noise, dust and odours .                      The location of on-site effluent disposal areas to 38inimize the impact of nutrient loads on waterways and native vegetation.                      The impact on the character and appearance of the area or features of architectural, historic or scientific significance or of natural scenic beauty or importance                      The impact of the siting, design, height, bulk, colours and materials to be used, on the natural environment, major roads, vistas and water features and the measures to be undertaken to 38inimize any adverse impacts.</p>
<b>OVERLAYS – N/A</b>	

*Table 4: Relevant Particular and General Provisions which must be considered in the context of this application.*

<b>PARTICULAR PROVISIONS – N/A</b>	
<b>GENERAL PROVISIONS</b>	
<p>Clause 65.01 Approval of an application or plan</p>	<p>Before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:</p> <ul style="list-style-type: none"> <li>• The purpose of the zone, overlay or other provision</li> <li>• The orderly planning of the area.</li> <li>• The effect on the amenity of the area.</li> <li>• The proximity of the land to any public land.</li> <li>• Factors likely to cause or contribute to land degradation, salinity or reduce water quality.</li> <li>• Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting</li> </ul>

the site.

- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate

## **ISSUE / DISCUSSION**

The Local and State Planning Policy Framework provides for and supports rural residential development and rural living opportunities. It also seeks to ensure that planning permit applications for the development of land do not compromise the environmental values of an area or create potential for conflict or loss of amenity.

The proposed development allows for a suitably located rural residential development within the Rural Living Zone on the periphery of the Beaufort township. In principle, this zone is typically applied to the outskirts of settlements and township areas to allow for residential living in the rural environment and provides for a primarily residential function with urban residential amenity expectations. The proposed development is a typical and expected planning outcome for the area, given its zoning and proximity to Beaufort which maintains its function as a “service and community centre to the surrounding rural area” (Clause 21.06-1 Beaufort, Pyrenees Planning Scheme). The site is surrounded by a number of existing dwellings as well as lots arranged/prepared for development (lots greater than the specified 2 hectares). The site is also located within an area designated for residential development as per the local planning policies. The subject lot is larger than the specified 2 hectares, and as such, the Pyrenees Planning Scheme allows for the ‘use’ of a dwelling as of right.

The proposed development is in keeping and compatible with adjoining and nearby land uses and will produce a good planning outcome for the area. As specified within the Land Capability Assessment, the site is capable of accommodating such development and all ancillary works (wastewater treatment system). The dwelling is considerate in its bulk, form, orientation, siting and design to surrounding areas. It does not cause an impact on the character and appearance of the area and does not unreasonably impact on surrounding properties.

The objections made against the application have been considered, and whilst the majority of grounds were made on planning grounds and in line with the Pyrenees Planning Scheme, they are not considered to provide a sufficient basis to refuse an application of this kind.

## **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.

5.1 - Provide efficient and effective land use planning, ensuring local policies within the Pyrenees Planning Scheme remain relevant and forward looking.

## **ATTACHMENTS**

13.1.1 - Planning Permit application PA2946/20 (*circulated separately*)

## **FINANCIAL / RISK IMPLICATIONS**

An application determined by council or under delegation of council and which is subject to appeal rights at VCAT, may incur costs in the form of representation (consultant) fees and staff resources.

## **CONCLUSION**

The application for the development of a single dwelling at Lot 2 on Plan of Subdivision 814588X (Vol: 11975, Fol: 102), Golf Course Lane, Beaufort 3373 meets the requirements of the Pyrenees Planning Scheme, including the requirements of the Rural Living Zone and applicable State and Local Planning Policies.



Two objections were received, however not deemed to be sufficient, to warrant a refusal of the planning permit application. Conditions on the permit will respond to and address a number of matters raised in the objections.

The application has been assessed against the Decision Guidelines at Clause 65 and is shown to be compliant.

Accordingly, it is recommended that Council issues a notice of decision to grant a permit, subject to appropriate conditions as per the officer's recommendation.

#### **OFFICER RECOMMENDATION**

That Council, having considered all matters required under Section 60 of the *Planning and Environment Act 1987* and the provisions of the Pyrenees Planning Scheme determines to issue a Notice of Decision to Grant a Planning Permit under the provisions of the Pyrenees Planning Scheme for the Development of a single dwelling at Lot 2 on Plan of Subdivision 814588X (Vol: 11975, Fol: 102), Golf Course Lane, Beaufort 3373 subject to the following conditions:

##### **Plans**

1. The development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

##### **Building and works**

2. The layout of the site and size of the development hereby permitted must be generally in accordance with the plans submitted with the application and endorsed by the Responsible Authority.

##### **Construction Waste**

3. The applicant shall be responsible for the control of construction waste during construction and its removal upon completion and the reinstatement of damaged areas about the site to the satisfaction of the Responsible Authority.

##### **Easements**

4. All buildings and works must be located clear of any easements or water and sewer mains unless written approval is provided by the relevant authority.

##### **Storm water management**

5. No storm water from the development shall drain or discharge from the land to water ways or adjoining properties, without the prior approval of the Responsible Authority.

##### **Vehicle Access**

6. A Road Excavation Permit will be required for any works to install or upgrade a driveway.
7. Vehicle access to the proposed development shall be constructed at an approved location to the satisfaction of the Responsible Authority.
8. All vehicle access works shall be completed to the satisfaction of the Responsible Authority prior to the development hereby approved commencing

**Note:** Please contact Council's Engineering Department as the construction or altering of a vehicle crossing, footpath and/or any other works or alterations within a road reserve or any other Council asset may require either a Road Excavation Permit (which includes a driveway and new crossover), or other approval to be obtained from the Pyrenees Shire Council. This Planning Permit does not constitute such approval. Failure to obtain an appropriate permit or damaging Council infrastructure,

including footpaths, kerbs, drains, street trees, nature strips etc. or failing to remove redundant crossings and reinstate the kerb, drain, footpath, nature strip or other part of the road is a breach of the Pyrenees Shire Council development requirements.

### **Services**

9. The dwelling hereby permitted shall not be occupied until such time as it is:
- a) Connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes
  - b) Connected to reticulated electricity services (or an alternative electricity supply approved by the responsible authority);
  - c) Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles to the dwelling site.
  - d) Connected to a reticulated sewerage system or if not available, the waste water must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
10. All service works must be completed to the satisfaction of the responsible authority, prior to the occupation of the dwelling.

### **Vegetation protection works**

11. The following vegetation protection works shall be undertaken during site construction including:
- a) No stockpiling around the base of any vegetation;
  - b) No excavation works shall be carried out within the drip line of any tree canopy;
  - c) No damaging roots greater than 50mm in diameter;
12. Weeds around the construction area are to be removed and controlled.
13. All vegetation protection works shall be undertaken to the satisfaction of the Responsible Authority.
14. No trees are permitted to be removed from within the development area without the further approval of the Responsible Authority.

### **Time for starting and completion**

15. This permit will expire if one of the following circumstances applies:
- a) The development and use is/are not started within two years of the date of this permit;
  - b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the period for starting the development if a request is made in writing before the permit expires, or within 6 months afterwards. The Responsible Authority may extend the timeframe for completing the development (or any stage of it) provided the development has been lawfully started before the permit expires, and the request for an extension is made within 12 months after the permit expires.

**Permit Notes**

**Building approval**

- a) All building works associated with this development must be in accordance with the Building Act 1993 and Building Regulations 2018.

**Effluent Disposal Permit**

- a) A separate permit must be obtained from Council's Environmental Health Department prior to the installation of any effluent disposal system

### **13.2 TREE OUTSTANDS PRIORITIES FOR THE ACTIVATE AVOCA PROJECT**

**Douglas Gowans – Director Asset and Development Services**

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

**File No:** 58/16/06

#### **PURPOSE**

The purpose of this report is to seek Council's support for priority components of the Streetscape Plan for Avoca to be undertaken as part of the Activate Avoca Funding with a specific focus on tree outstands and safe crossing points.

#### **BACKGROUND**

The Avoca Streetscape Project was developed as an outcome of the Pyrenees Futures strategic planning project that was established to guide the growth and development of nine key settlement areas within the Shire, including the township of Avoca.

The project focuses on incorporating community feedback, local stories, and natural landscapes into a place-based and strategic plan for development. The project intends to support community growth by enhancing existing attributes and ensuring the sustainability of towns.

Consultation for Pyrenees Futures began in December 2017, where the Avoca community sought a solution to the hazardous traffic conditions of High street. Concerns were raised around traffic safety, a lack of shade and shelter, limited seating, footpath surface quality and the general amenity of the town centre. A Draft Streetscape Plan was placed on public exhibition during 2019.

Following extensive consultation on the Draft Plan, including a well-attended community meeting, the concept of enhancing the aesthetics of High Street was supported. However, the community did not support a single lane treatment. In response to Council's enquiries, Regional Roads Victoria advised that a modified street environment is a positive step towards improving driver behaviour and compliance, indicating that such modifications need to be designed on a town-by-town basis.

In November 2019, Council resolved to:

1. Continue to support amendments to the Avoca Streetscape Plan;
2. Amend the Avoca Streetscape Plan to reflect a retention of the current two lane in each direction carriageway configuration;
3. Support a draft plan that shows:
  - a) the Cambridge Street Civic Spine concept;
  - b) safe crossing points;
  - c) tree outstands in current kerbside parking bays;
  - d) a retention of parking within the median strip;
  - e) the retention of the existing public toilet location;
  - f) a reviewed tree planting concept.
4. Continue to deliver the replacement BBQ shelter as a separate project to the Avoca Streetscape Plan review.
5. Continue to deliver the inclusive play space as a separate project to the Avoca Streetscape Plan review and give further consideration to any additional safety measures that may be taken to alleviate concerns.

In order to implement the tree outstands as indicated on the Streetscape Plan, Council engaged a contractor to determine where underground infrastructure was located, including the exact location and depth of the gas pressure main.

While undertaking this work, several community members raised concern about the specific location and quantity of proposed street trees and associated infrastructure. Council officers endeavoured to engage individuals who raised concerns and has been working with affected business and landowners to address concerns raised.

An online meeting was held with representatives of Advance Avoca on Monday 25 May who further raised concerns and expressed that some of the early communication requesting increased shade within the Avoca Streetscape had been interpreted in a way that was different to what some members of the community envisaged. Representatives of Advance Avoca suggested that shade improvements were intended to be focused on the replacement of the BBQ shelter to provide shade.

### **ISSUE / DISCUSSION**

Council is in receipt of funds to implement elements of the Avoca Streetscape Plan that will improve safety outcomes and support a lower speed limit.

Council at its July 2019 meeting resolved to support a reduced speed limit on High Street, Avoca and seek a formal response from Regional Roads Victoria (RRV) regarding design condition requirements to support a reduced speed limit, pedestrian crossing points, and outstands.

Following the above resolution, Council subsequently wrote to RRV and has since received a response in relation to the design considerations and an improved traffic treatment at the intersection of the Sunraysia and Pyrenees Highways. RRV's response confirmed that it in principle supports speed limit reductions in town centres due to the significant safety benefit to all road users, but that speed reductions should be accompanied by a suitably modified road environment to influence road user expectation, promote appropriate driver behaviour, and enhance compliance from drivers. RRV provided potential road modification options as being a reduction in traffic lanes and widths and the provision of kerb outstands and pedestrian-friendly treatments. RRV also confirmed that it is supportive of reviewing the Sunraysia and Pyrenees Highway intersection for possible improvements but advised that a roundabout was unlikely to be funded under current funding programs. Discussions are continuing with RRV on the basis of the underground services that have been located.

The following options are now proposed:

#### Option One

In order to implement Council's November 2019 resolution, some of the tree outstands need to be installed to support an improved road safety environment. The key elements that have been identified include the eight outstands (four in each direction) that create safe crossing points at strategic locations along High Street. Officers recommend that these eight outstands be prioritised for delivery. Any remaining funds from the Activate Avoca grant would be concentrated on addressing any existing infrastructure issues such as footpath defects, kerb and channel defects, and linking the key crossing points through improved footpath networks.

#### Option Two

Council implements as many outstands as practically possible, taking into account the specific feedback from business owners, location of underground services, and advice from RRV.

### **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.

1.5- Prepare and implement township framework plans to guide future development in Beaufort, Avoca, Snake Valley, Lexton, Waubra / Evansford, Landsborough, Moonambel, Amphitheatre, and Raglan, and then consider extending the planning to include other towns

#### **ATTACHMENTS**

Nil

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

Complete implementation of the Avoca Streetscape Plan is currently unfunded and will take multiple years and external grant to deliver.

Council is in receipt of a \$250,000 grant which will be used to deliver specific elements, including improvements to pedestrian infrastructure, the installation of street furniture and tree planting.

Council will continue to advocate for and attract further grants to assist with further implementation.

#### **CONCLUSION**

The Avoca Streetscape Plan represents a balance of community sentiment and an opportunity to enhance Avoca's vitality and streetscene aesthetic while improving road safety for all users.

Prioritising safety improvements to pedestrians and supporting a lower speed limit will reflect feedback received from the community.

#### **OFFICER RECOMMENDATION**

That Council prioritises Activate Avoca funding towards safe crossing point outstands.

### **13.3 UNUSED ROAD LICENCE AND PROPERTY ACCESS - WATERLOO**

**Katie Gleisner – Manager Planning and Development**

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

**File No:** 30/02/08

#### **PURPOSE**

The purpose of this report is to provide Council with information relevant to allowing further consideration of the matter of an unused road reserve that adjoins the northern boundaries of lots 1 and 2 on plan of subdivision PS611079, parish of Raglan, in the location of Waterloo.

#### **BACKGROUND**

In February of 2015, the owner of lot 1 PS611079 (shown red below) wrote to Council, requesting that the section of unused government road licence (shown purple below), be cancelled to facilitate access to their property.

At this time, the property was subject to a range of building and planning enforcement action, and it was Council's resolution to not give further consideration to the request for cancellation until such time as the non-compliance matters had been resolved.

In May of 2017, Council was advised that the matters of non-compliance had been resolved, following the issuing of a planning permit to authorise the 'use and development of a dwelling and ancillary buildings' and the removal of all Building Notices and Building Orders relevant to the property.

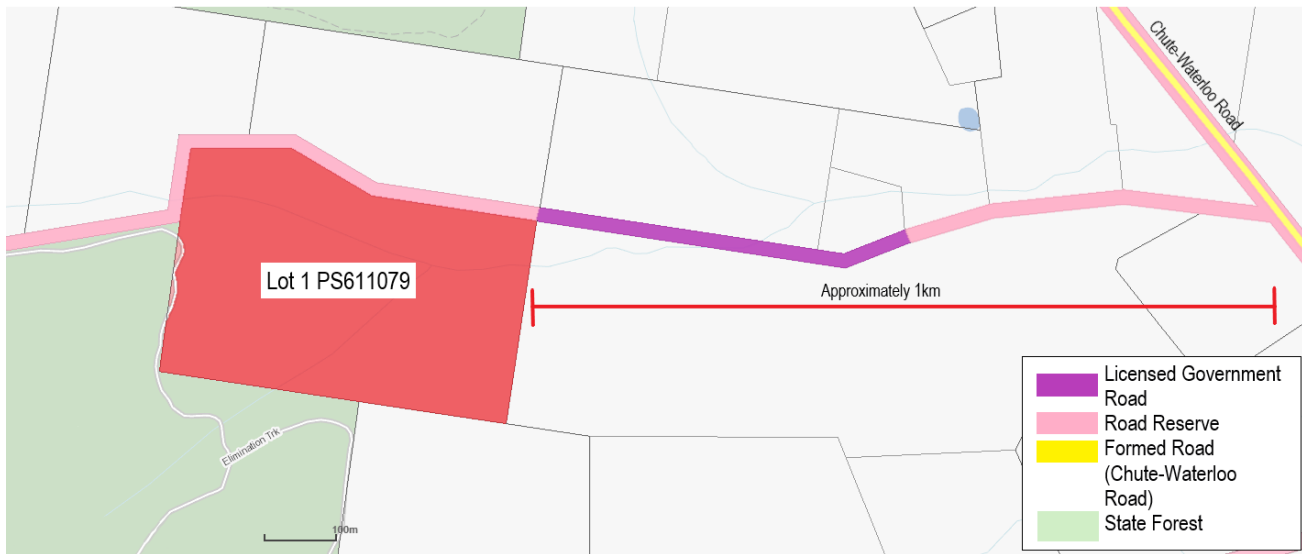
Upon achieving compliance, the property owner again raised the matter of the unused road licence with Council and it was listed at the August, September and October meetings of 2017. Council resolved on the 17<sup>th</sup> October 2017 to "not cancel the road licence..." on the following basis:

- That the property owner had access to their property via *Elimination Track*; and
- That cancellation would cause a financial impost to the licensee by way of mandatory fencing and the removal of any improvements.

The matter has also been raised with the Victorian Ombudsman and the Department of Environment, Land Water and Planning (DELWP), who have provided opinions on the matter.

#### **ISSUE / DISCUSSION**

In May 2020, Council received correspondence from a solicitor acting on behalf of the owner of lot 1 PS611079, requesting that the unused road licence be cancelled '*...in the public interest...*' The solicitor's correspondence claims that the licensee's stock pose a hazard to road user whilst the road remains under licence for agricultural purposes.



Site context plan



Locality plan

Elimination Track has been discussed as an alternative means of access to the described property, however given this track has not been surveyed, gazetted and proclaimed as government road, it cannot be considered a means of Legal Access.

Despite being physically formed, Elimination Track remains State Forest, managed by DELWP. The track is maintained by DELWP to a standard suitable to their land management and operational needs and not to a standard that complies with the access requirements associated with a dwelling.

The planning permit that was issued in 2016 over lot 1 PS611079, to permit the *use and development of a dwelling and associated outbuildings*, was conditioned with a range of access requirements.



As the lot is subject to the *Bushfire Management Overlay*, the planning permit was conditioned as per requirements of the Country Fire Authority. These include:

- Condition 4.1.d      *Access for fire fighting purposes which meet the following requirements:*
- *Curves must have an inner minimum radius of 10 meters*
  - *The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50 meters.*

The Pyrenees Planning Scheme requires that all dwellings within the Rural Conservation Zone be accessible *via an all-weather road with dimensions adequate to accommodate emergency vehicles* in accordance with clause 35.06-2. As such a further access condition was included in the planning permit requiring that:

- Condition 7 (c)      *An all-weather access way with a minimum 4 metre width must be provided to the shed and dwelling sites*

Section 400 of the *Land Act 1958* allows a municipal Council to give notice that any road or part of a road which is within the municipal district of that municipal Council and which it considers is not required for public traffic, is an 'unused road'.

Council have previously declared that this section of road is not required for public traffic in accordance with section 400 of the *Land Act 1958*.

#### **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.

#### **ATTACHMENTS**

13.3.1 Solicitor's Letter 1 May 2020 (*circulated separately*)

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

In accordance with current Council practice, the construction and ongoing maintenance of the described road remains the responsibility of the property owner requiring access to the dwelling. The road must be constructed in accordance with Council's *Infrastructure Design Manual*, to the satisfaction of Council. There are no intentions to have this road listed on Council's road register and it is on this basis that the financial risk to Council is minimal.

#### **CONCLUSION**

##### Alternative access via Elimination Track

As the property owner has no authority to undertake works within the State Forest to facilitate compliance with the above two planning permit conditions, it is not reasonable to require that access to the property be via Elimination Track.

##### Is the licensed section of road unused?

Due to this section of licensed road being the sole means of legal access to the described property and dwelling, and as such is required for public traffic, it cannot be considered as an 'unused road' in accordance with Section 400 of the *Land Act 1958*.

Financial impost on licensee through cancellation of the licence

It is acknowledged that a cancellation of the described licence would require the current licensee to cease occupation. It is also noted that Crown land tenures of this nature are subject to cancellation in instances where the primary purpose of that land, in this case a road, prevails over any secondary uses that have been permitted via a non-exclusive, fixed term licence. The risk of cancellation is clearly reflected in the licence agreement between the land owner and tenant, and like with all tenures, there is a risk of ongoing security to all parties involved.

Should Council resolve to cancel the licence, the licensee will be provided with 90 days to cease occupation of the government road. In the instance where stock are capable of accessing the road, it would be reasonable to expect that a stock proof fence be erected in accordance with requirements of the *Land Act 1958*. The fence that may be required is estimated to be 540 meters in length. Due to it being a straight span and adjoining a single large paddock, the requirements for gates and end assembly infrastructure is minimal.

**OFFICER RECOMMENDATION**

That Council:

1. Determine that the described section of unused government road is required for public traffic.
2. Resolve to inform the Minister (or any person authorised to grant licenses) that the described section of government road licence should be cancelled in accordance with section 407(1) of the Land Act 1958.

## CORPORATE AND COMMUNITY SERVICES

### 13.4 AUDIT & RISK COMMITTEE MEETING ESTABLISHMENT AND CHARTER

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

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

**File No:** 16/30/04

#### PURPOSE

The purpose of this report is to gain Council approval to re-establish its Audit & Risk Committee and approve the draft Audit & Risk Committee Charter 2020 in accordance with s54 (7) of the *Local Government Act 2020*.

#### BACKGROUND

The *Local Government Act 2020* (the Act) was proclaimed on 6 April 2020. Section 54 (7) of the Act requires Council to:

“...approve the first Audit & Risk Committee Charter and establish the first Audit and Risk Committee on or before 1 September 2020.”

#### ISSUE / DISCUSSION

##### Re-establishment of the Audit & Risk Committee

Although Council has a long-established Audit & Risk Committee, section 54 (7) of the *Local Government Act 2020* obliges all Victorian councils to re-establish their Audit & Risk Committees, and approve an Audit & Risk Committee Charter, on or before 1 September 2020. This is to ensure that Audit & Risk Committees meet the obligations proscribed by the new legislation.

This requirement was tabled at the Audit & Risk Committee meeting on 26 May 2020 and the Committee put forward the following recommendations to Council:

- The Audit & Risk Committee approved the revised Audit & Risk Committee Charter 2020 and recommended that this be tabled for Council adoption in June 2020.
- The Audit & Risk Committee recommended that the Pyrenees Shire Council re-establishes its Audit & Risk Committee in accordance with s.54(7) of the Local Government Act 2020 in the same format and structure as existing as this meets the obligations under the Act; to operate under the revised Audit & Risk Committee Charter 2020.
- The Audit & Risk Committee recommended to the Pyrenees Shire Council that the tenure of Committee Members continue with the timeframes originally implemented by the former Audit & Risk Committee established under the Local Government Act 1989.

Tenure of current Audit & Risk Committee independent members expires as follows:

- Mr Geoff Price – 30/08/2020
- Ms Wendy Honeyman – 22/04/2021
- Mr Rod Poxon – 22/05/2021

Councillor Committee Members are assigned annually.

A process to request expressions of interest in membership of the Committee from 1 September 2020 will commence shortly. Mr Geoff Price has indicated his intention not to re-nominate for Committee membership post 30 August 2020.

### **Adoption of the Audit & Risk Charter 2020**

This report provides a copy of the draft Audit & Risk Charter 2020, reviewed and revised to meet all obligations detailed in the Act, and requests that Council resolves to accept the officer's recommendations relating to adoption of the Charter.

The Audit & Risk Charter 2020 remains like the document adopted in 2019 with the following changes made to comply with the 2020 Act:

- Inclusion of key objectives to reflect the Act in sections 54 (2) [*section 1.1 of the draft Charter*].
- Section 4 of the Charter and its sub-sections (Roles and Responsibilities) has been amended to ensure compliance with the wording within the Act, yet maintain the majority of the current Charter content.
- Section 4.3 of the Charter now includes a new requirement (under section 54 (5) of the new Act) for the Audit & Risk Committee to provide a biannual Audit & Risk Committee Activities Report to Council (twice per year instead of annually).
- Section 5 of the Charter (Administrative arrangements) has been amended to ensure compliance with the Act, including obligations under the Act's integrity provisions:
  - Section 5.3.1 of the Charter (Conflicts of Interest) reflects section 53 (5) of the Act, which requires Division 2 of Part 6 of the Act to be included within the revised Charter.
  - Section 5.3.2 of the Charter (misuse of position) reflects section 53 (5) of the Act, which requires section 123 of the Act to be included within the revised Charter.
  - Section 5.3.3 of the Charter (Confidential Information) reflects section 53 (5) of the Act, which requires section 125 of the Act to be included within the revised Charter.

All other provisions within the 2020 Act remain similar to provisions already within the Audit & Risk Charter which remain, therefore, compliant.

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

Local Government Act 2020 – section 54 (7) requires a council to approve an Audit & Risk Committee Charter and establish an Audit & Risk Committee on or before 1 September 2020.

### **ATTACHMENTS**

13.4.1 - Draft Audit & Risk Committee Charter 2020 (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

All risks have been discussed in the body of the report.

### **CONCLUSION**

The *Local Government Act 2020*, proclaimed on 6 April 2020, requires councils to establish an Audit & Risk Committee and adopt an Audit & Risk Committee Charter prior to 1 September 2020. This report provides details of a revised draft Audit & Risk Committee Charter 2020 and requests that Council resolves to accept the officer recommendation as detailed below.

## OFFICER RECOMMENDATION

That Council:

- a) Adopts the revised Audit & Risk Committee Charter 2020;
- b) Establishes the Audit & Risk Committee to operate in accordance with the provisions detailed in the Audit & Risk Committee Charter – its composition and tenure to be as follows:
  - i. The Committee will consist of five members, comprising two Councillors and three independent members;
  - ii. The Chairperson of the Committee will be an independent member, elected by Committee members annually;
  - iii. A Committee quorum will be three members – one Councillor and two independent members;
  - iv. Independent members will be appointed for an initial three years, after which they will be eligible for two further three year extensions. At the end of three consecutive terms, independent member positions will be advertised seeking expressions of interest. This does not preclude the existing member re-applying.
  - v. Councillor members will be appointed to the Committee by the full Council on an annual basis.
  - vi. No Council staff will be appointed to the Committee.
  - vii. The Chief Executive Officer will be required and entitled to attend all meetings of the Committee.
  - viii. The Director of Corporate & Community Services, Director of Assets & Engineering, Manager Finance and Manager Governance Risk & Compliance with attend meetings in an advisory capacity.
  - ix. Council's internal and external auditors will be invited to attend all meetings of the Committee; and
- c) That the three-year tenure schedule from the former Audit & Risk Committee (established under the Local Government Act 1989) be carried forward to the new Committee.

### **13.5 AUDIT & RISK COMMITTEE**

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

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

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

#### **PURPOSE**

The purpose of this report is to provide Council with an update of the Audit & Risk Committee meeting held on 26 May 2020.

#### **BACKGROUND**

In accordance with s.53 of the Local Government Act 2020 (the Act) Council is required to establish an Audit & Risk Committee. Council's Audit & Risk Committee meets three times per year and the attached report is a summary of the meeting held on 26 May 2020.

#### **ISSUE / DISCUSSION**

As required by s.53(4) of the Act, the Chairperson of the Audit & Risk Committee must be an independent member. At the meeting on 26 May 2020, Ms Wendy Honeyman was elected as Chairperson for the 2021 / 2022 year. In accordance with the Audit & Risk Committee Charter, this appointment is re-elected annually in the first meeting of the year.

The meeting was attended by Committee Members, Council Officers and Council's internal and external auditors (Internal Auditors – AFS & Associated; External Auditors – Crowe Melbourne).

A summary of the issues considered by the Audit & Risk Committee is provided for Council's information:

- VAGO Audit Strategy Memorandum 2019/20 Financial Year and Interim Management Letter was presented to the Committee and discussion led by Crowe Melbourne.
- Proposed 2020/21 Pyrenees Shire Council budget was presented by the Manager Finance.
- Q3 2019/20 Quarterly Finance Report was presented by the Manager Finance.
- Two internal audit reports were presented by Internal Auditors AFS & Associates:
  - Business Continuity & Disaster Recovery – disappointment was expressed by the Committee on the findings of this report and officers advised of the following actions to rectify and implement recommendations:
    - Training and capability building of officers
    - External expertise to be sought to get business continuity plans and testing processes up to date as quickly as possible
  - Project Management – discussion centred around Council's intention to appoint additional project management expertise during the 2020/21 financial year and improved governance steps already implemented.
- A report on outstanding issues recommended closures was provided by AFS & Associates with three matters confirmed as closed.
- A report on the Victorian Ombudsman on alleged improper conduct at the Ballarat City Council was tabled.
- A request to extend the current contract with internal audit provider AFS & Associates for a further 12 months was endorsed, and a recommendation made for Council approval.
- Officers provided an overview of the Local Government Act 2020 and implementation actions currently underway.

- Local Government Act 2020 requirements under s.53 and s.54 to re-establish the Audit & Risk Committee and review the Audit & Risk Committee Charter were discussed and three recommendations made for Council resolution (provided under separate report).
- A draft Audit & Risk Committee Annual Work Plan for 2020 was agreed.
- A report was provided on Council's annual performance review of the Audit & Risk Committee during 2019.
- The outcomes of the frontline services review were reported by officers.
- The outcomes of the review into the aged care services provision and ongoing government reform in this space were reported by officers.
- Updates on governance, risk & compliance were provided by officers.
- A quarterly update on recent reports and publications of interest was tabled by AFS & Associates.
- A verbal report was provided by the CEO.
- The opportunity to hold closed discussions with internal and external auditors was deferred to the September meeting due to the impracticability of this during a virtual environment.

### **Extension of Internal Audit Contract**

The current contract for internal audit services provision ends on 30<sup>th</sup> June 2020. The current contract, with AFS & Associates of Bendigo, was awarded in 2017 as a result of a public tender process. Annexure A of the current contract, item 11, allows for a further term to be awarded of 1 x 1 x 1 year options.

To maintain consistency of approach and building upon the organisational knowledge developed over the past three years by AFS & Associates, it is considered appropriate that the term extension option in the current contract be utilised to extend the contract by a further 12 months to 30<sup>th</sup> June 2021. The Audit & Risk Committee, at its meeting on 26 May 2020, recommended that Council extends the current internal audit services contract accordingly.

The next meeting of the Audit & Risk Committee is scheduled for Tuesday, 22 September 2020.

### **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**

- 13.5.1 - Draft Minutes of the Audit & Risk Committee Meeting of 26 May 2020
- 13.5.2 - VAGO Audit Strategy Memorandum
- 13.5.3 - VAGO Interim Management Letter
- 13.5.4 - Internal Audit Report – Business Continuity & Disaster Recovery
- 13.5.5 - Internal Audit Report – Project Management
- 13.5.6 - Audit & Risk Workplan 2020

### **FINANCIAL / RISK IMPLICATIONS**

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

## CONCLUSION

In accordance with the *Local Government Act 2020* the Pyrenees Shire Council's Audit & Risk Committee met on the 26 May 2020. This report summarises the items considered by the Committee and provides appropriate documents and reports for noting by Council and a request for a Council resolution.

## OFFICER RECOMMENDATION

That Council:

1. Notes the minutes of the Audit & Risk Committee meeting held on 26 May 2020 and the following documents and reports provided for information:
  - a. The VAGO Audit Strategy Memorandum and Interim Management Letter;
  - b. Internal Audit Report – Business Continuity & Disaster Recovery;
  - c. Internal Audit Report – Project Management; and
  - d. Audit & Risk Committee Annual Work Plan 2020.
3. Accepts the recommendation from the Audit & Risk Committee and resolves to extend the current contract with AFS & Associated for internal audit services by a further 12 months to 30 June 2021.



### 13.6 RATING STRATEGY 2019 ADDENDUM

**James Hogan – Manager Finance**

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

**File No:** 52/04/02

#### PURPOSE

The purpose of this report is for Council to consider altering the Rating Strategy 2019, in response to the rapid increase in valuations of Farm Properties in Pyrenees Shire Council.

#### BACKGROUND

Council, at its January 2019 meeting, approved the adoption of the Rating Strategy 2019.

The Rating Strategy explains how Council will determine what money will be raised from different types of properties within the municipality, whilst acknowledging the difficulties in linking property values to an assumption about the individual's ability to pay.

Good governance requires Council to provide ongoing or periodic monitoring and review of the impact of major decisions. Over time policies and other circumstances are subject to refinement and change. It is therefore incumbent upon Council to evaluate on a regular basis whether the current rating system best satisfies the legislative objective to which it must have regard and other objectives which Council believes are relevant.

Rating authority valuations are legislated under the provisions of the Valuation of Land Act 1960 (VLA). An amendment in December 2017 introduced the framework for centralised and annualized valuations, commencing in 2019. It was expected that annual property valuations would ensure that the valuations used for property rating were reflective of current market trends in the municipality and that large spikes in value would be smoothed.

#### ISSUE / DISCUSSION

A Draft Budget was endorsed, by Council, for community consultation on 14 April 2020. Feedback to the Draft Budget, highlighted a significant shift in the rate burden from the Residential sector to the Farming sector. In response to this feedback, Councillors proposed deviating from the 2019 Rating Strategy.

The 2019 Rating Strategy was first used for the 2019/20 financial year, with 2020/21 being the second year of a four year strategy.

In the 2020 Revaluation the overall increase in valuation across all assessments was 15.2%. The Rural properties experienced a sharp rise in valuation (23.8%) in comparison to the Residential property valuations (7.2%). Commercial, Industrial and Specialist properties experienced a decrease in valuation (-4.2%).

A revised Rating Strategy has been developed with rating differentials adjusted to shift the burden of increased rates payable from the rural sector, redistributed more evenly across all assessments. A comparison of the adopted 2019 Rating Strategy to the proposed 2020/21 Addendum is as follows:

	<b>2019 Rating Strategy (% on General Rate)</b>	<b>2020/21 Addendum (% on General Rate)</b>
Vacant Land <2Ha	305.10% (or 400% of lowest differential)  (20/21 – 312.56%)	296%  <i>(or 400% of lowest differential)</i>

Vacant Land Between 2 & 40Ha	228.83% (or 300% of lowest differential) (20/21 – 234.42%)	234.42%
Vacant Land >40Ha	152.55% (or 200% of lowest differential) (20/21 - 156.28%)	156.28%
Residential	100%	100%
Commercial	110% (to be increased by 2.5% annually – 19/20 – 102.5% 20/21 – 105.0% 21/22 – 107.5% 22/23 – 110.0%)	110%
Industrial	110% (to be increased by 2.5% annually – 19/20 – 102.5% 20/21 – 105.0% 21/22 – 107.5% 22/23 – 110.0%)	110%
Farms	76.28% (to be decreased by 0.93125% annually – 19/20 – 79.07% 20/21 – 78.14% 21/22 – 77.21% 22/23 – 76.28%)	74%
Undevelopable Land	100%	100%

A new 2020/21 Draft Budget has been prepared in line with the Rating Strategy 2020/21 Addendum.

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

Part 8 of the *Local Government Act 1989* provides Council setting of Rates and Charges on rateable land, including the declaration on how general rates will be raised.

#### **ATTACHMENTS**

13.6.1 Rates Strategy 2019 - 2020 Addendum - Full Document v2 (*circulated separately*)

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

Council must ensure that differentials within the Rating Strategy must be balanced to ensure a consistent revenue stream to minimise risk to its long term financial sustainability, yet ensure that annual increases in revenue are kept within the annual Rate Cap.

#### **CONCLUSION**

Council has undertaken a review of its 2019 Rating Strategy, including consideration of annualised revaluations. An Addendum for 2020/21 has been developed in response to the sharp valuation rises in the Rural demographic of the Pyrenees Shire Council in comparison to other demographics. The alteration of rating differentials allows Council to shift the burden of increased rates payable from the rural sector, to distribute it more evenly across all assessments.

## OFFICERS RECOMMENDATION

That Council;

1. Adopts the 2020/21 Addendum to the 2019 Rating Strategy.
2. Consults with the public on the changes in the 2020/21 Addendum to the 2019 Rating Strategy within the 2020/21 Draft Budget consultation.
3. Publishes the Rating Strategy on Council's website and places hard copies at public counters for maximum public accessibility.

### **13.7 REVISED PROPOSED BUDGET 2020/21**

**James Hogan – Manager Finance**

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

**File No:** 38/08/18

#### **PURPOSE**

The purpose of this report is for Council to consider the revised Proposed Budget for 2020/21 for approval to exhibit, in accordance with the requirements of section 127 of the Local Government Act (the Act).

#### **BACKGROUND**

Section 127 of the Act requires Council to prepare a budget for each financial year and provide the opportunity for people to make a submission under section 223 of the Act on any proposal contained in the budget.

The revised Proposed Budget for 2020/21 has been prepared by Councillors and Council Officers and guided by Community Action Plans and Strategies.

Council is required to give public notice that copies of the revised Proposed Budget are available for inspection for a minimum period of 28 days and invite submissions.

The Council Budget is the tool which guides Council's operations throughout a twelve month period. The revised Proposed Budget has been drawn up after significant discussion with Council staff and Councillors and contains information as to how Council will direct its financial resources during the next twelve months.

The revised Proposed Budget document sets out the reasoning behind the many decisions Council has made in order to arrive at this point of its Budget. Council must now seek further community input before determining its Budget.

#### **ISSUE / DISCUSSION**

A Draft Budget was endorsed, by Council, for community consultation on 14 April 2020. Feedback to the Draft Budget, highlighted a significant shift in the rate burden from the Residential sector to the Farming sector. In response to this feedback, Councillors proposed deviating from the 2019 Rating Strategy.

A revised Rating Strategy has been developed with rating differentials adjusted to shift the burden of increased rates payable from the rural sector, redistributed more evenly across all assessments. A new 2020/21 revised Draft Budget has been prepared in line with this revised Rating Strategy.

As the change to original Draft Budget is deemed significant, in the interest of transparency, it is recommended that Council re-advertise a revised Draft Budget based on the proposed changes to the Rating Strategy.

Since Schedule of fees and user charges contained in the original Draft Budget, received no feedback from the community during the initial consultation phase it is recommended that Council adopt the Fees and Charges contained in the draft budget for 2020/21.

The revised Draft Budget for 2020/21 has been prepared by Councillors and Council officers.

The budget includes a rate increase of 2.00%, which is the rate cap set by the Minister for Local Government under the Fair Go Rates System.

Rate revenue from rate increases above rate cap in the previous 4 years have been reserved specifically for capital expenditure on renewing Council's road infrastructure assets. In order to balance the remainder of the budget, Council has continued to pursue operational savings and efficiencies which will enable it to deliver high quality, responsive and accessible services to the community.

In response to the rapid increase of valuations in the Farming sector of Pyrenees Shire Council in the 2020 Revaluation, Councillors proposed a deviation from the 2019 Rating Strategy that was adopted by Council in January 2019. The alteration of rating differentials allows Council to shift the burden of increased rates payable from the rural sector, to distribute it more evenly across all assessments. The 2020/21 budget has been prepared in line with the Revised Rating Strategy.

Council's waste management service is fully funded by waste service and user charges. The 2020/21 Charge includes additional costs related to Glass collection and disposal, e-Waste Collection and Disposal, and an increase to the EPA Levy. Residents with kerbside collections will experience a 16% increase in their garbage charges, residents on improved properties without kerbside collections will experience a 27% increase to their garbage charges, and unimproved properties will experience a 0% increase in their garbage charges.

The Draft Budget includes Capital Works of \$7.041M. Highlights of the 2020/21 Capital Program include:

- Gravel Roads \$953,000
- Reseals at various locations \$846,000
- Council funded Bridge and Drainage works of \$708,000
- Roads to Recovery funded works of \$2.09M
- Swimming pool upgrades of \$60,000

Additionally, the Draft Budget includes \$1M in projects to be delivered under the second round of Economic Stimulation Funding for Drought Effected Communities. Projects to be delivered with the assistance of this funding include:

#### **Round 1 Funding**

- Improved water infrastructure \$280,000
- Footpath improvements \$150,000
- Sewer extension at Carngham Recreation Reserve \$90,000
- Caravan Park Improvements \$270,000
- Car Park at Natte Yallock Recreation Reserve \$110,000
- Future Building in Small Towns \$100,000

#### **Round 2 Funding**

- Avoca Bowls Club Facility Upgrade \$275,000
- Footpath improvements \$100,000
- Hall Improvements \$250,000
- Beaufort Lake Foreshore amenity improvements \$125,000
- Tree Planting \$50,000
- Improved Water Infrastructure \$95,000
- Snake Valley Linear Park – Paths \$60,000
- Waubra Recreation Reserve – Tennis Facility Upgrade \$45,000

The focus for the next year is to continue to deliver on the projects and services that make the Shire a great place to live, work and invest in, and respond to the challenges we are currently facing.

These challenges include:

- Rate capping
- State government cost shifting
- Maintaining our road infrastructure
- Climate change impacts

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

Under Section 127 of the Local Government Act 1989, Council must prepare a Budget for each financial year. There are stipulations as to what must be included in the Budget and the Budget document meets those requirements. Any person has the right to make a submission on any proposal contained in the Budget. Following completion of the statutory obligations Council may adopt the Budget.

### **ATTACHMENTS**

13.7.1 - Proposed Budget 2020-21 (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

All financial implications associated with this report have been accounted for within the 2020/21 Proposed Budget.

### **CONCLUSION**

The Proposed Budget 2020/21 has been developed in alignment with the Revised Council Plan 2017 to 2021. The proposed 2020/21 budget as tabled provides guidance on how Council intends to deliver its strategic objectives over the next twelve months.

### **OFFICERS RECOMMENDATION**

That Council;

1. Adopts the Schedule of Fees and User Charges contained in the Draft budget for use in 2020/21.
2. Endorses the 2020/21 revised Proposed Budget for advertising and that Council give public notice of its preparation and invite public submissions to be received up until 5.00 PM Friday 10 July 2020.
3. Releases the revised Proposed Budget documents to the public on Wednesday 10 June 2020.
4. Will meet to hear any submissions in person or consider any submissions received at 4.00pm on Tuesday 14 July 2020, at the Council Chambers, Beaufort Council Offices, 5 Lawrence Street, Beaufort. Under current COVID-19 arrangements, anyone wishing to make a personal presentation to Council will be invited to do this via virtual means (audio / visual teleconference). Arrangements for this will be facilitated by Council staff.
5. At its Ordinary Meeting on Tuesday, 21 July 2020, resolves to adopt with or without amendments, the 2019/20 Budget.

### **13.8 COMMUNITY GRANTS ALLOCATION – ROUND 2 2019/20 FINANCIAL YEAR**

#### **Martin Walmsley – Manager Community Wellbeing**

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

**File No:** 32/14/35

#### **PURPOSE**

The purpose of this report is for Council to consider allocation of Round 2 of the 2019/20 Community and Community Capital Grants Programs.

#### **BACKGROUND**

Council provides grants to the community in recognition and support for the work undertaken by community groups, services and organisations located or operating within the Pyrenees Shire. These grants are designed to enable the provision of activities and events which promote community activity, achievement, participation, and wellbeing. Grants are allocated under the following streams:

- Community Grants
  - Grants of up to \$1,500 for programs and equipment
  - Grants of up to \$750 for community events
- Community Capital Grants
  - Grants of up to \$5,000 for projects involving capital works or infrastructure improvements

Council allocated \$93,000 in the 2019/20 budget to fund the community grants program. This was split between the two grants programs as follows:

- Community Grants – \$40,000 for the year
- Community Capital Grants - \$53,000 for the year

At its meeting in May 2019, Council approved the deferred allocation of \$22,383.48 against the 2019/20 allocation for Community Capital Grants, leaving an allocation in the 2019/20 financial year of \$30,616.52.

In Round 1 Community Grant allocations, Council approved the allocation as follows:

- Community Grants - \$6,060
- Community Capital Grants - \$23,650

#### **ISSUE / DISCUSSION**

Round 2 of the Community Grants Program for 2019/20 was opened in March 2020. Following allocations in Round 1, the following amounts were available for Round 2:

- Community Grants - \$33,940
- Community Capital Grants - \$6,966.52

### Community Grants and Events

12 applications for community grants, including events, were received as follows:

Community Group	Township	Purpose	\$ Sought
Lexton Landcare Group	Lexton	Weed clearance project	\$1,000
Carngham Recreation Reserve	Carngham	Outdoor seating	\$1,500
Waubra Recreation reserve	Waubra	Hot water service	\$1,000
Beaufort Community House	Beaufort	Publication of recipes and illustrations	\$1,500
Beaufort Food Pantry	Beaufort	Refrigerator purchase	\$1,3276
Eureka Community Kindergarten	Beaufort	Outdoor Resource Storage Shed	\$1,105
Raglan Hall & Recreation Reserve	Raglan	Hot water unit	\$1,186
Avoca Cricket Club	Avoca	Practice wicket upgrade	\$1,500
Avoca Friends of the Pool	Avoca	Avoca Blue Light Disco Event	\$600
Avoca Chinese Garden Association	Avoca	Asking for Trouble Event	\$750
Casablanca Movie Night	Avoca	Seniors Week Movie Festival	\$750
Beaufort Municipal Band	Beaufort	Beaufort Brass in the Rotunda	\$1,500
<b>Total requested</b>			<b>13,767</b>

Total community and events grants requested total \$13,767. \$33,940 is available for community and events grants in Round 2. Subject to Council resolution, it is recommended that all applications be considered for approval except for the following:

- Lexton Landcare Group request for \$1,000 funding to provide landholders with a 50/50 subsidy for week control on property boundaries – this project was unclear on how it would work, and more work could be done to develop the project further.
- Carngham Recreation Reserve request for outdoor seating funding of \$1,500 – this project received \$1,500 funding for this purpose in Round 1 of this financial year. Council officers will support the group in utilising future funding rounds to obtain funding for their whole seating requirements: and
- Beaufort Municipal Band \$1,500 funding request for the band performances – this project is considered an event and therefore limited to a funding threshold of \$750.

A total of \$10,517 is therefore recommended for approval in community and events grants for Round 2 2019/20, leaving an unspent amount of \$23,423 from the 2019/20 annual allocation.

### Community Capital Grants

11 applications for community capital grants were received as follows:

Community Group	Township	Purpose	\$ Sought
Central Grampians LLEN	Ararat	L2P Pyrenees	\$5,000
Lake Goldsmith Steam Preservation Association	Lake Goldsmith	Replacing electrical cabling for lights at Rally Arena	\$5,000
Beaufort Veggie Patch	Beaufort	New Timber Veggie Boxes (through Beaufort Progress Association)	\$1,892
Beaufort Progress Association	Beaufort	New steel security gates for co-working space and Indigenous gardens	\$4,400
Moonambel Arts & History Group	Moonambel	Installation of Wire Children for Moonambel	\$4,000
Avoca Community Arts & Gardens	Avoca	Sound and lighting for Avoca Silo Projection Project	\$5,000
Avoca Community Arts & Gardens	Avoca	Lighting Avoca Avenue of Honour and Place of Contemplation	\$1,500
Moonambel Events	Moonambel	Solar system upgrade at Moonambel pavilion	\$5,000



Amphitheatre Mechanics Institute	Amphitheatre	Upgrade of hall toilet facilities	\$5,000
Waubra Bowling Club	Waubra	Replace bank edges	\$3,250
Avoca Country Golf Bowling Club	Avoca	Energy saving project	\$4,350
<b>Total requested</b>			<b>\$44,392</b>

Total community capital grants requested totalled \$44,392. Available funds in Round 2 of this financial year amount to \$6,996.52, leaving a shortfall (if all projects were accepted) of 37,395.48. \$23,423 is currently unallocated from the community and events grants category which could be utilised, still leaving a shortfall of \$13,942.48.

Two grant applications are not recommended for approval:

- Central Grampians LLEN – to support the L2P learner driver program in the Pyrenees. Although scoring highly in the worth of the project to the community, the funding request is for ongoing expenses for the program (e.g. car leases, insurance, fuel, maintenance and salaries) which are not usually accepted for funding under this program. \$5,000  
It is recommended that further discussion takes place on how support can be provided via alternate means because of its value to the Shire’s youth.
- Amphitheatre Mechanics Institute – upgrade of hall toilet facilities. This application was received late without required documentation and was considered an ineligible application. \$5,000. This funding could be re-applied for in a future round.

Two grant applications have been received from the Avoca Community Arts & Gardens. It is not usual to provide funding more than once in a financial year to a community group. Further information is being sought on prioritisation of these projects before providing a final recommendation.

The above applications were assessed against documented criteria and reviewed by Council at its briefing session on 2<sup>nd</sup> June 2020.

A summary of the grant applications is provided in the attached document.

### **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**

13.8.1 Community Grants Round 2 Allocation 2019/20 (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

The budget provides for a financial allocation for community grants in two rounds per year, across two streams. Grants are allocated to community grant applications that meet documented criteria.

### **CONCLUSION**

Grant applications were received for Round 2 of the 2019/20 financial year community grants programs and recommendations have been made for Council to consider.

## OFFICER RECOMMENDATION

That Council:

1. Resolves to allocate community and events grant funding for Round 2 2019/20 as follows:

Community Group	Township	Purpose	Approved	\$Allocated
Lexton Landcare Group	Lexton	Weed clearance project		
Carngham Recreation Reserve	Carngham	Outdoor seating		
Waubra Recreation reserve	Waubra	Hot water service		
Beaufort Community House	Beaufort	Publication of recipes and illustrations		
Beaufort Food Pantry	Beaufort	Refrigerator purchase		
Eureka Community Kindergarten	Beaufort	Outdoor Resource Storage Shed		
Raglan Hall & Recreation Reserve	Raglan	Hot water unit		
Avoca Cricket Club	Avoca	Practice wicket upgrade		
Avoca Friends of the Pool	Avoca	Avoca Blue Light Disco Event		
Avoca Chinese Garden Association	Avoca	Asking for Trouble Event		
Casablanca Movie Night	Avoca	Seniors Week Movie Festival		
Beaufort Municipal Band	Beaufort	Beaufort Brass in the Rotunda		

2. Resolves to re-allocate unassigned funds from the Community and Events Grant allocation to the Community Capital Grants Program to cover a shortfall of funds.

3. Resolves to allocate community capital grants funding for Round 2 2019/20 as follows:

Community Group	Township	Purpose	Approved	\$Allocated
Central Grampians LLEN	Ararat	L2P Pyrenees		
Lake Goldsmith Steam Preservation Association	Lake Goldsmith	Replacing electrical cabling for lights at Rally Arena		
Beaufort Veggie Patch	Beaufort	New Timber Veggie Boxes (through Beaufort Progress Association)		
Beaufort Progress Association	Beaufort	New steel security gates for co-working space and Indigenous gardens		
Moonambel Arts & History Group	Moonambel	Installation of Wire Children for Moonambel		
Avoca Community Arts & Gardens	Avoca	Sound and lighting for Avoca Silo Projection Project		
Avoca Community Arts & Gardens	Avoca	Lighting Avoca Avenue of Honour and Place of Contemplation		
Moonambel Events	Moonambel	Solar system upgrade at Moonambel pavilion		
Amphitheatre Mechanics Institute	Amphitheatre	Upgrade of hall toilet facilities		
Waubra Bowling Club	Waubra	Replace bank edges		
Avoca Country Golf Bowling Club	Avoca	Energy saving project		

4. Resolves not to provide funding in this round to the following community groups and request officers to respond to these groups advising of the reasons why:

Community Group	Township	Purpose
Lexton Landcare Group	Lexton	Weed clearance project
Carngham Recreation Reserve	Carngham	Outdoor seating
Waubra Recreation reserve	Waubra	Hot water service
Beaufort Community House	Beaufort	Publication of recipes and illustrations
Beaufort Food Pantry	Beaufort	Refrigerator purchase
Eureka Community Kindergarten	Beaufort	Outdoor Resource Storage Shed
Raglan Hall & Recreation Reserve	Raglan	Hot water unit
Avoca Cricket Club	Avoca	Practice wicket upgrade
Avoca Friends of the Pool	Avoca	Avoca Blue Light Disco Event
Avoca Chinese Garden Association	Avoca	Asking for Trouble Event
Casablanca Movie Night	Avoca	Seniors Week Movie Festival
Beaufort Municipal Band	Beaufort	Beaufort Brass in the Rotunda

Community Group	Township	Purpose
Central Grampians LLEN	Ararat	L2P Pyrenees
Lake Goldsmith Steam Preservation Association	Lake Goldsmith	Replacing electrical cabling for lights at Rally Arena
Beaufort Veggie Patch	Beaufort	New Timber Veggie Boxes (through Beaufort Progress Association)
Beaufort Progress Association	Beaufort	New steel security gates for co-working space and Indigenous gardens
Moonambel Arts & History Group	Moonambel	Installation of Wire Children for Moonambel
Avoca Community Arts & Gardens	Avoca	Sound and lighting for Avoca Silo Projection Project
Avoca Community Arts & Gardens	Avoca	Lighting Avoca Avenue of Honour and Place of Contemplation
Moonambel Events	Moonambel	Solar system upgrade at Moonambel pavilion
Amphitheatre Mechanics Institute	Amphitheatre	Upgrade of hall toilet facilities
Waubra Bowling Club	Waubra	Replace bank edges
Avoca Country Golf Bowling Club	Avoca	Energy saving project

### **13.9 PROPOSED CHANGES TO OPENING HOURS OF BEAUFORT COUNCIL OFFICE**

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

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

**File No:** 16/20/35

#### **PURPOSE**

The purpose of this report is for Council to consider proposed changes to the opening hours of the Beaufort Shire Council Office to the public from the current (Pre COVID-19) arrangement of 8:30 to 5:00pm to 9:00am to 4:30pm.

#### **BACKGROUND**

Frontline customer service is one of the most important roles that Council undertakes and is considered a core or mandatory service. It supports Council's governance functions, key legislated roles and all the many services and programs delivered under policy. In 2019 Mach 2 Consulting was engaged to undertake a review of Council's Frontline services. The resulting report provided in March 2020 recognised the many relationships Council has with citizens (applicant, customer, seeking information etc) and the channels through which customers want to interact with Council.

The Review established clear objectives in its early stages, these were:

- a significant change in service outcomes
- to deliver a financially sustainable outcome for the community
- to build a customer-centred organisational culture
- to deliver a 'best value' customer service function, and
- align with and leverage opportunities from the Rural Council Transformation Project

The entire review process was conducted in a manner that respected the scale of the organisation and the level of discretionary resourcing that might be available.

Key directions from the review detailed the need to implement a service model that encourages on-line delivery of information and access to services and an organisational mobility strategy for staff based on improved technology by developing capability in improving business processes and that work redesign will be required to effectively implement new arrangements.

#### **ISSUE / DISCUSSION**

Currently (Pre COVID-19) Customer Service Officers at the Beaufort Council Office arrive at 8:15am to commence the set up required (opening computers and systems, set up the cash register and receipting machines, meeting rooms, procure milk and office supplies, etc.) for the opening of the building at 8:30am. At the end of the day Customer Service Officers remain behind until 5:15pm to undertake end of day activities including the mail, counting and balancing of the register, completion of outstanding actions to allow for the efficient opening of the building the following day.

Customer Service Officers are paid as per normal operational office hours from 8:30am to 5:00pm.

Customer Service Officers undertake activities to fulfill the requirements of the role in their own time, without being remunerated accordingly. The proposed changes to the opening hours of the Beaufort Council Office will allow Customer Service to undertake activities essential to the role within rostered hours while providing further benefits such as:

- The opportunity to undertake training and attend meetings. Currently there is limited opportunity to hold “all of team” meetings with Customer Service Officers without being constantly interrupted by the phone or a customer coming into the office. There would also be opportunities for staff from other areas to provide updates/training which would fit with a “single source of information” model.
- All staff would have the opportunity to schedule meetings without impacting on our customers and all rostered CS Officers could attend organisational meetings instead of the current limitations of having to choose a representative.
- Allow time for CS Officers to walk to the supermarket for milk and set up meeting rooms before customers arrive.
- Regular team meetings for CS staff would improve morale and a sense of belonging.
- CS staff currently count and balance cash whilst the door is open which presents security issues.
- Phone services could still be available from 9-5.
- Customers could come into the office after 4:30pm by appointment, if necessary, e.g. meeting with Planning or Rates officers.
- Most CS interactions are by phone (with emails increasing) which will have minimal impact on Customers – data from the Frontline review detailed 150 face to face transactions per month compared to 335 by phone.
- Will complement the desired model of “educating/encouraging self-service” by customers.

The “No Wrong Door” Policy to be implemented as a result of the Review will include expanding Council’s services to be delivered from the Resource Centres while providing an online platform for customers to undertake payments, requests and activities, reducing the need for customers to travel to the Beaufort Council Office and therefore limiting the need for face to face interaction.

#### **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**

Nil

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

There are no financial implications associated with the proposed changes to the opening hours of the Beaufort Council Office.

#### **CONCLUSION**

Customer service staff play an important role in frontline service to the community. There needs to be a balance between required duties and the ability for staff to be remunerated for hours worked. The proposed changes balance the competing interests.

#### **OFFICER RECOMMENDATION**

That Council adopts the proposed changes to the opening hours of the Beaufort Council Office to 9:00am to 4:30pm.

## CHIEF EXECUTIVE OFFICER

### 13.9 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

**Jim Nolan – Chief Executive Officer**

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

**File No:** 32/13/02

#### PURPOSE

The purpose of this report is to inform Council about a recent funding allocation from the Commonwealth Government and to seek direction about how the funding is to be used.

#### BACKGROUND

Pyrenees Shire Council has been allocated \$1,394,921 through the Local Roads and Community Infrastructure Program (LRCIP) which has been designed by the Commonwealth Government as part of its economic stimulus package. Background to the program has been copied below from the program fact sheet:

*As the closest tier of government to the community, local governments have a critical role in delivering vital services and ensuring the quality of life for communities across Australia. Local governments are now also playing a key role in protecting the community from the impacts of COVID-19.*

*The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies.*

*From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects. Who will receive funding?*

*All local councils will be eligible for funding under the LRCI Program.*

*State governments and the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that deliver council services to unincorporated areas in their jurisdiction will also be eligible for funding.*

*In addition, the Northern Territory Government will be eligible for funding for roads in areas which until 2008 were unincorporated and for which responsibility has not been transferred to relevant councils. How much funding will each council receive?*

*Each council will receive a share of funding under the Local Roads and Community Infrastructure Program (see Local Roads and Community Infrastructure Program: Funding Allocations).*

*A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions. How can councils apply for funding?*

*Councils will be able to select the projects to be funded in their community according to priorities at the local level.*

*Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake.*

*As long as these projects are eligible local road or community infrastructure projects, they will receive funding.*

*Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.*

*Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.*

*Eligible local road projects could include works involving any of the following associated with a road:*

- *traffic signs;*
- *traffic control equipment;*
- *street lighting equipment;*
- *a bridge or tunnel;*
- *a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);*
- *facilities off the road that support the visitor economy; and*
- *road and sidewalk maintenance, where additional to normal capital works schedules.*

*Eligible community infrastructure projects could include works involving:*

- *Closed Circuit TV (CCTV);*
- *bicycle and walking paths;*
- *painting or improvements to community facilities;*
- *repairing and replacing fencing;*
- *improved accessibility of community facilities and areas;*
- *landscaping improvements, such as tree planting and beautification of roundabouts;*
- *picnic shelters or barbeque facilities at community parks;*
- *playgrounds and skateparks (including all ability playgrounds);*
- *noise and vibration mitigation measures; and*
- *off-road car parks (such as those at sporting grounds or parks). When will funding be available?*

*Funding will be available from 1 July 2020.*

Further details on the program can be found from the following links:

Announcement - [https://minister.infrastructure.gov.au/mccormack/media-release/18-billion-boost-local-government?utm\\_source=miragenews&utm\\_medium=miragenews&utm\\_campaign=news](https://minister.infrastructure.gov.au/mccormack/media-release/18-billion-boost-local-government?utm_source=miragenews&utm_medium=miragenews&utm_campaign=news)

Funding Allocations: <https://investment.infrastructure.gov.au/files/local-roads-community-infrastructure-program/lrci-funding-allocations.pdf>

Fact Sheet: <https://investment.infrastructure.gov.au/files/local-roads-community-infrastructure-program/lrci-program-factsheet.pdf>

## **ISSUE / DISCUSSION**

Direction is sought from Council on specific projects to be delivered under the program and the following suggestions are made for Council consideration.

It is suggested that Council consider the following principles when determining projects:

1. Projects that have previously been identified in a forward works program.
2. Projects that renew existing infrastructure.
3. Projects that create local employment.
4. Projects that are relatively easy to deliver and generally shovel ready.

5. Projects that help to deliver identified community needs or plans that have been endorsed by Council.
6. Projects that reduce Council's long-term financial burden.

At the time of preparing this report a list of projects is being prepared and costed by Council's Assets and Infrastructure Team for Council consideration. Some of the projects include:

- Contribution towards the completion of the Lexton Community Hub (noting that a funding application for \$500,000 through the state Regional Infrastructure Program was recently unsuccessful thereby leaving a funding shortfall to be met by Council).
- Replacement of streetlights with energy efficient lights – program facilitated by Central Victorian Greenhouse Alliance.
- Construction of Snake Valley Intersection to improve traffic safety.
- Additional footpath construction (including in Avoca and Snake Valley).
- Completion of the Langi Kal Kal Road (southern section).
- Replacement of swimming pool fencing at Beaufort, Avoca and Landsborough pools to meet new pool fence standards, and to upgrade other pool infrastructure.
- Major upgrades to community halls and facilities

It is anticipated that other stimulus funding may be made available by the State and Commonwealth Governments including through existing programs such as the Bridges to Renewal Program, and through Sport and Recreation Victoria (for which applications have been invited in June 2020).

#### **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.

1.2 - Maintain and renew Council's facilities and built assets in line with community service needs.

1.4 - Maintain, develop and renew the public amenity of our townships in consultation with our communities.

1.5- Prepare and implement township framework plans to guide future development in Beaufort, Avoca, Snake Valley, Lexton, Waubra / Evansford, Landsborough, Moonmabel, Amphitheatre, and Raglan, and then consider extending the planning to include other towns

#### **ATTACHMENTS**

13.10.1 – Grampians Regional Roadmap to Net Zero Emissions (*circulated separately*)

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

There is an opportunity to reduce Council's financial burden through the renewal and improvement of Council managed assets funded under the Local Roads and Community Infrastructure Program.

#### **CONCLUSION**

Council direction is sought on projects to be funded under the Local Roads and Community Infrastructure Program. It is intended that the options for funding be workshopped by Council at scheduled Briefing sessions.



**OFFICER RECOMMENDATION**

That Council supports the principals contained in this report in determining which project should be funded under the Local Roads and Community Infrastructure Program.

### **13.10 G-NET ROADMAP TO ZERO EMISSIONS**

**Jim Nolan – Chief Executive Officer**

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

**File No:** 30/24/04

#### **PURPOSE**

The purpose of this report is to inform Council about the Grampians Renewable Energy Roadmap and

#### **BACKGROUND**

The Grampians New Energy Taskforce, GNET, has been formed to represent, lead and advocate for the development of a net zero carbon economy in the Grampians region. GNET are planning for a net zero emissions economy by 2050 and are working with communities, the renewables industry and the Government to maximise the long-term benefits of this investment to the Grampians region and its people. (<https://www.gnet.org.au/>)

The Grampians New Energy Taskforce (GNET) commissioned Victorian based and nationally recognised think tank; Beyond Zero Emissions, to develop Australia's first regionally focused 'Roadmap to Zero Emissions by 2050 for the Grampians Region' (R2Z). The R2Z will envision and guide the decarbonising of the complete Grampians region, which includes Ballarat, Central Highlands and Wimmera Southern Mallee.

The R2Z illustrates the pathways and recommended actions for the region to take, as it transitions to a net zero emissions economy.

The R2Z explores opportunities that will help the region transition to net zero carbon emissions and provides the social, technical and policy foundations needed for empowered local communities to make clear choices about their future.

The R2Z and subsequent work will be used to inform community, industry and government of the individual and collective change, and resourcing that will need to be implemented to achieve the net aspiration of zero emissions by 2050. (<https://www.gnet.org.au/roadmap-to-zero-page>)

Fact sheets have been prepared on key aspects of the roadmap and are available online via the above link. The key aspects include:

- GNet
- Energy
- Transport
- Agriculture and Land Use
- Buildings
- Industry
- Circular Economy
- Jobs and Training
- Community

#### **ISSUE / DISCUSSION**

It is expected that the initiatives contained in the Roadmap (Grampians Regional Roadmap to Zero Net Emissions) will be used by government to assist stimulate activity which helps to achieve Victoria's renewable energy target.

There are opportunities for Pyrenees Shire Council to participate in a range of activities which are aligned with the Council Plan and assist Council to achieve long term environmental outcomes, and to prepare itself for a future low carbon economy.

It is suggested that Council continues to monitor the activities of GNet and seeks further information on specific initiatives contained in the Roadmap which help to achieve the Council Plan objectives.

### **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.

2.3 - Maintain strategic partnerships, and participate with peak bodies for support and to enhance advocacy.

### **ATTACHMENTS**

13.10.1 – Grampians Regional Roadmap to Net Zero Emissions (*circulated separately*)

### **FINANCIAL / RISK IMPLICATIONS**

Nil

### **CONCLUSION**

The Grampians Regional Roadmap to Zero Net Emissions has been prepared and is available online. The Roadmap will be used by government to assist stimulate activity which helps to achieve Victoria's renewable energy target. There are opportunities for Pyrenees Shire Council to participate in a range of activities which are aligned with the Council Plan and assist Council to achieve long term environmental outcomes, and to prepare itself for a future low carbon economy.

### **OFFICER RECOMMENDATION**

That Council continues to monitor the activities of GNet and seeks further information on specific initiatives contained in the Roadmap which help to achieve the Council Plan objectives.

## **14. COUNCILLOR REPORTS AND GENERAL BUSINESS**

## **15. CONFIDENTIAL ITEMS**

### **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 contractual matters.

### **RECOMMENDATION**

That the meeting be closed to members of the public under Section 89(2) of the Local Government Act 1989, in order to discuss personnel matters considered in the reports on:-

15.1 Preferred Suppliers – Professional Services Tender

**16. CLOSE OF MEETING**

Meeting closed at

Minutes of the meeting confirmed \_\_\_\_\_

2020

Mayor