

PYRENEES
— S H I R E —



AGENDA

Ordinary Meeting of Council

6:00pm Tuesday 17 July 2018

**Council Chambers
BEAUFORT**

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OPENING PRAYER

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

Amen

ACKNOWLEDGEMENT OF COUNTRY

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

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

APOLOGIES

6.00 pm Ordinary Meeting of Council

Welcome Members of Public

NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS

CONFIRMATION OF MINUTES

Ordinary Meeting of Council held on 12 June 2018
Closed Meeting of Council held on 12 June 2018
Special Meeting of Council held 26 June 2018

AMENDMENTS

BUSINESS ARISING

PUBLIC QUESTION TIME AND SUBMISSIONS ON AGENDA ITEMS

ITEMS FOR NOTING

ASSET AND DEVELOPMENT SERVICES – PLANNING

1. PLANNING AND DEVELOPMENT REPORT

Ross Cowie – A/Manager Planning and Development

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

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

PURPOSE

The purpose of this report is to update Council on activities, project and compliance issues in Regulatory Services during June 2018. This report includes four parts:

- Part A: Planning
- Part B: Building
- Part C: Environmental Health
- Part D: Local Laws

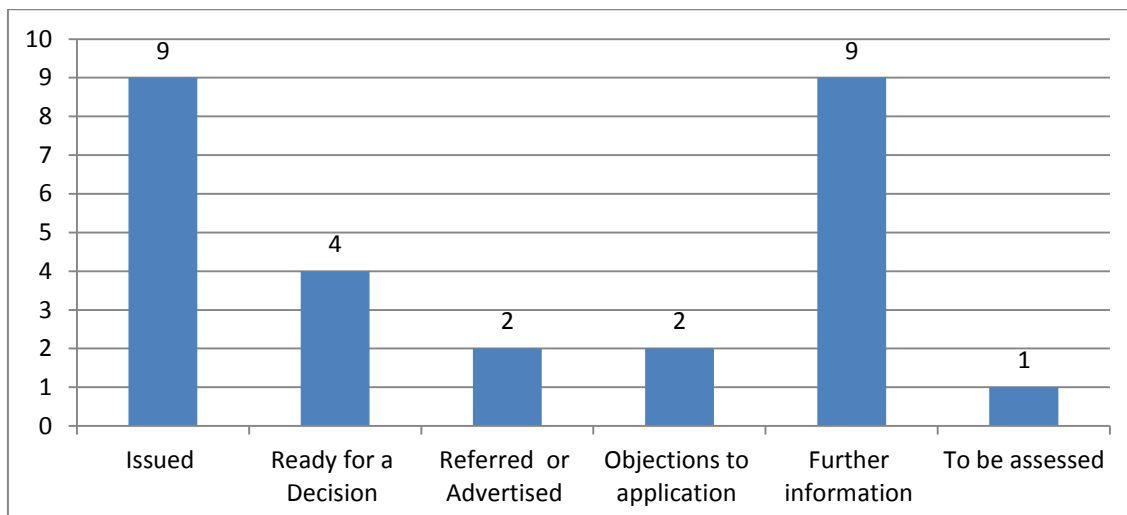
PART A: PLANNING

The planning activity statistics for May and June are summarized in the table below:-

Month	Applications received	Applications determined
May 2018	10	9
June 2018	3	7

The following chart identifies the total number and phase of permit applications within Council’s planning system including applications received in May 2018 and where in the planning system each application sits:

STATUS OF PLANNING PERMITS MAY 2018



KEY PROJECTS

Planning staff are continuing to finalise draft Framework Plans for six towns across the Shire as part of the first stage of the Pyrenees Futures project. In addition to the draft plans, feedback from community engagement conducted in Avoca during November-December 2017 is being used to develop a streetscape plan for the town centre along High Street. This responds to community feedback around the need to address a range of urban design issues, and the opportunity to integrate planning for land use and growth in the whole township with urban design improvements to improve amenity and foster a stronger sense of character in the town centre.

Summaries of community engagement conducted in Beaufort, Lexton, Waubra and Snake Valley have been uploaded to Council's website.

STATUTORY PLANNING

Council has received a planning permit application for a Telecommunications Facility (tower) at the Lexton Recreation Reserve. As the proposed facility would be funded through the Commonwealth Black Spot Program, it is exempt from any notice requirements and third-party appeal rights in the Pyrenees Planning Scheme. Council therefore cannot exhibit the application nor consider any submissions on the application, and the matter cannot be reviewed at VCAT in the scenario it is approved.

A VCAT hearing was held during May following an appeal of Council's decision in 2017 to grant a planning permit for a Telecommunications Facility at 11A Leichardt Street in Beaufort. As opposed to the current Lexton application, the Beaufort Optus telecommunications tower proposal was not funded by the Black Spot Program, and was thus was not exempt from public notice and or appeal rights. Council expects VCAT to hand down a decision on the matter in coming weeks.

STRATEGIC ISSUES

Council has lodged its submission to the Victorian Government's Fast Track Government Land Rezoning process, which seeks to rezone three sites from Public Use Zone, including the former Beaufort Primary School, to other zones to enable private sale and future land use change and development.

Following Council's adoption of a submission to the process at its April Council meeting, DELWP publicly released a heritage report into the Beaufort Primary School that made a number of recommendations. Council's submission to the process made reference to the heritage report and supported the recommendations, including the proposal that the original school building should be listed as having Local heritage significance under the Heritage Overlay in the Pyrenees Planning Scheme.

The Government's Standing Advisory Committee held a public hearing in Beaufort on Thursday 28 June at the Beaufort Community Bank Complex. Council was represented at the hearing as a submitter. Following the hearings, the Committee will make confidential recommendations to the Minister for Planning regarding planning policy frameworks that should apply to each site. Council is not the planning authority for the rezoning of any site included in this process.

PLANNING SUMMARY

1. Council continues to perform above the state regional local government average for permit application turn-around times.
2. Council presented as a submitter to the Government Standing Advisory Committee hearing held in Beaufort at the end of June regarding proposals to rezone three government-owned land parcels in Beaufort.
3. Draft Township Framework Plans for six towns are now being produced as part of the Pyrenees Futures project.

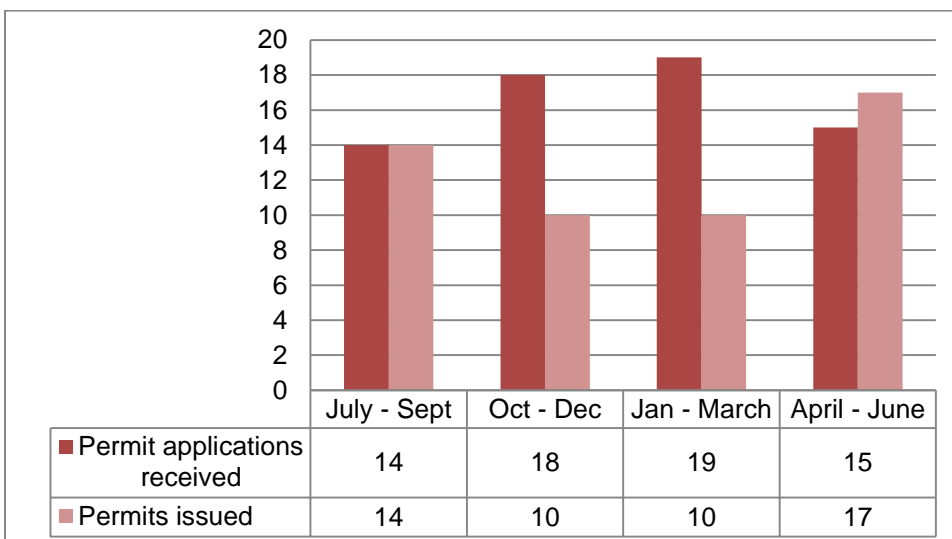
PART B: BUILDING

ACTIVITY

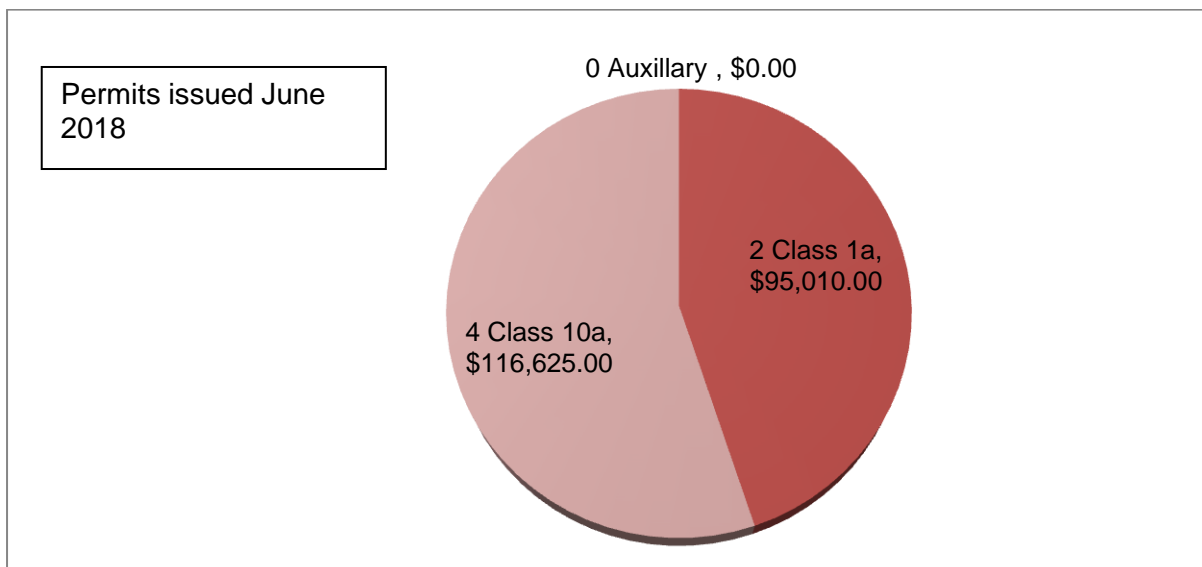
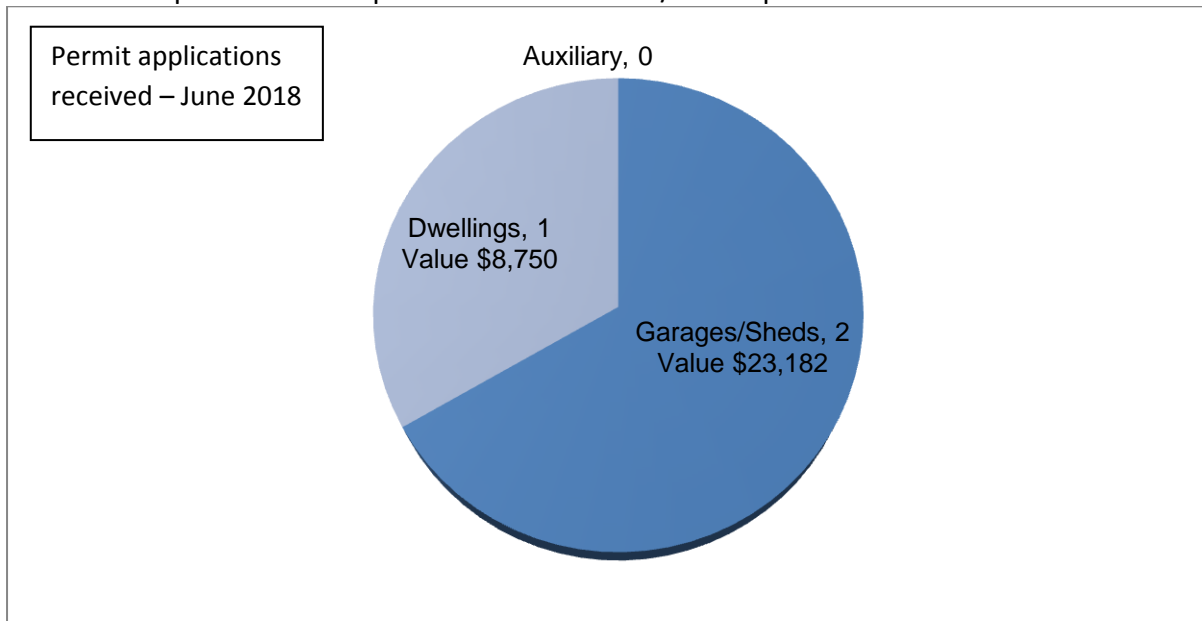
The building activity statistics as at 30/06/2018 are summarised in the table below:

CATEGORY	NUMBER	COMMENT
Permits issued by Council	6	Total value \$211,635.00
Permits issued by Private Building Surveyor	9	Total value \$1,829,860.00
New applications made to Council	3	Total value \$31,932.00 2 x Class 10a 1 x Class 1a
In process	31	These applications (inclusive of new June applications) are pending receipt of further information requested from the applicants to achieve a NCC compliant application for full assessment by the Municipal Building Surveyor. Seven (7) applications lapsed due to failure by applicants to provide requested further information.

The following graph represents monthly building activity (applications received by and issued by Council) over the last 12 months.



A more in depth look at the past month's received/issued permits can be seen below.



KEY PROJECTS & COMPLIANCE

The new Building Regulations 2018 came into effect on 2/6/2018.

Council's Municipal Building Surveyor, Neil Povey has left on pre-retirement leave. We thank Neil for all his hard work and expertise he has given the Pyrenees Shire over the past four years and wish him all the best for the future. Craig Fletcher has been appointed interim Municipal Building Surveyor on Neil's departure.

Pyrenees Shire Council is unable to accept new building permit applications from the end of June until further notice. We are working with current applicants with lodged applications to finalise their outstanding documentation so we may issue their building permits prior to the end of July. Mandatory inspections and finalisation of issued permits will continue as normal.

New building permits can continue to be sought through the range of private building surveyors in the region.

Council is looking at various options in order to again accept building permit applications and issue building permits in the future, however this process will take some time to formalise.

The Building Department will be following up on building permits that are due to lapse or lapsed and compliance inspections on illegal building works will continue.

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.

BUILDING SUMMARY

1. In June, 2018 Council received three applications and issued six permits.

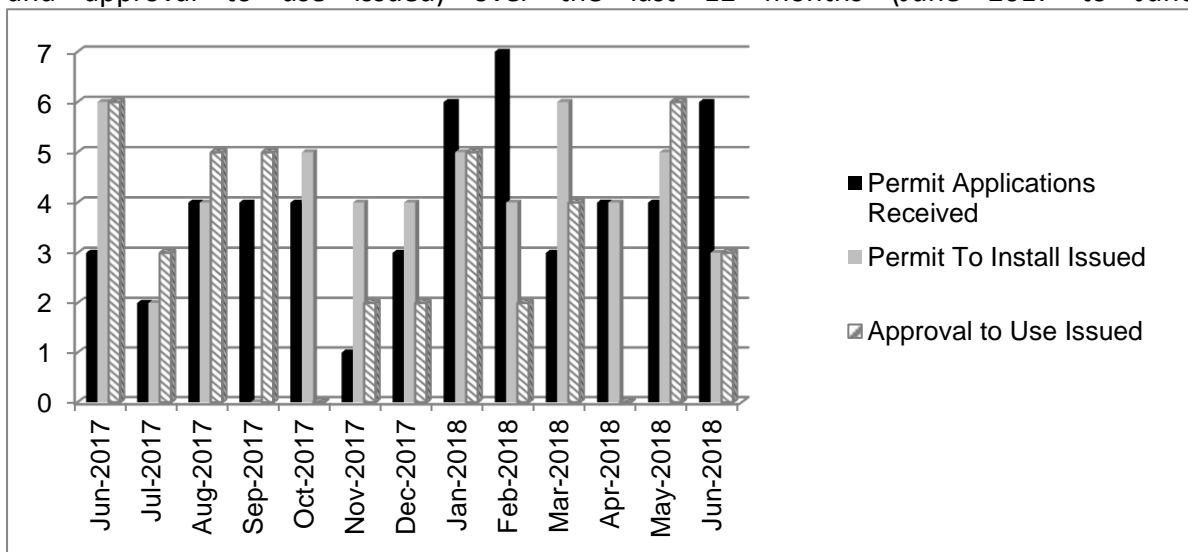
PART C: ENVIRONMENTAL HEALTH

ACTIVITY: WASTEWATER

Wastewater activity statistics for June 2018 are summarised in the tables below:

Period	Applications to Install New or Alter Existing Septic Tanks Received	Permits to Install Issued	Approval to Use Issued	Fees Paid
1st - 30th June 2018	6	3	3	\$1,140

The below graph displays the monthly wastewater activity (applications received, permits to install and approval to use issued) over the last 12 months (June 2017 to June 2018).



The following table shows inspection data for Wastewater related Inspections conducted by the Environmental Health Officer in June 2018.

Period	Septic Tank Inspections	Domestic Wastewater Management Plan (DWMP) Inspections
1st - 30th June 2018	4	8

Domestic Wastewater Service Agent's Reports received (below).

Period	Service Reports Received
1st - 30th June 2018	22

Of the 22 service reports received in June, 5 relate to servicing conducted in June, 12 are for servicing in May and 5 are for servicing in March.

ACTIVITY: FOOD, HEALTH & ACCOMMODATION PREMISES

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

Period	New Premises	Routine Inspections and Assessments	Follow Up Inspections	Complaints Received about Registered Premises	Food Recalls	Fees Paid
1st - 30th June 2018	1	31	2	0	0	\$0

Tobacco Inspections

There were 14 Routine Tobacco Education Visit Inspections conducted at food premises during June. Education visits ensure that food premises have appropriate no smoking signage and that they are complying with the *Tobacco Act 1987*.

Mobile and Temporary Food Premises in the Shire (Streatrader)

At 30th June 2018 Pyrenees Shire had 33 premises registered, 69 low risk notifications and 158 current Statements of Trade (SOT).

ACTIVITY: IMMUNISATIONS

Immunisation sessions in June were conducted as normal in Beaufort and Avoca as well as a catch up session at the Beaufort Secondary School and opportunistic services performed by the Shire's Maternal Child Health Nurses (MCHN) throughout the month. Immunisation activity statistics for June 2018 summarised in table below:

Session Type	Number of Clients & Vaccines	2 Month - 4+ Yr Old	Secondary School	Adult
MCHN Opportunistic	Clients	18	0	1
	Vaccines	35	0	1
Beaufort Sessions	Clients	6	4	0
	Vaccines	11	8	0
Avoca Session	Clients	6	0	4
	Vaccines	12	0	4

KEY PROJECTS

The implementation of the Domestic Wastewater Management Plan continues with letters and surveys being sent out to properties in some of the high and medium risk areas to assist with organising inspections of their properties. Work continues on the review of existing records and the setup of electronic records for all properties within declared potable water catchment areas.

COMPLIANCE ISSUES

Compliance action taken against two Food and Accommodation Premises that failed to renew their registration for 2018 continues to be worked on.

Other minor issues are being monitored with registered food premises with current non-compliance issues that include not keeping regular temperature records, ongoing cleaning issues and not having an accredited Food Safety Supervisor.

COUNCIL PLAN / LEGISLATIVE REQUIREMENTS

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

FINANCIAL / RISK IMPLICATIONS

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

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

ENVIRONMENTAL HEALTH SUMMARY

1. EH received a Public Health and Well Being (PHWB) Act Nuisance complaint in regard to unsanitary living conditions and possible improper disposal of effluent.
2. EH received a further, separate PHWB Nuisance complaint during June in regard to Noise.

PART D: LOCAL LAWS AND ANIMAL CONTROL

ACTIVITY

Relevant statistics for May and June are as follows:

	May 2018	June 2018
Cats impounded	2	7
Dogs impounded	1	1
Stock impounded	0	0
Infringements issued	3	2
Prosecutions	0	0

As at 30 June, there were 560 cats and 6,758 dogs registered within the municipality.

KEY PROJECTS

Council's Local Law Review project team has received and reviewed a Draft General Local Law.

- Business improvement projects to strengthen local law administration are continuing.
- Council continues to investigate a range of complex animal keeping matters.

LOCAL LAW REVIEW PROJECT

Council's Local Law team has now completed a review of the Draft General Local Law and Draft Operating Procedure, prepared by Beck Legal. The Draft General Local Law builds on extensive analysis, benchmarking and internal consultation.

Beck Legal will now undertake refinements to the Draft General Local Law based on Council's feedback. Once a complete draft is received, Council will commence informal consultation with communities and stakeholders ahead of a formal consultation under section 223 of the Local Government Act.

OTHER PROJECTS

Council staff are continuing to develop a range of new administrative processes to support the implementation of the General Local Law in late 2018. This process includes the development of new permit application forms and checklists; fact sheets that identify application requirements for all permit matters; internal referrals; standard conditions; and a new Fee Schedule for all permit types.

As of 1st July 2018, the following increased fees and charges will apply:

- | | |
|--|----------|
| • Penalty Unit: | \$161.00 |
| • Infringement for unregistered dog or cat | \$242.00 |
| • Infringement for stock | \$645.00 |

COUNCIL PLAN / LEGISLATIVE REQUIREMENTS

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

LOCAL LAWS AND ANIMAL CONTROL SUMMARY

1. The review of Council's Local Laws is progressing, with a new (draft) General Local Law and Operating Procedure currently under review by an internal project team.
2. New internal processes are being developed to strengthen Council's administration of its Local Laws.
3. Council continues to investigate a number of complex compliance matters across the Shire relating to public safety, roadside signage and unregistered domestic animals, and is cooperating with RSPCA on various issues.

CORPORATE AND COMMUNITY SERVICES

2. CUSTOMER ACTION REQUESTS – JUNE 2018

Evan King – Director Corporate and Community Services

File No: 16/08/04

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

PURPOSE

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

BACKGROUND

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

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

Predominantly, service requests have been for maintenance issues – potholes, road condition, drainage, signage, slashing and overhanging branches. Council receives between 400 and 700 service requests per annum.

ISSUE / DISCUSSION

As at the 30th June 2018 the status of CARS was as follows:

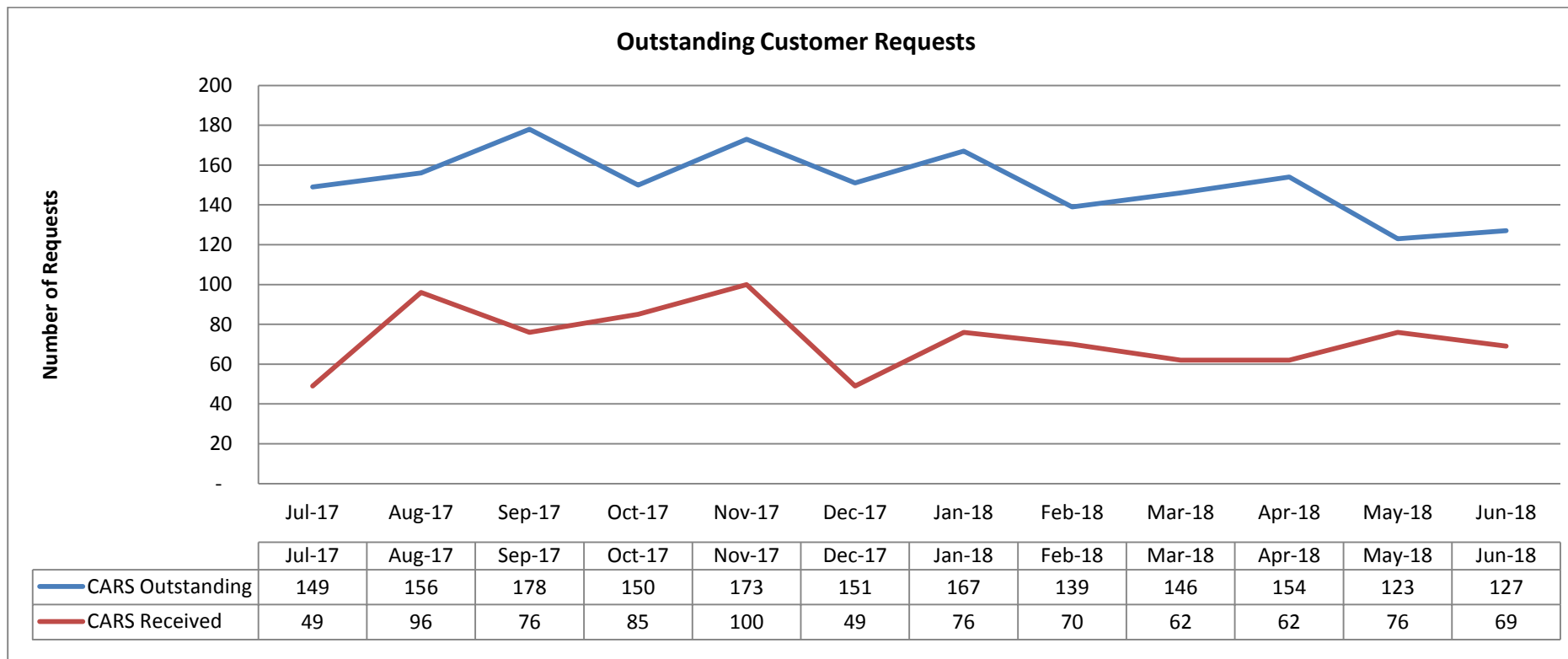
- 17% decrease in 2016 Outstanding CARS
- 16% decrease in 2017 Outstanding CARS
- 27% increase in 2018 Outstanding CARS
- 3% increase on total CARS outstanding
- Of the 127 outstanding CARS 41 relate to natural disasters
- For the month of June 65 CARS were closed

A CARS working group has been set up to undertake a complete review of the CARS system. Three meetings have been held with a number of recommendations in the process of being implemented.

Additional services have been added to the CARS system including pools, local laws, building maintenance and compliance.

To enable better analysis of outstanding CARS and the ability to identify CARS related to natural disaster a report has been created that categorises CARS by request type.

Total Outstanding Cars Requests													
Year	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	% Change
2016	59	57	54	53	53	38	38	31	29	29	29	24	-17%
2017	90	99	124	97	120	113	90	56	49	44	38	32	-16%
2018	0	0	0	0	0	0	39	52	68	81	56	71	27%
Total	149	156	178	150	173	151	167	139	146	154	123	127	3%
Total Received	49	96	76	85	100	49	76	70	62	62	76	69	-9%



Open Requests - Type	
Roads	18
Streetlights	1
Drainage	9
Footpaths/K&C/PL(VR)	3
Roadside Vegetation	7
Fire Hazards	1
Building Maintenance	14
Parks & Reserves	3
Local Laws	2
Waste Management	1
Building Compliance	2
Road Maintenance	16
Roads - Unsealed	3
Road Maintenance - Unsealed	6
Natural Disasters	41
Total	127

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 1 - Leadership

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

ATTACHMENTS

2.1 CARS Analysis – June 2018

FINANCIAL / RISK IMPLICATIONS

There are no financial implications associated with this report.

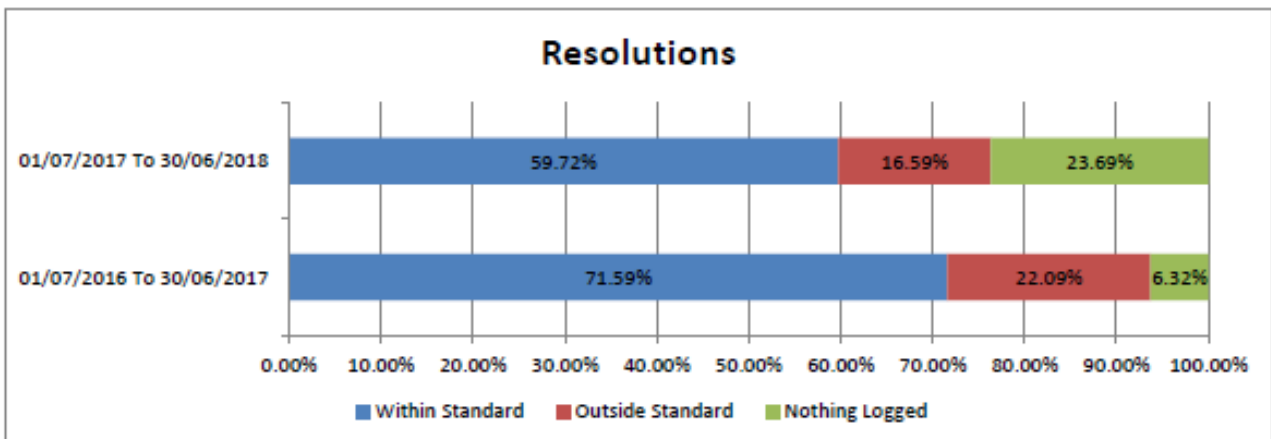
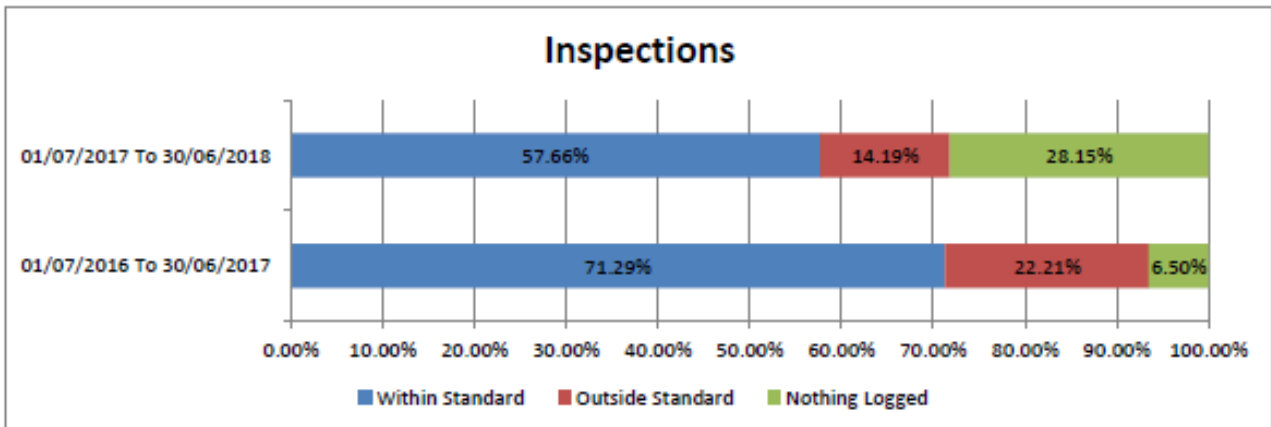
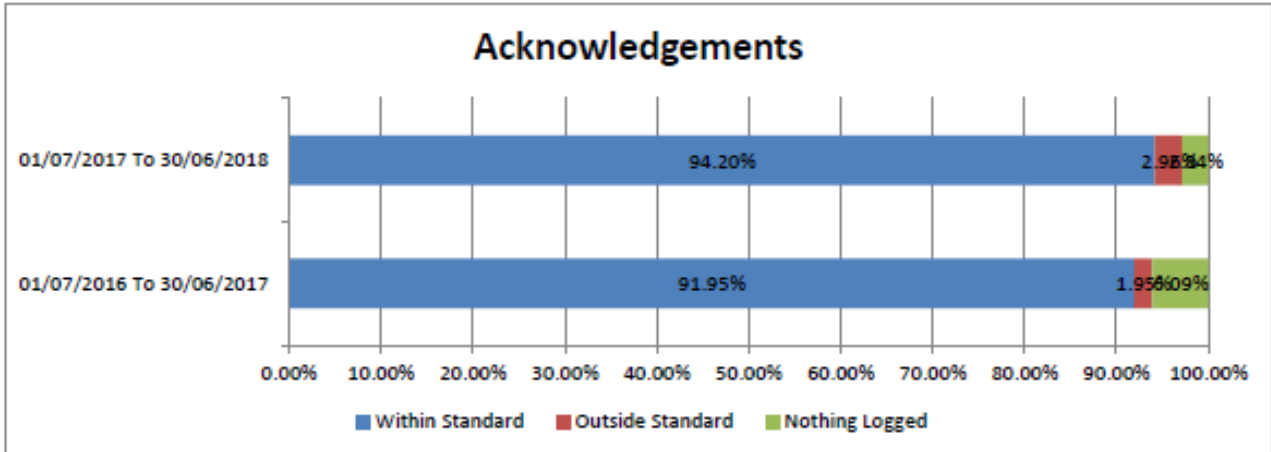
REVIEW

Following Council's decision at the June 2018 Council meeting to undertake a review of the CARS system, Malcolm Styles has been engaged to undertake the review which has commenced.

CONCLUSION

There has been continued improvement demonstrated in resolution, inspection and acknowledgement of customer requests. Further focus and effort is required to reduce the level of outstanding requests.

Acknowledgement:	Within Standard	Outside Standard	Nothing Logged
01/07/2016 To 30/06/2017	91.95%	1.95%	6.09%
01/07/2017 To 30/06/2018	94.20%	2.96%	2.84%
Inspection:			
01/07/2016 To 30/06/2017	71.29%	22.21%	6.50%
01/07/2017 To 30/06/2018	57.66%	14.19%	28.15%
Resolution:			
01/07/2016 To 30/06/2017	71.59%	22.09%	6.32%
01/07/2017 To 30/06/2018	59.72%	16.59%	23.69%



3. COUNCILLOR ACTIVITY REPORTS

Cr David Clark – Ercildoune Ward		
June		
Fri 1	MAV Board Meeting	Melbourne
Tue 5	Councillor Briefing Session	Crowlands
Fri 8	Pyrenees Art Exhibition Official Opening	Beaufort
Tue 12	Councillor Briefing Session	Beaufort
Tue 12	Council Meeting	Beaufort
Sun 17-Wed 20	National General Assembly	Canberra
Fri 22	Stockyard Hill Wind Farm Construction Commencement	Stockyard Hill
Tue 26	Special Meeting of Council	Beaufort
Wed 27	Rail Freight Alliance Conference	Melbourne
Thu 28	Public land rezoning hearing	Beaufort
July		
Wed 4	Beaufort Western Highway Bypass Public Engagement Group	Beaufort
Fri 6	MAV Board Meeting	Melbourne
Mon 9	Business for Beaufort AGM	Beaufort
Tue 10	Highlands LLEN Policy Reviews Meeting	Ballarat
Tue 10	GROW Discussion	Ballarat
Tue 10	Councillor Briefing Session	Brewster
Mon 16	MAV Rural South Central Regional Meeting	Torquay
Mon 16	Meeting with Josh Morris MP	Ballarat
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Fri 20	Greenhouse Alliances - Conference	Darebin
Mon 23	Meeting with Andrew Broad MP	Avoca
Fri 27	Pick My Project next steps Grampians Region	Ballarat

Cr Robert Vance – De Cameron Ward		
June		
Tue 5	Councillor Briefing Session	Crowlands
Fri 8	RCV Meeting	Melbourne
Tue 12	Councillor Briefing Session	Beaufort
Tue 12	Council Meeting	Beaufort
Sun 17	Moonambel Ceramic Centre Open Day	Moonambel
Fri 22	Stockyard Hill Wind Farm Construction Commencement	Stockyard Hill
Tue 26	Special Meeting of Council	Beaufort

Cr Vance cont.

July		
Tue 10	Councillor Briefing Session	Brewster
Fri 13	RCV Meeting	Melbourne
Mon 16	MAV Rural South Central Regional Meeting	Torquay
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Thu 19	Timber Towns Victoria Inc Meeting	Melbourne
Mon 23	Meeting with Andrew Broad MP	Avoca

Cr Ron Eason – Avoca Ward		
June		
Tue 5	Councillor Briefing Session	Crowlands
Tue 12	Councillor Briefing Session	Beaufort
Tue 12	Council Meeting	Beaufort
Wed 20	Avoca Play Space Meeting	Avoca
Thu 21	Primary School Meeting	Beaufort
Tue 26	Special Meeting of Council	Beaufort
July		
Tue 10	Councillor Briefing Session	Brewster
Wed 11	By Election Meeting	Beaufort
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Mon 23	Meeting with Andrew Broad MP	Avoca

Cr Tanya Kehoe - Mount Emu Ward		
June		
Tue 5	Councillor Briefing Session	Crowlands
Tue 12	Councillor Briefing Session	Beaufort
Tue 12	Council Meeting	Beaufort
Mon 18	Rotary Club of Beaufort Changeover Dinner	Beaufort
Tue 26	Special Meeting of Council	Beaufort
July		
Tue 10	Councillor Briefing Session	Brewster
Tue 17	Councillor Briefing Session	Beaufort
Tue 17	Council Meeting	Beaufort
Mon 23	Meeting with Andrew Broad MP	Avoca
Mon 23	Community Dinner	Snake Valley

4. ASSEMBLY OF COUNCILLORS

MEETING INFORMATION			
Meeting Name	Councillor Briefing Session		
Meeting Date	5 June 2018 commenced at 1.00pm and closed at 6.30pm		
Meeting Location	Crowlands Hall		
Matters Discussed	<ol style="list-style-type: none"> 1. Beaufort Planning Strategies 2. Council Grants Program 3. Crowlands Wind Farm 4. Avoca Play Space and Snake Valley Linear Park Funding Applications 5. Pick My Project Initiative 6. Windfarm – charge in lieu of rates 7. OurSay Budget Feedback 8. Waste Management 9. Council Meeting Agenda Review 		
ATTENDEES			
Councillors	Mayor Cr David Clark Cr Ron Eason Cr Robert Vance Cr Tanya Kehoe (2.33pm)		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Asset and Development Services) Evan King (Director Corporate and Community Services) Matthew Novacevski (Senior Planner Strategy and Place) – Item 1 Michelle Richards (Community Wellbeing and Grants Coordinator) – Item 4 and Item 5		
Visitors	Danny Halstead (Pacific Hydro) – Item 3 Adam Chandler (Pacific Hydro) – Item 3		
CONFLICT OF INTEREST DISCLOSURES			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

MEETING INFORMATION			
Meeting Name	Councillor Briefing Session		
Meeting Date	12 June 2018 commenced at 2.00pm and closed at 5.43pm		
Meeting Location	Beaufort Council Chambers		
Matters Discussed	<ol style="list-style-type: none"> 1. Beaufort Community House & Learning Centre 2. Digital First Update 3. Beaufort Caravan Park Management 4. Staff Resourcing 5. Council Meeting Agenda Review 		
ATTENDEES			
Councillors	Mayor Cr David Clark Cr Tanya Kehoe Cr Ron Eason Cr Robert Vance (2.56pm)		
Apologies	Nil		
Staff	Jim Nolan (Chief Executive Officer) Evan King (Director Corporate and Community Services) Douglas Gowans (Director Asset and Development Services) Ray Davies - Manager Economic Development and Tourism – Item 3		
Visitors	Deborah Burke – Item 1 Trish Collins – Item 1 Jane Grinwood – Item 1 Sheena Owen – Item 1		
CONFLICT OF INTEREST DISCLOSURES			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

MEETING INFORMATION			
Meeting Name	Councillor Briefing Session		
Meeting Date	26 June 2018 commenced at 3.00pm and closed at 5.55pm		
Meeting Location	Beaufort Council Chambers		
Matters Discussed	<ol style="list-style-type: none"> 1. Presentation by Goldwind Australia 2. Field trip to inspect Beaufort Bypass route options 3. Consider submissions on Council Plan 4. Revision of Policy – Councillor Resources and Expenses 5. Outcomes of advocacy delegation to Parliament House Canberra 6. Outcome of Federal Electoral Boundary Review in Victoria 		
ATTENDEES			
Councillors	Mayor Cr David Clark Cr Tanya Kehoe Cr Ron Eason		
Apologies	Cr Robert Vance		
Staff	Jim Nolan (Chief Executive Officer) Evan King (Director Corporate and Community Services) Douglas Gowans (Director Asset and Development Services)		
Visitors	Ian Courtney (Goldwind) – Item 1 Steven Evans (Goldwind) – Item 1 Trish Collins (Goldwind) – Item 1		
CONFLICT OF INTEREST DISCLOSURES			
Matter No:	Councillor making disclosure	Particulars of disclosure	Councillor left meeting
N/A			

RECOMMENDATION

That the items for noting be received.

ITEMS FOR DECISION

ECONOMIC DEVELOPMENT AND TOURISM

5. RV PARKING IN BEAUFORT

Ray Davies – Manager Economic Development and Tourism

File No: 62/22/06

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

PURPOSE

The purpose of this report is to provide details on availability of parking sites in Beaufort that meet the requirements of recreational vehicles (RV's).

BACKGROUND

Action item 15 in the Pyrenees Shire Tourism Strategy is to “Facilitate Beaufort to become an RV Friendly Town”:-

- Trial a free campsite.
- Install a dump point.
- Install parking signage in the CBD for RVs and caravans.

During recent months Council has been progressing with its plans towards making Beaufort an “RV Friendly Town” in order to attract RV visitation to town and generate additional economic activity.

An RV free camp site has now been established at 10 Audas Lane and following planning approvals steps are now in place to establish an RV Dump Point along Lawrence St, approximately one hundred and fifty metres south of the Western Highway/Neil St traffic light intersection.

ISSUE / DISCUSSION

For RV travellers who are simply travelling through the town and not planning overnight or longer stays at the caravan park or the free camp site it is important that adequate day time parking is available which caters for longer vehicles so as to encourage economic activity in the town centre.

Sites that cater for this type of vehicle include the following locations:-

- Adjacent to the proposed RV site at 25-27 Lawrence St Beaufort and on the western side of the street at Wotherspoon Park
- Willoby St between Lawrence St and Havelock St
- Adjacent to the Rotunda in Neill St. It is noted that a two hour limit is to be implemented at this site shortly
- Adjacent to Memorial Park along Havelock St Beaufort
- Adjacent to the Caltex Service Station on Neill St

At present there are a number of caravan users choosing to park along Lawrence St which allows convenient access to the supermarket, Wotherspoon Park and small businesses in the centre of town.

This site will be given further prominence with the installation of the dump point in the near future which will be accompanied by new signage directing RV users to the site and RV Friendly town signs on the highway entries to town.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

FINANCIAL / RISK IMPLICATIONS

Maintenance of parking arrangements is managed within Councils road maintenance program.

CONCLUSION

There are a number of locations that are located in close proximity to the centre of town that adequately cater for parking of caravans and RV's.

Upon installation of the RV dump point the most active caravan parking area along Lawrence St will be further highlighted with dump point signage.

OFFICER RECOMMENDATION

That Council supports the installation of appropriate signage at the locations identified in this report as being suitable for parking for recreational vehicles.

6. EVENT SPONSORSHIP

Ray Davies – Manager Economic Development and Tourism

File No: 32/13/06

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

PURPOSE

The purpose of this report is to inform council about the current Event Sponsorship approval processes and to establish a policy for future sponsorship requests which will aid a more consistent assessment and approval process.

BACKGROUND

Councils Growth Strategy and Tourism strategy both identify that events and the visitor economy make a significant contribution to the local economy. Events also bring potential new residents to the Shire. According to Remplan data the tourism industry generates \$31 Million dollars in output and directly employs 142 people. Closely associated with the tourism industry are jobs in the viticulture and wine manufacturing sector. The wine and spirit manufacturing industry employs 131 people, representing 6.5% of the 2,001 jobs in the Pyrenees economy.

Council currently sets an annual budget allowance to support tourism and business events that increase economic activity through day visits and longer term festivals and events that support the accommodation sector and increase the capacity and capability of the business community. The 2018-19 budget is \$22,100-.

This budget is separate to the Councils community event sponsorship budget which is aimed at:-

- Projects or events that are located in or provided to residents of the Pyrenees Shire and
- Events that have a clear intent or purpose which results in benefits to residents of the Pyrenees Shire.

Tourism event organisations are generally but not exclusively community based not for profit organisations.

To be eligible for support, organisations must firstly submit an “Event Sponsorship Application” to the Manager Economic Development and Tourism. The application is available on Councils web site.

Applications are considered on their merits based on the benefits they bring to:-

- Small businesses and in particular the food and accommodation sector.
- Cellar doors which support employment in the wine sector
- Service clubs and community groups who support the running of the event and in turn raise funds through it
- Community groups which the event seeks to raise funds for
- The development of skills and knowledge of members of the local business community/economy. For example the Defying the Drift Program and tourism marketing workshops
- Various industry based workshops that increase the capacity of key sectors of the economy

In regard to the tourism specific sponsorship, assessment of support takes into consideration:-

- The number of people attending the event
- The estimated number of accommodation bookings

- The likely visitor spend for those coming from outside of Pyrenees Shire
- The benefits to local community groups

These requests are received periodically throughout the year with some being annual events at regular times. For example the Lake Goldsmith Steam Rally and Avoca race days.

The majority of requests are generally for nominal amounts of less than \$1,000- while requests of up to \$2,000 have been determined at the discretion of the Manager Economic Development and Tourism.

Larger requests are reported to Council for decision and examples in recent years include:-

- Sun Tour Proposal; \$10,000- sought in 2017
- Granite Hill Tom Quilty Endurance Horse ride at Lexton in 2016 for \$5,000-
- Great Vic Bike Ride in 2015 of \$12,000-

All recipients of sponsorships amounting to \$1,000- or more are required to submit reports to Council which outline the outcomes of their event in terms of the sponsorship application form.

These outcomes form the basis for support when applications are first made for sponsorship and include:-

- The impact on accommodation bookings both locally and regionally if applicable
- Number of people attending the event
- The percentage of visitors who visit the region
- Which community organisations gained benefits from the event and what these benefits were
- Any other comments regarding economic and community benefits generated by the event

Over many years Council has provided ongoing support for wine tourism events to support the growth and development of the second largest private sector employer in the Pyrenees Shire. These events have significant flow on benefits to other small businesses and the towns that benefit from the visitor economy.

During the years 2007 – 2013 Council supported the annual series of five or six “Seduction by Tastebuds Lunches” by providing event coordination and promotion through digital and printed materials. Upon completion of this longstanding series at the end of 2013 Council endorsed the recommendations of February 2014 Council report to support Pyrenees Grapegrowers and Winemakers with sponsorship of \$5,000- towards the inaugural Avoca River Festival (Avoca Wine and Food Festival). A further \$2,500- sponsorship was endorsed at this time towards a proposed marathon event. This level of financial commitment was subsequently carried forward to support the Pyrenees Unearthed Avoca Wine and Food Festival in subsequent years. Sponsorship for the event was reduced to \$6,500- in 2018.

A small number of business and industry events occur where support is also provided through the sponsorship budget. Examples include:-

- Workshops and networking events for small business groups
- Development of skills and knowledge in industry sectors; for example events catering for the agriculture sector and “Tenderwrite” events supporting skill development of local contractors in the construction industry
- Councils business networking events
- Community information sessions such as those held during the construction of the Avoca Natural Gas project

The following table summarises sponsorship support over the previous three financial years.

Event Sponsorship 2014-2017

Category	Year		Year		Year		Three Year Average
	2014-15		2015-16		2016-17		
	Number	Amount	Number	Amount	Number	Amount	
Arts and Culture	3	725	3	2100	3	1684	1503
Capacity Building	6	1079	2	955	1	1000	1011
Community	1	625	-	-	-	-	208
Equine	2	2000	3	6000	3	7000	5000
Heritage and History	2	470	2	866	3	983	773
Industry Workshops	8	4391	2	890	-	-	1727
Other	2	55	1	125	1	772	317
Sport and Recreation	2	4060	3	11525	1	250	5278
Wine Tourism	1	7500	2	7800	2	7800	7700
Total	27	\$20905	13	\$27206	14	\$19489	\$23519

Note: Council invested \$12,000 (\$2,000 in 2014-15 and \$10,000 in 2015-16) to attract the Great Victorian Bike Ride in Avoca in Nov 2015

ISSUE / DISCUSSION

Event sponsorship assists with the growth of the visitor economy, supports tourism related jobs and attracts potential new residents to Pyrenees Shire. The fund is also used to support skill development in various industry sectors and business networking.

While larger sponsorship requests are reported to Council for decision, smaller sponsorship requests generally of up to \$2,000- are determined at the discretion of the Manager Economic Development and Tourism at this time.

In the 2017-18 financial year to date there were two events that were provided sponsorship of \$2,000- or more. These were:-

- A contribution of \$2,000- towards the two annual race events at Avoca Shire Turf Club, and
- \$6,500- to further develop the Avoca Wine and Food Festival. The April 2018 event was the fourth time this event has been held and which has assisted the Pyrenes Grapegrowers and Winemakers to collaborate and participate in other events which promote the industry outside of the Pyrenees Shire. For example the Melbourne Good Food and Wine Show and the Red Series in Ballarat.

Assessment of event sponsorship applications takes into account:-

- The events potential to increase tourism expenditure within Pyrenees Shire
- Increased visitation for day visits and overnight stays
- Support for key industry sectors and employment
- Regional contribution and importance of tourism events and
- Cultural events which support community wellbeing
- Benefits to local community groups

Assessment Guidelines

The Economic Development Unit considers that the development of sponsorship approval guidelines will contribute to a further degree of objectivity and consistency of decision making for future sponsorship requests.

An Events Sponsorship Approval Policy has recently been drafted to formalise the assessment process for decisions on sponsorship applications. The mechanism for approvals needs to remain efficient in terms of council resources and time to administer decisions while also allowing a degree of transparency. It is recommended that within this framework the protocol for sponsorship decisions be as follows:-

- Applications of up to \$1,000- to remain at the discretion of the Manager Economic Development and Tourism. In the previous three years the average amount of support granted (excluding the small number of larger sponsorship amounts) has been around \$500-
- Applications of \$1,001- to \$2,000- to be decided via recommendation from the Manager Economic Development and Tourism with the endorsement of the Chief Executive Officer or his delegate
- Applications for sponsorship of \$2,001- or above will be referred to Council for decision.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

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

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

ATTACHMENTS

6.1 Event Sponsorship Application – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

Councils' sponsorship budget for 2017-18 was \$25,600- and for 2018-19 is \$22,100-.

The average budget for the past three financial years has been \$23,519- which has been influenced by approval of \$12,000- for the 2015 Great Vic Bike Ride, and of \$5,000- for the 2017 Granite Hill Quilty.

These two events were reported to Council for endorsement of sponsorship provided. The average contribution for event sponsorship is around \$500- during the period 1 July 2014 – 30 June 2017.

The development of event sponsorship approval guidelines will mitigate the risk of inconsistent decisions for future event sponsorship.

Draft guidelines have been developed by Council staff without incurring further budgetary costs. The adoption of the guidelines will follow Councils standard practices for adoption of policies.

CONCLUSION

That Council continues to provide sponsorship support to assist small businesses in the Pyrenees Shire, grow the visitor economy and attract new residents.

An event sponsorship assessment process will provide a framework for event sponsorship approvals that mitigates the risk of inconsistent decisions. It is intended therefore that the sponsorship approval guidelines provided with this report be adopted by Council.

OFFICER RECOMMENDATION

That Council endorses the development of the event sponsorship approval guidelines which allow for approvals on the following basis:-

- a. Applications of up to \$1,000- to remain at the discretion of the Manager Economic Development and Tourism
- b. Applications of \$1,001- to \$2,000- to be decided via recommendation from the Manager Economic Development and Tourism with the endorsement of the Chief Executive Officer or his delegate
- c. Applications for sponsorship of \$2,001- or above will be referred to Council for decision.

7. CULTIVATE AGRICULTURE ACTIVITIES

Ray Davies – Manager Economic Development and Tourism

File No: 22/16/30

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

PURPOSE

The purpose of this report is to update council on recent activities of Cultivate Agribusiness Central Highlands

BACKGROUND

The agriculture sector is identified in Councils' Growth and Development strategy as a "key propulsive sector". The most recent data available indicates agriculture accounts for \$158M (29.4%) of output and 589 jobs (29.4%) in the Shire economy.

Due to the significant importance of agriculture to the Shire, Council has maintained a close relationship with Cultivate Agribusiness since its formation (as Central Highlands Agribusiness Forum) in 2006.

A key priority of Councils Growth Strategy is that Council will "*participate in regional industry development to grow the agriculture sector*" and to "*collaborate with Cultivate Agribusiness Central Highlands, VFF, State Government agencies and other agribusiness networks to investigate and promote relevant opportunities and practices including potential use of ground water and new crop/food varieties*".

Other local government partners to Cultivate include Ararat Rural City Council, Hepburn Shire Council, Moorabool Shire Council and City of Ballarat, with Golden Plains Shire Council also showing an interest in becoming involved in Cultivate activities in the next twelve months.

Cultivate Agribusiness is a not for profit association whose purpose is:-

- To support the creation of wealth and improved quality of life for people involved in the agricultural production and services industries
- To assist agribusiness to make a positive contribution to the condition of the economic, social and physical environments in the region and beyond.

Cultivate activities and projects are focused on the following key areas:

- Cultivating networks and collaboration - Facilitating networking and relationship building opportunities for agribusinesses and other stakeholders relevant to the sector
- Increasing understanding and investment in agribusiness - Providing coordinated strategic advice and advocacy on behalf of agribusiness in the region - Delivering a range of programs and activities to improve agribusiness capacity to promote products and access new markets
- Supporting development of commercially sustainable agribusinesses - Delivering a range of programs and activities to improve agribusiness capacity to promote products and access new markets
- Facilitating uptake of innovative and sustainable practices - Offering opportunities for learning about innovative agribusinesses practices. Agribusiness – all stages of the food and fibre supply chain

Recent initiatives of Cultivate include:-

- Establishing an annual “Agrifeast” dinner that celebrates local produce. Plans to hold the inaugural event during May have been postponed for the time being
- Ag Conversations Regenerative Agriculture event at Ballarat Grammars Farm Campus located at Sims Rd Mount Rowan. The event was held on 7 June and attracted an audience of 55 people with keynote speakers including:-
 - Dr Charles Massey, a farmer and scientist from Cooma NSW
 - Stephanie Russo, Associate Director Natural Value NAB
 - Andrew Gray, Project Facilitator of Central Otway Landcare Network
- Continuing to host the Victorian Bioenergy Network and its various events
- Investigating next stages of the Future Landscape Project

Cultivate is currently planning future activities which will assist address the ten “burning issues” for agriculture:-

1. Building value and profitability of family farms
2. Dealing with the challenges and opportunities of peri-urban areas and lifestyle farmers
3. Connecting agribusiness with market opportunities
4. Connecting capital with growth opportunities
5. Maximising value from a shrinking water resource
6. Increasing the regional value add
7. Addressing the labour constraints
8. Driving the infrastructure agenda
9. Nurturing the gourmet potential of the region
10. The need for greater agri-industries connectivity

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.

5.3 - Grow the economy by implementing the Pyrenees Shire Council Growth Strategy.

FINANCIAL / RISK IMPLICATIONS

Council has allocated a budget of \$20,000- to continue its support of Cultivate Agribusiness during 2018-19.

CONCLUSION

Cultivate Agribusiness remains an important organisation in terms of supporting the creation of wealth in the regions rural communities and assisting agribusiness to make a positive contribution to the regional economy.

OFFICER RECOMMENDATION

That Council endorses its ongoing commitment to regional collaboration which supports the growth and development of the regions agribusiness sector.

ASSET AND DEVELOPMENT SERVICES

8. LEXTON PETITION

Douglas Gowans – Director Assets and Development Services

File No: 404002600

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

PURPOSE

The purpose of this report is to provide Council with details of a petition from the Lexton Community relating to lack of toilet facilities at the residence at 3556 Sunraysia Highway, Lexton.

BACKGROUND

Council received a petition on 15th June, 2018 requesting that Council take the necessary steps to enforce residents at 3556 Sunraysia Highway Lexton to install a functioning toilet at the premises.

ISSUE / DISCUSSION

Council officers received information from a local resident that the occupants of the property at 3556 Sunraysia Highway, Lexton did not have a functioning toilet at the premises, were using a bucket for their waste and were dumping the waste into the creek. Residents of Lexton are gravely concerned about the risks to health which are associated with this practice.

Council's Environmental Health Officer has contacted the Environment Protection Authority who believe the matter is a small scale domestic waste issue. Goulburn Murray Water been notified and has stated that the creek does not feed into a water catchment area. At the time of preparing this report, Council's Building Department Officers have advised they are awaiting legal advice regarding entry to the premises.

Following an incident on Friday 8th June, 2018 where a resident allegedly from the property at 3556 Sunraysia Highway, Lexton dumped a bucket of human excrement on the door and wall of the Lexton Hotel, a petition has been sent to Council.

The petition, containing 42 signatures, requests that Council enforce the requirement that residents at 3556 Sunraysia Highway, Lexton install a functioning toilet at the premises.

ATTACHMENTS

8.1 Petition

OFFICER RECOMMENDATION

That Council:

1. Receives the petition; and
2. Requests a report be presented to Council at a future meeting for decision.



Name	Address	Signature
DAVID WILSON	42 Skene St Lexton	[Signature]
JACE WHAN	42 Skene St Lexton	[Signature]
VALERIE A WILSON	17 ROBERTSON ST LEXTON	[Signature]
GHOSTINE CARBON	91 Williams St Lexton	[Signature]
Julianne Wheeler	3823 Sunnaysia Hwy Lexton	[Signature]
REBECCA M'ERVALE	13 GOLDSMITH ST LEXTON	[Signature]
DON COKER	3554 SENIARUKIA HWY LEXTON	[Signature]
TONY BRIDGY	Kilcoy LEXTON	[Signature]
MATT BRIDGY	Kilcoy 1890 BRICK BARRON RD	[Signature]
PAUL KARILAKI	20 WALDY ST	[Signature]
FERRY BROWN	2. CHAPPERTON ST.	[Signature]
LICK WRIGHT	23 THOMSON ST	[Signature]
BRETT LEWIS	39 WILLIAMSON ST	[Signature]
Margaret Beaumont	39 Williamson St	[Signature]
FRUIT BEAUMONT	39 Williamson St	[Signature]
VENI DARNELL	362 MIKE CREEK RD	[Signature]
GARY DARNELL	362 MIKE CREEK RD	[Signature]
Jayne Bridgy	2034 Beaufort Rd, Lexton	[Signature]
Hugh Bridgy	"	[Signature]
PETER WHEELER	7 NICHOLS LEXTON	[Signature]
NOLA WHEELER	"	[Signature]
Marg Mayr	155 Skene St Lexton	[Signature]
Erica Fisher	3582 SUNNAYSIA HWY LEXTON	[Signature]
BO BISSOL	RIFLE RANGE ROAD LEXTON	[Signature]
Tamara Brand	7 Hamilton St Lexton	[Signature]
Leanne Fische	2371 Beaufort Rd	[Signature]
Joan Fische	"	[Signature]
Flora Fisher	2371 Beaufort Rd	[Signature]
Sandy Bisher	31 Rifle Range Rd	[Signature]
Kerrie Lee	3 Williamson St	[Signature]
Phillip Lee	3 Williamson St	[Signature]
Kylie Paterson	66 BUTLER ST, LEXTON	[Signature]
Geraldine Smith	2338 Beaufort Rd Lexton	[Signature]
Ed Bradley	128 Skene St Lexton	[Signature]
Barbara K-slake	20 Waldy St Lexton	[Signature]
Jenny Peck	Sunnaysia Hwy Lexton	[Signature]
Rosara PARMBY	Sunnaysia Hwy 3427 Lexton	[Signature]
Joy PARMBY	" " " "	[Signature]
PAUL KARILAKI	20 WALDY ST LEXTON	[Signature]
BARRY HERBERTSON	24 WILLIAMSON ST LEXTON	[Signature]
VAN BROWN	48 SKENE ST LEXTON	[Signature]
VERA BROWN.	48 SKENE ST, LEXTON	[Signature]

CORPORATE AND COMMUNITY SERVICES

9. RATE ARREARS AS AT 30 JUNE 2018

April Ure – Property Revenue Officer

File No: 52/08/02

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

PURPOSE

The purpose of this report is to provide an update of Rates and Charges currently outstanding as at 30 June 2018

BACKGROUND

A report on outstanding rates and charges was presented to Council at the March 2018. This follow up report on rate arrears is to provide Council further information. Listed below is a comparison of rate arrears outstanding at the end of the financial year for the past six years.

ISSUE / DISCUSSION

The table below compares the rate arrears for the past 6 years:

Year	Amount	% Outstanding Against Rates Raised with Arrears
Current year ending 30/06/2018*	\$592,972.21	5.39
Year ending 30/06/2017*	\$489,450.22	4.66
Year ending 30/06/2016*	\$532,113.42	5.36
Year ending 30/06/2015*	\$391,465.74	4.19
Year ending 30/06/2014*	\$417,856.96	4.60
Year ending 30/06/2013	\$302,718.99	4.28

(Note: For the purpose of this report, all properties with a credit balance (totalling \$139,823.48) have been excluded from the calculation, and the amount of Fire Service Property Levy that is outstanding has been included for the years ending 30 June 2014 to present day. As at the 30 June 2018, an amount of \$70,526.91 remains outstanding for Fire Services Property Levy which is included in the figure mentioned above.)

The Rates team are currently working to reduce the level of outstanding Rates and Charges, with following breakdown of accounts:

Collection Method	Bal	% Outstanding Against Rates Raised with Arrears
Instalment Payments - Final Notice	\$ 48,596.21	8.20
Arrangement with Council	\$ 31,129.57	5.25
Accounts with Debt Collection Agency	\$ 203,617.42	34.34
Misc/Minor Bal (<\$500.00)	\$ 14,553.12	2.45
Special Consideration (Farming Differential - no Debt Collection Action was taken as per Council Resolution)	\$ 104,329.50	17.59
Unassigned	\$ 190,746.39	32.17
Arrears Balance	\$ 592,972.21	100

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 1 - Leadership

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

Costs associated with the collection of outstanding rates and charges are incurred by the ratepayer.

CONCLUSION

Outstanding rates and charges as at 30th June 2018 is \$592,972.21, representing 5.39% of the amounts due in the 2017/18 financial year.

OFFICERS RECOMMENDATION

That Council receives the Rate Arrears Report as at 30th June 2018 and requests that regular reports be provided to Council with details of the rate arrears.

10. HEALTH, SAFETY & WELLBEING POLICY REVISION

Kathy Bramwell – A/Director Corporate and Community Services

File No: 16/24/17

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

PURPOSE

The purpose of this report is to provide Council with the new Health, Safety & Wellbeing Policy and Display Statement for information.

BACKGROUND

It is a legal expectation that Council will have an OHS policy and that this policy be available to the public upon request. Review of Council's OHS policy was also included as part of the three-year OHS improvement project to meet the WorkSafe compliance requirements of being part of the MAV self-funded WorkCare Scheme.

As part of the policy review schedule, and to ensure ongoing compliance to WorkSafe requirements, Council's OHS policy was reviewed and renamed as the *Health, Safety & Wellbeing Policy*. To support this policy and ensure widespread visibility, a display statement version was also created.

Following wide distribution for consultation and feedback, these documents were approved by Council's Risk Management Committee on Tuesday, 3rd July 2018.

ISSUE / DISCUSSION

The revised *Health, Safety & Wellbeing Policy* was designed to replace the former two policy statements (*OHS Policy Statement* and *OHS Accident / Incident Policy Statement*) to apply a single, overarching statement of intent with regard to OHS. The title was changed to more clearly identify the need to include wellbeing within Council's OHS focus.

The policy revision included the terminology and contents of a model OHS policy document provided to member councils of the MAV WorkCare self-insurance scheme, to create a consistency of approach and ensure compliance with WorkSafe compliance expectations.

The Pyrenees Way: In the policy a "safety vision" has been articulated, called "The Pyrenees Way". It is hoped that this will provide a clear destination for our future safety culture – where safe work practices and attitudes, and a speak-up culture, are part of everyday activities – "just the way we do things at the Pyrenees Shire Council".

The new policy is supported by a public display statement that will provide visibility to Council's approach to health, safety and wellbeing throughout the organisation.

The two documents are now provided to Council for information.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 1 - Leadership

1.2 - Mitigate risk and improve employee safety through pro-active risk management.

Council's revised Health, Safety & Wellbeing Policy provides an up-to-date and visible commitment to its statutory obligations under the OHS Act 2004 and supports the three-year project in achieving 100% compliance to WorkSafe safety expectations to maintain membership of the MAV self-funded WorkCare Scheme.

ATTACHMENTS

- 10.1 Health Safety & Wellbeing Policy Display Statement
- 10.2 Health Safety & Wellbeing Policy - *circulated separately*

FINANCIAL / RISK IMPLICATIONS

Safety risks are inherent in all Council activities and risk management, including OHS risk management, therefore needs to be integral to good management practice.

CONCLUSION

Council's revised *Health, Safety & Wellbeing Policy* has been updated to ensure it maintains Council's commitment to sound, transparent and compliant OHS practices and to membership of the MAV self-funded WorkCare Scheme.

OFFICERS RECOMMENDATION

That Council acknowledges the revised Health, Safety & Wellbeing Policy and Statement, and continues to ensure adequate resources are allocated in its annual budget to enable a health and safe workplace for staff, contractors, Councillors and volunteers.

THE PYRENEES WAY

How Pyrenees Shire Council manages its Health, Safety and Wellbeing obligations – ultimately representing a culture where safe work practices and attitudes, and a speak-up culture, are reflective of the “way we do things at Pyrenees Shire Council – safely and without harm”.



POLICY STATEMENT

The Pyrenees Shire Council, as far as reasonably practicable, will work towards minimising harm by focusing on four key pillars:

1. **Leadership:** provide direction and support in the provision of high standards of health, safety, wellbeing and environmental standards; aiming to eliminate or reduce as far as reasonably practicable the risk of harm and promoting a zero tolerance to workplace aggression or violence;
2. **Systematic approach:** establish a management framework that supports a strong and compliant health, safety and wellbeing culture, inclusive of behavioural standards that promote good mental health;
3. **Active OHS and Speak-Up culture:** promote an organisational culture that accepts good health, safety and wellbeing; and continuous improvement; as an integral part of the way that Council and its workforce undertakes its activities; and
4. **Workplaces and equipment:** ensure a deep understanding of the nature of hazards inherent within Council’s work, activities and undertakings.

The Pyrenees Shire Council will achieve these goals by:

- Ensuring that health, safety and wellbeing is adequately resourced and an integral part of business planning processes;
- Complying, as a minimum, with all relevant OHS laws and regulations;
- Identifying, eliminating or mitigating risks, as far as reasonably practicable, to Council’s workforce;
- Implementing, maintaining and reviewing our OHS Management System;
- Continual and effective improvement of OHS performance, through the setting and review of objectives and targets, which relate to key aspects of the business;
- Providing and maintaining an effective mechanism for consultation, communication and partnership with all Councillors and staff on health, safety and wellbeing matters;
- Providing and maintaining an effective process and tools to encourage the reporting, management and resolution of health, safety and wellbeing hazards, risks, incidents and issues;
- Providing appropriate health, safety and wellbeing awareness and training to develop an informed and knowledgeable Council and workforce;
- Creating an understanding of all Councillors, employees, contractors and volunteers of their individual responsibilities for their own actions and behaviour to reflect safe work practices and report workplace hazards, incidents and injuries; and
- Continual and effective review and improvement of OHS performance, through the setting and review of objectives and targets which relate to key aspects of the business.

Jim Nolan, CEO

11. COUNCILLOR RESOURCES AND EXPENSES POLICY

Kathy Bramwell – A/Director Corporate and Community Services

File No: 16/24/17

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

PURPOSE

The purpose of this report is for Council to consider and endorse the revised Councillor Resources and Expenses Policy.

BACKGROUND

Section 75 of the *Local Government Act 1989* requires Council to develop and maintain a Policy and processes for the reimbursement of expenses for Councillors and members of council committees; and make available appropriate resources and facilities for the Mayor and Councillors.

If the proposed revision of the *Local Government Act* is passed through Parliament, this has a similar requirement included.

The existing Policy was last reviewed in 2012 and is now due for a further review.

ISSUE / DISCUSSION

A review has been conducted of Council's Policy for *Councillor Resources and Expenses*. The revised draft policy was provided for Council consideration at the briefing held on 26th June 2018.

The final draft of the revised Councillor Resources and Expenses Policy is now attached for Council endorsement.

Following this approval, the document will be published on Council's policies and procedures page on the Council Intranet.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Under Section 75 of the *Local Government Act 1989*, Council must prepare and maintain a Policy detailing processes on the management of the reimbursement of expenses for Councillors and members of council committees, and make available appropriate resources and facilities for the Mayor and Councillors. The current review of the existing Council policy meets these requirements.

ATTACHMENTS

11.1 Draft Policy – Council – Councillor Resources & Expenses – Circulated separately

FINANCIAL / RISK IMPLICATIONS

Financial implications relating to the implementation of this Policy are accounted for in the operating budget.

Review of this Policy maintains Council's compliance with Section 75 of the *Local Government Act 1989*.

CONCLUSION

The draft Policy has been developed in accordance with obligations imposed by the Local Government Act and meets requirements to reimburse reasonable out-of-pocket expenses incurred by Councillors and members of council committees in the course of their Council duties.

OFFICERS RECOMMENDATION

That Council endorses the attached Councillor Resources and Expenses Policy.

12. CPI WAIVER FOR BEAUFORT COMMUNITY HOUSE & LEARNING CENTRE

Kathy Bramwell – A/Director Corporate and Community Services

File No: 52/08/02

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

PURPOSE

The purpose of this report is for Council to consider waiving the indexation of the rent paid to Council for the use of the Beaufort Community Resource Centre by the Beaufort Community House & Learning Centre while a new lease is being negotiated.

BACKGROUND

On the 1st July 2005 Pyrenees Shire Council entered into a lease agreement with the Beaufort Community House and Learning Centre Incorporated (BCHLC) to lease a portion of the Beaufort Community Resource Centre.

The lease agreement has now expired and negotiations have commenced to create a new lease.

ISSUE / DISCUSSION

The lease agreement with the BCHLC for use of the Beaufort Community Resource Centre provides for the following:

- Priority and secure use of the area designated BCHLC office
- Priority use of the area designated "Training"
- Scheduled use of the area designated "IT Training" with a minimum of seventy hours per month being available to BCHLC
- Scheduled use of meeting rooms 1 & 2
- Access to storeroom 2
- Internet
- Supply of landline handsets and associated ongoing service and licensing fees
- Faxing
- Email relay
- Maintenance and licensing associated with IT Training Room PCs x 10
- Utilities
- Insurance
- Cleaning
- Reception

The commencing lease was \$11,000 per year plus GST which has now indexed to \$14,316.76 plus GST per year (2017/18).

The lease provides for an annual increase based on the all categories Consumer Price Index (CPI) for Melbourne.

The lease is currently in holdover provisions until a new lease is negotiated.

The BCHLC have requested that the CPI increase not be applied for the 2018/19 financial year while the negotiation of the new lease is being conducted.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 1 - Leadership

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

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

The rent received from the Beaufort Community House & Learning Centre has been factored into the 2018/19 budget at the indexed level. Waiving of the indexation will result in the rent received from the Beaufort Community House & Learning Centre being less than what was budgeted for in the 2018/19 Budget. The 2017/18 lease fee was \$14,316.76 plus GST per year.

CONCLUSION

Beaufort Community House & Learning Centre rent a portion of the Beaufort Information Centre.

OFFICERS RECOMMENDATION

That Council waives the indexation of the rent from the Beaufort Community House & Learning Centre while the new lease is being negotiated.

13. COMMUNITY GRANTS 2018-2019

Kathy Bramwell – A/Director Corporate and Community Services

File No: 32/14/35

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

PURPOSE

The purpose of this report is for Council to consider the allocation of Round 1 of the 2018/19 Community Grants Program; Round 1 of the 2018/19 Community Capital Grants Program; and to adopt the guidelines for the one-off Community Safety and Resilience Grants Program.

BACKGROUND

Community and Community Capital Grants:

Council provides Community Grants to recognise the importance of providing financial assistance to 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 events
- Community Capital Grants
Grants of up to \$5,000 for projects identified as a priority in the Community Action Plan.

Community Safety and Resilience Grants Program:

Funding was received to conduct a program to implement a Municipal Community Resilience Plan (which is a sub-plan to the Municipal Emergency Management Plan) and introduce strategies to improve community resilience. Under this program it is intended to offer grants to Community Action Planning Committees to fund community projects that will improve resilience and/or safety.

ISSUE / DISCUSSION

Community and Community Capital Grants:

Council allocated \$40,000 in the 2018/19 Budget to fund the Community Grants Program and \$50,000 to fund the Community Capital Grants program. Community Grants are provided across two streams, through two funding rounds annually.

Community Grant applications are prioritised using the Priority Criteria provided in the Pyrenees Shire Council Community Grants Program Policy and the Community Capital Grants Program Policy.

Community Grants

\$40,000 was allocated to the Community Grants Program for the 2018/19 financial year.

Council received 12 applications seeking \$14,341 in Community Grants, proposing to deliver a total of \$79,116 in projects across the municipality.

Community Capital Grants

\$50,000 was allocated to the Community Capital Grants Program for the 2018/19 financial year.

Council received five applications into Round 1 of Community Capital Grants, seeking \$22,311 to deliver a total of \$57,146 in projects across the municipality.

Council reviewed the applications at its Briefing Session on 11 July 2018.

Community Safety and Resilience Grants Program:

The Community Safety and Resilience Grants Program aims to support Community Action Planning Committees to develop a community safety and resilience statement for inclusion in each Community Action Plan; and to provide funding support for projects that will enhance community resilience and promote participation in community safety and resilience.

A dinner to introduce the grants program will be held on 23 July 2018.

A draft Community Safety and Resilience Grants Guideline document has been prepared for Council endorsement, to provide rules around how the one-off program will be managed.

COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Strategic Objective 2 - Community

2.3 - Use community action plans to inform Council's priorities for determining the use, and future needs for, community facilities.

ATTACHMENTS

13.1 Pyrenees Shire Council Community Safety & Resilience Grants Guidelines and Application – *circulated separately*

FINANCIAL / RISK IMPLICATIONS

The 2018/19 budget provides for \$90,000 to be allocated to approved Community Grants in two rounds, across two streams, conducted during the financial year. Grants are allocated to Community Grant applications that meet the criteria specified in Council's Community Grants Policy and Council's Community Capital Grants Policy.

The Community Resilience Project will provide funding for \$500 grants to each Community Action Planning Committee, plus a grant of an additional \$500 for the best application.

CONCLUSION

Council allocated \$90,000 in its 2018/19 Budget to fund the Community Grants Program.

Community Grants

Round 1 of the Community Grants Program was advertised on 1 May 2018. Twelve applications were received seeking funding of \$14,341.

Council reviewed the applications at its briefing session on 11 July 2018. It is proposed to allocate \$13,841 in Round 1 of the Community Grants Program, leaving a balance of \$26,159 to be allocated in future Rounds. The proposed allocation of Round 1 is as per the Officer's recommendation.

Community Capital Grants

Council allocated \$50,000 in its 2018/19 Budget to fund the Community Capital Grants. Round 1 of the Community Capital Grants was advertised on 1 May 2018. Five applications were received seeking funding of \$22,311.

Council reviewed the applications at its briefing session on 11 July 2018. It is proposed to allocate \$17,311 in Round 1 leaving a balance of \$32,689 to be allocated in future Rounds. The proposed allocation of Round 1 is as per the Officer's recommendation.

Community Safety & Resilience Grants

This is a one-off, funded grant allocation to Community Action Planning Groups to promote community safety and resilience.

OFFICER RECOMMENDATION

That Council

1. Approves the following allocation of Round 1 - 2018/19 Community Grants:

Group Name	Project	Amount
Chinese Garden Association Inc	Upgrade powerboard and improve lighting	\$1,500
Country Golf Bowling Club	Provide tables and seating to BBQ outdoor area	\$1,250
Friends of the Pool	Hold the 2018 Last Chance Debutante Ball	\$556
Beaufort Agricultural Society	Purchase a gazebo for community use	\$1,500
Beaufort Municipal Band	Purchase equipment to catalogue and store historic music library	\$1,500
Carngham Recreation Reserve COM	Provide a covered area for spectators	\$1,500
Casablanca Movie Club	Hold an event that will incorporate 3 senior citizens week functions	\$750
Evansford Community Centre	Hold an event to activate the Evansford community	\$535
Moonambel Events Inc	Hold a family event	\$750
Snake Valley Fire Brigade	Engage an indigenous artist to create art installations	\$1,000
	TOTAL	\$10,841

2. Approves the following allocation of Round 1 - 2018/19 Community Grants:

Group Name	Project	Amount
Waubra Primary School	150 th Anniversary Celebrations	\$1,500
UMEC Landcare	Undertake weed removal	\$1,500
	TOTAL	\$3,000



3. Approves the following allocation of Round 1 - 2018/19 Community Capital Grants:

Group Name	Project	Amount
Landsborough Public Hall Reserve Committee of Management	Internal painting of the hall	\$4,311
Lexton Racecourse and Recreation Reserve	Extend shelter along the multi-purpose court	\$3,000
Avoca Friends of the Pool	Erect a storage shed for BBQ equipment and install a sink	\$5,000
Raglan Hall and Recreation Reserve Committee Inc	Replace spouting and downpipes	\$5,000
	TOTAL	\$17,311

4. Adopts the attached Community Safety and Resilience Grants Guidelines.

CHIEF EXECUTIVE OFFICER

14. GRANT APPLICATIONS

Jim Nolan - Chief Executive Officer

File No: 32/13/08

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

PURPOSE

The purpose of this report is to inform Council and seek support for the submission of two grant applications under the Female Friendly Facilities Fund.

BACKGROUND

The Female Friendly Facilities Fund is a Victorian Government funding program that assists local clubs and organisations to develop grounds, pavilions, courts and lighting to enable more women and girls to participate in sport and active recreation.

The fund aims to support local clubs and organisations, with grants of up to \$500,000 for projects that encourage more women and girls to become active.

All projects must ensure that women and girls have prioritised and equitable access to existing and new facilities.

Examples of potential projects that may be funded include:

- New or redevelop existing change rooms to facilitate participants and officials that are women and girls
- Sports grounds that facilitate women and girls participation
- Multi-sport courts that facilitate women and girls participation
- Sports lighting that facilitates women and girls participation
- Upgrading existing grounds to improve capacity for women and girls participation.

The Victorian government is investing in Female Friendly Facilities for the following reasons:

- The number and quality of facilities at community clubs plays a key role in encouraging and sustaining women and girls' involvement.
- In Victoria, women and girls participation rates in sport and active recreation remain lower than males, particularly in community club settings.
- Community sport and recreation facilities are becoming outdated and often do not provide the range of amenities that attract and sustain participation by women and girls throughout their life.
- To encourage more women and girls to become active and involved in sport and active recreation, user-friendly facilities are required.

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation delivered A Five Year Game Plan that made nine recommendations to the Minister for Sport.

The recommendations were aimed at enhancing participation by women and girls in sport and active recreation and increasing engagement in leadership and governance roles.

The Victorian Government adopted all nine recommendations. The Female Friendly Facilities Fund aims to address recommendation 6: to deliver female friendly built environments and equitable facility usage policies.

The Female Friendly Facilities Fund is part of broader work being undertaken by the Victorian Government to address these recommendations.

A key part of this work is the Change Our Game campaign, which brings together sport and recreation organisations in a shared effort to increase leadership and participation opportunities for women and girls in sport.

The fund is only open for Councils to apply. Councils may submit applications for one or more venues with a total (combined) funding request of up to \$500,000. There is no maximum total project cost.

The Pyrenees Shire Recreation Strategy 2017-2022 identified opportunities for improved participation in sport through facility improvements at a number of sporting venues including Lexton and Snake Valley.

Council's Community Development Officer has been working with these communities on their priorities and on funding strategy.

At both sites the facilities are not meeting current standards expected for female friendly facilities.

ISSUE / DISCUSSION

The two project proposals described below are proposed to be made to the Female Friendly Facilities Fund.

This program requires financial contributions from the applicant of \$2:\$1 (SRV: applicant contribution). Both projects are considered to meet the range of criteria in the program guidelines.

Project 1- Snake Valley change facilities

This project involves the construction of facilities that enable women and girls who participate in netball and other sports now and in the future at Snake Valley to have access to change facilities built to current standards. The facilities will be located in the vicinity of the existing Netball courts at the Snake Valley Recreation Reserve.

Project 2 – Lexton Community Hub and Sporting Facility complex

Council has previously formalised its support for a proposed new Hub facility at Lexton. An application has already been submitted under the Building Better Regions (Commonwealth) Fund for \$850,000 towards this project which has a total project cost of \$2.7M.

The project is eligible under this fund, and if successful will provide part of the funding required towards the construction of the change facilities, which is a component of the total project.

In addition, an application is also proposed under the Regional Jobs and Infrastructure Fund for an additional \$500,000 towards the total project.

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.

3.2 - Physical activity - Ensure our residents have access to facilities and programs that allow them to maintain a healthy and active lifestyle.

ATTACHMENTS

Nil

FINANCIAL / RISK IMPLICATIONS

The proposed financial contributions required are outlined below:

Project	Amount	Funding source
Snake Valley Female Friendly Facilities	\$200,000	Female Friendly Facilities Fund
	\$10,000	Community
	\$90,000	Council – sourced from budgeted funds allocated from Recreation Strategy implementation
	\$300,000	Total project cost

Project	Amount	Funding source
Lexton Community Hub	\$300,000	Female Friendly Facilities Fund
	\$500,000	RDV - Regional Jobs and Infrastructure Fund
	\$900,000	Council and community
	\$850,000	BBRF (Commonwealth) – previously submitted
	\$150,000	Other
	\$2,700,000	Total project cost

CONCLUSION

The two projects proposed for funding applications under the Female Friendly Facilities Fund are strong candidate projects for funding with close alignment to the funding criteria, and strategic alignment with local strategic planning work undertaken.

OFFICER RECOMMENDATION

<p>That Council</p> <ol style="list-style-type: none"> 1. Endorses grant applications to be made to the Female Friendly Facilities Fund at the Snake Valley Recreation Reserve, and for the change facilities which comprise an element of the Lexton Community Hub facility. 2. Endorses and application be made under the Regional Jobs and Infrastructure Fund for funding towards the Lexton Community Hub.

15. ORGANISATION ACCOMMODATION

Jim Nolan - Chief Executive Officer

File No: 14/04/02

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

PURPOSE

The purpose of this report is to seek Council support for expenditure on office alterations.

BACKGROUND

At the Council Meeting on 20 March 2018, Council agreed to allocate a portion of the Working Capital Surplus (WCS) to invest in Council system improvements which result in more efficient and effective service delivery and improved productivity. \$130,000 was allocated for potential system improvements to Health Manager, Contracts, Electronic Purchase Orders, Infringements and Records Management systems.

The evidence for investment in system development is based in council's ICT Strategy which was undertaken in 2015 and completed in 2016. The strategy sets out a five year plan for investment in ICT comprising \$1.287M in capital and \$1.132M operational investment. While significant progress has been made in implementing the ICT strategy, the level of investment recommended has exceeded council's budget capacity in the last two years resulting in the extension of the timelines in the strategy. This led Council to allocating part of the WCS in March 2018 to top up its budget allocation for ICT and system development.

The broader needs of the organisation are continually being reviewed, and whilst system improvements are necessary and important, other currently unbudgeted needs have emerged which warrant council consideration and investment to ensure the organisation continues to meet the changing needs of a high performing organisation.

Over recent years there has been very minor investment in office accommodation which is the main workplace for administrative staff responsible for the delivery of key Council services. There is an opportunity to improve the work environment and productivity through relatively minor alterations to the office layout to better accommodate the changing needs of the teams responsible for service delivery. Importantly, the health and safety of staff is a critical consideration for the CEO as well as Council, and the office alterations will assist to improve the working environment for staff.

Whilst the management of the staff environment is a key responsibility of the CEO, Council has been briefed on issues impacting on the staff environment at a briefing in July.

ISSUE / DISCUSSION

It can be argued that committed and productive staff is the most important asset the Council has, and it is the staff within the organisation that are responsible for the delivery of services to the community.

To ensure the staff continue to be productive, it is necessary to monitor review and invest in their working environment.

A number of issues have emerged which are impacting on staff productivity which can be addressed through internal office alterations, and Council's support is sought by reallocating \$50,000 from funds that were allocated to system improvements (as part of the working capital surplus) to office alterations.

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

Nil

FINANCIAL / RISK IMPLICATIONS

This proposal seeks to reallocate \$50,000 from system improvements to office alterations.

This will result in some delay in implementing the intended ICT improvements which will require budget allocation in future budgets, or as opportunity provides.

CONCLUSION

This report seeks commitment from council to reallocate \$50,000 within its current budget to enable office alterations to be undertaken to ensure a healthy, safe and productive working office environment for staff.

The implication is that the reallocation of funds will create a delay in implementing ICT improvements previously committed by Council. While this delay is not critical to the operation of the organisation, the commitment to implementing the ICT strategy will require ongoing commitment in future budgets.

OFFICER RECOMMENDATION

That Council

1. Agrees to the reallocate \$50,000 of the working capital surplus to undertake alterations to its administration office, and reduces the working capital surplus previously allocated to system improvements by \$50,000.
2. Considers a report on the implementation of the ICT strategy at a future Council meeting.



COUNCILLOR REPORTS AND GENERAL BUSINESS



CLOSE OF MEETING

Meeting closed at

Minutes of the meeting confirmed

2018

Mayor